
OSS Model Inmate Handbook



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INTRODUCTION

IF YOU CANNOT READ ENGLISH, OR HAVE VISION PROBLEMS THAT KEEP YOU FROM READING, ASK A CELLMATE TO READ IT TO YOU. IT IS YOUR RESPONSIBILITY TO KNOW AND FOLLOW THE RULES AND GUIDELINES IN THIS BOOKLET.

This Inmate Handbook is your guide to a better understanding of what is expected of you and those around you, while you are detained at «M_1» («M_20»). Our staff works hard to provide a safe, clean, and healthy environment for your stay. Yes, we have rules and procedures that may seem hard and over-restrictive at times. However, these rules are here to protect you, and are in-place because some inmate abused a privilege and hurt someone in the past.

I expect my staff to treat you fairly. Treat them with the respect they deserve, and they will respond in kind to you. When they do not do so, I want to know about it. I also want to know when another inmate is attempting to abuse, or is abusing, another inmate. You have access to a grievance and hearing process here at «M_20» and we expect you to use it when you have a legitimate complaint about the treatment you received while housed at this facility.

Because of the close proximity that we all live and work in, life-safety and healthy living conditions are important to us all. Keep your immediate living and working areas neat, clean, and orderly. Wash your hands regularly, and do not tolerate those that spread body fluids and trash.

Help us, help you.

«M_2»
«M_3»

SEE Something!

- Information leading to the arrest of any person committing or planning a crime in our facility could result in a reduction of your sentence, change of status, or increase in good time.
- Your confidentiality is protected.
- Forward information through the U.S. Mail or in a sealed envelope addressed to the «M_3».

SAY Something!

«M_1»
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SECTION 1 DISCIPLINE

1) Definition of Violations

- a) The act or instance of disobeying instructions, not following rules, or planning to break a facility rule.
- b) If the offense or rule violation is a criminal violation, the matter may be referred for criminal investigation or prosecution.
- c) Whether or not the offense is referred as a criminal matter, you may be subject to administrative charges and/or disciplinary action. In other words, a wrongful act in this facility may cause you to lose privileges, receive disciplinary action, and be prosecuted for a crime.
- d) The lesson is ... TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED, FOLLOW STAFF INSTRUCTIONS AND THE RULES.

2) Low-Class Violations

- a) Bartering or trading
- b) Behavior that is inappropriate or disruptive
- c) Blocking passageway or door
- d) Controlling, blocking, or limiting access to services
- e) Disobedience to instructions or lawful orders
- f) Failure to perform routine duties
- g) Filing a false emergency request
- h) Gambling
- i) Gestures or actions which are insulting, profane, or demeaning
- j) Headcount disruption, movement from position, or interference
- k) Horse playing, teasing, or verbally harassing any person
- l) Intentionally creating a health hazard, or other acts, that may be offensive to other inmates or staff, or serve no legitimate purpose
- m) Interference with the safety and security of facility operations
- n) Language that is abusive, vulgar, obscene, demeaning, or threatening
- o) Lying or making a false report to a staff member
- p) Attempting to manipulate the staff
- q) Misuse of property or equipment
- r) Noise, such as: arguing, shouting, loud talking, whistling, rattling, or pounding
- s) Passing notes
- t) Not following the posted rules or schedules
- u) Talking to public or other inmates from, or through, windows or doors
- v) Throwing objects such as food, trays, cups, clothing, personal items, etc.
- w) Violations not listed that are deemed by disciplinary officers to be a low-class violation

3) Medium-Class Violations

- a) A series of low-class violations
- b) Assigning work to other inmates
- c) Attempting control of other inmates through coercion or threats
- d) Blocking view through a security window
- e) Business operation or conduct
- f) Contraband possession in personal area, or in inmate area
- g) Creating a serious health hazard
- h) Facility damage less than \$50
- i) Facility service, program, or activity disruption
- j) Fight preparation
- k) Filing a false report
- l) Food service abuse
- m) Hiding or secreting property of another

- n) Inflicting injury upon oneself or another
- o) Lying to staff
- p) Malingering or faking an illness
- q) Medication possession, misuse, or failing to take as issued
- r) Sexually oriented material: possession or use
- s) Telephone privilege abuse or misuse
- t) Threatening others
- u) Tobacco product: possession or use
- v) Vending machine abuse
- w) Visitation abuse
- x) Writing, scratching, marking, or discoloring, walls, fixtures or furniture
- y) Violation not listed that is deemed by disciplinary officer to be a medium class violation

4) High-Class Violations

- a) A series of medium-class, or combination of medium and low-class violations
- b) Alcohol: possession or use
- c) Any other violation that is deemed a high-class violation
- d) Cellblock movement: refusal or resistance
- e) Cellblock phone, batteries, or communications device parts: possession or use
- f) Drug or mind-altering chemicals: possession or use
- g) Electrical, gas, or water use that is unauthorized
- h) Escape attempt, or aiding in an escape
- i) Facility damage greater than \$50
- j) Fighting
- k) Fire making material: possession or use
- l) Injury to yourself or another
- m) Life safety equipment: misuse or abuse
- n) Stoppage of, or placement of, foreign matters into commodes or sinks
- o) Possession or making a weapon, part of a weapon, projectile, or harmful chemical
- p) Property: destruction or misuse
- q) Riot instigation, encouragement, or participation
- r) Security or safety device interference, obstruction, or destruction
- s) Sexual or offensive touching
- t) Sexual solicitation
- u) Tattoo device: possession, use, or tattooing self or another
- v) Theft
- w) Work release violation
- x) Violation not listed that is deemed by disciplinary officer to be a high-class violation

5) Penalties for Violations

- a) Inmates suspected of criminal law violations are subject to criminal prosecution.
- b) Damaged, or lost property replacement costs may be charged to the responsible inmate.
- c) Injury costs caused by an inmate may be charged to the inmate.
- d) If guilty party(s) cannot be identified, privileges may be denied for an entire housing unit, or restored after the identity of violator(s) has been determined or penalty time expires.
 - i) Denial of privileges and/or isolation may be assessed for violation of any rule.
 - (1) Low-Class Violations Up to 3 days penalty
 - (2) Medium-Class Violations Up to 10 days penalty
 - (3) High-Class Violations Up to 30 days penalty
 - ii) Some privileges that may be denied:
 - (1) Commissary – except hygiene items and mail supplies
 - (2) Housing assignment
 - (3) Television use
 - (4) Telephone use – other than five-minute minimum per week
 - (5) Visitation period
 - (6) Work assignment

SECTION 3 PRIVILEGES

1) Commissary Privileges

- a) Commissary is a privilege available to all inmates except those involved in a disciplinary action.
- b) If disciplinary action is necessary, previously purchased commissary may be subject to confiscation and may be placed in the Inmate Welfare Fund.

2) Games

- a) Games are a privilege and are available upon request.
- b) Games may be denied due to disciplinary action or availability.

3) Inmate Welfare Fund

- a) «M_20» maintains a welfare fund for inmates for the sole benefit of inmates through the provision of addition services or items.
- b) Monies or items donated to the fund can only be used for such services as purchase of games, balls, cards, or the redistribution of donated or confiscated items that might aid another less fortunate inmate.

4) Mail Privileges

- a) Receiving mail is a privilege. You may receive mail, as long as this privilege is not abused.
- b) Mail from other inmates within «M_20», or from another correctional facility, is not allowed.

5) Telephone Privileges

- a) Phone call for more than five-minutes per week is a privilege. Additional phone use is earned by following phone use and other rules.
- b) Telephones are available at all times before lights out, except when turned-off during housing unit cleanup, headcounts, or for other exceptions.
- c) After a cell passes cleanup inspection, the phones may be turned back on.
- d) Telephone privileges may be suspended for a designated period if telephone rules are violated.
- e) Phone calls are monitored and recorded, and there is no expectation of privacy.

6) Television Privileges

- a) Television is a privilege. Viewing privileges may be suspended for a designated period of time if television rules are violated, or as part of a disciplinary action.
- b) Television viewing is available at all times before lights out, except when turned off during housing unit cleanup, headcounts or for other exceptions.
- c) After a cell passes cleanup inspection, the televisions may be turned back on.
- d) Television viewing privileges may be suspended for a designated period of time if television rules are violated, or as part of a disciplinary action.

7) Visitation Privileges

- a) Inmates not under a disciplinary restriction are allowed a 15-minute window to visit each week. An extra visitation period may be granted, in addition to the minimum one 15-minute visitation period per week, for two visits per week.
- b) Inmates serving Weekender or Periodic Detention must be serving a minimum of seven consecutive days to receive visitation.
- c) No extended visits are permitted, with the exception of Attorney-client visit.

8) Work Assignment Privileges – Trustee Status

- a) At «M_20», work is a privilege.
- b) Trustees are generally allowed more freedom of movement to perform work tasks.
- c) You may submit a *Miscellaneous Request Form* asking to become a trustee.
 - i) Consideration for this classification is dependent on many factors.
 - ii) It may take months for a final determination.

SECTION 4 PROGRAMS & SERVICES

1) Library Services

- a) The inmate library is available during indoor recreation time.

2) Program Information

- a) Programs are available to all inmates, depending on inmate classification levels, except for:
 - i) Security-risk inmates.
 - ii) Inmates under disciplinary restrictions.
- b) Inmates may request to participate in a program by completing a *Miscellaneous Request Form*.
- c) Access to program services may depend on availability of volunteers to provide the services, funding, and your placement on a waiting list.
- d) Programs available are:

<ul style="list-style-type: none">(1) Alcoholics Anonymous(2) Bible Study(3) English Lessons(4) GED Studies & Testing(5) HIV/AIDS Services(6) Home Incarceration Program(7) Hospice & Grief Counseling(8) Immigrant Services(9) Life Skills	<ul style="list-style-type: none">(10) Mental Health Wellness Services(11) Narcotics Anonymous(12) Religious Services(13) Substance Abuse Program(14) Work Programs(15) Work Release Program(16) ///Insert Additional or Remove Programs not offered///
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- e) Once approved for a program you must attend each time it is offered.
- f) Inmates are given only one chance to leave the cell and attend a program offered that day.
- g) If an inmate refuses to attend a program after approval, and the reason is not justified, the inmate's name is removed from the program roster and the inmate must reapply for future participation. Examples of justified absence include:
 - i) Court appearances.
 - ii) Verified illnesses.
- h) If an inmate needs to return to their housing unit for any reason, the inmate is not allowed to return to the program that day.
- i) If an inmate receives isolation for disciplinary action, the inmate is removed from all approved program rosters and must reapply to attend a program.
- j) Program attendance certificates may be requested, after eight attendances, by completing a *Miscellaneous Request Form*.

3) Recreation Programs

- a) You are allowed and encouraged to exercise and recreate in your housing unit. It does not require much space to exercise efficiently.
- b) Inmates are also offered:
 - i) 1-hour out-of-housing unit recreation periods three times per week.
 - ii) 1-hour outdoor recreation periods once per week, when weather permits.
- c) Recreation may be withheld from any inmate violating the rules and regulations governing recreation, or those who pose a threat to the safety and security of the correctional facility.

4) Religious Counseling

- a) Inmates may have access to the correctional facility chaplain by completing a *Miscellaneous Request Form*.
- b) Inmates may request access to their personal minister by completing a *Miscellaneous Request Form*.
 - i) As a protection to you and the facility, personal ministers must meet the facility criteria for:
 - (1) Security clearance approval that requires prior approval of about 1 week.

SECTION 5 RIGHTS

1) Attorney Access Rights

- a) You have confidential access to your attorney, by:
 - i) Mail,
 - ii) Telephone, &
 - iii) Visitation.
- b) Visits from your personal attorney do not count as a privileged visit.

2) Civil Rights Complaint Form

- a) You may request a Civil Rights Complaint Form by filling out a *Miscellaneous Request Form*.
- b) It is recommended you use *Miscellaneous Form*, *Grievance Form* or Mediation first.
- c) Inmates must file a Civil Rights Complaint Form as soon as possible after the event so that we can investigate and resolve the issue of concern as soon as practical.
- d) Failure to timely file the complaint and attempt to resolve the issue at the lowest level possible may limit your options later.

3) Court Access Rights

- a) Inmates have access to the judicial process.

4) Disciplinary Procedure Rights

- a) There is a disciplinary process established to review disciplinary actions taken to adjust and control inmate behavior.
- b) You have access to this Inmate Handbook and the penalties for noncompliance of the rules and regulations.

5) Grievance Procedure Rights

- a) Inmates wishing to file a grievance must use the following procedure:
 - i) An inmate may file an informal grievance by discussing the specific problem with a staff member. Normally these informal grievances are filed verbally with staff having contact with the inmate during routine supervision. Where and when possible, staff receiving the grievance may address the complained of condition directly. Emergency grievances, in which delay in handling could result in personal injury or other damages to the inmate, will be handled expeditiously. If not resolved at the officer level, the grievance will be passed to the «M_43» for action or subsequent referral.
 - ii) If the problem cannot be resolved through informal discussions or the inmate wishes to document the grievance for additional consideration, he may submit a written grievance to the grievance officer/board.
 - iii) Formal grievances are filed in writing and an inmate may ask for assistance from officers or other inmates in writing out the grievance on the specified form. Grievance forms and writing materials will be made available to inmates upon request. A problem that results from a specific event or action must be presented on the approved form within seven [7] days of the occurrence. Formal grievances will be accepted in a grievance drop box. On a daily basis, officers conduct rounds throughout the facility giving inmates the opportunity to drop written grievances in the box. The grievance drop box will then be sent directly to the «M_3» who will review the filed grievances and forward the same to the grievance officer/board. The grievance must:
 - (1) Be in writing,
 - (2) Clearly define the situation and the facts upon which it is based,
 - (3) Specify the wrongful act or situation and describe the harm done,
 - (4) Arise out of an act or failure to act by «M_1»,
 - (5) Address a matter within the control of the facility,
 - (6) Request a remedy that is within the power of the facility to grant,
 - (7) Be submitted within seven [7] days of the occurrence.

- (8) Include a copy of any written supporting documents or pertinent discussion, decision, and justification, &
- (9) Specify a requested remedy.
- iv) The decision of the grievance officer/board will be presented to the inmate in writing, no later than fifteen [15] days after the grievance is received. The grievance officer/board will provide for meaningful relief of a substantiated grievance, i.e., reinstatement of good time, additional visitation privileges. In order to prevent reprisals against an inmate, disciplinary action may be taken against any staff member who retaliates or attempts to retaliate against an inmate filing a grievance.
- v) Inmates may be disciplined for filing frivolous or repeated grievances that consistently have little or no merit.
- vi) Appeal of a grievance officer's/board's decision is made to the «M_3» on the same *Grievance Form* or format. The «M_3» has fifteen [15] days from the date the grievance is received to respond, and the decision of the «M_3» is final.
- vii) The facility will maintain records of all grievances filed by an inmate for at least five years after the inmate has left or been released from the facility. Grievance information regarding inmates and employees will be kept strictly confidential. In no case will information be released without the specific approval of the «M_3» or designee.
- 6) Mail Rights**
- a) You have a right to know that that there is no expectation of privacy regarding mail use in this facility and that mail may be opened and read.
- b) Inmates with mail privileges may write to anyone if the mail does not violate facility rules, state, or federal law.
- c) Inmates' rights are protected in accordance with court decisions regarding mail.
- d) Incoming mail is opened and inspected for contraband prior to distribution.
- e) Mail received from the court, an attorney of record, or a public official, is opened, and inspected for contraband in your presence.
- 7) Medical Care Rights**
- a) Inmates shall have access to necessary and emergency medical, mental, and dental care.
- b) Medical care staff complies with state licensure and certificate requirements comparable to medical staff working elsewhere in the community.
- c) Prescription medications are given as prescribed.
- d) First aid kits are available in the facility.
- 8) Program Access Rights**
- a) You have equal access to programs and services, if security and orderly detention are not jeopardized.
- b) Waiting lists are maintained on a first-come, first-serve basis.
- 9) Racial Segregation Rights**
- a) Inmates are not segregated or discriminated against due to race, creed, or national origin.
- 10) Religious Rights**
- a) You have the right to practice your religion within limits necessary to maintain institution order and security.
- b) Inmates are afforded an opportunity to participate in religious services, activities and receive religious counseling when available.
- c) You are not required to attend or participate in religious services or discussions.
- 11) Search & Seizure Rights**
- a) Inmates may be searched for contraband at any time to protect the safety of fellow inmates, staff, or institutional security.
- b) Housing unit searches may be performed at any time. Inmates are not required to be present.
- c) Inmates may be strip searched when reasonable suspicion exists.

22) Search & Seizure

- a) All cash and personal property are taken upon admission and listed on your property sheet.
- b) Any items not permitted in your area or on your person is seized, may be discarded or redistributed through the Inmate Welfare Fund, returned to inventory and disciplinary action may be taken.

23) Sexual Relations

- a) There are no sexual relations, sexual touching, or solicitation allowed in this facility.
- b) Sexual offenses that are found to be criminal are referred for prosecution.

24) Shower & Washing

- a) Inmates not under some form of related restriction shower daily.
- b) Hand washing is recommended on a regular basis, especially before consuming food.

25) Tobacco

- a) This correctional facility is tobacco-free.

26) Stealing

- a) Stealing in any manner or amount is prohibited.

27) Storage Bins

- a) All personal property is stored in the inmate «M_28».
- b) Property that does not fit in the container is considered excessive and is disposed of, transferred to the Inmate Welfare Fund, or mailed out at the inmate's expense.

28) Tattoos & Body Piercing

- a) Tattooing others or yourself, and body piercing is prohibited.
- b) Possession of tattoo supplies or equipment is prohibited.

29) Trash

- a) Trash, paper or discarded items may not accumulate on tables, floors, or other areas.
- b) Trash, paper, and other debris is placed in the proper trash containers throughout the day.

30) Uniforms

- a) Uniforms are worn properly when not in bed or taking a shower.
- b) Inmates may unbutton the top half of their uniforms and pull it down no lower than the waist area while in their housing units.
- c) A t-shirt is worn when the uniform is unbuttoned.
- d) Uniform shorts, which may be purchased from commissary, may be worn only in the housing units.
- e) A t-shirt is always worn with shorts.

31) Walls

- a) No items shall be attached to the walls, including pictures.
- b) No writing, marking, or scratches on the walls is permitted.

32) Wristbands

- a) Wristbands are always worn properly.
- b) Wristbands are shown at any time upon request.
- c) A \$5 replacement fee is charged for any damaged or lost wristbands.

SECTION 7 SCHEDULES

- 1) **Attorney Visits**
 - a) Inmates may have access to their attorneys during normal business hours.
- 2) **Cleaning Carts**
 - a) Cleaning carts are placed in the housing units twice a day, starting around **///Insert Times///**, and are moved throughout the facility until all housing areas have been cleaned.
- 3) **Commissary**
 - a) Commissary orders are turned in before **///Insert Time///** each «M_29».
 - b) Commissary will be distributed the following «M_29».
- 4) **Feminine Hygiene Products**
 - a) Feminine hygiene products are available upon request.
- 5) **Haircuts**
 - a) Haircuts are available during second shift on the «M_30».
- 6) **Inmate-Staff Meetings**
 - a) Meeting may be held twice each month to discuss inmate issues.
 - b) Times are announced beforehand to allow inmates to consider and organize issues.
 - c) A housing unit representative from most areas is chosen to attend these sessions.
 - d) The housing unit representatives need to bring their Inmate Handbooks and discussion topics from fellow cellmates.
- 7) **Laundry**
 - a) Laundry is normally picked up from housing units weekly.
 - b) Laundry is normally delivered to housing units on the following schedule:
 - i) **///Insert schedule as appropriate///**
- 8) **Lights**
 - a) Lights are turned off after last headcount.
 - b) Lights are turned on at breakfast.
- 9) **Mail**
 - a) Outgoing mail is picked up three times a day after the first headcount on each shift.
 - b) Incoming mail is passed out each day after it is processed and inspected.
- 10) **Meals**
 - a) Meals are distributed daily at approximately «M_31».
- 11) **Medication Distribution**
 - a) Medication is distributed daily at approximately «M_32».
- 12) **Nail Clippers**
 - a) Fingernail clippers are offered three times a week on **///Insert Day and Time///** headcount.
- 13) **«M_20» Office Hours**
 - a) Business office hours are normally Monday through Friday, «M_33», except holidays.
- 14) **Razors**
 - a) Razors are distributed and picked up for inventory on «M_34» after the first headcount.

SECTION 8 TRUSTEES

1) Conditions of Status

- a) Trustee status is a privilege, and not a right.
- b) Trustees must always earn, and demonstrate the trust placed in them.
- c) Actions that might be tolerated from another classified inmate, are not acceptable behavior for a trustee, and may cause loss of trustee status.

2) Contact Visits

- a) Trustees that meet the required criteria may be eligible for contact visits.
- b) There is a maximum of three visitors per visit.
- c) All visitors including children must sign-in, or be sign-in.
- d) Children, seventeen (17) and under, must be accompanied and supervised by an adult.
- e) A government agency photo ID is required for all visitors eighteen (18) years or older.
- f) Visitors may only sign-in and visit with one inmate at a time.
- g) Trustees are allowed in the visitation room only.
- h) Food or drink from the street is prohibited.
- i) Inmates must be always in sight of the officer supervising visitation.
- j) If inmates need to return to the housing unit for any reason, the visit ends.
- k) A hug and kiss are allowed at greeting and good-bye.
- l) Trustees violating any rule are subject to loss of trustee status, and disciplinary action.
- m) No passing of money, items, or other contraband is allowed.
- n) Trustees are cautioned to warn visitors not to attempt transfer of items, as they may be subject themselves to investigation and detention.

3) Hair Guidelines

- a) Hair length of males cannot touch the collar.
- b) Inmates on work detail must have neat appearances.
- c) Beards and long hair are not allowed.
- d) Ponytails are not permitted for males.
- e) Sideburns shall not be lower than the ears.
- f) A mustache cannot be lower than the corner of the mouth.

4) Kitchen Workers

- a) Trustees who accept a kitchen assignment maybe required to work seven days a week.
- b) Hair nets and gloves are required to be worn while working in the kitchen.

5) Privileges

- | | |
|---------------------|--|
| a) Casual time | g) Job skills training |
| b) Contact visits | h) Pizza parties |
| c) DVDs | i) Snacks & drinks |
| d) Electronic games | j) Storage bins |
| e) Extra ice | k) Uniforms – different from other inmates |
| f) Special housing | l) Work assignments |

6) Sentence Reductions & Earned Good Time

- a) «M_38»

7) Shoes

- a) After work assignments are made, trustees may request their street shoes from their stored property by completing a *Miscellaneous Request Form*. Street shoes will only be provided if they are needed for the conduct of the assigned work assignment.
- b) Trustees may also have someone not in the facility to bring shoes for them.

ATTACHMENT ONE
INMATE HANDBOOK

Fee Schedule

Fee	Description	Cost
Booking	<i>Charged to all persons booked, except State and contract inmates</i>	\$25.00
Commissary Account	<i>Copy of your Transaction History Report</i>	\$1.00
Copies	<i>Per Copy</i>	.10¢
Dental Co-Pay	<i>Per Visit (non-emergency)</i>	\$20.00
Housing	<i>Daily (except state or contract inmates, & work release)</i>	\$20.00
Hygiene Kit	<i>Per Additional Kit (1 month at no cost to indigent inmates)</i>	\$2.00
Inmate Handbook	<i>Lost, Damaged, or Abused</i>	\$5.00
Legal Research	<i>Per Hour (billed to the ¼ hour)</i>	\$35.00
Notary Service	<i>Per Signature</i>	\$2.00
Physician Co-Pay	<i>Per Visit (non-emergency)</i>	\$20.00
Prescription Co-Pay	<i>Per Prescription (non-emergency and on formulary)</i>	\$3.00
Sick Call Co-Pay	<i>Per Visit (non-physician & non-emergency)</i>	\$5.00
Weekender	<i>Per Day (all fees included)</i>	\$30.00
Work Release	<i>Per Day (all fees included)</i>	\$30.00
Wristband Replacement	<i>Per Replacement</i>	\$5.00
///Insert or Remove	services and/or fees as appropriate///	

Sick Call & Medical Attention Request Form

(PRINT ONLY)

TO BE COMPLETED BY INMATE: Please complete the top half of the Sick Call & Medical Attention Request Form and return it to the correctional officer and/or medical staff for submission and review by the medical staff. The medical staff will arrange for you to be seen by the appropriate medical staff member. You will be charged in accordance with the medical co-pay system at this facility.

NAME: Last, First	DATE:	CELL:

Complaint/Problem:

How long have you had this problem?

X
Inmate's Signature

Date

For Office Use Only

Note Patient's Vital Signs: Temp. _____ Resp. _____ Pulse _____ B/P _____

Instructions/Assessment: Document your findings, Inmate's responses/actions:

Issue:	X	Notes:
<i>Received Orders – thru Treatment Protocols; via telephone, or verbal order</i>		

SEE Something!

- Information leading to the arrest of any person committing or planning a crime in our facility could result in a reduction of your sentence, change of status, or increase in good time.
- Your confidentiality is protected.
- Forward information through the U.S. Mail or in a sealed envelope addressed to the «M_3».

SAY Something!