

**LAKEVIEW SHOCK
INCARCERATION
CORRECTIONAL FACILITY**

9300 Lake Avenue

P.O. Box T

Brocton, NY 14716

(716) 792-7100



**Corrections and
Community Supervision**

**Female
Inmate Orientation
Handbook**

July 2020

(LA044)

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WELCOME TO LAKEVIEW

I would like to take this opportunity to welcome you to Lakeview Shock Incarceration Correctional Facility.

This handbook and the facility orientation are designed to provide you with the information needed to function at this facility. You are encouraged to read this handbook and the other resources it refers you to. Should you have any questions, please direct them to the appropriate area.

Both staff and inmates take great pride in the appearance and operation of the facility as evidenced by the extremely high level of cleanliness and day-to-day operations.

You are expected to follow the rules of the Department and the facility while you are here. Additionally, your placement here provides you with the opportunity to participate in programs which address your individual needs. Your participation in programs is expected and will serve to benefit you. Lakeview has resources which will assist you in the successful completion of your incarceration and a positive return to your community. It is your responsibility to take advantage of this opportunity.

Brian Kubik
Superintendent

DIRECTIONS TO LAKEVIEW

The Lakeview Correctional Facility is a medium security prison which houses a Shock Incarceration Facility and a self-contained 88 bed I-ASAT Program Housing Unit. Lakeview Correctional Facility (SICF) is located in the Town of Portland near the Village of Brocton, in Chautauqua County, New York. It is approximately 50 minutes from Buffalo. Take Thruway (90 West) to Exit 59 to Dunkirk/Fredonia. Turn left on Route 60. Take route 60 to Route 20 and turn right. Follow Route 20 to Brocton. Turn right at the light under the green arch onto Lake Avenue. Go through the tunnels and Lakeview will be on your right.

VISITING HOURS

Visiting hours at Lakeview SICF are as follows:

Shock

Saturday, Sunday 9 A.M.- 3 P.M.
Based on Platoon (See Visitation schedule)

Reception, SHU, & Disqualified

Saturday 9 A.M.- 3 P.M.

Cadres & F2 Reception

Sunday 9 A.M. - 3 P.M.

I-ASAT

Sunday (Non-Contact) 9 A.M. - 3 P.M.

Additional information is also available to your family members by accessing the Department website: www.doccs.ny.gov

VISITOR TRANSPORTATION INFORMATION

Operation Prison Gap – For Weekend Visits – contact Ray Simmons, CEO
135 Thomkins Terrace, Bacon, NY 12508
Phone: 718-328-0291 FAX: 914-613-8841

Flambouyant Transport Inc.
Shock weekend visits and graduation
Contact: Junior DaCosta Phone: 718-696-8147 FAX: 910-462-2254

CUBE CLEANLINESS AND APPEARANCE

Please refer to Directives #4912 and #4913, and Policy and Procedures #2024. Upon moving to a new location, inmates are responsible to report any damaged equipment to the Housing Unit Officer as soon as possible. Failure to do so could result in disciplinary action. Each inmate is responsible for the clean and orderly arrangement of his/her living quarters and unit.

INMATE MOVEMENT

Inmates are to move together with their platoon. All inmates are to be escorted throughout the facility at all times.

IDENTIFICATION CARD

You must carry your identification (ID) with you at all times. Special care should be taken to ensure safekeeping of your ID card, as you'll be required to pay for replacement of a lost or destroyed card. You must present it to any employee who asks to see it. Failure to comply with this order will make you subject to disciplinary action. Any change in your appearance may result in your being re-photographed for identification purposes, which will be charged to you. ID cards needing replacement due to normal wear should be reported to the housing Sergeant.

THREE TIER DISCIPLINARY SYSTEM OUTLINE

All rules and regulations in the Lakeview Orientation Handbook are subject to enforcement through the Three Tier Disciplinary System, which is explained in Title VII, Chapter V, and Department Directive #4932. You are required to know the rules contained in the "Standards of Inmate Behavior All Institutions" and the Lakeview Orientation Handbook.

PERSONAL APPEARANCE AND DRESS

Regulations governing your personal appearance and dress are posted in each housing unit.

STATE ISSUE

Please refer to Directive #3081

When you arrive at Lakeview, you should have a complete set of State issued clothing. It is your responsibility to maintain possession of this clothing issuance. If clothes are worn out or in need of replacement, you should notify the State Shop and items will be replaced in accordance with the facility's exchange policy. If you lose or abuse your clothing, you may be subject to disciplinary procedures for replacement and restitution.

PERSONAL PROPERTY CLAIMS

Personal property claims are handled per Directive #2733. Claim forms are available on your housing unit. Completed claim forms should be submitted to the Business Office for processing.

COMMUNICATION-STAFF/INMATE

The facility administration encourages communication between you and our staff. You should communicate (orally) problems or concerns to employees with whom you come in contact with at Lakeview. Questions or concerns may also be written and sent to the appropriate staff area for response. It is appropriate to follow the chain of command when addressing issues. Do not use facility envelopes when writing to staff.

AREAS OF RESPONSIBILITY

A general list of areas of responsibility is listed below:

SUPERINTENDENT

DEPUTY SUPERINTENDENT FOR PROGRAMS

- Guidance/Supervising Offender Rehabilitation Coordinator (SORC)
- Guidance/Offender Rehabilitation Coordinator (ORC)
- Academic Education Supervisor
- Vocational Education Supervisor
- Volunteer Services
- Network Administrators
- A S A T
- Mental Hygiene
- Ministerial Services
- Recreation
- Inmate Grievance
- Inmate Records
- Law Library
- General Library
- I-ASAT

DEPUTY SUPERINTENDENT FOR SECURITY

- Captains
- Lieutenants
- Sergeants
- Correctional Officers/Drill Instructors

DEPUTY SUPERINTENDENT FOR ADMINISTRATION

- Business Office/Payroll
- Food Service
- Maintenance
- Laundry
- Storehouse
- State Shop
- Commissary
- Medical/Dental
- Personnel

ISSUES

Use the Table below to find out what office/person can answer your concerns on a specific issue.

ISSUE	OFFICE/PERSON
Account Concerns	Inmate Accounts Office
ASAT	ASAT ORC
Bed/Room Change for Health Reasons	Nurse Administrator
Claims (personal property)	Business Office
Commissary	Institution Steward
Confiscated Property	Deputy Superintendent for Security
Dental Concerns	Facility Dentist
Emergency Phone Calls	Chaplains
Employee Problems	Administration.....DSA
	Security.....DSS
	Programs.....DSP
FOIL Requests	Inmate Records
HSE	Education Supervisor
Grievances	Inmate Grievance Supervisor
Inmate to Inmate Correspondence	ORC
Mail Problems	Sr. Mail Supply Clerk/SORC
Medical Concerns	Nurse Administrator
Notary Services	Law Library
Open Date	ORC
Package Room	Program Sergeant
Parole	ORC
Payroll (Program Assignment Pay)	ORC
Phone Home Program	ORC
Property Transfer (Inmate to Inmate)	Deputy Superintendent for Security
Program Assignment Change	Program Committee
Residence Approval	ORC
School – Academic	Academic Education Supervisor
School – Vocational	Vocational Education Supervisor
State Shop (State Issued Clothing)	Institution Steward
Temporary Release	ORC
Tier Hearing Appeals (I & II)	Superintendent
Tier Hearing Appeals (III)	Commissioner-DOCCS
Time Allowance	Inmate Records Coordinator
Time Computations	Inmate Records Coordinator
Time Cut	Special Housing Management Committee
Transfer Request	ORC
Visiting Room Issues	Deputy Superintendent for Programs
Warrants	Inmate Records Coordinator
Work-Release	ORC

TEMPORARY RELEASE

Please refer to Departmental Directive #7001. (This can be obtained from the Law Library.) Temporary Release is a program designed to allow eligible and approved inmates out on furloughs and release programs. If you have any questions regarding the temporary release process, contact your ORC via the mail.

CORRESPONDENCE

General rules and regulations governing correspondence are contained in Directive #4422, which is available in your housing units and in the Law Library.

Prior to transfer or release from Lakeview, you must fill out a Change of Address Form 2101 and send it to the Correspondence Office. You must also notify all correspondence, publishers, subscription houses and mail order houses of your change of address. The Correspondence Office will forward mail to you for up to a two-month period.

TELEPHONE

You are allowed a maximum of 15 phone numbers on your phone list. Forms to add or delete numbers are available on the units. Be sure to fill out all the requested information. Changes are made on a quarterly basis, or on an emergency basis, when you see your ORC. Any third-party call or sharing of DIN number will result in disciplinary action.

DISBURSEMENT FORMS

For any outside purchases (I-ASAT), Form 2706 should be attached to the outside of the envelope with a paperclip by staff, not stapled or taped. Do not seal the envelope, as the Business Office must put the check inside before the business letter is mailed.

- Inmates should fill out disbursements completely with all information in ink.
- Any disbursements for \$100 or higher must be signed by the DSS.
- Commissary holds can delay processing of disbursements and the mailing out of packages for up to one week.
- Packages being sent out must be paid for before shipping (I-ASAT).
- Receipts can take up to five days to show up on accounts and Commissary sheets.
- Stamps are purchased in the Commissary.
- Form 2706 must be signed by staff verifying you are the inmate listed on the form.

LEGAL MAIL/PRIVILEGED CORRESPONDENCE

Please refer to Directive #4421

If your legal Mail requires a check to go with it, the envelope must not be sealed so that the Business Office may insert the check.

PACKAGES

Please refer to Directive #4911 and #4933: Only items listed will be allowed.

INMATE RECORDS OFFICE

The Inmate Records Office (IRC) is responsible for many legal issues, including the computation of legal dates, lodging and/or withdrawing warrants, ensuring compliance with court orders in the processing and storage of personal property. Personal property, such as Social Security cards, birth certificates, military discharge papers, passports, driver's licenses, and HSE diplomas must be retained in the IRC office until release.

If you feel you were not credited with the correct amount of jail time, **you** must write to the jail where you were incarcerated. It is **your** responsibility. We cannot credit you with any additional jail time unless we receive an Amended Certified Jail Certificate

The IRC is the F.O.I.L. Officer for Lakeview. Inmate Records does not supply you with copies of RAP sheets. You must request them through the Division of Criminal Justice. Requests for Pre-sentence Reports must be done through the probation department, not IRC.

IRC will notify Inmate Accounts to collect surcharges, fines, and fees that are court ordered. We are bound by the Sentence and Commitment. If you feel your surcharges are incorrect, you must write to the court for an amended Sentence and Commitment. We will collect unless the Commitment specifically states "DOCCS do not collect".

This office is also responsible for coordinating any movement, such as court appearances, funeral or deathbed visits, releases, transfers, and the service of legal documents.

If you have any concerns regarding these matters, you should contact the Inmate Records Office. Make sure you include your name and DIN.

INMATE ACCOUNTS

Upon your transfer to Lakeview SICF, your funds will be sent by your previous facility. Your funds should arrive within 10 days. You will receive a receipt when the funds are received from the sending facility.

Approved disbursements will be charged against your account, up to your spendable balance. Any requests for disbursement of \$100 or greater must be approved by the Deputy Superintendent for Security.

Inmate Accounts is responsible for posting your payroll and forwarding your inmate account statements to you when received. Inmate Accounts does not determine your pay. Questions concerning your pay should be directed to the program area and/or your supervisor.

Encumbrances/Lag Pay/Gate Money/Advances

Encumbrances lag pay, gate money, and advances are collected in accordance with DOCCS Directive #2788 – Collection and Repayment of Inmate Advances and Obligations.

GRADUATION DAY TRANSPORTATION

Early releases are only given if that is the only bus leaving on graduation day. If you are traveling to an area that offers a bus between the hours of 4:00 PM and 11:00 PM on graduation day, that is the bus ticket we will purchase. Bus schedules change daily. We will not know the bus schedule until the Tuesday before your graduation.

You will be notified of your bus departure and arrival times and be provided with a breakdown of your account statement on the Tuesday before your graduation.

The Dunkirk to Buffalo bus will pick up at 2:40 PM @ 411 Central Ave., Dunkirk, N.Y. You will be provided with a JPAY debit card which is loaded with your release funds. Instructions will be provided with the debit card.

When boarding the bus, you will need to surrender your white bus ticket. You will use the yellow bus ticket at the Buffalo bus station.

The departure and arrival times for all buses will be listed on the envelope containing your tickets. For those of you that have a 4:00 PM departure in Buffalo and miss it, there is also a 6:30 PM departure. If you are going to the airport, you will take the bus from Dunkirk to Buffalo. Bus #204 will take you directly from Buffalo to the airport. There is a \$2.00 fee for this bus. If you have any questions regarding your transportation, please contact the Business Office.

STATE SHOP

Upon entering the Shock Program, male/female inmates are issued a Zero Weeks bag from the State Shop containing clothing items that are required for Shock, per DOCCS Directive #3081. Serviceable used clothing items will be issued before new items, except for underwear, socks, handkerchiefs, and pajamas.

Once in the Shock Program, you may put in for clothing exchange every two weeks. Requests for State Shop items must be made on form LA079 (Shock inmates) or form 1645 (male callout sheet). This exchange will be reviewed by the State Shop and processed, if necessary.

Any items lost, stolen or destroyed by an inmate will result in restitution being paid by the inmate prior to a replacement item being issued.



COMMISSARY BUY PROCEDURE

1. You will be scheduled for an initial buy during Zero Weeks. If you do not have funds when you are scheduled for your initial buy, you will receive an advance, which will be collected from your account when your transfer funds arrive.
2. You will receive a buy sheet the night before your scheduled buy. Commissary buys are permitted once every 2 weeks.
3. The buy sheet is to be filled out and returned to the 4 – 12 officer the same night that it is received.
4. If you do not receive a buy sheet the night before your buy day and you feel that you should have funds available, write to Inmate Accounts.
5. If you believe that there is an error regarding your commissary sheet balance, spend the amount indicated and then write to Inmate Accounts regarding the possible error.
6. No changes will be allowed on the buy sheet after it is submitted.
7. If you go over your spendable amount, the sale will be stopped where the money runs out. The items remaining after you run out of money will be dropped. You will not be allowed to choose the items that are eliminated.
8. Failure to return your buy sheet to the commissary is considered a refusal.
9. You will be escorted to the commissary when scheduled.
10. You must present your ID card at the time of your buy.
11. You must check your buy for any discrepancies before leaving the Commissary area.
12. Certain articles purchased from Lakeview Commissary may not be allowed when transferring to another facility.

GUIDANCE UNIT

The main functions of the Guidance and Community Supervision Unit are to gather information about and from inmates, prepare thorough assessments, identify strengths and needs, set goals, evaluate progress, document information, and prepare appropriate forms and reports related to inmates. Guidance Unit Offender Rehabilitation Coordinators (ORC's) also provide both individual and group counseling to inmates. This counseling is carried out on the housing units as well as in Transitional Services classes. The objectives of counseling are to assist the inmate in making positive adjustments to incarceration, to prepare for successful reentry into society, and to help foster a crime-free lifestyle.

Useful information:

- There may be an *average* waiting period of between 2 to 6 weeks before the inmate starts the Shock Program. Guidance and Community Supervision ORCs do not disclose if an inmate is eligible for transfer to another Shock facility.
- While an inmate is in reception status, his/her visits will be Saturday from 9:00 am to 3:00 pm unless they are placed on F2, which has visits on Sunday from 9:00 am to 3:00 pm. Three adults and one lap child will be allowed at these visits.
- ORC tabs are located on the housing units. If an inmate has a question, he/she should complete the tab and submit it through the facility mail to his/her assigned ORC. The assigned ORC will respond back in writing or in person during their daily rounds. The guidance unit does not discuss any information regarding an inmate's status over the telephone. This is to maintain each inmate's privacy. It is each inmate's responsibility to inform his/her family of his/her status (Shock Inmates).
- Religious concerns must be handled by writing to Ministerial Services.
- Request for copies of time computation sheets must be submitted in writing to inmate records with a disbursement form for 25 cents.
- Telephone add-on forms are located on the dorm. Forms can be submitted through the facility mail to the Guidance and Community Supervision unit.
- Each inmate will need to be medically cleared by medical staff before they can participate in the Shock Program. Lakeview medical personnel will review each inmate's medical records and schedule initial appointments if necessary.
- The six-month Shock Program will commence when an inmate starts his/her platoon. All inmates are required to complete at least 180 days in the Shock program in order to complete it.
- An ORC will meet with each Shock platoon early in the program to discuss parole conditions, addresses, and other pertinent information regarding the inmate's release.
- Guidance and Community Supervision ORCs will assist inmates with obtaining copies of Social Security cards and birth certificates.

PROGRAM SERVICES

ASAT

ASAT stands for Alcohol and Substance Abuse Treatment. ASAT is mandated by the enabling legislation for Shock. That means that you have to take ASAT whether or not you think you have a problem with drugs or alcohol. The ASAT curriculum will help participants better understand those problems they had in their lives that led them to this point, and what changes they need to make in order to live a successful, healthy, sober lifestyle when they are released from custody. Each participant has ASAT one day per week and one evening per week.

Network

Network is about decision-making and community living. Poor decision making contributes to incarceration. Network teaches participants how to get along with each other, through the Network Group Contract, and how to make better decisions in their lives, leading to successful living. Each participant practices the Network program every afternoon, through the community meeting, and has one Network instructional class every other week.

Academic Education

All Shock participants are required to attend school. Inmates claiming HSE or high school diplomas should fill out a verification form. The Education Supervisor will respond in writing when the document has been verified. You may then be removed from academic classes.

It is the responsibility of the inmate to provide accurate information regarding the HSE or high school diploma. The Education Supervisor will contact the school or state that the diploma was issued to verify authenticity of the diploma. Copies of your diploma will not be accepted. Any documents to verify diploma should be sent from the school or institution to the Education Department directly.

The Education Department at Lakeview offers a variety of academic classes to meet the needs of the students. Each student will be placed in the appropriate class based on the TABE test given at reception. Classes include HSE, PRE, PRE-ABE, ABE, ESL, Spanish instruction, and Learning Lab.

Students are encouraged to participate in all academic classes in order to increase their math/reading scores while at Shock. Students who obtain a 9.0 in math and reading on a TABE D are able to take the TASC Readiness Test in order to qualify for the TASC™ test. Eligible students will have the opportunity to take the TASC™ prior to graduation.

Special Education

Students who are under 21 years of age at the beginning of the current school year, are referred to the Special Education Department if they have low test scores from Reception, a history of special education, or are struggling academically and/or behaviorally in class. A referral can be made by a parent, professional, security staff, judicial officer, or an eligible inmate. The Committee on Special Education (CSE) will conduct an evaluation to determine if a student meets the eligibility criteria for Special Education services. The Special Education Department provides special education instruction and related services to students with an identified disability until the end of the school year during which the student turns 21. Referral to the CSE should be made to the Education Supervisor or Psychologist.

Vocational Education

The Vocational Education program at Lakeview Shock Incarceration Correctional Facility consists of trade shops which prepare inmates for re-entry into society as productive and contributing members of the community. It is the policy of this facility to afford vocational school students an opportunity to learn and acquire the skills necessary to function with entry level trade skills in their respective trade areas. The criteria for evaluating success of programs in meeting stated goals are daily student evaluations, student progress as recorded in the Employability Profile, inmate feedback, instructor observations, and performance-based completion of individual modules. Shock is a six-month program that allows ample time for motivated students to complete the entire course. Vocational programs are provided in two modules, four days per week (three hours each day) and two nights per week (three hours each night) or two modules five days per week (three hours each module). Each shop has a capacity of 17-20 inmates for each of the modules that the program will run.

Lakeview Shock currently offers seven vocational programs – Custodial Maintenance, Computer Programmer/Operator, Building Maintenance, Floor Covering, Horticulture, Upholstery, and Painting and Decorating.

Ministerial Services

Protestant services are held on Saturday 9:00 – 10:00 am for males and 10:00 – 11:00 am for females. Bible study is held Saturday afternoons from 1:00 pm to 3:00 pm and rotates between males and females. Inmates may write to the Chaplain with questions or counseling needs.

Catholic Services are held on Sunday, 7:00 – 8:00 pm for males and 6:00 – 7:00 pm for females. Catholic Bible study is held 2:00 – 3:30 pm and rotates between males and females. Inmates may write to the Catholic Chaplain with confession requests or counseling needs.

During family emergencies or family death reports, the Protestant Chaplain and/or the Catholic Chaplain will minister to the inmate involved, regardless of his/her religious beliefs.



The Inmate Grievance Program

The Inmate Grievance Program (IGP) provides each inmate with an orderly, fair, simple, and expeditious method of resolving grievances pursuant to Section 139, Correction Law. It ensures a realistic method of obtaining information necessary to address grievances within established time frames while maintaining confidentiality.

The grievance program, as defined in DOCCS Directive #4040 & #4041 includes procedures for inmates to resolve allegations of discriminatory treatment in accordance with the State Commission of Correction Regulation, 9 NYCRR, part 7695. **The IGP is designed to supplement, not replace, existing informal channels for resolving complaints.**

Inmate grievance forms are available to all inmates on all housing units. Any inmate may seek assistance from any other inmate or staff member of his/her choice. The completed form should be forwarded to the Inmate Grievance Resolution Committee (IGRC) office. Shock inmates may air their grievances during a scheduled evening Network Community Meeting with the attempt to resolve it informally. If the grievance cannot be resolved informally, the IGRC will hold a hearing within 16 calendar days from receiving the grievance.

Second step-After receiving the IGRC response, the grievant may appeal to the Superintendent within seven calendar days and Directive #4040, 701.5 (c) shall then be followed. The Superintendent has 20 days to respond to an appeal.

Third step-If the grievant is not in agreement with the Superintendent's decision, he/she may appeal to Central Office Review Committee (CORC) within seven calendar days after receiving the Superintendent's response and Directive #4040, 701.5 (d) shall then be followed.

General Library

The General Library at Lakeview Shock Incarceration Correctional Facility provides a wide variety of materials and services to the different inmate populations within the facility. The library has approximately 7,000 books available to Shock inmates, including an extensive foreign language collection providing Spanish materials to inmates who have limited proficiency in English. Classes on career resources (including the use of the NYS career database), resources for small business development, and instruction on effectively selecting a course of study, as well as the admissions process in vocational, community, and four-year colleges, are available on a regular basis.

MEDICAL SERVICES

Health Services

Lakeview Health Services provides the inmate population with 24-hour medical coverage.

Upon your arrival at Lakeview Correctional Facility, you will review your health records with the registered nurse (RN) on duty. At this time, please review with the RN your current medical problems, if any, and any medications which are currently prescribed. Any inmate with existing medical problems will be scheduled to be seen and examined by the physician during the next scheduled clinic.

When indicated, Health Services staff will refer the patient to outside providers for consultation.

Sick Call

Sick call is routinely scheduled five days a week. Sick call request forms/envelopes and locked boxes for submission are available on the housing units. Sick call requests are reviewed by a RN and inmates will then be scheduled for sick call on the basis of priority.

Physician/Nurse Practitioner Appointments

Appointments with medical staff are scheduled through sick call.

Emergency Sick Call

Emergency sick call will be as needed. Injuries or medical emergencies should be reported to staff immediately. **Do not report to Health Services without permission.**

Medication Administration

Medication callouts are mandatory. Inmates must report to Health Services at scheduled medication administration times. Inmates are responsible for checking days and times of medication callouts.

Medication Refills

Notify Health Services at least **5-7 days** before your medication is due to run out to request a prescription refill.

Report to sick call if you do not receive your medication within three days after your request is submitted.

Mental Health and Dental Requests

Services may be requested through sick call or through written requests (directed to where services are available).

Medical Specialists

Requests for appointments with specialists will be made as needed, based on the primary care provider's judgment. Appointments with specialists are mandatory callouts.

Diagnostic Procedures

Appointments for X-rays, blood work, and other diagnostic procedures are mandatory callouts.

HIV Counseling and Testing

Health Services provides confidential testing and counseling. Anonymous services are available through the Counseling Unit.

Complaint Steps

Contact the Nurse Administrator to resolve the problem before using the Inmate Grievance Process.

DENTAL SERVICES

The Dental Clinic operates 7 A.M. to 3 P.M. Monday through Friday, holidays excluded. Dental services can be requested by properly filling out a "SICK CALL REQUEST FORM" and submitting it to the Dental department. Precisely state what your issue is. Inmates will then be scheduled with the Dental staff to address their concerns. During off hours and holidays, Dental emergencies are fielded through the Medical department and their sick call procedures should be followed.

The Prevention of Sexual Victimization in Prison What You Need to Know

The Department of Corrections and Community Supervision has
Zero Tolerance
for Sexual Abuse and Sexual Harassment

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 does not tolerate sexual abuse or sexual harassment. All reports of sexual abuse, sexual harassment or retaliation after 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. DOCCS takes the safety of all people in our care seriously, including LGBTIQ+ people. 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 sexual abuse or sexual harassment, or after you spoke to OSI or an investigator about sexual abuse or harassment.

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, bullying, 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.

Willfully "misgendering" a transgender, gender nonconforming or nonbinary person can be sexual harassment.

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 the person who abused you. 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 infections and help decide if you need to go to the hospital where they can collect evidence of the sexual abuse and where you will be provided with a victim advocate to support you. Medical staff will also discuss the possibility of pregnancy with you.

Victim Services

Any person in our care can contact 777 or one of the PREA Centers for rape crisis services, emotional support or victim help. See the Victim Support brochure and signs near the phones for more information. Note that 777 is not a reporting hotline and you do not need to make a report to use these 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 ADS PREA Compliance Manager, Captain/PREA Point Person, or any staff (guidance, security, a chaplain, medical, mental health, etc.).***

If you report the abuse in writing, you may write to the Superintendent, a member of the facility Executive Team including the ADS PREA Compliance Manager, Central Office, the PREA Coordinator or the Department's Office of Special Investigations (OSI).

You can also make a report to the Office of Special Investigations (OSI) by using the 444 Reporting Line from 8 a.m. – 5 p.m. business days. Calls to 444 are not monitored by facility staff.

If you want to report to an outside agency, you may contact the New York State Commission of Correction (SCOC) at the address under "Report Sexual Abuse" using "legal mail." You can make an anonymous report to SCOC by asking them not to give your name to DOCCS. The Department will not know who made the report.

You can report the abuse at any time, but the sooner you report it, the sooner it can be reviewed, 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 looked in to.

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

Confidentiality: All records of reports of sexual abuse are protected 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 who need to know for reporting, investigation, monitoring, discipline and treatment, or as otherwise required by law.

Retaliation (Pay Back) is not allowed. You will not be punished for good faith reporting of sexual abuse or sexual harassment. After a report is made, your safety will be monitored.

Note that a person may be charged 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 prove the claim.

Reducing Your Risk

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. It is a crime.** DOCCS will protect you from the abuser and help will be provided whether or not you name your abuser.
8. **It is a crime for a staff member to ask you for sex. Call 444 and report it.**

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
Dial 444 M-F 8AM-5PM

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

Help for Victims of Sexual Abuse in Prison

PREA Statewide Rape Crisis Hotline

&

Victim Advocacy and Emotional Support Partnership

DOCCS provides enhanced victim services to incarcerated victims of sexual abuse and sexual harassment. The PREA Statewide Rape Crisis Hotline is available by calling **777** from any inmate phone. You can use the hotline to contact a community-based Rape Crisis Program (RCP) for rape crisis counseling, victim advocacy and emotional support services. The **777** hotline provides crisis counseling and referrals for services. The hotline is not an answering service for the PREA Centers or OSI.

You can contact the Statewide Rape Crisis Hotline for crisis counseling and a referral to a PREA Center by calling **777** from any inmate phone. The **777** hotline is NOT a reporting hotline and you do not need to make a report to use these services. Dial **777** the same way you would dial a standard phone number.

PREA Rape Crisis Hotline

777

The Statewide Hotline operator will offer to refer you to an advocate with a PREA Center for ongoing emotional support, victim support, someone who can be with you during medical examinations and interviews, information, and referrals related to sexual abuse and sexual harassment.

Any inmate can add a telephone number for a specific Rape Crisis Program to his or her telephone list at any time. Submit a request to your assigned ORC under Directive #4423 ("Inmate Telephone Calls"). **This facility's designated "PREA Center" Rape Crisis Program is:**

RESTORE Sexual Assault Services

P.O. Box 349

Albion, N.Y. 14411

(585) 258-4852

Conversations between inmates and RCPs, including PREA Centers, are confidential. The rape crisis counselors providing services to inmates are only able to report information back to DOCCS if the inmate allows them to do so, if there is a risk of harm to you or others, or when the victim is a child. Calls to **777**, DOCCS partner programs, and staff assisted "legal" calls with RCP providers are not monitored by facility staff and are considered confidential. However, calls placed on the inmate telephone system, including **777** calls, are recorded and available to OSI investigators in the event of misuse, and may be used in any resulting disciplinary or criminal action.

The New York State Coalition Against Sexual Assault (NYSCASA) has partnered with DOCCS to help improve access to victim advocacy and support services for people who are incarcerated. NYSCASA is working with DOCCS to expand our partnerships with local Rape Crisis Programs to deliver services to inmates who have experienced sexual victimization. You may contact NYSCASA for assistance including advocacy services or a referral to one of our community partner programs:

PREA Outreach Coordinator

New York State Coalition Against Sexual Assault

28 Essex Street

Albany, New York 12206

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, 20036

NOTES: _____

WHO DARES
WINS

