



PRISONER HANDBOOK

June 2015

John Conant, Superintendent

**GOOSE CREEK CORRECTIONAL CENTER
PO BOX 877790
WASILLA, AK 99687**

Mr. John Conant
Superintendent
Goose Creek Correctional Center

Date

Mr. L. Dean Marshall
Director of Institutions
Department of Corrections

Date

The Six Pillars of Morals and Character:

- **Trustworthiness**
Be honest, don't deceive, cheat or steal ♦ Be reliable, do what you say you'll do ♦ Have the courage to do the right thing ♦ Build a good reputation ♦ Be loyal, stand by your family, friends and country.
- **Respect**
Treat others with respect, follow the Golden Rule ♦ Be tolerant and accepting of differences ♦ Use good manners, not bad language ♦ Be considerate of the feelings of others ♦ Don't threaten, hit or hurt anyone-choose respect.
- **Responsibility**
Do what you are supposed to do ♦ Plan ahead ♦ Persevere: keep on trying! ♦ Always do your best ♦ Use self-control ♦ Be self-disciplined ♦ Think before you act-consider the consequences ♦ Be accountable for your words, actions, and attitudes ♦ Set examples for others.
- **Fairness**
Play by the rules ♦ Take turns and share ♦ Be open-minded; listen to others ♦ Don't take advantage of other ♦ Don't blame others carelessly ♦ Treat all people fairly
- **Caring**
Be kind ♦ Be compassionate and show you care ♦ Express gratitude ♦ Forgive others ♦ Help people in need.
- **Citizenship**
Do your share to make your community better ♦ Cooperate ♦ Get involved in community affairs ♦ Be a good neighbor ♦ Obey laws and rules ♦ Respect authority ♦ Protect the environment ♦ Volunteer

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I. INTRODUCTION

This handbook provides information regarding inmate programs, rules, and regulations. It should be used as a guide. It is very important that you take time to read and review this handbook to assist with your adjustment at the Goose Creek Correctional Center (GCCC). Please keep it as a reference for future use. You may seek clarification on any issues or concerns related to this handbook with your Unit Team.

Changes are made to this handbook as needed. Any changes made in this handbook will be posted on the inmate bulletin board in your housing unit, law library, and areas frequented by the inmate population.

GCCC Physical and Mailing Address

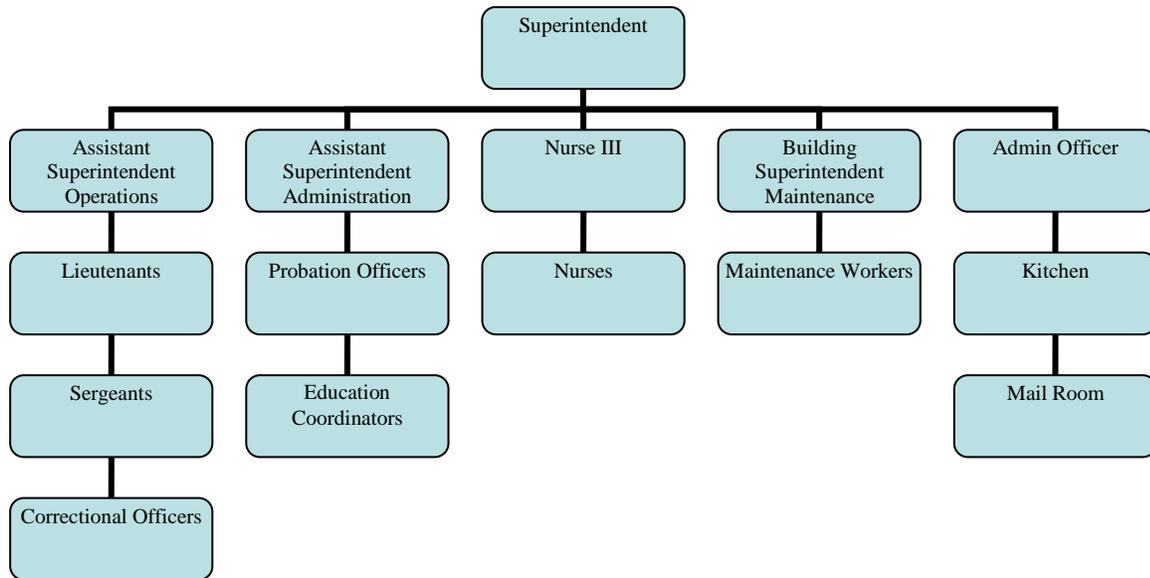
Physical Address

Goose Creek Correctional Center
22301 W. Alsop Road
Wasilla, AK 99654

Mailing Address

Goose Creek Correctional Center
C/O Intended Recipient & Inmate Number
Prisoner Mail Box Number
PO Box 877790
Wasilla, AK 99687

CHAIN OF COMMAND



II. CASE MANAGEMENT

A. Institution Admission and Orientation/Unit Admission and Orientation

Upon your arrival, you will be assigned to a housing unit where you must participate in the Admission and Orientation Program (A&O).

You will hear from staff regarding institution programs and departments. You will receive case management evaluation, Prison Rape Elimination Act (PREA)

assessment and medical screening at the time of arrival. You will be assigned to a Probation Officer as well as a housing unit.

B. Special Management Unit (SMU)

The SMU is housing for prisoners who have difficulty functioning in general population. Prisoners housed in SMU are required to follow a behavioral contract. Progress or lack of progress is reviewed every 30 days by the program team for retention on SMU or return to General Population. All inmates housed in SMU will be on a tier recreation schedule.

Inmates placed on a behavioral contract are given the same privileges as general population, but the privileges provided are on the unit.

- Education: Requests are processed through the probation officer
- Religious: Activities/requests processed through the special projects sergeant
- Substance abuse counseling: AA Sunday evening on the unit
- Commissary: phase one (1) level
- Recreation: Next to unit, provided daily
- Visiting: 9.00am to 9.00pm daily-1 hour video visiting only
- Medical: Provided on unit
- Law Library: Provided on unit
- General Library: Provided on unit by request
- Meals: Provided on unit

C. General Function of the Unit Staff

Unit Teams

GCCC utilizes the Unit Management System. Each unit is staffed by Unit Teams directly responsible for those inmates living in the unit. The Unit Team is composed of the House Sergeant, Probation Officers and Unit Officers.

Generally, the resolution of issues or matters of interest are handled by your Unit Team. Unit Team members are available to assist you in many areas, including release planning and referral where available, and assistance in setting and meeting goals while incarcerated.

Probation Officer

Your assigned Probation Officer is responsible for all case management services and prepares classification material such as progress reports, release plans, correspondence, and other materials relating to your incarceration.

Housing Officers

Housing Officers have the overall responsibility for the day-to-day supervision and enforcement of the unit rules and regulations, as well as the safety, security, and sanitation of the unit.

D. Classification Procedures

A probation officer will classify and assign each inmate to the appropriate security level facility and custody status guided by the principles of placement in the least restrictive setting consistent with maintaining the security and order of the institution, the special needs of the inmate, and resources available to the Department. 22 AAC 05.200.

E. Sentence Computation

Inmates with questions about their time computation should contact Records via a cop-out.

F. Daily Inmate Life/Routine

As soon as you are assigned to a living area, it is your responsibility to check your cell for damages, contraband or other unauthorized items, and report them immediately to your House Officer. You will receive disciplinary action for any unreported damages or contraband, including possible restitution for damages.

All inmates are responsible for ensuring that they are in authorized areas. Inmates are not allowed to enter cells other than the cell to which they are assigned (no cell visiting). Inmates are not permitted access to unassigned areas, to include other housing units, except when prior authorization by a House Sergeant has been granted. Violation of this rule can result in disciplinary action including placement in segregation or SMU.

Inmates are responsible to maintain rooms and all furnishings in a clean, orderly and intact manner. On weekdays an inmate's cell must be ready for inspection by 0800 hours. Housing Unit Officers will conduct the daily inspection. The Superintendent will conduct a weekly inspection. During the Superintendent's inspection inmates must be standing in front of their rooms, fully clothed in the institutional uniform to include properly displayed ID badge and remain quiet unless speaking with the superintendent or unit staff. On Saturdays, Sundays, and holidays you will make your bed when you get up. If you have a work assignment, your bed must be made and living area cleaned prior to reporting to your work assignment. No clothing, other than shoes, will be on the floor. Clothing will be hung on the wall hooks or secured in the storage box located under your bed. The cell will be free from dust, lint, trash and debris. The floor must be swept and mopped. All trash will be properly disposed of. Cell walls will be free of graffiti or unauthorized materials to include pictures torn out of magazines. Views of the bunks will not be obstructed at any time. If the cell does not pass inspection, the inmate(s) will be ordered to clean the cell. If it becomes a chronic problem, disciplinary action will result.

Pictures can only be placed in the space provided; pictures that are sexually suggestive in nature will not be permitted for display. Pictures depicting any type of nudity are forbidden.

Storage space in general population housing units is limited to two storage bins. The amount of personal property allowed is limited to those items which can be neatly and safely stored in the space designated. Personal property will be confiscated if it accumulates to the point where it becomes a safety or fire hazard or interferes with the sanitation of the unit.

There is to be nothing hanging on the sides of bed. Storage bins are to be stored under the bed. Each inmate will be limited to two storage bins. A picture of the correct way to maintain your room will be displayed on the unit bulletin board.

Inmates are not permitted to gather in groups of 10 or more unless prior authorization is given by the Superintendent or designee. Inmates are not permitted to run in any area except for the recreation yard track or indoor recreation areas. You may not exercise inside the housing units in the common areas. Inmates are permitted to do light exercise in their cells. Inmates must present their identification wristbands to any staff member when the staff member requests to see the ID wristband. ID wristbands must always be prominently displayed. When outside the housing unit inmates must be in the full institutional uniform, to include shirt, and the ID wristband must be worn around your wrist. When inside the housing units, but outside the cell, the institutional trousers must be worn and a shirt must be worn, which may be a t-shirt or sweat shirt purchased from commissary. The ID wristband will be worn at all times. With the exception of religious head coverings, the only hats which may be worn are the orange knit hats or ball caps available from commissary at GCCC. Do-rags are not allowed within the institution. Hats may be worn only outside the housing units and buildings.

G. Grooming and Hygiene Standards

All inmates will be provided with personal hygiene items through the commissary, transfer property or indigent issue.

A house officer will provide a toothbrush, toothpaste, razor and soap in the housing units for indigent inmates only. The indigent inmate is to fill out an indigent request form. Indigent supplies will be handed out once a week.

Hair Care

Hairstyles of different types will be permitted provided they do not conflict with the facility's procedures for safety, security, identification and sanitation efforts. Specialty haircuts such as razor/clipper cut designs, etc. and dyeing, coloring or tinting of hair are prohibited.

1. Inmates must have clean and properly groomed hair.
2. Inmates must wear beard guards, hair nets or head coverings if they work in the kitchen, dining room, or near machinery.
3. Inmates shall cut hair under sanitary conditions and in an area where institutional staff may supervise.
4. Jewelry items, beads etc are prohibited in any hairstyle.

Showers

Shower facilities are available for inmates in each housing unit. Inmates assigned to special jobs such as food service, health care services, sanitation, or maintenance must shower daily.

H. Unit and Bed Assignments

Housing assignments are considered permanent unless changed by the House Sergeant. Inmates must not change bunks without permission. All bed assignments or cell/housing unit changes should be requested via Request for Interview Form to your House Sergeant. It is at the House Sergeant's discretion to approve a requested housing change. All inmates are subject to be reassigned to another bed or another housing unit at the discretion of the Shift Commander.

I. Housing Unit Rules

The following general rules apply to all inmate housing areas. Additional rules may apply to specific housing units.

1. This is a **TOBACCO FREE** facility; there is no tobacco use permitted which includes no smoking inside or outside any unit or building or any use of smokeless tobacco products.
2. The calling of a staff member by a first name or nickname is not permitted. All staff is to be addressed in a respectable manner, i.e., Mr. /Ms. or Officer (Last Name) or by his/her title.
3. No pets or plants of any kind.
4. Flammable materials, gas, oil, or other hazardous materials are not permitted.
5. No posters, pictures, or any other items will be attached to walls or bunks. Pictures can only be placed in the area designated.
6. No writing or marking on the walls, ceilings, or floors.
7. No loud talking will be permitted.
8. No visiting in any other cell or other housing unit.
9. Anytime you leave your housing unit or are in the dayroom area, you must be appropriately dressed.
10. No food items, other than those purchased from the Commissary will be allowed in the housing unit.
11. All personal items will be stored in inmate storage containers.
12. Housing units and cells must be cleaned daily and kept clean.
13. Lights will be turned out at designated times.
14. Housing units and cells will be inspected daily by a staff member.
15. Each inmate is responsible for contraband found in his cell.
16. The hanging of clothing, sheets, or any other article from a bed is strictly prohibited.
17. The covering of cell door windows, air vents and lights is strictly prohibited.
18. Strict compliance with "orders" and "directions of staff" is mandatory. It is not necessary for staff to say, "This is a direct order" for orders and

directions of staff to be considered a direct order.

19. Inmates are not allowed to engage in scuffling, horseplay, or similar activities. Disciplinary action and/or being placed in segregation will result.
- 20. The only inmates permitted to be in a cell are those assigned to that cell.**
21. All inmates are responsible for ensuring that they are in authorized areas.
22. Inmates under security staff escort are not to be approached or spoken to by other inmates.
23. The top tier walkway of the housing units are to be used for movement only. The walkway is for moving to and from your assigned cell, restroom, shower, or stairs only. The walkway is not to be used for walking laps or loitering in any way.
24. All lights in Delta, Echo, and Fox cells are required to be left on continuously between the hours of 5:00 AM and 11:00 PM. The only exception will be for the inmate workers that work at night (mod workers are not to be considered night workers). If you are not a night time worker and your lights are off at the times listed above, you will receive a write-up.

J. Identification of Inmates

All inmates are issued identification wristbands and keycards upon arrival. The ID wristbands and keycards are used as tools to control inmate movement into the housing units.

Inmates are not allowed to damage or tamper with their ID. Failure to follow this directive will result in being charged with tampering with a security device.

Inmates will only be allowed to enter the housing unit they are assigned to. Any exceptions to this directive must be approved by the Shift Commander.

Inmates that are allowed to enter a housing unit they are not assigned to will have documentation stating the reason for their presence in the housing unit, the expected duration of the task, and identification of the housing unit they may enter.

Inmates must display their identification wristbands at all times. ID wristbands will be displayed on the wrist only.

You must show your ID wristband to any staff member who requests to see it.

If you lose your ID wristband, or damage it so you can't be identified from it, you must submit a request for a new one at your expense. The cost is \$5.00.

If you change your appearance (shaved head, beard, etc.), you must obtain a new ID wristband at your expense (\$5.00), and turn in your old ID.

III. SAFETY AND SECURITY RULES AND PROCEDURES

A. Lockdown

- Inmates will remain in their cells after 2300 hours, during inmate counts and at all other times as directed.
- When lockdown is announced, inmates must immediately return to their cell and the cell doors will be closed.
- Emergency lockdowns may be ordered at any time. As a general rule, all inmate's daily schedule and certain privileges and rights are suspended until the lockdown is lifted. Privileges and activities will be restricted only to the degree necessary to protect the security of the facility, other inmates, and staff. The length of time an area is locked down is determined by the continued behavior of the affected inmates and security need.
- Bathroom access during a lock down:
 - a. After 2300hrs an inmate may walk from their room directly to the bathroom on their tier, then directly back to their room. An inmate that deviates from this to go visiting in other rooms or areas of the housing unit, or uses this as an opportunity to wander between his room and the bathroom after lockdown shall be subject to disciplinary action and placement in the SMU.
 - b. During emergency lockdowns prisoners are to remain in their rooms and follow the direction of staff in regards to accessing the bathrooms.

B. Count Procedures

All counts will be conducted in a quiet and orderly manner. The official count times are:

0710hrs
1100hrs
1600hrs
1830hrs
1910hrs
2230hrs
0200hrs
0500hrs

1. All counts except the 0200hrs and 0500hrs will be announced on the P.A. system.
2. Unless otherwise authorized (out count), all inmates must return to their housing units and individual cells for counts. Inmates are not released from their cells until the count has cleared.
3. During emergency counts inmates may be recalled to their housing units or asked to remain in place. During an emergency count it is important that inmates follow all directions from staff members, failure to do so will result in the inmate being placed into segregation.
4. During a count, all inmate movement will cease and inmates will remain in place until the count has cleared. No inmates will distract the officers taking count, or interfere with the count process in any way. This includes talking to the officers conducting the count, placing blankets, papers, towels or any other

type of covering around bunks or cell windows in such a manner that blocks the view of the counting officers. Officers are required to see enough skin to verify that they are viewing the inmate when counting.

5. The 1100hrs and 1600hrs counts are stand-up counts. All inmates will STAND by their beds until they have been counted. When the count is announced, inmates will immediately return to their cells and the cell doors will be secured.
6. Inmates on out-counts will not be allowed to leave their area until the count is cleared and announced by the Housing Officer.
7. Failure to follow these procedures may result in disciplinary action.

Additional counts may be conducted at any time as deemed necessary by the Superintendent or the Superintendent's designee.

C. Movement

Inmate movement on the compound will be controlled according to a schedule established by the Inmate Daily schedule. Inmates may enter and/or exit their housing unit and work areas during movement times only, except with the approval and/or direction of a staff member. If an inmate is found entering or exiting the Housing unit by false pretense it can result in disciplinary action. Inmate open movement may be cancelled without notice because of institutional need.

It is the inmate's responsibility to exit their housing units for scheduled work and appointments during the nearest scheduled movement.

D. Searches

Frequent, unannounced searches of inmates, inmate quarters and other areas of the facility shall be conducted as often as necessary to ensure the safety and security of the facility. Any staff member may search an inmate, his living quarters, or his personal property at any time. Searches shall be conducted in a manner that will avoid unnecessary force, embarrassment or indignity to the inmate. Any item considered contraband by GCCC policy will be confiscated.

It is not necessary for the inmate to be present when his area is being searched/inspected. The property and living areas will be left in the same general condition as found. These searches/inspections will be unannounced and conducted on a random basis.

A pat-search is a clothed body search. All inmates are subject to mandated and random pat searches at any time.

Strip searches are visual searches of an unclothed inmate. Strip searches will be conducted on admission to the facility, after visits, when being processed into special housing, when suspected of possessing contraband, when apprehended after escaping or attempting to escape, after participating in a disturbance, and after off-site trips.

E. Drug Surveillance – Alcohol Testing

This facility operates an inmate drug surveillance program that includes mandatory random testing. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so within a reasonable length of time, that inmate will be subject to disciplinary action. Inmates are subject to drug and/or alcohol testing at any time. Any inmate who tests positive for alcohol and/or drugs or refuses to submit to be tested for alcohol and/or drugs is subject to disciplinary action.

F. Fire Prevention and Control

Fire prevention, sanitation, and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member so property and lives can be protected. Piles of trash, rags, or combustible materials in closed areas are not permitted. Nothing may be hung from fixtures, fire extinguishers, electrical receptacles, or from any device or object that may create a hazard. Daily fire and sanitation inspections are made by staff members. Fire drills are an important part of safety. You are expected to respond to each fire drill as if an actual fire is present and evacuate as directed by the Housing Unit Staff.

G. Security Threat Group

A validation process will be initiated if any inmate is identified as an affiliate or member of a Security Threat Group (STG) or gang. Once validated, an inmate's activities will be closely monitored. Should his actions be perceived as posing an immediate and substantial threat to the security of the institution, he will be administratively segregated.

IV. PRIVILEGES AND ACTIVITIES**A. Law Library**

Law library services will be available daily to accommodate the needs of inmates. Legal reference material will be utilized with the Lexis computer terminal. Unauthorized possession or destruction of library materials will result in disciplinary action. Access to the law library will be based upon verified inmate needs.

Access to the Law Library will be during open movement times only. The law Library closes at 8:00 pm. Kilo mod is restricted to the Law Library in their mod due to the main Law Library closure time.

Nothing but the inmate's current legal material will be allowed to be taken into the law library.

If you require legal materials that are not available, contact the librarian for assistance. Any copies of requested material, which have been made for the inmate's use, will remain the property of the law library.

No law library reference material will be photocopied. For legal cases all that is needed is to quote a "case" and "number". The courts have their own libraries to look up references.

Inmates may not remove or in any way deface or damage any computers, typewriters, books or materials from the library. Inmates caught engaging in this type of behavior will be placed on an Individual Determination Restriction.

B. Typewriters

The library typewriters are to be used for inmate legal work only. Letters to friends, family and businesses, Request for Interview forms, grievance and disciplinary appeals, loan applications, schoolwork, poetry or any other use of the typewriter that is not for legal purposes is forbidden and will result in disciplinary action. If an inmate is unsure whether the work is legal or not, the inmate should contact a staff member before using the typewriter.

C. Photocopying

If an inmate requires a photocopy and has funds available, a Legal Copies Request form 808.12A or, Personal Materials Copies Request 808.12B and a signed Trust Withdrawal Slip and the paperwork needing to be copied must be submitted to the Standards Sergeant. If a Legal Copies Request form is submitted an active case number must be included. The price is fifteen (\$.15) cents per single sided copy.

Indigent inmates requesting copies of current legal work to be mailed out must submit a Legal Copies Request form and a pre-addressed envelope(s) with a privileged addressee's address. An indigent inmate must state on the Legal Copies Request form that he is indigent. The unit team officer will verify if the inmate is indigent and authorize legal copies to be made at no initial cost to the inmate.

Indigent inmates will be allowed to keep one (1) copy (either the original or a copy) of legal material for their own records. All other originals and/or copies will be shown to the inmate and placed in the appropriate envelope in staff presence. Staff will sign the back of the envelope verifying intended recipient is privilege correspondence.

No law library reference material will be photocopied. No copies of Department of Corrections or GCCC Policies and Procedures, Standard Operating Procedures, Handbook, Alaska Administrative Codes, etc. will be provided.

D. Inmate Leisure Library

GCCC provides access to a full range of materials for education and leisure purposes. The inmate Leisure Library offers inmates a variety of reading materials including, but not limited to, periodicals, newspapers, fiction, non-fiction, and reference books.

A schedule of hours of operation is posted in the Library, Education and Housing Units and is subject to change. Unauthorized possession or destruction of library materials will result in disciplinary action.

E. Recreation

Scheduled Events and Tournaments will be posted on the bulletin boards throughout the facility.

Informal Events occur during open gym time and will consist of approved sports and activities only.

Formal Organized Activities will be posted on the calendar and will occur at set times during the posted period set by the Recreation Staff.

In all recreational activities, the following will not be tolerated:

Arguing with an Official

Fighting

Bad Sportsmanship

Destruction of Property

Failure to comply with Staff

Unless approved; groups of 10 or more inmates gathering for a recreation activity

1. Equipment Sign Out

All equipment must be checked out and signed for.

2. Sanitation

All recreation equipment must be wiped down after each use to prevent the transmission of communicable diseases.

F. Yard Area Fenced Perimeter

Unless on a supervised work detail, some areas of the inner yard are off limits to inmates, they are:

1. Inmates are not permitted within the area that is posted; **“OUT OF BOUNDS – NO INMATES”**
2. Inmates are not permitted on the lawn area south of the sidewalk, starting at the light pole leading toward housing unit “Alpha”.
3. Inmates are not permitted on the sidewalk or lawn area between Southernmost light post and the vehicle gate.

4. Inmates are not permitted on the sidewalk that runs North/South between the doors marked Food Service and Health Services.
5. When called for inmates shall use the sidewalk that runs East/West from “Charlie” and “Delta” housing units to access Health Services, Visitation and Property. If you have not been called for, or have an appointment, you are not permitted in this area.
6. Inmates must remain at least six feet away from the electric carts in the yard unless they are part a work detail concerning the carts or are passengers.

Inmates are not permitted to sit, lean against or climb the interior dividing fences. This is also considered “Out of Bounds.” Inmates that do not adhere to this policy will be subject to disciplinary action.

G. Barber Shop

Barber Shop hours are posted in each sentenced housing unit and are subject to change. Only Sentenced inmates are permitted haircuts in the Barber Shop. Delta, Echo, Fox, Kilo, SMU, and Segregation haircuts are done within those specific housing units. Only a prisoner hired as a barber is allowed to give haircuts.

H. Voting

If you are eligible to vote, you can request an absentee by-mail application from the Division of Elections their address is:

Absentee and Petition Office
619 E. Ship Creek Avenue #329
Anchorage, AK 99501-1677

The restoration of voting right may occur after release. If you are interested in having your voting rights restored you must discuss this with your PO during release planning.

Sec. 15.05.030. Loss and restoration of voting rights.

- (a) A person convicted of a crime that constitutes a felony involving moral turpitude under state or federal law may not vote in a state, federal, or municipal election from the date of the conviction through the date of the unconditional discharge of the person. Upon the unconditional discharge, the person may register under AS15.07.
- (b) The commissioner of corrections shall establish procedures by which a person unconditionally discharged is advised of the voter registration requirements and procedures.

Sec. 33.30.241. Effect of judgment of conviction on civil rights.

- (a) A person who is convicted of a felony involving moral turpitude as defined in [AS 15.80.010](#) is disqualified from voting in a state or municipal election until the person's unconditional discharge.
- (b) A person who is convicted of a felony is disqualified from serving as a juror until the person's unconditional discharge.
- (c) In this section "unconditional discharge" has the meaning given in [AS 12.55.185](#).

Sec. 15.80.010. Definitions

In this title, unless the context otherwise requires,

"Felony involving moral turpitude" includes those crimes that are immoral or wrong in themselves such as murder, manslaughter, assault, sexual assault, sexual abuse of a minor, unlawful exploitation of a minor, robbery, extortion, coercion, kidnapping, incest, arson, burglary, theft, forgery, criminal possession of a forgery device, offering a false instrument for recording, scheme to defraud, falsifying business records, commercial bribe receiving, commercial bribery, bribery, receiving a bribe, perjury, perjury by inconsistent statements, endangering the welfare of a minor, escape, promoting contraband, interference with official proceedings, receiving a bribe by a witness or a juror, jury tampering, misconduct by a juror, tampering with physical evidence, hindering prosecution, terroristic threatening, riot, criminal possession of explosives, unlawful furnishing of explosives, sex trafficking, criminal mischief, misconduct involving a controlled substance or an imitation controlled substance, permitting an escape, promoting gambling, possession of gambling records, distribution of child pornography, and possession of child pornography;

Sec. 12.55.185. Definitions

In this chapter, unless the context requires otherwise,

"Unconditional discharge" means that a defendant is released from all disability arising under a sentence, including probation and parole;

V. INMATE PERSONAL PROPERTY/COMMISSARY

A. Personal Property List

An approved property list can be found posted on your housing unit.

B. Contraband

Contraband is defined as follows: any item not authorized or issued by the institution, or not received through approved channels, or purchased through the

Commissary or an excess amount of allowable property. Any item in your personal possession must be authorized, and a record of the receipt of the item must be kept in your possession. Inmates may not purchase, trade, loan or borrow any items from another inmate; items obtained in this manner are considered contraband and will be confiscated. **Any altered items**, including personal property and institution issued property, even if approved or issued are considered contraband.

Altering or damaging GCCC property is a violation of institutional rules, and the cost of the damage may be levied against the violator through the inmate disciplinary process

When an inmate's property is seized the inmate will be given a copy of the Property Seizure Report. The inmate will have ninety (90) days from the date of the seizure to disburse the property. If the inmate is unwilling or unable financially, or refuses to provide a mailing address for disbursement of the property, the property will be disposed of through approved methods, including destruction of the property.

Inmates are responsible for their own personal property. It is the responsibility of the inmate to notify the Property Department via Request for interview (cop-out) when their property has been seized in the possession of another inmate so that the contraband may be disbursed per policy. GCCC will not be responsible for the repair or replacement of personal property lost, stolen, damaged or destroyed.

C. Commissary

The use of the commissary is a privilege, not a right. Items on the commissary list and the prices of those items may change without notice due to price fluctuations and merchandise availability. Excess commissary items are considered contraband and will be confiscated. Inmates with excessive commissary items are subject to disciplinary action. Inmates must have sufficient money to cover the cost of a commissary item before it may be purchased. All comfort items are subject to a 3% surcharge which will be placed in the Inmate Welfare fund. Inmates must submit their orders by midnight on Sunday in order to receive their items on the scheduled delivery day. Commissary items will be distributed Thursday through Sunday unless circumstances cause a delay, in which case you will be notified. If you fail to retrieve your commissary at your designated time, you may be denied your order and you may be refunded. Inmate purchases are dependent on their Phase status under the Inmate Incentive Program each week. This does not include special purchase items such as TVs, game systems, etc. Television size is limited to no more than thirteen (13) inches.

Inmates placed on commissary restriction or a sanctioned loss of commissary will be limited to the following:

Health and Grooming items
2 books of Stamps and Writing materials

Religious items

Quantities of any of the above listed items may also be limited as the facility deems necessary.

Inmates placed in punitive segregation will be limited to the punitive segregation commissary list.

Inmates may be placed on a medical restriction, based on dietary needs, to be determined by the Medical Department.

Inmates placed in Segregation are subject to a limited variety of items. Those items are limited to hygiene and medical only.

In some cases, inmates may have orders that were placed prior to admittance in Segregation. For those items not allowed in Segregation, they will be returned and the inmate will be refunded the cost of those items.

D. Clothing Issue

You will be issued the following institutional clothing and bedding:

3	Pairs of Pants	1	Mattress
3	Shirts	2	Sheets
3	Pair of Underwear	2	Towel
3	Pair of Socks	2	Blankets
1	Pair of Shoes		
1	Jacket		
1	Hand Towel		

E. Segregation Inmate Property

If an inmate’s housing status changes or property is rolled up for any reason, all GCCC and personal property will be removed. Upon admission to the Segregation Unit all of the inmate’s personal property will be seized, inventoried and held in the Property Room. Once an inmate’s housing status is established he may request those personal items allowed for retention per Segregation Housing rules.

F. Replacement of Worn Clothing

If your institutional clothing has become worn and is considered unserviceable, you may send a Replacement Clothing Request Form to the Laundry Supervisor. If your request is approved by the Laundry Supervisor, you will be placed on a call out, prior to replacement for new clothing your worn clothing shall be examined to ensure that the clothing is unserviceable. When you arrive at clothing

exchange, you must have the clothing to conduct a one for one exchange. Only the clothing listed and approved on the Replacement Clothing Request Form shall be exchanged, add-ons are not permitted. The date of the exchange shall be listed on the bottom of the request form. You must look at that day's call out sheet to verify the time you are to report for the clothing exchange.

You must report to the Laundry area with the approved Replacement Clothing Request Form. If you fail to report on your appointed date/time or show up without the approved form you must submit another Replacement Clothing Request Form.

Inmates are responsible and shall accept the cost for any institutional clothing that is lost, misplaced, stolen or destroyed.

G. Limitations

Inmates may not have more than the approved number of clothing items, both institution-issue and personal, as listed on the inmate property list.

All clothing will be clean, appropriately fitting, and in good repair. Clothing will be worn in the manner for which they are designed. Pant legs will not be rolled up or tucked inside socks or footwear. Pants will not be worn below the waist level or sag (the inseam should not hang low). In addition, t-shirts will be tucked in. Hands will not be inside of trousers.

Except for items purchased from the Commissary, all clothing items will be issued from the Laundry. Institutional and personal clothing may not be marked on, altered or destroyed in any way.

Excess personal property or articles for which an inmate cannot prove ownership will be subject to confiscation and/or disciplinary action.

Inmates are responsible for personal property in their possession.

Prisoners must wait three (3) days to cop out for their personal property after arriving at GCCC or going back to General Population from being housed in Segregation or the Special Management Unit.

H. Laundry

A schedule for access to the institutional laundry facility will be posted in your housing unit.

Mops should be placed in the white net bag that has the units' name on the tag. Mops will be washed as a group, so you will not receive back the same mops. Mops must be turned in to laundry by 9:00 AM or earlier. Inmate laundry workers may bring them over the night before and leave them at the housing unit door in a plastic bag with the name of unit on the bag. They will be washed and

given back the same day unless an emergency occurs. Unit Officers are responsible for sending the mops to laundry.

Rags must be in the white net bag with the areas' name on it.

Laundry will be picked up by inmate workers in accordance with the posted schedule, in accordance with the schedule above. All inmates must have their clothing in the white net bags with their name and ID# on them before the scheduled time.

Hemming and mending will be done on case by case basis. Inmates should submit a Request for Interview form to environmental services and look for their name on the call out sheet.

Only GCCC articles will be mended or tailored. No pockets, buttons, Velcro or any other type of altering will be done to either GCCC or your personal clothing or foot wear. Bring clean items only in the white net bags to laundry. Laundry will mend the items and then deliver them at the end of the day.

Inmates must be wearing full facility uniforms when reporting to laundry. If not they will be sent back to their unit.

VI. PROGRAMS AND EDUCATION

A. Job Programs and Assignment:

Inmates are to be available and ready during their scheduled work times. Inmates may be asked to work outside scheduled work hours. Inmate workers are to report to their assigned work areas on time and be ready to work. If an inmate is sick or unable to perform his duties he must notify staff. It is the responsibility of the inmate worker to follow all rules at all times and set a good example for other inmates.

Inmates must be physically, mentally and medically able to work before they can be considered or assigned to a job. Efforts will be made to assign inmates to jobs in which they have prior experience and ability.

If it is determined that the inmates continued presence in the work area is detrimental to the morale of the work force, the productive operation of the area, or to the safety and security of the institution, an inmate may receive a non-disciplinary dismissal upon recommendation of the staff. Specific reason(s) for dismissal shall be documented. Inmates, whose housing arrangement is changed, may or may not be able to keep their work assignment. A determination will be made on a case-by-case basis.

1. Job Assignments

Participating in the work program is a privilege.

When applying to participate in the program the inmate should take into consideration his other program schedules, medical needs and restrictions before applying.

All work assignments are duties as assigned and are subject to work different hours other than posted. Refusal to do so is subject to termination.

Inmates are required to remain in their assigned work areas while on shift.

If an inmate wishes to change his assigned position, then he can apply for any newly open position after it is posted in his mod. He should provide a reason as to why he wants to change positions.

Hiring for any job is at the discretion of Job Services.

Inmates that are terminated from their work assignment will not be eligible for hire for a minimum of 30 days and therefore should not apply for another job during that time. Unless otherwise determined by Job Services staff. Inmates who are terminated as well as receiving a class C or higher write-up will not be eligible for hire for a minimum of 90 days and therefore should not apply for another job during that time. If an inmate is found NOT GUILTY for his write up than his restriction can be reduced down to 30 days. Eligibility is at the discretion of staff.

Any GCCC staff can terminate an inmate's participation in the program.

If an inmate quits without providing a 7 days' notice, that inmate will not be eligible for rehire until after 30 days.

Inmates may be eligible for hire if they have been write up free for 30 days and are free of a C level or write up for 90 days.

GCCC issued clothing will be the required job attire, unless directed otherwise by your work supervisor. Inmate workers must wear their assigned yellows at all times during work hours. Inmates assigned to work in the kitchen are required to wear GCCC white uniforms. You may also be required to wear a yellow work vest as directed by staff.

Job postings will be posted in each mod when positions become available. The posting in each mod will correspond with which inmates (sentenced/un-sentenced) are eligible for those job assignments. Inmates can submit an application to Job Services by using a resume form supplied to the inmate population. Resumes should not be submitted prior to vacant job assignments being posted. Applications received prior to the posting will be denied and

returned to the inmate. Also, resumes received after the posting has become expired will be denied and returned to the inmate.

Resumes that are not completely filled out with the proper information will be denied and returned to the inmate. The inmate must wait until other vacant job assignments are posted before resubmitting a new resume. If an inmate applies for a job that is not posted, the resume will be denied and returned to the inmate.

Acceptance into the work program is at the discretion of job services. Many factors can be considered when selecting a suitable candidate. Institutional behavior and institutional work history are examples of factor's that can be taken into consideration when deciding.

2. Inmate Compensation

All job assignments are controlled through a performance pay system, which provides monetary payment for actual hours of work. The pay is credited to the Offender Trust Account by the 5th of each month.

Inmate performance pay is granted to inmates who are assigned jobs and demonstrate good habits in the performance of their assigned duties. Performance pay at GCCC is based on a work/performance scale with varying amounts based on the difficulty and importance of the job.

For most positions but not all positions, inmates without an education will be paid 45 cents; inmates with a high school diploma or G.E.D will be paid 50 cents. Once inmates who are receiving 45 cents can show proof of G.E.D or high school Diploma they will begin to make 50 cents and will not receive retroactive compensation.

Inmates who are being paid 45 cents are eligible for a one time raise of 10 cents after working the same job for a minimum of 6 consecutive months.

Inmates who are being paid 50 cents are eligible for a one time raise of 15 cents after working the same job for a minimum of 6 consecutive months.

Raises are not to exceed 65 cents.

Inmates who have a pay discrepancy have 30 days to submit a cop-out to Job Services. After 30 days has expired, all cop-outs addressing pay roll discrepancies will be denied and returned to the inmate.

If an inmate is due to being released, then the inmate must submit a cop-out stating he is giving his 2 weeks' notice. The last day worked will be a

minimum of 7 days prior to release. It is your responsibility to give notice prior to your release to ensure you are paid before your release.

3. Work Evaluation

For most positions the work detail supervisors will record and submit hours worked for the inmates to Job Services.

4. Appointments

If an inmate wishes to have an appointment with the job services staff, he is required to submit a cop-out stating the reason for his request with details of his issue. At that time staff will determine if a face to face appointment is necessary. Most questions and issues can be resolved through the cop-out process. Appointments will be made on a case by case basis determined by Job Services staff.

B. Counseling Activities

The Unit Team will assess inmate counseling needs and, when appropriate, make recommendations to available counseling services.

C. Notary Public

The institution has designated staff with Notary Public Authority. Check with your assigned Unit Team for specific Notary information.

D. Education

Access to the Education Program is a privilege. Inmates may be suspended or removed from the Education Program for violation of program rules in accordance with P&P 808.04, Removal from Rehabilitation Programs. The use of profanity is not allowed in the Education and classroom areas.

1. Eligibility

All inmates are eligible for educational programs. GCCC will have day and evening programs, where staff and resources allow, so inmates may combine employment with their training. GCCC will formally acknowledge an inmate's accomplishments with diplomas or certificates.

2. Classes Offered

- Adult Basic Education (ABE), including: basic instruction in reading, writing, and computational skills below the 9th grade level.
- Criminal Attitudes Program (CAP)
- English as a Second Language

- General Equivalency Degree (GED) preparation
- Life skills program (health and safety, communications, cultural activities, and pre-release/pre-employment preparation.
- Vocational Education Programs
- Correspondence course information is available upon request. GCCC does not fund these courses. Inmates participating in correspondence courses are responsible for all financial charges. Some courses that require additional support are not permitted; for example: requirement for a specialized certified instructor (on site), special tools, or access to a computer would not be permitted.

3. Class Scheduling

Classes will normally be held Monday through Friday in the Education area. New classes may be developed periodically and classes and schedules are subject to change. Classes may be offered in the evening hours. Individual/small group tutoring and testing will be scheduled as needed.

4. Registering for Classes

Anyone who is interested in taking one of the classes scheduled may sign up on the posted list in the Programs area or by Cop-Out. You will be notified when to attend class by the Education Department.

You may sign-up for both Academic and Vocational classes. Schedules can be found on the Housing Unit bulletin boards, in the Programs Area, and/or with your Probation Officer.

A graduation/award ceremony may be held for all those who successfully complete the GED Program.

It is the inmate's responsibility to arrive on time to each of his scheduled classes. Classroom rules and procedures as posted in the Programs Area will be followed or disciplinary action will be taken.

Wearing any hats, caps, or other head coverings inside the Programs/Education areas, including halls, classrooms, and offices is prohibited. Approved religious headwear is permitted.

E. Religious Programs

The religious programs provide inmates the opportunity to practice their personal faith. Inmates in the Special Management Unit/Segregation will have regular access to the Chaplain and recognized representation of their faith group.

Inmates may recite formulaic prayers in the language required by their religion. Sermons, original oratory, teaching and admonitions must be delivered in English.

Various religious services, bible studies, etc., are conducted on a regular basis. In addition, concerts, films, videos, lectures, and seminars are available.

If inmates' faith group is not represented in our institution, the Chaplain will provide the inmate with the form "New or Unfamiliar Religious Components Questionnaire." The inmates will answer the needed information and return it to the Chaplain. If approved, the said faith group will be added to the weekly schedule. Current program scheduling is posted on bulletin boards in all housing and is subject to change.

Religious Items

The Chaplain, through the Assistant Superintendent, must approve inmate personal religious items not sold in commissary. All approved religious items purchased must come through appropriate religious catalogs, bookstores or ministries. Religious items mailed in by family members or friends will not be accepted or approved.

Each inmate is permitted to retain specific religious items that have been reviewed by the Chaplain and approved by the Superintendent. Any superintendent-approved personal religious item must be valued under \$100.

Religious headgear, including turbans are allowed to be worn as long as it does not disrupt the safety and security of the individual or the institution. Religious headgear is subject to search at any time. Approval of such headgear will be determined by the chaplain and GCCC management on a case-by-case basis. The right to wear any religious headgear is secondary to any and all safety and security procedures to ensure the safety and security of the individual and the institution. Final decisions on all personal religious items rest with the Superintendent.

Religious headwear, which has been altered without staff approval, shall be considered contraband and confiscated.

All inmates must register their Religious (i.e., Muslim kufi cap, Jewish yarmulke skull cap)/Culture (ie. Bandana / Head wrap) Headgear with the Chaplaincy Department within their first month of arrival to the facility. Upon completion of verifying the information regarding the headgear, an identification card will be issued to the inmate.

F. Arts & Crafts

A variety of arts & crafts programs are available through the Education Department.

1. General Arts & Crafts Rules

Inmates may only work on one project within a craft area at a time. All projects in progress must be kept in storage areas when not being worked on. All items in Arts & Crafts storage areas must be listed on an approved inventory sheet. Failure to follow these requirements may result in the item(s) being confiscated.

The use of State of Alaska owned materials in the creation of craft items is forbidden, craft items created with State owned materials are subject to immediate seizure and disciplinary action.

All finished craft products must be disposed of by one of the following means:

- a. Inmates may mail the product to a person of their choosing at the prisoner's expense
- b. Inmates may disburse the product to a person of their choosing using form 811.05g Inmate Property Disbursement.

In order to reduce fire hazards and to conserve space, all craft items not disposed of under the above conditions are subject to storage and/or disposal in accordance with policy 811.05, Inmate Personal Property.

2. Craft – Housing Unit

Craft projects approved for work in the cell or living areas are limited to those approved by the Assistant Superintendent and which can be contained or stored in designated personal property containers.

G. Clubs

Goose Creek Correctional Center (GCCC) has two authorized clubs which are available for participation by general population inmates.

- Veterans In Prison (VIP) – The club seeks to improve the quality of life for the veterans at GCCC by providing up-to-date information about their military benefits and educational opportunities while incarcerated. The color guard performs ceremonial rituals on national holidays and at institutional functions.
- Inupiaq Native and Alaska Indians Spiritual Cultural Group (INAISCG) – The club is dedicated to the promotion and enhancement of increased self-respect and pride of the Inupiaq Natives and Alaska Indians. They work to promote and enhance positive changes for the community as a whole, traditional values and lifestyles through cultural programs and educational activities.

VII. HEALTH

All inmates have access to health services offered at Goose Creek Correctional Center. All inmates must submit a cop out for medical, dental, mental health and eye glass needs. The Department of Corrections provides essential medical, dental, eye and mental health services. Examples of treatments DOC doesn't consider essential include, but are not limited to: dental crowns, braces, teeth whitening, mouth guards, dandruff, acne, skin discolorations, dry skin, tattoo removal or similar cosmetic conditions. Over the counter products for dandruff, acne, dry skin and other conditions are available on medical commissary. Mouth guards and neoprene arm, knee and ankle braces are also available on commissary. Emergency medical services are available to all inmates at all times. Medical cannot approve your personal shoes, this is a security function. If, on rare occasions, it is deemed essential, medical can purchase shoes for you; see outside equipment charge below.

A. Co-pay Fee

Inmates will be charged a \$5.00 co-pay for health care services that they have requested. Refer to DOC P&P 807.07, Inmate Responsibilities for Health Care for further details. If the inmate is evaluated by more than one medical provider during a health care visit, the inmate will be charged for only one visit. If during a routine follow-up for a chronic condition, and a new health problem is identified, a co-pay of \$5.00 will be charged for the treatment of the new condition. Inmates with chronic conditions will be charged \$5.00 for the initial visit and \$5.00 annually thereafter. Examples of health care services, based on clinical staff referrals, follow-up treatment for chronic conditions and preventative health care services include, but are not limited to:

- Blood pressure checks
- Glucose checks
- Testing/treating for tuberculosis (testing annually-mandatory program)
- Vaccinations (cop out for STD testing- you may qualify for Hep B vaccine)
- Wound care (i.e.: MRSA-good hygiene and clean environment best defenses)
- Patient education

Debts will be established for any inmate who is charged a co-payment and does not have sufficient funds in his account. Incoming funds will subsequently be applied against the debt until it is satisfied, including debts from previous incarcerations.

Prescriptions:

Inmates will be charged a co-pay of \$5.00 for initial prescriptions and a \$5.00 co-pay fee for renewal prescriptions.

Injuries:

A \$5.00 co-pay will be charged for each visit for sports related injuries. A prisoner may be charged for the full cost of health care services resulting from assault or self-harm injuries upon determination from the Disciplinary Board.

Equipment:

A \$5.00 co-pay will be charged for the use of medical equipment available from the facility such as crutches and canes. A co-pay of up to \$25.00 will be charged for the use of medical equipment not available in the facility.

Charge Disputes:

You may challenge a charge for health care services by submitting a written request to medical within three (3) working days of receiving notice of the deduction. Clearly explain the reason why the charges are incorrect and also include the charge voucher number. Medical staff will research the charge dispute and forward any reimbursements to the accounting department for consideration of account credit. Charge disputes cannot be grieved.

B. Sick Call

Sick call shall be conducted seven (7) days a week. Sick call requests include requests for medical, dental, eye and mental health services. The medical unit is a triage unit; meaning, we prioritize who is seen first based on medical severity. You are required to fill out a request for interview to be seen by medical, dental and mental health unless you are experiencing an emergency in which case alert your housing officer(s) who will alert medical for an urgent assessment. Medical requests (cop outs) need to be submitted from the housing units. Requests cannot be made at the medication windows. Be very specific in your request for services; avoid putting requests for medical and mental health on the same form as they are routed to different areas. Likewise medical and dental requests are routed to different areas. If you are notified to present to medical be sure to be prompt; failing to show up for a scheduled appointment may result in the disciplinary process. Inmates in Segregation or in the SMU have the same access to health care; cop out forms and the locked boxes are located in all housing units. Medical staff will retrieve cop outs daily throughout the facility. When deemed medically necessary and approved by the Medical Advisory Committee, consultations with providers in the community will be scheduled. Medical can do treatment physicals but only when requested by your institution PO when you are within thirty (30) days from a bed-to-bed transfer to a treatment program as those physicals are only valid for thirty (30) days.

C. Dental

The Alaska Department of Corrections provides essential dental services. Dental is not here daily but is here weekly. If you are experiencing acute dental problems such as dental swelling and/or possible abscess you should cop out to both dental and medical so medical can triage your complaints while awaiting dental. Upon your initial dental review you will be classified into one of the following four categories: category one is very urgent, category two is moderately urgent, category three is routine dental treatment and category four is maintenance care. The scheduling for dental services will be determined by the attending dentist in coordination with the facilities operations staff.

D. Emergency Medical Treatment

Emergency services are available at all times. Emergencies will be given priority for treatment.

E. Mental Health

The Alaska Department of Corrections provides essential mental health services to prisoners who suffer from mental illness. Essential mental health services are services necessary to ease symptoms which interfere with daily functioning and/or the ability to participate in and benefit from rehabilitation services. The department provides a limited range of other mental health services to maintain or improve mental health, contribute to prison adjustment and reduce the risk of reoffending upon release. For mental health issues cop out to mental health with specific concerns. If you are aware of your release date consider arranging, or requesting assistance in arranging, follow up appointment(s) in the community to prevent a gap in your medications.

5. Eye Exams/Glasses

If you are eligible, DOC can provide one pair of glasses every two (2) years. Cop out to medical to have eligibility determined. The criteria differ based on sentencing status. Medical doesn't have any contact supplies; these products are available on commissary. DOC optometry prescriptions are good for two years. The Eye Guys have a selection of DOC approved frames for you to choose from (\$25.00) as well as a selection you may pay full price for. If you do not qualify for a DOC eye exam you may pay out of pocket for the same exam and glasses. Out of pocket expenses include \$225 for the exam and glasses start at \$96; the money must be paid prior to services. The Department will only furnish tinted or sunglasses prescribed by an ophthalmologist. If you remand with tinted/transitional lenses, cop out to medical for an eye exam/glasses to replace. Reading glasses are available on commissary; if you need assistance determining the strength cop out to medical. The Eye Guys are at the facility every six (6) weeks.

G. Medications – Pill Line

Inmates receiving medications will be required to present their ID wristband as a means of positive identification prior to receiving their medications. Check the posted schedule in your housing units for med line times. Nurses will not discuss your personal needs or medical information during pill lines. Attempting to submit cop outs at pill line or requesting a nurse to assess a medical complaint at the pill line are actions subject to the disciplinary process. Mouth checks will also be required. If you are suspected of “cheeking” your medications medical providers will assess the medical necessity of the medication and if the medication should be discontinued. KOP (keep on person) medications are a privilege that can be revoked if medications are not taken as ordered by DOC providers. Some meds including mental health medications cannot be KOP. When starting a new medication the providers will ask that you demonstrate compliance while medical staff observes effects prior to authorization of KOP privilege. When your KOP medication is within ten (10) days of running out you need to bring the card(s) to the KOP line so medical staff can determine if you need a refill or a renewal. If you no longer require the medication because you are feeling better or because you simply do not desire to continue, submit a cop out to the appropriate provider (medical, dental, mental health) prior to discontinuing it. Many medications are better decreased slowly; always avoid abruptly stopping medications without the direction of a provider. Some medications have side effects if abruptly stopped; especially many mental health medications. Additionally, if medications are ordered that you are no longer taking this can be perceived as non-compliance and can prevent medical clearance to a half-way house.

H. Pill Line Times

Pill lines are held in Medical at 6:00 am, 12:00 noon, and 5:00 pm.

Pill Line Procedures: Inmates that need to attend pill line will do so when their housing unit is called to meal service.

I. CRC Release

There is CRC criteria the medical department must use to determine your eligibility. Examples that prevent clearance include but are not limited to:

- Suicide attempt in the last twelve (12) months
- Any uncontrolled medical condition(s)
- Insulin diabetes
- Condition requiring routine care with community providers/specialists
- Medications that cannot be ordered KOP

J. Medical Responsibilities

- You have the responsibility to follow any recommended treatment plans to include proper use of medications and diet changes to improve your overall health. You have the right to decline treatments/medications and will be asked to sign a waiver for medical care if you refuse such recommendations.
- You have the responsibility to provide medical staff with accurate and truthful information regarding medical history, medications and detox/withdrawal risk upon intake assessment.
- You have the responsibility to respect medical staff as professionals.
- You have the responsibility to keep your medical information confidential.
- You have the responsibility not to provide any other person your medications or other prescribed items.
- You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.
- You have the responsibility to be familiar with the policy to obtain your medical records.
- You have the responsibility to address your concerns in the accepted format, such as the cop out process (non-emergent) or to medical via the housing officer (emergent)
- You have the responsibility to be familiar with the Grievance Procedures by requesting an informal resolution (on cop out form labeled as such) through medical prior to submitting a grievance through standards.
- You have the responsibility to notify medical within two (2) weeks before your release to have seven (7) days of release meds prepared; consider arranging follow up, in the community, prior to release.

VIII. INMATE COMMUNICATION**A. Inmate Mail/Correspondence**

Sentenced inmates in General Population shall be assigned a post office box and a key. If you lose or break a key there is a \$5.00 fee for replacement.

In our continuing effort to prevent the introductions of drugs into this facility, we have begun using electronic controlled substance sensing devices. If your mail tests positive for illicit drugs or unknown substances the original contents and packaging/envelope shall be forwarded to postal authorities for further investigation.

Goose Creek Correctional Center photocopies all incoming articles of mail to include letters, drawings, and greeting cards. Inmates will receive a black and

white copy of the envelope and the letter. The originals will be disposed of by the facility. Greeting cards will be placed in the inmate's property where they will be stored until they are dispersed or the inmate is released. Requests to obtain the greeting cards from Property will be denied. Inmates will still receive original photographs if the photographs do not test for drugs.

You are permitted to correspond with family members and others without prior approval, unless the correspondence interferes with the safe and secure operation of the facility.

Goose Creek Correctional Center does not permit inmate to inmate mail to Anchorage Correctional Complex, Spring Creek Correctional Complex and here at Goose Creek Correctional Complex. This includes all outgoing and incoming mail and in-house mail. Incoming mail will result in a Notice of Non-Acceptable Mail and will either be mailed back at your expense or disposed of by the Mail Room. Exceptions can be made for immediate family members only. These include mother, father, sister, brother, son, daughter, and legally married spouse. Send a cop out to the Security Sergeant requesting approval. You must include verifiable proof of the relationship. Include the name, date of birth and your relationship to that inmate. The Superintendent's approval must be granted in advance of sending or receiving mail to or from inmate family members.

All outgoing inmate mail will have the institutional return address for inmates clearly marked on the envelope. Using this format will ensure proper return delivery if necessary.

Inmate Name/Inmate Number

Goose Creek Correctional Center

PO Box 877790

Wasilla, AK 99687

Attn: #1234 (If you have an inmate mail box number your number goes here, otherwise, leave it blank).

1. Incoming Correspondence

First Class Mail is distributed Monday through Friday (except holidays). If the correct address is not on the envelope, there may be a delay in your mail delivery. Any legal or special mail you receive will be opened in your presence. The number of incoming letters you receive is not restricted unless it places an unreasonable burden on the institution. Photos and greeting cards over 5"x7" in size are not allowed to be retained by an inmate. Photos/art work that show frontal nudity will not be permitted. Frontal nudity includes either the exposed female breast(s) and/or the genitalia of either gender. All inmate mail, including legal and privileged mail, is opened and inspected for contraband prior to being delivered to an inmate. All boxes and padded envelopes will be disposed of; you will receive a copy of the front of the

box/envelope to reflect who the sender was. Contraband or unauthorized items will be handled in accordance with department policy 811.05.

Any authorized form of money such as money orders, cash or cashiers checks shall be removed from the envelope and placed in the inmate's account. A receipt shall be forwarded to the inmate.

2. Outgoing Correspondence

All outgoing mail MUST have your correct name, inmate number, inmate PO Box number and the full institution name and address in the upper left hand corner (see example above). Inmate outgoing mail, which does not contain a return address, will be opened and returned, if discernible, to the sending inmate. If the return address is not provided, the item will not be sent out. You are responsible for the contents of all of your letters. Correspondence containing threats, extortion, etc. may result in prosecution for violation of Federal laws. Outgoing mail (other than privileged mail) may be opened and inspected when staff has reason to believe it may contain unauthorized material.

General and inmate to inmate mail shall be placed unsealed into the outgoing mail boxes located in each unit. Mail will be picked up Monday through Friday, excluding holidays. Mail pick-up schedules will be posted in the housing units.

Stamps must be purchased from the commissary. Prisoners who transfer in may use OTA up to fourteen (14) days prior to purchasing postage stamps. In addition, Prisoners who are sent to segregation are allowed fourteen (14) days to use OTA prior to purchasing postage stamps. OTA forms will still be submitted with packages or letters requiring special handling, such as certified or delivery confirmation letters. Indigent inmates may mail up to five pieces of mail per week, legal or otherwise, weighing up to one pound each. Indigent inmates should take the mail to their unit team officer. The unit team officer will verify their indigent status and take the item(s) to the mailroom.

If the envelope has more than the return and recipient address marked on it, the envelope will be returned to the sending inmate. Drawing on the envelope is not permitted.

3. Incoming Publications

Inmates ordering publications must forward their payments for subscription to individual publications with their orders using an Offender Trust Fund Withdrawal Slip. Inmates shall not receive publications of any kind on a trial basis with payment postponed.

Inmates may receive publications consistent with Department policy 811.05 Inmate Personal Property. Publications may be received only from approved vendors. GCCC may limit the number of books and magazines that an inmate keeps in his living area for fire, safety, security, or health reasons.

The Superintendent or his designee may reject a publication only if it is determined detrimental to the security, good order, or discipline of the institution or if it might facilitate criminal activity. The Superintendent may not reject a publication solely because its content is religious, philosophical, political, social or sexual, or because its content is unpopular or repugnant. Publications which may be rejected include, but are not limited to the following criteria:

- a. Contains material that could reasonably be expected to aid in escape, incite violence, theft, or destruction of property in the facility.
- b. Contains instructions or illustrations on how to construct or use weapons, ammunitions, bombs, explosives, incendiary devices, handguns, or rifles;
- c. Depicts or describes procedures for brewing alcoholic beverages or making or cultivating drugs or poisons;
- d. Contains obscene material;
- e. Contains 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;
- f. The work; taken as a whole, appeals to the prurient interest; and
- g. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value;
- h. Shows frontal nudity. Frontal nudity includes either the exposed female breast(s) and/or genitalia of either gender.
- i. Is written in code that the reader cannot understand;
- j. Depicts, describes or encourages activities that could reasonably be expected to lead to the use of physical violence or group disruption; or

Where a publication is found unacceptable, staff shall advise the inmate in writing within thirty (30) days of the decision to withhold the publication and the reasons for it. An inmate may challenge this decision by filing a grievance within fifteen (15) days.

4. Correspondence Between Confined Inmates

Goose Creek Correctional Center does not permit inmate to inmate mail to Anchorage Correctional Complex, Spring Creek Correctional Complex and here at Goose Creek Correctional Complex. This includes all outgoing and incoming mail and in-house mail. Incoming mail will result in a Notice of Non-Acceptable Mail and will either be mailed back at your expense or disposed of by the Mail Room. Exceptions can be made for immediate family members only. These include mother, father, sister, brother, son, daughter,

and legally married spouse. Send a cop out to the Security Sergeant requesting approval. You must include verifiable proof of the relationship. Include the name, date of birth and your relationship to that inmate. The Superintendent's approval must be granted in advance of sending or receiving mail to or from inmate family members.

5. Change of Address/Forwarding of Mail

The institution shall forward inmates' mail as follows:

a. First, Second, and Third Class Mail

GCCC shall forward first, second and third class mail to inmates housed in Alaska DOC facilities and contract facilities housed outside of Alaska. GCCC will return to sender first, second and third class mail for inmates who have been released. Third class mail not stamped "Forwarding and Return Postage Guaranteed" will be discarded.

b. Fourth Class Mail

Fourth class mail is normally considered bulk mail. GCCC will discard fourth-class mail if the person is not at the address written on the article. Informational fourth class mail, such as mail from a public agency, and subscription fourth class mail will be delivered to inmates, but fourth class mail sent by private entities for the purpose of merchandising will be discarded.

6. Certified/Registered Mail

Inmates desiring the use of certified, registered, or insured mail can make arrangements through the Mail Room Officer using a Request for Interview form.

B. Legal/Privileged Mail

Privileged mail- this category is defined as incoming and outgoing correspondence with the persons or organizations listed below as privileged, if the individuals are acting in their official capacities and the mail is properly marked "privileged":

1. Alaska Human Rights Commission;
2. Alaska legislators;
3. Any attorney licensed to practice in the United States;
4. Any court in the United States;
5. Attorney General of Alaska;
6. Chairman, Alaska Board of Parole;
7. Commissioner, Department of Corrections;
8. Division of Occupational Licensing;
9. Department of Corrections Grievance and Facility Standards Administrator;
10. Governor of Alaska;

11. Members of the U.S. Congress for Alaska
12. Physician of record for the inmate;
13. Ombudsman for the State of Alaska;
14. State of Alaska Americans with Disabilities Act Coordinator (Division of Rehabilitation, Department of Labor); and
15. 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.

Incoming:

- a. Receipt of the privileged mail will be logged in the privileged mail log by the employee assigned to processing mail.
- b. Inmate privileged mail will be opened in the presence of the inmate to whom it is addressed.
- c. Staff will remove the contents of the privileged envelope/package and thoroughly inspect the contents for contraband.
- d. If the employee searching the envelope/package finds anything suspicious in nature or uncertain of the contents, the envelope/package shall be given to the Security Sergeant for further investigation.
- e. After completion of the inspection, inmates will receive the contents (not the packing materials or envelope) and a copy of the front of the envelope/package with the sender/return address for their records.
- f. All envelopes must be free of art work, any envelope with artwork will be returned to sender.

Outgoing:

- a. The inmate will present any outgoing mail to the housing unit officer.
- b. The housing unit officer will remove the contents of the envelope/package and thoroughly inspect the contents for contraband.
- c. If the employee searching the envelope/package finds anything suspicious in nature or uncertain of the contents, the envelope/package shall be given to the Security Sergeant for further investigation.
- d. After completion of the inspection, the housing unit officer will have the inmate seal the envelope in his presence. The officer will then place the envelope in the housing unit mail box for later pick-up.
- e. All envelopes must be free of art work, any envelope with artwork will be returned to sender.

C. Rejection of Correspondence

The Superintendent may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security and orderly running of the institution or may facilitate illegal activity.

Examples include (but are not limited to): matter which cannot be mailed under law or postal regulations, information of escape plots, or plans to commit illegal activities, or to violate GCCC rules.

An inmate may not direct a business while confined. This does not prohibit correspondence necessary to enable the inmate to protect property or funds that were legitimately his at the time of his commitment. For example, an inmate may correspond to refinance his mortgage for his home or sign insurance papers. The inmate may not (for example) operate a mortgage or insurance business while incarcerated.

Rejection of Incoming Mail or Correspondence

The Superintendent, or his designee, will give written notice to the sender of incoming mail being rejected and the reasons for the rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of the correspondence and the reasons for the rejection. Rejected correspondence will normally be returned to the sender.

D. Attorney Visits

Attorneys should normally make advance appointments for each visit. Attorneys are encouraged to visit during regular inmate visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring. Arrangements shall be made through the Shift Commander.

E. Legal Material

During attorney visits, a reasonable amount of legal material can be allowed in the visiting area with prior approval. Legal material, between attorney and client, may be exchanged and will be subject to inspection for contraband.

This material will be treated in a similar manner as the special mail procedures described above. Inmates are expected to send legal materials through the mail as often as possible.

F. Inmate Requests to Staff Member

The Inmate Request for Interview (cop-out) form is used to make written requests to staff members. Any type of request can be made with this form. Request for Interview forms are available in your unit or may be obtained from the Unit Officer or Unit Staff. Staff members who receive the Inmate Request form will answer the request within a reasonable period unless it's a life-threatening emergency which will be handled immediately.

G. Telephones

Telephones are located in each housing unit and are available for inmate use. Upon admission to this facility you will be issued a personal identification number (PIN) to place calls. Do not share your PIN with anyone; do not write it

down on the outside of your mailing envelopes. Abuse of PIN may result in loss or limitation of telephone access.

For long distance calls your friends and family must create an account with Securus at 1-800-844-6591.

Instructions are posted near the telephones and all conversations are subject to monitoring, using an inmate telephone constitutes consent to telephone monitoring.

1. Legal Calls

GCCC provides each inmate with different methods to maintain contact with his attorney, including:

- Inmate-attorney correspondence (covered under the special mail provisions);
- Private inmate-attorney visits; and
- Unmonitored calls to attorneys.

Telephonic hearings and court depositions must be scheduled by the courts by calling our main number (907) 864-8100 option 1 and have them ask for the scheduler for telephonic hearings. To accommodate their request, Goose Creek Correctional Center will need at least twenty-four (24) hours' notice to arrange for a prisoner's attendance at a telephonic appearance.

2. Hours of Telephone Operation

Inmate telephones are generally available between 8:00 am – 10:00 p.m., seven days a week. Telephone access in the morning will not begin until the housing unit has passed morning inspection. There is no telephone access during counts or institutional emergencies.

3. Calling Procedures

GCCC may limit, monitor, or record inmates' telephone calls to preserve security and order in the institution and to protect the public. Long distance calls will be collect using the automated system in place. The only authorized numbers to be accessed must be to a stationary physical location, not an electronic location.

Inmates should limit their total time on the telephone to thirty minutes, allowing other inmates access to the telephones. The total time on the telephone can be extended if there are no other inmates waiting to make a call. Individual calls are limited to fifteen minutes each by the telephone management system.

The telephones are subject to be turned "off" at the discretion of the Superintendent or designee, for security purposes.

Accommodations will be made to ensure access to telephone communication by disabled inmates. Upon request, Telecommunication Device for the Deaf (TTD) or similar equipment will be made available to inmates with hearing/speech disabilities.

Module phones may be used to place calls to an attorney. These calls will not be recorded if the inmate's attorney's phone number has been listed with the Security department. To verify the telephone number has been already listed submit a Request for Interview form to the Security Sergeant.

Request for time and charges calls will be approved on a limited basis. These time and charges calls are not routinely approved.

Requests for time and charges calls must be submitted on a Request for Interview form to the Assistant Superintendent. The request must contain: The name of the person to be called, the area code, phone number, what the issue or reason is for the call, and must have a commissary request attached to the Request for Interview. Each of these requests will be approved or denied on a case by case basis. All calls must be justified in writing. Time and charges calls will only be allowed if funds are available on the inmate's OTA account.

Any Court order or condition of probation/parole restricting contact with an individual or class of individuals will be honored.

Inmate-to-inmate calls are prohibited, unless the other inmate is an immediate family member (mother, father, brother, sister, son, daughter, legally married spouse) and the call has been approved by the Probation Officer Supervisor and Superintendent.

Except as specifically authorized by the Superintendent (e.g., telephonic Court or administrative agency hearing where the judge or hearing officer authorizes the inmate to participate telephonically from prison), any call that directly or indirectly uses one of these following features will be prohibited; three-way calls, call-forwarding, collect long-distance calls made through an operator rather than through the automated phone system in place, calls to toll-free numbers, calls to numbers which special or additional charges apply (i.e. 900 #s), calls using calling cards or personal identification numbers, or calls billed to credit cards or third parties, wireless connections (such as cell phones), as well as variable, fixed or remote call forwarding. Inmates are not to use any form of voice mail, recorded messages, nor deliver messages for other inmates.

Abuse or illegal use of telephone privileges, such as making intimidating, obscene, harassing, or threatening phone calls, may result in restriction or loss of telephone privileges, and/ or disciplinary or criminal actions. An Individual Determination Restriction (IDR) for loss of personal telephone privileges will be determined by the Superintendent or designee. An Individualized Determination Restriction will be in place when reasonable grounds exist to believe that the inmate's telephone use threatens the facility security, the safety of a person, the protection of the public, or other actions

that constitutes telephone abuse. See Individual Determination Restriction (IDR) for more details.

Inmates whose telephone access has been limited or suspended will be allowed telephone calls to an attorney, the Courts for scheduled hearings, and the Ombudsman's Office.

It is not GCCC's policy to accept incoming messages for inmates, except under exceptional circumstances, such as an immediate family member's medical emergency or death. The family member's condition must be verified by a law enforcement agency, hospital, coroner, or funeral home.

H. Visitation Regulations

1. Visitation Hours

See posted visiting schedule. Schedules will be posted in all housing units.

State recognized holidays will follow the weekend visitation schedule and are as follows:

New Year's Day	Seward's Day	Labor Day	Thanksgiving
Martin Luther King, Jr. Day	Memorial Day	Alaska Day	Christmas
President's Day	Independence Day	Veteran's Day	

Due to limited space at the facility, normally each inmate will be allowed no more than four (4) visitors at any one time, including children and infants.

Exceptions to this rule may only be approved on a case by case basis by the Superintendent or designee. Visitors will not be allowed to depart the facility and return again on the same day, unless approved in writing in advance of the visit by the Superintendent or the Superintendent's designee.

All visitors must be verified and/or approved in advance by the inmate's housing unit Correctional Officer Counselor prior to visitation.

Proposed visitors who are 16 or 17 years of age must be accompanied by a parent or legal guardian.

2. Directions to the Facility

Goose Creek Correctional Center is a scenic 90 minute drive North of Anchorage or 45 minutes from Wasilla. From Anchorage the smoothest access to the institution is to travel east out of Anchorage on 6th Avenue, as you leave Anchorage this road will become the Glenn Highway. Stay on the main Highway and about 35 miles out of Anchorage it becomes the Parks

Highway as it bends towards Wasilla. Turn left at the fourth traffic light on the Parks Highway as you drive into Wasilla (Main Street intersection) this road becomes Knik - Goose Bay Road as it leaves Wasilla. 17.2 miles Southwest from Wasilla on Kink-Goose Bay Road turn right onto Pt. MacKenzie Road.

Travel along Pt. MacKenzie Road until it ends at the T intersection. Turn left at the T. Travel 4.5 miles south on Point MacKenzie road, within the last half mile you will see signs explaining access onto the prison grounds. Visitors are to use the second left (Alsop Road). Highway and road driving times from Anchorage are approximately 90 minutes for morning trips, but may take longer for afternoon trips and inclement weather.

There are no restroom facilities or gas stations after mile 8 on Knik Goose Bay road until you reach the prison, fuel is unavailable at the prison. Please make sure your visitors understand to have enough fuel in their vehicle for the entire trip.

The main number for the facility is 907-864-8100.

3. Public Transportation

There is no bus service to GCCC. Visitors who need transportation may call one of the local taxi services in the area. There are four cab services, L-N-L Valley Cab 907-357-8294, Alaska Cab 907-357-2727, A Cab 907-775-6622, Mat-Su Independent Taxi 907-373-5861.

Visitors are responsible for their transportation to and from the institution. Any visitor unable to provide transportation after a visitation will be barred from any further visits from this institution. Visitors cannot be dropped off.

4. Special Visits

Special one-time visits, during regular visitation hours, may be approved in advance by the Assistant Superintendent through the house sergeant.

5. Visiting Rules

GCCC encourages inmate visitation because strong family and community ties increase the likelihood of an inmate's success after release.

It is the inmate's and visitors responsibility to conduct themselves properly during visits, not to accept or pass contraband, and not violate the law or visiting regulations. Visitation for an inmate's visitor(s) is a privilege, not a right.

The violation of visiting rules by an inmate and/or his visitor(s) may result in the temporary or permanent loss of visiting privileges for the visitor(s) and could result visiting restrictions and/or disciplinary actions for the inmate and/or criminal charges for the inmate and visitor(s).

This is a general overview of visiting at GCCC. For more detailed information about GCCC visiting procedures refer to Standard Operating Procedure (SOP) GCCC 810.02 Visitation.

Family and friends of an inmate must be approved before they will be placed on an offender's visiting list. To obtain approval to visit an offender, a potential visitor must complete a visitation application form, even if the visitor has been previously approved to be on another GCCC offender's list.

Applications are processed, reviewed and either approved or denied by the Superintendent or designee. A criminal history check is done on all prospective visitors.

Inmates must submit a completed Adult Visitor's Application or Minor's Visitor Application for each potential visitor even if they are already cleared for visitation with another inmate. Either application must include the potential visitor's date of birth, social security number, relationship, complete mailing and physical address, and home telephone number. Adult Visitor Applications also need driver's license or identification number and state of issue.

Court emancipated minors, including spouses, will be approved for visitation in the same manner as adult visitors.

If one section is not filled out there must be an explanation of why. Incomplete Visitor Application forms will be denied and the inmate notified why it was denied.

A minor visitor (a person under eighteen (18) years of age) must be accompanied by an approved visiting parent or legal guardian. A minor who is an immediate family member of the inmate may be brought in by an approved adult visitor who is an immediate family member. Proof of relationship to minor visitors who are family of the prisoner is the burden of the prisoner and visitor and will require a birth certificate. An order of the court prohibiting an inmate from visitation with a minor during probation applies during incarceration.

Potential visitors who are presently on felony or supervised probation or parole must obtain written approval from their Probation Officer prior to being approved for visiting.

The visitor must then be approved by the Superintendent. Permission for this type of visit is not routinely granted.

Periodically an inmates approved visitor list will be reviewed. If a visitor is found to have become ineligible for visitation the visitor and inmate will be notified in writing.

If the visitor has not been denied and is not on the approved list, they may be

allowed a one (1) time one (1) hour secure visit, space permitting and with the approval of the Shift Commander. The visitor must fill out an “Authorization for Visiting Clearance.”

Special visits are visits that take place out of the scheduled time for visiting and must be arranged by the inmate in advance through the superintendent or assistant superintendent. Visitors will still have to be approved for these visits to be granted. These visits will only be granted for exceptional cause such as in the case where approved visitor(s) will be traveling an extended distance, i.e. a bush community or from out of State. Extra visiting time during these visits may be granted at the discretion of the Shift Commander on a case-by-case basis, based on space and staff availability.

When the inmate is expecting a visit from an approved visitor of this type and wants an extended visit, preapproval should be requested with a Request for Interview form to the Assistant Superintendent at least five working days prior to the desired visit.

An inmate may lose his contact visiting privileges at the discretion of the superintendent or designee for violation or attempted violation of any state or federal law, Alaska Administration Code or any Policy and Procedure, SOP, memoranda, or failure to follow staff instructions.

Any inmate that receives a positive urinalysis test for illegal controlled substances or refuses or fails to provide a specimen for urinalysis testing, or found to be in possession of illegal controlled substances or drug paraphernalia, to include tobacco products, will be identified as a security risk and will be placed on an Individual Determination Restriction (IDR) for secure visiting.

IDRs are not connected to any Disciplinary Board findings. If an inmate feels that the IDR is not justifiable he can request to have it lifted by the Assistant Superintendent. If the Assistant Superintendent denies the request it can be appealed through the grievance process. See Individual Determination Restrictions (IDR) for details.

GCCC Visiting Rules

All inmates and visitors must abide by the facility rules, the Policy 810.02, Standard Operating Procedure GCCC 810.02, and instructions of staff members. Inmates and visitors will follow all instructions of staff promptly. The supervising staff member has the discretion to terminate a visit for any disturbance. During an emergency or disturbance, we may ask that all visitors leave the facility immediately. GCCC will not tolerate disrespect or aggressive behavior to include loud, threatening, abusive, or profane language; verbal or physical altercations towards staff members, inmates, or visitors; or improper use or abuse of state property. Offenders and visitors may not visit with other offenders or their visitors.

All inmates will be pat searched before they can enter the visiting area. Inmates will go to the visitation area after being notified of a visit. Only inmates appropriately attired will be allowed to visit.

Inmates will wear an institutional uniform, undershirt, underwear, socks, and shoes. No shower shoes or slippers will be allowed in visiting.

Inmates will have their undershirt tucked into their pants. Inmates are permitted to wear one religious medallion with necklace and a wedding ring in visiting. Inmates will wear their ID bracelet while in visiting.

Visitors under the influence of alcohol or drugs will not be permitted to visit. If someone is with a person under the influence, they will also have to leave the premises. Visiting privileges will be suspended or revoked for disruptive behavior or violation of visiting rules.

It is a crime to promote or introduce contraband into a correctional facility and punishable by up to five (5) years imprisonment and \$50,000 fine (AS 11.56.375). Contraband includes anything that the visitor or inmate exchanges without the Superintendent's approval.

During contact visiting, visitors and inmates are limited to a brief embrace upon the beginning and end of the visit. Holding hands or any other physical contact during a contact visit will be cause for termination of the visit.

Inmates and their visitors are to remain in their assigned seating during their visit unless authorized by staff. All chairs will be spaced on opposite sides of the table and may not be moved from their position. During special functions visitors are allowed to move around but all other GCCC visiting rules on physical contact and behavior will be abided by.

Children must be kept under supervision by a responsible adult while on facility grounds. Escorting parents/guardians must monitor their children's behavior and provide appropriate control of their children. Unruly children may be cause for termination of the visit. Corporal punishment, generally defined as any measure intended to be injurious to an individual, is prohibited during visits. Verbal corrections and time-outs are the only allowable forms of discipline during visits. Children will not sit on an inmate's lap. The contact visiting room play area is equipped with toys and television and videos for visitor's children only. No adult visitors or inmates are to watch television. Children will remain with their parents/guardians unless escorted by their parent to the play area.

When children leave the play area they will be escorted by their parents back to their assigned seating.

There will be no running or throwing of objects in the visiting area.

Visitors who wish to use the restroom must notify the visiting room officer. They are to use the bathroom identified for visitor use only. No inmate may

enter the visitor's bathroom.

Undue delay in leaving the inmate visiting area after visiting has ended will lead to suspension or revocation of visiting privileges. The inmate and their visitor(s) will clean up their assigned area at the end of the visit. Any inmate who has physical access to a visitor will be strip searched and or B-Scanned after their visit has been completed.

If the visiting area reaches capacity, staff will first ask for volunteers willing to end their visit early. If no one volunteers, the staff will end visits based on length of visit.

Visitors are not allowed to bring cameras/cell phones in the facility. Inmate photographers are available upon request and with approval during contact visiting. These photographs will be paid for by the inmate.

The Institution may, with cause, restrict an inmate's contact visiting. The secure visitation area prohibits physical contact. Secure visiting is available on a first come, first serve basis and may not be reserved in advanced.

Inmates housed in segregation and SMU housing different visiting hours than General Population inmates. Inmates in punitive segregation will only be allowed a one hour video visitation with immediate family members.

6. Parking Area

Pets are not allowed on facility grounds and may not be left in parked vehicles with the exception of documented trained service animals to assist the disabled. All vehicles must be locked and may not contain any items prohibited at the facility. All visitors and their vehicles are subject to search.

Firearms may not be brought on to facility grounds.

7. Visitors' Warning – Contraband

It is a state crime (AS 11.56.375 and AS 11.56.380) to bring upon the facility grounds any weapons, intoxicants, drugs, tobacco products or other contraband or to provide, or attempts to provide, to an inmate anything whatsoever without the knowledge or consent of the Superintendent.

All persons entering upon these premises are subject to routine searches of their person, property (including vehicles and lockers), and packages. The Superintendent, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger facility safety, security, or the orderly operation of the facility, may restrict the visit. Visitors who appear to be under the influence of alcohol/drugs will be denied entry into the facility.

8. Visitor Registration

Upon arrival at the facility, processing time can exceed 30 minutes when there is a large group of visitors waiting to be processed in. Departing the Visitation Room may require several minutes due to the procedures required for processing visitors out.

Visitors, 16 years and older, must have photo identification with them such as a driver's license, state-issued identification card, passport, or other government-issued photo identification. Even if you are known to the employee screening the visitors failing to present identification with a photograph at each visit will result in denial of a visit.

All visitors will be screened by use of a walk-through metal detector and/or hand-held metal detector. It is recommended that the wearing of jewelry be limited, as all metallic items will need to be removed to pass through the metal detector.

Any person who fails to pass the metal detector screening, appears to be under the influence, or is improperly dressed will be denied entrance to the institution.

If a person cannot pass the metal detector due to medical reason, they must submit to a "frisk" search of their person, if they refuse to comply with the "frisk" search they will be denied admittance.

Any item(s) authorized to be carried into the visiting room will be x-rayed.

When the admittance of a visitor comes into question the shift commander is to be notified.

9. Visitor Attire

Visitors are expected to use good judgment and taste in their dress. Persons who come immodestly and/or provocatively dressed will be denied the privilege of visiting. Dresses, skirts or Bermuda type shorts may not be tight, form fitting or worn above the knees. No portion of the breasts may be exposed. The wearing of t-shirts or other form fitting clothes by female visitors without a bra is also prohibited.

Prohibited clothing items include, but are not limited to: see-through, form fitting (Lycra or Spandex), low cut, backless, sleeveless or strapless blouses or dresses, athletic shorts, sweat pants, halter tops, swimwear, clothing which exposes the midriff portion of the body, and other revealing clothing items. The wearing of any type of club, gang, or other organization symbols is strictly prohibited.

The wearing of prohibited clothing items under coats or jackets is also prohibited.

Lockers are available for the security and protection of your personal property. Heavy jackets or bags are not permitted in the visitation room.

The State of Alaska reserves the right to bar access by anyone to this facility who is attired in clothing or costume that:

- Hides or cloaks their identity
- Is meant to antagonize others into verbal or physical confrontations

When a visitor's attire is in question the shift commander/supervisor will deny access.

Visitation rules are available to be sent to your approved visitors.

10. Visitor Lockers

A limited amount of lockers are available for visitor use inside the lobby area. Lockers can be locked while visitors are in the facility. We will not maintain a lost and found; any items left inside the lockers after the conclusion of visitation hours will be considered as abandoned property and disposed of.

Visitors who have items not permitted inside the facility are directed to store those items in their vehicles.

Visitors may use lockers in the front lobby for the storage of items not permitted inside the facility if no other options are available. Examples: Coats, purses, car keys etc. No guns, knives or drugs and alcohol or food items.

11. Food Items and Money

Food items are not permitted to be brought into the facility. Cashier's checks and postal money orders will be accepted to be placed on an inmate's account. To leave funds on an inmate's account you must either be on the inmate's visiting list or an approved depositor.

12. Infant Care Items

Infant care items for visitors with infant children must be limited for security reasons; limited to a baby carrier, one nursing bottle with contents, three diapers, wet wipes, and one small blanket. Baby powders, bowls, cups, etc. are not permitted. A private area separate from the visiting room will be provided to nursing mothers.

13. General Information

Visitors are not permitted to sit side by side with an inmate: they will sit facing each other. Inmates will wear institutional shoes (no personal shoes), t-shirts will be tucked in and full uniform will be worn. Inmates and visitors will not be permitted to get up from their seats at the same time. Inmates will not be allowed to get up unless escorted by staff.

A short embrace at the beginning and at the end of a visit is permitted. No other physical contact is allowed.

If it is determined that an inmate or visitor is in violation of this regulation. The visit may be terminated and the inmate may be subjected to disciplinary action. An inmate is not allowed to receive, from a visitor any item, packages, letters, food items, money or gifts from outside the facility. If there is reason to believe that contraband is being passed, the contraband will be confiscated and the visit may be terminated either by the Shift Commander or the Superintendent's designee.

Normally, you will be permitted to visit for at least one hour, but it may be necessary, on occasion, to limit the amount of visiting time in order to relieve overcrowding. In this event, volunteers may be solicited for them to end their visit.

Should this method prove ineffective visits will be terminated based on the distance traveled. Visitors who reside in the local area and visit frequently will have their visits terminated, and the remaining visits will be terminated in the order they arrived until the overcrowding situation is addressed. Visitors are allowed one visit per scheduled day. Visitors may not leave or terminate their visit and return later to resume their visiting on the same day.

During facility emergencies, the Superintendent or highest ranking GCCC official present may terminate all visiting operations for the duration of the emergency.

Failure to comply with visiting room procedures may result in termination of the visit, disciplinary action, and suspension or cancellation of visiting privileges.

14. Entrance Procedures for Visitors

Below is the outline of the procedures that will be adhered to as part of entry into the facility:

- All visitors will be required to clear the metal detector each time they enter the facility. If a visitor exits the front entrance doors they will be required to clear the metal detector prior to re-entering the facility. The hand-held metal detector will not be used to clear those visitors except as stated below.
- Visitors who are not able to clear the metal detector due to medical reasons must have a statement from their physician indicating that they cannot clear the metal detector. This note should be on the doctor's stationary, with the doctor's signature at the bottom of the page. It should also tell specifically where this surgery was located and where the hardware was placed. In that case, a hand held metal detector will be used.

If a hand held metal detector cannot be used, the visitor must submit to a "frisk" search, a visitor may refuse to be "frisk" searched, failure to submit

will be cause for denying access to the facility.

- Any items not authorized by the Department of Corrections policy are prohibited.

15. Video Visitation

SMU and Segregation only 9.00am to 9.00pm daily

IX. **FOOD SERVICE**

A 4-week cycle menu is provided with a variety of different meals. See posted schedule for meal service times.

A. **DINING HALL RULES**

- You are to wear your ID wristband for each meal. It must be DISPLAYED on the wrist. Paper ID's are NOT acceptable.
- You are not allowed to go to the Dining Hall until your house has been called. If you are present in the Dining Hall without being called you will be considered to be in an unauthorized area and are subject to disciplinary action.
- There is to be no running while going to meal service. You must stay on the walkways at all times.
- You must wear your yellow state issued pants WITH the yellow top (blue jeans are acceptable). You may wear your state issued jacket but it may NOT take the place of the yellow top.
- The inmate meal line will be orderly. You will not talk loudly, push or cut in front of other inmates in line.
- You may only make one trip through the serving line to receive your meals.
- There is no running in the dining hall.
- No hats or head coverings are to be worn in the dining facility. This includes towels and do rags. The Superintendent must approve religious headgear. The Chaplain can provide documentation identifying inmates who are approved to wear the religious headgear.
- You must be dressed in the institutional uniform with ID wristband properly displayed. Socks and shoes are required at all meals.
- No dining facility utensils, bowls, dishes, salt & pepper shakers or cups may be taken out of the dining facility.
- **No personal items** may be brought into the dining hall.
- Once you touch a food tray in the serving line you must take it.
- Once you have finished eating you must exit the dining hall area. **NO LOITERING OR VISITING.**
- If you have a food complaint, write a cop-out to the kitchen.

B. **SPECIAL DIETS**

Medical diets are obtained through the Medical Department. Religious diets are obtained through the Chaplain. Contact Medical or the Chaplain for the specific

guidelines. There will be a special diet list in the kitchen, inmates will present their ID and inform the server they are on a medical or religious diet. The diabetic and Halal/Kosher diet meals are served after the diabetics finish in medical. Those inmates need to report to dining hall one (1).

X. DISCIPLINARY AND ADMINISTRATIVE SEGREGATION

A. DISCIPLINARY PROCEDURES

22 AAC 05.400 Prohibited Conduct for Inmates

Major Rule Violations, 22 AAC 05.400(b):

1. homicide;
2. assaulting a staff member or visitor;
3. escape or evasion from custody;
4. setting a fire;
5. rioting;
6. assaulting another inmate 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 \$1,000.00 or more; and,
10. committing a class A or unclassified felony offense.

High-Moderate Rule Infractions, 22 AAC O5.400(c):

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 or sexual statements towards any staff or inmate;
4. wearing a disguise or mask;
5. stealing, destroying, altering, or damaging government property or the property of another resulting in damages of \$100.00 - \$999.99;
6. tampering with or blocking a locking or security device, speaker, lights, doors or windows;
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 money, tobacco, unauthorized drugs, cell phones, camera, sound or video recorders or transmitters;
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 any signature, 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 of 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 urine specimen when requested by a staff member;
17. spitting, spraying, wiping or throwing urine or fecal matter on or at a staff member;
18. intentionally providing a false statement during a classification, disciplinary or grievance process, or to an investigator of a municipal, state , or federal agency;
19. refusing to obey a direct order of a staff member;
20. misusing the telephone, including but not limited to, making intimidating, obscene, harassing or threatening phone calls; making three way or call forwarding calls;
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 an inmate count; and,
24. committing a class C or B felony offense.

Low-Moderate Infractions, 22 AAC 05.400(d):

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 inmate, and not issued through regular facility channels;
8. malingering or feigning an illness, injury, or suicide attempt;
9. missing an inmate count, unexcused absence or tardiness from work or an assignment, failing to perform work/program as instructed by a staff member, or refusing to perform a work/program assignment for alleged medical reasons 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 the public or visitors to include but not limited to personal contact, mail, phone system or through a third party;
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 inmate's knowledge and consent; and,
20. committing a misdemeanor offense.

Minor Infractions, 22 AAC 05.400(e):

1. gambling or possessing unauthorized gambling paraphernalia;
2. possessing unauthorized inmate clothing;
3. failing to follow posted safety rules, except as described in section D(10) above;
4. stealing, destroying, altering, or damaging government property or the property of another resulting in damages of less than \$50.00; and,
5. failing to follow a facility's written rule after the Superintendent approved the rule and the inmate was provided notice of it.

22 AAC 05.400(f)

Planning or attempting to commit, or aiding or encouraging an inmate to plan or attempt to commit an infraction described in (b) – (e) of this section is considered the same as a commission of the infraction itself.

Informal Resolution

A staff member may informally handle inmate misconduct that constitutes a minor infraction, 22 AAC 05.400 (e), by correcting, counseling, or advising the inmate as to proper or acceptable behavior.

The Assistant Superintendent may designate a staff member as a Resolution Officer. The Resolution Officer shall resolve low-moderate, or high-moderate infractions that the Assistant Superintendent determines are inappropriate for formal disciplinary action.

- a. The officer shall verbally correct, counsel, or advise the inmate of the proper or acceptable behavior at the time of the misconduct.

- b. If the infraction is resolved, the resolution officer shall fill out the disposition section of the Incident Report and give the inmate a copy of the report within five working days of the resolution. The officer shall file the report in the inmate's case record as an "Informal Resolution Report."
- c. If the officer and inmate do not informally resolve the infraction, the officer must return the incident report to the Assistant Superintendent for action.

Disciplinary Hearing

Disciplinary Hearings are held in intake. Any inmate who has been scheduled for a disciplinary hearing will be notified of the date and time. It is his responsibility to show up at the appointed time for the hearing. Inmates will not be called to the hearing. If the inmate is absent from his hearing a "not guilty" plea will be entered into the records and the hearing will proceed without him.

Inmates should consult Policy and Procedure 809.04 Disciplinary Committee Hearing Officer and Basic Operation if he has any questions about phases of a disciplinary hearing.

Penalties for Infractions

Only a disciplinary committee/hearing officer may impose sanctions on an inmate if the inmate is found guilty of a disciplinary infraction. The committee/hearing officer shall impose at least one, and may impose all of the following penalties on an inmate for violating any of the rules in sections B, C, D or E above. 22 AAC 05.470(a). If the inmate is found guilty of committing more than one infraction arising out of a single transaction or occurrence, the disciplinary committee/hearing officer shall impose penalties that run concurrently unless it finds that separate and distinct correctional interests exist that clearly justify consecutive penalties; 22 AAC 05.470(d).

1. Reprimand; 22 AAC 05.470(a)(1).
2. Suspended Activities: Suspension of participation in activities described in, and except as limited in section F (2) (d) below for a period of up to 20 days for a minor infraction, up to 40 days for a low-moderate infraction, up to 60 days for a high moderate infraction, and up to 90 days for a major infraction; 22 AAC 05.470(a)(2).
3. Confinement: Confinement in punitive segregation, confinement to quarters, or weekend or holiday lock-ups for up to 20 days for a low-moderate infraction, 40 days for a high-moderate infraction, or 60 days for a major infraction; 22 AAC 05.470(a)(3).
4. Suspension While in Punitive Segregation: Participation in the following activities is automatically suspended during the period the inmate is placed in punitive segregation and may otherwise be suspended for the periods described in F(2)(b) above, except that participation in the activities described in sections (1)-(4) below for an inmate who is otherwise entitled

and not in punitive segregation may be suspended for no more than 15 days unless the infraction is directly related to the particular activity:

- (1) participation in education programs or group religious services;
 - (2) contact visitation;
 - (3) secure visitation other than with immediate family members (e.g., spouse, parents, children, or siblings);
 - (4) telephone calls, except to an attorney or the office of the ombudsman; A.S. 33.30.231(a);
 - (5) use of any electronic device or game unless approved for purposes of appeal.
 - (6) recreation, except for one hour of exercise per day;
 - (7) reading material, except for religious or legal matter, or educational materials if the inmate is enrolled in a course;
 - (8) eating in a community dining area; and,
 - (9) use of the commissary. 22 AAC 05.470(b).
5. Restitution: Restitution for the amount of property damage or theft, the cost of medical care and related costs for injuries, or for costs incurred from a missed scheduled health care appointment due to an inmate's willful failure or refusal to keep the appointment.
- (1) The inmate is entitled to some documentation or explanation regarding how the amount of restitution has been determined.
 - (2) The Facility may put a hold on an inmate's work compensation payments, withdraw money from an inmate's account, or require an inmate to work without pay. 22 AAC 05.470(a)(4).
 - (3) If the inmate owes restitution at the time of release, the Facility will deduct the remainder of the money owed from the amount due the inmate or from the inmate's Account. If the restitution is still not paid off, the Facility will keep the hold on the system and reinstate it if the inmate is incarcerated again.
6. Forfeiture of Statutory Good Time: Forfeiture of up to 90 days statutory good time for a low-moderate infraction, up to 180 days statutory good time for a high-moderate infraction, and up to 365 days statutory good time for a major infraction. See Policy and Procedure 809.07, Restoration of Statutory Good Time; and 22 AAC 05.470(a)(5).
7. Forfeiture of Contraband Money: Possession of money is contraband and must be forfeited. The institution shall deposit the money into the General Fund. See A.S. 33.30.261.

Disciplinary Appeal Process

At the conclusion of a disciplinary hearing the Disciplinary Hearing Officer will give the inmate a Summary Finding of Disciplinary Committee/Hearing Officer form 809.04B that contains the Disciplinary Committee/Hearing Officer's findings and the imposed sanctions.

The inmate will indicate his intention to appeal or not appeal. The inmate will be sent Appeal of Disciplinary Action form 809.06A, which he will sign for. The inmate has three working days from receiving the form to complete his appeal statement. All initial Appeal of Disciplinary Action forms will be reviewed by the Superintendent. The Superintendent has ten (10) working days to return an answer to the inmate's appeal.

An inmate convicted of a Major infraction can appeal the Superintendent's decision to the Director of Institutions. Once the DOC appeal process has been exhausted an inmate has thirty (30) days to submit an appeal to the Alaska Superior Court. For more details, review Policy and Procedure 809.06 Disciplinary Appeals.

Restoration of Forfeited Good Time

Up to 100 percent of forfeited good time may be restored, at the discretion of DOC, upon determination that an inmate has met a minimum period of clear conduct, and other factors specified in Policy 809.06 Restoration of Forfeited Good Time, since the most recent disciplinary infraction. Clear conduct is defined as a period of time without a violation of a disciplinary rule, except minor infractions (E level infractions) for which guilt was established through the disciplinary process.

An inmate is presumed to be eligible for restoration of forfeited good time under the schedule set forth below, unless the Superintendent or Chief Classification Officer determines that restoration would be appropriate.

If the most recent infraction is a low-moderate (D level infraction), the inmate is presumed eligible for restoration of 50 percent of the previously forfeited good time after a 90-day period of clear conduct, and 100 percent of the previously forfeited good time after 180-days of clear conduct. If the most recent infraction is a high-moderate (C level infraction), the inmate is presumed eligible for restoration of 50 percent of the previously forfeited good time after a 180-day period of clear conduct, and 100 percent of the previously forfeited good time after a 360-day period of clear conduct. If the most recent infraction is a major (B level infraction), the inmate is presumed eligible for restoration of 50 percent of the previously forfeited good time after a one-year period of clear conduct, and 100 percent of the previously forfeited good time after a two-year period of clear conduct.

Inmates may obtain form 809.07A - Application for Restoration of Forfeited Statutory Goodtime from their probation officer. The application must be submitted to the Unit Team Manager who will forward the application to the probation officer.

B. Segregation

The Segregation Unit consists of two areas, Administrative and Punitive Segregation. Inmates, who are placed in Administrative Segregation status, have the same general privileges provided in the general population with some variation due to security considerations.

1. Administrative Segregation

An inmate may be assigned to Administrative Segregation if the inmate:

- has not been classified since initial admission to the institution, or has not yet had a physical examination under Alaska policy #807.14, Health Examinations;
- is incapacitated;
- is suffering or is suspected of suffering from a communicable disease;
- is prescribed segregation by a physician, physician's assistant, or mental health professional based upon his or her mental or physical condition;
- requests the segregation and demonstrates a valid security-related or medical reason for the segregation;
- is detained as a non-criminal hold under A.S. 47.30.705 or A.S. 47.37.170;
- is being held as a material witness under a court order;
- presents a substantial and immediate threat to the security of the facility or public safety;
- requires protective custody;
- requires the most restrictive housing based on the inmate's behavior which represents a severe threat to the safety and security of the facility. These inmates will be identified as Administrative Segregation Maximum and the criteria for placement are further defined in Department policy 804.01, Administrative Segregation.

2. Punitive Segregation

Punitive Segregation is used as a sanction for violation of GCCC rules and regulations. Inmates in Punitive Segregation will be denied certain privileges. Personal property will be impounded. Inmates in Punitive Segregation are provided with bedding and hygiene items as necessary. Inmates may acquire legal and religious materials while in Punitive Segregation. Legal material may be requested via a Request for Interview form to the Program Manager or Librarian.

XI. GENERAL ADMINISTRATIVE INFORMATION

A. Grievance Process

Grievances are NOT to be typed with institutional typewriters anyone who is caught misusing institutional typewriters will be disciplined under 22AAC 05.400. (d)(12) using equipment or machinery contrary to instructions or

posted safety standards, or use of equipment or machinery which is not specifically authorized.

A prisoner may file a Prisoner Grievance for any alleged action violating the Department's regulations, statutes, policies, or procedures stated in the GCCC prisoner Handbook that does not already have a separate appeal process. A prisoner found to abuse the grievance system may be subjected to both a restriction on filing grievances and/or disciplinary action.

Prisoner Grievance form 808.03c must be submitted by the prisoner into the locked grievance box within thirty (30) calendar days from the date the incident occurred. To begin the process a prisoner must try to informally resolve an issue by submitting a Request for Interview form to the appropriate staff before filing a formal grievance. If the Request for interview form fails to resolve the problem informally, the prisoner may then submit Prisoner Grievance form 808.03c outlining the issue and place it in the locked grievance box.

The Prisoner Grievance form will be reviewed by the Facility Standards Officer. After the Grievance is reviewed, it will either be screened back to the inmate or sent on for investigation. A screened grievance is a grievance that is rejected or returned for correction due to content or completion deficiencies.

For more specific information, refer to Policy and Procedure 808.03 Prisoner Grievances.

Grievance Appeal

Prisoners may correct the deficiencies that caused the grievance to be screened and re-submit the grievance or, appeal the screened grievance decision. The prisoner must state in writing on a Request for Interview Form why the screening is incorrect, attach it to the grievance and the screening form, and return it to the Facility Standards Officer within two (2) working days after receiving the screening decision.

A prisoner may appeal the Superintendent's grievance decision. Within two (2) working days after receiving the Superintendent's decision, the prisoner must complete a Grievance Appeal Statement form 808.03d. This statement must only address the subject and relief sought in the initial grievance. No additional information may be submitted.

A prisoner who believes a grievance was not handled consistent with policy may seek review by the Standards Administrator after the Director renders a decision. Within twenty (20) working days after receiving the Director's decision, the prisoner must request a review by writing a letter, not to exceed two pages in length. The prisoner must include their copy of the grievance and grievance appeal and send it directly to the Standards Administrator. The review by the Standards Administrator serves as the final administrative action by the Department on the grievance.

Standards Administrator Address

Standards Administrator
 Institutions Directors Office
 550 W. 7th Avenue, Suite 1800
 Anchorage, Alaska 99501

B. Inmate Fund Accounts

Prisoners may receive funds from approved visitors, government and tribal entities and businesses. Donors may drop money here at the front counter. Cash or money orders only.

Inmates are never allowed to accept or give money directly or indirectly from/to other inmates. All gifts and disbursements will be reviewed; inappropriate gifts or disbursements will not be processed. Any gifts found to be inappropriate will be returned to sender.

If an inmate wishes to send money to an immediate family member or friend on the approved visitation list a Trust Fund Withdrawal Slip must be filled out. A stamped, addressed envelope must be attached to the form. It must be submitted to the Case Manager and will be approved on a case by case basis.

When an inmate is transferred from another jail or institution, funds that were in his account at that institution may be forwarded by mail to be posted to the inmate's Trust Fund account at GCCC.

Escape Forfeiture

If an inmate escapes, all of the inmate's money in the inmate's account may be forfeited by the Deputy Commissioner, for deposit into the General Fund. An inmate may appeal this forfeiture to the Commissioner.

C. Inmate Rights and Responsibilities

Inmates have the right to refuse to participate in any counseling, rehabilitation, vocation, educational, or pre-release program, medical, psychological or psychiatric treatment (except when the inmate's medical condition or public health concerns require immediate intervention or when a physician determines that the inmate lacks the capacity to give consent), recreational or other activity, and contact with the media, visitors or legal representatives. GCCC may require an inmate to participate in a program ordered by the sentencing court.

Rights

You have the right to expect that, as a human being, all personnel will treat you

Responsibilities

You have the responsibility to treat others, both employees and inmates, in the same

respectfully, impartially and fairly.

You have the right to be informed of the rules, procedures and schedules concerning the operation of the institution.

You have the right to freedom of religious affiliation and voluntary religious worship.

You have the right to medical care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, and opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.

You have the right to visit and correspond with family members and friends, in keeping with the institution guidelines.

You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters pending criminal cases and conditions of your imprisonment).

You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

You have the right to participate in the use of the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

You have the right to a wide range of reading materials for educational purposes and for your own enjoyment.

manner.

You have the responsibility to know and abide by these rules, procedures and schedules.

You have the responsibility to recognize and respect the rights of others in this same regard.

You have the responsibility not to waste food, to follow laundering and showering schedules, to maintain neat and clean living quarters, to keep your area free from contraband, and to seek medical and dental care, as you may need it.

You have the responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate any laws, rules or institution guidelines through your correspondence.

You have the responsibility to present, honestly and fairly, your petitions, questions, and problems to the court.

You have the responsibility to use the services of an attorney, honestly and fairly.

You have the responsibility to use these resources in keeping with the prescribed procedures and schedules, and to respect the rights of other inmates to use the materials and assistance.

You have the responsibility to seek and utilize such materials for your personal benefit without depriving others of their equal right to

These materials may include magazines and newspapers, with certain restrictions. use these materials.

You have the right to participate in educational, vocational training and employment as far as resources are available, and in keeping with your interests, needs and abilities. You have the responsibility to take advantage of these activities, which may help you live a successful and law-abiding life within the institution and in the community. You are expected to abide by the regulations governing such activities.

You have the right to use your funds for commissary and other purchases (consistent with institution security and good order) and for assisting your family. You have the responsibility to meet your financial and legal obligations, including but not limited to, court-imposed assessments, fines and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family's needs and for other obligations that you may have.

D. Prison Rape Elimination Act (PREA)

Sexual Misconduct is conduct of a sexual nature that is directed by offenders toward other offenders, by offenders toward staff, or by staff toward offenders. An “offender” is anyone under the care, custody and supervision of the Goose Creek Correctional Center. “Staff” or “staff member” is anyone employed by, contracted by or volunteering for the Goose Creek Correctional Center. Sexual misconduct includes, but is not limited to the following acts or attempted acts:

1. Sexual contact (i.e. petting) and/or intercourse (i.e. penetration)
2. Requiring or allowing an offender to engage in sexual contact, sexual intercourse, or other sexual conduct for any reason (e.g., the sexual gratification of a staff member).
3. Any action designed for sexual gratification of an offender or staff member, such as masturbating in front of another person
4. Making or encouraging obscene or sexual advances, gestures or comments or exposing genitalia, buttocks or female breasts.
5. Touching of self in a sexually provocative way
6. Initiating any form or type of communication of a sexual nature
7. Influencing or making promises regarding safety, custody, parole status, privacy, housing, privileges, work assignments, program status, etc., in exchange for sexual favors. This includes an exchange of anything of value between staff and inmate or inmate and inmate.
8. Threats, intimidation or retaliation

Inmate-on-Inmate Sexual Abuse is when one or more inmates engage in sexual conduct, including sexual contact, with another inmate against his or her will or

by use of threats, intimidation or other coercive actions. Inmate-on-Inmate Sexual Abuse is a form of “Prison Rape” under the Prison Rape Elimination Act of 2003.

Staff-on-Inmate Sexual Abuse/Assault is engaging in, or attempting to engage in a sexual act with any inmate or the intentional inappropriate touching of an inmate with the intent to abuse, humiliate, harass, arouse or gratify the sexual desire of any person. Sexual acts or contacts between an inmate and a staff member, volunteer or contract personnel **regardless of consensual status**, is prohibited and subject to administrative and criminal disciplinary sanctions.

No one has the right to pressure anyone to engage in sexual acts. Inmates should not tolerate sexual assault or pressure to engage in any sexual behavior. Under Alaska laws, one cannot legally consent to sexual activity with anyone else while incarcerated.

Therefore, it is never appropriate for a staff member to make sexual advances or comments, or to engage in sexual contact with an offender. A staff member would be committing a criminal offense by participating in any sexual activity with an offender. It is not appropriate for an offender to approach a staff member in a sexual manner; this type of behavior is prohibited and corrective action will be taken to stop such behavior from occurring.

Steps you can take to reduce the possibility of sexual assaults:

- Choose your associates wisely. Look for people who are involved in positive groups and activities
- Avoid being alone
- Do not accept gifts or favors from others. Most gifts come with a string attached
- Do not accept an offer from another offender to be a protector
- Avoid borrowing and becoming indebted to someone
- Find a staff person with whom you feel comfortable discussing your concerns about sexual misconduct
- Be alert! Substances such as drugs and alcohol weaken your ability to stay alert and make good judgments
- Be direct and firm if others ask you to do something you do not want to do
- Trust your instincts. If you sense a situation is dangerous, it probably is

What to do if you are assaulted:

Report sexual misconduct

Sexual misconduct (by staff or offenders) is prohibited, but it must be reported before action can be taken. Do not rely on anyone else to report misconduct. When it is experienced or seen, report it immediately.

To make sure that sexual misconduct is reported, the Goose Creek Correctional Center has several ways to do so with confidentiality. Offenders may use the reporting method with which they are most comfortable.

To make a report:

- Find a staff member (e.g. security officer, medical personnel, chaplain, etc.) with whom you are comfortable and tell them what happened. As part of their job, staff is required to report any allegations, ensure offender safety and maintain confidentiality.
- Send a confidential Request for Interview Form to the Lieutenant
- Alaska Family Services: 746-4080
- PREA confidential hotline: 761-5616

Reprisals

No reprisals of any kind shall be taken against an inmate or employee for good faith reporting of sexual abuse or sexual threats.

Seek medical attention

If the sexual incident was recent, you will be asked to consent to a sexual assault exam by a qualified health care professional. Your consent is needed for this type of exam. Even though you may want to clean up after the assault, it is important that you advise staff immediately or as soon as practical and be seen by medical staff before you shower, wash, drink or change clothing, or use the bathroom. Medical staff will examine you for injuries that may or may not be obvious to you. They may also perform further examinations to gather physical evidence of the assault and to check for sexually transmitted diseases. You have the right to refuse any examination however, if you have been the victim of sexual misconduct, it is critical you allow staff or medical professionals to collect as much evidence as possible.

You can receive medical attention for any injuries without submitting to a sexual assault examination. The medical care is for the purpose of treating injuries and keeping you healthy. Medical information gathered during treatment is confidential.

You must sign a medical release in order for the medical information to be used as evidence in sexual misconduct. You have the right to refuse to sign the medical release. You also have the right to receive support services.

Any form of sexual misconduct is degrading and may result in psychological distress. Victims should seek appropriate treatment. Mental health staff within the institution is available to help offenders recover from the emotional impact of sexual assault.

What happens to reports of sexual misconduct?

Investigation

All allegations of sexual misconduct, sexual harassment, over-familiarity and retaliation will be investigated.

Retaliation is intimidation to prevent an offender from filing a complaint or participation in an investigation of sexual misconduct. The GCCC prohibits

anyone from interfering with an investigation, including by intimidation or retaliation against witnesses or victims. Any form of retaliation should be reported to the superintendent or investigator.

Possible outcomes of an investigation

A thorough investigation takes time. The investigation must clearly support or refute any allegation with evidence, information gathered from witnesses and documentation.

After the investigation is completed, one of the following decisions will be reached:

- There is sufficient evidence to conclude the allegation is true
- There is insufficient evidence to conclude the allegation is true
- The allegation is unfounded. This means that the evidence shows that the person reporting the sexual misconduct made a false allegation. If the investigation proves that the allegation is false, the person who made the allegation is subject to corrective action, including discipline.
- There is not enough evidence to prove that the allegation is true, but there is evidence to prove that another law, policy or rule was violated.

Anyone who sexually abuses or assaults an offender or staff member will be disciplined and may be criminally prosecuted. Discipline and criminal prosecution are more likely to be successful if the abuse is reported immediately; but regardless of when the assault occurred, it should be reported.

If you are a survivor of sexual assault, you have suffered a traumatic experience. Survivors experience feelings of:

- Vulnerability
- Powerlessness
- Loss of masculinity
- blame
- Fear
- Sadness
- Shame
- rage/anger
- Confusion
- Self-doubt

Part of the Trauma

The survivor may experience includes:

- Nightmares
- Insomnia
- Anxiety
- Frequent crying
- Eating disorders
- Lack of concentration
- Sexual dysfunction or hyper sexuality
- Antisocial and criminal behavior
- disturbing sexual fantasies

- Substance abuse
- Phobias
- Lifestyle disorganization

Coping Skills: Ideas to help begin the healing

- Write in a journal
- Exercise
- Poetry
- Music
- Reading
- Talk/Write to a trusted friend

Safety Guidelines to Consider

- Trust your instincts. Be aware of situations that make you feel uncomfortable. If it feels wrong, LEAVE.
- Body language. You are judged within three seconds of someone first seeing you. Walk with certainty, head up high. Learn good posture.
- Don't ask for things. Some inmates have access to things you may need or want; however, many seek favors of some kind in return. Placing yourself in debt may lead to a request to an expectation of sexual favors for repayment.
- Avoid high-risk places. There are blind spots in every facility, on the yard and in the units. These are places where it is difficult for the officers to see. Learn these places and avoid them.