

**RHODE ISLAND
DEPARTMENT OF CORRECTIONS**

INMATE HANDBOOK



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Director**

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CHAPTER 1 INTRODUCTION

Policy: Mission Statement

The mission of the Rhode Island Department of Corrections (RIDOC) is to contribute to public safety by maintaining a balanced correctional system of institutional and community programs that provide a range of control and rehabilitation options for criminal offenders.

Purpose

This inmate handbook was prepared to help you adjust to life in the Adult Correctional Institutions (ACI). This handbook is available in English and Spanish. You are encouraged to become familiar with this handbook. It will help you know what is expected of you and what you may expect from the staff.

This handbook is a guide governing inmate conduct and behavior and is not intended to serve as a substitute for current RIDOC policy. Where the rules outlined in this handbook differ from those in RIDOC policy, RIDOC policy will be used. Therefore, you may refer to the relevant policies available in the inmate law library.

Following the rules carefully will make awaiting trial time or sentenced time easier to serve. Please read through the sections that apply to you. If you come across words that you do not understand, ask for help from an Officer, Counselor, other staff or another inmate who is willing to assist you.

This handbook's language is general and applies to most circumstances of day-to-day life at the ACI. Facility-specific information (visit schedules, count times, cell content, laundry, recreation, programs, etc.) is provided in each facility.

All rules and regulations are subject to change. Any items not covered in this handbook will not be allowed without express permission from the Warden or his/her designee. The RIDOC expects you to adhere to the accepted laws of society in addition to institutional rules.

CHAPTER 2 FACILITY ORIENTATION

Counts

Counts are a very important part of the correctional system. An Officer counts all inmates who are present and determines why inmates are absent (court, hospital, work, etc.). If you are not in your proper place for a count, you will be booked for breaking a rule. You may not disrupt, delay, or confuse counts in any fashion.

There are six (6) scheduled formal counts every day. At the command (for example, **“stand by for count”**), you will immediately return to your assigned cell, dormitory, or room. You should learn the procedures and exact times of scheduled formal counts of your facility. Once in your assigned housing unit, you must position yourself in plain view of the cell door. In dormitories or open living areas, you will line up in front of your bed for official counts (except after lights out). You should be positioned in such a manner to be plainly visible to the Officer conducting the count.

When informal counts are called at other times of the day, you will **“stand by”** at your detail (work, recreation, etc.), and the count will be taken by the detail supervisor. Emergency counts are formal counts and can be ordered at any time. When called, you will immediately go to your assigned living quarters (same as above). All inmate movement must stop before the count begins and remain stopped until the count is clear and correct. If you fail to comply with count instructions, you will be subject to immediate disciplinary action and referral for a disciplinary hearing.

Cell/Room Searches

In order to effectively control contraband, unannounced cell/room searches are conducted frequently, with no observable pattern. You do not have to be present if your cell/room is being searched.

Strip Searches

Strip searches of inmates will always be conducted for objective purposes only and are always carried out in a quick and efficient manner. They are never done as punishment or as a form of harassment.

Frisk Searches

Frisk searches are conducted at random if an Officer believes there is a good reason to do so to control contraband.

Fire Evacuation

All facilities are routinely inspected for compliance with fire protection standards and maintaining all fire detection and containment systems.

Fire drills are regularly performed on each shift. Each facility has specific area fire evacuation plans posted for staff and inmates to view. You should learn the fire evacuation plan of your facility.

In the event of an unannounced fire drill or actual emergency, you should stand by for instructions, and then do as instructed in an orderly manner. You will be notified by the quickest means available of any fire or other emergency within the facility.

Leisure Time

All inmates on normal institutional status have a maximum possible amount of time outside their living areas for visits, religious services, the law library, educational

programs and indoor/outdoor recreational activities. You should check the facility-specific Master Schedule postings concerning religious services, educational programs and events.

Controlled Movement

The highest possible level of security and control is maintained at all times to ensure the protection of structure, equipment and the safety of all persons at the RIDOC. During controlled movements, you are responsible for following directions and moving in a quick and orderly fashion. You can bring only materials necessary and related to your destination.

Policy: Inmate Identification Cards

All inmates confined at RIDOC are issued identification (ID) cards. An ID card is generated and issued by the ID Unit staff on the day you are committed.

You are not allowed to leave your housing unit without wearing your ID card in a place designated by your facility.

You may be disciplined for failure to comply with the rules and regulations of a facility concerning ID cards (failure to wear your ID card in a noticeable manner, loss or destruction, having another inmate's card, etc.). In addition to possible disciplinary charges, you may be subject to pay \$3.00 for a replacement ID card.

A free temporary ID card will be issued to you at discharge. This ID is valid for thirty days from the date you are released. Once released, you should obtain other forms of identification as soon as possible.

Policy: Access to the Courts and Legal Materials/Law Library

The RIDOC maintains a central law library with up-to-date constitutional, statutory, case law materials, applicable court rules and practices. Each facility has a small law library containing basic legal research materials, staffed by inmate law clerks.

There is a set of inmate-related RIDOC policies in the law library of each facility. Questions regarding policies can be researched in that area. For case law and reference material not found in the facility's law library, a request may be submitted to the RIDOC central library. A law clerk can provide a request form. Request forms must be submitted with money transfer slips because a .05-per-page copying fee will be charged to process each request.

You may use the law library during your recreation period. You can refer to the facility recreation schedule to plan your library time. If you need more time in the law library, you may make a request by submitting a slip to the area supervisor.

There are law clerks available to assist you during library time. You should not hesitate to ask for the help of the law clerks.

Loud talking in the law library will not be tolerated.

Law books are not to be removed from the library. You are allowed to request copies of certain parts of the law books. However, only the assigned copy machine operator can run the copy machine. There is currently a .05-per-page charge for all legal-related copies. The copy machine operator will have the forms you need for copies.

Indigent inmates can receive up to 200 copies per month. The .05-cent charge will apply and may result in a negative account balance.

You are to use your own materials in the law library, except typing paper.

You may have a reasonable amount of legal papers in your possession. These materials must be about current cases or active appeals. A maximum of one cubic foot (12" inches high, 12" long and 12" wide) of material may be kept in your living area. You may request additional storage space for legal materials with proof of need. This material will be maintained in a secure area other than your living area. Anyone (including law clerks) found in possession of unauthorized legal material belonging to another person shall be subject to disciplinary action.

Policy: Good Time-Awarding Meritorious and Restoring Lost or Forfeited

Inmates serving sentences of six (6) months or more are eligible for statutory good time credit, industrial time credit (excluding those with life sentences) and restoration of lost or forfeited good time. Inmates serving one (1) year or more are eligible for meritorious good time credit. All inmates held on awaiting trial status are entitled to awaiting trial credit.

Statutory good time credit, industrial time credit, meritorious good time credit, loss or forfeiture of good time and restoration of good time are all calculated pursuant to Rhode Island General Law (RIGL §42-56-24). Awaiting trial good time is calculated pursuant to Rhode Island General Law (RIGL §12-19-2).

Statutory Good Behavior Credit

If you are serving a sentence of six (6) months or more and not serving a life sentence, and appear to have faithfully obeyed all the rules and requirements of RIDOC and not been disciplined, you are eligible to have your sentence reduced each month by the number of days that are equal to the years in your sentence (not to exceed ten days per month).

If your sentence is at least six (6) months and less than one (1) year, one (1) day per month can be deducted.

If you have been disciplined and been given disciplinary confinement or suffered loss of privileges during a particular calendar month, you cannot earn good time for that month. Also, good time that has already been earned is reduced by the number of days you are in disciplinary confinement. The law is very specific on this point and the Supreme Court

has said that good time must be calculated in this way. Your Counselor can answer any specific questions you have.

Industrial Time

Industrial time credit is awarded to all eligible inmates sentenced for six (6) months or more and not serving life sentences and who are paid for work activities through which they develop good work habits and/or skills that benefit individual inmates or the State of Rhode Island (and are rehabilitative).

The Director will only approve industrial time for you if you held a job for at least fifteen (15) days per calendar month. You can earn a maximum of two (2) days of industrial time credit per month. As jobs become available, every effort will be made to assign inmates who are not already working to these jobs quickly and fairly.

Loss of Good Time

Every inmate in disciplinary confinement or otherwise disciplined for bad conduct will have one (1) day of good time deducted from any good time gained for good conduct for each day ordered as a sanction at the disciplinary hearing.

Restoration of Lost or Forfeited Good Time

You may ask for your lost or forfeited good time back by filling out Request Forms or writing to your assigned Counselors. The request will be reviewed by the Assistant Director of Institutions and Operations/designee and be subject to approval of the Director.

Meritorious Good Time

Inmates sentenced to one (1) year or more are eligible for meritorious good time based upon:

- Performance of heroic acts affecting the lives and welfare of institutional personnel, inmates, or the general public;
- Submission of extraordinary and useful ideas and plans which have been implemented for the benefit of the state resulting in substantial savings and/or a higher degree of efficiency;
- Performance while participating in and completing academic or vocational programs;
- Submission of useful ideas concerning academic or vocational programs, which have been implemented at the RIDOC.

The maximum award for meritorious good time is three (3) days per month not to exceed thirty-six (36) days per year. Awarding meritorious good time is not automatic or required. Your Counselor should send requests to the Assistant Director of Rehabilitative Services.

Awaiting Trial Good Time

If you are sentenced to serve prison time, your sentence will be reduced by the number of days you spent in prison awaiting trial and awaiting sentence.

Religious Programs and Services

You have the right to the free exercise of religious beliefs and worship. You will not be denied contact with an accredited representative of your faith. You may at any time, within reason, make a request to have personal contact with a clergy representative of your faith. As an inmate of the RIDOC you will not be required or expected to attend any religious programs or services, or adhere to any religious beliefs.

It is the responsibility of the Assistant Director of Rehabilitative Services to coordinate and supervise all religious programs. Inmate services and programs are scheduled, supervised and directed by institutional Chaplains.

Other specific details may be found in the policy on Religious Programs and Services. A copy can be found in the inmate library and a counselor can help you with any questions.

CHAPTER 3 COMMUNICATION

Request Slips

Request slips are a way of communicating with the various staff and officials of RIDOC. You can get these slips from a unit Officer and submit them for answers to questions, requests for information, assistance and discussion of problems. (The nature of a problem should be stated on the request slip.) Request slips will be acted upon at the lowest level of authority capable of handling the matter, regardless of to whom you sent the slip. Deposit all request slips in unit postal mailboxes.

Staff/Inmate Communication

It is the policy of RIDOC to maintain systems of communication. Lines of communication will include written and verbal communications to and from staff and inmates and contact with supervisory and administrative staff during their regular tours of the facility.

RIDOC Special Investigations Unit (SIU) investigates inmate-on-inmate complaints. The SIU Toll Free number is 462-2282.

RIDOC Office of Inspection investigates all complaints about staff misconduct. The Office of Inspection's Toll Free number is 462-2551.

Always use the Chain of Command within facilities. The Chain of Command is as follows:

**Officers
Lieutenants
Captains
Deputy Warden
Warden
Assistant Director of Institutions and Operations
Director**

Failure to follow the chain of command may delay response as the request will be forwarded to the appropriate staff member for response.

Policy: Monitoring Inmate Telephone Conversations

RIDOC gives you reasonable access to telephones, consistent with your status, housing unit regulations, and policy guidelines.

All telephone calls may be monitored, except calls between you and your attorney. Additionally, the following calls will not be monitored:

RI Public Defender Offices

Providence County District & Family Courts	458-3050
Providence County Superior Court	222-3492
Violations – Providence	222-1313
Kent County – Superior, District, Family Courts	822-2195
Washington County - Superior, District, Family Courts	782-4180
Newport County - Superior, District, Family Courts	841-8320
RIDOC SIU	462-2282
RIDOC Office of Inspection	462-2551
Rhode Island State Police (at RIDOC)	462-2650

Inmate telephones are located in each facility. Each new inmate is assigned a PIN (personal identification number) when committed. You must fill out an Inmate Telephone System Number Request Form in order to obtain the PIN, list the people you will call, and use inmate telephones. You must submit this form to the designated person in your facility. Once you receive your PIN, you may begin placing calls. You may only call those persons on your approved Inmate Telephone System Number Request Form. You may make changes to your telephone list by submitting a New Phone Number change form.

Adult Counselors are only authorized to allow phone calls for emergency purposes, not because your attorney will not accept your call or there is a block on a number.

All RIDOC inmates may place calls to RIDOC SIU at 462-2282, the Office of Investigations 462-2551, or the on-grounds Rhode Island State Police at 462-2650 and to Bail Bondsmen.

Requests for special needs calls should be directed to your Counselor.

Each facility has its own rules on times available to use the telephone and the time allotted for calls.

Abuse of telephone privileges for such actions as making fraudulent calls, harassing calls or third-party calls may result in loss of telephone privileges, disciplinary action, and/or criminal charges. The use of telephone cards is not permitted. All inmates on restrictive status may be granted phone calls to anyone on their telephone lists by submitting request slips to area Supervisors, Deputy Wardens or Wardens.

Policy: Inmate Mail

While you are confined to any of the sentenced facilities, you will be permitted uninterrupted correspondence provided it presents no threat to the safety and security of the institution, public officials, or the general public and is not being used to further illegal activities.

Mail between inmates is not authorized, except in cases where the correspondence is between immediate family members or to another inmate who is a party to active litigation in which an inmate is acting pro-se. If you wish to write to other inmates, in one of these circumstances, you must submit a request to the facility Warden or his/her designee.

You are to pay for all postage costs for outgoing mail unless you are indigent (see Inmate Accounts). This includes, but is not limited to, first class, special delivery, air mail, foreign bound letters, and registered or certified mail.

You can buy books of stamps at the Commissary. You are not to use money transfer slips for standard first class postage unless you are indigent.

- You cannot accept stamps during visits or in the mail.
- You are not allowed to have more than two (2) books of stamps in your possession.
- All stamps must be attached in booklets. No loose stamps are allowed.

There must not be any pictures, drawings, artwork of any kind, or unnecessary writing on the fronts of envelopes.

All outgoing letters must be stamped and have your name and return address on the outside of the envelope. Letters without names and return addresses will be opened and returned to you, if possible. All outgoing mail will be deposited in the receptacle designated for this purpose.

Due to heightened national security protocols, you will be disciplined and/or be subject to criminal charges if any envelope you send has powder or other foreign substances in it.

Policy: Indigent Inmates

Policy defines an indigent inmate as one who is involuntarily unemployed, has less than \$10.00 in his/her available account, and has had no deposits in the previous two months. Procedures for indigent inmate mail at every facility except the Intake Service Center and the Women’s Division Awaiting Trial Unit are as follows:

- Use inmate money transfer form (See your Counselor to get one. If you are housed in the Intake Service Center or the Women’s Division Awaiting Trial Unit, you can get the form from your Housing Unit’s staff, a Superior Officer in your Housing Unit or during feedings, or your Counselor.)
- Fill in name and ID number
- Check off postage
- Write “indigent” in section “reason for transferring money”
- Sign the form
- Attach the form to the letter
- Give the form to the area supervisor or deposit it in a receptacle designated for this purpose.

Procedures for indigent inmate mail at the Intake Service Center and the Women’s Division Awaiting Trial Unit are as follows:

- Place mail unstamped in the central mail depository.
- The facility and central mailroom Officers randomly check unstamped mail to ensure the sender is indigent.
- Mail not being sent from an indigent inmate is returned to the inmate.

Postage for three (3) recreational letters per week is allowed for indigent inmates. All privileged mail will be sent first class. The Department does not pay for certified or other special mailing categories for indigent inmates. Mail not meeting these criteria is returned to the inmate.

All mail **sent to you** should be addressed as follows:

John/Jane Doe (Inmate’s name)
Inmate’s ID#
(Inmate’s cell number and assigned building)
Facility P.O. Box Number
Cranston, RI 02920

Facility P.O. Box Numbers are as follows:

High Security=8200
Maximum=8273
Medium I/Moran=8274
Medium II/Price=20983
Minimum=8212
Women's=8312
Intake Service Center=8249

All incoming mail may be opened and checked for contraband. If it is determined to be privileged, the mail will be opened in your presence.

All monies sent to you must be in the form of a check or money order, must come from someone on your visiting list, and must show a return address on the check or money order. To speed up the process of having funds deposited into your account, all checks and money orders should be sent directly to Inmate Accounts and include your inmate ID number.

Cash will not be accepted through the mail.

You will not be allowed to spend money received in this manner until it clears the bank and is posted to your account. This process could take up to ten (10) working days.

The address for Inmate Accounts is as follows:

Inmate Accounts
51 West Road
Cranston, RI 02920

Printed Material

Only soft cover books, newspapers, and periodicals sent from publishers will be accepted as incoming mail to an inmate. As a general rule, any printed material, including newspapers, drawings, magazines, pamphlets, books, or photographs may be excluded, if it is determined to be detrimental to the security, good order, or discipline of the institution, if the effect may hinder rehabilitation, facilitate criminal activity, or contribute to a hostile environment.

Sexually explicit publications are prohibited. Sexually explicit material means a pictorial depiction of sexual acts including sexual intercourse, oral sex, and/or masturbation.

If you are serving a sentence that would require you upon release to register as a "sexual offender" pursuant to RIGL and RIDOC policy, you are also prohibited from materials that feature nudity. Child sexual abusers are further prohibited from ordering child and family oriented publications.

CHAPTER 4

PERSONAL RELATIONSHIPS

Friendships with several inmates are encouraged. You are discouraged from establishing personal intimate relationships with other inmates. Exclusive relationships in group living settings frequently result in circumstances requiring discipline.

Relationships with staff are to be professional only. The job of an Officer is to provide security, custody and control. In the event that you need counseling, you may ask an Officer to refer you to the facility Counselor or psychological services. The area supervisor is also available to provide referrals for counseling when required.

Policy: Visits

It is the policy of RIDOC to encourage inmates, in a manner consistent with sound security practices, to have regular social visits with relatives and other individuals in order to maintain close family ties and other positive relationships.

As defined by the Warden or designee, visiting rules, regulations and schedules for inmates are posted in each living area of each facility. The visiting schedule is posted monthly and regulated by the scheduling, space, and personnel constraints of each facility to ensure normal and orderly operations.

Pursuant to RIGL and RIDOC policy, smoking is prohibited in the visiting areas of all facilities.

You are allowed nine (9) names on your visiting list. Two (2) additional names will be allowed for mail money deposits only and the person must pass the BCI and NCIC checks.

Criminal background checks (BCI and NCIC) will be done on all visitors. Sentenced inmates can add names to their visitor list by submitting a BCI visiting list form (see your Counselor or the Visiting Room Lieutenant for the form). The form must contain the visitor's full name, address (street, city, state), date of birth and relationship to you. Requests may be submitted to the housing Officer or the facility Counselor for forwarding to the facility Officer who will conduct BCI and NCIC checks. Names may also be deleted from your visitor list via a Request Slip.

Visitors may only appear on the visiting list of one (1) inmate. The only exception is where the visitor is an immediate family member of more than one (1) inmate confined at the RIDOC. The approval of the Director or Assistant Director of Institutions and Operations is required for any other exception.

A certain clergy person may be designated as a Clergy of Record for you. Clergy of Record Request Forms (see your building's Chaplain or your Counselor for the form) are submitted to the Assistant Director of Rehabilitative Services. Once verification is

completed, the individual is authorized to serve as your Clergy of Record and is allowed to visit daily 8:30 a.m. through 8:30 p.m. The name of the Clergy of Record is added to your visiting list as a separate visit and does not displace family or other professional visits.

A visitor with a felony conviction(s) and/or pending charge(s), and/or if the background check reveals a plea of nolo contendere for a felony offense, or that s/he is on probation for a felony offense who **is** an immediate family member may be granted visitation, contingent upon the approval of the Assistant Director of Institutions and Operations or designee.

Visits, if granted, will be limited to once per month until the visitor has demonstrated that s/he was a law-abiding citizen for three (3) consecutive years. The once-per-month restriction may be lifted following the 3-year period.

The following categories represent circumstances and procedures for allowing special visits beyond the normal visiting program as outlined in the RIDOC visits policy.

Visits to Hospitalized Inmates

There are special rules which govern visits to hospitalized inmates. These rules are detailed in the RIDOC policy on Visits. You may view a copy of the entire policy in the inmate library. A librarian can help you find the policy and a Counselor can help you with any questions.

Long Distance Visits

Occasionally an inmate's family member or friend who is not on the approved visiting list may travel a long distance and arrive at a time and/or day **NOT** scheduled as a visiting period for a particular inmate. In such instances, approval to visit may be granted by the Warden or designee of the facility on a case-by-case basis.

Any distance exceeding a radius of seventy-five (75) miles from Cranston, Rhode Island is considered long distance for visiting purposes. Long distance visits are limited to four (4) visits per calendar year and visitors must display proper identification.

For example, if a visitor arrived from California for a 2-week stay s/he could visit more than once during that 2-week period. His/her multiple visits would count as one (1) "instance".

Likewise, if that same visitor visited only once during his/her 2-week stay, that single visit would also be considered one "instance".

B, C, and Disciplinary Confinement (DC) Status Inmates

- B, and C offenders are allowed one (1) visit per week;
- All B, C, and DC status visits are held in an area approved by the Warden or designee;
- Such visits may not exceed one (1) hour and fifteen (15) minutes;

- All C and DC status visits are non-contact and conducted via telephone communication, whereby the inmate is separated from the visitor by a glass security panel.
- Inmates in disciplinary confinement are authorized visits with attorneys and clergy only.

Professional Visits

Professional visits include attorney, clergy, law enforcement officers, social workers, community health care workers, or others approved by the Warden or designee. With the permission of the Warden, professional visitors may be allowed to visit at times not generally considered to be part of the normal workday. The Warden or designee of each facility designates an area to be utilized for professional visiting. All professional visitors are subject to the same rules and regulations as regular visitors.

The attorney of an inmate may visit as frequently as necessary for the purpose of assisting his/her client.

Visits from Minors

Minors must demonstrate they have the consent of their parent (s) or guardian(s) to visit you and must be accompanied by an adult while visiting. Parents/guardians will be required to submit a Minor Permission Slip in person to the facility Reception Officer. You can get this form from your Counselor. Your visitors can get this form at the Reception Desk. Your visitors must show valid photo identification along with the child(ren)'s birth certificate(s) or some other official court document establishing legal guardianship.

Common Law Marriages

In order to prove the existence and validity of a common-law marriage, the RIDOC has specific requirements. These requirements are detailed in the RIDOC policy on Visits. You may view a copy of the entire policy in the inmate library. A librarian can help you find the policy and a Counselor can help you with any questions.

CHAPTER 5 PROPERTY

Policy: Inmate Property Accountability/Incoming Property

Requests for personal property are to be directed to and approved by the facility Property Officer. Requests for property are subject to facility guidelines.

You must get approval before you order items from the Commissary, publishers or other approved providers. Property arriving at any facility without prior approval will be returned or discarded.

Property will only be accepted through the U.S. Postal Service and no property will be accepted from UPS, Federal Express, or other special delivery service. (Exceptions-see court clothes).

All incoming and outgoing property will be managed by the facility Property Officer. This includes repairs to TV's and radios.

All worn, broken or unusable property must be discarded through the facility Property Officer. This will ensure that your property is properly removed from your inventory. Property discarded by any other means will not be eligible for exchange or replacement.

In all cases, you will be responsible for all charges incurred including return postage on property, if applicable.

Court Clothes

Each facility will accept court clothes for inmates with active court cases. Court clothes may be dropped off during designated hours at the Reception Desk. Sneakers, boots and sweat suits will not be accepted as court clothes. At the completion/resolution of court matters, you are required to either mail out the clothes (including footwear) at your expense or have them picked up.

Laundry

Personal laundry is done within the facility. You are instructed to check the facility schedule for specific days and times that apply to your living areas.

Institutional or specialty laundry will be done per facility schedule.

Policy: Inmate Commissary

You may order items from the Commissary at least once each week. You cannot order items in excess of authorizations. Total orders may not exceed the posted limit within a facility.

Unless otherwise posted, you complete and submit a store order and place it in the store order box in the designated area no later than the breakfast meal on Monday morning each week. Store order forms are located at mailboxes where you mail your Commissary slips. Orders will be distributed as scheduled in each facility.

You must order those items necessary for health and sanitation before ordering comfort items such as food. If the Commissary is out of an item you request, credit will be given for the item – items will not be back-ordered.

You may order packets of over-the-counter (OTC) medication in any combination not to exceed 10 packets. These packets are to be kept in your living area. You must use or discard any packets you open.

Other than transporting OTC medication from the Commissary to the living area, you may not carry packets of OTC medication on your person.

CHAPTER 6 EMPLOYMENT

Inmate Jobs

RIDOC does not discriminate on the basis of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, sexual orientation, gender identity, or the presence of a sensory, mental, or physical disability, or other status protected by law. RIDOC also provides reasonable accommodations for inmates with identifiable disabilities when selecting inmates for work assignments.

Policy: Inmate Employment: Selection, Training, and Supervision

Each facility has jobs that inmates can be paid to do. To request a job, submit a Request Slip to the Job Assignment Officer(s). The Job Assignment Officer(s) reserve(s) the right to make assignments consistent with the health and welfare of the individual inmate including compliance with his/her individualized program plan.

Whenever possible, work schedules are arranged to facilitate program participation. The Job Assignment Officer(s) consider(s) all available information when selecting an inmate to fill a vacancy (i.e., institutional record, skill, job site security, etc.).

You may be required to wait thirty (30) days before the Job Assignment Officer considers any request for a change of job assignment.

You cannot be assigned to more than one (1) paid job at a time.

Policy: Inmate Pay

You may be paid one (1) of four (4) pay rates for jobs ranging from \$1.00 to \$3.00 per day. As an exception to these rates, a facility Warden may establish jobs paying a flat rate of .50 per day.

All new inmate workers enter at the lowest pay level assigned to their jobs.

An inmate who is out of work due to ill health is not paid for the days he/she misses work.

Pay Rate and Discipline

If you are placed on disciplinary status for six (6) days loss of privileges (LOP) or less, not related to your job assignment, you may return to your job at the same rate of pay at the discretion of your work supervisor.

If you are placed on disciplinary status for over six (6) days, whether job related or not, you will lose your job.

Upon completion of discipline, you may request and be assigned to a new job assignment, but you must begin at the lowest pay level, regardless of your pay level before the discipline.

If you are disciplined for infraction(s) related to your specific job, you are subject to being fired from your job assignment.

CHAPTER 7 INMATE ACCOUNTS

Policies: Inmate Accounts, Accountability of Inmate Money /Checks

Deposits

All monies sent to you must be in the form of a check or money order. All such funds must come from someone on your visiting list and must have a return address on the check or money order.

To have funds quickly deposited into your account, all checks and money orders should be sent directly to Inmate Accounts and should include your inmate ID number.

Cash will not be accepted through the mail.

You cannot spend money received in this manner until it clears the bank and is posted to your account. This process could take up to ten (10) working days.

Deposits to your account can be made in-person. Deposits which are made in-person must be made at the following location:

**Inmate Accounts Office
51 West Road
Cranston, RI 02920**

**Hours of Operation
Monday thru Friday (excluding holidays)
9:00 a.m. – 11:00 a.m.
&
1:00 p.m. – 3:00 p.m.**

Awaiting trial inmates or those inmates incarcerated at RIDOC via the interstate compact will be given a 30-day grace period in which funds received from persons not yet on their visiting lists will be honored. These deposits will be carefully examined.

You should request that individuals who may not actually visit, but who will be depositing funds into or receiving funds from your account be included on your visiting list. These individuals will be subject to and must be able to pass BCI and NCIC checks. You will be allowed to have up to two (2) names on your visiting list beyond the normal nine, which will be limited to mailing money deposits only.

Funds received from any other source in person or through the mail, except as noted above, will be refused or returned to the sender. In the event the funds cannot be returned, they will be deposited into the State of Rhode Island's General Fund. The Inmate Accounts Office will notify you whenever funds that did not qualify for deposit are returned to the sender or deposited in the General Fund.

Expenditures and Authority for Approval

Money Transfer forms are required to transfer funds. With the approval of the Warden or designee, you may transfer funds from your account for expenditures for the following purposes:

- Payments to dependents and/or members of your immediate families;
- Payments to others if the purpose is for personal debt incurred before your confinement;
- The support of immediate family member(s);
- To persons on the inmate's approved visiting list;
- Approved bank deposit;
- Subscriptions to approved periodicals, newspapers and approved books (must be ordered directly from the publisher);
- Purchase of prescription eyeglasses (only RIDOC medical approved);
- Payment for copyrights, birth certificates, license renewals, and legal documents;
- Purchase of U.S. savings bonds;
- Payment of income tax;
- Postage;
- Purchase of educational material recommended and/or approved by the RI Dept. of Education or RIDOC's Education Unit;
- Payment for lost or stolen state property;
- Purchase of Bibles or other religious literature approved by the Chaplain;
- Repairs of eyeglasses and/or TVs;
- Bail, legal fees, or court costs;
- Commissary purchases.

When sending money out of your account, you must provide a stamped, addressed envelope. Transfer of funds from one inmate account to the account of another (immediate family members only) or other entities or exceptions must be approved by the Warden, or designee.

Purchases from outside vendors must be approved by the Warden or designee. An Officer must verify your signature on a money transfer slip. You should sign the money transfer slip in front of an Officer.

Money Transfers

Exceptions to the above instructions must be specifically approved by the Warden or designee. You are not allowed to use an inactive account, except to pay court costs or fines (lawyers do not qualify). Law clerks have the special forms for inactive accounts.

Funds from inmate accounts cannot be transferred to any RIDOC employee.

Upon discharge, you may withdraw all of your funds from any active or inactive inmate account.

Withdrawal of Monies at Release

If you are being discharged Monday through Friday, you will be able to withdraw \$25.00 in cash. The balance will be given to you in a check.

You must appear in person at the Office of Inmate Accounts during normal working hours 9:00-11:00 a.m. and 1:00-3:00 p.m. You must present one of the following:

- Inmate Discharge ID card;
- Driver's license (with photo);
- Picture bus pass; or
- Court or parole release papers.

If you are being discharged on a weekend or a holiday, you must submit a Request Slip to the Inmate Accounts Office requesting that your monies be sent to the particular discharging facility. This must be done in advance of your discharge so that you can receive monies when you are discharged. The request slip must list your name, your ID#, and date of discharge. Only those slips for weekend or holiday discharges will be processed in this manner. You will receive \$10.00 in cash and the account balance in a check.

CHAPTER 8 DISCIPLINE

Smoking and Tobacco Regulations

The use of all tobacco products and accessories, including but not limited to pipes, cigarettes, cigarette papers, chewing tobacco, cigars, matches and lighters, is prohibited within any and all buildings, vehicles, and property under the control of the RIDOC.

The inmate Commissary does not sell or stock any tobacco products.

Smoking and/or the use/possession of tobacco-related products by inmates is/are prohibited.

Passing, receiving and/or possessing tobacco or tobacco related products are all violations. Discipline will be administered consistent with the Code of Inmate Discipline.

Substance Abuse Testing

The RIDOC is committed to a policy of detection and punishment of inmate drug and/or alcohol use. The use of illegal drugs by inmates presents a serious threat to the safety and security of the RIDOC staff and incarcerated population.

You may be required to give a urine sample at any time. If you cannot give one at the time of the request, you will be segregated from the other inmates for up to four (4) hours. You can be given eight (8) ounces of water during this time, but you must ask for it.

If after four (4) hours you still fail to give a urine sample, you will be placed on disciplinary report and may be transferred to another area pending possible disciplinary action. You may still be required to give a urine sample after being placed on disciplinary report.

If you test positive for any substance when submitting a urine specimen, you have the option of having that urine tested at a designated outside laboratory. One-half (1/2) cup of urine is required for this outside test. If you do not produce one-half (1/2) cup of urine, no outside test is possible. If the specimen is confirmed positive at the outside laboratory, you will be charged approximately \$120.00 to cover the cost of the test, and you will be disciplined.

If the specimen is negative, you will not be charged any cost for the test and there will be no disciplinary action.

You will be held accountable for positive drug/alcohol tests. In all cases where you have been found guilty of a disciplinary report for a drug and/or alcohol violation, you will be interviewed by RIDOC's SIU in an effort to determine the source of the drugs and/or alcohol.

In all cases where an inmate has been found guilty of a drug and/or alcohol violation, a sanction from a graduated scale of sanctions will be imposed. Positive urines may result in discipline time, loss of good time and loss of visiting privileges.

Gang Activity

RIDOC is committed to a zero tolerance policy on gang activity. You are not permitted to wear or display gang colors, possess paraphernalia, give hand signals, create graffiti or be involved in any other gang activity including meetings, recruiting, etc. Any violation pertaining to gang activity will result in immediate disciplinary action.

Sexual Misconduct

Policy: Inmate Sexual Violence Sexual Misconduct/Harassment Toward Inmates

The RIDOC is committed to a zero tolerance for inmate-on-inmate sexual violence and staff sexual misconduct/harassment toward inmates. Every allegation will be thoroughly investigated and where warranted by evidence, proportional sanctions, up to and including criminal prosecution, will be implemented.

A comprehensive training program is administered to all staff and the inmate population in order to emphasize the importance of preventing prison sexual assault and promote awareness of the serious impact of sexual victimization within the correctional setting.

Consensual sexual acts and consensual attempts to commit such acts are prohibited.

Pursuant to Rhode Island General Law (RIGL), any RIDOC employee or employee of a contractor who is under contract to provide services in a correctional institution who engages in sexual penetration as defined in RIGL with an inmate confined in a correctional institution or otherwise under the direct custodial supervision and control of that employee shall be guilty of a felony punishable by imprisonment and/or a fine.

Inmates, staff and other individuals wanting to report allegations of sexual misconduct may contact correctional staff, medical staff, Counselors, Office of Inspection, Special Investigations Unit, Rhode Island State Police, or any other reporting source of their choosing. If you need assistance in filing a complaint, you may contact your Counselor.

All allegations of sexual misconduct reported to staff will be forwarded to the appropriate authority for investigation. All reasonable steps will be taken by the RIDOC to protect the alleged victim.

CHAPTER 9

DISCIPLINARY PROCEDURES

Policy: Code of Inmate Discipline

The RIDOC subscribes to a disciplinary policy, the Code of Inmate Discipline, that is fair, impartial and constitutional. The Code of Inmate Discipline classifies discipline infractions based on a severity scale and specifies graduated sanctions.

The purposes of the Code of Inmate Discipline are as follows:

- To provide a clear understanding of prohibited conduct involving institutional safety, security, and order of the facilities;
- To establish guidelines and procedures to address failure to comply with rules of conduct; and
- To define the process of judging allegations of misconduct and imposing sanctions for violations of the Code.

The details of the disciplinary process described here are a summary. A copy of the Code of Inmate Discipline policy is available in the law library of each RIDOC facility. Inmate orientation sessions will include information about the major portions of the Code of Inmate Discipline. The policy is printed in English and Spanish. **You are strongly encouraged to familiarize yourself with this policy.**

Discipline at RIDOC can be classified into three (3) categories:

1. **Verbal warning** – an Officer or employee observing minor violations handles such incidents tactfully and firmly by warning and counseling.
2. **Disciplinary waiver** – (1-or 2-nighter) authorizes the waiver of a formal disciplinary procedure for minor violations with either 24 or 48 hours loss of privileges. This action is not reflected in your central file and does not result in the loss of good time. If you refuse the disciplinary waiver and request a hearing for the offense, and are found guilty, the Hearing Officer may impose a sanction of up to 5 days loss of privileges which becomes part of your central file and results in loss of good time.
3. **Formal discipline** – a formal charge of a violation of the rules which requires a hearing before a Hearing Officer (facility supervisor assigned by the Warden/designee).

In any action under the Code of Inmate Discipline, there are six (6) mandatory steps:

1. Written charge;
2. Review by Superior Officer/designee;
3. Notice to the inmate;
4. Hearing before a Hearing Officer;
5. Administrative review by Warden/designee;
6. Record.

The Disciplinary Process

The disciplinary process begins with the initiation of a Disciplinary Report (booking) (written report) by a staff member upon discovery of a violation of the Code of Inmate Discipline by an inmate. The charging employee will submit the written report to a Superior Officer as soon as possible after the alleged violation has occurred. A Superior Officer will verbally tell you who filed a written report against you no later than one (1) day after the filing of the charge. The Superior Officer will also ask you if you want a representative at your hearing. Representatives are assigned Counselors who will assist you during hearings.

You have a minimum of twenty-four (24) hours to prepare a defense for a disciplinary hearing. Disciplinary hearings are held before a Hearing Officer appointed by the Warden/designee. You shall be present at the hearing unless you waive your appearance.

Options available to Hearing Officer are as follows:

1. Dismissal of charge;
2. Finding of guilt and issuance of reprimand (Class 3 and 4 offenses only);
3. Finding of Guilt and loss of good time in accordance with RIGL;
 - A. Recommendation/referral to Classification Board for review of classification status;
 - B. Temporary loss of specified privileges within inmate classification not to exceed fifteen (15) days;
 - C. One (1) day to one (1) year in disciplinary confinement, depending on the class of offense. (Loss of good time in accordance with RIGL);
 - D. Restitution (for willful disfigurement, damage, and/or destruction of state property);
 - E. Any combination of A-D above.

A Hearing Officer may also find you guilty of a **lesser** charge or violation of rules than the one for which you were originally charged.

Punishable Conduct

Conduct that is punishable under the Code of Inmate Discipline policy is categorized into four (4) classes of offenses:

1. **Class 1, Highest, two subcategories:**
 - a. **Class 1 - predatory**
Possible Sanction: 31 days to 1-year disciplinary confinement.
 - b. **Class 1- non-predatory**
Possible Sanction: 21 to 30 days disciplinary confinement.
2. **Class 2, High**
Possible Sanction: 1 to 20 days disciplinary confinement.
3. **Class 3, Moderate**
Possible Sanction: discipline less than disciplinary confinement; 6 to 15 days loss of privileges.
4. **Class 4, Low Moderate**
Possible Sanction: discipline less than disciplinary confinement; up to 5 days loss of privileges.

Substance abuse related offenses have particular possible sanctions which can be imposed after a hearing and finding of guilt.

- **1st offense:** Possible sanction: 21 to 23 days disciplinary confinement
- **2nd offense:** Possible sanction: 24 to 26 days disciplinary confinement

- **3rd and subsequent offenses:** Possible sanction: 27 to 30 days disciplinary confinement

Additionally, any substance abuse-related offense will also result in suspension of visiting privileges (except visits from attorneys and clergy) as follows:

- **1st offense:** sanction: 30 days
- **2nd offense:** sanction: 6 months
- **3rd and subsequent offenses:** sanction: 1 year

Request for Review

30 Days or less of Disciplinary Confinement

If you receive **30 days or less** of disciplinary confinement, you have five (5) working days, [three (3) for the ISC], to submit a **written** request for review to the Warden/designee. Working days means Monday - Friday, excluding weekends and holidays. The Warden/designee has five (5) working days from receiving the request for review from you within which to respond.

More than 30 Days Disciplinary Confinement

If you are found guilty of a Class 1, Highest, Predatory Offense, you will receive more than 30 days of disciplinary confinement for that single incident. The review by the Warden is **automatic**.

You are not required to submit requests for review but are strongly encouraged to submit your written comments concerning the incident to the reviewing authority (the Warden/designee) within five (5) working days and three (3) for the ISC. Working days means Monday - Friday, excluding weekends and holidays.

The Warden/designee will respond in writing within fifteen (15) days of receiving the matter. Dispositions are suspended during this period, except where the safety, security, and good order of the facility may be affected. If the Warden upholds the decision of the Hearing Officer, and the sanction remains higher than ninety (90) days, all information is forwarded to the Assistant Director of Institutions and Operations for review.

The review by the Assistant Director of Institutions and Operations applies to Class 1 Predatory offenses where the resulting sanction is ninety (90) days to one year of disciplinary confinement after the review of the Warden/designee. During the review of the Assistant Director of Institutions and Operations, the disposition is not suspended. The Assistant Director of Institutions and Operations responds to you in writing within twenty (20) working days of receiving the information from the Warden.

Following a final review and decision, copies of the Disciplinary Report are forwarded to Records and Identification, you, and your file at your facility.

The Warden /designee of every facility conducts an administrative review of all inmates serving long-term disciplinary confinement and evaluates such inmates every ninety (90) days.

Restitution

If a RIDOC Hearing Officer finds you guilty of willful disfigurement, damage, and/or destruction of state property, s/he may order you to pay restitution based on a written estimate. You may challenge the reasonableness of restitution ordered by submitting a written request to the Warden/designee. Challenges must be submitted within three (3) working days. Working days means Monday - Friday, excluding weekends and holidays.

Restitution orders will be sent to Inmate Accounts which serves as the collector.

CHAPTER 10 USE OF FORCE

Policy: Use of Force

It is the policy of the RIDOC that employees may only use force when necessary, and if force is in fact required. Employees may only use the minimum amount necessary to accomplish the required task. Under no circumstances shall employees use or permit the use of excessive force or permit the use of force as punishment or discipline.

Before using force on you, RIDOC employees, when time and circumstances permit, shall issue a verbal warning to you, to stop and desist and obey the order of Officers, clearly stating that force will be used if not stopped.

The use of force against you is authorized when a RIDOC employee reasonably believes such force is necessary to accomplish any of the following objectives:

1. Protection of self or others;
2. Protection of property from damage or destruction;
3. Prevention of an escape;
4. Recapture of an escapee;
5. Prevention of a crime;
6. Compliance with rules and regulations when other methods of control are ineffective or insufficient;
7. Protection of the offender from self-inflicted harm.

The policy of the RIDOC recognizes the use of force as a continuum, which requires constant assessment. Even at its lowest level, the use of force is a serious responsibility upon which Officer, inmate, and public safety depend.

The RIDOC uses a continuum of force application starting from the least force necessary to control the situation and escalating, the lowest being an Officer's presence and the highest being deadly force. The approved use of force continuum for the RIDOC is

intended to include a complete range of authorized actions the Officer(s) may employ to bring a disruptive inmate or group of inmates under control.

CHAPTER 11 GRIEVANCE PROCEDURE

Policy: Inmate Grievance Procedure

You may communicate legitimate complaints and problems through the grievance process as outlined in Departmental policy. A copy of this policy is available in all inmate libraries. You are encouraged to become familiar with this policy and the process for filing a grievance.

Special provisions shall be made to ensure access for the impaired, handicapped, illiterate, or those with language barriers. You may contact the Counseling staff for assistance.

All inmates, both sentenced and awaiting trial, are eligible to file grievances. You will not be punished or disciplined for filing a grievance unless it is deemed that you have shown a pattern of abuse of the grievance process by submitting frivolous, repetitious, or knowingly false documents.

A grievance may only be filed about one subject matter. A grievance may only be filed by the inmate who is directly affected by an alleged incident. A grievance may only be filed within three (3) days of the actual situation/incident or within three (3) days of you becoming aware of the actual situation/incident.

Grievable areas of institutional life include the following:

- Interpretation and application of RIDOC policies, rules and procedures;
- Individual employee and/or inmate actions;
- Property loss or damage;
- Any other matter relating to access to privileges, programs, and/or services; conditions of care or supervision; and living facility conditions within the authority of RIDOC.

Non-grievable areas of institutional life include the following:

- State and federal laws and regulations;
- State and federal Court decisions;
- Formulation of departmental policies;
- Decisions of Discipline Hearings;
- Decisions of Classification Boards;
- Designation of an inmate as a Security Risk or Protective Custody inmate;
- Decisions by qualified medical personnel related to an inmate's health;

- Unlawful acts committed by an inmate;
- Matters beyond the control of RIDOC, including decisions of the Parole Board.

Informal Request

Inmate grievances are best resolved at the lowest level possible by addressing complaints within the chain of command. To start this process, you should submit a Request Form to the RIDOC facility staff person who can take appropriate action. However, if the grievance is not resolved in this informal manner, you may utilize the formal 2-tier inmate grievance procedure.

Formal Level 1 Grievance Submitted to the Warden

In order to file a Level 1 (Grievance Submitted to the Warden), you must obtain a copy of Request for Resolution of Grievance form. You can get this form in the law library or from a Superior Officer in your living location. You may ask your Counselor for help in filling out the grievance form.

You may only proceed to a Level 1 request by showing that you have attempted to resolve the grievance through the use of a Request Form (Informal Request). A copy of the Request Form must be attached to the Request for Resolution of Grievance Form or a written statement from you must be attached which explains why the Request Form is not available.

The Warden will have twenty (20) working days to respond in writing to you from the date s/he receives your request. If a grievance is not resolved to your satisfaction, you may appeal to the Director within five (5) days upon receipt of the Warden's decision.

Formal, Level 2, Appeal to the RIDOC Director through the Departmental Grievance Coordinator

In order to file a Level 2 (Appeal to the RIDOC Director), you must obtain a copy of a Request for Resolution of Grievance Form. This form may be obtained in the law library or from a Superior Officer in your living location. Assistance with filling out the grievance form may be obtained from a Counselor. After you complete the form, you send the form to the Warden or designee, who will forward the form to the RIDOC Departmental Grievance Coordinator.

Upon receipt of the Level 1 decision, the Departmental Grievance Coordinator will conduct an investigation. Based upon that investigation, the Director will have thirty (30) working days in which to make a decision on the appeal. The decision will be in writing and forwarded to you.

Emergency Grievances

There is an emergency grievance process. All inmates, both awaiting trial and sentenced, are able to file emergency grievances. The emergency grievance process is used when there is a need to resolve an issue in a speedy manner. Emergency grievances must be plainly marked "EMERGENCY". They will be evaluated to determine whether it is, in

fact, an emergency request. If it is not an emergency request it will be returned to you for proper filing.

CHAPTER 12 CLASSIFICATION PROCESS

Policy: Classification Process

It is the policy of RIDOC to use specific criteria to assist the Classification Board in classifying inmates to the least restrictive level of security consistent with the need to provide for staff, inmate and public safety. A copy of this policy is available in all inmate libraries.

Classification is a management tool intended to furnish, wherever possible, a rehabilitative/treatment method by which the varied needs and requirements of individual inmates are delivered from commitment to discharge. Classification encompasses virtually all decisions which affect an inmate's life while in confinement. The elements of the classification process are governed by policies and procedures. These policies and procedures are applicable Department-wide.

Admission and Orientation Process

The Admission and Orientation (A&O) process is provided for newly sentenced inmates, parole violators, and interstate transfers at the ISC and Gloria McDonald Building. During orientation, you are provided access to correspondence, visitation, recreation, legal materials, reading materials, and religious services.

Inmates assigned to the A & O area shall receive orientation about RIDOC rules and regulations, visits, disciplinary procedures, educational/vocational programs, prison industries, inmate pay and employment, medical services, counseling services, inmate accounts, furlough, classification, religious services and the inmate grievance procedure. You are provided various handouts pertaining to these matters.

During A&O, you will be assigned to a Classification/Adult Counselor. The Counselor is responsible for gathering information from you which will be used to prepare a recommendation to the Classification Board regarding the appropriate facility and programs to which you should be assigned. Information will be gathered either in an informal interview or by administering a formal Assessment Instrument. The information is intended to help counselors identify the treatment and programs most appropriate to meet your needs during your incarceration.

During the A&O process, sentenced inmates who appear to the Counselors to have special needs are referred to the appropriate treatment/medical specialists for evaluation. Appropriate staff will be contacted to meet the needs of any inmate requiring special needs which require immediate attention. The appropriate staff may include, but are not limited to, security, medical, psychological, food services and religious. Inmates with identified acute medical or psychological needs will be evaluated more closely by

qualified medical staff prior to initial classification. Medical information will be shared with Classification consistent with Rhode Island's Health Care Confidentiality Act. During A&O, inmates will also receive educational diagnostic testing.

After the A&O process is complete, the Classification Counselor presents the information to the Initial Classification Board along with recommendations made by professional staff for specific treatment or programming. You will have the opportunity to speak with the members of the Classification Board concerning the information compiled.

The primary consideration of the Initial Classification Board is to balance your needs with those of the RIDOC with consideration for public safety. The Initial Classification Board assesses your risk to the public, RIDOC, and individual inmates of any given classification action it is contemplating. At the conclusion of a hearing, the Initial Classification Board shall make recommendations about custody level, programming, and review date. The recommendations are based on a review of your entire record, which has been gathered during the A&O process.

The Initial Classification Board determines a custody classification for you which includes a thorough review of all information gathered in the A&O process and an interview with you. The Initial Classification Board also reviews and/or revises the program plan which was submitted by a Classification Counselor.

Based upon all the information collected in the A&O process, the recommended custody level, and the suggested program plan, you will be recommended for assignment to one of the following facilities:

- High Security
- Maximum Security
- John J. Moran Medium Security Facility
- Donald Price Medium Security Facility
- Minimum Security Facility
- Gloria McDonald Building
- Dix Building

The recommendations will be sent to the Director of Corrections or his/her designee for final action. If approved, you will be assigned accordingly. If disapproved, the Initial Classification Board will be asked to reconsider the case in question. After the Director/designee has finalized the classification recommendation, you will be moved to assigned custody levels/facilities.

The case of each inmate is reviewed at least once every six (6) months, or annually, following the initial Classification Board to determine eligibility for reclassification.

CHAPTER 13

HEALTH CARE SERVICES

Health care services are provided at the RIDOC for the physical and mental well-being of the population and include medical and dental services, mental health, nursing, personal hygiene, health education, and attending to environmental conditions. Regular medical sick call is conducted at all facilities. Legitimate emergencies are processed immediately.

Policy: Treatment Philosophy and Access to Care

Inmates seeking medical attention while incarcerated at the RIDOC have the status of patients. Inmate/patients are afforded the same dignity, privacy, and consideration for their health and well-being as patients in the community-at-large receive, subject to security classification levels and the needs of the institutions. Inmate/patients will have access to care to meet their serious medical, dental, and mental health needs without barriers, with the quality of that care meeting community standards.

No inmate/patient will be punished for seeking health care.

Health care services are provided to all inmates without regard to race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, sexual orientation, gender identity, or the present of a sensory, mental, or physical disability, or other status protected by law.

Policy: Medical Co-Pay

Sentenced inmates are responsible for sharing the cost of medical services and supplies provided to them. Specific services and fees have been determined following a public hearing. **However, you will not be refused medical treatment based on your inability to pay.**

You are provided with a summary of the medical co-payment fee schedule during the A&O process. A copy of the fee schedule is attached to policy 2.28-2 DOC, or a successive policy, which is available in the inmate library. A Counselor will be able to provide further explanation.

You will not be charged for medical services that were initiated by the RIDOC, nor will you be required to pay for follow-up medical visits initiated by medical staff. After you have received a health care-related service, a charge form will be forwarded to the Inmate Accounts Office where the co-pay will be deducted from your inmate account. Any questions regarding this health care service co-payment policy should be addressed to the responsible medical staff person.

If an account balance of an inmate is not sufficient to meet medical co-payment costs:

- All but ten dollars (\$10.00) will be withdrawn from the active account;
- The balance owed is charged as debt to your account;

- One-half (1/2) of all subsequent deposits are used to offset the debt until the charges are paid in full;
- There are no restrictions on the other half of the deposits beyond the normal restrictions.

Consistent with RIDOC's policy governing inmate grievance procedures (13.10 DOC, or a successive policy), medical decisions are **not** grievable. **Decisions by the Medical Program Director are final.** However, inmates who believe any provision of the medical co-pay policy was violated may seek resolution via the RIDOC established inmate grievance procedure.

Routine Medical Request (Sick Call Visit)

You may make requests for appointments with medical personnel by filling out request forms and dropping them in any facility mail box or handing forms to a nurse.

Emergency Sick Calls

If you have a legitimate medical emergency, you may go on emergency sick call, which is done by contacting a Correctional Officer. A medical emergency is any condition likely to result in lasting or severe bodily harm if treatment is delayed until the next regularly scheduled sick call. Emergencies are seen immediately by the Health Care Services staff while regular sick calls wait.

You are not precluded from going on emergency sick call if you state your problem is an emergency. Inmates who abuse emergency sick call for non-emergency problems are subject to disciplinary action.

Over-the-Counter (OTC) Medication

OTC medications such as Tylenol, Advil, Alka-Seltzer, and aspirin are available through the Commissary and will not be distributed at med lines. You may have up to ten (10) packages of any combination in your living area. If you have unauthorized medication in your possession, you will be subject to disciplinary action.

Policy: Keep-On-Person (KOP) Medication

Some inmate/patients who are on selected non-controlled prescribed medication may be selected by the Health Care Services staff to keep their medication on their persons and self medicate according to established rules and procedures.

The following medications are designated as "continuous possession" and may remain in the possession of an inmate/patient at all times:

1. Nitroglycerin sublingual tablets
2. Oral asthma inhalers
3. Oral glucose tablets

If you have approved to participate in the KOP program, you must ensure your medication(s) (other than those identified as "continuous possession") are kept in a

secured area at all times (except when retrieving appropriate dosages for administering). It is your responsibility to get a lock.

Policy: Confidentiality of Medical Information

Confidential health care information contained in the medical record and other individually identifiable health information is considered protected from unauthorized disclosure except as outlined in RIDOC policy.

You must complete and sign an authorization form before your confidential health care information can be released if you are on pre-trial release, probation, parole, or any such person no longer in lawful custody of the RIDOC.

The medical record is the property of the RIDOC and is maintained in accordance with all Federal and State laws. Only photocopies will be released after receipt of signed authorization forms. You are responsible for costs associated with retrieving, copying and mailing copies of your medical record. A copy of the fee schedule associated with these costs is attached to policy 18.59-2 DOC, or a successive policy, which is available in the inmate library. A Counselor can further explain the process.

Upon request, you are provided with one copy of your medical record consistent with policy 18.59-2 DOC, or a successive policy. You are responsible for securing this copy and providing copies to others, as you deem appropriate. Provisions for requests by subpoenae, the Social Security Administration and other state agencies are outlined in policy 18.59-2 DOC, or a successive policy.

You may direct requests for copies of your medical record in writing to the following:

**RIDOC Chief, Program Development (Medical Records)
Intake Service Center
P.O. Box 8249
Cranston, RI 02920
(401) 462-3880**

Policy: Right To Refuse Treatment

You may, at the time of being offered a health evaluation, treatment or care, refuse it. The medical refusal should be in writing to Health Care Services staff. It should also describe the nature of the condition for which evaluation, treatment or care was offered.

However, inmates may not refuse:

- Syphilis testing upon commitment
- TB testing upon commitment
- HIV testing upon sentencing
- Isolation ordered by a physician for infection control
- Forced psychotropic medications ordered by a physician on an emergency basis

- Court ordered medication and treatment
- Nutrition, if a refusal to eat results in a serious deterioration of health

The right to refuse treatment does not supersede the right of the State to preserve life in the case of suicide attempt or a hunger strike.

Policy: Inmate Complaints Relative To Health Care Services

Although health care is not a grievable area of institutional life, except as it pertains to the interpretation and/or application of Departmental and/or facility policies, rules and procedures, a mechanism is available to allow you to submit complaints relative to health services. (See policy 18.11-1 DOC, or a successive policy.)

Legitimate inmate complaints should be resolved informally and at the lowest level possible. Therefore, you are encouraged to seek relief from the Health Care Services staff in your facility. In those instances where complaints cannot be resolved on an informal or facility level, you should address your complaint to the Associate Director of Health Care Services. If a complaint is not resolved to your satisfaction, you may appeal to the Medical Program Director. Abuse of the foregoing process will be handled by Health Care Services.

Suicide/Mental Health

It is a practice of the RIDOC that Custody and Health Care Services staff are involved in the prevention and management of all cases of potentially injurious inmate behaviors.

All inmates are assessed for current and/or past mental health diagnoses or treatment as well as for current and/or past suicidal thoughts or attempts during the intake commitment process. Additional screening may occur during your incarceration as situations warrant.

It is a common experience upon incarceration to exhibit a significant number of emotional and behavioral symptoms which may include thoughts of suicide. These symptoms may not have been present in an individual prior to incarceration. The most common symptoms are:

- Depressed mood
- Anxiousness, restlessness
- Decreased or disrupted sleep
- Decreased appetite
- Behavioral disturbance (violence, isolating, acting out).

It is also important to note that upon experiencing these symptoms, they may gradually reduce in intensity. As the commitment process progresses and your situation becomes more resolved, you may begin to feel better.

If you have thoughts of self-harm, you should speak with someone regarding these thoughts. People available to speak to you include:

- Psychologist
- Nurse
- Clinical Social Worker
- Module Counselor
- Officer
- Religious volunteer
- Life Liner

These people are trained in how to engage someone who is suicidal. Do not keep thoughts of self-harm to yourself. Talk with someone who will be able to help you. In the event that you were receiving psychiatric treatment before you entered the RIDOC, notify a mental health staff member. S/he will coordinate with your current treatment providers to continue treatment as necessary while incarcerated.

CHAPTER 14: DISCHARGE

Discharge Planning/Expiration of Sentence

The RIDOC offers offenders the opportunity to receive transitional services through the provision of discharge planning and continued case management in the community for a period of time following release. When you have been sentenced, depending on your release date, you will be eligible for discharge planning.

If you are being considered for parole, Counselors in your facilities will assist in preparing parole packages. If granted parole, you may be assigned to a Discharge Planner. Every building has discharge planning available. Staff in your facility will determine which outside agency will work with you once you are released.

After a Discharge Planner is assigned, you and the Planner will write a plan for release which will include appropriate help and referrals including assistance with housing and job search, duplicate birth certificate requests, SSI card applications, community referrals, community agency contact(s) and appointments when possible. This also includes applications for State and Federal benefits if needed. When substance abuse treatment is required, RIDOC's Substance Abuse Coordinator organizes all residential substance abuse placements. The Discharge Planner arranges other forms of treatment such as day treatment, outpatient or intensive outpatient.

There are several different types of discharge planning available. Everyone is entitled to a basic discharge package prior to release. Typically a Discharge Planner can be assigned between 6 months and 90 days prior to discharge. Specialized planning is available for HIV+ inmates and inmates who have serious physical and mental illnesses. Inmates in residential substance abuse treatment sometimes leave the program close to release so the program will do their discharge plans. Individuals under 21 who have an open "Individual Education Plans" (IEP) get planning assistance from the Education Unit.

All inmates are given an orientation session that introduces them to the policies and procedures of the planning process in each facility. The discharge planning process includes completing a brief assessment of your needs. Referrals to the appropriate discharge planning agency will be made by your counselor based on particular needs and

the city in which you will be living upon release. If any of the information given at this session changes during the duration of sentence, you are responsible for informing your Counselor or Planner. You also have the right to refuse discharge planning services. You can do this by telling the Counselor.

When you are discharged, you will be provided with the Discharge Planner's office number. If you have a question, need additional resources, or have a problem, you are encouraged to call. For those who do not have transportation, bus passes are provided. A temporary ID will be issued with your release slip.

To obtain assistance, first contact your facility Counselor for specific details of discharge planning in your facility as early as 6 months prior to expiration of sentence date or as soon as possible if your sentence is shorter. If additional assistance is required, forward a written request to the Assistant Director of Rehabilitative Services, Department of Corrections, Administration Building "A" (no postage required).