

# **HILAND MOUNTAIN CORRECTIONAL CENTER**

## **PRISONER HANDBOOK May 2019**



This handbook will be reviewed biannually. Recommendation for changes to this handbook should be addressed in writing to the Housing Unit Supervisor.

\_\_\_\_\_  
Gloria Johnson, Superintendent

\_\_\_\_\_  
Date

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Bruce Busby, Director

\_\_\_\_\_  
Date

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## Introduction

The purpose of this handbook is to provide each prisoner with a basic understanding of the operations and programs available to them at this institution.

It is your responsibility to know and obey the regulations, institutional rules, procedures, and schedules concerning the operation of the institution. You will benefit from following the rules. As you demonstrate that

you are responsible, you will gain privileges, from housing and work assignments, to custody reduction. Failure to comply with the rules and regulations may result in disciplinary action and / or an increase in custody levels.

Information contained in this handbook is subject to change. Policies and Procedures (P&P) and Standard Operating Procedures (SOP) (excluding Restricted Access Policies) referred to in this handbook and the most current copy of the Prisoner Handbook is located in the facility Law Library.

Nothing in this handbook will be construed to prevent this facility from responding to those occasional instances where substantial threats to the security of individuals or this facility exist.

All authority pertaining to HMCC operational issues is delegated from the Superintendent's level of authority.

## **Alaska DOC Mission Statement**

The Alaska Department of Corrections provides secure confinement, reformatory programs, and a process of supervised community reintegration to enhance the safety of our communities.

We are trained professionals committed to a safe, open and respectful organization. We are dedicated to public safety and will always respect the rights and dignity of victims of crime. Offenders in our charge will be treated in a safe and humane manner, and will be expected to enhance their ability to reform every day.

### **Hiland Mountain Correctional Center mission statement:**

Hiland Mountain Correctional Center (HMCC) is the primary correctional facility in the State of Alaska for the incarceration of female offenders. Offenders are housed in a safe, secure, and humane environment and are provided access to opportunities for reformation through rehabilitative, educational and work programs. The dedicated Officers and staff of HMCC are mindful that reformation can only take place in a secure environment by maintaining a high level of security and vigilance to protect the citizens of the State of Alaska.

## **Institution**

Hiland Mountain Correctional Center (HMCC) is designated as the female security institution. HMCC houses minimum, medium, close, and maximum custody, sentenced / un-sentenced, felons / misdemeanors female prisoners. HMCC has six (6) different living areas with a main building containing Administration Program Services.

Segregation Unit holds prisoners placed on Administrative Segregation, Punitive Segregation, or Classified Ad-Seg Max. Upon admission to Segregation, you will be issued the Prisoner Handbook for Segregation. The Housing Unit Supervisor conducts the administration of this unit.

Housing Units One (1) through Five (5) are the main living units for General Population (GP) prisoners. The Housing Unit Supervisor conducts the administration of these units.

The main building contains Lieutenant's office, Shift Supervisors office, Housing unit Sergeants office, Salon, classrooms, Gym / Recreation areas, Library, Law Library, Main Kitchen, Main Laundry, Medical and Dental Department, Property, Visiting room, and the institution's Administrative Offices.

## **Admission**

All prisoners arriving at Hiland Mountain Correctional Center will participate in the normal intake procedures. This will include but is not limited to a strip search, scan, medical evaluation (If you have a chronic or serious illness such as a heart condition, diabetes, epilepsy, etc., tell the nurse immediately), and photographing. A Prisoner Release of liability must be completed and forwarded to the Property Officer prior to disbursement of

property to the prisoner. Your name and OBSCIS number must be printed in a legible manner along with your signature. Prisoners will be issued an identification card, clothing, and bedding.

Identification wrist bands are the property of this facility. Prisoners must have their ID wrist bands once they are issued on their person whenever they are out of their housing unit / wing. Prisoners will need their identification wrist band to get medications, commissary items, club store items, etc.

During this process, an evaluation of the prisoner's institutional files will be conducted to determine the appropriate housing assignment. An interview by staff may be held with the prisoner concerning case factors, program needs, work, or housing assignments.

## **General Information**

### Orientation

When an offender arrives at this facility, she will be placed in Orientation. The purpose is to orient offenders to the rules, regulations, and available programs at Hiland Mountain. This is also an observation and evaluation period. The orientation period is a mandatory (5) five working days. A Prisoner handbook is available and must be read by each prisoner prior to moving into another house.

### ***Prohibited conduct for Prisoners 22 AAC 05.400***

The rules provided for in this handbook stress consideration and respect for all staff, prisoners, and property. They are designed for orderly and secure operation of the facility, and are necessary for the welfare of prisoners, staff, and the safety of the public. Any prisoner violation of these rules will be reported accordingly and disciplinary action may result.

A. Contraband -Any item that the Department has not specifically approved, authorized, or prescribed for a prisoner.

B. Assault (of a Staff Member or Visitor)

An assault of a staff member or visitor includes spitting, spraying, wiping or throwing bodily fluids or fecal matter.

C. Escape Implement

An escape implement includes a cellular telephone or wireless communications device and any other object that may be used to facilitate an escape.

### 22 AAC 05.400 Prohibited conduct for prisoners

#### (A)General

##### 1. Prisoner Handbook

The Prisoner Handbook must include a list of prohibited acts and penalties. See P&P 809.01,

##### 2. Orientation

The institution shall review rules and penalties with each prisoner during orientation under P&P 811.08, Orientation Program. Staff or other authorized personnel shall read and interpret the rules for prisoners who cannot read or understand the rules.

##### 3. Disciplinary Committee/Hearing Officer

A disciplinary committee/hearing officer shall hold hearings and impose penalties on prisoners that violate the rules. See P&P 809.04, Disciplinary Committee/Hearing Officer Basic Operation.

##### 4. Classifying Rule Infractions

The Department classifies rule infractions as either major, high-moderate, low-moderate, or minor infractions. The Department considers a prisoner to have committed the infraction itself if the prisoner plans or attempts to commit, or aids and encourages a prisoner to plan or attempt to commit an infraction in section B, C, D or E below.

B. Major Infractions. The following acts are major infractions:

1. homicide;
2. assaulting a staff member or visitor;
3. escape or evasion from custody;
4. setting a fire;

5. rioting;
6. assaulting another prisoner under circumstances that create a substantial risk of serious physical injury;
7. threatening or intimidating a witness in an official proceeding;
8. possessing, using, or introducing weapons or escape implements;
9. stealing, destroying, altering, or damaging government property or the property of another resulting in damages of \$1,000 or more;
10. committing a class A or unclassified felony offense.

C. High-Moderate Infractions. The following acts are high-moderate rule infractions:

1. fighting (e.g., mutual combat);
2. extortion, blackmail, or protection, such as demanding or receiving favors or anything of value in return for protection against bodily harm, property loss, or under threat of informing;
3. engaging in sexual acts with others or making sexual proposals or threats;
4. wearing a disguise or mask;
5. stealing, destroying, altering, or damaging government property or the property of another resulting in damages of \$100 - \$999.99.
6. tampering with or blocking a locking or security device;
7. possessing, using, or introducing any *contraband*, except that described in section B(8) above, that directly threatens the security of the facility, including but not limited to excess money, tobacco, camera, sound or video recorders;
8. intentionally misusing prescribed medication, e.g., hoarding medication or taking another person's medication;
9. adulterating food or drink;
10. participating in an organized work stoppage;
11. possessing staff clothing or unauthorized civilian clothing;
12. counterfeiting, forging, or unauthorized reproduction of a document, article of identification, money, security, or official paper, or possessing or using such a document in a way that threatens the security of the facility;
13. giving or offering a bribe to an official or staff member;
14. threatening another person with immediate bodily harm;
15. engaging in a group or individual demonstration or activity that involves throwing objects, loud yelling, loud verbal confrontation, or pushing, shoving, or other physical contact that disrupts or interferes with the orderly administration of the facility;
16. refusing to provide a substance abuse specimen when requested by a staff member;
17. Spitting, or throwing bodily fluids or fecal matter on or at a staff member
18. intentionally providing a false statement before a classification or disciplinary committee/hearing officer or to an investigator in a grievance, classification, or disciplinary matter;
19. refusing to obey a direct order of a staff member;
20. misusing the telephone, e.g., making intimidating, obscene, harassing or threatening phone calls; making a three-way-call or using a call-forwarding service.
21. encouraging others to engage in a food strike;
22. refusing or failing to participate in a court-ordered treatment program, unless the conviction is being appealed and refusal is based upon advice of counsel;
23. intentionally interfering with a prisoner count; and
24. committing a class C or B felony offense.

D. Low-Moderate Infractions. The following acts are low-moderate rule infractions:

1. indecent exposure;
2. stealing, destroying, altering, or damaging government property or another's property resulting in damages from \$50.00 to \$99.99;
3. unauthorized use of the mail or telephone;
4. lying or providing a false statement to a staff member under circumstances other than those described in section C (18) above;
5. giving or loaning property or anything of value for profit or favors if it threatens the security or order of the facility;

6. threatening another person with future bodily harm;
7. possessing anything not authorized for retention or receipt by the prisoner, and not issued through regular facility channels;
8. malingering or feigning an illness, injury, or suicide attempt;
9. missing a prisoner count, unexcused absence or tardiness from work or an assignment, failing to perform work / program assignment as instructed by a staff member, or refusing to perform a work / program assignment for an alleged medical reason without being excused by health care staff.
10. failing to abide by posted sanitation rules or failing to comply with the posted rules for personal grooming and cleaning quarters;
11. being in an unauthorized area;
12. using equipment or machinery without specific authorization or contrary to instructions or posted safety standards;
13. using abusive or obscene language or gesture that is likely to provoke a fight or that clearly disrupts or interferes with security or orderly administration of the facility;
14. tattooing or self-mutilation, other than suicide attempts;
15. unauthorized communication or contact with members of the public who are visitors;
16. giving, exchanging, or accepting anything of value from any person without the superintendent's prior approval if it threatens the security or order of the facility;
17. threatening damage to or theft of another's personal property;
18. kicking, shouting, banging, or engaging in any other persistent nuisance noise or activity;
19. willfully failing or refusing to keep a medical or health care appointment scheduled with the prisoner's knowledge and consent; and
20. committing a misdemeanor offense.

E. Minor Infractions, The following acts are minor rule infractions:

1. gambling or possessing unauthorized gambling paraphernalia;
2. possessing unauthorized prisoner clothing;
3. failing to follow posted safety rules, except as described in D (10).
4. Stealing, destroying, altering, or damaging government property or the property of another resulting in damages of less than \$50; and
5. failing to follow a facility's written rule after the Division Director approved the rule and the prisoner was provided notice of it.

F. Penalties for Infractions

1. Only a disciplinary committee/hearing officer may punish a prisoner after it convicts him or her of a disciplinary infraction.
2. The committee/hearing officer shall impose at least one, and may impose all of the following penalties on a prisoner for violation any of the rules in sections B, C, D, E above<sup>1</sup>. If the prisoner is found guilty of committing more than one infraction arising out of a single transaction or occurrence, the disciplinary committee/hearing office shall impose penalties that run concurrently unless it finds that separate and distinct correctional interests exist that clearly justify consecutive penalties.
  - a. Reprimand;
  - b. Suspended Activities: Suspension of participation in activities described in, and except as limited in (d) below for a period of up to 20 days for minor infraction, up to 40 days for a low-moderate infraction, up to 60 days for a high-moderate infraction, and up to 90 days for a major infraction;
  - c. Confinement: Confinement in punitive segregation, confinement to quarters, or weekend or holiday lock-ups for up to 20 days for a low-moderate infraction, 40 days for a high-moderate infraction, 60 days for a major moderate infraction;
  - d. Suspension While in Punitive Segregation: Participation in the following activities is automatically suspended during the period the prisoner is placed in punitive segregation and may otherwise be suspended for the periods described in (b) above, except that participation in the activities described in sections (1)-(4) below for a prisoner who is otherwise entitled and not in punitive segregation may be suspended for no more than 15 days unless the infraction is directly related to the particular activity.
    - (1) participation in education programs or group religious services;

- (2) contact visitation;
- (3) secure visitation other than with immediate family members (e.g., spouse, parents, children, or siblings);
- (4) telephone calls, except to an attorney or the office of the ombudsman;
- (5) use of any electronic device;
- (6) recreation, except for one hour of exercise per day;
- (7) reading material, except for religious or legal matter, or educational materials if the prisoner is enrolled in a course;
- (8) eating in a community dining area; and
- (9) use of the commissary.

e. Restitution: Restitution for the amount of property damage or theft, the cost of medical care and related costs for injuries, or for costs incurred from a missed scheduled health care appointment due to a prisoner's willful failure or refusal to keep the appointment.

(1) The prisoner is entitled to some documentation, or explanation, regarding how the amount of restitution has been determined.

(2) The Department may put a hold on a prisoner's work compensation payments, withdraw money from a prisoner's account, or require a prisoner to work without pay.

(3) If the prisoner owes restitution at the time of release, the Department will deduct the remainder of the money owed from the prisoner's offender account. If the restitution is still not paid off, the Department will keep the hold on the system and reinstate it if the prisoner is incarcerated again.

f. Forfeiture of Statutory Good Time: Forfeiture of up to 90 days statutory good time for a low-moderate infraction, up to 180 days statutory good time for a high-moderate infraction, and up to 365 days statutory good time for a major infraction.

G. Suspended Penalties. The committee/hearing officer may suspend the penalties it imposes under section F 2 above, for up to one year, contingent on the prisoner complying with reasonable conditions that the committee/hearing office places on the prisoner. If the prisoner violates any of the conditions during the suspension period, the committee/hearing officer may impose the suspended penalties after a hearing.

1. At the hearing, the disciplinary committee/hearing officer shall:

- a. determine whether the prisoner violated the condition of suspension during the suspension period;
- b. give the prisoner written notice of the committee/officer's findings and decision; and
- c. impose any portion of the suspended penalty as deemed appropriate.

2. The committee/hearing officer may address new infractions at the hearing and impose the suspended penalty as part of the dispositive phase of the hearing.

3. If the prisoner appeals the committee's/hearing officer's findings under these procedures, the institution shall stay the prisoner's penalty until the departmental appeal process is completed.

H. Amendments to Rules/Notice. The Director of Institutions must approve an amendment to the rules described in section E 5 above. The amendment is effective only after such approval and the superintendent gives the facility's prisoner population reasonable notice.

### ***Penalties for Infractions***

1. Only a disciplinary committee/hearing officer may punish a prisoner after it convicts him or her of a disciplinary infraction.

2. The committee/hearing officer shall impose at least one, and may impose all of the following penalties on a prisoner for violating any of the rules in section B above. 22 AAC 05.470(a). If the prisoner is found guilty of committing more than one infraction arising out of a single transaction or occurrence, the disciplinary committee/hearing officer shall impose penalties that run concurrently unless it finds that separate and distinct correctional interests exist that clearly justify consecutive penalties. 22 AAC 05.470(d)

a. Reprimand; 22 AAC 05.470(a)(I)

b. Suspended Activities:

Suspension of participation in activities described in, and except as limited in section C(2)(d) below for a period of up to 20 days for a minor infraction, up to 40 days for a low-moderate infraction, up to 60 days for a high-moderate infraction, and up to 90 days for a major infraction; 22 AAC 05.470(a)(2).



c. Confinement:

Confinement in punitive segregation, confinement to quarters, or weekend or holiday lock-ups for up to 20 days for a low-moderate infraction, 40 days for a high-moderate infraction, or 60 days for a major infraction; 22 AAC 05.470(a)(3)

d. Suspension While in Punitive Segregation:

Participation in the following activities is automatically suspended during the period the prisoner is placed in punitive segregation and may otherwise be suspended for the periods described in C(2)(b) above, except that participation in the activities described in sections (1)-(4) below for a prisoner who is otherwise entitled and not in punitive segregation may be suspended for no more than 15 days unless the infraction is directly related to the particular activity:

- (1) participation in education programs or group religious services;
- (2) contact visitation;
- (3) secure visitation other than with immediate family members (e.g., spouse, parents, children, or siblings);
- (4) telephone calls, except to an attorney or the office of the ombudsman; A.S. 33.30.231(a)
- (5) use of radio, tape recorder, phonograph, television, or games;
- (6) recreation, except for one hour of exercise per day;
- (7) reading material, except for religious or legal matter, or educational materials if the prisoner is enrolled in a course;
- (8) eating in a community dining area; and
- (9) use of the commissary.

22 AAC 05.470(b)

e. Restitution:

Restitution for the amount of property damage or theft, the cost of medical care and related costs for injuries, or for costs incurred from a missed scheduled health care appointment due to a prisoner's willful failure or refusal to keep the appointment.

(1) The Department may put a hold on a prisoner's work compensation payments, withdraw money from a prisoner's account, or require a prisoner to work without pay. 22 AAC 05.470(a)(4)

(2) If the prisoner owes restitution at the time of release, the Department will deduct the remainder of the money owed from the amount due the prisoner or from the prisoner's Gate Money. If the restitution is still not paid off, the Department will keep the hold on the system and reinstate it if the prisoner is incarcerated again.

f. Forfeiture of Statutory Good Time:

Forfeiture of up to 90 days statutory good time for a low-moderate infraction, up to 180 days statutory good time for a high-moderate infraction, and up to 365 days statutory good time for a major infraction. See section E below; and 22 AAC 05.470(a)(5)

g. Forfeiture of Contraband Money:

Possession of excess money is contraband and must be forfeited. The institution shall deposit the money into the General Fund. See A.S. 33.30.261.

D. Suspended Penalties

The committee/hearing officer may suspend the penalties it imposes under section C(2) above, except for the forfeiture of contraband money, for up to one year, contingent on the prisoner complying with reasonable conditions that the committee/hearing officer places on the prisoner. If the prisoner violates any of the conditions during the suspension period, the committee/hearing officer may impose the suspended penalties after a hearing. 22 AAC 05.470(c)

1. At the hearing, the disciplinary committee/hearing officer shall:

- a. determine whether the prisoner violated the condition of suspension during the suspension period;
- b. give the prisoner written notice of the committee/officer's findings and decision; and
- c. impose any portion of the suspended penalty as deemed appropriate.

2. The committee/hearing officer may address new infractions at the hearing and impose the suspended penalty as part of the dispositive phase of the hearing.
  3. If the prisoner appeals the committee's findings under these procedures, the institution shall stay the prisoner's penalty until the Department issues a final decision in the administrative appeal.
- E. Restoration of Forfeited Statutory Good Time**  
Except as provided in 22 AAC 05.473, the commissioner may restore up to 100 percent of a prisoner's forfeited good time if the prisoner demonstrates satisfactory progress in observing the rules of the correctional facility. See policy #809.07, Restoration of Forfeited Statutory Good Time. 22 AAC 05.472(a)
1. In order to be eligible for restoration of good time under this section, prisoners must have served the following period of good conduct since their rule infraction: 22 AAC 05.472(b)
    - a. 30 days for a low-moderate or major infraction; and 22 AAC 05.472(b)(1) b. 60 days for a high-moderate or major infraction. 22 AAC 05.472(b)(2)
  2. For purposes of this section, "good conduct" means that the prisoner may not violate a disciplinary rule (other than a minor infraction) listed in this policy or approved by the commissioner under 22 AAC 05.300(g). 22 AAC 05.472(c).
- F. Award and Forfeiture of Statutory Good Time for Municipal Prisoners**  
A municipal prisoner incarcerated in a state correctional facility, or a contract facility because of transfer from a state correctional facility, is subject to 22 AAC 05.470 and 22 AAC 05.472. 22 AAC 05.473(a)

### ***Felony Involving Moral Turpitude:***

Includes those crimes which are immoral or wrong in and of themselves, such as, but not limited to, Murder, Manslaughter, Assault, Sexual Assault, Sexual abuse of a minor, unlawful exploitation of a minor, robbery, extortion, coercion, kidnapping, incest, arson, burglary, theft, forgery, criminal possession of a forgery device, offering a false instrument for recording, scheme to defraud, falsifying business records, commercial bribe receiving, commercial bribery, bribery, receiving a bribe, perjury, perjury by inconsistent statements, endangering the welfare of a minor, escape, promoting contraband, interference with official proceedings, receiving a bribe by a witness or a juror, jury tampering, misconduct by a juror, tampering with physical evidence, hindering prosecution, terroristic threatening, riot, criminal possession of explosives, unlawful furnishing of explosives, promoting prostitution, criminal mischief, misconduct involving a controlled substance or an imitation controlled substance, permitting an escape, promoting gambling, possession of gambling records, distribution of child pornography, and possession of child pornography. (reference AS15.60.010)

### **Effect of Judgment of Conviction on Civil Rights**

1. a person who is convicted of a felony involving moral turpitude as defined in AS 15.60.010 is disqualified from voting in a state or municipal election until the person's unconditional discharge.
2. a person who is convicted of a felony is disqualified from serving as a juror until the person's unconditional discharge.

### **Loss and restoration of voting rights.**

**(a) A person convicted of a crime that constitutes a felony involving moral turpitude under state or federal law may not vote in a state, federal, or municipal election from the date of the conviction through the date of the unconditional discharge of the person. Upon the unconditional discharge, the person may register under AS 15.07.**

**(b) The commissioner of corrections shall establish procedures by which a person unconditionally discharged is advised of the voter registration requirements and procedures**

### **Unconditional Discharge:**

An individual is released from all supervision arising from a conviction and sentence, including court, probation and parole jurisdiction.

### **Policy**

An individual convicted of a felony involving moral turpitude who is unconditionally discharged from confinement shall receive written notification prior to release of the restoration of the right to register to vote.

### **Procedures**

A. Institutional personnel shall determine if probation, parole or mandatory release supervision will follow release of a felon from incarceration. Community Corrections staff shall be notified in accordance with 818.01, Prisoner Pre-Release Planning, if any continued formal supervision is required. When community corrections supervision does follow incarceration, the supervising probation officer shall act as discharging agent and make formal notification in accordance with 902.13, Notification of Restoration of Voting Rights and Suspended Imposition of Sentence Relief, at the time of unconditional discharge.

B. If post-incarceration supervision is not indicated, the prisoner shall be unconditionally discharged as regards this policy upon release.

C. When unconditional discharge takes place, the following will be completed:

1. Each individual convicted of a felony involving moral turpitude will receive written notification from the discharging agent stating that, pursuant to AS 15.05.030, the right to register to vote is restored following unconditional discharge. A Notification of

### ***Restoration of the Right to Register to Vote***

The right to register to vote is restored upon unconditional discharge from supervision.

1. (form 20-808.08) will be provided when the Offender has been unconditionally discharged from supervision.

NOTE: The title, official address and phone number of the officer issuing the Notice must be entered on the form under his or her signature to facilitate Division of Elections' verification of unconditional discharge.

2. A copy of the Notification of Restoration of Voting Rights will be mailed to the Director of the Division of Elections, Pouch AF, Juneau, Alaska 99811, by the discharging agent; and

3. A copy of the Notification will be placed in the subject's permanent case record prior to closure.

### **PROCEDURE FOR OBTAINING AND CASTING AN ABSENTEE BY-MAIL BALLOT:**

It is the responsibility of the prisoner who wishes to vote in a state or federal election to follow these steps in order to obtain and cast an absentee ballot. The Division of Elections determines whether or not a prisoner is eligible to vote.

Voters may begin applying for a by-mail ballot beginning in January of each election year. The following deadlines apply:

- If you are a qualified registered voter already and do not have any changes to your registration record, your completed application MUST be received by the Division of Elections no later than 10 days before Election Day.
- If you need to initially register to vote, your completed application must be received or postmarked on or before 30 days prior to Election Day.
- In a U.S. presidential election, you may initially register to vote and participate in the presidential race, so long as your completed application and any supporting documentation requesting a by-mail ballot is received 10 DAYS prior to Election Day.
- If you need to update your residence address, name or party affiliation, your completed application must be received or postmarked 30 days prior to Election Day in order for your change(s) to be eligible for an election. Otherwise, your completed application MUST be received 10 days before Election Day.

1. Write to the Division of Elections to request an application for an absentee ballot as well as a voter registration form if needed. The address is:

**Division of Elections  
Absentee and Petition Office  
2525 Gambell Street, Suite 105  
Anchorage, Alaska 99503-2838**

2. After receiving the application for an absentee ballot, it is the responsibility of the prisoner to fill out the application and mail it to the address that is indicated.

3. After receiving the absentee ballot, it is the responsibility of the prisoner to follow all instructions, including

meeting all deadlines, in order to submit the ballot in a timely manner.

4. Mail to and from the Division of Elections is considered privileged mail, however facility staff are not required to take steps outside normal procedure to expedite mail to the Division of Elections.

5. A prisoner who wishes to vote in a local or municipal election must write to the City Clerk to request an absentee ballot. A prisoner who is a resident of another state must write to that state's Secretary of State to request information as to how to obtain an absentee ballot.

### **Prisoner Rape Elimination Act (PREA)**

The Prisoner Rape Elimination Act (PREA) of 2003 is a federal law established to support the elimination and prevention of sexual assault/sexual misconduct in correctional systems. PREA address both prisoner-to-prisoner sexual assault and staff-to-prisoner sexual assault. If you would like to know more about the Prisoner Rape Elimination Act, the information can be found in the prison libraries.

Hiland Mountain Correctional Center fully supports the guidelines set forth in this law and remains committed to a zero-tolerance policy against sexual violence. Alaska Department of corrections Policies and Procedures strictly prohibit forced coerced or consensual sexual activity between prisoners or between prisoners and staff. Forced or coerced sexual behavior is a criminal act. HMCC will immediately respond to allegations and fully investigate reported incidents. If the allegations are found to be substantiated disciplinary action will be initiated and the incident will be referred to the Alaska State Troopers (AST) for investigation and prosecution to ensure the perpetrator faces the full consequences for his/her criminal act.

There are a few ways to report a PREA incident:

- Report verbally to any staff member
- Contact the facilities' Shift Commander or Shift Sergeant
- Report via a Request for Interview, 808.11a
- Report via Grievance, 808.03c
- Call the PREA Confidential Hotline: 761-5616 \*1414
- Alaska State Ombudsman's Office 1500 West Benson Blvd. Anchorage, Ak. 99503  
phone#907-269-5290
- Write the PREA Coordinator: PREA 515 E. Dahlia Ave Ste. 200 Palmer, Alaska 99645

Family and Friends may report for you in the following ways:

- Contact anyone at the facility in person, telephonically or via email.
- Call the PREA confidential hotline: 1-844-761-5616
- Write the PREA Coordinator: 515 E Dahlia Ave. Ste. 200 Palmer, Ak. 99645
- Email; doc.prea@alaska.gov

### **Avoiding Sexual Assault**

#### **Steps to help prevent becoming a victim:**

- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other prisoners regarding your wishes for sexual activity.
- Do not accept an offer from another prisoner to be your protector. Victims are selected by stronger prisoners seeking out those that appear weaker. Be aware of your body language and carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Never get into debt or accept gifts and favors from another prisoner. Prisoners who are physically stronger and/or possess commissary, store or other property items may attempt to use their strength or possessions to gain advantage over other prisoners in the forms of gifts, loans, or trade. Remember most gifts or favors come with strings attached to them. If a prisoner becomes indebted and unable to repay the loan or gift she may become victimized, physically attacked and/or sexually assaulted.
- Never share personal information such as family relationships, sexual experiences or financial status with other prisoners; this could later be used against you.
- Avoid purchasing large amounts of commissary or store or giving the impression you have money available to you. You may be strong-armed or approached to pay for protection, etcetera.

- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- **Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.**

Grievances against staff misconduct:

Prisoner responsibilities; if a prisoner files a grievance alleging staff misconduct. The prisoner does not need to try to resolve the grievance informally with the staff member who is the subject of the grievance; this applies to PREA as well. Grievances that involve a report of a PREA incident would be considered an Emergency Grievance, which has no timeline restrictions. The Prisoner would not be required to informally grieve a PREA related incident.

## **Victim of Sexual Assault**

If you're a victim of a sexual assault or any kind of sexual coercion, you are **NOT** at fault. No one has a right to pressure or force you to engage in any sexual act.

If you become a victim of a sexually abusive behavior **REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY**. The person contacted will immediately offer you protection from the assailant. You do not have to name the assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. An offender victim representative (chaplain or mental health clinician) may be requested at the time of the collection of evidence to counsel and provide any other support. The longer you wait, the more difficult it is to obtain the evidence necessary for a criminal and /or administrative investigation. 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

If you are victimized do not remove evidence

- Don't shower
- Don't use the restroom
- Don't remove or wash your clothes
- Don't brush your teeth
- Get to medical immediately!

Later on, seek the support of a trusted friend, family member, or chaplain. The days ahead can be traumatic and it helps to have people who care about you to support you. Seek professional help. Mental Health Staff is available for crisis care 365 days a year to listen and offer support.

## **Conduct**

You have the responsibility to recognize, respect, and not interfere with the rights of others, both staff and prisoners. You may expect to be treated respectfully, impartially and fairly by all staff. Staff will expect the same in return.

Strict compliance with “orders” and “directions of staff” is mandatory. It is not necessary for staff to say, “This is a direct order” for orders and directions of staff to be considered a direct order.

The calling of a staff member by a first name or nickname is not permitted. Staff is to be addressed in a respectable manner, i.e., Mr. / Ms. \_\_\_\_\_ or Officer \_\_\_\_\_ or by his / her rank.

Prisoners are not to be in any unassigned area, to include other than their own living unit / quarters, except when prior authorization by the supervisor has been granted.

**Prisoners under security staff escort are not to be approached or spoken to by other prisoners. Violators will be subject to disciplinary action.**

Prisoners may be given a room restriction by security staff as a cooling off period for inappropriate behavior.

Prisoners are not allowed any physical contact (i.e., touching, holding hands, hugging, kissing, etc) Prisoners are not allowed to loan, trade, barter, or give away any personal items to another prisoner.

Prisoners are not allowed to celebrate Birthdays or allowed to announce their release date.

### ***Institutional Counts***

Formal counts are taken eight (8) times daily. Unless otherwise authorized, all prisoners must be in their respective rooms 10 minutes prior to formal counts.

**Formal count times: 0600 (6am); 1000 (10am); 1400 (2pm); 1745 (5:45pm); 1800 (6pm); 2200 (10pm); 0200 (2am); 0545 (5:45am).**

Informal counts are taken at any time while prisoners are working and engaged in daily living activities or programs. These counts are taken at irregular times.

Emergency counts require prisoners to remain in place or take directions and orders from staff members involved in processing an emergency count. Recall to your housing units may be required.

**During a count, all prisoner movement will cease and prisoners will remain in place until the count has cleared. All prisoners are responsible for ensuring that they are in authorized areas. No prisoner will distract the officers taking count, or interfere with the count process in any way. This includes placing blankets, papers, towels or any other type of covering around bunks or security lights in such a manner that blocks the view of the counting officers. Officers are required to see skin when counting.**

### ***Institutional lockdown***

Under the authority of the Department of Corrections, the Superintendent or his designee may, when faced with a clear and immediate threat to the security of the institution or to the safety of its employees or prisoners, temporarily confine all prisoners or groups of the prisoner population to their rooms or other designated areas.

### ***Fire Drills***

The primary directive in any emergency is to remain calm and follow staff instruction.

Periodically Fire Drills will be conducted. Prisoners are required to follow the instructions of staff promptly during these drills. Failure to comply will be considered a security risk and dealt with accordingly.

### ***Housing for General population***

Upon initial entry to the facility all prisoners will be placed in House 2 (orientation housing unit). Housing assignments are considered permanent unless changed by staff. All requests for changes to assigned housing (including bunk, room, wing, or house) require a "Request for interview" to the housing unit officer/Supervisor.

### **American with disabilities Accommodations (ADA)**

Prisoners who seek accommodations for a disability or access to services and programs should fill out the Request for Accommodation Form and send it to the ADA Coordinator. If you have questions or need information about the ADA, contact the Shift Supervisor or the ADA Coordinator.

### **Staff Communication**

Only Department of Corrections or institutional approved forms may be utilized. Prisoners must place their full name, OBSCIS number, housing unit, and wing on all papers leaving the house. Address your paperwork to the most appropriate staff member able to address your question of concern. Responses may be delayed if this information is not included. Any communication that contains profanity, vulgarity or statements that are intended to be insulting and / or degrading may result in disciplinary actions. All "Requests for Interview" forms will be responded to in a timely manner.

Prisoners may not solicit statements or letters of support from staff.

### **Personal Hygiene / Dress Code**

**You are expected to maintain your personal hygiene.**

All clothing must be kept clean, neat, in good repair and be worn in a manner for which it was designed /manufactured. Full Prisoner Uniform is required when out of your wing.

Acceptable clothing in the wing consists of: Recreational clothes or Prisoner Uniform. Undergarments are still mandatory.

Pants are to be worn at the waist. Along with the Prisoner uniform, appropriate undergarments must be worn any time the prisoner is out of her room (i.e., bra, underwear, undershirt, and socks). Undershirts should not be hanging out from underneath outer garments. Clothing is not to be worn in a revealing or provocative manner (i.e., tight fitting, exposing cleavage or mid section). Nudity is prohibited.

Your ID wrist band and room key should be with you at all times when you are out of your room.

#### **TOILETRIES AND HYGIENE**

Approved items purchased from Commissary and / or club store. There is a maximum limit of two (2) of each item. This does not mean two of each brand name, with the exception of disposable razors limit 10, and hair ties 12 each. The combined quantities of these items must fit into the One (1) banker box limit. Any items over this amount will be treated as excess.

No headgear may be worn inside (exception: working in the kitchen, ACI, maintenance, or religious nature). Headgear may be worn during outside activities. Headgear must be worn as it was designed to be worn.

Footwear must be worn whenever the prisoners are out of their room. Socks must be worn regardless of the footwear worn. Shower shoes are authorized to and from their room / shower only.

Work clothes are to be worn during working hours and for work purposes only.

Recreational clothing will consist of gray sweatpants, shorts, tank-top, or white undershirt. White undershirts, tank-top, shorts, sweat suits are authorized to be worn in the wing, in the gym, and in the track area only. Recreational clothing may be worn to and from the gym / track areas only. You must wear a yellow top or bottom when coming and going from the gym/track and they must remain on when out in the track/yard area.

**Any clothing items altered (personal or institutional) will be confiscated and disciplinary action may result.**

Sleepwear: Nudity is prohibited. Underwear/ sleep shorts with long T-shirt is acceptable. Prisoner must have female / private parts covered. Sleepwear is authorized for sleeping only. Sleep shorts are NOT authorized to be worn out of rooms.

Sunglasses may be worn outside only. Medical may authorize otherwise.

## **Inspection / Sanitation**

Each weekday morning in Houses inspections will begin at 0800A.M (1000 AM on weekends & Holidays) the house officer will inspect all rooms and wings in the houses. Prisoners are responsible to maintain rooms and all furnishings in a clean, orderly, and intact manner. Disciplinary and / or legal actions may be brought against a prisoner for damages to her room, furniture, or equipment in the wing. Daily inspection will consist of the following:

- bed made in neat and orderly manner, unless you are a night worker
- no clothing other than shoes will be on the floor
- the room must be free from dust, lint, trash and debris
- cell wall will be free of any graffiti or unauthorized materials, to include pictures torn out of magazines. Nothing taped to the wall, doors, or bunk
- floor's swept and mopped
- nothing covering a light or security device
- nothing on lights or heaters
- dayroom and bathrooms cleaned
- trash emptied
- no personal items left lying around in the common area
- sinks scrubbed
- toilets scrubbed
- mirrors cleaned
- shower room wall and floors scrubbed, rinsed, and wiped down
- entire floor mopped
- On Thursdays General Inspection (GI) will be conducted of each house by the Housing Supervisors. The first Thursday of each month will be "box-up". All personal property is to be boxed up except electronics.
- On Fridays there will be an inspection conducted by the Superintendent; Assistant Superintendent and the Lieutenant.

If the above mentioned areas fail inspection, the prisoners will be ordered to clean the particular area.

A wing that does not pass inspection may have TV, phones, and / or late night privileges suspended. If it becomes a chronic problem disciplinary action can result.



## **DRUG SCREENING**

Per policy 808.14, you may at any given time, be directed to provide a urine specimen for testing of unauthorized drugs. Random, routine, and spot checks are conducted at HMCC.

If the urine is negative, it will be noted on the paperwork and the paperwork will be placed in your file. If it is positive, you will be written up for sanction 22.AAC. 05.400 (C) (7). You have the option of sending it out for confirmation testing at your expense if it comes back positive. You will not be charged the funds until the results are available. If you are indigent, you may still send the urine out, but a hold will be placed on your account if it comes back positive. If the test comes back negative, no charge will incur.

If the prisoner claims that they are unable to immediately provide a urine specimen, the prisoner shall be detained for up to two hours until they are able to provide a sample. The prisoner may be provided with a limited amount of water as recommended by the manufacturer. A prisoner who fails to provide a urine specimen within two hours of being ordered to do so shall be considered to have refused to submit the specimen. The prisoner shall be informed that this refusal constitutes a violation of 22 AAC 05.400 (c) (16) and shall result in an incident report.

## **Searches**

Absent exigent circumstances staff of the same sex will conduct frisk (pat down) and strip searches of a Prisoner.

Prisoners are subject to pat search (clothed body) to include the removal of shoes at any time. Strip searches may be conducted, per 22 AAC 05.067 Prisoner Searches: (1) Upon initial admission; (2) upon apprehension from an escape or attempted escape; (3) upon initial admission in segregation; (4) upon re-entry to a facility after leaving the security perimeter or grounds; (5) at the conclusion of a contact visit; (6) upon returning from a classroom or area where tools were present or in use, or other similar circumstances; and (7) at any time there exists a reasonable basis to conclude the prisoner is in possession of contraband.

Females are required to remove feminine hygiene products for strip searches. They may request the search to be conducted in a restroom where a sink and disposable bag are available.

All areas within the institutional grounds, including prisoner living units and program areas, as well as prisoner personal property, are subject to search at any time.

Vehicles, contract workers and visitors who enter the security perimeter or main compound are subject to search.

## **Constructive Possession**

Both prisoners in a multi-prisoner cell will be held accountable for an infraction that occurs within the confines of such cell, unless lack of involvement in the infraction can be established. Under this concept, a person “possesses” something if she is able to exercise control and dominion over it. This means that both prisoners are responsible for any contraband found in any area of the assigned cell both prisoners have access to.

## **Security Devices**

Tampering with, or blocking any security device, locking devices, life support systems and fire control systems or devices is prohibited conduct and will result in disciplinary action.

## **Unauthorized Areas**

Prisoners are to stay 10 feet away from all the fences unless given direction to work in the area by a staff member. Prisoners are not allowed behind or on the side of the housing units, behind or on the side of any of the buildings out by the track area, including the greenhouse.

## **Smoking**

In compliance with Alaska Statutes AS 18.35.300 and AS 18.35.330 this facility is designated as a tobacco free institution.

## **Photocopying**

Prisoners will be charged a fee of \$.15 cents per page for copies of legal or authorized personal material. Indigent prisoners are entitled to have copies made as necessary for their court access and are obligated to pay for those copies when funds become available (See P&P 808.12)

## **Loans**

Exchanging, loaning, or selling of personal property is prohibited by 22 AAC 05.400 (d) (15). Any personal property items, determined to have been exchanged, loaned, or sold will be considered contraband and will be dealt with as per P&P 811.05, disciplinary action may result.

Prisoners will not borrow, loan, trade, nor give any item, including money, to any other prisoner.

## **Appeals and Grievances**

For information on how to file a grievance refer to P&P 808.03, located in the Law Library. All “appeals” and “grievances” will be placed BY THE PRISONER in the grievance box that is located in the main building, on the wall next to the gymnasium doors.

In the Department of Corrections, inmates have a vehicle in which they may file a written complaint and request a resolution to problems that they experience with institutional rules, procedures or staffs conduct. If the inmate feels they has an issue and is not sure how to handle it, they can talk to the law librarian, an officer, or the Compliance Officer. Any of these people are able to assist in understanding how to address a problem.

The first step an inmate must take with a problem is to attempt to resolve the “issue” informally with staff. This can be done by asking to speak with the staff member and or by submitting a Request for Interview (RFI) to the staff member and or their supervisors. If the issue is not resolved in this manner, the inmate can pick up a grievance form from the library. All copies of RFI’s must be submitted with the grievance.

Not all issues can be addressed through a grievance, but if the inmate is having a problem, she may submit the issue in writing to the Standards Officer and the officer will meet with the inmate to attempt to help with the issue.

Level III Grievances are to be forwarded to the Anchorage Central Office:

Jeremy Hough

Institutions Director’s Office

550 W. 7<sup>th</sup> Avenue, Suite 1800

Anchorage, AK 99501

The grievance filing procedure is as follows:

1. The inmate should review and follow the information on four steps to file a grievance, which is in the law library.
2. The inmate should then complete a grievance form (found in law library)
3. Finally, the inmate places the completed form in the box labeled “Grievances” which is next to the gym.

4. The Standards Officer checks the box for grievances filed here.
5. The Standards Officer assigns a log number to the grievance and initiates an investigation. Normally the prisoner filing the grievance will be interviewed during the course of the investigation. However, circumstances may make it unnecessary.
6. The investigation will be completed within ten (10) working days of receipt of the grievance.
7. The grievance then goes to the Superintendent, who will then give a judgment within five (5) working days.
8. The standards Officer will notify the prisoner of the results of the investigation within fifteen (15) working days of receiving the grievance.

A copy of the AAC's regarding this subject can be found in the Law Library.

## **Housing Unit Rules**

### ***Identification Bracelet***

An identification Bracelet must be worn at ALL times when the prisoner is out of her assigned room. Failure to follow this rule will result in a disciplinary write up.

### ***Room Key***

Prisoners will be issued a key for the room they have been assigned. The key is to remain in the prisoner's possession at all times. If your key is lost there will be a six dollar charge. You are responsible for your room key. Room keys are not to be left in the door lock.

### ***Room Windows***

Windows can be opened in the summer months only. Windows will not be opened in the winter. If the window is left open causing the pipes to burst, the prisoner will be held responsible for the damage.

### ***Linen***

Prisoners will receive an issue of linen for their bed. This issue will be returned upon leaving population. Each housing unit can have their linen laundered once a week. On the morning of the houses assigned day, take your linen to the main laundry and it can be picked up in the afternoon.

### ***Wing Supplies***

Wing supplies are ordered and delivered only once each week as designated by supply. All supply orders must be turned into your house officer. The house officer will order and sign for these items then will distribute appropriately.

When walking in the walkway/ hallways stay to the right side of the walkways/hallways.

When a staff member is going either up or down the stairs, prisoners are to remain on the current level that they are on. Allow the staff member to finish using the stairs before you begin to. If you are sitting on stairs when staff member enters your wing, go to the closest floor and remain there until staff member is done.

## ***DEFINITIONS***

**Contraband** – items not authorized for receipt, retention, or use in an institution.

**Secure Storage-** items that were on/with the inmate when arrested (clothing, purse...)

**Institutional Property**– items issued from and being the property of this facility.

**Personal Property**-- items that are approved for inmates to retain in the facility.

**Logo** – A symbol or letter representing an entire word, team, or organization.

# Property

Property box limits:

- (2) Personal property boxes
- (1) Box for legal material if over 6 inches (open cases only)
- (1) Box for commissary only
- (1) Box for program (ONLY if you are in program)

All personal property MUST fit into the allowable property boxes and lids must close. If property does not fit into boxes it will be considered excess property. For allowable property limits, see page 49. A prisoner may be allowed to possess a television and authorized educational, vocational and rehabilitative program materials.

## ***Prisoner Personal Property***

Prisoners will only be allowed possession of personal property as authorized by P&P 811.05. All personal property must be acquired through a vendor approved by the Director of Institutions. All personal property received through the mail must have prior approval by the Superintendent or designee, or it will be returned at the prisoner's expense. If any item in a package is not authorized, the entire package and all its contents may be returned at prisoner's expense.

All publications, including magazines, books or newspapers, must be ordered and received directly from an approved vendor or publisher. HMCC limits the number of books and magazines to five (5) each that a prisoner keeps in her living area for fire, safety, security, or health reasons. In addition, all books and media must meet the guidelines set in P&P 810.03.

## ***ABANDONED, EXCESS, OR CONTRABAND PROPERTY***

Staff will provide prisoners with a copy of the seizure report for any property seized. The prisoner will have Ninety (90) days from the date of the seizure to disburse the contraband property. The prisoner will have ninety (90) days from the date of seizure to disburse excess property. If the prisoner is unwilling or unable financially, or refuses to provide a mailing address for disbursement of the property, the property will be disposed of through approved methods, including destruction of the property.

For property determined to be in excess of that which is allowed; the Notification of Excess Property form (811.05H) must be completed and the property must be disbursed out of the facility within 90 days of notification after the Prisoner Property Disbursement form (811.05F) is completed. Property held at a facility that has not been disbursed in accordance with (1) above shall be considered abandoned.

Prisoners are responsible for their own personal property issued for retention. It is the responsibility of the prisoner to notify the Property department via "Request for interview" when their property has been seized because it was in the possession of another prisoner so that the contraband may be disbursed per P&P 811.05. The Department of corrections will not be responsible for the repair or replacement of personal property lost, stolen, damaged, or destroyed. Furthermore the Department of Corrections will not be liable for damage to personal property resulting from staff inspection of such property. If a prisoner claims that property is lost or damaged the Superintendent shall have the claim investigated and a Report of Lost or Damaged Property form shall be completed by the prisoner. It is the prisoner's responsibility to have receipts for proof of purchase.

The intent of the property department is to provide **temporary** secure storage for items not authorized for personal retention pending the disbursal of such property. Permanent Secure storage of personal property consisting of one property box shall be provided for such items as intake clothing and shoes. Property such as cell phones, checkbooks, and credit or debit cards may be stored for pre-sentenced prisoners. These items may be stored for a sentenced prisoner with less than 1 year to release. Secure storage may not be used as a means to

rotate property. Magazines and newspapers shall not be held in secure storage for the prisoner and must be donated to the institution, disposed of, or disbursed at the prisoner's expense.

Staff shall inventory and store a prisoner's personal property when the prisoner's housing status temporarily changes as a result of segregation, hospitalization, program participation, or court appearances. A Prisoner Property Inventory (811.05 A) shall be completed and signed by the prisoner.

The property department is not responsible for notifying prisoners when property has been disposed of.

### ***CLOTHING***

Official State issued clothing at HMCC will be yellow pull over shirt and pants for prisoners assigned to general population, and orange pull over shirt and pants for prisoners assigned to the Segregation Unit.

Upon arrival you will be issued two (2) sets of uniforms. When being housed on the Segregation Unit you will be issued one (1) uniform set.

Prisoners may purchase, from Special Commissary ONLY, light gray sweatshirts (no hoods), light gray sweat pants, light gray athletic shorts, and underwear (solid white or light gray only).

Only clothing authorized by the institution will be worn to work, to appointments, to institutional programs, to the Law Library and / or visiting. Undergarments will be worn at all times. Special clothing issued to prisoners because of their job will be worn at that duty assignment only.

### ***SEGREGATION UNIT PROPERTY***

Upon admission to the Segregation Unit all personal property will be seized, inventoried and sent to the property department. You will be given your personal hygiene items and a bible. Once your housing status is established you may request personal items allowed for your retention per Segregation rules. All subsequent property and hygiene needs will be filled through commissary orders unless specifically approved by the Housing Unit supervisor. If you are classified Ad-Seg Max, you will be notified regarding disbursement of all property not allowed for possession in the Segregation Unit in accordance with unauthorized property guidelines.

### ***GENERAL POPULATION PERSONAL PROPERTY***

It is the prisoner's responsibility to make sure all their property is properly marked (to include magazines and books). If property is not marked or the mark has been altered, the property is subject to seizure. It is the prisoner's responsibility to have all receipts showing proof of purchase of personal property.

Restrictions on prisoner personal property will include: No clothing with prominent logos. No clothing with a hood. No prisoner personal property, except electronics, may have a value over \$100. No jewelry or religious items with stones. All electronic equipment must be constructed with a clear outer case when available.

### ***VISUAL AND AUDIO ELECTRONIC EQUIPMENT***

Electronic device audio levels will be maintained at a reasonable level, so as not to offend or interfere with other prisoners or staff. Headphones must be used outside of prisoner's Wing. MP-3/MP-4 players or radios with head phones are the only audio devices allowed out of the housing unit. All other electronic equipment must be used in your cell or wing.

Televisions are normally provided in day rooms for prisoner's viewing during scheduled times. Prisoners may possess a television in the prisoner's room only if all of the requirements (no frills bill) have been met. Prisoners meeting the criteria, and who want a television need to contact the Housing Unit Supervisor and request a Television Request form.

## Mail

All mail except privileged mail must be routed, by the prisoner, to the housing unit mailbox. It will be collected nightly at 2130 hours. All letters must have postage affixed by the prisoner at the time they are placed in the mailbox. The only exception is for oversized mail or indigent prisoners. Stamps that have been previously processed will not be accepted.

Indigent mail: A prisoner who has less than \$20.00 presently available in their account and who has had no more than \$50.00 in their account during the preceding 30 days.

All outgoing prisoner mail will have the institutional return address for prisoners marked clearly on the envelope: Prisoner's full name, Hiland Mountain Correctional Center, 9101 Hesterberg Rd, Eagle River, Alaska 99577.

All incoming mail must have a complete return address otherwise it will not be delivered to the prisoner.

Prisoners certified "indigent" may send a total of five (5) letters to include personal and legal mail under two (2) pounds per week at state expense; insurance, certification, or return receipt will not be paid by the state.

"Indigent" status prisoners will be issued 5 envelopes and paper every Sunday and or when prisoners enter the facility.

Prisoners may not use the mail system to engage in a business, or to participate in games of chance, such as contests, sweepstakes, lotteries, etc. Prisoner can not enter into contract, i.e. buy now pay later magazine subscriptions. All envelopes will be plain white. No drawings of any kind will be authorized. No padded envelopes. No hard back books.

The Department shall prohibit any mail that:

1. Contains plans or threats of physical harm or other criminal activity;
2. Contains contraband, plans for sending contraband in to or out of the institution, or indicates other activities prohibited under 22 AAC 05.400, Prohibited Conduct For Prisoners;
3. Is written in a code that the reader cannot understand;
4. Shows frontal nudity. Frontal nudity includes either the exposed female breast(s) and/or the genitalia of either gender;
5. Solicits gifts, money, credit, or contractual purchases without the approval of the Superintendent or designee;
6. Contains information that, if communicated, would create a risk of mental or physical harm to a person;
7. Contains material that could reasonably be expected to aid an escape, or incite or encourage any form of violence;
8. Contains audio or video tapes;
9. Is in violation of a Court order; or
10. Has been banned for good reason following an individualized determination by the Department, (e.g., the intended recipient is a victim who has requested no contact with the prisoner or is a minor whose guardian has requested no contact with the prisoner).

**All magazines and books must be sent by the publisher.** Books may come in via reputable companies such as Amazon and Barnes and Noble.

Publications marked "refused due to content", here are examples of such printed material:

- a. Contains material that could reasonably be expected to aid in escape, incite violence, theft, or destruction of property in the facility;
- b. Contains instructions or illustrations on how to construct or use weapons, ammunitions, bombs, explosives, incendiary devices, handguns, or rifles;
- c. Depicts or describes procedures for brewing alcoholic beverages or making or cultivating drugs or poisons;
- d. Contains obscene material:

- e. (1) Contains words, gestures, language, books, newspapers, periodicals, or other written or pictorial materials that the average person, applying contemporary community standards, would find depicts or describes, in a patently offensive way, ultimate sexual acts, masturbation; excretory functions, lewd exhibition of the genitals, or sexual sadomasochistic activity;  
(2) The work, taken as a whole, appeals to the prurient interest; and  
(3) The work, taken as a whole, lacks serious literary, artistic, political, or scientific value;
- f. Shows frontal nudity. Frontal nudity includes either the exposed female breast(s) and/or genitalia of either gender.
- g. Is written in code that the reader cannot understand;
- h. Depicts, describes, or encourages activities that could reasonably be expected to lead to the use of physical violence or group disruption; or
- i. Specifically prohibited are musical media that have an affixed parental advisory label indicating “explicit content”, and electronic games rated Adults Only, Mature or otherwise labeled with descriptors indicating the inclusion of content that is unacceptable as defined above.

Mail is not processed or delivered on weekends or holidays. All envelopes and packages (outgoing and incoming) are subject to search for contraband and content; therefore, outgoing mail is not to be sealed.

These procedures must be followed or the prisoner’s mail will be returned to the prisoner.

The institution will forward all mail for a prisoner for up to one year after release.

The institution will hold all mail of a prisoner in the hospital until the prisoner returns to the facility.

All prisoner to prisoner mail is monitored by security staff prior to delivery. Any discussion of prison operational issues, other prisoners incarcerated at Hiland Mountain Correctional Center, or any other written content considered detrimental to the orderly operations or security of this, or any other correctional facility, will not be delivered and will be returned to the sender.

**Hiland Mountain Correctional Center is photocopying all incoming envelopes with address labels on them. Inmates will receive a black & white copy of the envelope. The original envelopes will be placed in property.**

### **Privileged Mail**

Privileged incoming or outgoing mail: Must be clearly marked and can be opened or sealed only in the presence of the Prisoner addressee and a staff member. Outgoing mail to the following person(s) and / or organizations may not be searched for contraband nor read for content, but is subject to verification by the housing officer, in the presence of the prisoner that the ultimate intended recipient is the privileged addressee. The privileged mail will then be sealed by the housing officer, in the presence of the prisoner.

- Governor of the State of Alaska
- Attorney General of the State of Alaska
- Alaskan or United States Congressmen
- Alaskan Legislators and United States Senators
- Alaskan or United States Courts
- Commissioner, Alaska Department of Corrections
- Division of Occupational Licensing
- Department of Corrections Grievance and Standards Administrator
- Chairman of the Alaska Board of Parole
- Ombudsman for the State of Alaska
- Any Attorney licensed to practice in the U.S.
- Physician of record for the prisoner / prisoner
- Alaska Human Rights Commission

- State of Alaska Americans with Disabilities Act Coordinator (Division of Rehabilitation, Department of Labor);
- Any organization which assists the prisoner in the exercise of legal rights, i.e. the American Civil Liberties Union, National Prison Project, or Alaska Legal Services.

All incoming privileged mail will be opened in front of the prisoner by the officer and searched for contraband by removing the contents out of the envelope, unfolding, and shaking it. The envelope will be confiscated and destroyed. You may get a copy of the return address. The pages will be given to the prisoner. The pages will not be read or scanned unless, after opening it, staff discovers that it is not privileged.

If privileged mail contains legal CD's the officer will scan and review for content in the inmate's presence and then issue it to the prisoner. If the prisoner refuses the scan, the material will be placed in their property box.

## **Offender Trust Account**

Offender Trust Account (OTA) is a prisoner accounting system that is a statewide function. You will receive a copy of your monthly statement once a month only. Discrepancies on your monthly statement must be brought to the attention of OTA clerk within fifteen calendar days after receipt of your account statement.

An OTA check request will be made on a Prisoner personal / money transaction form. A stamped, addressed envelope must be attached to the forms. Prisoners are only allowed to send a check to immediate family subject to approval. Prisoners may send money to other family members who are incarcerated but may not send or receive money from other prisoners. This includes mailing money through a third party.

Prisoners are allowed to order from approved vendors. Prisoners will submit a prisoner personal / money transaction form with the order form and an addressed envelope with postage. Once the order has been approved the OTA clerk will debit the prisoner's account and mail the order and a check. If the prisoner is found to not have enough funds, the order is not to an approved vendor, the item order is not on the approved list or the forms have not been completed correctly it will be returned to the prisoner.

Magazines, newspapers, and other media subscriptions have to be on the approved vendors list. Prisoners have to submit a prisoner personal / money transaction form with the order form and an addressed envelope with postage.

Prisoners are subject to the Child Support Enforcement Agency (CSEA). Under Alaska Statutes, P&P's, and Federal Regulation, CSEA has the authority to deduct monies from prisoner accounts that are in arrears for child support.

Outside banking "saving accounts" must be pre-approved by the Superintendent or his designee. Prisoner "checking accounts" are not authorized. Outside bank accounts will be considered when determining indigent status.

## **Food and Meal Service**

All meals will be eaten in the main building commons area / dining hall. Prisoners will line up in accordance with their wing / houses schedule that is posted on the house bulletin board. The door will stay open for 10 minutes, once the door is closed you are considered late for meal service. If you have a legitimate reason for missing meal service notify a staff member. No house will be allowed to line up prior to their scheduled mealtime.

- Prisoners may only make one trip through the serving line to receive their meal and drink
- Prisoners must wear appropriate clothing during meal service
- Prisoners will not wear earbuds/headphones when going through the meal service line



- All food, from meal service, must be consumed in the dining hall. No food is to be removed and taken to the housing units
- Institution Food Service Utensils / items will not be retained in the housing units for personal use
- Prisoners will NOT save tables/chairs in the dining hall.

Prisoners who require special meals (religious, medical reasons) must put in a “Request for Interview” to the Chaplain for religious meals, to Medical for medical reasons.

## **Mental Health**

The Alaska Department of Corrections provides essential mental health services to prisoners who suffer from mental illness. The Department provides a limited range of other mental health services to maintain or improve prisoner mental health, contribute to prison adjustment and reduce the risk of reoffending upon release.

Mental Health services provided by the Department include:

- ♦ Patient education
- ♦ Outpatient treatment
- ♦ In-patient psychiatric treatment
- ♦ Sub-acute psychiatric housing
- ♦ Release Planning
- ♦ Crisis intervention
- ♦ Group therapy
- ♦ Psychotropic medication
- ♦ Medication monitoring
- ♦ Advocacy

Ongoing classes including: Anger Management, Moral Reasoning, Criminal Thinking Errors, Relapse Prevention and Healthy Living.

Priority will be given to prisoners who suffer from severe or acute mental illness and those who present a danger of injury to themselves or others due to mental health problems.

The decision to provide medication and mental health services is based upon the health care policies of the Department. All medications and mental health services must be ordered by Department or contract mental health staff.

## **Mental Health Services – FAQs**

### **How do I access mental health services in my facility?**

The first step happens at arrest during a medical screening. That is your first chance to tell someone you need to access mental health services. If you are in population and think you need mental health treatment, you can submit a Request for Mental Health Services (RMHS) explaining why you want to see mental health and a clinician will arrange for you to be seen. If it is an emergency, tell a Correctional Officer or medical staff right away. You may have to tell them why, but they will then make sure someone from mental health comes to talk with you.

### **What is the definition of “essential health care”?**

“Essential health care” means that a DOC provider has found that you have symptoms of a serious disease or injury that without treatment would cause significant distress which keep you from participating in

rehabilitation while incarcerated. Treatments for conditions that do not meet this definition are not provided by the Department. Frequent examples of symptoms that usually do not prevent inmates from participating in their rehabilitation include problems with attention span, trouble sleeping, bad dreams, worry or anxiety, and changes in mood.

### **Can I meet with my private therapist while I'm in jail?**

While in the care and custody of the Alaska Department of Corrections, all mental health services are provided by DOC staff or contract providers.

### **Why did my meds get changed when I came to jail?**

There are many reasons why this might happen.

- DOC has what is called a formulary, or a list of medications that the DOC pharmacy has. Some medications you may have been taking in the community may not be on the DOC formulary. In most cases, an equally effective medication may be substituted.
- Sometimes the mental health provider may reduce your medications because of something called polypharmacy, or the use several medications for the same condition.
- And in some cases, the DOC mental health provider may determine that the medications you were getting before arrest are not recommended or are no longer medically needed for your condition.
- There may also be times when the provider determines that your condition is not likely to interfere with your rehabilitation and therefore does not prescribe medications.
- Many people are arrested for related to substance abuse. We often find that substance abuse causes mental health symptoms that doctors have tried to treat with mental health medications. Sometimes the doctor is not aware of the severity of the substance abuse. In the sober environment of jail those symptoms will usually improve fairly quickly without requiring ongoing mental health medications.

These are just some examples, and each case is different.

### **Can I have copies of my mental health record while I'm in jail?**

While in custody, prisoners will not be given copies of their mental health records. However, you may request to review your records in the presence of mental health staff or, if records are a necessary part of your legal case, your attorney may request copies through DOC Central Records.

### **Where do I get a psych evaluation that has been ordered by the court or Parole Board?**

The Department of Corrections does not provide psychological evaluations for the courts or Parole Board. These must be arranged and paid for by the prisoner and are conducted out of custody. Your probation officer has a list of providers in the community who are willing to conduct these assessments.

## **IF AT ANY TIME YOU ARE HAVING SUICIDAL OR SELF-DESTRUCTIVE THOUGHTS / FEELINGS CONTACT A STAFF MEMBER IMMEDIATELY!**

## **MEDICAL AND DENTAL TREATMENT**

The Alaska Department of Corrections is committed to providing medically necessary health care to all inmates in its custody. Upon arrival at Hiland Mountain Correctional Center, inmates will receive an initial screening and follow-up care deemed necessary by a health care provider.

### ***How to access medical or dental services***

Medical and Dental Request forms are located at the housing units or library. Completed Request for Medical Care (RMC) are to be placed in the "Medical Request" box (next to the gym) while the completed dental forms need to be placed in the plastic slot mounted next to the dental office door. All RMC must be completed in its entirety, including house number.

Sick call will usually be conducted Monday thru Friday. Those who have requested medical/dental services through the RMC method will have their RMC reviewed by a medical professional. The RMC's will be triaged and sick call will be scheduled according to severity of illness.

Due to the medical privacy act, inmates MUST NOT attempt to discuss health issues/questions with the medical staff while in line to get medication or in other public areas. Inmates ARE NOT permitted to knock on the medical office door unless the inmate has been directed to come to medical for evaluation. Inmates must submit a RMC to see medical or may be subject to disciplinary action. The only exception to the RMC rule is if a medical emergency exists and the inmate must be seen quickly. The inmate must be cleared to come to medical by their Housing Officer before coming to medical otherwise may be subject to disciplinary action. **Note:** Only one inmate is allowed in the medical room at a time. This is a restricted area and inmates should not be in the medical room without staff present at all times. Inmates are also required to conduct themselves in an orderly and respectful manner.

### ***Health Care Service Charges***

There is charge mandated by the State of Alaska for medical and dental services:

- \$ 5.00 to be assessed by a medical practitioner or other designated health personnel
- \$ 5.00 for any prescriptions: initial orders, changes in medication dosages, renewals
- \$ 5.00 for usage of in-house equipment
- \$ 25.00 (up to) for equipment that needs to be ordered
- \$ 5.00 for an injury resulting from an unauthorized sport activity
- \$ Actual cost for treatment of a self-inflicted injury or an assault

If an inmate is assessed by the nurse and then subsequently is referred to the medical provider for follow-up care for the same medical concern, then there is no additional charge for this assessment. However, if there are medication changes or equipment needs then these charges will be applied to the inmate's account.

The charges as indicated above will be noted on a Charge Voucher and submitted to the appropriate department in a timely manner.

### ***Medications and Special Supplies***

Medications are prescribed by an on-site provider and may be issued to inmates during med-lines or through Self Medication by the inmate (KOP)

Medications that are issued at the medical office will be given during established med-lines. Inmates are responsible for coming to the medical office, at the designated times, to receive their medications. Medication dispensing time is limited so inmates may not converse with medical staff about their medical conditions but rather must use the Request for Interview system to submit questions or concerns. The only exception to this rule is to disclose an allergic reaction to a prescribed medication. Attempting to discuss medical issues during this time and may result in disciplinary action.

Medication Times: 07:30 am; 12:00 pm; (weekends and holidays 12:30). Evening Medication times start after the 6:00 pm count on rotation basis, runs until 9:00 pm. The house officer will announce med call at night when it is your house's turn.

Medication times are subject to change or delayed at nurse's discretion. Inmates will be notified of such incidences.

Inmates must line up and be in the medication line just prior to the med door opening. Inmates are expected to be quiet and approach the medical staff individually to obtain medications. Once the medication has been consumed in the presence of the medical staff, the inmate is to leave the med-line area immediately unless given different specific instructions by the medical staff.

Disruptive behavior from inmates during med-line will not be tolerated and may result in disciplinary action.

When the last person has received her medication, the door will be closed until the next scheduled medication time. It is the inmate's responsibility to be in line when the door opens-inmates will not be called individually to take their medications. Only inmates who have ordered medications are to be in the med lines. Those who believe that they need to be taking a medication must submit their request through the Request for Interview system. Over the counter medications such as Tylenol and Motrin can be purchased through the commissary.

### **Self-Medication Keep On Person (KOP)**

This program allows inmates who are medically approved to keep their prescribed medications in their possession and self-administer those medications.

Participation in the KOP program is considered a **privilege** that comes with the responsibility to take the medication as directed, to use only for yourself and to request medication refills at the appropriate time at the medical office. Any inmate who misuses this program may be removed from the KOP program and be subject to disciplinary action.

Medications and special supplies may take several days depending on when it is ordered. Items ordered after 11:00am, on the weekend or on a holiday may experience a delay of several days. Therefore, an inmate must notify the medical office when the medication or special supplies need to be re-ordered according to the following timeline:

**Medications:** bring medication card to nurse at a med-line when there is 10 days' worth of medication left on card. When picking up refills, the empty pack, bottle or container must be returned to medical in exchange for a filled container. **NO EXCEPTION OR EXCUSES.**

**Supplies:** use the RMC system to notify medical staff that you have only 10 days left of supplies.

### ***Diabetes Care***

Inmates who have been diagnosed with Diabetes will be eligible for additional medical services in order to manage their disease process. Blood sugar testing for current Diabetics can be found posted on the door by the medical office. Inmates are required to adhere to the posted schedule.

### ***Medical Restrictions***

Inmates who have been assessed and are placed on a medical restriction such as temporary restriction from work or bed rest must notify their House Officer. Once placed on bed rest, the inmate is restricted from all activities. They will not be allowed to attend classes, work, have visitors or participate in sports unless specifically authorized in writing by the medical staff. Inmates may make one phone call per day while on bed rest with staff approval.

### ***Dental Care***

Inmates may request limited dental services through the RMC system and the request will be prioritized by the severity of the problem. Dental services are available every Tuesday.

### ***Vision Care***

Vision care is available as necessary. A vision exam may be requested not more than once every 2 years and the inmate must be incarcerated for a period of 30 days before eyeglasses will be provided by the department if deemed medically necessary. The inmate will be charged a fee for the vision exam as well as a co-payment for the glasses provided by the State. The frames will be purchased by the state as replacement or new prescriptions have been identified within a certain category and each inmate will be able to select from that category of frames. Other frames may be purchased with the inmate paying the difference in cost. Tinted lenses may be purchased at State expense when ordered for medical reasons. Sunglasses are not allowed to be worn inside the institution without a medical excuse. Any willful or negligent damage, destruction or loss of glasses will be grounds for disciplinary action which may include payment of cost of repair or replacement of glasses.

### ***Emergency Vision Care***

Inmates may request to have emergency vision care which includes a visual acuity exam by medical staff. If qualified, the inmate can receive reading glasses, at their expense, any time during their incarceration.

### ***Contact Lenses***

Contact lenses are not medically necessary and pose a higher risk for infections. Glasses may be mailed in or delivered in place of contacts.

Contacts may be allowed with approval by "Medical". Inmate MUST abide by the following:

1. A valid prescription must be in place,
2. Mailed to the institution directly from Dr. Office or vender; contacts may not be delivered or dropped off.
3. Contacts can be clear or colored.
4. Any cleaning or storage products must be purchased on commissary.
5. Any questions or concerns must be directed to Medical by Request for Medical Care.

Medical will not be responsible for any concerns with continuity, maintenance or evaluation of eye care in regards to contacts.

### ***Hearing Care***

Hearing care is provided when medically necessary to ensure safety of inmate.

### ***Access to Counseling***

This institution has a Mental Health Clinician, a Psychological Counselor and a Substance Abuse Program. If there is a mental health crisis, inmates may contact any staff member for assistance. To schedule an appointment with mental health staff or to attend special groups, classes or counseling session's inmates must submit a Request for Interview.

### ***Maternity Services***

Prenatal Care for pregnant inmates will be provided through access to comprehensive obstetrical health care during incarceration. Obstetrical care will be done in conjunction with the on-site practitioner and an obstetrician when pregnancy is confirmed by a urine or blood pregnancy test. Services that are not provided are non-therapeutic sterilizations or abortions.

### **Lab Work (after release)**

*“If you have testing or lab work done while you are incarcerated but are released before your results are received, it is your responsibility to contact the Department’s Central Medical Records unit to request a copy of the results. The results will be provided to you at no cost.”*

## **Privileges and Activities**

### **Cards and Dominos**

Cards, Dominos, and board games are allowed in the house day room card tables. Gambling is prohibited. Cards and board games are allowed in the wings, as long as the noise level stays within reason (prisoners residing in that wing only).

### **Late Night**

Houses 1 thru 4, lockdown of the housing units / prisoners will commence at 2200 hours. Prisoners will remain in their rooms for the rest of the night.

Late night privileges (Friday, Saturday, and holiday nights) will be for Two (2) hours only. Lockdown will commence at 2400 hours.

House 5, lockdown of the housing unit / prisoners will commence at 2400 hours. Late night privilege (Friday, Saturday, and holiday nights) will be for one and a half (1 ½) hours only. Lockdown will commence at 0130 hours.

If your wing wins General Inspections (Thursday), everyone in the wing receive a treat on Friday following general inspection and for that night everyone in the wing get an extra hour of late night.

### **Library**

There is a library available to General population prisoners located in the main building. Prisoners may access the library during the posted hours. The library is not a place to socialize. Disruptive prisoners will be asked to leave and may be restricted from future use.

### **Law Library**

Law library hours are posted by the door. HMCC allows regular access to the facility law library and legal materials. Prisoner law librarians are on duty during operating hours. Prisoners also have access and support services from institutional law librarians. Law librarians may not do legal work for you but they will help you find legal information and resources.

Socializing in the law library is not permitted. The law library will be used for legal research only.

Prisoners may not remove or in any way deface or damage ANY materials from the law library.

If you are in need of legal forms, you must submit a request for interview to the Standards Officer requesting the appropriate forms

NO typing of ANY legal documents is to be done on a D.O.C. computer.

## **Access to Attorneys**

HMCC promotes and encourages contact between prisoners and their attorneys. The prisoner’s attorney may visit in person or send the prisoner an email at **hmcc.housing@alaska.gov**.

Attorneys and legal representatives may visit a prisoner at the institution between 8 am and 10 pm daily or at any time during the initial 24 hours of a client's incarceration or upon the filing of new criminal charges.

### **Prisoner Organizations**

There are several authorized clubs which general population prisoners may participate in while incarcerated at Hiland Mountain Correctional Center. The authorized clubs are:

- Inmate Council (IMC) – Originated to improve the quality of life of all prisoners residing at Hiland Mountain Correctional Center. Their dedication to the promotion of education and the enhancement of self worth of each individual prisoner. They assist in educating prisoners in vocational, academic, and cultural skills with activities that will facilitate in bridging the gap between our present environment and the outside society.
- Native Culture Council (NCC) - They are dedicated to supporting, encouraging, and teaching the traditional ways and values of all native people, regardless of origin. They are dedicated to promoting sobriety. They are committed to both facilitating and sharing of positive mental health and lifestyle changes on behalf of all residents of this facility.

For more information, contact the Housing Unit Supervisor.

### **Hiland Mountain Store**

Hiland Mountain Correctional Center operates a store, which the prisoners in population are given the opportunity to purchase food, hygiene, and other items without having to go to an outside vendor. Store hours are posted on the bulletin board. Prisoners who wish to purchase items from the store must have a balance on their prisoner store account, credit will not be given. Form (requesting money on club account) must be in on Saturday, processed Monday. If a form is not completely filled out and / or a prisoner has insufficient funds or the amount will make the store balance over the approved amount, the form will be rejected. Pick-up of items must be done by the Prisoner who placed the order; ID wrist bracelet will be required before order will be handed out. Orders must meet the guidelines for property. Prisoners who do not have a receipt for store items when returning to their wings will have all the items seized. The receipts must be kept until the items are gone as proof of purchase.

**Discrepancies** – It is the responsibility of the prisoner to note discrepancies immediately before leaving the vicinity. After you have left the area, discrepancies will not be accepted.

**THE MONEY PLACED ON THE CLUB ACCOUNT IS NON-REFUNDABLE.**

### **Recreation**

Recreational activities conducted at HMCC are available to all GP prisoners, unless previously denied through disciplinary sanctions or Individual Determination Restrictions (IDR).

The gymnasium and the yard / grounds are the designated areas for recreation. The times the institutional grounds vary depending on the time of year.

#### **Ground Schedule**

Yard is closed during count times

January	1030-1600	July	0600-2100
February	0930-1700	August	0600-2100
March	0800-1900	September	0800-2000
April	0800-2000	October	0900-1730
May	0700-2100	November	0930-1600
June	0600-2100	December	1030-1500

- You are to remain on the walkways going to and from the houses.
- You must have either a yellow top or bottom on at all times when in the rec. yard.
- Stay at least ten (10) feet away from the fence at all times
- Behind the housing units or buildings is an unauthorized area

- Running is permitted only in the gym and on the outside track area

Any misuse of Recreational equipment or areas and / or failure to follow posted rules or verbal orders of staff will result in disciplinary action and subsequent restriction of recreation privileges.

## **Commissary:**

Prisoners may purchase hygiene and food items from General Sales. All available items for sale will be on the order form. (Limited to stock on hand.) New commissary order forms are available once a week. They are available on Thursday and must be submitted by 2100 hours the same day. All information on the form must be filled out and legible. (Full name, ACOMS #, Current housing unit.) If any of these areas are left blank, it will be returned.

On the form, you will find the limits (\$ and amounts) that you are authorized to spend as defined in policy and procedure. Unsented prisoners are authorized \$45.00 per order. Sented prisoners are authorized \$75.00 per order. Federal prisoners are considered Unsented and should order off the appropriate form.

Special commissary is available 3 times a year. Unsented prisoners are not authorized to order. If you attempt to order and are not preapproved, your commissary order may be rejected.

You may not order commissary if you do not have the funds on your account. The money is required to be there when you order. Commissary is delivered on Tuesday. If you order any items that require tagging, your commissary will be pulled pending the required items getting marked.

Discrepancies – It is the responsibility of the prisoner to note discrepancies (missing items, wrong quantities) immediately before signing the receipt and leaving the vicinity of the officer. After you have left the area any discrepancies will not be accepted. The officer must initial to validate the claim.

This is a clarification on authorized purchases while on IDR or Punitive Segregation.

## **IDR Commissary Purchases:**

Unless otherwise noted, prisoners are authorized to order the first Thursday of the month. Thereafter, it will only be minimum commissary authorized.

### **Once a week:**

Stamps – 1 ea (every week)

Paper – 1 ea (every week)

Bar soap – 1 ea (every week)

### **Once a month (unless otherwise noted):**

Shampoo – 1 ea

Conditioner – 1 ea

Floss – 1 ea

Envelopes – 1 ea

Lotion – 1 ea

Hair brush – 1 ea (one time buy)

Comb – 1 ea (one time buy)

Deodorant – 1 ea

Toothpaste – 1 ea



Denture cream – 1 ea if applies  
Multi-purpose solution – 1 ea if applies  
Contact lens case – 1 ea if applies  
Ear plugs – 1 ea  
Cotton swabs – 1 ea  
Fingernail/toe clippers – 1 ea (one time buy)  
Reading glasses – 1 ea (one time buy)  
Shower shoes – 1 ea (one time buy)  
Pen – 1 ea  
Pencil – 1 ea

## **IDR ORDER dates**

February 9, 2017  
March 9, 2017  
April 6, 2017  
May 4, 2017  
June 8, 2017  
July 6, 2017  
August 3, 2017  
September 7, 2017  
October 5, 2017  
November 2, 2017  
December 7, 2017

## **HAIR SALON**

General Population: This service is provided as a privilege to the inmate population. Any violation of the salon will result in restriction of use or possible shut down for an indeterminate period of time. Only hair cuts are authorized.

- ☐ **The salon will only be used during scheduled hours. Appointments will be posted.**
- ☐ Number of prisoners allowed into the salon is the hairdresser and the one getting their hair cut/styled. Only the inmate hired in the salon will cut/style hair.
- ☐ Sign up on sheet outside the salon to set up an appointment. The hairdresser or attendant will make the appointment later. There is no reason to enter the salon! You are allowed one appointment per month.
- ☐ No hair cutting, perm will be allowed in the housing units.
- ☐ If you are caught in the salon and you were not on the list; you will be barred from getting an appointment for one month. If you are caught twice, you will be suspended from getting an appointment for 6 months. If you are caught on three times in the salon when you do not have a scheduled appointment; you will be barred indefinitely.
- ☐ All consumable items will be provided by the inmate receiving the service and are available through commissary (shampoo and conditioner). The salon will not stock these items. The prisoner will bring their own towel.
- ☐ Any violations of the above can and will close the salon indefinitely.
- ☐ Administrative Segregation inmates that have been housed in Segregation for over a month may request hair cuts.
- ☐ A sign up list will be available prior to the day that the institutional barber cuts hair on the segregation unit.
- ☐ Administrative Segregation inmates will receive haircuts on the Segregation Unit the first weekend of every month, as time and staffing permit.

# Visiting

HMCC encourages prisoner visitation because strong family and community ties increase the likelihood of a prisoner's success after release. Visiting is permitted with any family and friends, who are on your approved visitor's list. Visiting approval forms may be obtained from the housing Officer.

All contact visiting, must be pre-approved and visitors must be on the prisoner's approved visitor's list. Prisoners must submit a completely filled out visitor's application for all visitors, no matter what the age of the visitor, to request that the visitor be added to her approved visitor's list. The application must include all information. All incomplete application forms will be returned to the prisoner.

Persons who are presently on probation or parole must obtain written approval from the Superintendent and their Probation Officer prior to a visit. Permission for this type of visit is not routinely granted. Individuals who are on the state barred list may not visit or donate funds to a prisoner unless they are designated as "secured" visitor only. All court ordered restrictions and conditions will be enforced.

## Visitation List

1. The Superintendent or Designee shall maintain a list of approved visitors for each prisoner. (A superintendent's designee must be a Security Sergeant [CO III] or higher.)
2. Prisoners may have a maximum of ten approved visitors (not to include minor children) on their visitation list. Exceptions may be made by the Superintendent or designee on a case-by-case basis.
3. A prisoner may request an addition or deletion to their approved visitation list on a schedule determined by facility Standard Operating Procedure.
4. A person shall be approved for only one prisoner's visitation list. Exception: A person may be approved and placed on the visitation list of another prisoner who is an immediate family member, or with the approval of the Superintendent.

Special visits due to unusual circumstances, emergencies, or visitors from outside of a 50-mile radius of Eagle River (ID must reflect this) can be arranged through the House Supervisor or Security Sergeant. Note: See Special Visiting Application Form for more information.

If the visitor is not on the approved list, they may be allowed a one time one hour secure visit, space permitting and with the approval of the Shift Supervisor. The visitor must fill out an authorization for visiting clearance.

Prisoners with infants up to 12 months old may request up to 8 hours a day of unsupervised infant visitation. The Superintendent may approve children over the age of 1 year for up to 8 hours a day of unsupervised visiting on a case by case basis. Only the mother is allowed unsupervised visiting with a child. The applications are in the library. OCS must not be involved.

Visitors must show a photo ID, be on the prisoner's approved visitor list and fill out a visitor information sheet to enter the visiting area.

Visiting hours are posted in each housing unit bulletin board.

## Visiting Guidelines

- 1) Any inmate placed on the Individual Determination Restriction (IDR) list for a positive urinalysis (UA), failure to provide a UA, or introduction or possession of C-7 level contraband, will remain on the IDR list and have access only to secure visitation, for the duration of their sentence unless they are removed by the Superintendent. The only non-discretionary exception will be if the inmate enters the TLC or RSAT program and successfully completes 45 days of the program. Should the individual not complete the entire program and graduate, they will be returned to the IDR list and secure visiting status. The superintendent may exercise their authority as the executive officer of the facility to make discretionary exceptions.
- 2) Any inmate entering the facility with a MICS 4 or higher drug charge, or a previous history of C level activity identified in 1 above, will automatically be placed on the IDR list.
- 3) Any individual appearing on the statewide barred list that enters the facility as an inmate, will automatically be placed on the IDR list.

- 4) The timeframes for the Individual Determination Restriction are as follows.
- 5) If you are arrested on a MICS 4 or higher, Promotion of Contraband, PTRP for drug use, EM or CRC return for drug use you will be placed on secure visiting for 90 days. If you do not receive any C-7 or C-16 in that 90 day period you can request that your IDR packet be reviewed by sending a RFI to the housing supervisor.
- 6) For every C-7 or C-16 that is received while incarcerated you will be placed on IDR for secure visiting for an additional 90 days. After 90 days you can send a RFI to have an IDR review to have the sanction lifted.
- 7) Reviews are not automatic and must be requested by you.
- 8) Changes to inmate visiting lists (additions and deletions) will be based on a schedule determined by the institutions visiting policy. At HMCC, the initial schedule will be every 30 days.
- 9) Inmates who have been remanded into custody will be allowed to have secured while they are on orientation status or on the IDR list.
- 10) Visitor requests for individuals with MICS 4 or higher drug convictions, or previously incarcerated individuals with C-7 level contraband / drug disciplinary convictions, will be denied, unless they are an immediate family member and the Superintendent has approved them to visit.

Individual Determination Restrictions are not connected to any Disciplinary board findings and can only be appealed through the grievance process.

Prisoners should advise their visitor(s) to bring an official photo ID and to read the visiting handout carefully, as an infraction may affect further visiting. All visitors must comply with posted facility rules.

### ***Visiting Rules***

It is the prisoner's responsibility to conduct themselves properly during visits, engage in appropriate behavior, and not violate the law or visiting regulations.

Any prisoner participating in contact or secured visiting will be required to wear approved clothing, to include: underwear, institutional issued clothing of appropriate size, institutional shoes and socks. There will be no sweat clothes or jeans worn under the state clothing. No jewelry other than religious medallions and wedding band will be allowed to be worn by the prisoner in visiting. No other items will be brought into visiting.

Visitors will dress in accordance with the rules and regulations of visiting. All allowable clothing worn into the visiting room by visitors must remain on, to include shoes, sweaters, vests, etc. Hoodies are NOT allowed to be worn into visiting. No cell phones, wallets, purses, car keys, chewing gum, candy or tobacco products, to include lighters and / or matches are allowed into the visiting room. The visitor and prisoner will not exchange any item(s) during the visit. Physical contact will be limited to a brief embrace with your visitor(s) at the beginning and conclusion of the visit, to include children. "Petting" and / or other sexual activities are prohibited. An Officer may designate where the visitor and prisoner will be seated for the visit. All chairs must be spaced apart and may not be moved from their position.

### **A visit may be terminated for any of the following reasons:**

- Security requirements
- Space availability
- Disruptive Behavior
- Intimate contact
- Being under the influence of alcohol or drugs
- Refusal to submit to an authorized search
- Previous violation(s) of visiting rules
- Inappropriate dress
- Being currently under the supervision of the Department of Corrections (On probation or parole)
- Misrepresentation of identity
- Failure to control minor children in visiting
- Being under the age of 18 without legal guardian

- Failing to meet established criteria

## Alaska Department of Corrections Prisoner Telephone System

The Alaska Department of Corrections has installed a telephone system designed specifically for use by prisoners. Telephones are located in each housing unit. The company's name is Securus Technologies. The Alaska Public Utilities Commission was involved throughout the process and has approved the system, vendor, and the long distance rates. Similar systems are in use across the country.

Friends and family must create an account with Securus at 1-800-844-6591. This includes local and long distance calls.

The procedure for making a call from one of the institutional phones is the following:

1. The system will ask you to press 1 for English or 2 for Spanish.
2. The system will ask you for the phone number you are trying to reach.
3. The system will ask you for your PIN number.
4. The system will ask you for your name, you must state your full name.

When a prisoner places a call, a recorded message is played to the recipients, which advises them that the call is from an inmate in a correctional facility and states your name for the recipient. The recipient is then provided with an option to accept, reject or block all future calls from the institution.

Phone calls may be monitored and/ or recorded for criminal activity.

**NOTE: The Telephone PIN number you receive is your personal number and it is your responsibility to keep it private. They are not to be given out to other Prisoners. Failure to abide by this rule could result in disciplinary action, and/or phone privileges being taken away.**

**NOTE: When the system asks you for your name (step 4), you will state your full name (first and Last). Failure to abide by this rule could result in disciplinary action, or phone privileges being taken away.**

### Legal calls

The Department does not monitor or record conversations between prisoners and their attorneys. Attorneys who change telephone numbers or add new numbers should telephone Securus at 1-800-844-6591 and contact the Security Sargent.

Telephonic hearings and court depositions must be scheduled by the courts by calling our main number (907) 694-9511.

Below are explanations of common reasons prisoners are not able to make calls:

**Local Exchange Block:** In these cases, Securus has placed a block on the number the prisoner wants to call because no billing account has been set up for that number; Securus should be contacted and an account set up.

**Answering machine deny:** The system will not permit a call to go through to an answering machine.

**Pin block site:** These prisoners have been restricted from calling a particular number.

**3<sup>rd</sup> party and call forwarding:** Many Alaskans have extra options on their telephones such as 3<sup>rd</sup> party calling and call forwarding. Use of, or access to, these types of options is not allowed by Alaskan prisoners. When use of these is found, the telephone number will be blocked permanently and you may be written up.

**Phone access and restriction:** Prisoners must have reasonable access to a telephone. The Department may limit, monitor or record prisoner's telephone calls to preserve security and order in the institution and to protect the public. Accommodations shall be made to ensure access to telephone communication by disabled prisoners.

Unless directed otherwise, you may not participate in the following:

- Three-way calls

- Call-forwarding
- Collect calls made through an operator rather than through the automated phone system in place.
- Calls to toll-free numbers, except as authorized by the Superintendent
- Calls to 900 or similar numbers for which special, additional charges apply
- Calls using calling cards or personal identification numbers (PINs) not issued directly to the prisoner by the facility.
- Calls billed to credit cards or third parties

### **Administrative Segregation Phone Access**

You must request to use the telephone by signing up for a time slot on a phone list. Contact the control room operator.

### **Punitive Segregation Phone Access**

Phone calls are limited to attorneys, the courts for scheduled hearings and the Ombudsman's office. The Superintendent may approve other calls at his or her discretion.

### **Prisoner to Prisoner Calls**

The Superintendent's at each facility may authorize calls between family members at his or her discretion.

### ***Religious Activities***

You have the right to freedom of religious affiliation and voluntary religious worship. The HMCC Chaplain is responsible for coordinating the religious programs of the institution. This includes scheduling services, coordinating volunteers, counseling prisoners, and providing other prisoner services. There is a schedule posted in the chapel of events and activities. There is a religious library located in the chapel. There are religious books and music discs available.

## **Employment**

Every prisoner may be required to have a job. Those housed in Segregation are exempt from required jobs. If you have a medical condition, you must submit your concerns to medical and they must be documented. After you have received documentation from medical, a copy must be made available to the Job Coordinator. Available institutional jobs are maintained by the institutional job service liaison.

Work assignments are considered an important aspect of the inmate program. Staff may screen and supervise an inmate's request for job assignment and set standards and criteria for the inmate to meet and maintain involvement in her program track.

All jobs are to go through the Job Service. Staff will contact Job Services and inform them of required positions. Prisoners will only go through Job Services. All prisoners interested in full time positions must fill out an application form. Inmates will only be hired through the application process.

Gratuity: The gratuity is paid out is dependent upon the job you are hired for. You will only be paid for hours worked. It does not include count or meal times unless prior approval is granted. Your total hours for all jobs that you may have cannot exceed 40 hours in a week unless approved by the Job Service coordinator.

The Job Service Supervisor must approve gratuity increases and paperwork must be submitted prior to any gratuity increase taking effect. Gratuity increase is in \$ .05 increments after working 6 months consecutive. Gratuity is based on performance and may be withheld if the job is done poorly. Gratuity increases can be requested after three months on the current job and every three months thereafter. If you have more than one job, the increase will only apply for one job. If performance decreases, your gratuity can likewise be reduced. You do not get an automatic advancement of gratuity.

If you are sent to segregation for security reasons, you are not guaranteed your job upon return and will start again at a minimum gratuity amount.

**Work Commitment:** Once the inmate has been selected and has accepted an institutional job, she is required to maintain that position for a minimum of 90 days. If the inmate wishes to resign from the position after 90 days, the inmate must give her supervisor at least 5 days' advance notice. Any prisoner who quits from a job prior to 90 days will be retained in a labor pool capacity for 90 days. A notice of two weeks is preferred and may be required by some supervisors. Prisoners are expected to retain a job up until 5 days prior to release. (Attempting to "bail out" does not constitute a valid reason to quit. You must have a firm release date.)

**Time Sheets:** Job gratuities are posted to the inmates' accounts once a month. It is the inmates' responsibility to drop off their time sheets each week on Wednesday into the Job Service box in the community center. Hours input must match the hours scheduled unless prior authorization has been obtained by the Job Service Coordinator. The shift supervisor can authorize extra hours if it is an emergency. Prisoners will not claim, lunch, counts, visits, medical appointments and/or med calls, etc. The end of the month time sheet must be turned in on the last day prior to noon. Failure to do so will result in gratuities not being posted until a later time frame. All prisoners who have a firm release date must turn in their time sheets five days prior to release so they can be processed. If you falsify your time sheets, annotating hours that you did not work, you may lose your gratuity for the entire week/and or month.

**Termination from employment:** Prisoners who have been fired, refuse to work and quit without notice, may receive an incident report.

## **Education**

To receive educational services: Please send a Request for Interview to the Education Department

**ABE/GED:** The Hiland Mountain staff believes it is a priority for every inmate to work on her education while incarcerated. If you did not graduate from high school or obtain a GED, you are encouraged to work on your education while you are awaiting sentencing or while serving your time. Students are required to study in the GED room ten (10) hours a week or five (5) hours a week if you are working more than 30 hours a week in an institutional job. If you do not attend the GED program for your required hours, you will be placed on the "GED Restriction List" and not allowed to participate in Club sales and other activities. GED tutors and staff provide one on one tutoring and educational activities each week.

If you are less than 22 years old and do not have a GED or High School diploma, you may qualify for "New Path" High school which is available.

**Life Skill Courses:** All courses are posted on the bulletin board outside the library. Courses include; Anger Management, Grief & Loss, Domestic Violence, Sexual Trauma, Diabetes, Women's Health, Victim Impact, Parenting, Money in Motion. It is very important that if you sign up for a class that you need to participate and finish the course or be placed on the "Restriction List" prohibiting Club sales and other activities.

**Vocational Courses:** All new course offerings are posted on the bulletin board outside of the library.

Vocational Courses provide hands on training in areas such as, Building Trades and Computer Information and Office Systems. To be eligible for vocational courses you must first complete your GED, and then sign up when the course is offered. Enrollment is limited and you must be willing to dedicate time and energy to completion of the program. Many vocational courses are college credit through, Ilisagvik College.

Check the bulletin board outside the library for any classes available, community speakers or pre-release classes that are scheduled.

**Orchestra:** Applications are located in the Library.

## ***RIGHT TO REFUSE PARTICIPATION***

A prisoner has the right to refuse to participate in any counseling, rehabilitation, vocation, educational, or pre-release program, medical, psychological or psychiatric treatment (except when the prisoner's medical condition or public health concerns require immediate intervention or when a physician determines that the prisoner lacks the capacity to give consent), recreational or other activity, and contact with the media, visitors or legal representatives. The Department MAY require a prisoner to participate in a program ordered by the sentencing court.

## **SENTENCE COMPUTATION (Time Accounting)**

Once you are completely sentenced on all cases you are incarcerated on a time accounting record will be completed.

The records department has up to 30 days after you are sentenced on all cases to provide you with a copy of your time accounting record. A written request from you is not necessary for the record to be completed. The time accounting record is usually completed within 2 weeks from when you are completely sentenced. If extenuating circumstances exist, I.E. sentenced from out lying areas where arrest records need to be obtained from village law enforcement agencies, or files need to be requested from other departments, whether it's another correctional institution or the field probation office, the time accounting record may take longer.

If you disagree with the sentence computation you have received, you may address the issue with a written request specifically identifying what errors you think have been made. If an informal resolution cannot be reached, you may file a grievance. The Chief Time Accounting Officer is the final level of administrative appeal for all time accounting grievances.

If you are not completely sentenced and plan on bailing out on cases which are still open, you must post bail before a time accounting record will be generated to know when you are eligible for release. The records department will not give you an "estimate" on when you will be eligible for release on any case.

The records department will not figure out for you how long you have "built up" on any case until your time accounting record is completed.

If you have more than 6 months to serve on your sentence, you may request picture identification. If you have less than 6 months remaining to serve on your sentence(s) your request for a picture ID will be denied unless your ID was lost or taken as evidence.

## **CLASSIFICATION**

### **OFFENDER MANAGEMENT PLAN/PRE-RELEASE/RE-ENTRY**

### **CLASSIFICATION**

### **PAROLE**

### **ELECTRONIC MONITORING**

### **CRC PLACEMENT**

### **PRE-RELEASE FURLOUGH**

All prisoners will be assigned to an Institutional Probation/Parole Officer's caseload within two days of arrival at the institution.

Probation/Parole Officers duties include the following:

- Offender Management Plan: Caseload Management
- Classification Actions: Initial Classification, Long & Short Term Designation, Reclassification, Administrative Segregation, and Classification Review of return from Furlough.  
Offender Reentry /Individual Release Plan & Review which may include:  
Furlough,  
Electronic Monitoring
- CRC placement  
Discretionary Parole  
Mandatory Parole  
Interstate release planning  
Anticipatory Parole and Probation Revocation

Your Probation/Parole Officer can be contacted through a written Request for Interview Form, (RFI) to schedule a one on one, Office Hours sessions, or their assigned House Office. Please respect and follow posted schedules.

## Offender Management Plan

Within twenty-four hours of arrival, all **unsentenced offenders** will be screened for medical and mental health needs and eligibility for CRC placement. An Initial Classification will be completed within five working days of arrival to determine Housing by Custody and program access.

Within thirty days of arrival, **Sentenced offenders** will have an integrated risk/needs assessment (LSI-R) completed. Offenders who score a medium or higher will have a DOC Offender Management Plan (OMP) initiated by their assigned IPO. Services may include: Mental Health, Substance Abuse, and

Educational/Vocational. A preliminary Re-Entry plan addressing housing, employment, positive social support, family reunification, and a sober healthy lifestyle will be initiated at this time.

The main focus of the OMP is long-term stabilization and further development of pro-social relationships. If you have Probation or Parole Supervision you are expected to contact your Field Probation Officer for support and supervision, and to ensure Court and Parole Board requirements are met. Prior to actual release, the IPO will coordinate with the field and respective community agencies in addition to entering OMP updates into ACOMS.

For additional information regarding the OMP see Policy 818.01, Offender Reentry Program.

## Prisoner Classification

**Purpose:** To establish a uniform system to assess the custody and rehabilitative needs of prisoners in the custody of the Alaska Department of Corrections and to designate prisoners to the appropriate correctional facility.

**Classification:** A process that divides prisoners into groups based on custody and individual educational, and treatment needs. Prisoners will be afforded 48 hours advance notice of a classification action ( except initial classification).



**Initial Classification:** Classification tool used during the first twelve months of incarceration regardless of legal status. (Sentenced or Pre-Trial.) The Initial Classification is completed within five days of remand and includes a review of the case record, SSI-R, and Risk/Needs screening tools to determine the need for referrals to substance abuse, education, or other programs.

**Reclassification:** Classification tool used for all classification actions after the first year of incarceration, each year thereafter, and six months prior to release. The process will include a review of the prisoners OMP and IRP.

**Working Day:** A twenty-four hour period which does not include a Saturday, Sunday, or holiday.

### Custody Level:

The custody status assigned is based upon the matrix score from the classification process and establishes the degree of staff supervision required to monitor and control the prisoner's behavior. Factors to be considered when setting a custody level using the Initial or Reclassification forms include:

1. Severity of current offense.
2. Additional felonies or misdemeanors involving violence or escape.
3. Severity of prior adult and juvenile convictions.
4. History of escapes.
5. History of institutional violence within the past four years.
6. Number of prior adult and juvenile convictions.
7. Current age.

### Initial Classification:

The Institutional Probation Officer will forward the completed classification action to the P.O. III, within three working days, will approve, disapprove, or modify the recommendation including the reasons for the decision. You will be provided a copy of the action within three working days. At that time you can advise the IPO of any factual errors or significant change in legal status that may affect the custody classification.

In addition, the prisoner may appeal to the Superintendent any factual errors or changes in status within three working days. The Superintendent has five working days to make a decision regarding the appeal. The Superintendent's decision is final.

**Reclassification:** Will be processed one year after the initial classification review and include a review of custody status, eligibility for EM, Furlough, Rehabilitative Needs, Transfer, OMP, and Discretionary Parole. The offender may appear and present evidence at the review.

Within three working days after the IPO completes the Reclassification form he/she will make a recommendation to the P.O. III regarding the prisoner's custody level. The Reclassification recommendation will include points 1-7 above plus:

1. Frequency of Disciplinary Reports during the past twelve months.
2. Severity of most serious disciplinary report during the past twelve months.
3. Program and /or work participation.

The P.O. III has three working days to approve, disapprove, or modify the recommendation(s) of the IPO, and will include the reasons for the decision on the form.

The IPO will provide you with a copy of the Reclassification within three working days of the P.O. III's decision as well as a copy of the classification action appeal process. You may appeal the decision to the Superintendent within five working days of receipt. The appeal is limited to the effect a reclassification has on access to programs and the procedures followed in the process.

The Superintendent will make a decision on the appeal form within five working days and a copy will be provided to the prisoner within three working days of the decision. The Superintendent's decision is final except for out-of-state transfers, which may be appealed to the Director of Institutions.

**Designation Process:** After sentencing the holding facility IPO designates prisoners to a facility appropriate for their custody level and program needs using a Short-Term Designation form, (for prisoners sentenced to 366 days or less) or a Long-Term Designation form, (for those individuals sentenced to 367 days or more.) The IPO will review each individual case record and make a recommendation to the P.O.III for a final decision. Designations that require transfer to another facility will be forwarded to Central Classification, where the final destination will be decided. A copy will be provided within three working days. Designations may be appealed to the Director of Institutions within ten working days of receipt of the decision. Appeals are limited to the effect the designation has on access to programs and the procedure followed in the process. After the appeal has been submitted, the Director has fifteen working days to respond. His/her decision is final.

**MINIMUM CUSTODY:** Prisoners with less than ten years remaining to serve who participate in programs, demonstrate appropriate behavior, and meet institutional standards for the least restrictive housing and supervision. Minimum custody prisoners are eligible for all work assignments including those outside the secure confines of the facility. Minimum custody prisoners **may** be eligible for furlough 36 months prior to their scheduled release.

**MEDIUM CUSTODY:** Medium custody prisoners do not meet institutional standards for minimum custody based on current charges, criminal history, and institutional behavior. Medium custody prisoners are eligible for all work assignments within the secure confines of the facility and have full access to all educational and treatment programs within the facility. Medium custody prisoners **may** be eligible for furlough 24 months prior to scheduled release.

**CLOSE CUSTODY:** Close custody prisoners do not meet institutional standards for medium custody based on current charges, criminal history, and lack of a substantial period of appropriate institutional behavior. Close custody prisoners are eligible for restricted work assignments with the facility, and have access to most education and treatment programs within the facility. Close custody prisoners can be managed and housed in general population with enhanced direct staff supervision. Close custody prisoners may not require two officer escort or restraints for normal movement within the facility. **Close custody prisoners are not eligible for furlough, EM, or CRC placement.**

A Classification Action is required and you may attend a hearing for the following:

1. Transfer to a facility outside of Alaska.
2. Transfer to a mental health or psychiatric facility.
3. Administrative transfer.
4. Initial and Continued placement in administrative segregation.
5. Termination of a furlough.
6. An increase in custody status.

For additional information regarding Classification including the Appeal Process see policy 700.01: Prisoner Classification

## **Special Management Prisoners**

**Administrative Segregation:** A form of separation from the general population imposed by the superintendent or his/her designee when the continued presence of the inmate in the general population poses a serious threat to life, property, self, staff, or other inmates or to the security or orderly operation of the facility. Prisoners pending investigation for trial on a criminal act or pending transfer can also be included. Individuals may be assigned to administrative segregation

**Administrative Segregation Maximum:** Indicates that a prisoner requires the maximum level of supervision available within the facility due to being identified as an escape risk, most assaultive, predatory, riotous, or seriously disruptive to the orderly administration of the facility. A segregation maximum inmate will be placed in secure housing with limited program access and maximum supervision within the secure perimeter of the facility. The institutional Probation Officer will complete the Recommendation for Administrative Segregation Maximum form for the Superintendent to review. The prisoner will be given a copy of the form, which will state the reasons for segregation.

### **Administrative Segregation Hearing:**

Within three working days of placement, the IPO will hold a review hearing. Forty eight hours prior to the hearing the inmate will be advised of their right to assistance from a hearing advisor and will have the opportunity to challenge the factual basis for the placement and make a statement on their behalf.

The Superintendent has three working days to make a final decision regarding the hearing officer's recommendation. The Superintendent's decision may be appealed to the Director of Institutions within five working days of receiving the decision. The Director has fifteen days to approve, disapprove, or modify the Superintendent's decision. You will receive a copy of the final decision.

Prisoners assigned to Administrative Segregation Maximum will be reviewed every four months.

Prisoners assigned to Administrative Segregation will be seen thirty days after the initial hearing and every thirty days for as long as the offender remains in segregation.

For additional information regarding administrative segregation see policy 804.01: Special Management Prisoners/Administrative Segregation.

## **PAROLE BOARD**

The Parole Board meets approximately every three (3) months. Eligibility is confirmed by facility IPO's who will contact those who meet requirements. If you wish to appear before the Board at the next scheduled hearing you will be given a Parole Handbook, Application, and additional instructions. Your IPO will meet with you during the process to answer questions and make recommendations. Applicants will be given a copy of the completed Parole Packet at least one week prior to the hearing date.

For more information see policy 818. 09 Release, Preparation & Temporary Release: Parole

## **HOUSE ARREST ELECTRONIC MONITORING (EM)**

The House Arrest Program offers an alternative to incarceration for sentenced offenders who meet all requirements and are able to pay for the cost of the program.

EM placement will allow prisoners to obtain/maintain employment, treatment while being on continuous 24-hour electronic monitoring and supervision.

Individuals interested in applying may request an application packet from their Institutional Probation Officer; who will complete the packet and forward it to the EM Unit for review and approval.

For additional information see policy 818.15: House Arrest Electronic Monitoring.

## **COMMUNITY RESIDENTIAL CENTER PLACEMENT (CRC)**

All offenders will be screened for CRC eligibility within twenty-four hours of remand or arrest.

The facility Institutional Probation Officers will review case records and all available information sources to determine if you meet eligibility criteria. The CRC Checklist is utilized as part of the process for transfer to a CRC. Factors that are considered include your prior conviction history, institutional conduct, current offense(s), bail amount, and prior CRC placement success or failures. Individuals with a current offense or history of Arson, Escape from a State Facility, or Sex Offense are not eligible.

Types of placement available:

1. Confined Misdemeanant. Sentenced offenders may have history of violence.
2. Restitution Misdemeanant. Sentenced with no history of violence.
3. Unsented Misdemeanants. Only allowed to leave the CRC for court.
4. Confined Felon. Available at Anchorage, Bethel, Fairbanks only.
5. Restitution Felon. Sentenced with no history of violence.

Those who meet CRC eligibility will be transferred as beds become available. HMCC has no control over when a bed will open up. All candidates must pass a medical and mental health screening. Sentenced CRC candidates traditionally have sixty days or less remaining to serve. Individuals with more than ninety days to release will normally be considered for a Pre-Release Furlough.

## **PRE-RELEASE FURLOUGH**

A program which supervises sentenced offenders outside of a state correctional center.

Pre-Release furloughs assist sentenced offenders in their transition into the community by allowing further access to treatment, education, and employment. Prisoners who are Close or Maximum Custody, or Sex offenders who have not satisfactorily completed a DOC institutional Sex Offender Treatment Program are not eligible for furlough. Upon sentencing, if you have ninety days or less remaining to release, you are not eligible for furlough consideration.

As part of the OMP process, facility IPO's review sentenced prisoners to ensure that all criteria are met before starting the furlough process. The IPO will complete the Furlough Matrix and the Application /Agreement form and after meeting with you, will forward the packet to the approving authority. The facility Superintendent is the approving authority for offenders sentenced to one year or less who are Medium or Minimum custody.

Prisoners with more than one year remaining to release must have served at least one third of their sentence in addition to meeting all remaining requirements. Minimum custody offenders may be considered for a furlough up to thirty-six months to release, Medium custody must be within twenty four months of release. The completed packet will be forwarded to the facility Superintendent who may make a recommendation or comment prior to sending the packet to Central Classification for final approval. Central Classification may approve, disapprove, or add special conditions prior to notifying the institution of their decision. If the furlough is approved, you must accept the furlough as written. Refusal to sign will constitute refusal of the furlough.

If the furlough is denied, you may appeal the decision, through your IPO, to the Deputy Commissioner's office.

For additional information see policy 818.02: Release Preparation and Temporary Release

## **RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM**

The Residential Substance Abuse Treatment (RSAT) at HMCC is a six to nine month program for offenders who have struggled with alcohol or substance abuse and related life-style issues. RSAT uses the Therapeutic Community (TC) approach to treatment. TC's are a proven, evidence based program where SA Counselors and participants work together to develop self-awareness through individual treatment plans. The program is residential based in House 5.

Inmates interested in joining the RSAT Program may address a Request for Interview to the RSAT Supervisor or to P.O. Newton.

## **Intensive Out-Patient Substance Abuse Treatment**

The IOPSAT program is a 15 week intensive outpatient treatment program that meets in

House 5, Monday through Wednesday and on Friday from 8:15am until 10:30am. The groups meet for 15 weeks, Ten clinical groups per week with the counselor. The groups cover Substance Abuse, anger management, etc.

If an individual wants to participate in the program they send a cop-out to PO Newton and she will then forward a referral to the program director to have a screening completed. The screening will determine which program (RSAT or IOPSAT) is appropriate for the individual's needs. They will then be placed on a waiting list. The order of the waiting list is: court/parole board/furlough ordered go to the top of the list, then it goes by release date, once those have been exhausted then it will go by the unsentenced when they were screened.

## **Dual Diagnoses Program (DD)**

The D.D. program is a 20 week intensive outpatient treatment program that meets in House 5 Monday through Friday from 8:15am until 9:45am, then again at 12:45 pm until 2:15 p.m. The first two weeks are for orientation. The focus is on Mental Illness and Substance abuse.

If an individual wants to participate in the program they send a Request for Interview to Mental Health Clinician Shelly. She will then call the prisoner down and do an assessment to see if the prisoner meets program qualifications.

If prisoner meets qualifications Mental Health Clinician Shelly will forward the assessment to Dr Bamberg-Merritt. Dr. Bamberg-Merritt will do her own assessment to see if the prisoner will be accepted in the program. They will then be placed on the waiting list.

## **Transformational Living Community**

Transformational Living Community (TLC) is an intensive 12-18 month faith-based House 5 residential therapeutic community program within the prison setting focusing on the issues of addiction and life controlling problems that led to criminal behavior. The residents live together in a very positive, supportive, community environment and are expected to embrace high levels of personal accountability, responsibility, and commitment to change.

The TLC is a multi-phase program and is extremely peer driven. The areas of focus that are dealt with in the lives of the residents have to do with life-controlling problems such as sexual addiction, anger, substance abuse, criminal mentality, coping with incarceration, relationships, inner healing issues, moral and character

development and preparation for release. These issues are dealt with from a spiritual, faith-based and therapeutic perspective, integrating cognitive and behavior modification in the classes, seminars, community peer groups, mentoring, and individual counseling.

The foundation of the program is built on eleven core values. Every aspect of the program is designed to help the residents embrace and internalize truth, and to make the kind of changes that are necessary so that when they come back into the community they will be a person much better equipped for return to society.

Residents who successfully complete the program receive significant aftercare assistance when they return back to their community including job search and/or vocational training, transportation, clothing, emergency and transitional housing, social services assistance, finding a church community to be connected to, and an accountability support team.

Inmates can apply to TLC by receiving an application from TLC ambassadors each week in House 2, from their in house PO or they can request an application from the Chaplain's librarian downtown.

The application is then sent with a Request for Interview to the Chaplain of TLC or given to a TLC resident to be delivered to the TLC office.

## MEMORANDUM

***State of Alaska***

**DEPARTMENT OF CORRECTIONS**

Division of Institutions

**Hiland Mountain Correctional Center**

9101 Hesterberg Road Eagle River, Alaska 99577

**TO:** All Inmates  
HMCC

**DATE:** May 29<sup>th</sup>, 2013

**FROM:** Michael Giligan  
Superintendent

**SUBJECT:**  
Unacceptable Mail Form

HMCC

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The Department's general mail policy has been updated and is in effect as of February 1<sup>st</sup>, 2013. Some of the significant changes are outlined below. In addition to the Department's general policy changes, there will be changes made the HMCC mail policy that will address changes in procedures at Hiland Mountain.

**STATE OF ALASKA**  
**DEPARTMENT OF CORRECTIONS**  
**HILAND MOUNTAIN CORRECTIONAL CENTER**  
**NOTICE OF UNACCEPTABLE MAIL OR PARCEL**

TO: (PRISONER) \_\_\_\_\_ OBSCIS: \_\_\_\_\_

FROM: (SENDER) \_\_\_\_\_ DATE: \_\_\_\_\_

The below identified personal mail were read for contents, as authorized by P&P 810.03, Prisoner Mail/Publications/Packages, after scanning the contents it contained prohibited information's or items as indicated below:

- ☐ Contains plans or threats of physical harm or other criminal activity;
- ☐ Contains contraband, plans for sending contraband in to or out of the institution, or indicates other activities prohibited under 22 AAC 05.400, Prohibited Conduct For Prisoners;
- ☐ Is written in a code that the reader cannot understand;
- ☐ Shows frontal nudity. Frontal nudity includes either the exposed female breast(s) and/or the genitalia of either gender as defined in obscene 22 AAC 05.660 (22);
- ☐ Solicits gifts, money, credit, or contractual purchases without the approval of the Superintendent or designee;
- ☐ Contains information that, if communicated, would create a risk of mental or physical harm to a person;
- ☐ Contains material that could reasonably be expected to aid an escape, or incite or encourage any form of violence;
- ☐ Contains audio or video tapes;
- ☐ Contains publications, including magazines, books or newspapers that were not received directly from an approved vendor or publisher. \*Calendars/Journals are unacceptable\*;
- ☐ Contains tattoo magazines or material;
- ☐ No return address; If monies were enclosed, AMOUNT: \_\_\_\_\_ (will be frozen until release and mail placed in property);
- ☐ Is in violation of a Court order;
- ☐ Artwork/School work: crayon, marker, paint, white out, lead, colored pencils, tape, glue, stickers, ribbons, glitter, jewelry, sequins, fuzzy surface or heavy pen/pencil drawings or writing;
- ☐ Photos: contains more than 25, residue on photo, instant photo;
- ☐ Item that may be purchased through commissary – Blank cards, paper, envelopes, stamps, etc;
- ☐ Mail contained food, drink, blood, lipstick, dirt or other foreign substance or an envelope with fiber or bubble wrap padding;
- ☐ Has been banned for good reason following an individualized determination by the Department:

\_\_\_\_\_  
If you disagree with this determination, you may file a grievance within 15 days of receipt of this notice.

**You have 3 choices below and 30 days to respond** to this notice by submitting a commissary request for payment of postage and what actions you would like taken. **If you do not respond within the allowed time frame, the item will be disposed.**

- ☐ Pay for the item to be returned to sender at your cost. \_\_\_\_\_

SIGNATURE &amp; DATE

- ☐ Pay for the item to be sent to another address  
(Include address on commissary slip) at your cost.

SIGNATURE &amp; DATE

- ☐ Have the institution dispose at no cost to you.

SIGNATURE &amp; DATE

-ITEMS WILL NOT BE REMOVED FROM MAIL TO MAKE IT ACCEPTABLE-

ISSUED BY: \_\_\_\_\_

Prison or Dual Function Institutions (including designated living units for long-term prisoners)\*

**AUTHORIZED PROPERTY LIST**

Reason:	( ) Segregation	( ) Intake	
	( ) Hospital	( ) Escape	( ) Other:

Prisoners Name: \_\_\_\_\_

Offender Number: \_\_\_\_\_

Institution: \_\_\_\_\_

Property Box Number: \_\_\_\_\_

ITEM	AUTH	QUAN	ITEM	AUTH	QUAN	ITEM	AUTH	QUAN	ITEM	AUTH	QUAN
<b>CLOTHING &amp; LINEN</b>			Athlete's Foot Powder	1		Soap Dish - plastic	1		Magazine	5	
Belt	1		Blusher	1		Toothbrush	1		Newspaper	2	
Belt Buckle - 2" max	1		Brush - 6" max length	1		Toothpaste	1		Paper - notebook sheets	200	
Cap - knit (grey or orange)	1		"Care Free" activator	1		Toothbrush Tube	1		Paper Tablet	2	
Handkerchief - no red/blue	1		"Care Free" moisturizer	1		<b>APPLIANCES &amp; ACCESSORIES</b>			Paper Tablet - Legal	2	
Jacket (light)	1		Comb - Plastic	1		Battery Charger	1		Pencil - wood	6	
Jacket (heavy)	1		Contact lens solution	1		Battery - dry cell	6		Personal Letters	20	
Shirts/Blouses	5		Contact disinfecting solution	1		Calculator, pocket (non-electric)	1		Photo Album - no metal	2	
Shoes personal-work/dress	2		Contact lens daily cleaner	1		Clock	1		Photos - loose	25	
Shoes institutional	1		Dental Floss - unwaxed/PIX	1		Curling Iron	1		Postage Stamps	25	
Shoes shower (thong)	1		Deodorant	1		Fan - 1" to 12" plastic blades	1		Sketch Pad - 9" x 12"	1	
Shorts (Gym)	1		Denture Cream	1		Hair Dryer	1		Writing Tablet - letter	2	
Socks - pair	5		Eyeliners pencil (women only)	1		Headphones - pair	1				
Gloves (Cotton)	2		Eye Shadow (women only)	1		Media Discs	10		<b>JEWELRY &amp; PERSONAL ACCESSORIES</b>		
Sweat Suit - shorts/pants/shirt	1		Eye wash	1		Musical Instrument	**		Bible/Koran	1	
Thermal Underwear - Top/Bottom	2		Hair Dressing	1		Radio, MP3 player - 1 each	2		Cup/Mug - plastic 12 oz.	1	
Trousers/pants - no khaki or grey	3		Hair Spray - no aerosol	1		Reading Lamp	1		Ear Rings (Females)	1 pr	
Undershirts/T-shirts	5		Hair Tie	5		Typewriter - without memory	**		Hangers - plastic	10	
Undershorts/panties	5		Hair pick - plastic	1		<b>PHASE III ONLY</b>			Plastic Bowl - with lid	2	
Bras	2		Razor - disposable	5		TV - up to 13" with remote no	**		Spork	1	
Towels	1		Magic Shave	1		VCR/DVD			Religious Medallion/Necklace	1	
Wash Cloth	1		Mirror - plastic handle	1		<b>STATIONARY</b>			Ring - wedding (no stones)	1	
Robe	1		Mouthwash - non alcoholic	1		Address Book	1		Watch	1	
<b>REC &amp; ENTERTAINMENT</b>			Nail Clipper - no file	1		Book - paperback	5		<b>MEDICAL ITEMS</b>		
Athletic Supporter	1		Plastic Hair Bags	2		Colored Pencil set (10)	1		Contacts - with case	1	
Board games	2		Poli-Grip - denture cream	1		Dictionary - pocket	1		Dentures - with case	1	
Chess Set	1		Remover - makeup	1		Educational Material	**		Eyeglasses - with case	**	
Cards (deck)	1		Sanitary Napkin/Tampons - box	**		Envelopes - large	10		Other	**	
Ping Pong Ball	**		Shampoo/Conditioner	1		Envelopes - pack (50 ct.)	1		Prosthetics	**	
Hand Ball	**		Shaving Cream	1		Expandable File	1				
<b>HYGIENE ITEMS, ETC.</b>			Skin Cream/Oil	1		File Folders	10				
Air Freshener, solid	1		Soap - bar	1							

1. \*\* Indicates quantities as required, prescribed or permitted by Medical or approved by the Superintendent
2. **Food/Drink items:** Open or perishable food items will not be transported, transferred or stored.
3. Personal property must fit in one institutional property box, unless otherwise approved by the Superintendent.
4. Superintendents may limit the amount and type of personal property to meet institutional needs.

Officer (sign) \_\_\_\_\_ personally inventoried the above list on (date) \_\_\_\_\_

Prisoner (sign) \_\_\_\_\_ has checked all personal property items and agrees that all items belong to





Activity		0000	0030	0100	0130	0200	0230	0300	0330	0400	0430	0500	0530		0700	0730	0800	0830		0930	1000	1030
Lockdown/Open Mov.		LOCKDOWN													Brkfst	Brkfst						
Security Shift		Night Shift																				
8 Hour Shift																						
8 Hour Shift																						
Inmate Counts																						
Special Movements																						
	Kitchen Workers																					
Dining																						
Visiting																						
Education																						
	Vocational Education																					
	Technical Education																					
	GED																					
Religious																						
	TLC																					
	God behind Bars																					
	MentorNet																					
	General Church Srv																					Sunday
	Protestant Srv																					
	Catholic Srv																					
	Orthodox Srv																					Friday
	Buddhist Srv																					
	Jehovah's Witness																					
	House 5 Bible Study																					
	Lighthouse																					
	Hispanic Study																					
	Anchorage City Church																					
	HMCC TLC Program																					
	Turning Point Community																					
	Crossroads																					
	Mary Magdalene																					
	Mom's Touch																					
	Bible Study																					
	Kairos																					
	Anchorage Church Christ																					
	Faith Wing																					
Programs																						
	RSAT																					
	LSAT																					
	SOTP																					
Recreation																						
	Gymnasiums																					
	Outdoor Rec Yards																					
Work																						
	Food Service																					
	Maintenance																					
	House Laundry																					
	Custodians																					
	Sewing																					
	Greenhouse																					
	Law Library																					
	Phone Runners																					
	Orientation Assts																					
	Hobbycraft																					
	Institutional Laundry																					
	Floor Crew																					
	Diabetic Testing																					
Health Care																						
	Med Times																					
	Triage																					





Activity		0000	0030	0100	0130	0200	0230	0300	0330	0400	0430	0500	0530	0600	0630	0700	0800	0830	0900	0930	000	1030	
Other	Mental Health ST																						
	Municipal Appts																Every Thursday						
	House Meds																Every other Wednesday						
	Dental Appts																Every other Wednesday						
	Segregation Meds																						
	Mail																						
	Commissary																						
	Dog																Wednesday						
	Animal Shelter																						
	House Orientation																						
Mental Health	Meals																						
	Gym																						
	Free Time																						
	Showers																						
	News Group																						
	Journal Group Assign																						
	Healthy Living																						
	MHU Group																						
	Hope Wing Group																						
	Current Events Group																						
House 2	Anger Management																						
	Meds																						
	Points/L1 Lockdown																						
	Lockdown																						
	Meals																						
	Law Library																						
	Medline																						
	Inspection																						
	Phone																						
	Secure Visiting																						
House 2	Recreation																						



