

California Institution for Women



Inmate Orientation Manual

Each day we learn from yesterday, and use today to make tomorrow better.



California Institution for Women
The California Department of Corrections and Rehabilitation

Inmate Orientation Manual California Institution for Women

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INMATE ORIENTATION MANUAL FOREWORD

The purpose of this orientation manual is to assist new arrival inmates with basic rules, regulations, policies and procedures at the California Institution for Women (CIW).

This manual covers the basic rules of the Institution, as well as many of the rules and regulations addressed in the California Code of Regulations (CCR) more commonly referred to as the Title 15. You shall receive a copy of the Title 15 as part of your original orientation process into the California Department of Corrections and Rehabilitation (CDCR). If you require another copy, you can speak with the housing unit officer or visit the Law Library.

You are encouraged to become familiar with the information provided. If you do not understand the general rules and procedures, you may ask your counselor, housing unit officer or any other program staff for assistance.

Inmates shall be held responsible and accountable for knowing, understanding and complying with the contents of this booklet and departmental rules and regulations.

INTRODUCTION TO THE INSTITUTION

CIW serves as a Re-entry hub as well as an Institution for the selection and physical fitness training of female firefighters selected for Fire Conservation Camp (CC) placement. CIW also serves as a higher security and specialized housing facility servicing inmates placed or endorsed to programs including the Special Care Unit (SCU), Central Treatment Center (CTC), Administrative Segregation Unit (ASU) Segregated Housing Unit (SHU), Psychiatric Services Unit (PSU), the Psychiatric In-Patient Unit (PIP) and Out-patient Housing Unit (OHU).

Efforts are made to assist inmates in recognizing and developing their self-worth so they may become more productive individuals. Evidence-based programs designed to elevate social awareness and personal responsibilities support the goal of successful reintegration into society.

CIW offers a vast number of programs and services to aid inmates on the road to rehabilitation. CIW has a strong history of being a leader and innovator in female offender management, making it "America's Finest Women's Prison."

RULES AND REGULATIONS

For issues pertaining to inmates, the Department Operations Manual (DOM) and CCR Title 15 are available for reading in the Law Library. All inmates are expected to have knowledge of and adhere to departmental and Institutional rules, regulations, and procedures. Ignorance of regulations and procedures is not an acceptable excuse for misconduct.

GENERAL OVERVIEW OF SAFETY AND SECURITY PROTOCOLS

CIW staff encourages inmates to become familiar with the rules and regulations of a prison environment by thoroughly reading the CCR Title 15, DOM, local policy memorandums, and Institutional rules. Outlined below is a brief summary of some of the major rules and regulations you need to be aware of and found in the CCR Title 15.

Conduct

CCR Title 15 section 3005, Inmates shall obey all laws, regulations, local procedures, and refrain from behavior which might lead to violence or disorder, or otherwise endanger facility, outside community or another person. Inmates must promptly and courteously obey written and verbal orders and instructions from department staff and from employees of other agencies with authorized responsibility for the custody and supervision of inmates and parolees. Inmates shall not commit or assist another person in the commission of an assault or battery to any person or persons, nor attempt or threaten the use of force or violence upon another person.

Contraband

Inmate shall not possess Contraband, as defined in CCR, Title 15, "Contraband means anything which is not permitted, in excess of the maximum quantity permitted, or received or obtained from an unauthorized source."

Controlled substances, Tobacco, and Other Paraphernalia:

Tobacco and tobacco products are prohibited. Possession of tobacco is contraband, regardless of the quantity. Inmates shall not inhale, ingest, inject, or otherwise introduce into their body, use, possess, manufacture, or have under their control any controlled substance or alcohol. Paraphernalia is a term to denote any equipment, product, or material that is modified for making, using, or concealing drugs. Paraphernalia may include pipes, rolling papers, lighters, containers modified to conceal any prohibited substance, materials for consumption or injection of controlled substances, alcohol or tobacco. Inmates shall not possess medication in quantities exceeding the dosage specifically authorized by the Institution's/facilities health care staff, possession of medication prescribed to another inmate is strictly prohibited as well.

To reiterate, possession of tobacco, alcohol, controlled substances or paraphernalia shall result in disciplinary action and possible referral to the District Attorney for criminal prosecution.

DISABILITY PLACEMENT PROGRAM

It is the policy of CDCR to provide inmates with disabilities, access to its programs and services. Inmates with permanent mobility, hearing, vision, speech impairments, and other disabilities or compounded conditions severe enough to require special housing and programming shall be assigned to special placement in designated Disability Placement Program (DPP) facility. Inmates with an impairment of lesser severity or which is temporary are not required to be assigned to a special placement facility and may be housed here at CIW. If you have been included in DPP at this Institution, reasonable accommodations shall be made to provide you access to programs and services. CIW General Population (GP) is at present a non-designated DPP Institution; however, this may be subject to change.

Program and Work Assignments

It is the policy of the Department for DPP inmates to be afforded the opportunity to participate in educational and/or vocational work assignments. A DPP inmate's participation in a particular program shall be evaluated on a case-by-case basis. Eligibility to participate in any program depends upon the inmate's ability to perform the essential functions of the program.

Disability and Effective Communication Systems (DECS)

Custody staff assigned to each housing unit where an inmate resides with a hearing or vision impairment impacting placement, shall maintain a copy of the inmates identification card/picture

with the inmate roster to alert unit staff to provide for the special needs of the inmate. Special needs may include personal notification for hearing impaired inmates to respond to ducats and emergency evacuations.

Yard Identification

All inmates identified as having a hearing, vision, or mobility impairment shall be issued a yellow vest. Identification of a disability/impairment shall be confirmed through the CDC 1845 Inmate.

Issued vests shall indicate the person wearing it is vision, hearing, or Mobility impaired. Issued vests shall be worn over the inmate's outer clothing at all times when an inmate is outside their assigned cell. Identifying vests notify correctional staff of a disability or impairment so they may be able to accommodate your individual safety needs in such instances as alarms and incidents.

INMATE ASSISTANCE WORKER PROGRAM

CIW has established the Inmate Assistance Worker program to help inmates who are designated as DPP and those who are members of the Golden Girls program (55 years and older) to provide reasonable assistance to these inmates, if they so choose.

Inmate Assistance Worker shall provide assistance such as escorting inmates to the culinary for meals, carrying canteen and assistance reading ducats, official memos, and other important announcements. Inmate Assistant Worker may also be used as scribe for initiating and responding to official CDCR forms such as CDC 602 Inmate Appeal and/or CDCR 1824 Reasonable Accommodation or Modification Request.

The Inmate Assistance Worker is NOT a personal maid and SHALL NOT conduct medical or hygiene procedures. This position has been created to improve the quality of life for elderly or disabled inmates and to assist them in general day-to-day business that other inmates may not have difficulties with.

For more information on how to participate in the Inmate Assistance Worker program or if you are elderly, disabled and believe this program may benefit you, please contact your housing unit officer or write to the Americans with Disabilities Act (ADA) coordinator at the Institution.

EFFECTIVE COMMUNICATION

Reasonable accommodation shall be afforded to inmates with disabilities (e.g., vision, speech, hearing impaired, and learning disabled inmates) to ensure equally effective communication with staff for medical procedures/examinations, parole, and all other proceedings and/or hearings.

Auxiliary aids that are reasonable, effective and appropriate to the needs of the inmate shall be provided when written or oral communication is not effective. Such aids may include certified/qualified interpreters, readers, sound amplification devices, closed captioned television and video text displays, Telecommunication Devices for the Deaf (TDD)/Teletypewriter (TTY), audiotape texts, Braille materials, large print materials, and page magnifiers.

If you are hearing impaired advise your housing unit staff so they may be able to personally notify you of announcements, notices, and requests made through the public address system. Notification of housing unit staff of your hearing impairment is especially important for information regarding emergency alarms, evacuations, and counts.

SIGN LANGUAGE INTERPRETERS

All inmates identified as having a speech or hearing impairment shall be interviewed to determine their sole or primary method of communication. Upon identification of sole or primary communication staff shall accommodate your need by obtaining a qualified interpreter E.g. if it is determined your sole or primary means communication is American Sign Language (ASL), an ASL Interpreter shall be present during all CDCR classification, disciplinary, clinical encounters, and due process events/hearings.

APPEAL PROCEDURES

The appeal process is intended to provide a remedy for inmates with identified grievances. The process is designed to provide an administrative mechanism for review of departmental policies, decisions, actions, conditions, or omissions by the department or its staff, the inmate or parolee can demonstrate as having a material adverse effect upon his or her health, safety or welfare.

Complaints should be filed on a CDCR form 602. CDCR forms 602s are available in every housing unit, as well as medical clinics and the Law Library. If you need help writing or understanding the appeal form, you may contact any staff member, library staff/clerk, or an inmate assistance worker. Refer to CCR, Section 3084 for assistance.

CDCR 1824 REASONABLE ACCOMODATION OR MODIFICATION REQUEST

An inmate with a disability may request an accommodation or grieve an alleged discrimination through the CDCR 1824 grievance process. CDCR 1824's are made widely available in every housing unit, as well as medical clinics and the Law Library. If you need help writing or understanding the form, you may contact any staff member, library staff/clerk, or an inmate assistance worker.

CDCR forms 1824 shall be provided to all inmates who claim to be disabled. Staff assistance in using the appeal process shall be provided to all disabled inmates when required, as well as those requiring equally effective communication assistance with written materials.

Inmates shall submit the request for accommodation on a CDCR 1824 to the Appeals Coordinator. Inmates shall attach any relevant documentation of disability that is in the inmate's possession or is easily obtainable by the inmate and is not already in her CDCR files.

It is the mutual responsibility of the inmate and CDCR to verify a disability when a request for accommodation is made. The inmate must cooperate with CDCR staff in efforts to obtain documents or other information necessary to verify the claimed disability.

EMERGENCY AND ALARM RESPONSE PROCEDURES

Alarms and Horns

When the yard horn blows one time, all non-programming inmates are to return to their housing unit immediately. When the horn blows three times, ALL inmates (working, programming and non-programming) are to return to their housing unit immediately.

Emergency Alarm Procedure

When an emergency alarm is activated, **ALL INMATE MOVEMENT SHALL CEASE**, unless otherwise directed by staff. There is to be no inmate movement during an emergency alarm.

Inmates are to immediately assume a sitting position along walls, away from exits and doorways. Inmates seated on a bench, are to remain seated. If you have a disability that prevents you from sitting down (you must wear a yellow ADA vest). You are to remain where you are until you have been given clear and precise directions to move by custody personnel.

Inmates with disabilities who are unable to identify/comply with emergency procedures (because you cannot hear or see or are unable to sit down) must wear their ADA vest visible for staff to see outside of your assigned bed area. Failure to wear your ADA vest puts you at risk during an emergency and shall result in disciplinary action. You shall be financially responsible for any damage you cause to the ADA vest.

Evacuation Procedures

Inmates (including those with disabilities) shall be notified by staff of evacuation or emergency procedures during orientation, in an accessible format. If you have not been notified, please ask any staff member for more information.

In the event of an evacuation or emergency, follow housing unit staff's instructions. Staff shall direct you to the assembly area outlined in the emergency procedure.

Housing unit staff shall ensure all disabled inmates are provided assistance to promptly evacuate from the Housing Unit. Staff shall ensure that every inmate has been evacuated prior to leaving the unit.

PRISON RAPE ELIMINATION ACT / SEXUAL MISCONDUCT

The Prison Rape Elimination Act of 2003 was enacted by Congress to address the sexual abuse of offenders in the custody of United States correctional agencies. This Federal law supports the elimination, reduction, and prevention of sexual assault within the corrections system. It applies to all Federal and State prisons, jails, police lock-ups, private facilities, and community correctional settings, including adult and juvenile, male and female facilities.

CDCR has a zero-tolerance standard for incidence of rape/violent victimization. The prevention of prison rape is one of CDCR's top priorities. Sexual misconduct shall result in immediate disciplinary action, up to and including placement in Administrative Segregation and criminal prosecution. Sexual misconduct is sexual abuse or sexual assault. It includes inmate-on-inmate sexual activity and staff-on-inmate sexual activity.

Inmate-on-Inmate Sexual Abuse/Assault

1. This is one or more offender(s) engaging in or attempting to engage in a sexual act with another offender, or the use of threats, intimidation, inappropriate touching, or the actions or communications by one or more offenders aimed at coercing and/or pressuring another offender to engage in a sexual act.
2. Sexual misconduct includes any solicitation of sexual activity through the promise of favors. It also includes threatening an inmate for refusing sexual advances.

3. Sexual misconduct also includes invasion of privacy beyond that necessary for safety and security, including disrespectful, unduly familiar, or threatening sexual comments made to inmates.

Staff-on-Inmate Sexual Abuse/Assault

1. This includes seeking, attempting, or engaging in a sexual act with any offender or parolee or the intentional touching of the offender/parolee's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of another person. In this definition, staff includes all independent contractors, representatives, or volunteers to the Department of Corrections and Rehabilitation. It also includes staff from other federal state, or local jurisdictions.
2. Although you may agree to the sexual activity, CDCR specifically forbids sexual activity between inmates and staff including contractors or volunteers.
3. CDCR shall prosecute the staff regardless of your agreement. The law, Penal Code (PC) Section 289.6, shall not allow the employee to use your consent as a defense to prosecution. There is no exception to this. CDCR shall not honor any promises made to you by your staff person.

Sexual Misconduct/Medical Examination

1. Individuals that sexually abuse or assault inmates can only be disciplined and/or prosecuted if the sexual misconduct is reported. If you become a victim of a sexual assault, you should report it immediately to staff. They shall also refer you for a medical exam, clinical assessment, and treatment. You do not have to name the assailant in order to receive medical treatment.
2. Even though you may want to clean up after the assault, it is important you see medical staff before you shower, wash, drink, change clothing, or use the bathroom. Medical staff shall examine you for injuries that may or may not be obvious to you. A medical professional may perform a physical examination. They shall also check you for sexually transmitted disease and gather as much evidence as possible.
3. Your consent is needed for a medical exam. If the sexual activity was recent, you shall be asked to consent to a sexual assault exam. You have the right to refuse the examination; however, if you have been the victim of sexual misconduct, it is critical to collect as much evidence as possible.
4. It is very important you understand you can receive medical attention for any injuries, without submitting to a sexual assault examination. The medical care is for the purposes of treating any 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.
5. You do not have to reveal the assailant; however, you shall be strongly encouraged to identify the assailant in order to protect yourself and others from future attacks. Individuals that sexually abuse or assault inmates can only be disciplined and/or prosecuted if the assault is reported and they are identified.

How to Report a Sexual Misconduct

Report the activity or solicitation of any staff member, including supervisors to any correctional employee. All correctional employees have been informed of their responsibility and obligation to report such activity. A correctional employee is any person who works for, volunteers or is contracted by CDCR. This includes the Warden, medical personnel and clergy. It also includes any Ombudsman assigned to your Institution.

You may also send a letter to the Associate Director for the Female Offender Programs and Services, to the Director of CDCR, to the Office of Internal Affairs, or to the Office of the Inspector General using the addresses listed below:

Office of Internal Affairs
Southern Region
9035 Haven Avenue, Suite 105
Rancho Cucamonga, CA 91730

Associate Director
Female Offender Programs and Services/Special Housing
1515 S Street, Room 344 North
Sacramento, CA 95811

Director, Division of Adult Institutions
PO Box 94283-0001
Sacramento, CA 94283-0001

Office of the Inspector General
801 K Street, Suite 1900
Sacramento, CA 95814

You may also call 1-800-700-5952 to report sexual misconduct.

Inmates can also file a CDC 602. Appeals relating to the reporting of sexual misconduct shall be directly referred to the Office of Internal Affairs for investigation. Any indication or notification of sexual activity shall be thoroughly investigated.

*Sexual misconduct is a serious crime. CDCR shall investigate all reports of sexual misconduct. If you are the victim of sexual misconduct, **REPORT IT IMMEDIATELY.***

- Law enforcement authorities shall investigate allegations of sexual misconduct and perpetrators shall be subject to a full range of criminal prosecution.
- It is never appropriate for a staff member to make sexual advances, comments, or engage in sexual contact with an inmate/parolee.
- It is not appropriate for an inmate to approach a staff member for the purposes of sexual activity.

Recovering From a Sexual Assault

Any form of coerced or illegal sexual activity may be degrading. Mental health staff within the Institution are available to help inmates recover from the emotional impact of sexual assault.

CLASSIFICATION FOR GENERAL POPULATION

Initial Classification for new General Population (GP) arrivals is scheduled within 14 days of your arrival to CIW. If for some reason there is a delay, your assigned Correctional Counselor (CC-I) shall provide you with an update at your request.

You shall be interviewed by the assigned CC-I prior to Initial Classification to answer any questions you may have. You are encouraged to participate in classification. The case factors from your

Central File shall be reviewed and you shall be placed in an assignment or on a waiting list. Failure to report on time for classification when ducated shall result in disciplinary action.

Prior to Initial Classification, you shall receive a CDC 128-B1 Notice of Classification form, which shall advise you of your upcoming appearance. DO NOT ask the housing unit officer when you shall be going to classification; they do not know. You shall receive your CDC 128-B1 Notice of Classification Hearing no less than 72 hours prior to your appearance before the Unit Classification Committee (UCC).

IDENTIFICATION CARDS

You must have your identification (ID) card with you at all times.

COUNTS

There shall be no talking or noise whatsoever during Institutional count. You may not talk to staff while they are conducting count. Institutional count times are **0030 hours, 0230 hours, 0430 hours, 1630 hours, and 2130 hours.**

The 1630 hours count is a standing count and required to stand by their bunks. Inmates unable to stand based on documented medical reasons shall be required to remain in a sitting position during count. Failure to comply with count procedures shall result in disciplinary action for delay of Institutional count and procedures.

Close-A Counts

Inmates endorsed to CIW as Close-A Custody shall be subjected to additional counts, pursuant to DOM and Title 15.

Emergency Counts

Emergency Counts may be called for any reason, at any time. If you hear a horn blow three consecutive times, you shall be required to **IMMEDIATELY** return to your assigned cell for count.

OUT OF BOUNDS AND UNAUTHORIZED AREAS

All housing units and cells, other than your ASSIGNED unit and cell, are out of bounds to you. Additionally, OUT OF BOUNDS and/or UNAUTHORIZED AREA signs are posted to notify you an area is "out of bounds." Inmates shall be subject to disciplinary action for violations in these areas.

There is absolutely no loitering permitted in the corridors or hallways. Inmates waiting for meal release must wait in the day room/TV room, your cell, or in the backyard when open. Violation of this rule shall result in disciplinary action.

Permission to enter any housing unit other than your assigned unit must **FIRST** be obtained from the officer assigned to the unit.

Walkways leading to the front of the Housing Units shall be kept clear and free from inmates loitering. The benches and tables in the front of the housing units shall only be occupied by inmates currently assigned to that designated housing unit. Inmates shall only be allowed to utilize the benches or tables after 1500 hours weekdays and weekends during normal programming. In the event the recreation field is closed, all inmates shall be moved to the "Circle" area.

PASSES AND DUCATS

You need a pass or ducat for any purpose other than going to the yard, recreational events, religious services, or attending medical sick call. If you receive a ducat to report to a particular area (such as Medical), you are required to report.

You are expected to report for all priority medical, dental, mental health and/or classification ducats on time. Failure to respond to ducats may result in disciplinary action.

PERSONAL HYGIENE

Inmates are expected to present themselves in a clean and orderly fashion at all times. This includes bathing, combing your hair, brushing your teeth, wearing clean clothes, etc.

Indigent Inmates

Indigent inmates must be at CIW for minimal of thirty days, have a trust balance less than \$1.00 and have not received canteen in the past 30 days. Indigent Inmates must submit an INDIGENT SUPPLY AND ENVELOPE REQUEST FORM to the Inmate Trust Office via Institutional mail. Inmates shall pick up supplies at the Annex warehouse as noted below:

- First draw: CDCR numbers ending in 00-33 must submit form by last Wednesday of each month for issuance of supplies on the first Friday of the following month.

- Second draw: CDCR numbers ending 34-66 must submit by the first Wednesday of the month for issuance on the second Friday of the month.

- Third draw: CDCR numbers ending in 67-99 must submit form by the second Wednesday of the month for issuance on the third Friday of the month.

Grooming Standards

Your hair shall be clean, neatly styled, and groomed, as specified in these regulations, when you are away from the immediate area of your quarters. Your hair shall have no lettering, numbering, or designs of any kind cut, shaved, dyed, painted or in any way placed in the hair or on the scalp or face of the inmate. You shall not alter the appearance of your hair by changing its natural color. Unless approved by the Institution cosmetology department. Your fingernails shall not extend more than ¼ inch beyond the tips of your fingers. Nails shall be neat and clean. You are not permitted to pierce any part of your body for the purpose of wearing an earring or other jewelry. You may wear one pair of stud earrings. Failure to comply with these grooming standards may result in disciplinary action being taken against you.

Quarters and Living Areas

Inmates assigned to the cell are to keep their living areas (cells) and issued lockers clean and orderly at all times. The only items allowed on the tops of lockers are one photograph (no obscene imagery). No pictures are allowed outside the locker and you are not allowed to display obscene pictures (either inside or outside). There is to be no graffiti or paintings on lockers or walls; **NO EXCEPTIONS!** You are responsible for the window at/near your bed. You are not allowed to hang any clothing on or around your bed area. You may hang your clothes in your housing unit's backyard. Tenting is not permitted at any time. The assigned porters are not responsible to sweep or mop your cell.

DINING ROOM POLICY

Before entering the dining hall, you must be fully dressed in full state-issued clothing, including shoes. Upon reaching the dining room, you shall be asked to present your ID card. No ID, no meal. Using another inmate's ID card to enter the dining room shall result in disciplinary action. No personal cups are allowed in the dining room and no food is allowed to leave the dining room except one fruit or one dessert. Violators may receive disciplinary documentation.

SEARCHES

All inmates are subject to clothed/unclothed body searches. Occupied cells, rooms and dormitory areas, including fixtures and lockers, and any personal and state-issued property of the occupant shall be inspected on an infrequent and unscheduled basis. More frequent inspections shall be conducted in specialized housing units, depending upon the security requirements of the unit and the risk an individual inmate presents to that security.

Your bed area and locker are subject to search at any time. You shall be held responsible for any contraband discovered in your locker or within your bed area or any contraband discovered in the mutually shared areas of your cell (desk, toilet, etc.).

Inmates with a disability that prevents the employment of standard search methods shall be afforded reasonable accommodation under direction of the supervisor in charge. Such searches shall be thorough and professional, with safety and security being the paramount concern.

Inmates who use wheelchairs, have severe mobility impairments, and are unable to perform standard, unclothed body search maneuvers shall be afforded reasonable accommodation to ensure a thorough search, including body cavities. If the search includes removal or disassembly of a health care appliance (prosthesis), it shall be conducted in a clean setting. If a search requires removal of the appliances, a compliant inmate shall be allowed to remove the appliance (prosthesis) and give it to staff. If forcible removal of an appliance (prosthesis) from a non-compliant inmate is necessary, health care staff shall be available for consultation regarding the safe removal of the appliance.

No inmate shall be required to lay or sit on an extremely hot or cold surface to perform unclothed body search maneuvers.

LIMITED VISIBILITY PROCEDURE

When fog, rain or other factors reduces normal visibility, you may be directed to remain in your assigned housing unit and wait for instructions from staff prior to leaving your unit. Inmates at work are to remain there until instructed by your supervisor or another staff member. Once the limited visibility restrictions have been cleared, you shall be notified by staff. Inmates are required to consult with staff prior to any outside movement.

BED MOVES-HOUSING UNIT ASSIGNMENTS

Inmates endorsed to CIW shall appear before UCC as a general population inmate. Inmate's case factors, bed availability, and designation for certain programs (Substance Abuse Program, Camp, etc.) shall play an important part at the time you are considered for permanent housing. There are no convenient bed moves.

CIW has INTEGRATED bed assignments. This means inmates may have a "cellmate" of another race. Inmates shall not be provided a bed move based on race alone. All bed moves require the approval of the Program Lieutenant.

RECREATION AND CIRCLE YARDS

The Main Recreation and Circle Yards are opened to GP inmates pursuant to schedules posted on housing unit bulletin boards, and available from your Women's Advisory Council (WAC) representative. The Main Recreation Yard affords inmates many activities including track, softball and board games. The Circle Yard affords leisure activities such as walking or sitting and talking on park benches on the lawn in the shade of trees. All yard schedules are subject to changes, or may be impacted by special events and/or Institutional need. Check your unit bulletin board for updates to yard schedules.

RESTITUTION

Restitution is part of your sentence and it is ordered by the court under PC 1202.4. It is read aloud in court along with your terms of confinement. Restitution means "paying back." The purpose of restitution is to help victims recover from financial hardship caused by your criminal activity. Restitution may cover medical bills, funeral expenses, and/or the cost of repairing damaged property. Judges are required by State law to order restitution in every criminal case. Your current ability or inability to pay is NOT a consideration of the court.

Types of Restitution

There are two types of restitution: Restitution Fines and Direct Orders. Both types of restitution can be ordered in a single case. If you have both a direct order and a fine, the direct order shall be collected first, then the fine.

- **RESTITUTION FINES:** PC Section 1202.4 addresses restitution fines and Section 1202.45 indicates an additional fine for the same amount may be imposed if you violate parole.
- **DIRECT ORDERS:** The court shall determine how much the victim(s) can receive based on the amount of their loss. CDCR collects the money and the Victims Compensation Fund assures that the victim receives it.
- Case Records audits your Electronic Central File (E-File) and reviews your minute order to complete the CDC-1497 Inmate Restitution Fine/Direct Order Restitution form. This form is sent to the Trust Office for the fine/direct order to be applied to your trust account.

If you have a question or dispute with your restitution fine amount, contact Case Records.

Payment

CDCR garnishes 55 percent of all deposits (with a few exceptions listed in Title 15, 3097 (j)) to inmate trust accounts to pay restitution ordered by the court. 5 percent of the 55percent is collected and applied towards the Department's administrative fee. CDCR can also take 20 percent of earned prison wages to collect court ordered restitution.

It is your responsibility to track how much money has been taken from you while at different Institutions. Any corrections to restitution fines must be made by Headquarters Inmate Accounting Branch.

If you parole or discharge and then receive a new prison term, CDCR shall continue to collect all unpaid restitution. Parolees need to determine a way to pay their outstanding restitution balance. If not paid voluntarily, it shall eventually be collected—possibly through a tax intercept. Restitution has no statute of limitations. This means there is no time limit for collection.

An offender wishing to fulfill their parole term in another state (usually because of a job or family support) may not leave California until ALL restitution has been paid in full. Under Federal statutes, 11USC §523 (A) (7), restitution is NOT discharged under bankruptcy.

WOMEN'S ADVISORY COUNCIL

The Women's Advisory Council (WAC) governing body and its representatives is designed to serve, advise, and communicate with the Warden and other staff those matters of common interest and concern from the inmate general population. The WAC does NOT represent individuals on individual issues... that is the purpose of the appeal procedure. For additional information about the functions of the WAC or to become a member, speak with a housing unit representative for further details. CCR, Title 15, Section 3230 provides some information regarding the WAC and its scope of operation.

INMATE ASSIGNMENT OFFICE

This office has a complete listing of all work/training assignments available at CIW. The Inmate Assignment Office maintains the waiting list for all work sites and can provide you with information as to where you are on any of those waiting lists after your initial classification.

If you are placed on several waiting lists during your initial classification and are assigned to a job you would like to keep, you must contact your counselor and request to be removed from all other lists. If you do not, you shall be placed in that assignment when your name comes up on the list, based on the priority established at your classification. Your name shall be kept on the waiting list for approximately two months.

Inmates are placed on waiting lists according to classification date and work/privilege group status. If you have SPECIAL SKILLS (plumber, carpenter, clerical, etc.) you must address this with the classification committee.

JOB CHANGE APPLICATIONS are just that, "JOB CHANGE APPLICATIONS." You must first have a job to get a job change. Job changes shall only be honored at an inmate's Annual Review or during UCC where medical limitations or Institutional needs are addressed.

LAUNDRY

Upon arrival at CIW, inmates shall be issued a bedroll containing sheets, blankets, towels, washcloth and a pillowcase. GP inmates arriving with less than a 30 day supply of personal cosmetics and hygiene products shall be issued a "fish-kit" which includes soap, shampoo/conditioner, deodorant and other personal hygiene items. Under normal circumstances, you should report to the CIW clothing room to receive your initial issue of clothing within two working days of your arrival.

Laundry Exchange:

You must complete a clothing exchange ticket. That ticket must indicate your name, number, housing unit/bed number, the number of pieces per item, and your sizes. The completed ticket is placed in a fish-net bag with the dirty laundry turned in at the Clothing window exchange on the designated day/time. The sheets/pillow case exchange is done the same day as the laundry exchange. The laundry workers shall remove the dirty clothing, verify the count, take clean laundry from the shelf, and complete the exchange.

It is your responsibility to ensure your bed number, clothing bag, and/or sheets and pillowcase are written down and recorded properly and accurately. Any shortages must be shown to your housing unit officer, who shall make the proper notation for adjustments.

Laundry Exchange and Shortage Correction:

All shortage correction is done at the same time as laundry exchanges on the following days: Tuesday (last two inmate numbers 00-50) and Thursday (last two inmate number 51-99). It should be noted PRIORITY is given to inmates who are assigned jobs. Orientation housing unit inmates shall not be issued boots from Laundry until they are reassigned to their permanent housing unit.

LAW LIBRARY SERVICES

In order to provide inmates with meaningful access to the courts, CIW provides legal materials and resources through the Law Library. Inmates assigned to the SCU, ASU, SHU, CTC, PSU or PIP requesting the use of the Law Library shall make their request by completing the "Law Library Access Request Form." The form is to be completed and submitted to the respective Unit Sergeant between 0630 – 1430 hours any day of the week. These forms shall not be accepted after 1430 hours. Once Law Library Access Requests have been approved and logged, the Unit Sergeant shall ensure requests are hand delivered to the Law Librarian the following workday. Upon receipt of the requests, the Law Librarian shall conduct an interview with the inmate. If the inmate's need meets the criteria, which include an open case or court deadline of 30 days or less, the librarian shall arrange access to necessary Law Library publications and/or services.

Inmates requesting photocopied material must complete the "Photocopy Request Form" and Trust Account Withdrawal Order Form, as they shall be charged ten cents per page. Indigent inmates shall be required to fill out the same forms. The Trust Account Withdrawal Order Form shall be held against the inmate's account for 30 days in the event the inmate receives funds. GP inmates may come to the Law Library during hours of non-assignment or with an approved inmate ducat. Inmates must have their ID card at all times. Inmates must sign in and wait for the clerks who shall assist with legal services. You may not use the Law Library during your work or program hours of assignment. Law Library hours of operation are posted on you housing unit bulletin board and at the Law Library, and may be subject to change based on Institutional need.

EDUCATION AND LIBRARY ACCOMMODATIONS

Education Department Staff at CIW makes every effort to ensure all assigned or volunteer inmates are met with reasonable accommodations, as well as those inmates who may require reasonable accommodations to access Law Library services.

All classrooms can accommodate inmates who use a walker or wheelchair to move about the classroom. In addition, the classroom teachers offer large print text (when available) and page magnifiers for those inmates who are visually impaired. Inmates who visit the Library and Law

Library have the following equipment/materials to assist with visually and hearing impaired inmates:

- Large Print Text Books
- Books on Tape
- Music CD's
- Pocket Talkers
- Page Magnifiers

The Senior Librarian and all inmate clerks provide assistance and information with acquiring these reasonable accommodations to any inmate who requires it.

Please note the CCR Title 15, DOM, Armstrong Remedial Plan, Clark Remedial Plan and similar printed materials are available upon request. If you are visually impaired, you may request the use of a page magnifier or for large print copies of requested pages to be made.

For more information on types of accommodations and a list of materials that are offered by the Library and Law Library, you may contact the Senior Librarian during open hours or by writing an Inmate Request for Interview.

GENERAL MAIL (CCR Title 15, Section 3130 *General Policy*)

Incoming General Mail

General mail may include, magazines, postcards, or enveloped correspondence. Envelopes sent as general mail may contain letters, pictures, envelopes, stamps, and paper. General mail is processed on business days, and shall be distributed as addressed. Mail not properly addressed may be delayed. If you move from one housing unit to another, it is your responsibility to notify correspondents of your new housing assignment. Mail delayed due to incorrect housing address shall be re-routed to your current housing assignment, so long as it contains your correct name and CDCR Offender Number.

General Mail shall be addressed as follows:

Offender **Name** and ID Number
CIW **Housing/Bed** Assignment Number
PO Box **8100**
Corona, CA **92878-8100**

Important: Do not use the General Mail address for money orders or checks! See the section **Money/Trust Account**.

Outgoing General Mail

Outgoing general mail is processed on business days. All outgoing mail must have a complete return address (Offender Name and ID Number, Housing/Bed Assignment Number, and Institutional PO Box address in the upper left-hand corner of the envelope. All envelopes shall be placed in your housing unit mailbox **UNSEALED**.

All outgoing mail is inspected by staff to ensure compliance with departmental regulations. Any violations may result in delay of outgoing mail and/or further action. Correspondence approval is required if you are writing to another prison or parolee (regardless of the state in which the prison is located). If you had a previously approved correspondence approval from your last Institution, approval must be obtained from CIW administration. See your counselor for the form and details.

Legal Mail

Legal Mail is mail is handled pursuant to CCR Title 15 section 3165 *Mailing Legal Documents*. Presently, incoming Legal Mail shall be sent to the same address as General Mail. **Incoming Legal Mail** shall be distributed by staff on regular Business Days. You shall need your ID card to send/receive legal mail. **Outgoing Legal Mail** is processed by your housing unit officer. It is inspected, sealed, and logged in your presence. Refer to CCR, Title 15, Sections 3130 through 3147 for more information on General Mail and Legal Mail.

Money/Trust Account

Incoming money orders or checks are processed on business days. Money Orders and Checks shall be removed from envelopes, which shall be marked and distributed as addressed.

Money Orders or Checks shall be addressed as follows:

Offender Name and ID Number
CIW Housing/Bed Assignment Number
PO Box 8102
Corona, CA 92878-8102

Important: Do not use the Money/Trust Account address for *General Mail*. Inform your correspondents, Money/Trust Account Mail shall **only** contain a Money orders or Checks. Money/Trust Account Mail containing additional items (e.g. letters, photos, stamps...) may be delayed or refused by the Institution and returned to sender.

An inmate may receive funds at CIW through the mail and through online services that may be accessed by family members and friends. Funds through the mail system must be received in the form of a money order, cashier's check, or personal check. Cash is not accepted and shall be forwarded to the cashier for return to the sender. It may take up to 30 days for certain types of money orders and personal checks to be posted and made available for you. United States Postal Money Orders are suggested to expedite the process of funds. Money orders must include the sender's complete address or it shall be returned. For funds through the internet, a family member may go to a CDCR approved inmate money transfer service such as JPay, which may be accessed by outside family members at www.jpay.com.

When funds are received, the envelope in which the funds were mailed shall be stamped showing whether a check or money order was received, date processed, and amount. Mailroom staff shall initial the envelope and it shall be forwarded to the inmate. You shall receive a trust account statement once every 30 days. CIW does not provide a quarterly trust account statement. You must request one.

Funds from other Institutions shall follow you to CIW. In most instances, it may take up to 30 days (or more). You shall not routinely be notified when it arrives. When you leave CIW, your money shall follow you within ten days.

INMATE NOTARY SERVICES

Notary services are available for inmates at CIW. To obtain information or services regarding the notary services submit an Inmate Request for Interview to the Litigation Coordinator.

PACKAGES

After once your work/privilege group has been established you shall be allowed to receive a quarterly package. All packages received at CIW must be from an approved vendor. The maximum weight of that package must not exceed 30 pounds. Packages over 30 pounds shall be returned to the sender. Packages received at CIW must be from approved vendors. You can obtain a package list from your WAC representative or the WAC office. You and the sender are cautioned to send only those items approved. Items received which are not allowed shall be returned at your expense, destroyed, or donated.

SPECIAL PURCHASES

All concerns relating to special purchases (the purchase of televisions, radios, trimmers, etc.) shall be handled by Property staff and WAC representatives. The WAC maintains current catalogs and the list of approved items. Speak with your WAC representative regarding any special purchase item and the procedures. All special purchases must be ordered from approved vendors.

TELEPHONES

Once you are assigned to a housing unit, phone call sign-ups are in GP housing units at designates hours daily; see your housing unit bulletin board for the current schedule. You must sign up the night before for calls made the following day. You are required to sign up for the telephone which may only be used according to your privilege group. You are also required to notify your housing unit officer before using the phone to verify it is your ID and time slot to use the phone. If you fail to do so, your phone call may be cancelled or terminated. If you are not signed up for the phone, do not use it. Phone calls are monitored by staff. Three-way calling is not permitted, and your call may be terminated if this is suspected. Phone violations are grounds for disciplinary action, which may lead to the loss of phone privileges.

Phone calls last for 15 minutes. Be respectful of others who are waiting for their phone time.

TDD/TTY is available for the effective communication of personal telephone calls between inmates and persons outside of the Institution/facility that have a verified need. The verification of an inmate's need for a TTY can be confirmed with local Health Care Services staff or by reviewing a copy of the CDC 1845. If an inmate who does not have a hearing/speech impairment would like to place a call to an outside person requiring the use of a TDD phone, the outside party shall forward a physician's statement of TDD Verification to the inmate's correctional counselor. Upon meeting all verification requirements, the inmate should submit a request to her CCI or housing unit officer for access to the TDD.

TELEVISIONS – STATE OWNED

State owned televisions are provided in GP housing unit day rooms. Televisions are a privilege that can be revoked if abused. There are no television schedules in the GP day rooms, so programming viewed may vary based on the majority preference. If you are hearing impaired you may ask housing unit officers to enable "Closed Captioning" to provide you reasonable assistance.

VISITING

Visiting days at CIW are Saturdays, Sundays and designated holidays, from 8:00 AM to 3:00 PM.

Required Dress Code for Visiting

Inmates must wear CDCR issued Blue clothing only to Visiting. Shoes must be CDCR issued; CDCR work boots, shower shoes and/or slippers are prohibited. No personally owned/purchased shoes, including tennis shoes may be worn unless you have a medical chrono from the CIW Medical Department indicating specific approval. You must bring this chrono every time you visit. Upon notification of your visit, the housing unit officer shall issue you a special visiting pass. This shall allow you inside the Visiting Room.

Visitor Approval

Adults shall be considered for visiting after they have completed the CDC 106 Visiting Questionnaire Form. This form is mailed to the prospective visitor by the inmate and returned to the Institution by the visitor via the U.S. Mail. Be sure your prospective visitor fills-out the form completely. Incomplete forms shall not be processed and can be grounds for denial. This procedure must be followed for any prospective visitor over the age of 18.

Required Identification for Approval

Persons applying for Initial Approval or Renewal of Approval shall include adequate identification to conduct a required departmental background check on the applicant. The following forms of Identification are accepted for Initial and Renewal Applicants:

- California Identification Card or Driver's License
- United States Passport
- United States Military ID Card
- United States Immigration Permanent Resident ID Card
- United States Social Security Card with Valid Photo ID

Once an applicant is approved, the approval shall be valid for two years, unless otherwise suspended or revoked pursuant to DOM or Title 15. Initial Applicants in possession of a valid Mexican Government Matricula Card may be granted temporary approval to visit, not to exceed 60 days, while seeking to obtain an accepted form of ID for application background check processing. Applicants granted temporary approval to visit with a Matricula Card shall have their approval suspended if they fail to re-apply with an accepted form of Identification within 60 days.

For all visitor applicants, the Inmate shall be notified by Institutional mail when the application has been approved or disapproved. It is the responsibility of the Inmate to contact that individual and notify them of their approval status.

Visiting Applications shall be addressed as follows:

Visiting Department Applications

California Institution for Women

PO Box 1700

Corona, CA 92878-1700

Important: Do not use the Visiting Applications address for *General Mail*. Inform your correspondents Visiting Application Mail may **only** contain CDC-106 forms, and requested/required supporting documents (e.g. CDCR Discharge Card; Court Dispositions; Parole/Probation Approval to Visit; Birth Certificates...). Visiting Application Mail containing additional items (e.g. letters, photos, stamps...) may be delayed or refused by the Institution, and returned to sender.

Visitor Allowable Items

Visitors may bring money into Visiting for use in the vending machines. Each adult visitor is allowed to bring a maximum of \$50.00 in \$1.00 bills and \$25.00 per child. Increments larger than \$1.00 bills are not permitted. Inmates are not allowed to handle money. Visitors are to make all purchases from the vending machines. Visitors are not allowed to bring any food or tobacco products from the outside. You are not permitted to take any items out of the Visiting Room, with the exception of approved/purchased photographs taken in visiting; maximum of five.

All approved visitors must present a valid form of picture ID to the gate officer to enter or depart Visiting. NO TEMPORARY IDENTIFICATION SHALL BE ACCEPTED.

APPROVED VISITORS are entered into the Visiting System, and the approval is generally valid for two years. Visitors whose approvals are about to expire do not have to repeat the entire process for approval again if the Inmate they visit has remained in continuous custody. They merely need to submit a current form CDC-106 so visiting staff may review and changes to social factors. If you have a question regarding the status of a visitor, you can submit an Inmate Request for Interview to the Visiting Sergeant.

Complete visiting rules and regulations are posted in all housing units and available to visitors by simply asking.

FAMILY VISITING

To participate in the Family Visiting Program at CIW, you must see your permanently assigned counselor after you have been classified and provided a bed move to a general population housing unit. If there are any concerns relating to whether or not you are eligible to participate in the privilege of family visiting, you shall appear before a UCC to determine your eligibility for this program. Food restrictions do apply. All meals consumed in the Family Visiting Program at CIW are pre-ordered. No personal food items may be brought into the facility without specific pre-approval for documented medical reasons.

FIRE CONSERVATION CAMP

CIW offers a unique opportunity to its female inmates by being able to participate in the CDCR Fire Conservation Camp (CC) Program. CDCR Inmate Firefighters, under coordinated direction with the California Department of Forestry and Fire Protection (Cal-Fire) and the Los Angeles County Fire Department (LACFD) assists local and state agencies in combating forest fires. Inmates who are interested in becoming part of the CC program must pass a rigorous Physical Fitness Program (PFT) that tests strength and endurance, complete the Cal-Fire Wildland Firefighter science course, and pass the 32 hour Cal-Fire Physical Field course. After meeting all requirements for CC, you shall be assigned to one of the three female camps.

When an inmate is sent to a CC, they are continually trained and evaluated by CDCR, Cal-Fire and LACFD staff. Skills and knowledge obtained through the Forestry Training Program are like no other and shall assist those who have the desire and strive to change their lives. Inmate fire crews provide a great service to their community and help save lives and property.

Every inmate assigned to a CC who is eligible to earn day-for-day credits shall earn 2-days-for-1 worktime credits. Contact your counselor for more information of the CIW CC program.

SUBSTANCE ABUSE TREATMENT PROGRAM

Special programs have been established at CIW for women who are addicted to drugs and alcohol. These programs are designed to assist women in recovering from drug and alcohol abuse by involving them in a recovery program. Participants are encouraged to enroll in outpatient treatment programs after their release from CIW. Without follow-up treatment, you are less likely to complete a successful recovery. The goal of substance abuse programs is to provide a drug and alcohol free lifestyle. These programs have proven to be very successful.

RELIGIOUS / SPECIAL PROGRAMS / LEISURE TIME ACTIVITIES

Religious, Special Programs and Leisure Time Activity Groups at CIW are available to women to help themselves and the community. The focus is the development of a healthy lifestyle through community involvement, education, self-help activities, and peer support. The Community Partnership Manager (CPM) coordinates these programs for Inmates with CIW employee and guest chaplains and sponsors.

Religious Programs

CIW currently services inmates of all faiths, including Catholic, Protestant, Jewish, Muslim, and Native American. Services are ongoing seven days a week. Additionally, the Chaplains are augmented by approximately 800 religious volunteers.

Chapel

CIW conducts religious programs through the Interfaith Chapel. The various faiths represented are Protestant, Evangelical, Pentecostal, Catholic, Jewish, Muslim, Mormon, Jehovah Witness, Native American, and Wicca. There are two full-time chaplains (Protestant and Catholic) and three part-time chaplains (Jewish, Muslim, and Native American). The goal of the staff of the Interfaith Chapel is to provide worship services, spiritual development, and rehabilitation to a multi-ethnic and multi-faith population of inmates. Worship services and programs are held throughout the week and are available to inmates housed in the GP. Services are arranged for inmates assigned to Special Units by local posted schedule and/or special arrangement. Chaplains and volunteers administer these programs and services under the auspices of the CPM.

Inmate Leisure Time Activity Groups (ILTAG) Programs

CIW is fortunate to have a selection of over 20 ILTAG programs. A current listing of ILTAGs is available from your WAC representative, from ILTAG sponsors or through the CPM's office. The following are just a few of CIW's many ILTAGs:

- **Alcoholics Anonymous/Narcotics Anonymous (AA/NA) and 12 STEP**– AA/NA programs includes weekly meetings open to the general population with panels from community chapters of NA, Alanon, Coda, and AA. These panels share their life experiences and discuss the difficult process toward recovery.
- **Shalom Sisterhood** – The Shalom Sisterhood Organization gathers information for developing cultural and religious studies and knowledge of Jewish heritage for the Jewish women and members of this organization. They encourage members to participate in all Institutional academic and vocational programs available to them. They offer a 12-Step Substance Abuse Program and Hebrew studies. This organization promotes confidence, self-reliance, independence, self-improvement, and a sense of unity among the members.

- **Long Termers Organization (LTO)** - LTO provides a network of support for women who are facing lengthy, indefinite periods of incarceration. LTO works for the mutual benefit of both long-termers and the Institution. The organization encourages active participation in expanding educational, vocational, and recreational programs within the Institution. LTO helps to develop good communication and rapport with the community through projects and/or donations. LTO has recently established a Toastmasters Club within their organization. Toastmasters provides the inmates a supportive learning environment in which individuals have the opportunity to develop communication and leadership skills which foster self-confidence and personal growth.
- **Convicted Woman Against Abuse (CWAA)** – This is a support group within CIW for abused women. It is the first group for abused women within the penal system. It is offered to all inmates who have suffered physical, mental, or emotional abuse. It assists them by providing steps for healing and regaining self-worth and self-esteem.
- **Mexican American Resource Association (MARA)** – provides assistance to monolingual Spanish-speaking women experiencing communication problems. It facilitates development in English language skills and expands familiarity with the Spanish language as well.

COMMUNITY PRISONER MOTHER PROGRAM CDCR established the Community Prisoner Mother Program (CPMP) to allow eligible inmate mothers to be housed with their children in supervised facilities away from the prison setting. The CPMP mission is to provide a safe, nurturing environment wherein both the mother and child can benefit from structured programs. CPMP shall ensure the mothers participate in substance abuse prevention services and parenting skills training. CPMP also includes a wide variety of other program opportunities. Statutory requirements for eligibility are found in PC Sections 3411 and 3417. Eligibility is:

- Has a child or children less than six years of age.
- Gave birth to the child or children after the date of sentencing.
- Gave birth after her commitment to CDCR.

After meeting the above criteria, applicants must meet the following additional requirements:

- The mother has a probable release or parole date with a maximum time to be served of six years, calculated after the deduction of any possible good-time credits, and a minimum of 60 days to serve.
- The mother was the primary caretaker of the child or children prior to incarceration.
- The mother has not been found to be an unfit parent in any court proceedings.

If you are interested in participating in CPMP, you must submit a CPMP application. Inmates may obtain a CPMP application from their assigned CCI the Law Library, the CPMP Coordinator and/or your WAC representative.

Exclusion of an inmate from the program

Inmate mothers meeting the above provisions shall be excluded from placement consideration if any one or a combination of the following factors exists:

- Current offense is PC 262(2) or PC 262(3); PC 264.1; PC 288(b); PC 289; PC 286; or PC 288(a). Persons currently committed for any of these offenses are statutorily excluded under PC Section 2691.
- Current term is enhanced pursuant to PC 667.5 (violent offender status).
- Currently serving a term for:
 1. Arson - has had a conviction within the past ten years;

2. PC 451(a), PC 451(b), or 451(c).
 3. Escape - has had a conviction within the past five years;
 4. PC 4530, PC 4532, PC 4533, PC 4534, or PC 4535.
 5. Manufacture, sale, or possession of weapons, if large scale for profit – has had a conviction within the past ten years,
 6. PC 12020.
 7. Has had a conviction of unlawful sale, possession for sale, manufacture, or transportation of controlled substances within the past ten years.
 8. Robbery, kidnapping, or assault if the offender personally discharged a firearm or personally caused serious injury to the victim, whether or not the term is enhanced.
 9. Any sex offense requiring registration pursuant to PC290.
- Current status reveals inmate:
 1. Has an active civil addict commitment per to Welfare & Institution Code 3000, et seq.
 2. Has an active California hold or detainer.
 3. Has an out-of-state or federal hold or detainer, including deportation order.
 4. Is currently in ASU or SHU.
 5. Has CDC 115 from which charges are pending or have been filed.
 6. Is documented as an active prison gang member.
 - The CPMP Coordinator shall further review and may exclude the inmate if the case file clearly documents behavior in any one or a combination of the following factors:
 1. Predatory sexual behavior, including annoying of children.
 2. Three or more separately occurring felonious acts of violence or use of weapons within the last ten years, whether or not during incarceration.
 3. Gang affiliation or enemies that would preclude placement at available reentry facilities.
 4. Recent attempts to escape.
 5. Current serious medical or psychiatric condition that could preclude placement at available re-entry facilities.
 6. Recent and/or major disciplinary problems while incarcerated.
 7. Extreme public notoriety.
 8. Death to victim (case by case).
 - If you have been denied placement in CPMP, you may appeal the denial by filing a CDC 602 at the informal level with your assigned CCI.
 - Inmate appeals should be based on:
 1. Apparent evidence that an error was made without which approval for re-entry might have resulted.
 2. The inmate has presented new information or factors that have been verified by the caseworker which might have resulted in approval for re-entry if they had been known at the time of screening.

GOLDEN GIRLS

Any inmate age 55 or older is eligible to be a Golden Girl and participation is voluntary. To easily identify Golden Girls, a special State ID card with the words "Golden Girl" above their Institutional number shall be issued. Golden Girls ID cards are issued from R&R upon arrival. Golden Girl privileges do not start until the inmate is assigned to general population. Inmates who turn 55 may request a Golden Girls ID by submitting an Inmate Request for Interview to the Associate Warden Housing and/or the Golden Girl's sponsors.

Inmates in possession of these ID cards are automatically entitled to have two State pillows, three blankets, two mattresses, and a bottom bunk, if the inmate so chooses. Whenever these inmates receive a cell move, they are allowed to take their mattress to their new cell with the exception of ASU placement.

The Golden Girls are authorized to wear their muumuus on the Main Yard instead of being confined/restricted to inside the housing units and backyards. Golden Girls are also authorized to eat in the dining room with the shortest distance of travel to and from their housing unit.

Golden Girls are also authorized to return to their assigned cells during inclement weather. An additional laundry slot is scheduled as well as separate shopping/canteen time.

PARTICIPATION: WORK INCENTIVE PROGRAM

Every able-bodied person committed to the custody of CDCR is subject to work as assigned by Department staff and personnel of other agencies to whom the inmate's custody and supervision may be delegated. This may be a full day of work, education, or other program activity, or a combination of work and education and/or other program activity. Inmates assigned to a physical fitness program as a part of a work incentive program shall meet the same obligation/participation requirements governing any other inmate assigned to a vocational, educational, or work assignment.

A classification committee shall assign each inmate to an appropriate work, education, vocation, therapeutic, or other Institution program in consideration of the inmate's expressed desires and needs, the inmate's eligibility for and availability of the desired work or program activity, Institution's security and operational needs, safekeeping of the inmate, and safety the general public.

Despite an inmate's assignment to a program mutually agreed upon in a classification committee hearing, or pending such a hearing, or pending assignment to a designated program, or during any period when the designated program is temporarily suspended, or in the absence of the inmate's agreement to participate in any program activity, any able-bodied inmate may be assigned to perform any work deemed necessary to maintain and operate the Institution and its services in a clean, safe, and efficient manner. Operational need always overrides a program assignment.

INMATE CANTEEN

Canteen is a Privilege

Canteen shopping is a privilege, therefore it can be lost or your shopping amount be reduced due to disciplinary reasons which may impact your privilege group.

Canteen Revalidation

This is the monthly reset of available canteen funds from the inmate's trust account. Any questions regarding account status should be directed to the Trust Office.

Canteen Cycle

There are 3 shopping weeks per month, each designated by the last 2 digits of the your CDCR ID number:

- First Cycle ID numbers ending in **00-33**
- Second Cycle ID numbers ending in **34-66**
- Third Cycle ID numbers ending in **67-99**

Maximum Shop Amounts

The dollar amount you may purchase is determined by your Inmate privilege group:

- Privilege group A = \$220.00
- Privilege group B = \$110.00
- Privilege group C = \$55.00
- Privilege group D = \$55.00

Secured Units

It is the responsibility of each inmate to ensure that her shopping list is submitted to a unit officer for deposit into the Canteen Box prior to the scheduled pick up time. **DEADLINE IS FRIDAY 1:00 pm PRIOR TO THE DESIGNATED CANTEEN CYCLE.** Canteen shopping lists received in the mail or delivered to the canteen will not be accepted.

- **SCU:** The canteen box is located on the wall in the foyer of the housing unit.
- **SPHU:** The canteen box is located on the wall to the right of the Sergeant's office. Shopping lists will be collected by unit staff and deposited in the canteen box for you.
- **PSU:** The canteen box is located outside on the wall next to the custody office.
- **PIP:** The canteen box is located behind gate on left wall.
- **CTC:** The canteen box is located in the activity to the right.
- **OPHU:** The canteen box is located on the wall next to the custody office.

Bag Order Recipients

Inmates are required to complete a Canteen shopping list designated for their housing/status. Please ensure that your shopping list is completely filled in with your name, CDCR number and housing assignment. All items will be substituted if possible when designated item is not available unless you specify "No Sub". A preferred sub may be noted on the list. Shopping lists for less than \$1.00 will not be processed. In the event of duplicate lists, the one with the latest date will be processed. Balances of \$1.00 or less will be cleared with counter candy unless you specify "NO" to clearing balance.

Unit moves:

Canteen does not forward orders due to unit moves. Unit staff may make arrangements to pick-up bag orders.

Yard moves:

If inmate is moved from a secure unit to the general population, the bag order may be picked up on the following Monday at 12:00pm.

Shopping Days and Times

General Population: Inmates who do not present an identification card to shop will not be allowed to shop Canteen. Inmates are required to complete a current Canteen shopping list prior to entering Canteen line. Inmates may shop during their designated time provided she is not working, in school, on medical lay-in, or has had disciplinary action denying Canteen privileges. ID cards will be collected for 15 minutes following the closure of VC.

Special Designated Shoppers:

- **Disabled Non-Programmer (DNP)** – 10:00 a.m. on Monday's of designated cycle. IDs will be collected between 9:45 – 10:00 a.m. A current approved medical/canteen chrono must be on file with the canteen.

- PM Programmer (PMP) – 8:30 a.m. on Monday's of designated cycle. ID cards will be collected between 8:15 – 8:30 a.m. If your designated shop night is your RDO, you are not eligible to shop this line. **ELIGIBILITY IS DETERMINED BY THE ASSIGNMENT ROSTER, NO EXCEPTIONS.**
- Heat Risk Inmates – 7:30 p.m. with escort on designated night and open line. Verification of eligibility via Heat Risk List.
- Golden Girls (GG) (55+) – Upon arrival at the canteen GG shall submit canteen list and shop first and in front of all others during their designated draw only.
- Chaffey Community College (CCC) – 10:00am. ID Collection 9:45 – 10:00am. **** DURING SCHOOL BREAK SHOPPING WILL BE ON DESIGNATED NIGHT.** Initial Shop – 8:30am – 12:00pm on Friday's. Within 30 days of arrival and never having shopped, an inmate may shop during any scheduled draw.
- Split Shift Programmer (SSP) – 11:00 p.m. on Monday's of designated cycle. IDs will be collected between 11:00 – 11:15 p.m. **ELIGIBILITY IS DETERMINED BY THE ASSIGNMENT ROSTER, NO EXCEPTIONS.**

Bag Order Delivery Schedule:

- AD-SEG (Blue) – Wednesday
- SPHU (Yellow) – Wednesday
- C/C (Ivory) - Wednesday
- PSU (Pink) - Thursday
- SCU (Green)– Thursday
- CTC - Thursday
- OPHU – Thursday

Canteen Schedule/Shopping List:

The Schedule indicates the cycle weeks and the designated shopping days. Canteen schedules are published and distributed monthly to all housing units. Deadlines and basic information are contained on the schedule. Canteen items and prices are on the reverse side of the schedule.

Additional Canteen Rules:

All Sales Are Final! Once you sign your receipt and leave the canteen area it will be assumed that your order is correct. Canteen staff reserves the right to refuse service to any inmate displaying disruptive behavior. Prices, brands, products, sizes and flavors are subject to change/rotate without notice. Canteen shopping/delivery days and times are subject to change due to holiday, inventory and institutional need.

CLOTHING - PROPER DRESS STANDARDS

Adequate clothing for your needs shall be provided by CIW. State issued clothing is provided on a "loan" basis. You shall be held responsible for any damages or alteration of the clothing issued to you. You shall be charged a replacement cost of the damaged clothing, and possible disciplinary action. Upon release/transfer from CIW, you shall be required to return this clothing to R&R.

At the time of your arrival, while at R&R, you should have completed a "FISH BUNDLE" clothing ticket. This ticket is sent to the Clothing Room where a clothing roll shall be made up and

delivered to your housing unit. Upon its arrival, you shall be called and given the clothing. If the sizes are incorrect, you have to exchange the clothing on Tuesday (00-50) and Friday (51-99) between 1130 and 1230

If you did not complete a FISH BUNDLE ticket and you wear large size clothing or do not receive your clothing within two working days of your arrival, you should notify the housing unit officer (Second Watch) who shall assist you.

Important: Once you leave your cell, you are required to have on a shirt and pants or muu muus. Do not go to the housing unit office area in your nightgown or under-apparel, you shall be counseled and possibly receive disciplinary action. When you are in the game room or television room, you must be appropriately attired. Once the housing units lights are turned off, you are NOT allowed to have on ANY blues (shirt or pants)! You must be in your sleep attire. This is Institutional policy and violation shall result in disciplinary action.

Clothing and Linen Exchange

Clothing and linen exchange hours, day and other rules are posted in your housing unit, the CIW Clothing Room and at the WAC office.

- Work Issue: Monday through Friday, 0730 hours to 0830 hours
- Initial Clothing Issue: Monday-Friday, 0730 to 0830. Pillows are issued with initial clothing.

Paroling Inmates and Transfers

Paroling or transferring inmates shall turn-in clothes Monday through Friday 0730 to 0830 hours. Your clothing must be delivered directly to Laundry. Do not place your clothing in bins in your unit! You shall be charged for clothing and/or boots not returned prior to your departure.

REENTRY HUB

CIW serves as a Reentry Hub for eligible Female Offenders based on a combination of Moderate to High risk of reoffending and a Medium to High need for specialized Rehabilitation Programs. Inmates with between 1 to 4 years remaining to serve who have been assessed with Medium to High rehabilitative need due to substance abuse, anger, criminal personality, support of family or employment problems shall be assigned to a corresponding Reentry Hub Program.

Reentry Hub Programs

Specialized programs are designed to decrease an offender's likelihood to reoffend. These programs include:

- Substance Abuse Treatment
- Anger Management
- Criminal Thinking
- Career Technical Education Pre-Employment Transition

These programs subject participants to enhanced academic education, enhanced career technical education, cognitive behavior therapy and transitions job search/interview training.

CAL-ID Program

Another part of the Reentry Hub Program includes CAL-ID, which allows eligible participants to receive a California Department of Motor Vehicles Identification Card immediately upon parole/discharge. This expedites the offender's ability to apply for work and other benefits upon release from custody. Please consult your assigned Correctional Counselor regarding your eligibility for Reentry Hub Programs.

ALTERNATIVE CUSTODY PROGRAM

Senate Bill 1266, the Alternative Custody Program (ACP), affords non-serious, non-violent offenders as defined by Penal Code (PC) 1192.7(c) and 667.5(c), and non-sex offenders may be permitted to serve the remainder of their sentences in a residential home, a nonprofit residential drug-treatment program, or a transitional-care facility that offers individualized services based on an inmate's needs. The program focuses on reuniting low-level inmates with their families and reintegrating them back into their community.

The ACP offers alternative custody options, *not* alternative sentencing.

All inmates will continue to serve their sentences under the jurisdiction of the California Department of Corrections and Rehabilitation (CDCR) and may be returned to state prison for any reason. An inmate selected for ACP will be under the supervision of a Parole Agent and is required to be electronically monitored at all times.

Eligibility for ACP

The following eligibility criteria must be met for participation:

- Female inmate.
- Must have 24 months or less to serve in state prison.
- Must volunteer for the program.

The following exclusionary criteria preclude an inmate from participating:

- Current serious or violent felony, as defined by the Penal Code
- Current or prior sex-offense conviction or PC 290 registration requirement
- An escape in the last 10 years
- Specific in-prison misconduct or custody levels
- Active restraining order
- Gang membership/affiliation
- Felony, or Immigration and Customs Enforcement hold

In addition, a case-by-case eligibility determination will be made regarding:

- Current or prior sexual convictions not requiring PC 290 registration
- Current or prior child-abuse arrests or convictions in which the offense was related to abuse or neglect of a child
- Current or prior convictions for stalking

A participant will be selected and processed into the program after having arrived at a state prison.

Who is responsible?

CDCR will retain responsibility for all inmates participating in ACP while in community-based residences. The inmate's supervision and case management will be provided by an assigned parole agent, but CDCR will not staff the community-based residences. Each ACP participant will be required to wear an electronic-monitoring device while in the program. When ACP was enacted into law, several non-profit and community organizations offered their programs free of charge to ACP participants. Under ACP, inmates may live in approved residences, but the state is not responsible for their housing costs.

Pursuant to notification requirements, CDCR will notify both local law enforcement and victims, when applicable, of an inmate's participation in ACP.

Programs and Services

Inmates in ACP will continue to receive sentence-reduction credits they would have received had they served their sentence in a state prison. In addition, they may be eligible to receive additional release credits if they successfully complete approved rehabilitative programs while participating in ACP. Some of the services for ACP participants will include:

- Education/Vocational training
- Anger management
- Family- and marital-relationship assistance
- Substance-abuse counseling and treatment
- Life-skills training
- Narcotics/Alcoholics Anonymous
- Faith-based and volunteer services
- Community service opportunities

If you are eligible for ACP and/or wish to apply, you may obtain an application from your CIW WAC representative.

MEDICAL/DENTAL/MENTAL HEALTH

For information related to Health Care needs please refer to the Inmate Patient Orientation Handbook to Health care

CONCLUSION

This handbook has been provided to assist you with the basic rules, regulations, policies, and procedures while housed at CIW. Additional rules, regulations, policies, and procedures are addressed in your copy of the CCR, Title 15, Division 3. You are encouraged to read the following sections of the Title 15 to assist in understanding the expectations while at CIW:

Section 3000 through 3024	Behavior
Section 3030 through 3033	State-Issued Clothing and Linen
Section 3040 through 3041	Work and Education
Section 3042 through 3047	Credits
Section 3084 through 3085	Appeals
Section 3130 through 3147	Mail
Section 3170 through 3179	Visiting
Section 3190 through 3193	Personal Property
Section 3310 through 3326	Inmate Discipline
Section 3350 through 3359	Medical/Dental Services
Section 3360 through 3369	Mental Health Services
Section 3375 through 3379	Classification

In accordance with CCR, Title 15, Section 3002(a) (2), you have been provided with a written summary of local procedures governing conduct and activities of inmates confined at CIW and a summary of the range of work/training programs available at the Institution. Where and how to obtain additional information has been provided as a part of the verbal staff instructions as well as procedures and possibilities of receiving a one-third reduction in your sentence or minimum eligible parole date for refraining from acts or activities of misbehavior and by participating in assigned work/program activities.

