

POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3.3.1
SECTION:	3	Rules, Discipline, and Rights	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	1	Inmate Handbook	
STANDARDS: ACA – 4 – ALDF: 3A-01, 3A-02			
APPROVED:			REVIEW DATE 1 / 21 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 3.3.1 dated 6/19/ 03 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to issue an Inmate Handbook to all inmates to advise them of their rights and the rules and behavior expectations and sanctions while under the custody of the Division; and to all staff, to ensure they understand the contents of the rule handbook and assist inmates to understanding the rules that affect them as found in the handbook.

II. RESPONSIBILITIES

All Correctional employees assigned to the **City Justice Center (CJC)** and the **Medium Security Institution (MSI)**, vendors, volunteers, and inmates are responsible for adhering to the following procedures.

III. DEFINITIONS

None

IV. PROCEDURES

A. General Information

1. The inmate handbook provides information regarding acceptable and unacceptable inmate behaviors including major and minor rule violations and sanctions.

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2. Additional disciplinary measures concerning inmate rule violations that address minor and major violations, disciplinary reports, pre-hearing action/investigation and pre-hearing detention is as found in policy #3.3.5 Minor Violations and 3.3.6: Major Violations/disciplinary Hearing.
3. Employees of the Division of Corrections are expected to have a clear and thorough understanding of the Inmate Handbook to assist the inmate population.
4. Inmates that have been admitted by the Division of Corrections will be issued a Handbook during classification, by classification staff. Each inmate is responsible for keeping their copy of the Inmate Handbook in good condition.
5. Inmates are informed that if the Handbook is damaged, destroyed or lost they would be responsible for reimbursement unless the damage is as a result of wear and tear.
6. The inmate handbook is reviewed annually and/or as may be directed by the appointing authority. Changes made as a result of the review would be incorporated and the handbook is re-issued as appropriate.
7. Inmates that cannot read English receive assistance from staff. (See policy #3.5.4: Inmate Orientation).

B. Management of Inmate Handbook

1. The Commissioner of Corrections will review the Inmate Handbook as recommended by the Policy Committee, and return the Handbook to the chair of Policy Committee.
2. Upon receipt of approval from the Commissioner, the Policy Chair person coordinates with the Business Office Manager to have the Inmate Handbook printed for distribution.
3. Printed Inmate Handbook will be stored in the supply room. Upon request, the Store Room clerk will make handbook available to Classification Staff for distribution to inmates as provided in policy; and to other unit heads, as may be requested.
4. The Store Room Clerk will coordinate with the Business Office Manager for re-printing of the Handbook when appropriate.

C. Inmate Handbook Distribution

1. During Academy Training, all Correctional Staff will be issued a copy of the

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- Inmate Handbook along with training in the use of the Handbook. (See Policy #1.4.3: Orientation Training).
2. All Correctional Staff members including contracted staff and volunteers will read and fully understand the Inmate Handbook or seek clarification from the Training staff or a Supervisor.
 3. During the admission process at CJC, the Classification staff will issue the inmate a copy of the Inmate Handbook. Female writs will receive a copy of the Handbook at MSI.
 4. The Classification staff has the inmate sign the Acknowledgement Form for the Inmate Handbook. (See Policy #3.5.4: Inmate Orientation).
 6. During release from custody, the Releasing Officer will retrieve and account for the Inmate Handbook from the inmate and checks the Inmate Handbook for damage.
 7. If the Inmate Handbook is damaged or defaced, the Releasing Officer completes an Incident Report and restitution form, and immediately forwards the Restitution Form via the Area Supervisor, to the Business Office Clerk for debiting the inmate's personal account. The Releasing Officer submits the Incident Report to the Area supervisor, per policy.