

NEBRASKA CORRECTIONAL
CENTER FOR WOMEN



INMATE HANDBOOK

DENISE SKROBECKI, WARDEN

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JUNE 1, 2015

You have been sentenced to the Nebraska Department of Correctional Services (NDCS). Upon arrival you will be assigned to the Diagnostic & Evaluation Center (DEC). It is your responsibility to notify your family / friends of your transfer. The address and phone number of the facility is:

Nebraska Correctional Center for Women
1107 Recharge Road
York NE 68467-8003

(402) 362-3317

LOCATION & DIRECTIONS TO FACILITY:

York, NE is located at Exit 353, off Interstate 80, which is approximately 50 miles west of Lincoln NE or 50 miles east of Grand Island, NE.

- Exit at mile marker #353 onto US-81 toward the city of York NE (north)
- Proceed on US-81 in the left lane (which projects towards the white water tower)
- At West 4th Street, turn left on to Recharge Road (Spur 93D)
- NCCW located on the left side of Recharge Road

LOCAL TRANSPORTATION:

MG Taxi Service, York NE – 402-362-1313 or 402-363-2385

PUBLIC TRANSPORTATION:

Navigator Airport Express, located near Interstate 80 & Highway 81 at the York Best Western – 1-800-888-9793. Transportation from York Best Western to the facility can be arranged by MG Taxi at the above number.

THE FOLLOWING INFORMATION REGARDING VISITING IS AVAILABLE IN OM 205.02.4.0 1 – INMATE VISITING POSTED IN THE DEC UNIT:

- Days and hours of visiting
- Approved dress code and identification requirements for visitors
- Items authorized in visiting room
- Special rules for children
- Authorized items that visitors may bring to give an offender, ie. funds, pictures, etc.
- Special visits (family emergencies)

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Housing unit staff will be your contact for questions / concerns that may arise. Listed in this handbook are the in-house rules you will be expected to follow. Failure to follow these rules or other verbal directives from staff may result in disciplinary action. NDCS Rules and Regulations, Administrative Regulations and Operational Memorandums take precedence over this handbook. Review the NDCS Rules and Regulations Manual, and if you have questions, consult with unit staff.

CHAPTER 1

HOUSING UNIT RULES

1. Lawful orders and directives from staff, written as well as verbal must always be followed.
2. No items of personal property or food may be given, loaned, shared or sold to other inmates except as outlined in this manual and the Operational Memorandums pertaining to personal property.
 - a) Magazines, newspapers, games photographs and books may be observed between inmates while in the housing unit lobbies only. Pornographic magazines will remain in the inmate's room.
 - b) Inmates may not possess photographs of current inmates or parolees, unless approved by the Warden.
3. There will be no running, yelling or other disruptive behavior in the housing units or program areas.
4. Inmates are expected to use proper language, both written and verbal, when addressing staff and other inmates. Violations may result in a misconduct report.
5. Inmates will maintain an acceptable noise level on the units at all times. Inmates must use headphones on their ears when listening to all audio equipment or TV's while in the housing units and recreational areas.
6. Any and all body contact between inmates is prohibited including but not limited to:
 - Holding hands
 - Caressing
 - Embracing
 - Kissing
 - Sitting on laps
 - Contact between legs
 - Massaging
 - Back rubs
 - Crossed or entwined legs
 - Any type of sexual activity
7. Inmates may not assist each other with personal grooming in the housing unit.
8. Stocking caps, ball caps (ball caps must be worn with the bill of the hat facing either straight forward or straight back; no other variations), dew rags, hairnets (while working in the food service area only), must be removed while indoors. The exception is approved religious headgear or food service hairnets while working in food service area. These items may be worn while in the inmate's assigned room and while sleeping as long as it does not obscure the inmates' identity.
9. Inmates will be appropriately dressed at all times. Inmates must be fully dressed except during bathing, changing clothes, medical examinations, searches or when using the restroom. Inmates must be fully dressed (may use blue nightshirt), including shoes, when going to and from the shower. Inmates will not be allowed to sleep in the nude. The state issued blue nightshirt and shorts are required for sleeping and may not be worn out of the housing unit except in emergencies. Sweat clothes may substitute for the state issue nightclothes during extremely cold weather.
10. Air vents, lights and windows cannot be covered. No items may touch, cover or be placed within five (5) inches of clip-on electric lamps. They must not be attached to the bulletin boards.

11. Room doors are to be closed at all times unless approved by staff.
12. Sitting is allowed only in chairs and on the inmate's assigned bed. Inmates may not sit / recline / step on desks, tables, trash cans, countertops, footlockers, other inmate beds, or any other piece of furniture not intended for that purpose. Feet will remain off walls and furniture at all times.
13. Nothing may be posted on walls, windows, beds and exterior of lockers or room doors in the housing units. Items may be posted on approved bulletin boards, designated wall areas, or the inside door of lockers.
14. Nude, semi-nude drawings or craft items that depict violence may not be displayed.
15. Room and hall thermostats will be set by staff and will not be altered.
16. All electrical appliances, other than TV's, radios and clocks must be unplugged before an inmate leaves her room and before sleeping. TV's, fans, clip on lights and radios must be turned off when an inmate leaves her room. Electrical appliances that are damaged will be confiscated. If it appears the appliances were altered, used to conceal contraband or used for any other purpose other than its original intent; it will be confiscated and a misconduct report written.
17. Radios, stereos, televisions and musical instruments will be used with headphones and played at a low volume level. Noise level warning forms will be issued for violation of noise level rules. Repeated violations will result in a disciplinary misconduct report. Inmates may be required to send equipment out of the facility after a second violation or other abuse.
18. Only approved furniture will be allowed in the rooms. No furniture will be traded or moved without staff approval. Placement of furniture in the rooms will be according to approved floor plans.
19. Lobby furniture arrangements are determined by staff and may not be changed without staff approval.
20. Inmates will be responsible for damage done to any state property including clothing, linens, furniture, written materials, ID cards and recreational equipment.
21. All clothing items will be hung, or folded and stored in the inmate lockers. Lockers are to be secured when not in use. Shoes are to be placed in the lockers or one pair can be kept under the bunk. Other personal property will be stored in storage areas and lockers. Footlockers will remain under beds and locked when not in use. No item, except laundry bags, may be hung on a bed frame and may not obstruct staff view. Wet towels may be hung on bed frames until they are dry and then must be removed. Hanging towels must not obstruct staff view of an inmate in her bed.
22. All food items, lotions, toiletries and other consumables must be kept in their original containers and stored in assigned lockers. No property may be stored on top of toilets, windowsills, closets or on top of stand-up lockers.
 - a) Food may not be cooked or heated in inmate rooms.
 - b) Use of light bulbs or other appliances for cooking or heating food items may result in confiscation and disciplinary action.
 - c) Hot pots are for heating water only.
23. Electrical appliances such as fans, hot pots, and lights will not be brought out of inmate rooms except for cleaning or repair.

24. Equipment and certain cleaning supplies (chemicals and rags) will be issued to inmates by staff. Inmates must exchange their State ID for cleaning supplies. Upon returning the supplies the inmate will receive their ID back. Cleaning supplies will not be issued to inmates within 15 minutes before or after shift changes. Supplies must be returned to staff when cleaning is completed, prior to general unit cleaning times, before leaving the unit and by 8:00 pm lockdown. Inmates will be responsible for the care and use of equipment and supplies.
25. Unauthorized areas in the housing unit include being in other inmates' rooms, beds not assigned, other inmate's doorways, living unit wings / tiers not assigned, bathrooms not assigned, lobbies not assigned, staff offices (without permission), North Hall basement, furnace rooms, attics and any area controlled by a red line or tile.
26. Staff issued passes are required anytime an inmate travels to a location where she is not assigned. Passes must be returned to staff upon return to the unit. No pass is required to be on the institutional yard during free time.
27. An inmate may be placed in a holding cell while the Shift Supervisor reviews reports and determines if the inmate is to be released or placed on Immediate Segregation (IS) status.
28. Do not slide food, notes or any item under inmate room doors. The exception is outgoing mail which will be picked up by staff.
29. The lobby, hallways, bathrooms and hopper rooms of North Hall and B-Bay are closed daily for cleaning. Inmates will not be allowed in these areas during this time, unless they are assigned to work. Inmates who are out of the unit and need to return for restroom use may return to their room and after restroom use must remain in their rooms until the area is reopened for activity. Passes and emergency procedures are exempt from this procedure.
30. Footlockers/standup lockers are assigned to each inmate in each room. They may not be used as a step ladder or chair. Inmates are required to purchase combination locks for both assigned lockers and keep the lockers locked at all times when not in use. Unused lockers need to be locked. Unassigned lockers may not be used for storage.
31. Inmates may not change assigned beds or bunks without staff permission.
32. Talking to or from mezzanine levels to lobbies in the B-Bay, SAU and STAR units is prohibited.
33. Ice may be obtained from lobby ice machines only during non-lockdown hours.
34. Inmates are not to approach the Control Centers in B-Bay, SAU and STAR except in an emergency or as directed by staff.
35. Inmates must be seated around lobby tables. No standing or congregating around lobby tables. Chairs around a table are limited to a maximum of six (6) in North Hall and four (4) around tables in the B-Bay, SAU and STAR.
36. Overhead lights will be turned off in rooms at midnight. Small reading lights may be used from midnight to 6:00 AM. Portable radios / CD players and TV's may be used throughout the night provided that headphones are used, and volume is kept low.
37. Beds will be made when not in use. (See Attachments A, B)

SELF PROTECTION

Inmates/offenders should take all reasonable measures to protect themselves. Inmates/offenders should take reasonable measures to avoid conflict, confrontations, and/or altercations by leaving the immediate area, soliciting staff assistance and taking a defensive posture during altercations.

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.

Don't be afraid to say "NO" or "STOP IT NOW."

Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak.

Casual nudity and talking about sex may make another person/inmate believe that you have an interest in a sexual relationship.

Do not accept canteen items or other gifts from other inmates/persons. Avoid placing yourself in debt to another inmate; this can lead to the expectation of repaying the debt with sexual favors.

Avoid secluded areas. Position yourself in plain view of staff members. If you are being pressured for sex, report it immediately.

Attachment D, AR 203.11 Sexual Assault
Revised 6-1-08

SEXUAL

ASSAULT

AWARENESS

Inmate, Offender

& Parolee

Sexual Assault/Abuse

Awareness



IF YOU ARE SEXUALLY ASSAULTED

If the attack just happened.....

As soon as it is safe to do so, **REPORT THE ATTACK IMMEDIATELY.** The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for a criminal and/or administrative investigation. The assault can be reported to any staff member or trusted party.

Do not shower, brush your teeth, use the rest room, or change your clothes. You may destroy important evidence.

Do request immediate medical attention. You may have serious injuries that you are not aware of, and any sexual contact can expose you to sexually transmitted diseases.

Later on.....

Please seek support. The days ahead can be traumatic and it helps to have people who care about you supporting you.

Professional help is available. Any nonconsensual sexual activity is degrading. Mental Health Staff within the institution are available to help inmates and offenders recover from the emotional impact of sexual assault.

THE DEPARTMENT'S POLICY ON SEXUAL ACTIVITY

The Nebraska Department of Correctional Services will not tolerate sexual abuse in any of its facilities or programs. Inmates, offenders, parolees, visitors, volunteers and employees have a right to living and working areas that are free from any form of sexual abuse. This policy covers sexual abuse by employees, visitors, volunteers, sponsors and inmates.

Staff-on-Inmate Sexual Behavior

Employees, contractors, volunteers and sponsors (other than the inmate or parolee's spouse) are prohibited from:

- Making verbal statements of a sexual nature to an inmate, parolee or offender.
- Threatening an inmate, parolee or offender in an attempt to induce the inmate, parolee or offender to engage in sexual behavior with the employee.
- Physically touching an inmate, parolee or offender in a sexual manner. This includes the intentional touching of the genitalia, anus, groin, breast, inner thigh or buttocks with the intent to abuse the inmate, offender or parolee or to arouse or gratify the employee's sexual desire.
- Attempting to have sex with an inmate, parolee or offender.
- Having sex with an inmate, parolee or offender.

Sexual acts involving staff, contractors, sponsors or volunteers are a felony.

State Statute 28-322.01 Sexual abuse of an inmate, offender or parolee. A person commits the offense of sexual abuse of an inmate, offender or parolee if such person subjects an inmate or parolee to sexual penetration or sexual contact as those terms are defined in section 28-318.

It is not a defense to a charge under this section that the inmate, offender or parolee consented to such sexual penetration or sexual contact.

State Statute 28-322.02 Sexual abuse of an inmate, offender or parolee in the first degree. Any person who subjects an inmate, offender or parolee to sexual penetration is guilty of sexual abuse of an inmate or parolee in the first degree. Sexual abuse of an inmate or parolee in the first degree is punishable from 1 to 20 years in prison.

State Statute 28-322.03 Sexual abuse of an inmate or parolee in the second degree. Any person who subjects an inmate, offender or parolee to sexual contact is guilty of sexual abuse of an inmate or parolee in the second degree. Sexual abuse of an inmate or parolee in the second degree is punishable from 0 to 5 years in prison.

If there is sufficient evidence that an employee, contractor, volunteer or sponsor has violated section 28-322.01, the matter WILL be referred to a County Attorney for prosecution.

If there is sufficient evidence that an employee, contractor, volunteer or sponsor has committed any of these activities, there WILL be administrative, disciplinary and/or criminal sanctions.

Inmate-on-Inmate or Inmate-on-Staff Sexual Behavior

The Department of Correctional Services will not tolerate abusive sexual contacts or acts within the correctional setting. The Code of Offenses prohibits inmates, offenders or parolees from engaging in sexual behavior with another inmate, offender or parolee or forcing an employee to engage in unwanted or nonconsensual sexual behavior with an inmate, offender or parolee. Inmates and offenders should expect a facility that is free from any form of abuse to include:

- Physical/sexual assault
- Physical/sexual pressuring
- Extortion (pressuring for personal property, charging rent, demanding sexual favors or money)
- Physical/sexual intimidation or manipulation
- Retaliation/retribution

Inmates and offenders who engage in the above cited prohibited acts are subject to disciplinary action and/or criminal prosecution. Inmates who are determined to be a threat to staff or inmates will be considered for Administrative Segregation placement through the inmate classification process. Offenders will be referred to the Court.

All cases of sexual assault or abuse will be referred to the DCS investigators/Nebraska State Patrol for criminal investigation and possible prosecution.

SECURITY & EMERGENCY PROCEDURES

1. Inmates will respond immediately to all pages over the intercom. Willful disregard of these rules could result in disciplinary action. When the intercom page is announced, "yard is closed", "clear the yard", or "return to your housing units", inmates must immediately return to their housing unit and room and remain there until staff allow additional movement to the lobbies. Inmates in assigned work or program areas will remain in those locations unless instructed by staff to return to their living unit.
2. All inmates are subject to searches of their person, property and living area at any time.
3. Inmates will not be permitted to participate in street or prison gang activities. Prohibited activities include but are not limited to: dressing in manner associated with a gang's common dress code, (colors, insignias, specific clothing items worn in such a manner as to denote group identity or status including sagging pants, rolling up pant legs, collars tucked on shirts), hand signs, or being in possession of gang related graffiti, training materials, publications or membership lists.
4. Inmates may not possess any contraband items. Contraband is any property not listed as approved in the NCCW Operational Memorandum 204.01.4.01, Inmate Property Control or any approved item that is altered or belonging to another inmate.
5. No medications may be palmed, hidden, pocketed, cheeked, disposed of or otherwise concealed when administered to inmates. Medications must be consumed immediately when issued by staff. Issued medications may not be disposed of without staff permission.
6. Inmates may not use or possess tobacco or any tobacco related products to include but not limited to; cigarettes, electronic cigarettes, matches, lighters, cigarette roll papers and pipes.
7. The following areas are considered "unauthorized areas" unless accompanied or assigned by staff:
 - Any building, living unit or program area not assigned or you have not been issued a pass to be in this area or are not on a roster for that area.
 - Loitering in hallways, vestibules, entrances, doorways, exits
 - Loitering in bathrooms
 - Staff bathrooms and storage rooms
 - Staff offices and meeting rooms
 - Parenting outdoor play areas (unless your child is present)
 - Behind any building
 - Within 10 feet of the perimeter fence
 - Sallyport and walk-in gates by Central Control
 - Mezzanine levels, stairways and under stairways in B and C Buildings
 - Near any motor vehicles on grounds
 - Construction sites
 - Any inmate room you are not assigned

In the event of an altercation or assault between two (2) or more inmates, inmates in close proximity to the incident are expected to disperse immediately when possible. Inmates remaining in the immediate area are expected to follow staff directives and to lay face down on the ground.

8. Inmates may not interfere with staff responding to any type of disturbance, emergency or during the escort of other inmates.
9. State issued khaki clothing, will be worn on all travel orders, dining room, visiting, professional visits and to the Parole Board. Clothing must be clean, in good repair and according to the NCCW dress code.
10. Inmates must wear state issue clothing to all work assignments, this includes khaki slacks and khaki shirts, state t-shirt and flannel or sweatshirt. Food service and maintenance workers will wear state issue boots during work hours. All other workers may wear their own tennis shoes at their own risk unless their work supervisor directs boot use. Any inmates operating power equipment or carrying heavy objects must wear state issue boots and any other safety items as directed by their work supervisor.
11. Earrings may be worn only in the ear and nose only if those areas were pierced prior to incarceration. Piercing of body parts, tattooing, or the insertion of objects in body parts other than those areas mentioned is not allowed.
12. Personal clothing restrictions:
 - No sagging of pants or revealed underwear is allowed.
 - All clothing items must be clean and in good repair at all times.
 - Shorts must have a 6" inseam and may not be rolled up.
 - Only the collar button of shirts may be unbuttoned. Collars may not be tucked. No tying of shirts or t-shirts is allowed.
 - Sleeves on shirts may be rolled up to the shoulder during free time. Both arms and both legs must be rolled equal length. Pant legs that are too long on state issue pants must be cuffed to prevent dragging.
 - Thermal tops must be worn under shirts (long or short sleeved) and thermal bottoms must be worn under long pants.
 - No clothing item may be worn in a manner not consistent with its normal use.
13. NCCW controls inmate movement within the facility by use of the Pass/Roster System.
 - a) Inmates are responsible for completing an Inmate Interview Request (IIR) requesting either a pass or to be placed on a roster.
 - b) The roster is a published list of inmates participating in education classes, work, and other self-betterment classes or activities. A pass is not necessary if your name is on the roster to attend.
 - c) A pass is issued upon inmate or staff request (by submitting an Inmate Interview Request) to report to a specific location that they are not normally assigned to. Separate forms are used for law library and general library.
 - d) Inmate names will be published on a roster or pass list. Passes are distributed by staff at the same time mail is delivered in the evenings. The roster of inmates attending scheduled programs will be posted in the lobby of each living unit.
 - e) It is the inmate's responsibility to respond to the pass list or roster. If an inmate is listed on a roster or is issued a pass list to attend a particular function or activity she is expected to attend. Failure to respond to passes or to the roster may result in disciplinary action. Inmates must report to the area or event 10 minutes prior to the start time to be processed/searched to ensure events begin on time.
 - f) Completed passes must be returned to the housing unit or program staff upon the inmates' return from the pass. Advise staff immediately.
 - g) If an inmate has a conflict in her schedule that conflicts with a pass or the roster she should advise staff immediately.

14. Inmates are issued institutional ID cards. The rules governing their use are as follows:
- a) Must be carried or worn at all times except when in assigned room, showering, or using the bathroom.
 - b) May not be worn on pants cuffs, shoes, or socks.
 - c) May not be altered or damaged.
 - d) Inmates may not have another inmate's ID card or more than one ID card of their own.
 - e) Missing, damaged or destroyed ID cards must be immediately reported to unit staff via an Inmate Interview Request or in person. A Misconduct Report may be issued and the inmate may be charged for a replacement card if the inmate lost, misplaced, damaged or destroyed their ID card.
 - f) If an inmate needs a new ID card she should submit an Inmate Interview Request to Property/Intake staff.
 - g) Normal "wear and tear" replacements will be determined by Property/Intake staff.
 - h) ID Cards must be presented for canteen purchases.
 - i) ID Cards must be presented for medication distribution.
 - j) ID cards must be surrendered to obtain cleaning supplies. Card will be returned once supplies are returned.
15. Fire and other emergency evacuation sites are posted in all living units and program areas. When a building is evacuated inmates will report to the visiting center or other areas as directed and await instructions from staff. When an evacuation site is determined, inmates will be seated, remain quiet and prepare for a count. No unnecessary personal property may be taken to evacuation sites.
16. If you see smoke or fire, notify staff immediately. Inmates will be responsible for knowing fire and weather evacuation procedures for their living unit and all work/program areas where they are assigned. General evacuation procedures when an alarm sounds are as follows: (1) Move immediately to assigned room unless smoke or flames are visible. (2) If flames or smoke are visible evacuate the building through the nearest safe exit. Inmates who are on the yard when an alarm sounds will report to their assigned unit and room unless the fire alarm is sounding in their unit. **DO NOT ENTER A BUILDING WHERE AN ALARM IS SOUNDING.** Report to the visiting center or other assigned evacuation site. Follow staff directives.
17. Do not touch or activate fire alarms except in emergencies.
18. Institutional lockdown is 8:00 pm-6:00 am daily. An inmate must be in her housing unit or assigned area prior to the beginning of lockdown. Yard will be closed at 8:00 p.m. Inmates may not leave these areas during lock down without staff escort.
19. After 8:00 PM, inmates in the B-Bay, Nursery, and SAU may use the restroom for toilet use and hand washing, with staff permission, but must immediately return to their room.
20. During official counts inmates must be clearly visible to staff. Hiding or delaying counts may result in disciplinary action. **Staff must be able to see living, breathing flesh.** If inmates are in their housing unit during count they must be on their assigned bed with the door closed. During Picture Card Counts, inmates must come to the door with their inmate ID to present to staff.
21. Inmate Interview Requests written to NDCS staff must contain the addressee, inmate's name, institutional number, date, living location, and the name of their Case Manager. Proper living unit designations are: North Hall, B - Bay, SAU, STAR, DEC, Nursery and Restrictive Housing. Inmate Interview Requests that are not properly addressed may be returned unanswered.

INMATE DINING

1. Inmates should report to the dining room immediately after their housing unit/work area is paged. Inmates are allowed 30 minutes to eat. This time starts when the housing unit is paged to dining.
2. All work/program areas, except CSI, must report to their assigned housing unit until their unit is paged to the dining room.
3. Inmates must enter the dining room through the main entrance of A-Building and exit through the west exit door. After exiting inmates may not re-enter the dining room. No loitering in the A-Building vestibule or outside the west exit door.
4. Inmates may not cut ahead of others in the serving line except for authorized medical reasons. Inmates will form a single file line from the tray distribution window along the north wall. Inmates may not speak or communicate through the tray distribution windows except to alert staff of a special tray requirement.
5. Inmates may not return to the serving line after exiting. Inmates may approach the beverage area, the salad bar or the condiment area after being seated.
6. Inmates in dining will not communicate with inmate kitchen workers while they are performing their duties or with visiting children.
7. Do not waste food or paper items.
8. SAU, Parenting Program visits, DEC and STAR unit inmates must sit together in their respective groups and may not communicate with other separated groups or inmate workers.
9. No food, paper products, or condiments may be removed from the dining room except in the case of sack lunches. Pregnant or insulin dependent diabetic inmates may receive a snack from food service by showing their approved snack card received from the medical department.

10. **DINING ROOM DRESS CODE - APPROVED CLOTHING:**

- Khaki pant
- Khaki shirt
- T-Shirt (state issue or personal)
- Thermal shirt (state issue or personal)
- Personal long sleeve t-shirts
- Sweat shirts
- Bra, underwear, socks
- Boots or personal tennis shoes
- State issue coat
- *Hat, stocking caps (*Must be removed when inmates enter dining)

Inmates are expected to arrive at dining wearing a state issue khaki pant and shirt. State issue or personal; thermal, long sleeved, or short sleeved t-shirts may be worn under the khaki shirt. State issued coats and sweat shirts may be worn as outer layers only. *Undergarments (socks, bras, and underwear) must be worn at all times.* Boots or personal tennis shoes are permitted.

11. No personal items are allowed in the dining room.
12. No food or beverages may be exchanged, shared or passed to other inmates.
13. All eating utensils, plates, trays, uneaten food and napkins will be properly deposited in the dish room window or trash can as appropriate.
14. When juice is offered, only one glass is allowed.
15. Two cartons of milk are allowed at breakfast and one carton at the evening meal.
16. Count procedures for inmate kitchen workers is as follows:
 - a) Inmates will be counted while seated at a dining room table.
 - b) Inmates may continue with their meal but must respond to staff when called on for count.
 - c) Following count, inmates may talk quietly, use the restroom (one at a time while supervised by staff) and will remain seated until count is verified.
 - d) Once count is verified, inmates may return to their food preparation duties.
 - e) Inmates are not allowed to leave the food service area until count is clear.

CANTEEN

1. The canteen is located in the basement of East Hall. The inmate access door is located on the back side (south side) of the building. The ramp and doorway should remain clear at all times except when entering and leaving the area. Canteen staff will control the number of inmates in the canteen area at any one time. Inmates waiting to enter the canteen will stand (no sitting or lying) along the sidewalk starting at the south end of the ramp and then proceed east on the sidewalk. When exiting the canteen, inmates will turn to the right at the end of the ramp and proceed up to the yard and to their assigned housing unit.
2. Inmates are expected to come to the canteen at their first scheduled time based on their housing unit. Failure to show up during that time will result in forfeiting canteen for the week.
3. Each inmate must complete a prioritized canteen list prior to 8 AM on the designated canteen day (Exception: DEC and RHU inmates need to turn in their orders by 9 PM the night before their canteen day). This means that items most wanted must be at the top of the list. All lists must be completed in blue or black ink. If an inmate goes to canteen and her funds are not posted on her account, she will not be allowed to purchase and she will not return to canteen that day. She must wait until her next assigned canteen day.
4. Other general rules:
 - a) No disruptive behavior in the canteen line.
 - b) No cutting in line.
 - c) Inmates will immediately return to their housing unit and store the canteen items. Inmates are to return to their assigned program or work area without delay.
 - d) Canteen items must remain in the canteen bag until the inmate returns to her room.
 - e) Inmates must carry their own canteen bag unless they have a verified medical condition.
 - f) Inmates in general population may not spend more than \$85 per week; excluding debit calling time.
 - g) All purchased items will be sacked by the inmate. It is important at this time for the inmate to check her canteen purchases to see that she has received every item for which she was charged. Once an inmate leaves the canteen counter the order is considered accepted as correct.
 - h) Canteen bags must be returned folded to housing unit staff.
 - i) Individual inmate pictures taken at NCCW will be marked on the back with the inmate's facility ID number. These photos may not be given, traded, sold or loaned to other inmates.
5. An inmate may Special Order items from catalogs that are approved by NDCS and NCCW. The canteen operator may approve or deny any items ordered that is in violation of NCCW regulations or not permitted on the inmate property list. Items that are available through Direct Orders or in the canteen may not be ordered through a Special Order.
 - a) Special orders are limited to four (4) per year. One Special Order may be placed in each of the following time periods: January/February, March/April, July/August and September/October. Once the inmate sends in a Special Order, it is counted as an order. It is the inmate's responsibility to keep track of the orders she has submitted.

6. Inmates are not limited in the number of Direct Orders they may submit, but they must remain within NCCW property limits:
- a) Direct orders should be submitted to the canteen with items listed in order of priority.
 - b) Orders will be debited from the inmate's account via a canteen sale prior to the products being ordered from the vendor. The pink copy of the form will be returned to the inmate when the order is placed.

Further information can be found in Operational Memorandum, 113.20.4.01, Canteen Operations.

CENTRAL LAUNDRY

LAUNDRY ALLOWANCES

1. State/personal clothing: Clothing will be washed three (3) times per week. Laundry bags may contain a combination of state clothing, personal clothing and state sleepwear. Maximum of five (5) large items (shirt, pant, etc.) and three (3) pairs of socks per bag. Kitchen whites will be washed two (2) times per week. One clothing bag per laundry day, with the exception of a kitchen laundry bag.
2. Linen bag: Linens will be washed one (1) time per week. Maximum limitation per bag is two (2) towels, two (2) sheets, two (2) washcloths and one (1) pillowcase. One (1) linen bag per wash day.
3. Blanket bag: Blankets will be washed one (1) time per week. Maximum limitation per bag is one (1) blanket per wash day.
4. Coat bag: Coats will be washed one (1) time per week in a separate mesh bag to be laundered and returned the same day.
5. Lingerie bag: Lingerie bags will be washed three (3) times per week. Maximum limitation per bag is six (6) panties, four (4) bras, and two (2) pairs of socks.
6. These are the maximum limits per bag. Items over and above this will likely result in dirty and wet laundry being returned. Items that are discovered in bags not according to the assignments above will result in the entire bag being returned without being laundered. Bags that are not tied correctly will be returned unlaundered.

LAUNDRY PROCEDURES

1. All living units, except the Nursery unit, will have their state and personal laundry completed by Cornhusker State Industries (CSI). The Nursery will complete all laundry on their living unit. Only inmates living in the Nursery may do their laundry in that unit. Each inmate assigned to that unit will complete her own laundry.
2. Inmates assume all responsibility for their personal clothing that they submit for laundering while incarcerated; unless there is significant evidence of staff negligence. No dry cleaning is allowed. The schedule for laundering services is posted in the living units. Clothing items must be sorted and placed in laundry bags according to these schedules. If items are discovered in laundry bags not consistent with the schedule, the bags will be returned to the inmate unlaundered.

LAUNDRY REGULATIONS

1. Laundry bags will be marked with the inmate's institutional number, name and assigned housing unit. It is the inmate's responsibility to make sure this information is readable.
2. Bags will be zipped and/or tied in a knot.
3. Lingerie bags are to have the neck of the bag tied together in a knot.

4. Do not roll or pack items tightly in laundry bags. Loose items will wash and dry more efficiently.
5. Follow all laundry bag assignments and limitations. Do not overfill bags or place unauthorized items in the bags that are not consistent with the clothing bag assignments. Failure to follow these limitations could result in a bag being returned unlaundered.
6. Bras and underwear will be laundered ONLY in lingerie bags, not in the mesh bags.
7. No laundry may be done in the inmate's rooms, bathrooms, or other areas of NCCW unless assigned.

LAUNDRY SCHEDULE

1. NCCW Central Laundry will do limited laundry on grounds. The laundry schedule will be posted on the housing units and any changes to the schedule will be posted in the Inmate Newsheet.
2. Plan your clothing use carefully. There will be no extra laundering done if an inmate runs out of clean clothing. Severe weather could also impact the laundry operation and may delay the pickup and delivery schedule. Always keep one set available for use on a travel order.
3. **There will be no laundry completed on holidays except the Friday after Thanksgiving and when a holiday falls on Wednesday, unless posted.** The normal laundry schedule for the day of these holidays will not be made up. Any other days that laundry does not operate will be posted in the housing units and/or Inmate New Sheet. Lingerie and linen make-up dates will be posted in the Inmate News Sheet.

PICK-UP / DELIVERY

1. Laundry carts for pickup will be located in the lobbies of the various housing units. They will be unlocked for depositing dirty laundry bags from approximately 5:30 am until approximately 6:40 am. Carts will then be locked by staff and delivered to the A Support long hallway by the housing unit porters.
2. Locked laundry carts with clean laundry will be placed in the A building long hallway to be picked up by the housing unit porters prior to 3:45 pm. Carts will remain locked until approximately 4:00 pm. Laundry will be sorted by unit laundry aides under staff supervision. Laundry bags will be returned to the inmate, no bags will be left in the room if the owner isn't present. Arrangements with housing unit staff will be made later the same day to pick up these items.
3. Loose laundry items found in the laundry carts will be returned to the owner if identifiable. Unidentifiable items and loose items found in the laundry carts will be returned to Central Laundry.
4. Missing items will be reported to Unit staff and Central Laundry through the missing laundry procedure on an Inmate Interview Request.

EXCHANGE ITEMS (OUTSIZED, WORN OUT OR DAMAGED)

1. Any state clothing or bedding items that becomes outsized, damaged, or excessively worn out may be replaced following an inspection by the Work Detail Corporal. An inmate that has abused, neglected, altered or wasted property may receive a misconduct report. Restitution for the damaged item is a possible sanction during a disciplinary hearing. Generally inmates will not be allowed to exchange

outsized clothing for their first 30 days following admission to NCCW. The process for requesting exchange clothing is as follows:

2. Inmates will send ONE (1) Inmate Interview Request (IIR) to Central Laundry requesting exchange item(s). The IIR should contain a list of the specific items needed, sizes, number of items and the specific reason for the exchange. The IIR will be returned unanswered if this information is not included. Do not include "lost" item request on the same IIR.
3. Exchanges are completed one time per month for inmates, this will be after the 15th of every month. All IIR's should be submitted between the 1st and the 14th of every month. The IIR may contain several items but must contain all the necessary information as indicated above.

Inmates who have submitted an exchange request will be placed on a pass roster that is posted daily in the living units. Inmates must bring all the exchange item(s) to the Work Detail Corporal for inspection and exchange at their assigned time. The Central Laundry Operator will determine if the item is to be exchanged or repaired. The exchange item will remain in the laundry area for repair or re-issue. Failure to respond to the pass at the correct time may result in a misconduct report or reschedule of the appointment during the following month's exchange time.

LOST / MISSING ITEMS

1. Items that are reported lost or missing during the laundering must be reported within 24 hours of the inmate's receipt of their laundry. If the items are lost or missing it should be reported as soon as it is discovered missing.
2. An IIR must be sent to Central Laundry identifying the missing items, number of items, size and possible explanation for the loss. Do not include "exchange" requests on the same IIR. The inmate should also report the missing items to housing unit staff.
3. Lost or missing items will not be replaced for 3-5 days (except in extreme cases as determined by the Work Detail Corporal). Central Laundry will not be responsible for replacing personal property. Misconduct reports may be issued for lost or missing state issue items with restitution as a possible sanction.

DISCHARGE / PAROLE / TRANSFER

See Operational Memorandum 111.01.4.02, Central Laundry, located in the Inmate Law Library for additional information.

CHAPTER 7

PROPERTY

1. All personal property will be inventoried when an inmate arrives at NCCW. It is the inmate's responsibility to check the accuracy of their inventory and note any corrections or errors. All personal clothing worn in or brought in at the time of commitment will be sent out of the institution at the inmate's expense or picked up within 30 days.
2. Each inmate may have six (6) set of clothing that includes State Issue (4) and personal (2)
Two (2) sets of personal clothing two (2) tops & two (2) bottoms through catalog sales
 - T-Shirt / Tank Top: short/long
 - Sweatpants, shorts or jeans
 - and four (4) sets of State clothing.

Personal clothing may be ordered through the DIRECT Order process. Personal property or clothing that is worn out or damaged may not be thrown away without the permission of the Property Officer. Failure to report discarded, broken, lost or stolen items will result in the denial of replacement items for a period of 30 days.

All personal and state issue clothing and linens will be marked with the inmate's institutional number. It is the inmate's responsibility to check her issued items for her institutional number and to maintain a readable number at all times.

3. Cash, checks and money orders brought in at the time of commitment will be turned over to the Business Office for deposit in the inmate's institutional account.
4. The following personal property items are allowed at the time of commitment:
Wristwatch, commercially produced religious medallion, wedding ring set*, prosthetic devices (when approved by medical), religious book, legal documents (up to two (2) cubic feet), personal papers and 25 pictures. Medications will be sent to the Medical Dept. for evaluation and possible re-issue.

Newly committed inmates and inmates who return from Parole/RFP or Community Corrections will only be allowed to retain a single ring or a set that is soldered.

*Wedding band set will consist of the wedding ring and band which is soldered together. Rings will not be accepted that are separate units. Those inmates at NCCW who currently have a wedding ring set that is not soldered will be allowed to keep their wedding ring until discharge or parole.

5. Whenever an inmate is transferred from NCCW to another facility all personal property is inventoried and sent with the inmate. If an inmate is returned to NCCW from a Community Corrections facility a limited amount of personal property may be returned with the inmate to include legal materials (up to two (2) cubic feet), address book, 25 photographs, canteen purchased padlock, shower shoes and eye glasses.
6. Inmates may purchase TV's from other inmates who are discharging, transferring to other NDCS facilities or paroling. An inmate to inmate TV sales transaction form must be fully completed, signed by both the seller and the buyer and sent to the Business Office. The price must follow posted guidelines for age and condition. An institutional check is not required. It takes approximately five days to process the sale. The buyer must have the money on her institutional account prior to submitting the sale transaction form. The TV will be transferred to the buyer the day the seller is leaving the facility.

7. Inmates may possess up to 40 pre-stamped envelopes at one time to include envelopes for cards.
8. Inmates who are newly committed, returned from parole/RFP or inmates returned from community corrections may receive their wedding ring via US Mail / UPS, etc. within 30 days of arrival at or return to NCCW. The inmate must submit an Inmate Interview Request form to her Unit Case Manager to request to have the ring sent to NCCW. The Unit Case Manager will then:
 - Verify the marriage via Presentence Investigation or with a review of the marriage certificate. If these documents are not available in the inmate file, the inmate will need to have a copy of the marriage certificate mailed to the NCCW Records Office.
 - Once verified, the unit staff member will have the inmate sign the NDCS Limits and Liability – Inmate Jewelry form.
 - Once this is completed, the unit staff may respond to the inmate providing approval to have the wedding ring sent into the Property Control Corporal at NCCW.
 - The NDCS Limits and Liability form along with the Inmate Interview Request noting approval, will be sent to the Property Corporal.
 - Once the ring is received, the Property Corporal will photograph the ring, add it to the inmate property list and sign the appropriate forms to release to the inmate. Only one wedding ring will be allowed. For clarification, refer back to #4.
9. During initial intake, inmates will write an institutional check for shower shoes and a combination padlock. Inmates will also have the option of purchasing an AM/FM radio with earbuds at this time. At a later date, they can also purchase an alarm clock or additional locks.
10. Indigent inmates are those who have not had a balance of \$10 or more on their trust accounts available for spending during the past 30 days.

The inmate should apply for indigent status using an Indigent Inmate Request with the Unit Manager in coordination with the Business Office. An inmate must reapply for indigent status each 30-day period. Supplies needed must be noted on the form and a designation of selecting stamped envelopes or debit calling time specified.

An inmate who is determined to be indigent shall receive personal hygiene items, up to five (5) stamped envelopes or \$2.50 debit calling time and writing paper each month. Total indigent debit calling time shall not accumulate to more than \$10.
11. Inmates are allowed up to four (4) cubic feet of property items in their cell. They are allowed an additional two (2) cubic feet for legal papers only.
12. When an inmate is leaving NCCW, her room inventory of state property will be completed by unit staff. All state issue items must be accounted for.
13. Inmates who have been approved to purchase a musical instrument that includes a processor will only use the processor for the instrument. Processors may not be used with any other device (TV's, CD player, radios, etc.)

Further information, including property limits, can be found in NCCW Operational Memorandum 204.01.4.01, Inmate Property Control.

CHAPTER 8

PROGRAMMING

1. Each inmate will be classified to a work assignment unless a medical exception has been approved. This assignment may include attending the Adult Basic Education (ABE) classes.
2. Each inmate must report to her assigned work or program area on time. Tardiness, failure to report or failure to work may result in disciplinary action.
3. Each program and work area may have a set of written rules that will be distributed to the inmates or posted in the area.
4. An inmate may request a job change or program reassignment by obtaining a job change form and having her present supervisor sign it. The work supervisor where she wishes to work must also sign the form. The Classification committee will review the request and consider if it is in the best interest of the facility. If approved, the change in assignment may occur within two (2) weeks depending on the needs of the facility.
5. Appropriate protective work clothes will be issued to kitchen, maintenance and other special detail assignments.
6. Each inmate is paid institutional wages for the duties she performs. Wage levels are set by the Department. State pay is issued on the 12th working day of each month.
7. No inmate may volunteer to work at a job unless they are assigned / classified to that job or performing disciplinary extra duty.
8. Program areas are open or available as follows:
 - a) Libraries are open daily with scheduled hours. A pass request must be submitted and approved by the Librarian for both recreation or law library.
 - b) Activities/gym area and softball field are open depending upon staff availability. Schedules will be posted.
 - c) Medical and dental services are scheduled by sending an Inmate Interview Request form to the medical department. A pass will be provided when scheduled.
 - d) Mental health needs are by appointment. IIR's may be sent to Mental Health staff requesting services. A pass will be issued for scheduled meetings.
 - e) Substance abuse residential programming in the SAU unit is determined by application and need. Applications must be obtained from and returned to your unit staff.
 - f) Consideration for participation in the Parenting Program is available through the Parenting Coordinator. IIR's should be sent to staff for application.
 - g) ABE is available by contacting the Lead Teacher via Inmate Interview Request.
 - h) The religion area is open according to the posted schedule. No food or drinks are allowed. Books may be checked out of the religious library.

PARENTING PROGRAM

1. Visiting children may not be held, hugged, or kissed by anyone except their mother or other immediate family member on grounds as approved per the parenting program.

2. Children will only play in the designated playground areas. Both areas are unauthorized areas for inmates who do not have a child visiting on grounds.
3. The inmate mother or caregiver is responsible to notify Nursery unit staff when using the playground area.
4. Nursery babies and overnight visiting children may be strolled/walked by the mother or caregivers from A-Building to the Religion building, then to the visiting gate and back to A-Building using the driveway and sidewalks.
5. Only mothers and caregivers may push strollers. No stopping or loitering in the general population yard. Inmate mothers/caregivers must maintain safety of the child at all times.
6. The recreation pad, volleyball court and softball field are off limits to children.

FETCH (Females Educating & Training Canine Helpers) Program

1. No inmates, other than the designated dog handlers, should have control of the dogs at any time.
2. Only inmate dog handlers may feed the dogs.
3. Inmates are not to sit or lie on the ground to interact with the dog.
4. Dogs are not allowed in work or dining areas.
5. Children on grounds are NOT allowed to pet the dogs.
6. Dogs must be on a leash at all times except in designated areas.

Further information can be found in NCCW Operational Memorandums;

109.01.4.01, Inmate Work Programs

107.01.4.01, Library Services

116.01.4.04, Law Library

106.01.4.07, Parenting Program

106.01.4.08 NCCW Dog Program

TELEPHONE

1. Inmates have access to telephones through the Inmate Calling System (ICS). The ICS system is for both social and legal (confidential) calls. All outgoing calls made on this system are collect or by the debit process between the hours of 6:00 AM and 8:00 PM. Debit time is purchased through canteen in \$2.50 increments.
2. Calls are recorded and are subject to monitoring, however, legal, public officials and Ombudsman calls are not monitored or recorded. No incoming calls or messages are accepted for inmates.
3. Inmates are allowed up to 30 telephone numbers for social and confidential calls. Inmates are limited to 15 minutes of phone time per day for social calls and 30 minutes per day (Monday-Friday, day time) on legal calls. (A maximum of 60 minutes per week for legal calls).
4. Each inmate will be assigned a Personal Identification Number (PIN) that will be the code to access the phone system. This number is unique to each inmate. It will not be shared with other inmates.
5. Prohibited calls include calls to other inmates, NDCS staff, volunteers and contracted staff.
6. No duplication of numbers on phone registrations is allowed except for attorneys, public officials and immediate family.
7. Changes on the phone registration are allowed once every 90 days. Immediate family, attorneys, Public Officials and courts may be added at any time if they can be verified. To request a social registration form for number changes contact the Staff Assistant II by submitting an IIR form describing the changes desired.
8. The Ombudsman phone number is automatically placed on all inmate phone lists as speed dial 01#. Return calls to the Ombudsman are allowed regardless of any phone restriction status as long as the 15 minute or 30 minute daily time limitations are not exceeded. The PREA Hotline is automatically placed at speed dial 08#.
9. Violation of any of the telephone rules and regulations could result in the suspension of telephone privileges.
10. Inmates are not permitted to participate in three-way calling, call forwarding or conference calling telephone services during any social calls.
11. Inmates in the Restrictive Housing Unit (RHU) have the following limited telephone privileges:

Immediate Segregation -	One 15 minute phone block per week
Administrative Confinement -	One 15 minute phone block per week
Disciplinary Segregation -	Only legal and emergency calls are permitted. Emergency calls will be verified.
Protective Custody -	One 15 minute phone block per day

Intensive Management -

One 15 minute phone block per week

Room Restriction -

Two completed phone calls per week, maximum of 15 minutes per call. Must submit an IIR request. Two attempts allowed per day. An attempt is the insertion of a PIN number.

Further information can be found in NCCW Operational Memorandum, 205.03.4.01, Inmate Telephone Regulations.

CHAPTER 10

MAIL

1. Inmates may send mail to any person or organization they choose, except as prohibited by Chapter 3 of the NDCS Rules & Regulations or state or federal law.
2. Approval is needed for correspondence with inmates in other correctional facilities and is restricted to immediate family members or inmates that have a common interest in a legal matter and it is determined that the addressee's receipt of such correspondence will neither threaten the safety, security or good order of the facility nor jeopardize the rehabilitative process of the addressee. Correspondence can also be reviewed for consideration if an inmate and the addressee (inmate) are not immediate family and desire to correspond regarding a parental interest in a child and must show evidence of financial support of that child. Inmates requesting correspondence with other inmates as noted above, must submit an "Inmate Mail Correspondence Request Form" to their unit staff.
3. All incoming mail must have the name and address of the sender on the envelope. Any mail that does not have the name and address of the sender on the envelope may be read. If the sender of such incoming mail can be determined, the mail will be delivered to the inmate, unless the incoming mail violates another of the Dept. of Correctional Services rules.
4. All outgoing envelopes, 8" x 11" must have the minimum required postage affixed. This includes 6" x 9" and 10" x 13" manila envelopes sold in canteen. Outgoing mail that does not have postage affixed will be held for additional postage.
5. No lipstick, powder, or perfume may be applied to outgoing letters, cards and post cards or outside of envelopes. Stickers may not be applied to envelopes.
6. Per NDCS Chapter 3, inmates may send sealed letters to all federal and state officials, the Director, Deputy Director, and Assistant Director and the Warden of any facility of the Department of Correctional Services; the Office of Public Counsel/Ombudsman; judges, members of the Parole Board and members of the Pardons Board; and members of local, state and national bar associations.

In addition to those individuals specified in NDCS Chapter 3, inmates may send sealed letters to local (city or county) government officials and administrators of grievance systems. Mail from these individuals will be treated as confidential and opened and inspected only in the presence of the inmate, unless waived in writing. The Warden of the facility from which such mail originates may choose to stamp any such outgoing mail disclaiming any administrative responsibility for the nature or contents of such mail.

7. Inmates are not permitted to enclose postage, stamped envelopes, blank envelopes or blank cards in outgoing mail except when requesting return mail from a government agency or as approved by the Warden for special circumstances.
8. Inmates may receive newspapers, magazines, books, reading and educational CD's in the mail if they are prepaid and come directly from the publisher or bookstore.
9. These same type of items, when considered religious, must be received from a church or religious entity and do not need a receipt. The Religious Coordinator will approve all such items. CD's will be forwarded to the Property Office for inventory prior to distribution to the inmate.

10. An inmate may receive self-addressed stamped envelopes if they come from a government agency, an attorney, a publisher, vendor, religious headquarters, or an educational facility (so long as the envelopes are enclosed as part of a bona fide approved correspondence course.) Self-addressed stamped envelopes may also be received in legal mail.
11. Contraband found in mail may be confiscated. The term contraband is not limited to designated items, but shall include any items which constitute a threat to the safety, security or good order of the facility. The following materials are considered contraband and will be confiscated from the mail:
- Narcotics or drugs
 - Plans for escape, manufacture of weapons, bombs, drugs or alcohol
 - Alcoholic beverages, perishable goods, maps that indicate escape or assault plans
 - Any item not approved as personal property
 - Materials which advocate violence or illegal activity (including sexual)
 - Nude or seminude photographs
 - Money or currency
12. Polaroid photographs may not be received in the mail.
13. Inmates will not be permitted to use the state's inter-office mail system to send mail to NDCS staff, except for these exceptions:
- When such mail involves applications for a speedy trial directed to the NDCS' Special Services Unit
 - Appeals to the Appeals Board
 - Requests to NDCS Accounting
 - Good-Time Restoration Appeals
 - Step 2 Grievance Procedures
 - Appeals of Classification Actions
 - Requests to the ADA Coordinator
 - Requests to Mental Health Practitioner Supervisor/Inpatient Healthy Lives Program
 - NDCS Social Worker
 - NDCS Reentry Unit
 - NDCS Adult Parole Administration
- Staff will not assume responsibility for mailing these materials for inmates through interoffice mail except for disciplinary/ and or classification. This mail must either be folded or stapled with the proper return address. On the return address, the inmate must use her number, committed name or legally changed name and the name of the facility where the inmate is assigned. Inmates must use the U.S. Mail Service for all other correspondence.
14. **INCOMING INMATE FUNDS**
- Must be payable to the inmate with her full committed name or committed name and legal name.
 - The sender's full name (first and last) and complete street address and city/state must be on the financial instrument or the envelope. Initials are not acceptable.
 - If the required information is not included; funds will be placed on re-entry confiscated account. Inmate can appeal to the Warden with required verification of sender required.
 - The name and address on the envelope and financial instrument must match.
 - Cash will not be accepted. If received, it will be placed on re-entry confiscated account.
 - No funds may be dropped off at the institution.
 - For electronic funds, see attachment C.
15. Electronic messages (E-Messaging) is available through AccessCorrections.com, see Attachment C.

Further information can be found in NCCW Operational Memorandum 205.01.4.01, Inmate Mail or NCCW Operational Memorandum Inmate Accounting 113.02.4.01.

VISITING

1. It is the responsibility of the inmate and visitor to conduct themselves in an appropriate manner at all times. Visits may be terminated and visiting privileges suspended for violations of facility rules. All visiting rules and regulations are available in the Visiting Center.
2. Each inmate will be strip searched prior to and following her visit.
3. Only four adults may visit an inmate during any one visiting period.
4. Physical contact is limited during visiting:
 - A short embrace and kiss at the beginning and end of the visit is allowed.
 - Inmates and visitors may also hold hands as long as hands are in full view of staff and the hands are not touching other parts of the body of either person.
 - Children age four or above may not sit on any inmate's lap.

Appropriate poses for photographs in visiting between inmates and visitors:

- Standing shoulder to shoulder holding hands in front of legs
 - Sitting shoulder to shoulder hands on own laps
 - Standing behind with both hands on shoulder
 - Holding infant or child, age three or under
 - Inmates on "Restricted Status with a Minor" will not be allowed any contact during photographs
5. No personal property may be brought to visiting or left in the staging area.
 6. Inmates may not accept anything from a visitor (except vending machine food) and may not give anything to a visitor.
 7. Inmates may not communicate with visitors of other inmates.
 8. The children's play area is restricted to children under age six.
 9. Visiting hours are as follows:

Thursday evening, 7:00 PM - 8:30 PM

- General Population Inmates
- SAU Inmates
- STAR Unit (Treatment/Maintenance) Inmates

Friday, 12:00 PM – 1:45 PM

- Orientation/DEC Inmates
- Special Management (Restrictive Housing, Administrative Confinement, Protective Custody) Inmates STAR Unit (Stabilization/Motivational/Assessment) Inmates

Saturday, 8:00 AM -10:30 AM Inmates last name beginning with A -M

Saturday, 1:00 PM – 3:45 PM Inmates last name beginning with N –Z

- General Population Inmates
- SAU Inmates
- STAR Unit (Treatment/Maintenance) Inmates

Sunday, 8:00AM-10:30AM Inmates last name beginning with N-Z

Sunday, 1:00 PM – 3:45 PM Inmates last name beginning with A – M

- General Population Inmates
- SAU Inmates
- STAR Unit (Treatment/Maintenance) Inmates

Holiday visiting hours will be posted.

Further information can be found in NCCW Operational Memorandum 205.02.4.01, Inmate Visiting.

YARD RULES

1. Inmates and their belongings are subject to a search at any time.
2. No communication is allowed between general population inmates and the following; Orientation inmates, administratively confined inmates (IS, PC, AC, IM), SAU/STAR inmates, construction workers, contracted vendors, inmates under secure escort, male inmates on grounds, or anyone outside of the perimeter fence.
3. No littering.
4. No furniture, TV's, stereos, craft/hobby items, unit newspapers, musical instruments or blankets/linens are permitted in the yard.
5. Headphones must be used with all portable devices. Headphones will be used as they were intended. They will not be worn around the neck or lying near you at high volumes for others to hear. Do not use the headphones as speaker.
6. Shoes or other foot coverings with hard soles are required outside of rooms except in the sand volleyball court.
7. Do not alter, damage, or move state property located in the yard.
8. No sunbathing is allowed.
9. Do not sit or recline on tables, ground or the sidewalk. Do not recline on benches or bleachers. Curb sitting is not allowed between North Hall and the Religious Center. Seating is available on benches and tables.
10. Only one person per seat at a time while sitting at the tables in the yard.
11. Do not have any physical contact with a wild animal. Do not feed or throw food to animals. Do not pick flowers or plants.
12. Do not climb any structure, fence, building, or tree.
13. Do not walk on the grass, except to go to the softball field or volleyball court. Use sidewalks when going from one area to another.
14. Sunglasses may be worn outdoors only.
15. Running is permitted on the running/walking track. Inmates will not stand or loiter on the running track. Announcement of passing should be made out of courtesy and safety.
16. Do not stand in the Red Zone areas. Do not congregate on the sidewalks as to prevent someone else from passing without having to walk on the grass. Red Zone areas are unauthorized areas beyond the Red Zone line. You will be subject to disciplinary action for violations.

17. No yelling. Loud, disruptive behavior, abusive language directed at staff or other inmates is not allowed. Horseplay is not allowed.
18. In the event of an altercation or assault between two (2) or more people, inmates in close proximity to the incident are expected to disperse immediately when possible. Inmates remaining in the immediate area are expected to follow staff directives to lay face down on the ground.

Inmates who fail to adhere to these directives will be considered an active participant in the incident and will be managed accordingly, which may include exposure to chemical agents and/or use of physical force.

19. Recreation pad equipment is to be used for intended purposes only. Inmates on the recreation pad will be expected to be exercising not loitering or sitting on the equipment if not using them for exercise.
20. No volleyball or soccer balls are to be used on the recreation pad.

SANITATION & HYGIENE

1. Rooms and lobbies will be inspected regularly for sanitation and security reasons.
 - a) Inmates will be responsible for keeping their rooms in an orderly, clean condition at all times.
 - b) Beds will be made with the state issued blankets on top and tucked under the mattress at the edges. Sheets, pillowcases and blankets will not be tied. The state issued pillow and pillowcase will be at the head of the bed.
 - c) Beds must be made anytime that the inmate is not in bed sleeping.
 - d) Property not in use must be put away and secured in lockers.
2. Inmates are expected to bathe regularly and to practice good personal hygiene. Inmates who demonstrate poor hygiene will be given an order by staff to comply with these regulations and will be monitored for compliance. Other hygiene regulations include the following:
 - a) Inmates must wear underwear at all times except when going to and from the restroom at night, if dressed in blue nightclothes.
 - b) Inmate shower areas will be assigned in North Hall and DEC according to wing assignments.
 - c) State issued blue nightshirt, other appropriate state issue clothing and some type of foot covering are required to be worn to and from the showers. Night clothes may not be worn out of the room except for shower or restroom use or in the case of emergency evacuations.
 - d) Inmate laundry services are provided. Inmates are not permitted to launder their own clothing. Specific instructions for laundry procedures are posted in each living unit.
 - e) Do not dispose of sanitary pads, tampon applicators, cleaning rags, paper towels, excess toilet paper, clothing, linens or other garbage items in the toilet.
 - f) Showers may not be saved for other inmates. Showers may not be operated unless the inmate is in the shower or entering the shower. Single person showers may not be occupied by more than one inmate.
 - g) Paper towels (where available), hand soap and hand sanitizer may not be removed from restrooms or the lobbies.
 - h) Foot coverings must be worn at all times outside of rooms.
3. All sanitary hygiene items should be used for their intended purpose only.

Further information can be found in NCCW Operational Memorandum 111.01.4.01, Sanitation and Hygiene.

HOBBY

1. A Hobby Card must be obtained to be able to purchase any hobby items through the Recreation Department.
2. All hobby items must be stored in footlockers when not being actively constructed. When finished, hobby items may not be displayed in rooms. Absolutely no completed hobby items are to remain at the facility. All hobby items must be sent out of the institution. Inmates will have 30 days to send them out through the Recreation Coordinator, after completion.
3. Hobby activities are to be completed in the inmate's room only.
4. Each inmate is responsible for ensuring that her personal hobby material is within limits of the four (4) cubic foot applicable to the personal property limitations. Further details are outlined in the Inmate Property OM, 204.01.4.01.
5. Inmates may not decorate personal cups, clothing, bags, books or any other items purchased, issued or found at NCCW. Hobby items are to be used as intended (ie. scrapbooking, painting or drawing).
6. Inmates may not receive any unfinished hobby items via the U.S. Mail service. All hobby materials must be purchased through recreation via special order.

Further information can be found in NCCW Operational Memorandum 207.01.4.02, Inmate Hobby Crafts.

DISCIPLINARY PROCEDURES

Disciplinary action is determined by a Unit Disciplinary Committee (UDC) or the Institutional Disciplinary Committee (IDC) and is reviewed and approved by the Warden/designee.

Minor infractions can be handled in the Unit Disciplinary Committee where sanctions are less severe. Major infractions of rules or repeat offenses will be heard in the Institutional Disciplinary Committee where sanctions are more severe and may include restrictive housing and loss of good time.

1. During room restriction from **IDC** inmates will not be allowed to work their assigned job. During room restriction from **UDC** the inmate may continue to work. Sanctions for room restriction from UDC will be suspended if additional sanctions of room restriction are imposed for the same time period from IDC. IDC room restriction is always served first.
2. Room restriction starts at 6:00 AM the morning following the disciplinary hearing and ends at 6:00 AM after the completion of the number of days on room restriction unless the disciplinary chair directs otherwise.
3. **Guidelines for Extra Duty / Room Restriction**

See attached.

Additional rules governing disciplinary process can be found in OM 217.01.4.01 – Inmate Rules and Discipline and the NDCS Rules and Regulations.

NEBRASKA CORRECTIONAL CENTER FOR WOMEN

EXTRA DUTY GUIDELINES

(Revised January 2015)

As a result of a Disciplinary Committee Action, you have received a sanction of performing Extra Duty. The following information will orient you to this procedure, so it may be disposed of as quickly and efficiently as possible:

Your housing unit staff will be notified of today's decision and that you received a sanction of Extra Duty. Housing unit staff will receive an Extra Duty Log to track the amount of time you perform extra duty.

To complete the required hours, you must perform duty above and beyond the normal course of your assigned daily tasks under the supervision of a correctional employee.

Extra Duty may be performed in the inmate's assigned work area, provided the Extra Duty is not completed during your assigned/scheduled work hours.

Extra Duty may be performed in any area of the institution, providing supervision is adequate and you possess the necessary skills or medical clearance to perform said extra duty.

You do not have the prerogative to accept or deny any Extra Duty assignment according to your personal preference.

When a certain amount of Extra Duty is completed under the supervision of an employee, it is your responsibility to request the supervising employee to log the amount of time worked.

Each time work is completed, the balance will be adjusted in the Extra Duty Log. When work completed satisfies the sanctions imposed by the Disciplinary Committee, your Extra Duty penalty will be fulfilled.

When the inmate completes the extra duty, the log will be sent to DCC office.

Extra Duty sanctions may be completed while on Room Restriction.

IT IS YOUR RESPONSIBILITY TO COMPLETE THIS EXTRA DUTY WITHIN THE TIME FRAME PROVIDED BY THE DISCIPLINARY COMMITTEE. FAILURE TO DO SO MAY RESULT IN DISCIPLINARY ACTIONS AGAINST YOU.



Denise Skrobecki, Warden

1-2-2015

Date

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
Nebraska Correctional Center for Women
Room Restriction Guidelines for UDC / IDC
(Revised – May 2014)

1. Inmates on room restriction will remain in their room at all times except for work (UDC RR continue work assignments, IDC RR does not work), meals, visitation, medication times, showers, when issued a pass or for any other activity outlined in Section #8. Inmates will report to their assigned work / program area and return to their room by the most direct route. No Loitering in any area. **Inmates on room restriction must report to housing unit staff when leaving and returning to their room.**
2. Room Cleaning: Room cleaning will be done between 6:00 AM and 8:00 AM. Inmates need to empty their trash during these hours. Any additional trash disposal will be at staff discretion.
3. Inmates will shower, gather forms, obtain pop/ ice, utilize the book cart and read any posted bulletins or notices between the hours of 6:00 AM and 8:00 AM. Staff may modify **and** reduce this time period if it appears that inmates are loitering for the purpose of remaining out of their room.
4. Meals will be completed in 30 minutes after their **unit is called** to eat. Generally inmates on room restriction will eat noon and PM meals as follows:
 - Whichever hall (NH / B –Bay) is on the first rotation call to the dining room, all room restriction inmates in that hall will eat with the first tier/wing of that unit.
 - Whichever hall (NH / B-Bay) is on the second rotation call to the dining room, all room restriction inmates in that hall will eat with the last tier/wing of that unit.
5. Canteen restrictions:
 - Inmates on room restriction will not be allowed to shop on their normal shopping day.
 - Inmates who were on room restriction on their normal shopping day will shop on Friday only. (This includes inmates currently on room restriction and inmates who were unable to shop while on room restriction).
 - Inmates will shop only once per week.
 - Canteen purchases for inmates who must shop on the designated Friday will be limited to hygiene items, legal materials, 2 batteries, 5 food items, 5 pop tokens and 5 photo tickets.
6. Medication times: Follow posted guidelines for your assigned living unit.
7. Telephone use: Two completed 15 minute phone calls are allowed per week. (Sunday through Saturday). A communication form must be submitted to unit staff prior to 8 AM of the day the call is to be attempted. Only two attempts per day are allowed. **Every time you dial your PIN it is an attempt.**
 - Your communication form must have the following information or it will **NOT** be accepted:
 - Personal or Legal Call
 - Time you are requesting to make your first attempt.
8. General restrictions:
 - a) Law library use up to 60 minutes per week. No recreational library use.
 - b) May attend one (1) religious service per week. No religious activities.
 - c) Breaks from work will be done in the inmate's room (except CSI).
 - d) May not participate in recreational activities.
 - e) May attend visiting, AA, NA, Mental Health groups, ABE classes, and self-betterment groups for which they have been placed on a roster.
 - f) May not be a representative for IDC hearings but may be a witness.
 - g) Bathroom use in B-Bay, SAU, and Nursery is with staff permission and only for toilet use and washing of hands (or baby needs in Nursery).
 - h) May report to sick call.

MATERIAL POSTED WITHIN CONFINES OF BULLETIN BOARD - NO
NUDE OR SEMI-NUDE PHOTOS OUTSIDE LOCKER

NO CLOTHING HANGING OUT OF
LOCKERS

LOCKER SECURED

BED MADE

SHOES UNDER
BUNK

TOWEL
OVER
END OF
BED

TELEVISION
1 CUP
1 BOOK ON DESK
OR SHELF

CHAIR
PUSHED
UNDER DESK

LOCKERS UNDER
BUNK

FLOORS SWEEP AND MOPPED



ATTACHMENT B