

PELICAN BAY STATE PRISON SECURITY HOUSING UNIT



INMATE ORIENTATION HANDBOOK

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GENERAL RULES AND PROCEDURES FOR ALL NEW ARRIVALS TO SHU

This booklet has been developed to acquaint you with Operational Procedures (OP) and behavioral expectations in the Security Housing Unit (SHU) at Pelican Bay State Prison (PBSP). Your compliance is necessary in order to alleviate complications concerning program activities in the SHU. You are expected to review the contents of this orientation package. You are to request assistance from your Correctional Counselor or Housing Unit Officer if needed. You will be held accountable for any violation of these guidelines. Ignorance or lack of understanding is not an acceptable excuse for non-compliance.

DISABILITY PLACEMENT PROGRAM (DPP)

The DPP was created to fulfill the requirements of the California Department of Corrections and Rehabilitation (CDCR) under the Armstrong Remedial Plan (ARP). The ARP is related to the Americans With Disabilities Act. The complete ARP is available in the Law Library. The DPP is the Department's set of plans, policies, and procedures to assure nondiscrimination against inmates/parolees with disabilities. The DPP applies to all of the Department's institutions/facilities, all programs that the Department provides or operates, and to all inmates who have disabilities that affect a major life activity.

REASONABLE ACCOMMODATIONS UNDER THE DPP

PBSP shall provide reasonable accommodations or modifications for verified physical or mental disabilities of qualified inmates/parolees. Examples of reasonable accommodations available include: sound amplification devices, Telecommunications Device for the Deaf (TDD), visual magnification devices or large font copies, inmate or staff assistance, bilingual or qualified sign language interpreters, etc.

Per the ARP: ...Inmates who have a verified disability that prevents them from standing during count shall be reasonably accommodated to provide for effective performance of count. A CDCR 7410 shall be used to determine the inmate's limitations and accommodations during count which may include sitting on the edge of the bed rather than standing....

...Verbal Announcements – Staff will ensure effective communication with inmates who have hearing impairments. (DNH) when public address announcements and reporting instructions, including those regarding visiting, yard release and recall, count, lock-up, unlock, are made/issued by utilizing the Public Address System and individual notification when necessary....

VERIFYING DISABILITIES

Verification of disabilities is a function of Health Care Services. Medical verification is required for resolving requests for reasonable accommodation. An inmate claiming a disability may request an accommodation, or grieve alleged discrimination, through the CDCR Form 1824, Reasonable Modification or Accommodation Request, appeal process. The CDCR 1824 shall be readily available to inmates. CDCR 1824 forms are available from your unit staff. Departmental staff shall provide assistance to all disabled inmates requesting assistance in completing a CDCR 1824.

The CDCR 1824 will be sent to the Appeals Coordinator via institutional mail. You shall attach any relevant documentation of your disability that you have. It is the mutual responsibility of you and the CDCR to verify a disability when a request for accommodation is made. Once your CDCR 1824 is received by Medical, you will be evaluated by a Medical staff member as soon as possible.

If you request an accommodation, you must cooperate with staff's efforts to verify your disability. If your disability is verified, the Manager of Health Care Services will complete a CDCR 1845, (Verification of Disability), for your Central File. Once completed, you will receive a copy of the CDCR 1845 for your records. Keep the copy of the CDCR 1845 in a safe place for verification of your disability.

After your disability has been verified, you will receive whatever Health Care Appliance (HCA) or program modification that is allowed at PBSP to assist you in completing your basic life function.

If you require an immediate accommodation for an injury or disability, contact unit staff so that you can be examined by Medical as soon as possible and provided with accommodation(s) as needed.

ORIENTATION STATUS

- A. Upon arrival in SHU, you will be placed on "Orientation Status" and seen by the Institutional Classification Committee (ICC) or Unit Classification Committee (UCC) within fourteen (14) working days. Department Operations Manual (DOM) Section 62010.8.3.
- B. This period of orientation has been established to acquaint you with the institution and rules governing your housing. It affords you the opportunity to apprise appropriate staff members of any problems or situation that would affect your housing (e.g., enemies, etc.).
- C. During this brief period:
 - 1. Your program activities will be limited to in-cell activities, showers, case worker contact, and exercise yard.
 - 2. Interviews and other activities related to the admission process will be conducted.

CLASSIFICATION

- A. Within fourteen (14) working days, you will appear before the UCC or ICC for appropriate program assignment.
- B. If you do not appear before a Classification Committee, as outlined above, contact your Correctional Counselor by filling out an Inmate Request for Interview, CDCR Form GA-22. You may obtain this form from the attached packet of forms.

ACCESS TO COUNSELORS

- A. Your counselor will be the Correctional Counselor I (CCI) assigned to the housing unit in which you are housed.
- B. You can also contact the orientation counselor by filling out an Inmate Request for Interview, and sending it to his/her office through your Unit Officer on Third Watch during mail pick up. Your counselor will answer your request as soon as possible.

GENERAL ORDERS AND INSTITUTIONAL PROCEDURES

- A. Copies of Operational Procedures (OP), OP No. 222, Security Housing Unit, pertaining to inmates celled in SHU, are available to read in the Law Library. You may obtain non-confidential copies by submitting a request to the Law Library.
- B. All inmates are expected to have a knowledge of, and adhere to all institutional and departmental rules and regulations.
- C. Ignorance of the rules and regulations does not excuse violations of the rules and regulations.

SERVICES AT THE CELL FRONT

Your bright light must be on and uncovered for all cell front services (meals, mail, medication deliveries, escort, etc.) provided by staff. Noncompliance is considered a refusal of services on your part and will be documented as such.

ESCORT PROCEDURES

To ensure the safety and security of the institution, the following rules apply whenever you are escorted away from your cell:

- A. At your cell front:
 - You will not be removed from your cell/pod until the following have been complied with:
 1. The bright cell light will be on if you are being removed from your cell.
 2. You will submit to an unclothed body search in front of your cell/pod door.
 3. You will be placed in handcuffs before the cell/pod door is opened.
 4. All braids and or ponytails will be unfastened.
 5. When exiting cells, sallyports or holding cells, inmates are required to back out.
- B. Clothing Attire:

You are required to wear only State issued clothing during escorts. You will be instructed as to the appropriate attire prior to any escort. THERE WILL BE NO EXCEPTIONS.

C. Mechanical Restraints:

SHU policy requires that you remain handcuffed or in waist chains at all times while under escort, including brief waits in holding cells.

D. Electronic Releases:

Normally, you will be electronically released from your cell by the Unit Control Booth Officer for showers and yard release, etc., without escort.

Inmates are required to proceed directly from their cells to the area of release without stopping at other cells or conversing with other inmates. You are not allowed to pass anything to other inmates while out of your cell. The privilege of electronic release allows movement that is less restricted.

Failure to comply with this procedure will result in your placement on a more restrictive status which will require restraints and escort at all times when you are out of your cell. This restriction can be implemented at unit staff's discretion. However, this restriction can be extended through disciplinary action or with the approval of a higher authority (i.e. Sergeant, Lieutenant, Captain, or Associate Warden).

APPEAL PROCEDURES

- A. You may appeal any policy, action, or decision which has an adverse effect on you as outlined in the California Code of Regulations (CCR), Title 15, Section 3084.
- B. Appeals should be filed on an Inmate/Parolee Appeal Form, CDCR Form 602, which is green in color and should be included in your attached packet of forms. If your appeal concerns a Medical issue, pink colored Inmate/Parolee Appeal Forms, CDCR Form 602-HC, are available from the unit staff.
- C. With the exception of serious Rules Violation Reports (CDCR-115), Classification Committee actions, Classification Staff Representative decisions, and citizen complaints, complaints against staff, you must first seek relief through discussions at the informal level with the appropriate staff member who will sign the form and state what action was taken. Citizen's Complaints are to be sent directly to the Appeals Office for processing at the appropriate level of review.
- D. If you are not satisfied with the action taken informally, you may send your appeal with all supporting documents to the Appeals Office within fifteen (15) days of the action taken.
- E. Appeal forms will be placed in the institution mail for routing to the Appeals Office.
- F. If you are in need of a Reasonable Modification or Accommodation, Reasonable accommodations/modifications available to qualified inmates, e.g., sign language interpreters for due process settings, e.g., CDCR 115 hearings, medical consultation, Board of Parole Hearings (BPT), etc. The appeal should be completed on a CDCR Form 1824, Request for Reasonable Modification or Accommodation. The CDCR 1824 form, as well as forms for an inmate with developmental disabilities, is located on the Attachments form enclosed with this packet. Additional forms may be obtained from your unit staff.

12. You may receive funds through the mail. The sender should utilize a certified check or money order, payable to the Department of Corrections and Rehabilitation (CDCR), with your name and CDCR number printed in the margin. Personal checks received will be held for approximately thirty (30) days, to clear the bank, prior to being credited to your account. No cash will be accepted and will be returned to the sender.
13. Only embossed envelopes may be received through the mail. Twenty (20) embossed envelopes is the maximum that may be received, with a maximum of forty (40) in your cell at one time.
14. Mail is delivered after the evening meal, as soon as practical, every day except Saturday and Sunday. You will be required to state your name and CDCR number before mail is issued.
15. Mail will be picked up every evening by your Unit Officer on Third Watch, during the 2100 hours security check, except Friday and Saturday.
16. All stamps will be removed from incoming letters.

B. Legal Mail

1. Incoming legal mail or certified mail will be delivered by the Unit Floor Officer. The envelope will be searched and the pages of the correspondence will be inspected in your presence before the mail is given to you. Inmate must sign the Legal Log before receiving mail.
2. Outgoing legal mail to approved persons can be given to your Unit Officer. The envelope must be sealed in the presence of the officer. The officer will then sign and date the envelopes, over the sealed area, at the time the letter is accepted from you. The mail must meet the requirements under the CCR, Title 15, Sections 3141, 3142, and 3165.
3. Certified or registered mail must be accompanied by a completed CDCR Form 193, Trust Account Withdrawal Order, and will be approved and processed to the Mail Room by the Unit Counselor.

ANNUAL PACKAGES

Eligibility:

- A. Privilege group "D" inmates may receive one (1) package per year. The inmate must be privilege group "D" for 365 days to be eligible for a package, and there has to be at least 365 days between each package.
- B. All Annual Packages will be purchased and sent directly from an approved vendor. Packages received from families/senders through a non-approved vendor will also be returned to sender at the sender's expense. Package forms will be submitted for approval to, SHU, Property Room, as in the past. Following final approval, the form will be returned to the inmate. The inmate will then send the package form and a list of requested items for purchase to the family/sender or the Trust Office.

- C. The determining factor in the amount of packages an inmate may receive during any year or quarterly period is based upon the Privilege Group as specified in the CCR, Title 15, Section 3044, Inmate Work and Training Incentive Groups. Property staff will sign and authorize a package form to affirm the inmate's Privilege Group. Annual package forms are available from the SHU Property Room only.

VISITING

VISITING HOURS

Saturday 8:30 a.m. to 3:00 p.m.
Sunday 8:30 a.m. to 3:00 p.m.
Holidays 8:30 a.m. to 3:00 p.m.

HOLIDAYS INCLUDE:

New Year's Day Independence Day
Labor Day Thanksgiving Day & following day
Christmas Day

(Have your visitors call in advance to confirm Holiday schedules – schedules depend on current Institutional policy)

The Visiting Processing Center closes one hour prior to the end of visiting hours.

SHU visiting periods will be one hour. Additional time will be allotted if available. There will be one visiting period in the morning for Facility D Units D5-D10, from 8:30 a.m. to 10:30 a.m. There will be one visiting period in the morning for Facility D Units D1-D4, from 10:45 a.m. to 12:45 p.m. There will be one visiting period in the morning for Facility C Unit C12, from 8:30 a.m. to 10:30 a.m. and there will be one visiting period for Facility C Units C1-C11, from 1 p.m. to 3 p.m. There will be one visiting period for Administrative Segregation Unit (ASU), from 1:00 p.m. to 3:00 p.m. Appointments for all SHU and ASU visits must be scheduled at least 24 hours in advance and are limited to three (3) visitors, including children. Only one appointment time will be allowed per inmate per day. No extended visits afforded.

For appointments, have your visitors call (707) 465-1000, extension 5425.

Visitors are required to park their vehicles in the PBSP visitor's parking lot, which is located on the north side of the General Population parking lot. There will be a bus provided to transport visitors to and from the SHU Visiting Center. At no time shall visitors loiter or wander on institutional grounds.

APPROVAL OF VISITORS

- A. All visitors must receive prior approval before visiting. It is your responsibility to send visiting questionnaires to the person(s) you wish to have visit. You will be notified in writing when a visitor has been approved to visit. It is then your responsibility to notify the visitor of the approval to visit.
- B. If a visitor has been approved to visit an inmate at another institution within the last year, the visitor may visit at PBSP. An updated application will be requested at the time of the visitor's arrival.

- C. If a visitor has not been approved to visit an inmate at another institution within the last year, the visitor must complete an updated application to visit the same inmate at PBSP. Visitors must update their applications yearly.

Searching of Visitors:

All visitors entering PBSP are subject to a search of their person, vehicle, and property. Visitors may leave institutional grounds rather than submit to a search. However, refusal to submit to a search will result in the denial of visitation for the day. Visitors may not elect to leave institutional grounds rather than submit to a search when institutional officials possess a court issued search warrant, or cause for a search warrant arises while the visitor is on institutional grounds and the cause for the search is believed by officials to be a criminal offense.

Conduct of Visitors:

Each visitor is responsible for his/her own conduct during visits. Violation of statutes, regulations, or local procedures governing visits with inmates may result in termination, suspension, or denial of visitation. *If you are denied visitation, you will be given a reason, duration, and appeal rights in writing.*

Visiting Suspensions:

In the event of an emergency situation affecting the inmate population of the institution, the visiting program may be suspended during the period of emergency.

No Smoking Policy:

Smoking is not allowed in/on Institutional grounds.

Visitors on Parole or Probation:

If your visitor is on parole or probation, he/she must have permission from their Parole Agent or Probation Supervisor and the Warden to visit you.

Identification of Visitors:

Visitors must provide one of the following picture identifications to enter the institution:

- A. Valid California Drivers' License.
- B. Valid Department of Motor Vehicles Identification Card.
- C. Valid United States Federal Passport.
- D. Valid identification card issued by the United States Department of Justice Immigration and Naturalization Services.
- E. Valid Military Identification Card.
- F. Valid out of State Drivers' License.

Minors:

All visitors under eighteen (18) years of age must be accompanied by an approved adult visitor with a certified copy of their birth certificate with the original county seal. If the accompanying adult is not the minor's parent or legal guardian, they must present a notarized written statement

from the parent or guardian acknowledging their consent. Minors not directly related to the inmate (e.g., nephew, niece, cousin) must obtain approval from the Warden when not accompanied by their parent or legal guardian.

CANTEEN PROCEDURE

- A. Canteen draw schedules are established monthly, based upon the last three weeks of each month.
- B. There will be one draw per month.
- C. Maximum draw amount per month is \$55. This does not include special purchase items ordered from approved vendors by Trust Account Withdrawal Orders, CDCR-193.
 - 1. To initiate a special purchase, you must get a Special Purchase Order Form from your Unit Officer or Counselor. You must include a stamped envelope addressed to the vendor and a signed Trust Account Withdrawal Order. Other documents may be required depending on your order.
 - 2. Submit your request to the SHU Property Room for further processing. You are allowed one (1) special purchase per month.
- D. Canteen price lists are published monthly and are available from the Unit Officer.
- E. In order to have funds transferred from the Trust Account to the Canteen, inmates must properly fill out a Canteen Ducat. CDCR-184 form, and give the Canteen Ducat to the Unit Officer. Canteen Ducats will be distributed once per month to the Unit Officer.
- F. Order forms for canteen items will also be distributed prior to the unit's canteen draw date and picked up by the Unit Officer to be forwarded to the canteen. Canteen items will normally be delivered to the Unit on the scheduled draw date.

HOUSEKEEPING PROCEDURE

- A. Each inmate is responsible for the contents and condition of his cell. Cells are to be maintained in a clean and sanitary condition.
- B. Upon arrival into a new cell, search it thoroughly. Inform staff of all contraband and damaged or missing fixtures you may discover. You will be required to sign a Cell Inspection, Exhibit B form acknowledging the condition of your new cell. The Exhibit B form will be kept in the cell search folder for your cell, acknowledging your inspection of the cell. After you sign the Exhibit B, you will be held responsible for any damage to your cell, or contraband discovered in your cell.
- C. No magazine cut-outs, posters, or pictures are permitted on the cell walls, ceiling, doors, or light fixtures.
- D. Doors are not permitted to have coverings of any kind on them. This includes, but is not limited to, paper, cardboard, clothing, towels, etc.
- E. Makeshift shelves and/or cupboards are not permitted. No cardboard boxes or picture frames are allowed.

- F. No curtains are allowed.
- G. Towels, blankets, and other items of bedding are not to be used as table coverings or rugs.
- H. Lights are not to be covered. Lights and television sets/radios are to be turned off when inmates leave their cells.
- I. Any damage done to the interior of a cell will result in disciplinary action.

STATE ISSUED SUPPLIES AND MATERIALS

- A. You will receive an initial issue of housekeeping supplies, personal grooming supplies, and bedding upon placement in the SHU and you will receive additional supplies on a weekly basis. Supplies are delivered by the Second Watch Officers.
- B. Soap and tooth powder will be issued once per week. Toilet paper will be passed out on a weekly basis, one roll per inmate.
- C. Inmates are responsible for ensuring that supplies are not wasted.
- D. Inmates are not allowed to accumulate excess supplies or State food.

CLOTHING EXCHANGE

- A. Upon your arrival, you will receive a full complement of State issued clothing/bedding as soon as possible.
- B. Standard clothing complement for inmates in the SHU will be the following:
 - 1. Jumpsuit (2)
 - 2. Shorts, boxer (4)
 - 3. T-shirts (4)
 - 4. Blankets (2) (exchanged biannually)
 - 5. Pillow Case (2)
 - 6. Sheets (4)
 - 7. Socks (4) pairs
 - 8. Towel (2)
 - 9. Soft Soled Shoes (1) pair: Either SHU approved personal shoes or SHU approved State issued.
 - 10. Mattress and Pillow (1) each
 - 11. Washcloth (2)
 - 12. Jacket SHU Modified (1)
- C. Clothing exchange for inmates is on a weekly basis.
- D. Clothing exchange will be a one-for-one item exchange.
- E. Clothing and linen will be exchanged on Second Watch.
- F. You will be issued clothing and linen and you are responsible for maintaining these items in good condition. The SHU staff will fill out an inventory list of all items issued to you.
- G. If at any time items of altered/destroyed clothing or linen are discovered in your possession or in your cell, you will be required to sign a Trust Account Withdrawal Order,

CDCR Form 193, for the replacement amount. If you refuse to sign a CDCR Form 193 or the damage amounts to more than \$50, a disciplinary report will be submitted. If you are found guilty, you will be required to pay for the damaged items.

- H. All clothing must be clean and dry. No wet clothing will be exchanged.

PERSONAL PROPERTY

- A. You will receive your allowable personal property as soon as it has been processed by SHU Property. Inmate property is limited to six cubic feet. This includes entertainment appliances and legal material on non-active cases. One additional cubic foot of property will be allowed for active legal cases.
- B. When your property arrives, the SHU Property Room staff will remove your television/radio for inspection before it is issued and sealed, if necessary. This is to ensure that no contraband is introduced into the SHU. All appliances will have the speakers removed and will require earphones. (DOM, Section 54030.10.6)
- C. If you have any questions regarding property, packages, etc., submit an Inmate Request for Interview, CDCR Form GA-22 to the SHU Property Officer.
- D. Property you are allowed to have in your possession while in the SHU, are items that are on the approved canteen and annual package lists. These lists may be subject to change.
1. Other allowable personal property and clothing:
 - a. Dentures
 - b. Prescription glasses (No metal frames)
 - c. Legal materials - Inclusive of 6 cubic feet
 - d. Letters/papers (20 letters maximum)
 - e. Photos (no Polaroid's - 40 max., size 8 x 10 max.)
 - f. Shower thongs (1) pair
 - g. Books/magazines (10) combined. Legal books are not included in the book limit.
 - h. Newspaper (1)
 - i. Embossed envelopes (40)
 - j. Writing tablets (3)
 2. Non-expendable items:
 - a. Television/radio ear plug
 - b. Radio or television (AC Only)
 - c. Television cable
 - d. Television cable splitter (double cell only)
 - e. Medical appliances
 - f. One wedding ring.

LEGAL PROPERTY

- A. ASU, SHU, and Psychiatric Services Unit (PSU) have legal property storage areas in their respective areas. Only current cases will be stored. **Each facility is responsible for**

controlling access to this material with a legible logbook. AT NO TIME WILL LEGAL PROPERTY BE STORED IN RECEIVING AND RELEASE FOR GENERAL POPULATION, ASU, SHU, OR PSU INMATES. All incoming legal mail (including large boxed volumes of current court transcripts) sent to an inmate from an attorney will be logged into the PBSP Mailroom or the United Parcel Service (UPS) holding area located in the Support Warehouse.

Mailroom staff will deliver all legal mail to the appropriate facility. Property staff will transfer the legal mail from the Support Warehouse to the SHU Property Room. The SHU Property Officer will arrange the delivery of legal materials.

- B. Legal material will be placed in an envelope or box and sealed at the time of storage with the initials of the staff member involved. When the material is removed, the inmate will acknowledge its removal by signing it out.
- C. Inmates may not store legal property in any Property Room at any time.

SHOWER PROCEDURES

- A. You will be provided the opportunity to shower a minimum of three (3) times per week.
- B. Shower program is generally conducted on Third Watch.
- C. Showers will be ten (10) minutes in length.
- D. You will exit your cell wearing only your boxer shorts and shower shoes. You are only allowed to take soap, towel, container of shampoo, wash cloth, and a clean pair of socks and shorts from your cell. You will go directly to the shower and not loiter, or pass items to other inmates.

HAIRCUT PROCEDURES

- A. There is no barber assigned to the SHU.
- B. Hair clippers are available in each unit and will be used in the dry holding cell located in your unit. (See OP No. 222, page 23, G, (2), Accountability.)

SHAVING PROCEDURES

- A. If you wish to shave, a new disposable razor will be issued to you on shower days at the pod door. You will shave in the shower.
- B. Upon completion of your shower, you will relinquish the razor to floor staff at the pod door prior to returning to your cell.

YARD PROCEDURES

- A. Inmates housed in the SHU will be allowed a minimum of ten (10) hours of exercise yard time per week.
- B. Inmates will not be removed from the exercise yards except for:
 - 1. Use of restroom
 - 2. Illness
 - 3. Visits
 - 4. Ducats
 - 5. Committee appearances
 - 6. Need to be seen by a staff member
 - 7. Emergencies
 - 8. Disciplinary problems
 - 9. Completion of allotted yard time
 - 10. Adverse weather conditions (fog line)
- C. If an inmate requests removal from the yard, he relinquishes the balance of his yard time and may not return to the yard that day.
- D. Yard periods are scheduled seven (7) days per week and will only be canceled for:
 - 1. Implementation of fog line procedures
 - 2. Emergencies
 - 3. Lock Downs
 - 4. Order by SHU officials
- E. Inmates are allowed to take only the following items to the SHU exercise yard:
 - 1. 1 jump suit
 - 2. 1 pair of State boxer shorts
 - 3. 1 t-shirt
 - 4. 1 pair socks
 - 5. 1 pair shoes
 - 6. 1 pair of prescription glasses
 - 7. Personal thermal top and bottoms
 - 8. 1 SHU modified jacket
 - 9. Medical appliances

USE OF TELEPHONES

Telephone calls will be limited to family emergencies (death or serious illness) and must be verified and coordinated by the Facility Captain or Correctional Counselor II only. A Telecommunications Device for the Deaf (TDD), or an amplified telephone is available if you are hearing impaired or the party you will be contacting uses a TDD for communication:

RELIGIOUS SERVICES

- A. Religious services will be available to you on an individual basis.
- B. If you need to contact a chaplain, submit a request, GA-22, through your Unit Officer (specify faith). The Chaplain will respond as soon as practical.
- C. Chaplains will tour the SHU on a regular basis.

MISCELLANEOUS INFORMATION

- A. Fish lines are not permitted. A CDCR Form 115 will be issued for possession or use of any fish line. When State issued items have been used to construct a fish line, you will be charged for the cost of the item(s).
- B. Flooding is not necessary to clean your cell and is not permitted.
- C. Vector control services are available upon request if you experience roaches, bedbugs, or body lice, etc., in your cell.
- D. Electrical and plumbing problems should be referred to your Unit Officer for resolution.
- E. Musical instruments are not allowed.
- F. No handicraft/hobby material is allowed.
- G. You may not pass anything to another inmate.
- H. Tobacco products and flame producing devices are prohibited.
- I. Loud and boisterous noise levels (i.e., yelling back and forth between cells or pods) will not be tolerated. Inmates may talk between cells, but will maintain a low noise level within the units.

CELL MAINTENANCE

- A. Weekly cell discrepancy checks shall be conducted by Third Watch staff to ensure each inmate has the proper issue of clothing, bedding, and supplies. In addition, inmates shall be required to report any routine maintenance problems at this time. Failure to report discrepancies in either supplies or cell maintenance will result in delays in the correction of problems. It is essential that each inmate cooperate with staff during these cell inspections to correct discrepancies in a timely fashion.
- B. Emergency maintenance problems should be reported immediately to the cell block staff. If a plumbing or electrical problem exists which renders the cell unsafe or unsanitary, the cell occupants shall be re-housed in a cell with properly functioning facilities.

FIRE EVACUATION

Armstrong v. Davis:

5. EVACUATION PROCEDURES

Each institution/facility (DPP designated institutions, nondesignated institutions, and reception centers) shall ensure the safe and effective evacuation of inmates with disabilities.

Each institution/facility (DPP designated institutions, nondesignated institutions and reception centers) shall ensure custody staff in housing units where inmates with disabilities that impact placement reside maintain a copy of the identification card/picture for that inmate with the inmate roster, to alert unit staff of the special needs required for emergency evacuation of the inmate. Special needs may include personal notification for hearing impaired inmates, or assistance provided to vision or mobility impaired inmates in responding to emergency evacuations.

Evacuation procedures shall be effectively communicated to disabled inmates during the orientation process. These procedures shall also be incorporated into unit staff's post orders.

Inmates with impairments impacting placement who are temporarily housed at nondesignated institutions due to a change in condition or transferred in error shall be expeditiously transferred to DPP designated institutions as outlined in Section IV, D.

- A. Each inmate is responsible for familiarizing himself with the fire evacuation routes contained in this package.
- B. In the event of a fire, which requires evacuation from any or all portions of a SHU unit, each inmate shall be required to cooperate fully with any and all staff instructions.
- C. Inmates will exit the unit via the evacuation route designated by staff.
- D. In the event of a fire or other emergency serious enough to warrant evacuation of the building, the following procedures will be implemented:
 1. In the event of a cell fire, the first cells to be evacuated shall be in the following order:
 - a. The cell in which the fire occurs
 - b. The adjacent cells
 - c. The cells directly above the cell in which the fire occurs
 - d. The second tier
 - e. The first tier
 2. In the event of a fire other than a cell fire or related emergencies requiring emergency evacuation of the building, inmates will be released beginning with the second tier. You will be directed by staff to proceed to a secure area.

**CAUTION: PROMPTLY COMPLY WITH ANY STAFF ORDER
YOU ARE GIVEN DURING EMERGENCIES.**

HEALTH CARE SERVICES

To request health care services you must complete and submit a Health Care Services Request Form, CDCR 7362. Medical Licensed Vocational Nurse/Registered Nurse (LVN/RN) staff will

make daily rounds to each unit to pass medication. The LVN/RN staff will review the slips and address any potential emergencies immediately. The LVN/RN staff shall also have a verbal contact with the Floor or Control Booth Officers in each unit to determine if there are any immediate needs that have not been identified on a CDCR 1824, Health Care Services Request Form.

This shall further ensure that any inmate who is unable to fill out a request form shall have his medical problems appropriately addressed. Reasonable accommodations during medical appointments are available to qualified inmates, e.g., sign language interpreters for medical consultation. If you have a need for a special accommodation, include a request for the accommodation on your CDCR 1824, Health Care Services Request Form. Health Care appliances will be issued when needed.

Request for Human Immunodeficiency Virus (HIV) testing are also submitted on the CDCR 7362 (Refer to HIV booklet concerning health care information). The only exception to the normal request procedure is for emergency care which cannot wait until the LVN/RN makes rounds. Refer these emergencies to your Housing Unit Officer.

PSYCHIATRIC SERVICES

The Mental Health Department at PBSP provides assessment and intervention services across all areas of PBSP. The services which are provided include counseling to address anger management, depression and other issues; also, medication management in those cases in which such treatment is indicated. Grief counseling is also provided on an emergency basis to inmates who have lost family members. The Mental Health Department maintains specialized programs (including specific housing areas) for the provision of outpatient care and crisis management. Mental Health assessments requested for Board of Parole Hearings, Pre-Parole assessments, etc., are conducted at the request of these agencies. Inmates may request Mental Health Services by submitting sick call slips which specify the type of services which are needed, the problems which exist, etc.

ANNUAL TUBERCULOSIS TESTING

Tuberculosis (TB) has been defined by the California State Legislature as a serious contagious disease. During those same findings, the legislature set forth a set of rules to be followed by the California Department of Corrections and Rehabilitation in an effort to discover and control the spread of TB.

Effective October 8, 1993, Section 7574 of the California Penal Code (PC), requires the implementation of a Department-wide TB control program. As a result, yearly mandatory TB testing is conducted during the months of March or April. Unless you have had a previous positive TB skin test, you will be required to test.

There is no latitude allowed for religious or other reasons. The California PC, Section 7574, authorizes *INVOLUNTARY* TB testing and treatment.

In addition to annual TB testing, inmates transferring between institutions are required to submit to TB testing upon arrival and again in 12 weeks. Additional information about TB may be obtained from the LVN/RN.

LEGAL LIBRARY

All inmates assigned to the SHU may apply to use the SHU Law Library in order to ensure that they have adequate access to the courts. This procedure defines application and rules for the use of the SHU Law Library.

- A. Any inmate assigned to SHU may apply to use the SHU Law Library by completing the Law Library Access Request form, PBSP 14 Lib, and mailing it in the institutional mail to the Law Library. If you need a special accommodation under Armstrong such as magnifying lens sheet or access to large font on the computer etc., include the accommodation you need on the Law Library Access Request Form.
- B. Access will be arranged by the Law Library Staff based on a first request, first served basis.
- C. The SHU Law Library will be open Monday through Friday during Second Watch hours.
- D. Inmates may also utilize a paging/cell study system by filling out a request for material needed. This request will be forwarded to the Legal Library by Unit Staff. The material will be returned to the inmate within three to five working days, program permitting.

You must immediately obey all staff orders. Refusal to obey staff orders will result in disciplinary action.

Your cooperation and compliance with the requirements and procedures explained in the orientation package is expected. Your failure to cooperate/comply may result in delays in the providing of services and may also result in disciplinary action and/or authorized restriction of privileges. If you have any questions, please contact your Unit Staff.



M. A. COOK
Associate Warden
Security Housing Unit

10-25-10

Date

Attachments:

Visiting Questionnaire (CDCR-106)	Trust Account Withdrawal Order (CDCR-193)
Inmate Request for Interview (GA-22)	SHU Orientation Package/Fish Kit
Health Care Services Request (CDCR-7362)	Inmate/Parole Appeal (CDCR 602)
SHU Law Library Access Request (PBSP 14 Lib)	
Attachment -- Appeal/Grievance process for Disability Placement Program	
Notice: Prisoners with Disabilities (DPP) and Developmentally Disabled Program (DDP) Inmates	