



**Corrections and  
Community Supervision**

# **ALBION CORRECTIONAL FACILITY**

## **ORIENTATION MANUAL**

Revised May 2019

## **ALBION CORRECTIONAL FACILITY SMOKING POLICY**

It is the policy of the New York State Department of Corrects and Community Supervision and Albion Correctional Facility to provide a safe, healthful and productive work and living environment for all employees, inmates and visitors.

- 1) There is no smoking allowed in any state building (including bathrooms) or vehicles.
- 2) Inmates will be allowed to smoke only during recreation or while participating in scheduled movements. All smoking materials must be extinguished before they are within 25 feet from the entrance to any building.
- 3) Smoking directly in front of dorms, including porch area, during non-movement times is prohibited.
- 4) Cans for deposit of cigarette butts should be used.
- 5) Inmates found smoking in any building or throwing cigarette butts on the ground will be subject to disciplinary action.

## MESSAGE FROM THE SUPERINTENDENT

The Facility Executive Team and Staff are hopeful your time at Albion Correctional will be a productive experience. You are encouraged to take full advantage of program opportunities afforded you.

You are expected to follow the rules, regulations and procedures governing the operation of our Facility, and follow the directions given by our staff.

Albion Correctional Facility has numerous Academic, Vocational and therapeutic programs. These programs provide the necessary framework for you to complete your sentence in a safe, healthy and productive manner, and are designed to prepare you for reentry back into society.

This Facility has "Zero Tolerance" regarding inappropriate behavior. Physical contact between inmates or inmates and staff is strictly forbidden. Any observation or knowledge of such contact should be immediately reported to the area supervisor.

This handbook is designed as quick reference to assist you. It outlines all the programs and services, as well as rules and procedures, which govern the operation of our Facility. There are references to Statewide Directives and Facility Policies and Procedures which are available for your review in the Law Library. In addition, each housing area has a bulletin board which contains pertinent, valuable information and any recent changes to Facility Procedures.

Inmates are expected to follow the Facility chain of command starting with staff assigned to the area. Most often than not, front line staff have the information you need.

If you take advantage of the programs and services provided here at Albion, and follow the advice and rules presented in this manual, you will have a constructive and meaningful stay at our Facility. The valuable opportunities that the Facility offers are only as good as your commitment, conviction and willingness to take part in them.

## SECURITY GENERAL GUIDELINES

### HOUSING AREAS:

Inmates must conduct themselves in a respectful manner when engaged in conversations with employees or each other.

Disrespect/insolence in any form to facility employees will lead to disciplinary action. Similar action may be taken when inmates are disrespectful or insolent to each other.

All inmates are responsible for the cleanliness of their personal cube/room as well as the overall cleanliness of the entire housing unit. Inmates will thoroughly clean their personal cube/room weekly according to the schedule posted on each housing unit.

Any inmate refusing to clean her cube/room will be subject to a disciplinary report.

Housing unit inspections are conducted monthly. The overall cleanliness of the entire housing unit including cubes/rooms will be considered. Each housing unit will be inspected by a team of three individuals approved and scheduled by the Superintendent.

Awards will be determined by the Facility Executive Team.

### GENERAL HOUSING AREA RULES

1. Anytime an inmate leaves her area, all electrical appliances will be turned off i.e.; Lights, fans, radio/tape players, curling irons, hot pots.
2. When an inmate leaves the housing unit, the bed will be made with a state blanket to allow an unobstructed view under the bed. No dust ruffles. Sheets and blankets will not hang over the sides or ends of the mattress. All beds will be made by 8:00 am weekdays and 10:00 am weekends/holidays. Personal blankets must be under a state blanket or neatly rolled at foot of bed.
3. Inmates will lie or sleep with their head at the designated headboard.
4. Radios and tape players will be played with headphones only. They will be operated in compliance with NYSDOCCS directive 4920
5. Inmates will be fully dressed by 8:00 am weekdays and 10:00 am weekends/holidays. Inmates will remain fully dressed until 7:00 pm daily.
6. During non-program modules inmates are allowed to lie on their beds under personal blankets. They must be fully dressed and may not be under state covers.
7. Visiting inside another inmate's cube/room is prohibited.
8. No personal or state clothing will be left on beds, lockers or chairs. All clothing will be neatly folded and inmate property will be stored neatly in lockers. Inmates in double cubes will not store their property on unoccupied bed or lockers. Two approved storage containers will be permitted for extra storage and must be kept under the bed. Storage containers may be purchased thru commissary. Cardboard containers of any kind are not allowed.

9. Nothing will be tacked, stapled, taped, glued or fastened to any wall, door, locker or bed. Items may be displayed on room/cube bulletin board.
10. Nothing will extend outside the edges of the bulletin board. Nothing will be stored on window sills, radiators or on top of the inner cinder block walls in Dorms H-N. Items allowable include: newspaper articles, religious/spiritual items, appropriately clothed photos, treatment materials, cards, appropriate drawings/artwork, and calendar. All other items must be inside locker door and not visible to any person passing the locker. All items on bulletin board must lie flat.
11. Inmates without a program will be assigned work tasks by housing unit officer. Inmates will report at 8:15 am and 12:45 pm Mon - Fri. This includes inmates on school breaks or cancelled classes or programs.
12. Inmates may accumulate up to two (2) cases (48 soda cans) in their room/cube.
13. All food items will be kept in lockers. No food items will be left out under any circumstances. Inmates will not store ice in their cube/rooms.
14. Religious articles i.e.: Rosaries, Beads or Prayer rugs will not be displayed within cube/room, including on lockers or bulletin boards.
15. Lights in dorm areas will be turned off upon completion of 10:00 pm count.

### COUNTS

There are six master counts conducted on a daily basis at the following times:

3:00 am, 6:00 am, 11:30 am (12:00 pm weekends/holidays),  
4:45 pm, 10:00 pm & 11:00 pm

1. Inmates will be in their own room/cube for all facility counts.
2. Inmates will not make noise or talk while count is being conducted.
3. Inmates will be sitting or standing for the 6:00 am and 10:00pm counts. The 11:30 am and 4:45 pm counts are standing counts.
4. Inmates assigned to bottom bunks will stand at room/cube entrance.
5. Inmates assigned to top bunks will be sitting upright.
6. Inmates may be counted sleeping during the, 11:00 pm and the 3:00 am count.

#### Standard Cell Requirements:

1. Personal towels may be placed on top of lockers as a cover. One towel and/or washcloth may be placed on headboard of bed.
2. Footwear will be stored neatly under bed or in locker.
3. (1) Personal rug is permitted not to exceed 3' x 5'.
4. Paper bags or boxes will not be used as wastebaskets. All wastebaskets will be emptied daily by 8:00 am weekdays and 10:00 am weekends/holidays. Inmates are allowed (1) wastebasket per cube.
5. The only items permitted to be attached to cube walls are the plastic valet hangers. (3) plastic valets per inmates, per cube/room. Clothes or hangers must be hung on valet. Mirrors will not be left on walls or lockers when not in use; they will be secured in inmate's locker.
6. No recyclable material i.e.: cardboard or plastic will be stored in cubes/rooms.
7. Lockers will be locked prior to inmate leaving their cube/room. If a personal lock is used, the combination will be provided to unit officer. Items left unsecured are the responsibility of the owner.
8. Personal fans/light may be attached by clamp to headboard or footboard of bed.
9. Inmates may hand wash underwear and are permitted to dry the underwear by placing it on a hanger and hanging it behind the headboard of bed so it is not visible to passersby. No clotheslines are allowed.
10. One extension cord may be used. It will not be allowed to lay across the floor of cube/room or draped on or over bed. It will not be used from one cube/ room to another cube/room.
11. Inmates will not sit on lockers and feet will not be allowed on walls, lockers or radiators
12. Inmates in dormitories H-N may block the cube entrance with curtain provided for 15 minutes at a time for changing clothes. Inmates housed in A, B, C Dorms may close the curtain for changing clothes on the large dorm window and door window from 7:00 am - 7:15 am and 9:30 pm - 9:45 pm. Cube entrances/dorm windows will not be blocked at any other time.
13. May have up to (8) greeting cards on large locker, not to exceed 8" x 10". Photos are to be placed on the bulletin board or inside locker.
14. One (1) hair brush and/or comb or pick, one (1) book (any type), and one (1) hot pot (not left plugged in) not on a towel, may be displayed on small locker.

#### SHOWER ROOMS:

Shower Rooms may be utilized from 6:15am until 11:00pm with the following exceptions;

1. May not shower during facility counts.
2. May not shower during scheduled program module unless on T.D.O.'s or program is canceled.
3. May not use showers on residential units CASAT/ASAT, M-1 Reception) during program hours.
4. Inmates must be fully covered (clothing or robe) when traveling to/from shower area. Only (1) inmate per shower. Showers are first come first served.

## LAUNDRY SERVICES: (local Policy #145)

Laundry Rooms are available on housing units.

1. Will be operated 11pm – 7am Sunday – Friday and 9am – 5pm Saturday. See posted schedule for more information.
2. Only the assigned Laundry porter is permitted in the Laundry Room.
3. Laundry drop off will be ½ hour prior to opening and pick up will be by 7:00am (Messhall workers allowed to pick up whites prior to 5am shift)
4. Inmates will be responsible to pick up their laundry from the laundry room upon completion. Any discrepancies are to be reported to the unit officer immediately.
5. Dirty Laundry must be in assigned laundry bag and must have whites and colors separate.
6. Sneakers & mop heads are not permitted in washing machines or dryers.
7. Detergent is automatically injected, and no additional detergent is to be added.

\*May change if in specialized dorm (H, I, D, and C-1)

## MONTHLY SUPPLIES:

On the fourth Saturday of each month the following supplies are issued.  
They will be given out during the hours of 8:00 am - 2:00 pm:

- o 6 Rolls of toilet paper \*inmates must turn in empty tissue tube for each roll issued
- o 2 Twelve packs of sanitary napkins
- o 2 bars state soap

Inmates who require more than the standard issue of sanitary napkins will need authorization from medical.  
Additional toilet paper should be requested from the unit officer if needed

## OTHER SUPPLIES:

The following supplies are issued on an as needed basis from 8:00 am - 2:00 pm Saturdays only.

- 1 toothbrush (upon exchange of old one)
- 1 toothpaste (upon exchange of old one)

Disposable razors will be issued (2) times per week:

|           |                       |
|-----------|-----------------------|
| Wednesday | 3:45 p.m. - 9:00 p.m. |
| Saturday  | 9:00 a.m. - 9:00 p.m. |

Inmates requesting a razor will turn over their I.D. Card to unit officer to receive a razor. The razor will be returned to the unit officer after use by showing the officer the uncapped razor to verify blades are intact and then placing it into the designed container. Inmate's I.D. will then be returned.

Any inmate who does not return the razor will be subject to disciplinary action.

## MESSHALL

**FOOD SERVICE PROGRAM** - This is a sixteen-week program. Class meets once a week for 1 to 2 hours. The rest of class time is on the job training in the kitchen. Students can expect to learn basic Food Service and Sanitation practices. Also taught in the class is the identification and use of large and small kitchen equipment, plus practical kitchen math. This is a certificate program and applies to Merit Board Program. The information learned in this program will allow parolees to move through entry level Food Service jobs when released. Inmates applying for this program must be working in the Mess Hall fulltime, have a GED or higher and at least one year to their release date. With completion of 16 weeks, pay rate is \$.26, after 90 days is \$.29 and after 2 years of unbroken service \$.32 per hour.

### **Population Meals:**

Housing Units will be called for meals by block and inmates will be directed to attend meals in the appropriate dining hall as noted below:

Breakfast Meal - All units SOUTHSIDE

Brunch/Lunch Meal -

A,B,C,D,,M-1,M-2, &

Industry - SOUTHSIDE

H,I,J,K,L - NORTHSIDE

Dinner Meal -

A,B,C,D,M-1,M-2- SOUTHSIDE

H,I,J,K,L- NORTHSIDE

Inmates observed eating in a dining room not designated for their Housing Unit will be considered Out Of Place and disciplinary action will be taken.

### **GENERAL MESSHALL RULES;**

1. All meals are optional, with the exception of Medical & Special Diets which are mandatory.
2. Inmates will be properly dressed and present their ID card at door.
3. No personal items allowed in Mess Hall (i.e.: food, books, containers).
4. No smoking or line jumping
5. Must take one tray and plastic ware issue.
6. Only (1) trip through the serving line. Once you leave the line you are not permitted to return.
7. Eating, drinking or exchanging items in the serving line is not permitted.
8. Inmates will sit at tables as directed by Officer.
9. Inmates will leave the dining room table and exit the Mess Hall as directed by the Officer.

The following items may be taken from the Mess Hall:

Bread ration (supper meal only)

### THESE ITEMS ARE TO BE CONSUMED AND NOT STORED.

Meal times for population:

Breakfast 7:00 am - 7:45 am

Lunch 11:45 am - 12:30 pm

Dinner 5:00 pm - 5:45 pm

Brunch (Sat., Sun. & holidays) 10:30 am - 11:30am.

## MOVEMENT

Movement is announced at designated intervals and lasts for 10 minutes.

During winter months, movement maybe extended to 15 minutes in inclement weather. Inmates will sign in/out as follows:

- 1) You must sign in and out with FULL DIN # whenever you leave your housing unit, except for attending meals.
- 2) Inmates will sign out by signing their full name legibly and using their FULL din number.
- 3) Inmates will indicate their destination and time of departure & return. Multiple destinations are not allowed. Inmates who have a mandatory call out scheduled during program hours will sign out to their scheduled program and will then sign out at their program area for their call out. Inmates will return to their assigned program upon completion of their call out.

Inmates who fail to sign in or out will be subject to disciplinary action. Inmates are expected to be ready to leave at prescheduled movement times so that they will reach their destination in a timely manner. Once movement is announced inmates will have 5 minutes to leave the area they are in. This will allow inmates to reach their destination within the scheduled movement times. No loitering on walkways or entrances is allowed.

## PROGRAM MODULES

Albion CF is a (3) program module facility;

8:05am-11:15am Morning Module  
12:35pm-3:45pm Afternoon Module  
6:30pm-9:30pm Evening Module

## CALLOUT SYSTEM

Albion CF has a centralized callout system. Call outs are divided into two categories: mandatory and non-mandatory. All Medical, Dental and OMH call outs are considered MANDATORY call outs, which means if an inmate is scheduled for a mandatory call out, they must attend. All court appearances, INS Hearings, Parole Board, Time Allowance Committee, Temporary Release Committee, Program Committee and Law Library are also mandatory. An inmate scheduled for a mandatory callout is required to go to the area for which she has a call out. Inmates who fail to report for mandatory call outs will be given a direct order and a subsequent misbehavior report if necessary.

Call outs are posted every evening on the housing unit. You are responsible to read each callout and check the master callout if you have moved.

## RECREATION TV – DAYROOMS

Both areas open daily at 7:00 a.m. and close at 11:00 p.m. daily, 2:00 a.m. on late nights

- 1) Television programs may be watched by any inmate not on Loss Of Recreation status or on Medically Excused status.
- 2) Any inmate wishing to watch a particular TV Program must sign the Unit TV book no more than 48 hours in advance and no less than 8 hours before the program.
- 3) News programs are mandatory daily 7-8am, 5- 6pm and 6:30 pm - 7:00 pm for Spanish news.
- 4) All board/card games will be played in the recreation area only.
- 5) Hot plates are available in housing units on a first come first serve basis. All cooking materials including can lids will be restricted to the immediate area of the hot plate. Any inmate found in possession of a can lid outside the immediate area of the hot plates will be issued a misbehavior report. Inmates are responsible for cleaning up after themselves. Abuse of privileges may result in corrective action.
- 6) Pillows or blankets are not permitted in TV or recreation area.
- 7) Late nights for each building (including D Block) will be scheduled by
  - a. the 11-7 Watch Commander. Schedules will be posted on housing unit bulletin boards. Late nights end at 2:00am. Sunday nights are included as a late night when the following Monday is a legal holiday.
- 8) Movies/Videos will be shown to population on channel 15 of the inmate television system according to the posted schedule:
  - a. The facility movie is to be playing on each facility TV
  - b. There is no provision for a majority vote.
- 9) Knitting will only be permitted/limited to the cube area. Inmates will only be allowed to have 30 ounces of yarn.

## HOUSING UNIT MOVEMENT AND ASSIGNMENT

Whenever possible all inmates received will be housed in M-1 Housing Unit. They will be moved from there by seniority or program assignment to other prototype units, then by seniority (must request) to upper 12 bed dorms, and then to private rooms. An inmate who receives a guilty disposition at a Tier II or Tier III Hearing will lose seniority and will start a new seniority date upon completion of the disciplinary sanction. Those inmates in 12-person dorms or private rooms will be moved back to a prototype unit H - N. Refusing any move will result in disciplinary action.

Housing Unit assignments whenever possible are as follows:

|         |                                 |
|---------|---------------------------------|
| A Block | General Housing/Industry        |
| B Block | Industry & Maintenance          |
| C Block | General Housing, ICP            |
| D Block | Work Release                    |
| H-1     | CASAT                           |
| H-2     | ASAT                            |
| I-1     | General Housing                 |
| I-2     | Preferred Housing               |
| J-1     | General Housing                 |
| J-2     | General Housing                 |
| K-1     | Mess Hall                       |
| K-2     | Mess Hall/Industry/Maintenance  |
| L-1     | General Housing                 |
| L-2     | General Housing                 |
| M-1     | Reception/General Housing       |
| M-2     | Reception/General Housing/TRICP |
| N-1     | General Housing                 |
| N-2     | General Housing                 |

Questions concerning seniority dates or housing assignments should be addressed to Inmate Movement Office and should be signed by your housing unit officer prior to sending. Tabs not signed by unit officer will not be answered. Housing Unit assignments are controlled by and are the responsibility of Facility Management and are NOT an inmate right.

## IDENTIFICATION CARDS

You must carry your identification card (ID) with you at all times and special care should be taken to ensure its safekeeping. You must present your ID card to any employee who asks to see it. Failure to comply with this is subject to disciplinary action. Your ID card will also be necessary to gain access to certain services (Package Room, Law Library, Medical, Yard, Mess Hall, etc.). Any inmate changing their appearance (hair length etc.) must be re-photographed at inmate's expense. If an inmate legally changes her name, or if, because of negligence, the ID card is cracked or worn so the name or face cannot be seen, then the ID must be replaced at inmate's expense and inmate must submit a disbursement form. ID cards needing replacement due to normal wear should be reported to your housing unit officer. Inmates needing new ID cards will submit a disbursement form to the ID Office for \$2.00. The pink copy of the disbursement will be returned to the inmate and shall be carried in place of the ID card until such time as the ID card is replaced. The pink copy of the disbursement should be signed by the Housing Unit officer every 7 days until card is replaced.

## DRESS CODE

General guidelines (Local Policy #130):

1. Inmates should be properly dressed at all times. Any time staff feels that an inmate is dressed improperly or in a lewd manner, the inmate will be directed to change.
2. Clothing will not be worn inside out or backwards. Zippers will be zipped and blouses will be buttoned except for collar button.
3. When wearing the state jumper both arms will be through the arm holes and a State or personal blouse or t-shirt with sleeves will be worn under the jumper. The jumper will not be worn alone. Length of shirts is not to exceed the bottom point of buttocks. Sweaters are permitted over jumper.
4. T-shirts and tops may be worn as long as bra is not visible. Shirts will not be rolled up or tucked up to expose the midriff. Bras will be worn at all times, except while in bed, and will be fully covered by a t-shirt or blouse.
5. Pants will not be tucked into socks or shoes/boots. Pants may be hemmed to ankle length only.
6. There will be no altering of state clothing. This includes making slits in dresses or skirts, using paperclips, staples or rubber bands, tying up of pants or blouses and tucking in blouse collars.
7. Personal Clothing is not to be loaned, exchanged, or sold to other inmates and will not be altered.
8. State Issue button down green shirt will be worn to all programs, volunteer programs, to Administration call outs and religious services.
9. State issue boots must be worn to any assigned tasks that require protective footwear. For Non-program assignments/activities, callouts and meals in the messhall personal or state issue boots, sneakers or shoes are allowed. No open toed shoes or sandals. Shower shoes and bedroom slippers will only be worn in the dorm area or bathrooms of housing units.
10. Inmates are responsible for returning torn or altered state clothing to the State Shop. Inmates will be required to pay for altered state clothing.
11. Inmates will remain properly dressed until 7:00 pm daily. When in the recreation areas of housing units, anyone wearing pajamas, night gowns or any portion of pajamas will also wear a robe.
12. Scarves must be a solid color (no blue, black, orange or gray), may be worn only outside as a head covering in cold weather or they may be used as a head wrap in the housing units. Scarves will not be worn in such a manner that hides or obscures the face.
13. Doo-Rags must be a solid color, (No blue, black, orange or gray). May only be worn in the dorm and bathroom in the housing units. No personal or state property may be altered to make a doo-rag nor can an item be used as a doo-rag that was not intended for that purpose.
14. Hair rollers may be worn in housing units.
15. Religious head dresses or Khimar will be of cloth material not to exceed 4'x4' and may be multicolored. These head dresses may be received through the Package Room.
16. Only ball caps or knit caps are identified as hats; they must be solid color with no logos. Stocking caps are not allowed. Ball caps will have a full visor and will not be worn backwards or sideways. Knit caps are not allowed a visor, pom poms or tassels. Knit caps will be close fitting. Ball

caps/knit caps will not be worn as to hide or obscure the face and may only be worn in the yard or while on the walkways. Hats may only be worn to programs/Mess Hall during inclement weather.

17. Earrings are to be worn in the ears only. Inmates going on a visit may wear only a wedding band-no other jewelry will be worn. Religious Medals will be worn inside clothing.

### PERSONAL GROOMING

General guidelines:

1. Long hair is defined as shoulder length or longer. Inmates with long hair will have their hair tied back in a ponytail with a barrette, rubber band, or other fastening device at all times.
2. Hair may be braided in corn row style front to back only. Limited hair decorations may be worn but must be capable of being removed quickly for a security frisk. Hair color will not be changed by using dye, bleach or peroxide.
3. Fingernails shall be no longer than 1/4" long at any time. Artificial or acrylic nails are not allowed.
4. Inmates shall not alter their hair color at any time.
5. Incoming inmates with contact lenses will be examined by the facility eye doctor and evaluated as to the necessity of the lens. Only those inmates where the wearing of contacts is deemed a medical necessity will be allowed to possess contact lens. Contact lens which alter an inmates normal eye color will not be allowed.
6. If, in the opinion of a Correction Officer or Supervisor, an inmate drastically changes her appearance by changing the length of her hair, etc., she will be re-photographed for identification purposes. All such re-photographs will be at the expense of the inmate.

### HAIR CARE SERVICES

Hair Care services are offered Monday through Friday in the Vocational Building from 6:30pm until 9:30pm. Must submit a "Hair Care Request Form" to be added to the call out.

Inmates must bring their own hair care products (shampoo, conditioner, hair food, etc.) RELAXERS must be purchased ahead of time and applied by yourself. NO personal hair combs or brushes permitted in the Hair Care area.

### DRESS CODE FOR SPECIFIC AREAS

#### ADMINISTRATION BUILDING:

Inmates assigned to the Administration Building or Front Gate Area will be dressed in state greens ONLY. This includes state pants and **state green button shirt**, state sweatshirt. No hooded sweatshirts or jewelry allowed.

#### RECREATION AREAS:

Shorts may only be worn in housing units, gym or yard. Inmates may wear any footwear to the gym but must bring a clean pair of sneakers for use in the gym to protect the gym flooring. Sandals with a strap may be worn to the yard.

#### PHYSICAL EDUCATION:

Inmates assigned to Physical Education will follow dress code for Program Areas and may carry their recreation clothing.

#### OUTSIDE GROUNDS:

Inmates assigned to outside grounds crews will be dressed in state issue. Green state t-shirts will be allowed.

#### KITCHEN/MESS HALL:

Messhall workers must be in state issue uniform at all times. White shirt, white pants, hat or hair net, and state boots. White uniform must always be the outside garment. Only white or green garments can be worn under the state uniform.

Workers may wear whites if coming from and returning directly back to the messhall including to/from call-outs (Medical, Commissary and Chapel).

Inmates attending meals will be dressed in State Issue pants/shirt and skirt or jumper. A long sleeve state green sweatshirt may be worn. State Issue winter coats will be worn during the winter months.

#### WORK RELEASE:

Inmates will be appropriately dressed in civilian clothing when departing the facility.

No skin thigh sheer/see through clothing is allowed.

Blouses and sweaters must have sleeves, be long enough to cover the torso and will not be form fitting. No "Plunging Necklines".

Skirts or dresses will be no more than two inches above the knee and will be in good taste. Pants or slacks will fit properly and will be worn around the waist in the proper manner.

Any questions regarding a Work Release Inmate's attire should be addressed to the Watch Commander prior to the inmate's release from the facility.

#### PROGRAM AREAS:

(Paid, Unpaid and Volunteer Programs)

Inmates in program areas, including residential programs, will be dressed in green State Issue pants/button down shirt and skirt or jumper. A long sleeve state green sweatshirt may be worn. During the winter months, a personal green sweatshirt may be worn underneath or on top of personal or State Issue. A personal, white, short sleeve t-shirt, may be worn underneath. Also, during winter months, white, winter, long underwear, may be worn underneath state green issue. Inmates assigned to Horticulture may wear green State Issued t-shirts while performing outside duties at the instructor's discretion.

#### CHAPEL:

Inmates attending Religious Services will be required to wear green, State Issue button down shirts/blouses and State Issue or personal footwear may be worn.

#### OUTSIDE TRIPS:

Inmates going on outside medical trips will be dressed in accordance with Directive #4901 "Transporting Prisoners". Inmates shall be completely dressed in state issue clothing, including a green BUTTON down shirt, green pants, underwear, work shoes, and if required by weather conditions, green summer or winter jacket. Green t-shirts are not allowed.

Inmates going out on court trips will be dressed in accordance with Directive #4919 "Transportation for Court Appearances". Inmates shall be transported in denim jeans, a

light brown sweatshirt, state issue sneakers, and depending on the season, a suitable jacket or coat.

#### VISITNG ROOM:

Inmates will wear State Issue pants, skirt or jumper with a shirt, blouse or sweater (with or without a collar) or state sweatshirt over a shirt or blouse with collar. No sleeveless tops allowed. Personnel footwear may be worn.

#### SPECIAL EVENTS:

Inmates attending special events will be dressed in green, State Issue pants/button down shirt and skirt or jumper. A long sleeve State Issue green sweatshirt may be worn and State Issued or personal footwear may be worn (or unless indicated in Special Event packet).

#### INMATE HOSPITAL ATTENDANT

Inmate Health Assistants working in Medical areas are required to wear State Issue white shirts and green pants. Medical Porters are required to wear State Issue green shirts and green pants (Per NYSDOCCS Directive #3081).

### DISCIPLINARY

#### INMATE CONDUCT

You have been issued a Department of Corrections Standard of Inmate Behavior Rule Book. It is your responsibility to become familiar with the rules and to regularly check your housing unit bulletin board for rules and policy updates. All rules in the Handbook are subject to the Three Tier Disciplinary System. If you require assistance in understanding these rules and regulations you should ask any staff member for assistance.

#### THREE TIER DISCIPLINARY SYSTEM

Employees may report violations of the state rules/and or local guidelines by means of a misbehavior report. If you receive a misbehavior report you will be channeled into one of the tiers of the Three Tier Disciplinary System. This procedure is explained to you in your Departmental State Rule Book, New York State Codes Rules and Regulation Chapter V, Title 7, and Departmental Directive #4932. Generally, the less serious types of misbehavior are handled as Tier 1 Violation Hearings, which are typically handled by sergeants. More serious misbehavior is considered a Tier II Disciplinary Hearing conducted by a lieutenant or other employee designated by the Superintendent. The most serious types of misbehavior are addressed at a Tier III Superintendents Hearing conducted by a Captain or above, or other employees designated by the Superintendent. Upon a finding of guilty from a Tier II or Tier III disposition a mandatory \$5.00 fee, ordered by the Department of Corrections and Community Supervision will be deducted from your inmate account.

#### CONTRABAND

Contraband is any item not permitted in the facility or any item you possess without authorized proof of ownership. This facility conducts regular searches including inmate's personal property for control of contraband. If contraband is discovered and confiscated from your area, you will be advised by an area search slip or misbehavior report. Department Directive # 4910 covers the rules and regulations that control area and personal searches. This directive is available in the Law Library.

## KEELOCK/SHU/PROTECTIVE CUSTODY

One of the possible penalties that the Three Tier Disciplinary System may impose is to remove you from general population for a period of time. You may be assigned to the Keeplock Unit or the Special Housing Unit (SHU) for a specific period of time. Upon admission to these areas, you will receive information regarding the rules and regulations which cover these areas. An inmate who is a potential victim may request from her area Sgt. to be considered for Protective Custody. If appropriate, you will be removed from general population while your situation is investigated. The Superintendent makes the final determination about who will be placed in Protective Custody. While on Protective Custody status, you will be housed in the Special Housing Unit and will be subject to the rules of that unit. The Policies and Procedures that govern Special Housing are contained in Department Directive #4933 which is available in the Law Library.

## CRIMINAL PROSECUTION OF INMATES

All inmates are reminded that this Facility, as well as the Department, shall seek to criminally prosecute inmates who commit felony violations of any applicable State or Federal Penal codes while in the custody of the Department of Corrections and Community Supervision

## OUTSIDE CHARGES BY INMATES

Inmates who wish to pursue outside criminal charges against any person may write directly to:  
New York State Police Department  
West Avenue  
Albion, New York 14411

## REQUESTS BY INMATES FOR HEARING TAPES

Inmates may purchase a copy of their disciplinary hearing tape for review. The inmate will submit a disbursement for \$1.75 to the Facility F.O.I.L. Officer and will clearly indicate on the disbursement the hearing tape number requested. The disciplinary serving officer will deliver the tape and tape player to the requesting inmate. Inmates may retain the tape and tape player for 72 hours at which time the disciplinary serving officer will collect the tape and tape player. The tape will then be placed in inmate's personal property in the Inmate Records Office.

## REQUESTS BY INMATES FOR ADDITIONAL HEARING DOCUMENTS

Inmates may request copies of hearing documents by submitting a letter to the Facility F.O.I.L. Officer. The inmate will submit a disbursement to the Disciplinary Office for \$.25 per pages requested and will clearly indicate the hearing date requested.

## TIME CUT REQUESTS

When you have completed 90 days or more of your SHU sentence and have maintained a clean disciplinary record, you may submit a request to the Superintendent for a time cut. The granting of a time cut is not mandatory, but at the discretion of the Superintendent. Requests for restoration of privileges that have been lost at a hearing should also be made to the Superintendent. SHU inmates will be automatically referred to the Standardized Discretionary Review Committee when eligible for a time cut.

## VISITING

### HOURS

Visiting hours at Albion Correctional Facility are Weekends/Holidays 8:00 am - 2:30 pm. No visits will be processed after 2:00 pm.

### SCHEDULE

Regular visits will be scheduled on Saturdays and Sundays in accordance with a schedule issued each year, divided by the first initial of the inmates last name (A-K & L-Z). On weekday holidays all inmates A-Z may receive visits. On weekend holidays the regular A-K & L-Z schedule will apply. On New York City Free Bus days the A-K & L-Z schedule will not apply to bus visitors.

Once an inmate has entered the Work Release Program they will be held in the facility for a two-week orientation period and will no longer receive visits at the facility. After the two-week orientation period has ended the Work Release inmate will be eligible to attend local family tie Furloughs.

### FAMILY VISIT AREA

An area has been set aside in the main visit room that allows inmates to interact with their children. This area is available to visits with children age 12 and under. Visitors may request a table in the Family Visit Area upon arrival. Tables will be assigned on a first come / first serve basis. Inmates must sign out any games/toys for their children and are responsible for their return. Failure to return the items will result in a misbehavior report and payment for the replacement cost.

### VISITORS CENTER

Albion's Visitors Center provides gate side hospitality services to visitors on visit days. The Visitors Center is open on Saturday and Sunday 7:15 am-3:00 pm. Upon arrival to the facility visitors will report directly to the Visitors Center where staff will assist them with registering.

### VISITOR TRANSPORTATION

Albion Correctional is located in the County of Orleans which is located between Niagara and Monroe Counties on the south shore of Lake Ontario. As a rural county, there are minimal transportation options available.

- Regional Transport Services Orleans operates a bus service that services Orleans County and makes stops in Batavia, NY (Genesee County). Offering connecting service in Batavia. They can be reached at 585-589-0707
- Medina Transport at Taxi service 585-798-9400
- Medina Taxi Service 585-798-4400
- Gabby's Taxi- 347-651-3057
- Batavia Cab Co. 585-813-4649

From both Rochester (Monroe) and Buffalo Airports (Erie) and Amtrak stations, there are a variety of taxi options.

- Erie County
  - Liberty yellow cab 716-877-7111
  - Amherst taxi dispatch 716-875-1900
- Monroe County
  - Rochester taxi 585-310-2923
  - Airport taxi 585-957-2470

#### Families located in NYC-

- Prison Gap Bus Services provides transportation for family visitation to all NYS DOCCS facilities for a cost. Reservations must be made by calling 718-328-0291.
- Flamboyant Transportation, Bronx NY 718-696-8147

#### DIRECTIONS

Take NYS Thruway, Route 90, To Exit 48 in Batavia. Take Route 98 N to Albion. Turn Left on Route 31 W to State School Road. Turn Right into Facility

#### GENERAL VISITING RULES

1. Inmates may receive (5) visitors at each visit. If an inmate receives a second set of visitors, the first set of visitors must terminate in order for the second visit to occur.
2. Upon entering the visit room, inmates must report to the Visit Room Officer and turn in their ID card. The officer will hold the ID during the visit. ID's will be returned when inmate leaves the visit room.
3. All inmates will be pat frisked, hand wanded and placed in the Boss Chair upon entering the visit room and strip frisked after the visit.
4. Inmates will be assigned a table for their visit by the Visit Room Officer. Inmates and adult visitors may not sit on the same side of the table. Visitors under the age of 12 may sit on the same side of the table as the inmate. This includes the outside visit area.
5. Inmates and visitors will not be allowed to use the same lavatories.
6. Inmates will not operate vending machines or handle money.
7. SHU/Keep lock inmates will be seated in the North end of the visit room and are not allowed to use the outside visit area.
8. Inmates on visits at meal times must terminate the visit if they wish to eat in the Mess Hall.
9. A visitor and inmate may embrace at the beginning and end of any contact visit. A brief kiss will be allowed. Prolonged kissing and what is commonly considered "necking or petting" is not permitted. A visitor and inmate may hold hands as long as hands are in plain view. Inmates and visitors sitting next to one another may also rest their hands upon each other's shoulders or around each other's waists. Resting one's head on another shoulder is also permitted when the inmate and visitor are sitting next to one another. Kissing, embracing, and touching are allowed as long as they would be acceptable in a public place and do not offend other inmates and visitors or aid in the introduction of contraband or escape attempts. Inmates are reminded that the visit room is a family visit room and they should conduct themselves with the personal comfort and dignity of others in mind.
10. Outside visit area will be open, weather permitting 9:00 a.m.-2:15 p.m. (May - Sept.). Inmates will sign out and in when using the outside area. Inmates may not leave their visits outside except when using the bathroom. Tables in outside area will not be moved. No one is allowed under the benches.
11. Only foodstuffs or beverages purchased by the visitor from vending machines located in the visiting area may be consumed in the visit room. No food or beverage items purchased in the visit room will be allowed to be taken back to housing units.
12. Smoking is prohibited in visiting areas.
13. During visits, inmates and visitors are not authorized to exchange or share items without prior approval of the area sergeant.

### VISIT ROOM ATTIRE

Inmates will wear state issue pants, skorts or jumpers along with a shirt, blouse or sweater with or without a collar or state sweatshirt over a shirt or blouse with a collar. T-shirts or tops may be worn as long as the bra is not visible. NO sleeveless tops allowed. Inmates may bring the following items;

- (1) Handkerchief
- (2) Comb
- (3) Wedding band to the visit room.
- (4) Religious medal with chain, scapular, religious beads, medicine bag and rosette and crescents affixed to a fabric or leather cord. These items must be worn under the clothing.
- (5) Religious Head Coverings - Fez, Kufi, Tsalot-Kob, Yarmulke, Khimar, Keski/Dastaar.

### TERMINATIONS

If the visit room reaches capacity, it may be necessary to terminate visits. First a call for volunteers to leave will be made and those visits will be terminated. After, or if no volunteers are available, terminations will begin on a first in first out basis for those visitors traveling less than 100 mile radius. Visitors whose ID shows that they have traveled more than a 100 mile radius to visit will not be required to terminate unless all other options are exhausted.

### SPECIAL VISITS

Upon request, any inmate may be considered for a special visit by members of their immediate family as defined by Correction Law Section 113 (father, mother, legal guardian or former legal guardian, child, brother, half-brother, sister, half-sister, spouse, grandparent, grandchild, ancestral aunt or ancestral uncle). The request must be submitted to the Superintendent at least 30 days in advance. The request must state the names and relationships of the visitors as well as the date requested.

### LEGAL VISITS

Are permitted by appointment only, Monday-Friday (no holidays) and may be time limited. Requests for legal visits should be made through the facility Inmate Records Coordinator. A minimum 24 hour advance notice is required. On weekends/holidays, legal visits will be processed as regular visits.

### SOCIAL SERVICE VISITS

Will be conducted Monday-Friday, 8:00 a.m. – 2:30 p.m. to provide quality visits. The various agencies requesting a visit must submit a request in writing to the Superintendent for processing.

### REQUEST FOR CROSS VISITS

Requests for cross visits between related visitors must be made a week in advance to the Superintendent.

### FAMILY REUNION PROGRAM

The Family Reunion Program is designed to provide selected inmates and their families the opportunity to meet for an extended period of time in privacy. The goal of the program is to preserve, enhance, and strengthen family ties that have been disrupted as a result of incarceration. To apply for the Family Reunion Program for the first time, an inmate must have been in the custody of DOCCS for at least 6 months, in other than reception status and/or have been at the facility for 30 days before applying if recently transferred from another facility. Other factors to be considered when an application is received are disciplinary adjustment, program participation and visiting patterns. The first step to apply for a Family Reunion Visit is to send the Family Reunion Coordinator, Guidance, a request for an application

(please specify if this request is for a spouse or unescorted children). An application will be mailed to you shortly thereafter. For further detailed information such as which family members are eligible to participate and other eligibility requirements, please refer to Directive #4500 and Local Policy & Procedure #315.

#### FRP SUPPORT GROUP

This program is offered in support of the goals of FRP, to enhance, preserve, and strengthen family ties. Topics discussed are family structure and relationships, family transitional and reentry goals and issues. Interested inmates may drop a tab to the Supervising Inmate Rehabilitation Coordinator.

Televisiting Program- Please see Volunteer Services section

#### PHOTO PROGRAM/ CLICK-CLICK

|                                          |           |                  |
|------------------------------------------|-----------|------------------|
| Visiting Room Photo Program/CLICK-CLICK: | Saturdays | 10:00 am-2:00 pm |
|                                          | Sundays   | 10:00 am-2:00 pm |
|                                          | Holidays  | 10:00 am-2:00 pm |

Photo tickets must be purchased from the Commissary at a cost of \$2.00 per photo. Commissary receipts must state "Visitor Photo Ticket" in order to be used in the visiting room. Photo receipts do not expire. All tickets purchased on a single receipt must be used during one single session, with a maximum limit of (6) six photos, per person, taken during each session. Only (1) inmate per photo and only that inmate's own Visitor(s) will be allowed in the photo(s). Special weekday visits have the opportunity to take photos. The ILC provides the approved photographers.

Gym Photo Program:                      Monthly Photo Schedules Distributed to Dorms                      6:30 pm

Photo tickets must be purchased from the Commissary at a cost of \$2.00 per photo. Commissary receipts must state "Gym Photo Ticket" in order to be used in the gym. Photo receipts do not expire. All tickets purchased on a single receipt must be used during one single session, with a maximum limit of (6) six photos, per person, taken during each session. Group photos are not allowed. The inmate whose name appears on the photo receipt must be the person in the photo. The ILC provides the approved photographers.

### PACKAGE ROOM

#### HOURS / SCHEDULE

The package room is open 7 days a week. Inmates may go to the package room between the hours of 7:00 am - 8:30 am to pick up packages from previous days list, to mail items out, to send items out on a visit, or to transfer personal property.

Package Room will notify housing units daily of those inmates who have packages to be picked up, and the unit officer will then notify the inmate who will report to the package room on her recreation module. Inmates will not go to the Package Room to check for incoming packages unless called for. Copies of Directive #4911 are available in the Law Library and the Package Room.

#### PACKAGE LIMITS

Inmates may receive two (2) packages per month containing food items. The combined weight will not exceed 35 pounds. Food packages received will not be stored or held until following month. Food packages received from both visits and mail will be included in the (2) package limit. Packages containing nonfood items are not counted against the food package limit and are not limited.

## GENERAL RULES

1. No food requiring freezing will be allowed. Fresh fruits and vegetables that do not require cooking are allowed. Articles containing any type of alcohol are not allowed with the exception of perfume and may be allowed in cosmetics if listed as third ingredient or lower. No medicated products, no liquid soaps, no bath oils. Hair Spray with pump dispenser allowed. Hair fasteners with no metal springs are allowed in any color.
2. Inmates may receive packages through the mail from anyone who is not on a negative correspondence list. An inmate wishing to send packages or gifts to relatives incarcerated in other Department facilities must first obtain an authorization form from her assigned counselor and the approval of the Superintendent of both facilities.
3. All disallowed articles received at the facility will be returned at the expense of the inmate; otherwise, such items will be sent out with the said visitor, destroyed, or donated to charity. Inmates will have the option to request the Package Room Sergeant to review allowable items that were disallowed due to size, color, cost, etc. The item will be kept until reviewed by the sergeant. All appropriate paperwork must be completed at the time the review request is made. Form 2068, and if needed, a signed disbursement form for postage will be filled out by the inmate. The sergeant will review the items, make a determination, and sign Form 2068. A copy of Form 2068 will then be forwarded to the inmate, to indicate the sergeant's determination. The inmate will not be called back to the Package Room unless the article is to be allowed in.
4. Checks or money orders received in packages will be sent directly to the Business Office for processing.

Packages received for an inmate serving a disciplinary disposition of "Loss of Packages" will be handled as follows;

- a) From a Publisher - shall be given to the inmate subject to media review.
- b) Visits - package is returned to visitor.
- c) Mail -
  - 1) Commercial source- If ordered and approved by the business office prior to the disposition, package will be issued. If not, package will be returned to sender. If ordered by family or another correspondent, package shall be handled as in (2) below.
  - 2) All other sources- If received during first (5) days of disposition, will be issued to inmate. If received after first (5) days of disposition, shall be returned to sender unopened.
5. Packages received for inmates who have transferred will be forwarded to inmate's current facility if inmate provides a signed disbursement form prior to transfer. Otherwise package will be returned to sender.
6. Special monitoring notations will be made on an inmate's package folder if contraband is found in the package or if inmate is found guilty of a drug related misbehavior.
7. Packages without a valid return address (first and last name and full address) will be sent out at inmate's expense.

**\*\*Directive #4911 "Packages & Articles Sent or Brought to Facilities" is available on the DOCCS web site: [www.doccs.ny.gov](http://www.doccs.ny.gov)**

## PERMIT ITEMS

Special items may require the issuance of a "local permit". The following items require a permit: radio/headphones, hot pots, curling irons, blow dryer, lamp, coffee pot, musical instruments, electric razors, typewriters, adapters and fans. NOTE: Hot pots, lamps and fans may only be purchased through commissary. They are NOT allowed through the Package Room.

## TRANSFER OF PERMIT ITEMS

Upon release from the facility, inmates may transfer ownership to another inmate only the following permit items: Hot Pot, Radio/Tape Player or Fan. A written request will be submitted to the Captain's Office at least (1) week prior to release date. Requests will be reviewed by the Captain's Office and the inmate's previous disciplinary history will be considered. If approved, the Package Room will be notified and both inmates will report to the package room between the hours of 7:00 am - 8:30 am with the items to transfer ownership. NOTE: All items being transferred must by Directive be clear in color. This information should be included in original request. Inmates transferring between DOCCS Facilities will not be allowed to transfer items.

## PERSONAL CLOTHING LIMITS

In accordance with Directive #4913: No inmate shall possess property (combined state and personal), including legal material, in excess of that which can be placed in four (4) standard Departmental draft bags.

The following is the personal clothing limits for Albion CF and are in accordance with Directive #4913:

- Bathrobes-(1)
- Belt-(2)
- Earmuffs-(1) pair
- Footwear-(4) pair
- Gloves/Mittens-(2) pair
- Baseball Caps-(4)
- Jacket-(1) solid green, military style, no hood.

\*Will be sent to State Shop to have name and number affixed.

- Jacket-(1) outer garment intended for use during inclement weather. (Solid green. No hood)
- Pajamas/Nightgown-(2)
- Khimar-(5) maybe multi-colored, blue-black-gray, orange not allowed.
- Rain jacket-(1) clear, colorless
- Scarves-(4)
- Shirts/Blouses-(6) solid color only. Not to exceed bottom point of buttocks.
- Shorts-(4 pr).
- Shower shoes-(1) (purchased through Commissary.)
- Slippers-(1) pair
- Socks-(12) pair
- Sweaters-(2)
- Sweatshirts-(3) no zippers. \*\* No hooded Sweatshirts effective 6/1/16
- Sweatpants-(2)
- T-Shirts-(6) Solid color
- Underwear-Unlimited. Includes bras, panties, slips, girdles.
- Boxer Shorts- NOT allowed. Those in facility may remain until inmate transfers or paroles.
- Shawls-(1) max. one yard square.
- Stockings-Unlimited.
- Thermal Underwear-(4) pair.

In accordance with Directive #4911; Blue, black, grey or orange clothing is not permitted, with the exception of the following items which are allowed in black: socks, winter knit caps, belts,

gloves/mittens and earmuffs. Any shade of colors such as melon, peach or aqua that are not readily distinguishable from orange, blue etc. are not permitted. Quilted clothing is not permitted. No clothing item may exceed \$50.00 in value. Allowable items must not be second hand. See through clothing is prohibited. Nylon clothing is not allowed. No form fitting or skin-tight clothing allowed.

### **CORRESPONDENCE/MAIL**

The exchange of correspondence between an inmate and another person must be in accordance with the rules contained in Directive #4422, Inmate Correspondence Program and #4421 Privileged Correspondence. Inmates may correspond with inmates at other facilities if the other inmate is an immediate family member, or codefendant in an active case, with Superintendent's approval from both facilities.

You will not be allowed to receive stamps/stamped envelopes, musical components or stickers through the mail. Musical components are removed from musical cards and then the card is forwarded to the inmate. Refer to Directive #4422 for a complete list of rules and regulations regarding inmate correspondence procedures. This is available in the Law Library.

The following are common issues raised concerning the functions of correspondence:

- 1) Mail is sent out & delivered on a daily basis Monday through Friday.
- 2) All inmate-to-inmate correspondence is reviewed by security staff before it is processed.
- 3) Gang-related photos/letters will not be allowed. They will be returned to sender.
- 4) Receipts are processed on a daily basis but are held over one day to allow Inmate Accounts to place the money in the individual inmates account.
- 5) Mail can be returned back to the inmate for any of the following reasons:
  - a. insufficient postage
  - b. lack of postage
  - c. voided stamps
  - d. business mail left unopened
  - e. inmate to inmate left unopened

All of the above is considered incoming mail and is, therefore, opened and inspected by Correspondence.

- 6) Incoming correspondence will be returned to sender if it contains;
  - a. An enclosed third-party letter (not from sender)
  - b. circumvention of inmate mail
  - c. correspondence from parolees without authorization
  - d. evidence of kited mail (inmate letters sent out to someone else to mail back into another inmate from any NYS DOCCS Facility)

### **PHONE HOME PROGRAM**

Except for emergencies and times when count is being conducted, phone calls may be made from 8:00 am to 11:00 pm. An inmate may only call numbers that are on her approved phone list and all calls must be collect. No 1-800 numbers are allowed. The maximum number of phone numbers an inmate may have on her approved list is fifteen (15). Inmates may request that telephone numbers be added to their approved phone list during quarterly evaluations only. Calls may be made during an inmate's "free" time. Inmates are allowed to call collect within the continental United States, U.S. Virgin Islands, Canada, Puerto Rico, Guam and Central Northern Marianna Islands. Calls outside these areas may be requested through your ORC.

## JPAY/TABLET PROGRAM

The tablet program is offered through a contract with JPAY services at no cost to DOCCS or the inmate. Upon arrival at the first general confinement facility, inmates may order a tablet through the KIOSK in their housing unit. A variety of services are offered on the tablet, many free. Inmates will have the opportunity to purchase music, games and other items through the tablet/KIOSK. Per Directive 4425, "Inmates must use the kiosk to check Kiosk media account balances and receive notice of Kiosk media account deposits. Any questions regarding Kiosk Media account balances and transactions must be directed to the kiosk service provider." Accordingly, inmates should be directed to reach out to JPAY using the tools and contact methods that have been established by JPAY via the Kiosk support ticket drop menu selection for media accounts.

Tablets are not to leave the housing unit. Tablets can be taken away as a result of any disciplinary hearing. Upon transfer to a facility that also has the tablets, follow directions of the draft process. When leaving State Custody, tablets must be returned to the package room for shipment back to JPAY.

## SUPPORT SERVICES

### INMATE RECORDS COORDINATOR (IRC)

The Inmate Records Coordinator Office is responsible for many legal issues including the computation of legal dates, lodging and/or withdrawing warrants, verifying jail time credit, ensuring compliance with court orders, and the processing and storage of personal property. If inmates have any concerns regarding these matters, they should contact the Inmate Record Coordinator, in writing for clarification. Inmates requesting jewelry that has been placed in the inmate's personal property in IRC should drop a tab to the Inmate Records Coordinator. Inmates will then be placed on a call out. Inmates under confinement must write to the IRC upon release from SHU/Keeplock.

### INMATE ACCOUNTS

Your accounts are maintained on a daily basis. Disbursements which include postage, outside purchases, funds sent home and organizations are posted on a daily basis. If your account is frozen due to commissary or you do not have sufficient funds, your disbursement will be held until Friday when your payroll has been posted. If you do not have sufficient funds at that time, your disbursement will be stamped insufficient and sent back to you. Disbursements are available in the housing units. Fill out the disbursement completely, using a ball point pen, and check to see that all three copies are legible. Make sure that your housing unit is on the disbursement so that the pink copy can be returned to you for your records. Also use an X for the empty boxes in the amount area (i.e. XX60.00). The bottom left corner will show the date the money was deducted from your account. All disbursements for \$100.00 or more will be sent to the Captain's Office for approval before Inmate Accounts can process it. Disbursements not properly filled out will be returned to you. Write legibly.

Disbursements for all inmate organizations will be reflected on your monthly statement as organization dues. Please note the proper organization.

A UPS charge is deducted for packages sent to incorrect address including wrong zip code, no P.O. addresses are not accepted by UPS. Addresses must include the correct apartment number, if applicable.

Receipts are posted on a daily basis. Inmate Accounts receives the yellow copy of the receipt. We do not receive money in the Inmate Accounts Office. Receipts that are done on Friday will be posted to your account Monday. You receive a pink receipt for your records. Visitors must now leave money (envelopes) at the Front Gate, and the Business Office picks up the money (envelopes) the following business day. The Business Office receipts them in and then the receipts are given to Inmate Accounts to post. You receive a pink receipt for your records. When transferring from another facility, your funds will take seven to ten working days to get to Albion. An inmate's spendable funds = current balance minus advances/encumbrances, (e.g.) Current balance \$100.00 minus advances/encumbrances in the

amount of \$75.00 would mean that the inmate's spendable amount = \$25.00. When money is transferred, encumbrances/advances transfer for the same inmate spend-able amount.

Special Buys: Inmate Accounts will automatically set you up for a special buy when transfer of funds are received, if it is not too close to your regular buy day. If you go out on a furlough, funeral, court or medical trip on your buy day, you must see your ORC or Area Sergeant to get a special buy. They will contact Inmate Accounts and you will be set up with a special buy if it is not too close to your regular buy day. Do not have your unit officer call.

Encumbrances / Advances: Consist of surcharges, crime victim fees, DNA fees, restitution, etc. If you only have one encumbrance, 20% of your payroll and 50% of outside receipts will be collected. If you have more than one encumbrance, the collection rate is 40% of your payroll and 100% of outside receipts. Encumbrances are collected in the order in which they are established; the oldest to the most recent. The inmate will receive notification when the encumbrance has been initiated. The inmate's monthly account statement will provide a record of collection and payment of encumbrance. When surcharges, restitution, DNA fees or fines are paid in full, Inmate Accounts will send the pink copy of the disbursement to the inmate. If surcharges are paid in full by someone at county court, please send a copy of the receipt to Inmate Records so they may notify Inmate Accounts. Advances will collect 100% of your spend-able money. Encumbrances and advances follow an inmate from one facility to another.

Lag Payroll: Upon entering the New York State Department of Corrections and Community Supervision system your payroll is lagged at the rate of 20% (one day per week) for 15 weeks. These funds will be returned to you upon your release.

Release / Gate Money: This is the difference between \$40.00 and your lag payroll. One year from your release date this encumbrance is automatically started. This encumbrance takes 12 1/2% of your payroll and 12 1/2% of your outside receipts. This money stays in your account, but you cannot spend it. Therefore, you must always subtract it from your balance to get your spendable. These funds will be returned to you upon your release. **REMEMBER: GATE MONEY PLUS LAG PAYROLL WILL INSURE THAT YOU HAVE \$40.00 WHEN YOU PAROLE.**

Inmate Statements: Statements are sent directly from Central Office the first week of the month. If you have questions about your monthly statement from your previous facility, you need to write to that facility. Other questions concerning your account are to be sent to Inmate Accounts.

Payroll: Your payroll will be posted to your account every FRIDAY. Any problems with payroll should be directed to your work supervisor. Due to the fact that Commissary labels are run one day before actual shopping day, an inmate that shops on Friday will not have payroll for that week included in her shopping balance.

Riker's Island: Questions concerning monies at Riker's Island need to be addressed to New York City Corrections. The facility does not have access to this information.

The address is: NYC DOCS  
60 Hudson Street  
New York, New York 10013-4393

Refer to Directives #2788 and 2798 for any questions you have regarding Inmate Accounts.

### STATE SHOP

The State Shop accepts Form #1646 for State Shop Issues and Replacements per Directive #3082. The inmate will fill in the quantity to exchange and six-month request, including the size needed. The completed form is sent to the State Shop and the State Shop will schedule the inmate for a call out during their non-program module. When your job assignment changes, the State Shop will put you on

a call out for work issue clothing. You will be sent a notice to return work issue if required. Remember exchanges are done every 6 months for underclothes. Other clothing exchanges are done on a yearly basis in accordance with Directive #3081, Inmate Clothing Issues.

Directive #3081 "Inmate Clothing Issue," allows for an inmate to provide voluntary restitution for state-issued clothing items that are altered, lost or purposely damaged if the value of such items is less than \$100.00. In an effort to expand upon the voluntary restitution process, the following policy will be adhered to for inmates who wish to make voluntary restitution for either lost or damaged state property.

\*The staff in charge of the area must explain to the inmate the circumstances surrounding the need for restitution. It will be further explained to the inmate that he/she cannot be compelled to sign a disbursement form for restitution.

\*If after explanation, the inmate agrees to make voluntary restitution for state-issue items he/she will fill out a disbursement form (Form #2706), which will be reviewed and signed by the area Supervisor before forwarding it to the fiscal office for processing.

\*If the inmate indicates he/she does not feel they are responsible for the loss or damage to the property, or if the value of the item(s) is \$100.00 or more, a misbehavior report will be filed and the issue will be addressed through the disciplinary process in accordance with Directive #4932, Chapter V, Title VII.

All sizes must match records. When on the call out, bring any item of concern because if you don't have the item with you, there will be no exchange.

Standard Female Issue:

4 slacks/skorts(or combination of )

1 blouse l/s white

3 panties

1 bathrobe

3 shirts (short-sleeve)green

3 bras

1 pair work shoes black

6 knee socks, white pairs

1 pair sneakers

2 pajamas/nightgown

2 sweatshirts

1 winter coat green

COMMISSARY

COMMISSARY HOURS:

MONDAY-FRIDAY 10:00 am to 11:00 am

NOON to 4:30 pm

Work Release inmates will receive commissary sheets at D-Block to fill out and items will then be delivered to the block.

You are allowed to shop Commissary once every two weeks if you have money in your account. The date you are able to shop is determined by the last two digits of your DIN number. A notice is posted in your housing unit showing the buy days. Buy sheets will be delivered to your housing unit one business day before your scheduled buy. If you do not receive a sheet, go to Commissary on your buy day and the Commissary Clerk will advise you if you have any money. This must be done during your recreation module only. Commissary labels and the list for commissary are printed the day before

you shop. Your commissary accounts are frozen the day before you shop. Remember if you do not shop on your day, you will not receive another buy day for two weeks.

The maximum amount that could appear on your commissary label is \$188.50 if you have that amount in your account. The most you can spend any time you shop is \$55.00 for food and non-food items and \$23.00 for postage stamps. \$110.50 can be spent for special events, electric fans, storage boxes, hotpots, lamps, tobacco products, nicotine patches and photo tickets. The photo tickets, maximum of 8, are valid for 60 days and can only be used 4 at a time. The amount available for you to spend will appear on your commissary label. DO NOT ASK ABOUT BALANCE IN COMMISSARY. Any receipts must be in your account at least three days prior to your buy day or it will not appear on your commissary label.

Special Buys: If you go out on a furlough, funeral, court or medical trip on your buy day, you must see your ORC to get a special buy. They will contact Inmate Accounts and you will be set up with a special buy if it is not too close to your regular buy day. Do not have your officer call.

Restricted Buys: Restricted buys are the result of loss of commissary on your Tier I, II, III disposition. You are allowed to shop on a restricted buy sheet. Only stamps, writing supplies, and personal care items are allowed. See Directive #4933 for complete listing. The restricted buy sheet will be received in the Keep Lock unit the evening prior to your scheduled buy. Complete the buy sheet and return it to the unit officer. The buy sheet should be sent to commissary by 10:00 am. Commissary will deliver your buy to the area in the afternoon. If you do not receive a buy sheet for your scheduled buy, notify your unit officer.

Commissary Buys for SHU Inmates: Per directive #4422 within 72 hours of admission and every 30 days thereafter, inmates may make a special stamp buy for up to 50 stamps. After completing a period of 30 consecutive days of satisfactory adjustment, an inmate is permitted one commissary restricted buy per month. See Directive #4933 for a complete listing. The restricted buy sheet will be received in the SHU housing unit the evening prior to your scheduled buy. Complete the buy sheet and return it to the unit officer. The buy sheet should be sent to commissary by 10:00 am. Commissary will deliver your buy to the area in the afternoon.

Commissary for Medical Inmates: This is a buy sheet of non-food items while an inmate is housed in the infirmary. The medical buy sheet will be received in the medical area the evening prior to your scheduled buy. Complete the buy sheet and return it to unit officer. The buy sheet should be sent to commissary by 10:00 am. Commissary will deliver your buy to the area in the afternoon.

Commissary for RCTP Inmates: While housed in RCTP dorm or observation areas, inmates will not be allowed to make regular commissary purchases. Within 72 hours of admission, inmates assigned to RCTP dorm will be allowed (1) stamp buy (limited to \$23.00 per month). You must have a Photo ID to buy. If your ID has been lost, you must fill out a disbursement form for \$2.00, submit it to your unit officer and you will be placed on a call out or called by the Officer in the Identification Room. On your scheduled buy day, the unit officer must call Commissary to advise them you have a lost ID disbursement.

## MEDICAL DEPARTMENT

The Albion Correctional Facility Medical department is open 7 days per week, 24 hours per day. The Unit includes an inpatient infirmary, isolation rooms, emergency services, pharmacy and x-ray. Specialty care clinics, including podiatry, optical, ultrasound, phlebotomy, physical therapy, Ortho, Mammo, and GYN are scheduled on site. Other services are scheduled at various area medical centers or at the Wende Correctional Facility Regional Medical Unit.

### Sick Call

Inmates must sign up for sick call in their housing unit during the evening shift to have their sick call slips triaged. Medical will then call to have the inmates that need to be seen the next day sent over to medical. All medication refill requests will be forwarded to Pharmacy. All medication renewals will be forwarded to the Doctor. The remainder will be scheduled on a callout the following day. When signing up for sick call, it is very important that you use your full name and inmate number so that your medical record will be available. Sick call is available to all inmates as follows:

|                                                                     |                             |
|---------------------------------------------------------------------|-----------------------------|
| Monday, Wednesday, Thursday, Friday<br>B & C Keep lock inmates, ICP | 6:15 a.m.                   |
| A, B, C, D, H, I, J, K, L, M, N Blocks                              | 6:15 a.m.                   |
| SHU inmates                                                         | 6:15 a.m. Monday-Friday     |
| Work Release inmates                                                | 6:15 a.m. Saturday & Sunday |

There will be no sick call on holidays.

Inmates who have signed up for sick call must report to the Medical Unit at the designated time for their housing unit. Failure to report or reporting late for sick call or any scheduled medical appointment, will result in your NOT being seen by medical staff and disciplinary action.

### Medication Times

|                                                |                               |
|------------------------------------------------|-------------------------------|
| GENERAL POPULATION & ICP                       |                               |
| Insulin injections & blood sugar finger sticks | 6:15 a.m.                     |
| Morning nurse administer medications           | 7:00 a.m.                     |
| Injections                                     | 9:00 a.m. (on call-out)       |
| Late morning nurse administer medications      | 11:00 a.m.                    |
| Tuberculosis medications                       | 11:00 a.m. (Tuesday & Friday) |
| Afternoon nurse administer medications         | 3:45 p.m.                     |
| Insulin injections & blood sugar finger sticks | 3:45 p.m.                     |
| OMH Meds                                       | 5:00 p.m.                     |
| Evening nurse administer medications & Insulin |                               |
| Injections                                     | 8:00 p.m.                     |
| *Inmates attending Saturday or other religious |                               |
| evening Holy Days Catholic Services            | 8:00 p.m.                     |
| B/C KEEPLOCK & SHU                             |                               |
| Morning medications                            | 6:15 a.m.                     |
| Late morning medications                       | 12:00 p.m.                    |
| Evening medications                            | 6:30 p.m.                     |

### Emergencies

Emergencies will be handled as they arise. Inmates must be cleared by facility staff to come to the Medical Unit for emergencies. You should report to facility staff at your current location if you feel you have an emergency medical situation. Facility staff will contact medical personnel. If it is determined you should report to the Medical Unit immediately, you will be directed to do so. In the case of a severe emergency, Medical staff will immediately report to your location.

### Scheduled Medical Appointments

Medical appointments are scheduled by medical personnel during routine sick call. Appointments for specialty care providers are ordered by Physicians, the Nurse Practitioner or the Physician's Assistant only. Some specialty care appointments require service at an outside location and require an outside medical trip. Inmates must agree to the outside trip by signing a consent form provided to you by Medical staff.

### GYN Care

GYN care is provided to all inmates. GYN appointments can be made during routine sick call. PAP tests are scheduled annually or more often if deemed necessary by GYN Clinician.

### Chronic Care

Regular chronic care clinics are provided for inmates with conditions such as asthma, hypertension, hepatitis, HIV, diabetes, and seizures.

### HIV Testing

HIV testing and counseling is conducted in the Program Building by Path Stone and Women's Prison Initiative. Inmates interested in being tested should drop a tab (*refer to page 57 & 58 of this manual*).

### First Aid Kits/Emergency Equipment

Fully stocked first aid kits and emergency equipment (i.e. ambulance bag, stretchers) are available in all buildings throughout the facility. Automatic defibrillators are located throughout the facility as follows:

#### AED (13) Locations

- Building #5 - Gym
- Building #7 - D-Block
- Building #22 - B - Block
- Building #24 - 3rd Floor
- Building #61 - I-Block
- Building #65 - M-Block
- Building #75 - FAC Medical
- Building #41 - QWL
- Building #24 - Visit Room
- Building #95 - SHU
- Building #24 - Watch Commanders
- Building #71 - Sally Port
- Perimeter Patrol/Emergency Response #152
- Fire & Safety
- Family Reunion Program Site
- Front Entrance Building
- Draft Bus

### Medical Assessments for Assignments

A physical condition may impact an inmate's ability to be assigned to certain programs. Concerns of this nature must be discussed with a clinician. If deemed appropriate, the clinician will complete an assessment for assignment form. This form will be reviewed by the Facility Program Committee to determine appropriate programming assignment.

### Inmates With Disabilities/Reasonable Accommodations

Inmates with disabilities have the right to request REASONABLE ACCOMMODATIONS to make programs and services more accessible and usable. Under the Americans with Disabilities Act, an individual with a disability is a person who has:

1. a physical or mental impairment that substantially limits one or more major life activities, such as walking, talking, hearing, seeing, caring for oneself or working.
2. a record of such impairment; or
3. is regarded as having such an impairment

A reasonable accommodation is any change in the environment or the manner in which tasks are completed that enables a qualified individual with a disability to participate in the program or service. A qualified individual with a disability is a person with a disability who, with the assistance of a reasonable accommodation, is able to meet the essential eligibility requirements for the receipt of services or the participation in programs or activities.

In Albion Correctional Facility, requests should be directed to the DSP. Requests will be reviewed and responded to within ten (10) work days (unless a medical evaluation is required to determine the need for the requested accommodation). If the request is denied or modified, the decision shall be forwarded to the inmate in writing.

### PHARMACY

Albion Correctional Facility has an on-site Pharmacy. The Pharmacy is open 7:00 am-3:00 pm Monday through Friday, excluding holidays. There is a system in place to obtain prescriptions on an emergency basis when the Pharmacy is closed. New York State Department of Corrections and Community Supervision follows an approved formulary.

Prescribed medications will be sent to the housing units. Inmates may request medication refills by completing the pharmacy request form available in the housing unit.

New inmates on medication will receive supplies sent directly from sending facility. If you do not have a supply of necessary medications (i.e. High blood pressure, diabetes, seizures, HIV) a medication pass will be issued to you at the time of draft. You will use this pass until you see the doctor and get a prescription for the medication.

## DENTAL DEPARTMENT

The Albion Dental Department is located in the hospital and is open Monday through Friday excluding the holidays. Dental appointments can be made by using the "tab" system with Form 3160. Inmates must appear at the hospital at their appointed time.

## MENTAL HEALTH DEPARTMENT

The entrance to the Mental Health Unit is located behind the Draft Processing building. Mental Health services are available to inmates with an identified mental health need. The department is open seven days per week from 6:00am – 10:00pm, with more limited services being available on evenings and weekends. Crisis/emergency services are available 24 hours/day seven days/week for inmates experiencing life-threatening or potentially life-threatening psychiatric symptoms. Any inmate experiencing such a psychiatric emergency should notify a DOCCS employee immediately. Emergencies occurring between 10:00pm and 6:00am will be addressed by the Medical Department.

Inmates receiving mental health services will be scheduled for a therapy session every month and will have a medication consultation at least once every three months. Inmates that are prescribed psychiatric medication must appear at the appropriate time each day to receive or refuse medication. Medications are given out each day at approximately 7:30am and 5:40pm in the North side Mess Hall. Inmates must have their ID card with them to take or refuse medication each day. All mental health appointments are mandatory. Failure to report for any mental health appointment, including medication line, can result in disciplinary action.

Any inmate who received mental health services at another facility immediately prior to transferring to Albion CF will automatically be scheduled for mental health appointments at this facility. If an inmate receiving mental health services is transferred from Albion CF to another facility, the inmate's mental health treatment record, including medication prescriptions, will be sent to the receiving facility and the inmate's mental health services will continue at the new facility.

Inmates who are not receiving mental health services but think they may need mental health services should send a request to the Mental Health Unit in writing. Following receipt of request for services, an inmate will be scheduled for an evaluation. DOCCS employees may also refer an inmate for a mental health services evaluation.

### MENTAL HEALTH MEDICATION TIMES ARE AS FOLLOWS:

- Morning medications are given out daily in the North side Mess Hall at 7:30 a.m.
- Evening medications are given out daily in the North side Mess Hall beginning at 5:40 p.m. by your assigned group.

### INTERMEDIATE CARE PROGRAM (ICP)

The ICP is a specialized program for inmates with serious mental illness who have difficulty functioning in General Population due to their mental/emotional problems. It is a small, 38 bed residential treatment program designed to teach the skills needed to function more successfully in General Population and in the community upon release from prison. Inmates receiving mental health services must meet certain criteria in order to participate in the ICP.

### TRANSITIONAL INTERMEDIATE CARE PROGRAM (TrICP)

The TrICP is a specialized program for inmates with serious mental illness in need of additional support while remaining in general housing. With 10 beds located in a general confinement dorm, inmates receive intensive support from OMH, Guidance and Security staff. Inmates with an identified mental illness in need of additional support should reach out to their OMH social worker for more information.

## **INMATE LIAISON COMMITTEE**

The ILC is made up of inmate representatives who are elected by the inmate population. Each housing unit elects their representatives from within the unit. Anyone interested in becoming a member of the ILC should drop a tab to the ILC staff advisor.

The ILC communicates regularly with the facility administration regarding problems, concerns and programs involving segments of the population. ILC Executive Board meets monthly with facility administration and the entire ILC meets with facility administration quarterly. It also shares information from the administration with you. Any problems or concerns which effect the inmate population can be brought to your unit rep. ILC agendas must be presented to facility administration 10 days prior to scheduled meeting and the ILC minutes of the meetings will be posted on bulletin boards on the housing units.

## **INMATE ORGANIZATIONS**

All Organizations are open to every inmate at Albion are Special Purpose Organizations which means that their sole purpose is fundraising for the benefit of the inmate population. Some examples of this include, but are not limited to, assisting with special event costs, the purchase of and maintenance costs for large recreational equipment items, items for the children's center, bingo prizes and assisting with funding for the volunteer recognition dinner. Quarterly, all special purpose organizations must also make contributions to the Inmate Benefit Fund based on their fundraising profit. The purchase of approved fundraising items, through disbursement, is open to every inmate at Albion Correctional Facility. Once disbursements have been processed and items have been packed-out, inmates will be placed on a callout to pick up their purchases.

### **CARD SHOP**

This organization runs out of the gym and provides an opportunity for population to purchase greeting cards and mesh handle bags. Their funds are uses, as needed, for the benefit of the inmate population.

### **MECCA OILS**

An organization that is run by the Muslim Community inmates in the program building and provides an opportunity for population to purchase oils, lotions and soaps. Their funds are typically used to finance their religious celebrations and the Islamic studies program.

### **ALBION BUTTERFLIES**

This organization runs out of the gym and provides an opportunity for population to purchase approved snack type items. Their funds are used, as needed, for the benefit of the inmate population.

### **KANS FOR KIDS**

This organization runs out of the program building, with product pick-ups in the gym, and provides an opportunity for population to purchase toiletry items and socks. Additionally, funds are raised by the recycling of soda and water bottles. Kans for Kids is specifically designed to foster the parent-child relationship of incarcerated mothers by supporting the Summer with Mom and Christmas with Mom programs.

## **INMATE GRIEVANCE PROGRAM**

The Inmate Grievance Program permits all inmates to have an available, orderly, fair, simple and expeditious method of resolving grievances pursuant to Section 139 of the Correction Law and Directive #4040. Inmates may drop a tab to be placed on a grievance call out on their recreation module. Grievances can be sent directly to or dropped off at the Inmate Grievance Office located on the second floor of the Program Building. Grievance forms are located in the Law Library or you may simply write your complaint on a plain piece of paper and send it to the Grievance Office. This program is not intended to support an adversary process, but is intended to promote mediation and conflict reduction in the resolution of grievances as outlined in Directive #4040.

An inmate must be personally affected by the policy or issue she is grieving, or must show that she will be personally affected by that policy or issue unless some relief is granted or changes made. All grievances must be filed in an individual capacity. An inmate should seek assistance in resolving a complaint through the Guidance and Counseling Unit, the program areas directly affected, or other existing channels (informal or formal) prior to submitting a formal grievance.

## **DIVISION OF PAROLE**

An Offender Rehabilitation Coordinator (ORC) will assist in developing an appropriate release plan and act as a liaison with the Field Parole Officer and with interested community agencies for those cases scheduled for release.

## **PROGRAM SERVICES**

Upon arrival at Albion CF, each inmate will be assigned an Offender Rehabilitation Coordinator (ORC) and she will be scheduled for an initial interview within 5 business days of arrival. A program plan will be established and reviewed at the initial interview. Inmates are seen minimally every three months for a quarterly review by their coordinator. During quarterly reviews, an inmate's progress in addressing their program needs and disciplinary adjustment will be reviewed. Changes in an inmate's phone listing of approved numbers are made at quarterly reviews.

ORCs are also responsible for ensuring that important personal documents are on file and requesting those, such as Birth Certificates and Social Security Cards. An inmate must be 120 days from her release to request her social security card.

Your assigned ORC will also complete all community supervision functions such as case preparation for the parole board, administering the COMPAS; prepare cases for discharge to the community where they will be supervised by a Field Parole Officer. Questions concerning Parole should be sent to your assigned ORC.

Inmates should send a note to their assigned ORC when they have questions or issues that they want to address. Immediate security or safety concerns should be addressed to their housing officer.

## **PROGRAM COMMITTEE**

Following an inmate's initial interview and program plan establishment, inmates will be scheduled to meet with the Program Committee for an initial program placement. Each individual is assigned to two paid modules of programs and one module is free for recreation.

All program/work assignments are for a 90-day period, per Local Policy #325. The only exceptions to this rule are for the following reasons: an inmate is reached on the waiting list for a recommended program such as ASAT or ART, an inmate is physically unable to do the program, or for security reasons. An inmate is held accountable for their behavior by the Program Committee. Continued misbehavior reports for conduct that disturbs the safety and security of the facility may limit

certain program placements. When inmates have completed their required 90 days in a program/work assignment, they may drop a tab to the Program Committee Chairperson (SORC). The SORC will review the request, and respond with a program change, placement on a waiting list, appearance at program committee, or a written response. The tab needs to be stamped and initialed by the officer on the housing unit, as Program Committee does not act on any tab that does not follow this requirement.

The Program Committee is the sole authority for establishing and changing an inmate's program assignment. Inmates will continue attending current program until start date for new program. Any inmate that refuses any mandated programs, will not be allowed to have any work item over a Grade 1, Step 1. Refusing programs may impact your release dates, access to voluntary programs and housing locations.

**FACILITY ORIENTATION-** This is a two-day program held in the Program building every Thursday and Friday. All inmates who have arrived at the facility from draft or another facility must attend this Orientation which includes guest speakers representing program services, medical, OMH, security and other supportive offices throughout the facility. Inmates will watch informational videos, including the PREA video, attend porter training and become acclimated to the rules and culture of Albion Correctional Facility. Inmates are encouraged to write questions down during Orientation to review with our assigned ORC during their initial interview.

### **TRANSITIONAL SERVICES**

The mission of Transitional Services is to assist every inmate throughout all stages of incarceration, to fully participate in the wide variety of programs available which prepare her for successful re-entry to the community as a law abiding and productive citizen. During their term of incarceration, inmates will participate in structured skills-based programming that consists of problem solving, communication, conflict management and goal setting components.

***PHASE I -*** The Introduction Phase is provided for all new inmates entering their first general confinement facility. This paid program is a full time, am/pm module. Phase I lasts for one week and is then followed by a one week program on AIDS/HIV and other health issues supervised by staff from Path Stone. Phase I is held in the Program Building in the Transitional Services area. All inmates must complete Phase I of Transitional Services.

***PHASE II/Moving On-*** A cognitive social skills program which is mandatory for all medium and high-risk inmates. The program runs 4 days a week for 12 weeks one module a day. In addition to the stand-alone module program, individuals with a Substance Abuse need will receive this program as part of their Substance Abuse program.

***PHASE III-*** This phase is for those inmates who are within 120 days to release (ME, CR or open date) into the community. Phase III of Transitional Services will include a total review of each inmate's progress during incarceration and the development of a portfolio for each inmate to take back to the community. All inmates involved in Phase III will participate in a community reintegration process. Phase III is for one module and is five weeks in duration.

***Aggression Replacement Training/Livings Safely Without Violence:*** The purpose of the group is to discuss and enhance self-esteem, examine values, and assume responsibility for actions relating to crimes of violence. Participants must have a documented history of violence, or be recommended by the ORC due to misbehaviors related to violent aggressive behavior. Inmates with active orders of protection upon arrival at DOCCS must also participate in one of these programs.

Along with the programs listed above, Transitional Services also offers a Services Center, which offers the following:

- Information on housing and halfway houses in preparation for release
- Counseling services and referral resources
- Employment information

- In/Out patient Drug and Alcohol treatment center information
- Information on vocational training programs/college information
- Veteran issues
- Various self-help workshop/classes
- Parole Board Workshop- which can be taken up to 6 months prior to an inmate's Parole Board appearance.

The Transitional Services Center is open during the am and pm program modules Monday through Friday. You must be on your recreation module and on the call out to come to the Transitional Services Center (Resource Room). All inmates participating in Phase III will meet with Peer Counselors and to have option to utilize the Resource Room. For an appointment, drop a tab to Transitional Services.

Inmate Program Associate (IPA): This program recruits and trains inmates to assist as aides in the Academic and Vocational Education programs, as well as in other Program Services components such as orientation, counseling, and Transitional Services. All inmates with college training or a verified High School diploma or Equivalency Diploma are encouraged to complete IPA classroom and on the job training in order to qualify to assist civilian program services staff. To apply, inmates should discuss with their ORC and have their name added to the IPA training list.

#### Alcohol and Substance Abuse Treatment (ASAT)

ASAT is a six-month, one module modular treatment program, or three- month, double modular program for those individuals who have a self-reported or documented history of using and/or abusing drugs and/or alcohol. The program includes educational classes, group counseling sessions and individual counseling. Placement into the program is based on an inmate's proximity to their earliest release date. Anyone needing ASAT will have the opportunity to be screened at the time of her initial interview by their assigned Offender Rehabilitation Coordinator. Once an inmate signs a referral form to ASAT program with their ORC, they do not need to write anyone else. Inmates whose drug and/or alcohol use is unclear will have the opportunity to be assessed by substance abuse counselors prior to their placement into programs.

#### CASAT (Comprehensive Alcohol Substance Abuse Tx)

CASAT is a two (2) part program. The first part consists of 180 days of residential substance abuse treatment in a therapeutic community. The second part if inmate is found suitable, is work release. Inmates are either approved through TRC or are court ordered to CASAT programming. The assigned ORC will submit a Presumptive Work Release application (Temporary Release Programs) when inmate is 30 months from their earliest release Date. Inmates cannot be placed in any other form of ASAT program unless they have been denied CASAT.

Inmates that are Court Ordered CASAT will be placed in that program within 12 months of their earliest release date.

#### DWI Program:

DWI Program is a six month, one module program for those inmates whose instant offense consists of DWI or other felonies that involve driving while impaired by alcohol. Inmates are placed on the waiting list for DWI by their assigned ORC and entry into the program is based on proximity to one's earliest release date. Each participant has an individual treatment plan while in the program.

#### Sex Offender Counseling: Treatment Program (SOCTP)

The Sex Offender Counseling and Treatment Program is a comprehensive mandatory program of counseling and treatment for sex offenders. This program was developed in response to the Sex Offender Management and Treatment Act (SOMTA) 2007. The program lasts 6 to 12 months. Placement into the program is based on earliest release date. Cognitive behavioral therapy is conducted in a group setting designed to address sexual offending behavior. The program includes educational classes, group counseling sessions and individual counseling.

The following counseling groups are offered under the supervision of Guidance Staff:

Money Crimes: Assists the inmate who has been involved in crimes involving misuse of money and/or property, or have mismanaged money or property in the community. Topics include developing self-awareness and self-esteem, understanding cultural influences, and creating a positive social support network.

\*\*Group admission is based on Parole Board date. The nearest board date is first preference.

Veterans Education: Orientations are conducted at the facility by the Veterans Administration. Any inmate requiring Veteran related services should drop a tab to Guidance Department.

Trauma, Addictions, Mental Health, and Recovery (TAMAR)

TAMAR is designed to support participants in recognizing the impact of trauma on their lives, understanding how trauma affects their brain and behavior, identifying events and circumstances that exacerbate trauma symptoms, and learning and practicing effective strategies for self-regulation. The program is a voluntary program, held in 90 minute sessions twice a week for 15 weeks. Inmates can request to be put on the waitlist through their assigned ORC.

In order to participate in any of the above-mentioned Guidance and Counseling support groups, inmates must speak to your assigned coordinator, who will place them on the appropriate required program list.

Canine Program (CTP):

The goal of the CTP program is to take adult dogs from a local shelter and teach them basic commands and social skills so they can be more easily adopted into a forever home. Two teams of three handlers will each be assigned a canine to care for and train for 12 weeks. Inmates must meet honor dorm qualifications to be considered. Postings will appear when new inmate handlers are needed and an application process will be explained in the postings.

## EDUCATION DEPARTMENT

The two main goals of the education program are to ensure that every inmate who leaves the system possesses a high school diploma or equivalency diploma and has the skills needed to obtain employment when released. To this end, the Department mandates education for all inmates until they obtain their high school equivalency diploma by taking the Test Assessing Secondary Completion (TASC). Because the TASC is needed for higher paying inmate jobs (grades 3 and 4), there is an added incentive to obtain it. To accomplish these academic goals, the program is divided into these major components:

Adult Basic Education: Required for inmates needing improvement in the basic skills, where their math and reading levels are below 5.9.

Pre-High School Equivalency: Helps prepare for high school level courses. This class is designed to work with students whose math and reading levels are between 6.0 - 8.9.

High School Equivalency: Designed to prepare students for their equivalency diploma. Students in this class must have at least a ninth-grade reading and math level.

English as a Second Language (ESL): Designed for predominantly those inmates of all grade levels with limited English speaking abilities.

Academic Enhancement: A Title-One program is a mandatory Federally Funded Program for all inmates under the age of 21 who do not have a verified high school or high school equivalency diploma.

Academic Computer Lab: An instructor assisted computer class is offered to all students enrolled in the Academic Program.

Cell Study: This academic Program is offered to inmates housed in limited access areas of the facility.

College: There are two forms in which inmates can earn college credits while here at Albion.

An independent study program is available through correspondence with an accredited college. To participate, all interested must contact the Education Supervisor who will outline procedures for participation. All fees and tuition for these programs are the responsibility of the participant.

An accredited program is offered through Medaille College to those who qualify. All candidates must have a verified high school or high school equivalency diploma to apply. This program offers the inmate an opportunity to earn an Associate's Degree. For more information on the college program you will need to contact the Education Supervisor or Education Counselor.

## VOCATIONAL PROGRAMS

Vocational programs are paid education modules, not work assignments. This is the Department's Occupational Training Program, which focuses on "hands on" competency. Individualized instruction is performance based and guided by certified trade instructors.

In all shops, inmates work towards Job Titles based on the New York State Department of Labor Dictionary of Occupational Titles. Remaining in a vocational program for at least six months and earning at least one job title may help satisfy Merit Time requirements. Inmates determined to have a vocational need may be programmed and held in a shop until they have earned completion of specific Job Titles which show extended knowledge of that trade. Some shops also offer Apprenticeships, which lead to Journeyman's certification.

A prerequisite for all shops is no medical restrictions to perform assigned tasks. The following trades are available:

- Building Maintenance
- Cosmetology
- Custodial Maintenance
- General Business
- Horticulture
- Culinary Arts

Building Maintenance: Students will be introduced to all phases of Building Maintenance relating to institutional, industrial, apartment and housing complex situations. Students learn hands-on entry level skills in home electrical, wall repair, plumbing, masonry, roofing, carpentry, and painting as well as Soft Skills training. Hand and power tools are used with an emphasis on safety. In addition, students can learn the NYS Department of Labor Apprenticeship or NCCER certification.

Cosmetology: This program can help guide you to a rewarding and successful career in the beauty industry. There are many areas of Cosmetology that we will explore including nail technology (artificial nails, manicures and pedicures), skin care (facials), hair styling and hair cutting as well as Soft Skills training. We will also cover the aspects and development of opening and owning your own hair or nail salon business, which may be a route toward financial security. In addition, qualified students can earn their NYS Department of State Cosmetology License.

Custodial Maintenance: Prepares students with training in the proper techniques, products, and equipment to provide clean, healthful, safe, attractive, and proper maintenance of buildings as well as Soft Skills training. Students completing this program will be eligible for employment in custodial care in schools, hospitals, hotels, industrial, and office buildings. In addition, students can earn the NCCER certification.

General Business: This trade program provides students with the practical training and skills to acquire and maintain an entry level position in an office setting. Students are provided an opportunity to learn keyboarding, records management, general ledger bookkeeping, word processing, database and spreadsheet applications, desktop publishing, mailing procedures and business communications. Prior to the students exiting the program, job readiness skills are taught which include completing a resume and cover letter along with preparing for a job interview, as well as Soft Skills Training. In addition, students can earn IC3 and MOS certification.

Horticulture: Horticulture involves the study, care, growth, maintenance, and use of all types of indoor and outdoor plants. This "hands on" program includes entry level training and experience in the overlapping fields of Landscaping, Nursery Management, Greenhouse Production, Agriculture, and Floriculture as well as Soft Skills training. Students need to be prepared to work outside and to be able

to vigorously lift, bend, push, and pull. You may be working with hand tools or small power-operated equipment.

Numerous jobs in this trade are available at garden centers, florists, parks, farms, and landscape companies. In addition, students can earn the NYS Department of Labor apprenticeship and NCCER Certification

Culinary Arts: The Vocational Culinary Arts program provides inmates with entry level skills and credentials; such as ServSafe certification in the Culinary Arts field that are necessary to gain meaningful employment upon release.

Inmates are instructed in preparing all types of foods, kitchen sanitation and the proper procedures and techniques used in serving food. The program is self-paced and based on individualized instruction intended to develop inmate competencies in entry level skills, as well as Soft Skills training.

\*\*In order to be placed in any of these vocational programs, an inmate must have a vocational need as part of their program plan. An inmate may request to be on one active and one inactive (second choice) waiting list for Vocational programs, as long as they meet the prerequisites. The inmate's assigned ORC is responsible for placing inmates on the waiting lists. Program Committee places inmates into these programs directly from the lists.

## TEMPORARY RELEASE

Temporary Release Programs include CASAT, Work Release, Family-Tie Furloughs and Community Service. ORC's review inmates for Work Release and CASAT at the time of the initial interview. Inmates requesting furloughs or Community Service may do so through their ORC. Applications are available in housing units. In order to be considered for any Temporary Release program you must meet the eligibility criteria for these programs.

When inmates are eligible for CASAT or Work Release, a score sheet and/or application will be processed at the time of the initial interview. ORC's also receive a monthly list of inmates on their caseloads who must be reviewed for CASAT, court ordered CASAT or Work Release. Inmates who meet the eligibility criteria are then referred to the facility Temporary Release Committee (TRC). The TRC meets with referred inmates and makes a recommendation to either approve or deny the candidate. Inmates recommended for approval by the TRC are then referred to Central Office Temporary Release for a final review and decision. Applications of inmates denied by the facility TRC are not forwarded to Central Office Temporary Release. An inmate who is denied Temporary Release by either the facility TRC or Central Office may appeal that decision. Appeals must be sent to Central Office Temporary Release within 30 days of the denial decision. Inmates may prepare and submit the appeal themselves, or they may request assistance from the Law Library. Questions related to your eligibility for any Temporary Release program should be directed to your ORC.

Once inmates have been transferred into the Work Release program, they are to be separated from General Confinement population, and while in the facility will be escorted at ALL times. Visits at the facility will be discontinued upon transfer into the Work Release Program. Work Release inmates are eligible for furloughs in the community upon completion of their two-week orientation phase. Family tie furloughs are to be with verifiable family members and will be evaluated by the Temporary Release Committee as well as parole regarding visits with the inmate. They will be unprogrammed from present assignments and will not receive state pay.

Inmates housed in D-Block with Work Release status will not be allowed to participate in Volunteer Programs, Religious Events (including Church Services as they are eligible to attend in the community), and/or Recreation programs. There will be exception with regards to any inmate that requests to attend services in the facility's Mosque to which they will be escorted to/from.

The 3-11 Work Release Officer will coordinate with the Package Room to pick-up any package that an inmate has received through the mail upon their return to the facility from furlough/work. If the inmate is not leaving the facility, the packages will be delivered to the inmate in D-Block. Work Release inmates requesting materials from the Law Library or have received legal mail will be delivered to D-Block. Commissary also, to be delivered to D-Block for Work Release participants.

If participant is transferred into the program following the completion of the 6 months Phase I component of CASAT or completed the DWI program, they must participate in the Phase II portion of the program, which requires participation in outpatient substance abuse services as directed.

## EARNED ELIGIBILITY PROGRAM

A Program/Earned Eligibility Plan is determined for each inmate entering the Department of Corrections and Community Supervision who is serving a minimum indeterminate sentence of eight years or less in order to address individual needs in an appropriate manner. Your ORC will recommend educational, vocational and therapeutic programs that address these needs. During quarterly reviews, your ORC will review this plan, your program participation and progress. Changes to the plan will be made by the ORC if necessary. Before you appear at the Parole Board, a review is conducted to determine whether or not you will receive an Earned Eligibility Certificate. This decision is based primarily on your participation, progress and attendance in recommended programs, as well as your behavior. It is therefore important to follow your ORC's program recommendations, actively participate in programs and avoid violations of Department Rules. Those receiving Earned Eligibility Certificates are generally viewed more favorably by the Parole Board.

## MERIT TIME

Chapter 435 of the Laws of 1997 amended Correction Law Section 803 to allow possible one-sixth reduction on the aggregate minimum term for inmates serving indeterminate (1-3 years) sentences and determinate (5 years flat) sentences for convictions for certain non-violent crimes. Inmates must earn this reduction by satisfying specific programmatic objectives without engaging in serious disciplinary infractions. All indeterminate sentences are subject to review and approval by the Parole Board and are not guaranteed release upon completion of one of these programs.

Merit time must be earned by eligible inmates. Along with maintaining a good behavioral record while incarcerated, inmates must successfully perform their assigned work and treatment programs. In addition, they must successfully complete one of the specified additional accomplishments;

- 1) If you have an academic need; earn a General Equivalency Diploma (GED).
- 2) If you have a substance abuse need; complete a substance abuse treatment program.
- 3) If you have a vocational need; attend programs for six months in a vocational program and earn one vocational title or; successfully complete the mandatory 16-week Food Service Training in the classroom and by successfully completing the 10 weeks of on the job training in a facility food services operation and earning at least one related job title.
- 4) Perform 400 hours of service as part of a community work crew/outside clearance assignment.

To earn Supplemental Merit Time, an inmate must complete (2) of the above eligibility criteria.

A copy of this legislation and the Merit Time Directive 4790 is available in the Law Library. Any additional concerns/questions should be addressed through an inmate's assigned ORC.

## LIMITED CREDIT TIME ALLOWANCE

A new section 803-b was added to the Correction Law to allow most homicide and violent felony inmates, but no sex inmates, to earn a possible six-month reduction on their sentences for maintaining a positive institutional record and for completing one of the exemplary milestones that generally require at least two years to achieve. Information concerning eligibility can be obtained from Law Library.

## INDUSTRY

The inmate program is designed to train and employ inmates with a GED or High School Diploma in a true industry setting. The products are sold to State and local government agencies under the name "Corcraft".

The program has a mandate to operate at no cost to the state. Profits from sales must be sufficient to cover the cost of materials, supplies, wages of inmates, civilians, and security staff, utilities, central office administration, sales and delivery.

Industry inmates now earn Merit Time accomplished by successfully completing approved employment readiness titles and work at least 6 months in Industry.

Jobs available include Metal Fabrication titles as follows:

- Power squaring shear operator
- Punch press operator
- Brake press operator
- Roll form operator
- Spot welder
- Automatic tap operator
- Drill press operator
- Finished product assembler
- Finished product packager

Jobs in Paint Shop include:

- Pretreatment system operator
- Parts handler
- Spray painter
- Quality control inspector

Jobs in Welding include:

- Mig operator
- Stick welder
- Material handler
- Power roller operator
- Drill press operator
- Band saw operator
- Plasma cutter

Jobs in Shipping include:

- Material Handler

Once assigned you must complete 90 days in the program. (Some of the basic rules for industry are as follows:)

- Report to work on time.
- Punch your own time card.
- No sleeping.
- No horseplay.
- Safety equipment must be worn where required.
- Product and performance standards must be met by all inmates.
- Safety is our primary concern, followed by quality, then production.

Industry's Pay Schedule: (Hourly Rates)

| GRADE   | STEP 1 | STEP 2 | STEP 3 |
|---------|--------|--------|--------|
| Grade 1 | \$.16  | \$.22  | \$.25  |
| Grade 2 | .26    | .29    | .32    |
| Grade 3 | .32    | .35    | .38    |
| Grade 4 | .38    | .42    | .45    |
| Grade 5 | .65    |        |        |

The following hours of operation will be enforced for industry workers:

7:24 am - 2:45 pm Shift  
Punch in and start work 7:24 am

Morning break  
9:00 am - 9:15 am (All shops)

Lunch 10:30 am  
Return from lunch, count, start work 11:15 am

Afternoon break  
1:00 pm - 1:15 pm (All shops)

Clean up 2:20 pm  
Leave for block 2:45 pm

INDUSTRY DRESS CODE:

ALL SHOPS

State work boots are required.  
State work boots must be laced and tied tight all the way to top of boot.  
Trousers/slacks State issue only.  
Winter underwear tops must be covered by another garment.  
Hair must be tied back on top of head.  
No rags on the head - Khimar must be worn properly - not as a "doo rag".  
Sleeveless tops not allowed.  
No jewelry - watches and wedding band ONLY.  
Tee shirts - crew neck only (state or personal).  
State green work shirts shall be worn buttoned except for collar button  
and shall be tucked into pants/slacks.  
ALL inmates must wear a bra.  
No sneakers in the Industry building.

## INDUSTRY SAFETY RULES

### METAL FABRICATION SHOP

Wear gloves when handling sheet metal. Do not slide hands against edges or corners of parts. Lift and place when changing positions. No talking while operating machinery.

### SIGN SHOP

Safety glasses required when engraving, beveling or using the drill press and air gun.

### SHIPPING AND RECEIVING

Inlement weather apparel is available. Back braces are to be worn when performing job functions. Splash guard goggles required when handling liquids. Safety glasses required in shops. Leather gloves required when handling steel material.

### ASSEMBLY SHOP

Safety glasses required when air screwdriver, air drill or banding machine in use.

### WELDING SHOP

Do not look at the arc (bright light) from welding without using a welding helmet with proper darkened lens. Do not have any skin exposed to the arc (bright light) from welding. No matches or lighters allowed in the welding booths. No contact lenses allowed. No loose clothing around rolling machine or band saw. Welding machine operators should wear oil free protective garments including: Long sleeve shirt. Pants outside boots. Work boots laced to top of boot and tied. Leather welding gloves. Flame retardant hood (worn correctly). Safety glasses with side shields. Welding jacket and apron. Welding helmet.

### PAINT SHOP

Wear gloves when handling parts. Wear splash guard goggles when handling paint, cleaning chemicals or thinner. Do not touch paint, cleaning chemicals or thinner with rubber gloves. No part of body in front of paint gun, including feet. Respirators must be worn when spray painting. Particle mask required when using air powered sanders or grinders. Must wear provided rubber shoes/boots when spray painting and they must be removed before leaving shop. Masks are not to leave shop.

### General Library Schedule

|       | AM                                                 | PM                                               | Evening                                            |
|-------|----------------------------------------------------|--------------------------------------------------|----------------------------------------------------|
| MON.  | 8:05 – 9:00am<br>9:00 – 10:00am<br>10:00 – 11:00am | 2:00 – 3:45pm                                    | 6:20 – 8:00pm (Group 1)<br>8:00 – 9:30pm (Group 2) |
| TUES. | 8:05 – 9:00am<br>9:00 – 10:00am<br>10:00 – 11:00am | 12:35 – 1:30pm<br>1:30 – 2:30pm<br>2:30 – 3:45pm | -----                                              |
| WED.  | 8:05 – 9:00am<br>9:00 – 10:00am<br>10:00 – 11:00am | 12:35 1:30pm<br>1:30 – 2:30pm<br>2:30 – 3:45pm   | -----                                              |
| THU.  | -----                                              | 2:30 – 3:45pm                                    | 6:20 – 8:00pm (Group 2)<br>8:00 – 9:30pm (Group 1) |
| FRI.  | 8:05 – 9:00am<br>9:00 – 10:00am<br>10:00 – 11:00am | 12:35 1:30pm<br>1:30 – 2:30pm<br>2:30 – 3:45pm   | -----                                              |
| SAT.  | 8:05 – 9:00am<br>9:00 – 10:00am                    | 12:35 1:30pm<br>1:30 – 2:30pm                    | -----                                              |
| SUN.  | 8:05 – 9:00am<br>9:00 – 10:00am                    | 12:35 – 1:30pm<br>1:30 – 2:30pm                  | -----                                              |

### LAW LIBRARY

The Law Library is located in the 2<sup>nd</sup> floor of the Program Building, Room #237 A. Inmates needing assistance in legal matters can write to the Law Library to see an Inmate Law Library Clerk. If you choose to do your own Legal Research, an extensive Law Library collection is available with photocopying service of legal papers and/or Law Library materials at a cost of \$.10 per page, \$.25 per page for Directives along with typewriters. Please submit a disbursement form directly to Inmate Accounts at least one week prior to requesting any copies. In addition, notary services are available.

To use any of the Law Library services, please drop a tab to the Law Library. You will be placed on the callout during your recreation module. Please remember that all callouts to the Law Library are mandatory.

Periodically, the Law Library offers a Legal Research Course from which successful candidates may be hired to work in the Law Library. To be eligible to take the course inmates must have a verified high school diploma or GED, and must have a clean disciplinary history.

The Law Library is also the location where privileged correspondence (i.e., legal mail) may be picked up. The Law Library Officer will notify the housing units for inmates who have received Legal Mail. Inmates will then report to the Law Library to sign and receive their Legal Mail.

## RECREATION DEPARTMENT

The Recreation Department offers the following recreation and fitness programs, classes, team sports: Yoga, Pilates, Meditation, Curves, Aerobics, Walking for Weight Loss, Abs Mash-up and Cardio Mash-up classes, Powerlifting, Racquetball, Paddleball, Handball, Badminton, Tennis, Basketball, Softball, Volleyball, Kickball, Bingo and Table Games.

### INMATES MUST BE ON A RECREATION MODULE AND BE DISCIPLINARY FREE TO PARTICIPATE IN RECREATION ACTIVITIES.

The Recreation Department will provide a monthly activity schedule calendar. These calendars will be posted in each housing unit and show when each group has access to the gym.

The hours of the Gym/Yard are as follows:

AM Module 8:30 am-11:00 am

PM Module 1:00 pm-3:45 pm \*yard closes at 3:30pm

EVE Module 6:30 pm-9:30 pm

Tuesday, Wednesday & Thursday 7:00 am-2:00 pm Gym is closed to population.

Weekends and Holidays:

AM Module 8:05 am-10:00 am

PM Module 12:45 pm-3:45 pm \*yard closes at 3:30pm

EVE Module 6:30 pm-9:30 pm

Evening Gym Recreation activities are split between Group 1 and Group 2;

Group 1 Dorms: A, B,C,D, M, N, & H1

Group II Dorms: H2, I, J, K, L

These groups are allowed to use the Gym on alternating evenings as per schedule posted in the gym. The yard will be open to all inmates with recreation privileges during all modules. There will be no inmate traffic between the yard/gym. Those inmates from either group who choose to attend the yard may remain there for the entire module with a "go back to" the housing units at 8:00 and 9:00 p.m.

### **GENERAL YARD/GYM RULES:**

1. Sunbathing in Yard is permitted in designated areas only. Inmates must be in sitting position.
2. The only articles that will be brought into the yard will be (1) personal towel, a book or reading material, and (1) pack of cigarettes and matches, (1) chapstick
3. Inmates going to the Gym must carry a clean pair of sneakers to change into at the gym. Once at the gym inmates must change their sneakers in the designated area before engaging in any sporting activity.
4. NO food or beverages will be brought into the Yard or Gym.
5. All rec. equipment will be issued by inmate Recreation Aides.
6. Yelling to inmates at Orleans Correctional Facility is prohibited.
7. Picnic tables and gym tables cannot be reserved or set aside for any person or group. Use is on a first come first use basis. No sitting on picnic tables.
8. Questionable conduct or dress will be addressed by the area Sergeant.
9. Entry into the yard will be via the main yard gate between the Mess Hall and Sallyport.

10. Medically excused inmates must be provided one (1) hour of day room rec. (No T.V.) if yard is closed due to inclement weather.
11. Inmates may go to the yard/gym on their rec. module on their regular days off ("RDO's).
12. Temporary days off (TDO's), industry shut downs, program cancellations, early dismissals may go to the yard/gym.
13. In accordance with Directive 4009 inmates on loss of recreation sanction who do not have an assigned program (ie. Idle status) are allowed (1) hour recreation in the yard from 9:00 am – 10:00 am daily.

Wedding ceremonies typically take place in the visiting room and will adhere to visiting room standards and expectations. Wedding bands are allowed in accordance with the provisions of Directive 4911. Photographs may be purchased and will be arranged during the wedding planning process.

Each couple must have at least 1 witness present (and up to 2 maximum). Witnesses may be outside friends or family members or another offender. A short visit of approximately 1 hour is allowed in the visit room following the ceremony. Cost for the license (paid to town clerk) and services of the wedding officiant vary each year and must be paid in cash.

### RELIGIOUS SERVICES

Your Chaplains welcome you and invite you to consider spirituality as a tool for growth. There are Catholic, Protestant, Muslim and Jewish Chaplains. Other faith group chaplains visit occasionally when possible. To see a chaplain, drop a tab indicating when you are free to see them. Chaplains are available for prayer, counseling for help with serious family illness (hospitalizations) or for funeral information.

#### Weekly Religious Services

You can be released from work/program to attend the worship service of your designated faith once per week.

The following Weekly Religious Services are by call out:

|                    |          |            |                            |
|--------------------|----------|------------|----------------------------|
| Islamic            | 6:30 pm  | Monday-    | Mosque in Program Building |
| Jehovah Witness    | 6:30 pm  | Tuesday –  | Chapel Lower               |
|                    | 2:00 pm  | Saturday-  | Chapel Lower               |
| Jewish Services    | 10:00 am | Thursday - | Chapel Lower               |
| Jumu'ah            | 12:35 pm | Friday –   | Mosque in Program Building |
| Nation of Islam    | 2:30 pm  | Thursday   | Chapel Lower               |
| Native American    | 1:30 pm  | Friday     | Chapel Lower               |
| Rastafarian        | 6:30 pm  | Friday     | Chapel Lower               |
| Catholic Mass      | 6:30 pm  | Monday     | Chapel                     |
| Protestant Service | 6:30 pm  | Sundays    | Chapel                     |

To learn about a particular faith group, you can attend up to three times without registering in the group by writing to the Chaplain. When you sign a "change of religion form" to register in a faith group, you must remain in that faith group for one year.

#### Ministerial Programs and Services:

Please include in your tab your full name and DIN and location and the reason for your correspondence. Address your correspondence to the Program, to Chaplain of your choice, or to your religious faith group chaplain.

### GENERAL LIBRARY

Located in the Program Building on the 2<sup>nd</sup> floor, Room 206, the General Library is open during posted hours (see below). Inmates can go to the library on their recreation module and on their days off from work or programs. Inmates must sign out a library pass on their unit by surrendering their ID to the unit officer in exchange for the pass. Movement to the General Library is set up in one hour blocks. For example, on Tuesday afternoon, inmates can go to the library at 1:30pm and return to their housing unit on the 2:30pm movement. There would be no movement to the library at 2:00pm, according to the schedule below. The next movement to and from the library would be at 2:30pm. Please remember that there is a limit of one visit to the library each day.

The General Library resembles a public library in the types of material and services offered, from best sellers, popular fiction, a wide range of non-fiction areas, newspapers from across New York state, popular magazines, Spanish language resources, books of all reading level, re-entry resources, reference and interlibrary loan services.

Library users can borrow a maximum of three books for a period of two weeks. A locked library return box is conveniently located at the Program Building entrance for those wishing to simply return library books. Please remember that it is your responsibility to return all borrowed library books when preparing to leave the facility.

Also available in the General Library is New York State Department of Labor (DOL) generated statewide job listing. The idea is to acquaint users with Department of Labor computer programs available throughout New York State at DOL Offices.

Free Greeting Cards (Protestant or Catholic Chaplain – (as available).  
Bus information – Paid Only  
Angel Tree (Christmas gifts for your children – seasonal)  
Religious Libraries

Programs Open to Specific Faiths:

Jewish Candle Lighting  
Jehovah Witness  
Native American Study

Catholic Programs):

Communion Service  
RCIA – Baptism/Communion/Confirmation Class  
Religious Studies  
Prayer group and Rosary  
Parish Council/Outreach (Crochet/knit for the charity)  
Little Rock Bible Study  
Music Ministry  
Grieving Group  
Walking the 12 Steps with Jesus  
Women's Aglow

Protestant Programs

Maranatha Dancers  
Protestant Choir  
Ushers Board  
Bilingual Bible Study  
God's Spiritual Pathways  
Board of Elders  
Prayer Services  
Discipleship Class  
S.W.I.F.T.  
Meditation

Muslim Programs (Mosque in Program Building)

Empower Workshop  
Muslim Library Movie  
Islamic Study Group  
Salat)  
Islamic Studies I

**SPECIAL EVENTS**

There are several special events held at the facility throughout the year. Inmates serving the disciplinary sanction of Loss of Special Events will not be allowed to attend.

Special events are Eidul Fitr Feast, Eidul Adha Feast, Summer Visit with Mom, Summer Family Picnics, Christmas with Mom, Kairos, Fully Alive, Native American Ceremonies, Mother's Day Events, and Martin Luther King Day Service.

Event flyers are posted throughout the facility and specify signup requirements. A religious event calendar is available in the Law Library. For all Special Events inmates must be stated down.

## MARRIAGES DURING CONFINEMENT

Marriages at Albion are typically performed twice per year, typically in the Spring and Fall.

An offender and their fiancée must both write a letter directly to the Superintendent stating their intention to marry complete with names, addresses and any previous marriages. These letters are forwarded to the appropriate guidance staff person coordinating weddings.

## VOLUNTEER SERVICES

Volunteers provide a wide range of services. They provide assistance with reading, support for inmate activities, specialized counseling and advisement in such areas as alcoholism and substance abuse. Various religious denominations are represented by volunteers who conduct a wide range of religious programs. Volunteers also serve as spiritual counselors and advisers, as well as sponsors and conduct religious activities. For information contact any Staff Advisor.

### Alcoholics Anonymous and Narcotics Anonymous meetings

Provides a support group for persons suffering from alcoholism. Meetings are held in the Program Building and are open to all inmates. Meetings are limited.

Alternative To Violence Program: A weekend program originated by Quakers to help individuals in the development of non-violent resolution of conflict.

### Osborne Parenting Program

The Parenting Program is a 12-week session, held twice a year dealing with building and restoring relationships with family members, it is located in the Program Building. Special visits are given to the participants if they have completed the class successfully.

### Televisiting Program

This program is offered to inmates from the New York City area and the five boroughs. Applications are available through your assigned ORC.

General requirements for the program includes appropriate institutional adjustment and acceptable program attendance and participation. Through this program inmates will be able to visit with their families via satellite TV. Each visit is 45 minutes. After participating in the Tele-visiting program, inmates may reapply immediately for a subsequent visit by requesting an application from their ORC. General guidelines for the regular visiting program also applies to the Tele-visiting program.

### Children With Mom Program (Summer/Christmas)

This program gives the women an opportunity to meet with their children two times out of the year and spend quality time playing, talking and getting to know their children, them better. It allows inmates a chance to use skills learned from parenting programs.

### Step by Step Program

The mission of Step by Step is to assist women who are, have been, or are in danger of being incarcerated to claim their gifts and strengths as the foundation on which to rebuild their lives. Step by Step offers a Parenting Skills Program and seven self-esteem workshops which are all strength based. The Step by Step Parenting Program is 8 weeks long and meets one time a week, in the Program Building. The goals are to learn what good parenting is, understand child development, become aware of how our own life experiences as children affect our parenting skills, develop and begin to use effective parenting skills while incarcerated, and plan the reintegration into our children's lives. The Step by Step workshops that are offered are 8 weeks long and include Live Your Dreams, Let Your Light Shine, Gift Giving, The Tree, and Lion Taming.

### Path Stone

Path Stone is the parent agency of the Criminal Justice Initiative (CJI). The not-for-profit agency conducts many programs and services in New York and six other states including programs in Puerto Rico.

Previously known as Rural Opportunities, Inc. (as of October 27, 2008) it will provide service as Path Stone. The New York State Department of Health AIDS Institute oversees the initiative at Albion as well as all facilities throughout New York State.

REACH Program: (Resourceful Education and Comprehensive Health): A mandatory HIV/AIDS Peer Prevention Education program for all inmates during the second week in the facility. This four day, two module (AM & PM) class includes units on Transmission of HIV, Sexually Transmitted Diseases, Prevention, HIV Testing, Treatment, Women's Health Issues and Living with the Virus.

Community Level Interventions: These are special events that are offered to a large number of the population annually. The main focus of these is centered on HIV prevention, living with the HIV virus and an opportunity to remember friends and loved ones in a memorial service.

- (1) AIDS Awareness Day – In November, in Gymnasium
- (2) AIDS Memorial Candle Lighting Service – April, in Chapel

The population is invited to contribute in the form of the written word, song and personal testimonies.

Support Group: Sisters Healing Old Wounds (SHOW) is an abuse and domestic violence support group, for those desiring the safety of a confidential opportunity to share and receive experiences and information. The group meets in the Program Building. To be placed on the waiting list, drop a tab to PathStone/Program Building.

HIV Counseling and Testing: The CJI program offers anonymous pre and posttest counseling to any woman requesting the voluntary HIV antibody test. The HIV OraQuick Rapid Screen provides a negative or reactive result in 20 minutes. For reactive results, a blood sample is taken and sent to a laboratory for confirmatory testing. Drop a tab for testing to PathStone/Program Building, a copy of the results is available when requested and signed for.

This service is available to HIV positive women and those diagnosed with AIDS who are preparing to return to the community. Services include but are not limited to housing, medical care and treatment, HASA in NYC and other supportive services as needed. These services are provided in conjunction with the Facility Parole Department; drop a tab to Path Stone/Program Building Transitional Planning, bilingual services are also available. Confidentiality is required and maintained by the Path Stone staff as with all Path Stone programs. Resources are available in English and Spanish.

**The Prevention of Sexual Abuse in Prison  
What Inmates Need to Know**

**Policy**

Sexual abuse is unwanted sexual contact with another inmate or any sexual contact with a staff member. Sexual harassment includes repeated sexual comments or gestures.

The Department of Corrections and Community Supervision has

**Zero Tolerance**

for Sexual Abuse and Sexual Harassment

**The Department does not tolerate sexual abuse or sexual harassment.** All reports of sexual abuse, sexual harassment or retaliation because of such a report will be investigated. Anyone who sexually abuses or harasses someone will be disciplined and/or prosecuted.

**You have the right to be free from sexual abuse and sexual harassment.**

**About Your Safety:** No one has the right to make you do a sexual act. You do not have to put up with sexual harassment, sexual abuse or being forced to have unwanted sexual contact with anyone. If you are being pushed, threatened or blackmailed into a sex act by another inmate or by staff, you should report it. You should also report if anyone tries to get back at you because you reported such an incident or spoke to an investigator about sexual abuse.

**Definitions**

**Inmate-on-Inmate Sexual Abuse** is when one or more inmates have sexual contact with another inmate when he or she doesn't want it, or by using coercion, threats or force.

**Staff-on-Inmate Sexual Abuse** is when an employee, volunteer, intern or outside contractor has any type of sexual contact with an inmate. Staff asking for sex or making sexual threats are also types of sexual abuse.

**Sexual Harassment** includes:

- (1) Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed toward another; and
- (2) Repeated verbal comments or gestures of a sexual nature to an inmate, parolee, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

See Directives #4027A and #4028A.

**What to do if you are abused:** If you are sexually abused, report it immediately to staff. **Staff will protect you from the abuser and take you to Medical.** Help will be provided whether or not you name your abuser, but be as clear as you can when you report the abuse. The more you tell staff, the easier it will be to help you.

Even though you may want to clean up after the abuse, it is important to go to Medical **BEFORE** you shower, wash, drink, eat, change clothing or use the bathroom. Medical staff will check you for injuries that you may or may not be able to see right away.

They can also check you for sexually transmitted diseases, and help decide if you need to go to the hospital where they can collect evidence of the sexual abuse. Medical staff will also discuss the possibility of pregnancy with a female victim. You will receive contact information for rape crisis services.

## **Reporting**

**How do you report sexual abuse if it happens?** It is important to tell staff that you have been sexually abused or harassed. **You can tell your facility's designated PREA Compliance Manager or PREA Point Person, or any S.O.R.C., O.R.C., Chaplain, security staff person, medical staff, or any other employee.** All staff must report the abuse, and they can only talk about the abuse with officials who **must** know about it to do an investigation or provide you with care. You may also talk to Mental Health staff.

If you report the abuse in writing first, you may write to the Superintendent, a member of the facility Executive Team, a S.O.R.C., your O.R.C., a chaplain, a security supervisor, the Inmate Grievance Program Supervisor, Central Office, the PREA Coordinator or the Department's Office of Special Investigations (OSI). If you want to report to an outside agency, you may contact the New York State Commission of Correction. You can report the abuse at any time, but the sooner you report it, the sooner it can be investigated and steps can be taken to protect you.

*"It's not snitching."*

If you feel that you have been a victim of sexual abuse or harassment, you should report it right away. You can also have someone else report the abuse for you. If you think someone else is being sexually abused or sexually harassed, you should report that too.

**What happens with reports of sexual abuse?** All reports of sexual abuse, sexual harassment, or retaliation for reporting or being part of an investigation will be thoroughly investigated. Cases may also be reported to law enforcement officials by the Department's Office of Special Investigations (OSI).

*The persons responsible shall be held accountable to the fullest extent of the law.*

**Confidentiality:** All records of reports of sexual abuse are confidential under Civil Rights Law § 50-b. The identity of a victim of sexual abuse, the person reporting sexual abuse, any witnesses and the facts of the report itself are confidential. Information is only shared with the people involved in the reporting, investigation, discipline and treatment process, or as otherwise required by law.

**Retaliation is not allowed.** An inmate will not be punished for good faith reporting of sexual abuse or sexual harassment. OSI or law enforcement may charge a person with making a false report if, after investigation, it is proven that the person made the statement knowing it was false or baseless, or the person reported an alleged crime or incident knowing it did not occur (e.g., Penal Law §§ 210.45, 240.50). A report made in good faith is not falsely reporting an incident or lying even if the investigation does not substantiate the allegation.

**Unwanted sex with another inmate or any sex with a staff member is sexual abuse.** Here are some things you can do to reduce your risk of sexual abuse:

1. Do not believe an inmate who says she will protect or take care of you in exchange for sexual favors.

*"There's nothing in prison that's free."*

2. Do not gamble or take gifts from others. Sexual abuse is one way people are sometimes forced to pay off a debt.
3. Do not use drugs and alcohol. You are more likely to make poor choices when you are drunk or high.
4. Pay attention to uncomfortable feelings about others. If you think something is dangerous, it probably is. If you think you are not safe, tell staff.
5. Do not flirt or talk to other inmates or staff about having sex. If someone asks you to do something sexual, you have the right to say "no."
6. Tell a staff member if you are being harassed or threatened for sex.

*"If you don't report it, it's gonna continue."*

7. **If you are sexually abused by another inmate or staff, report it.** DOCCS will protect you from the abuser and help will be provided whether or not you name your abuser.

#### **Report Sexual Abuse**

**To report an incident of sexual abuse, notify facility staff or contact:**

**DOCCS Office of  
Special Investigations  
1220 Washington Ave  
Albany, NY 12226-2050**

**If you wish to report to an outside agency:**

**The New York State Commission of Correction  
Alfred E. Smith State Office Building  
80 South Swan Street, 12th Floor  
Albany, New York 12210**



**Corrections and  
Community Supervision**

**Sexual  
Abuse  
Prevention &  
Education  
Office**

PREVENTION  
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[www.doccs.ny.gov/prea/preainfo.html](http://www.doccs.ny.gov/prea/preainfo.html)**

### **Inmate access to outside confidential support services:**

Inmates may have access to outside victim advocates for emotional support services related to sexual abuse. The facility shall enable reasonable communication between inmates and such organizations and agencies, in as confidential a manner as possible.

Any inmate can add a telephone number for a Rape Crisis Program to his or her telephone list at any time. Submit a request to your assigned O.R.C. in accordance with Directive #4423 ("Inmate Telephone Calls"). Note that toll-free telephone numbers (800, 888, 877, 866 and 855) cannot be used on the inmate telephone system. Calls to rape crisis programs are treated as confidential to the extent possible, however, such calls placed on the inmate telephone system are recorded and subject to random monitoring. You may wish to consider using privileged correspondence or having legal visits as an alternative for confidential communications. Staff assisted "legal" calls with rape crisis program providers are not monitored by facility staff and are considered confidential.

This facility is part of a project providing enhanced victim services to incarcerated victims of sexual abuse. You can contact a community-based Rape Crisis Program for rape crisis counseling, victim advocacy and emotional support services by dialing #777 from any inmate phone. Calls placed to #777 are considered confidential; however, such calls are recorded and available to Central Office investigators in the event of misuse. The victim services program for this facility is:

RESTORE Sexual Assault Services  
114 University Avenue  
Rochester, NY 14605  
24/7 Hotline: 585-258-4852

The New York Resource Guide compiled by Just Detention International contains additional resources. This Just Detention International Resource Guide is available for your use in the library, law library and Transitional Services area.

You may also write to Just Detention International to request survivor resources, information for local rape crisis centers and legal aid organizations, as well as information about how to report abuse and survivors' rights.

Just Detention International  
3325 Wilshire Blvd.  
Suite 340  
Los Angeles, CA 90010

Just Detention International,  
East Coast Office  
1900 L St, NW  
Suite 601  
Washington DC, 200

## **La Prevención del Abuso Sexual En la Prisión Lo Que las Reclusas Necesitan Saber**

El Departamento de Correcciones y Supervisión Comunitaria tiene  
**Cero Tolerancia**  
para el Abuso Sexual y Hostigamiento Sexual

### **Política**

El abuso sexual es contacto sexual indeseado con otra reclusa o cualquier contacto sexual con un empleado. El hostigamiento sexual incluye algún comentario o gesto sexual repetido.

**El Departamento no tolera el abuso sexual ni el hostigamiento sexual.** Todos los reportes de abuso sexual u hostigamiento sexual o represalia debido a tal reporte se investigarán. Cualquiera que abuse u hostigue sexualmente a alguien será sujeto a disciplina y/o enjuiciado.

**Usted tiene el derecho a estar libre del abuso sexual y el hostigamiento sexual.**

**El Departamento no tolera el abuso sexual ni el hostigamiento sexual.** Todos los reportes de abuso sexual u hostigamiento sexual o represalia debido a tal reporte se investigarán. Cualquiera que abuse u hostigue sexualmente a alguien será sujeto a disciplina y/o enjuiciado.

**Usted tiene el derecho a estar libre del abuso sexual y el hostigamiento sexual.**

**Acerca de su Seguridad:** Nadie tiene el derecho a obligarla a hacer un acto sexual. Usted no tiene que soportar el hostigamiento o abuso sexual ni ser obligada a tener contacto sexual indeseado con nadie. Debe reportar si otra reclusa o un empleado la están empujando, amenazando o extorsionando para tener sexo. Debe reportar también si alguien trata de cobrárselas porque reportó tal incidente o habló con un investigador acerca del abuso sexual.

### **Definiciones**

**El Abuso Sexual de Reclusa a Reclusa** es cuando una o más reclusas tienen contacto sexual con otra reclusa cuando ella no lo desea o al usar coerción, amenazas o fuerza.

**El Abuso Sexual de Empleado a Reclusa** es cuando un empleado, voluntario, internista o contratista externo tiene cualquier tipo de contacto sexual con una reclusa. Un empleado pidiendo sexo o haciendo amenazas sexuales son tipos de abuso sexual.

**El Hostigamiento Sexual** incluye:

- (1) Avances sexuales repetidos y no deseados, pedir favores sexuales, o comentarios verbales, gestos o acciones de una naturaleza sexual degradante u ofensiva por una reclusa hacia otra; y
- (2) Comentarios verbales o gestos repetidos de una naturaleza sexual a una reclusa, liberada bajo palabra, detenida o residente por un empleado, contratista o voluntario, incluyendo referencias humillantes al género, comentarios sexuales sugestivos o humillantes acerca del cuerpo o ropa o lenguaje o gestos obscenos.

Vea las Directivas 4027A and 4028A.

**Qué hacer si la abusan:** Si es abusada sexualmente, repórtelo de inmediato al personal. **El personal la protegerá del abusador y la llevará a Salud.** Le proveerán ayuda aunque no nombre a su abusador, pero sea lo más claro posible cuando reporte el abuso. Mientras más le diga al personal, más fácil será ayudarla.

A pesar de que quiera limpiarse después del abuso, es importante que vaya a Salud **ANTES DE** ducharse, lavarse, beber, comer, cambiarse la ropa o usar el baño. Un empleado de salud la cotejará para heridas que usted pueda ver enseguida o no.

Pueden chequearla también para enfermedades de transmisión sexual y ayudarla a decidir si necesita ir al hospital donde pueden recoger evidencia del abuso sexual. El personal de salud también discutirá la posibilidad de preñez con una reclusa víctima. Recibirá información de contacto para servicios de crisis por violación.

## Reportar

**¿Cómo reporta el abuso sexual si pasa?** Es importante decirle al personal que ha sido abusada u hostigada sexualmente. *Puede decirle al Administrador de Cumplimiento PREA designado, a la persona contacto PREA o a cualquier SORC, ORC, Capellán, empleado de seguridad, de salud o cualquier otro empleado.* Todo empleado tiene que reportar el abuso y solo pueden hablar acerca del abuso con oficiales que *tienen que* saberlo para investigar o proveerle cuidado a usted. Puede hablar también con Salud Mental.

Si reporta el abuso por escrito primero, puede escribirle al Superintendente, un miembro del Equipo Ejecutivo de la institución, un SORC, su ORC, capellán, supervisor de seguridad, Supervisor del Programa de Querellas del Recluso, Oficina Central, Coordinador PREA o la Oficina de Investigaciones Especiales (OSI) de DOCCS. Si desea reportarlo a una agencia externa, puede contactar al *New York State Commission of Correction*. Puede reportar el abuso en cualquier momento, pero mientras más pronto lo reporte, más pronto se investigará y tomarán medidas para protegerla.

*"No es chotear."*

Si siente que ha sido una víctima de abuso u hostigamiento sexual, repórtelo enseguida. Puede pedir también que alguien reporte el abuso por usted. Si piensa que están abusando u hostigando sexualmente a alguien, debe reportar eso también.

**¿Qué pasa con los reportes de abuso sexual?** Todos los reportes de abuso u hostigamiento sexual; o represalias por reportar y ser parte de una indagación se investigarán a fondo. La Oficina de Investigaciones Especiales (OSI) de DOCCS puede también reportar los casos a los oficiales de la ley.

*Las personas responsables tendrán que rendir cuentas a la medida total de la ley.*

**Confidencialidad:** Todos los reportes de abuso sexual son confidenciales bajo la Ley de Derechos Civiles § 50-b. La identidad de una víctima de abuso sexual, la persona que reporta el abuso sexual, cualquier testigo y los hechos del reporte mismo son confidenciales. La información solo se comparte con la gente envuelta en el proceso de reportar, investigar, disciplinar y de tratamiento o de otra manera como se exija por ley.

**No se permiten las represalias.** Una reclusa no se castigará por reportar el abuso u hostigamiento sexual de buena fe. El OSI o agentes de la ley pueden cargar a una persona con hacer un reporte falso si, después de la investigación, se prueba que la persona hizo la declaración sabiendo que era falsa o sin base o que la persona reportó un crimen o incidente alegado sabiendo que no ocurrió (p.ej., Código Penal §§ 210.45, 240.50). Un informe hecho en buena fe no es reportar falsamente un incidente ni mentir aunque la investigación no dé sustancia al alegato.

**El sexo indeseado con otra reclusa o sexo con cualquier empleado es abuso sexual.** He aquí algunas cosas que puede hacer para reducir su riesgo de abuso sexual:

8. No le crea a una reclusa que le dice la protegerá o se encargará de usted en intercambio por favores sexuales.

*"No hay nada gratis en la prisión."*

9. No apueste ni acepte regalos de otras. El abuso sexual es una forma en que la gente se ve forzada a pagar una deuda.

10. No use drogas y alcohol. Es más probable que haga malas selecciones si está borracha o arrebatada.

11. Preste atención si se siente incómoda. Si piensa que algo es peligroso, es probable que lo sea. Si piensa que no está segura, dígaselo a un empleado.

12. No coquetee ni hable con otras reclusas o empleados sobre tener sexo. Si alguien le pide que haga algo sexual, tiene derecho a decir "no."
13. Dígame a un empleado si la hostigan o amenazan para tener sexo.  
*"Si no lo reporta, va a continuar."*
14. Si otra reclusa o empleado la abusa sexualmente, repórtelo. DOCCS la protegerá del abusador y le dará ayuda aunque nombre a su abusador o no.

### **Reportar el Abuso Sexual**

**Para reportar un incidente de abuso sexual, notifíquelo al personal institucional o contacte a:**

**DOCCS Office of  
Special Investigations  
1220 Washington Ave  
Albany, NY 12226-2050**

**Si desea reportar a una agencia externa:**

**The New York State Commission of Correction  
Alfred E. Smith State Office Building  
80 South Swan Street, 12th Floor  
Albany, New York 12210**



**Corrections and  
Community Supervision**

**Sexual  
Abuse  
Prevention &  
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### **Acceso a servicios de apoyo confidenciales de afuera para el recluso:**

Los reclusos pueden tener acceso a partidarios de afuera para la víctima para servicios de apoyo emocional relacionados con el abuso sexual. La institución permitirá la comunicación razonable entre los reclusos y tales organizaciones y agencias de la manera confidencial más posible.

Cualquier recluso puede añadir un número de teléfono para un Programa de Crisis de Violación a su lista de teléfono en cualquier momento. Someta la solicitud a su ORC asignado de acuerdo con la Directiva 4423 (Llamadas Telefónicas del Recluso). Los números telefónicos gratuitos (800, 888, 877, 866 y 855) no pueden ser usados en el sistema telefónico para los reclusos. Las llamadas para los programas de crisis de violación son tratadas con lo más confidencialidad como sea posible, pero tales llamadas hechas en el sistema telefónica para los reclusos son grabadas y están sujetas al monitoreo al azar. Es posible que desee considerar el uso de la correspondencia privilegiada o tener visitas legales como una alternativa para las comunicaciones confidenciales. Las llamadas legales con ayuda del personal a los proveedores de los programas de crisis de violación no son monitoreadas por el personal de la institución y se consideran confidenciales.

Esta institución es parte de un proyecto que provee servicios mejorados para las víctimas, para las víctimas encarceladas del abuso sexual. Usted puede contactar a un Programa de Crisis por Violación basado en la comunidad para servicios de consejería en crisis por violación, defensa de la víctima y apoyo emocional al marcar

el #777 de cualquier teléfono del recluso. Las llamadas al #777 son confidenciales; sin embargo, tales llamadas se graban y están disponibles a los investigadores de la Oficina Central en caso de mal uso. El programa de servicios para las víctimas para esta institución es:

RESTORE Sexual Assault Services  
114 University Avenue  
Rochester, NY 14605

Línea Gratis: (585) 258-4852, las 24 horas al día, 7 días a la semana

La Guía de Recursos de Nueva York compilado por Just Detention International contiene recursos adicionales. Esta guía de recursos de Just Detention International está disponible para su uso en la biblioteca, la biblioteca legal y el área de Servicios de Transición.

Usted también puede escribirle a *Just Detention International* para solicitar recursos de sobreviviente, información de los centros locales de violación por crisis y las organizaciones de ayuda legal, al igual que información acerca de cómo reportar el abuso y los derechos de los sobrevivientes.

Just Detention International  
3325 Wilshire Blvd.  
Suite 340  
Los Angeles, CA

Just Detention International, East Coast Office  
1900 L St, NW  
Suite 601  
Washington DC, 20036

### INFORMATION INDEX

All INMATES: The following directory is being provided to help you in the solving of any problems you may have. Please be sure to write your problem or request in as DETAILED manner as possible so as the correct information can be sent to you.

| <u>PROBLEM</u>               | <u>WRITE TO</u>             |
|------------------------------|-----------------------------|
| Assignment request           | Assigned ORC                |
| Transfers                    | Assigned ORC                |
| Mental Health                | Mental Health Unit Chief    |
| Property Claims              | Administrative Lieutenant   |
| Commissary                   | Commissary Clerk IV         |
| Confiscated Property         | Disciplinary Officer        |
| Emergency Phone Call         | Assigned ORC                |
| Grievances                   | IGRC Supervisor             |
| Law Library                  | Law Library Officer         |
| Package Room                 | Package Room SGT            |
| Parole                       | Assigned ORC                |
| Property Transfers           | Captains Office             |
| School/Academic              | Education Supervisor        |
| School/Vocational            | Vocational Supervisor       |
| Correspondence               | Correspondence Dept.        |
| Industry                     | Industrial Supervisor       |
| Gym/Recreation               | Recreation Program Leader   |
| Dental                       | Dental Department           |
| Eye                          | Optician                    |
| Medical                      | Nurse Administrator         |
| State Clothing               | State Shop                  |
| ID Card                      | ID Officer                  |
| Family Problems              | Assigned ORC                |
| Religious/Family Problems    | Chaplain's Office           |
| Death in Family              | Chaplain's Office           |
| Monthly Statement/Payroll    | Inmate Accounts             |
| Volunteer Services           | Supv. Of Volunteer Services |
| Seniority/Housing Assignment | Movement Control Officer    |
| Free Bus/Paid Bus            | Chapel/Chaplain             |
| Temporary/Work Release       | ORC                         |
| Televisiting                 | ORC                         |
| Personal Property            | Inmate Records Coordinator  |

## NOTES