

BEDFORD HILLS CORRECTIONAL FACILITY

INMATE ORIENTATION MANUAL

**ANTHONY ANNUCCI
ACTING COMMISSIONER**

**REVISED
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**E. RUSSELL
SUPERINTENDENT**

INMATE ORIENTATION MANUAL

INTRODUCTION

You are now in the custody of the New York State Department of Corrections and Community Supervision at Bedford Hills Correctional Facility. The information in this manual is designed to assist you in understanding life at Bedford Hills and help you take positive advantage of the wide variety of programs available here. This manual and the orientation you will receive from staff in the Transitional Services Program should help you get off to a good start. It will also serve as a handy reference guide while you are here.

This manual supplements the Department Standards of Inmate Behavior Rule book that was issued to you in Reception. You must familiarize yourself with these rules and regulations. Misbehavior is not only counterproductive for your own growth and development, but it will not be tolerated in this facility.

Naturally, not every situation or question you may have can be covered by a manual. Questions you have that are not covered by this manual should be discussed with appropriate staff. In addition, our Law Library maintains a copy of the NYS Department of Corrections and Community Supervision "A/B" Directives and our Bedford Hills Policy and Procedure Manual for inmate review.

Bedford Hills is New York State's only maximum security correctional facility for women. It is governed by a firm set of rules and regulations. It is your responsibility to act in a responsible manner, to obey the rules of the facility, to display common decency and to respect the rights and property of those around you.

You will find that at Bedford Hills we seek to provide meaningful programs and take into consideration the individual's overall development. We also strive to maintain a healthy and secure atmosphere so that you can concentrate on your program participation and get the most out of your stay here.

This manual is subject to change. Updates, which are issued by memorandum, are posted on housing unit bulletin boards. You are responsible for reading the unit bulletin boards and coming into compliance with all posted rule and regulations.

This manual is the property of Bedford Hills Correctional Facility. It is your responsibility to read this manual and keep it in good condition. It will be collected from you when you are transferred or released from this facility. If you fail to return this manual in useable condition, you will be subject to disciplinary action and your account will be charged to cover the cost of the manual.

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INMATE ORIENTATION MANUAL FOR RECEPTION INMATES

INTRODUCTION

You are now in the custody of the New York State Department of Corrections and Community Supervision at Bedford Hills Correctional Facility. The information in this manual is designed to assist you in understanding life at Bedford Hills and help you take positive advantage of the wide variety of programs available here. It will also serve as a handy reference guide while you are here.

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You will find that at Bedford Hills we seek to provide meaningful programs and services, and take into consideration the individual's overall development. We also strive to maintain a healthy and secure atmosphere so that you can concentrate on your program participation and get the most out of your stay here. Programs listed under the General Population section are only for General Population, not for inmates in Reception status. Program information in this manual is provided for informational purposes only.

This manual is subject to change. Updates, which are issued by memorandum, are posted on housing unit bulletin boards. You are responsible for reading the unit bulletin boards and coming into compliance with all posted rule and regulations.

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**BEDFORD HILLS CORRECTIONAL FACILITY
RECEPTION CENTER
ORIENTATION FOR NEWLY-ARRIVED INMATES
SECTION A - RECEPTION INFORMATION**

All incoming new inmates will be in reception status until classification is complete and an appropriate owning facility is identified.

Reception Status: Temporary placement until an owning facility is identified.

Inmate Records: Inmate records Office (IRC) receives and verifies the commitment papers, custodial transfers forms, Pre-Sentence Investigation Reports (PSR) and rap sheets for newly arrived inmates. IRC, after verifying the documents, sends all documentation to the reception staff.

Medical: All newly-arrived inmates are interviewed by medical staff and upon medical clearance, inmates are admitted to the Reception Center. Inmates who have emergent medical issues may be admitted to the RMU at Bedford Hills. A detailed medical screening will follow.

Security: All newly arrived inmates are fingerprinted and provided identification cards in the Reception Center. Once fingerprints and identification cards are completed and verified, inmates are showered, provided with state issued clothing and are given a Prison Rape Elimination Act (PREA) pamphlet. Each inmate is also provided with an Orientation booklet including disciplinary procedures and rules. All newly-arrived inmates are assigned to an appropriate housing unit as deemed by security. Jpay Tablets are issued to each inmate for the duration of their time served in the department.

OMH: All newly-arrived inmates are evaluated by an OMH employee for an intake screening to determine whether additional OMH services are needed. Inmates who have emergent mental health issues may be admitted to the OMH observation unit at Bedford Hills, a detailed mental health assessment will follow.

Orientation: All newly-arrived inmates are provided with an orientation regarding medical and reception procedures. A member of the medical staff discusses medical procedures and protocol, and a Reception SORC (Supervising Offender Rehabilitation Coordinator) or ORC (Offender Rehabilitation Coordinator) provides an orientation regarding the Reception procedures and facility operations.

ORC interviews: All newly-arrived inmates are assigned to a Reception ORC. Each inmate is interviewed by the assigned ORC the day after arriving at Bedford Hills. The ORC completes the interview with the inmate, reviews the PREA Intake Screening Form that the inmate completed with the Sergeant and makes changes as necessary. Each inmate is provided with an Orientation package and PREA pamphlet. Each inmate is provided with a phone list, which they can complete and place in the RCOD mailbox to place them on the phone list. During the interview, inmates are provided with information regarding visitation, academic testing, classification process, religious services, packages, correspondence, inmate's accounts, and the phone-home program. Inmates will also be assisted in contacting their family members. The ORC explains the procedure for classification, transfers, program services, family contacts, etc., during the interview. Inmates are also encouraged to ask any questions regarding Reception procedures.

PREA: All newly-arrived inmates are provided with PREA materials and briefed on PREA Standards and Policies. New inmates watch a video on PREA. Inmates are advised of reporting any PREA related concerns/incident to staff immediately.

Testing: All newly-arrived inmates complete testing in the Reception Center, including MAST/SSI, BETA IQ test and TABE tests. Inmates who have a verified GED or a high school diploma do not need to complete the TABE tests. Inmates who score a 70 or below on the BETA tests are referred to a psychologist for additional testing and referral to the Special Needs Unit if appropriate.

Classification process: All newly-arrived inmates receive a security classification interview with an ORC. Inmates will have 48 hours from arrival to prepare for classification interview and will have an opportunity to provide information to support the classification determination.

Willard: Inmates who are court ordered to Willard Drug Treatment are screened and if deemed unable to participate in the program due to medical or mental health issues, are considered for alternative placement in the Willard Program.

SHOCK Program: Inmates who are shock eligible based on the instant offense, criminal history, sentence, medical and OMH levels, will complete a Shock orientation. They may volunteer to attend the program or decline the program. Suitable inmates will have the opportunity to watch a Shock orientation video and may volunteer to attend or decline the program.

Religious Services: All newly-arrived inmates are able to attend religious services. Inmates in RCOD must be escorted to religious services. Chaplin's visit the reception unit periodically.

Time Computations: Each inmate receives a time computation sheet, which the assigned ORC reviews with them once the security classification is completed.

Transfers: Inmates who complete the reception process, including: Security classification, academic testing, OMH and medical levels, are then able to be transferred to appropriate facilities. Inmates with a maximum security classification are transferred to general population at Bedford Hills. Inmates with either a medium or minimum security classification are transferred to Taconic or Albion. Inmates who are attending Willard or Shock remain in reception at Bedford Hills until transferred to the appropriate program. Inmates who are pregnant are transferred into general population at Bedford Hills. pregnant inmates are provided with a nursery application and are interviewed by the nursery ORC regarding acceptance to the program.

Central Monitoring Case (CMC): Certain inmates, because of the nature of their crime, status or behavior, may be referred for Central Monitoring Case status. Such inmates will remain in Reception Status until a determination is made on the case referral.

Visits: Initially, visits are allowed only during the weekend for reception inmates for up to 15 days.

Packages: For the first 30 days of Reception, inmates may not receive any packages. After 30 days, inmates may receive allowable items. These items are listed in Directive #4911, which is available on housing units as well as the Law Library.

Programs: The Reception Center is not meant for general programming. Once the Classification process is over, inmates will be transferred to a general confinement facility where they will be assigned to appropriate programs.

Mail, telephone, inmate accounts and commissary information for Reception Center inmates is the same as General Population. Please review the information in the General Population section.

SECTION B - GENERAL POPULATION

SECTION 1 - GENERAL INFORMATION

ADDRESS OF THE FACILITY: Bedford Hills Correctional Facility
247 Harris Road
Bedford Hills, N.Y. 10507

PHONE NUMBER OF THE FACILITY: (914) 241-3100. Callers should ask the operator for "Counseling" to speak with your assigned Offender Rehabilitation Coordinator.

FAMILY EMERGENCIES: During normal business hours a family member reporting a serious family emergency may ask for your Offender Rehabilitation Coordinator, or ask to speak with a facility Chaplain. After 4:00 p.m. the caller should ask for the Watch Commander (see page 15 for more information).

DIRECTIONS TO THE FACILITY: Bedford Hills Correctional Facility is located in Westchester County.

From New York City Area

- From Manhattan, Bronx - Major Deegan North to Sawmill Parkway North. Sawmill to Katonah-Harris Rd. exit 42 (do not take Bedford Hills exit). Left at stop sign, next right on to Harris Rd. Approx 1/4 mile to facility on right.
- From Queens or Long Island - Whitestone Bridge to Hutchinson River Parkway North. Stay on Hutch to 684 Brewster exit (on left). Take 684 to exit 6 Katonah. At end of exit ramp turn left at light. Take immediate left onto Saw Mill Parkway. First exit on Saw Mill to Harris Rd. exit 43. Left onto Harris Rd. Approx 1/4 mile to facility on right.
- From Brooklyn - Brooklyn-Queens Expressway to Triboro Bridge. Major Deegan North to Sawmill Parkway. Sawmill to Katonah-Harris Rd. exit 42. Left at stop sign, next right onto Harris Rd. Approx 1/4 mile to facility on right.
- By Train - Grand Central or 125 Street & Park Ave. Take Harlem Line to Bedford Hills Station. Taxi from station to facility on right.
- From Areas North of the Facility - 84 East to 684 South. 684 to exit 5 Saw Mill Parkway to Harris Road exit 43. Left at light onto Harris Rd. Approx. 1/4 mile to facility on right.

THE EXECUTIVE TEAM

Bedford Hills Correctional Facility is managed by an administrative team led by the Superintendent. That team is composed of the Superintendent and the Deputy Superintendents for Security, Administration, Programs and Health Services. Following is a brief description of their roles in the operation of the facility:

Superintendent: Responsible for the overall operation and functioning of the facility. Directly supervises the Executive Team to ensure the proper operation of the facility. Provides direction to each major area: Administrative/Support Services, Programs and Security, as well as general oversight of Health Services, Inmate Records and Reception/Classification functions of the facility.

First Deputy Superintendent: Responsible for the overall operation and functioning of the facility under the direction of the superintendent. Provides direction and support to various departments including the Nursery, Inmate Records, Disciplinary, Medical and Mental Health Services. In addition performs duties as the acting Superintendent.

Deputy Superintendent for Security Services: Responsible for the overall security of the facility, including but not limited to the Disciplinary Office, Package Room, all security personnel, housing unit operations and the security aspect of all programs and operations occurring within and connected to the facility.

Deputy Superintendent for Program Services: Responsible for all program areas, including but not limited to Education, Guidance and Counseling, Volunteer Services, Ministerial Services, ART, TAMAR and vocational.

Deputy Superintendent for Administrative Services: Responsible for support services, to include but not limited to Budget and Finance, Business Office, Maintenance, Plant Operations, Food Services, Personnel Office, Timekeeping, Commissary, State Shop, etc.

Deputy Superintendent for Health Services: Responsible for oversight of all services provided by the Health Services Unit including acute care, inpatient/outpatient services, referral to specialists, laboratories, consultants and pharmacy services.

Assistant Deputy Superintendent for PREA: Responsible for Prison Rape Elimination Act education and coordination.

Assistant Deputy Superintendent for Mental Health Services: Responsible for Mental Health service coordination. Including, ICP, Tri ICP, SNU and TBU.

Captains: Responsible for security related services throughout the facility.

Steward: Responsible for support services.

SENTENCE STRUCTURE / RELEASE DATES

Indeterminate Sentence: A sentence having both a minimum term and a maximum term (ex. 4 to 12).

Determinate ("Flat") Sentence: A sentence having only a maximum term (ex: 0 to 5).

Parole Eligibility Date (PED): For indeterminate sentences only. This is the last day of your minimum sentence and the date you are first eligible to be released on parole. You will appear at the Parole Board two months before your PED. Release by the Parole Board is not guaranteed.

Conditional Release Date (CR): This is the date that you would be released based on receiving all available Good Time credits (legally called Good Behavior Allowances). Good Time is a privilege to be earned through good behavior, program participation and progress and willing performance of assigned duties. Poor adjustment in prison or lack of program participation could result in the withholding of Good Time. Inmates serving life sentences do not have a CR date. Four months before your CR date the Time Allowance Committee reviews your case file and may have you appear in person. TAC makes a recommendation as to the amount of Good Time that you have earned. It will either confirm your original CR date or recommend an extension of your incarceration. TAC's recommendation is forwarded to the Superintendent, and then to the Commissioner for a final decision.

Maximum Expiration Date (ME): This is the last day of your maximum sentence, and the last date that you can be under the jurisdiction of the New York State Department of Corrections and Community Supervision.

NOTARY SERVICES

If you require Notary Services, you are to write to the Law Library Officer and request to be placed on a call-out. Do not wait. As soon as you receive legal work that requires Notary Public Services, contact the Law Library. All Notary Public Services go through the Law Library Officer.

INMATE RECORDS

Legal Date Computation/Releases - Upon your arrival at Bedford Hills the Inmate Records Office (IRC) computes your legal dates to determine your Parole Eligibility Date (PED), Conditional Release Date (CR) and Maximum Expiration Date (ME). A copy of this time computation was given to you by your assigned Classification Offender Rehabilitation Coordinator (ORC). Office of Sentencing Review in Albany computes combination of determinate and indeterminate sentences. Returned Parole Violators (RPV's) legal dates are recomputed upon receipt of a parole jail time certificate. Questions regarding Legal Date Computations for RPV's should be addressed to the Inmate Records Coordinator. **Releases by Maximum Expiration, Conditional Release or Parole are scheduled on the actual release date unless that date falls on a Saturday, Sunday or legal holiday, in which case the release/discharge is scheduled on the preceding business day.** For additional copies of your Legal Date Computation, send a disbursement to the FOIL Officer with your request at a cost of 25 cents per page, or take your own copy to the Law Library.

Jail Time: The Sheriff's Office where you were in custody or Rose M. Singer Center (Rikers Island) issues a certificate stating how many days you spent in their custody. This certificate is used to calculate the Legal Date Computation Sheet that is issued to you during your initial weeks at Bedford. **If you believe that an error has been made with regard to your jail time credit, write to the Agency where you were housed and advise them to send an amended jail time certificate to the Inmate Records Office. Upon receipt of an amended jail time certificate, your legal dates will be revised.**

Warrants/Detainers: If you have open/pending charges, this should be discussed with your Offender Rehabilitation Coordinator (ORC). If you receive a notice from the IRC that you have a warrant, you can request a call out to the Law Library to request a speedy disposition. It is important to clear them up before you apply for any temporary release program or outside clearance.

Court Actions: When the facility receives legal papers that must be served on you, your Offender Rehabilitation Coordinator will serve the papers, fill out the required affidavit of service, and place a copy of the signed affidavit in your Guidance file. They may also send a copy to the IRC Office for inclusion in your legal folder. If you are scheduled to go to Supreme, County or Family Court, the facility must receive an original court order to produce you for the court appearance.

Accuracy of Information: If you disagree with any information issued to you by the IRC Office, you must supply it with original documents for verification. Example: For date of birth, your original birth certificate; for social security number, your original social security card; for paid mandatory surcharge, the original receipt from the sentencing court. Once information is verified by the IRC Office, your records will be adjusted.

PREA (PRISON RAPE ELIMINATION ACT)

Sexual misconduct by inmates or staff is not tolerated at Bedford Hills Correctional Facility. The State of New York Department of Corrections and Community Supervision has a zero tolerance policy that strictly forbids sexual contact between inmates and between inmates and staff (see Standards of Offender Behavior Rule Book and Directive #4027A and #4028A). Sexual misconduct is illegal. Allegations of sexual misconduct are given to the OSI and/or the New York State Police for investigation and possible prosecution. If you believe you are a victim of sexual misconduct, report it immediately to any staff member. If you are a victim of a sexual assault, report it immediately. Prompt medical care will be provided and necessary physical evidence will be obtained and preserved. For more detailed information about how to identify and report sexual misconduct read the materials provided during reception. All inmates will attend a PREA orientation and screening upon their admission to the facility. The Assistant Deputy Superintendent for PREA will coordinate education and support services.

INMATE GRIEVANCE PROGRAM

The Inmate Grievance Program allows you to resolve problems in an orderly manner. This program is intended to supplement, not replace, the existing formal or informal channels of problem resolution. A grievance is a complaint about the substance or application of any written or unwritten policy, regulation, procedure, or rule of the facility or Department, or the lack of a policy or procedure. You may file a grievance by writing to the Inmate Grievance Office, or file in person by call-out or appointment during a free module on any weekday during normal business hours. Pursuant to DOCCS Directive #4040, you may not grieve disciplinary decisions, TRC decisions, Family Reunion decisions, inmate property claim results, FOIL requests, TAC decisions, media review, OMH or CMC decisions, since there already are appeal processes for these Departmental decisions. You must grieve within fourteen (14) days of the problem or incident. Your complaint will be investigated, and if it cannot be informally resolved, you will be called before the Inmate Grievance Resolution Committee (IGRC). If they believe you are being harassed, your harassment complaint must be filed with Grievance Officer. Allegations of harassment are treated seriously; do not make them frivolously.

INMATE LIAISON COMMITTEE

The Inmate Liaison Committee consists of a representative group of inmates from various housing units, elected by the general population. These members then choose an Executive Body. The ILC was established to provide effective communication between offenders and the Executive Team, to insure the accurate exchange of information, and to provide a means to bring suggestions and concerns from inmates, relative to facility operations, directly to the attention of the Executive Team. The ILC Executive Body meets with the Executive Team on a monthly basis. General problems or issues should be brought to the attention of your ILC Floor Representative or an ILC Executive Member. Please remember that ILC cannot advocate personal complaints or grievances designed to help individuals: The role of the Committee is to represent the needs and concerns of the greater population.

SECTION 2 - PROGRAM SERVICES

PROGRAM COMMITTEE / PROGRAM ASSIGNMENTS

Program Committee: Has the sole authority for your placement into, or removal from a program or work assignment. It is also the main center for all program information concerning you. You will be placed into a program based on your Program/Earned Eligibility Plan, which you reviewed and signed at the initial interview with your Offender Rehabilitation Coordinator. Program placement is also based on the vital operational needs of the facility. Programs are designed to address your needs and to prepare you for a successful transition to your family and community upon release.

Program/Earned Eligibility Plan: This plan was developed by your Offender Rehabilitation Coordinator at your initial interview and identifies and addresses priority program needs. It focuses on such areas as academic school, counseling programs, vocational training, work assignments, transitional activities and other activities. The Department will make every reasonable effort to help you meet these needs.

You will meet with your ORC once every three months for a **Quarterly Review**. During this meeting you and your ORC will discuss your progress following your Earned Eligibility Plan. Your Quarterly Review is also the designated means through which changes to your phone list, program plan and inquiries about your classification/security status are made. **Completion or good faith attempts to complete your assigned programs, combined with a good disciplinary record, are seen as positive factors by the Parole Board and the Time Allowance Committee. Program refusals, poor attendance, participation or progress and program removals for disciplinary reasons are negative factors that work against your release. While you cannot change the facts of your current offense or your criminal history, good behavior and programming are completely within your control.**

Program Access: All program assignments are made without regard to an offender's age, race, religion, national origin, sex, sexual orientation, or non-violent political views. An individual with a disability shall not be disqualified from participation in a program if that individual is otherwise qualified. **Upon request, the Department will make reasonable accommodations or modifications to existing policies and procedures in order to allow qualified inmates with disabilities the same opportunity as non-disabled inmates unless to do so would be an undue burden to the Department, cause a fundamental alteration to a program or compromise the security of the facility.** Some programs have waiting lists, which mean that you may not always be programmed to the assignment of your choice. Facility need dominates programming priorities. As vacancies arise, items will be filled on a first come first serve basis, unless facility needs override your preferences for a program. Women who are close to their PED also have priority in programming when all other factors are weighed equally.

Work Assignments: All inmates are given work assignments in order to contribute to the maintenance and operation of the facility and to allow you to develop and practice post-release employment skills and habits.

School: Inmates who do not have a High School Diploma, GED or High School Equivalency Diploma must attend school.

Transitional/Therapeutic Assignments: As part of your Program/EEP you will be required to attend specific counseling programs. Participation in these programs is a determinant in your Parole consideration. Inmates who are close to their Parole Board appearance have first priority in participating in these programs. Your ORC will submit your name and you will automatically be placed on the waiting list for the appropriate therapeutic programs. If you think you have been overlooked for these programs, ask your ORC which ones you must have to satisfy your transitional requirements.

Program Assignment Rules: Assignments are made by **modules** (blocks of time) and begin on the Monday following your Program Committee appearance. You may be paid for participation in two modules. You must be enrolled and participate in two paid work/education modules. If you participate in three, one is considered to be voluntary and is not paid. The normal work-week is five days, at six hours per day.

You must report to any assignment on time and remain in your assigned area until dismissed. Your work supervisor may assign you to do whatever needs to be done and you are required to perform whatever you are directed to do. If you have a problem at your assignment, discuss it with your ORC for help in identifying the issues involved and working them out. However, do not expect a change in assignment. You are expected to learn to get along in various situations and with various people, and to achieve what is required in your Program Plan. If you fail to go to your assignment, refuse to complete assigned tasks, or refuse to meaningfully participate in the assigned program, you will be locked, lose your pay for the module and lose the advantages that general population inmates have. When you are ready to accept the assignment you may write to the Program Committee so that you may be re-programmed and move back into the mainstream of life at Bedford Hills.

Incentive Wage Allowance System: The purpose of this system is to ensure that you receive some pay for the performance of your work. There are four (4) basic pay grades, and Correction Law determines the rate of pay for each of these grades. Each job assignment or job title is assigned a specific pay grade to ensure fairness throughout the different correctional facilities; for example, all clerk typists are grade 3, while porters are grades 1 or 2. **Be aware however, that if you are below the 9th grade level in reading or math, you will be severely limited in jobs, and will not earn more than grade 2. Having a High School Equivalency Diploma will give you a lot more options for jobs while incarcerated, just as it does in the outside community.**

Each grade has steps within it. Grades 2, 3 and 4 have two steps each. You must stay in each step for a period of 91 days before you are eligible for a pay raise. **Pay raises and promotions are not automatic.** When you are eligible for a pay raise, a star will appear next to your name on the payroll to signify that the work supervisor should now evaluate your progress and possibly recommend a pay raise. To be promoted, your work supervisor must submit an Inmate Progress Report (written evaluation) at the time a star appears next to your name on the payroll. **Failure to perform your assignments appropriately may be considered cause for a reduction within a grade, or for a demotion to a lower paying title. Your supervisor may submit an Inmate Progress Report requesting a reduction in pay or demotion at any time.** If you are late to or absent from an assignment for any reason other than an excused absence, you will not be paid for that module. Directive #4802 cites the following as excused absences with pay: legal/family visits, medical/dental/OMH appointment, Parole Board appearances, ILC Executive Meetings and approved religious services

ACADEMIC EDUCATION

All general confinement inmates who are available for programming will participate in an Academic Education program as follows:

1. Every English dominant inmate without a high school diploma, GED or High School Equivalency Diploma must attend school until she obtains a High School Equivalency Diploma.
2. Additional information on enrollment policies is found in DOCCS Directive #4804".

There are four levels of Academic Programs offered based on Students' test scores. English dominant inmates scoring below 6.0 in reading or mathematics are placed in ABE, Adult Basic Education and attend one, three hour module per day. Inmates scoring between 6.0 and 8.9 are placed in Pre-HSE. Students scoring between 9.0 and 12.9 are placed in HSE. This is the preparatory course for the High School Equivalency Diploma. Language dominant inmates other than English, BEST Plus score below 08, English TABE E or M below 5.0 will be required to attend ESL. Additionally, inmates under 21 years of age who have a documented disability are placed in Learning Lab as per the Committee on Special Education until the end of the school year in which she turns 21.

If you transfer from another facility, you will be placed in classes, where you are at the same or nearly the same academic levels, based on your level of achievement from tests at prior facilities. The placement is done during an individual interview where a program can be tailored for you, and in which you may contribute to your own placement based on your interests and needs.

A.M. classes begin at 8:00 a.m. and end at 11:00 a.m. After lunch P.M. school begins at 1:00 p.m. and ends at 4:00 p.m. **All students are expected to go directly into their classrooms without delay and apply themselves to learning for the full duration of each period. Tardiness and distracting behavior in class prevents you from receiving the full benefits of the education program and prevents the rest of the class from learning. All students must be considerate.**

It is the policy of Bedford Hills Correctional Facility to provide an Academic Education program for inmates who have an academic need and who for Facility Security or Health needs have not been enrolled in Academic Educational programming as general confinement population inmates.

The Education Supervisor will check the RPL for education programs and inmates on the list with an academic need. **The Education Supervisor will review the "Education Status by HUB and facility, Under Custody Population Reports" and the "Under 21, Code 40 Reports"** to ascertain those that need and are unavailable for education. The Educational Supervisor will forward the list to the Cell Study teacher who will interview the inmate, check the test scores and re-test if necessary. The Cell Study teacher will make arrangements to take learning materials to inmates, assign work and monitor progress. At the same time, it is incumbent upon the ORC to monitor the status of inmates on their case-load. When inmates are relocated to one of the above learning areas (SHU, LTC, TBU, ICP and keeplock status), it is the responsibility of the assigned ORC to ensure that the Program Committee is aware of their housing unit change and that the inmate's educational needs continue to be served via the Cell Study teacher. Special Cell Study or Outreach Services for Special Education Services must be provided directly or indirectly by a certified Special Education Teacher.

The Cell Study teacher will maintain folders for each inmate. The folder will contain an Education Record Profile Card course work, test results, and education materials.

Every inmate will be testing according to the testing schedule for the Academic School.

Under 21 evaluation, testing and special needs:

- Inmates under 21 years of age who have been referred as potential students with a disability will be evaluated by the Education Psychologist, even if the inmate is in SHU or a specialized program like TBU, ICP, LTC, keeplock status or protective custody.
- The Education Supervisor will arrange with the respective Area Sergeants to Facilitate Education Psychologists testing in SHU, TBU and other specialized programs. SHU and TBU inmates should be secured in a Restart chair, hands unshackled unless she is on a "Restraint Order" for testing. Once the inmate is classified as a Special Education student the Psychologist will develop an IEP (Individual Education Program) and work with the Cell Study or Special Education teacher. The Education Supervisor will coordinate periodic CSE (Committee on Special Education) meeting with the student present.

An inmate who does not have a verified high school diploma, GED or High School Equivalency Diploma who also refuses to participate in the Academic Education Program either by refusing to accept assignment to the program, or by refusing to actively or positively participate once assigned; may face disciplinary action as well as be denied good behavior allowances in accordance with Correction Law, section 803.

College: Marymount Manhattan Bedford Hills College Program gives the women of BHCF the opportunity to earn college credits while incarcerated. College Program students may earn an Associate's degree in Social Sciences and a Bachelor's degree in Sociology. Students typically take two to three courses per semester, and courses in all academic fields are offered throughout the year. The college Program is open to all applicants who have earned a high school diploma or a GED. Applicants should contact the College Director located in the School Basement.

Inmate Program Associate (IPA) Program: IPA's work in Academic, Vocational and Transitional Services programs. Individuals interested in becoming an IPA should contact the Supervisor of Volunteer Tutors. This program is an initiative to:

1. Provide meaningful work assignments to qualified inmates with advanced education and training.
2. To assist staff in providing program services to inmates in each facility.
3. To provide inmates needing help with an opportunity to work one-to-one with a tutor.

IPA's are assigned to various programs based on program needs, inmate qualifications and aptitude. A further benefit is that IPA's develop and practice work-skills such as relating to supervisors, goal-setting, communication and many more of the less measurable affective skills. IPA's work in a variety of program areas, some of which offer a matching **NYS Department of Labor Apprenticeship Program**. IPA's in Apprenticeship Programs complete 2,000 hours of IPA work and a series of training courses, and are then eligible for a Department of Labor Certificate. Individuals interested in becoming an IPA should contact the school's Academic Supervisor, or for other areas, the supervisor of that particular program.

OCCUPATIONAL EDUCATION

Purpose: Occupational Education, also called Vocational Education, provides marketable job-entry skills to inmates who do not have documented vocational skills. Five vocational programs are offered at Bedford Hills to provide you with job-entry skills: Computer Technology, Cosmetology, Horticulture and Printing. If you are interested in vocational training, speak to your Offender Rehabilitation Coordinator (ORC) who will help you decide which program is beneficial to you. Your name will then be forwarded to the Program Committee Chairperson, who will arrange for you to attend a Program Committee meeting in which you will be assigned to a vocational program, or placed on its waiting list. **You are allowed to participate in only one vocational program during your incarceration, including prior incarcerations.** Factors such as your strengths in reading and math, your interest and aptitude and the amount of time you will be at Bedford Hills all contribute to making the proper selection. Prerequisites exist in most of these programs.

The purpose of the Occupational Educational Program is to provide training in a variety of occupational areas with the goal of obtaining marketable, entry-level job skills. This is accomplished by utilizing classroom instruction, trade theory and activities, as well as live work projects that provide hands-on training and experience. Appropriate conduct necessary to communicate and work with others in the trades is integrated into the programs, which is important to obtain as well as retain a job.

Computer Information Technology Support: Provides instruction and training in Microsoft programs such as Powerpoint, Word and Excel. Additional training is provided to train students to work in an IT department troubleshooting software issues. Trade certifications are available to students.

Cosmetology: This program provides instruction in three areas: Hair, skin, and nails. Students learn the basic skills needed to work in the Cosmetology trade. Eligible students are offered advanced instruction that prepares them to take the New York State Board Examination for licensure following release into the community. Graduate students provide general salon services to general population inmates.

General Business: Offers education in Microsoft programs such as Powerpoint, Word and Excel. Additional training prepares students to work with computers in an office environment through business communication, typing, bookkeeping and mathematics.

Printing: Teaches students desktop publishing and print press skills. Instruction in digital print media, and platemaking is included. Additionally, students are trained in various bindery techniques.

Horticulture: Provides education in exterior and interior landscape design, floral design, creating holiday decorations and greenhouse production. Students will participate in many hands-on tasks which provide them with the necessary skills to succeed in the trade. Facility projects are integrated into this program.

Department of Labor Apprenticeship Program: Printing and Horticulture Programs offer New York State Department of Labor Apprenticeship Programs that afford students the opportunity to become licensed apprentices/journeypersons. Apprenticeships vary in time and requirements, but are equivalent to the apprenticeships provided by vocational and technical schools on the outside.

Vocational Program Refusals - Refusing recommended mandatory program assignments, or refusing to actively and positively participate once assigned may result in denial of an Earned Eligibility Certificate and denial of Good Behavior Allowances ("Good Time").

PHYSICAL EDUCATION AND RECREATION

Gym: Gym schedules are posted on the housing units and change periodically; watch the bulletin board for different programs. Gym is not an assigned module and can only be attended when you have no other assignment. Gym sign-up sheets are posted on the units and ten inmates from each unit are allowed to attend gym per option. Dress codes are enforced while moving to the gym; you can change into athletic clothing (shorts and sweat suits) upon your arrival. You are permitted to bring one (1) clear bottle of water. **You are expected to actively participate in activities or you will be asked to leave to make room for other women. Absolutely no smoking or eating is allowed in the gym, and only one offender may use the bathroom at a time.** Recreational activities vary from sports leagues and team sports, such as: Basketball, Volleyball, and Paddleball Tournaments to individual activities using various equipment, i.e., Treadmill, Stairmaster, Elliptical machine and video aerobic exercise.

Recreational games may be played at tables, such as: checkers, chess, dominos, cards, etc. I.D's are needed for use of games in the gym. All equipment should be treated with care and returned to its proper place.

Upon entering the gym, all inmates must sign themselves and only themselves into the gym. Sneakers are required to enter and participate in the gym. **If you have any questions, see a staff person from the Recreation Department.**

Weight Room: The gym contains a weight room set aside for weightlifting and strength training. It is open in conjunction with the gym when staff is available. For your safety you must follow all directions given by staff and recreation aides in this area. This area is dedicated to weights and aerobics, not to general recreation. **If you have questions, see a staff person from the Recreation Department.**

Recreation: A Seasonal, weekly recreation schedule is generated, distributed and posted on all units, lobbies and in the Gym. Softball, volleyball and basketball are available in the 113 yard. Paddleball is available in the 114 Yard.

Special Events: Family Days, Holiday events and Religious events are scheduled throughout the year. The Recreation Department is responsible for coordinating these events. Appropriate notice of these occasions is posted on the units to allow you time to confer with your intended guests. If you are eligible to attend an event, you may invite two (2) adults and four (4) children. If you have more than four natural children, you must request special permission for them to attend. All visitors attending special events designated as family must have visited you at least two times during your current incarceration or they will not be allowed to attend the event.

For some events, you must pay to participate, thus requiring you to have money in your account during the commissary buy period; six (6) weeks prior to the event. **If you are confined to your cell, you will not be allowed to participate, nor will you receive a refund or a meal tray from the event.** Appropriate attire for these events will be detailed in the approved event packet. **The only jewelry you may wear to a special event is a wedding band and a religious medal/chain.**

After special events with outside visitors, you will be strip searched prior to returning to your housing unit. Since there is a no-smoking policy, you may not bring cigarettes with you to, or from special events. During special events where food is served in the Gym, you may not take food back to your unit. Your visitors may not leave you packages or money when they come for these events.

RTA Rehabilitation Through the Arts: A volunteer program that exposes participants to all aspects of the arts through self expression. This extremely interactive program often concludes with public performances within the facility.

Recreation Rooms/Yards: A yard schedule is posted on the bulletin board of your housing unit. Generally, the yards are open from 8:30 - 11:00 a.m. in the morning, 1:30 - 3:45 p.m. in the afternoon and from 6:30 - 9:20 p.m. in the evenings since there are lights in the yards. For health/safety concerns, when any one or more of the following conditions prevail, the yard will be closed:

- A thunder/lightning storm is approaching or in progress;
- The temperature drops below 10 degrees or the wind-chill factor is below 10 degrees;
- Fog or blowing snow hinders effective observation of this area.
- Other safety concerns exist as approved by the watch commander.

There are two yards available for use. The 113 yard and 114 yard which will be open to population on a scheduled basis.

The 112/113 yard is entered through the 113 lobby door. You must have your ID card with you to enter this yard. Occasionally, the yard is designated for an organized activity, such as a softball game. When there is no organized activity you may play sports, do exercise, jog, bring quiet games, or books, etc.

The 114 yard is entered through the shower room in 114 lobby. This yard is ideal for quiet games, walking, in-place exercise, paddleball and basketball. This yard is open, (rotating housing units; odd/even schedule) only when there is sufficient security coverage or for special, pre-approved activities.

The keeplock yard is entered through the left side of the 114 lobby and is usually used for keeplock recreation. Fiske, East Wing and West Wing have their own yards. East and West Wing share yards with puppies. Inmates living in Fiske, East Wing and West Wing may go to the 113 or 114 yards, as well as, rec. in their own yards. All puppy raisers (including those living in Fiske) may rec. their puppies in the East/West Wing yard, as well as, bring their puppies to 114 yard.

The yards are typically opened in the afternoons and evenings, but schedules vary at different times of the year and are subject to staff availability. **You may only be in the yard when you have a free module; otherwise you are out of place and will receive a misbehavior report.**

If you want to go to the yard/rec., you must tell the Officer when she/he does the go-around. Additionally, you must sign out on your housing unit and write down which yard you are going to (for example: Destination 113 yard). You may sign only your own name. If you choose not to go to the yard, notify your housing unit Officer and avoid being out of place.

During the evening hours only, there is an option at approximately 8:00 p.m. to return to your housing unit. Inmates on the housing units will have the option of going to the yards/rec. at this same time. **This is a one-way movement only; you may go to the yard/rec. or to your housing unit only. You may not go back and forth. Listed below are the yard/rec. rules:**

1. You must remain at least ten feet away from all fences, walls and gated area.
2. There is no lying down, sitting on the table portion or placing feet on the benches.
3. Lying on the ground is prohibited; however you are permitted to sit upright on the ground.
4. You may wear state attire or personally owned recreation wear to the yards. No flip-flops are allowed. However, if you have to leave the yard to go to medication, the Package Room, etc. you must be in your state uniform. Shirts have to have a collar or pocket & sleeves (long or short).
5. You are permitted to bring one clear, 16 ounce, bottle of water.
6. No food is permitted.
7. All garbage is to be disposed of properly; nothing is to be left on the ground.
8. You may not play or feed any animals.
9. Inmates are not permitted to congregate in groups of more than six (6). Failure to comply with the rule will result in disciplinary action; rule 105.10.11

Video Program: DVD's are provided to population on a weekly basis. The schedule rotates from week-end to weekend. The selection of DVD's is determined by your suggestions to your ILC representatives and the video runners. For more information, refer to the posted schedule or ask your ILC representative.

GUIDANCE AND COUNSELING

Purpose: The Department is committed to the development of the whole person through a professional relationship of honesty and mutual respect between you and your Offender Rehabilitation Coordinator (ORC). Comprehensive counseling is provided so that you may become aware that there are alternatives you may choose in order to take responsibility for your life.

Guidance and Counseling Unit: The Guidance and Counseling Unit is designed to provide case management, counseling and monitoring services to inmates in a consistent and systematic manner. The unit is supervised by Supervising Offender Rehabilitation Coordinator (SORC) under the direction of the Deputy Superintendent for Program Services. Each offender is assigned an Offender Rehabilitation Coordinator (ORC) when she enters the facility. When you are transferred from Reception to General Population, you will be assigned a new ORC. You will meet with your assigned ORC within five business days after you transfer to General Population. Your ORC will review your Earned Eligibility Plan with you and make recommendations for programs that you should take. She/he will encourage you to take responsibility for your life.

Your ORC will help you understand that you have choices, that you can change and that you have the ability to control your own life. Your ORC is the primary person through whom contacts with other departments, outside agencies and other individuals are best channeled. Your ORC is your case manager. If you have any questions or concerns about any aspect of your incarceration, your ORC will assist you, either by addressing your questions or concerns directly, or by referring you to another individual or department. **Your ORC will meet with you, at a minimum, once every three months for a Quarterly Review of your programs and adjustment. You may write your ORC at any time, if necessary. If you have an extreme emergency that cannot wait to be addressed in writing, have your housing unit Officer or program supervisor call your counselor and request an interview.**

The Guidance and Counseling Unit offers several programs for eligible inmates. These programs include Aggression Replacement Training, Alcohol and Substance Abuse Treatment, Network, Nursery, Puppies Behind Bars, Honor Floor, Family Reunion, Family Violence and Transitional Services. These programs are designed to assist you in understanding yourself and your interactions with your environment (people, places and things). Additionally, they will help you address your identified needs, set personal goals and develop skills to reach your goals. These programs will assist you in making a positive adjustment to incarceration and a positive reintegration into your community. Ultimately, we would like to see all of our inmates become happier, more productive, more self-aware and more self-developed. We would like this incarceration to be your last.

PROGRAM DESCRIPTIONS

Aggression Replacement Training Program (ART): This program is designed to assist you in identifying and controlling aggressive behaviors. The program is provided by trained inmate facilitators under the supervision of a facility staff coordinator. It incorporates videos, role-playing and group interaction to teach techniques for controlling anger and aggression, and requires 100 hours of participation. Living Safely without Violence is a staff-facilitated group which is the equivalent of ART.

ART is a mandatory program for inmates incarcerated with a violent offense. Refusing the program or refusing to actively and positively participate once assigned, will result in denial of an Earned Eligibility Certificate and denial of Good Behavior Allowances ("Good Time").

A.I.D.S. Counseling and Education (ACE): This program is a resource for up-to-date information on HIV/AIDS and other women's health care issues. ACE provides counseling, support, seminars and workshops on AIDS-related issues. Staff is composed of both civilians and inmates. The professional staff is employed by the Women's Prison Association. Write to the ACE Office for more information. **All information is confidential.**

Alcohol and Substance Abuse Treatment (ASAT): This is a therapeutic and educational program for offenders with histories of substance abuse. Participants are encouraged to explore the effects of drug use in all areas of their lives through group and individual counseling, lectures, videos and homework assignments. Placement in the group is determined by your Parole Eligibility Date. For more information on this program, or on Alcoholics Anonymous (AA) or Narcotics Anonymous (NA), write to the ASAT Office. **ASAT is a mandatory program for offenders having a history of alcohol or substance abuse. Refusal to accept the program or refusing to actively and positively participate once assigned, will result in denial of an Earned Eligibility Certificate and denial of Good Behavior Allowances ("Good Time").**

IDDT Program: The IDDT Program is a competency-based substance abuse treatment program which integrates other behavioral health material. The primary methods are group education and group counseling which occur within the context of a modified therapeutic community. Due to the nature of the participants, the atmosphere needs reflect consistent and flexible support of behavioral change without being excessively confrontational and able to benefit from multi-discipline staff who use a common language of RECOVERY from dual (or even multiple) problems.

The suggested schedule follows components of which will be co-facilitated by substance abuse and mental health staff. The curriculum provides a framework to guide the group process. Treatment staff need to use judgment in evaluating the efficacy of any part of the content, according to the capabilities and temperament of the group. Staff needs to monitor program participants as individuals, as well as group members and adjust the program content where necessary. However, the program content must ultimately reflect the nine ASAT competency areas.

Alternatives to Violence Program (AVP): This 20-hour weekend workshop is facilitated by outside volunteers and trained inmate facilitators. Participants explore non-violent approach to dealing with anger, aggression and conflict. Upon completion of the basic workshop, participants may also attend an advanced class. Write to your ORC for more information.

The Children's Center: The Children's Center's playroom in the Visiting Room is equipped with books, toys and games. The goal of the Children's Center is to provide you with an opportunity to have a relaxed and quality visit with your child(ren). The Children's Center sponsors various holiday programs for which it makes transportation from New York City and the Capital region several times a year. Moreover, it sponsors a variety of programs for mothers and children of all ages.

For further questions regarding the Children's Center, please write to the Children's Center.

The Infant Development Center: The Infant Development Center is an arm of the Nursery located in the basement of the school building. The Center provides parenting classes for pregnant women and nursery mothers. Inmate caregivers provide daycare for the babies while their mothers participate in other programs. The Infant Development Center is open Monday through Friday.

The Parenting Center: The Parenting Center is located in the basement of the school building. The Center provides a comprehensive range of educational and group programs relating to parenting and self-development as well as Foster Care information and child advocates. When possible, all services and programs are offered in Spanish as well as English.

The Children's Center, The Infant Center and the Parenting Center have both inmate and civilian staff. For further information on any of these programs, write to the Parenting Center, Building 110.

Family Reunion Program: This program provides you and your family the opportunity to spend private time together in a home-like setting. The visits last from two to four days in a modular home on the facility grounds. The Family Reunion site is shared with Taconic C.F. Applications are available on your housing unit. To apply, or for more information, write to the Family Reunion Coordinator c/o Guidance.

HELP fund: This program serves to assist indigent inmates (women with less than \$10 in their accounts) with basic personal and hygiene items on a bi-monthly basis. Inmates who are currently under sanctions including loss of packages or commissary are ineligible. The program is sponsored by volunteers and coordinated by Volunteer Services. To apply for this program, write to Volunteer Services. Please remember, that this program is for those who really need it. If you apply, the Volunteer Services Program Supervisor will verify the amount of money in your account, and if you qualify, you will be serviced.

H.O.P.E. Committee (Helping Others' Personal Expression): This is a special-purpose inmate organization comprised of six culturally diverse members. The organization holds monthly sale of beauty products. Proceeds from these sales are used for functional day-to-day expenses of the organization and to maintain appliances such as irons, and washers and dryers used by the inmate population.

Hispanic Needs: To respond to the cultural and language needs of Latino women the facility has a Hispanic Needs Coordinator who is available for counseling and support. This staff person can also assist with translation needs and immigration issues, and can work together with other staff as requested. The Hispanic Needs Coordinator is an Offender Rehabilitation Coordinator and carries a caseload of Spanish monolingual inmates. For more information contact the Hispanic Needs Coordinator in the Guidance and Counseling Unit.

Earned Housing/Fiske Programs: There are three Earned Housing Units in Bedford Hills Correctional Facility: 114 C/D, East Wing and Fiske. East Wing and Fiske are also involved in the Puppies Behind Bars Program. Earned Housing provides a more desirable living situation with some extra privileges. Unfortunately, you must earn your place on the Earned Housing Floor. You must have been in general population for at least a year to apply for the Earned Housing Floor and at least 24 months to apply for Fiske. You must have at least 6 months remaining on your sentence. You must have maintained a clean disciplinary record for one year prior to your application. If you meet all the criteria, complete an application (available on your housing unit) and send it to the Earned Housing Unit Committee. The Committee will interview you and will make a decision based on your overall adjustment. Particular emphasis is placed on your demeanor, attitude and service to the community here at Bedford Hills. An Earned Housing Unit Manual is available in the Law Library and in the Grievance Office. If you need further information, write to the Earned Housing Unit Chairperson.

Nursery Program: Pregnant women entering Bedford Hills may apply for the Nursery Program. If accepted, you and your baby may live on the Nursery until your baby is one year old. In some cases your stay may be extended until your baby is 18 months old. Admission to the Nursery is governed by Section 611 of New York State Correction Law. For more information, write to the Nursery Offender Rehabilitation Coordinator in care of the Guidance and Counseling Unit.

Photo Program (Click-Click): This program exists to take personal photographs of inmates with their visitors and to send home photos to family members. Photos are taken daily in the Visiting Room, at special events (with prior approval), and in the Gym monthly. Proceeds from the photo program are used for functional day-to-day expenses of the organization and to maintain appliances such as irons and washers and dryers used by the inmate population. For more information, write to the Recreation Program Leader.

Puppies Behind Bars Program: This program is run by an outside non-profit organization. Inmates are trained to raise puppies to become service dogs. To participate in this program, you must meet criteria established by Puppies Behind Bars. Participants stay in the program for at least 36 months. For more information, write to the Staff Advisor for Puppies Behind Bars, in care of Guidance & Counseling Unit.

Network Program: The Network Program incorporates aspects of the Network Program as well as Dialectical & Psycho-educational group therapies. The goal of the program is to increase socialization skills, self-esteem and coping skills and to build a sense of community. Network trained program aides enhance the supportive environment.

Transitional Services (TS): This program is committed to assist you throughout all stages of your incarceration to fully participate in the wide variety of programs available in the Department's facilities. It will help you prepare for successful reintegration into the community as a law-abiding and productive citizen. TS includes a full orientation to Bedford Hills, and in later phases, courses such as Changes in Circumstances, Social Living Skills, Communication, Aggression and Conflict Management, Career Development, Pre-release Planning and Community Preparation.

EARNED ELIGIBILITY PROGRAM

To be eligible for the Earned Eligibility Program, you must be serving a minimum term of eight years or less. This program is designed to assist you, your Offender Rehabilitation Coordinator (ORC) and Parole in evaluating your programs and institutional adjustment. Your ORC will assess your program needs when you first enter the Department of Corrections and Community Supervision. Your ORC then develops an Earned Eligibility Plan which states your needs.

Your program needs are based on your instant offense, your education level, your substance use, if any, and any other needs you or your ORC identify. You will meet with your ORC every three months for a Quarterly Review. During this review, you will discuss your program participation, your Earned Eligibility Plan and your disciplinary record. Your ORC will make recommendations to help you satisfy the needs stated in your plan. Two months prior to your parole hearing your ORC will submit an Earned Eligibility Evaluation to Parole.

If you have completed, or attempted to complete, recommended programs and have maintained a good discipline record, you will be awarded an Earned Eligibility Certificate for your parole hearing. This certificate tells your Parole Board that you have successfully participated in all available recommended programs and that you have adjusted satisfactorily to your incarceration. If you are denied an Earned Eligibility Certificate, it is because you failed to address your program needs and/or failed to maintain a good discipline record. You will be given a copy of your Earned Eligibility Determination (granted or denied) in the week prior to your parole hearing.

MERIT TIME

Merit Time is a law passed on 8/20/97 which allows certain inmates serving an indeterminate sentence to earn a possible two month per year reduction of their minimum term. Eligibility is determined by the nature of the instant offense, criminal history, program completion and institutional adjustment. Only certain crimes are eligible for Merit Time. **A change in Merit Time authorized Merit time A-1 drug-offenders under certain circumstances.** The Merit time benefit for such inmates is possibly, a one-third reduction of the minimum term. If you are on parole for a non-eligible crime and you are convicted of an eligible crime, you are not eligible for Merit Time. In order to have a Merit Parole Hearing, if eligible, you must complete one of the following programs:

- 1) A.S.A.T. (Alcohol and Substance Abuse Treatment)
- 2) HSE.
- 3) One vocational job title with a minimum of six months of satisfactory participation.
- 4) Four hundred hours of community service or outside clearance.

Additionally, you must have a good disciplinary record. The following make you ineligible for Merit Time:

- 1) Serious disciplinary infractions, such as drug use, assault, sex offense, arson and unauthorized organization.
- 2) Any inmate who has served 60 days or more of SHU or keeplock.
- 3) Any inmate who receives loss of Good Time as a disciplinary sanction is ineligible for Merit Time.
- 4) Any inmate who files a frivolous lawsuit.

If you are Merit-eligible, you will appear before a Merit Board Hearing for possible release.

If you are denied Merit release, the Parole Board will see you again on your original parole hearing date. Any suggestions or concerns you have about Merit Time can and should be addressed with your ORC. Additionally, you may consult the Law Library for more information and copies of the actual legislation.

TEMPORARY RELEASE PROGRAM

Temporary Release is a complex program with many factors determining eligibility. **Most violent crimes are excluded from participation. Any convictions for abscondence or escape will disqualify you.** A Temporary Release manual is available in the Law Library to provide you with further information. You are also welcome to write to the Temporary Release Chairperson. You may apply for three main types of Temporary Release from this facility:

- **Presumptive Work Release (CASAT):** You may apply for CASAT when you are within 30 months of your Parole Eligibility Date. You must have a history of drug use as the program consists of 6 months of intensive substance abuse treatment followed by work release. You may apply through your counselor.
- **Work Release:** You may apply for Work Release when you are within 24 months of your Parole Eligibility Date. You may apply through your ORC or by writing to the Temporary Release Chairperson.
- **Furloughs:** You may apply for Furloughs when you are within 24 months of your Parole Eligibility Date. A Furlough is a short-term leave (up to 7 days) to visit family, look for a job, or secure housing in preparation for release. You may apply by writing to Temporary Release Chairperson.

MINISTERIAL SERVICES

Bedford Hills provides a full Religious Program to meet the needs of all recognized Religious groups. Our Catholic, Jewish, Muslim, Nation of Islam and Protestant Chaplains are available to all inmates. Other faith groups are served by ministers/laypersons of that particular faith on a volunteer basis. There is also an RMU Chaplain designated to meet the needs of the inmates housed in the Infirmary, Long Term Care Unit, and OMH Units so that women who cannot attend religious services with general population may observe their right to worship.

Freedom of Religion means a person must have the option of choosing her own religious beliefs free from pressures from any other person or group.

Religious Services and Religious Clothing: A schedule of Religious Services, Religious Activities and Religious Study Groups is posted on housing unit bulletin boards. If you are keep-locked you may write to the DSS to request to be allowed to participate in the principal weekly or calendar Religious services of your faith. A separate request must be submitted for each service you wish to attend.

You may wear Religious clothing only in your housing unit or during services/programs and not to or from services or programs. Muslim women are allowed to wear a Khimar and to wear their shirts outside of their pants or skirts anywhere in the facility. All women are permitted to wear a head covering.

You normally attend the services of your own faith group. However, if you demonstrate an interest in another faith, you may apply to attend the services of another faith through the DSP and Chaplain of the faith you are interested in learning about.

Family Emergencies: Chaplains are authorized to make emergency phone calls to family members only when bonafide emergencies exist (family illness, accident, death, pending conference with your child's caregiver or school counselor, etc.). A block on the phone or a request for a package does not constitute an emergency. You may put your family members on your phone list and call them yourself. For routine calls, write you ORC or the appropriate party, for example, Children's Advocate for child-related issues.

In the event of the death or grave illness of a family member you may request either:

- **Funeral Visit** (visit during the final service held for a deceased person)
- **Deathbed Visit** (visit to the bedside of a person whose death is imminent).

Before any such arrangements are made, the Chaplain must verify the person's relationship to you and verify the death or illness with a funeral parlor/hospital. If there is conclusive evidence of the relationship, the Chaplain will meet with you as quickly as possible to give you the information and to ask if you are requesting a funeral or deathbed visit. If you request a visit, the Chaplain prepares a written summary of all relevant information for the Superintendent, who makes a final decision on whether you may make the visit. As soon as a decision is reached, the Chaplain meets with you again and/or makes a return call to the family member. If the trip has been approved the Chaplain works with Security to make arrangements for the trip.

Chaplains are also available for spiritual counseling and make routine visits to SHU, the RMU, and outside hospitals. If you wish to see a Chaplain, write to the Chaplains' Office.

VOLUNTEER SERVICES

The **Volunteer Services Office** functions as a resource center for all community volunteers and volunteer-sponsored programs. Bedford Hills Correctional Facility has over 350 registered volunteers, participating in approximately 60 programs.

Each year the HUB Supervisor of Volunteer Services coordinates the Volunteer Services Recognition Dinner. The Volunteer Services Office coordinates the HELP fund. The HELP fund accepts outside donations of toiletries, bras and panties and distributes them to inmates who have no more than \$10.00 of spendable funds in their account. Greeting cards are also distributed at no charge. To access these services, write to the Office of Volunteer Services.

The HUB Supervisor of Volunteer Services also acts as the Media Liaison and Tour Guide for all approved events of these types in the facility.

SECTION 3 - HEALTH SERVICES

Health Care Services include any type of services involving your physical and dental health. All of these health services are located in one building, the Regional Medical Unit (RMU), except for some Reception functions. Health Care Services are provided at the level required to maintain and promote good health for individuals. **If you have any complaints about health services, you should submit a written complaint to the Director of Nursing Services, or the Deputy Superintendent for Health Services, so your concerns may be addressed in a timely manner and hopefully resolved.**

Infirmery: Infirmery care is provided for any illness or diagnosis which requires observation and/or medical management, but does not require admission to an acute-care outside hospital. **While you always have the right to refuse medical treatment, you may not refuse to stay in the Infirmery, just as you may not refuse any other movement order.** If you need to be excused from your program and placed on bed-rest because you are sick, you will be placed in the Infirmery so you can be properly cared for. While you are temporarily housed in the Infirmery you may have regular visiting privileges unless your medical condition requires that your visitors visit you in the special visiting room in the RMU. Packages are limited: you may not receive smoking products or food items requiring cooking since there is no-smoking, no cooking policy in the RMU, and diets are carefully monitored. You may receive money from your visitors while in the Infirmery.

Long Term Care Unit (LTC): The Long Term Care Unit provides long-term supportive care and rehabilitative medical services to inmate patients when their needs exceed the scope of a correctional facility infirmary. Visiting programming, available services, and specific policies governing the LTC are included in a unit-specific manual. If you are admitted, you will get one so that you may familiarize yourself with the regulation of the unit. Various activities and volunteers visit the LTC under the auspices of the RMU Chaplain. Moreover, there is also a special ORC available to meet the needs of all RMU patients.

Routine Sick Call: Is held in the RMU, Monday - Friday. If you wish to see a health care professional for a non-emergency medical problem, fill-out the Sick Call slip and place it in the appropriate box, you will be seen the following day. If you want to see an M.D., you will be scheduled within 14 days or sooner based on priority. Abuse of sick call may be an indication that you are having problems adjusting to prison routine and its stress, for which a follow-up interview with your assigned ORC or OMH referral/or both if needed.

Emergency Sick Call: Is available 24 hours a day, seven days per week on the 1st floor of the RMU. If you are injured in any manner, or develop a symptom that threatens life functions e.g., bleeding, shortness of breath, chest pain, etc., the Officer on your housing unit or work location can call the Clinic/Emergency Room and speak to the nurse about your complaint. Make sure you explain to the Officer how you are feeling so that they can communicate the information properly. In addition the Officer must also tell the nurse your name and DIN so the nurse can pull your chart. The Area Sergeant will be notified, especially if assistance is needed to get you to the clinic. This screening also provides emergency first-aid.

You must not make unnecessary use of the Emergency Clinic since you will be tying up medical services that are needed for real emergencies. **If repeated false claims of pain, or the need to use emergency services are made and documented on your medical record, your case will be evaluated by the Medical Director or designee and formal counseling will be done for abuse of services. Repeated need for counseling could lead to disciplinary action.** You must utilize your daily Sick Call sign-up procedure for non-urgent complaints and you will be seen each time within 24 hours. You must show up to Sick Call the day after you sign your name since you will be scheduled to be seen as it is mandatory. You can refuse at point of service.

Doctor's Appointments: Medical call-outs are mandatory. Doctor's appointments are made by referral, through Sick Call or requested by the doctor as part of a follow-up to his/her treatment, or to discuss diagnostic test results including blood tests, x-rays, etc.

A primary care doctor may make a referral for sub-specialty consultation. If you decline this service, you must sign an informed refusal.

Laboratory/X-Ray Appointments: When diagnostic work, for example, blood or x-rays, have been requested by a physician, your name will be placed on a call-out. On some occasions, Health Services staff will contact the housing unit directly for you to report to the clinic for an EKG, etc. **In preparation for certain blood work to be drawn the lab tech will notify you in writing then you must be NPO after midnight prior to the scheduled blood draw. The RN will also go to your cell and have you sign a form acknowledging you are aware of your NPO status after midnight for a test or procedure scheduled.** Notification of results is done through facility mail or doctor's appointment.

Medical Trips: If the doctor decides to send you outside for a consultation, the medical staff will make arrangements. For security reasons you will not be informed of the date of the trip. All inmates are strip frisked before going on medical trips. Moreover, inmates are transported in appropriate restraints and must wear state issued clothing only.

It is standard practice to house you in the Infirmary the night before an outside procedure/trip. Upon return from any outside trip, the Transportations Officer must take you to the hospital clinic so that Health Services staff can determine appropriate follow-up care. You may stay in the Infirmary overnight for observation after a diagnostic procedure and for further recuperation after a surgical procedure.

Hospitalization: Outside hospital care is provided for the management of acute illness and/or certain diagnostic procedures. In this case, you will be transferred to a health-related facility. **Please make sure that the nurse has a record of the person that you wish to be notified in case you are admitted to an outside hospital. If you are admitted, staff will contact the person you have designated.**

While you are hospitalized, the Correspondence Unit will forward your mail to you. The only visitors you may have during your stay at the hospital are immediate family, clergy, and pre-approved attorneys. You may not receive packages or money from visitors while you are hospitalized.

Dental Sick Call: To receive dental care, fill out the Routine Sick Call slip noting your dental need and they are to be placed in the appropriate box. You will be seen the following day. Dental Screening is held Monday - Friday in the RMU Dental Clinic on the first floor from 6:30 a.m. - 9:00 a.m. The Dentist will see you, assess your problem and schedule you for an appointment or respond to your emergency the same day if the problem requires immediate attention.

Routine Dental Care: The Dental Clinic is located in the RMU, and is open daily from Monday through Friday between 9:00 a.m. and 3:00 p.m. This clinic is equipped to provide most routine dental care, including examinations, cleanings, filling of cavities, root-canal treatment, and construction of dentures and removal of teeth. Specific treatments that the facility's Dental Clinic cannot provide may be provided to you by an outside facility when appropriate. The Dental Clinic generates a call-out list based on previous examination which began at the start of the Reception process or from your Dental Screening assessments.

Emergency Dental Care: To receive emergency dental care sign the Dental Sign-up Sheet on the unit between 7:30 p.m. and 10:30 p.m., and indicate that you feel you have an emergency because you have a toothache, etc. The Dentist examines dental emergencies every day from 6:30 a.m. to 9:00 a.m. in the Dental Clinic, located in the RMU on the 1st floor. If you have a serious emergency once the lists has left the unit and until 3:30 p.m., go to your Unit Officer or work location supervisor. This staff person will call the Dental Clinic so that you can be examined on the same day. Emergency treatment is provided to you in accordance with the dental staff's assessment of your condition. If you actually need non-emergency treatment, an appointment will be scheduled for you. After 4:30 p.m., the registered nurse in the Clinic/Emergency Room handles all dental emergencies.

Pharmacy: The facility Pharmacist fills all prescriptions for the inmate population. Please understand that if you had a certain prescribed medication on the outside, you might not receive a medication with the same name while incarcerated. This occurs because we order by generic name, not by brand name. The medication will be the same chemical formula, but may not be the brand with which you are familiar. If you have questions, ask your doctor or the pharmacist to explain.

The label on the medication bottle/tube/box/bag will have your name, DIN, Rx number, instructions for use and number of refills. You will normally be given a 30-day supply of medication and blank refill labels that you can fill out when your refills are due. Refill labels need to be completed with your name, DIN and the Rx number of the medication that needs to be refilled.

There is a pharmacy box at the entrance to the RMU where you can drop your refill requests. You may also give them to the med-room nurses. Your prescription will be refilled and then delivered to your unit via the mail bag system. You will be called by your unit officer to sign for your medications prior to receiving them. There are medications that are non-formulary, which need approval from Central Pharmacy, and you may not get them for possibly a week or two. To avoid delay, sign up for Nurses' Screening and request an M.D. appointment for medication renewal **two weeks in advance of expiration date**. When there is a delay in obtaining the medication that you are allowed to carry from the Pharmacy, sign-up for Routine Sick Call and have it followed-up immediately with pharmacist.

Do not remove or tamper with the label on the bottle, since this label is used to reorder your medication. If you do not finish the medication for any reason, bring the container (with any unused doses) to Routine Sick Call or the Pharmacy call-out in the RMU. Do not exchange medication with anyone, even if you feel your symptoms are similar, you have leftover medication, and you want to help.

Specific hours for picking up medication and for refills are posted on the unit bulletin boards. **Rx numbers/prescriptions are considered outdated if you have the prescription 90 days after the issue date.** If this is the case, you should return the medication to the Medical Department to avoid a ticket violating rule 113.14, "Inmates shall not possess outdated or unauthorized types or quantities of medication nor shall they sell or exchange any medication". If medication in question is something that will be refilled again, when the doctor requires the refill, it will have a different Rx number.

Self-administration is not an appropriate choice for some medications or some patients. In these cases, medication will be administered by the medical staff from the 1:1 Medication Window. Inmates may never carry controlled substances, OMH medications and certain other medications identified by the pharmacist or the Facility Health Services Director. These medications are provided on a one-to-one basis, and if you need one of these medications, you will have to report to the Medication Window of the RMU building, first floor, at the designated medication times which are posted on the units.

We assume that you will act responsibly when allowed to carry medication. **However, giving your medication to anyone else, saving it up, or selling it is dangerous, as well as a violation of the rules and regulations. You can lose the privilege to carry your medication. If you do not follow these instructions, your privilege to carry your medication will be canceled, and you will have to receive medication via 1:1 Med Room, under direct supervision of a nurse.**

Medical Permits: From time to time it is necessary to issue medical/therapeutic aids like Ace bandages, braces, tens units, canes, etc. These items require special medical permits that will only be issued when a doctor requests such items as part of your treatment plan. These permits are issued for limited periods of time. It is your responsibility to renew your permits through your doctor (if necessary) and return the permit items on time. Failure to do so may result in a misbehavior report.

SECTION 4 - MENTAL HEALTH SERVICES

Office of Mental Health (OMH) - OMH is a separate state agency from the Department of Corrections and Community Supervision, and therefore can offer you confidential services. **All mental health files are confidential and are not available to Corrections staff.** OMH offers a range of mental health services, including one-on-one treatment, group counseling and crisis intervention. Do not be afraid to ask for help. There are crisis services available 24 hours a day, 7 days a week for inmates who are exhibiting signs or symptoms of significant psychiatric decompensation, or behavior that suggests they are at an increased risk for self-harming or are suicidal.

Referrals: It is common to experience sleeping and eating disturbances when you come to prison. You may feel fearful and apprehensive in this new environment. Many inmates experience feelings of depression or stress. **If these feelings become extreme, or interfere with your daily functioning, you may request to be seen by mental health staff by:**

1. Writing to OMH, RMU-3 to request an evaluation, or
2. Asking your medical doctor, nurse, housing unit Officer, ORC, work area supervisor, or any facility staff person to make an OMH referral for you.

RCTP: A Satellite Unit which provides mental health services focusing on assessment, stabilization and return to General Population. It also provides out-patient follow-up care. When necessary, arrangements can be made for intensive care at the **Central New York Psychiatric Center (CNYPC)**. In addition, a closed therapeutic community, referred to as the **Intermediate Care Program (ICP)**, provides rehabilitative services to offenders who cannot adjust in General Population, and who may suffer from serious or chronic mental illness. OMH also provides individual services to inmates confined in the Special Housing Unit (SHU).

Therapeutic Behavior Unit (TBU): TBU is a 16 bed unit for inmates identified as seriously mental ill who have received SHU sanctions and/or extensive keep lock sanctions.

ICP: Intermediate Care Program offers a supportive environment for inmates with mental illness to develop skills to independently manage their daily life. DOCCS and OMH staff provide treatment, group sessions, recreation activities, daily living skills and discharge planning services for ICP participants.

TRICP: Transitional ICP provides support and training to inmates transitioning to and from ICP programs. OMH staff conduct weekly support groups and a treatment team reviews progress.

SECTION 5 - INMATES WITH DISABILITIES

Policy: The Americans With Disabilities Act prohibits State and local entities from discriminating against any qualified individual with a disability in their programs, services and activities. Therefore, the programs and services provided to offenders by the NYS Department of Corrections & Community Supervision and Bedford Hills Correctional Facility must ensure accessibility by qualified inmates in the most integrated setting. The Department is required to make "reasonable accommodations" or modifications to existing policies and procedures in order to allow qualified offenders with disabilities the same opportunity as non-disabled offenders, unless to do so would be an undue burden to the Department, cause a fundamental alteration to a program, or compromise the safety or security of the facility. **Departmental Directives #2612 and #2614 provide detailed information on inmates with disabilities and reasonable accommodations.**

Disability: An individual with a disability is anyone who has a physical or mental impairment that imposes a significant barrier in the performance of one or more of the person's major life activities. "Major life activities" includes functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, learning and working.

Reasonable Accommodation: Inmates with disabilities have the right to request Reasonable Accommodations to make programs and services more accessible and useable. Reasonable Accommodations might include the following:

- Making a building readily accessible to meet a particular individual's needs (ex: ramp)
- Providing readers, sign-language interpreters, note takers, escorts, daily living skill aides
- Acquisition or modification of equipment or devices (ex: amplified telephone headset) inmate requests for accommodations may be made orally or in writing to the Vocational Rehabilitation Counselor or any DOCCS employee. The reasonable accommodation process is covered in detail in Directive #2612.

SNU/Special Needs Unit: Provides programs and services to inmates who are in need of specialized support to improve their daily living skills. A team consisting of an SORC, ORC, Security Officer, teacher and a Recreation Program Leader provide skills development and training to inmates in the SNU program.

TRISNU: A transitional unit where SNU inmates can progress toward placement into general confinement programming.

SECTION 6 - FACILITY BUSINESS OFFICE

Inmate Accounts: Inmate Accounts are on a computerized system that is linked with all other New York State Correctional Facilities. All transactions must be processed through this system. Each month you will receive a statement from the Inmate Accounts Office showing your current balance, total receipts (money going into your account from payroll, visits or the JPAY system) and expenditures (money spent on Commissary purchases, outside orders, etc). All funds received at the facility and deposited into your account are subject to the collection process established in Directive #2788. You may not designate incoming receipts for a special purpose.

A visitor may leave funds for deposit only to the account of the inmate he or she is visiting. Funds may be received in cash, check or money order but shall be limited to \$50.00 per inmate per day regardless of the number of visitors transmitting funds. The visitor will be required to complete a preprinted deposit envelope, enclose the money, seal the deposit envelope and present it to the Officer for verification then place the envelope in the deposit box.

Your family may deposit money into your account using the JPAY system. They will be required to set up an account with JPAY in order to do this. This system offers multiple ways to deposit money for a minimal fee. JPAY will then process the money electronically and the funds are deposited into your account. You will then receive a receipt from the Inmate Accounts Office indicating the money has been processed.

It is important that you review your monthly statement and report any problem in writing to the Inmate Accounts Office with as much detail and documentation as you can provide. Keep a copy of what you send for your own records. It is important to keep all receipts and statements and be able to track your transactions. Any questions you have concerning your account will usually be cleared up by waiting until your monthly statement is received. If you are released, and not going to another institution, you will receive forty dollars (\$40.00) cash upon leaving this facility. In addition, you will receive a check for the amount remaining in your account.

Inmate Payroll: Payroll rates vary by type of assignment and skills required. Pay is based on actual attendance and not merely on enrollment in a program. Pay rates are established for each job title, and each rate contains several pay levels allowing you to receive incentive raises. To receive a pay raise from one level to the next, you must receive a satisfactory evaluation from your work supervisor. If you have a payroll problem, speak first with your work supervisor. If the problem is not corrected within a few weeks, contact your ORC.

Lag Payroll / Gate Money: For the first fifteen weeks that you are programmed, all wages are "lagged", or reduced by 20% each week until a full three weeks pay has been withheld. This amount will be held in your account and given to you upon release. Gate Money is a "forced-savings plan" and automatically starts when you are within one year of your earliest release date. Gate Money is collected at a rate of 12.5% of all receipts going into your account. Gate Money, combined with your Lag Money, will equal \$40.00, which is given to you upon release.

Mandatory Surcharge: If you already have a DNA sample on file and the Judge imposed a fee again with a new indictment we must collect the fee. When Inmate Records advises the Business Office that a Mandatory Surcharge has been imposed by the sentencing court, the Business Office will deduct the full amount if sufficient funds are available in your account. If sufficient funds are not available to cover the full amount, an encumbrance (hold) will be placed on your account and the amount will be immediately collected. **Mandatory Surcharge encumbrances are collected at the rate of 50% of all outside money, and 20% of all wages.** If you are transferred while still owing a Mandatory Surcharge, the encumbrance on your account is transferred with you. If you are released before the full amount is collected, the balance of your account will be applied toward the surcharge.

Encumbrance: An encumbrance is the way in which money is collected to pay for overdrafts, charges for destruction or loss of property, advances for temporary release or legal mail, court costs, reparations, mandatory surcharges/crime victim assistance fees and any other case in which money is owed. **The Business Office can withhold (encumber) 20% of your weekly earnings and 50% of money you receive from the outside. In the event that money is placed in your account by mistake, an additional 10% of your earnings can be collected until the mistake is corrected. If you have two encumbrances the institution can withhold 40% of your weekly earnings and 100% of your outside receipts.**

Disbursements: These are like checks, allowing you to spend money from your account. Disbursement forms are available on the housing units. When you complete a disbursement form, make sure that you press down hard enough so that the copy is clear. Make sure that your writing is easy to read, and print where possible. Disbursements are considered legal documents and must be filled out in dark blue or black ink. Never use a pencil to fill out or sign disbursements. You must include the date, housing unit and DIN#. **All disbursements for outside purchases are to be signed in front of the Unit Officer for verification.** Once the Officer signs disbursement you must place it in the unit mailbox. The Law Library Officer may sign a disbursement for copies; Recreation Program for photos, Correspondence Clerk for postage; Chaplain or ORC for telephone calls; ID Officer for replacement ID card; Cosmetology Instructor for Cosmetology costs and Package Room Officer for sending out packages. Inmate Organization fundraiser purchases such as HOPE Sales, oil sales, etc. require the Officer's signature as well as the organization's staff advisor's signature.

For disbursements of \$100 or more, you need the written approval of the Deputy Superintendent for Security or the Captain. When sending money out to someone, you may be required to provide the relationship and the purpose of the disbursement. Denial of a disbursement request must be in writing and must specify the reason for the denial. **Requests to send money to an immediate family member at another facility must be approved by the Superintendents of both facilities.** See your ORC to request such approval. Remember that when you send in a disbursement it may take up to 10 business days to process the disbursement once approved.

Stop Payments: Inmates may submit requests for a stop payment to the facility Business Office. The stop payment request must be in writing and include a clear explanation of why the stop payment request is required. If the stop payment request is reasonable and necessary, it should be processed. Bedford Hills may establish a time frame that must be met (i.e. certain number of days a check may be outstanding) before placing a stop payment. If the bank charges the inmate's account for stop payment orders, the inmate will be responsible to pay this charge. If sufficient funds are not available or if the inmate refuses to pay for the stop payment charge, the stop payment order will not be processed.

Inmate Claims: If you believe the facility is responsible for damaging or destroying personal property, you may file a claim. **The burden is on you to prove your claim, establish the liability of the facility and clearly show the value of the item for which you are seeking reimbursement.** Specific information on filing a claim is found in Directive #2733, available in the Law Library and Inmate Grievance Office. The claim must be filed on the appropriate form and provide as much detailed information as you have available in terms of description and value of the item(s).

In order to pursue a claim, you must report a loss to the Unit Officer or other appropriate employee within one day of the discovery of the loss. Make sure they log or otherwise note your complaint. Obtain a claim form from your Unit Officer, Law Library, or Grievance and complete it carefully, making sure you include all the required information. **Be sure to send the Claim Form to the DSA within five business days of the discovery of the loss.** The Deputy Superintendent for Administrative Services (DSA) reviews offender claims within the facility. The DSA may have someone speak to you if your claim is vague, if data is missing, or to initiate an investigation. The DSA will recommend or reject payment based on the proof submitted. When that process is completed you will receive a written notice of whether the claim has been accepted or rejected. You can appeal the decision to the Superintendent.

Outside Purchases: You may not purchase anything on credit or join "clubs" that ship items in installments (i.e. book and tape clubs). You also may not order something from the outside and have it mailed to another inmate, or have your family purchase something and mail it to another offender. Outside purchases are received through the Package Room and must meet the Package Room requirements contained in Directive #4911. If the items fail to meet the requirements they will be denied and you will have to mail the items back at your own expense, send them out on a visit (if you are scheduled to have one within 14 days) or donate them.

Bank Account: You are not permitted to open or continue any outside bank accounts, including checking, savings, CD, Money Markets, etc. You are permitted to receive checks or money orders from people (except other offenders) not on a Negative Correspondence List. Checks/money orders must be payable to the name under which you are committed.

Personal Papers: Personal papers such as birth certificates, passports, identification cards, etc., are kept secure in a safe in the IRC office and will be returned to you upon your release. You may not possess original or copies of forms of personal identification such as bank books, check books, driver's license, passports, etc.

Hair Care: You can get a haircut by writing to the Cosmetology instructor who will place your name on a call-out. Be sure to state when you have a free module, as you may have a hair appointment only when you are not working, or not in school, etc., unless you receive special approval because of your assignment schedule. If you want something more complicated, like a permanent, you will have to include a disbursement form in your letter to the Cosmetology instructor and explain what you want. The instructor will complete your disbursement and forward it to Inmate Accounts. You will not be scheduled until your disbursement has cleared (usually two weeks). Relaxers are for sale in Commissary. Please use them according to the directions on the box. If you do not know how, you may make an appointment at Cosmetology and have someone do it for you. The bottom line is to use these products as intended and safely.

State Shop: Clothing is handled by the State Shop and all items you receive should be labeled for you by the State Shop. You are responsible for maintaining your full issue. Standard female issue upon Reception is a combination of 4 jumper/green slacks/skorts, 1 long sleeve white blouse, 3 green short sleeve blouses, 1 pair work shoes, 1 pair sneakers, 2 sweatshirts, 1 winter coat(clicker coat), 6 pair panties, 6 bras, 6 pair of socks, 2 pair pajamas/nightgowns (offender choice) and 1 flannel bathrobe. You also receive two mesh laundry bags in which to send your clothing to the facility laundry. The only alterations you may make to your state issue are hemming to the proper length and taking in at the waist to insure proper fit. **Clothing may not be altered to add pleats, peg pant legs, or make clothes fit tightly, etc. Pants must reach the top of your shoes and skirts/jumpers must reach the knee. You will be charged for any clothing issued to you that has been altered, destroyed or given away.** Every attempt is made to maintain a tailor in the State Shop so this alteration is done appropriately. If you do it yourself, do it correctly, so as not to damage the item or make it unusable for the next person.

If you claim to have lost clothing through no fault of your own, report this to your Unit Officer immediately, and ask the Officer to log your complaint and the circumstances. Follow this up with a written statement of the circumstances to the Area Sergeant.

Inmates in certain work assignments receive special issue clothing (see Directive #3081). Due to vendor delivery delays, the State Shop may not always have all sizes and items in stock upon your arrival. If you continue to miss items, write to the State Shop. State issue (green) is replaced according to a schedule set by Directive #3081. However, usability is the determining factor with regard to whether a replacement will be issued. **Underwear and socks do not have to be turned in to get replacements, but other items must be brought in for examination to determine whether they should be replaced.**

If you need replacement because you have lost weight, etc., write to the **Business Office** giving your name, DIN #, housing unit location and programs. You should check the call-out to find out when you are scheduled.

Generally, sweatshirts, jumper/2 skorts/slacks every 18 months, boots, 1 long-sleeve blouse, 2 short sleeve blouses every 18 months, and pajamas may be considered for replacement annually; 3 bras, 3 pair of socks and 6 pairs of panties every six months; sneakers every six to nine months; bathrobe every two years and clicker coat every three years.

Laundry: Laundry services are provided twice a week according to the schedule posted on your unit. Sneakers or nylon materials are never to be sent to the facility laundry since they will melt in the dryers. Clothing is sent to the laundry in net bags. Each offender is permitted to send a maximum of two net bags to the laundry twice a week. One net bag is for greens and dark colors and the other is for whites and light colors. Bags should not be more than half full or the clothes will not clean or dry properly. All State clothes should be labeled by the State Shop. It is your responsibility to tie your net bags securely. A name tag or label must be attached to each bag. Net bags are sent to the laundry in the AM of your scheduled day. Check the bulletin boards for changes in laundry procedures and schedules. Do not put sheets, towels or blankets in the net bags. Do not send panties or bras to laundry

Commissary: You are scheduled to make a Commissary purchase every two weeks which provides you access to a variety of food items and other products. **The maximum amount of money you are allowed to spend is \$75.00 for food and non-food items per Commissary buy with an additional \$24.50 for postage stamps as well as \$115.00 for special purchases.** Cigarettes/tobacco products are special purchase items. Cigarette/tobacco buy limits are indicated on the Buy Sheet under the Special Purchase category. You must have this money in your account at the time you put in your Commissary buy-sheet. Your buy-sheet lists the products available and the amount you are allowed to spend. **(Note: The sale of cigarettes to inmates under the age of 21 is prohibited by law.)** This amount is based on the information available from Inmate Accounts and is final. If you have a problem with the buy-sheet balance, it cannot be corrected at the Commissary.

In the case of an over buy (when you do not have sufficient money in your account to pay for all items ordered) the last items purchased will be returned. You are not allowed to choose which items will be returned; items will be deducted from the bottom of the buy-sheet and continue upward until the buy is within the money allowed. If you miss your regular buy-day because you are on an outside trip, in the infirmary, etc., you must submit a written form, Special Buy Sheet, that is available on your unit and follow the instructions on the form, so that you may be scheduled for a buy on Straggler's Day (usually Friday).

Your buy sheet lists the products available and the amount you are allowed to spend. (Note: The sale of cigarettes to inmates under the age of 21 is prohibited by law.) This amount is based on the information available from Inmate Accounts and is final. If you have a problem with the buy sheet balance, it cannot be corrected at the Commissary.

Special purchase items from Commissary (fans, hot pot, lamp, etc.) are listed on the buy sheet. You must mark the special purchase item on your buy-sheet when you shop. Commissary staff will send your item to the Package Room and you will be called to pick the item up.

You must present your ID card when making a Commissary buy. You are not allowed to leave a school program for Commissary. School-programmed inmates will pick up commissary at 4:00 p.m. You will be asked to present your program card when you make a buy. Leaving school to go to the Commissary will result in disciplinary action and loss of your commissary buy.

Make sure you check the out of stock sheet on your unit and in the Commissary before you turn in your sheet. Once you sign your receipt, check the yellow copy to see if you have received all of your items or for mistakes. There will be no adjustments once you leave the area.

An Officer will take the sheets to the Commissary and the Commissary staff will deliver the item to the inmate in Long Term Care. This will be done every other Thursday for the Infirmary and every other Friday for TBU. ICP inmates will be escorted to Commissary at 3:15 p.m. after their afternoon program is completed on their buy-day. This will be done every other Thursday, not on Infirmary/TBU buy-day.

SECTION 7 - INMATE CORRESPONDENCE

Correspondence is governed by Directives #4421 and #4422. You may write to any family member or adult correspondent except an employee of the Department of Corrections & Community Supervision, an inmate, parolee or probationer unless approved by the Superintendent or her designee. Approval is only given to correspond with another offender provided that he/she is an immediate family member or a co-defendant in an active case. You are responsible for the postage on all general mail by using stamps or a disbursement (available from your Unit Officer). No disbursement will be accepted for the prevailing postage rate for a one ounce first-class domestic letter. Example: If the rate is \$0.55, you may not use a disbursement for \$0.55 or less.

Mail addressed to any D.O.C.C.S. staff in Albany with the zip code of 12226 does not require postage.

All outgoing envelopes must be addressed as follows:

FRONT OF OUTGOING ENVELOPE:

Your Name & DIN Bedford Hills Correctional Facility P.O. Box 1000 Bedford Hills, NY 10507	STAMP
First & Last Name Street Address City, State, Zip Code	

NO ABBREVIATIONS, UNAUTHORIZED WRITING, STICKER OR LIP PRINTS

If your mail requires special handling, such as certified or express mail, attach a signed disbursement requesting same. Certified forms are available in the Law Library. Disbursements must clear before mail is processed. **All mail is sealed except inmate-to-inmate and business mail. Inmates may not conduct a mail order business, solicit or advertise for money, services or goods. When paying for an order from an approved vendor, a disbursement must be filled out for the full amount due. Bill-later or installment buying is not permitted. The Business Office will not process any disbursements to photo reproduction/enlargement service companies.**

To facilitate the processing of mail please have correspondent address your mail **CLEARLY** and **LEGIBLY**. All incoming envelopes must be addressed as follows:

INCOMING ENVELOPE NAME & DIN# MUST BE INCLUDED ON ALL MAIL

Sender's First & Last Name	STAMP
Street Address	
City, State, Zip Code	
 Your First, Last Name & DIN Bedford Hills Correctional Facility P.O. Box 1000 Bedford Hills, NY 10507	

All general correspondence is examined for cash (not encouraged), checks, money orders, and contraband and third-party mail. Only appropriate photos (no frontal nudity) are permitted. Stamps, stamped envelopes and musical cards are not permitted. If money is received in your envelope, it is credited to your account, and a receipt is issued in your name. **The money order/check must include your name and DIN as well as the FULL name and address of the sender. Failure to comply may result in money being treated as contraband.**

Returned Mail: Mail being returned, will have the specific reason in writing so you will know exactly why your mail is being returned.

Privileged Correspondence: Privileged Correspondence is entitled to a greater degree of confidentiality during processing, than is given to general correspondence. Directive #4421 defines Privileged Correspondence as mail addressed to or received from:

- 1) Government/Public Official, department or agency;
- 2) Legal Services (any attorney, approved legal representative employed or supervised by an attorney, any legal services organization) or
- 3) Medical Services (medical personnel such as physicians and dentists, or hospitals).

Certain exceptions are noted in the Directive. In sending Privileged Correspondence you are permitted the equivalent of five free, one ounce first class domestic letters per week. Any unused portion is not carried over to the next week. You are responsible for postage over that allowance and also for any special handling, such as certified/express mail. If you have insufficient funds to cover the cost of postage, you may request an advance of up to \$20.00. This advance must be repaid by an encumbrance on your account. If time is of the essence, see the Law Library Officer for assistance. In the event you should receive a pre-printed stamped envelope in your legal mail, you must still follow the procedure for sending **Outgoing Envelopes**.

Incoming legal or certified mail is logged in the Mail Room before being sent to the Law Library for distribution. **The Law Library Officer will open your legal mail in your presence and have you sign a receipt for same. If your legal mail comes in an envelope/package whose size and bulk indicates that it may conceal contraband, it shall be x-rayed (when possible) before being opened and issued to you. If money is found in the envelope, your account will be credited and a receipt issued to you.**

Negative Correspondence: If you do not wish to correspond with someone, notify your ORC so that the person(s) will be placed on a Negative Correspondence List. If the facility is notified that someone does not wish to correspond with you, you will be so notified in writing and that person will be placed on your Negative Correspondence List.

Media Review: Any books, magazines, newspapers or computer - generated printouts received in the mail are subject to inspection by the Media Review Committee.

SECTION 8 - PACKAGES

General Rules and Procedures: You may receive packages through the mail or when someone visits. Packages should not contain money or checks, or correspondence, since these are not processed in this area and therefore are subject to loss. Mailed packages should be addressed just like correspondence. Packages left by visitors should contain their name and address, as well as your name, DIN # and housing unit. You may pick up your package from the Package Room at the end of your visit, if there has been time to process the package. On the weekends or other heavy visiting times, you may be called back to the Package Room. Packages that contain perishables are processed first. However, packages that are marked perishables, but contain no perishables, will be processed last. **Only one inmate may be at the Package Room window at a time. To receive your package you must show your ID card and sign a receipt. You may never pick up another inmate's package. If your items are lost, questionable or denied, write to the Package Room Sergeant.**

The policies governing the Package Room procedures and personal property limits are available in the Law Library and Inmate Grievance. The Inmate Liaison Representative on your housing unit can provide information on specific local items that are permitted at Bedford Hills. **Items permitted through the Package Room must be new; this includes clothing, kitchen utensils, cosmetic, typewriters, etc. The only used items you may receive are books, magazines and periodicals.**

Some items must come directly from a vendor (refer to Directive #4911). All cigarettes must have the NYS tax stamp on them. Minors cannot bring cigarettes in a package, nor can a minor offender receive cigarettes.

If you wish to **mail out a package**, write to the Package Room Officer, clearly list your name, DIN and housing unit, and explain your request or bring down the items to the Package Room when you are called there to receive a package. When you are called to the window, tell the Officer that you brought your disbursement and mail-out items with you. If you write, you will be placed on a call-out. Your package will not be mailed until your disbursement for the postage clears. All packages must be receipted by the carrier. If a receipted carrier is not used, you must insure the package in order to get a receipt. If you wish

to send out a package on a visit, write to the Package Room Officer **at least one week prior to the visit**. On your request, indicate when you expect that visit so that the Officer can call you down beforehand to process the package. Remember that the Package Room Officers' hours may vary from the hours of the Visiting Room. Therefore, you must remind your visitor to leave by 2:30 p.m. if you are sending something out with them. If you wish to donate or destroy an item so that it is removed from your Package Room List, write to the Package Room Officer. **Items not permitted must be disposed of within fourteen (14) days of receipt.**

The Package Room keeps a record of certain items you receive: food, cigarettes, jewelry and other items for which you need a permit. This is often referred to as your **Package Room List**. It is up to you to see that you remain within the personal property limits of other items you have in your cell or cubicle. Items not permitted must be sent back, destroyed or donated while at the Package Room. **Ice chest/coolers, television and comforters are not permitted in other female facilities.** Therefore, if you are being transferred, you must make arrangements to remove these items from your Package Room List either by sending them home at your own expense, sending them out on a visit, getting permission to donate them, or destroying them.

You may send for and receive mail packages from any vendor, except those on the negative list. Persons on your Visiting/Correspondence List may also send you packages. Be sure they put their name and address on the outside of the package if they are mailing it from home, or you may not be able to receive it. Remember, too, that you must be able to validate the dollar amount of items (footwear, electrical appliances, instruments, sunglasses, etc.) that you receive with legitimate receipts or invoices. No personal item may exceed price limits established by directive #4911. Price tags on items and catalogs are acceptable forms of price verification. Price verification is not required for other clothing items such as bras, panties, sheets, pillowcases, socks, belts, pajamas, robes, tops, etc. You are prohibited from purchasing or ordering any items on credit or installment plans.

Food Packages: Only two food packages are allowed each calendar month. The total weight of both of these packages combined may not exceed 35 pounds. For example, if you receive one package that weighs five pounds, and another that weighs seven pounds, you have reached the total allowed two packages (even though the total poundage is not thirty-five). A common problem for women at Bedford Hills occurs when a visitor leaves a small package (1-2 pounds) and family sends a 35 pound package. You need to let your family and friends know the rule.

The most important issue when dealing with food is packaging and contents. All food, except for fresh vegetables and fruit, must be received commercially packaged, in airtight hermetically sealed containers, impervious to external influence - for example, sealed cans, heat sealed plastic bags, vacuum sealed plastic jars, glue sealed paper or cardboard boxes, etc. No glass containers are allowed, nor are plastic soda bottles. Food may not have any alcoholic content or ingredients. Home, bakery, restaurant, or delicatessen prepared food is prohibited. Meat must be pre-cooked.

Local Permit Items: Many of the non-food items that come through the Package Room require a local permit. One reason for a permit is to record the serial numbers, (for instance, of a cassette player) so it can always be identified as yours. Permits also insure that a supervisor has approved the item. You will be called to the Package Room to sign the permit and will be given a copy.

You must keep your permits and be able to produce upon request. Not every facility is identical and some items acceptable at Bedford Hills by local permit may not be acceptable at other facilities. If you are to be transferred, you should familiarize yourself with the Package Room Directive. You may be required to mail the item out at your own expense upon arrival at the next facility. Only items listed on the Package Room Directive are allowed in all facilities. To obtain a specialized craft item, you may request a special craft permit. Write the Lower Sergeant identifying what you want to do in your cell, indicating the specific supplies and tools that you need. The Program Sergeant and the Captain will evaluate your request in terms of your conduct and record of responsibility and safety issues.

SECTION 9 - VISITING PROGRAM

Weekend visits rotate alphabetically by the first letter of your last name, with A-I on one day and M-Z on the second day. A schedule for every weekend of the entire year is posted on your unit bulletin board. **It is your responsibility to check this list so that you can advise your visitors appropriately.** On weekends or holidays, visits are limited to two adults. Visiting hours are from 8:30 a.m. to 3:30 p.m. Visitors are not permitted to enter the facility after 2:30 p.m. Never accept money from a visitor, exchange any item, try on anything belonging to a visitor or use the vending machines. More specific details about the Visiting Program are found in the Visitor's Manual, available for your review with your visitor in the Visiting Room.

Visitor Dress Code: Visitors appearing in inappropriate attire will not be admitted. The following are unacceptable: See-through clothing, bare midriffs or backs, plunging necklines, short-shorts or athletic shorts, bare feet or bathing suits. If in doubt, the visitor should not wear a questionable item of clothing. We do offer a white shirt.

Inmate Dress Code:

- a) State jumper/pants/skirts/culottes and state and personal outerwear tops (sleeveless blouses, colored shirts, sweaters, sweatshirts, etc.) are permissible alone or in any combination. Sleeveless tops are permitted in the Visiting Room. Tank tops, white t-shirts and see through blouses are not permitted in the Visiting Room.
- b) No winter jackets are permitted in the Visiting Room
- c) Enroute to / from Visiting Room may wear a state coat, not personal coats.
- d) State and / or personal footwear, including high heels, sandals, boots, sneakers, etc. are permitted. (socks are not required).
- e) No scrunches are allowed.
- f) The only jewelry that may be worn is a religious medal and chain / cord, and a wedding ring.
- g) Prescribed eyeglasses / sunglasses are permitted.

Visitor Identification: Visitors to a correctional facility must furnish proof of identity. Failure to produce adequate identification shall result in the denial of a visit. Prior to visiting, visitors will sign appropriate visiting forms. Adequate identification is any of the following:

- a) Picture ID;
- b) Signature Card (credit card, Social Security card, employment ID, welfare card, drug program card, Armed Services ID, driver's license, motor vehicle registration or any similar document bearing the visitor's signature);
- c) Birth or baptismal certificates may be used as identification for a minor child, but are not adequate identification for an adult visitor. An approved adult visitor may also vouch for the identification of a minor child (less than 18 years of age).

Inmate Consent: No inmate may be visited against her will by any person, including attorneys, their representatives, or representatives of the news media.

Security: All visitors and inmates are searched prior to visiting. Inmates are subject to a search by the Frisk Officer which includes the removal of clothes, a mouth, check, and scanning with a metal detector. **The Superintendent may deny, limit, suspend, or revoke visitation privileges of any inmate or visitor if the Superintendent has reasonable cause to believe that such action is necessary to maintain the safety, security and good order of the facility.**

Visitor Record: A record of prospective visitors for each inmate, and a record of each visit are maintained. The Visitor Record is updated as new visitors are registered and processed. First-time visitors are required to sign a statement that they have been advised of, and agree to abide by the rules and regulations regarding visiting. Pictures of adult visitors will be taken for the record. Children are excused from picture requirements.

Visitors Under 18 Years Of Age: Minors must be escorted by an approved adult visitor or an adult in an official capacity with proper identification and approval of the Superintendent or designee. The adult escort will be responsible for the behavior and conduct of the minor while on facility property and for identification of the minor.

Unmarried minors under 18 years of age, who are not accompanied by their parent or guardian, **Your own children may visit without written permission. No visit will be permitted if a court order prohibiting such visiting is on file with the facility. Your children who are 16 years of age and older may be admitted without adult escort. Your children under 16 may be escorted by an approved adult visitor or by a staff person from the Bedford Hills Children's Center.** A child of any age who is visiting you may bring you money and/or package. The Front Gate Visitor Processing Officer will call the Children's Center whenever an unaccompanied inmate's child under 16 arrives, and a Children's Center staff person will escort the child and supervise the visit. We do not limit the number of your own children. If you do not have a child visiting you, you may not enter the Children's Center.

If your children are visiting you, you may not send them unsupervised into the Children's Center for the entire visit. The Children's Center is not a baby-sitting service. Physical play between you and your child is encouraged and considered an important part of quality visits. Hitting, striking, abusing or neglecting children in any way is strictly prohibited. **Bedford Hills is a mandatory Child Abuse Reporter and must report any observed incident of abuse or neglect.**

Visitors With Criminal Histories: Visitors with any type of criminal history must obtain prior approval from the Superintendent to visit. The Superintendent may deny visiting privileges to any person with pending or past criminal proceedings, ex-offender status, persons on parole or probation or persons released from any facility through the Department's Temporary Release Program if it is felt the person's presence would create a threat to the security and good order of the facility. Criteria considered include, but are not limited to:

- a) Purpose of the visit;
- b) The former institutional adjustment of the ex-inmate;
- c) The nature of the pending criminal proceeding ;
- d) The time frame between release and the proposed visit.

Moreover, because a visitor with a criminal history is approved to visit in the Visiting Room, it does not mean that she/he is automatically approved to visit at a Special Event/Family Day.

Visits to Hospitalized Inmates: If an inmate is in the facility Long Term Care Unit/Infirmary or outside hospital, you may be visited for limited periods of time by immediate family, an attorney or attorney's authorized representative, or clergy. Such visits are subject to the approval of the Superintendent, the facility's Health Services Director or inmate's doctor, and the visiting rules of the Long Term Care Unit/Infirmary.

Cross-Visiting Requests: Cross-Visiting is the participation of two inmates in a visit with one or more visitors, and requires the approval of the Superintendent. Inmates wishing to cross-visit must submit written requests to their respective ORC at least one month prior to the proposed visit.

Legal Visits: A legal visit is a visit between an inmate and an attorney, approved legal representative, or attorney's authorized representative for the purpose of discussing legal matters.

1. **Attorney:** One who is admitted to the practice of law in NYS or another jurisdiction. They need not be the attorney-of-record for the offender.
2. **Approved Legal Representative:** Second or third year law school students and law school graduates approved by order of the appropriate Appellate Division.
3. **Attorney's Authorized Representative:** Paralegals, law students, investigators or any other individuals identifiably employed by, or under the supervision of, and responsible to, an attorney.

A legal visit may be used solely for the purpose of discussing confidential legal matters. A legal visit by an attorney's representative (ex: investigator), unaccompanied by an attorney will only be authorized if the attorney employing the representative certifies to the Department that such a visit is necessary in connection with his/her legal services to the offender being visited in a specific and unresolved matter. Legal visits are conducted Monday through Friday, except holidays, during normal facility visiting hours. Attorneys and their representatives are expected to give at least 24 hours notice to your ORC, in writing or by telephone, indicating whom they wish to visit. **The Superintendent may deny legal visits of any attorney or representative for good cause if such action is necessary to maintain the safety, security and good order of the facility.**

Legal papers may be exchanged during a legal visit and may be left with you by an attorney or representative, subjected to an inspection for contraband performed in the presence of the attorney. Care is taken not to read these documents. Special rules apply if the legal materials to be exchanged are voluminous. Areas designated for legal visits ensure the confidentiality of all communications during the visit. An inmate has the right to refuse any legal visit. Any such refusal must be in writing. Rules and procedures regarding legal visits are found in Departmental Directive #4404.

Visitors Having Special Needs: Visitors who need special assistance in getting from the Front Gate Visitor Processing area to the Visiting Room should inform the Visitor Processing Officer that such assistance is needed, and transport will be provided. Calling in advance will help to speed this process.

Authorized Items Visitors May Bring: Visitors may bring the following items:

1. **Money:** Visitors may leave funds for deposit only to the account of the inmate they are visiting. Funds may be received in money order, but is limited to \$50 per inmate per day regardless of the number of visitors transmitting funds. No money will be accepted after 2:30 p.m.
2. **Packages:** Prior to a visit a visitor may leave a package only for the inmate he/she is visiting. Only authorized items are allowed, and the package contents will be searched prior to delivery to the inmate. **Complete package rules are stated in Directive #4911, which is available on the Internet.**
3. **Visitor's Medication:** Visitors having medication in their possession must declare it and relinquish it to the Front Gate Visitor Processing Officer. It will be identified and stored in a secure area. The exceptions are a bottle of nitroglycerin, a portable oxygen tank or breathing inhalers, as these items are allowed in the Visiting Room. If the visitor needs the medication during the visit it may be obtained as directed by the facility.

Exchange and Review of Items: Inmates and visitors are not authorized to exchange or share any items without the prior approval of the area Sergeant. Generally, such approval may be granted to review only personal legal papers, the Bible, Koran and similar religious writing, and personal photographs after the materials have been examined for contraband by security personnel. **If visitors wish to leave any materials with the inmate that they have brought into the visiting area, or if they wish to remove materials brought to the visiting area by the inmate, the exchange must take place through the Package Room.**

Authorized Items Inmates May Bring: Inmates may wear only a wedding band, and/or religious medal with chain. No other jewelry is permitted. Inmates may also bring the following items: Scapular beads, Khimar, eyeglasses, hearing aid, cane, walker, wheelchair (with permit), and legal work (after being scanned for contraband and approved by the Sergeant) and a room key (Fiske inmates only). Whatever you bring into the Visiting Room with you, must also come out with you. Hair must be pulled back into a ponytail while on a visit. You may not wear scrunchies (loosely covered fabric - hair elastics) in the Visiting Room.

Within common sense guidelines, drawings, artwork, paper, etc. made by your children may be taken out of the Visiting Room and taken to your unit after the Frisk Officer searches them. Any question about these articles should be brought to the Area Sergeant.

Contraband: All visitors are searched and required to surrender contraband and any other article considered potentially dangerous to the safety and security of the facility. Contraband is defined as any article or thing that:

1. Is illegal.
2. All visitors entering a correctional facility are prohibited from possessing, consuming, or being under the influence of cannabis.
3. Is readily capable of causing death or serious injury, including but not limited to guns, knives, explosives, dangerous drugs.
4. Shows intent to transfer the same to an inmate without permission of the Superintendent or designee.
5. Is not specifically authorized to be possessed by an inmate in a NYS correctional facility. Moreover, palm pilots, recording devices, pagers, cameras of any kind, electronic devices, cell phones or GPS devices, etc. are **NOT PERMITTED**.

Food: Visitors may not bring food into the Visiting Room. Only food or beverages purchased by the visitor from visiting area vending machines may be consumed in the visiting area.

Physical Contact: Acceptable physical contact is described as:

1. Brief embracing and kissing. (However, prolonged kissing, fondling or what is commonly considered "necking" or "petting" is not permitted);
2. Holding hands as long as hands are in plain view of others.
3. Resting hands upon each others' shoulders or around each others' waists, with hands in plain sight. It is also permissible to rest one's head on another's shoulder.

Objectionable Behavior: Objectionable behavior may result in termination of a visit. Such behavior includes but is not limited to loud, abusive, or boisterous actions; disruptive or argumentative behavior; or unacceptable physical contact.

Termination, Suspension and Revocation: The Superintendent may terminate any visit and/or deny, limit, revoke, or suspend the visiting privileges of any inmate or visitor to maintain the safety, security and good order of the facility. Visits may be terminated for the following misconduct:

1. Visitor or inmate apparently under the influence of alcohol or drugs;
2. Visitor or inmate becomes abusive, loud, boisterous, disruptive or argumentative;
3. Visitor or inmate attempts to introduce or pass contraband, including drugs or money, etc.;
4. Visitor or inmate assaults or attempts to assault facility staff, other offenders or visitors;
5. Visitor or inmate refuses to follow facility rules or instructions given by facility staff;
6. Visitor or inmate hits, strikes or abuses a child in any way;
7. Unapproved parties cross-visit after a warning is given by facility staff;
8. Socially unacceptable physical conduct (including sexual acts and assaultive behavior).

These decisions may be appealed to the Commissioner, in accordance with Directive #4403.

SECTION 10 - LIVING IN GENERAL POPULATION

Orders of Facility Staff: You must follow all orders or directions given by staff promptly and in a cooperative manner. A staff person does not have to say "this is a direct order" or repeat the order several times. Any specific direction is an order, and you are expected to obey quickly and without argument.

Identification/Program Cards: These must be carried at all times and produced as directed. ID or Program Cards cannot be changed, altered, or defaced in any way. ID cards are required when picking up packages, making commissary purchases, going to the Visiting Room, Library, State Shop, and when picking up medication, etc. If you lose, destroy or, through personal choice, make a major change in hairstyle, your ID card must be replaced and will cost you \$5.00. Your ID card must be surrendered when you leave the facility.

Identification Number (DIN): Your ID card carries your Department Identification Number (DIN) which is very important for you to memorize. In a facility this large, inmates often have the same names. Therefore, when you write to anyone in or out of the facility, you must always use your DIN to avoid confusion or mistaken identity. You must also list your housing unit clearly to avoid confusion.

Cell Location: The facility may assign you to any cell or cube on any housing unit that it deems appropriate. Cell or housing unit location is something that you have no control over. Failure to move when ordered is a serious infraction, and may result in prehearing confinement in the Special Housing Unit, and a Tier III hearing. You can be asked to move as many times as deemed necessary, with no explanation given. If you have a specific issue with a move, move first, and then write to the Captain or DSS regarding your concerns.

Facility Count: At 5:25 a.m., the Unit Officer announces "Five minutes to count". During that five-minute period, curtains may be up for you to attend to personal needs, and male Officers will not come on to the corridor under normal circumstances. At 5:30 a.m., the Officer begins the count. At that time, you may not have your curtain up. You are required to stand. The Officer will not enter your cell/cube to wake you up (at any time). Rather, they will knock on your door/cube, call your name, tap on bed, door or partition with flashlight and/or baton.

Curtains may NEVER be up during count.

At 11:15 a.m. the Officer announces "Five minutes to count". All inmates must begin to go to their cells at this time. At 11:20 a.m. the Officer will begin the count. At 5:25 p.m. the Officer again announces "Five minutes to count," and inmates may begin to proceed to their cells. At 5:30 p.m. the Officer will begin the count. At 10:10 p.m. an announcement of "Five minutes to count" is made. If you have gone to bed early you will need to wake up for the 10:15 pm count. You are required to stand for all counts. The 11:20 a.m., 5:45 p.m. and 10:30 p.m. counts are also lock-in counts. (Note: Fiske has NO lock-in counts).

Standing Counts: They are held periodically, i.e. after Special Events involving outside guests, for late nights, etc. You are required to follow all directions given at these times and to remain at your location until the unit/area Officer directs otherwise.

Periodic Counts: They are taken between 10:30 p.m. and 5:30 a.m. **Curtains are not to be up at this time, and the cell window/cube door is not to be blocked in any way.** A light will be flashed in your room to be sure you are alright.

Unscheduled Counts: May be called at any time. **Being out of place is taken very seriously; if you are out of place you could cause the facility to conduct a special count. This places a burden on inmates and staff because all inmates may have to return to housing units, disrupting programs and services. This action is subject to a misbehavior report.**

Movement: there are three ways in which movement occurs throughout the facility: Program lines, escort or pass:

1. **Program Lines:** you are expected to go to your assignments on these lines. After ten minutes of supervised movement, the program line is secured. If you are scheduled to go to a program on the line and miss the line, you shall be locked in your cell or cubicle for the duration of the program module and the Unit Officer will write a misbehavior report for being out of place.
2. If you have an appointment (call-out), you are expected to go to your assignment first and leave from there. For example, if you have a doctor's appointment at 9:30 a.m. go to your assignment and then move on the RMU line for the doctor. When you are finished, go back to your assignment via escort or pass. You must never linger or go to a different location.
3. **Escort:** Movement after dusk is by escort. You are to remain with the escort at all times. Lagging behind or running ahead of your escort is prohibited. You also will move by escort if you are keeplocked.
4. **Pass:** Very few passes are used. Passes allow an inmate to move at times other than the movement line for exceptional circumstances. Passes are mainly used for visits and some medical appointments.

Call-Outs: Every day, lists of appointments (call-outs) are posted on each housing unit. Every effort is made to schedule you for appointments when they least disrupt your programs. For example, if you have a school assignment and a free module, you must be called-out during your free module. Medical and dental call-outs are the exception because of the doctor's schedules. **Remember that you must go to your assignment first, and then proceed to your doctor's appointment. After the appointment you must return to your program area. You are to proceed to your housing unit only if the module has ended. When you write for an appointment, indicate your program schedule. You MUST go to a doctor's or dentist's appointment; you may not refuse or skip the appointment. You must go to RMU to sign a refusal if you are refusing an appointment or refusing to go on an outside medical trip. If you sign a referral for an outside specialty appointment, in order to refuse that treatment you must go to that appointment and sign a refusal in front of the doctor assigned to treat you. If you refuse to do this, a misbehavior report will be written.**

Dress Code: You are expected to be "Stated-down" i.e., wearing your State-issued uniform white/green shirt or green sweatshirt, slacks/skort/skirt/jumper and state issued boots to programs and assignments. Undergarments must be worn at all times. You can wear sneakers to allowed programs. Outside workers are required to wear State green shirts/t-shirts, long green pants and state issued boots. You may wear an undershirt, green sweatshirt and green collared shirt, with your state uniform. Shirts must be buttoned, all the way up, except the top button. You can wear personal collared shirts under a jumper. Personal tops (tops is the general term used to mean blouses, shirts, sweater, and sweatshirts, sleeved and sleeveless, including outer t-shirt type blouses of finer material clearly meant to be outer-wear) or t-shirts may be worn under State shirts as temperature appropriate. However, the sleeves of the personal top under State-issued blouse may not be visible. Dark green sweatshirts and sweaters may be worn over the State shirt. You are expected to look neat and presentable at all times. Pants are not to be tucked into boots at any time.

Whenever you go outside of the facility for a hospital trip, you must be in your State Uniform. Outside trip attire includes State-issued footwear. The only jewelry you may wear on an outside trip is your wedding band (if you are legally married) and a religious medal with chain/cord. When there is an outside softball team in the yard, you must be dressed in your State uniform if you wish to attend. You may wear your State **OR** personal green/white shirt and skort/skirt/jumper/slacks to Family Days/Special Events. The only jewelry you may wear at these events is your wedding band (if you are legally married) and a religious medal with chain/cord.

State-issued clothing must have visible labels with your name and DIN or you will not be allowed off your unit. If your labels have come off or are no longer legible, you must inform your housing unit Officer and write to the State Shop for new labels.

Tops may not be cut or altered in any way or be worn off the shoulders. Clothing (State and personal) may not have holes ("punked") or added prints or designs to them. Skorts/skirts/jumpers/slacks may not be altered so that they are tight-fitting, pegged, tapered, etc. You may hem your clothing to the appropriate lengths (pants must come to the top of your shoe; skorts/jumper/skirts must come to the knee) or make small adjustments if your clothing is too big. Cutting material is considered an alteration; therefore, take in your clothing at the seams where appropriate. If you cut your clothing, you will not only have to pay for them, but you will be issued a misbehavior report. Slacks must be worn on the waist and not down on the hips or buttocks, nor may they be so oversized so as to extend past the bottom of the shoe.

Personal tops may be worn to the Visiting Room, rec., Parole and on the housing unit without being accompanied by a State shirt. It is permissible to wear a personal top underneath a personal sweater. Undershirts may not be worn alone, but must be worn with either a state or personal top over them. Undershirts are distinguished from t-shirts in that undershirts have no pockets, logos, etc. and are made out of fabric that clearly indicates it is underwear and not outerwear. T-shirts with pockets may be worn alone for rec., inside the Gym, and on the housing unit. You must wear your State shirt to the Gym. You may wear your shorts/sweatpants to the Gym under your state clothing so that it is not visible, or you may change your clothes at the Gym. You may wear your State uniform at rec. and in the Gym, but it is not required unless there is a special program going on in the Gym or in the yard. If you must leave your unit or the yard/rec. to go to medication, you must be in your State Uniform.

All personal clothing must be solid color, unless otherwise indicated. Blue, black, orange and gray are NOT permitted for clothing except for socks, shoes and boots, which are permitted in black. Contraband colors may be included in the prints/logos/patterns, but they must not be the predominant colors: security discretion will apply.

You are required to wear State boots or issued footwear to programs and assignments. Food service workers, maintenance workers, lawns and grounds workers, porters, runners, utility gang workers, printshop and horticulture students, outside workers and front gate workers must always wear state issued boots. You may wear personal shoes (including open toe shoes and sandals) to the Visiting Room, rec., Parole and on your housing unit. To work out in the Gym/weight room, you must wear sneakers. Scuffs, shower shoes/thongs may not be worn off the housing unit. Open toed shoes may not be worn in any area of the Messhall.

Sunglasses may only be worn outdoors, unless you have a medical permit to wear them inside. **(No reflector type sunglasses are permitted).** Scarves, hats and earmuffs may only be worn en route to your destination; you may not sit in your program with a scarf or hat on unless you have a medical permit approved by security. Muslim and Jewish women are permitted to wear their khimars/head covering every where they go, but they are subject to search before/after visits.

Fingernails may not exceed 1/8 of an inch from the tip of the finger. False nails/tips are NOT allowed. You may only wear one pair of earrings in your ears at a time.

Smoking: There is no smoking allowed in any building. Inmates are allowed to smoke outside of buildings in designated areas including all walkways and yards. There is absolutely NO SMOKING in or around the Messhall area or RMU building. Nor are there any smoke breaks in these areas. If you wish to use nicotine transdermal patches to help you stop smoking, consult with the Medical Department for the proper procedure.

Cleanliness: You are to dispose of all litter and trash properly. Paper towels, sanitary napkins, and tampon tubes are not to be flushed down the toilets, nor are sanitary napkins to be used to line toilet seats cushion beds or lock boxes or line the entry ways of your cell doors. Do not let any articles go down the sink drains. Cooking grease is to be disposed of in cans, not down the drains. Do not throw cigarette butts on the ground - someone will have to clean up after you, or you may have to clean up after someone else. You are responsible for making your bed neatly and for having your room neat and orderly when you leave it. You must remove wastepaper and trash from your living quarters everyday, and not accumulate excess property. The floor of your room must be kept clean and uncluttered. Do not put cardboard in the front of the entryway to your cube/cell. The sink and toilet are to be clean at all times, and you are not to put trash or papers down any drain, nor store large numbers of empty soda cans for return to the commissary (**no more than 48 cans at a time**). You also are not to leave the cold water tap running as a method of cooling soda, etc. Ice is provided to the units on a routine basis. Your cell door and the slides, windowsills, and screens are to be kept clean and dust-free. Keep unsealed food containers closed to protect your food from dust, insects, etc. Keep your eating utensils clean. You may not hang things that obstruct the view into your room, except for the privacy curtain when used according to regulation.

Noise/Horseplay: With the number of people living and working together in this facility, we all need to think about our impact on others. For that reason, there is no yelling out of windows, down corridors, or stairwells, in the Messhall or any other area. Do not wait until you are halfway down your corridor before shouting for the Officer to open your door. TV in the day rooms must be played at a volume so as not to disturb the corridors. Radios and tape players must be used with earphones, and are allowed only in the housing unit or yards or rec. rooms. You may not walk around the facility with radios and tape players, and may not take radio or tape players to work assignments. Musical instruments may be used on the housing units by permit only, and the volume may not disrupt your neighbors. Most keyboard instruments have earphones and these must be used. **Running, yelling, or horseplay is prohibited at all times.**

SECTION 11 - HOUSING UNIT RULES AND PROCEDURES

Housing in Bedford Hills is separated into individual cells and dormitories (cubes), with the exception of rooms in the Infirmary and the Nursery. You are responsible for the cleanliness and upkeep of your space, as well as the common areas of your unit. **You may not enter or visit any housing unit without approval, other than your assigned unit, unless you are designated Law Library assistants, ILC or IGRC representative, member of an assigned work crews, or runner authorized to travel. Entering and visiting a housing unit other than your own is a serious out of place infraction.**

Cell/Cube: You may display pictures, cards, etc., on your cell wall within a designated area measuring 2 feet by 4 feet. The designated area in cells is the short wall that the door is on. Pictures of nudes may not be visible to anyone passing your room. You may not affix pictures, etc. that will leave permanent marks on the wall.

In dorms, pictures and cards may only be placed inside, or on top of the locker. The top of a locker may not become cluttered. Nothing may be hung on the wall in the cube. You are not allowed to put up shelving in either a cell or cube.

Each cell contains authorized furniture. Each bed is made up of a frame and one headboard and foot board. Each bed must have one mattress and one pillow. Each cell contains a small locker and chair. You are responsible for securing your personal and State property and may purchase a combination lock from the Commissary for that purpose. A master key is held by the facility, and all lockers must be opened upon request of any Department employee. Some cells have toilet seat covers; however, this is a limited item. No homemade or otherwise obtained furniture is authorized, and any such items will be considered contraband. Due to the nature of the cell design in Fiske, Fiske is exempt from this rule. Beds may be on either side wall. **Radiators are not to be covered with any objects because that blocks the flow of heat.** A diagram of acceptable furniture placement is available on each housing unit.

Cell lights are not to be covered, painted or otherwise tampered with since this creates a fire hazard. You may not rest bags inside your window in such a way as to touch the window screens, nor may you hang bags or any other object out of your window; doing so may result in disciplinary action. Your area must be neat, clean and uncluttered. Excessive clutter is a fire hazard, and not tolerated since it endangers everyone around you. Storage containers are available in the Commissary or through the Package Room for storage of clothes and food. These containers are to be kept under the bed. Food must be kept unopened or in closed plastic containers. You may have a small (no larger than 2x3) drafting board in your cell to use as a desktop. **You may not convert a bed board for this purpose.**

State blankets, sheets, towels, etc. may not be used for curtains, floor covering, etc. They are to be used only for their intended purpose. Your cell will be painted periodically. Cells must be beige/white and the ceiling must be white. Never line your toilet with sanitary napkins since these have a tendency to fall into the toilet and get flushed, usually with the result that toilets back-up. Toilet paper, sanitary napkins, soap and toothpaste are delivered to each unit once a month and are distributed to each offender. You are responsible for monitoring these supplies so they last you a full month.

Privacy Curtains: Housing units are staffed by both male and female Officers, and therefore, state issued **privacy curtains** (12"x 12") are allowed when attending to personal needs. Door curtains may never be closed, or the cell door window blocked during any facility count. You may not leave your curtain up when you leave your cell. Your curtain may only be closed for you to dress, wash or use the bathroom and must never be up for more than fifteen 15 minutes at a time. Between the hours of 10:00 p.m. and 5:25 a.m. your curtain may only be up if you are using the bathroom and it may never be up for more than fifteen (15) minutes at a time. Be advised that you may not sleep in see-through attire.

In dorms (cubes), closing of privacy curtains is limited to two times during the day in order to dress; In the morning for fifteen 15 minutes between the time the 5:30 a.m. count clears and 8:00 a.m., and in the evening from 8:00 p.m. - 10:30 p.m., with the exception of Messhall workers who work early shifts and may dress as needed

Visiting: There is no cube or cell visiting at any time on any unit or dorm. All interactions will take place in the common areas, i.e., dayroom/recreation area. No one may visit with or talk to an inmate in keeplock, or stand/sit in front of a keeplock's cell/cube. Passing notes or any item to an inmate in keeplock is prohibited.

Schedules: You are expected to be dressed and ready for your assignments on time. All inmates must be appropriately dressed when leaving cells/cubes, and must be dressed by 7:45 a.m. if you have a morning module or appointment. **A free module** is defined as an un-programmed module. If you have a **free module**, you must be dressed and follow the procedures relating to inmates on a free-module posted on the unit bulletin board. When the units are open, you will be allowed to make phone calls, iron, shower, clean your cell go to the yard or rec., etc. Officers have the discretion to allow five inmates out of their cells at any one time. If you leave your assignment early and return to the unit, you must lock-in or go to the yard. **If you do not have a free module and remain on the unit you are out of place and will be locked for the duration of your work module and issued amisbehavior report.** Facility schedules for your area are posted on the bulletin board and include the times for programs to begin and end when the televisions come on, when the shower and kitchen are available, etc.

Everyone is responsible for keeping the entire housing unit clean. Unit cleaning assignments are posted. You are responsible for completing any such assignments in a timely and proper fashion. Units must be clean and neat. The unit irons, ironing boards, blow dryer, etc. are purchased by various offender organizations with your money. These organizations cannot afford to constantly replace items that have been abused. That is why you are required to turn in your ID to use these items. The Officer will inspect them to make sure they are in working condition when they are returned. If they are not working you will be required to pay the cost for damages.

Kitchen: Kitchen privileges must be shared between all offenders on the unit, and in accordance to the posted schedule. Grease may not be poured down the drain, but must be placed in the cans to cool. When the cans are full (and cool) they will be disposed of in the trash. Each inmate who uses the kitchen must clean up after use, including counters, sinks, hot plates, dishes, pots and pans. **No dirty clothes may be washed, rinsed or left soaking in buckets, or dirty pots, dishes, etc., left on a table to be washed later. Clothes, hair and other body parts are not to be washed in the kitchen sinks.**

Hot plates are not to be used for heating up curling irons or straightening combs, and hair is never to be done in the kitchen. Please understand that the facility does not have the money to purchase hot plates and other equipment for the kitchens. These items are purchased with money from various offender funds and by various offender organizations. These items are expensive and proper use and cleanings go a long way in making them last. Do not leave hot plates on. Use them correctly, and keep them clean. The kitchen is an area you must be particularly conscientious about. Kitchens that do not meet cleanliness and safety standards will be closed and the entire unit will lose cooking privileges.

Showers/Razors: The shower and bath area must be cleaned after each use. Personal property is not to be left in the bathing areas. Smoking is prohibited in the shower and bath areas. Hair setting and/or styling must be done in your cell/cube or in the common areas. You may never bathe or shower with another inmate. Shower room time schedules are posted on each housing unit. If a problem occurs in the bathing area, you should immediately cover yourself, since a male Officer may respond.

One disposable razor will be issued upon request on Saturdays and Wednesdays at 4:00 p.m. You will have to exchange your I.D. card for a disposable razor. The disposable razors will be returned at 7:45 p.m. **This policy does not apply to Building 118 (SHU) and Building 119 (Fiske).** I.D.'s will be returned to the inmate when the razor is returned to the Officer. **Do not separate the blade from the holder; remember that razor blades are considered weapons and inappropriate use is dealt with severely.**

Personal Property: For health and safety reasons cells/cubes may not become cluttered and property limits are set by the facility. The total contents of your property may not exceed four (4) bags.

Batteries purchased in the Commissary may not accumulate in your cell. You are limited to 12 batteries at any one time. Watch batteries are permitted through the Package Room on a one-for-one exchange basis, and may come on a visit or by mail.

Nail Polish remover is sold in individual packets by the H.O.P.E. Committee. Your buy is limited to 4 at a time. You may have no more than 4 packets of nail polish remover at any time in your cell/cube. Bottles of nail polish remover are contraband.

You can purchase a plastic mirror in the Commissary or you may receive one from the Package Room. The size limit is 8"x10" (no glass). The limit in your cell is two, and they may not be pasted on the wall. You may not accumulate more than 48 soda cans in your room at any one time. The total number of **clothing storage boxes** that you may have six (6). You may also have food storage boxes (e.g. Tupperware, etc.) which are small and limited to eight (8). Both types of storage boxes must be plastic but they do not have to be see-through. You are limited to five (5) ounces of alcohol-free fragrance items per month (fragrance oils may not be purchased in less than ½ ounce size). No pressurized aerosols are permitted, but unpressurized pump spray fragrances are acceptable. If you received fragrance items in glass, the glass bottle may not exceed one (1) ounce. A cosmetic item like facial moisturizer, wrinkle crème, and make-up (alcohol-free) that come in glass is permitted if it does not exceed one (1) ounce. **Alcohol is not allowed in any cosmetic products. It is against the rules to loan or exchange any item with another inmate. However, if an inmate is being paroled or released, ownership of a specific item only may be transferred to another inmate upon the approval of the Captain. Write to the Captain for approval at least 30 days prior to your discharge date. If approved, forms for the transfer will then be completed by the Package Room Officer.**

Items Prohibited - The following listed items are prohibited to be in an inmate's possession:

- Metal coat hangers;
- Currency (i.e., money orders, checks, coins, cash, etc.) - if you mistakenly receive these through the mail, ask to see a Sergeant and get a receipt;
- Bras with metal wire uplifts (plastic underwires are acceptable);
- Thong or string-type underpants, no revealing underwear such as fishnet, or transparent fabric underwear. No lace, or boy-cut type underwear;
- Tools of any kind/description (except those being used on programmed work assignments while being supervised or by special permit);
- Glass/ceramic objects of any description (except cosmetic bottles less than 1 oz.);
- Any clothing that is blue, black, gray or orange (except for black socks, belt, gloved and baby clothes for babies living on the nursery);
- Any narcotic not prescribed by the facility Medical Unit;
- Any authorized item that has been altered for use with narcotics; Any outdated medication or another person's medication;
- Any item which can be classified/used as a weapon;
- Any type of personal identification (drivers license, bank book, passport, etc.), except as issued by the facility or the Department;
- Blank departmental forms of any kind that are not authorized by Directive or received under FOIL;
- Hand held video games, or tape recorders, non-commercially made cassettes or VCR tapes, blank cassettes or VCR tapes, CD's, DVD's;
- Photographic equipment or supplies;
- Electrical devices for which a permit has not been issued;
- Beverages/candy/mouthwashes which contain alcohol;
- Chewing gum;
- Poppy seeds or food items containing poppy seeds
- Any property belonging to someone else;
- State property not issued/authorized by the facility;
- Long handled can openers of any description
- Electronically-operated greeting cards (i.e. musical cards);
- Any authorized item that has been altered to change its original appearance/purpose;
- Questionable literature that has not been approved by the Media Review Committee;
- Lighters, other than non-adjustable, disposable, butane lighters, matches;
- Hand/carry bags that are not either see-through (clear), or of net material (squares at least 1/2" in size;

- Blue sneakers;
- Hair sprays and pump fragrance sprays containing alcohol;
- Aerosols of any type;
- Dried flowers;
- Beads (except black religious);
- Wooden soled shoes (clog type), platform shoes;
- Colored bandannas (you may have solid white ones);
- Nail polish remover bottles;
- Green and white personal towels.

Call Home Program: Collect-call telephones are available in each housing unit and in the recreation yards. You are required to sign a "phone sign up sheet". All calls placed by inmates must be collect. When using the system for the first time you must state your full name so that your name and voice may be recorded and heard. You will be given a 60 second free phone call which will allow your family to set up an account through **SECRUS**. Your family will be given instructions on how to maintain an account. For inmates who are deaf/hard of hearing, there are TTY machines by designated phones, as well as, a button on the phone itself marked "loud" which will enable you to hear better.

Persons who have contacted the Department and asked that inmates not call are placed on a negative telephone list. Any attempt to place calls to any person on this negative list will be blocked. A restricted calling list is established and maintained through your ORC. You are allowed a total of 15 numbers on this approved calling list, and will be required to use an individually assigned DIN number in order to place calls. Specific instructions are posted near each inmate telephone. Call-forwarding is strictly prohibited, as are conference calls or third-party calls. It is strictly prohibited to call any facility or Department employee. You may not give your DIN to another inmate to make calls for you.

The procedure on how to place your call is in the recording. If the call goes through the recording will tell you your call has been accepted. If there is a block, the recording will let you know. If there is no answer, the recording will ask you to try again later.

General Rules:

1. You are required to clean up after yourself when using any common areas of the housing unit. This includes, but is not limited to, shutting off water taps, hot plates, irons, etc., as well as cleaning up any spills as soon as they occur, and putting items back where they belong.
2. Do not lie down on furniture, place your feet on the furniture or sit on tables. Do not sit or lie on the floor. There is no dancing in common areas. Unit TV's are to be kept at a moderate volume. All personal radios and tape players are to be used only with headphones.
3. If something breaks, report it to your Officer. Do not attempt the repair yourself. No electrical repairs, etc. are to be made by inmates whether of personal or state property, unless authorized.
4. Cell doors are to be closed when an inmate exits her cell and also closed when the inmate returns to her cell. The exception to this rule is on the Honor Units, where inmates may elect to leave their cell doors open when they leave their cell. If the inmate chooses to leave her cell door open, then the facility will not be responsible for any theft that occurs from her cell.
5. You are never to enter the Officer's station, unless you are cleaning it under the direct supervision of the Officer. Unit clerks are not permitted in the Officer's station.
6. You are expected to be appropriately dressed when you leave your unit. Hair rollers, night wear, or slippers, may not be worn off the unit and dress codes are to be observed. When leaving or returning, you must sign the in and out sheets as directed by the Officer. Always be sure to have your ID card and program card with you.

7. Do not feed the animals. Feeding the animals contributes to breaking window screens and the breeding of rodents, cats and other wild animals. Do not take in these animals as pets; they often carry diseases and promote unhealthy sanitary conditions and allergies on the units. When you come across dead birds, follow the procedure posted on the unit bulletin boards. **DO NOT HANDLE THEM YOURSELF!**

SECTION 12 - FIRE AND SAFETY

Procedures for Fire Evacuation: In a fire drill you should grab an outer garment, close your windows and cell door and get out as soon as possible. Areas above a fire are especially dangerous because fire and smoke rise upward and spread more rapidly in that direction. If you are in a smoke filled area, get as low as you can to the floor. Never attempt to use an elevator in a fire and know the evacuation routes that are posted in each area. In the event of a fire, you should:

1. Notify the nearest staff person;
2. Follow the direction of staff for immediate evacuation, in an orderly manner. Do not panic;
3. Once safely evacuated, insure that staff knows that you are there;
4. Return to the building only upon staff direction after the area has been inspected and declared safe.

Injuries and Other Emergencies: For your own protection and to insure proper medical intervention, report all injuries and medical emergencies to staff immediately. Time is an important factor in treating injuries. If you are injured, no matter how slight it may seem, report the injury to the nearest staff member so that the medical staff can be notified. Failure to report an injury can lead to a misbehavior report or other medical problems.

Fire and Injury Prevention Tips: The following are some basic actions to prevent fire and injury:

- a) Do not overload electrical appliances;
 - b) Turn off all appliances after use;
 - c) Report all jagged edges in cell/housing areas;
 - d) When pulling plugs from outlets pull the plug, not the wire;
 - e) Clean up spills immediately;
 - f) Properly dispose of cigarettes;
 - g) Keep all hot plates clean and free from grease;
 - h) Keep doorways free of obstructions;
 - i) Keep the amount of paper or property in your cells within proper limits, and store it correctly.
- (NOTE: No cardboard boxes are permitted).

SECTION 13 - WHERE TO WRITE FOR INFORMATION OR ASSISTANCE

PROBLEM OR REQUEST:

Academic Education Programs
Americans with Disability Act (ADA)
Alternatives to Violence
Changing Job or Program
College Program
Commissary
Correspondence, Mail
Disciplinary Issues

WRITE TO:

Academic Supervisor
Vocational Rehabilitation Counselor
Staff Advisor
Program Committee Chairperson
College Office
Commissary Clerk
Senior Mail Clerk
Captain's Office

PROBLEM OR REQUEST:

Earned Housing Unit
 Emergency Phone Call
 Family Problems
 Family Reunion Program
 F.O.I.L. Request
 Grievance Issues
 HELP Fund
 Hispanic Needs
 Inmates Accounts (your account)
 Inmate-to-Inmate Correspondence
 Inmate Wages
 Jail Time
 Law Library
 Library
 Medical, Dental Problems
 Marriages
 Mental Health Services
 Notary Services
 Nursery
 Packages
 Parole/Release Planning
 Personal Property
 Personal Property Claims
 Program Assignments
 Recreation/Gym
 Religious Issues
 SHU Problems
 Special Needs Issues
 Staff Misconduct
 State Shop Issue
 Time Cuts-KL
 Transfer
 Transitional Services
 Visit, Ex-Offender Visit
 Vocational Programs
 Volunteer Services
 Warrants
 Work Release/CASAT

WRITE TO:

Earned Housing Unit Chairperson
 Chaplain or Your Assigned ORC
 Chaplain or Your Assigned ORC
 Family Reunion Coordinator
 F.O.I.L. Officer
 Supervisor Inmate Grievance
 Supervisor Volunteer Services
 Hispanic Needs Counselor
 Inmate Accounts
 Your Assigned ORC
 Inmate Work Supervisor
 Inmate Records Coordinator
 Law Library Officer
 Librarian
 Director of Nurses
 Your Assigned ORC
 OMH Unit Chief
 Law Library Officer
 Nursery ORC
 Package Room Sergeant
 Your assigned ORC
 Inmate Records Coordinator
 Property Officer
 Program Committee Chairperson
 Recreation Leader
 Chaplain
 SHU ORC
 Vocational Rehabilitation Counselor
 Deputy Superintendent for the Area
 State Shop
 Superintendent or designee
 Your assigned ORC
 Transitional Services Coordinator
 Superintendent
 Vocational Supervisor
 Supervisor Volunteer Services
 Inmate Records Coordinator
 Temporary Release Chairperson

The Prevention of Sexual Abuse in Prison What Inmates Need to Know

Policy

Sexual abuse is unwanted sexual contact with another inmate or any sexual contact with a staff member. Sexual harassment includes repeated sexual comments or gestures.

The New York State Department of Corrections and Community Supervision has
ZERO TOLERANCE
for Sexual Abuse and Sexual Harassment

The Department does not tolerate sexual abuse and sexual harassment. All reports of sexual abuse, sexual harassment or retaliation because of such a report will be investigated. Anyone who sexually abuses or harasses someone will be disciplined and or prosecuted.

You have the right to be free from sexual abuse and sexual harassment.

About Your Safety: No one has the right to make you do a sexual act. You do not have to put up with sexual harassment, sexual abuse, or being forced to have unwanted sexual contact with anyone. If you are being pushed, threatened, or blackmailed into a sex act by another inmate or by staff, you should immediately report it. You should also report if anyone tries to get back at you because you reported such an incident or spoke to an investigator about sexual abuse.

Definitions

Inmate-on-Inmate Sexual Abuse is when one or more inmates have sexual contact with another inmate when he or she doesn't want it, or by using coercion, threats or force.

Staff-on-Inmate Sexual Abuse is when an employee, volunteer, intern or outside contractor has any type of sexual contact with an inmate. Staff asking for sex or making sexual threats are also types of sexual abuse.

Sexual Harassment includes:

- (1) Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed toward another; and
- (2) Repeated verbal comments or gestures of a sexual nature to an inmate, parolee, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

See Directives #4027A and #4028B

What to do if you are abused: If you are sexually abused, report it immediately to staff. **Staff will protect you from the abuser and take you to Medical.** Help will be provided whether or not you name your abuser, but be as clear as you can when you report the abuse. The more you tell staff, the easier it will be to help you.

Even though you may want to clean up after the abuse, it is important to go to Medical **BEFORE** you shower, wash, drink, eat, change clothing or use the bathroom. Medical staff will check you for injuries that you may or may not be able to see right away.

They can also check you for sexually transmitted diseases, and help you decide if you need to go to the hospital where they can collect evidence of the sexual abuse. Medical staff will also discuss the possibility of pregnancy with a female victim. You will receive contact information for rape crisis services.

Reporting:

How do you report sexual abuse if it happens? It is important to tell staff that you have been sexually abused or harassed. *You can tell your facility's designated PREA Compliance Manager or PREA*

Point Person, or any Supervising Offender Rehabilitation Coordinator (S.O.R.C.), Offender Rehabilitation Coordinator (O.R.C.), Chaplain, security staff person, medical staff, or any other employee. All Staff must report the abuse, and they can only talk about the abuse with officials who must know about it to do an investigation or provide you with care. You may also talk to Mental Health Staff.

If you report the abuse in writing first, you may write to the Superintendent, a member of the facility Executive Team, or S.O.R.C., your O.R.C., a chaplain, a security supervisor, Central Office, the PREA Coordinator or the Department's Office of Special Investigation. You can report the abuse at any time, but the sooner you report it, the sooner it can be investigated and steps can be taken to protect you.

"It's not snitching"

If you feel that you have been a victim of sexual abuse or harassment, you should report it right away. You can also have someone report the abuse for you. If you think someone else is being sexually abused or sexually harassed, you should report that too.

What happens with reports of sexual abuse? All reports of sexual abuse, sexual harassment, or retaliation for reporting or being part of an investigation will be thoroughly investigated. Cases may also be reported to law enforcement officials by the Department's Office of Special Investigation (OSI).

The persons responsible shall be held accountable to the fullest extent of the law.

Confidentiality: All records of allegations of sexual abuse are confidential under Civil Rights Law § 50-B. The identity of a victim of sexual abuse, the person reporting sexual abuse, any witnesses and the facts of the report itself are confidential. Information is only shared with the people involved in the reporting, investigation, discipline and treatment process, or as otherwise required by law.

Retaliation is not allowed: An inmate will not be punished for good faith reporting of sexual abuse or sexual harassment. OSI or law enforcement officials may charge a person with making a false report if, after the investigation, it is proven that the person made the statement knowing it was false or baseless, or the person reported an alleged crime or incident knowing it did not in fact occur (e.g., Penal Law §§ 210.45, 240.50). A report made in good faith is not falsely reporting an incident or lying even if the investigation does not substantiate the allegation.

Unwanted sex with another inmate or any sex with a staff member is sexual abuse. Here are some of the things you can do to reduce your risk of sexual abuse:

1. Do not believe an inmate who says she will protect or take care of you in exchange for sexual favors.
"There's nothing in prison that's free.."
2. Do not gamble or take gifts from others. Sexual abuse is one way people are sometimes forced to pay off a debt.
3. Do not use drugs or alcohol. You are more likely to make poor choices when you are drunk or high.
4. Pay attention to uncomfortable feelings about others. If you think something is dangerous, it probably is. If you think you are not safe, tell staff.
5. Do not flirt or talk to other inmates or staff about having sex. If someone asks you to do something sexual, you have the right to say "no."
6. Tell a staff member if you are being harassed or threatened for sex.

"If you don't report it, it's gonna continue.."

7. **If you are sexually abused by another inmate or staff, report it.** DOCCS will protect you from the abuser and help will be provided whether or not you name your abuser.

Report Sexual Abuse

To report an incident of sexual abuse, notify facility staff or contact:

**DOCCS Office of
Special Investigations
1220 Washington Ave
Albany, NY 12226-2050**

If you wish to report to an outside agency:

**The New York State Commission of Correction
Alfred E. Smith State Office Building
80 South Swan Street, 12th Floor
Albany, NY 12210**

Inmate access to outside confidential support services:

Inmates may have access to outside victim advocates for emotional support services related to sexual abuse. The facility shall enable reasonable communication between inmates and such organizations and agencies, in as confidential a manner as possible.

Any inmate can ask a telephone number for a Rape Crisis Program to his or her telephone list at any time. Submit a request to your assigned O.R.C. in accordance with directive #4423 ("inmate Telephone Calls"). Note that toll-free telephone numbers (800, 888, 877, 866, and 855) cannot be used on the inmate telephone system. Calls to rape crisis programs are treated as confidential to the extent possible, however, such calls placed on the inmate telephone system are recorded and subject to random monitoring. You may wish to consider using privileged correspondence or having legal visits as an alternative for confidential communications. Staff assisted "legal" calls with rape crisis program providers are not monitored by facility staff and are considered confidential.

This facility is part of a project providing enhanced victim services to incarcerated victims of sexual abuse. You can contact a community-based Rape Crisis Program for rape crisis counseling, victim advocacy, and emotional support services by dialing 777 from any inmate phone. calls placed to 777 are considered confidential; however, such calls are recorded and available to Central Office investigators in the event of misuse. The victim services program for this facility is:

**Victim Assistance Services
2 Westchester Plaza
Elmsford, NY 10523**

24/7 Hotline: 855-827-2255
Dial 777 from any inmate phone

Hours of PREA Hotline Response: M - F, 8:30-10pm and Sat, 9 - 5

The New York Resource Guide compiled by Just Detention International contains additional resources. This Just Detention International Resource Guide is available for your use in the library, law library, and Transitional Services area.

You may also write to Just detention International to request survivor services, information for local rape crisis centers and legal aid organizations, as well as information about how to report abuse and survivors' rights.

Just Detention International
3325 Wilshire Blvd.
Suite 340
Los Angeles, CA 90010

Just Detention International, East Coast Office
1900 L St., NW
Suite 601
Washington DC, 20036