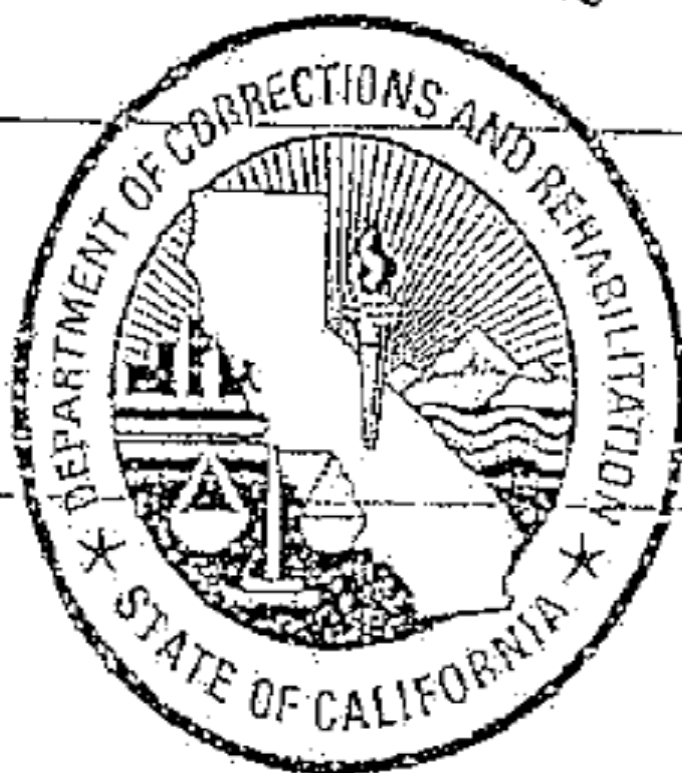


California Department of Corrections and Rehabilitation

Folsom Women's Facility



Inmate Orientation Handbook

Revised February 2021

Preface

Information contained in this booklet is provided as an informational tool for offenders housed at Folsom Women's Facility (FWF).

General Housing Information

The FWF is located approximately 30 miles East of Sacramento, California. It is a stand-alone, annexed facility of Folsom State Prison (FSP), the second oldest correctional facility under the jurisdiction of the California Department of Corrections and Rehabilitation (CDCR). The FWF is comprised of two (2) dormitory style housing units (Dorms A & B) designed for *General Population* inmates that includes one section of 18 cells within Dorm A. The FWF provides housing for Minimum and Medium Custody inmates who are assigned support jobs for the facility, Prison Industry Authority (PIA) and for the community. The FWF is in compliance with the American with Disability Act (ADA) and houses inmates with physical disabilities, i.e. *Armstrong Class* members.

General Expectations

Every inmate housed at FWF is *expected* to observe all posted notices, follow all verbal and written instructions, and obey all departmental and institutional rules and regulations. When you are given an order, you are expected to obey that order; failure to do so may result in disciplinary action. Clarification/explanations may be sought at a later time, consistent with security. Any behavior on your part that threatens the security of the institution, or the well-being of

yourself/others, will not be tolerated, and will result in appropriate housing placement.

Inmates are required to be at designated places for counts, answer passes, chucats, and conduct themselves in a responsible manner at all times. Derogatory comments directed towards personnel, or institutional visitors, will not be tolerated and will result in disciplinary action. All persons working in, or confined at, FWF are responsible for treating and interacting with one another in a courteous manner.

Inmate Programs

In addition to FWF offering various Support Service jobs, Prison Industry Authority (PIA) manages numerous programs here at FWF, and employs several hundred inmates. Various Academic and Career Technical Education programs are offered to the inmate population, as well as counseling services, organized recreational programs, and group activities.

Conclusion

The following pages contain sections that will assist you in your adjustment here at FWF. California Code of Regulation (CCR) referral numbers are provided that will allow you to obtain more information on a specific subject. If you have questions, you are encouraged to direct your inquiry to your Housing Unit staff, or appropriate area/program supervisor.

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IDENTIFICATION CARD AND WORK CARD (CDC 131)

Upon arrival at FWF you will be issued a CDC 131, *Inmate Identification (ID) Card*. Once you have been assigned to a work or education program you will be issued an FWF *Work/Activity Assignment card (Work Card)*. These work cards will be distributed by Housing Unit staff.

Every inmate is required to possess an ID Card at all times, and must surrender their ID and/or work card at the request of any employee.

If the ID or work card becomes lost or damaged, you are to report it to the Receiving and Release (R&R) Officer immediately. ~~You may be charged a fee for its replacement.~~ If, at any time, your appearance changes (i.e. dramatic hair cut/style or growth) as a matter of your own choice, and the change occurs within six months of the issue of a new or replacement card, you will be charged a replacement fee (\$5) for a new card. An inmate will not be charged for replacement of a card because of a physical change in the inmate's appearance over which the inmate has no control.

INMATE REQUEST FOR INTERVIEW, ITEMS, OR SERVICE (GA-22 FORM)

The GA-22 Form, *Inmate Request for Interview* is available for your use to help improve communication and make it easier for you to resolve issues with staff, obtain items, or seek services.

The GA-22 Form is *not* for inmate grievances, nor intended to replace verbal communication with staff. It is intended to informally resolve your concerns. It is important that you simply and clearly present your request or issue and to cooperate with staff in seeking to resolve matters of mutual concern.

You can obtain a copy of the GA-22 Form from Housing Unit staff or designated location within your Housing Unit.

INMATE GRIEVANCE PROCESS (CCR 3084-3085)

The purpose of the Inmate Grievance Process is to provide a means, for you to grievance any departmental or institutional decision, action, condition, or policy, which may have an adverse effect on you. Grievances must be submitted within 30 calendar days of the event. For example, if you received a Rules Violation Report (RVR), you must submit your grievance within 30 days of receiving your final heard copy. Additionally, if you want to grievance an action or decision which occurred during your classification committee, you must do so within 30 days of the date of that committee.

Grievances that are clear and to the point make it easier to identify and better understand your issue, make sure to include what action you are requesting, and don't forget to sign and date your grievance. Grievances are utilized if an action has occurred which adversely affects you or your welfare. If you need assistance with the Grievance Process, staff assistance can be provided.

Grievances are not to be utilized to gain a response to a simple question, this type of information should be requested by completing a GA-22 Form which can be given to any staff member for response. An example of a GA-22 Form question would be, "when is my annual classification review, or what is my release date". You are not required to submit a GA-22 Form prior to submitting a grievance however, a GA-22 Form may be required as part of your grievance supporting documentation. An example would be, if you file a 602 stating you have not

received your property. You may be required to first submit a GA-22 Form to the Receiving and Release Officer to determine if your property has arrived.

Health Care Grievances and Reasonable Accommodation Requests:

Inmates/parolees with disabilities (physical, mental, or developmentally disabled) who feel they are being denied access to programs or care based on their disability, may submit such grievances on a CDCR 1824- Reasonable Modification or Accommodation Request (yellow form). The 1824 will be deposited by the inmate in a secure grievances lockbox addressed to the Inmate Grievances Office.

The 1824 is not a request for health care services; such requests are to be submitted on a CDCR 7362 Request for Health Care Services. The 1824 is not to be utilized to grievance health care services such as current health issues you may have. Those requests will need to be submitted on a Health Care 602 Form (pink form) and deposited in the medical box.

You can obtain a GA-22 Form or any of the approved attachments from Housing Unit staff or designated location within FWF. If you are filing a Staff Complaint, you must attach a CDCR Form 602, *Rights and Responsibility Statement*, GA-22 Form. All inmate grievance forms and attachments are to be submitted to the institutional Grievances Coordinator.

DDP Inmates

Inmates classified as Developmentally Disabled, (DD), can request assistance from their assigned Correctional Counselor and the Grievances Coordinator in submitting a CDCR Form 22, Inmate Grievance or CDCR Form 1824, Request for Reasonable Accommodation. They will also assist the inmate in corresponding with the courts.

AMERICAN WITH DISABILITIES ACT (ADA)

It is the policy of the CDCR to provide access to its programs and services to inmates and parolees with disabilities, with or without reasonable accommodation, consistent with legitimate penological interests. No qualified inmate with a disability (as defined in Title 42 of the United States Code, Section 12102) shall, because of that disability, be excluded from participation in or denied the benefits of services, programs, or activities of the Department or be subject to discrimination. All institutions/facilities housing inmates with disabilities will ensure that housing and programming are reasonable and appropriate in a manner consistent with their mission and Department policy.

A. Verification Process

It is the mutual responsibility of the inmate and CDCR to verify disabilities that might affect their placement in the prison system, and to verify credible claims of disability in response to requests for accommodation, or complaints about disability-based discrimination. The CDCR is not required to automatically screen all inmates to identify disabilities. Inmates must cooperate with staff in efforts to obtain documents or other information necessary to verify a disability.

If you believe that you have a disability that has not yet been identified, you can request that any staff do a referral, via CDCR 128B to Institutional Health Care Services (Medical Department) and initiate a CDCR 1845, *Inmate Disability Verification* form. A "qualified inmate", for the purposes of Disability Placement Program (DPP), is one with a permanent physical or mental impairment that substantially limits the inmate's ability to perform a major life activity. A "permanent disability or impairment" is one that is not expected to improve in six-months.

Verification may be triggered by any of the following:

- The inmate self-identifies or claims to have a disability.
- Staff observes what appears to be a disability severe enough to impact placement, affect program access, or present a safety or security concern.
- The inmate's health care or central file contains documentation of a disability.

- A third party (such as a family member) requests an evaluation of the inmate for an alleged disability.

SPECIFIC INFORMATION ON THE DPP IS CONTAINED IN OPERATIONAL PROCEDURE (OP) #103 AND IS AVAILABLE IN THE INMATE LIBRARY.

B. Reasonable Accommodation Request (CDCR Form 1824)

Pursuant to the *Americans with Disability Act (ADA)* any inmate with a qualifying disability can submit a CDCR Form 1824, *Reasonable Modification or accommodation Request*, to request a reasonable modification or accommodation to participate in a service, activity, or program offered by CDCR or FWF. The FWF shall provide reasonable accommodations or modifications for known physical or mental disabilities of a qualified inmate. The FWF shall consider, on a case-by-case basis, accommodations for inmates with disabilities that are temporary in nature. Examples of reasonable accommodation includes: providing special equipment (such as readers, sound amplification devices, or Braille materials), providing inmates staff assistance, bilingual or qualified sign language interpreters, and modifying work or program schedules.

C. Disciplinary Process

Reasonable accommodation shall be afforded to inmates with disabilities in the disciplinary process. To ensure a fair and just proceeding, the assistance of a Staff Assistant and/or an Investigative Employee, as provided

in CCR Sections 3315 (d) assisted by, a bilingual aide, qualified interpreter, signer or reader. Additional accommodations may be appropriate.

D. Maintenance of Accessible Features and Equipment
Folsom Women's Facility has a duty to maintain, in operable working condition, structural features, and equipment necessary to make the prison system's services, programs, and activities accessible to disabled inmates. Isolated or temporary interruptions in service or access due to maintenance or repairs are permissible.

E. Effective Communication

Reasonable accommodation shall be afforded inmates with disabilities (i.e. vision and hearing impaired and learning disabled inmates), to ensure equally effective communication with staff, other inmates, and where applicable, the public. Auxiliary aids that are reasonable, effective, and appropriate to the needs of the inmate shall be provided when simple written or oral communication is not effective. Such aids may include bilingual aides (inmates or staff) or qualified interpreters, readers, sound amplification devices, captioned television/video text displays, Telecommunication Devices for the Deaf (TDD), audiotape texts, Braille materials, large print materials, and signage.

F. Verbal Announcements and Alarms

All staff shall ensure that effective communication is made with inmates with disabilities, regarding public address announcements and reporting instructions, including those

regarding visiting, yard release and recall, count, lock-up, unlock, etc. When an alarm is sounded at the FWF, flashing blue lights are activated in the area where the alarm is originated.

G. Yard Identification -DPP Green Vest.

Those inmates identified as DPP participants are required, via CDCR 7410 Accommodation, to wear the State issued DPP vest, which identifies their disability. Medical staff shall issue a CDCR Form 128C, documenting the inmate's permanent authorization to possess the vest. The vest will be GREEN in color and shall be worn by the inmate at all times when outside their assigned bunk/cell. The vest shall be worn as an outer garment.

All hearing or vision impaired inmates who are able to function in a non- DPP designated facility, due to a prescribed health care appliance, shall be temporarily issued an identifying vest whenever their prescribed health care appliance is not available or working properly.

H. Standing count

Inmates who have a verified disability that prevents them from standing during count shall be reasonably accommodated to provide for effective performance of count. All standing counts in Units housing inmates with mobility, vision, and hearing impairments shall be announced on the building's public address system. If there is a verified condition that prevents the inmate

from standing during count, the inmate shall sit on her bed. The standing count process will be communicated to disabled inmates during the orientation count process. (Housing Unit supervisory staff shall ensure that appropriate identification/bed cards are maintained in each Housing Unit designated office. All identification cards will be flagged with the special needs of each disabled inmate as reflected by applicable information.)

I. Closed-Captioning Televisions

Inmates at FWF can currently receive closed-captioned television programs on the existing Folsom State Prison institutional television system. All State operated televisions at FWF have closed captioning capabilities.

J. Procedure for Inmate Use of TDD

Use of the TDD shall be consistent with CCR Section 3282(h), *Use of Telephones by Inmates*. Verification of an inmate's need for TDD may be confirmed with local health care staff or by reviewing a copy of the CDCR Form 1845. If the inmate does not have severe hearing/speech impairment but desires to call an outside party who requires the use of a TDD, the outside party shall forward a physician's statement of TDD verification to the inmate's Correctional Counselor. The Counselor will sign the physician's statement in the upper right hand corner to indicate their receipt of it. The inmate may then take the physician's statement to the Facility Sergeant to sign up for the TDD. The Facility Sergeant maintains the sign up book. Physician's statement and/or a log of physicians' statements will be maintained with the TDD

log for subsequent verification. For more information regarding the use of TDD, see *Telephones*.

K. Developmentally Disabled Program (DDP)

Inmates classified as Developmentally Disabled, (DD), can request assistance from their assigned Correctional Counselor and the Grievance Coordinator in submitting a CDCR 602, Inmate Grievance, or CDCR Form 1824, Request for Reasonable Accommodation.

Housing Unit staff will explain the emergency procedures and Unit services available to the inmate, specific to the assigned Housing Unit and consistent with their custody and privilege group, by means of effective communication.

L. Evacuation Procedures

The FWF shall ensure the safe and effective evacuation of inmates with disabilities. Housing Unit supervisory staff shall ensure that appropriate identification/bed cards are maintained in the designated Housing Unit office. All identification cards will be flagged with the special notification requirements of each disabled inmate as reflected by applicable information. All work/living areas have evacuation procedures posted in 18-point font. Staff will assist any inmate requiring direction during an emergency.

M. Searches

Inmates who have a disability that prevents the employment of standard search methods shall be

afforded reasonable accommodation under the direction of the supervisor in charge. Such searches shall be thorough and professional, with safety and security being the paramount concern.

5. GROOMING STANDARDS – (CCR 3062)

You are expected to keep yourself clean, neat, and well groomed, when you are away from your assigned quarters. Any inmate who fails to comply with these grooming standards may be deemed a program failure, and will be subject to progressive disciplinary and classification action.

In general, all assigned inmates have an opportunity to shower upon their return from their job assignment. Unassigned inmates will be afforded an opportunity to shower prior to 1430 hours. Shower facilities are provided in the housing unit. Contact housing unit staff for details regarding your specific shower program.

A. Grooming Services – (CCR 3062)

Grooming services are available to all inmates. Contact housing unit staff for days, hours and, location of the inmate grooming service.

The following details FWF's basic expectations:

- a) An inmate's hair shall have no lettering, numbering, or designs of any kind cut, shaved, dyed, painted, or in any other way placed in the hair or on the scalp or face of the inmate.
- b) An inmate shall not alter the appearance of their hair by changing its natural color.
- c) Hair may be any length but shall not extend over the eyebrows, cover the face, or pose a health or safety risk. If hair is long, it shall be

worn in a neat, plain style, which does not draw undue attention to the inmate.

B. Hairstyles

Inmates may use approved hair holding devices (CCR 3190). Note that any inmate with hairstyles, including but not limited to braids, cornrows, ponytails, or dreadlocks, shall be required to unbraided, undo, or take down their hair, as directed by staff, for thorough inspections to ensure hair is free of contraband.

C. Exceptions

An inmate who is assigned to work in food preparation, processing, or serving areas, and/or around machinery, or in high fire hazard areas, may be required, for safety and sanitation reasons, to further limit her grooming in order to properly wear such health and safety equipment deemed necessary by staff.

D. Fingernails

Fingernails shall not extend more than ¼ inch beyond the tips of the fingers. Nails shall be neat and clean. Female inmates are permitted to wear clear polish only.

E. Body Piercing

You may not pierce any part of your body.

F. Jewelry

Inmates may not possess or wear earrings, or any other jewelry, intended to be worn as a body piercing adornment. Inmates may wear authorized earrings with only one matching worn in each ear.

6. CANTEEN (CCR 309D-3095)

Inmate Canteen schedule is posted on the back of each *Canteen Price List*. These price lists will be distributed prior to each canteen draw date. Your access to the Canteen, other than "open-line" is based on the last two digits of your CDCR Number (see the canteen price list to verify which draw you qualify for).

The amount of available funds for you to use is based on your assigned privilege group and the current balance of your Inmate Trust Account. These funds will automatically be available at the Canteen when you go shopping. Note that you may not accumulate canteen items beyond a reasonable limit.

7. SPECIAL CANTEEN PURCHASE (Special Purchase) (CCR 31D)

Inmates shall be allowed special purchases of authorized personal property items from approved special purchase vendors. Special purchases shall only include the following:

- Health Care Appliances, subject to prescription by health care staff and approval by designated custody staff, shall be excluded from the six cubic foot limitation.
- Legal Material, There shall be no "Approved Vendor Lists" for any legal publications. Inmates may receive legal publications from any publisher, bookstore, or book distributor that does mail order business.

- Correspondence Courses, subject to approval by Supervisor of Correctional Education Programs and designated custody staff.
- Religious Items, subject to approval by institutional chaplain and designated custody staff.
- Handicraft Material, subject to approval by Handicraft Manager and designated custody staff.
- Entertainment Appliances and Musical Instruments, subject to qualifying privilege group and/or security level/institution mission.
- All publications, There shall be no "Approved Vendor Lists" for any publications. Inmates may receive publications from any publisher, bookstore, or book distributor that does mail order business.

RELIGIOUS SERVICES (CCR 3210)

FWF employs qualified religious facilitators who, in addition with community volunteers, provide a number of religious services and activities for the inmate population. For a complete listing of religious services available and times for activities, send a request for information to the Community Partnership Manager.

- Kosher Diet Program -- (CCR 3054.2)
Any Kosher-observant inmate may apply to participate in the Kosher Diet Program. You may obtain a formal application from the IAC office. Once your application has been received by Chapel staff, you will be scheduled for an interview with a

Chaplain who will approve or forward the request to the Religious Review Committee. Once you are approved, you will receive a *Kosher Diet Card*, which must be presented to Staff upon request.

- Religious Meat Alternative Program (RMAP) -- (CCR 3054.2)

Any inmate may apply to participate in the Religious Meat Alternative Program (RMAP). RMAP (Chicken Patty, Beef Patty, Turkey Frank) is only offered at the evening meal. Inmates participating in this program will receive a vegetarian option for breakfast and lunch, as it meets the Halal requirements.

~~Any inmate may participate in the RMAP, as determined by any Chaplain, by submitting CDCR Form 3030 and 3030A.~~

Any non-Muslim inmate may participate in the RMAP by submitting CDCR Form 3030 and 3030A to any appropriate Chaplain who will approve or forward the request to the Religious Review Committee.

Inmates wishing to withdraw from participating in any religious diet must submit a CDCR 3030D. Note that it may take up to 3-5 days to be removed from the program.

You may obtain any of the appropriate forms from the IAC Office. All forms must be returned to the Chaplain in-person, or through the institutional mail.

9. HOUSEKEEPING (CCR306)

Inmates are required to turn off all electrical appliances (i.e. lights, radios, etc.) upon leaving their assigned housing area. Failure to do so may result in confiscation of property and disciplinary action.

A. Cleanliness

All inmates are expected to keep their assigned cell and surroundings neat, clean, orderly and in a safe and sanitary condition. Contingent on availability, cleaning supplies are distributed to the inmate population per Housing Unit procedures. Inmates are expected to use the provided garbage receptacle in their Housing Unit for waste and garbage. Discarding trash onto any area that is not a garbage receptacle is unacceptable behavior.

B. Work Orders

In the event that you require non-emergency pest control service, plumbing, electrical, or other maintenance services, you can request "work orders" through your Housing Unit Staff. If your maintenance issue is an emergency in nature, contact Housing Unit staff immediately. All repairs will be affected based on the priority established by Plant Operations Staff.

C. Pictures

Pictures may be hung in your locker. There shall be no display of pornographic/lewd or gang related material.

D. Curtains and Modesty Screens

Curtains, privacy/modesty screens are strictly prohibited in your bedding area. Staff shall have an unobstructed view from the front of your bed to the back wall.

E. Light Covers

Lights shall not be covered.

F. Wood or Cardboard Furniture/shelving

Inmates shall not be in possession of wood or cardboard furniture or shelving.

10. CORRECTIONAL COUNSELOR CLASSIFICATION (CCR 345-379)

Each Housing Unit has a "Counseling Center" which maintains offices for assigned Correctional Counselors. Inmates are assigned Counselors based on last two-digits of the inmate's CDCR Number.

Housing Units conduct Unit Classification Committee Hearings (UCC) and Institutional Classification Committee Hearings (ICC). Every inmate is entitled to a 72-hour notification (CDCR 128-B-1) of any classification hearing that has a potential of an adverse effect.

Committees are usually held for Annual Review, Departmental Review Board Referrals, Disciplinary Reviews, Administrative Segregation Review, Transfers, Custody Change, Post Board Review, Gate Pass Review, placement in, or removal from programs, etc.

Correctional Counselor's are available during "open line" (see Counseling Center for days and hours of Counselor open line) or by submitting GA-22 Form.

INMATE COUNT TIME (CCR3017)

There are several inmate counts conducted throughout the day and evening hours; depending on an inmate's custody level and/or job assignment. Some inmates will be counted more frequently than others.

During institutional count time, a red light is on in each pod and all inmates must remain on their assigned bed/bunk until the staff has announced count has cleared or the red light has been turned off. Failure to comply is subject to disciplinary action.

If count is taking place during normal sleeping hours, and staff is unable to see skin, the counting staff member is required to wake the inmate up to verify her presence.

For the standing count at 1600 hours, inmates shall stand at their cell door, or in a dormitory, shall sit on their assigned bed during the designated count time.

If an emergency count is being conducted, all inmates are required to stand, having both feet on the floor, with the body in an upright position. If there is a verified condition that prevents the inmate from standing during count, the inmate shall sit on her bed.

Scheduled count times are as follows, as well as any informal counts:

Count Time	Type of Count
0030	Formal Count and Family Visiting Count
0230	Formal Count and Family Visiting Count
0430	Formal Count and Family Visiting Count
1600	Formal Standing Count and Family Visiting Count
2100	Formal Count and Family Visiting Count

INMATE STATE CLOTHING (CCR3030)

All inmates will be issued adequate state clothing, appropriate for work assignments and leisure time activities. Inmates will be issued linen upon arrival. Inmates will be responsible for the clothing/linen they are issued. Inmates will be required to reimburse the institution for lost, altered, or damaged clothing/linen upon discovery made during searches, transfer, or parole.

A. Laundry

Laundry time slots are scheduled on a weekly basis by Dorm Officers for each pod. Clothing can also be laundered weekly by use of state-issued mesh laundry bags; one for whites and one for blues. Contact your

Housing Unit staff for days and times for laundry pick-up in your Unit.

B. Linen Exchange

Linen will be exchanged weekly on a one-for-one basis. Contact your Housing Unit staff for days and times for Linen exchange in your Unit.

C. Altered Clothing

Inmates must be properly clothed at all times in accordance with Institutional Procedures. No inmate will be allowed to alter state or personal clothing, in any manner to distinguish it or to identify ethnic or gang affiliation.

CCR 3032(a): Which states in part... "Inmates must not alter state issued clothing in any manner without the specific authority to do so..."

CCR 3032(b): Which states in part... "Inmates may not alter their own or another inmate's personally owned clothing in any manner that would change characteristics or style..."

D. Clothing Exchange

Inmates needing to exchange state issued clothing may do so at the Clothing Room, located at the R&R. See posted schedule for days and times for clothing exchange, located at the Clothing Room.

II. Wearing of State Issued and Personal Clothing

Clothing – State issued blue clothing

- ONLY authorized State issued clothing may be worn must be work in Administration Building, modular for reentry program, education and healthcare, and all assignments outside the secured perimeter.
- No sagging pants allowed.
- Blue sweatshirts or jackets may be worn as outer garments (only one (1) jacket may be worn at a time). Jackets must be zipped or buttoned.
- Thermal shirts, tank tops, shorts, and sweat pants are not allowed as outer garments.

Clothing – Personal clothing and other state issued clothing

- Personal clothing and other state issued clothing may be worn in the housing units and on the yards only.
- No sagging pants allowed.

III. LIBRARY

Located in Modular A, the FWF Library has a large selection of educational, career technical (vocational), and recreational material for inmate use. If you have any questions about library access, services, or programs, you may contact the Librarian in person or by using a GA-22 Form, *Inmate Request for Interview*.

Disabled inmates may request access to library equipment (i.e. audio tapes, magnifier,) by submitting a request to the Librarian. Disabled inmates who are unable to write may verbally request such access. Access to the equipment will be provided as soon as possible or within seven (7) working days of the request.

A.

The Law Library is available for all inmates. However, inmates with a pending Court date will be designated as a Preferred Legal User (PLU) and their access will be controlled based on government procedures. Inmates requesting legal services, will submit a GA-22 Form, Inmate Request for Interview Form, directly to the FWF Librarian. The Librarian will then verify the inmate's court deadline and make a determination whether to place the inmate on PLU or General Legal User (GLU) status and issue a card to access the Library at the FWF. PLU status will be allowed four hours per week and GLU status will be allowed two hours per week, based on availability.

The Library hours of operation are as follows and may be subject to change:

Monday through Wednesday: 0800-1400 hours
Thursday: 1200-1900 hours
Friday: 1200-1400 hours

INMATE PROCEDURE

Mail and Newspapers are delivered (except on holidays) and distributed Monday through Friday prior to the 1630 hours afternoon standing count. Outgoing mail will be collected from the Housing Unit Mailbox each night.

A. Addresses

To ensure prompt delivery of your mail, it is your responsibility to ensure that those who write you have your correct address. The following addresses are to be used for Regular Mail, Mail containing Money Order or Checks, and for Legal Mail.

a) Regular Mail

Inmate Name / CDCR
Number
Folsom Women's
Facility, (Housing)
P.O. Box 715071
Repres, CA 95671-
5071

Sample

Jane Doe, WA-000
Folsom Women's
Facility, B-101U
P.O. Box 715071
Repres, CA 95671-
5071

Incoming money can be sent through www.pay.com and will be applied to your Trust Account balance within 24-48 hours. Money Orders and checks will be within 30 days. This electronic address can also be used for restitution payments as well.

b) Legal Mail

Folsom Women's Facility
Inmate Name / CDCR
Number
P.O. Box 950
Folsom, CA 95763

Sample

Folsom Women's
Facility
Jane Doe, WA-000
P.O. Box 950
Folsom, CA 95763

13. Indigent Inmates

Indigent inmates can receive up to five pre-paid postage envelopes per week; good for up to one – 1 ounce letter per envelope. You must submit a *Request of Indigent Mail Status* form to the Trust Office for verification of your indigent status. Upon verification, the Mailroom will distribute twenty (20) metered envelopes to qualifying inmates. Indigent envelopes are distributed once each month, just after your scheduled canteen draw date.

C. Allowable Items per envelope

40 Stamps	40 Envelopes, no larger than 10"x12", with or without stamp attached
500 sheets of lined, letter-sized notebook paper, white or yellow (no wire or plastic spiral notebooks)	20 Postcards

10. unsigned greeting cards (No musical cards)	20 pieces/sheets of preprinted or photocopied material, no larger than 8"x10"
Money Orders (Inmate's name and number must be on the Money Order)	Photos larger than 8"x10". No negatives or Polaroids, photo albums, frames or photos in folders.
Newspapers, paperback books, and magazines must be mailed by the publisher, bookstore, or an approved vendor.	Correspondence Course material must be pre-approved.

D. Disallowed Items

Card Stock, Sketch pads, construction paper, tracing paper (with or without tattoo patterns), padded envelopes, writing pens or pencils, laminated items, stickers, glitter, soft or hard plastic or metal items, glued on items,	No jewelry, religious pendants, organizational pens/patches or clothing. No food via the mail. No photos/Xerox copies depicting gangs, weapons, drugs, unlawful activities, nude photos, or
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self-adhesive envelopes or anything with "white-out" on it.	drawings. No picture frames or folders. No negatives. No Polaroid's.
No incense, flower petals, leaves, wood, magnets, rubber items, foam, chalk or cardboard.	No identification (ID) cards (Social Security Card, Green Card, etc.) or photocopies of ID cards. No original
	birth, marriage or death certificates (certificates received will be forwarded to the appropriate
	Correctional Counselor).
No games of chance (State lottery tickets, sweepstakes, etc.) No dice or playing cards.	No gift cards with a monetary value or phone cards. No cash.
No hardbound books, CDs or cassettes. No maps within a 10 mile radius of an institution.	No 3 rd party mail; i.e. letters forwarded from one inmate to another.
No clippings of hair, or smears of body fluids. No powder, lipstick, or perfume on or in letters/mail.	No padded, cushioned, bubble or plastic wrap mailer. No cardboard boxes.

IS A NOISE ABATEMENT

FWF is a large facility and your behavior has an impact on those around you; whether you impact them in a negative or positive manner is up to you. It is important you be considerate and help keep noise pollution at FWF down to a minimum. Therefore:

- All inmates in possession of electronic entertainment appliances (i.e. Radios, and CD Players) will use earphones or headsets at all times. Failure to comply will result in confiscation of the appliance and progressive disciplinary action, which may lead to sending the appliance home or disposing of it according to FWF procedures.
- "Car calls", whistling, obscene noises, loud conversations or yelling will not be tolerated, and will result in disciplinary action.

IC-2 PROGRAM RELEASE AND RECALLS

C/C inmates shall be permitted access to the Exercise Yards on Tuesday and Thursday (except on Holidays), during 2nd watch only. All other inmates are allowed access to the yards from 0800 hours to 1500 hours, then after completion of the evening meal.

HEALTH CARE SERVICES

A. Sick Call Procedure

All medical-related requests must be submitted on a CDCR Form 7362, *Health Care Service Request* and placed in the designated Housing Unit "Sick Call Box". Inmates with an emergency need should contact staff immediately. All requests will be scheduled by Health Care Services personnel.

B. Possession of Health Care Appliances

Health care appliances shall be documented as property of the inmate and appropriately identified as such; however, they shall not be included in the volume limit for personal property established in CCR Section 3190. Upon arrival at FWF and during the initial screening in R&R, any prosthetic appliance in your property should have been issued (unless there are documented safety or security reasons). If the appliance is a medical necessity, arrangements for safety and security must be made; however, the appliance must still be distributed. If this did not take place, advise the housing unit Sergeant or Lieutenant immediately. Items of personal property constituting prescribed assistive devices are not counted in the total amount of personal property, amounting to six (6) cubic feet.

C. Dental Services

Inmates in need of dental treatment must complete a CDCR Form 7362, *Health Care Service Request*, and place the form in the designated Housing Unit "sick call" box. The Dental Department will schedule inmates for

screening/treatment according to the urgency of the need. Inmates with emergency dental needs (i.e. acute tooth pain, swelling, infection, abscess, etc.) should contact staff immediately for a referral to the Dental Department for treatment. Inmate initiated Dental visits will be subject to a medical co-payment fee for each visit. You will not be denied services if you do not have funds in your Trust Account to pay the co-payment fee.

D. Health Care Grievance Process

Any issue that is related to Medical, Dental, and Mental Health can be grievanced using the CDCR 602-HC, *Inmate/Parolee Health Care Grievance Form*. You may grievance any policy, action, or decision in which has a significant adverse effect upon you. For example:

- Access to Care
- Co-payments
- Medication
- Special Diets
- Chronos
- Medical Supplies
- Medical Records
- Health Care Appliances
- Health Care Policy
- Medical Transfers
- Complaints against Health Care Staff

You may request a CDCR 602-HC from your Housing Units, Law Library, or Health Care Grievances Coordinator. Once you have filled out the Grievance completely, submit the completed form directly to the Health Care Grievances Coordinator – NOT THE INSTITUTIONAL GRIEVANCES COORDINATOR.

- **DDP Inmates**

Inmates classified as Developmentally Disabled, (DD), can request assistance from their assigned Correctional Counselor and the Grievance Coordination in submitting a CDCR 602, Inmate Grievance, or CDCR Form 1824, Request for Reasonable Accommodation. They will also assist the inmate in corresponding with the courts.

E. Advanced Directive for Health Care (CDCR Form 7421)

- You have the right to control all of your health care decisions
- By using CDCR Form 7421 you can choose a family member, friend, or another person of your choice to be your healthcare agent.
- Your agent makes your health care decisions if you are ever too ill or too injured to do so yourself.
- By completing a CDCR Advance Directive Form 7421 you may indicate your choice not to have your life prolonged or saved in certain end-of-life situations.
- You may choose to donate some or all of your tissues and/or organs.
- California Prison Health Care Services (CPHCS) encourages you to complete an Advance Directive for Health Care and to

discuss your wishes with your health care provider.

- The Advance Directive for Health Care CDCR Form 7421 is available in Health Care Settings, the law Library, as well as in Receiving and Release during the intake process.

18. PROPERTY (COR31903193)

Upon your arrival at the FWF, Receiving and Release (R&R) staff will store the inmate's property until it is approved for distribution. When your property is ready for issue, you will be called to report to R&R to pick up your property. It usually takes between one (1) to two (2) weeks to get your property.

Each inmate can possess a combined volume of six (6) cubic feet of state and personal property, inclusive of magazines, newspaper, toilet articles, canteen items, state issued property, legal material, radio, etc. Excessive amounts of cardboard or paper items in your bed area are prohibited per institutional fire code.

19. TELEPHONES (COR322)

Telephones are available for use in each of the Housing Units. All calls placed are collect. All telephones are subject to being monitored and recorded by custody staff. Access to telephones is subject to Housing Unit and institutional procedures. Calls are generally limited to 10 or 15 minutes in an effort to allow all inmates use of the telephone. Telephone access will be provided

consistent with "privilege group" status. Check with staff for telephone availability. ALL INMATE ACCESSIBLE TELEPHONES ARE EQUIPPED WITH AMPLIFICATION DEVICES FOR THE HEARING IMPAIRED.

A. Procedure for Inmate Use of Telecommunication Device for the Deaf (TDD)

Use of the Telecommunication Device for the Deaf (TDD) shall be consistent with CCR Section

3282(h), *Use of Telephones by Inmates*.

Verification of an inmate's need for TDD may be confirmed with local health care staff or by reviewing a copy of the CDCR Form 1845.

B. Upon meeting all verification requirements, the

inmate may sign up for telephone calls according to her privilege group designation:

- Privilege Group A: One telephone call on any available day, limited to their non-working/training hours.
- Privilege Group B: One telephone call per month
- Privilege Group C: Telephone calls on an emergency basis as determined by institution/facility staff.
- Privilege Group D: Telephone calls on an emergency basis as determined by institution/facility staff

- Privilege Group U: Telephone calls on an emergency basis as determined by institution/facility staff

The TDD for FWF is located in Control. Sign-ups for TDD phone usage will be with the Program Sergeant on a daily basis.

Inmates must sign up at least one (1) day in advance, but ~~no more than one (1) month in advance.~~ This will allow staff enough time to reserve the TDD machine and pick it up on the appropriate days. The TDD will be checked out from Control by staff as required, logging the date, time, inmate's name, number, and housing, in the TDD logbook.

The TDD sign-up sheets, covering seven days, shall be maintained and logged weekly. Sign-up sheets shall be divided into 40-minute increments. The TDD calls shall have extended time increments due to the time delay associated with the TDD relay process.

C. EMERGENCY TDD CALL

The TDD will be available 24 hours a day for approved emergency TDD phone calls. The need for an emergency TDD telephone call will be verified and approved by Counseling or Housing Unit staff. The emergency TDD call will be logged in the TDD logbook, consistent with that of normal TDD call.

D. CONFIDENTIAL TDD CALL.

If a confidential TDD call has been approved by the Litigation Coordinator, pursuant to CCR 3282(g)(1), the printer paper with the relayed messages will be given to the inmate when the TDD call is completed. In all other cases, the printer paper with the relayed message will be forwarded to the Investigative Services Unit, who will screen for unusual messages, criminal activities, manipulation, etc.

MORE INFORMATION

For specific information regarding the receiving of telephone calls from inmates, the following web site is available:

http://www.cdc.ca.gov/Visitors/Receiving_Calls_From_Inmates_and_Wards.html

20. TRUST ACCOUNTS

The Trust Office receives, dispenses, and accounts for an inmate's funds (money). All incoming funds will be credited to the inmate's account as soon as possible. You will receive a quarterly statement documenting all transactions during that period. All inquiries regarding inmate's accounts should be made in writing to their assigned Correctional Counselor or the Trust Office.

A. Deposits

When a check or money order arrives in the Mail Room, staff will remove it from the envelope and send it to the Trust Office. Mailroom staff will stamp the envelope with the date and amount of the check or money order.

and forward the envelope to the inmate as a receipt. However, to help expedite this process please advise your family/friends to mail money orders or checks to:

Folsom Women's Facility
Inmate's Name/CDCR Number
P.O. Box 1790
Folsom, CA 95763

Inmates can receive monies through www.ipay.com, Accesscorrections.com and Californiafeeservice.com which will be applied to your Trust Account balance within 24-48 hours. This electronic address can also be used for restitution payments as well.

B. Interest Earned – (CCR 3099)

Any interest an inmate may earn on her Trust Account balance shall be based on the average daily balance of the account. To qualify for earning interest on monies in your account, you must provide a Social Security Account Number or Tax Payer Identification Number that has been validated with either the Social Security Administration or the Internal Revenue Service. Send a *Request for Interview* form to the Trust Office, requesting the appropriate forms.

C. Withdrawals

Transactions regarding an inmate's trust account will be processed by use of Trust Account Withdrawal slips (requests for trust funds to be sent out to family, friends, etc.). The respective Correctional Counselor and

Investigative Services Unit (ISU) must approve Trust Account Withdrawal slips.

D. Restitution – (CCR 3097)

Q) What is restitution?

A) When the court orders you to pay restitution, it is ordering you to pay back the damage you caused, both to the state and to the victim(s). The court orders restitution in all cases and it does not ~~consider your ability (or inability) to pay when the~~ order is made.

Q) What is the 5% administrative fee?

A) The California Department of Corrections and Rehabilitation keeps 5 percent of all restitution payments as the Administrative Fee (see Penal Code 2085.5) to pay for the cost of collecting and distributing the payments. Voluntary payments made on behalf of inmates are exempt from the fee.

Q) How do I keep track of the restitution I owe while I am in prison?

A) Your institution may provide you with a copy of your restitution balance on a quarterly basis. Direct any specific questions about your restitution to your Correctional Counselor or the Trust Office.

Q) How is restitution collected once I am on parole?

A) Once you are paroled it is your responsibility to send restitution payments to the CDCR HQ Inmate Trust Accounting, P.O. Box 276088, Sacramento,

CA 95827. Clearly mark your name and CDC number on the check or money order and make it payable to the California Department of Corrections and Rehabilitation. A second option available during the first year of release can be made by most parolees and/or their families is to make automated payments over the internet with a credit and/or debit card by logging on to <http://www.jpay.com>.

Q) How do I keep track of the restitution I owe while on parole?

A) Your parole agent can provide you with copies of your restitution balance and respond to specific questions about your restitution.

Q) Can I transfer my parole to another state if I owe restitution?

A) You must pay off your restitution in full to transfer or parole to another state. Once you pay off your restitution your parole agent will request a receipt showing a zero balance to submit with your transfer papers.

Q) Can I be discharged from parole early if I owe restitution?

A) You must make reasonable payments on your restitution while on parole to receive favorable consideration for early release. Payment of restitution is part of a successful parole.

Q) What happens if I don't pay my restitution?

A) Restitution never goes away. Even if you declare bankruptcy you will still owe restitution (see Federal Statue 11UCS 523 (a) (7)). If you do not make a good faith effort to pay your restitution while on parole, your parole agent may refer your case to the Franchise Tax Board for collection. If you still owe restitution when you discharge from parole, the *Victim's Compensation Government Claims Board* will refer you to the Franchise Tax Board for collections.

Q) How is restitution collected while I am in prison?

A) The California Department of Corrections and Rehabilitation automatically collects 50 percent of prison wages or other money deposited into your trust account to pay your restitution. The Department will always collect money to pay direct orders before collecting money to pay for restitution fines.

Q) Can I make voluntary payments on my restitution?

A) You can send voluntary payments on your restitution to the accounting Trust Office at the institution where you are housed. Exact procedures vary between institutions. For more information, contact your Correctional Counselor.

21. VISITING (CCR3170.3177)

A. Main Visiting

The visiting room is open Saturday, Sunday and some holidays. Visitors with prior approval from other CDCR facilities will be approved for visitation at FWF; however, this is contingent upon the sending institution forwarding your visiting file. New visitors must submit a completed visiting questionnaire to:

Folsom Women's Facility
Visitor Processing
P.O. Box 715071
Represa, CA 95671

~~All visitors must be approved prior to visitation.~~
Inmates will be notified in writing when visitors are approved for visitation. While in the visiting area, you are required to have your Identification card with you.

1) General Visiting Rules – (CCR3170.1)

- It is the responsibility of each inmate to notify her visitors as to when they may visit, as well as provide them with a copy of the visiting rules and regulations. *Housing Units should have this information available, or you may contact the Visiting Sergeant via institutional mail.*
- Adult visitors must accompany their children to the restrooms and vending machines.

- Children may not be left unattended at any time.
- Inmates may not handle money, photo identification, or be near the vending machines and/or microwaves.
- Chairs, benches, and tables will not be moved without the approval of Visiting Room staff.
- Visitors and inmates are not allowed to sit on the floors, curbs, or steps.
- All tattoos, deemed offensive by staff, will be covered.
- Careful consideration should be given to avoid any clothing, colors, or combination of clothing that is similar to that worn by Correctional Staff.
- Children are to remain fully clothed at all times, including shoes.

2) Visiting Processing – (Saturday and Sunday)

FWF Main: 7:00 a.m. to 1:00 p.m.

3) Visiting Hours (Saturday and Sunday)

FWF Main: 7:00 a.m. to 2:00 p.m.

For specific directions and visiting information contact:

<http://www.cdcr.ca.gov/Visitors/Facilities/FWF-Visiting-Directions.html>

4) Visiting Program Reasonable Accommodation

Subject to the Americans with Disabilities Act and other applicable laws, reasonable accommodations shall be afforded visitors and inmates with disabilities to facilitate their full participation in contact, non-contact, and family visiting.

5) Proof of Identity

All Adult visitors shall present picture identification before being permitted to visit. The following are acceptable forms of identification for visitors:

- Valid driver's license with picture.
- ~~Valid Department of Motor Vehicles~~ identification card with picture.
- Valid government-issued passport with picture.
- Armed Forces' identification card with picture.
- Identification cards issued by the United States Department of Justice or United States Immigration and Naturalization Service.
- Picture identification Matricula Consular De Alta Seguridad (MCAS) issued by the Mexican Consulate.

6) Visitor Parking

Visitors must park in Visitor Parking at *Folsom State Prison*. Parking in Staff parking areas and/or any other unauthorized area will result in the vehicle being towed at the owner's expense. Visitors should be aware that entering institutional grounds constitutes consent to search their vehicle or persons. It is a felony to bring any alcohol, weapons, explosives, or narcotics onto institutional grounds. All violations will be referred for prosecution. Visitors may not enter prison grounds prior to 6:30 a.m. and must leave no later than 4:00 p.m.

7) Visiting Lockers

Lockers are provided in Visitor Processing for the convenience of visitors. Visitors are expected to provide their own locks. Visitor Processing will close at 2:30 p.m. lockers must be vacated daily.

8) Photos

Inmates can obtain photo ducats at the inmate Canteen prior to the visit. Ducats are also available for purchase at the Visiting Processing Center.

9) Medications

Visitors may retain only life-sustaining, condition-stabilizing medication with the prescribing physician's written statement of its immediate need, and only in the physician's

prescribed amount immediately required to sustain or stabilize the condition during the visit. All medication shall be in its original pharmacy container with the patients name, pharmacy, name of medication, prescribed dosage, and the physician's medical license number, address, and phone number.

10) Prohibited Clothing – (CCR 3174)

- Clothing, in any combination of shades, or types of material/fabric, or which resembles California State-issued inmate clothing (i.e. blue denim/chambray shirts or blue denim pants).
- Clothing that resembles law enforcement or military-type clothing (camouflage), including rain gear.
- Hats, wigs, or hairpieces (except with medical verification).
- Clothing that exposes the breast/chest area, genital area, or buttocks.
- Dresses, skirts, pants, and shorts exposing more than two inches above the knee; including slits, when standing.
- No athletic-type shorts.
- Sheer or transparent garments.
- Strapless or "spaghetti" strap tops.
- Clothing exposing the midriff area.
- Clothing or accessories displaying obscene or offensive language or drawings.

- Brassieres with metal under wires, or any other detectable metal.
- Thongs, shower shoes, toe strapped sandals, or slippers. Shoes require a back or a strap around the heel.

B. Family Visiting

Family visiting for the FWF inmates will be scheduled on the first Thursday of each month. FWF family visiting will take place in the family visiting units located inside the FSP secure perimeter and will occur on the first Thursday of each month and conclude on Sunday am. Each inmate will be allowed a maximum of three family members.

C. Non-Contact Visiting

The FWF does not facilitate non-contact visiting.

22. DINING ROOM (CCR 3050)

Upon arrival at FWF, inmates are issued Orientation kits, which include one (1) plastic spoon, one (1) plastic fork, and one (1) 8 oz. plastic cup for use at meal times. Inmates are to take these eating utensils to each meal. If utensils are lost, damaged or stolen, replacements may be purchased from the canteen. Replacement utensils for indigent inmates will be handled on a case-by-case basis.

Inmates will sit where the seating officer directs, four to each table. Once seated, inmates will remain seated, except to exit the dining room. Inmates will be allowed sufficient time to eat,

depending on the meal. The Facility Lieutenant will decide the length of time allowed to consume your meal (10, 12, or 15 minutes.)

1. Clothing - State Blues to All Dining Rooms

- ONLY authorized State issued clothing may be worn inside the dining room. NO SAGGING.
- Blue jackets may be worn as outer garments (only one (1) jacket may be worn at a time). Jackets must be zipped or buttoned.
- Thermal shirts, tank tops, shorts and sweat pants are not allowed as outer garments.
- Shoes and socks are mandatory. Shower shoes will not be allowed in the dining room. The exception is Fish Row inmates, who may wear shower shoes, but must wear socks as well.
- No handkerchiefs will be worn or displayed in any fashion.
- Upon entering the dining room, no hats or watch caps (knit cap or beanie) of any type will be worn.
- Native American religious headbands are authorized.
- Religious medals and chains (one of each), which must be plain white or yellow metal, must be worn inside the outer garment. Native Americans may have varied religious artifacts/objects, which may include choker, eagle feather, headbands, wristband, and/or medicine bag.

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- DPP inmates who have been issued a green DPP vest must wear this vest on the outside of the outer garment.
 - No Barber smocks or worker vests will be permitted as outer garments while in the dining room.

THESE ITEMS WILL BE CONFISCATED: Glass containers, or any item that may be used for the purpose of gang identification (flagging), such as shoelaces, handkerchiefs, belts, watch caps (knit cap or beanie) etc.

2. Inmate Conduct

- Inmates are not permitted to bring any food item other than dry cereal and seasoning.
- Inmates shall pick up all trays, utensils, milk cartons, etc. and take all such items with them when they leave their table and deposit them in the appropriate trash or recycling receptacles.
- Loud, boisterous, or other disruptive behavior will not be tolerated.
- No loitering, table-hopping, or contact with inmate dining room workers is permitted.
- No gang gestures are permitted.
- No food or drink, other than what is authorized by staff, will be taken from the dining room. After the morning meal, inmates are allowed to take their state-issued lunch and one piece of non-citrus fruit out of the dining room.
- Inmates will not wipe their hands on walls, gates, etc.

- Books, magazines, canteen, entertainment appliances, large envelopes, bulky items, etc., will not be permitted in the dining room.

23. INMATE ADVISORY COUNCIL (IAC)

IAC (formerly known as the Women's Advisory Council/WAC) is an ethnically balanced (based on inmate population breakdown) council of inmates who are elected by the inmate population through the process of voting on a ballot form. IAC members shall serve to advise and communicate with the Warden and other staff members those matters of common interest and concern to the inmate population.

IAC maintains an inmate accessible office, which offers information on issues that affect the majority on the General Population (GP), as well as applications to become part of the council.

If you have any suggestions or ideas, IAC Suggestion Forms are available in each Housing Unit. You can place the suggestion or idea in the IAC Suggestion Box located in your Housing Unit or give it directly to any IAC member.

24. HOT WEATHER EMERGENCY PLAN (HWEAP) HEAT ALERT

The purpose of this plan is to provide a method of implementing precautions during extremely hot temperatures. It addresses the special consideration given to inmates who are receiving certain types of medications, which may cause difficulties during hot weather conditions. Heat Alert season is between May 1st through October 31st, however, if at any time the outside temperature reaches 90 degrees, the Hot Weather Emergency Plan will be activated.

During times of anticipated hot weather, temperatures of 90 degrees or above, it is imperative that housing units reduce contributing factors to the heat and humidity, especially during the afternoon. When the temperature reaches 90 degrees or above outside, the following procedures will be implemented:

- Exterior doors leading to the interior yard will be closed at all times.
- Inmates will not operate clothes dryers from 10:00 a.m. until 8:00 p.m. Available clothes lines can be utilized for drying clothes during this time and will be located in designated areas of the facility.
- The FWF staff will report the inside housing unit temperatures to the Watch Commander during their shift. Temperature readings shall occur every three hours ~~starting at 0300 hours and ending at 2400 hours.~~ Any reported plant/mechanical issues that affects the cooling system or housing unit temperature readings will be generated on an emergency work order. During business hours, plant operations will be directly notified and during non-business hours, the Watch Commander will be notified.
- Medical staff will be available as necessary to assist any inmate with heat related issues or to determine if your medication qualifies for Hot Weather Emergency Plan.

25. ORIENTATION HOUSING

All FWF new inmate arrivals are housed in designated beds pending Classification review of housing, program, and custody needs.

Your Custody Level will be established (confirmed) at your initial Classification Hearing and be reviewed annually, or upon any major change to your sentence, hold or detainer, or disciplinary behavior. Custody will be determined on your personal case factors (i.e. behavior, escape history or potential, and time-to-serve.).

Typical stay in Orientation is approximately 10-14 days. Once you have been classified, you will be assigned a General Population bed and will be permitted to participate in normal GP programming subject to your custody level and privilege group.

Staff responsible for Orientation inmates will obtain and disseminate materials as needed and inform the inmates of the process for obtaining staff assistance or access information. Staff will ensure all written materials (i.e. Title 15) provided to inmates with disabilities are provided in accessible formats, such as large print, audiotape, or are provided the assistance/equipment necessary to ensure access.

26. EDUCATION PROGRAMS

You have the opportunity to attend school to obtain your General Educational Development Certificate (GED), or High School Diploma (HSD). The Test of Adult Basic Education (TABE) score is used to place you into the appropriate

Education Program. The Education Department is tasked to provide all inmates without a HSD/GED the opportunity to achieve one prior to release.

The Adult School has several Adult Basic Education (ABE) classroom levels that can meet your learning needs – from basic reading through GED/HSD. Courses are taught in classroom settings, in smaller groups outside of class, or on an individual basis, if needed.

Each institution's Adult School is accredited by the Western Association of Schools and Colleges.

FWF provides the following programs:

1. Academic Education

- Adult Basic Education /English Language Development
- GED Preparation
- Recreation and Health Education
- High School Diploma – Offered to those inmates meeting specific criteria.
- College Correspondence Course – Approved and proctored by education staff.

If you have any questions about an academic assignment, the literacy program or obtaining a GED, you may contact a Supervisor of Academic Instruction using an inmate request form.

2. Literacy Programs

- Computer Assisted Instruction
- Library Literacy Program

Inmates who are interested in joining the Literacy Program, either as a tutor or a student, must fill out an inmate request form, and address it to:

Main Education Literacy Department.

A. Library Literacy

The Library Literacy Program provides one-on-one instruction for inmates interested in acquiring basic reading, writing, speaking, and mathematical skills. The program is designed around a tutor and a student working together on a volunteer basis, and is aimed towards reaching a mutual, attainable educational goal.

Interested inmates may send a completed Request for Interview to the Literacy Department.

3. Certificate Programs

The education department confers the following certificates to eligible inmates:

- General Education Development (GED) –
Internationally recognized

In addition, inmates can earn Certificates of Achievement and Certificates of Program Completion in all academic and career technical programs. Greystone Adult School – Folsom State Prison is accredited by the Western Association of Schools and Colleges (WASC).

4. Career Technical Education Programs

Career Technical Education (CTE) programs are offered to assist you in finding a career upon release or parole. These programs, which used to be called Vocational Instruction, are geared to be compatible with your skills, interests, and knowledge and will help qualify you for job opportunities when you return to your community.

Recognizing that quality careers in any industry are more dependent on academic and computer skills, students who do not currently possess a HSD or GED certification are encouraged to earn either certificate to improve your chances for employment and career development upon release. The VEP allows you to pursue your GED or HSD while assigned to the CTE program.

CDJR's goal is to help you develop the skills and knowledge you need so that you are already on your way to getting into a career by the time you are released.

The following CTE Programs are offered at the FWF:

- Computer Coding
- Automated Computer Aided Design (AutoCad)
- Carpentry
- Laborer
- Health Facilities Maintenance
- Culinary Arts

Please contact your Correctional Counselor to learn more about Academic or CTE assignments.

5. Voluntary Education Programs

Our Voluntary Education Program (VEP) provides education opportunities to those who have a work assignment or who are waiting to be assigned into a classroom. The VEP also offers additional support to those assigned to an Education classroom or CTE Program. You may also take college-level courses through VEP. The cost of the college program is the inmate's responsibility.

Inmates with a GED or HSD may be eligible to work as a tutor for the VEP teacher.

DRP REENTRY PROGRAMS

DRP offers Integrated Substance Use Disorder Treatment (ISUDT) including Intensive Outpatient ISUDT, Outpatient ISUDT and Life Skills. All offenders are assessed and referred to the ISUDT programs through designated medical staff between 15 to 24 months remaining to serve or by a Senior Hearing Officer during the disciplinary process of a second or subsequent guilty finding for an adjudicated drug/alcohol related Rules Violation Report. Offenders can also request to volunteer for the programs by submitting a CDCR 7362, Health Care Services Request Form.

DRP also offers the California Identification (CAL-ID) program which assists offenders with obtaining a valid State Identification card at the time of their release from prison. Offenders will be screened by a Correctional Counselor for eligibility prior to their release.

In addition, reentry hub institutions, like all other institutions, have Career Technical Education (CTE) programs, which provide you with competitive skills that match the job market, and Academic programs, including Volunteer Education programs and College programs. For placement into the appropriate CTE or Academic program, be sure to take the Test of Adult Basic Education (TABE). See also the Academic Programs section of this handbook for more details.

Lastly, a variety of other volunteer and self-help programs, such as Narcotics Anonymous (NA), Alcoholics Anonymous (AA), and more are available. Refer to the Inmate Activity Group (IAG) and Self-Help Programs section of this handbook or talk to your Correctional Counselor to learn more.

28. AFTER-CARE PROGRAMS/COMMUNITY REENTRY SERVICES

CDCR's partnership with you continues through the gate and beyond to help you transition back into society. We have developed a number of programs that your Correctional Counselor can share with you based on your needs and community of release. Not every program is available everywhere and it's important that your assessments be updated prior to release so that the right programs can be coordinated:

Career Development and Job Preparation –

Several programs offer pre-employment and job skills services. These programs focus on job preparation, resume building, and job search and interview techniques. Some programs even offer paid employment opportunities.

Several programs also offer financial skills classes, including personal budgeting, banking and money management. Day Reporting Centers and Community-Based Coalitions offer similar career and financial education on a drop-in basis as well as computer-based programs for reading, writing, and math. In all of these programs, job developers work to help you find transitional and fulltime employment.

Family/Social Behavior—Domestic violence, HIV/sexually transmitted disease awareness, parenting and family reintegration classes are available in almost all of CDCR's community-based programs.

Your Correctional Counselor can help you through the initial steps before your release, and then with the assistance of the Parole, Planning, and Placement staff, your Parole Agent of Record will help find the best fit for you.

22-24 Inmate Activity Group (IAG) and Self-Help Programs

Our institution offers a number of IAG and Self-Help programs. A Catalog of FWF Programs that lists all IAGs and Self-Help programs and provides information regarding the programs is available from your Inmate's Advisory Council (IAC) representative. A calendar is posted weekly on the day of the week, time and location for all program meetings.

The following programs below are currently offered at the FWF (a list of additional programs can be obtained at the IAC office):

~~Religious Services and Faith-Based Programs~~

- Calvary Chapel
 - The Urban Ministry Institute (TUMI)
 - ALPHA
 - Celebrate Recovery
 - Step Out Approved & Renewed (SOAR)/Prison Fellowship
 - Eternity Challenge
 - New Hope Re-Entry
 - Intro To Bible Study
 - Truth Matters
 - Fundamentals of Faith
 - 7 Steps to Freedom
 - Follow-Up Ministries
-

Activity Groups

- Craft Club
 - Hobby Craft
 - FWF Puppy Program
 - Marin Shakespeare Company
 - Red Ladder Theatre Company
 - Hooks and Needles
-

Self-Help Groups

- Gavel Club
- Narcotics Anonymous (NA)
- Life Scripting
- Alcoholics Anonymous (AA)
- Al-Anon

Health and Wellness

- Step-Up Aerobics
- Zumba
- A.M. Fitness
- Circuit Training
- Peer Education

3024 Work Assignments

FWF expects every qualified inmate to participate in a work or education program. Refusal to accept assignments may result in you being deemed a program failure, resulting in disciplinary and classification action.

During Classification hearings, you may request to be placed on an academic, CTE, PIA, or Support Services (i.e. Kitchen Worker, Porter/Tier Tender, Clerk, Maintenance Worker, etc.) waiting list. Once a position becomes available, for which you are qualified, and are on the Inmate Assignment waiting list, you will be placed in that assignment. It is also recommended that if you have specific skills, you contact the appropriate work area supervisor to schedule a possible interview.

Prison Industry Authority (PIA)

PIA has numerous programs and has the ability to employ several hundred inmates. PIA programs offer the inmate a good wage and the opportunity to learn good work habits/ethics, and skills that can possibly assist in employment once outside these prison walls.

~~PIA works with FWF Education to provide inmates with useful~~
skills and training. PIA offers the opportunity for inmates to obtain a GED (High School Diploma) while working for PIA. If you are interested in obtaining employment with PIA, please advise your Correctional Counselor and request to be placed on the PIA Waiting List. Please advise them if you have special skills.

Inmates with Disabilities

It is the policy of CDCR to ensure that inmates with disabilities are afforded the opportunity to participate in educational (including career technical) and work programs. Inmates shall be evaluated for participation in an educational or work program 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 with or without reasonable accommodation. "Essential functions" are the basic duties/requirements of services, assignments, or programs an inmate performs, receives, or desires.

INSTITUTIONAL ALARMS

During an institutional alarm, ALL INMATES SHALL:

- IMMEDIATELY STOP what they are doing.
- HOLD THEIR POSITION, and
- SIT ALL THE WAY DOWN - ON THEIR BUTTOCKS, ON THE GROUND. Inmates sitting at a table or a bench shall remain seated unless instructed by staff to move. Sitting on tabletops is prohibited.

INMATES SHALL NOT SQUAT, SIT ON THEIR HEELS, LIE, OR LEAN DOWN. There shall be absolutely no inmate movement without explicit staff instruction.

Inmates will remain quiet during the alarm. "Cat Calling" or other comments will not be tolerated and will result in disciplinary action.

QUARTERLY VENDOR PACKAGES SPECIAL PURCHASES (CCR 3190) and RELEASE CLOTHING PACKAGES (CCR 3195)

Inmates may acquire authorized personal property packages ("quarterly/ special purchase packages") based upon their privilege group, pursuant to section 3044. Inmates or their correspondents via a departmentally approved vendor shall order personal property packages. All packages shall be shipped by the approved. Each Housing Unit has approved vendor "quarterly package" catalogs available. Release clothing packages may be received, pursuant to DOM section 54030.2.

All packages are to be shipped to:

300 Prison Road
C/O Folsom Women's Facility
P.O. Box 1790
Folsom, Ca 95763

33 INFORMATION FOR VETERANS (CCR 3475) 33-532

If you served in the United States Armed Forces, you may be eligible for benefits and assistance. For more information, contact the appropriate VA Office.

Your County	Contact this Office...
Imperial	VA REGIONAL OFFICE
Riverside	8810 Rio San Diego Drive
San Diego	San Diego, CA 92010-1508
San Bernardino	VA REGIONAL OFFICE
Inyo	Federal Building
Kern	11000 Wilshire Boulevard
Ventura	Los Angeles, CA 90023-
Orange	3602
Barbara	
Los Angeles	
Alpine	VA REGIONAL OFFICE
Lassen	1201 Terminal Way
Mono	Reno, NV 89520
	VA REGIONAL OFFICE
All Other Counties	Oakland Federal Building
Not Listed	1301 Clay Street- Suite 1300N
	Oakland, CA 94612-5290

FEDERAL PRISON RAPE ELIMINATION ACT (PREA)

The Federal Prison Rape Elimination Act (PREA) of 2003 drives all California Department of Corrections and Rehabilitation (CDCR) efforts to combat sexual abuse and sexual misconduct within our institutions. Offender and staff safety is paramount to the mission of rehabilitation. In 2006, CDCR implemented a PREA policy, to ensure compliance with Public Law 108-79, the Prison Rape Elimination Act and the California version which was known as the Sexual Abuse in Detention Elimination Act (AB 550), Chapter 303.

In 2012, the Federal Department of Justice issued a final rule adopting national standards to prevent, detect, and respond to prison rape, as required by the Prison Rape Elimination Act of 2003. The goal of this rulemaking was to prevent, detect, and respond to sexual abuse in confinement facilities.

The most important things for you to know are:

Policy

CDCR is committed to providing a safe, humane, secure environment, free from offender on offender sexual violence, staff sexual misconduct, and sexual harassment. This will be accomplished by maintaining a program to address education/prevention, detection, response, investigation, and tracking of these behaviors and to address successful community re-entry of the offender.

CDCR shall maintain a zero tolerance for sexual violence, staff sexual misconduct and sexual harassment in its institutions, community correctional facilities, conservation camps, and for all offenders under its jurisdiction. All sexual violence, staff sexual misconduct, and sexual harassment is strictly prohibited. This policy applies to all offenders and persons employed by the CDCR, including volunteers and independent contractors assigned to an institution, community correctional facility, conservation camp, or parole.

Retaliatory measures against employees or offenders who report incidents of sexual violence, staff sexual misconduct, or sexual harassment as well as retaliatory measures against those who cooperate with investigations shall not be tolerated and shall result in disciplinary action and/or criminal prosecution.

Retaliatory measures include, but are not limited to, coercion, threats of punishment, or any other activities intended to discourage or prevent a staff or offenders from reporting the incident(s) or cooperating with investigation of an incident(s).

In order to minimize cross gender exposure, staff of the opposite biological sex will announce their presence when entering the housing unit by stating "Staff on the Floor". This announcement will be made at the beginning of each shift if staff of the opposite gender are assigned, or when a staff of the opposite gender enters the housing unit.

EXAMPLE: If you are housed in a male institution, you will hear the announcement "Staff on the Floor" when female staff enter the unit. This will be announced at the beginning

of the shift if female staff is working in the unit. If a female staff member is not in the unit at the beginning of the shift you will hear the announcement when a female enters the unit. This announcement is made so that you are aware and can cover your buttocks and genitalia.

If you are housed in a female institution, you will hear the announcement "Staff on the Floor" when male staff enter the unit. This will be announced at the beginning of the shift if male staff is working in the unit. If a male staff member is not in the unit at the beginning of the shift you will hear the announcement when a male enters the unit. This announcement is made so that you are aware and can cover your breasts, buttocks, and genitalia.

Transgender, Intersex and Non-Binary Inmates:

If you identify as a Transgender, intersex, or non-binary offender as identified and documented in SOMS, you are allowed to possess/obtain the following approved items, corresponding to your gender identity:

- You may request a Transgender Access Card through the PREA Compliance Manager (PCM) via GA-12 Form,
- State-issued clothing which corresponds with your gender identity (male, female),
- Purchase personal clothing, hygiene items, cosmetics and make-up through the canteen or special purchases consistent with your gender identity. This may vary

from institution to institution and is dependent on your program-classification level,

- Check out curling irons for supervised use within your assigned housing unit,
- Request to shower separately from the cisgender population, this process will vary from institution to institution,
- Your facility library will have the CDCR form 2010, Notice of Legal Name Change, for use to petition the court to obtain name or gender change consistent with your gender identity,

You must be in possession of your Transgender Access Card in order for you to possess/exchange state issued clothing, purchase canteen items, obtain special purchase package items, ~~access to curling irons, and as well communicate with staff your~~ search preference, pronouns and honorifics. Requesting a Transgender Access Card will require you to submit a GA-22 Form to the PREA Compliance Manager (PCM) for approval. You are responsible for presenting the Transgender Access Card along with your state issued identification card to clothing room staff, canteen managers, package room officer, housing staff and other personnel when requesting, purchasing, and picking up items approved only for the transgender population. YOU are responsible for providing your Transgender Access Card

You may request to be housed at an institution consistent with your gender identity (male or female) during the initial intake at a Reception Center via Gender Identity Questionnaire or any other time during your incarceration via GA-22 Form, note, etc. If you complete a GA-22 Form or make a written request, it

should be submitted to your assigned Correctional Counselor or the PCM. All housing requests will be reviewed by the PCM and assigned to a Correctional Counselor II who will schedule an interview with you, complete a file review consisting of your criminal history, disciplinary, victimization and abusiveness concerns. Once the assessment is completed you will be seen by the Institutional Classification Committee for approval or disapproval. If denied you have 30 days to file a grievance. You have the right to file a grievance based on grievance decision.

You may also request to be searched according to your gender identity, male or female search policy via Gender Identity Questionnaire during initial intake or at any time by submitting a GA-22 to the PREA Compliance Manager or your assigned Correctional Counselor. The PREA Compliance Manager will review your request and prepare a CDCR 128-B with recommendation to the Chief Deputy Warden (CDW) or designee. The CDW or designee will review and approve or deny. If your search preference is approved or denied the CDCR 128-B will be scanned into the Electronic Records Management System (ERMS). If your search preference is approved it will be listed on your Transgender Access Card as "Male Search Policy" or "Female Search Policy". If your search preference is denied you may file a grievance within 30 days of receiving notification. If you did not request a search preference you will be searched according to the gender designation of the facility (i.e., male or female).

Reporting an Incident

You may report an allegation of sexual violence, staff sexual misconduct, or sexual harassment to any staff member including volunteers or contractors. You may tell a family member or friend, who can report on your behalf. You may report via the grievances process. You may report anonymously. You may also report utilizing the following addresses or telephone numbers:

California Department of Corrections and Rehabilitation Office of Internal Affairs Reporting Telephone Numbers

Northern California	(916) 464-3805
Central California	(661) 335-7338
Southern California	(909) 466-1052

The above telephone numbers will accept collect calls from offender pay phones. You will reach an answering machine and will need to leave a message. Messages are checked once a day.

Mailing Address:

Office of Internal Affairs
P. O. Box 3009
Sacramento, CA 95812

Office of the Inspector General
PREA Ombudsperson Reporting Information

Telephone Number: (916) 555-0001

Mailing Address: OIG PREA Ombudsperson
Office of the Inspector General
10111 Old Placerville Road, Suite 110
Sacramento, CA 95827

You can remain anonymous upon request when reporting to the OIG. Mail to the OIG will be processed as legal mail.

*Be advised all telephone calls from the inmate telephone system are recorded. If a PREA allegation is identified through the inmate telephone system, it will be referred to appropriate staff for inquiry or investigation, as appropriate.

These numbers are also posted on "Shine the Light on Sexual Abuse" posters located throughout the institution.

Victim Advocate and Victim Support Person

If you are the victim of sexual violence or staff sexual misconduct while in this institution, you are eligible to have a Victim Advocate and a Victim Support Person with you during the medical examination and investigatory interviews.

You may write or call the local rape crisis center for emotional support services at:

*Written correspondence between a Sexual Assault Counselor from the rape crisis center and an inmate victim is confidential

pursuant to CAL. EVID. CODE § 1035.4. The outside of envelope must state "Evid. Code 1035.4 Confidential/Privileged Communication."

PREA Compliance Manager

Each institution has a PREA Compliance Manager assigned who will be responsible to:

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- Track and report all PREA allegations made at his/her assigned institution;
 - Monitor allegations of retaliation and take appropriate action should those allegations be substantiated; and
 - Ensure the victim is notified of the outcome of the inquiry or investigation.
-
- Address all requests for housing based on an inmate's gender identity
 - Address all requests to establish a search preference

35 RULES AND REGULATIONS

A. Out of Bound Policy:

Dorm Sections: Inmates are not to be in any other pod section other than the one they are assigned to. For example, if you are assigned to a bed in A Dorm, Pod 1, Section C, you are not allowed to be in A Dorm, Pod 1, Section B. Additionally, on First Watch, inmates are not to be in a bed/cell other than their assigned bed/cell.

Dayrooms: Inmates are not allowed to visit adjoining dayrooms after 9:00 p.m. (2000 hours) Sunday through Thursday and Midnight (2400 hours) on Friday and Saturday nights. Those found in dayrooms in a pod they are not assigned to are considered out of bounds.

Showers: From 9:30 p.m. (2030 hours) until notification that the 4:30 a.m. (0430 hours) count has cleared, showers are not allowed. Showers are also not allowed and are out of bounds during ALL count times: 12:30 a.m. (0030 hours), 2:30 a.m. (0230 hours), 4:30 a.m. (0430 hours), 4:00 p.m. (1600 hours), and 9:00 p.m. (2000 hours)

Administration Building Hallway: From 1600 to 2100 hours, the administration building hallway between A Yard and B Yard has an hourly unlock for five minutes at the top of each hour. Inmates found in the administration hallway outside of the designated times are considered out of bounds.

Inmates found out of bounds in the designated areas and/or showers at the listed times are subject to a Rules Violation Report.

B. Work Group C/Privilege Group C Status (CCR 3044):

For inmates placed on Privilege Group C as part of a Rules Violation Report, or placed on Work Group C/Privilege Group C (C/C) as part of a classification committee action, the following rules apply:

- Inmates will be rehoused in A3. Access to other dorms or pods is prohibited.
- All electronic devices must be surrendered to your dorm officers and stored for the duration of Privilege Group C and mailed home or discarded for C/C status.
- ~~Day yard access is ONLY permitted on Tuesday and Thursday until daytime yard recall. No evening yard or access to other dayrooms is permitted.~~
- Religious services can be attended. It should be noted that religious based programs, i.e., Bible study, choir, ministry programs, are not considered as religious services, but are considered self-help programs.
- Self-help programs are restricted to attendance of one meeting per week.
- No phone calls.
- No family visits.
- No quarterly packages.
- Priority canteen access only.
- One-fourth of the monthly draw on canteen.
- Failure to follow any or all of these rules or restrictions will be considered a violation of a written/direct order.

as described by CCR 3005(b) and will be subject to further disciplinary action.

Inmates placed on C/C Status can request to be removed after 30 days disciplinary free behavior. The request must be made to the FWF Captain or Associate Warden.

DAYROOM PROGRAM HOURS

Dayrooms in A and B Dorms will not commence until 8:00 a.m. (0800 hours) or until the building staff announce the opening of the dayroom. There shall be NO inmates programming within the dayroom until the announcement of staff with the exception of inmate porters, laundry and telephone scheduled slots.

From Sunday through Thursday, programming ends, meaning the dayroom is closed, at completion of the 10:00 p.m. (2100 hours) count.

On Friday and Saturday, the dayroom hours are extended to midnight (2400 hours).

The extended hours for programming on Friday and Saturday are a privilege for FWF inmates and will be subject to removal for failing to comply.

NOTES: