

# INMATE ORIENTATION HANDBOOK



**UPDATED JULY 2022**

**DEAR INCARCERATED INDIVIDUAL,**

**AS A DEPARTMENT OUR PRIORITIES ARE TO PROVIDE A SAFE AND SECURE ENVIRONMENT FOR THOSE INCARCERATED AND OUR STAFF. OUR MISSION IS TO HELP YOU BE SUCCESSFUL IN THE COMMUNITY UPON RELEASE.**

**DURING YOUR TIME OF INCARCERATION YOU WILL WORK WITH A CASE MANAGER WHO WILL HELP YOU TO ESTABLISH A CASE ACTION PLAN, SO THAT YOU CAN MAP YOUR WAY TO A SUCCESSFUL RELEASE. WE ENCOURAGE YOU TO TAKE ADVANTAGE OF THE RESOURCES AVAILABLE, INCLUDING EDUCATION, WORK OPPORTUNITIES AND PROGRAMMING.**

**I HOPE THAT THIS HANDBOOK WILL PROVE TO BE A USEFUL RESOURCE.**

**REGARDS,**

***BRIAN NIELSON***

**EXECUTIVE DIRECTOR**

**UTAH DEPARTMENT OF CORRECTIONS**

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## PRISON RAPE ELIMINATION ACT

The Federal Government and the Utah State Department of Prison Operations, 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 USCF 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 USCF facilities, the number is (801) 522-7899. 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 ensure 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.

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

The Americans with Disabilities Act prohibits a correctional facility from discriminating against an inmate on the basis of a disability in the facility's programs, services or activities. The Department is required to make reasonable modifications and accommodations to existing policies, administrative directives and procedures to allow qualified inmates with disabilities the same opportunities as non-disabled inmates to participate in Department programs, services and activities, unless doing so would be an undue burden on the Department, jeopardize the safety or security of staff, inmates, or others, or would result in a fundamental alteration in the nature of a program or activity. The Department has many accommodations and auxiliary aids/devices available to ensure that inmates with disabilities have equal access to the facility's programs, services and activities.

Upon intake, you will be given an assessment by medical staff to determine if you have a disability that limits a major life activity. If you have no impairment upon intake, but feel you've developed a disability during your incarceration, you can request to be reevaluated by medical staff at any time.

If you feel a disability is preventing you from participating in or benefiting from a program, service or activity offered by the Department, you may request an accommodation at any time by submitting an ADA request form to the ADA Committee Facilitator. Requests for an ADA accommodation typically require the inmate to be limited in a major life activity such as walking, communicating, hearing, speaking, learning, writing, or breathing.

Inmate ADA requests will be assessed by medical staff and reviewed by the ADA Committee, which will approve or deny the request in writing. If the ADA Committee does not approve your requested accommodation, you may appeal the matter at the division level. If you are not satisfied with the division level response, you may request a final review of your request by the Department ADA Coordinator.

ADA forms are available from your housing unit managers. In addition, a copy of the Department's ADA policy and procedure is available in the Inmate Reference Manual and explains in detail the ADA process as it pertains to inmates.

Requests for medical, dental, or mental health treatment, visits, diagnosis, medication, or medical equipment are not considered ADA requests. These must be rendered through the Medical Unit by a medical professional. Clearances such as bottom bunk, bottom tier, shoes, eyeglasses, hearing aids, canes, etc. may not be considered to be ADA issues unless you are limited in a major life activity and denied equal access to a Department program, service or activity if these items are not available. 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.

To ensure effective communication with inmates who have a hearing disability, the Department will provide appropriate auxiliary aids and services free of charge, which may include: qualified sign language interpreters and oral transliterators, TTYs, video phones, note-takers, computer-assisted real time transcription services, written materials, telephone handset amplifiers, assistive listening devices and systems, telephones compatible with hearing aids, closed caption decoders or TVs with built-in captioning, and open and closed captioning of Department programs. Utah State law specifically allows the Department to charge a copayment for medical services and devices for inmates. However, an inmate may not be denied medical treatment or medical devices, such as hearing aids necessary for effective communication, on the grounds that the inmate is indigent.

## INMATE CODE OF CONDUCT

All inmates are expected and required to adhere to the following rules and regulations pertaining to the inmate code of conduct.

Inmates Shall:

respect the civil and legal rights of all persons;	not sell, trade or loan items to other inmates;	observe and abide by institutional rules;
be respectful, courteous and civil with the public, staff and each other and shall not use coarse, loud, profane or unnecessarily harsh language;	not create a health, safety, or fire hazard, (i.e., clogging of any sink, shower, drain, toilet, water line, sewage system or ventilation system);	not tamper, interfere with, alter, jam, jack, or otherwise damage or destroy a lock, locking device, locking mechanism, security device or door;
not engage in "horseplay" or the playing of pranks at any time;	not accept loans, gifts, compensations or barter from other inmates;	not be in an area where drugs, intoxicants, or alcohol are being used;
not engage in or incite a riot (create or engage in a disturbance of Correctional operations);	request clarification from staff on unclear instructions, orders, policies, procedures, etc.;	not commit a sexual assault or make a verbal, physical or written threat of sexual assault;
not participate in, giving or receiving indelible mark upon the body through scarring or pigmentation of the skin;	not interfere with an investigation, make false statements, or provide false identification;	not engage in or encourage others to engage in prohibited sexual activities, homosexual activities or indecent exposure;
not purchase, bargain, etc. for items belonging to another inmate;	not be in the possession of any weapon;	not be in possession or use of a firearm, explosive weapon, or infernal device;
not resist arrest or required movement or refuse a direct order;	not commit forgery, embezzlement, or theft;	not have any involvement in the setting or maintaining of any fire;
not commit robbery;	not fight;	not take any hostage;

perform assigned duties or tasks promptly as directed and as required by law and consistent with institutional policy and procedures;	not commit assault and battery, assault with a deadly weapon, or assault with a bodily fluid or bodily waste;	not commit any act chargeable as a crime under the laws of the State of Utah or the United States of America;
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 in an inappropriate manner;	not engage in discussions or debates nor speak disparagingly of the nationality, race or beliefs of any persons to the detriment or safety, security, management or control of the institution;	not use any disguise or mask, or be in possession of any correctional staff members', volunteers' or private citizen's clothing, any part of any official uniform or ID other than personal inmate ID;
not engage in disorderly conduct or recklessly endanger another.	not commit an offense with one or more other people;	not use any vehicle, tool, device or object without authorization; and/or
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;	not interfere with or fail to attend count, by being out of place or abusing passes or have unaccountable absence;	not make obscene gestures, or use any derogatory language, toward any employee, volunteer, or agent of the Department or toward any non-inmate;
not deliberately damage, lose, destroy state property or the property of another;	not escape, attempt to escape or plan an escape;	not be involved in gambling, loan sharking or extortion;
not use equipment, facilities, supplies, etc. for anything other than the purpose for which it was intended or without proper authorization;	not fail to take medication as prescribed, or fail to turn in prescribed medications, or have unauthorized possession of prescribed medications;	not engage in or encourage others to engage in any form of sit-down, slowdown or work stoppage for any reason, against the institution;
not have unauthorized possession of any tools or materials;	not intentionally cause the death of another;	not misuse the administrative review process;



<p>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;</p>	<p>not violate any contract, any community release agreement, classification, day pass agreement or any other agreement involving a community release agreement;</p>	<p>be provided by the institution with an identification (ID) card to be maintained in their personal possession when away from a designated housing unit;</p>
<p>not adulterate or alter any food or drink; not abuse the mail, telephone or visiting privileges;</p>	<p>not manipulate housing assignment by use of violent, threatening, or disruptive behavior;</p>	<p>not be in possession of stolen property and/or obtain goods under false pretenses;</p>
<p>not be in the possession of any item that may be considered contraband;</p>		
<p>not encourage participation 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 or which compromises a member's professional role; Revised 8/27/12 FD22/02.03</p>		
<p>not become involved with or become a member of any organization, association, movement, group, gang or combination which has adopted a policy of advocating violence or acts of force to deny others their constitutional rights, advocating racial or religious discrimination as a political philosophy or objective, or threatening the safety, security, management or control of the institution;</p>		

## 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 OMR referral or 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. Bedding shall not be used as curtains, rugs, or for any purpose other than its intent.
2. **Floor:** Mopped daily concentrating on corners and toilet area. Not to be cluttered with clothes or anything else.
3. **Light:** No light covers are allowed. Light should be in place and secure. Nothing shall be hung from the light fixture.
4. **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
5. **Mirror:** Shall be cleaned daily. Nothing is to be attached to the mirror, including personal mirrors.
6. **Washbasin:** Shall be cleaned daily inside and out. No soap residue shall be present on the inside or outside of the basin.
7. **Walls:** Nothing shall be attached to the walls, except as approved by the Deputy Warden/designee. Walls will be painted one solid color that is approved by the captain. Bulletin boards will be of a uniform size and placement.
8. **Window:** Shall be cleaned regularly to maintain visual cleanliness. Covers or obstructions of view out the window shall not be permitted.
9. **Window Sill:** Shall be cleaned or dusted on a daily basis. Nothing will be stored on the windowsill.

## **CHAIN OF COMMAND (ADMINISTRATION STRUCTURE)**

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

<b>Officer</b>	<b>Division Deputy Director</b>
<b>Sergeant</b>	<b>Division Director</b>
<b>Lieutenant</b>	<b>Executive Deputy Director</b>
<b>Captain</b>	<b>Executive Director</b>
<b>Deputy Warden</b>	
<b>Warden</b>	

## **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:

<b>0000 hrs (12:00 am)</b>	<b>1200 hrs (Stand Up count)</b>
<b>0200 hrs (2:00 am)</b>	<b>1700 hrs (5:00 pm)</b>
<b>0400 hrs (4:00 am)</b>	<b>2100 hrs (Stand Up count / 9:00 pm)</b>

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.

## **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 loudspeakers. Evacuation plans and routes are posted on the housing area bulletin boards.

## **LAY DOWN SIREN**

When there is a disturbance a siren will sound. If you are in an area and you hear the siren you are to immediately lay on the ground face down with your fingers interlocked on your head. If you do not get down you will be perceived as a part of the disturbance and force will be used according to the use of force policy. Once you are on the ground you will wait for commands from responding Officers.

## **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.

## **DISCIPLINARY PROCEDURES AND SANCTIONS**

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 Appeals Hearing Office 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.

# 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.

## DNA TESTING

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 Prison Operations 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.

# GRIEVANCES

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, classification decisions, ADA decisions, PREA incidents, or other matters outside the Department's jurisdiction or governed by a separate process.

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 seven business days of knowing that a grievance exists. The inmate places the original form in a grievance envelope addressed to the appropriate Level One Grievance Coordinator 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 proceed to Level Two.

## **Level Two, Formal**

The inmate completes a Level Two Grievance Form explaining why the Level One Response is unacceptable within five business days of receiving the Level One Response. The inmate places the completed form in a grievance envelope addressed to the appropriate Level Two Grievance Coordinator and places it in the facility mail drop. The responsible facility or bureau has 21 business days to respond and attempt to resolve the grievance.

If the grievance is not resolved at this level, the inmate may proceed to Level Three.

### **Level Three, Final**

The inmate completes a Level Three Grievance Form explaining why the Level Two Response is unacceptable within five business days of receiving the Level Two Response. The inmate places the completed form in a grievance envelope addressed to the appropriate Level Three Grievance Coordinator and places it in the facility mail drop. The Department has 21 business days to respond and attempt to resolve the grievance.

Once an inmate's grievance has been denied at Level Three, the inmate's administrative remedies have been exhausted.

## **INMATE PLACEMENT PROGRAM**

### **County Jails—IPP**

IPP has a contract with 20 county jails statewide to house state inmates. An inmate may be sent to a county jail for housing at any time. While in a county jail, the inmate is bound by the policies and rules of that jail. IPP Case Managers are in the jail regularly to see state inmates. Most male inmates are screened for county jail placement at R&O. Many female inmates are also sent to county jails. County jails offer education, programming/treatment classes, 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 Case Manager 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 Case Manager for a list of participating countries and the requirements involved.

## **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 canceled due to any emergency situation.

## **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. Inmate access to attorneys and legal counsel, except for exigent circumstances, shall be through: correspondence, attorney visits at the prison, telephone (ICS) and contract attorney appointments on appropriate matters.

## **Contract Attorneys**

The Department of Prison Operations 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!** In exigent circumstances, attorneys may be allowed to call an inmate if coordinated and approved by the warden'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:  
**USCF: 801-522-7001      CUCF: 435-528-6017**
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 to the Warden's office for approval. The Warden's office will need to verify the attorney of record information.

## **MAIL**

Mail delivery 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

<b>Utah State Correctional Facility or USCF</b>	<b>Central Utah Correctional Facility or CUCF</b>
PO Box 165300	PO Box 550
SLC, Utah 84116	Gunnison, Utah 84634

### **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 Receiving and Orientation (R&O). You will have to wait until you are placed into 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 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.

### **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:**

**Access Corrections – Utah DOC**  
P.O. Box 12486  
St. Louis, MO 63132

There is a money order deposit form that should be included with the money order/check. The money order deposit form can be found on the Access Corrections website.

The website to make internet deposits and print the money order deposit form is [accesscorrections.com](http://accesscorrections.com)

According to the [corrections.utah.gov](http://corrections.utah.gov) website, the fees associated with making deposits are:

\$6.95 for phone and internet deposits  
\$3.00 for cash transactions at the kiosks  
\$3.95 for debit/credit cards transactions at the kiosks

A KIOSK is available in the Screening Center at USCF.  
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 or will take cash; 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.

## **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.

## GRAMA REQUESTS

Inmates are allowed a maximum five (5) approved GRAMA (Government Records Access Management Act) records requests per year that are specifically related to the inmate. Requests for records are processed at charge .25 per page, as allowed by statute. Each request must be completed on a GRAMA Request Form with a completed Money Transfer or a staff signature verifying indigent status. If neither is completed correctly, the form will be returned to the inmate for correction. Requests are processed within ten (10) business days of receipt. If additional time is required, the inmate will be notified with an extension. Statute requires the Records Officers classify documents “public”, “private”, “protected”, or “controlled.” Inmates are allowed access to public and private records. However, redactions are made to protect the privacy of other individuals. Protected and controlled documents can only be released with a court order or subpoena.

## COMMISSARY

To order items from a commissary bubble sheet, the 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.

Where available, commissary items may be ordered using a kiosk machine.

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 or electronic order is filled out incorrectly.
4. Only one bubble sheet or electronic order 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 or electronic order 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.

## **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.



## **Feminine Hygiene Products**

Female offenders are provided with unlimited feminine hygiene products (pads and tampons) at no cost. Feminine hygiene products are readily available on all female housing units.

## **TABLETS AND KIOSKS**

Tablets are tools provided to offenders to assist in working on their reentry into society. The tablets provide the opportunity to connect with community providers, case managers, Religious services, Medical, and other staff throughout the institution. The tablets also provide opportunities to enhance the offender's self through programming and educational classes and library books. Additionally, tablets are a source of entertainment through the use of music and games.

Kiosks are tools provided to the offenders to assist in ordering commissary and assist in checking their account balances.

## **UTAH CORRECTIONAL INDUSTRIES (UCI)**

### **Working During Incarceration**

Incarcerated individuals who meet qualifications may apply for a job in the facility. Jobs are available in the living unit, working for the facilities division, as support in classrooms for programs, or in Utah Correctional Industries (UCI) for both men and women. These work opportunities pay a stipend that is applied to your inmate account. UCI operates 12 businesses producing products and services such as furniture, seating, construction, printing, scanning, and signs to name a few. UCI has developed operations that provide training and skills through hands-on experience and industry standard instruction. Similar to life outside the prison, you will fill out employment applications for current job availability. People who meet the minimum qualifications are interviewed. Job placement is determined by a person's history, privilege level, and performance in the interview. Once given a work opportunity, individuals will sign an agreement and are expected to learn and understand the operation, machinery, and work philosophy. Participants are given every opportunity to learn the latest standards and industry practices. Inmates can learn manufacturing techniques, operations management,

purchasing, computer programs, customer service, construction trades, and many other skills that can be used to secure a good job after release.

## HEALTH CARE

### *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, or by completing an electronic health care request on a kiosk machine where available. 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, mental health, optical, and dental appointments. Inmates may obtain a health care request form from the housing unit officer, or have access to an electronic form on a kiosk machine where available. The completed paper form (with a description of the complaint/need) is put in the medical drop box or handed to a medical staff at the pill line. Medical staff review the forms and make appointments. Medical staff then notifies the inmate when their appointment is scheduled. Notification of an appointment are to be posted in the housing areas the night before scheduled appointment(s).

Fees will be charged for inmate-initiated medical services. An inmate shall not be denied medical treatment if unable to pay the copayment 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 the Department of Prison Operations decision.

## HEALTH CARE – MENTAL HEALTH

Inmates may have access to Mental Health by filling out a health care request form and depositing the form in the sick call box, or by completing an electronic health care request form on a kiosk machine where available. Inmates may also be referred to Mental Health by any UDC staff member.

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 UDC staff members. Any inmate housed at the Utah State Prison may be referred to psychological or psychiatric services as well as other resource areas.

### **Medical Privacy**

The Department protects your privacy in line with Utah state statute. If you desire a third-party to be able to access your medical information, please complete a limited power of attorney/release of medical information form and get it notarized by your case manager. This form should be offered during intake, but you can also reach out to your case manager at any time if you wish to obtain this form, to change your contact, or to withdraw your authorization. Completing this form will allow the Department to discuss more of your medical status and details with your loved one, or any third-party of your choosing. This form is permanent, meaning the person you designate will have access to your medical details unless you specifically request to withdraw that access at a future date. This form will *not* give that person authority to take any other actions or gain access to non-medical private information (e.g. they will not be able to make financial decisions, dictate the course of your medical treatment, and so on). If your designated contact wishes to confirm your medical status, or to receive basic medical information at any point, they can contact the medical information line. The operator will review and confirm your authorization form before any details from your medical chart are provided.

### **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.

There is no co-pay for Health Care Requests submitted for Medical, Mental Health, Optical, Dental, etc.

\$0.00 copay 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 \$100 (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 \$100 (crutches, walkers, etc.).

Medical supplies and equipment that are purchased for you, and become 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, tracheostomy 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.

Inmates are responsible for 100% of the costs related to dentures or partial plates. In addition, only one set or partial denture will be ordered per patient every **10** years.

50% of the cost for any medical supplies – shoes, pillows, braces, prosthetics, etc.

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.

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

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

## **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, canceled, 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, suspension from visiting and possible disciplinary action,
4. When processing through the Reception and Orientation unit, potential visitors may start the process of submitting their visiting applications. Visiting request forms may be found online at [corrections.utah.gov](http://corrections.utah.gov) and selecting the **Visitation** tab.
5. The potential visitor shall attach the appropriate person documentation, as described on the back of the application form, or as specified by Visiting Staff.
6. Forms may be scanned and returned via email to [uspvisiting@utah.gov](mailto:uspvisiting@utah.gov) or [cucfvisiting@utah.gov](mailto:cucfvisiting@utah.gov)
7. Inmates who return to the prison shall be required to have their potential visitors reapply for visitation prior to receiving any visits.
8. Visits may be denied if a prospective visitor has an extensive and/or recent history of criminal activity.
9. A visitor's name shall be on an approved visiting list before visits shall be permitted.

10. 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,
11. Inmates and the escorting adult visitor are responsible for the behavior of visiting children.
12. 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.
  
13. Visitors who have approval to be on more than one inmate's visiting list, shall only visit with one inmate per visiting session. The Warden/designee may make exceptions. Exceptions shall be in writing and approved on a case-by case basis.
14. An inmate may remove an individual from his list by filling out a Removal Request Form and forwarding it to visiting staff for processing.
15. Visitors removed from a visiting list may not be reinstated for a 90-day period without approval of the visiting staff.
16. Inmate's or visitors wishing to appeal a visiting decision will need to write to the Deputy Warden/designee of Security.
17. Visitors attempting to introduce contraband onto prison property are subject to criminal prosecution and shall be banned from visiting
18. Requests for special visits must be initiated by the inmate through the Visiting Department.
19. Visitors may apply for video visitation at [corrections.utah.gov](http://corrections.utah.gov) and follow the video visit link.
20. A maximum number of five visitors, including minors, will be allowed to visit an inmate per visiting session. Depending on housing location and visiting space available, in many cases fewer than five people are permitted.
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.

## **BOARD OF PARDONS & PAROLE**

### **HEARINGS**

The Board of Pardons and Parole (Board) conducts personal appearance hearings to consider an individual's sentence(s) for the first time and may use the hearing to consider whether an individual's release is appropriate, and to review or determine an individual's readiness for release. Individuals are scheduled for an original hearing according to the nature, severity and degree of offense, and sentence for which the individual was committed to prison.

Unless extraordinary circumstances exist, within six months of commitment to prison, the Board will give notice of the month and year in which the individual's original hearing will be scheduled. Individuals who are sentenced to death or life without parole are not granted an original hearing.

When an individual is given a parole date by the Board, that date can be rescinded at any time before release in accordance with the Board's rules. If the Board rescinds a date, the individual will be given a hearing to discuss the rescission unless the rescission is because the individual has no approved address after prison release or no space is available at a Community Correctional Center (or CCC). Those individuals will only receive a hearing if the parole date is rescinded longer than 30 days.

When an individual is sentenced for an offense related to a death (e.g., 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 individual's commitment to the prison. In setting an original hearing in such cases, the Board considers 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 schedule below applies. The Board typically does not deviate from this schedule of hearings. A hearing may be rescheduled, for example, if the health of the incarcerated individual prevents holding the hearing. Please note that this schedule sets the minimum amount of time an individual will generally serve before having an original hearing. This schedule should not set the expectation that individuals will have their original hearing after the minimum time.

Inmates are not allowed to call the Board of Pardons directly.

<b>Offense Level and Category</b>	<b>Original Hearing Schedule</b>
<b>1st Degree Felony</b>	
Greater than 15 Year Minimum	After 15 years incarcerated
10 – 15 Year Minimum	After 7 years incarcerated
Less than 10 Year Minimum	After 3 years incarcerated
<b>2<sup>nd</sup> Degree Felony</b>	
Sex Offense	After 18 months incarcerated
Non-sex Offense	After 6 months incarcerated
<b>3<sup>rd</sup> Degree Felony</b>	
Sex Offense	After 12 months incarcerated
Non-sex Offense	After 3 months incarcerated
<b>Class A Misdemeanors</b>	After 3 months incarcerated

## **PROGRAMMING**

During the R&O process, a Correctional Case Manager will meet with you and go over the areas covered in this handbook.

Once you complete the R&O process and move to a general population or maximum security housing unit you will be assigned a case manager. They will meet with you based on your standard of supervision every 30,45,60 or 90 days and work with you on the following.

Case Action Plan (CAP) your permanent case manager will meet with you and update or create your case action plan within 90 days of your prison commitment. Your case manager will evaluate your Risk Assessment and help you to create a CAP that will target your highest risk areas. CAPs could include programming classes, education classes, vocation trades, Carey Guides, and Treatment Programs such as Substance Use Treatment, Sex Offender Treatment, etc.

Institutional Progress Report (IPR) When you receive a hearing date to see the Board of Pardons, your case manager will provide you with an IPR for you to fill out and return to them. This information will be used to create a report that will be sent to the Board to assist them in deciding your incarceration length. This report will include all the classes and programs you have attended, and any disciplinary infractions you have had during the incarceration period.

Level of Service/Risk Needs Responsivity assessment (LS/RNR) This assessment will be completed at least annually to determine your very high, high, medium, and low-level risk areas. This will help build your CAP and determine which programming classes and programs will benefit you the most while incarcerated.

Programming Classes, there are a variety of classes that you can take while incarcerated. With the help of your case manager, you will have the opportunity to enroll in both core classes that target your highest risk areas, as well as many elective classes that are more hobby oriented.

Notary Services The Programming division case managers provide notary services. Please follow the process set up for the facility you live in. You may need to ask your OMC or assigned case manager what the process is.

## **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 are 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.

If you require a special or medical diet, please follow the following steps:

1. If the inmate has any previously documented allergies or medical dietary restrictions that are known, they may sign the medical information release form with medical staff to initiate the process.
  - a. Medical will verify the information and approve the special diet.
2. If the inmate does not have any previously documented known allergies or medical dietary restrictions, the inmate must schedule an appointment with the medical provider and determine if the allergy or medical dietary restriction is legitimate. If approved, they would be added to the approved special diet listing.

## **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, Islamic Services, Native Services, LDS Institute, etc.

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

Religious symbols or medallions that are approved may be worn based on the inmate's classification and housing assignments. Inmates may obtain an item by requesting it through religious services or Chaplain. 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.

## **TELEPHONES**

Telephone privileges are designed to supplement, not replace, regular correspondences.

### **Application and Guidelines**

1. Inmates shall complete the Inmate Telephone Request form that is available in R&O and each housing unit.
2. Telephones are available for inmate use based on the individual facility's needs.
3. 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.
4. Inmate calls to attorneys shall not be monitored. Applying for legal calls will follow the same process as personal calls with the exception of listing it as "Legal" under the "Relationship to you" portion of the application.
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. Phone conversations shall be in English unless prior authorization has been obtained from the inmate's housing unit administration.
7. Inmate phone account deposits can be found on an Offenders bi-weekly IFAO statement. Phone account balances can be accessed through the telephone system by following the prompts.

### **Telephone Conduct**

1. Inmates shall not engage in threatening, harassing, foul, or abusive calls.
2. Misuse of telephone equipment shall **not** be permitted and may be subject to disciplinary action.
3. The use of the telephone is a privilege which can be lost by misuse, abuse, and/or violation of rules and regulations.
4. Phone privileges may be blocked for disciplinary/privilege matrix reasons to include selected numbers that have been misused, to the entire phone privilege.
5. 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.

6. Credit card calls and third party billings are prohibited,
7. Inmates shall use only their assigned PIN number to make phone calls. An inmate using another inmate's PIN number to make phone calls is subject to disciplinary action.
8. For additional information on the use of telephones, inmates should contact their housing unit administrator and or access the policy reference library.

## **AP&P TRANSITION TEAM**

AP&P has transition agents at each state correctional facility.

1. They will make contact with you when you are within four months of your release date. They will assist you in getting your requested address approved by the field agents.
2. Please have complete address and contact information ready for them
3. They can also assist you in getting several forms of support set up for your release. If you qualify, they can assist you with Treatment Resource Centers, Parole Access to Recovery, Vivitrol funding, Drug Offender Reformation Act funding, Social Security/Disability, Medicaid, Veterans Affairs benefits, a Utah birth certificate, employment assistance and other resources
4. If you are housed in a county jail you will work through your Correctional Case Manager to access the Transition Unit.

## **PRE-RELEASE OFFICE**

### **Pre-Release Office**

The Pre-release office staff assists with the release process of all offenders; the following information is to help you prepare for your release when that time comes.

1. **Gate Money-**
  - a. Gate money can be \$100 or \$50
  - b. In short, the Pre-Release Office only assigns \$100 gate money if all the following criteria are met:
    - i. Inmate is not a parole violator;

- ii. Inmate is paroling to a CCC; and
  - iii. Inmate has an average of less than \$100 on their account over the last 6 months
- c. Common reasons to deny Gate Money – if not approved by Case Manager:
  - i. Stable Address (Has a non-CCC/Treatment Center address)
  - ii. Parole Violator
  - iii. Inmate is discharging or has a detainer
  - iv. Currently has over \$100 on account
  - v. Averaged over \$100 on account over last 6 months
  
- d. Common reasons to approve Gate Money (regardless of address or PV status):
  - i. Inmate will be homeless
  - ii. Inmate is paroling to another state
  - iii. Inmate is going to a treatment center
  - iv. Inmate is mentally ill/challenged and needs additional assistance
- 2. **Inmate Accounting-**
  - a. All money that is in your inmate account will be withdrawn and provided to you by the Finance division.
- 3. **Medication-**
  - a. On release day inmates will be provided with a 30-day supply of medications that are not available over the counter.
  - b. No controlled substance medications will be given.
- 4. **Driver's License Division-**
  - a. All inmates that are releasing will be given the opportunity to receive an I.D card from the DLD prior to release.
  - b. Receiving an I.D is not required but encouraged for all releasing inmates.
  - c. If you opt-in to get an I.D it will cancel any existing driver's license that is current.
- 5. **Clothing-**
  - a. On release day an inmate will be released in any commissary clothing they have.
  - b. Paroling inmates' families can bring clothing for an inmate to parole in.
  - c. If the inmate has no clothing on release day then they will be provided with 2<sup>nd</sup> hand clothing to leave the facility in.
- 6. **AP&P Fair-**
  - a. Once inmates are released from prison they will have the opportunity to attend a fair provided by AP&P.

- b. Several state agencies and private agencies will be present to assist parolees with assistance.

### **Facial Recognition Notice**

The Department routinely captures images of inmates for security and identification purposes. These images may be used in conjunction with facial recognition technology.