

**NASSAU COUNTY SHERIFF'S DEPARTMENT  
DIVISION OF CORRECTION  
NASSAU COUNTY CORRECTIONAL CENTER  
100 CARMAN AVENUE, EAST MEADOW, NEW YORK**



**INMATE HANDBOOK**

**Current as of 7/7/10**



**ATTENTION ALL INMATES INCARCERATED AT THE NASSAU COUNTY CORRECTIONAL CENTER**

You should be aware that information regarding your behavior and conduct while in the custody of the Nassau County Sheriff's Department is routinely forwarded to other agencies/authorities within the criminal justice system. Such other agencies/authorities include, but are not limited to, federal and/or state courts, departments of probation and/or parole, state and/or county departments of correction, and all federal law enforcement organizations.

Instances of misconduct or violations of institutional rules including, but not limited to, assaults on staff members and refusing to comply with lawful orders, are forwarded for inclusion in the pre-sentence report that is submitted to the judge presiding over your criminal case. The pre-sentence report is reviewed and considered by the judge prior to the time of your sentencing. Misconduct or violations of institutional rules during your incarceration may seriously impact the sentence that you ultimately receive in your criminal case.

You should also be aware that if you are sentenced to serve time with the New York State Department of Correctional Services, information regarding your behavior and conduct while in the custody of the Nassau County Sheriff's Department will be forwarded at the time of your transfer. This information may be considered in determining your facility assignments, housing and classification status, good time credit allowances, and/or eligibility for release under parole supervision.

The Inmate Handbook explains the rules and regulations that have been established to insure your safety, well-being, decent living conditions, and fair treatment while you are in the custody of the Nassau County Sheriff's Department. You are expected to conform your behavior and conduct to these rules and regulations at all times during your incarceration.

**TREATMENT OF INMATES**

Unnecessary, illegal or excessive use of force by staff is not, and will not be tolerated by the Nassau County Sheriff's Department. If you believe that you have been the victim of unnecessary, illegal or excessive use of force, promptly report this information to a Sergeant or higher-ranking Supervisor at any time.

If you feel that a complaint is not being addressed or that it is necessary to report this concern directly to the management of the Correctional Center, you or a family member may contact one of the following numbers listed below:

**INTERNAL AFFAIRS UNIT at: 572-4205**

Complaints of this nature will be received from any source. Complaints may also be made to the Medical staff, Clergy, the Human Rights Commission, the New York Civil Liberties Union, your attorney or the District Attorney's office directly. The District Attorney's office has established the following hotline number:

**DISTRICT ATTORNEY'S HOTLINE at: 571-0192**

# INMATE HANDBOOK

## PREFACE

This Inmate Handbook explains the rules, regulations and procedures that have been established to ensure your safety, well being and fair treatment. All inmates will comply with them. If you do not understand a regulation, ask a Correction Officer to explain it to you.

You are to familiarize yourself with the contents of this handbook and follow its instructions.

## WHY YOU ARE HERE

You have been committed to the Nassau County Correctional Center in accordance with the laws of the State of New York. The Sheriff does not have the authority to release you before the date arrived at by due process of law.

You will be expected to obey all rules and regulations and to govern yourself by the basic rules of common sense and decency. You will be expected to treat others as you wish to be treated, having proper regard for the staff and to other inmates. You will be expected to have a proper regard for all properties of the facility.

## TREATMENT OF CORRECTIONAL STAFF

Under no circumstances will the Nassau County Sheriff's Department tolerate physical assaults upon Correctional Center staff members. In addition to physical contact, assaults include: spitting, throwing, tossing or expelling of any liquid or bodily fluid at Correctional Center staff members. Any inmate who engages, or attempts to engage in any of the above behavior will be subject to the following:

1. Criminal prosecution to the fullest extent of the law. Assault in the Second Degree (N.Y.S. Penal Law 120.05) is a Class "D" Felony carrying a maximum penalty of seven (7) years in a New York State Correctional Facility.

Aggravated Harassment of an employee by an inmate (N.Y.S. Penal Law 240.32) is a Class "E" Felony carrying a maximum penalty of four (4) years in a New York State Correctional Facility.

2. Facility disciplinary sanctions up to and including the loss of any and all "Good Time" Credit allowances.

## USE OF FORCE

The Nassau County Correctional Center prohibits staff from using excessive force on inmates. Staff must always try to resolve situations without using force. There are some situations in which the use of force may be necessary to restrain an inmate, or to bring a situation under control. For example, the use of force may be necessary if an inmate is engaging in conduct that is causing or threatening to cause serious physical harm to another inmate or staff person, or if the inmate is in possession of a weapon. If force is necessary, staff must use only the amount of force necessary to restrain the inmate, or to bring the situation under control. Correctional staff cannot use force as a means of punishment, discipline, or in retaliation against an inmate. Staff cannot use force against an inmate because of the crime the inmate committed or is alleged to have committed.

If force has been used against you, or you allege that force has been used against you, you will be brought to the medical unit and will be provided with appropriate medical treatment.

If you believe that correctional staff have used excessive force on you or another inmate, report the incident promptly so that it can be investigated. You can report the incident in several ways. You may fill out a grievance form. Grievance forms are available in each housing unit. You do not need to ask staff for the form, or for permission to complete a grievance form. Once you fill out the grievance form, place it in the lockbox in your housing area. You may also write a letter to the Sheriff or to the Sheriff's Bureau of Investigation and place it in the lockbox, or in the mail. Or, you may report the incident orally to a staff person. Finally, you may report the use of force by calling the District Attorney's hotline at 571-0192. The telephone number for the hotline is also posted in your housing unit. One of your friends or family members may also make the report on your behalf. In your report, include as many details as possible, including the names of those involved in the incident; inmates and staff who observed the incident; what happened immediately before, during and after the incident; and any injuries you or anyone else received during the incident. If English is not your primary language, you may write the report in your primary language. Staff are prohibited against retaliating against you for reporting an excessive use of force. Staff are required to report accurately the excessive use of force by themselves or other staff. If you feel you are being retaliated against because you reported an excessive use of force, you should report that, as well.

All complaints relating to allegations of excessive use of force and/or improper reporting of a use of force incident will be thoroughly investigated and, if founded, will result in appropriate Departmental action.

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## SICK CALL – ACCESS TO MEDICAL

Nassau University Medical Center (NUMC) is responsible for providing medical, mental health and dental care to the inmate population. Upon admission inmates will receive a physical examination. If an inmate refuses, he/she will be placed in Administrative Segregation until compliance is achieved. An inmate may request medical and dental services for the following day by placing his/her name on a sick call form in your housing area before 7:30 PM. Decisions regarding health care services, treatment, medications and hospital referrals are the sole responsibility of the NUMC Medical Staff. All requests for treatment are made by accessing sick call and following the Care Plan detailed by NUMC.

## GRIEVANCE PROCEDURE

The Inmate Grievance Program provides the inmate population with a mechanism to voice complaints in a meaningful fashion. Resolution of inmate complaints in a timely manner is the goal of the program. Informal measures may be utilized before requesting an Inmate Grievance form. Inmates filing a formal grievance shall follow the below listed procedures.

A GRIEVANCE is a written inmate complaint concerning either written or unwritten facility policies, procedures, rules, practices, programs or the action or inaction of any person within the facility.

**NON-GRIEVABLE MATTERS:** Grievances regarding dispositions, surcharges, and sanctions resulting from disciplinary hearings, administrative segregations decisions, issues that are outside the authority of the chief administrative officer to control, or complaints pertaining to an inmate other than the inmate actually filing the grievance are not grievable and will be returned to the inmate by the Grievance Coordinator. Such grievances may not be appealed to the chief administrative officer or the Citizens' Policy and Complaint Review Council.

You may attempt to resolve your complaint in an informal manner with the housing area officers and/or supervisors prior to filing a written (formal) grievance. If the housing area officers and/or supervisors are unable to resolve your complaint, or if you do not wish to attempt to resolve your complaint in an informal manner, you may access the grievance process by completing a Grievance form. Grievance forms are available in the Inmate Law Library and during Inmate Council meetings. The forms are also maintained in the housing area officer's station. You will be given a grievance form upon request. Note that if you attempt to resolve your complaint in an informal manner and later file a formal grievance, the time utilized in attempting to resolve the complaint informally will not be calculated into the grievance timetable.

You must file a grievance within five (5) days of the date of the act or occurrence leading to the grievance.

If you are non-English speaking, illiterate, or if the complexity of the issue(s) makes it unlikely that you will be able to adequately present the substance of the grievance, upon your request the grievance coordinator will ensure that you are assisted in the preparation of the written grievance and at other stages of the grievance process in which assistance is needed. You may seek the assistance of other inmates with the approval of the chief administrative officer.

After completing the grievance form, place it into the grievance mailbox located in each housing area. Grievance Unit staff will remove the grievance forms from the grievance mailbox and a grievance receipt will be issued for each grievance received by the Grievance Unit.

Any grievance that is too vague to understand or fails to set forth supporting evidence or information will be returned to you. Failure to supply sufficient information or evidence within two (2) days shall be cause to deny the grievance.

Within five (5) business days of receipt of a grievance, the Grievance Coordinator will issue a written finding. Such finding will specify the facts and circumstances underlying the Coordinator's determination. A copy of such finding will be provided to you.

Within two (2) business days after receipt of the Grievance Coordinator's written findings, you may appeal a negative finding to the Chief Administrative Officer.

Within five (5) business days of receipt the Chief Administrative Officer will issue the inmate a written determination on the grievance appeal.

If the Chief Administrative Officer finds merit in the grievance, he/she will direct, in writing, that appropriate remedies or meaningful relief be provided to you and for all others similarly situated.

### APPEALS

Within three (3) business days of receipt of the Chief Administrator's determination you may appeal a grievance denied by the facility, in whole or in part, to the N.Y.S. Commission of Correction by indicating your desire to appeal on the Inmate Grievance form, in the space provided for such purpose.

Within three (3) business days of receipt of your notice of appeal, the Grievance Coordinator will mail the appeal, the accompanying investigation report and all other pertinent documentation to the Commission's Citizens Policy and Complaint Review Council.

The Grievance Coordinator will provide you with a receipt indicating the date the appeal was mailed to the Commission's Citizens Policy and Complaint Review Council.

The Complaint Review Council will issue a written determination to the appeal within forty-five (45) business days of receipt. Copies will be forwarded to you, Chief Administrative Officer and the Grievance Coordinator.

### TELEPHONE SERVICES

Upon admission to the Nassau County Correctional Center, inmates shall be permitted to make telephone calls.

Telephones located in inmate housing areas will be available between the hours of 10 a.m. and 10 p.m. All such telephone calls will be collect calls chargeable to the party called by the inmate.

A Personal Identification Number (PIN) is required to make a telephone call.

**All telephone calls, other than properly placed telephone calls to legal counsel as that term is defined in section 7031.1(c) of the Minimum Standards & Regulations for the Management of County Jails and Penitentiaries, are subject to monitoring and/or recording.**

**The following agencies/numbers may be dialed at no charge:**

*Internal Affairs Unit (IAU) at: 572-4205*

*Sheriff's Department General Information at: 572-4200*

*District Attorney's Hotline at: 571-0192*

*The Legal Aid Society of Nassau County at: 560-6490*

*The Nassau County Commission on Human Rights at: 571-5966*

## VISITING AND ATTORNEY VISITS

Inmates are entitled to two (2) one (1) hour visits each week.

Visiting sessions are as follows:

Monday, Tuesday and Wednesday 8:00 am – 11:00 am and 12:00 pm – 4:00 pm \*  
Thursday and Friday 12:00 pm – 3:00 pm and 4:00 pm – 8:00 pm \*

\* Processing for visits will end an hour before the end of each visiting session.

Visiting is **closed** on all County holidays. Inmates should check with the housing area Officer for changes or closings regarding the visiting schedule.

Inmates are required to conduct themselves properly during all visits. Any inmate who is found in possession of contraband will be arrested and prosecuted. Any civilian discovered bringing contraband into the institution will be arrested and prosecuted.

Anyone may visit you (with your consent) provided they properly identify themselves.

Visitors 18 years of age and older will be required to display photo identification. The following types of Photo Identification are acceptable:

1. Valid/current Drivers License
2. Valid/current Non-Drivers license
3. Valid/current Passport (Current Photo) & U.S. Passport Card
4. Valid/current Military Identification Card
5. Valid/current Employee Photo Identification Card w/current pay stub
6. Valid/current Social Services ID card with photo

If a visitor produces a VALID INTERIM, Department of Motor Vehicles issued I.D. without a photo a second form of I.D. must also be produced.

Visitors under the age of 18 will require an original birth certificate w/stamp, or baptismal certificate (or Crib Card for newborn infants). Children under the age of 18 must be accompanied by a parent, grandparent or legal guardian, who must provide the necessary, notarized, documentation to substantiate their status.

Any requests for special visits should be addressed to the Visiting Area Supervisor.

In addition to regular visiting sessions, attorney/professional visiting sessions are conducted on Fridays from 8:00 am – 11:00 am (processing for these visits go until 10:00 am).

Attorney visits will not count as one of your two (2) weekly visits.

Any requests for special attorney visits should be addressed to the Visiting Area Supervisor.

All requests for attorney visits that are not during the scheduled attorney visiting times are to be addressed to the Visiting Area Supervisor or, when visiting is closed, to the Tour Commander on duty. All attorney visits will be approved when not unduly disruptive to the institution.

Visitors may leave money in your account for the purchase of commissary items. Items allowed to be brought into the facility by visitors include:

- 1 set of civilian clothing for court appearances. **No jogging suits, t-shirts, belts or jeans.** Court clothing will be sent to the Inmate Clothing Room
- Medal or crucifix (no more than ¼ inch thickness, solid metal, no stones, removable parts, sharp edges, etc.) not to exceed 1 inch in diameter.
- Prescription eyeglasses (plastic, in a soft case) pre-approved by facility Medical staff.

Visiting privileges may be restricted as part of a disciplinary sanction.

### **MAIL AND PERMISSIBLE ITEMS**

The Mail Room provides the inmate population with the means to correspond with friends, family, clergy and legal counsel. Inmates are permitted to receive and send packages through the Mail Room. Writing paper and postage-paid envelopes are available from Commissary. All incoming mail that is not considered legal correspondence will be inspected for contraband. A list of permissible items is attached to the end of this booklet. The mailing address of the Correctional Center is:

**100 Carman Avenue  
East Meadow, N.Y.  
11554**

### **EXERCISE PERIODS & RULES**

A daily outdoor exercise period of one hour will be provided to you after completion of the classification process. In the case of inclement weather the hour of exercise **may** be held in the indoor gymnasium area. You must be properly dressed when leaving your housing area: uniform and ID card on. You are required to conduct yourself per the Inmate Rules & Regulations located within the Inmate Handbook and your exercise may be denied/limited/revoked when it has been determined that you may create a threat to the safety, security or good order of the facility or the safety, security or health of yourself or other prisoners. Exercise period hours are generally run between the hours of 8:00 am - 10:45 am, 12:15 pm – 3:15 pm, and 5 – 6 pm.

### **LAW LIBRARY**

Inmates have the opportunity to utilize the Inmate Law Library to access legal reference materials. New York State Commission of Correction Minimum Standards and other reference materials are available for your use. Officers assigned to the Law Library are certified as a Notary Public. Inmates may sign up to go to Law Library by placing your name on the tier request form before 7:00 a.m., Monday through Friday. Schedules are posted in each housing area.

### **WORK PROGRAMS**

Inmates sentenced to the Nassau County Correctional Center may be required to perform work assignments. The Classification Unit will determine if you are qualified to participate in a work assignment and will



assign you following final classification. Any non-sentenced detainee may also be eligible to work on a volunteer basis.

### **FUNERAL and DEATHBED VISITS**

At the discretion of the Chief Administrative Officer you may be able to attend a funeral or deathbed visit. Attendance will be limited to the following; father, mother, guardian or former guardian, child, brother, sister, husband, wife, grandparent, grandchild, ancestral uncle, and ancestral aunt. You can either notify your housing area officer or have someone you know notify the Sheriff's Department Transportation Unit of your request to attend. All arrangements will be made through the Sheriff's Department. Religious personnel are available for counseling at your request.

### **TELEVISION/RADIO**

Television hours are daily from 10:00 A.M. – 10:00 P.M., provided that misbehavior does not result in termination of television privileges. At the discretion of the officer in charge, the television will not be turned on until the officer is satisfied the housing area is sufficiently cleaned and orderly.

Radios can only be purchased through Commissary. Only one (1) radio with headset and battery may be purchased. The radio will be engraved with your last name and ICN number. If your radio breaks, a replacement may be purchased. You will only be allowed one (1) battery in your possession at a time, and may only buy a replacement battery only if you purchased a radio and the old battery must be returned.

### **LOCK-IN, LOCK-OUT TIMES**

When you are in your housing area, your cell will be opened after the morning meal (approximately 6:30 A.M.). You will be able to remain outside of your cell at various times throughout the day. You will be required to lock in to your cell for the daily meal times, for any disciplinary reasons that may occur, or at the discretion of the officer in charge. Final lock-in for the evening will usually be at 10:00 P.M. You must consult with your Corporal or officer in charge for specific lock-in/lock-out times for your specific housing area.

### **CONDITIONAL RELEASE PROGRAM**

If you are an inmate who is serving one or more than one definite sentence of imprisonment with a term or an aggregate term in excess of ninety (90) days, you may, upon request and submission of the Local Conditional Release (LCR) application, be considered for release by the NYS Board of Parole. Applications will only be considered if you are in local custody for a minimum period of thirty (30) days. Further information and an LCR application may be obtained from the Sheriff's Department Rehabilitation Unit upon written request.

### **MAIL FOR INDIGENT INMATES**

Inmates without funds can receive two (2), pre-stamped envelopes and writing paper each week by completing side 1 of the weekly commissary slip and check the item provided on the lower left side of the form marked "Indigent Inmate".

## COMMISSARY

Commissary items may be purchased by inmates who have sufficient funds in his/her account. Items available are listed on the Inmate Exchange form available in the housing areas. Money must be in your account prior to ordering. Slips submitted for more than your balance will be rejected.

## PERSONAL CLOTHING

All inmates will receive the following items upon request / upon admission:

- (2) pair of socks
- (2) pair of underwear
- (2) tee shirts

These items may be replaced every 90 days through Commissary. A replacement request can be made on the reverse side of the Commissary form. The form may be forwarded to the Commissary Unit every 90 days.

## EDUCATIONAL SERVICES

All inmates between the ages of 16 and 21 have the opportunity to attend the Incarcerated Youth Education Program at the Correctional Center. The goals of the educational services at the Correctional Center are to prepare inmates for a successful return to the community by teaching skills and values that enable them to become productive members of society. At the discretion of the school teachers and administration, **qualifying** inmates may be able to take the GED exam. Other goals include: preparing students for transition back to local high schools, improve basic life skills and increase basic job readiness.

## SUBSTANCE ABUSE PROGRAMS

Rehabilitation counselors provide direct services to inmates. Counseling in such areas as alcohol, drugs and family problems is available for inmates housed in programs areas.

The counseling staff makes referrals to various community agencies as needed. Additionally, volunteers from the community meet with inmates to provide various services. Specific programs provided by the Correctional Center are: DART (Drug, Alcohol, Rehabilitation, Treatment), STOP DWI, and RAPP (Recidivist Alcohol Probationer Program).

## RELIGIOUS SERVICES

Recognized members of the clergy provide inmate religious services at the Correctional Center. Inmates are entitled to exercise their religious beliefs and attend scheduled religious services. To attend services, inmates must sign the Daily Activity sheet before 7 a.m. on the day of the religious services. Services are provided to all Catholic, Protestant, Jewish and Muslim inmates on a weekly basis. Services for Catholics are conducted in both English and Spanish. Upon admission to the facility, an inmate's choice of religion will be recorded, and the inmate will only be allowed to attend that service. If an inmate wishes to change their religion they must contact a Chaplain and complete a change of religion form. Forms are available and can be obtained by request from Correction Officers assigned in your housing area. Chaplains are also available for pastoral counseling. Schedules of religious services are posted in each housing area and listed below. Note – The Religious Services schedule is subject to change.

## CATHOLIC

### SATURDAY

0830 hours E/832 Building (English and Spanish)  
1000 hours E/832 Building (Spanish)  
1230 hours E/832 Building (English)  
0830 hours Females  
1000 hours B Building (English and Spanish)

## JEWISH

### FRIDAY

0900 hours E/832 Building  
1000 hours Core  
1045 hours Females

## MUSLIM

### FRIDAY

1230 hours E/832 Building  
1230 hours Core  
1300 hours Females

## PROTESTANT

### SUNDAY

0830 hours E/832 Building  
1000 hours E/832 Building  
1230 hours E/832 Building  
0830 hours Core  
1930 hours Females

## DISCIPLINARY HEARING

The Hearing Officer will determine if the charges are sufficient and if the charges warrant a disciplinary hearing. A disciplinary hearing will be conducted by the Hearing Officer within fifteen (15) business days of the inmate's receipt of the disciplinary report and may result in one or a combination of the following dispositions.

- (1) counsel or reprimand;
- (2) loss of one or more specified privileges for a period consistent with the facility rules of inmate conduct for the particular offense(s);
- (3) restitution for the loss or damage of property made from existing or future funds in the inmate's account;
- (4) restitution, not to exceed one hundred (\$100.00) dollars, for facility expenditures related to the medical treatment of facility staff made from existing or future funds in the inmate's account;
- (5) confinement to a cell, room, or in special housing for a period consistent with the facility rules of inmate conduct for the particular offense(s);
- (6) loss of a specified period of good behavior allowance, subject to restoration pursuant to applicable laws and regulations; and/or
- (7) loss of up to one hour of weekly visitation for a period consistent with the facility rules of inmate conduct for the particular offense.

The Hearing Officer may hold the commencement of a sanction in abeyance for a period of up to 30 days in order to assess your behavioral adjustments. At the conclusion of the period, the Hearing Officer shall determine whether the sanction shall commence in whole or in part or shall be suspended in whole or in part.

If you are found guilty of a charge of misbehavior, a disciplinary surcharge not to exceed twenty-five (\$25.00) may be imposed in addition to the sanctions imposed.

The Hearing Officer shall assure that when an inmate is found to be guilty, the lock-in time is determined for each infraction based on a progression of discipline. Persistent violations of the same offense will be punishable by the maximum lock-in time.

CLASS A - 1st Offense - no less than 14 days / max. 60 days  
2nd Offense - no less than 60 days / max. 90 days  
3rd Offense - no less than 90 days / max. 120 days  
\*\*\* Serious staff assault maximum of 120 days \*\*\*

CLASS B - 1st Offense - no less than 14 days / max. 30 days  
2nd Offense - no less than 30 days / max. 60 days  
3rd Offense - no less than 60 days / max. 90 days

CLASS C - 1st Offense - time served or no more than 14 days  
2nd Offense - no less than 14 days / max. 30 days  
3rd Offense - no less than 30 days / max. 60 days

Note – If you are discharged or otherwise released from custody prior to the completion of a disciplinary lock-in for either a Class A or Class B violation, and return to custody within 90 days of that discharge or release, you may, at the discretion of the Chief Administrative Officer, be required to complete the previously imposed disciplinary lock-in upon your re-admission into the facility.

## INMATE RULES AND REGULATIONS

Violations of any of the following rules may subject you to disciplinary action:

- RULE 1**                    ARSON/COOKING IN UNAUTHORIZED AREA  
Intentionally setting a fire and burning property. An inmate cannot start fires or cook in his/her cell. **CLASS A VIOLATION.**
- RULE 2**                    ATTEMPTED ARSON  
Intentionally attempting to set a fire or to burn property. **CLASS A VIOLATION.**
- RULE 3**                    ASSAULT ON STAFF  
Intentionally inflicting any physical attack or injury upon a Correctional Center employee. **CLASS A VIOLATION.**
- RULE 4**                    ASSAULT INMATE  
Intentionally inflicting any physical attack or injury upon another inmate.  
**CLASS A VIOLATION.**

- RULE 5**            **ATTEMPTED ASSAULT**  
Intentionally attempting to inflict any physical attack or injury on another.  
**CLASS A VIOLATION.**
- RULE 6**            **BED**  
Your bed will be made by 0730 hours (either hospital or military style), with the head to the bars. Beds will remain made all day. If you desire to lie down, you may do so on top of the covers with your shoes off. **CLASS C VIOLATION.**
- RULE 7**            **BELONGINGS**  
Personal belongings will be stored at the foot of the bed. **CLASS C VIOLATION.**
- RULE 8**            **BODILY FLUIDS**  
Inmates may not store, mail, or use as a weapon any type of bodily fluid.  
**CLASS A, B, or C VIOLATION.**
- RULE 9**            **BRIBERY**  
Anything offered or given to an employee for the purpose of influencing the employee in the performance of his/her duties. **CLASS B VIOLATION.**
- RULE 10**           **CELL**  
You are responsible for the cleanliness of your cell and the area in front of it.  
**CLASS C VIOLATION.**
- RULE 11**           **CLEANING MATERIAL**  
All cleaning material must be removed from the cell blocks by 0730 hours at which time your area must be ready for inspection. **CLASS C VIOLATION.**
- RULE 12**           **CLEANLINESS**  
Each inmate will maintain a high standard of personal hygiene, and his/her room shall remain neat, clean and orderly at all times. **CLASS C VIOLATION.**
- RULE 13**           **CLEAN-UPS**  
General clean-ups will be on Saturday after breakfast and at such times as may be deemed necessary. An inmate is expected to do his/her part in the clean-up.  
**CLASS C VIOLATION.**
- RULE 14**           ***RESCINDED***
- RULE 15**           **CLOTHING, UNAUTHORIZED POSSESSION**  
Inmates shall not, at any time, have in their possession any clothing which is not issued or authorized by the facility. **CLASS A, B, or C VIOLATION.**
- RULE 16**           ***REPLACED (see Rule 86)***
- RULE 17**           **CONSPIRACY**  
The intent to commit an infraction by planning to commit same with one or more inmates participating. **CLASS B VIOLATION.**

**RULE 18**

**CONTRABAND, POSSESSION OF**

Contraband is any item which is received by an inmate from outside the Correctional Center, without the permission of the Correctional Center authorities; or any item that is possessed by an inmate but not specifically authorized by the Correctional Center authorities. An inmate **can not** possess contraband. Even items received by you from Correctional Center authorities can be contraband when used for an improper purpose or constitute a threat to the safety, security, or good order of the Correctional Center. **CLASS A, B VIOLATION.**

**RULE 19**

**CONTRABAND, SMUGGLING OF**

Secretly taking contraband from one area of the facility to another. **CLASS A, B VIOLATION.**

**RULE 20**

**INTERFERING WITH THE COUNT**

There will be various counts made during the day. While the count is being taken, an inmate will be required to stand in front of his/her cell, or bunk area, and face the officer until the count is completed. An inmate will not be required to stand for any count after locking in for the night, but you must sleep with your head towards the bars, or door, and your face will be uncovered. Do not engage an officer in conversation while he/she is making a count. Any inmate who engages in such conversation or conduct which prevents or disrupts an employee from making a proper facility count will face Disciplinary Action. **CLASS B, C VIOLATION.**

**RULE 21**

**COUNTY PROPERTY, DEFACING**

Writing on, or any other method of causing defacement, damage, or alteration to any property belonging to the County of Nassau. **CLASS C VIOLATION.**

**RULE 22**

**COUNTY PROPERTY, DESTROYING**

Causing permanent damage to any property belonging to the County of Nassau. An inmate can not take, possess, trade, sell, damage, or destroy County property, supplies, and/or provisions. **CLASS C VIOLATION.**

**RULE 23**

**DISGUISE OR MASK, WEARING OF**

The wearing of any article which inhibits the identification of and/or in any way alters the appearance of an inmate. **CLASS A VIOLATION.**

**RULE 24**

**DISORDERLY CONDUCT**

Any conduct which creates an inconvenience, annoyance, or alarm to facility operation. It also means any undue noise, abusive or obscene language, or when an inmate congregates with others and refuses to comply with an order from an officer, or creates a hazardous or physically offensive condition by any act which serves no legitimate purpose. Boisterous noise is not permitted. **CLASS B, C VIOLATION.**

**RULE 25**

**DRUGS, NARCOTICS, POSSESSION OF**

Any possession of drugs that are not prescribed by the facility physician for that particular individual who has possession of same. **CLASS A, B VIOLATION.**

- RULE 26**            **DRUGS, NARCOTICS, USE OF**  
Any use or consumption of drugs not prescribed by the facility physician for that individual who has used same. **CLASS A, B VIOLATION.**
- RULE 27**            **ESCAPE**  
Escaping from confinement by an inmate who has been lawfully committed to this facility. **CLASS A VIOLATION.**
- RULE 28**            **ESCAPE, ATTEMPTED**  
The attempted escape from confinement of any inmate who has been lawfully committed to this facility. **CLASS A VIOLATION.**
- RULE 29**            **EXCESSIVE POSSESSION OF CLOTHING, BEDDING, ETC.**  
Having in one's possession an amount of a certain article, or articles, that is in excess of the allowance as per the facility rules and regulations. **CLASS C VIOLATION.**
- RULE 30**            **EXTORTION**  
Any conduct which compels, or induces another to engage in conduct he/she has a right to abstain from, or conduct which compels, or induces another to abstain from conduct he/she has a right to engage in. **CLASS B, C VIOLATION.**
- RULE 31**            **FIGHTING**  
Engaging in conduct which results in a violent physical confrontation between two or more individuals. Fighting will **not** be tolerated. **CLASS A VIOLATION.**
- RULE 32**            **FILING OR MAKING FALSE REPORTS**  
Reporting to any staff member any incident either in writing, or verbally, which does not exist or did not occur; or falsely accusing another of an act or omission. Altering or defacing an inmate commissary request. **CLASS B VIOLATION.**
- RULE 33**            **GAMBLING**  
Engaging in taking stakes or risks of something of value depending on the outcome of a contest or chance or a future contingent event not under his/her control or influence, upon agreement or understanding that said person will receive something of value in the event of a certain outcome. **CLASS C VIOLATION.**
- RULE 34**            **GAMBLING, POSSESSION OF GAMBLING EQUIPMENT**  
When an inmate is in possession of any device, machine or equipment which is used in the playing phases of any gambling activity. **CLASS C VIOLATION.**
- RULE 35**            **GROUP ACTIVITIES**  
When your housing area is scheduled to go to a group activity, and you choose not to go, you must lock into your cell until the group returns. **CLASS C VIOLATION.**
- RULE 36**            **HAIRPIECES / HAIR WEAVES/FALSE NAILS**  
Inmates are prohibited from wearing or possessing hairpieces or hair weaves of any kind. Additionally, inmates are prohibited from wearing or possessing false nails of any kind. Inmates will be placed into Administrative Segregation until hairpieces/hair weaves/false nails are removed. **CLASS A, B, or C VIOLATION.**

- RULE 37**            **HARASSMENT**  
To continually worry or torment another person and/or to repeatedly cause trouble and problems for another. **CLASS C VIOLATION.**
- RULE 38**            **HOMICIDE**  
The intentional killing of another human being. **CLASS A VIOLATION.**
- RULE 39**            **HOMICIDE, ATTEMPTED**  
The attempted killing of another human being. **CLASS A VIOLATION.**
- RULE 40**            **IDENTIFICATION CARD**  
An inmate shall be issued an identification card. Destruction of, or failure to safeguard your identification card may result in disciplinary action. When out of your housing area your ID card will be clipped to your shirt pocket so it is visible. **CLASS C VIOLATION.**
- RULE 41**            **IDENTIFICATION, FAILURE TO PROVIDE PROPER**  
At the request of any staff member, an inmate shall be required to provide his/her proper name, housing location, and identification card. **CLASS C VIOLATION.**
- RULE 42**            **INDECENT EXPOSURE**  
Appearing in a public, or common area, in such a manner that one's body is exposed or exposing one's self to a Correctional Center employee in an indecent manner. **CLASS C VIOLATION.**
- RULE 43**            **INSOLENCE/INSUBORDINATION**  
Inmates will approach staff members in a respectful manner, address them by their titles, and confine conversation to business at hand. Rudeness, disrespect, profanity, sarcastic remarks, or being bold and overbearing will **not be tolerated.** **CLASS C VIOLATION.**
- RULE 44**            **INTERFERENCE WITH STAFF RESPONSIBILITIES**  
Any inmate who engages in such conduct which prevents or curtails an employee from performing his/her duties or carrying out a responsibility. **CLASS A, B, C VIOLATION.**
- RULE 45**            ***REPLACED*** (see Rule 46)
- RULE 46**            **INTOXICANTS, MAKING / POSSESSION OF**  
Being discovered with any type of alcoholic beverage in one's possession or in the process of making any type of alcoholic beverage with the ingredients required to produce such beverages. **CLASS C VIOLATION.**
- RULE 47**            **JEWELRY**  
You cannot possess or wear any jewelry except approved religious medals or items specifically authorized by the Sheriff. **CLASS C VIOLATION.**
- RULE 48**            **LITTERING**  
The intentional depositing of garbage, trash, or any other waste material anywhere except in the containers provided to deposit such materials. **CLASS C VIOLATION.**



- RULE 49**            **LOCK-IN**  
At lock-in time, or whenever directed to do so by an Officer, you will lock in your cell. **CLASS A, B, or C VIOLATION.**
- RULE 50**            **MALINGERING, FEIGNING ILLNESS**  
Trying to avoid an assignment or work detail by pretending to be ill. **CLASS C VIOLATION.**
- RULE 51**            **MONEY, POSSESSION OF**  
You cannot possess any money. Possession means on your person, in your cell, or among personal things. **CLASS B, C VIOLATION.**
- RULE 52**            **MEDICATION MISUSE, HOARDING OF**  
Possession of a prescribed medication for a use other than the prescribed use by the Facility Physician, or saving, rather than taking, medication as prescribed. **CLASS B, C VIOLATION.**
- RULE 53**            **OBSTRUCTIONS**  
Inmates are prohibited from placing any obstructions on bars; on cell door windows; over ventilators/ventilation devices; over light fixtures or in any way that would obstruct the Officer's view of the inmate into or out of or the cell/living quarters. **CLASS C VIOLATION.**
- RULE 54**            **PAT SEARCHES**  
You will be subject to frisk or pat searches and cell searches by staff members. Strip searches may occur on admission, will occur after contact visits, and when there is cause to believe that you may possess contraband. If contraband is found, you will be subject to appropriate disciplinary and/or criminal action. **CLASS C VIOLATION.**
- RULE 55**            **PENAL LAW OFFENSES**  
All Penal law offenses are prohibited and may constitute arrest for prosecution through the courts. In addition, facility sanction may be imposed for criminal behavior. **CLASS A VIOLATION.**
- RULE 56**            **PERJURY**  
To swear falsely, that is, to make false statements in a written instrument or oral statement made before the Disciplinary Committee with the intent to mislead an employee in the performance of his duty. **CLASS B, C VIOLATION.**
- RULE 57**            **POSTING ITEMS TO WALL**  
Nothing may be posted, affixed to, drawn, or written on the wall. **CLASS C VIOLATION.**
- RULE 58**            **YOUR RADIO**  
You may only possess an unaltered radio which bears your engraved Correctional Center number (cc#). **CLASS C VIOLATION.**

**RULE 59**

**REFUSAL TO OBEY A DIRECT ORDER**

Failing to comply with any order given by a staff member. A staff member does not have to use the words "Direct Order" when issuing one. Any statement, command, request or direction of an employee shall be constituted a direct order. If there is a question regarding the order, the **ORDER SHALL BE OBEYED**, and later make your complaint in writing. **CLASS A, B, or C VIOLATION.**

**RULE 60**

**RIOT**

When an inmate, who with other inmates, simultaneously engages in conduct which creates a commotion and violence and is likely to cause great public alarm. **CLASS A VIOLATION.**

**RULE 61**

**RIOT, INCITING**

This occurs when an inmate urges other inmates to engage in conduct which creates a commotion and violence and is likely to cause great public alarm. **CLASS A VIOLATION.**

**RULE 62**

**SEX OFFENSES, ENGAGING IN SEXUAL ACTS**

Engaging in any conduct of a sexual nature. You cannot sexually abuse or sexually assault any person. Sexual abuse or assault will be prosecuted. **CLASS A, B VIOLATION.**

**RULE 63**

**SEXUAL PROPOSALS, MAKING SEXUAL THREATS TO ANOTHER**

Offering, asking, requesting or menacing another for sexual activity. **CLASS A, B VIOLATION.**

**RULE 64**

**SMOKING AND SMOKING PARAPHERNALIA**

There will be no smoking nor shall any inmate have possession or any smoking paraphernalia such as cigarettes, cigars, pipes, matches, etc. **CLASS B, C VIOLATION.**

**RULE 65**

**STOLEN PROPERTY, POSSESSION OF**

Having property of another with the intent to deprive the owner of the use of, or benefit of such property. You cannot steal property from another inmate. Theft of property or unauthorized possession of County property is prohibited. **CLASS B, C VIOLATION.**

**RULE 66**

***RESCINDED***

**RULE 67**

**TAMPERING WITH ALARMS**

Triggering of, damage of, or attempting to incapacitate any alarm device in the facility. **CLASS A VIOLATION.**

**RULE 68**

**TAMPERING WITH COMMUNICATION EQUIPMENT**

The unauthorized use of, damage to, or attempting to incapacitate any communications equipment. **CLASS A VIOLATION.**

- RULE 69**                    **TAMPERING WITH FIRE DETECTION AND PREVENTION EQUIPMENT**  
The unauthorized use of, the triggering of, or damage to any fire detection apparatus; or to any fire prevention apparatus; or to any fire extinguishing apparatus and/or equipment. **CLASS A VIOLATION.**
- RULE 70**                    **TAMPERING WITH FOOD OR DRINK**  
The placing of foreign matter into, or the intentional destruction of any food or drink. **CLASS B VIOLATION.**
- RULE 71**                    **TAMPERING WITH A LOCKING DEVICE**  
The unauthorized use of, the triggering of, or damage to, or attempting to incapacitate any locking device. **CLASS A VIOLATION.**
- RULE 72**                    **TAMPERING WITH RECREATION EQUIPMENT**  
The unauthorized use of, damage to, or attempting to incapacitate any recreation equipment. **CLASS B, C VIOLATION.**
- RULE 73**                    **TAMPERING WITH VENTILATION, PLUMBING OR ELECTRICAL EQUIPMENT**  
The unauthorized use of, the triggering of, damage to, or attempting to incapacitate any ventilation, plumbing or electrical equipment. **CLASS A, B VIOLATION.**
- RULE 74**                    **TAMPERING WITH ANY WINDOWS**  
The unauthorized use of, damage to, or attempting to incapacitate any window. **CLASS A VIOLATION.**
- RULE 75**                    **TATTOOING**  
The intentional permanent marking of the skin of any part of the body. **CLASS C VIOLATION.**
- RULE 76**                    **TELEPHONES**  
Harassing or annoying telephone calls are prohibited and may result in criminal prosecution. Three-way calling is prohibited. Use of any Personal Identification Number (PIN) other than the one officially assigned to the inmate to make a telephone call. **CLASS A, B VIOLATION.**
- RULE 77**                    **TELEVISION**  
When sitting out to watch TV, you may remove the blanket from your bed, fold it, and sit on it. Nothing else may be used for this purpose. **CLASS C VIOLATION.**
- RULE 78**                    **THEFT/STEALING**  
The deliberate taking of another's property without the expressed knowledge of owner of said property. You cannot steal property from another inmate. Theft of property or unauthorized possession of County property is prohibited. **CLASS B, C VIOLATION.**

**RULE 79**

**THREATS**

Inmates shall not, under any circumstances, make any verbal or physical threat to any staff member, or any verbal or physical threat against a staff member's family or his property or make any verbal or physical threat to any other inmate or person.

**CLASS A, B, or C VIOLATION.**

**RULE 80**

**TRAVEL AUTHORIZATION PASS**

Any time you travel unescorted through the facility, you are required to have a duly authorized Travel Authorization Pass in your possession. The only exceptions to this strict requirement will be residents with special passes originating from the Sheriff.

**CLASS A, B or C VIOLATION.**

**RULE 81**

**UNAUTHORIZED AREA**

Being in any unauthorized area without permission or consent of the employee in charge of the area. **CLASS A, B, or C VIOLATION.**

**RULE 82**

**UNAUTHORIZED CONTACT WITH THE PUBLIC**

Any contact with persons from outside the facility, by any means, without authorization from the employee in charge. **CLASS C VIOLATION.**

**RULE 83**

**UNAUTHORIZED CORRESPONDENCE**

Sending a written communication to another area by means other than the United States Post Office or Inter-Facility mail box. **CLASS C VIOLATION.**

**RULE 84**

**UNAUTHORIZED ROOM/BEING IN ANOTHER INMATE'S CELL OR HOUSING BLOCK**

AT NO TIME WILL AN INMATE BE ALLOWED TO ENTER ANOTHER INMATES' CELL WITH OR WITHOUT THE PERMISSION OF THE OTHER INMATE. There will be absolutely no visiting of inmates between cells or housing blocks. **CLASS B, C VIOLATION.**

**RULE 85**

**UNAUTHORIZED USE OF EQUIPMENT OR TOOLS**

Any use of any facility equipment or tools without permission, or having received assignment from the work supervisor. **CLASS B, C VIOLATION.**

**RULE 86**

**UNIFORM, WEARING OF**

When you leave the housing area you will wear your uniform at all times in the prescribed manner: waist band at waist level, sleeves rolled down; pants legs rolled down to shoe level; unpegged, T-shirt tucked in.

- 86.1 When you leave the housing area for any reason, you will bring nothing with you besides your ID card. When going to church / religious services you may bring approved religious articles. If you need Legal papers for your attorney visit, carry them out in your hands and show them to the Officer assigned to your floor.

**CLASS A VIOLATION.**

**RULE 87**

***REPLACED (see Rule 24, 43, 44 and/or 59)***

**RULE 88**                    **WEAPONS, MAKING/POSSESSION OF**  
To personally make or possess any dangerous implement or material.  
**CLASS A VIOLATION.**

**RULE 89**                    ***REPLACED (see Rule 88)***

**RULE 90**                    **WORK, REFUSAL TO**  
To reject work as assigned in classification or by an employee, New York State Law, Section 500 of the Correctional Law, requires all able-bodied inmates sentenced to this facility to do work if jobs are available for them to do. **CLASS C VIOLATION**

**RULE 91**                    **GANGS**  
While incarcerated in this facility, you are prohibited from participating in any gang activity. Any clothing or property with gang markings will be considered contraband and will be confiscated. **CLASS A VIOLATION.**

**RULE 92**                    **MOVEMENTS**  
When on a movement or walking unescorted through the hallways, you will walk single file on the right side of the hallway with your right shoulder near the wall. There is no talking in the hallways. **CLASS C VIOLATION**

### **DISCIPLINARY HEARING OFFICER**

The Hearing Officer may sustain any infraction based on information obtained prior to and during the hearing. The Hearing Officer will make this decision based on the severity of the alleged offense, its repetitiveness, and possible consequences. Nothing contained in this handbook shall preclude the use of plea-bargaining to resolve disciplinary matters.

### **YOUR RIGHTS AT A DISCIPLINARY HEARING**

You must receive a written formal charge of the infraction(s) as soon as practicable but not later than twenty-four (24) hours prior to the disciplinary hearing. This charge is to inform you of the rules allegedly violated and briefly describe the factual allegations made against you. You will also be notified of your right to call witnesses to the hearing.

If you do not read or understand English, you have the right to a translator. You may request the assistance of a fellow inmate if you believe the issues are too complex. If the Hearing Officer agrees, assistance will be provided.

If you are in lock-in because of these charges, you will receive a copy of the charges and reason for confinement within twenty-four (24) hours of such confinement. Your hearing must be held within fifteen (15) business days of the date of confinement. You may make a written request for a delay.

You shall be present at the hearing unless your attendance presents a threat to the safety or security of the facility.

You may refuse to attend the hearing or refuse to speak at the hearing. However, your absence will deprive you of the opportunity to defend yourself.

You may request witnesses to the incident to appear on your behalf; however, if several witnesses indicate they will all say the same things, the Hearing Officer does not have to call each and every one of them. You may not question witnesses yourself. You may suggest questions to the Hearing Officer prior to or during the witness's testimony. If the Hearing Officer refuses to ask questions or call witnesses, it will be noted in the written disposition.

All written evidence considered by the Hearing Officer must be made available for you to read or have translated unless the Hearing Officer believes that doing so will endanger institutional safety.

You will receive the written disposition, including a statement of the evidence relied upon in making the determination, and the reason for the particular disposition within five (5) business days of the conclusion of the hearing.

### **DISCIPLINARY APPEAL PROCEDURES**

You may appeal your disposition and any sanction in writing to the Deputy Undersheriff for Security. Such appeal shall be submitted in writing within two (2) business days of your receipt of the disposition, specifying the grounds for appeal.

All appeals shall be reviewed and decided within five (5) business days after receipt and you shall be notified in writing of the results.

The Chief Administrative Officer may reduce or suspend all or part of the sanction, but not increase it.

Any crime discovered within the Correctional Center will be dealt with in the same way as crimes discovered outside of the Correctional Center. In addition to initiating charges, disciplinary action may be started.

At the discretion of the Building Sergeant, minor infractions may be disposed of via the Early Lock-In process as opposed to the Disciplinary Hearing process. This process may involve sanctions including, but not limited to: a 24-hour lock-in; a 1 to 5 night early lock-in; and/or a verbal reprimand.

The administrative fee will not be charged to the account of any inmate who is the subject of the Early Lock in process as opposed to the disciplinary hearing process. The informal settlement of the early lock in process will not be used against the inmate in future formal disciplinary actions where a hearing is conducted.

### **ADMINISTRATIVE RESTRICTIONS**

If you are placed in disciplinary segregation, you will retain your rights to visits, recreation, correspondence, law reference library, and to receive and possess publications. However, if a violation occurs while "rights" are being exercised, such as Church, recreation, legal law library, contact visits, etc., your "right" may be restricted for a specified period of time by the Chief Administrative Officer. Any violation committed during the process of movement to, from, and during these "rights" may result in restrictions of that right.

## **BEHAVIOR MANAGEMENT UNIT (BMU)**

\*\* Violations of a serious nature may warrant placement in the Behavioral Management Unit, which is a special disciplinary housing area, designed to be more restrictive than regular status. Such violations include:

1. Repeated threats to staff or inmates as evidenced by a documented disciplinary record.
2. A pattern of assaultive behavior towards correctional staff, civilian employees, other inmates, or visitors, including but not limited to throwing or propelling objects and as evidenced by a documented disciplinary record.
3. Unhygienic acts such as propelling saliva, feces, urine, or any other bodily fluids at correctional staff, civilian employees, other inmates, or visitors to the jail as evidenced by a documented disciplinary record.
4. A history of escapes or threats of escape.
5. An established involvement in orchestrating or inciting inmate rebellion and insurrection.
6. Documented direct involvement and/or other participation in (1) an identified security risk group, (2) conduct that would constitute a crime if proved in a court of law, or (3) conduct that endangers or threatens the safety or security of the facility, or the safety and security of another person.

**NASSAU COUNTY SHERIFF'S DEPARTMENT** Page 1 of 3  
**CORRECTIONAL CENTER**

**PERMISSIBLE ITEM LIST** (effective 4/1/10)

While these amounts and type of items listed are permissible, during a facility shakedown, ALL Department foodstuffs, excess Department issued items, and empty containers of any type will be confiscated. Amounts are subject to change.

**CLOTHING**

**Inmate Uniforms:**

- All inmates will be issued two uniforms.

**Clothing items:**

- 6 sets of underclothes (only white will be accepted from outside sources)
- 6 pair of socks (white or black only)
- 6 bras (white only & no under wire or padding)
- 1 pair of shower clogs
- 2 pair thermal pants (white only)
- 2 pair thermal shirts (white only)
- 2 sweatshirts (white only)
- 2 gym shorts (white only, above the knee – no mesh style)
- Inmates are permitted to receive 1 pair of new white sneakers via U.S. mail. Inmates may be issued jail issue sneakers/shoes if they do not have shoes or if their own shoes present a threat to the safety, security or good order of the facility, e.g., including but not limited to steel toes, steel supports, buckles, lights or pockets.

**No writing, logos, pockets, zippers, snaps, buttons, hoods, drawstrings, sweatpants or designs.**

**Court Clothing:**

- 1 set of civilian clothing for court appearances. **No jogging suits, t-shirts, belts or jeans.** Court clothing will be sent to the Inmate Clothing Room.
- 1 pair of footwear for court appearances. Such footwear to be worn during court appearances with civilian clothing only. **No boots, high heels, steel supports, steel tips, steel toes, buckles or sandals.** Court footwear will be stored in the Inmate Clothing Room.

***ITEMS MUST BE MARKED "FOR COURT" OR THEY WILL BE RETURNED TO SENDER.***



# PERMISSIBLE ITEM LIST

Page 2 of 3

## PERSONAL HYGIENE ITEMS

- 1 bar of soap
- 1 toothbrush
- 1 toothpaste
- 1 drinking cup
- 1 roll of toilet paper (no outer wrapping)
- 2 towels, colored towels are purchased from the Inmate Exchange
- 2 facecloths
- 6 sanitary napkins and/or tampons

## PRINTED MATERIALS

- 3 magazines of inmate's choice, excess will be placed into the inmate's property. <sup>1</sup>
- 3 books, excess will be placed into the inmate's property. <sup>2</sup>
- Legal materials (in reasonable amounts) excess to be placed into inmate's property.
- Correspondence (in reasonable amounts) excess to be placed into inmate's property.
- Newspapers are not allowed to accumulate in an inmate's living area. Newspapers more than three days old shall be discarded.
- 6 photos no larger than 5x7 shall be permitted. No Polaroid photo, frames or laminated photos. Excess will be confiscated and placed into the inmate's property.
- 2 writing pads
- 5 greeting cards
- 10 raised pre-stamped or metered envelopes from the Post Office (envelopes without above postage will be returned)

## BEDDING - All of these items are Correctional Center issued

- 2 sheets
- 1 pillow
- 1 pillow case
- 1 mattress – medical exceptions
- 1 blanket

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<sup>1</sup> Printed materials that constitute a threat to the safety, security or good order of the facility will not be allowed (e.g. - gangs, firearms, etc.)

<sup>2</sup> Printed materials that constitute a threat to the safety, security or good order of the facility will not be allowed (e.g. - gangs, firearms, etc.)

# PERMISSIBLE ITEM LIST

## JEWELRY AND RELIGIOUS ARTICLES

- 1 plain wedding band (no more than ¼ inch thickness, solid metal, no stones, removable parts, sharp edges, etc.).
- 1 Bible or religious book.
- 1 rosary bead, black in color, issued by the facility Chaplain
- Medal or crucifix (no more than ¼ inch thickness, solid metal, no stones, removable parts, sharp edges, etc.) not to exceed 1 inch in diameter.
- 1 piece of religious headwear e.g., Kufi, Yarmulke, Khimar, Hijab (subject to appropriate security precautions, single layer fabric, no embroideries, subject to search) and/or prayer rug (no more than 2' x 3' in diameter).

Prescription eyeglasses (plastic, in a soft case) pre-approved by facility Medical staff.

## COMMISSARY

- 1 radio battery
- 1 pen or pencil
- 1 radio, inscribed by the Inmate Exchange bearing inmate's Correctional Center Number.
- All commissary items as listed on the current Commissary Order Form.
- Commissary food items must be stored in a sanitary manner.

## FOOD ITEMS

- All food items distributed by the Correctional Center during feeding times shall be consumed immediately, unless otherwise medically authorized by a physician. Non-commissary food items will be confiscated and discarded.

## FUNDS

- Only cash, money orders, certified checks, or bank checks will be accepted. No personal or 2-party checks will be accepted at any time.

**\*\*\*ALL ITEMS ARE SUBJECT TO NCCC  
APPROVAL\*\*\***

# MEDICAL NOTICE

## Important Medical Notice

As part of your medical intake, you will be offered a Hepatitis vaccination. This is an extremely valuable medical service that is offered to you free of charge. It can help prevent serious illness that could result in fatal liver failure. The attached information packet will give you a more detailed explanation of this. The full vaccination is given in three doses over a six-month period of time. However, even if you are only here to receive your first dose you will protect against Hepatitis up to 50 %. The second dose increases your rate of protection to 75 %, and the third will give you 95 % protection. The medical staff will answer any questions you may have. You are strongly encouraged to accept this free, valuable medical service for your protection.

Benjamin Okonta, MD  
Medical Director

# HEPATITIS B VACCINE

## WHAT YOU NEED TO KNOW

Many Vaccine Information Statements are available in Spanish and other languages. See [www.immunize.org/vis](http://www.immunize.org/vis).

### 1 What is hepatitis B?

Hepatitis B is a serious disease that affects the liver. It is caused by the hepatitis B virus (HBV). HBV can cause:

**Acute (short-term) illness.** This can lead to:

- loss of appetite
- diarrhea and vomiting
- tiredness
- jaundice (yellow skin or eyes)
- pain in muscles, joints, and stomach

Acute illness is more common among adults. Children who become infected usually do not have acute illness.

**Chronic (long-term) infection.** Some people go on to develop chronic HBV infection. This can be very serious, and often leads to:

- liver damage (cirrhosis)
- liver cancer
- death

Chronic infection is more common among infants and children than among adults. People who are infected can spread HBV to others, even if they don't appear sick.

- In 2005, about 51,000 people became infected with hepatitis B.
- About 1.25 million people in the United States have chronic HBV infection.
- Each year about 3,000 to 5,000 people die from cirrhosis or liver cancer caused by HBV.

Hepatitis B virus is spread through contact with the blood or other body fluids of an infected person. A person can become infected by:

- contact with a mother's blood and body fluids at the time of birth;
- contact with blood and body fluids through breaks in the skin such as bites, cuts, or sores;
- contact with objects that could have blood or body fluids on them such as toothbrushes or razors;
- having unprotected sex with an infected person;
- sharing needles when injecting drugs;
- being stuck with a used needle on the job.

### 2 Hepatitis B vaccine: Why get vaccinated?

Hepatitis B vaccine can prevent hepatitis B, and the serious consequences of HBV infection, including liver cancer and cirrhosis.

Routine hepatitis B vaccination of U.S. children began in 1991. Since then, the reported incidence of acute hepatitis B among children and adolescents has dropped by more than 95% – and by 75% in all age groups.

Hepatitis B vaccine is made from a part of the hepatitis B virus. It cannot cause HBV infection.

Hepatitis B vaccine is usually given as a series of 3 or 4 shots. This vaccine series gives long-term protection from HBV infection, possibly lifelong.

### 3 Who should get hepatitis B vaccine and when?

#### Children and Adolescents

- All children should get their first dose of hepatitis B vaccine at birth and should have completed the vaccine series by 6-18 months of age.
- Children and adolescents through 18 years of age who did not get the vaccine when they were younger should also be vaccinated.

#### Adults

- All unvaccinated adults at risk for HBV infection should be vaccinated. This includes:
  - sex partners of people infected with HBV,
  - men who have sex with men,
  - people who inject street drugs,
  - people with more than one sex partner,
  - people with chronic liver or kidney disease,
  - people with jobs that expose them to human blood,
  - household contacts of people infected with HBV,
  - residents and staff in institutions for the developmentally disabled,
  - kidney dialysis patients,

- people who travel to countries where hepatitis B is common,
- people with HIV infection.

- Anyone else who wants to be protected from HBV infection may be vaccinated.

#### 4 Who should NOT get hepatitis B vaccine?

- Anyone with a life-threatening allergy to baker's yeast, or to any other component of the vaccine, should not get hepatitis B vaccine. Tell your provider if you have any severe allergies.
- Anyone who has had a life-threatening allergic reaction to a previous dose of hepatitis B vaccine should not get another dose.
- Anyone who is moderately or severely ill when a dose of vaccine is scheduled should probably wait until they recover before getting the vaccine.

Your provider can give you more information about these precautions.

Pregnant women who need protection from HBV infection may be vaccinated.

#### 5 Hepatitis B vaccine risks

Hepatitis B is a very safe vaccine. Most people do not have any problems with it.

The following mild problems have been reported:

- Soreness where the shot was given (up to about 1 person in 4).
- Temperature of 99.9°F or higher (up to about 1 person in 15).

Severe problems are extremely rare. Severe allergic reactions are believed to occur about once in 1.1 million doses.

A vaccine, like any medicine, *could* cause a serious reaction. But the risk of a vaccine causing serious harm, or death, is extremely small. More than 100 million people have gotten hepatitis B vaccine in the United States.

#### 6 What if there is a moderate or severe reaction?

What should I look for?

- Any unusual condition, such as a high fever or behavior changes. Signs of a serious allergic

reaction can include difficulty breathing, hoarseness or wheezing, hives, paleness, weakness, a fast heart beat or dizziness.

What should I do?

- Call a doctor, or get the person to a doctor right away.
- Tell your doctor what happened, the date and time it happened, and when the vaccination was given.
- Ask your doctor, nurse, or health department to report the reaction by filing a Vaccine Adverse Event Reporting System (VAERS) form.

Or you can file this report through the VAERS web site at [www.vaers.hhs.gov](http://www.vaers.hhs.gov), or by calling 1-800-822-7967.

*VAERS does not provide medical advice.*

#### 7 The National Vaccine Injury Compensation Program

In the event that you or your child has a serious reaction to a vaccine, a federal program has been created to help pay for the care of those who have been harmed.

For details about the National Vaccine Injury Compensation Program, call 1-800-338-2382 or visit their website at [www.hrsa.gov/vaccinecompensation](http://www.hrsa.gov/vaccinecompensation).

#### 8 How can I learn more?

- Ask your doctor or nurse. They can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call 1-800-232-4636 (1-800-CDC-INFO)
  - Visit CDC websites at:
    - [www.cdc.gov/ncidod/diseases/hepatitis](http://www.cdc.gov/ncidod/diseases/hepatitis)
    - [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines)
    - [www.cdc.gov/travel](http://www.cdc.gov/travel)



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION

Vaccine Information Statement (Interim)  
Hepatitis B (7/18/07) 42 U.S.C. § 300aa-26

# HEPATITIS A VACCINE

## WHAT YOU NEED TO KNOW

Many Vaccine Information Statements are available in Spanish and other languages. See [www.immunize.org/vis](http://www.immunize.org/vis).

### 1 What is hepatitis A?

Hepatitis A is a serious liver disease caused by the hepatitis A virus (HAV). HAV is found in the stool of persons with hepatitis A. It is usually spread by close personal contact and sometimes by eating food or drinking water containing HAV.

Hepatitis A can cause:

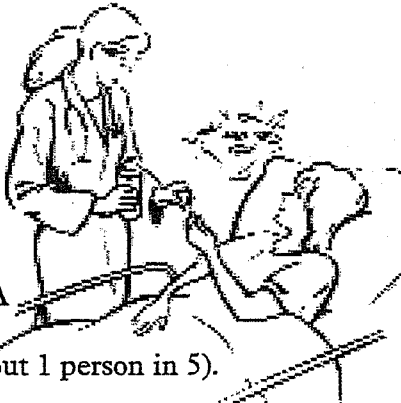
- mild "flu-like" illness
- jaundice (yellow skin or eyes)
- severe stomach pains and diarrhea

People with hepatitis A often have to be hospitalized (up to about 1 person in 5).

Sometimes, people die as a result of hepatitis A (about 3-5 deaths per 1,000 cases).

A person who has hepatitis A can easily pass the disease to others within the same household.

Hepatitis A vaccine can prevent hepatitis A.



### 2 Who should get hepatitis A vaccine and when?

#### WHO?

Some people should be routinely vaccinated with hepatitis A vaccine:

- All children 1 year (12 through 23 months) of age.
- Persons 1 year of age and older traveling to or working in countries with high or intermediate prevalence of hepatitis A, such as those located in Central or South America, Mexico, Asia (except Japan), Africa, and eastern Europe. For more information see [www.cdc.gov/travel](http://www.cdc.gov/travel).
- Children and adolescents through 18 years of age who live in states or communities where

routine vaccination has been implemented because of high disease incidence.

- Men who have sex with men.
- Persons who use street drugs.
- Persons with chronic liver disease.
- Persons who are treated with clotting factor concentrates.
- Persons who work with HAV-infected primates or who work with HAV in research laboratories.

Other people might get hepatitis A vaccine in special situations:

- Hepatitis A vaccine might be recommended for children or adolescents in communities where outbreaks of hepatitis A are occurring.

*Hepatitis A vaccine is not licensed for children younger than 1 year of age.*

#### WHEN?

For children, the first dose should be given at 12-23 months of age. Children who are not vaccinated by 2 years of age can be vaccinated at later visits.

For travelers, the vaccine series should be started at least one month before traveling to provide the best protection.

Persons who get the vaccine less than one month before traveling can also get a shot called immune globulin (IG). IG gives immediate, temporary protection.

For others, the hepatitis A vaccine series may be started whenever a person is at risk of infection.

Two doses of the vaccine are needed for lasting protection. These doses should be given at least 6 months apart.

Hepatitis A vaccine may be given at the same time as other vaccines.

Hepatitis A

3/21/06

**3****Some people should not get hepatitis A vaccine or should wait**

- Anyone who has ever had a severe (life-threatening) **allergic reaction to a previous dose of hepatitis A vaccine** should not get another dose.
- Anyone who has a severe (life threatening) **allergy to any vaccine component** should not get the vaccine. Tell your doctor if you have any severe allergies. All hepatitis A vaccines contain alum and some hepatitis A vaccines contain 2-phenoxyethanol.
- Anyone who is **moderately or severely ill** at the time the shot is scheduled should probably wait until they recover. Ask your doctor or nurse. People with a **mild illness** can usually get the vaccine.
- Tell your doctor if you are **pregnant**. The safety of hepatitis A vaccine for pregnant women has not been determined. But there is no evidence that it is harmful to either pregnant women or their unborn babies. The risk, if any, is thought to be very low.

**4****What are the risks from hepatitis A vaccine?**

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of hepatitis A vaccine causing serious harm, or death, is extremely small.

Getting hepatitis A vaccine is much safer than getting the disease.

**Mild problems**

- soreness where the shot was given (*about 1 out of 2 adults, and up to 1 out of 6 children*)
- headache (*about 1 out of 6 adults and 1 out of 25 children*)
- loss of appetite (*about 1 out of 12 children*)
- tiredness (*about 1 out of 14 adults*)

If these problems occur, they usually last 1 or 2 days.

**Severe problems**

- serious allergic reaction, within a few minutes to a few hours of the shot (*very rare*)

**5****What if there is a moderate or severe reaction?****What should I look for?**

- Any unusual condition, such as a high fever or behavior changes. Signs of a serious allergic reaction can include difficulty breathing, hoarseness or wheezing, hives, paleness, weakness, a fast heart beat or dizziness.

**What should I do?**

- **Call a doctor**, or get the person to a doctor right away.
- **Tell your doctor** what happened, the date and time it happened, and when the vaccination was given.
- **Ask your doctor, nurse, or health department** to report the reaction by filing a Vaccine Adverse Event Reporting System (VAERS) form.

Or you can file this report through the VAERS web site at [www.vaers.hhs.gov](http://www.vaers.hhs.gov), or by calling 1-800-822-7967.

*VAERS does not provide medical advice.*

**6****The National Vaccine Injury Compensation Program**

In the event that you or your child has a serious reaction to a vaccine, a federal program has been created to help pay for the care of those who have been harmed.

For details about the National Vaccine Injury Compensation Program, call 1-800-338-2382 or visit their website at [www.hrsa.gov/vaccinecompensation](http://www.hrsa.gov/vaccinecompensation).

**7****How can I learn more?**

- Ask your doctor or nurse. They can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call 1-800-232-4636 (1-800-CDC-INFO)
  - Visit CDC websites at: [www.cdc.gov/hepatitis](http://www.cdc.gov/hepatitis) or [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines)



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION**

Vaccine Information Statement

Hepatitis A (3/21/06)

42 U.S.C. § 300aa-26

# INACTIVATED INFLUENZA VACCINE

## WHAT YOU NEED TO KNOW

# 2009-10

Many Vaccine Information Statements are available in Spanish and other languages. See [www.immunize.org/vis](http://www.immunize.org/vis).

### 1 Why get vaccinated?

Influenza ("flu") is a contagious disease.

It is caused by the influenza virus, which can be spread by coughing, sneezing, or nasal secretions.

Other illnesses can have the same symptoms and are often mistaken for influenza. But only an illness caused by the influenza virus is really influenza.

Anyone can get influenza, but rates of infection are highest among children. For most people, it lasts only a few days. It can cause:

- fever
- sore throat
- chills
- fatigue
- cough
- headache
- muscle aches

Some people, such as infants, elderly, and those with certain health conditions, can get much sicker. Flu can cause high fever and pneumonia, and make existing medical conditions worse. It can cause diarrhea and seizures in children. On average, 226,000 people are hospitalized every year because of influenza and 36,000 die – mostly elderly. **Influenza vaccine can prevent influenza.**

### 2 Inactivated influenza vaccine

There are two types of seasonal influenza vaccine:

1. **Inactivated (killed) vaccine**, or the "flu shot" is given by injection into the muscle. 2. **Live, attenuated (weakened) influenza vaccine** is sprayed into the nostrils. *This vaccine is described in a separate Vaccine Information Statement.*

These "seasonal" influenza vaccines are formulated to prevent annual flu. They do not protect against pandemic H1N1 influenza.

Influenza viruses are always changing. Because of this, influenza vaccines are updated every year, and an annual vaccination is recommended.

Each year scientists try to match the viruses in the vaccine to those most likely to cause flu that year. When there is a close match the vaccine protects most people from serious influenza-related illness. But even when there is not a close match, the vaccine provides some protection. Influenza vaccine will *not* prevent "influenza-like" illnesses caused by other viruses.

It takes up to 2 weeks for protection to develop after the shot. Protection lasts up to a year.

Some inactivated influenza vaccine contains a preservative called thimerosal. Some people have suggested that thimerosal may be related to developmental problems in children. In 2004 the Institute of Medicine reviewed many studies looking into this theory and concluded that there is no evidence of such a relationship. Thimerosal-free influenza vaccine is available.

### 3 Who should get inactivated influenza vaccine?

*Anyone who wants to reduce the likelihood of becoming ill with influenza or spreading influenza to others.*

*All children 6 months and older and all older adults:*

- All children from 6 months through 18 years of age.
- Anyone 50 years of age or older.

*Anyone who is at risk of complications from influenza, or more likely to require medical care:*

- Women who will be **pregnant** during influenza season.
- Anyone with **long-term health problems** with:
  - heart disease
  - kidney disease
  - liver disease
  - lung disease
  - metabolic disease, such as diabetes
  - asthma
  - anemia, and other blood disorders
- Anyone with a **weakened immune system** due to:
  - HIV/AIDS or other diseases affecting the immune system
  - long-term treatment with drugs such as steroids
  - cancer treatment with x-rays or drugs
- Anyone with certain **muscle or nerve disorders** (such as seizure disorders or cerebral palsy) that can lead to breathing or swallowing problems.
- Anyone 6 months through 18 years of age on **long-term aspirin treatment** (they could develop Reye Syndrome if they got influenza).
- **Residents of nursing homes and other chronic-care facilities.**

*Anyone who lives with or cares for people at high risk for influenza-related complications:*

- **Health care providers.**
- **Household contacts and caregivers of children** from birth up to 5 years of age.
- **Household contacts and caregivers of**
  - people 50 years and older, or
  - anyone with medical conditions that put them at higher risk for severe complications from influenza.

Health care providers may also recommend a yearly influenza vaccination for:

- People who provide **essential community services.**
- People living in **dormitories, correctional facilities, or under other crowded conditions**, to prevent outbreaks.
- People at high risk of influenza complications who **travel** to the Southern hemisphere between April and September, or to the tropics or in organized tourist groups at any time.



## 4 When should I get influenza vaccine?

You can get the vaccine as soon as it is available, usually in the fall, and for as long as illness is occurring in your community. Influenza can occur any time from November through May, but it most often peaks in January or February. Getting vaccinated in December, or even later, will still be beneficial in most years.

Most people need one dose of influenza vaccine each year. **Children younger than 9 years of age getting influenza vaccine for the first time** – or who got influenza vaccine for the first time last season but got only one dose – should get 2 doses, at least 4 weeks apart, to be protected.

Influenza vaccine may be given at the same time as other vaccines, including pneumococcal vaccine.

## 5 Some people should talk with a doctor before getting influenza vaccine

Some people should not get inactivated influenza vaccine or should wait before getting it.

- Tell your doctor if you have any **severe (life-threatening) allergies**. Allergic reactions to influenza vaccine are rare.
  - Influenza vaccine virus is grown in eggs. People with a severe egg allergy should not get the vaccine.
  - A severe allergy to any vaccine component is also a reason to not get the vaccine.
  - If you have had a severe reaction after a previous dose of influenza vaccine, tell your doctor.
- Tell your doctor if you ever had Guillain-Barré Syndrome (a severe paralytic illness, also called GBS). You may be able to get the vaccine, but your doctor should help you make the decision.
- People who are moderately or severely ill should usually wait until they recover before getting flu vaccine. If you are ill, talk to your doctor or nurse about whether to reschedule the vaccination. People with a mild illness can usually get the vaccine.

## 6 What are the risks from inactivated influenza vaccine?

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of a vaccine causing serious harm, or death, is extremely small.

Serious problems from influenza vaccine are very rare. The viruses in inactivated influenza vaccine have been killed, so you cannot get influenza from the vaccine.

### Mild problems:

- soreness, redness, or swelling where the shot was given
- hoarseness; sore, red or itchy eyes; cough
- fever • aches

If these problems occur, they usually begin soon after the shot and last 1-2 days.

### Severe problems:

- Life-threatening allergic reactions from vaccines are very rare. If they do occur, it is usually within a few minutes to a few hours after the shot.
- In 1976, a type of influenza (swine flu) vaccine was associated with Guillain-Barré Syndrome (GBS). Since then, flu vaccines have not been clearly linked to GBS. However, if there is a risk of GBS from current flu vaccines, it would be no more than 1 or 2 cases per million people vaccinated. This is much lower than the risk of severe influenza, which can be prevented by vaccination.

## 7 What if there is a severe reaction?

### What should I look for?

Any unusual condition, such as a high fever or behavior changes. Signs of a severe allergic reaction can include difficulty breathing, hoarseness or wheezing, hives, paleness, weakness, a fast heart beat or dizziness.

### What should I do?

- Call a doctor, or get the person to a doctor right away.
- Tell the doctor what happened, the date and time it happened, and when the vaccination was given.
- Ask your provider to report the reaction by filing a Vaccine Adverse Event Reporting System (VAERS) form. Or you can file this report through the VAERS website at [www.vaers.hhs.gov](http://www.vaers.hhs.gov), or by calling 1-800-822-7967.

*VAERS does not provide medical advice.*

## 8 The National Vaccine Injury Compensation Program

A federal program exists to help pay for the care of anyone who has a serious reaction to a vaccine.

For more information about the National Vaccine Injury Compensation Program, call 1-800-338-2382, or visit their website at [www.hrsa.gov/vaccinecompensation](http://www.hrsa.gov/vaccinecompensation).

## 9 How can I learn more?

- Ask your provider. They can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call 1-800-232-4636 (1-800-CDC-INFO) or
  - Visit CDC's website at [www.cdc.gov/flu](http://www.cdc.gov/flu)



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Vaccine Information Statement (Interim)  
Inactivated Influenza Vaccine (8/11/09) 42 U.S.C. §300aa-26

# PNEUMOCOCCAL POLYSACCHARIDE VACCINE

## WHAT YOU NEED TO KNOW

Many Vaccine Information Statements are available in Spanish and other languages. See [www.immunize.org/vis](http://www.immunize.org/vis).

### 1 Pneumococcal disease

Pneumococcal disease is caused by *Streptococcus pneumoniae* bacteria. It is a leading cause of vaccine-preventable illness and death in the United States. Anyone can get pneumococcal disease, but some people are at greater risk than others:

- People 65 years and older
- The very young
- People with certain health problems
- People with a weakened immune system
- Smokers

Pneumococcal disease can lead to serious infections of the:

- Lungs (pneumonia),
- Blood (bacteremia), and
- Covering of the brain (meningitis).

Pneumococcal pneumonia kills about 1 out of 20 people who get it. Bacteremia kills about 1 person in 5, and meningitis about 3 people in 10.

People with the health problems described in Section 3 of this statement may be more likely to die from the disease.

### 2 Pneumococcal polysaccharide vaccine (PPSV)

Treatment of pneumococcal infections with penicillin and other drugs used to be more effective. But some strains of the disease have become resistant to these drugs. This makes prevention of the disease, through vaccination, even more important.

Pneumococcal polysaccharide vaccine (PPSV) protects against 23 types of pneumococcal bacteria, including those most likely to cause serious disease.

Most healthy adults who get the vaccine develop protection to most or all of these types within 2 to 3 weeks of getting the shot. Very old people, children under 2 years of age, and people with some long-term illnesses might not respond as well, or at all.

Another type of pneumococcal vaccine (pneumococcal conjugate vaccine, or PCV) is routinely recommended for children younger than 5 years of age. PCV is described in a separate Vaccine Information Statement.

### 3 Who should get PPSV?

- All adults 65 years of age and older.
- Anyone 2 through 64 years of age who has a long-term health problem such as:
  - heart disease
  - lung disease
  - sickle cell disease
  - diabetes
  - alcoholism
  - cirrhosis
  - leaks of cerebrospinal fluid or cochlear implant
- Anyone 2 through 64 years of age who has a disease or condition that lowers the body's resistance to infection, such as:
  - Hodgkin's disease
  - lymphoma or leukemia
  - kidney failure
  - multiple myeloma
  - nephrotic syndrome
  - HIV infection or AIDS
  - damaged spleen, or no spleen
  - organ transplant
- Anyone 2 through 64 years of age who is taking a drug or treatment that lowers the body's resistance to infection, such as:
  - long-term steroids
  - certain cancer drugs
  - radiation therapy
- Any adult 19 through 64 years of age who:
  - is a smoker
  - has asthma

PPSV may be less effective for some people, especially those with lower resistance to infection.

But these people should still be vaccinated, because they are more likely to have serious complications if they get pneumococcal disease.

Children who often get ear infections, sinus infections, or other upper respiratory diseases, but who are otherwise healthy, do not need to get PPSV because it is not effective against those conditions.

#### 4 How many doses of PPSV are needed, and when?

Usually only one dose of PPSV is needed, but under some circumstances a second dose may be given.

- A second dose is recommended for people 65 years and older who got their first dose when they were younger than 65 and it has been 5 or more years since the first dose.
- A second dose is recommended for people 2 through 64 years of age who:
  - have a damaged spleen or no spleen
  - have sickle-cell disease
  - have HIV infection or AIDS
  - have cancer, leukemia, lymphoma, multiple myeloma
  - have nephrotic syndrome
  - have had an organ or bone marrow transplant
  - are taking medication that lowers immunity (such as chemotherapy or long-term steroids)

When a second dose is given, it should be given 5 years after the first dose.

#### 5 Some people should not get PPSV or should wait

- Anyone who has had a life-threatening allergic reaction to PPSV should not get another dose.
- Anyone who has a severe allergy to any component of a vaccine should not get that vaccine. Tell your provider if you have any severe allergies.
- Anyone who is moderately or severely ill when the shot is scheduled may be asked to wait until they recover before getting the vaccine. Someone with a mild illness can usually be vaccinated.
- While there is no evidence that PPSV is harmful to either a pregnant woman or to her fetus, as a precaution, women with conditions that put them at risk for pneumococcal disease should be vaccinated before becoming pregnant, if possible.

#### 6 What are the risks from PPSV?

About half of people who get PPSV have mild side effects, such as redness or pain where the shot is given.

Less than 1% develop a fever, muscle aches, or more severe local reactions.

A vaccine, like any medicine, could cause a serious reaction. But the risk of a vaccine causing serious harm, or death, is extremely small.

#### 7 What if there is a severe reaction?

**What should I look for?**

Any unusual condition, such as a high fever or behavior changes. Signs of a severe allergic reaction can include difficulty breathing, hoarseness or wheezing, hives, paleness, weakness, a fast heart beat or dizziness.

**What should I do?**

- Call a doctor, or get the person to a doctor right away.
- Tell the doctor what happened, the date and time it happened, and when the vaccination was given.
- Ask your provider to report the reaction by filing a Vaccine Adverse Event Reporting System (VAERS) form. Or you can file this report through the VAERS website at [www.vaers.hhs.gov](http://www.vaers.hhs.gov), or by calling 1-800-822-7967.

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