

**State of Utah  
Department of Corrections**



**Division of Institutional Operations  
Utah State Prison**

**Inmate Orientation Handbook**

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## **INTRODUCTION**

This orientation packet is intended to be a source of information.

Most questions you may have likely will be answered by reading this orientation packet. If you have additional questions after completely reading this packet, please speak to one of your housing unit officers.

The mission of the Utah Department of Corrections is to ensure the public's safety by having offenders leave the correctional system able to lead lives as law-abiding citizens.

It is the primary mission of the Division of Institutional Operations to provide a continuum of confinement to control committed offenders so they may function in a manner which will not be harmful to themselves, staff, or other offenders.

### **OFFENDERS' RESPONSIBILITY**

Offenders are expected to become familiar with the information contained in this Orientation Handbook to ensure knowledge and understanding of the rules, regulations, and standards of conduct to which each offender is required to adhere and by which each offender is required to function.

Offenders shall be subject to disciplinary and/or other corrective action if it is found they have participated in an act, conspired to commit an act, served as an accessory or accomplice in the commission of any act, or failed to report any act that may violate the rules and regulations as set forth in this handbook.

This Orientation Handbook will include portions of the Department of Corrections' Policies and Procedures, Division of Institutional Operation General Orders, and other orders and directives. Complete policies can be found in the Inmate Reference Manual located in the various housing units

This handbook is for reference only. This material is not intended to replace Policy and Procedures, is subject to change without notice, and may contain errors.

### **ADA—AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act is intended to protect individuals with disabilities from discrimination on the basis of disability in the employment, services, programs, or activities of all state and local governments and their agencies. Therefore, disabled inmates shall not be excluded from participation in or be denied the benefits of services, programs, or activities due to disability except on the basis of undue hardship, business necessity, health and safety, security, or other lawful reason.

To be considered for an ADA accommodation, inmates will complete the Inmate ADA Request Form and submit it to the Deputy Warden over their housing unit. Forms are available from your housing unit managers and OMC and must be witnessed by staff before submitting.

Requests for ADA accommodation typically require an inmate to be limited in a major life activity such as walking, communicating, hearing, speaking, learning, writing, eliminating waste, and breathing.

Requests for a medical, dental, or mental health visits and diagnosis, medication, medical equipment, or clearances such as bottom bunk or bottom tier clearances, shoes, eyeglasses, hearing aids, canes, etc. are *not* considered to be ADA issues. To seek medical advice, attention, equipment, or medication you must request to be seen by medical, dental or psychology following the Health Care guidelines in this manual.

**BARBER**

An institutional barber will be available in the different facilities once a week except in Uinta 5. There is a haircut sign-up list located in the housing unit office. If you want a haircut, you must sign up on that list in advance. Housing unit staff will establish the priorities to see the barber. There is a \$2 co-pay for haircuts.

**BOARD OF PARDONS**

The Utah Board of Pardons and Parole (“Board”) is the agency created and authorized by the Utah Constitution to make parole, prison release, commutation, executive clemency and pardon decisions. The Board has release jurisdiction over all offenders committed to the custody of the Utah Department of Corrections (“Corrections”). The Board is the sole entity in Utah responsible for making decisions regarding release from prison, and under what terms and conditions any such release will take place.

While the Board works closely with Corrections, it is a separate and distinct agency. Corrections does not have any control over the decisions of the Board. The Board has no control or authority over Corrections, housing, discipline, programming, supervision or similar decisions. The following information provides an overview of the Board’s functions.

**Board Authority**

Pursuant to the Utah Constitution and the Utah Code, the Board is the sole authority in Utah to determine whether an offender will be released from prison earlier than the maximum (expiration) of any imposed sentence. If the Board decides to release an offender prior to expiration, the Board determines whether to parole the offender or terminate his/her sentence. The Board also determines any conditions of parole, and makes any amendments to conditions of parole. The Board also has the authority to commute or reduce sentences; impose or remit restitution, fines and forfeitures; terminate the sentence of an inmate or parolee, short of sentence expiration, pardon offenders (except in cases of treason or impeachment); issue warrants of arrest for parole violations; impose sanctions for parole violations; revoke parole and return parolees to prison; and conduct evidentiary hearings.

**Hearings**

The Board conducts personal appearance hearings in order to consider an inmate and sentence(s) for the first time, and may also use the hearing to consider whether an inmate’s release is appropriate, and to review or determine an inmate’s readiness for release. Inmates are scheduled for an original hearing according to the nature, severity and degree of offense and sentence for which the inmate was committed to prison, according to the following schedule:

Within six months of commitment to prison the Board will give notice of the month and year in which the inmate’s original hearing will be conducted. Inmates who are sentenced to death or life without parole are not granted an original hearing.

The Board of Pardons has to complete a new hearing on inmates who have been given a release date but not released within 21 days due to being rescinded because of no approved address and no room at the CCC's. The Board of Pardons will now hear those inmates every Wednesday morning at 0830 hours.

When a sentence arises from a death (i.e. homicide, manslaughter, etc.), the Board will determine a month and year for the original hearing, pursuant to an administrative review conducted by the Board upon an inmate's commitment to the prison. The Board, in setting an original hearing in such cases, will consider the nature of the offense, the sentence(s) imposed; and any aggravating or mitigating circumstances known to or presented to the court at sentencing.

For all other cases, the following schedule applies:

**1<sup>st</sup> Degree Felonies:**

Greater than 15 Year Minimum: OH after 15 years incarceration.

10 – 15 Year Minimum: OH after 7 years incarceration.

Less than 10 Year Minimum: OH after 3 years incarceration.

**2<sup>nd</sup> Degree Felony** (sex offenses): OH after 18 months incarceration.

**2<sup>nd</sup> Degree Felony** (non-sex offense): OH after 6 months incarceration.

**3<sup>rd</sup> Degree Felony** (sex offense): OH after 12 months incarceration.

**3<sup>rd</sup> Degree Felony** (non-sex offense): OH after 3 months incarceration.

**Class A Misdemeanors:** OH after 3 months incarceration.

The Board will not deviate from this schedule of hearings except in extreme and rare circumstances, such as those involving the health of the offender, which would prevent holding the hearing as scheduled.

**TYPES OF HEARINGS**

**Original Hearing**

This is a personal appearance hearing where the Board examines the record of the offender for the first time. The offender is given a full disclosure of the materials the Board possesses and is provided an opportunity to respond to the information.

**Rehearing**

A rehearing is a personal appearance hearing wherein the Board has determined to see an offender again before making a decision for release. A rehearing is often given for the following reasons: 1) the Board requires more information or evaluation on the offender's situation, 2) the offender needs to demonstrate commitment to or involvement in specific programming, 3) the offender needs to demonstrate more responsible behavior in the institution, or 4) the nature of the offense and length of sentence make it impractical to set a date at the first hearing.

**Rescission Hearing**

A rescission hearing is conducted to consider information that generally has an adverse impact on a decision previously entered by the Board. Rescission hearings may be conducted for poor conduct in the institution, a new conviction not previously known by the Board, or any other new and significant information that bears on the offender's fitness for release. This is a personal appearance hearing in which the offender is present to discuss the new information.

**Revocation Hearing**

This is a personal appearance hearing given when the offender has been returned to custody on violations of parole. This hearing is usually conducted within 30 days of return to the institution unless the offender has returned for new criminal conduct. Delays may occur while such matters are being adjudicated through the courts.

**Evidentiary Hearing**

An offender who pleads not guilty to violations of parole at the Revocation Hearing may be scheduled for an Evidentiary Hearing. This hearing is like a trial and the offender will be afforded an opportunity to confront the state's witnesses and present evidence on his or her own behalf which refutes the allegations. The offender will be afforded all due process rights, including the benefit of an attorney. If the allegations involve new criminal conduct, the matter may be deferred to the court for adjudication.

**Commutation Hearing**

Commutation is the substitution of a lesser penalty in place of a greater penalty. In rare and unique circumstances, an offender may petition the Board for commutation of his/her sentence. The Utah Constitution also vests the Board with the sole commutation or clemency authority over death sentences imposed in the courts of this state.

**OTHER TYPES OF CASE REVIEWS**

The Board has several mechanisms for review once an initial decision has been entered. These additional reviews are primarily "paper reviews" and do not involve a personal appearance. In other words, reports and other documentation are submitted and routed to the Board for reconsideration of its previous decision.

**Special Attention**

Special Attention requests should come through the caseworker or the assigned parole agent. These requests provide the Board with additional information regarding any new and extraordinary circumstances, which may have an impact on a previous decision of the Board. For inmates, all information to be considered should be submitted through the caseworker for review and verification. There is no inherent right to have a Special Attention Review. This is a matter for the institution to review and make a determination on the merits of the issues involved. In the case of a parolee, Special Attention requests may deal with minor violations of parole, called "Alternative Events," or to consider some modification of the parole agreement. In rare instances, the Board may wish to have a hearing with all parties present to discuss the issues at hand.

**Redetermination**

According to Board rules, an inmate may request a review of a previously entered decision. Such reviews may be requested at 5 or 10 year intervals from the date of the last review, depending on the nature of the offense. Please contact your caseworker regarding how the rules apply in your case. The Board does not conduct these reviews automatically. The request must come from you.

**Termination Requests**

Once an offender has been on parole and is doing well, the parole officer may submit a request to the Board to consider termination. This request must be processed through the parole office and must include information about compliance and adjustment. You may submit your own materials for consideration but the request will be referred to the agent for comment and recommendation. This review is a "paper review" only.

**MISCELLANEOUS INFORMATION**

Decisions of the Board of Pardons and Parole are **final and may not be appealed**. The court, in committing you to prison, loses jurisdiction in the matter and may not intervene in a decision of the Board. Appeals may be initiated only on the Board's process in arriving at the decision.

Board hearings are public hearings and are open to anyone wishing to attend. This privilege extends to the media. No one is granted an opportunity to speak at these hearings except for the offender and any victim—or a designated representative of the victim—who wishes to be heard. This limitation includes all legal representatives. The only exception is for Evidentiary Hearings where witnesses are called to testify regarding the allegations of parole violation. All others having information needing to be considered must submit their comments in writing.

Offenders will be given disclosure of all information contained in the Board files except in cases where direct disclosure may compromise the safety and security of the institution or the individual disclosing the information. In those cases, the offender will be provided a statement regarding the nature of such information. Disclosure of materials will be at least three days in advance of a personal appearance hearing, to allow the offender time to review the material and prepare for the hearing. Information received after the initial disclosure will be provided to the offender at the hearing.

The Board has **no authority to direct where an offender is housed or to grant admission to specific programming**. In the case of sex offenders, the Board may identify those offenders they feel should be placed in treatment but the prison will determine when and if an offender is eligible for entry into the program. Based on limited bed space in various treatment programs, the prison may not be able to accommodate such placement in the prescribed time frame or before an offender is released. Such programming will then become part of the parole agreement. Likewise, the Board will not intervene on issues of supervision. Conflicts arising with the assigned parole officer must be resolved through the chain of command in the region where the offender is supervised. If there is conflict regarding a specific condition of parole, the offender may petition the Board for a review of that condition but the Board will seek input from the parole officer before deciding upon any modification.

Credit for time served is granted according to Board rules. These rules give credit for time spent in custody pending adjudication of charges. Regardless of any court order, the Board will not grant credit for time served if the time was served as a condition of probation; if the confinement or time served is pursuant to any warrant or detainer from a sentence of any other state, tribal court or the United States if the confinement or time served will be granted as credit against any sentence not under the Board's jurisdiction.

**CASEWORKER**

To make an appointment to see your caseworker, obtain a Request for Informal Interview with Unit Manager form from any of the housing unit officers. Fill it out to the best of your ability and place it in the designated area. Officers will inform you where the designated area is for your housing unit.

**CELL SAFETY**

Under no circumstances are you allowed to touch your cell doors. When the doors are in operation, you need to stand away from them. Failure to stand clear of the cell doors could result in serious injury.



## CELL STANDARDS

All inmates are responsible for keeping their living quarters clean. The day shift sergeant may conduct, or designate another officer to conduct, a daily inspection beginning about 9:00 a.m. Negative C-notes can be issued for areas that do not meet standards. Continual negative C-notes will result in disciplinary proceedings. All inmates will be out of bed and beds will be made no later than 8:00 a.m unless you have a medical lay-in or you are a graveyard shift worker.

1. **Bed:** Will be made prior to inspection. Inmates will not be on or in bed during inspection. All bedding will be tucked in and the blanket will be on the bed. Blankets shall not hang over the edge of the bunk obstructing the view of the officer. There will be nothing stored on the unoccupied bunk at any time. Bedding shall not be used as curtains, rugs, or for any purpose other than its intent.
2. **Desk:** Cleaned and dusted daily. Nothing attached to the desk; no plants of any kind allowed. The desk shall not be cluttered or messy.
3. **Floor:** Mopped daily concentrating on corners and toilet area. Not to be cluttered with clothes or anything else.
4. **Light:** No light covers are allowed. No coloring of the light bulbs. Light should be in place and secure. Nothing shall be hung from the light fixture.
5. **Toilet:** Cleaned daily inside and out. No Toilet seat covers are allowed. No water line or ring shall be allowed on the inside of the toilet
6. **Mirror:** Shall be cleaned daily. Nothing is to be attached to the mirror, including personal mirrors.
7. **Sink:** Shall be cleaned daily inside and out. No soap residue shall be present on the inside or outside of the sink.
8. **Walls:** Nothing shall be attached to the wall in any way except in bulletin board areas. Walls will be painted one solid color that is approved by the captain. Bulletin boards will be of a uniform size and placement.
9. **Window:** Shall be cleaned daily. Report any broken windows to the officer on duty. Nothing is allowed to cover or obstruct the view out of the window.
10. **Window Sill:** Shall be cleaned or dusted on a daily basis. Nothing will be stored on the windowsill.
11. **Trash Can:** Shall be emptied on a daily basis.
12. **Clotheslines:** **NOT** allowed!
13. **Locker Box:** If available, must be kept in the designated area.
14. **Air Vent:** Nothing will be attached to or cover the air vent.
15. **Cell Bars:** Nothing will be attached to the bars.

## CHAIN OF COMMAND (ADMINISTRATION STRUCTURE)

The line of administration/chain of command shall be in a progressive line of increasing authority.

1. Officer
2. Sergeant
3. Lieutenant
4. Captain
5. Shift Commander (after hours)
6. Deputy Warden
7. Warden
8. Director, Institutional Operations (DIO)

9. Deputy Director, Department of Corrections (UDC)
10. Executive Director, Department of Corrections (UDC)

**PROCESS TO SEE ANY OF THE ABOVE-LISTED PEOPLE**

1. Obtain an informal interview form from your housing unit officer.
2. Complete the entire form and give it to the housing unit officer or lieutenant.
3. If your request is of a confidential nature, seal it in an envelope and address it to the appropriate staff member.

Forms for all types of communication are available in the muster rooms of each unit. For further information regarding the chain of command and how it functions, please talk to the housing unit officers.

<b>CLASSIFICATION</b>
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The Utah State Prison uses a classification system to place inmates in the proper housing area and security level in an attempt to provide safety for the community, the staff, and other inmates.

Each inmate is initially classified while in the Receiving & Orientation Unit. After that, a periodical reassessment is completed to determine if any level changes are warranted.

The classification system addresses three fundamental issues:

1. Identification of the appropriate security level necessary for a particular inmate,
2. Reassignment of inmates to more or less restrictive custody levels based on behavior and/or other factors, and
3. The identification of inmates by personality types who may be reasonably housed together. Does not apply to female offenders.

Following is a short description of the classification levels:

**Level 1—Intensive custody** (Death Sentence inmates)

Highly structured and supervised environment; typically confined to cell 23 hours a day and restrained in the presence of non-inmate personnel.

**Level 2—Close Custody**

Typically confined to cell 21 hours a day; when leaving unit must be escorted by an officer.

**Level 3—Inside Compound**

Must remain inside perimeter fence.

**Level 4—On Property**

Must stay on prison property; may go outside the fence on supervised work details

**Level 5—Off Property**

May, on approval, leave prison property (home visit, work release, etc.)

**Level 6—Housed Off Property**

Community Corrections Center.

Inmates are reasonably housed together based on personality. The Utah State Prison uses three behavioral personalities types (does not apply to female inmates):

1. **KAPPA**—assertive and sometime aggressive,
2. **OMEGA**—not usually the aggressor or the victim, and
3. **SIGMA**—more passive and easy-going.

Inmates or staff may challenge a classification decision by completing a Classification Challenge Form and submitting it to the Classification Review Officer after the classification has occurred.

A classification challenge shall be based on one or more of the following:

1. The decision was based on insufficient or incorrect information;
2. The procedures were not properly followed; or
3. When the move to a less-secure classification jeopardizes inmate safety or the security of the institution.

<b>CODE OF CONDUCT</b>
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All inmates are expected and required to adhere to the following rules and regulations pertaining to the inmate code of conduct.

Inmates shall:

1. Respect the civil and legal rights of all persons,
2. Be respectful, courteous, and civil with the public, staff, and each other and shall not use coarse, loud, profane, or unnecessarily harsh language,
3. Observe and abide by institutional rules,
4. Not engage in "horseplay" or the playing of pranks at any time,
5. Not engage in discussion or debates, nor speak disparagingly of the nationality, race, or beliefs of any persons to the detriment of safety, security, management, or control of the institution,
6. Not become involved or become a member of any organization, association, movement, group, gang, or combination thereof which has adopted a policy of advocating violence or acts of force to deny others their constitutional rights, advocate racial or religious discrimination as a political philosophy or objective, or threatening the safety, security, management, or control of the institution,
7. Not ridicule, mock, deride, taunt, or belittle any person or group of persons, or willfully embarrass, humiliate, or do anything that might incite any person to act out in an inappropriate manner,
8. Not engage in or encourage others to engage in any form of sit-down, slow-down, or work stoppage,
9. Not use equipment, facilities, supplies, etc. for anything other than the purpose for which it was intended or without proper authorization,
10. Perform assigned duties or tasks promptly as directed and as required by law and consistent with institutional policy and procedures,
11. Be provided by the institution with an identification (ID) card to be maintained in their personal possession when away from designated housing unit,
12. Request clarification from staff on unclear instructions, orders, policies, procedures, etc.,
13. Not accept loans, gifts, compensations, or barter from other inmates,
14. Not purchase, bargain, etc. for items belonging to other inmates,
15. Not sell, trade, or loan items to other inmates,
16. Not have any involvement in the setting or maintaining of any fire,
17. Not commit assault and battery, assault with a deadly weapon, or assault with a bodily fluid or bodily waste,
18. Not engage in or incite a riot (i.e., not create or engage in a disturbance of correctional operations),
19. Not escape, attempt to escape, or plan an escape,
20. Not be in possession or use of a firearm, explosive weapon, or infernal device,

21. Not commit robbery,
22. Not commit a sexual assault or make a verbal, physical, or written threat of sexual assault,
23. Not take any hostage,
24. Not intentionally cause the death of another,
25. Not fight,
26. Not tamper with, interfere with, alter, jam, jack, or otherwise damage or destroy a lock, locking device, locking mechanism, or security device,
27. Not possess or use any intoxicants or unauthorized drugs, produce a positive urinalysis or breath analysis, or refuse to submit to urinalysis or breath analysis on request,
28. Not deliberately damage, lose, or destroy state property or the property of another,
29. Not commit forgery, embezzlement, or theft,
30. Not have unauthorized possession of any tools or materials,
31. Not be in the possession of any weapon,
32. Not be involved in gambling, loan sharking, or extortion,
33. Not resist arrest or required movement or refuse a direct order,
34. Not interfere with an investigation, make false statements, or provide false identification,
35. Not use any disguise, mask, or be in possession of any correctional staff member's, volunteer's, or private citizen's clothing or any part of any official uniform,
36. Not violate any contract, community release agreement, classification, or any other agreement involving community release,
37. Not adulterate or alter any food or drink,
38. Not be in an area where drugs, intoxicants, or alcohol are being used,
39. Not fail to take medications as prescribed, or fail to turn in prescribed medications, or have unauthorized possession of prescribed medications,
40. Not manipulate housing assignment by use of violent, threatening, or disruptive behavior,
41. Not encourage or participate in any act or conduct which establishes, maintains, or promotes a staff member's relationship with an offender or an offender's immediate family which is outside the color of employment for personal benefit or gain which compromises a member's professional role,
42. Not give or offer a bribe or anything of value to any correctional employee, law enforcement officer, government authority, volunteer, or any agent of the Department,
43. Not misuse the administrative review process,
44. Not be in possession of stolen property and/or obtain goods under false pretenses,
45. Not create a health, safety, or fire hazard (i.e., clogging of any sink, shower, drain, toilet, water line, sewage system, or ventilation system),
46. Not abuse the mail, telephone, or visiting privileges,
47. Not engage in or encourage others to engage in prohibited sexual activities, homosexual activities, or indecent exposure,
48. Not interfere with or fail to attend count, be out of place, abuse passes, or have unaccountable absences,
49. Not participate in, giving or receiving indelible marks upon the body through scarring or pigmentation of the skin,
50. Not be in possession of any item that may be considered contraband,
51. Not make obscene gestures or use any derogatory language towards any employee, volunteer, or agent of the Department or towards any non-inmate citizen,
52. Not commit any act chargeable as a crime under the laws of the State of Utah or the United States of America,

53. Not commit an offense with one or more other people,
54. Not use any vehicle, tool, device, object without authorization, and/or
55. Not engage in disorderly conduct or recklessly endanger another.

## COMMISSARY

To order items from commissary, a commissary bubble sheet must be completely filled out (for example, inmate number and zeros in quantity need to be filled in) and turned in to the unit officer. These bubble sheets are located on the housing unit. Commissary orders may be submitted once per week and orders will be delivered to housing units once per week. Inmates will be informed of their housing unit schedule for submitting orders and order delivery. Commissary will be distributed to inmates in accordance with housing unit activities.

1. Commissary is a privilege, not a right. This privilege may be lost as a result of disciplinary action or TRO status.
2. Commissary will provide a list of items twice a year. Inmates can purchase additional price lists if needed.
3. Commissary orders will be refused if the inmate's financial account has insufficient funds, their account has been frozen, or their bubble sheet is filled out incorrectly.
4. Only one bubble sheet will be accepted per inmate.
5. Commissary items shall be limited according to the classification status of the inmate.

Time frames for the ordering and delivering of commissary may vary according to housing unit assignment.

An inmate may maintain in his or her possession commissary items that are not identified on the approved property list if:

1. Proof of purchase is provided,
2. The items are on the inmate's approved commissary list for the facility, and
3. The quantity of commissary items is not in excess of the facility's property matrix.

Inmates are required to present their identification card and provide a signature when receiving commissary orders.

The inmate's commissary bubble sheet is to include the inmate's entire name, offender number, and cell number including top or bottom bunk. Failure to follow these procedures will result in non-delivery of their commissary for that week. Commissary strongly suggests that inmates keep their yellow copy of the bubble sheets to reconcile any problems or discrepancies. Once an inmate leaves the presence of supervising staff, no credits will be issued and sales will be final.

Some items require a pre-approved property contract before ordering, e.g. crochet needles and some electronics. Refer to commissary lists for instructions. It is the inmate's responsibility to check their commissary purchase at the time of delivery in front of staff to ensure that the order was filled correctly and that all items are accounted for.

### **BOOK ORDERING PROCESS**

- A. Inmate book ordering process through UCI:
  1. Fill out a book order request form, available from a housing officer. Fill in your name and offender number along with the name and author of book you are trying to obtain.

2. Send the completed form through inter-facility mail to Commissary. Your order will then be processed. You will receive a contract in the mail in which the book, author, and price will be listed. You will then be required to fill out a money transfer to UCI Commissary for the amount specified on the contract. Inmates are required to initial all lines on the contract as well as sign the bottom. All incomplete contracts will be sent back to the inmate. When contracts are filled out, send back to UCI Commissary for completion.
3. When the above steps are complete, it will take 3-4 weeks to receive your books from the property unit.
4. If your book is not available through UCI Commissary, you can follow the steps in sections B, then C.
5. Book orders are not available while the inmate is housed in R&O.

**B. Inmate book ordering process through Edward R. Hamilton:**

Fill out the supplemental form for Edward R. Hamilton to be put on your mailing list. This form is available through Commissary. You will need to write to Commissary to obtain a copy at no cost. You will then place your order directly through Edward R. Hamilton.

**C. Law Book and Religious Book Order Procedure:**

1. The inmate will send a book order to Inmate Accounting with an order form or letter with a money transfer for the exact amount. The book order will contain:
  - a) An order form or letter specifying:
    - i. Proof that the inmate made an attempt to obtain the book from UCI Commissary,
    - ii. The name of book,
    - iii. The cost of book,
    - iv. The amount of applicable taxes, and
    - v. Shipping and handling charges.
  - b) A money transfer authorizing use of inmate's funds to cover:
    - i. The cost of the book,
    - ii. The amount of applicable taxes, and
    - iii. Shipping and handling charges.
  - c) A self-addressed and stamped envelope.
2. Upon receipt at Inmate Accounting:
  - a) Funds will be confirmed,
  - b) Inmate Accounting will cut the check and send the order to DIO mail unit for mailing, and
  - c) If the book request does not contain all the items described in procedure A, the order shall be returned to the inmate.

Books are shipped by the vendor to the inmate through the USP Property Unit. If the Property Unit finds security issues or concerns with the book they will further investigate to ensure that the inmate is allowed to have the book. If it is determined that the book presents safety or security concerns, the book shall be disposed of in accordance with FDr14.

Books are delivered to inmates on the next property call.

As prescribed in FDr14 Property Matrix inmates are allowed to have, at most, ten books. It is the inmate's responsibility to keep their book count to no more than ten books.

## CONTRABAND

Contraband is defined as any material, substance, or other items not approved by the Department to be in the possession of inmates; items in excess of the number or amount approved; or any item that poses a threat to the safety, security, management, and/or control of the facility or any individual.

Contraband may be divided into two broad categories: *Illegal* and *Non-Illegal*.

### **Illegal contraband**

Items that, if found in the possession of an inmate or visitor, would subject that individual to criminal prosecution as well as disciplinary action against the inmate.

### **Non-illegal contraband**

Items that, if found in the possession of an inmate, does not subject the inmate to criminal prosecution but does subject the inmate to disciplinary action.

Items considered to be contraband are:

1. Drugs, drug paraphernalia, or any medication in excess of the amount prescribed or not authorized to be in an inmate's possession,
2. Items which are damaged beyond repair or altered (e.g. makeshift electrical accessories),
3. Items in excess of property items listed in the official Property Matrix;
4. Nuisance contraband (e.g. items made from scraps of paper, wood, plastic, metal, or wire),
5. Items that any inmate attempts to prevent from being searched or refuses to allow to be searched,
6. Property of any inmate found in the possession of another inmate, and
7. Property found in an inmate's possession that is not on the inmate's property list and/or the inmate cannot produce proof of ownership.

## COUNT

Whenever a count is announced, all inmates are expected to be in their assigned housing area. Any inmate not in their assigned housing area during a count may be subject to disciplinary action. Officers are expected to see skin and will order inmates to position themselves where the officer can clearly see the inmates he or she is counting. A stand-up count is required at least once a day. During this count the officers will require the inmate to stand up in order to be clearly recognized. Count times are as follows:

0000  
0100  
0200  
0300  
0400  
0500  
1130  
1630  
2030 (stand-up count)  
2230

An emergency count may be called at any time. If an inmate fails to be in his or her assigned area, he or she may be subject to disciplinary action.

“Rack in” may be called at any time for reasons of safety, security, control, or management needs. Inmates report directly to their assigned housing unit. During counts the cell doors will be closed and locked.

<b>DISCIPLINARY PROCEDURES AND SANCTIONS</b>
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The Inmate Disciplinary System was established to promote safety and order within the institution. The entire disciplinary policies and procedures are located in the Inmate Reference Manual in every housing unit. Inmates may check out the policy to learn the complete process. The following is only a summary of the process.

**MAJOR DISCIPLINARY**

A major infraction includes acts of misconduct for which a serious or grievous loss can be imposed as punishment. A major disciplinary requires a due process hearing.



## **DUE PROCESS**

Due process in an administrative disciplinary hearing affords the inmate with the following rights:

1. To be present for the hearing (though in some circumstances a hearing *in absentia* can be done),
2. To have written notice of charges 24 hours before the hearing,
3. To present a defense of the allegations verbally, written, and/or by requesting witnesses (inmates have no Constitutional right to confront or cross-examine witnesses),
4. Witnesses may be dismissed for several reasons during the hearing, refer to Inmate Disciplinary Policy and Procedures for details,
5. Inmates do not have a right in the disciplinary hearing to refuse to answer questions; the Inmate Disciplinary Hearing Officer may make an adverse inference towards an assumption if the inmate refuses to answer a question,
6. To receive written findings of the hearing, and
7. To appeal the findings of the hearing.

## **APPEAL**

Major disciplinary convictions and sanctions may be appealed to the Department of Corrections's Administrative Hearing Officer based only on one or more of the following factors:

1. Disciplinary procedures were not properly followed,
2. There was not at least some evidence to support the disciplinary findings, or
3. The disciplinary sanction was clearly arbitrary or capricious or was unreasonably harsh or unreasonably light.

Appeal forms may be obtained from the DHO (hearing officer) or from the housing unit.

## **DISCIPLINARY SANCTIONS**

After a guilty finding the DHO has a choice whether to fine, restrict privileges, place specific expectations, give punitive isolation, or impose a combination of the above. Fines will be taken from the inmates account as funds are placed into it.

## **FINES AND RESTITUTIONS**

Fines are sanctions intended to discourage misconduct by requiring the inmate to pay an additional cost for the misconduct. Restitution is the sanction to pay for the cost of administration to deal with the misconduct in which the inmate deliberately engaged.

## **PUNITIVE ISOLATION**

While in punitive isolation an inmate is sequestered in his or her cell. The inmate may be subject to the following limitations:

1. No phone calls,
2. No visiting except legal,
3. No recreation,
4. Out-of-cell time every Monday, Wednesday, Friday for a period of 15 minutes;
5. Mail, meals, medical, and laundry will be delivered to the inmate in his or her cell,
6. Commissary is limited to hygiene items and envelopes, and
7. Religious counseling is in the cell, school and work attendance is suspended.

<b>DNA TESTING</b>
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The Utah legislature has passed a law requiring all convicted felons to submit to DNA testing. It has mandated the cost of the test to be \$100.00, which will be charged to the

individual being tested. This means any money collected will be by AP&P, and/or the county jail where the DNA sample was taken. If a second test is needed you will be charged only once.

Keep in mind that this is Utah Law. The Department of Corrections is merely tasked with enforcing this mandate.

**EDUCATION—SCHOOL/COMMUNITY**

Those wishing to gain a High School diploma will need to apply for the High School program through Jordan School District. College courses are available to those who qualify at Level 3 or above. A High School diploma or G.E.D. may be required before attending college.

Community Education classes are taught by volunteers. A wide variety of classes are offered. These classes will be without credit toward graduation and are intended to enhance the inmate's life skills and to allow the inmate to develop his or her talents in many areas.

**EMERGENCY (WEATHER RELATED)**

In case of emergency actions for a fire or natural disaster, instructions to rack in or evacuate will be paged over the loud speakers. Evacuation plans and routes are posted on the housing area bulletin boards.

**FOOD SERVICES—CULINARY**

A balanced diet is served at the institution using food selected from the four basic food groups: Milk, meat, fruits, and vegetables/grains. A registered dietician prepares the menu. Food preparation is inspected and approved on a regular basis by the Salt Lake City/County Board of Health.

If you require a religious meal the following steps need to be followed:

1. The inmate must complete the Religious Meal Request Form and send it to Religious Services.
2. The Religious Meal Request Form is considered for sincerity.
3. The necessary standards for the religious request is researched and verified.
4. Religious Services sends a request to Food Services with a justification for the religious diet.
5. Food Services issues notification to the inmate of when the religious meal will begin.

**Utah State Prison  
Division of Programming  
Religious Meal Request**

Inmate Name: \_\_\_\_\_

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

1. What are your religious dietary needs?
  
2. What are the religious reasons for your dietary needs?
  
3. Have you applied for the Standard Fare and Alternative Fare menu?
  
4. Why can't your religious dietary needs be met by self-selecting foods from the Standard Fare and Alternative Fare menu?

Official Religious Preference: \_\_\_\_\_

Signature of Inmate: \_\_\_\_\_

<b>GATE MONEY</b>
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Upon release from custody, your inmate funds account will be evaluated by a case manager, Unit Captain, and the accounting office to determine your financial status at the time of your release. If it has been determined you are indigent, you could receive as much as \$100.00 when released. If the evaluation shows your account activity to be significant within the past few months, the amount received upon release may be reduced significantly.

<b>GRIEVANCES</b>
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A grievance is a written inmate complaint within the jurisdiction of the Department alleging personal injury, loss, or harm caused by the application or omission of a policy or practice, a member or inmate action, or an incident.

Inmates have the responsibility to provide all currently known facts and information regarding a complaint.

All grievances must be filed on an individual basis by the respective inmate identifying the specific nature of the grievance.

Inmates may file grievances regardless of status or classification. The inmate grievance process is designed to resolve issues at the lowest administrative level. As such, every effort should be made to resolve the grievance at the lowest possible level.

In general, all inmate complaints may be grieved except complaints against decisions and procedures of the Board of Pardons, disciplinary decisions, GRAMA decisions, or classification decisions.

A malicious or frivolous grievance may subject an inmate to criminal, civil, or disciplinary action including assessment of restitution for incurred investigative costs. A “malicious grievance” is any grievance where the inmate willfully falsifies information with the intent to annoy, slander, or injure a member of the Department or any other person. A “frivolous grievance” is any grievance that the inmate knows or should have known is without merit, irresponsible, or has no rational basis in fact or law.

There are three levels of the grievance process:

**Level One, Informal**

The inmate completes the first section of the grievance within 7 calendar days of knowing that a grievance exists. The inmate places the original form in a grievance envelope addressed to the appropriate Level One DTO (i.e. housing unit, medical unit, support services, etc.) and places it in the facility mail drop. The responsible facility or bureau has 21 calendar days to respond and attempt to resolve the grievance.

If the grievance is not resolved at this level, the inmate may respond in writing on the original form via the facility mail system to the Level One DTO within five calendar days regarding why the grievance is not resolved. The Level One DTO will forward it to the grievance coordinator at Level Two.

**Level Two, Grievance Coordinator**

At this level the grievance coordinator will have 21 calendar days to review, research, and forward a written response to the inmate. If the inmate is still not satisfied with the decision, the inmate has five days to forward an appeal to the Department’s hearing officer.

**Level Three, Hearing Officer**

At this level the Hearing Officer has 21 days to review the grievance and either provide a written response or schedule a hearing.

All grievance forms and envelopes are available on the housing unit and can be obtained by asking your omc.

If additional detailed information concerning the inmate grievance process is needed, ask a staff member for a copy of the Inmate Grievance Policy FDr02 from the Inmate Reference Manual.

<b>HEALTH CARE</b>
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**MEDICAL AND DENTAL**

Utah State Prison inmates have access to reasonable health care services through the Medical Unit. Some of the services provided are: Sick call, dental services, mental health, optometry, pharmacy, and referral services. If an inmate has a need for one of these services, appointments with the medical staff may be arranged by filling out a

health care request form and placing it in the box provided on each housing unit. Urgent or emergency care should be requested through the floor officer.

Medical staff are on duty 24 hours a day, 7 days a week. Medical personnel are typically available in the housing area twice a day during “pill line.” Inmates will receive medication and other medical services during pill line or as directed by the staff.

### **Pill Line**

Inmates receive their medication during two (2) regularly scheduled pill lines; one in the morning and one in the evening.

### **Sick Call**

The inmate requests medical and dental appointments. Inmates may obtain a health care request form from the housing unit officer. The completed form is put in the medical drop box. Medical staff reviews the forms and make appointments. Medical staff then notifies the inmate when his or her appointment is scheduled.

Fees will be charged for inmate-initiated medical services. An inmate shall not be denied medical treatment if unable to pay the co-payment because of inadequate financial resources. Charges will be assessed for all inmate-initiated health care visits including dental, medical, optometry, etc. Emergencies will be billed at the same amount. Restitution may be charged for self-inflicted injuries or injuries inflicted by another. Charges for sick call, prescription dispensing fee, prosthetics, dentures, special shoes, hearing aids, glasses, and other charges may be made as per legislative rule, intent, or according to Department of Corrections decision.

### **Emergency Dental Protocol**

If an inmate is brought up to the Dental Clinic on an emergency basis and it is determined by the provider that no emergency exists the following procedures will be adhered to:

1. The inmate will be sent back without any work being done.
2. The inmate will be charged for the visit.
3. The inmate will be given a negative C-Note.

## **HEALTH CARE – MENTAL HEALTH**

Inmates may have access to Mental Health by filling out a health care request form, depositing the form in the sick call box. Inmates may also be referred to Mental Health by a caseworker or housing unit manager.

Psychological and psychiatric services are available through Medical Services, A Psychologist or Psychiatrist assigned to the Utah State Prison may be used as a resource. They may provide services and counsel inmates as the need arises and in cooperation with unit managers and case workers. Any inmate housed at the Utah State Prison may be referred to psychological or psychiatric services as well as other resource areas.

## **HEALTH CARE CHARGES AND FEES**

These charges apply to all inmates regardless of Interstate Compact/Federal status.

\$5.00 co-pay for each Doctor, Physician Assistant, Optometrist, and Dentist visit. This charge is also assessed if you are being seen for on-going health care problems – if you submit a request to be seen understand that there will be a charge for that visit. If the

Medical staff requests and schedules you to be seen, there will be no charge. However, when Dental staff schedule necessary follow up visits you will be charged for each visit.

\$2.00 co-pay dispensing fee per 30-day or less supply of medications - ALL MEDICATIONS are assessed the dispensing fee regardless if it's for medical, mental health, dental, etc.

\$1.00 co-pay for each Health Care Request submitted for Medical, Mental Health, Optical, Dental, etc. (multiple requests submitted on one Health Care Request form will be billed as separate requests and charged \$1 for each).

\$0.00 co-pay for Mental Health Therapist, Psychiatrist, or Psychologist - there is no charge to see mental health staff.

10% of bills for all outside care provided. Your maximum co-pay for outside care will be \$2,000.00 per fiscal year (July - June).

Outside care is anything done by non-UDC staff. This includes all appointments, surgeries, tests, X-rays, etc. done at UMC and/or Gunnison Valley or at any other outside facility or by any non-UDC staff. Hospital departments bill us separately (doctor's fees, lab fees, x-ray fees, etc.).

\$5 monthly rental fee on all equipment rented to you with a value over \$200 (wheelchairs, O<sub>2</sub> concentrators, C-pap machines, etc.).

\$5 one-time fee on all equipment rented to you with a value of under \$200 (crutches, walkers, etc.).

Medical supplies and equipment that are purchased for you, and becomes your property, will continue to be charged at the rate of 50% of our cost for these items. The 50% charge for medical supplies will include all supplies medical purchases for your use; hearing aid batteries, colostomy/etc. supplies, tracheotomy supplies, etc.

Also, all equipment that is loaned to the inmate becomes the inmate's responsibility. Equipment needs to be maintained and not abused or destroyed. Any unreasonable repair cost and/or replacement cost of this equipment will be the responsibility of the inmate.

50% of the cost for glasses. However, you will be charged 100% of any extra such as tints, frames, etc. and your payment must be received prior to ordering. \*\*There is a limit of one pair of glasses ordered per patient every two years.

Below is a list that may be helpful to give you an estimate on what some of the costs may be for you. Remember, this is only an estimate - we can not exactly predict all the services that the outside providers may feel are necessary when you are being seen so we cannot give you exact costs.

50% of the cost for your first set of dentures or partials. 50% of the cost for all repairs, adjustments, etc. \*\*You will be charged 100% if you already received dentures/partial from UDC. In addition, only one set or partial denture will be ordered per patient every 5 years.

50% of the cost for any medical supplies – shoes, pillows, braces, prosthetics, etc.	
Anesthesiology - \$6 - \$45	Cardiology visit - \$35 - \$100
CT - \$28 - \$100	Derm visit - \$20 - \$50

Dialysis - \$15 - \$60	EKG - \$15 - \$80
EMG - \$20 - \$80	ENT - \$6 - \$80
ER Services - \$40 - \$700 (depends on procedures)	Gastroenterology - \$10 - \$80
GI procedures - \$20 - \$40	GI clinic - \$20 - \$70
Hematology/Oncology - \$15 - \$30	Huntsman visit - \$40 - \$100
ICU - \$50 - \$300 (daily cost)	Infectious Disease - \$15 - \$75
In Patient stay - \$250-\$2000 (depends on length of stay)	
Infusion - \$300 - \$450	Lab work - \$20 - \$50
Mammogram - \$30 - \$200	Moran eye visit - \$30 - \$270
MRI - \$50 - \$300	Neurology - \$15 - \$35
Neuro Surgery clinic - \$20 - \$100	Nuclear Medicine - \$50 - \$100
Nephrology - \$6 - \$20	OBGyn - \$20 - \$100
Ortho - \$20 - \$75	Oral Surgery - \$25 - \$200
Pathology - \$7 - \$40	Plastics - \$45 - \$70
Podiatry - \$3 - \$7	Pulmonary - \$2 - \$5
Radiology \$4 - \$20	Surgery - \$100 - \$2000
Surgery visit - \$8 - 100	Ultrasound - \$15- \$80
Urology - \$10 - \$90	Vascular - \$20 - \$75
X-Ray - \$3 - \$10	Ambulance - \$50 - \$200

**NO MEDICAL, DENTAL OR MENTAL HEALTH VISIT, PROCEDURE OR SUPPLIES WILL BE DENIED DUE TO LACK OF FUNDS.**

**IDENTIFICATION CARDS & POSITIVE IDENTIFICATION REQUIREMENTS**

1. Inmates shall be provided an I.D. card during the R&O process and shall be required to maintain the card in their personal possession when away from their designated housing unit.
2. Inmates shall present their I.D. card to any staff member upon request. Failure to do so may result in disciplinary action.
3. Inmates shall report lost or stolen I.D. cards immediately to the Housing Unit Captain or designee.
4. Inmates who lose their I.D. card or intentionally destroy their I.D. card, except indigent inmates, shall pay a \$5.00 replacement fee.
5. If an inmate refuses to pay the replacement fee, the I.D. card shall be issued and the Housing Unit Captain may initiate process for restitution for the I.D. card.

**Identification Cards & Positive Identification Requirements**

Please contact your housing CHS or OMC for the application forms when you are four months prior to release for the following.

Inmates who lose their I.D. card or intentionally destroy their I.D. card, except indigent inmates, shall pay a \$5.00 replacement fee.

**Identity and Legal/Lawful Status Verification (must provide one)**

Requirements to obtain a Utah Learners Permit, Original Utah Driver License, Driving Privilege Card (DPC), Limited-Term Document, or State Identification Card – effective January 1, 2010.

If you are a U.S. Citizen, U.S. National or Permanent Resident Alien, you must provide the following documentation to obtain a Driver License, Learner Permit, Identification Card, or Commercial Driver License:

**Identity and Legal/Lawful Status Verification (must provide one)**

1. Valid, unexpired U.S. passport or passport card; or
2. Certified copy of a birth certificate filed with the State Office of Vital Statistics or equivalent agency in the individual's state of birth (hospital document or small laminated official birth certificates issued by the Department of Health are not accepted); or
3. Consular Report of Birth Abroad (CRBA issued by the U.S. Department of State, Form FS-240, DS-1350, or FS-545; or
4. Valid, unexpired Permanent Resident Card, Form I-551; or
5. Certificate of Naturalization issued by DHS, Form N-550 or Form N-570; or
6. Certificate of Citizenship, Form N-560 or Form N-561, issued by DHS; or
7. Regular Utah driver license, CDL, or ID card that has been issued on or after January 1, 2010 is only acceptable for renewal or duplicate certificates and may provide evidence of either legal/lawful presence or identity.

**Social Security Verification (must provide one)**

1. Social Security card issued by the U.S. Government that has been signed and has not been laminated; or
2. If the Social Security card is not available, the applicant may present one of the following documents which contain the applicant's name and SSN:
  1. W-2 Form;
  2. SSA-1099 Form;
  3. Non SSA-1099 Form;
  4. Pay Stub showing applicant's name and SSN; or
  5. Letter from the Social Security Administration indicating ineligibility to obtain a Social Security number as a result of their legal/lawful presence status.

Applicants applying for an original CDL **must** present the Social Security card.

**Utah Residency Verification – if different than current Utah Driver License record (must provide two)**

Must display the applicant's name and principal Utah residence address which may include:

1. Bank Statement (dated within 60 days);
2. Court Documents;
3. Current mortgage or rental contract;
4. Major credit card bill (dated within 60 days);
5. Property tax notice (statement or receipt dated within one year);
6. School transcript (dated within 90 days);
7. Utility bill (billing date within 60 days), (cell phone bills will not be accepted);
8. Valid Utah vehicle registration or title;

Other documents acceptable to the Division upon review, except that only one document printed from the internet will be accepted.

<b>ID REQUIREMENTS FOR INMATES PAROLING</b>
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Services We Offer

1. Birth Certificate – Help fill out paperwork, must be mailed to home, not the prison
2. Social Security Card – Help fill out paperwork but then returned, no longer accepts applications from prison
3. Driver's License
4. Social Security Income – Can't have in prison
5. Credit Reports



**Driver's License Utah ID Card**

- 1. All fines and fees must be paid
- 2. Need one of the following:
  - a. Birth Certificate
  - b. Passport
  - c. Social Security Card
- 3. 2 pieces of mail with Utah Address (not Prison address), court order or Board of Pardons and Parole paperwork

**Driving Privilege Card – Illegal's**

- 1. Letter from IRS with Tax
- 2. Birth Certificate with certify translator

**Social Security Card – New**

- 1. Must Appear in Person
- 2. Proof of Citizenship – U.S. birth certificate, U.S. consular report of birth, U.S. passport
- 3. Age

**Social Security Card – Renewal**

- 1. Proof of Identity – Medical Records within last 12 months, with name, date of birth and date of last seen, stamped certified

**INDIGENT STATUS**

The business office determines indigent status. An inmate who has not had over nine dollars in his or her inmate account for 45 consecutive days may be eligible for indigent status.

Indigent status shall include mail privileges, personal hygiene items (e.g. a toothbrush every 90 days, toothpaste, soap, a small comb, and 1 disposable razor every week), duplication of legal papers (25 copies per week), I.D. cards (inmates on indigent status shall NOT be required to pay the \$5.00 replacement fee for a new I.D. card if theirs is lost or stolen), information from USP records, and writing materials.

**Indigent Mail**

- 1. Inmates approved for indigent mail may receive a maximum one First Class, one-ounce envelopes or equivalent per week. A one-ounce First Class letter consists of one envelope and five 8 ½” x 11” sheets of paper.
- 2. Inmates who do not use their weekly postage allocation shall not be allowed to carry it over to the following week.
- 3. Housing units shall issue writing paper, envelopes, pencils, and institutional pens to the inmates.
- 4. Postage shall be placed on envelopes at the mail unit upon receipt. An inmate requiring additional postage on privileged correspondence shall have a Request for Additional Privileged Mail Postage form attached to the correspondence containing the court/attorney, the case number, and an explanation for why additional postage is required.
- 5. Authorization shall take place within seven days. However, initial authorization may be for less than seven days to allow for a common accounting period (the first day of each month).
- 6. Misuse or abuse of indigent status shall subject the inmate to disciplinary action.

7. An inmate who qualifies for indigent status shall request the approved items as needed as per indigent status. For further information, refer to the Indigent Policy.

### INMATE ACCOUNTS / FUNDS

Inmates are prohibited from receiving currency or personal checks directly. When currency or personal checks are received, they will be returned to the sender. Funds are accepted in the form of a cashier's check or money order only.

**Funds can be mailed to:**

Utah State Prison  
C/O Inmate Accounting  
Inmate Name and Offender Number  
PO Box 250  
Draper, Utah 84020

The sender's name and address must be written on the top-left corner of the envelope.

Inmates may also receive money via the telephone and the internet. Families may use their credit cards for these two services.

Toll Free Phone Deposits 1-866-345-1884 (\$6.95 per transaction)	OR	Internet Deposit <a href="http://www.inmatedeposits.com">www.inmatedeposits.com</a> (\$5.95 per transaction)
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A KIOSK is available in the Visitor's Control Center (VCC) at Draper. At CUCF it is located inside the lobby of the Administration Building. The KIOSK is accessible during regular business hours. **THE KIOSK DOES NOT ACCEPT CHECKS OR MONEY ORDERS!** The KIOSK will accept Debit or Credit Cards (\$5.95 per transaction) or will take cash (\$4.00 per transaction); no coins or \$1 bills accepted, only \$5 bills and larger will be accepted. Funds will not be accepted at Inmate Accounting.

Funds may also be deposited to an inmate's account through inmate employment. Payroll funds are deposited once a month for the previous month worked.

Money may be removed from an inmate's account for the following reasons:

1. Court-ordered garnishments,
2. Assessments from the Office of Recovery Services (child support),
3. Inmate disciplinary fines or restitution,
4. Medical co-pays and prescriptions, and/or
5. Court filing fees.

### INMATE EMPLOYMENT

It is the expectation of all inmates to work. However, classification level, Board of Pardons actions, and violation reports/disciplinary dispositions will have an impact on employment selection.

In general, Level III inmates may work within the secure perimeter. Level IV inmates may work outside the secure perimeter if they have appeared before the Board of Pardons, have a parole, termination, or expiration date of less than three years, and have a gate pass.

An inmate employment application must be filled out for the posted jobs. These applications are then turned in to the appropriate areas.

**Housing Unit**

Job announcements will be posted in a central area on the housing unit. Housing unit jobs may differ depending on the needs of the housing unit. Some jobs may include: Janitors, food handlers, yard workers, etc.

**Facility Unit Support Services**

Job announcements will be posted in key areas of the institution. Some of these jobs may include: Maintenance, culinary, laundry, grounds, etc.

**UCI (Utah Correctional Industries)**

Job announcements are located in key areas of the various institutions. UCI jobs may differ from those of the facilities. UCI includes: The print, sign, furniture, and upholstery shops; the plate plant, data entry, micrographics, asbestos removal, and road crews.

**INMATE PLACEMENT PROGRAM**

**County Jails—IPP**

IPP places inmates under contract in 21 county jails statewide. While in a county jail, the inmate is bound by the policies and rules of that jail. IPP Staff visit every jail monthly to see state inmates. Most male inmates are screened for county jail placement at R&O. County jails offer education, programming and work opportunities.

**Interstate Compassionate Transfers**

An inmate may apply for an Interstate Corrections Compact Transfer, prison to prison. Per policy the inmate is responsible for round trip costs. See your caseworker for the application and the policy.

**International Transfer**

Per federal treaty and state law, any inmate may apply to return to his or her home country in which he or she is a citizen. See your caseworker for a list of participating countries and the requirements involved.

**INMATE MANUAL FOR POLICIES & PROCEDURES**

All inmates are required to follow institutional policies and procedures along with rules and regulations. Failure to do so may result in a “Negative C-note” or a disciplinary report.

Every housing unit should have a set of selected complete Policies and Procedures chapters for inmates to check out. Some of these chapters are: Classification, Disciplinary, Grievances, Mail, Property, Commissary, and Legal Access. If you are unclear about any policies, procedures, rules, or regulations, it is *your* responsibility to contact staff members of your assigned facility to clarify any questions you may have.

**LAUNDRY ISSUE**

Inmates shall be responsible to ensure that all clothing/linens assigned to them are appropriately maintained and routinely laundered.

Each inmate is responsible to ensure that his or her own assigned clothing and linen bag are properly marked and identified. For further information, refer to the policy on laundry.

Prison-issue clothing submitted for laundry service **MUST** be properly marked and identified before being sent.

1. The inmate's name and offender number may be stamped centered on the back of the coats.
2. The inmate's name and offender number shall be stamped on the flap of laundry pin bags.
3. The inmate's offender number may be stamped on the left front leg of the pants.

## LEGAL ACCESS

The complete Policies and Procedures of Inmate Legal Access are available from the Inmate Reference Manual located on each housing unit. It is available for all inmates to read and follow. The policy includes procedures for legal mail, telephone access, visiting access, and possession, transferring, and duplication of legal materials.

Inmates are provided with two plastic pouches. These pouches are provided as a secure place to keep legal documents. One is labeled "Privileged" and the other is labeled "Public". These pouches are for the two types of legal documents privileged and Public. Privileged documents are letters to or from your attorney and any other documents which could compromise your case. Items in this pouch may be inspected but not read by staff. Public documents are discovery responses, court rulings, etc. These items may be inspected and read by staff.

All inmates will have access to legal counsel.

1. Inmates shall be provided reasonable access to courts and legal counsel. Contract Attorneys paid for by the Department shall provide the primary means of access to legal services.
2. Inmates may seek legal counsel at their own expense if they prefer not to use a contracted legal firm or they may represent themselves.
3. Inmates may request public interest groups such as the ACLU, Legal Aid Society, Salt Lake County Bar, Legal Services, etc., to represent them. Inmates may represent themselves but not other inmates.
4. Visits between inmates and legal counsel will not be monitored and shall occur in areas, which permit maximum privacy. However, privacy requirements shall not prohibit visual observation nor jeopardize security in any way.
5. Each facility utilizes a specific procedure for attorney appointments. It is the inmate's responsibility to comply with this procedure.
6. Inmates charging a fee or attempting to receive payment for providing legal assistance to other inmates shall be subject to major disciplinary action.
7. The Department shall provide copies of non-confidential documents to non-indigent inmates at a specified price per sheet.
8. There are specified procedures for copying legal papers for inmates who are indigent vs. non-indigent. Upon the inmate's arrival at his or her assigned facility, it shall be his or her responsibility to become familiar with and observe the procedures regarding the copying of legal papers.

9. Inmates shall be permitted to make collect telephone calls to their attorneys/representatives, which shall originate from inmate telephones located in their assigned housing unit.
10. Attorneys/representatives may leave telephone messages requesting the inmate to return a call.
11. Prison staff shall not monitor calls between inmates and attorneys/representatives.
12. Inmates calling their attorney/representative collect are responsible to notify staff that they are placing a call to their attorney/representative to avoid being monitored. Staff may monitor the call long enough to verify it is a legal call.
13. Staff can have inmates sign a **Legal Release Authorization** form if they feel it is appropriate when staff have the inmate in their office accommodating a legal/media call.
14. Visits and telephone calls with the attorney or representative may be cancelled due to any emergency situation.
15. As of February 2007, inmates can no longer file 120-day dispositions while incarcerated at USP.
16. Inmates can receive legal/oral argument CD, the CD will be burned and sent in through property for the inmates use. (**Public Legal Audio CD Receipt** will be attached to email)

#### **Requesting Legal Assistance**

Obtain and fill out an Attorney Request form, put it in an envelope marked "Legal Correspondence," and place it in the mailbox. Your attorney will then be placed on the prison's attorney list.

If you need papers notarized, contact a staff member assigned to your unit to make an appointment. If you are required to make a "legal call" (to your attorney), contact your caseworker by completing and submitting a request to make a legal call to set up an appointment.

#### **Contract Attorneys**

The Department of Corrections provides limited legal services and access to the courts through contract attorneys.

The contract attorneys assist inmates with initial pleadings for meritorious claims regarding conditions of confinement and post conviction challenges, through 1983 Civil Right Complaints, 65B Petitions for Extraordinary Relief, for conditions while in Utah State Custody and housed at state or county jails, and 65C Petitions for Post Conviction Relief with Utah Jurisdiction.

#### **The Contract Attorneys' legal services include the following:**

1. Visit with offenders, upon offenders request,
2. Assist inmates in matters that are either grounded in fact and supported by legal arguments that are warranted by existing law, or contain good faith argument for the extension, modification or reversal of existing law,
3. Photocopy legal materials upon proper requests,
4. Transfer inmate-to-inmate Legal Mail upon review for only legal content,
5. Screen offenders' claims for meritorious legal content, upon request.
6. Conduct the amount of legal research, if appropriate, to support offenders' claims with legal merit that the contract attorneys are assisting the offender draft,
7. Assist inmates in drafting pleadings setting forth inmate legal claim having legal merit,
8. Assist inmates in securing case law and other authority relevant to pending legal

- actions being handled by the contract attorneys, if necessary,
9. Assist inmates in filing initial pleadings, by copying, addressing, franking and posting inmate's pleadings to the courts.
  10. Assist inmates housed at the UDC facility with actions where the Board of Pardons has denied parole in a manner that violates rights secured under the U.S. Constitution or the Utah Constitution.

### Getting a Legal Phone Call

**IMPORTANT!** A legal call must be initiated by your lawyer or lawyer's office. *Your case manager cannot initiate it!*

1. Your lawyer must call the Warden's office to request a legal conference call. The lawyer/lawyer's office should call the Warden's office at **576-7450**.
2. The Warden's office staff will give your lawyer the information needed to have the legal call approved.
3. If/when it is approved, your case manager will receive notification from the Warden's office that it is approved and then set up a time with your lawyer to make the call with you.
4. You will be notified by your case manager when approval is granted so you know the date/time you will be called in to have the legal call.
5. If you are requesting a legal call with your lawyer, you need to write the Warden's office for approval. The Warden's office will need to verify attorney of record information.

### LIBRARY

Inmates with the appropriate privilege level(s) may have access to library materials. These materials include both fiction and non-fiction books in addition to general information. Ask staff members assigned to your unit for a library schedule and information regarding the library.

### MAIL

Mail call shall be held Monday through Friday, except holidays, in each facility. In some housing units a mail list will be posted. Inmates must have their I.D. card to receive mail. If the inmate fails to pick up his or her mail at this time, it will be returned to the Mail Department.

Inmate mail shall be handled in accordance with U.S. Postal Service regulations insofar as safety, security, or operational requirements of the Utah State Prison are met. Outgoing mail is picked up Monday through Friday, except holidays, from the mailbox located in the various housing units.

There is no limit to the number of letters an inmate may send as long as there are funds in the inmate's individual account to cover the postage. If an inmate does not have sufficient funds (not more than \$9.00 in his or her account during the previous 45 days), he or she may qualify for free mailing privileges, otherwise known as indigent mail status. Free mailing privileges allow an inmate to send one First Class letter per week. An inmate may not save free mailing credits or let other inmates use their credits.

All inmates' mail and correspondence must contain his or her name, offender number, and housing information in the top left hand corner. Envelopes must contain the institution's return address as follows:

Inmate's full Name and Offender Number  
Inmate's Housing facility  
P.O. Box 250  
Draper, Utah 84020

The following general standards apply to mail.

	<b>Inspect</b>	<b>Read</b>	<b>Censor</b>	<b>Copy</b>	<b>Denied</b>	<b>Misc.</b>
Incoming Personal	Yes. Must. All mail	May, at random	No	May with reasonable cause	May, with reasonable cause to believe contents in violation of P&P	Cassette tape, CDs book magazines & newspapers. Publisher-only rule. Legally obscene material may be denied.
Incoming Privileged/Legal	Yes, In presence of inmate.	Never	Never	Never	With reasonable cause; author has right to protest.	Media: No legal status
Incoming Religious	Yes	May at random	Never	Yes, with reasonable cause	Yes if clear and present danger exists.	Books, magazines, newspapers Publisher-only rule.
Outgoing Personal	Yes, may at random	May at random	No	May with reasonable cause	May, with reasonable cause.	
Outgoing Privileged/Legal	Yes, In presence of inmate upon reasonable cause.	Never	Never	Never	With reasonable cause, only in inmate's presence	Media: No legal status
Outgoing Religious	Yes	May, at random	Never	Yes, with reasonable cause	Yes, if clear and present danger	Books, magazines, newspapers Publisher-only



					exists.	rule.
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If a correspondence to or from an inmate is rejected, the inmate shall be notified of the rejection. The sender shall be notified and given a reasonable opportunity to appeal the decision and the appeal shall be acted upon by the Director of Institutional Operations.

**MONEY TRANSFERS**

Inmates will use money transfers for all financial transactions, to purchase commissary, send money home to their family or friends, etc.

1. A money transfer properly completed by the inmate and signed by the appropriate staff member shall allow an inmate to carry out appropriate business transactions while at the institution.
2. Money transfers are available in each housing unit. The inmate shall be informed by staff members of the appropriate method and day to forward the money transfer to the accounting office. Money transfers may be turned in daily and are taken to the business office once a week by the Unit Manager or designee.
3. The inmate may request assistance from staff members when completing information required by these forms.
4. If the money transfer is not properly completed and signed by staff it shall be rejected by the accounting office.
5. All inmate signatures must be witnessed by appropriate staff members. Therefore, do not sign your money transfer until you are in the presence of the appropriate staff member.
6. Any Money Transfer for \$200 or more needs to be signed by the housing unit Captain.
7. Money transfers are not to be returned to an inmate after having been witnessed by a staff member.
8. Stop payments initiated by inmates for money transfers are prohibited. You may initiate a stop payment of a check being sent by the business office at a cost of \$10.00.

**MOVEMENT / NON-MOVEMENT**

Inmate movement is controlled by a schedule posted on each housing unit. During movement time inmates may be able to move from one location to another depending on housing unit needs. During non-movement times the housing unit doors are closed and inmates are to remain at their current location until the next movement time.

**CASE ACTION PLAN (CAP)**

CAP is an ongoing plan for inmates during their incarceration. CAP will allow an inmate to participate in completing his or her personal prioritized time frame goals and objectives. Being involved in CAP is a privilege.

While in the R&O unit, an inmate will go through an orientation and assessment process. During the assessment he or she may be tested by various agencies, including but not limited to: Education, Job Service, Mental Health, and Substance Abuse.

Once the plan is written, it will be the inmate's responsibility to follow the planned steps or priorities and sign up for the proper classes and programs.

The Offender Management Review Committee (OMR) will review the inmate's progress at a scheduled time. The inmate's privilege matrix will be affected by the various reviews.

Information about the inmate's CAP progress, or lack thereof, will be given to the Board of Pardons.

Information about CAP will be available on bulletin boards in the various housing units.

### **OFFENDER MANAGEMENT REVIEW (OMR)**

The programming and prison work that you will be involved in will be monitored and your progress, or lack thereof, will be tracked. Your caseworker and offender management review (OMR) team will schedule you for OMR based upon success, lack of progress, or when a problem needs to be resolved. You may request a meeting with the OMR team, but the caseworker/designee will screen your request first to see if you meet the criteria for an OMR scheduling. The OMR team will look to see if you are active in accomplishing the CAP goals in which you agreed to participate. You will not be held accountable for any programming that is not offered in your housing unit, but make sure you are on a waiting list for possible future programming and are speaking with your caseworker to make adjustments to your CAP.

### **OUT OF BOUNDS**

The central officers' station will be secure at all times and be out of bounds/off-limits to all inmates. All office areas, unless accompanied by staff, are out of bounds/off-limits. Culinary utility areas are out of bounds/off-limits to inmates who are not employed therein. All areas that are posted "out of bounds" are off-limits.

### **OUT OF CELL ACTIVITIES**

During out of cell time inmates shall:

1. not enter any cell other than the cell to which they are assigned,
2. behave in a polite, reasonable manner,
3. not climb on fixtures,
4. not litter,
5. be dressed in the designated uniform except when going to and coming from recreational facilities where authorized gym clothes may be worn or as directed by institutional staff,
6. not loiter on stairwells, shower areas, hallways, etc.,
7. be required to use the showers designated for their assigned housing unit and section unless otherwise directed by institutional staff.

### **PERSONAL HYGIENE STANDARDS**

Inmates shall be required to maintain cleanliness and acceptable standards of personal hygiene in order to avoid offensive body odors.

Provided the opportunity and means are available, personal hygiene standards are:

1. Inmates shall bathe or shower with soap and water a minimum of three times per week,
2. Inmates shall wash their hair a minimum of once per week,
3. Inmates shall launder their clothing and bedding on a weekly basis consistent with housing unit laundry procedures, and
4. Inmates shall brush their teeth on a daily basis, preferably after each meal.

<b>PRISON RAPE ELIMINATION ACT</b>
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The Federal Government and the Utah State Department of Corrections, including county jails, strive to maintain the safety and security of all offenders. If you or anyone you know has been sexually assaulted, or threatened with sexual assault, the reporting procedures vary according to the location in which you are incarcerated:

1. If you are housed in the Draper or Gunnison sites, you may A) contact any officer or staff member you feel comfortable with, or B) call the Confidential Reporting Hotline. For the Draper facilities, the number is (801) 576-7282. For the Gunnison facilities, the number is (435) 528-6099.
2. If you are housed in a county jail, see its posted procedures.
3. If you are housed in a Community Correctional Center, see its posted procedures.

If you have been sexually assaulted by anyone or you feel you are being pressured by anyone for money, property, or sexual favors, you should immediately contact a correctional officer or any staff member with whom you feel comfortable or call the confidential sexual assault reporting hotline. It is imperative that you contact one of these individuals immediately so they can help you.

**Victim**

If you are a victim of sexual assault, it is crucial that you report it immediately. If possible, *do not bathe, shower, change your clothes, brush your teeth, or use the restroom*. It is important that evidence be collected to assist in your attacker's prosecution.

The person you contact will immediately insure your safety. If an examination is determined to be necessary, qualified medical personnel will perform it and you will receive treatment for any injuries. At your request, a representative will be present during the examination to assist you and provide support.

To ensure your safety, a variety of steps may be taken, based on your individual circumstances. Additional counseling and medical assistance is available to you on a continual basis.

**Perpetrator**

If you are the perpetrator of a sexual assault, the following risks are involved:

1. New criminal charges and/or loss of parole date,
2. The danger of contracting the HIV virus that causes AIDS and/or contracting other sexually transmitted diseases,
3. Administrative segregation to include loss of any privileges such as work, school, recreation time, etc.

<b>PRIVILEGE MATRIX LEVEL SYSTEM</b>
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After you leave the R&O facility and are placed in general population you will be assessed a specific privilege level. You are in control of that level and can either be ad-

vanced or reduced according to your willingness to follow your Case Action Plan (CAP) and manage your behavior.

When you are eligible for advancement you must submit a privilege level advancement request through the Offender Management Coordinator (OMC) of the facility in which you live. Your request will be reviewed by the OMC and a recommendation will be made to the Offender Management Review (OMR) Team of your facility. The OMR team may schedule you for an interview regarding any issues or concerns they have about your eligibility for advancement.

Questions regarding privilege level advancement can be addressed through the OMC.

## PROGRAMS

There are a number of programs at the institution in which inmates may participate.

These programs are developed with various goals, concepts, and programmatic activities designed to impact a specific target group within the inmate population. There are civic and religious programs available which are designed to provide inmates with additional support and assistance.

AA/NA, sex offender treatment and counseling, 12 step alcohol, EXODUS, Horizon, limited recreational/hobby craft, and individual/group therapy are just a few of the available programs.

Inmate participation in programs shall be dependent upon the inmate's classification status. Inmates should contact their caseworker for additional information regarding institutional programs.

### **The 4 Step Offender's Programming Folder**

Each Offender should keep an accurate, up to date, accounting of accomplishments, successful completions, and properly track your progress through each of the four steps of incarceration.

These Include:

Step 1: Setting goals, objectives, and planning.

Step 2: Implement plans and achieve goals.

Step 3: Completion and productivity.

Step 4: Pre-release.

Step 5: Release.

During each of the steps offenders will be asked to actively pursue a productive schedule and document their progression through each step. Their caseworker will assist them in determining their priorities and successful completion as they progress through their steps of incarceration.

Offenders should always bring an up-to-date folder when meeting with their CHS, OMC, OMR, Pre-release coordinator, or parole officer.

It's the offender's responsibility to maintain the folder. If it's lost or damaged you will be charged for the cost of replacement.

## PROPERTY

The property that an inmate may have in his or her possession is divided into two categories: State (institutional) and personal.

### **STATE PROPERTY**

State property issued to an inmate is subject to the following conditions:

1. Any damage, destruction, alteration, or loss of the property may result in disciplinary action and/or restitution,
2. When state property is issued to an inmate, he or she shall inspect the item immediately and report any damage to the issuing officer,
3. An inmate shall not have more than the authorized amount and/or type of state property in his or her possession,
4. An inmate shall not have in his or her possession state property which has been issued to another individual,
5. The amount and type of state property an inmate is allowed is subject to change and removal from the inmate's possession,
6. State property shall be used for the purpose for which it was issued,
7. The inmate shall return all state property upon release from the institution.

### **PERSONAL PROPERTY**

The property officer will distribute personal property on the unit. Property not authorized to be in the inmate's possession will be regarded as contraband. Such property will be confiscated and a write-up may be issued. Personal property is subject to the following conditions:

1. All personal property shall be obtained through authorized channels,
2. The inmate shall retain in his or her possession an authorization or property receipt for any personal property item in his or her possession,
3. Inmates shall obey the inmate's code of conduct regarding property,
4. An inmate's personal property is subject to the facility rules and regulations which dictate the type and amount of personal property allowed,
5. The alteration of any personal property from its original state or condition is prohibited,
6. Altered property shall be considered contraband and is subject to confiscation;
7. The state shall not be liable for damage, destruction, or loss of personal property in the possession of another inmate,
8. The state may assume limited liability for damage, destruction, or loss of inmate personal property when that property is in the possession of the state.
9. Books purchased or from free sources are not allowed in Uinta 5 (R&O). You will have to wait until main population to receive books. Religious books are from the Chaplain only.

If an inmate is moved to a housing unit which disallows any or of all of his or her personal property, that property shall be placed in the property room and the inmate shall have a specified time limit in which to dispose of the property. Failure to do so shall result in the property being disposed of by the state. For more detailed information regarding property, refer to the Department's policies and procedures from the Inmate Reference Manual.

The property schedule is available on each housing unit. This schedule identifies the days you will be issued property and the days, hours, and location at which property can be left for you.

If an inmate has visitors who are bringing in personal property for him or her, it should be left at the property office based on the posted schedule. Approved property will then be forwarded to the inmate along with a personal property slip.

**RECREATION**

Inmates shall have access to recreational opportunities based on security, safety, and management needs. A regular schedule for recreation activities, including special activities and tournaments, will be provided through posted notices by the recreation staff. All recreational equipment must be checked out by inmates using their I.D. cards. All recreational tournaments will have rules published in the notices that state the participating inmates' required classification status.

**RELIGIOUS SERVICES, COUNSELING, AND RELIGIOUS ITEMS**

Inmates in the Utah State Prison will be allowed access to religious services, except when the inmate's behavior poses a safety threat to the religious counselor or others attending the religious service. Part-time chaplains facilitate inmates' religious needs.

Various religious services are available to the inmates: Non-Denominational Services, Catholic Services, LDS Services, LDS Institute, etc.

Services may be held each week in chapels or multipurpose areas. Level III, IV, and V inmates may attend scheduled religious services in the chapel. Segregated inmates may be refused the opportunity to attend regular services based on institutional security considerations.

Religious medallions or ornaments may be worn based on the inmate's classification and housing assignments. Inmates may obtain an item by requesting it through one of the chaplains. Inmates will also have access to religious writings unless such writings advocate actions that could present a clear and present danger to the security of the institution.

**SEARCHES**

You may be subject to a search at any time. This search may be a pat search, skin search (strip search), or a search of your cell and/or property.

**TELEPHONES**

1. Telephone privileges are designed to supplement, not replace, regular correspondence.
2. The use of the telephone is a privilege which can be lost by misuse, abuse, and/or violation of rules and regulations,
3. Telephones are available for inmate use based on the individual facility's needs,
4. Personal telephone calls may be monitored and/or recorded. Calls are subject to termination if circumstances indicate that there is a threat to the order, discipline, or security of the facility.

5. Incoming telephone calls to inmates will not be accepted. However, in the event of an emergency situation, the facility staff will relay a message to that particular inmate upon verification of the emergency,
6. Use of any telephone not specifically designated for inmate use is prohibited;
7. Credit card calls and third party billings are prohibited,
8. Phone conversations shall be in English unless prior authorization has been obtained from the inmate's housing unit administration,
9. Inmate calls to attorneys shall not be monitored. Steps may be taken on the part of staff to verify that the call is, in fact, to an attorney. Calls to attorneys should be arranged through staff on telephones that are not monitored or recorded,
10. Inmates shall not engage in threatening, harassing, foul, or abusive calls,
11. Inmates shall not misuse the telephone or telephone equipment,
12. In emergency situations, an inmate shall be required to terminate his or her telephone conversation at once and return to his or her assigned area,
13. Inmates will be limited to 10 personal/social phone numbers on their approved calling list;
14. Inmates must have their voiceprints completed before a phone call can be placed,
15. For additional information on the use of telephones, inmates should contact their housing unit administrator.
16. For each inmate who requests a new phone number in **R&O**, Inmate Phones will verify the phone numbers through the White Pages. If the phone number comes up unpublished or if the name or address do not match, they will send the request form back to the inmate. The inmate will need to get a copy of the phone bill from the person they are trying to call. When the inmate receives the copy, he needs to send it to the Inmate Phones. When the inmate gets to permanent housing the procedures will change, and the request will need to go through the housing unit CHS.
17. If you receive a letter from a company called Direct Prison Connection, Cons Call Home, Inmate Calling Solutions, for your family to set up an account do not use these companies. They will not work on our system. Global Tel\*Link is the only company USP uses for phone calls.

### **Cell Phones**

1. All cell phone numbers must be submitted with a copy of the cell phone bill showing the name, address, and cell phone number – the cover page should be attached to an inmate telephone request form.
2. All request forms must go to the CHS. Any requests sent to Inmate Phones will be denied without a CHS signature.
3. Copies of the phone bill will not be returned.
4. No pay as you go cell phones or throw away phones will be allowed (it must be a cell phone provider)
5. All cell phones need to set up an account with V-Connect in order to receive collect calls from this facility.

<b>TELEVISIONS</b>
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Televisions are available through an institutional contract. Use of contract televisions is a revocable privilege. Inmates shall have sufficient funds to offset a deposit and monthly fee payable in advance. The sound system of any television is accessible only by headphones.

The various housing units have specific officers assigned to deal with contract televisions. This officer is familiar with the rules and regulations and also has the appropriate forms. The contracts and regulations are available in the housing units.

## **TEMPORARY RESTRICTION ORDERS (TRO)**

A temporary restriction order (TRO) is used to separate inmates from the main population or to limit their movement until a reassessment can be completed.

A TRO may be imposed in order to: Protect the inmate, isolate communicable diseases, provide a cooling-off period, control an inmate who is causing management problems, facilitate an investigation, or to meet the safety, security, or management needs of the institution.

A TRO may be imposed for up to 15 working days.

## **UNIFORM—CLOTHING ATTIRE**

Inmates shall be responsible to maintain their prison-issued uniforms in a clean and neat manner. Inmates shall be dressed in a designated uniform except when going to and from the shower area, when going to or from recreational facilities where authorized gym clothes may be worn, or as directed by institutional staff.

## **URINE COLLECTION AND TESTING**

Inmates are routinely tested for unauthorized substances. Staff may request a urine sample at any time. Failure of the inmate to produce one will result in disciplinary action.

Staff of the same sex as the inmate will observe urine sample collection. It shall be the inmate's responsibility to provide a sample within two hours from the time of the request.

If the inmate refuses or is unable to produce the requested sample within the given time frame, a disciplinary report will be issued to the inmate for failure to provide a urine sample.

Inmates testing positive will be subjected to disciplinary actions. Inmates guilty of substance abuse may also be subjected to other administrative sanctions such as loss of privileges.

Inmates seeking an alternative testing method must ask for it when a staff member first requests a urine sample. Inmates shall provide a money transfer at the time of the testing and staff shall verify funds before proceeding. For more information on the alternative testing method, refer to policy FEr21.

## **VICTIM RESTITUTION**

Inmates need to understand that if they have a victim restitution obligation they need to pay the obligation as soon as possible. Failure to quickly pay the obligation will cause it to grow beyond the original amount because of the interest rate attached to the obligation. Over time, the interest will exceed the original amount if no payments are made.

If an inmate has more than one victim restitution obligation, it is possible to have a different interest rate attached to each restitution. Prompt payments will reduce the amounts owed while non-payments will cause the obligations to increase.

Generally, inmates pay victim restitution voluntarily while at the prison due to their limited funds. When they are released on parole, the obligation becomes part of the parole



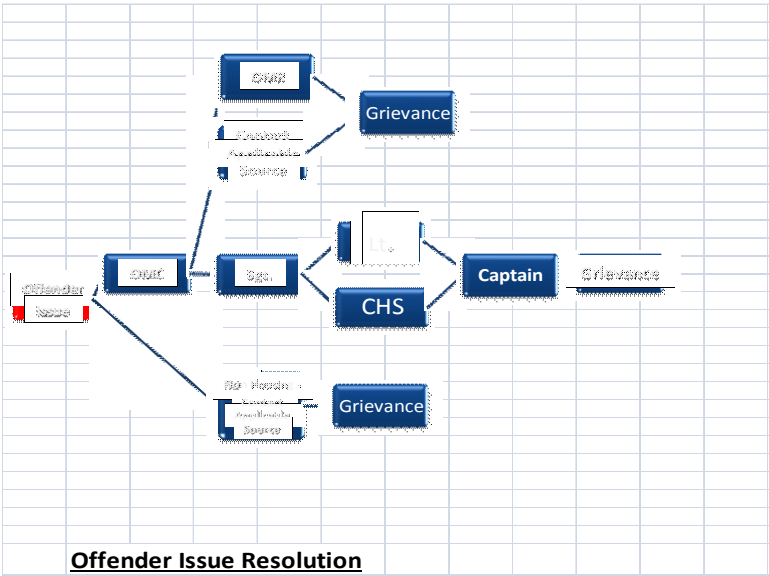
agreement and is no longer voluntary. To keep this obligation manageable, it is recommended that inmates make voluntary payments while at the prison.

## VISITING

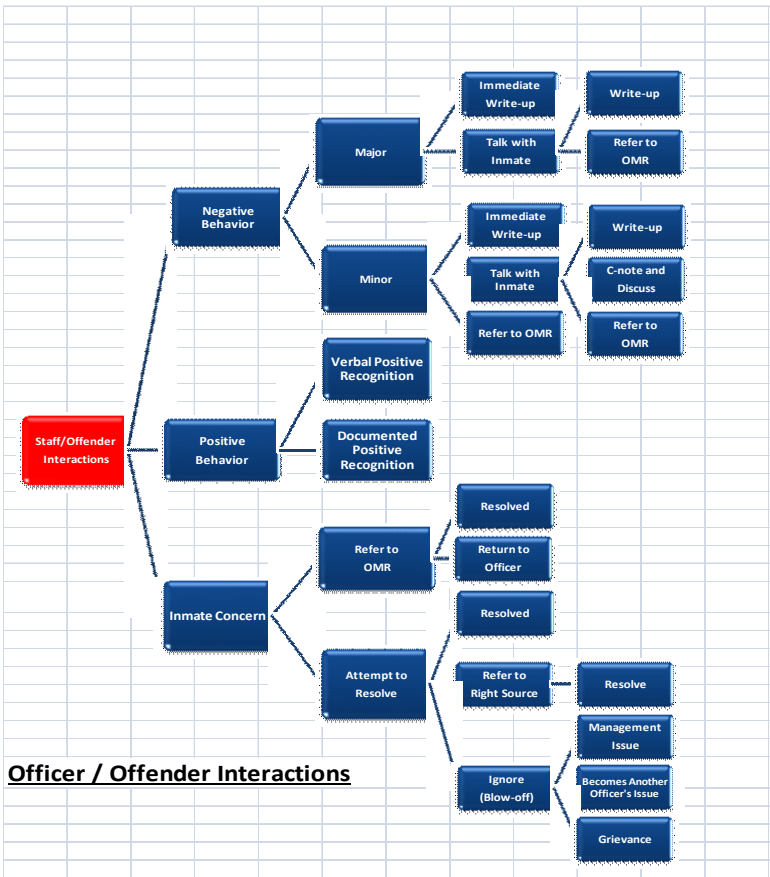
Inmates are eligible for visiting based on their privilege level matrix and the institution's policies and procedures. As a general rule, the information contained in this handbook regarding visiting shall apply to all areas.

1. Visitation is a privilege, not a right, afforded to inmates/visitors at the Utah State Prison,
2. Visitation may be approved, cancelled, and or otherwise restricted when necessary to preserve the safety and security of the institution,
3. Inmates shall comply with all applicable prison rules while visiting. Failure to do so may result in termination of the visit and possible disciplinary action,
4. When processing through the Reception and Orientation unit, inmates may start the process of having their potential visitors submit visiting applications. Visiting request forms may be obtained from the housing unit staff.
5. Inmates who return to the prison shall be required to provide a new visiting list prior to receiving any visits.
6. Visits may be denied if a prospective visitor has an extensive and/or recent history of criminal activity.
7. Divorced inmates shall be required to provide proof of divorce before being allowed to visit with an unmarried member of the opposite sex.
8. A visitor's name shall be on an approved visiting list before visits shall be permitted.
9. The inmate shall be notified regarding approval/denial of the visiting application. It is the responsibility of the inmate to notify his or her visitors about the decision,
10. No more than one adult visitor of the opposite sex, except for members of his or her immediate family, shall be on an unmarried inmate's visiting list,
11. Inmates and the escorting adult visitor are responsible for the behavior of visiting children.
12. Except for members of the inmate's immediate family, married persons visiting inmates of the opposite sex shall be accompanied by one or more of the following, who must remain with the married visitor for the duration of the visit:
  - A. Visitor's spouse,
  - B. Inmate's spouse, and/or
  - C. Inmate's parents,
13. All minor visitors shall be accompanied by their parent or legal guardian. Only a member of the child's immediate family is allowed to have a notarized statement to bring the child if the parent and/or legal guardian are unable to visit.
14. An individual may not be on more than one inmate's visiting list unless preapproved by the Warden/Designee, typically only immediate family to the inmate is considered.
15. An inmate may remove an individual from his list by filling out a Removal Request Form and forwarding it to visiting staff for processing.
16. Visitors removed from a visiting list may not be reinstated for a 90-day period without approval of the inmate's housing unit supervisor,
17. Inmate's wishing to appeal a visiting decision will need to write the Deputy Warden of Security.
18. Visitors attempting to introduce contraband onto prison property are subject to criminal prosecution.

19. Requests for special visits must be initiated by the inmate through the inmate's Case Manager.
20. An inmate's visiting list shall not exceed immediate family and five non-immediate family visitors.
21. Immediate family is generally defined as spouse, children, mother, father, brother, sister, grandmother, grandfather and grandchildren. Stepchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, step-mother, step-father, step-brother, step-sister, half-brother and half-sister may be considered immediate family in some cases.







**Officer / Offender Interactions**

## INMATE ORIENTATION BOOKLET ASSESSMENT QUESTIONS

1. Can an Inmate have a signed and witnessed money transfer in his possession? A: Yes B: No
  
2. Once an Inmates Offender Management Plan is written, whose responsibility is it to see that it is followed and completed?  
A: Inmates B: Case Worker C: Programming D: Education
  
3. Information about the inmate's OMP progress, or lack of, will be passed on to the Board of Pardons. A: True B: False
  
4. If you have been sexually assaulted by anyone or you feel you are being pressured by anyone for money, property, or sexual favors, you should immediately contact a correctional officer or any staff member with whom you feel comfortable?  
A: True B: False
  
5. Why is DNA testing done by the Department of Corrections?  
A: Mandated by Law B: Corrections requires it C: We need the money
  
6. How can an inmate request routine Medical or Dental treatment?  
A: Go to pill line B: Fill out a Health Care request form C: Ask staff to call a doctor
  
7. The criteria for Indigent status is if you have less than \$9.00 for 45 continuous days.  
A: True B: False
  
8. I do not have to save my commissary receipt, because the commissary staff have proof of my purchase. A: True B: False
  
9. Inmates can only have ten books in their possession.  
A: True B: False
  
10. Complete policies can be found in the "Inmate Reference Manual" located in various housing units. A: True B: False
  
11. As a general rule, what time should I be ready for cell inspection?  
A: 9:00 A.M. B: 7:00 A.M. C: 8:00 A.M.
  
12. It is okay to barter/trade commissary with another inmate.  
A: True B: False