

ARIZONA DEPARTMENT OF CORRECTIONS

Arizona State Prison - Perryville

Warden R. Lee

DWOP L. Pyle

Inmate Handbook

Revised 04/08/19

INTRODUCTION

You have been assigned to the Arizona State Prison Complex – Perryville.

The Perryville Prison Complex houses all custody levels of female offenders and is comprised of seven units. While the principal goal of Arizona Department of Corrections (A.D.C.) is to maintain the safe and secure confinement of Arizona's inmates, the emphasis at the Perryville Complex is to provide a setting which supports and encourages your successful reintegration into society by:

Encouraging educational development
Providing positive and productive work programs
Offering a variety of programming opportunities
Addressing issues that may have led to your incarceration

Complex Security	–	Complex Watch Area
San Carlos Unit	–	Minimum custody
Santa Rosa Unit	–	Minimum custody
Piestewa Unit	–	Minimum custody (2 nd Chance Center)
San Pedro Unit	–	Minimum custody (including WIR)
Santa Maria Unit	–	Medium custody (including WTU, Detention, Reception Center)
Santa Cruz Unit	–	Medium and Close custody
Brent Lumley Unit	–	Close and medium custody (including, MHW overflow, WBHU, and IPC)

You are expected to cooperate fully with staff at all times. **Specifically**, you are expected to:

- Follow and obey all rules, laws, orders and procedures.
- Obey orders as given by staff.
- Respect staff.
- Respect other inmates and their property.
- Maintain cleanliness of housing area, yard and personal hygiene

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There are several other sources of information, in addition to the Department Order Manual and this Inmate Handbook. These include inmate bulletin boards, located in each of the Housing Units; an electronic bulletin board broadcast continuously on CCTV; announcements made over the public address system, and Correctional Officers.

By helping you understand what to expect, and what is expected of you, we hope your transition to Perryville will be as smooth and trouble-free as possible. To this end, we offer this handbook as a guide and as a guide only.

YARD HOURS/MOVEMENT CONTROL

D.O. 701. Inmate Accountability System

Daily Schedule

The following table lists general events that occur every day and affect everyone. Information about other activities, including days and times, is provided in separate sections of this handbook. All times are approximate and are subject to change.

Weekday & Weekends	
0400	Formal Count
1100	Formal Count
1600	Formal Count
2030	Formal Count
2300	Formal Count
2400-0300	Informal Counts
Yard closure for the evening is 2000 hours	

Passes

On some units, passes are issued to notify inmates of scheduled appointments or destination, such as classification or medical, or to authorize an inmate to be in an area that is otherwise restricted. A pass is issued to inmates that are on a "master pass" or "turnout sheet" for some specific group, class, or work crew that "turns out" at a specific day and time. A pass is issued when you have something to attend to outside of your daily routine. A pass is considered a direct order. Inmates who fail to comply are subject to disciplinary action. Passes are obtained from Programs. A "pass" may be needed for admittance in such areas as Operations, Programs, Administration, Medical and Mail / Property.

Restricted Areas are sometimes designated by Red Lines.

Count Procedures

At regular intervals every day, and at any other time deemed necessary, every inmate must be accounted for. Unless you are on an "out count", such as for work or program activities, you must be in your assigned housing area with your ID card clearly displayed. During count periods, your ID card must be placed in your cell window for face to ID verification. Movement is not allowed while count is in progress.

Special Counts

In addition to scheduled counts, special counts may be called for at any time. In such cases, you will be informed and told what to do, usually, to return to your housing area and stand by for count.

Fire Evacuation Procedures

Evacuation procedures are posted on the walls in each building. Follow the instructions on the diagrams, or other instructions given by staff.

Restricted Areas

Except when specifically authorized by staff, inmates are forbidden to be in any of the following areas:

- Control rooms
- Porter or chase closets
- All offices and administration buildings
- Within 15 feet of any interior perimeter fence
- Any area designated by a red line

"Inmate Letter" forms (916-1) may be obtained from your assigned CO III or Housing Unit Officer. Inmates must use this form when writing to staff. No other forms of written correspondence will be accepted.

Each inmate letter may describe only one issue and this one issue must be described within the space provided. No continuations or attachments are allowed. Any additional documentation you may have in support of a claim may be listed, but should not be included or attached. If the receiving staff member wants or needs to see your paperwork, they will inform you of such and tell you how to provide it.

You can send an inmate letter to anyone. "No staff member will intercept, stop, destroy, delay or otherwise attempt to interfere with staff/inmate correspondence." (D.O. 916, section 916.03, paragraph 1.5). However, you must follow the chain of command and try to resolve your problems at the lowest level possible. Do not send inmate letters on the same issue to multiple staff – they will be returned. Please do not send an inmate letter to the complex Warden about a problem unless you have already tried to resolve the problem at the unit level. You must follow the unit chain of command to resolve your issues. When writing an inmate letter to the Complex Warden, you must include documentation (inmate letters and responses) that indicate you made every effort to resolve your issue at the unit level.

The receiving staff member shall review the inmate letter and shall respond to the inmate using the inmate letter response within 20 working days from receipt of the inmate letter. If staff determines that the issue addressed in the inmate letter is an emergency, the response shall be made within 24 hours from receipt of the inmate letter.

CORRECTIONAL OFFICER III'S (COIII'S)

You will be assigned to the case load of a CO III located on your housing unit. They are available to assist you on a wide range of questions or issues. If the CO III's can't resolve the issue themselves, they will direct you to the appropriate staff member or department.

CO III's case load assignments are based on housing unit assignment or by ADC number. DO NOT seek assistance from COIII's you are not assigned to.

To see your COIII, refer to the office hours posted on each CO III's window or bulletin board. Office hours may vary.

INMATE DISCIPLINE SYSTEM

D.O. 803 Inmate Discipline System

Inmates are expected to comply with all rules and orders of the Arizona Department of Corrections and its staff. Inmates who break these rules are subject to formal and informal disciplinary action. It is your responsibility to know the rules and follow them.

Inmates are encouraged to review D.O. 803, Inmate Discipline System, thoroughly which is available in the unit Resource Center.

D.O. 803, Inmate Discipline System, is located in the system of written instruction. Attachment A of this D.O. is the "Inmate Disciplinary Penalties and Violations" chart. It lists all of the specific charges for which you can be written up and the potential penalties for each class of offense.

A good rule of thumb to go by is, if you're not sure whether you can do something, don't, until you ask a staff member. Ask a staff member, especially if you're new to the system.

If you do receive a write-up, there are four (4) steps in the process, depending on the class of the offense and the disposition. The third and fourth steps may not apply in all cases. But generally, the four steps of the disciplinary process are:

Notification. Within 24 hours of the time that a staff member has reason to suspect you have violated a rule, you will be informed verbally that you are "on report." This may or may not be done by the staff member who is actually writing you up.

Delivery of Charge. Often thought of as a kind of "preliminary charge hearing," the Disciplinary Coordinator will call you in and formally deliver the write-up to you. The Coordinator will make sure that you understand the charge against

At this point, the coordinator may determine:

- That the charge should be dismissed;
- That it should be resolved informally;
- That it should be handled as a misdemeanor violation, in which case penalties will be determined and imposed;
- That it should be referred to the Disciplinary Hearing Officer (DHO) as a felony violation.

Felony reports must be delivered no later than 48 hours before the date of a scheduled disciplinary hearing (step 3, below), and the disciplinary hearing must be held no later than 7 workdays from the time the disciplinary report is initially filed, unless a postponement is granted.

Disciplinary Hearing. All felony violations must be referred to the Disciplinary Hearing Officer (DHO), and considered at a disciplinary hearing. You will be given an opportunity to tell your side of the story, to plead guilty or not guilty, to call witnesses (although you are not allowed to question them directly. Instead, you will write down the questions you want to have asked, and if the DHO determines that they are appropriate and relevant, the DHO will actually present the questions).

If the coordinator determines that the disciplinary ticket should be handled as a "felony," an investigation process will be initiated. The coordinator will ask for your side of the story and give you an opportunity to call witnesses to support your claims. The coordinator may interview the staff member who wrote the report, and any other person that may be able to provide pertinent information.

The DHO may:

- Dismiss the charge;
- Find you not guilty;
- Find you guilty and impose penalties.

1. **Appeals.** Specific procedures for appeals depend on whether you were found guilty of a "misdemeanor" or a "felony." If the Disciplinary Coordinator finds you guilty of a misdemeanor, you may appeal to the DHO, whose decision is final. If the DHO found you guilty of a "felony," you may appeal to the unit Deputy Warden, and if necessary, to the Director, whose decision is final.

You will be provided with specific information regarding appeals by the coordinator or DHO.

For complete information, see D.O. 803, Inmate Discipline System.

Again, if you get a write-up and are unable to understand the inmate discipline system, or feel that you need help, staff assistance is available. Inmate legal representatives are not authorized.

SEXUAL ABUSE AND SEXUAL HARASSMENT REPORTING AND PRISON RAPE ELIMINATION ACT for Complete Information, see D.O. 125

PURPOSE

The Department has zero tolerance for sexual contact of any kind with inmates and offenders including sexual harassment, conduct, assault and/or contact, by inmates, staff, contractors, volunteers and others. This Department Order establishes the standards and accountability measures to prevent such conduct, regardless of location and to respond appropriately should a sexual conduct occur. This process includes meeting the medical and psychological needs of the victims. Allegations of sexual conduct shall be investigated and as warranted, result in disciplinary action and/or criminal prosecution. This Department Order complies with the Prison Rape Elimination Act (PREA) of 2003, 42 U.S.C.A. 15601 through 15609. For other information relating to inmate and staff sexual conduct see Department Order #601, Administrative Investigations and Employee Discipline, and Arizona Revised Statute (A.R.S.) § 13-1401 et al.

References to health care professional (i.e., Health Services, Mental Health Services, and Dental Services) are referring to the Health Services Contractor or their sub-contractors unless otherwise stated.

- ❖ Sexual contact between an inmate and staff,
- ❖ Unnecessary physical contact between inmate and staff, including hugs or kisses.
- ❖ Staff's viewing of an inmate, without a legitimate security interest, while the inmate is using the toilet, showering or dressing,
- ❖ Language of a sexual nature, off-color jokes, gestures,
- ❖ Inappropriate comments about personal appearance, and
- ❖ Unprofessional conduct, including over-familiarity, favoritism, gift exchanges, writing personal letters between staff and inmate, improper comments, discussion of personal matters, and all other acts prohibited by ADC policy.

HOW CAN YOU AVOID INAPPROPRIATE STAFF/INMATE OR INMATE/INMATE RELATIONSHIPS?

Maintain Professional Distance

- ❖ Carry yourself in an appropriate manner at all times. Focus your behavior on your duties and assignments. Do not become overly familiar with any particular staff member.
- ❖ Refer to staff as Officer, Mr. or Ms. or appropriate professional title. Do not call staff by their first names. Staff should refer to you as "inmate, and inmate's last name."
- ❖ Policy prohibits a male staff member to be alone with a female inmate in a secluded area unless authorized (i.e., medical, counseling visits) or absolutely necessary. The male staff member must report the one-on-one situation to his supervisor for monitoring.

Follow the Rules

- ❖ Do not solicit or accept gifts or favors from other inmates or staff. This is prohibited by the rules of discipline.
- ❖ Do not accept an offer from another inmate to provide you protection.
- ❖ Only dress in designated areas. Use clothing and towels to maintain your privacy. Be aware of the time and place for dressing, showering and using the toilet. This information varies among housing units and can be found in the Unit Handbook. Male officers will announce their presence only when entering an area that you are allowed to be in a state of undress. If a security concern exists, officers will **NOT** announce their presence. Remember, privacy is your responsibility too!

Do not intentionally expose yourself to staff ("flashing").

- ❖ The disciplinary rule regarding indecent exposure will be enforced if you intentionally expose yourself.

WHAT HAPPENS IF...?

Reporting

- ❖ Report inappropriate staff/inmate or inmate/inmate behavior immediately. All efforts will be made to insure confidentiality and no retaliation against the reporting inmate or any other inmates or staff.
- ❖ Inmates may report staff sexual misconduct and/or staff sexual harassment and inmate on inmate sexual assaults as follows:
- ❖ Inmate Letter, Form 916-1. (Attachment A),
- ❖ Official correspondence through the United States (US) mail. (Per DO 125 Attachment A)
- ❖ PREA Hotline (DO125 Attachment B) – When an inmate leaves a message on the PREA Hotline (contracted inmate phone system), designated staff members in the Inspector General Bureau will receive an email alerting them a message was left.
- ❖ Third Party Reporting through Constituent Services
- ❖ **If you have been involved in an inappropriate sexual relationship, you may seek counseling and/or advice from a mental health specialist. Tell the person whom you are reporting to that you would like to speak to a mental health professional or complete a Health Needs Request. You may also request the assistance of an ADC employee who has received specialized training for sexual abuse victim crisis advocacy.**

Investigative Procedure

- ❖ When an incident is reported, you will most likely speak with the Deputy Warden, or investigative staff.
- ❖ The incident may be classified as an administrative or criminal investigation. Criminal investigations are initiated when Arizona State Law may have been violated. Sexual Misconduct is a violation of Arizona Revised Statute (A.R.S.) 13-1419.
- ❖ In some cases, an investigative placement may be necessary for involved or reporting inmates.
- ❖ It is not punitive; rather, it is a necessary step to protect you or others and to conduct a thorough investigation. All effort will be made to make the placement as brief as possible.

The Arizona Department of Corrections does not tolerate inmates or staff presenting false or misleading information or lying during investigations.

WHAT IS THE LAW?

other inmates is a violation of ADC policy. There is no such thing as consensual sex in prison.

SPECIFICS FOR PERRYVILLE

Department Order #125, Sexual Offense Reporting is available in the Inmate Resource Center for review. This DO addresses the following:

- Definition of inappropriate staff/inmate relationships, staff on inmate sexual abuse and harassment, inmate on inmate sexual abuse and sexual harassment.
- Reporting inappropriate staff/inmate relationships and inmate on inmate sexual abuse and sexual harassment.
- How the interview/investigations/case reviews are conducted.

We have implemented the "knock and announce" for male officers entering inmate housing units (cell) and the shower area and the visitation area during strip searches. Absent exigent circumstances and reasonable suspicion of unauthorized activity/rule violations, male staff members, as a courtesy, will verbally announce their presence in the above mentioned areas. The male staff will momentarily pause after announcing their presence and then proceed with their duties.

*Note: Male staff will announce their presence when entering housing units 24 hours per day.

For clarification, the following guidelines are listed for inmates to dress/undress:

- Inmates may not dress/undress during inmate counts.
- Inmates authorized to dress in their cells should always face the wall in the back of the living area in order to minimize the potential for being seen in a state of undress.
- Inmates who choose to apply lotion to their body may do so, using modesty, i.e., apply the lotion while in the shower stall or if in the living area, with robe, undergarments or other covering on.
- Inmates are required to wear pajamas, robe or other outer garments when in the living area. When going to the shower or coming out of the shower inmates must wear shorts, sweat pants or pants and shirt.

Privacy curtains have been installed in the shower areas. These curtains provide additional area for inmates to dress/undress or practice other personal hygiene. The curtains remain open when not in use.

An inmate who is sexually assaulted shall immediately notify staff that a sexual assault has occurred. Inmates who observe, are involved in, or have knowledge of a sexual assault, shall immediately notify staff. Any sexual contact between inmates is strictly prohibited. There is no consensual sex between inmates.

Inmates have the right to not be retaliated against by staff or inmates for reporting sexual abuse or sexual harassment and for cooperating in an investigation of sexual abuse or sexual harassment. Selected staff will follow up and monitor victims of sexual abuse and sexual harassment, inmates who reported sexual abuse and sexual harassment, and inmates who cooperated in an investigation of sexual abuse and sexual harassment. These staff will implement corrective action if retaliation occurs to prevent it from continuing.

INMATE GRIEVANCE SYSTEM

D.O. 802, Inmate Grievance System

PURPOSE

The Department provides inmates with access to an Inmate Grievance Procedure to provide opportunity for informal resolution and a formal review of an issue impacting conditions of confinement or institutional life which personally affect the inmate grievant. This Department Order provides timely, administrative remedies to inmate complaints that might otherwise unnecessarily burden the courts.

Sexual Offense Grievances

Refer to D.O. 802 for specific procedures of filing a grievance under the DOJ PREA Standards.

To fully understand your rights and obligations under the Inmate Grievance System, you should thoroughly review D.O. 802, Inmate Grievance System.

INMATE CLASSIFICATION

D.O. 801, Inmate Classification and the Classification Operating Manual

Reception

men and women. Men are admitted to the department at the Yuma Reception and Treatment Center. Women are admitted at the Arizona State Prison Complex-Perryville. Female juvenile inmates tried and convicted in adult court, which have not reached 18 years of age, are admitted at the Arizona State Prison Complex-Perryville.

Classification Overview

Inmates will be initially classified at the intake and reception assessment centers of the Arizona Department of Corrections. They will be reclassified when there is a significant change in the inmate's status, such as sentence reduction by the court, additional sentences, change in release eligibility or any other event driven criteria.

The initial and reclassifications will determine custody level. At each initial and reclassification review the inmate will be classified on the internal risk custody.

Assessment

Each inmate is assigned a classification officer (COIII) to oversee the inmates' initial adjustment to the department. This is to provide the inmate with access to available services, and to perform the initial assessment for the initial custody placement, internal risk and institutional assessment. This assessment consists of an in-depth interview with the inmate, and a detailed evaluation of court documents and information acquired from other agencies concerning the inmates' background and criminal history. This information allows the COIII to make a sound correctional decision as to what the inmates' custody level should be.

Custody Levels Descriptions

Minimum:	Custody is low risk to the public of escapes or committing violence while outside the prison perimeter, including community work crews. Minimum custody inmates must be within five (5) years of their earliest release date, does not have a current sex offense listed in the classification manual and does not have a felony detainer.
Medium:	Custody is moderate risk to the public of escapes. These inmates may work outside the unit if inside the secured complex perimeter.
Close:	Custody is inmates who are a high risk to the public of escapes or committing violence and requires housing in a secure setting. These inmates may not work in an outside assignment and require controlled movement within the facility.

WORK ASSIGNMENTS

D.O. 903, Inmate Work Activities

PURPOSE

This Department Order establishes criteria and procedures that ensure the lawful, safe and secure operation of Department and inmate work programs, in accordance with sound correctional practice. This Department Order further establishes consistent administration of the Work Incentive Pay Plan (WIPP). Additionally, it assists inmates to prepare for re-entry by acquiring skills including literacy, employability and sobriety. Work opportunities are provided in settings as much like the real world as possible to provide inmates with every opportunity to practically apply newly acquired skills throughout their incarceration.

EDUCATION

D.O. 910 Education

PURPOSE

This Department Order establishes programs which offer eligible inmates access to resources for educational advancement emphasizing academic outcomes and program completion. To this end, the Department provides appropriate programs, accommodations, and services to eligible inmates. Information on Inmate Special Education can be found in Department Order #920, Inmate Special Education Services.

INMATE HEALTH SERVICES

D.O. 1101, Inmate Access to Health Care, DO 1102, Communicable Disease and Infection Control, DO 1103, Inmate Mental Health Care, Treatment and Programs and DO 1104, Inmate Health Record.

PURPOSE

This Department Order requires inmates to be provided opportunities for reasonable and appropriate access to medical, mental health, and dental health care at reasonable fees. The Department Order also requires appropriate and uninterrupted health care be provided to inmates with chronic health conditions. Security, program, transportation and Health Services staff cooperate and coordinate their activities to provide scheduled and emergency health care.

References to health care professionals (i.e., Health Services (medical), Mental Health Services, and Dental Services) are referring to the Health Services Contractors and their sub-contractors unless otherwise stated.

RESPONSIBILITY

The Assistant Director for the Arizona Department of Corrections (ADC) Health Services Contract Monitoring Bureau shall hold the Contractor providing Health Services accountable to ensure all inmates are provided access to scheduled and emergency (as needed) health care, and are not refused health care treatment due to financial reasons.

Health care shall be delivered through a joint effort of Health Services and Offender Operations staff. Health Services staff are subject to the same security regulations as other Department employees. Clinical decisions and actions regarding health care services provided to inmates are the sole responsibility of qualified health care professionals.

Wardens, Deputy Wardens and Administrators are responsible for ensuring that security/transportation staff transports inmates for scheduled and emergency health care, and for ensuring that an appropriate security escort is provided when inmates are transported by ambulance.

The ADC Financial Services Bureau Administrator is responsible for providing a quarterly report relating to health care fees assessed to inmates to the Director and the ADC Assistant Director for Health Services Contract Monitoring Bureau.

APPLICABILITY

This Department Order applies to medical, mental health and dental health care services provided for inmates. For additional information concerning inmate health care functions, programs and controls, refer to the following Department Orders and NCCHC Standards:

- #108, Americans with Disabilities Act (ADA) Compliance
- #810, Management of LGBTI Inmates
- #1102, Communicable Disease and Infection Control
- #1103, Inmate Mental Health Care, Treatment and Programs
- #1104, Inmate Medical Records
- #1105, Inmate Mortality Review
- National Commission on Correctional Health Care (NCCHC) Standards for Health Services in Prisons

1101.01	GUIDELINES
1101.02	CHARGING.....
1101.03	APPOINTMENTS
1101.04	OUTSIDE SPECIALTY CARE CLINICAL APPOINTMENTS
1101.05	DETENTION
1101.06	EMERGENCIES
1101.07	CHRONIC ILLNESSES
1101.08	EXTRAORDINARY LIFE SUPPORT MEASURES.....
1101.09	TERMINAL ILLNESSES
1101.10	DENTAL SERVICES
1101.11	REFUSAL OF TREATMENT
1101.12	INMATE HUNGER STRIKES.....
1101.13	PRESCRIPTIONS

BEHAVIORAL PROGRAMS

Inmate Programs

A number of programs are available to help you address substance abuse problems and other social and emotional needs. Programs are offered in both group and self-study formats. Periodic, short term programs are also offered from time to time.

Programs available at Perryville include:

Mandatory Group Programs

- Inmate programs facilitated by CO III's.
- Re-Entry Program
- Cognitive Restructuring

Volunteer Support Groups / Religious Groups

Various short term programs are offered through Mental Health Services, and are changed on a regular basis.

For the most current information on the programs available and how to get started in them, see the unit bulletin boards or see your CO III.

SMOKING AND TOBACCO REGULATIONS

DO 108, Smoking and Tobacco Regulations

Smoking is not allowed inside any building, including inmate housing areas. Smoking is also prohibited near entrances to buildings. You must be 20 feet away from any entrance and smoke only in authorized areas. There will be no warnings.

HOUSING REGULATIONS

D.O. 704 Inmate Regulations

General Housing Rules

Permission shall not be given to allow an inmate from one housing unit to visit an inmate on another housing unit. This will be rigidly enforced and disciplinary action will be taken if you are found to be in an unauthorized area. No visiting in another inmate's cell. You may visit inmates from your housing area in the outside recreation area, only. Please refer to your unit's specific guidelines for further details.

Movement Requests

Voluntary changes of units are not allowed at Perryville

INMATE REGULATIONS

D.O. 704, Inmate Regulations

PURPOSE

This Department Order provides consistent and uniform directions in reference to inmate regulations within the institution.

At times athletic shorts, sweat pants, and other approved recreational items may be worn. Shirts must be tucked in unless actively participating in a sport activity; i.e., softball, volleyball, or PAR Course. However, you must still have your ID card on you; your hair must be in compliance. Thermal clothing must not be visible.

Grooming

You must be in full compliance when entering the dining hall, medical, programs building or administration area unless a medical waiver applies. Hair may not cover the eyes or ears. If it is long enough to touch your shoulders, it must be

You must be in full compliance when reporting for all jobs to include housing unit porter.

Identification (ID) Cards

You must have your ID card with you at all times when you are outside of your housing area. When full compliance or state-issue dress is required, your ID card must be visible at all times.

VISITATION

D.O. 911, Inmate Visitation

PURPOSE

This Department Order establishes procedures authorizing family members and others to visit inmates for the purpose of maintaining family and community ties.

Please refer to Department Order 911 for Visitation Application Process, Visitation Process, Searches, Non-Contact Visit, special Circumstance Visitation, Suspension of Visitation, Security Requirements, Visitation Privileges.

INMATE PHONE CALLS

D.O. 915, Inmate Phone Calls

915.03 SPECIAL CIRCUMSTANCE CALLS

1.1 Emergency Calls

1.1.1 The Department shall not pay, reimburse or be responsible for the placement of inmate emergency calls, unless otherwise approved by the Deputy Warden or designee.

1.1.2 Institution staff shall follow the Post Order(s) for scheduling and placing approved emergency calls.

1.2 Legal Calls - Inmates shall request legal calls in accordance with Department Order #902, Inmate Legal Access to the Courts.

INMATE MAIL

D.O. 909, Inmate Mail/Property

Outgoing Mail

All outgoing mail MUST have your return address on it, in the required format. This required format must include the words "Arizona State Prison," which must be written out in full (no abbreviations). Your return address is:

Inmate Name, # 999999
Arizona State Prison Complex -- Perryville
(Again, spell it out. No abbreviations)
Your Unit and Housing Location
P.O. Box XXXX
Goodyear AZ, 85338

Note: the XXXX in the PO Box depends on the unit you are assigned.

Complex & CDU	3000
San Pedro	3100
Santa Cruz	3200
Lumley	3300

Santa Rosa	3500
Piestewa	3600
San Carlos	3700

Indigent Mail

Indigent mail supplies are ordered from Inmate Store.

Legal mail is sent out by the unit Mail Office. Contact your COIII for the procedures at your unit.

For information on applying for indigent status, see "Indigent Supplies – Health & Welfare.

Location of Mail Box and Collection Times

Put outgoing mail in the mail box, which is located on your yard. Mail is collected from this box daily, Monday through Friday.

Publications, such as magazines and newspapers, are allowed. However, they must be sent directly from the publisher or commercial retailer. Also, publications will not be allowed if they contain material deemed to be a threat to security (such as instructions for making homemade weapons, explosives or drugs), or material which is obscene, as defined by A.R.S. '13-3501.

Inter-relation Mail

You may correspond with immediate family members who are incarcerated, provided that prior approval is granted by both institutions. To apply, see your CO III.

Subject to Search

All outgoing mail is subject to search

INMATE PROPERTY

D.O. 909, Inmate Mail/Property

PURPOSE

This Department Order establishes the controls for property belonging to inmates. Inmates are authorized to have in their possession property items that do not threaten institutional order, safety, or security.

INDIGENT SUPPLIES – HEALTH & WELFARE

D.O. 905, Inmate Banking System

Inmates whose spendable account balance, including deposits made during the previous 30 days, does not exceed \$12.00, are eligible for health and welfare indigent status. To apply for indigent status, see your CO III.

INMATE STORE

D.O. 914, Inmate Stores

You may go to the store once each week. Your store day depends on your housing location:

Ice

To buy ice, you first order ice tickets on your store day. "Ice call" times shall be designated by the unit. When "ice call" is announced, go to the ice machines to redeem your ice ticket for a bag of ice. Do not trade or barter with your ice tickets. Pick up your own ice.

Accountable Property

Items such as sweat shirts, headphones or a T.V. are considered "accountable property." You may not possess these items in excess of what is authorized by DO 909. Furthermore, when purchased from the inmate store, they must be processed through Inmate Mail & Property.

INMATE ACCOUNTS

D.O. 905, Inmate Banking/Money System

PURPOSE

This Department Order establishes procedures for the Arizona Department of Corrections (Department) to act as a fiduciary for all inmate monetary transactions. These include procedures for Inmate Funds, Discharge Funds, Health and Welfare Indigent allowances, and deductions from inmate wages and mail money.

INMATE RESOURCE CENTER

D.O. 910, Inmate Resource Center Services

PURPOSE

This Department Order establishes programs which offer eligible inmates access to resources for educational advancement emphasizing academic outcomes and program completion. To this end, the Department provides appropriate programs, accommodations, and services to eligible inmates. Information on Inmate Special Education can be found in Department Order #920, Inmate Special Education Services.

ACCESS TO THE COURTS

D.O. 902, Inmate Legal Access to the Courts

PURPOSE

The Department of Corrections ensures all inmates have direct access to the courts in all legal claims involving direct appeals from the conviction for which they are incarcerated, habeas petitions, civil rights actions, or conditions of confinement. The Department facilitates this access by making forms and specific legal assistance available to the inmate population. The system is designed to maximize inmates' opportunity to present legal claims pertaining to the aforementioned legal claims to the State or Federal court, in a quick, efficient manner, with no barriers. This Department Order establishes the process to be used by inmates for gaining access to the courts and also describes the role of all parties involved. This Department Order sets forth all affirmative steps the Department shall take to assist inmates in obtaining access to the courts. This process does not affect the inmates' ability to independently pursue actions on their own or to obtain outside counsel to represent them.

RELIGIOUS ACTIVITIES/OBSERVANCES

D.O. 904, Inmate Religious Activities

PURPOSE

The purpose of this Department Order is to ensure inmates are allowed to participate in religious activities, have access to religious materials, religious diets and other legitimate aspects of their faith and, if approved, may marry in accordance with state law.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

DO 108. Americans with Disabilities Act (ADA) Compliance

The Arizona Department of Corrections does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or processes. For complete details on ADC's ADA compliance, see the handout, "Americans with Disabilities Act (ADA) Notice."

Persons with a disability may request reasonable accommodation, such as a sign language interpreter, by contacting the department. Requests should be made as early as possible to allow time to arrange the accommodation.

PROTECTIVE SEGREGATION

PURPOSE

This Department Order establishes procedures for identifying and safeguarding inmates with legitimate protection needs. While careful classification, appropriate security measures, and preliminary screening for alternate management strategies can serve to reduce the number of such cases, some inmates still require segregation from the general prison population. The methods for accomplishing this goal are comprehensive, professionally executed and legally sound. Public and institutional safety concerns are always the governing elements for staff as they manage these cases.

References to health care professional (i.e., Health Services, Mental Health Services, and Dental Services) are referring to the Health Services Contractor or their sub-contractors unless otherwise stated.

EARNED INCENTIVE PROGRAM

D.O. 809 Earned Incentive Program

PURPOSE

This Department Order establishes a three-phase system of graduated earned incentives and sanctions to assist inmates in learning and sustaining a responsible, pro-social lifestyle and incorporate ethics and values into their everyday lives. This system communicates the Department's inmate behavioral management philosophy and its intent and expectations to employees, inmates and the public.

The Arizona Department of Corrections strives to reduce relapse, revocation and recidivism by holding inmates responsible and accountable throughout their incarceration. To this end, it offers specific programming to address inmates' risks and needs as well as rewarding positive behavior.

DI 345 INTERGRATED HOUSING PROCESS AND PROCEDURES

PURPOSE

This Director's Instruction provides the process for the integration of housing assignments to include cells and dorms. Inmate housing assignments shall be determined in a manner that will ensure that the safety and security of the inmates are considered, as well as the safety and security of the public, staff and institutions. Housing assignments shall be in accordance with the principles and criteria outlined in Department Order 704, Inmate Regulations, section 704.08, Inmate Housing Assignments.

1. No current or prior:

Sex Offense

Arson

DUI

Death, physical injury or use deadly weapons.

Domestic Violence per 13-36

1. No felony detainees.
2. Must meet or be exempted from literacy.
3. Low Community Risk level.
4. Have no Refusals or Removals for poor behavior from major or self-improvement programs within 18 months of their CSBD/TR.
5. No unsatisfactory work / program evaluations within 3 months.
6. No major violation within 6 months of CSBD.
7. Previous release under this program. A period of no fewer than 24 months must elapse since the inmate's last Community Supervision End date and releasing again under the Transition Program
8. Have placement within the state of Arizona approved prior to release.
9. Must be a U.S. Citizen or a legal resident.
10. Be housed at Medium Custody level unit or below.

If you need more information about the Transition Program Release, review D.I. 219.

SENATE BILL 1053

Allows the Director of the Department of Corrections to grant an inmate temporary release to probation if the community supervision time was waived pursuant to A.R.S. 12-603. This legislation only affects inmates whose community supervision time (under the ADC) was waived by the court at the time of sentencing.

TRANSITION PROGRAM

Transition Program Release – Inmates shall be reviewed for eligibility pursuant to A.R.S. § 31-281 and Department Order #1002, Inmate Release Eligibility System.



Arizona Department of Corrections Inmate Notification

SUBJECT Senate Bill 1310 - Earned Release Credit Drug Offenses	ISSUED October 17, 2019	Attachment B - DI 374 Earned Release Credit Date Drug Offenses Release
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This information is to be given to all inmates upon arrival to the Department.

NOTICE

Senate Bill 1310 allows inmates who meet certain criteria to earn release credits at three days for every seven days served. The Earned Release Credit date is 70 percent of sentence imposed. This bill is retroactive and only applies to inmates sentenced on or after January 1, 1994. The release credits noted are only applicable to the four specific statutes mentioned; all other offenses will earn release credits, if applicable, at the rate provided for those specific statutes.

Inmates shall meet the following criteria for eligibility:

- Have been convicted of the following:
 - Possession or use of marijuana, as defined in A.R.S. §13-3405, subsection A, paragraph 1.
 - Possession or use of a dangerous drug, as defined in A.R.S. §13-3407, subsection A, paragraph 1.
 - Possession or use of a narcotic drug as defined in A.R.S. §13-3408, subsection A, paragraph 1.
 - Possession or use of drug paraphernalia, as defined in A.R.S. §13-3415, subsection A.
- Have no current or prior convictions for a violent or aggravated felony as defined by A.R.S. §13-706.
- Shall have completed one of the major programs listed below during the current commitment:
 - DUI Treatment
 - Moderate Treatment
 - Substance Abuse Treatment
 - Intensive Treatment
 - Functional Literacy
 - Education GED
 - High School
 - Any Correctional Technical Education (CTE) programs
 - Sex Offender Treatment
 - Sex Offender Treatment Year II
- Inmates are not required to meet functional literacy in order to be eligible for this release.
- Inmates who do not sign and agree to abide by conditions of release shall not be released in accordance with A.R.S §41-1604.07, paragraph F.

ADC Transition Program

Fact Sheet for Participants

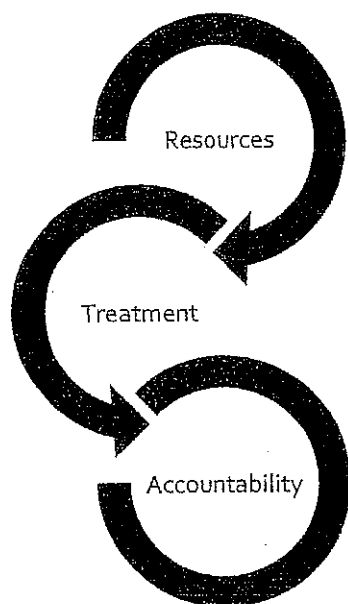
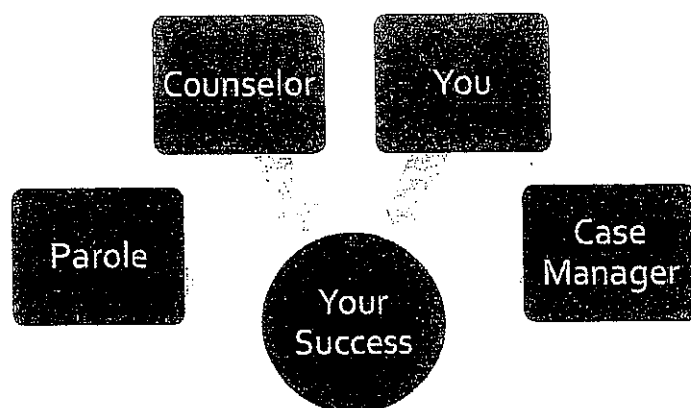
Arizona Revised Statute 31-281 establishes a pre-release and transition program. This **FREE** 90-day Transition Program is a collaboration between parole and SAGE working together to promote your long-term success.

If you qualify for the early release while in ADC, upon your release your parole officer submits a referral to SAGE. When SAGE receives the referral, we immediately assign you to a case manager.

Your case manager is responsible for the following:

- **Contact** within 24 hours of referral
- Schedule you for an **Orientation** where you will learn more about the program
- Complete an **assessment** within 7 days
- Assign you to counseling groups designed to support you (minimum, 2 groups per week)
- Begin weekly, 1-hour face-to-face case management appointments to ensure you have the resources and support you need to reach your goals
- Act as your point of contact during this transition time

8 locations in the Phoenix Metro area
10 locations outside Maricopa County



In order to be eligible for the Program, the individual:

- **Must** not have been convicted of any sexual offense
- **Must** be classified by the department as low violent risk to the community
- **Must** be classified by the department as minimum or medium custody
- **Must** not have been convicted of a violent crime, including domestic violence
- **Must** not have any felony detainers
- **Must** have made satisfactory progress by complying with all programming on the individualized corrections plan
- **Must** not have been found in violation of any major violent rule during incarceration **OR** any major rule within six months

We look forward to working with you!

SAGE Transition Program
(602) 761-4912 or (602) 761-4913



IMPORTANT INFORMATION ABOUT HEALTH CARE FEES

Health Care Fee – a charge not to exceed \$5.00, which is deducted from the account of an inmate, parole violator or other return-to-custody inmate, for each health care appointment and emergency treatment initiated or required by a Health Needs Request (including, but not limited to, treatment of injuries incurred due to the inmate's misconduct and injuries sustained during the inmate's recreational/leisure activity). No one shall waive the payment of health care fees, except in the following situations:

Co-payment for healthcare services will be waived in the following cases:

- Inmates who are being seen chronic conditions including but not limited to:
 1. Asthma
 2. Diabetes
 3. HIV
 4. Hyperlipidemia
 5. Hypertension
 6. Mood Disorders
 7. Psychotic Disorders
- Inmates who have been injured while performing job duties
- Inmates whose health visits are requested by medical, dental or mental health staff
- Inmates who visit to a health care provider is due to a referral from another provider
- Inmates assigned to reception centers
- Minor inmates
- Pregnant inmates (for pregnancy related issues)
- Developmentally disabled inmates (Mental retardation, cerebral palsy, epilepsy, or autism resulting in substantial functional limitations in the areas of self-care, ability to communicate, or mobility, making necessary the ongoing provision of special health services)
- Inmates who assigned to IPCs.
- Inmates who request additional hygiene products due to medical issues.
- Inmates undergoing administrative examinations which are required by Department order, such as:
 - Physical examinations for assignment to fire-fighting crew and the kitchen
 - Physical examinations of inmates who are returned to custody
 - Response to suicide prevention/watch or progressive/maximum behavior control



Inmate Communication Methods

Inmate Letters

- Obtained through Unit Grievance Coordinator and sent through inner mail to medical
- Used for:
 - Communicating Concerns with Medical, Mental Health, or Dental
 - Disputing charges
- Not used for:
 - Emergencies
 - Scheduling Medical, Mental Health, or Dental appointments
 - Medication refills
- Follow Instructions
 - Limit to one page and one complaint/issue per letter
 - No attachments (other than banking print outs)
- Responses will be sent within 20 business days from the date received by medical

Inmate Informal Grievance

- Obtained through Unit Grievance Coordinator and sent through email to medical
- Used for:
 - Communicating concerns with Medical, Mental Health, or Dental
- Not used for:
 - Emergencies
 - Scheduling Medical, Mental Health, or Dental appointments
 - Medication refills
- Follow Instructions
 - Limit to one page and one complaint/issue per informal
 - No attachments

Inmate Formal Grievance

- Obtained through Unit Grievance Coordinator and sent through email to medical
- Used for:
 - Communicating concerns with Medical, Mental Health, or Dental
 - Grieving responses from an Inmate Letter or Inmate Informal
- Not used for:
 - Emergencies
 - Scheduling Medical, Mental Health, or Dental appointments
 - Medication refills
- Follow Instructions
 - One complaint/issue per grievance
 - Attachments are permitted
 - Responses will be sent within 15 business days from the date received by medical



Access to Medical, Mental Health, and Dental Services

Emergencies and Injuries

- If you have a medical emergency at any time tell an officer right away
- If you are hurt or injured at any time tell an officer right away
- If you feel like 'hurting' yourself, notify an officer right away

How to Request Health, Mental Health, or Dental Care

- Complete HNR (Health Needs Request)
- Follow the instructions
 - Limit to one page and one complaint/issue per HNR
 - No attachments
 - Keep Golden copy (last page)
- Place HNR's in blue or white box on your unit
- Detention and Max Units: Complete HNR and submit it to nursing to be scheduled for the nurse line

Health Care Fees

- There is a \$4 copay for each HNR, which will be deducted at the time of the appointment
- Exceptions:
 - Follow-up appointments initiated by Medical, Mental Health, or Dental
 - Seriously Mentally Ill inmates
 - Chronic Care
 - Physical examinations for assignment to statewide drive, fire-fighting crew, and the kitchen
 - Responses to suicide prevention/watch or progressive/maximum behavior control
 - Indigent – No inmate will be refused care because they are unable to pay the co-pay

Medications

- KOP (Keep On Person)
 - Keep medications in the original blister packs
 - Do not alter blister packs in any way
 - Medications found in anything other than the original blister pack, or any blister pack that is altered in any way will be confiscated and disciplinary action may be taken
 - Do not give medication prescribed to you to anyone else
 - If caught passing medication, both inmates involved will be subject to disciplinary action
 - To request a refill, submit HNR when there are 7 days of medication remaining
- Nurse Administered
 - Go to Nurse Med Line to receive your medication

Staying Healthy in Prison

- Current health materials are available in every health unit
- You are responsible for your health care and making healthy decisions

Anxiety Concerns in Corrections During COVID-19

It is very common and expected for people in correctional facilities to experience anxiety problems, especially while in quarantine or lockdown settings. Below are some symptoms you may experience if you have anxiety.

- Restlessness
- Being easily fatigued
- Difficulty concentrating
- Muscle tension
- Difficulties with sleep
- Fear of losing control
- Feeling unable to cope
- Scared of rejection and/or abandonment
- Fear of death or disease
- Sweating
- Shortness of breath
- Trembling or shaking
- Numbness
- Hot flashes or chills
- Fear of going crazy or out of control
- Dizziness, unsteadiness, or faintness
- Chest pain discomfort

The following are recommendations to help in coping with anxiety:

- Exercise for 20 minutes three times a day
- Eliminate caffeine, sugar, and nicotine from your diet
- Write your feelings down daily
- Go to bed at the same time every night, do not cat nap, and try to get up at the same time every day
- Do deep breathing and relaxation exercises
- Eat well-balanced meals
- Write letters or call family and friends
- Think positive instead of negative
- Read books
- Pray, if you find comfort in this
- Make a plan for when you get out (job, living, mental health and drug and alcohol treatment, mental health medication if needed)
- Participate in mental health groups

COPING TOOLS FOR WORRYING

1. Exercise. Do something fast-paced like running
2. Spend time with people that you feel calm around
3. Talk with someone you trust
4. Schedule "Worry Time." Put aside 10 to 15 minutes every day. During that time, write down or allow yourself to worry. If you worry later in the day; tell yourself that this is not the time to worry. You can worry during your "Worry Time" the next day.
5. Take a deep breath and picture a traffic stop sign. Tell yourself to "Stop!" Tell participants they will probably need to try this several times.
6. Ask yourself, "Is worrying helping me?"
 - It is likely not helpful. Try to let your thoughts go and do something else
7. Are you worrying about the things you have to or want to do?
 - Make a list. Cross things off as you do them and add to the list as you think of new things.
 - Once you write something down, it frees up space in your head so you do not need to keep reminding yourself
8. If you worry about something that may or may not happen in the future:
 - Tell yourself: "I do not have a crystal ball. I cannot predict what will happen."
 - Tell yourself: "Whatever happens may not be pleasant; but I can handle it. I have faced much harder things."
 - Recognize that you cannot control whatever it is you are worrying about.
 - Focus on the present. Take one day at a time.
9. Practice relaxation skills
 - Deep breathing
 - Muscle relaxation
 - Imagery/using your imagination

"EASY TO USE" STRESS-REDUCING TECHNIQUES

Deep Breathing:

Inhale deeply, feeling your stomach expand. Hold your breath for a few seconds, then slowly exhale, visualizing tension leaving your body.

Meditation:

Close your eyes and think about your breathing. As you exhale, mentally repeat a simple or soothing word with each breath.

Visualization:

Close your eyes and put yourself in a place very comforting to you. See, hear, smell, and feel the place for up to 30 minutes.

Progressive Muscle Relaxation:

While sitting or lying in a relaxed position, tense the muscles of your feet as much as you can; then relax them, and notice the difference in feeling. Tense and relax the muscles in your legs, arms, stomach, back, neck and head, one region at a time. When finished, remain in a state of complete relaxation for a few minutes.

Stretching:

Sit in a chair with your upper body resting forward on your lap. Slowly roll up, starting at the base of your spine, until your back is straight. Stretch neck muscles by tilting your head to the right and slowly rolling your head down and to the left. Repeat a few times in both directions.

Challenging Your Self-Talk:

Replace negative mental responses to stress, such as "I can't cope," with positive ones, such as "Everything is going to work out" or "I know I can do it."

Distraction:

If you get stuck on negative thoughts, inwardly (or, if possible, vocally) shout "STOP!" to yourself, or physically bang your fist on a pillow or mattress while saying "STOP!" Replace the negative thoughts with positive or more productive ones.

Humor:

Just laugh out loud or do something that will make you laugh, such as reading a joke book or watching a comedy on TV.

RELAXATION THROUGH BREATHING

Lie on your back with your feet apart, your arms next to your body, your palms turned slightly upward.

Be aware of your mattress supporting your body, rather than thinking of your muscles holding you up.

Let your breathing become regular and rhythmic.

As you inhale, imagine that the air you are breathing is coming in through your toes on one foot, and rising through the legs before it enters your chest.

As you breathe out, imagine the reverse.

Repeat this exercise three times with each leg.

Imagine the air is coming into your body through the fingers on one hand, and moving through the arms before entering your chest and head.

As you breathe out, imagine the reverse.

Repeat this exercise three times with each arm.

Progressive Muscle Relaxation

Muscles can be taught to relax. Relaxed muscles help you handle stress. As your brain learns how to manage stress better, you decrease your risk of anxiety, depression and irritability. Muscle relaxation is one of the important '*instructions*' that helps you re-wire your brain and this can give you more control over runaway emotions.

Progressive Muscle Relaxation is a very popular muscle relaxation technique. This is a simple technique that can be done by anyone at almost any time. Progressive refers to starting with muscles in the feet and progressing up the body to the face. The purpose is to teach your brain what nerve pathways are needed for deep relaxation. To do this, you focus all your attention on the feeling of muscles as they relax. As you do this over and over, your brain 'learns' how to relax in almost any situation. Relaxing your muscles helps you have a well-functioning brain.

Progressive Muscle Relaxation Technique

- Sit or lie down
- Close your eyes
- Focus your mind on your breathing for five "in and out" cycles
- Take a minute to focus on each muscle group starting with your feet up to your face. Notice which muscles feel tense
- Take a deep breath and as you exhale, try to let your whole body relax.
- With each Muscle Group:
 - Tighten the muscle group for about seven seconds
 - Take a deep breath
 - As you exhale, relax the entire muscle group
 - As you release the tension, become aware of how it feels for those muscles to relax
 - Enjoy that feeling for about ten seconds
 - Then, move on to the next muscle group

MUSCLE GROUPS

- | | |
|-------------------------|-----------------------------|
| 1. Feet and lower leg | 5. Hands and forearms |
| 2. Thighs | 6. Upper arms and shoulders |
| 3. Abdomen & lower back | 7. Neck |
| 4. Chest and upper back | 8. Face |

The pay-off from Progressive Muscle Relaxation is that your brain focuses over and over again on the relaxation. You are teaching your brain what it takes to relax. As you practice, your brain will get really good at relaxing under any circumstance. Remember, techniques like Progressive Muscle Relaxation are the blueprints for re-wiring your brain. Although the technique can work immediately, the really good results come after lots of practice. Relaxation works hand-in-hand with other sources of re-wiring instructions for your brain like cognitive skills, mindfulness-meditation, and therapy. Your brain will also need the "supplies" that come from good nutrition, exercise and sometimes medicine to help you make positive progress toward managing stress, depression and anxiety.

HANDOUT 5A SELF-TALK AND ANXIETY

Over the past week, you were asked to use your Weekly Anxiety Log to track what events occurred during the week that created anxiety, what you thought and felt, and how you responded.

During this group, we are going to take a closer look at the things that you say to yourself that can change your level of anxiety.

But first, we are going to look at how what we say to ourselves can change how we feel.

Let's read through the following scenario:

It is 5:30pm on a Tuesday. Chris is sitting on the bus. Julie is sitting across the aisle on the same bus. Both have had a long, busy day. Both are looking forward to getting home, taking off their shoes and having some dinner. As the bus turns the corner onto 5th Street, it stops quickly. There is a long line of stopped cars, a fire truck and an ambulance up ahead. The bus driver says, "Sorry, folks, looks like we're going to be sitting here for a while."

Chris thinks to himself, "Oh no, I can't be stuck here. I can't take this. What if I start to freak out? I can't just leave. When will this end?"

Julie thinks to herself, "Oh well, looks like I'm going to be here for a while. I can take this time for myself to relax and do some deep breathing. Glad I'm not driving today."

How do you think Chris feels? _____

How do you think Julie feels? _____

Think about the difference in the feelings between these two people. The situation is the exactly the same for both of them. What makes the feelings different?

Self-talk, or what these two say to themselves, is the only difference between Chris and Julie.

Chris's self-talk is negative. It focuses on what he does not have control of and what he cannot do.

Julie's self-talk is positive. It focuses on acceptance of what she can control and what she can do.

Negative Self-Talk:

- Is *automatic* – you probably don't even notice it.
- Is *irrational* – it doesn't even make sense most of the time, but it happens so quickly that you believe it.
- Is *avoidant* – it usually convinces you to avoid doing things or going places that might make you anxious.
- Is *panic-making* – it usually makes you worry even more about your anxiety, making you more anxious, and creating the perfect situation for you to panic.
- Is a *bad habit* – you control your self-talk. Negative self-talk, the kind that makes you anxious, is a habit. It is nothing more. A habit you will learn to break.

Let's take a look at your self-talk. Take out your Anxiety Logs. Look in the middle box titled, "**B. What you thought and felt.**"

Write down all of the things that you said to yourself, your self-talk, below. If you thought something more than once, right it more than once.

[illegible]

HANDOUT 6B PUTTING IN A NEW TAPE

STEP ONE. The first step in putting in a new tape involves disputing (challenging) the material in the old tape. As described in the "Oppose" step above, disputing involves asking questions about the old tape.

Much anxiety comes from mistaken beliefs, exaggeration, imagining the worst, and other thoughts that are just untrue. Use the questions below (and other questions) to challenge the truth in your negative self-talk.

What is the evidence that supports the negative self-statement?

Has it ever been true? If yes, is it always true?

What are the chances of that actually happening? Has it every happened?

What is really the worst thing that could happen? What's so bad about that?

What would I do if the worst thing happened?

Is there something I'm missing?

Am I being objective? Would someone else see this differently?

STEP TWO. The second step involves using the answers from these questions to replace your tape. This means that you will need to come up with positive self-talk to replace your negative self-talk. You will need to create these statements and practice them, so you'll have them on hand when you start feeling anxious.

Rules for creating a new tape:

- 1) *Believe in yourself.* Write down statements that you believe and trust. When you write something, be sure that it is something you truly believe. If you don't believe it, it will not have the positive effect you desire. If you believe something, it can help you get through the tough times.
- 2) *Stay positive.* Use positive statements whenever possible, "I will..." or "I can..." Avoid using negatives, like "I will not..." or "I cannot..." Doing something is easier to see than not doing something.
- 3) *Keep it personal.* Use "I" statements. Talk about yourself and focus on yourself. Keeping it personal will help you feel stronger and more in control.
- 4) *Stay in the present.* Use language that talks about right now. Try to avoid talking about what you "will" do, instead focus on what you "can" do and what you are doing.
- 5) *Practice, practice, practice.* Once you've created your new tape, play it for yourself. Play it in your head when you feel just fine. See how it makes you feel. If there are parts of it that don't feel just right, fix them, and then play it again.

Participant Name: _____ #: _____
Date Completed: _____

HANDOUT 6D MONITORING YOUR ANXIETY LOG

For the next week, you will need to monitor your anxiety and the things you did to manage your anxiety to keep from losing control. For this exercise, keep it simple and focus on three things: (1) your anxiety level, (2) the cues or warning signs that let you know you were getting anxious, and (3) the things you did to calm your self down. Here is what you need to do:

1. For each of the next seven days, use the Anxiety Meter below to record the highest level of anxiety you reached during the day. A 0 means you are completely calm, and a 10 means you are so overwhelmed that you think you could lose control.

Day 1 _____ Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____ Day 6 _____ Day 7 _____

Anxiety Meter



10

10 = Loss of control, feel like you're going crazy, feel like you might pass out, like you can't breathe, or having a heart attack

9

8

7

6

4, 5, 6 = Thoughts going to fast, worrying about many things, can't sit still

5

4

3

1, 2 or 3 = edgy, tense, irritable, little worries

2

1

0

0 = Calm, in control, no worries

**Remember, you
always have a
choice!**

**Use a relaxation
skill to avoid
reaching a 10.**

Participant Name: _____ #: _____

Each time you became anxious during the week, complete the table below. Describe (a) the event that triggered your anxiety (what happened), (b) what you thought and felt about the event, (c) what tape was playing, and (d) what you did, including any things you did to calm yourself down and avoid getting more anxious.

A. What Happened	B. What You Thought and Felt	C. Tape(s) Playing	D. What You Did
		<input type="checkbox"/> What If <input type="checkbox"/> Judgment <input type="checkbox"/> Flawed <input type="checkbox"/> Not-Good-Enough	

A. What Happened	B. What You Thought and Felt	C. Tape(s) Playing	D. What You Did
		<input type="checkbox"/> What If <input type="checkbox"/> Judgment <input type="checkbox"/> Flawed <input type="checkbox"/> Not-Good-Enough	

A. What Happened	B. What You Thought and Felt	C. Tape(s) Playing	D. What You Did
		<input type="checkbox"/> What If <input type="checkbox"/> Judgment <input type="checkbox"/> Flawed	
		<input type="checkbox"/> Not-Good-Enough	

Module 5: Self-Talk

Objectives:

- To practice a relaxation exercise as part of ongoing emphasis on taking control of one's own feelings and behavior
- To review what was learned about anxiety in Module 4
- To have participants learn about how self-talk influences the experience of anxiety

Handouts:

- Handout 2A, 3A, or 3B: Deep Breathing, Muscle Relaxation, or Safe Place Exercises
- Handout 5A: Self-Talk & Anxiety (In-group exercise)
- Handout 5B: What Kind of Self-Talker Are You? (Homework)
- Weekly Anxiety Monitoring Log

Group Discussion Content:

Guide participants through a Relaxation Exercise:

- Use one of the three relaxation exercises (deep breathing, progressive muscle relaxation or visualization of a safe place). You should be alternating which relaxation exercise you choose, so that participants can have in-class experience with all three.
- Ask participants if they are having trouble with any one of the relaxation exercises and pick that exercise to work on today.
- Remind participants of the goals of repeating the relaxation exercise:
 - To make the exercises routine for participants
 - To convey optimism that they can relax and find rest inside their mind
 - To calm any agitation participants bring into the room, so that participants can focus on the material being taught, and
 - To use relaxation exercises as a first step in taking responsibility for oneself

Review what was learned about anxiety in Module 4:

- Anxiety is non-specific. Fear is usually directed toward an external event or object, anxiety is usually directed internally as non-specific worry.
- Anxiety is controllable.
- Anxiety is experienced in three ways: physically, behaviorally, and mentally.
- See what participants can recall about how anxiety is expressed across these domains.
- Ask participants about their Anxiety Monitoring Logs. See if they brought them with them to the group. Take some time to allow participants to discuss their experiences in tracking anxiety over the past week.
- Encourage those who chose not to bring their logs or who chose not to complete logs that the material learned during this group can only help them if they use it. Words on a handout will not stop anxiety; only working at it will.
- Remind them that this monitoring log will be handed out every week and they should make it a part of their daily routine.

Teach participants about Self-Talk:

- Distribute Handout 5A: Self-Talk and Anxiety.
- Walk participants through reading the scenario and writing down the feelings of Chris and Julie.
 - It is important that participants are able to see that self-talk is the only difference between Chris and Julie and the feelings they experience.
- Have participants read the 5 points under Self-talk.
- Ask participants to have their Weekly Anxiety Logs available.

- Have participants go through their Logs and write down any self-talk they have on their logs. Tell them to repeat the same thoughts if they show up more than once. This will help them to see, in a list, the things they say to themselves and the repetitive nature of those comments.

Assign Homework:

- Distribute Handout 5B: What Kind of Self-Talker Are You?
- Read through the instructions with the participants. They need to read through the "tape" descriptions and then use those descriptions to label their own thoughts between now and the next group session.
- Explain to them that this homework exercise will prepare them for the next group which will deal with countering their negative self-talk.
- Learning what kind of self-talk they use most often will help them be able to identify the kinds of things they will need to say to themselves to counteract the negative self-talk.
- Also remind participants to use their new Anxiety Monitoring Logs which now include identifying which "tape" is playing.

Questions and Answers:

- Summarize the major points covered in today's module.
- End group session with asking the participants for any questions they might have about the content. Ask what information discussed was most useful.
- Distribute the Weekly Anxiety Monitoring Log for the next week. Review how the Weekly Monitoring Log is to be used.

CryptoQuote #43

Topic: Time

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
						1																		11	

20 9 21 6 22 12 22 8 16 9 20 13 22 3 20

22 3 4 22 2 20 2 0 9 11 9 21 6 22 17 23 22

30 23 21 21 3 23 26 13 1 3 21 18 13 16 17 23 22 11 18 8 7 22

9 3 17 23 22 11 5 0 11 26 11

- Douglas Adams

19

3			8			5	4	
6	7			9		1		8
		9	3			2		
7					5	6	8	
	8		4		3		5	
	2	6	1					3
		7			8	3		
1		5		4			6	7
	6	8			1			5

A	E		B		C
B	F		D		A
	S		C	B	
H	O	Z			A
F	T		A		B
C			T	A	S
	E	B		T	
T	B		A		T
B			B	B	

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2017年12月31日

What's In A Name?



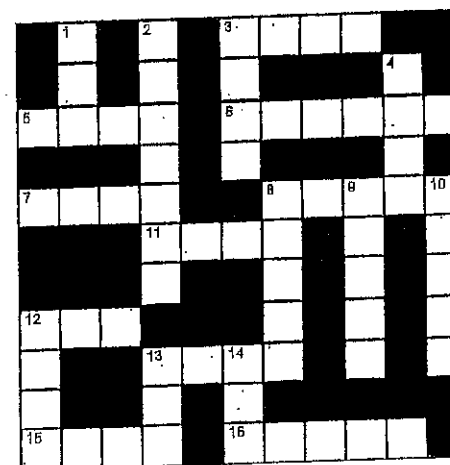
ALIAS
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CACONYM
CATEGORY
CHRISTIAN
CITE
CLAIM
CLEPE
COUNT
DECLARE

DUBBED
ENTITLED
EPITHET
EPONYM
EPONYMY
FAME
FASCIA
GOSSIP
HOMONYM
IDENTITY

MASTHEAD
MISNOMER
MONIKER
NEVEN
NICKNAME
NOM
NOMB
NOMEN
NOMENCLATURE
NOUN

OMINOUS
ONYM
PSEUDONYM
REPUTE
STYLE
SURNAME
TITLE

6. ANIMALS



Notes

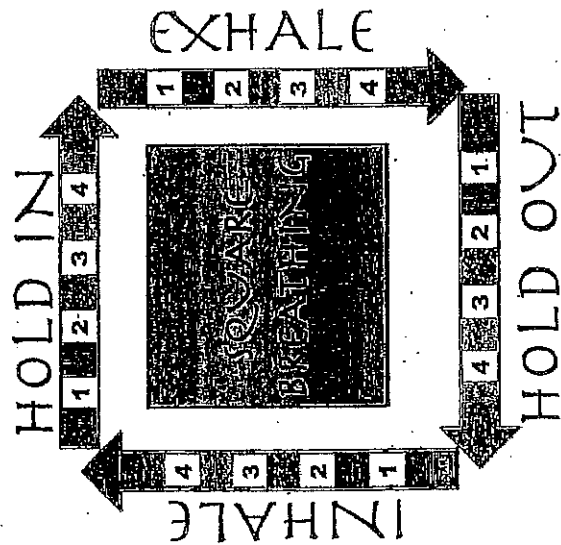
ACROSS

- 3 An adult male cow (4)
- 5 Grizzly, polar or teddy? (4)
- 6 Small animal with long ears and soft fur (6)
- 7 Peter and the _____ (children's story) (4)
- 8 Animal kept by farmers for its wool or meat (5)
- 11 Salmon or cod, for example (4)
- 12 The internet's most popular animal (3)
- 13 It goes 'quack' and likes ponds (4)
- 15 An amphibian with long back legs (4)
- 16 The world's largest mammal (5)

DOWN

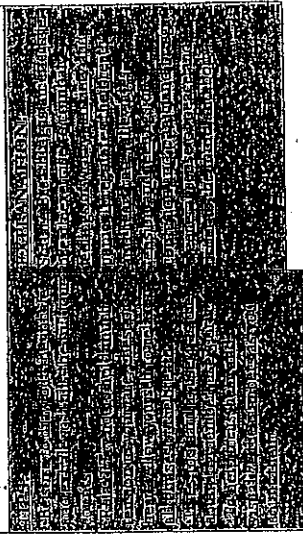
- 1 It gives us honey (3)
- 2 A large animal with a very long neck (7)
- 3 Animal covered in feathers, with two wings for flying (4)
- 4 The plural of 'mouse' (4)
- 8 A danger to swimmers and surfers (5)
- 9 America's national symbol (5)
- 10 A young dog (5)
- 12 A young cow (4)
- 13 Man's best friend (3)
- 14 Animal kept by farmers for its milk or meat (3)





INSTRUCTIONS:

- Sit or lie down in a comfortable position.
- Close your eyes and begin to focus on your breathing.
- Inhale for the count of 4.
- Hold for the count of 4.
- Exhale for the count of 4.
- Hold it out for the count of 4.
- Repeat the cycle.
- Continue for at least 4 cycles.



Liquids

A	P	D	S	P	S	X	T	L	G	K	M	O	C	L	O	H	O	C	L	A	Z	L	T
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N	E	I	C	T	N	A	L	I	P	A	F	T	S	S	I	G	E	E	O	I	L	E	Q
B	G	K	R	H	Z	Y	T	C	L	Q	E	Y	V	X	R	Y	B	E	R	D	D	F	R
Y	A	Q	W	D	Q	A	E	C	F	R	G	Q	L	N	I	G	E	R	Q	W	L	U	W
B	W	I	E	N	B	N	L	M	O	H	Q	U	B	T	T	H	I	C	T	U	T	B	B
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H	R	W	S	I	A	I	O	E	T	D	R	C	B	T	L	V	G	T	H	O	L	W	F
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ALCOHOL
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CANAL
COLA
CREEK
DRENCH
DRINK
FLOW

FLUID
FOUNTAIN
GEYSER
GLOP
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IRRIGATE
JUICE
LAKE

LEMONADE
LIBATION
MILD
MIST
MOISTURE
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POOL
RAIN
RIVER
SEAS

SEWAGE
SHOWER
SOAKED
SOGGY
SOUP
SPIRIT
STOCK
SWEAT
WATER
WET

Play A Trick

[illegible]

ANTIC
BLEAR
BLINK
CHEAT
CRAFT
CROOK
CURVE
DODGE
ELUDE
FAKE

FEINT.
FLAM.
FOURB
FRAUD
GAFF
GAME
GECK
GLEEK
GRIFT
GUILF

HOAX
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JUNT
KNACK
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PHAT
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Author, Author

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- ACTION
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- BABB
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- BOURGET
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- CERVANTES
- CLAUDEL
- COMEDY
- COOKBOOKS
- CUTLER
- DEAL

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- CHAUGER
- CLOETE
- COMPOSE
- COPYRIGHT
- DADIES
- DEDMON

- ANECDOTE
- AUTOGRAPH
- BALZAC
- BIOGRAPHY
- BOUND
- BRAND
- CAMUS
- CLASSICS
- COAUTHOR
- COOK
- CREATE
- DAUDET
- DEFORD

ACROSS

1) City of sister empires
6) Superlative suffix
10) "I need it yesterday!" letters
14) Improvised verbally
15) Ostrich's look-alike
16) Small capital
17) Borek (Polish dumpling)
19) "Howell" of the 1800s
20) Go-kart's biblical ally
21) Study all night
22) Noted Italian canon
24) Implore
26) Paper watch
27) One-way to get out of town
29) Board game
32) Word in comic magazine
35) Borden
37) Abbr. for a clothing reject
38) Pastoral verse (abbr.)
39) Prebuck's origin

41) Needle case
42) Slightly repellent
43) Sad color
44) "Because..." (parental explanation)
46) Catty course
48) Clear (verb)
50) Ship's buttons
52) Fashionable apparel brand
56) Shaggy (L.A.)
58) Separate into groups
59) Frilly third
60) Baseball field power
61) Welcoming facial features
64) Play (open)
65) Blackberry fruit
66) Express verbally
67) It may go to blazes
68) NYC wearing papers
69) Monetary unit of India

NAMING NAMES

By Hank Dellinger

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DOWN

1) Billiards stroke
2) Reagan attorney general Moore
3) Mr. Eastwood
4) USSR successor
5) Inflamed swelling
6) Book mistakes
7) Fake pillow cover?
8) Number to count up to
9) TV show's partner in anarchy
10) Think the world of
11) Port in Iowa
12) Rock blaster
13) China break?
14) Geometric figure with a repeating pattern
15) Sorry to say
16) Anger (noun)
17) Truck stop?
18) Tough riddle
19) It's neither here nor there
20) Social musical group
21) Desperate
22) Result of brainstorming
23) Athletic wear
24) Indivisible
25) Glycine message
26) Where the sun comes up
27) Island east of Java
28) Quilt-yapping
29) Stereotypical Boomer driver
30) Words before "toes" or "best behavior"
31) Cowboy's apparatus
32) Lord (Last Supper question)
33) Natalie and Nat King
34) This end of (legend's settlement)
35) Provo's place
36) Mexican fare
37) Nose-in-the-air type
38) To the max, for short
39) N.Y. transit org
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Be Sweet

E	Y	R	A	G	U	S	N	E	T	E	E	W	S	L	C
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J	F	R	S	F	V	I	R	R	S	P	O	R	T	Y	W
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W	O	W	Y	D	E	M	A	A	R	O	N	B	S	N	S
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M	C	G	E	G	M	A	P	B	N	Y	B	F	E	N	N
T	T	E	A	T	S	S	T	P	E	B	L	B	G	E	T
E	A	R	E	H	B	S	T	T	S	F	H	N	L	E	A
E	A	R	X	F	A	R	R	P	A	M	T	J	E	A	P
W	D	N	T	A	F	F	Y	U	Y	D	R	F	T	E	I
S	W	E	R	A	J	O	O	G	D	F	B	A	C	W	O
O	R	A	N	G	E	S	T	U	E	A	D	N	U	S	C
E	K	A	H	S	T	I	P	G	S	W	E	E	T	T	A

NECTAR	TART	CAKE	ICE	CHOCOLATE
ORANGE	PUDDING	RAISINS	STICKY	SWEET MEAT
PARFAIT	RASPBERRY	RELISH	SUGAR	SWEET PEAS
PASTRY	SHAKE	SHERBET	SUGARY	TAFFY
PEAR	SHERBET	SHERRY	SUNDAE	TANGELINE
PECAN PIE	SLAW	SODA	SWEETENING	TART
PIE	SWEETENING	SWEETHEART		
PINEAPPLE				
PORT				

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