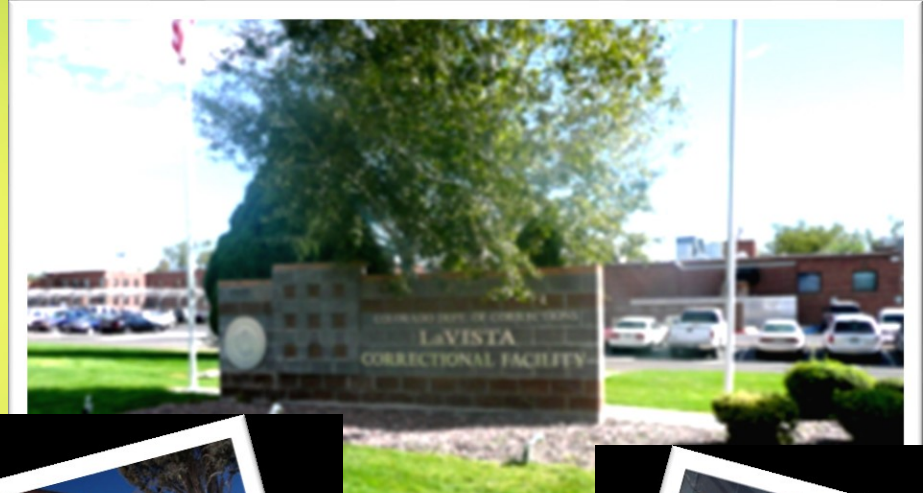


Welcome to...

LA VISTA CORRECTIONAL FACILITY



?

Questions?

Please write your questions down,
and they will
be addressed at the end
of this orientation.

!



This orientation will cover:

- Americans with Disabilities Act (ADA)
- Canteen/Catalog Orders
- Case Management
- Clinical Services
- Code of Penal Discipline (COPD) & Hearings
- Colorado Inmate Phone System (CIPS) & TTY
- Cosmetology Program & Services
- Count Procedures
- Emergency Notifications
- Fire Safety
- Food Service
- Grievance Procedure
- Hobby Work
- Identification Cards
- Inmate Banking
- Laundry
- Law Library
- Library
- Living Units
- Mail Services
- Mental Health
- Money Matters
- Movement
- Non-Discrimination
- Prison Rape Elimination Act (PREA)
- Posted Operational Rules (POR's)
- Programs & Education
- Property
- Recreation (Yard/Gym/Den/Pictures)
- Searches & Contraband
- Security Threat Groups & Intel
- Television Information Channel
- Visiting
- Advocacy Support Resources



Americans With Disabilities Act (ADA)



- All offenders with disabilities who are new arrivals at LVCF will be provided an orientation prior to any movement to general population.
- Offenders who contend they have a qualifying disability may request an accommodation.
- Forms may be obtained upon request from any DOC employee, contract worker, or volunteer having access to DOCNET. An offender may also submit a written request directly to the AIC.
- Offenders may request assistance from their case manager to complete the “Request for Accommodation,” “ADA Medical Release,” and “Functional Ability Questionnaire.”



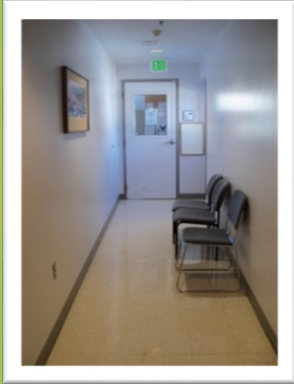
Canteen & Catalog orders are processed and handled by the LVCF Recreation Department.

Canteen & Catalog Orders

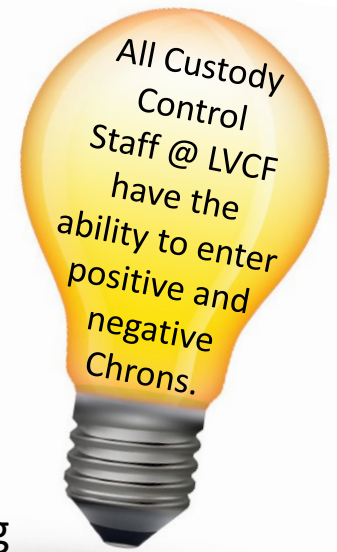
- New Arrival Offenders at LVCF will be restricted to which canteen they are allowed to possess and order while housed in the A & O Unit.
- Order dates and times: Tues. at 7:01 a.m. - following Tues. @ 7:00 a.m.
- Order & Possession Limits: up to \$60.00 in canteen items
- Incentive Unit offenders are allowed higher limits.
- The maximum number of tokens and stamps = 25 tokens & 20 stamps.
- **All Canteen items must remain in the original container. Loose items or items in the wrong container are subject to confiscation.**
- Cover Girl (Female Offenders), Catalog and Faith items are ordered one time per month and must be submitted by 7:00 a.m. on the 2nd Friday of the month.
- Canteen items will not be forwarded to you from any other facility. However, Catalog and Cosmetic items will be forwarded.



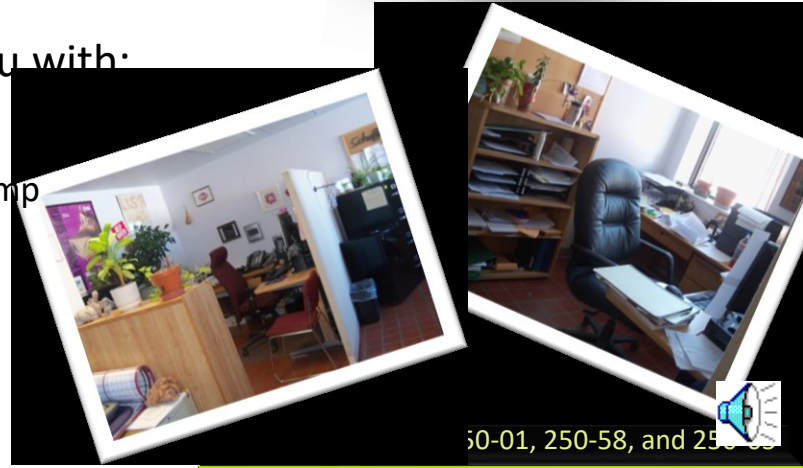
Case Management



- Case Management is the primary initial resource for reviewing questions and concerns during your incarceration.
- You will be assigned a Case Manager.
- Case Management open hours and appointment instructions are posted on bulletin boards in each living unit.
- Your Case Manager can assist you with:
 - Work Assignments & Programs
 - Classification, Status, & Time Comp
 - ADA Requests
 - Grievances
 - Release Planning
 - And more!



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Clinical Services

LVCF Clinical Services provides the following Primary Health Services:

New Arrival screening

Routine Appointments

Emergency Services

Self Declared emergencies

(Clinical Staff will determine what is an emergency)

Referrals to DOC Providers & Physicians

Pharmacy & Med-Line Services

Self Medication

Routine Physical Examinations

Referrals to outside health agencies and consultants,

infirmary care, acute care & Hospitals

Referrals for Dental, Optometry and other medical specialties

Comprehensive & Confidential Health Record



Reference: AR/IA 700-02, 700-04, and 700-15

Code of Penal Discipline (COPD) & Hearings



The Code of Penal Discipline establishes procedures, responsibilities, prohibitions, and sanctions which govern offender conduct in a DOC facility.

Offenders are responsible to read the Code of Penal Discipline Handbook (COPD).

All offenders are subject to the COPD.

Staff are required to write reports for all incidents. However, the Disciplinary Officer determines whether or not charges will be generated.



Telephones for the hearing impaired are available.

There are TTY kiosks available for ADA offenders

Colorado Inmate Phone System (CIPS)

The Colorado Inmate Phone System, (CIPS), allows offenders to place phone calls to family, friends, and attorneys.

Phone Lists: Are available upon request from Living Unit Staff.

Ordering: through “Canteen Phone Ordering Procedure”. Phone ordering time frames: Tuesday at 7:01 a.m. through the following Tuesday at 7:00 a.m.

CIPS Balance: dial your PIN, immediately followed by 00 (zero, zero). At that time you will also receive your Inmate Banking Balance (to include available funds).

Blocked Calls: To resolve blocked calls, the called party must contact VAC at 1-800-913-6097.

ADA Accommodations: TTY Kiosks are available for the hearing impaired.

3 – Way phone calls and using the phone system to pass messages for other offenders is strictly prohibited.



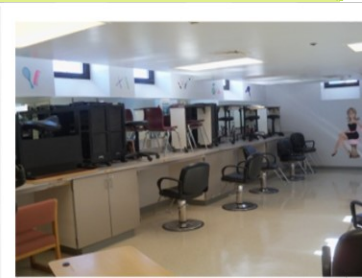
Cosmetology (Cosmo) Program & Services

Program

- Available for qualified female offenders @ LVCF (Male program at CTCF)
- 1800 Hours & 60 College Credits
- Practical and written tests to prepare for licensure
- Eligible to apply for conditional license upon release
- 5 weeks to 3 months to receive actual license

Services

- Hair Cutting
- Hair Color
- Nail Services
- Pedicures
- Facial



Cosmetology Services Operation

Cosmo I – Morning Appointments only
Cosmo II – Afternoon/Evening appointments only

All hair cuts and/or color must be within guidelines



Reference: AR/IA 1050-300

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Count Procedures

- **Standing formal Count – Offenders are required to be standing. Offenders will bring their ID cards to the doorway to be verified by counting staff. The only exception are offenders with ADA accommodations preventing them from doing so. Accommodations will be verified by staff.**
- **DOC employees are required to see a living, breathing person during all count procedures.**
- **Offenders Will cooperate with any and all directives given by a staff member during any count.**
- **Offenders are to remain in their cells (or designated area) until the count has been cleared.**
- **Offenders are allowed to use the restroom only after their Unit Officer has cleared them to do so.**



Emergency Notification

**An emergency notification is:
Notification to an offender that an immediate family
member has died or is in an emergency situation.**

It is the policy of the Department of Corrections (DOC) to make timely notification to offenders in the event of a verifiable death, serious bodily injury, or serious illness of an immediate family member. [4-4500-1]

Calling parties must provide:

- *Offender's Name and DOC #*
- *Caller's Name, address, phone numbers, relationship to the offender.*
- *Person in the emergency: Name, Date of Birth, and relationship to the offender.*
- *Type of emergency*
- *Hospital/funeral home information: Phone number, address, room number, and the name of the attending doctor or coroner.*



Fire Safety

Fire safety is the responsibility of all DOC employees, contract workers, volunteers and offenders.



Do not tamper with any part of the fire detection, smoke detection and/or fire suppression systems installed at LVCF. Tampering with any of these items may be punishable under the Code of Penal Discipline.

ADA Offenders will ONLY be evacuated by staff!

Emergency evacuation plans are located in all areas of the facility.

During evacuations, offenders are expected to proceed to the designated fire escape in an orderly manner. Offenders are not permitted to talk during this process, and must line up in rows of 5 for accountability purposes.



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Food Service

- Weekly menus
- Nothing in/ 1 piece of fruit out when served with a meal
- Dress Appropriately
- Offenders are granted 20 minutes to eat, after receiving their food tray.
- Medical diets
- Religious diets
- Vegetarian meals are available by requesting a “sub” at the serving line.
- Read the posted operation rules (POR’s), it’s your responsibility to know and follow them.



Grievance Procedure

- Provides offenders a legitimate method of settlement and is available to all offenders.
- Clear guidelines are in place that must be adhered to when submitting a grievance.
- Offenders may only pursue a grievance concerning a problem that affects them personally.
- Grievances should only be filed in the event that the problem or complaint is unsuccessful in being resolved through discussion with DOC employees.
- Grievance forms are only available by making an appointment with your Case Manager.



Hobby Work

“Hobby Shop” vs. “In-Cell Hobby Work.”

Approved in-cell/room hobby work activities:

- Artwork
- knitting
- bead work
- crocheting

Hobby supplies are available for purchase from canteen services, and must be logged by living unit staff.

The authorized area for in-cell/room hobby work is in the offender’s assigned cell/room or pod (day-hall).

Hobbies must be mailed out within 7 days of completion.

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Identification Cards

- Offender Identification cards must be carried at all times.
- Offender ID Cards are necessary to participate in a number of activities within the facility.
- There is a \$2.00 charge for ID cards that have been lost or damaged.
- ID cards that are worn, or unreadable will be replaced at no charge to the offender. Offenders are responsible for notifying their Case Manager.



Indigent offenders

DEPARTMENT OF CORRECTIONS
MISC. WITHDRAWAL TICKET
DC 200-2C

DATE _____ FAC. _____ UNIT _____
OFFENDER NO. _____ AMOUNT _____
OFFENDER NAME _____
REASON FOR TRANSACTION _____
I hereby authorize this amount to be deducted from my account.
Authorized by _____
Offender Signature _____
2003/01/01

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- Offenders who have regressed from Community or Parole and have no hygiene items may request a hygiene package from the Peer Education Coordinator or a Housing Lieutenant.
- Offenders with less than \$4.61 in their account within the last 30 days are eligible to receive a hygiene package and other indigent supplies by completing a form.
 - Indigent status is valid for 30 days.
- Offenders with more than \$4.61 in their account within the last 30 days may submit a miscellaneous withdrawal slip for the purchase price of a hygiene package.



Inmate Banking

Colorado
Department
of
Corrections

Inmate Bank
(719) 269-4271

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Keeping track of your money:

- You may check your balance, ordering canteen, etc. by phone
- Printed statement via offender mail
- Offenders will receive receipts for all deposits
- Staff are not authorized to check your account balance
- Offenders with a deficit account balance will NOT be allowed to order any canteen, catalog, or cosmetic items.

Offender pay:

- All offenders are paid on a monthly basis.
- Unassigned offenders earn .25 cents per day
- Assigned offenders earn .66 cents per day
- All offender pay is input and processed on the last day of each month.

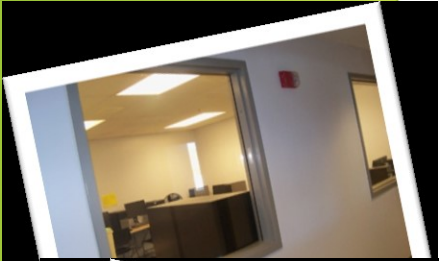


Laundry & Clothing

- Laundry issue: bedding, a laundry bag, & laundry number.
- Pillows and mattresses
- Laundry appointments
- Possession of excess, non-authorized, and/or altered clothing
- Excess, non-authorized, or altered clothing or bedding
- Appropriate dress inside your unit: Posted Operational Rules
- Appropriate dress outside your unit: Appropriate footwear, all undergarments, state issued t-shirt, and state issued green pants and green shirt.
- Gym & Recreation: Only authorized when you're going to and from the rec yard and/or gym.



Law Library



- Law Library appointments are by request only
- Law Library Legal Access form 750-01A (Available in each Living Unit.)
- Drop Box is located in the food service lobby area.
- Late Arrivals & No Shows
- Legal work related photocopy service



LM VISIT
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Reference: AR/IA 750-01



Library

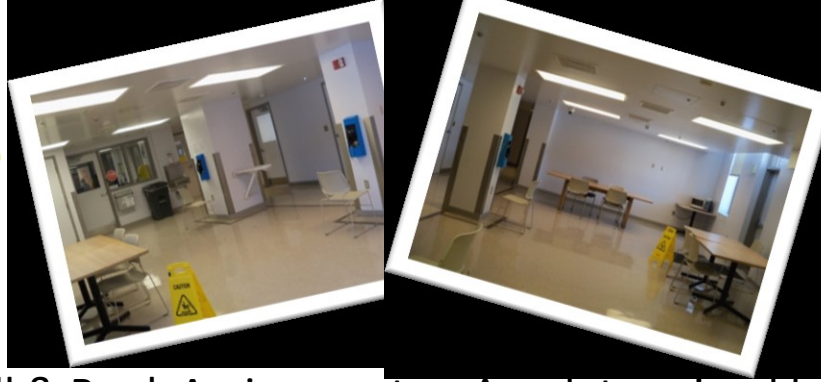
- Library Calendars are posted in each of the Living Units
- ID's are required for all library services
- Quiet is required, and there is a zero tolerance for horseplay or misconduct
- Current IA's and OM's are available in the library
- Library services are available for segregated offenders

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Living Units

- Unit 1 - Incentive Unit
- Unit 2 - General Population
- Unit 3 - General Population
- Unit 4 - Therapeutic Community
- Unit 5 - General Population
- Unit 6 - Farm Crew, A&O, RP
- Unit 7 – Reintegration Unit
- IDO D Pod - Segregation Unit



LA VISTA CORRECTIONAL FACILITY

- Cell & Bunk Assignments – Are determined by staff
- Convenience Moves – Are not made
- Cell Keys – You are responsible for your key as well as the replacement cost, should you lose or damage it.
- POR's – Posted operational rules are located in the central hallway in each unit. Read them, know them, follow them.



Mail Services

- Outgoing Mail
- Oversized Envelopes
- Outgoing Packages & Mailing out hobby crafts
- Incoming mail and packages
- Incoming and outgoing restricted inspection mail
- All incoming mail MUST include the offender's Last name, First Name, unit #, and DOC #

Mailing Address:

1401 West 17th St.

Pueblo, CO

81003



Mental Health



- Mental Health appointments
- Mental Health programs and groups
- Mental Health kite box
- Mental Health emergencies



Money Matters

Sending money out:

Money Order Requests

Money order requests can be obtained from Living Unit Staff.

In order to be processed, it must be placed in a stamped addressed envelope & ready to send.

You will not get it back. Please make sure it is ready to send out.

Requests are processed by Housing Lieutenants.



Receiving Money:

The Colorado Department of Corrections partners with two companies – JPay and Western Union – to provide convenient electronic ways to send money to inmates. Money orders and cash sent by mail are not accepted. Family/Friends may contact Inmate Bank at (719) 269-4271 with questions.

****Money that is sent before 4:00 p.m. MT will generally be available to the offender the next day.**
****In order to ensure receipt of funds for offender to place canteen order, it is advised to allow 2-3 days.**

Jpay

- Online with a credit or debit card
- Mobile app
- Phone Call to (800) 574-5729
- Walk-in - to any MoneyGram agent location or Ace Cash Express and use Receive Code 6556.
- Facility Kiosks - JPay kiosks are not available at this location.

Western Union

- Online with a credit or debit card
- Phone Call to (800) 634-3422
- Walk-in - to any Western Union agent location
- Facility Kiosks - JPay kiosks are not available at this location.
- Required info:
 - Pay to: Colorado Dept. Corrections
 - Code city: CODOC
 - State: CO
 - Sender's Acct #: Offender DOC # and Last Name

Controlled Movement

Controlled movement

- Announced on PA
- 10 minute movements

Controlled areas

- Den, Gym, Yard

Restricted areas

- Administration, Maintenance, Academics/Programs, Units 1, 2, 3, 4, 5, 6, & 7. Food Service, Laundry, Medical, IDO, Property, Intake, between Unit 7 fence line and the Den, and the sidewalk west of Unit 7 is limited to mobility impaired offenders only.

Unauthorized areas

- Between Units 1 & 2, 3 & 4, 5 & 6, around Unit 7.
- North Side of Unit 1, South side of unit 4, South Side of Maintenance & Greenhouse, East gate sally port, Perimeter fence line, Unit 7 fence line, Unit 7 access road, Between unit 7 and the fence line.
- Basement of: living units, the den, administration, food service, laundry.

Unscheduled movement

- All unscheduled movement requires a pass.



LA VISTA
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Non-Discrimination

It is the policy of the Department of Corrections (and the La Vista Correctional Facility) to provide an environment that is conducive to the health and safety of all offenders.

Offender program access, work assignments, and administrative decisions are made without regard to race, religion, ethnicity, national origin, sex, handicap, sexual orientation or political views.

All offenders are considered equal, with no offender being given authority over any other offender.

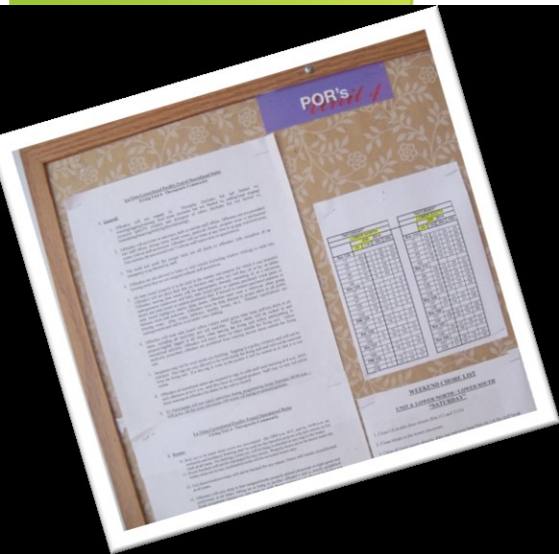
Equality



Posted Operational Rules (POR's)

Each separate area of the facility has posted operational rules.

Offenders are advised to locate and be aware of and comply with posted operational rules governing specific conduct and behavior for specific areas of La Vista Correctional Facility.



Programs & Education

- English as a second language
- Adult Basic Education
- GED
- Vocational Janitorial
- Horticulture
- Cosmetology
- Thinking for a change
- 7 Habits on the inside
- Parenting
- Drug & alcohol treatment (Several different programs)
- Mental Health groups
- Cosmetology
- Re-Entry & Pre-Release
- Others



Offender Property

- Property Inventory List
- Maintain Receipts
- No trading, selling, loaning, giving, or bartering.
- Adding property to your property list
- Property loss, damage, and destruction.



Recreation (yard, gym, den, pictures)

League Sports

Team Sports

Tournaments

Holiday Events

Weekend Events

Aerobics Classes

Work-out Videos

Weight & Cardio equipment

Crochet Classes

Scrap Booking Classes

Wii Games

Board Games & Puzzles

Special Food Orders

Ice Cream

Photos

Mom & Kids Day Barbeque

Programs Graduations



Volunteer and Religious Programs

- Monthly Religious and Volunteer Programs Calendar
- Faith and Holy days are listed separately
- The Volunteer Coordinator is the point of contact
- Titler messages
- Mandatory event enrollment
- Chaplain Library access
- In addition to religious programs and services, volunteer programs such as AA, NA, and parenting are also offered



Searches & Contraband

- Searches of offenders
- Searches of offenders' living areas
- Shakedown slips
- Contraband



Security Threat Groups

- ✓ STG defined
- ✓ STG Affiliation
- ✓ STG Declaration

ZERO TOLERANCE ACTIVITIES

- Sagging
- Flagging
- Flashing gang signs
- Altering clothing with gang signs and/or monikers
- Recruiting new members for a Security Threat Group
- Wearing “colors” or other distinguishing articles of clothing
- Displaying gang literature or racially offensive symbols
- Activity posing a threat to the safety and/or security of the facility
- Displaying tattoos relating to offensive Security Threat Groups’ Philosophy



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TV Information
Channel

CHANNEL
#25



(719) 583-5914

Fri – Tues 8:00a – 3:00p

Appointments can be
made until 11:00 am
on Sundays.

Visiting

General Visiting Information

Visiting applications may be obtained from Living Unit Staff.

Applications are also available on DOC's website for download.

You will be given additional written information regarding visiting.

VISITING HOURS

Friday	8:00-11:00 and 12:30-3:30 (Afternoon session by appointment only)
Saturday	8:00-11:00 and 12:30-3:30 (Afternoon session by appointment only)
Sunday	8:00-11:00 and 12:30-3:30 (Afternoon session by appointment only)
Monday	8:00 - 11:00

Loss of Privileges and Restricted Privileges

Offenders on Restricted Privileges or Loss of Privileges Sanctions will not be allowed to visit during the afternoon sessions on Saturdays or Sundays.

Advocacy Support Resources

- External Advocacy Contact Information
- Getting On After Getting Out
- Additional Support Resources:
 - American Civil Liberties Union (ACLU)
 - Colorado Criminal Justice Reform Coalition (CCJRC)
 - Colorado CURE
 - Advocates for Change
 - Veterans Affairs Regional Office
 - Pendulum Foundation



Prison Rape Elimination Act (PREA)

The Colorado Department of Corrections has a **zero tolerance** policy towards sexual assault, sexual misconduct and sexual harassment. If you are a victim of any of these you can report it in one of the following ways:

- Notify a staff member
- Tell your case manager
- Write to the Office of the Inspector General – PREA Program at 2862 South Circle Drive, Colorado Springs, CO 80906
- Or by calling the DOC TIPSline:
 - C IPS Number: 1-877-DOC-TIPS-O (1-877-362-8477-0)
 - Outside DOC: 1-877-DOC-TIPS (1-877-362-8477)



Questions?

Please raise your hand if
you have a question.

Questions will be addressed
by the orientation staff.

Staff, please collect all questions
and forward them to the Orientation Sergeant.



Thank You

COLORADO
DEPARTMENT
OF CORRECTIONS

LA VISTA
CORRECTIONAL
FACILITY



**COLORADO
DEPARTMENT OF CORRECTIONS
PRESENTS...**

**PRISON RAPE
ELIMINATION ACT**



Female 01-2015.avi