

Alaska Department of Corrections



Point Mackenzie Correctional Farm *"Cultivating a Positive Future"*



Prisoner Handbook
Revised 2020

DEPARTMENT OF CORRECTIONS MISSION & VISION

The Alaska Department of Corrections provides secure confinement, reformative programs, and a process of supervised community reintegration to enhance the safety of our communities.

We are trained professionals committed to a safe, open and respectful organization. We are dedicated to public safety and will always respect the rights and dignity of victims of crime. Offenders in our charge will be treated in a safe and humane manner and will be expected to enhance their ability to reform every day.

INTRODUCTION

This handbook provides information regarding prisoner programs, rules and regulations. It is very important that you take time to read and review this handbook to assist your transition and use this as a guide since this handbook explains your rights and responsibilities. You may seek clarification on any issue or concern related to this handbook with any of the Point Mackenzie Staff.

Changes are made to this handbook as needed. Any changes made will be posted on the prisoner bulletin boards, law library and areas frequented by prisoners. Prisoners who seek accommodation(s) for a disability or access to services should contact the Shift Supervisor.

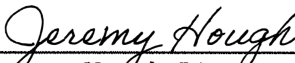
This handbook is not intended to be a legal document. For legal information, consult the Alaska State Statutes, Alaska Administrative Codes and/or Alaska Department of Corrections Institutional Policy & Procedures.

We believe that a minimum of rules and a maximum of information will be the spirit for understanding the mission and goals of Point Mackenzie Correctional Farm for your success.



Tomi Anderson, PMCF Superintendent II

4.10.2020
Date



Jeremy Hough, Director of Institutions

09/23/2020
Date

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FACILITY MISSION STATEMENT

The mission of the Point Mackenzie Correctional Farm (PMCF) is to complement the Department of Corrections (DOC) by functioning as a transitional link between traditional correctional facilities and the community. It is our goal to provide an opportunity for prisoners to work productively and acquire or improve on their work ethic and occupational skills. PMCF resolves to:

- Provide opportunities for the prisoner to demonstrate responsibility for himself.
- Afford viable work opportunities for the PMCF prisoner population.
- Offer educational opportunities to obtain a General Educational Development (GED); to expand life skills and vocational skills through farming, mechanics, building maintenance, heavy equipment operation, basic computer operation, building construction and maintenance.
- Contribute assistance to the community through involvement with local community service projects.

PMCF's ongoing effort is the development and expansion of a non-traditional minimum security/custody facility for incarcerated men that provide work opportunities within a structured environment, while continuing to provide for quality animal husbandry and the development of viable produce and crops for statewide correctional use.

RECEPTION

Upon arrival at PMCF, you are assigned a housing unit and room. Additionally, you will receive an orientation briefing on the day of your arrival, which you are required to attend. PMCF is an open setting that a prisoner could "walk away from." If you go past the posted signs or beyond the areas described in "Boundaries" of this handbook, you will be subject to disciplinary action [22 AAC 05.400 (b) (3) escape or evasion from custody].

ORIENTATION - Reference (Ref) DOC Policy & Procedures (P&P) 811.08

Rules and regulations will be reviewed. Orientation will include a brief overview of the following:

1. Institution rules and regulations.
2. Disciplinary process.
3. Classification process.
4. Appeal and grievance procedure.
5. Work and employment programs.
6. Housekeeping, sanitation and inspection requirements.
7. Educational programming and testing.
8. Health care.
9. Emergency, fire and safety.
10. Correspondence and visiting.
11. Property.
12. Prisoner fund account/draw.
13. Facility boundaries.
14. Recreation/library program.
15. Religious programs.
16. Telephone access.
17. Prisoner Rape Elimination Act (PREA).
18. Prisoner store.

BOUNDARIES

Unless you are on an authorized work detail, you must remain within the main compound. The main compound's boundaries are defined as:

1. East to West: Between the road separating the ball field from the ATCO housing units, and the signs posted on the road by Shift Office going to Houses 1 and 2.
2. North to South: Between Greenhouse 1 and the road traversing East to West from the ATCO housing units to the ALAMO Building.



3. After dark or 2100 hours, you must remain in the central camp area.
4. At no time are you allowed within 200 feet of the wooden fence line surrounding the perimeter of the facility, except when you are assigned to an authorized work detail with staff supervision.
5. Prisoners may only reside in the housing unit they are assigned to. There will be no visiting Housing Units that you are not assigned to.
6. Any work details outside of these boundaries are to be cleared with the on-duty Shift Supervisor.
7. Any prisoner found beyond the listed boundaries will be charged with escape under 22 AAC 05.400 (b) (3). No exceptions.
8. If you leave the grounds, you will be charged with a felony escape, not a walk-away. Additionally, prosecution will include any individual(s) who assists in an escape.
9. It is your responsibility to know which areas in the institution are unauthorized. Updated information on authorized and/or unauthorized areas will be posted on the bulletin boards.

UNAUTHORIZED AREAS

1. Staff parking lot.
2. Shift parking area.
3. Inside the Shift Office or Administration Building unless requested.
4. Any housing unit, bathroom, telephone or laundry areas you are NOT assigned to.
5. Any work areas you are not assigned to.
6. Any livestock barns, corrals, livestock pens, gravel pit, scrap yard, shipping containers, greenhouses, apple orchard, strawberry/raspberry patches or any other unauthorized building or area.
7. Past the off-limits sign posted at the end of the runway; and the off-limits sign posted between Houses 1 and 2.
8. Any area marked with *red danger* or *yellow caution* tape or otherwise set "OFF-LIMITS" by staff.

PRISONER LOCKS & KEYS - Ref DOC P&P 811.05

All prisoners are issued room keys. You are responsible for securing your room and/or your property when you are not present. Giving or loaning your assigned key to any other prisoner is a violation of institutional rules; doing so subjects you to disciplinary action. Lost keys (\$5.00) and locks (\$8.00) will be replaced at your expense.

PRISONER IDENTIFICATION - Ref DOC P&P 806.04

All prisoners are issued a mandatory identification card. The identification badge must be kept on your person at all times and clipped inside the upper right vest pocket. Prisoners must present their identification badge whenever a staff member requests to view it, count, commissary, prisoner store, & etc. Alteration or destruction of the identification badge is considered a C-6 infraction, "tampering with or blocking a locking or security device." Should your identification badge become worn or damaged through normal usage and needs to be replaced, please send a Request for Interview (RFI) [DOC Form 808.11A] to the Shift Office. Lost identification badges will cost \$5.00 for replacement. Note: Due to the farming environment, you must keep your identification badge in your upper right top vest pocket and not hanging from your clothes or neck.

ROOM CHANGE

To request a "Room" change, submit a completed RFI (DOC Form 808.11A) to the Shift Office; however, you must wait for approval before making the move.

FOREIGN NATIONALS - Ref DOC P&P 811.15 and 818.11

The arrest and detention of foreign nationals, as well as the policy governing the transfer of foreign nationals to their home countries is addressed in the policies listed above.

FACILITY COUNTS

COUNT PROCESS

There will be numerous counts conducted daily. Intentional interference with a count is a high moderate infraction. Formal and informal counts are conducted by security staff at specific times and designated locations.

<u>Time</u>	<u>Location</u>	<u>Type</u>
0000	Assigned Room.	Lockdown - Formal count.
0200	Assigned Room.	Lockdown - Formal count.
0500	Assigned Room.	Lockdown - Formal count.
0600	Assigned Room.	Lockdown - Formal count.
1000	Shift Office.	Informal count.
1400	Shift Office.	Informal count.
1700	Dining Room.	Informal count.
1800	Shift Office.	Informal count.
2200	Assigned Room.	Lockdown - Formal count.

1. If assigned to a work detail or approved program under the supervision of staff or program supervisor, you may be listed on the "out-count" and be counted in your approved area.
2. All counts are mandatory. It is your responsibility to make count on time.
3. Failure to make it to count on time may result in disciplinary action.

4. Counts may occur at times other than scheduled. All prisoners will return to their assigned Housing Unit by 2145 hours, seven (7) days a week. If you are found in any other location besides your housing unit, it will result in disciplinary action.

LIFE SAFETY

SIREN ASSEMBLY

In case of an emergency, assembly sirens will sound, which means all prisoners must report to the Shift Office. Prisoners are expected to safely stop what they are doing and report as quickly as possible for instructions and special count. Prisoners must line up according to their housing unit by room numbers. Runners will arrange housing buckets as directed by staff. The first prisoner will don an orange emergency vest for each housing unit. Further instructions will be given by staff.

FIRE SAFETY

If you note problems with any electrical device, disconnect it if you can do so safely. Report this or any other safety concern to a staff member immediately so that the problem can be fixed/replaced and addressed. Your actions in a fire can save your life and others. Prompt action is critical in all emergency situations.

BEING PREPARED IS THE KEY TO SURVIVING ANY EMERGENCY

1. Know the primary, secondary and alternate evacuation routes that are posted in each housing unit and common areas.
2. Maintain adequate clearance of all fire exits (a minimum of 36" clearance).
3. Maintain clean and sanitary living quarters. Only one "banker box" is allowed in individual rooms. All other boxes are considered contraband and are a fire hazard.
4. Properly store all personal property.
5. Do not stockpile newspapers, magazines, used boxes or other flammables.

BLOODBORNE PATHOGENS - Ref DOC P&P 202.03

A bloodborne pathogen is any disease that may be contracted through exposure to bodily fluids; i.e. urine, blood, fecal matter or other bodily secretions. These diseases include HIV (AIDS), Hepatitis B and others. To lessen your chances of contracting one of these diseases you should use universal precautions.

TREAT ALL BODILY FLUIDS AS THOUGH THEY ARE INFECTIOUS

1. Avoid high risk activities, such as:
 - a. Unprotected sex.
 - b. Fights.
 - c. Tattooing.
 - d. Contact with contaminated sharp objects; i.e. needles, razors, or anything that can pierce, puncture or cut the skin.
2. If you become exposed to another person's bodily fluids, the sooner you wash with soap and water the less chance you have of becoming infected.
3. If there is a bodily fluid spill in your area, contact staff for instructions on proper cleaning procedures.
4. If you are employed in a job where you might become in contact with infected surfaces, make sure you use the proper personal protective equipment. (If you have ANY questions about bloodborne pathogens, contact a staff member.)

SAFETY DATA SHEETS

Safety Data Sheets (SDS) are available for all hazardous materials used in this facility. The SDS books are maintained in the Shift Office.

HEADPHONES/EARBUDS - Ref DOC P&P 811.05

Only one earbud or headphone may be worn when walking around camp or working at any job. You MUST be able to hear at all time due to the farming environment. No headphones or earbuds in the dining room or during the weekly inspection.

SECURITY & SEARCHES

INSTITUTIONAL SEARCH AND SHAKEDOWNS

Searches promote and maintain the security of the institution as well as the safety of prisoners and staff and are accomplished as needed or as required by policy; your hair, clothing, person, living and work areas are always subject to search.

INSTITUTIONAL SEARCH

Searches of living quarters may be conducted at any time and/or upon reasonable suspicion that your living area contains contraband.

SHAKEDOWNS

A complete and thorough search of any area in the institution may be conducted at any time. This may require a strip search of any prisoner in that area, as well as, a detailed search of prisoner property.

PERSONAL SEARCH - Ref DOC P&P 811.04

There are various types of personal searches. Failure to promptly comply with a direct order to submit to a personal search may be grounds for disciplinary action.

1. Pat (frisk) search is one conducted with your clothes on and may occur at any time.
2. Strip search is one conducted with all your clothes off and may occur any time there is a reason to conclude you may have contraband on your person. A strip search will be conducted:
 - a. Upon initial remand, unless a prisoner is able to secure bail.
 - b. When returning from court or any appointment.
 - c. At the conclusion of contact visitation including attorney visits.
 - d. After returning from any activity involving the use of tools.
 - e. When returning from any outside work detail.
 - f. At any time, reasonable suspicion exists that a prisoner is in possession of contraband.
 - g. As part of a routine or scheduled shakedown.
 - h. Prior to collection of a urinalysis sample.
 - i. Upon initial admission to segregation.
 - j. Upon apprehension from an escape or attempted escape.
3. Low-level x-ray technology that permits a non-invasive internal and external search of the prisoner for contraband that does not require the prisoner to disrobe.
4. Body cavity search is one conducted by a doctor at an external medical facility and may occur when probable cause exists to believe you have contraband concealed in one of your body cavities.
5. You, your living quarters, your work area and your possessions are subject to search at

any time during your incarceration. If your living area is searched, it is not required for you to be present. Legal materials and the "medicine bag" are subject to search. The prisoner will empty the medicine bag to allow visual inspection of each item and the bag itself. Any contents of the bag that may be packaged must be un-wrapped by the prisoner for inspection by staff.

6. Frequent unannounced searches of your quarters or person and other areas of the facility are conducted as often as necessary to ensure the safety and security of the facility. Searches are conducted to detect and prevent the introduction of contraband, to recover missing or stolen property and to prevent escapes and other disturbances.

USE OF FORCE

The use of force will be limited to the extent necessary and appropriate to maintain order, subdue an attack by a prisoner, defend person, property, premises and to prevent an escape. The application of force and use of restraint equipment is intended solely as a control measure to maintain order.

INDIVIDUALIZED DETERMINATION - Ref DOC P&P 804.01

A number of provisions in this handbook discuss privileges or rights that are given unless there is an "individualized determination" that a prisoner is an escape, smuggling or security risk. "Individualized determination" means the Superintendent or designee must define, in writing, specific facts that justify the determination that a prisoner is such a risk, and therefore, may not participate in a specific activity, privilege or right. Notice of this determination will be provided to the prisoner as soon as possible before or upon denial of the activity, privilege or right. A prisoner may challenge such a determination by filing a grievance.

CONTRABAND - Ref P&P's 811.05 & 809.04

Contraband is anything that is possessed by a prisoner that is contrary to the regulations or rules of the institution. It may include articles that come into or are taken out of the institution or conveyed within the institution contrary to the rules. Hence, any article held by a prisoner that is not authorized by the institution is contraband. Furthermore, any authorized item that has been altered in any manner (e.g. pens, pencils, tv's, radios, etc.) is contraband. Items that may have been received through facility channels but are unauthorized or in excess of allowable limits, may still be considered contraband.

1. Weapons, including objects that may be used as weapons or fashioned into weapons or that are intended to be perceived as a weapon.
2. Controlled substances, possession, manufacture, or sales of such, is punishable by either criminal or administrative discipline.
3. Medications in any form, except that which is authorized by the institution's medical staff to have in possession - Keep on Person (KOP).
4. Alcohol, or any alcoholic substance i.e. fermented fruit or other items used to make alcohol.
5. Any tobacco or related tobacco paraphernalia.
6. Any type of cell phone, cameras, sound/video recorders, electronic receiving or transmitting equipment.
7. Any article or device or identification information intended to be used to aid in escape.
8. Any other articles, including money, books, food, mail, pictures introduced, taken or conveyed in the facility or made, obtained or possessed in a manner intended to frustrate or evade detection.

9. Items in possession which were not issued to the prisoner by the institution; in excess of the quantity allowed for retention or issue; or are not authorized for retention in the institution.
10. Any article which threatens the orderly security of the institution, or of which the Superintendent has designated as contraband.

Possession of contraband is a violation of both institution rules and the state criminal code. Possession of contraband may result in institutional disciplinary action and/or criminal prosecution; it may be a felony. All contraband will be confiscated and disposed of according to DOC P&P 811.02 and 809.04.

SUBSTANCE ABUSE TESTING

URINE SAMPLES - Ref DOC P&P 808.14

Staff will conduct routine substance abuse screening to detect unlawful, unauthorized drugs and/or alcohol. Failures are forwarded to disciplinary as a high moderate infraction. Refusal to submit a urine sample or failure to provide urine within two (2) hour of notification of the test will result in disciplinary action per 22 AAC05.400 (c) (16).

BREATHE ANALYZER TESTS - Ref DOC P&P 808.14

Breath analyzer tests will be administered for the suspected use of alcohol. Refusal or a positive result will result in disciplinary action.

TESTING OF SUSPECTED DRUGS - Ref DOC P&P 808.14

Staff will test for a wide range of controlled substances, including, but not limited to cocaine, heroin, LSD, buprenorphine, etc. If a substance is seized from you or your belongings and the field test is positive for any controlled substance, an incident report shall be written charging you with the violation of 22 AAC 05.400(c)(7); all field test results are final. Possession of controlled and/or illegal substances on institutional grounds may also result in criminal charges.

PRISONER TRANSFERS

TRANSFER PROCESS - Ref DOC P&P's 811.05 & 302.11

If being transferred from this facility to another, you will be required to wear restraints. Prisoners are allowed to have a maximum of one (1) bankers box of personal property and any approved medical appliance(s) shall be transferred with the prisoner at the time of transfer, unless said medical appliance(s) are assigned to the institution the prisoner is leaving. In that case the medical appliance(s) will remain behind at the institution that assigned them.

A prisoner shall be allowed to decide which property, including legal property, shall be contained in the property box which is transferred with the prisoner unless there is a security, exigent or emergent reason.

A prisoner transferring within the state will also be allowed to ship one (1) box of stored personal property and one (1) box of legal property, at their expense. At the time of transfer a prisoner shall complete a Prisoner Property Disbursement (DOC Form 811.05D) and a Commissary Request Form (DOC P&P 302.11a), to ensure excessive property does not remain at the sending institution. Boxes must be closed with the lid fitting flat on top, not bulging. Excess property may be disbursed to visitors or mailed to the receiving institution at the prisoner's expense. Property will not be mailed unless a properly completed and signed Prisoner Property

Disbursement (DOC Form 811.05D) and a Commissary Request (DOC Form 302.11a) are provided by the prisoner and funds are available on the prisoner's account to pay for postage.

A television may also be shipped (at the prisoner's expense) in addition to the box of legal property and the box of personal property. All boxes (legal property box, personal property box and television if applicable) should be shipped at the same time, so as to lessen the risk of property becoming lost or misplaced during transit and by the receiving institution. Unsealed or unwrapped food items, drinks or other perishable foods will not be shipped or mailed in a transfer box. Items will not be taped to the outside of the box. Sealed food items, particularly food purchased through the commissary, that is sealed in a wrapper or container, will be allowed for transfer. Full details may be found in DOC P&P 811.05, which may be accessed in the law library.

TRANSPORTATION UPON RELEASE - Ref DOC P&P 818.07

The institution will provide transportation for a state prisoner to the original place of arrest. Prisoner flights will be arranged on the earliest available flight. Airline tickets cannot be cashed in. Failure to report at the required time and place for travel may negate the state's responsibility to provide return transportation.

COMMUNICATIONS

SHIFT OFFICE - A window for prisoner communication is located on the south side of the Shift Office. This Shift Office window is reserved for assisting kitchen workers, exchanging work keys with employed prisoners and urgent prisoner needs. You may not enter the Shift Office unless specifically authorized verbally by Correctional Staff. Please read and follow the instructions posted at the window. You may send an RFI (DOC Form 808.11A) to security, probation, etc. for non-urgent needs.

REQUEST FOR AN INTERVIEW - Ref DOC P&P 808.11

The approved means of requesting information from staff is to file a Request for Interview (RFI) [DOC Form 808.11A]. Forms are located at the Shift Office and supply hallway.

1. Make sure to put your name, prisoner number, house, room number and assigned facility on the form.
2. Complete a yellow medical RFI (DOC Form 808.11A) and place into the appropriate medical box before 0800 hours by the Shift Office. The RFI will be sent to GCCC medical for processing. (*See sick call for further instructions.*)
3. Fill in the name of the staff member (or position if you don't know the name) to whom you are directing the question; send an RFI (DOC Form 808.11A) to one person only, per issue.
4. Ask your question so that the staff member can understand what you need; do not use profanity.
5. Place your RFI (DOC Form 808.11A) in the locked box near the Shift Office. It will be picked up within twenty-four (24) hours and forwarded to the designated staff member.
6. You will receive an answer as soon as possible, usually within reasonable time of receipt. If the staff member cannot answer your question, the form will be forwarded to someone who can. In that case, your answer will be slightly delayed.
7. If you want to receive a prompt answer to an RFI (DOC Form 808.11A), fill it out properly as listed above. For example, if you do not fill in the date, room number, house number or other information as required, you may not get an answer to your question; you may have to re-submit a completed RFI (DOC Form 808.11A), and then wait again for a reply.

TELEPHONES - Ref DOC P&P 810.01

Telephones are available for your use. Prisoners are required to use phones in assigned housing units or phones located by the Shift Office. Calls are limited to fifteen minutes each, between the hours of 0615 and 2200, seven (7) days a week. You must use the PIN assigned to you to make telephone calls. Should you be caught using another prisoner's PIN or allowing your PIN to be used by another prisoner, disciplinary action shall result for misuse of the telephone, as well as possible theft charges.

1. Phone calls to attorneys/Ombudsman are not restricted but should be made during normal work hours to increase your chances of contact. If your attorney is from outside the state of Alaska, submit an RFI (DOC Form 808.11A) to the Shift Supervisor, so you can place your call at the appropriate time.
2. All phone calls to the public, including friends and family require a SECURUS account.
3. You may not receive incoming telephone calls or messages.
4. Prisoners may not use secure facility phones unless specifically authorized by staff for legal calls.
5. Third party, three-way, forwarding calls or credit card calling are unauthorized. Violating phone use rules may result in blocked telephone number(s) and/or disciplinary action. Please direct questions regarding blocked calls to the Security Sergeant via RFI (DOC Form 808.11A).
6. All calls are recorded (except legal calls to attorneys/Ombudsman).
7. Emergency phone calls are made on a case-by-case basis; request emergency calls via RFI (DOC Form 808.11A) to the Shift Supervisor. The Shift Supervisor will arrange phone use upon approval. A one-time pre-release call may be authorized via RFI (DOC Form 808.11A) to the Shift Sergeant or Probation Officer. The request must contain the full name and number of the person you are calling; submit requests seven (7) days prior to your release.
8. End user / Friends and Families issues or requests - block or unblock lines, pay bills, general information. Website: www.securustech.net; 1-800-844-6591; or email support@CorrectionalBillingServices.com. Payments: Securus Billing PO Box 650757 Dallas, Texas 75265-0757.

BULLETIN BOARDS - Ref DOC P&P 808.11

Administrative memorandums, education and program announcements as well as other important information are posted on bulletin boards located in the Shift Office, dining room, housing units and throughout the facility. You are responsible to read and stay current on posted announcements, memos, schedules and off-limit areas.

OMBUDSMAN - Ref DOC P&P 810.01

The Office of the Ombudsman investigates citizen complaints against state government agencies and employees. If the Ombudsman's investigation reveals a problem, the Ombudsman may recommend a solution. The Office of the Ombudsman is a non-partisan, neutral, fact-finding agency and takes no sides in a dispute. You may obtain a complaint form at the prisoner law library. Contact information is as follows: Office of the Ombudsman 1500 West Benson Boulevard Anchorage, AK 99503 Telephone: (907) 269-5290.

MAIL, PUBLICATION & PACKAGES - Ref DOC P&P 810.03

There are three categories of mail: Privileged, Prisoner to Prisoner and General:

PRIVILEGED MAIL - Ref DOC P&P 810.03

Staff will search incoming privileged mail for contraband in the presence of the prisoner, 22 Alaska Administrative Code (AAC) 05.520(b). Staff may verify the name & address to confirm that it is privileged mail. If there is substantial doubt as to whether or not mail is in fact privileged, such as mail received from an unknown but official-sounding organization, the mail may only be opened in the presence of the prisoner and only to search for contraband, unless at that time it is determined not to be privileged mail. Mail marked as "Privileged" but found to be "general" mail during the verification process will be treated as general mail and shall be subject to inspection and the general mail rules as described below.

Mail is considered privileged if it is to or from:

1. The Alaska Human Rights Commission.
2. Any Alaska legislators.
3. Any attorney licensed to practice in the United States.
4. Any court in Alaska or of the United States.
5. The Attorney General of Alaska.
6. The Chairman, Alaska Board of Parole.
7. The Commissioner, Department of Corrections.
8. Division of Occupational Licensing, Department of Commerce, Community and Economic Development.
9. Division of Elections, Office of the Governor.
10. The Grievance and Facility Standards Administrator, Department of Corrections.
11. The Governor of Alaska.
12. Members of the U.S. Congress for Alaska.
13. The Ombudsman for the State of Alaska.
14. The physician of record for the prisoner.
15. The State of Alaska Americans with Disabilities Act (ADA) Coordinator (Division of Rehabilitation, Department of Labor).
16. Any organization, such as the American Civil Liberties Union, National Prison Law Project, or Alaska Legal Services Corporation, that assists persons in the exercise of their legal rights.

Prisoner-to-Prisoner Mail - Ref DOC P&P 810.03

The department may not restrict mail between prisoners unless an individual's safety (e.g., victim of a prisoner) or the security of an institution requires a restriction. The Superintendent may restrict prisoner-to-prisoner mail only on a case-by-case basis. The restriction must be no broader than necessary to address the safety or security concerns. Mail received by a prisoner from another prisoner who is not a family member may be read by the department prior to delivery.

In the first instance, when a prisoner's mail to another prisoner is read, the department shall provide the receiving prisoner with a written notice stating that the prisoner's mail was read due to its status as prisoner-to-prisoner mail, and that future reading of that prisoner-to-prisoner mail may occur without notice. The Prisoner Mail Action Form (DOC Form 810.03A) can be used for this purpose. This initial written notice shall be provided to the prisoner recipient within two (2) working days, subject to any delay required by an investigation of criminal or prohibited activity.

GENERAL MAIL - Ref DOC P&P 810.03

Mail staff may inspect general mail for contraband outside of the prisoner's presence. Mail staff may also read the mail if they have reasonable grounds to believe that the content of the mail falls in to one of the categories prohibited in this policy. In that case:

1. The Superintendent or designee shall give the prisoner written notice within two (2) working days reflecting that the prisoner's mail was read and stating the specific reason(s) why the mail was read. Mail staff may use the Prisoner Mail Action Form (DOC Form 810.03a) for notification purposes.
2. The Superintendent or designee may delay giving the prisoner notice if he or she has reason to believe that the notice will hamper an investigation of criminal activity referred to in the mail. In that case, the Superintendent or designee may delay providing the notice until the investigation is completed, so long as an adequate written record is made of the reason for delaying notice. Once the investigation is complete, the prisoner must be notified via the Prisoner Mail Action Form (DOC Form 810.03A).

MAIL INFORMATION - Ref DOC P&P 810.03

1. Mail received at an institution that does not have a return address identifying the sender poses a safety and security risk and will be destroyed.
2. Upon receipt of any certified or privileged mail, mail staff shall log the mail in the mailroom log before delivering it to the prisoner so that a record of the mail's arrival at the institution is made.
3. A prisoner may send or receive any amount of first, second, or third-class mail, except that limitations may be placed on the mail to conduct or operate a business. Prisoners do not need the Superintendent's approval to receive or send mail to a particular individual.
4. Informational fourth-class mail, such as mail from a public agency, and subscription fourth class mail shall be delivered to prisoners, but fourth-class mail sent by private entities for the purpose of merchandising need not be delivered to prisoners and may instead be discarded.
5. Mail staff shall distribute and deliver prisoners' incoming mail (except packages and printed media) within 24 hours from the time the institution receives it; and staff shall pick up prisoners' outgoing mail within 24 hours (excluding weekends and holidays).
6. Mail staff must distribute packages to prisoners within five (5) business days of receipt after examination for contraband (excluding weekends and holidays).
7. Packages are not accepted from outside sources other than from approved vendors through the commissary. Family or friends of prisoners may place money in a prisoner's account but may not send gifts to an institution. Deposits may not exceed \$500 in a single month. (Per DOC P&P 302.12, Prisoner Accounts.)
8. Mail shall be delivered to prisoners in such a manner as to ensure it is received by the intended recipient only. A prisoner must never distribute mail or be allowed to look through mail to find his mail.
9. Prisoners may not enter into credit agreements, installment purchase arrangements, or other contracts without the approval of the Superintendent or designee. The Superintendent has the discretion to approve of special transactions such as selling property, college loans, etc.
10. Prisoners may not represent any business firms or conduct any type of business operation without the proper approval in accordance with DOC P&P 815.05, Prisoner Businesses.
11. A prisoner must obtain the Superintendent's or designee's approval before ordering or buying any item (other than publications in section VIII, below) from a commercial vendor or supplier for delivery to an institution:
 - a. Only the Superintendent may approve items not on the approved prisoner property list. (DOC P&P 811.05, Prisoner Personal Property and Release Clothing).

- b. If the Superintendent has not pre-approved the item, mail staff shall return the unopened item to the sender, or, if opened, return the item at the prisoner's expense.
12. A prisoner may purchase or receive electronic equipment only through the commissary.
 13. Mail that is deemed to provide a safety or security risk to the institution may be photocopied before being disposed of.
 14. Envelopes which cannot be effectively searched may provide a means of introducing controlled substances (for example, suboxone or fentanyl) into an institution, posing a threat to the safety of individuals. Unless received directly from an approved vendor or publisher, or marked as "Privileged" mail the following envelopes will not be accepted by mail staff and shall be returned, unopened, to the sender:
 - a. Any non-white envelopes.
 - b. An envelope which is not commercially produced.
 - c. An envelope made of cardboard, padded, corrugated, or tear-resistant material.
 - d. An envelope constructed of heavy weight paper (i.e. greater than 24 pounds) or with security screening features.
 - e. Envelopes to which address labels, stickers, stamps, glitter or other items are affixed with an adhesive. Labels and stickers affixed to an envelope by the U. S. Postal Service are excluded but should be removed from the envelope before being delivered to the prisoner.
 - f. Envelopes with drawings on them unless the drawing is in blue or black ink or graphite pencil.
 15. Outgoing Mail - Prisoners shall have access to secured mailboxes. Mail staff shall collect outgoing mail at least once each day, Monday through Friday, excluding holidays. Prisoners must use the return address format below or mail staff shall return the mail to the prisoner along with the Prisoner Mail Action Form (DOC Form 810.03a) in order for them to put a proper return address on the mail item:

Prisoner's Name
Point Mackenzie Correctional Farm
PO Box 877730
Wasilla, Alaska 99687
 16. Postage - If funds are available, prisoners shall pay for their outgoing mail.
 - a. The Superintendent shall make postage available for prisoners to purchase.
 - b. Indigent prisoners may mail, at the department's expense, up to five (5) pieces of mail per week, legal or otherwise, weighing up to two (2) pounds each. This policy does not apply to shipping excess personal property. See DOC P&P 811.05, Prisoner Personal Property and Release Clothing.
 - c. In special circumstances a prisoner may be permitted to mail more than five (5) pieces of legal mail at the department's expense as approved by the Superintendent. The Attorney General's office may be consulted to verify that the prisoner has pending litigation which justifies the increase in mail.
 - d. Certified or registered mail shall be provided at the discretion of the Superintendent and only when necessary such as for purposes of service of the summons and complaint in a legal proceeding. The Superintendent may confer with legal counsel to determine if certified or registered mail is necessary.
 17. Rejected Mail - The following types of mail item may also be rejected when the mail cannot be effectively searched and as such is deemed to pose a risk to the safety and security of the institution or individuals. Unless received directly from an approved vendor or publisher, or marked as "Privileged" mail the following mail items will not be accepted by mail staff and shall be returned, unopened, to the sender:

- a. Mail that is taped, pasted, or otherwise joined to another item.
- b. Mail which includes drawings or written content in a medium other than blue or black ink or graphite pencil.
- c. Photographs that have been physically altered in any way, or that are not printed on plain white or photographic paper.
- d. Mail written on a non-white, heavy weight (i.e. greater than 24 pounds), or construction paper. This does not include white lined paper.
- e. Mail with stamps, stickers, or anything affixed to the paper with an adhesive.
- f. Non-commercially produced or multi-fold greeting cards, greeting cards made of non-standard card stock paper, greeting cards which have embellishments or greeting cards which exceed 6" X 8" in size.
- g. Mail containing lipstick or a foreign or unknown substance, including unusual stains, body fluids, perfumes or oils. If the substance is suspected of being a controlled substance, the mail may be turned over to law enforcement officials for further investigation.

18. Inspection / Reading of Mail

- a. Privileged Mail: The department may not restrict or censor a prisoner's legal correspondence. All legal mail to or from a prisoner is privileged mail. Prisoners (except indigent prisoners) shall pay all postage costs. If there is doubt as to whether or not mail is in fact privileged, such as mail received from an unknown organization, the mail may only be opened in the presence of the prisoner and only inspected for contraband. If at that time it is determined not to be privileged mail it may be treated as general mail.
 - i. Outgoing Privileged Mail: Mail staff may not read or search outgoing privileged mail for contraband. However, mail staff may verify, in the prisoner's presence, that the intended recipient of the mail is the same person as the privileged addressee.
 - ii. Incoming Privileged Mail: Mail staff shall search incoming privileged mail for contraband only in the presence of the prisoner. Mail staff may not read privileged mail, unless, after opening it, staff discovers that it is in fact not privileged.
- b. General Mail (excluding packages): Mail staff may inspect general mail for contraband outside of the prisoner's presence. Mail staff may also read the mail if they have reasonable grounds to believe that the content of the mail falls in to one of the categories prohibited in this policy. In that case:
 - i. The Superintendent or designee shall give the prisoner written notice within two (2) working days reflecting that the prisoner's mail was read and stating the specific reason(s) why the mail was read. Mail staff may use the Prisoner Mail Action Form (DOC Form 810.03a) for notification purposes.
 - ii. The Superintendent or designee may delay giving the prisoner notice if he or she has reason to believe that the notice will hamper an investigation of criminal activity referred to in the mail. In that case, the Superintendent or designee may delay providing the notice until the investigation is completed, so long as an adequate written record is made of the reason for delaying notice. Once the investigation is complete, the prisoner must be notified via the Prisoner Mail Action Form (DOC Form 810.03A).
- c. Prohibited Mail - The facility shall prohibit any mail that:
 - i. Contains plans or threats of physical harm against a person or other criminal activity.

- ii. Contains contraband, plans for sending contraband in to or out of the institution, or indicates other activities prohibited under 22 AAC 05.400, Prohibited Conduct for Prisoners.
 - iii. Is written in a code that the reader does not understand.
 - iv. Shows frontal nudity. Frontal nudity includes either the exposed (including visible through clothing) female breast(s), nipple(s), areola(s) and / or the genitalia of either gender.
 - v. Shows sexually explicit images that depict frontal nudity in the form of personal photographs, drawings, magazines, or another pictorial format.
 - vi. The following sexually explicit material shall be allowed: Departmentally purchased or acquired educational, medical / scientific, or artistic materials, such as books or guides purchased by the department for inclusion in institution libraries and / or educational areas.
 - vii. Educational, medical / scientific, or artistic materials, including, but not limited to, anatomy medical reference books, general practitioner reference books and / or guides, National Geographic, or artistic reference material depicting historical, modern, and / or postmodern era art, purchased or possessed by inmates and approved by the institution head or their designee on a case-by-case basis.
 - viii. Solicits gifts, money, credit, or contractual purchases without the approval of the Superintendent or designee; Contains information that, if communicated, would create a risk of mental or physical harm to a person.
 - ix. Contains material that could reasonably be expected to aid an escape; incite or encourage any form of violence; Contains audio or video recordings; Is in violation of a Court order; or has been banned for good reason following an individualized determination by the department, (e.g., the intended recipient is a victim who has requested no contact with the prisoner or is a minor whose guardian has requested no contact with the prisoner).
 - x. The department also may restrict certain publications, media (DVDs, CDs, etc.) or electronic games.
- d. Publications - All publications, including magazines, comics, graphic novels, books or newspapers, must be ordered and received directly from an approved vendor. Prisoners must have sufficient funds to pay for any order in advance. Family or friends may order publications for delivery to a prisoner directly from the approved vendor. The Superintendent shall maintain a list of vendors approved by the Director of Institutions or their designee. The Superintendent shall designate staff to review all incoming publications addressed to prisoners. Superintendents may not establish an excluded list of publications. Staff must review an individual publication to determine if it is approved for delivery to a prisoner. Rejection of several issues of a publication is not sufficient reason to reject the publication in its entirety. Staff shall reject a publication, in whole or part if it:
- i. Contains material that could reasonably be expected to aid in escape, incite violence, theft, or destruction of property in the facility.
 - ii. Contains instructions or illustrations on how to construct or use weapons, ammunitions, bombs, explosives, incendiary devices, handguns, or rifles.
 - iii. Depicts or describes procedures for brewing alcoholic beverages or making or cultivating drugs or poisons.
 - iv. Contains obscene words, gestures, language, books, newspapers, periodicals, or other written or pictorial materials that the average person, applying contemporary community standards, would find depicts or describes, in a patently offensive way, ultimate sexual acts, masturbation,

excretory functions, lewd exhibition of the genitals, or sexual sadomasochistic activity. The work, taken as a whole, appeals to the prurient interest. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

- v. Shows frontal nudity. Frontal nudity includes either the exposed (including visible through clothing) female breast(s), nipple(s), areola(s) and / or the genitalia of either gender.
 - vi. Shows rear nudity. Rear nudity includes the exposed buttock(s) and / or anus of either gender.
 - vii. Is written in code that the reader does not understand.
 - viii. Depicts, describes, or encourages activities that could reasonably be expected to lead to the use of physical violence or group disruption.
 - ix. Specifically prohibited are musical media that have an affixed parental advisory label indicating "Explicit Content", and electronic games rated "Adults Only", "Mature" or otherwise labeled with descriptors indicating the inclusion of content that is unacceptable as defined above. Musical media or electronic games withheld under these restrictions are to be handled as per policy 810.03.
- e. Withholding a publication: Mail staff shall give the prisoner written notice within 30 days when withholding a publication from a prisoner. The Prisoner Mail Action Form (DOC Form 810.03a) may be used for this purpose. The notice must include: The reason for withholding the publication; and b. A statement that the prisoner may challenge the decision by filing a grievance within fifteen (15) days. If the prisoner does not file a grievance, the prisoner may request, at his option, that the institution dispose of the publication in one of the following ways within fifteen (15) days:
- i. Mail the publication to a party specified by the prisoner.
 - ii. Return the publication to the publisher for a refund or discard the publication.
 - iii. The prisoner must pay the postage for any publication that he chooses to return to the publisher or send to another party.
 - iv. If the prisoner files a grievance, the institution must keep a copy of the rejected publication as evidence for two (2) years.
 - v. Non-acceptable and grieved publications should be logged and stored in a separate secure area in order to avoid these publications being lost or inadvertently issued to the prisoner.
19. Unacceptable Items - Mail staff shall return the package to the sender (providing it has a return address) if the package contains unacceptable items. Mail staff also shall send a written explanation to the prisoner via the Prisoner Mail Action Form (DOC Form 810.03) of why the items were rejected.
20. Search and Inventory - Prior to delivery, mail staff shall search the contents of the package for contraband (mail staff need not open packages in the prisoner's presence unless it is privileged). Inventory the contents, other than correspondence, and give the prisoner a receipt, or place the package in the prisoner's stored personal property. See DOC P&P 811.05, Prisoner Personal Property and Release Clothing. Staff shall process any contraband as stated in this handbook.
21. Forwarding Mail - If the institution receives a package for a prisoner who was transferred to another institution within the department, the institution shall forward the package to the new institution within three (3) working days of receipt. Keep a record to show when the institution forwarded the package and where they sent it to. If the institution receives a package for a prisoner who has been released, the package may be returned to the return address on the package. If the package does not have a return address, staff shall send a letter to the prisoner requesting an address to forward the package to. Postal Service

charges for forwarding will be billed to the prisoner. Mail staff shall dispose of the package if the prisoner does not respond within thirty (30) days.

22. Filing A Mail Grievance - A prisoner may file a grievance regarding any action that the department takes concerning this policy. Prisoners must follow the procedures described in DOC P&P 808.03, Prisoner Grievances, except for the shortened time period for publications in this section of the handbook.

VISITATION - Ref DOC P&P 810.02

Prisoner visiting is encouraged because family and community ties increase the likelihood of success after release. Limitations, exclusions, or denial of visits will occur as necessary to protect persons and to maintain order and security. Possessing, passing and or receiving of contraband within a Correctional Facility is a felony offense. Visitors and prisoners who introduce or receive contraband will be referred to the Alaska State Troopers for arrest.

1. Visits are approximately one hour in length.
2. Visitors are required to have a security check; you must submit a visiting application for each visitor, including minor children. Visitor applications are available in the supply hallway outside the Disciplinary office. Submit completed applications to the Shift Office. Incomplete applications may not be processed and can be returned to you if you fail to provide required information.
3. Applications are usually processed within three working days (working days do not include weekends or State sanctioned holidays).
4. Number of approved visitors allowed per prisoner is ten (10), not to include minor children. A person shall be approved for only "one" prisoner, and on only one (1) prisoner's visiting list. Exception: A person may be approved and placed on the visitation list of another prisoner who is an immediate family member or with the approval of the Superintendent.
5. Approved visitors will only be changed on your approved visiting list every quarter (90 days).
6. Prisoners are entitled to visits from approved visitors, except those who will jeopardize the safety, security or order of the institution, or whose safety might be jeopardized by the visit.
7. If you are denied a visit, you will receive written notice. You may grieve a denial directly to the Director of Institutions through the grievance coordinator (Ref Grievance Procedures). Anyone on probation or parole must have permission from his or her Parole/Probation Officer and the Superintendent to visit.
8. No one may visit without picture identification. Birth certificates and/or proof of relationship or guardianship are required for minor children, who must be accompanied by a parent or legal guardian.
9. Strip searches of the prisoner will be conducted before and/or after visitation.

VISITATION RULES - Ref DOC P&P 810.02

All visitors (including minor children) must be listed in the statewide database as an approved visitor. Visitors at PMCF may not be "dropped off." If the visitor(s) ride with another person who is not allowed or does not care to visit, the non-visitor will remain in the visitor parking lot. These visits will be limited to one (1) hour.

FAILURE TO FOLLOW VISITATION RULES MAY RESULT IN TERMINATION OF THE VISIT AND POSSIBLE TERMINATION OF FUTURE VISITS.

1. Who may visit:
 - a. Approved visitors who are eighteen (18) years of age or older.
 - b. Approved minor visitors (under the age of 18), who are accompanied by their legal parent or guardian. A minor who is a family member of the prisoner must be escorted by an adult family member, parent or legal guardian. A minor who is not a family member of the prisoner must be escorted by a parent or legal guardian.
2. Who may not visit:
 - a. Individuals NOT on the approved visitor's list, including children.
 - b. Persons on probation or parole without permission from the Superintendent and their supervising Parole/Probation Officer.
 - c. Anyone released from any prison/jail within the preceding sixty (60) days, except immediate family members.
 - d. Individuals known to be, or for whom there is reasonable cause to believe may be, of harmful effect to the prisoner(s) or who constitute a threat to the security or orderly operation of the institution.
3. Visits may be denied for the following reasons - security requirements, court ordered conditions, space availability, disruptive conduct, being under the influence of alcohol or drugs, refusal to submit to a search of their belongings and/or themselves or failure to produce photo ID (except properly accompanied minors). Failure to follow the direction of a Correctional Officer, or failure to remain in designated visiting areas.
4. Maximum visitor capacity at PMCF is ten (10). An infant with parent does not count towards the 10-person capacity.
5. ALL adult visitors must provide valid PHOTO ID to the Correctional Officer. Visitors shall leave their purses and other large items in their vehicle. VEHICLES WILL BE LOCKED AND KEYS REMOVED.
6. Alcohol, tobacco, drugs/paraphernalia, cell phones, other electronic devices, knives or other weapons are not to enter the facility or facility grounds.
7. Visitors must be appropriately dressed when entering the institution for a visit; shirt and trousers for men; blouse, skirt, slacks, or dress for women. Skirts or shorts that are shorter than one (1) inch above the top of the knee are not acceptable. Tank tops, bare midriffs and beach-type clothing are not acceptable for either sex. Low cut or provocative clothing will not be allowed. Any attire deemed provocative by the Superintendent or designee will not be permitted. Hooded shirts/jackets/sweatshirts are not allowed.
8. Visitors shall remove all outerwear and hats of any kind prior to going into the visiting area. There are designated places to hang outerwear.
9. Visitors are not to bring ANY personal belongings or ANYTHING to share (photos, kid's school materials, etc.) to visiting. Toys, crayons, games, cards, tape recorders, cameras, radios and musical instruments are not permitted in the visiting room. There will be nothing passed across the table during the visit. No food, snacks, drinks, cups, etc. will be permitted during visiting. One diaper, four baby wipes and one baby bottle may go into the visiting area in a Ziploc bag. Diaper bags will be kept in the visitor's car.
10. Any paperwork to be signed by a prisoner must receive prior approval by the Superintendent or designee.
11. Visitors may be subject to search by use of a metal or scan detector prior to entry into the visiting room.
12. Visitors and prisoners may give each other a brief embrace at the beginning and end of each visit. No kissing is allowed. There will be no physical contact during the visit between prisoners and visitors, except that small minor children may sit with a prisoner who is their

parent or guardian at the discretion of the supervising officer. It is the prisoners' responsibility to request permission prior to the start of their visit.

13. Visitors are responsible for the conduct of their children.
14. Visitors and prisoners must remain seated at the tables during the visit.
15. If a visitor or prisoner needs the use of a restroom, their visit will be terminated.
16. Visitors may not drive on correctional facility grounds unless authorized and with a valid driver's license and a currently licensed vehicle.

VISITATION SCHEDULE - Ref DOC P&P 810.02

1. Thursday 1500 & 1600 hours only.
2. Saturday 1300, 1400, 1500 & 1600 hours only.
3. Sunday 1300, 1400, 1500 & 1600 hours only.

SPECIAL VISITS - Ref DOC P&P 810.02

1. You may have private visitation with the following: attorney, clergymen, law enforcement officials and probation/parole personnel.
2. Attorney/law clerk and paralegal visits are authorized, but limited to the hours of 0800 – 2200, excluding those times when meals are being served.
3. Approved religious counselors may visit at any time, consistent with institutional security.
4. Special visiting will be conducted, whenever possible, in a location as private as possible.
5. All other special visiting will occur during regular visiting hours, except with the prior approval of the Lieutenant or designee.
6. Persons traveling from 80 miles away from PMCF may be authorized extended two (2) hour visits on a case-by-case basis. Complete an RFI (DOC Form 808.11A) and addressed to the Shift Supervisor at least three (3) working days prior to the scheduled visit.

PROBATION & PAROLE

CLASSIFICATION PROCEDURES - Ref 22 AAC 05.200-271

You have a right to a classification hearing in the following circumstances or if any of the following actions are possible:

1. Transfer to a facility outside Alaska.
2. Transfer to a mental health or psychiatric facility.
3. Termination of a furlough.
4. Annual Reclassification.
5. Upon Superintendent request.

Initial classification takes place within five (5) days of remand. A staff member will review your case record, including a complete criminal history and all other relevant information, then provide a recommendation of an appropriate custody level to the Superintendent. You will be provided a copy of the Initial Classification within three (3) working days of the Superintendent's decision. If you determine a factual error has been made, advise your Probation Officer by an RFI (DOC Form 808.11A) within three (3) working days of receipt of the Superintendent's decision. If the response proves unsatisfactory, please advise your Probation Officer and the appropriate appeal forms will be provided to you with instructions.

A designation is completed upon sentencing and completion of a time accounting. If your sentence is one-year (366) days or less, a Short-Term Designation will be completed within five (5) working days after completion of your time accounting sheet. A staff member will review your case record and provide a recommendation of an appropriate custody level and housing to the Superintendent. You will be provided a copy of the Designation within three (3) working days of the Superintendent's decision. If you wish to appeal this decision contact your Probation Officer and the appropriate appeal forms will be provided to you with instructions.

If your sentence is more than one year (367 days or more) a Long-Term Designation will be completed within fifteen (15) working days. A staff member will review your case record and provide a recommendation of an appropriate custody level and housing to the Superintendent. A copy of the Designation will be provided to you as well as sent to Central Classification. The Chief Classification Officer, or designee, shall make the final designation decision on a Notice of Designation form. A copy of the Notice of Designation form will be provided to you. If you wish to appeal this decision contact your Probation Officer for the appropriate appeal forms, which will be provided to you with instructions.

A Reclassification will be completed yearly from your Initial classification date, six (6) months prior to release, and any time at the direction of the Superintendent. A staff member will review your case record and provide a recommendation of an appropriate custody level to the Superintendent. You will be given the opportunity to be present for a classification hearing and provided at least 48 hours advance written notice. A copy of the Reclassification will be provided to you within three (3) working days of the Superintendent's decision and shall include a description of the classification appeal process.

ADMINISTRATIVE SEGREGATION - Ref DOC P&P 804.01 & 804.02

If you are placed into administrative segregation, you will be transferred to a DOC facility for the placement. You are entitled to the rights, privileges and opportunities available to prisoners in the general population as set out in policy. This does not apply if an "individualized determination" is made that participation in the specific right, privilege or opportunity presents a threat to the order or security of the facility. This means that you are entitled to recreation, use of the law library or access to law library materials, mail, telephone access, visitation, practice of your religion, etc. It does not mean that you are entitled to as much personal property in your cell as prisoners in general population, or that other incidental privileges available to the general population will be available to you while you are in segregation.

PRISONERS WHO REQUEST ADMINISTRATIVE SEGREGATION - Ref DOC P&P 804.01

If you request placement in administrative segregation, your request must be in writing, e.g., RFI (DOC Form 808.11A), and you will be transferred to another DOC facility. A hearing will be scheduled within three (3) days to determine status. This does not apply if you meet the requirements for emergency placement and they are invoked. You may be denied placement in administrative segregation if you don't have a valid security or medical reason for requesting it. Wanting a private room is not an acceptable reason. Staff will use their professional judgment regarding your request. It is possible that an appropriate bed may not be available for you when you request released from the segregation unit; if so, you will be released as soon as one becomes available.

TIME ACCOUNTING - Ref DOC P&P 601.01

A time accounting record will be initiated and maintained for you by the department. The GCCC Records Sergeant is responsible for sentenced time accounting at PMCF. If you have 60 days or more to serve, you will be given a copy of your time accounting record within 30 days after

your sentencing date. If you have less than 60 days to serve after sentencing, you will be given a copy of the time accounting record as soon as administratively possible. Questions about time accounting and sentence computation should be directed to the GCCC Records Sergeant.

If you are currently serving time on a mandatory re-parole revocation and a concurrent probation revocation based on the same case, please send an RFI (DOC Form 808.11A) to the Time Accounting Sergeant at GCCC. You may be eligible for an additional statutory good time deduction on your probation sentence.

SENTENCE CREDITS/GOOD TIME - Ref 22 AAC 05.472–473, 22 AAC 20.5, 55, 65, 70 & 85
Good time is how you, as a sentenced prisoner, may reduce the time you spend incarcerated through good conduct. Award of good time is governed by law and is subject to change as new legislation is passed. If you have questions about your earned good time, submit an RFI (DOC Form 808.11A) to the GCCC Records Sergeant.

RESTORATION OF FORFEITED STATUTORY GOOD TIME - Ref 22 AAC 05.472
Except as provided in 22 AAC 05.473, if you were found guilty of a disciplinary infraction and you had statutory good time (SGT) taken away, you may be eligible to have up to 100% of the forfeited SGT restored. Talk to your Probation Officer about the process or consult departmental policy.

EFFECT OF JUDGEMENT OF CONVICTION ON CIVIL RIGHTS - Ref DOC P&P 808.08
A person who is convicted of a felony involving moral turpitude as defined in AS 15.60.010 is disqualified from voting in a state or municipal election or serving as a juror until the person's unconditional discharge. Unconditional discharge is defined in AS 12.55.185.

FELONIES INVOLVING MORAL TURPITUDE - Ref DOC P&P 808.08
This includes those crimes that are immoral or wrong in and of themselves such as but not limited to: Arson, Assault, Bribery, Burglary, Criminal Mischief, Criminal Possession of a Forgery Device, Criminal Simulation, Criminal use of a Computer, Criminally Negligent Homicide, Coercion, Commercial Bribery/Bribe Receiving, Concealment of Merchandise, Criminal Possession of Explosives, Defrauding Creditors, Distribution of Child Pornography, Endangering the Welfare of a Minor, Escape, Extortion, False Accusation, Falsifying Business Records, Felonies Involving Imitation Controlled Substance, Felonies Involving Interference with Voting, Elections, or Voter Misconduct, Felonies Relating to Title, Registration, etc. of Motor Vehicle, Forgery, Fraudulent Use or Obtaining Credit Card, Harming a Police Dog, Hindering Prosecution, Incest, Interference with Official Proceedings, Issuing a Bad Check, Jury Tampering, Kidnapping, Manslaughter, Misapplication of Property, Misconduct by a Juror, Misconduct Involving Controlled Substance, Murder, Offering False Instrument for Recording, Perjury, Permitting an Escape, Promoting Contraband, Promoting Prostitution, Receiving a Bribe, Riot, Removal Identification Marks or Unlawful Possession, Robbery, Scheme to Defraud, Sexual Abuse of a Minor, Sexual Assault, Tampering with a Witness, Physical Evidence, or Public Records, Terroristic Threatening, Theft, Unlawful Exploitation of a Minor, Unlawful Furnishing of Explosives, Possession of Child Pornography, Promoting Gambling, or Possession of Gambling Records.

PAROLE PLANNING
If eligible, you will be given the opportunity to meet with your Probation Officer before you go before the Parole Board. Upon request, the Probation Officer will assist in preparing your appearance before the Parole Board.

PRE-RELEASE PLANNING

DOC offers pre-release assessment and counseling, no later than 30 days prior to your scheduled release date, to help you transition back into the community. In a sentenced institution, prerelease classes may also be offered.

To assist you with your release planning reference the follow categories in this handbook: Release/Transfer Property - see page 12; Release Clothing - see page 38; Releasing Funds - see page 35; & Transportation upon Release - see page 12.

EDUCATIONAL PROGRAMS

EDUCATION - Ref DOC P&P 813.03

PMCF offers a variety of educational opportunities and a progressive and evolving array of programs to assist prisoners to successfully reintegrate into the community.

See the bulletin boards for additional information and ie submit an RFI (DOC Form 808.11A) to the Vocational Instructor. The following educational programs are offered:

1. Adult Basic Education/General Education Diploma (ABE/GED).
2. Post-secondary classes.
3. Correspondence & independent study.
4. Vocational classes, testing and/or counseling.

PROGRAMS - Ref DOC P&P 813.01

The following is a list of programs currently offered or may be offered soon. Submit an RFI (DOC Form 808.11A) to the Vocational Instructor to apply:

1. *Alaska Re-entry* - Prisoners prepare for reintegration and transition back into the community. This course takes approximately four (4) weeks to complete.
2. *Family Violence Intervention* - Program conducted by Alaska Family Services, which is either 12/24/36 weeks program depending on your Offender Management Plan (OMP).
3. *General Equivalency Diploma (GED)* - Secondary education in the form of instruction leading to a GED. Individual tutoring and testing available upon request.
4. *Parenting* - A program to improve parenting skills. This course takes approximately six (6) weeks to complete.

VOCATIONAL PROGRAMS - Ref DOC P&P 813.01

The following list of programs are currently available or may be offered soon:

1. *Bloodborne Pathogens* - This course takes approximately two (2) hours to complete.
2. *First Aid/CPR* - This course takes approximately one (1) day to complete.
3. *Asbestos O and M* - This course takes approximately two (2) days to complete.
4. *Hazwoper* - This course takes approximately seven (7) days to complete.
5. *OSHA 30* - This course takes approximately seven (7) days to complete.
6. *Flagger Training* - This course takes approximately one (1) day to complete.
7. *North Slope Training* - This course takes approximately one (1) day to complete.
8. *Small Engine Repair* - A 66 hours, two (2) & four (4) cycle engine repair class that offers classroom and hands on training. This course takes approximately six (6) to eight (8) weeks to complete.

Ongoing Vocational Classes:

9. *Chainsaw Safety Orientation* - This course takes approximately one (1) day to complete.
10. *Forklift Safety* - This course takes approximately two (2) hours to complete.
11. *Pesticide Handler Training* - This course takes approximately one (1) hour to complete.
12. *Tractor Safety* - This course takes approximately two (2) hours to complete.
13. *Worker Protection Standard Training* - This course takes approximately one (1) hour to complete.

REMOVAL FROM PROGRAMS - Ref DOC P&P 808.04

A prisoner's behavior or related factors may necessitate temporary suspension or removal from programs. The prisoner has specific rights regarding program removal, depending on whether the program is court ordered treatment or voluntary participation. These rights are outlined in policy listed above, which can be accessed in the Law Library.

HEALTHCARE

INFORMED CONSENT - Ref DOC P&P 807.08

You have the same general rights as any other Alaskan citizen concerning examination, treatments, and procedures governed by Informed Consent. However, at the discretion of the health care provider, informed consent is not used in certain circumstances like: an emergency that requires immediate medical intervention for your safety, emergency care for you if you cannot understand the information given, or public health matters, such as communicable disease treatment.

ACCESS TO MEDICAL - Ref DOC P&P 807.02

Health care services will be accessible to prisoners and comparable in quality to service available to the public. Medical services are provided at the cost of \$5.00 to \$25.00 depending on services rendered. Medical services are conducted at GCCC.

MEDICAL/DENTAL TREATMENT - Ref DOC P&P 807.02 & 807.12

Medical and dental treatment is available to you. If you need medical or dental treatment you will need to submit a yellow medical RFI (DOC Form 808.11A) to GCCC's medical department. Please note all STD testing is free through GCCC Medical, just request via RFI (DOC Form 808.11A) and you will be scheduled. Contact a staff member for emergent medical assistance. If you have a chronic or serious illness such as a heart condition, diabetes, epilepsy, etc., and you haven't notified staff, inform the Shift Supervisor immediately.

GCCC institutional medical staff must approve all prescription medication. If you were on a prescribed medication before you were arrested, inform the GCCC medical staff through a yellow medical RFI (DOC Form 808.11A). If that specific medication is not allowed in the institution, a substitution will be prescribed for you when medically necessary. There are approved over the counter medications available through the commissary vendor.

If you have testing or lab work done while you are incarcerated but are released before your results are received, it is your responsibility to contact the Department's Central Medical Records unit to request a copy of the results. The results will be provided to you at no cost.

MEDICAL LAY-IN

If you believe you are too sick to work, you must inform your supervisor and report to the next scheduled sick call. If the GCCC medical staff does not approve bed rest, you must immediately

report to work. If the bed rest is approved by the GCCC medical staff, inform your supervisor and security staff; you are then confined to your living area. All other activities are suspended except using the bathroom, going to meals and making count. Restrictions can be modified by the medical staff to fit the illness. Bed rest on Friday will include Saturday and Sunday. Hourly gratuities are not paid for bed rest status.

SICK CALL - Ref DOC P&P 807.07

Sick call is conducted during the week on Monday, Wednesday & Friday. If you have a medical emergency, notify a staff member immediately.

If you need to be seen by GCCC's medical department for a nonemergent reason, complete a yellow medical RFI (DOC Form 808.11A) and place the document into the appropriate medical box before 0800 hours by the Shift Office. The yellow medical RFI (DOC Form 808.11A) will be sent to GCCC for processing. After you are placed on the sick call list by the GCCC medical department, you will be notified at the 1000 count by the PMCF staff when you need to report to the Shift Office for preparations. A sack lunch will be provided to you.

If you are allergic to bee stings, notify GCCC's medical department by a medical RFI (DOC Form 808.11A).

MEDICATION - Ref DOC P&P 807.05

Prescription medications are dispensed during count times at the Shift Office. It is the prisoner's responsibility to report to the pill line for medication. Approved over-the-counter medications are available through the commissary vendor. Medical does not dispense these items.

Medication/Pill call is scheduled at 1000 hours and 1800 hours at the Shift Office. Schedule may be subject to change. Other medication times may be scheduled for patients per the recommendations of GCCC's medical department. Any Self-Medication Med-Line (SMML) or Keep on Person (KOP) blister packs must be copied at the Shift Office to initiate the re-order process for the GCCC's medical department. All KOP medications are subject to pill counts at any time per the discretion of the medical provider at GCCC to ensure correct administration. It is the prisoner's responsibility to report to the pill line for medication. Approved over-the-counter medications are available through the commissary vendor. GCCC medical does not dispense these items.

PRESCRIPTION EYEGLASSES - Ref DOC P&P 807.19

The department will provide eye exams every two years upon request. Prescription eyeglasses may be ordered from an approved vendor if the prisoner has a current prescription. Individuals may not mail eyeglasses to a prisoner without prior approval from the Superintendent.

BEHAVIORAL HEALTH SERVICES - Ref DOC P&P 807.13

The GCCC Mental Health Staff is available for psychological counseling and assessment, crisis intervention and to help you with specific problems. Other services provided include:

- Patient Education
- Outpatient treatment
- In-patient psychiatric treatment
- Sub-acute psychiatric housing
- Release planning

- Crisis Intervention
- Group therapy
- Psychotropic medication
- Medication monitoring
- Advocacy

Other services include anger management, communications skills improvement and pre-release counseling. The GCCC Mental Health services are available through the Mental Health Clinician by sending an RFI (DOC Form 808.11A) to the GCCC Mental Health Department. The GCCC Mental Health Clinician will review your request and schedule an appointment to meet with you if necessary, to determine if an additional mental health follow-up is required.

SANITATION AND HYGIENE

GROOMING AND HYGIENE - REF DOC P&P 806.01

Personal cleanliness limits or prevents the spread of disease, maintains good health and is evidence of self-respect. Showers and laundry facilities are available for use. Living in close quarters requires respect for yourself and others, and necessitates cleanliness of people, clothing, bedding and living areas.

1. You may purchase hygiene items from commissary or the prisoner store. If you are indigent, basic hygiene items will be issued to you free of charge.
2. You are required to bathe a minimum of three (3) times weekly (unless you are assigned a job that requires more frequent bathing, i.e. kitchen, etc.);
3. It is your responsibility to:
 - a. Follow proper dental hygiene.
 - b. Maintain clean clothing and bedding.
 - c. Clean and properly groom your hair (wear appropriate head coverings when working according to sanitation and safety standards).

DRESS AND APPEARANCE - Ref DOC P&P 806.02, 806.04 & 805.01

1. Prisoners must wear issued safety vests whenever outside as the outer garment. Exemptions: While inside House 1, House 2, Alamo, ATCO rooms, and workers wearing their kitchen uniform. Safety Vests must be worn in all other indoor locations.
2. Prisoners may choose their hairstyle and length, including beards and mustaches, provided they are kept clean. When length or cleanliness is a safety or sanitation problem, prisoners will be required to shorten and/or clean and cover their hair as required. If your appearance changes because of growth or removal of hair/facial hair, you will be photographed again for identification purposes.
3. Approved personal clothing may be worn when issued by the Property Officer include the following: blue jeans, t-shirts, underwear, socks and shoes. Prisoners may also be issued a personal jacket and cotton gloves. You are not authorized to wear any piece of clothing that was not issued to you by a Correctional Officer or supply attendant. If you wear another person's issued clothing, it becomes contraband and may be confiscated.
4. Prisoners are required to be fully and properly dressed before leaving their assigned housing unit. Fully dressed means weather appropriate, safety vests, wearing underwear, shoes (no shower shoes), pants (no shorts) and an institutional shirt or approved personal clothing. It is your responsibility to regularly wash issued clothing and bedding and to maintain it in good repair.
 - a. Safety vests, shoes, socks, pants, and shirts (institutional clothing or approved personal clothing) must be worn when outside the house, to include dining hall, programs area or kitchen.
 - b. Kitchen workers must wear white uniforms while working in the kitchen. Kitchen workers will wear kitchen issued hairnets while on duty in the kitchen/dining hall. Hairnets are not authorized outside of the kitchen or dining hall.
 - c. Shower shoes or other open toed shoes are not allowed out of your assigned house.

- d. If assigned to House 1, House 2 or Alamo, you may wear shower shoes in your room, to or from and inside the bathroom or laundry room in your assigned room. Shower shoes are not allowed for wear anywhere else.
- e. Prisoners working in inclement weather may wear other headgear and or gloves as issued by supply or staff.
- f. Altered clothing is considered contraband. If you are wearing altered institutional or personal clothing, you are accountable for the alteration, regardless if you are the person who altered the garment(s).
- g. Prisoners may be required to pay for replacement of lost or altered institutional clothing.
- h. Pant legs must be worn to the ankle, even during recreation (except in authorized tanning areas).
- i. A shirt must be worn at all time and pant legs must be worn to the ankle, even during recreation, (except shirts may be removed when in the authorized tanning area).
- j. Waistbands must be worn at the waist. Sagging pants are not authorized. If your pants are too big and sagging, you will be issued a smaller pair. Personal pants that sag below the waist shall be confiscated. If you wear clothing in an unauthorized manner, you are subject to disciplinary action.
- k. Personal clothing may not be altered or worn outside of its original factory design and may not have inflammatory or obscene wording, designs or unauthorized club/gang markings or insignias.
- l. Property received through the mail must first be approved by the Property Officer prior to being mailed in.
- m. It is the prisoner's responsibility to make sure all items received through the mail are listed on their property inventory.
- n. When leaving the institution, either by transfer or release, it is the prisoner's responsibility to verify and sign a Property Inventory Form (DOC Form 811.05a).

ASSIGNED ROOMS AND LIVING AREAS

Each prisoner is responsible to contribute to the ongoing cleanliness and maintenance of his assigned living unit and common areas. These areas must always be kept cleaned. If you make a mess, clean it up. General Population is required to help clean common areas, including the weight room and tv rooms.

INSPECTION - Ref DOC P&P 806.01

You are required to maintain your living area in a neat, clean and orderly fashion. Inspections of living quarters and common areas may be initiated by any staff member at any time. Regularly scheduled inspections are conducted by the Superintendent or designee after 0800 hours each Wednesday. When a staff member announces "inspection" and enters your housing unit, you are expected to stand outside of your doorway (weather permitting) next to the door frame, fully dressed with your hands at your sides and your back to the wall until the inspectors have completed their inspection and leave the housing unit. Prisoner Rape Elimination Act announcements will be made by the appropriate staff. All televisions, radios, and /or electronic devices must be turned off, and reading material put away. Do not follow a staff member into the room unless asked to do so. Failure to meet minimum inspection standards may result in the loss of privileges, i.e., television, movies, etc. Failure to participate in or prepare for inspection may result in disciplinary action for failure to obey an order. In order to be inspection ready, rooms must meet the following criteria:

1. *Washers & Dryers* must be empty of clothing, free of lint, dust and soap residue.
2. *Linen* must be clean (washed at least weekly).

3. *Beds* are to be neatly made Monday - Friday from 0800 hours to 1630 hours daily. On weekends and holidays beds must be made from 1100 hours to 1630 hours. Prisoners may lie down on top of their beds and cover themselves with extra blankets during above listed hours (except during inspection). All areas must be free of clutter. To be considered neatly made, a bed must meet the following criteria:
 - a. Bed covers, sheets and pillowcases shall be free of creases, lumps, and/or folds.
 - b. Fold the second blanket and place it at the foot of the bed.
 - c. Fold your towel place it diagonally on the lower outer corner of the bed.
 - d. Center your pillow at the head of the bed.
 - e. Blankets will never be draped in a fashion that blocks an officer's view either before, during or after inspections.
4. *Clutter*. Always maintain your assigned room and furniture in a neat and tidy appearance. Light fixtures and windowsills must be free of all objects. Dirty laundry, commissary and other personal items must be stored in a bag, box or bin. Each prisoner is allowed two banker boxes for storage of personal belongings, hygiene and clothing, one bankers box for legal work (must have six (6) inches of legal material to qualify), and one bankers box for treatment and/or the arts & crafts program. Do not stack banker boxes. Excess property which is not allowed in secure storage shall be disbursed pursuant to procedures of policy 811.05.
5. *Trash cans* must be emptied prior to inspection daily or no later than 1100 hours on weekends and holidays; keep them clean.
6. *Desks* must be clean, neat, clutter and dust free.
7. *Clothing*. All clean clothing (not being worn) will be folded neatly and placed in a box under your bed or on the clothing racks or shelves. All clothing is to be kept in a neat and orderly fashion.
8. *Dust* all areas and items in your living area.
9. *Windows* will be clean. Windowsills will be free of all objects, dust and dirt. Nothing will be allowed to obstruct the door window at any time.
10. *Baseboards* will be clean, free of dust, soap and waxy residue, and black marks.
11. *Floors* will be clean, free of scuff marks and the surface will display a shine. Only floor wax may be used on the floor.
12. *Tack Boards* may be used to display family photos and one calendar per room. No obscene material or pictures removed from magazines are allowed.
13. *Walls* will be clean, free of dust and marks and undamaged. No tape, tacks or other items may be affixed to walls.
14. *Common Use Areas* (i.e., showers, dayroom, etc.). Janitorial custodians are assigned to maintain all common use areas. You are required to clean up after yourself and do your part to help maintain these areas to keep them clean, sanitary and orderly.
15. *Smoke Detector* - Do not hang any items from the smoke detector. Do not tamper or disable smoke detectors. If the battery in a smoke detector becomes low, immediately notify a staff member. Tampering with or disabling smoke detectors shall result in disciplinary action.
16. *No Milk Crates* - Unauthorized storage containers are not allowed.

TANNING

A designated tanning area will be announced as needed. Tanning is only allowed after work hours (1700) and weekends.

FOOD SERVICE

MEALS - Ref DOC P&P 805.01 and 805.03

Three (3) balanced meals are provided every 24 hours, at least two (2) of which will be hot meals. No more than 14 hours will elapse between meals and or snacks. During meal service, all prisoners are expected to conduct themselves in an orderly manner. Prisoners will form a single file line leading to the serving line. Institutional food items must be consumed in the dining area.

No unauthorized containers will be allowed in the dining hall or the kitchen. Prisoners are not authorized to take food or drink from the dining hall, unless authorized by the GCCC medical staff and documented in medical records. Any medically authorized foods will be issued by a staff member. Institutional food or unauthorized adulterated food found in a prisoner's living area will be seized as contraband; disciplinary action shall result.

1. Meals: 0615, 1200 & 1700 hours.
2. You will receive three (3) nutritious and well-balanced meals every twenty-four (24) hours; two (2) will be hot meals. On Saturdays, Sundays and holidays you may be given two (2) hot meals and a snack, but no more than fourteen (14) hours will go by between the last and next meals or snack.
3. Modified Diets - Religious, medical, vegan and vegetarian meals are available. Send an RFI (DOC Form 808.11A) to the Superintendent through Probation Officer requesting vegetarian or vegan diets. The GCCC medical staff is responsible for prescribing a medical and therapeutic diet. It is the policy of the facility to provide religious diets to prisoners who request them, subject to instructions and certification of the Religious Coordinator along with the approval of the Superintendent or designee (Ref DOC Form 816.01A)
4. Dining Room Attire - Prisoners will dress in accordance with PMCF's grooming, hygiene, cleanliness and dress standards. The following is not allowed in the dining room:
 - a. No altered clothing (sleeveless shirts, etc.), tank tops, doo rags or hats.
 - b. No open toe shoes or shoes without socks.

Unauthorized in the Kitchen or Dining Room:

- c. No electronic devices or headphones/earbuds.
- d. No unauthorized containers or bowls.
- e. No removing food or drinks.

PRISONER RIGHTS, PRIVILEGES & ACTIVITIES

RIGHTS & RESPONSIBILITIES - Ref DOC P&P's 808.01 & 816.01

Your rights as a prisoner are:

1. You may expect to be treated respectfully, impartially and fairly by all personnel.
2. You shall be informed of the rules, procedures, and schedules concerning the operation of the institution. A listing of prohibited conduct is included in this handbook, and in the P&P's which are accessible in the law library.
3. You have the right to freedom of religious affiliation and voluntary religious worship.
4. You will be provided with health care, which includes nutritious meals, proper bedding and clothing, access to laundry facilities for cleanliness, an opportunity to shower regularly, proper ventilation, an exercise period and medical/dental treatment.

5. You may correspond and visit with family members, friends, and other persons according to the rules and schedules of the facility, where there is no threat to security, order or correctional programming.
6. You may have access to the courts by correspondence and/or telephone, or you may receive fax messages from the court or your attorney.
7. You may have access to reading material.
8. You have the right to participate in counseling, education, vocational training, employment and other programs as far as resources are available and in keeping with your program plan, interests, needs and custody status. You also have the right to decline said services unless directed by the sentencing court.
9. A copy of applicable policies and procedures is available in the law library; for assistance, contact the prisoner law librarian. For further assistance contact the Facility Standards Sergeant or Shift Supervisor.
10. You have the right to refuse medical, psychological or psychiatric treatment (except when the prisoner's medical condition or public health concerns require immediate intervention or when a physician determines that the prisoner lacks the capacity to give consent), recreational or activity and contact with media, visitors or legal representatives.
11. If you believe that you have been denied access to programs or services because of discrimination based on a disability, you are entitled to request relief. As with any issue concerning incarceration, it is always best for the prisoner to seek informal resolution by submitting an RFI (DOC Form 808.11A). The written request should be addressed to the institution ADA Coordinator.

Your responsibilities as a prisoner at PMCF are:

1. Follow staff instructions in a prompt and courteous manner.
2. Address problem areas that led to incarceration through available programs, which may include academic education, vocational training, employment and counseling as determined by your Probation Officer.
3. All prisoners are expected to work during the farming season, which include spring, summer and fall months. If you are unable to work, please submit an RFI (DOC Form 808.11A) to the PSO staff member.
4. Respect all others and treat everyone impartially and fairly.
5. Know and abide by the rules, procedures and schedules concerning the operation of the institution.
6. Conduct yourself properly during visits; do not accept nor pass contraband.
7. Do not give, donate, loan or trade any item to or with any prisoner.
8. All prisoners are required to be in their rooms with the door closed no later than 2200 hours; unless otherwise authorized by an on-duty Correctional Officer.
9. If you ask a question to a staff member and do not get the answer you are looking for, do not ask a different staff member unless told to do so by staff.
10. All approved prisoner vehicle operators leaving the very inner of the camp area must check out and in at the Shift Office with no exceptions, which includes livestock, processing, etc. drivers.
11. Prisoners shall not engage in scuffling or the type of conduct usually described as "horseplay." Shadowboxing, fighting, wrestling or physical encounters of any kind is unauthorized.

LEGAL RIGHTS

ACCESS TO YOUR LAWYER - Ref 22 AAC 05.545

Telephone calls to or from your lawyer(s) or Ombudsman will not be monitored, except by court order. There are no restrictions on the number of lawyers you may call or consult with. You may call your lawyer(s) during normal office hours. Unless there are unusual circumstances, telephone calls to your lawyer can be made on the same day as requested – when you have presently pending litigation, including administrative hearings. In all cases, efforts will be made to complete your attorney calls on the day you request them.

Your attorney(s) may send you one-page facsimile (FAX) messages. The number is posted in the law library. The FAX messages must be on the letterhead of the attorney and be properly addressed using your full name, the name of the institution and your housing unit. They will be delivered to you as soon as possible. FAX messages from private citizens will not be delivered. PLEASE NOTE: *FAX messages from your attorney are not considered legal/privileged mail and may be read before delivery.* You can conduct a private conversation with your attorney or the attorney's representative and exchange or review legal documents without interference by Correctional personnel; however, staff may search documents for contraband.

ACCESS TO LEGAL MATERIAL AND LAW LIBRARY - Ref 22 AAC 05.540

If the criminal or civil law materials you need to conduct your legal research are not in the facility's law library, you may request them on the forms provided. Copies of requested research are the property of the department and must be left in the law library for others to use. If you want copies of your own, you must pay for them. You are entitled to access to a properly functioning typewriter and typing paper to prepare legal pleadings and documents. Typing paper will be provided at no charge for indigent prisoners. If your access to a typewriter is denied because of security reasons, you will be provided with a pen with black ink or pencil and paper with which to prepare legal pleadings and correspondence.

GRIEVANCES - Ref DOC P&P 808.03

You may file a grievance regarding any matter, except for classifications, furlough or disciplinary actions, medical charge disputes, parole board procedures or decisions and court procedures or decisions (exceptions may be appealed). Place grievances in the grievance box located outside the Shift Office. You may use the grievance process without fear of reprisal; however, intentionally providing false statements in connection with a grievance subjects you to disciplinary action. Grievances that present life threatening issues (institutional security, imminent personal harm) will be handled immediately. Before filing a formal grievance, you must attempt informal resolution through staff. Submit an RFI (DOC Form 808.11A) to the Shift Supervisor or the staff member responsible for the area in which you have a problem. If you are not satisfied with the response from staff, file a formal grievance. For more information, review DOC P&P 808.03, located in the institutional law library.

1. File Grievances on a Prisoner Grievance form (808.03C) within thirty (30) calendar days of the incident; late grievances may be rejected or screened back to you.
2. Forms are available in the Law Library. Write your complaints as clearly as possible, include details and dates. Grieve only one issue or problem at a time. If you think departmental policy has been violated, cite the policy. Don't attach copies of the policy to your grievance.
3. Print or write neatly so your grievance can be read.
4. *Do not use profanity* in your grievance unless such words spoken by someone else are the subject of your grievance.

5. Fill in all spaces on the form, especially the "Relief" section. That tells staff how you would like to have the problem resolved. Sign and date the form, then place it in the locked box outside the Shift Office.
6. Grievances are picked up within twenty-four (24) hours during normal duty days, then logged and screened, or assigned to an investigator. Emergency grievances are sent directly to the Superintendent.
7. After logging in your grievance, the grievance coordinator may "screen" it back to you if it is not a valid grievance, uses inappropriate language, deals with a classification or disciplinary action or is currently being investigated on behalf of another prisoner.
8. The investigator must meet with you and will interview other prisoners or staff as necessary. The investigator will provide a written recommendation to the Superintendent within ten (10) working days after assignment of the grievance.
9. The Superintendent has five (5) working days to consider the facts, make a decision on the issue, and decide what action, if any, to take. It will then be sent back to the coordinator, logged and returned to you. Please sign the form to show you received it back and check off one of the boxes indicating whether or not you intend to appeal the grievance to the Director.

APPEAL OF SUPERINTENDENT'S DECISION TO THE DIRECTOR - Ref DOC P&P 808.03
File your appeal to the Director, on a grievance appeal form (808.03D), within two (2) working days of receiving the Superintendent's decision. Make your appeal as clear and concise as possible. Address only the subject and relief sought in the initial grievance. No additional information may be submitted. Be sure to write the grievance log number on the appeal form and sign it. Place your appeal in the locked box. You do not need to attach the whole grievance to the appeal; the coordinator will make a copy for the director. If the prisoner does not receive a response within 15 working days, the appeal is considered denied. However, a late response granting the appeal is valid.

REVIEW BY DEPARTMENT STANDARDS ADMINISTRATOR - Ref DOC P&P 808.03
If you feel that your grievance has not been handled according to department policy, after receiving it from the Director, you have twenty (20) working days to submit an appeal (maximum two (2) pages) to the Standards Administrator. After the appeal is received, the Standards Administrator will review and send you a written decision within twenty (20) working days. The address for the Standards Administrator is:

Standards Administrator
Alaska Department of Corrections
PO Box 112000
Juneau, Alaska 99811-2000

This decision is the final administrative action by the department on the grievance. See the above policy for additional instructions and timeframes.

GRIEVANCE AGAINST THE SUPERINTENDENT - If your grievance is against action taken directly by the Superintendent, you must first try to resolve the issue informally. If an informal resolution cannot be attained, you may choose to submit a formal grievance through the facility standards officer to the Director of Institutions for investigation or assignment to an impartial investigator. Findings and recommendations will be sent to the Director of Institutions. Appeal of the Director's decision must be made to the Standards Administrator. The administrator will send you a written decision within twenty (20) working days after receiving it which is the final administrative action within the department on the grievance.

MEDICAL GRIEVANCES - You have a right to file a grievance alleging failure to provide appropriate health care services. The Facility Standards Officer will contact impartial health care staff who will decide to screen it back or resolve the issue. If not resolved, the facility standards officer will assign the grievance to the institutional health care officer for investigation.

1. Within fifteen (15) working days after assignment, the institutional health care officer will investigate and issue a written decision to the Superintendent.
2. The Superintendent will review and sign the grievance, then forward you a copy.
3. If you are not satisfied, appeal to the Medical Advisory Committee within two working days. Use the regular appeal form (DOC Form 808.03D) and send it to the Facility Standards Officer by placing it in the locked grievance box outside the Shift Office.
4. The health care administrator will assign an impartial investigator. Within ten (10) working days of receipt of the grievance, the investigator will present findings to the Medical Advisory Committee. Within five (5) working days of receipt, the Medical Advisory Committee shall review the documentation and issue a written decision on the grievance.
5. The Medical Advisory Committee will provide you a copy of their findings.
6. The findings of the Medical Advisory Committee are the final administrative decisions within the department.

ACCESS TO MEDIA - Ref 22 AAC 05.5253

You must obtain advance approval from the Deputy Commissioner or designee in order to be interviewed by a member of the media at the institution. Interviews must be coordinated through the Superintendent and must take place during normal visiting hours. All interviews must be one-on-one. Your contact with the news media is voluntary. You have a right not to be interviewed, photographed or recorded. You must sign a Media Access to Offender Consent (DOC Form 808.02B) before being interviewed or photographed by media.

HOUSING - Ref DOC P&P 808.09

You will be assigned to a specific housing unit and room. Rooms are to be kept in a clean and orderly manner, and they are checked daily and inspected weekly. Room changes require a completed RFI (DOC Form 808.11A) submitted to the Shift Office. You must wait until you receive approval before making the room change. Trading rooms/bunk assignments or room/house furniture without staff approval is prohibited.

House 1 - Crew Chief; House 2 - Long Time Workers; Alamo - Kitchen Workers & ATCO A-E Workers. Do not enter in any other housing unit you are not assigned to at PMCF.

MARRIAGES - Ref DOC P&P 808.10

A citizen's right to marry is guaranteed by the fourteenth Amendment of the United States. This right is limited while you are incarcerated. Prisoners under the jurisdiction of the Department of Corrections may be allowed to marry while incarcerated. The prisoner shall submit a Prisoner Marriage Application (DOC Form 808.10A) to the Probation Officer. The Institutional Chaplain, Superintendent and Statewide Chaplaincy Coordinator will review and provide a recommendation. The authority to approve or disapprove a marriage application rests with the Division Director. Full details may be accessed in the law library.

PHOTOCOPY CHARGES - Ref DOC P&P 808.12

A Personal Material Copy Request (DOC Form 808.12B) or a Legal Copy Request (DOC Form 808.12a) must be approved and signed off by staff processing your request. All requests for copies must be attached to a Commissary Request (DOC Form 302.11a). Your request will be processed by the Facility Standards Sergeant.

Charges for photocopies of legal, personal or medical material are \$.15 per photocopy page. An indigent prisoner must state on the Legal Copies Request form (DOC Form 808.12a) that he is indigent. The Superintendent or designee shall verify if the prisoner is indigent and authorize legal copies to be made at no cost to the prisoner. The cost for such copies shall be paid by the indigent prisoner upon receipt of funds appropriate to remove the prisoner from indigent status.

ESCORTED CRITICAL ILLNESS/FUNERAL VISITS - REF DOC P&P 808.15

Prisoners who are classified minimum custody are eligible to request to attend a funeral of a family member or visit a family member who is critically ill. A prisoner's written request must be approved by the Deputy Commissioner upon the recommendation of the Superintendent in consultation with the Probation Officer, Division Director or Deputy Director. Prisoners should initiate the process by sending an RFI (DOC Form 808.11A) to the Probation Officer. Prisoners are responsible for the costs associated with the escort. See the policy listed above for additional information in the law library.

Prisoners are responsible for the costs associated with the escort.

1. The cost of an escorted visit must be reimbursed in advance by the prisoner, the prisoner's family or other entity, such as a faith group.
2. All arrangements for full reimbursement shall be made by the Superintendent.
3. In cases of indigence or extreme hardship, the requirement for advance payment or full reimbursement may be waived by the Deputy Commissioner.
4. Expenses shall be limited to the normal expenses of the escort: actual meal, lodging, and transportation costs, including the escorting/transporting officer's wages and overtime.

ADA COMPLIANCE - Ref DOC P&P 808.16

Allows prisoners a process to request reasonable accommodations for their disabilities when they feel that they are not able to fully participate in a program and serve offered by the facility, due to their disability.

PRISONER VOTING

RESTORATION OF VOTING RIGHTS - Ref DOC P&P 808.08

If you have been convicted of a felony involving moral turpitude (see above), you lose your right to vote while under the jurisdiction of the Department of Corrections. When you are unconditionally released from custody on your felony (after you have complete probation or parole), you will receive written notice of the restoration of your voting rights before you are released. One copy of that notification will be sent to the Division of Elections and another will be placed in your permanent case record. If you don't receive this notice, contact your Probation Officer and the Division of Elections in your city or town.

OBTAINING/CASTING AN ABSENTEE BY MAIL BALLOT - Ref DOC 808.18 & 810.03

Any qualified voter registered in the state of Alaska may apply for a ballot through the mail. Voters may begin applying for a by-mail ballot beginning in January of each election year; absentee ballots by mail must be received by the Division of Elections no later than ten (10) days prior to the election.

Prisoners wishing to vote shall follow the steps outlined in DOC 808.18, *Procedures for Obtaining Casting an Absentee by-Mail Ballot*. You can obtain forms and information in the Law Library.

PRISON RAPE ELIMINATION ACT - Ref DOC P&P 808.19 & 808.20

Alaska DOC has policies and procedures addressing sexual assault, sexual misconduct and sexual harassment.

1. There is a *ZERO-TOLERANCE* - 2003 Prison Rape Elimination Act (PREA).
2. Department of Corrections Policy and Procedure 808.19 Sexual Abuse/Sexual Assault and Reporting.
3. Reporting procedures for sexual assault, sexual misconduct and sexual harassment (prohibited sexual behavior).
4. You may report incidents of prohibited sexual behavior or seek relief against retaliation by: Report to DOC staff, Call the PREA DOC Hotline at *1414 and Contact AST (907) 745-2131.
5. Non-Emergencies
 - a. By RFI (DOC Form 808.11A).
 - b. To family and friends.
 - c. Call the PREA DOC Confidential Hotline *1414.
 - d. Contact Ombudsman (1-800-478-2624).
6. An Ombudsman Report Form is available in the Law Library. The Ombudsman will not investigate PREA reports, which are received through this process. Prisoners can make a complaint to the Ombudsman if they have concerns about the investigation of their PREA allegations. Once that investigation is completed by DOC and any involved law enforcement.

PREA reports made to the Alaska State Ombudsman will be recorded and referred to the DOC PREA Coordinator for further review and investigation. If you choose, your identity will be kept anonymous; however, the information you provide will still be shared with DOC. The form shall be mailed to 1500 W. Benson Boulevard, Anchorage, Alaska 99503. Prisoners will not be required to pay postage to mail the PREA report. Additional information is available in the Law Library.

FISCAL MANAGEMENT

PRISONER FUNDS - Ref DOC P&P 302.12

All funds you receive are receipted with your prisoner number and are deposited into your account, including money orders and cashier's checks sent from approved visitors, your approved outside business or from an institutional job if you have one. You will be given a receipt for all funds deposited except for your institutional job pay, for which you will receive a monthly accounting statement. All authorized forms of tender will be deposited into your Offender Trust Account (OTA) account. Funds deposited from allowable tender will be placed on hold for ten (10) days and you will not be allowed to spend against checks that are on hold.

Personal checks for deposit into your account will not be accepted by the institution. Money orders or cashier's checks from persons on your approved visitors list, made out to you, will be accepted and must include sender's name and address on it. You are limited to a maximum of \$500.00 per month excluding Native Corporation checks. Any cash and personal checks received through the mail will be returned to sender at your expense. Please notify anyone who might send you funds of these requirements.

RELEASING FUNDS - Ref DOC P&P 302.12

When you are released from incarceration, you may receive up to \$200.00 in cash. The remaining will be disbursed in a check to you. If you feel you need more than \$200.00 cash, you must submit an RFI (DOC Form 808.11A) to the Superintendent explaining the reason ten (10) working days prior to your release.

Furlough placements require a completed RFI (DOC Form 808.11A) for your "funds available" to be released to a halfway house. After you sign your "Classification Notice of Furlough Action," submit an RFI (DOC Form 808.11A). After your transfer to the halfway house is completed, the Administrative Officer I or designee will complete the disbursement.

DISBURSEMENT - Ref DOC P&P 302.12

You must follow certain guidelines when requesting to have an institutional check drawn from your prisoner account fund. It is your responsibility to check your account balance to ensure you have enough money available to disburse.

1. Complete an OTA (DOC Form 302.12a) and place it in the RFI box no later than 2200 hours on Sunday evening. Fill out the form completely:
 - a. Include the name, address, & relationship (to you) of the person you wish to disburse money to (immediate family and approved visitors only).
 - b. Explain the purpose of the payment (i.e. gift, bill payment, etc.).
 - c. Write down the amount of money for which the check is to be issued.
 - d. Your name and prisoner number.
 - e. The date of the request.
 - f. Attach an order form if applicable.
2. Designated staff will approve/deny your request by the next working day. If approved, the request will be forwarded to the account section for processing.
3. When checks are ready to be mailed, bring a completed stamped envelope with enclosures to the Shift Office. Sign your OTA (DOC Form 302.12a); the Correctional Officer will place the check in the envelope and mail it for you.
4. When the check is for a visitor, it will be kept at the Shift Office until your visitor arrives in person to pick it up.
5. If you wish to disburse funds to an individual, it will require approval of the Superintendent or designee.
6. If you stop payment on a check you have disbursed, you will be required to pay the bank service fees.
7. If a staff member denies your disbursement request, the disbursement (DOC Form 302.12b) will be returned to you.

MANDATORY SAVINGS - Ref DOC P&P 304.01

Funds may be withdrawn from a prisoner's mandatory savings account ONLY for extreme hardships, and only upon approval of the Deputy Commissioner. A mandatory savings account is required for prisoners serving less than eight (8) years. Those who are serving more than eight years are automatically exempted. On a case by case basis due to length of sentence, age of the prisoner and other relevant factors, the Superintendent may exempt those who are serving less than eight years.

NON-SUFFICIENT FUNDS

You must have funds available in your account to order from the store, commissary or to purchase stamps. Ordering without sufficient funds is a minor infraction; chronic non-sufficient funds (NSF) violations may subject you to disciplinary action.

INDIGENT - Ref DOC P&P 808.12

A prisoner who has less than \$20.00 presently available in his account and who has had no more than \$50.00 in his account during the preceding thirty (30) days. A prisoner with more than \$50.00 in his account during the preceding thirty (30) days will still be considered indigent if no more than \$50.00 remained after mandatory deductions such as restitution, fines, child support enforcement orders, violent crime compensation payments, civil judgments or other deductions made for education, counseling or health care.

OUTSIDE BANKING - Ref DOC P&P 302.12

Prisoners must report the existence of all outside banking accounts. Staff may monitor these accounts.

PURCHASING/RECEIVING ADDITIONAL PERSONAL PROPERTY - Ref DOC P&P 811.05

You may purchase or receive property items from Prisoner Commissary (weekly), Prisoner Store (weekly), or through Special Commissary (quarterly, subject to change). To purchase property, fill out and submit an RFI (DOC Form 808.11A) to the Property Officer. Orders over \$100.00 require Superintendent or designee approval. You will be required to sign a Prisoner Release of Liability/Prisoner Property Inventory (DOC Form 811.05a) and Declaration of Valuable Property (DOC Form 811.05b) prior to receiving the item.

COMMISSARY PURCHASE - Ref DOC P&P 808.13

You must have enough money in your account to cover the expenditures at the time the commissary order is placed. Turn in commissary slips no later than 2100 hours on Sunday. If there are insufficient funds, your order form will not be processed, and your commissary slip will be returned to you with NSF printed on it.

Place the quantity of each item that you want in the appropriate spot of the commissary order form. Do not record item totals and do not total the entire sheet. If you do, the sheet will not be accepted. When the order is delivered, it is your responsibility to determine the accuracy of the order. Check the bag in front of the dispensing Correctional Officer; note any discrepancies at that time. Do not sign the sheet until you know you have received all ordered items. If you sign the sheet without checking the bag, then you are accepting the contents and order. Once the sheet is signed, the transaction is completed; No complaints will be accepted. Unsigned commissary forms will not be processed.

PRISONER STORE - Ref DOC P&P 302.11

Prisoners wishing to purchase items at the prisoner store must complete a "Store Deposit Request" form and place it into the deposit request box located in the supply hallway each Sunday. Each Wednesday afternoon, the updated store lists will be posted in select areas of the facility indicating what is available on the store and the current costs. Prisoners are responsible for filling out their order slips, which are in the supply hallway. Fill out the forms completely, and it *must be legible and signed*. The maximum amount to order is \$100.00.

Customer Responsibility: When the store opens its window for business, the prisoner will hand his slip to the store worker and remain in line. The prisoner is responsible for watching the store monitor while making sure the order is correct prior to signing for the order. Upon signing for the order, the prisoner agrees that his order is correct and accepts the charges as appears on the screen. No returns, refunds, exchanges or reimbursements will occur once the transaction is completed and you sign for your order.

Prisoners working off site will complete and sign an "Off Site Order Form" which is in the supply hallway. This form must be turned in before 9AM the day of the store in the "Off-Site box" located in the supply hallway.

TELEVISION, CABLE & ELECTRIC PRIVILEGES - Ref DOC P&P 302.11

Submit a Commissary (DOC Form 302.11a) for your cable and electric services no later than the 28th of each month. Place the electric and cable services on one Commissary Request (DOC Form 302.11a), which are available in the supply hallway. The funds for these services will be deducted from your "funds available" account on the first of each month, excluding weekends and holidays. If the first of the month is on a weekend or holiday, the funds will be deducted on the next business day. If the commissary (DOC Form 302.11a) is not submitted by the 28th of each month, services will not be available on the 1st of the month: Your television will be secured in your stored property box; your cable box will be returned to the PSO staff member; and a copy of the seizure documentation will be sent through distro.

Reinstalling Electric & Cable Service Requirements - If you decide that you would like to utilize the cable/electric services for the upcoming month: Submit an RFI (DOC Form 808.11A) one week prior to the 28th to the PSO department; submit a commissary electric/cable form no later than on the 28th of the month; and your television and cable box will be reissued on the first of the month. If the first of the month is on a weekend or holiday, then your television and cable box will be reissued on the next business day.

PROPERTY & RELEASE CLOTHING

PROPERTY - Ref DOC P&P 811.05

1. PERSONAL PROPERTY - PMCF is categorized as a prison facility per policy 811.05. Basic items authorized for retention are on commissary forms and in the Prisoner Personal Property Policy (811.05).
2. Each prisoner is allowed one bankers box in room for storage of personal belongings, hygiene and clothing, one bankers box for legal work and one bankers box in secure storage. Prisoners must maintain items in a neat and orderly fashion. All personal property must fit inside of your issued box. If you accumulate more than one (1) box full of issued personal property, you may be required to store it in property, disburse it or dispose of it.
3. In addition to your issued property box, you may be authorized to possess a television and select educational, vocational and rehabilitative program materials.
4. If you accumulate too much property to fit within your stored property box, you are required to disburse or dispose of the excess property. If the property is not disbursed or disposed of, it will be seized and disposed of as excess property (contraband).
 - a. Property that is not authorized for personal retention or excess property must be disbursed within ninety (90) days of receipt of a Notification of Excess Property (DOC Form 811.05f).
 - b. Storage in the property office may not be used to rotate property.
 - c. Magazines and newspapers will not be stored in the property office.
5. If you are transferred from PMCF to another institution, you may take only one (1) banker box with you; you are afforded the opportunity to pack and inventory the contents of the box prior to the transfer unless there is a security risk. PMCF shall inventory the contents of the property box which is being transferred and the receiving facility shall verify against the inventory.
6. Indigent prisoners only: DOC will provide first class postage for essential legal material and fourth-class postage for non-essential legal material.

7. To purchase or receive additional personal property – See *Fiscal Management in this handbook*.

PROPERTY AS CONTRABAND - Ref DOC P&P 811.05

1. A prisoner's personal property becomes contraband when:
 - a. Property exceeds authorized or allowable limits for possession or storage.
 - b. Property is exchanged between (given to, taken or received from) one prisoner to another.
 - c. Property is loaned to or borrowed from one prisoner to another.
 - d. Property is found in a prisoner's possession but is not listed on their inventory.
 - e. Property has been altered.
2. A prisoner's personal property that has been deemed contraband will not be returned to them, unless such property was reported to staff, by the owner, as stolen/missing prior to seizure.
3. Property confiscated as excess must be disbursed within ninety (90) days or it is considered abandoned property and will be disposed of.
4. Property confiscated as contraband must be disbursed within thirty (30) days or it will be deemed as abandoned property and will be disposed of, unless held for administrative action.
5. Prisoners in possession of maximum allowable property may not be allowed to receive or purchase any additional property, unless they arrange to disburse or disposed of item(s), so as not to exceed authorized quantities.

PROPERTY MUSICAL INSTRUMENTS - Ref DOC P&P 811.05

Prisoners may be approved, on a case by case basis, to purchase and use certain musical instruments in their housing units, which must be approved by the Superintendent. Appropriate property forms must be completed.

PROPERTY RELEASE OF LIABILITY - Ref DOC P&P 811.05A

For purposes of liability, the institution shall only be held accountable for the property maintained in the property room. You must sign the DOC Form 811.05a before the property will be released to you. Property in prisoner's possession is the responsibility of that prisoner.

DECLARATION OF VALUABLE PROPERTY - Ref DOC P&P 811.05b

You will be required to sign a Declaration of Valuable Property (DOC 811.05b) for property items with an estimate value of over \$100 (including for eye glass frames) prior to receiving the item. Property in prisoner's possession is the responsibility of that prisoner.

RELEASE CLOTHING - Ref DOC P&P 811.05

Prisoners needing release clothing (winter coat, footwear, outer clothing, etc.), must direct an RFI (DOC Form 808.11A) to the Lieutenant up to thirty (30) days prior to release. If the prisoner is indigent, he must state so in his request and release clothing will be provided for him. If the prisoner wishes to have release clothing mailed to PMCF for his release, he must first request and obtain approval from the Lieutenant up to thirty (30) days in advance of release. Clothing that has been mailed in will be stored in the Property Department until release. The prisoner may not be issued any of the mailed in clothing in advance for washing or for any other reason.

RELIGIOUS SERVICES

RELIGIOUS ACTIVITIES - Ref DOC P&P 816.01

All prisoners are provided the freedom to exercise their religious beliefs. Religious services, publications and counseling are provided. PMCF has a chapel which offers daily opportunity for prayer and services; religious services are posted.

A prisoner shall designate his faith group affiliation within thirty days of admission to a facility by submitting an RFI (DOC Form 808.11A) to his Probation Officer. This designation shall be recorded in the departmental database and shall remain in effect for six months at which time the prisoner may elect to compete another written designation to change his faith-group designation by submitting an RFI (DOC Form 808.11A) to his Probation Officer.

Prisoners who select a recognized faith group shall be allowed to practice that faith consistent with the guidelines provided by the Chaplaincy Coordinator including services, property, special events and special dietary needs for that faith group. Prisoners may request recognition of a faith group not included in the Chaplaincy Coordinator's guidelines pursuant to Section VII(A)(3) in P&P 816.01 by submitting documentation from the faith group which specifies the beliefs and practices of that faith group.

A prisoner who desires to participate in any faith practice which is not addressed in the guidelines provided by the Chaplaincy Coordinator will need to refer to the policy and complete DOC Form 816.01a.

RECREATION & ACTIVITIES

RECREATION - Ref DOC P&P 815.01

Recreational areas: Volleyball, basketball and horseshoe areas are available depending on the weather.

RUNWAY - The runway is available for jogging and walking, which is limited to 0615-2200 hours during the summertime and 1800 hours during the winter months.

1. If the outdoor lights come on, then the runway is closed.
2. If it becomes foggy or visiting is in progress, then the runway is closed.
3. If a windchill factor of twenty (20) degrees Fahrenheit or colder, the runway is closed.
4. The rules may be subject to change, so see the Shift Bulletin board regarding specific rules.

GYM - An indoor gym is available with weight equipment. Shorts are approved to be worn in the gym. All workout equipment is purchased by the Prisoner Store. Hours 0600-2200; however, this schedule may be modified during the seasonal farming production.

TV Room - An open population television room is available for all prisoners. Hours 0600-2200; however, the schedule may be modified during the seasonal farming production.

ARTS & CRAFTS PROGRAMS - Ref DOC P&P 815.04

Those who wish to participate in Woodshop must qualify and must coordinate purchases and participation through the PSO staff member. If a prisoner is transferred to another institution, he must disburse all equipment, tools and materials at his own expense.

JOB SAFETY - Ref DOC 812.10

1. Safety First!
2. Safety rules must be followed which includes the usage of proper Protection Equipment while working any position.
3. Immediate termination will occur for unsafe usage of any vehicle or heavy equipment, which may result in a disciplinary action.
4. Speed Limit: five (5) mph only - inner facility; ten (10) mph - outer facility.
5. Any individual or operator of a vehicle who is leaving the inner camp MUST always report in/out at the Shift Office.
6. Equipment or vehicle parking is not allowed at the Shift Office, near the dining room, or any other location for personal reasons, such as checking in for count, participating in meal service, meeting with staff, store, education, etc.
7. Operators need to park and secure their equipment at the maintenance building prior to participating in any other activities, such as, count, meal service, etc.
8. Safety glasses are mandatory in any shop with equipment/tools, processing, maintenance, etc.
9. Please be aware that it is possible to get your pay decreased based on poor performance, attitude, disciplinary actions, job change, not at your worksite or missing any mandatory count times.
10. You are responsible for the contents of your vehicle and work area.
11. You will receive training on all equipment. Do not use any vehicles or equipment until you are trained.

LIBRARY SERVICES

LAW LIBRARY - Ref DOC P&P 814.02

1. The Law Library is located near the Education Department. A PMCF prisoner law librarian is available to assist you in using any of the legal material.
2. Legal material is the property of the state and cannot be removed from the library.
3. Typewriters are available at the Shift Office for legal work only.
4. If your access to a typewriter is denied because of security reasons, you will be provided with a pen with black ink or pencil and paper with which to prepare legal pleadings and correspondence.
5. You will have access to legal materials in a digital format on the Digital Law Library terminals (DLL). The law librarian will help you if you need assistance. See the Education Department Tutor.
6. A prisoner must secure the Superintendent's approval before receiving assistance from any person other than the law librarian.
7. A prisoner may not possess another prisoner's legal materials.
8. Legal materials not available in the library can be requested through the Compliance Sergeant with an RFI (DOC Form 808.11A).
9. If the criminal or civil law materials you need to conduct your legal research are not in the facility's law library, you may request them on the forms provided. Copies of requested research are the property of the Department and must be left in the law library for others to use. If you want copies of your own, you must pay for them.
10. No food or drink is permitted in the Law Library.
11. Available hours: Monday through Sunday, 0600 to 2200.

GENERAL LIBRARY - Ref DOC P&P 814.01

Each housing unit has a small general library, and an open population general library is in the main TV room. The library book check in/out process is on the honor system. Winter hours is Monday through Sunday and 0600 to 2200 hours; however, the schedule may be modified during the seasonal farming production.

PRISONER RULES, DISCIPLINE & APPEALS

PROHIBITED CONDUCT - Ref DOC P&P's 809.02 & 22 AAC 05.400

You will be held responsible for your individual actions while under the jurisdiction of the Department of Corrections. Rule infractions will be reported and acted upon. The local district attorney will be informed if you commit an infraction which is a violation of a felony criminal statute. If the district attorney files a criminal complaint against you, the Superintendent may postpone any disciplinary action until the criminal prosecution is over. Planning or trying to commit or aiding or encouraging another to plan or try to commit an infraction, as outlined above, is considered the same as a commission of the infraction itself.

(B) MAJOR RULE VIOLATIONS - Ref 22AAC05.400

1. Homicide.
2. Assaulting a staff member or visitor.
3. Escape or evasion from custody.
4. Setting a fire.
5. Rioting.
6. Assaulting another prisoner under circumstances that create a substantial risk of serious physical injury.
7. Threatening or intimidating a witness in an official proceeding.
8. Possessing, using, or introducing weapons or escape implements.
9. Stealing, destroying, altering, or damaging government property or the property of another resulting in damages of \$1,000 or more.
10. Committing a Class, A or unclassified felony offense.

(C) HIGH-MODERATE VIOLATIONS - Ref 22AAC05.400

1. Fighting (e.g., mutual combat).
2. Extortion, blackmail, or protection, such as demanding or receiving favors or anything of value in return for protection against bodily harm, property loss, or under threat of informing.
3. Engaging in sexual acts with others or making sexual proposals or threats.
4. Wearing a disguise or mask.
5. Stealing, destroying, altering, or damaging government property or the property of another resulting in damages of \$100 - \$999.99.
6. Tampering with or blocking a locking or security device.
7. Possessing, using, or introducing any *contraband*, except that described in section B (8) above, that directly threatens the security of the facility, including but not limited to excess money, tobacco, camera, sound or video recorders.
8. intentionally misusing prescribed medication, e.g., hoarding medication or taking another person's medication.
9. Adulterating food or drink.
10. Participating in an organized work stoppage.

11. Possessing staff clothing or unauthorized civilian clothing.
12. Counterfeiting, forging, or unauthorized reproduction of a document, article of identification, money, security, or official paper, or possessing or using such a document in a way that threatens the security of the facility.
13. Giving or offering a bribe to an official or staff member.
14. Threatening another person with immediate bodily harm.
15. Engaging in a group or individual demonstration or activity that involves throwing objects, loud yelling, loud verbal confrontation, or pushing, shoving, or other physical contact that disrupts or interferes with the orderly administration of the facility.
16. Refusing to provide a substance abuse specimen when requested by a staff member.
17. Spitting or throwing bodily fluids or fecal matter on or at a staff member.
18. Intentionally providing a false statement before a classification or disciplinary committee/hearing officer or to an investigator in a grievance, classification, or disciplinary matter.
19. Refusing to obey a direct order of a staff member.
20. Misusing the telephone, e.g., making intimidating, obscene, harassing or threatening phone calls; making a three-way-call or using a call-forwarding service.
21. Encouraging others to engage in a food strike.
22. Refusing or failing to participate in a court-ordered treatment program, unless the conviction is being appealed and refusal is based upon advice of counsel.
23. Intentionally interfering with a prisoner count.
24. Committing a class C or B felony offense.

(D) LOW-MODERATE VIOLATIONS - Ref 22 AAC05.400

1. Indecent exposure.
2. Stealing, destroying, altering, or damaging government property or another's property resulting in damages from \$50.00 to \$99.99.
3. Unauthorized use of the mail or telephone.
4. Lying or providing a false statement to a staff member under circumstances other than those described in section C (18) above.
5. Giving or loaning property or anything of value for profit or favors if it threatens the security or order of the facility.
6. Threatening another person with future bodily harm.
7. Possessing anything not authorized for retention or receipt by the prisoner, and not issued through regular facility channels.
8. Malingering or feigning an illness, injury, or suicide attempt.
9. Missing a prisoner count, unexcused absence or tardiness from work or an assignment, failing to perform work / program assignment as instructed by a staff member, or refusing to perform a work / program assignment for an alleged medical reason without being excused by health care staff.
10. Failing to abide by posted sanitation rules or failing to comply with the posted rules for personal grooming and cleaning quarters.
11. Being in an unauthorized area.
12. Using equipment or machinery without specific authorization or contrary to instructions or posted safety standards.
13. Using abusive or obscene language or gesture that is likely to provoke a fight or that clearly disrupts or interferes with security or orderly administration of the facility.
14. Tattooing or self-mutilation, other than suicide attempts.
15. Unauthorized communication or contact with members of the public who are visitors.

16. Giving, exchanging, or accepting anything of value from any person without the Superintendent's prior approval if it threatens the security or order of the facility.
17. Threatening damage to or theft of another's personal property.
18. Kicking, shouting, banging, or engaging in any other persistent nuisance noise or activity.
19. willfully failing or refusing to keep a medical or health care appointment scheduled with the prisoner's knowledge and consent.
20. Committing a misdemeanor offense.

(E) MINOR VIOLATIONS - Ref 22 AAC05.400

1. Gambling or possessing unauthorized gambling paraphernalia.
2. Possessing unauthorized prisoner clothing.
3. Failing to follow posted safety rules, except as described in D (10).
4. Stealing, destroying, altering, or damaging government property or the property of another resulting in damages of less than \$50.
5. Failing to follow a facility's written rule after the Division Director approved the rule and the prisoner was provided notice of it.

PENALTIES - Ref DOC P&P 809.02

One of more of the following penalties may be imposed on you for any of the violations listed above:

1. Reprimand.
2. Suspended Activities: Suspension of participation in activities described in, and except as limited in (d) below for a period of up to twenty (20) days for minor infraction, up to forty (40) days for a low-moderate infraction, up to sixty (60) days for a high-moderate infraction, and up to ninety (90) days for a major infraction.
3. Confinement: Confinement in punitive segregation, confinement to quarters, or weekend or holiday lockups for up to twenty (20) days for a low-moderate infraction, forty (40) days for a high-moderate infraction, sixty (60) days for a major moderate infraction.
4. Suspension While in Punitive Segregation: Participation in the following activities is automatically suspended during the period the prisoner is placed in punitive segregation and may otherwise be suspended for the periods described in (b) above, except that participation in the activities described in sections (1)-(4) below for a prisoner who is otherwise entitled and not in punitive segregation may be suspended for no more than fifteen (15) days unless the infraction is directly related to the particular activity.
 - a. Participation in education programs or group religious services.
 - b. Contact visitation.
 - c. Secure visitation other than with immediate family members (e.g., spouse, parents, children, or siblings).
 - d. Telephone calls, except to an attorney or the Office of the Ombudsman.
 - e. Use of any electronic device.
 - f. Recreation, except for one hour of exercise per day.
 - g. Reading material, except for religious or legal matter, or educational materials if the prisoner is enrolled in a course.
 - h. Eating in a community dining area.
 - i. Use of the commissary.

APPEALS - Ref DOC P&P 809.04

If the Disciplinary Tribunal finds that the prisoner committed an infraction, at the conclusion of the hearing, the Disciplinary Tribunal shall provide the prisoner with a copy of the Summary

Findings (DOC Form 809.041). If the prisoner wishes to appeal the decision, the prisoner must so indicate, and sign the bottom of the Summary Findings.

The prisoner must submit their written appeal to the Superintendent of the institution where the disciplinary infraction was heard within three (3) working days after receipt of the Disciplinary Tribunal's written decision. The Superintendent shall act on an appeal, and the prisoner must be informed of the Superintendent's decision, within ten (10) working days after the Superintendent's receipt of the appeal. The Superintendent shall review the Superintendent's Appeal Checklist and address each appeal point made in the appeal.

The Superintendent may take one (1), or any combination of the following actions: Affirm, reverse or modify, in whole or in part, the disciplinary decision; Reverse and / or remand the disciplinary decision for rehearing, findings, or clarification of findings; Reduce the infraction to a lesser included infraction if supported by the evidence presented at the hearing; Reduce or suspend the sanction(s) imposed, in whole or in part; & Vacate the Disciplinary Report and convert it to an Informational Report.

The Superintendent's decision, other than for major infractions, is final and the prisoner has thirty (30) days in which to appeal the decision to the Superior Court.

Disciplinary action for a major infraction may be appealed to the Director of Institutions if the Superintendent denies the appeal, in whole or in part. A prisoner who wishes to appeal the Superintendent's decision, to the Director of Institutions, shall submit their appeal in writing within two (2) working days after notice of the Superintendent's decision. The Director of Institutions has the same powers on appeal as does the Superintendent as above. The prisoner must be informed of the Director of Institution's decision within fifteen (15) working days after receipt of the appeal. The Superintendent or Director of Institutions may reconsider a final decision or order on appeal at any time and take any action in set forth in policy 809.04.

The imposition of any sanctions / discipline must be stayed pending an appeal within the department, unless the prisoner is scheduled to be released from incarceration before the expiration of the time periods allowed for appeal under this section. If the imposition of any sanctions / discipline is not stayed pending appeal, time frames for action on disciplinary appeals are expedited as follows:

One (1) working day for issuance of the Disciplinary Tribunal's decision: One (1) working day to inform the prisoner of the Superintendent's decision. Three (3) working days to inform the prisoner of the Director of Institution's decision.

Failure of the appropriate official to respond within the time limits set out in this section is considered a denial of the appeal; however, a late response to an appeal is valid. A decision on the Director's appeal is the final decision and order of the department.

CHANGES IN THE HANDBOOK

This handbook was considered current at the time of printing. However, changes do occur and such changes, issued by memorandum, in policies or operating procedures are made available in written directives until such time as they can be incorporated into a revised version of the handbook.

HANDBOOK ACRONYMS

1. AAC Alaska Administrative Codes
2. ADA Americans with Disabilities Act
3. CPR Cardiopulmonary Resuscitation
4. DOC Department of Correction
5. DLL Digital Law Library
6. FAX Facsimile
7. GED General Educational Development
8. GCCC Goose Creek Correctional Center
9. KOP Keep on Person
10. OSHA Occupational Safety & Health Administration
11. OMP Offender Management Plan
12. OTA Offender Trust Account
13. PMCF Point Mackenzie Correctional Farm
14. P&P Policy & Procedures
15. PREA Prisoner Rape Elimination Act
16. PSO Prisoner Service Officer
17. Ref Reference
18. RFI Request for Interview
19. SDS Safety Data Sheet
20. SMML Self-Medication Med-Line

PMCF Prisoner Handbook - Appendix A

Facility Schedule - Daily (*)

* Daily	*Count	Inspection	Barber Shop	*Chapel	*Ed - Computers	Commissary	*Law Library	*Library	*Mail Call	*Meals	*Phones	*Rec - Runway	Store	*TV & Weight Rooms	Visiting
12:00:00 AM	*X														
1:00:00 AM															
2:00:00 AM	*X														
3:00:00 AM															
4:00:00 AM															
5:00:00 AM	*X														
6:00:00 AM	*X			*6AM						*6:15 AM-6:45 AM.	*X				
7:00:00 AM					*X		*Winter hours & Weekends 7:30 AM - 10:00 PM.	*Winter hours & Weekends 7:30 AM - 10:00 PM.						*Winter hours & Weekends 6:00 AM - 10:00 PM.	
8:00:00 AM		Weds.	Sat & Sun.										Mon - Turn in slip.		
9:00:00 AM															
10:00:00 AM	*X														
11:00:00 AM													Sat - Buy items.		
12:00:00 PM						Sun Submit Order.				*12:00PM-12:30PM.					
1:00:00 PM												No runway during visiting times,	Weds - New store list.		Sat & Sun 1-5 PM.
2:00:00 PM	*X											when			
3:00:00 PM						Thurs pickup.						the outside			Thurs 3-5 PM.
4:00:00 PM												lights			
5:00:00 PM	*X								*Dining Room.	*5:00 PM-5:30 PM.		shut off,			
6:00:00 PM	*X											& weather			
7:00:00 PM												dependent.			
8:00:00 PM															
9:00:00 PM															
10:00:00 PM	*X														
11:00:00 PM															

Note: This schedule is subject to change due to security reasons or seasonal farming. Schedule changes will be posted on the bulletin boards.