



Administration

Rules and Policies

Below is the list of status changes made to DOC Administrative rules since 05/01/20.

PROPOSED RULES:

291-180 Interstate Compact

- Amends the rules to adopt the recent changes made to official ICAOS rules.
- Last day to provide comments: 07/20/20 @ 5:00 PM

TEMPORARY RULES:

291-069 Security Threat Management

- Amends the rules to clarify modifications that may be made to services and programs for the safety and security of the facility, staff and AICs.
- Effective: 05/26/20 – 11/21/20

291-093 Death Row Housing Unit

- Amends the rules to update the departments policy to allow for individualized housing decisions regarding AICs with a sentence of death, which may include appropriate housing other than the Death Row Housing Unit or a Death Row status cell.
- Effective: 05/27/20 – 11/22/20

Rulemaking comments must be provided to the DOC Rules Coordinator in writing. Communications submitted should be limited to providing comments on only one division/topic per communication. Do not include multiple divisions/topics in one communication, they will be returned. DOC rules are available for review and copies in the inmate law library.

Proposed, temporary, and permanently adopted rules are available for review in the inmate Legal Library. Personal copies may be obtained by sending form CD1762, "Legal Photocopy Request Form," to J. Lawson, Library Coordinator.

Inmates in special housing units may access copies of proposed rules and permanently adopted rules for review by asking the housing unit officer. Personal copies may be obtained by sending form CD1762, "Legal Photocopy Request Form," to J. Lawson, Library Coordinator.

Proposed rules will be copied free of charge. If you want a personal copy of a permanently adopted rule, there will be a charge for the copy.

Comments on proposed rules may be submitted by inmate communication or letter to: M. Mooney, Rules Coordinator, DOC Rules Office.

Central Trust and Business Services

DOC's Chief Financial Office recognizes this is a difficult time and wants to assure adults in custody that Financial Services staff (*Central Trust & Business Services*) are doing all they can to ensure all deposits, transfers, and CD28/CD28Ps are processed as timely as possible.

Centers for Disease Control and Prevention (CDC) recommended precautions are in place in U.S. Post Offices and throughout DOC. These precautions entail quarantining mail (including all internal shuttled mail) prior to being handled by staff. Therefore, as mail travels to and from both internal and external locations, DOC is quarantining mail for the required 24-hour period. This precautionary procedure will result in processing and response delays.

In addition to the delay in mail services, because of the Governor's directive for DOC staff to work from home when possible, many DOC staff are telecommuting. These staff are taking turns coming into the institutions daily to collect, process, mail, and deliver financial requests and communications. This too causes delays in processing.

Delays vary by location (*estimated 1-4 weeks*). AICs are encouraged to submit AIC communications electronically to address trust account-related questions and concerns.

We appreciate your patience during this time.

COVID-19 Prevention

As time moves forward medical understanding of the COVID-19 virus improves. It still affects different people differently. Although many people who don't have other underlying issues have mild symptoms, others become extremely ill. The virus spreads very easily but is somewhat fragile.

The best thing we can do to kill it is to wash our hands with soap and do so often. The best ways we can keep from infecting ourselves is to not touch our eyes, nose or mouth without washing our hands immediately prior. The best way we can protect others is to wear a utility mask. Although the virus itself would fit through the mask, the virus is spread by droplets; the moisture droplets the virus lives in will mostly be caught by the mask and not spread in the air, other people, or to surfaces where other people may touch after you.

Although it is suspected the virus may not live on surfaces for as long as first thought, it's important to keep surfaces clean and wash your utility mask often.

Washing your hands and killing the virus may take longer than most people think. 20-30 seconds of hand washing with soap has been found to be effective. It's been shown the water doesn't have to be warm or hot to be effective, rather it's the soap and the friction of the hand washing that works. Don't keep your hands under running water the entire time. Wet your hands and soap then, use friction of rubbing your hands together outside the water to allow the soap to get all over the surfaces of your hands and wrists including your palms, the backs of your hands, between the fingers and under your fingernails. You can then place your hands back under the water to rinse thoroughly. It all matters. We do not have a shortage of bars of hand soap. Please make sure to wash your hands immediately prior to leaving your cell, immediately prior to any meals and immediately after.

The spread of the virus through the people who aren't affected doesn't seem to be the big deal. It's the fact that without these measures from you, other people with underlying medical issues and the elderly, will be more likely to be exposed and face significant problems. It takes everyone practicing social distancing, wearing their masks and good handwashing to prevent further spread of this virus.

Handwashing Stations

Handwashing stations have been added near the phone booths and weight equipment, where there normally isn't easy access to soap and water. One of

the main ways to help prevent the spread of COVID-19 is to wash your hands before and after using common "touch-points". Be careful not to touch your eyes, nose or mouth, or to handle your food, unless you have just washed your hands with soap.

- Please wash your hands before and after using the telephone.
- Please wash your hands before and after using weight equipment
- Please wash your hands before and after using golf clubs or horse shoes

There will be recreation yard workers who are assigned to ensure soap and water levels are maintained for the handwashing stations.

/s/ V. Vanderzee, Communications Coord.

Security

Prison Rape Elimination Act

Questions and Answers

Here are the most asked questions when it comes to PREA:

1. How can I report a PREA allegation?
Answer: You can report an allegation to any staff member, the OIC, PREA grievance, PREA hotline, inmate communication and by third party.
2. If I use the PREA hotline or advocacy hotline are my calls confidential.
Answer: Yes, once you enter your pin number and press 9 for the PREA hotline or 711 to talk to a victim advocate, the phone system will not record the conversation or log that the number was called.
3. What is the buzzer sound I hear in all housing blocks, units and infirmary?
Answer: That buzzer sound is to make all inmates aware that a staff member of the opposite gender has entered the area.
4. Is there a resource outside of the institution I can talk to about PREA confidentially?
Answer: Yes, the Center for Hope and Safety is an advocacy group that is there for you 24/7.

The role of the advocate is to –

- Amplify the victim's voice
- Redirect victim blaming
- Provide emotional support
- Explain options for reporting
- Help victim process decision (not guide, recommend or suggest what is right)

Prison Rape Elimination Act (cont.)

Provide resources and referrals
Sit through forensic exam / investigatory
interview if desired by the victim.
Support family and friends of the victim

You can reach the advocate by dialing 711. The calls are confidential, not logged or recorded.

Single Cell Housing

All requests for **Single Cell Housing** must come through the Group Living Captain.

BHS and medical staff input, as well as facility needs, will be taken into account when deciding who to place into the single cells that become available.

Single cell housing priority will be:

1. Medical concerns
2. BHS concerns
3. Administrative concerns
4. Inmate convenience move requests

Once an inmate is housed in a single cell, if a higher priority placement concern occurs, the inmate may be removed. Issues with inmate conduct may result in removal from a single cell.

/s/ C. Borden, Security

Quote of the Week

Be kind to unkind people. They need it the most.
Ashleigh Brilliant