



OFFENDER'S NAME Irving Patrick  
GEO # J000082431 LAST FIRST

**ACKNOWLEDGMENT OF RIGHTS AND PROCEDURES**

Upon arrival offender was informed of the rules, regulations, and procedures concerning the operation of the facility. Offender received an orientation/ Offender's Handbook.

Upon arrival offender was informed of his / her rights pertaining to his / her telephone privileges and was afforded the opportunity to contact his / her Consulate via telephone. Offender was informed that he / she may request further contact with his/ her Consulate by Submitting a request form to his / her Case Manager.

[Signature]  
Offender's Signature

**COPY**

9-8-18  
Date

**NOTIFICACION DE DERECHOS Y PROCEDIMIENTOS**

A su llegada el confinado(a) fue informado(a) de las reglas y procedimientos que conciernen al operative de esta institucion. El confinado(a) recibio una orientacion y un manual del las reglas de esta institucion.

A su llegada el confinado(a) fue informado(a) de sus derechos en referencia a llamadas telefonicas. Tambien se le otorgo la oportunidad de contactar a un funcionario consular de su pais via telefonica. El confinado(a) fue informado que durante su estancia en esta institucion puede someter una solicitud a su consejero(a) para contactar a un funcionario consular de su pais

\_\_\_\_\_  
Firma Del Confinado(a)

\_\_\_\_\_  
Fecha

**OFFENDER BONDING OUT WITHIN 24 HOURS**

Offender plans to bond out within 24 hrs, of arrival at E.P.C.F. therefore; offender was not informed of the rules, regulations and procedures nor did offender receive an orientation.

\_\_\_\_\_  
Offender's Signature

\_\_\_\_\_  
Date

**EAGLE PASS CORRECTIONAL FACILITY  
INMATE HANDBOOK  
Rev 001**



**Mailing Address:**

**Fed Ex / UPS**

Eagle Pass Correctional Facility  
742 Texas Highway 131  
Eagle Pass, Texas 78852

**United States Postal Service**

Eagle Pass Correctional Facility  
410 S. Bibb Avenue PO Box #849  
Eagle Pass, Texas 78853

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## WARDEN'S MESSAGE

Welcome to the Eagle Pass Correctional Facility (EPCF). This is a private correctional center managed by the GEO Group Inc. (GEO). GEO contracts with several agencies for the purpose of confining and/or incarceration of inmates under Federal or State custody. This center is classified as a medium security center. Inmates who are not able to live in the General Population will be placed in Restricted Housing Unit and managed as Maximum-Security Inmates. The GEO Group Inc. staff had no role in the decision to confine you at this center. GEO Group Inc. is bound by the laws of the Idaho Department of Corrections which has jurisdiction over you and they determine the conditions of your confinement. It is EPCF policy to provide you unrestricted access to Courts and the agency of your jurisdiction.

It is Eagle Pass Correctional Facility's goal to provide an environment that is secure, safe and sanitary. The facility prohibits discrimination on the basis of disability in the provision of services, programs, and activities. There is no discrimination regarding administrative decisions or program access based on an inmate's race, religion, national origin, gender, sexual orientation, or disability. All staff and Inmates are expected to participate in obtaining these goals. All Inmates are also expected to conduct themselves in accordance with the Inmate rules. The staff is trained to respond to Inmate interactions in a professional manner. Your actions will determine the actions of the staff. It is my hope that you will make good choices when it comes to your future. Ideally, we would have an environment where both staff and inmates respect each other and conduct themselves accordingly. Respect is a two-way responsibility. Therefore, I encourage you to do your time here in the most positive way possible.

The EPCF staff can only provide you with opportunities. What you do with the opportunities is your decision. Therefore, our staff is specially trained to respond to what you decide. Hopefully you will make choices for yourself and enjoy the positive benefits derived from them. You should have already learned the ramifications of bad decision making. Hopefully you have learned valuable lessons from your past mistakes. If you have, you will not repeat them during your incarceration. Our plan is to encourage you to focus on the future and develop a plan for what you are going to do with your life after passing this point.

Best wishes,

Waymon Barry  
Warden

## GENERAL INFORMATION

### **Your mailing address is:**

Eagle Pass Correctional Facility  
410 S. Bibb Avenue PO Box #849  
Eagle Pass, Texas 78853

### **Eagle Pass County Sheriff Office address is:**

Eagle Pass County Sheriff Office  
1051 Balboa-Jones Memorial Blvd.  
Eagle Pass, Texas 78852

### **State of Idaho Department of Correction address is:**

Contract Manager, Sheriff's Liaison  
1299 N. Orchard, Suite 110  
Boise, ID 83706

### **The Mexican Consulate:**

Mexican Consulate – San Antonio  
127 Navarro  
San Antonio, TX. 78205

### **US Department of Justice:**

P. O. Box 27606  
Washington, D.C. 20530  
1-800-869-4499 or dial #88 (Calls are not recorded)

### **Texas Commission on Jail Standards:**

P.O. Box 12985  
Austin, Texas 78711  
512-463-5505

### **Civil Rights & Civil Liberties Complaints:**

Office of the Inspector General  
US Department of Justice  
950 Pennsylvania Ave. NW, Room 4706  
Washington, DC 20530

### **US Department of Justice:**

Dial #88

**PREA Hotline:**

Guadalupe Valley Domestic Violence, GVFVS  
Seguin, TX 78155  
Crisis Hotline: 1-800-834-2033  
Dial #77

**PREA Compliance Manager:**

Dial #99 (Leave a message)

**Inmate Telephone System Information:**

**Global Tel-Link**

Toll Free Number 1-888-288-9879  
Fax 1-251-473-2802  
Hours of Operation: 24 hours a day, 7 days a week, 363 days a year (Closed Christmas and New Years Only)

**Mailing address:**

Global Tel-Link  
PO Box 2868  
Mobile, Alabama, 36652

## Transportation

### Airport

San Antonio International Airport  
Address: 9800 Airport Blvd, San Antonio, TX 78216  
Code: SAT  
Phone: 210-207-3433

Corpus Christi International Airport  
Address: 1000 International Dr, Corpus Christi, TX 78406  
Phone: 361-289-0171

### Taxi

Yellow Cab-San Antonio  
Address: 9600 IH 35 North, San Antonio, TX 78233  
Phone: 210-222-2222

Green N Go Cab  
Address: 4905 Neptune St, Corpus Christi, TX 78405  
Phone: 361-299-9999

### Bus

VIA Metropolitan Transit – San Antonio  
Address: 3215 Northwestern, San Antonio, TX 78238  
Phone: 210-521-6773

CCRTA Staples Street Station  
Address: 602 N Staples St, Corpus Christi, TX 78401  
Phone: 361-883-2287

## MANAGEMENT TEAM'S RESPONSIBILITIES

**WARDEN:** The Warden is the final authority on all matters regarding the operation of the EPCF. His decisions are based upon the guidelines established by The GEO Group Inc. and sound correctional management. While he is responsible for the total operation, he has delegated certain duties and responsibilities to his staff. The Warden is vitally interested in the overall welfare of the staff member and the inmate who is detained at EPCF.

**MAJOR:** The Major functions as the EPCF's "Chief of Security". The Major is primarily responsible for maintaining all security functions and operations of the EPCF. The Major manages all matters relating to the security, custody and control of the inmates detained at the EPCF. The Major makes daily tours of the EPCF. The Major is available to handle matters that cannot be resolved by the appropriate staff members. The Major should be the one you consult with regarding operational or security matters before attempting to contact the Warden.

**COMPLIANCE ADMINISTRATOR:** The Compliance Administrator is to ensure that the facility is maintaining all rules, regulations and guidelines. Through various vehicles of communication, all areas will be notified and updated to ensure achievement of mandated accreditations. The Compliance Administrator will act as the facility liaison regarding the interpretation of all compliance and accreditation policies and guidelines.

**SHIFT SUPERVISOR:** The Shift Supervisor holds the rank of Lieutenant and is primarily responsible for supervising the security operation 24 hours per day. The Lieutenant manages a group of correctional staff specifically trained to maintain security and order. An Assistant who holds the rank of Sergeant assists the Lieutenant. Both positions are concerned with resolving day to day problems, which require their level of authority. The Sergeant or Lieutenant will be the first level of management staff you will see when you need assistance with operational or security issues.

**ASSISTANT SHIFT SUPERVISOR:** The Assistant Shift Supervisor holds the rank of Sergeant and assists the Shift Supervisor in managing the day to day security operation of the EPCF. The Sergeant works directly in supervising a staff of Correctional Officers who are responsible for maintaining all aspects of the security operation. The Sergeant, working with the Officers, attempts to resolve problems at this level through all legal means including informal resolution. The Sergeant is the first level of management you should contact in attempting to resolve routine issues. The Sergeant will refer you to the appropriate staff member if he/she is unable to bring resolution to your issues.

**CLASSIFICATION/CASE MANAGERS:** Intake Officers/Case Managers will help you with questions about your classification, custody, hearings, detainers and release planning. They work directly with the agency of your jurisdiction to help answer your questions. Case Managers are charged with the responsibility of keeping inmates files and records in proper order. Case Managers interview intake inmates to determine appropriate commitment, citizenship, and EPCF placement.

**HEALTH SERVICES ADMINISTRATOR:** The Health Services Administrator is responsible for operating the Medical Department and maintaining a Medical Staff responsible for inmate health care.

**FOOD SERVICE MANAGER:** The Food Service Manager is responsible for operating and maintaining a quality Food Service Operation. Emphasis is on preparing quality inmate meals in a sanitary environment, in accordance with the menu.

**MAINTENANCE SUPERVISOR:** The Maintenance Supervisor is responsible for the upkeep of the EPCF and maintaining a Maintenance Staff to correct maintenance deficiencies.

**FIRE AND SAFETY DIRECTOR:** The Fire and Safety Director is responsible for the establishment and monitoring of the EPCF's Safety Program. The Director serves as a consultant to the Warden regarding safety and sanitation issues, which impact life safety codes and quality of life standards.



## GENERAL RULES AND PROCEDURES

Inmates are required to obey each rule stated in this Handbook. Your full cooperation will help ensure that your stay here is both positive and productive. **VIOLATIONS OF ANY RULES MAY RESULT IN DISCIPLINARY ACTION.**

**IDENTIFICATION:** Your Identification Number is shown on the ID card that has been issued to you. It is very important that you use this number on all documents which you initiate (such as letters, commissary orders, Requests for Services, Grievances, etc.). Your ID card must be with you at all times while you are outside your housing unit. Inmates will be financially responsible for replacing Lost/Destroyed ID's. Replacement cost is \$5.00.

**ADMISSION:** When you arrive into Intake for processing, a set of clothing, bedding, and hygiene items will be issued to you. Medical Staff and Intake Staff will each do an intake screening while reviewing your transfer information. This is done to identify your medical needs and concerns and to determine proper security placement. No individual detained at the Eagle Pass Correctional Facility will be subjected to personal abuse, corporal punishment, personal injury, disease, property damage or harassment and all inmate property will be protected. No inmate or group of inmates will be given control or allowed to exert authority over any other inmate.

All inmates assigned to the EPCF will participate in an orientation program. The orientation will familiarize inmates with all areas of the EPCF.

**INMATE FILE:** An institutional file is maintained for each inmate at the Eagle Pass Correctional Facility. This institutional file shall include no less than the following: Facility Disciplinary Records, Behavior Reports, Funds, Valuables, and Property Receipts, inmate's Written Request to Staff w/ response, Special Housing Unit Records, Classification and Classification Reviews, any other related documents recording institutional history and all other pertinent documentation.

**PROPERTY:** After your arrival and dorm assignment, your approved property will be issued along with EPCF issued property. All property that is not approved will be mailed out, disposed of, or you can donate it to charity. If you choose to keep release clothes, they will be placed in a property bag and stored in the property room. Personal property of the inmate which is retained will be safe guarded by securing all the items in a protected storage area.

Inmates may not possess any item with a value that exceeds \$50.00. All personal property must be authorized and must fit within 6 cubic feet with the exception of bed items and electronics. If you have excess property stored outside of the storage unit, it will be collected and placed in facility property. You will have the opportunity to mail it home (at your expense), donate it to charity, or dispose of it. You are responsible for the safety and security of your property. EPCF will not be responsible for lost or stolen property. The following list of authorized property is subject to change. A notice will be posted should this become necessary:

### **EPCF Issued Clothing, Bedding and Hygiene Items:**

- |                       |  |
|-----------------------|--|
| 1- ID Card            | 1- Mattress  |
| 3- Pair of pants      | 1- Blanket   |
| 3 - Shirts            | 1- Inmate Handbook   |
| 1- Sweatshirt         | 1- Numbered Laundry Bag  |
| 3 – Pair of Underwear | 6 cubic feet-Property Boxes  |
| 3 – Pair of Socks     | 1- Hygiene Pack: Soap, Toothpaste,<br>Toothbrush, Toilet Paper, shaving cream<br>and Comb ( <b>Razors passed out daily</b> ) |
| 1- Pair of Shoes      | 1 - Shampoo/Deodorant  |
| 1- Towel              | 3-White T-Shirts   |
| 2- Sheet              |  |
| 1-Pillow              |  |
| 1-Pillow Case         |  |

Allowed Personal Property for Inmates: See Matrix

Authorized Item	Quantity	Restriction	Comments
Address book	1		no metal
Alarm Clock	1		plastic
Batteries AA	6		
Batteries AAA	6		
Beard or mustache trimmer (male only - battery operated)	1		No hair clippers
[+] Blankets	2		1 personal, 1 facility
Board Games (Chess, Checkers, etc. as offered through commissary)	2		other types with Admin approval
Books (soft back including religious, and magazines)	10		
Bowl	5		
Calculator	1		
[*] Calendar (no metal binding, no sexually explicit materials)	1		
[+] Cap	1	solid	white, grey, black (may have Nike Logo only)
Coaxial cable (for television)	2		
Combination lock	2 (min and Md custody only)		Combination must be provided to Major
[*] Contact lenses, case (non-colored) and solution (for new commitments only until eye glasses are provided by medical or personal Rx pair received)	6 pairs		
Cup - Tumbler (plastic only)	1		
[*] Denture Cleaner	1		
[*] Denture Adhesive	1		
[*] Denture Cup	1		
Electronic tablet-type device w/approved accessories	1 (one of each commissary types offered)		Hand held game, MP3, JPAY No Bluetooth, SD card, WIFI, no picture or video recording capability
[*] Envelopes (stamped from commissary or indigent)	20 - Pers 1/wk. - SI (indigent)		
[+] Eyeglasses (prescription [Pers or SI] or reading)	1 of each		
Fan (electric)	1		small plastic personal type (9" max)
[*] Fingernail clippers (no file)	1		

[*] Fork, spoon, spork	1 of each category (commissary only)		Plastic
Gloves; fingerless, weight lifting	1		
Hair blow-dryer	1		
[*] Hair Ties	1 unopened package plus one 1 open		
[*] Hairbrush	1		
Handkerchiefs (white, no bandanas)	5		
[*] Hangers (plastic)	5		
Harmonica (eight inches [8"] maximum) (not sold anymore in commissary but if an inmate has one, its grandfathered)	1		
Headphone adaptor	1		
Headphone extension cord	1		
Headphones splitter	1		
Headphones: overhead (one aftermarket headphone in addition to standard accessories that come with an electronic device)	1 pair		
Headphone; earbuds, or mini-earphones (one aftermarket earbud in addition to standard accessories that come with an electronic device)	1 pair		
Hobby craft (if approved)	1 (incomplete)		Must receive approval to order
Hot pot	1		clear plastic
Hygiene bag (clear, plastic)	1		
[*] Hygiene items (deodorant, lotion, shampoo, conditioner, razor, body wash, bar soap, toothpaste, etc.)	1 of each category		From commissary
Lamp - book (clip-on) or reading (battery or electric)	1		
[*] Mirror (plastic)	1		
MP3/MP4 Digital Music Player with approved accessories (Not sold any longer but inmates can retain them)	1		
Personal Papers and legal materials	3 cubic feet		

[*] Photograph album (each photograph not to exceed 5" x 8")	2		No metal
Pillow	2		1 facility and 1 personal
Pillow Cases	2		
Playing cards: Pinochle	2 decks		
Playing cards: Poker (cold case)	1 deck		
Power Strip	1		
Prosthesis	Approved by medical		
Racquet Balls (w/cardboard or plastic containers only)	3 balls total		
Radio - Walkman type with standard headphones and batteries	1		
Radio (AC or battery powered)	1		clear plastic
Razor / Shaver (AC or battery powered)	1		
Ring (band, no stones or gems, maximum value of fifty dollars [\$50])	1		
[*] Sewing kit (no scissors)	1		
[+] Sheets	2 - SI only		
Shirts - T-Shirts, undershirts, gym, pull-overs (no sleeveless)	5	Solid Color (white, grey, black)	may have more in property to rotate between long sleeve and short sleeve for summer and winter (storage) May have Nike and Under Armor Logos
Shoes (tennis type)	2 pairs	Solid Color (white, grey, black)	Must swap out old for new
Shoes - house slippers (to be worn in cells and day rooms Only)	1 pair		Must swap old for new
Shorts - Gym	3 pair	Solid Color (white, grey, black)	May have Nike and Under Armor Logos
Shower shoes/sandals	1 pair		
[*] Soap dish	1		
[+] Socks	3 - SI, 6 - Pers	Solid Color (white, grey, black)	
Storage container, personal property items (approximately 8" x 13" or six quarts)	3		Must fit in your property box
Sunglasses with strap	1 pair		Must swap out old for new
Sweat pants and sweat shirt	1 each		

Television w/remote and batteries if available (sets previously purchased from commissary prior to a release are not allowed to re-enter a facility)	1		
Thermal underwear (top and bottom)	2 pairs - Pers		
Toenail Clippers (no file)	1		
[*] Toothbrush	1		
[*] Toothbrush holder	1		
[+] Towels	2		1 facility, 1 personal Must swap out old for new
[*] Tweezers (round tipped)	1		
[+] Underwear - gender specific and GD approved inmates (boxer/briefs)	9 pairs	Solid Color (white, grey, black)	Must swap out old for new
Video game console with batteries (hand-held only)	1		No WIFI, SD card or picture/video capability
Washcloths	2		
Water bottle	1		may have filters
Wrist watch (with batteries and band / strap)	1	plastic	\$50 or less
Storage Container ceremonial for personal religious property/items	See SOP 320.02.01.002		
Ceremonial, religious items such as religious medallion, head cover, etc.	See SOP 320.02.01.002		

**(\*) The Item is not tracked in property logs**

**(=) If the inmate purchases personal items in addition to state issued, or to replace state issues; facility staff must take the ex state issued items away so that the inmate has only the total number allowed in possession. The maximum number allowed the sum of SI or Pers quantity counts noted in the table.**

**(>>) This list establishes the maximum amount of certain property or commissary items for all inmates. It is not intended to an all-inclusive list of offerings. Commissary or property items available for sale through commissary as approved by IDOC that are not listed on or limited by this list are considered authorized and are limited only by the weekly spending limit.**

**PERSONAL PROPERTY:** At the time of departure, all accumulated property must be taken, picked up or mailed out at the inmate's expense. Property can be held for no more than 30 days. After the 30 days the property can be donated to charity or destroyed.

Personal property of the inmate which is retained will be safe guarded by securing all the items in a protected storage area. All clothing so retained will be washed prior to storage. This property will be relinquished at the time of inmate's transfer/release

No items are allowed to be stored in the window ledges or empty bunks. Wet towels may be hung off the head or feet of the bed. Not the sides.

**RADIOS:** Inmates assigned to RHU who do not have a radio/battery will be issued one.

**GENERAL POPULATION HOUSING UNITS:** Dorms consist of bunk beds, tables for in-dorm activities, lavatory and shower, telephone, tablets, television and microwave. Inmates are required to keep their beds and their assigned living areas clean at all times. You will be responsible for maintaining your room and its contents. Items are not to be hung from an unauthorized area. There are to be no lines hung. Inmates are responsible for care of their living quarters. It is in your best interest to maintain a clean-living area and avoid many of the problems associated with unsanitary living conditions. If there is something broken in your dorm, report it to the hall officer immediately. If malicious damage is discovered, the responsible person will be subject to disciplinary action including, but not limited to, restitution for damage to EPCF property if found guilty. A cleaning schedule is posted in each living quarter for common areas i.e. showers, restrooms and day room areas. No items are allowed to be stored in the window lodges or empty bunks. Wet towels may be hung off the head or Foot of the bed. Not the sides. You are required to follow this cleaning schedule or disciplinary will be imposed. No inmate will have authority over another inmate.

**RESTRICTED HOUSING UNITS:** The restricted housing units consist of a single cell area which contains single beds, desk, shelf, shower and lavatory capabilities along with access to television, tablets and telephones. Inmates are required to keep their beds and their assigned living areas clean and uncluttered at all times. You will be responsible for maintaining your room and its contents. Items are not to be hung from an unauthorized area. There are to be no lines hung. If there is something broken in your dorm, report it to the Restricted Housing Units officer immediately. If malicious damage is discovered, the responsible person will be subject to disciplinary action including, but not limited to, restitution for damage to EPCF property if found guilty.

**EPCF CLOTHING RESPONSIBILITY:** You are responsible for keeping EPCF issued clothing in your possession clean and maintained in good condition. To exchange clothing, you must submit an inmate request to the Laundry Department. To exchange EPCF issued shoes, you must submit a inmate request to the Supply Department. Altering or destroying EPCF issued clothing/shoes will result in disciplinary action including, but not limited to, restitution for damage to EPCF property if found guilty.

**DRESS CODE AND GROOMING STANDARDS:** Inmates are required to keep themselves clean, wear proper clothing/footwear during all activities. Inmates are reminded that poor hygiene, poor sanitation and not wearing proper clothing and footwear can cause potential conflict with your peers and others and can have negative impact upon the health and safety of yourself and others. Failure to comply with the dress code and grooming standards will ultimately become an issue that requires staff intervention in the form of appropriate disciplinary action to correct the situation. Uniforms are to be worn when leaving the housing area for work or other appointments. Recreation attire may be worn when going to the Recreation areas.

A. Ordinarily, inmates may wear any hairstyle with the following exceptions:

1. For safety and hygiene reasons inmate workers performing duties within the food service area and operating machinery will keep their hair in a neat, clean, commonly acceptable style
2. The hairstyle will not interfere with the safety and hygiene requirements.
3. ALL kitchen workers will wear a hairnet when working in the kitchen.

B. Ordinarily, facial hair may be grown without restriction with the following exceptions:

1. For safety reasons inmate workers with facial hair will wear beard guards while performing duties within the food service area and operating machinery.
2. These restrictions are a requirement for employment in the above described work assignments and acceptance of the job denotes acceptance of the grooming standards for the above described work assignments.

*There will be no exceptions to these requirements including medical reasons.*

## LAUNDRY SERVICES

The EPCF's laundry schedule is posted in each dorm. Follow this schedule to have your clothes and bedding laundered. Laundry is open Sunday-Friday at 8:00 a.m. All laundry bags should be tied tightly with the number showing on the outside. Clothes will be laundered, dried, and returned the same day; blankets will be laundered on a quarterly basis.

Only place clothing and linens in the laundry bags, **NO SHOES**. If your laundry bag or clothing becomes damaged or lost, submit an Inmate Request Form to the Laundry Department. Restricted Housing Units personal clothing will be completed daily on a one for one basis.

Laundry is open Sunday-Friday from 8:00 am to 5:00 pm. The laundry department is closed on Saturdays.

You are to place your clothing in the issued laundry bag. Exchanging laundry bags with a inmate who is leaving will result in you not receiving your clothing back. Submit an inmate request form if your bag is torn and needs to be replaced.

## MAIL

It is the policy of the Eagle Pass Correctional Facility to permit you to correspond with family, friends, officials and other significant community contacts with a minimum of interference with those contacts, consistent with the legitimate security needs of the facility. It should be noted, when you are transferred or discharged from the facility, all mail addressed to you will be returned to the sender. Inmate to inmate correspondence may be prohibited where legitimate penological interest exists.

**LEGAL MAIL:** You are permitted to send sealed letters to the following persons or organizations: officials of the federal, state and local courts; all federal officials and officers, including the president of the United States; state officials and officers, including the commission on jail standards and the Governor; letters to bona fide news media and your legal representative(s).

Incoming mail from individuals or organizations listed above shall be opened and checked for contraband only in your presence. The envelope must be marked "Legal Mail/Material and must be marked by sender with proper seal or identification information. It must contain your first name, last name and ID number.

**CORRESPONDENCE/LETTERS:** Authorized staff has the authority to open all general mail before it is delivered to you in order to check for contraband. If you choose not to have your general correspondence opened before it is delivered to you, it will be returned unopened to the sender. All outgoing regular correspondence mail, will be scanned by mailroom personnel, therefore correspondence must be sent unsealed. All incoming mail will be processed within twenty-four (24) hours of receipt, with the exception of weekends and federal holidays.

Unless there is reasonable belief that some limitation is needed to protect public safety or the facility's security and orderly operation, there will be no limit on the source, destination, amount or content of incoming or outgoing mail you may send or receive when you bear the cost.

Incoming mail must be addressed by first name, last name and identification number. It should also include a return address. You must inform your family and friends of the proper way to address your mail so it can be delivered. The following items are NOT allowed to be received through the mail and will be rejected:

- Postage stamps
- blank envelopes
- writing paper of any type
- adhesives or stickers of any kind
- laminated or plastic items
- aluminum of any kind
- no paints/water colors of any kind
- no calling cards
- calendars with metal or wire binding
- No lipstick, perfumes, or chemicals of any kind are allowed in letters
- Any correspondence or envelopes that present a health or safety hazard
- No Hardback books without prior approval from facility warden. Only Paperback
- No computer print-outs

Money orders should not be mailed.

Craft items are to be approved prior to sending out.

Whenever an item is received that cannot be searched or examined without destruction or alteration (e.g., electronic, musical greeting card, padded cards, double-faced Polaroid photographs, MP3s, hand held games, etc., it will be returned to the sender,

Packages, certified and registered letters will be mailed according to the Mailroom Procedures. U.S. postage stamps and various sized envelopes are available through the Commissary.



All incoming/outgoing mail must have your first name, last name and ID number. No C.O. D's. Outgoing mail must have facility return address only. You will be notified in writing when incoming or outgoing mail is withheld in part or in full.

**INCOMING PUBLICATIONS:** You may receive a total of three (3) newspaper or magazine subscriptions combined. No more than what will fit in your property boxes may be in your possession at a time. This number includes books from the EPCF Library. Exceptions will be made for religious paperback books.

All publications such as books, newspapers, and magazines must be mailed to you directly from a publisher or online store. Any other method or source will be considered unauthorized and returned. No items are to be mailed from home. If you have any questions see the Shift Supervisor.

### INDIGENT SERVICES

Indigent is defined as any inmate with less than \$10.00 in their account for a period of seven (7) consecutive days. Every Monday, the Inmate trust fund clerk will print an indigent report and provide it to the commissary officer. At that time if an inmate is indigent then commissary will issue indigent writing and hygiene packs to indigent inmate at no cost to the inmate. Toothbrushes are exchanged on a 1 for 1 basis.

**INDIGENT CORRESPONDENCE SUPPLIES:** Indigent inmates may receive paper, pencils, and envelopes to post 5 letters a week for general correspondence. Indigent inmates may receive a reasonable supply of correspondence material for attorneys and courts (legal only). Indigent request for correspondence supplies should be forwarded to the Library. Outgoing indigent legal mail will be posted at first class rates only (no certified or return request receipts).

### **INDIGENT SUPPLIES AVAILABLE**

#### HYGIENE ITEMS

Soap  
Toothbrush  
Toothpaste  
Shampoo/Deodorant  
Shaving Cream

#### WRITING MATERIAL

3 Envelopes  
3 Sheets of Paper  
1 Golf Pencil

## COMMISSARY

Keefe is the company that provides commissary services. Various items of food, beverages, stationery items, postage stamps, personal hygiene articles, etc. are available for purchase from Commissary. Commissary rules, schedules, and order forms will be distributed on a regular basis. You will order through the tablet. Commissary will be delivered twice weekly. You are urged to read these materials and follow the instructions. Stockpiling of commissary items for resale to other inmates, or for gambling or bartering purposes is strictly forbidden. All commissary items must be stored inside your property boxes. A violation of this rule will subject you to disciplinary action. Commissary ordering days will vary based on your housing location. You may also order items from Secure Access. Any and all other items to include crafts must be approved prior to order. Items received without approval will be denied. You will have the option of returning, mailing home or destroying. No food items may be received from an outside source.

### PHONE INSTRUCTIONS

*\*Please note: Inmate ID is 9 digits long, you may need to add a zero (0) to the beginning. \**

This is the same for the commissary system and inmate phone system. After you access your account it will tell you how much money is on your account. Follow the prompts to retrieve financial transactions and various other items.

**UNSECURED PINS:** If this is your first time logging in or you have an unsecured PIN you will be required to change your PIN. Make a number that only you will remember, do not use any of the unsecured PIN numbers listed below. The system will ask for your PIN, default is your birth month and day, for example 0103 for January 3<sup>rd</sup>, followed by the (#) pound sign.

2222	3333	4444	5555	6666	7777	8888	9999
2345	3456	4567	5678	6789	7890	9876	8765
	7654	6543	5432	4321	3210		

When you first login with an unsecured PIN i.e. MMDD, the system will state the following: "This password is not a secure password. Please enter a new passcode and press (#) pound."

**BLOCKED PINS WILL AUTOMATICALLY RESET AT 8 AM AND 4 PM, IT WILL DEFAULT BACK TO MMDD, YOUR BIRTH MONTH AND DAY AS LISTED ABOVE, WHEN YOU GET BACK INTO THE SYSTEM IT WILL AGAIN FORCE YOU TO CHANGE YOUR PIN TO A SECURE PIN. DO NOT SHARE YOUR BIRTHDAY OR PIN WITH ANY OTHER INMATE.**

**IT IS YOUR RESPONSIBILITY TO ASSURE YOUR PIN IS KEPT SECURE FROM OTHER INMATES TO PREVENT ANY POSSIBLE THEFT THAT CAN ACCURE. IN THE EVENT AN INMATE IS FOUND TO HAVE STOLEN ANOTHER INMATES PIN AND USED IT, A FORMAL DISCIPLINARY CAN BE FILED FOR THEFT.**

<b>COMMISSARY SCHEDULE</b>						
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Indigent passed out	General Population RHU	General Population RHU	General Population RHU	General Population RHU	CLOSED	CLOSED

Spending Limits:

- Commissary- \$250.00 per week

Once you accept your order, it will be considered correct. You will conduct yourself in a courteous manner at all times during commissary. **Note: Schedules are subject to change due to Holidays.**

### NECESSITIES

Hygiene and Toiletries will be passed out each Tuesday and Wednesday. 3 rolls of Toilet paper are passed out to each inmate. If additional toilet paper is needed contact any officer and trade the empty roll for a new one. Razors will be passed out daily in exchange for your ID. You will return the razor and receive your ID back. Failure to do so or altering the razor blade will result in disciplinary action. If you have court you may request use of a razor prior to departing.

### INMATE ACCOUNTS

#### **RECEIVING FUNDS:**

Friends and family will continue to make deposits through the Idaho banking system. They may also place money on your phone and tablet accounts directly. Transaction fees will still apply.

Money will be posted in accordance with our customary practices and then transferred to the receiving facility to post to inmate trust. Transfers from IDOC banking to local banking will be made on Mondays, Wednesday and Fridays. Funds will be placed in your account the same day. Inmates will receive a deposit slip.

Funds will be rejected if any of the above criteria is not met or complete. Rejected funds will be returned to sender for correction or completion.

### BARBER SERVICES

Free barber services are available for all inmates. General population inmates will receive their barber services in the barber shop. Barber services are offered during the week to general population. (Restricted Housing Units inmates receive barber services in the Restricted Housing Units unit only and are offered depending on the RHU are assigned. Barbershop schedules are posted in dorms and in barbershop. Haircuts will be provided to inmates by the assigned barbers. All inmates are allowed freedom in grooming except when a valid interest justifies otherwise. Barbers shall not provide services to anyone when the skin of the face, neck, or scalp is inflamed, or when there is scaling, puss, or other skin eruptions, unless service of such inmate is performed in accordance with the specific authorization of the Chief Medical Officer. No person who is infested with head lice shall be served. Inmates are not to be charged for this service. Violations will result in disciplinary action.

<b>Time</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
0830-1130	1 Dorm/D 1	2 Dorm/D 2	3 Dorm/E 1	4 Dorm/E 2	Make Up
1330-1630	1 Dorm/D 1	2 Dorm/D 2	3 Dorm/E 1	4 Dorm/E 2	Make Up
1830-2130	1 Dorm/D 1	2 Dorm/D 2	3 Dorm/	4 Dorm/	Make Up

### **EPCF HOUSING RULES**

You are responsible for keeping your living area clean and orderly. You are responsible for keeping your bed, mattress, and pillow in good condition. Any replacement needs or repairs must be reported to the Shift Supervisor or Unit Officer.

1. All property must be secured in your property box with the exception of bedding, shoes and electronics. Items found in the dayroom or in between beds may be confiscated for being out of place. ALL personal items are to be stored inside an inmate's property bag. Clothing may be folded and placed on top of the box; shoes may be kept under the bed you aren't allowed to store property on window ledges or empty bunks. Wet towels may be hung at the end of the bed to dry. You are allowed up to 5 hangers for clothes but must be hung correctly.
2. You are not allowed to attach or hang any kind of pictures or any other items to walls, doors, bunks, vents, lights, ceiling, etc. All materials that are posted on the wall will be removed by staff. Disciplinary may be filed against any inmate assigned to a bed under a vent or light that is found covered. No personal or issued sheets or blankets are allowed to be hung or attached in the units.
3. No books, cardboard, papers, magazines, clothing, or items of any type may be stored under your bunk or mattress unless in the property box
4. Inspections for the cleanest dorms are conducted each week.
5. Profane, abusive, or loud language will not be tolerated in any part of the facility.
6. Classification will make all dorm assignments, and assign all bunks. You will need to submit an Inmate Request Form to Classification for any and all requested changes. An inmate not in his assigned bunk may receive a disciplinary for out of place.
7. When you leave the dorm, you must be fully clothed. No shower shoes or sandals will be worn outside your housing dorm. Pants must be worn at all times. Shorts purchased from the Commissary may be worn

in the dayroom only or when escorted to recreation. Winter issued sweatshirts are to be worn under the uniform shirt. The same with personal items.

8. Fire safety drills occur frequently. See the posted fire exits in your units. In case of a fire drill (or fire) know how to get out of your dorm quickly, calmly, and safely. During a fire alarm, all inmate movement will cease until the alarm is clear or security staff provides further instruction for evacuation.
9. Fire Equipment in the hallways is for staff use only.
10. Microwave ovens are available for your use. Microwaves are a privilege; keep them clean. Do not place cans or metal in the ovens. Violations of this rule can subject your dorm to lose microwave privileges.
11. No pets of any kind are allowed in the dorms or in the facility.
12. No plants of any type are allowed.
13. Severe thunderstorms with high wind, hail, and tornadoes are possible. Follow the orders of the officers. When storms approach go immediately to your living unit.
14. Correctional Officers, directed by the Shift Supervisor, control the lights and televisions.
15. DO NOT enter any housing unit you are not assigned to or stop at windows or door of any dorms and visit. Violators will be subject to disciplinary action.
16. ID's must be in your possession at all times. You must present your ID to staff who requests you to do so.
17. Inmates walking in hallways to recreation, Medical, etc. will remain quiet, and walk on the right side of the hallway.
18. Rack Time is as follows: Sunday – Thursday at 12:00 Midnight, and Friday, Saturday and Holidays at 1:00 am. Televisions and phones will be turned off at that time.
19. Any item found on a window sill may be confiscated.
20. Any inmate found with a clothesline hanging on their assigned bed may face disciplinary for violation of posted facility rules or destruction of facility property.
21. Commissary items such as food, coffee, vitamins, etc., found in containers other than their ORIGINAL container will be confiscated and disposed. Any inmate found in possession of bottles or trash bags filled with liquid for the purpose of lifting as weights will face disciplinary.
22. Plastic bags are not to be used in making rings, crosses, or any other items. Inmates found in possession of plastic bags or items made from plastic bags may face disciplinary action.
23. Items such as towels, clothes, etc., may only be hung on the end of the bunk as long as it does not obstruct an officer's view.
24. Facility Issued Sheets are not permitted to be hanging in the housing unit dayrooms, shower areas or restrooms. If found this is a violation of facility rules and inmates can be subject to a formal disciplinary. PREA regulated Privacy curtains are issued to each housing unit and placed in shower and restroom areas for privacy.

## SEARCHES

You are subject to a search upon admission into the facility and when there is reasonable cause to believe you may have contraband concealed on your person. Searches are routine requirements when entering or leaving the housing units, leaving your work assignment area or when leaving the visiting area after a visit. Routine unscheduled searches of the facility, inmate's person and property will be conducted as deemed necessary. There are occasions when random searches will be conducted as inmates enter or leave a building or area. All searches are used as a means to control contraband and ensuring safe and sanitary conditions exist within the facility. Searches are not punitive in nature.

Authorized items may be considered contraband when found in excessive quantities or altered from their original state. It is the policy of EPCF that a staff member may search any inmate, his property, or living area any time. The inmate need not be present for a unit search. The EPCF may test at any time to determine if a inmate has been using alcoholic beverages or other prohibited substances. If the test is positive for the use of alcohol or other prohibited substances, a report will be written. The use of, or possession of drugs without a medical prescription, is a felony and shall be referred to other agencies for prosecution. Inmates are subject to random pat searches in order to control contraband.

From time to time the EPCF conducts a shakedown of the entire complex. EPCF uses K-9 Narcotic Detection Dogs to search for contraband and to assist in crowd control. K-9 detection dogs are used in inmate housing units, classrooms, work areas, visitation, parking lots, etc. Please advise your visitors that they may be subjected to a K-9 detection search. Their vehicles may also be searched while it is on EPCF property.

### **COUNT PROCEDURES**

All counts are done in a quiet and orderly manner. Count will be conducted when all activity ceases. During count you must be sitting up on your assigned bunk, facing the center of the room. You will not be allowed to stand between bunks, be on the telephone, or in the showers/restroom. During the taking of count there will NOT be any talking, movement, loud TV playing, or noise of any kind. You cannot be fully covered. You must have part of your body visible. You will not be allowed to leave your count area for any reason until the count has cleared and the officer has authorized movement. If you are on the out-count, you will not be released from your detail until permission has been obtained from the Shift Supervisor. Any disruption of the count will result in disciplinary action. Emergency counts, during work hours, will be conducted. When one occurs, all movement stops until count clears. If you are found running, you will be subject to disciplinary action. Your presence in the proper dormitory or work detail at count time is absolutely mandatory to avoid disciplinary action. You are reminded that an emergency count can, and will, be called anytime the staff deems it necessary.

Count Times are as followed: 0000, 0300, 0630, 0930, 1330, 1600, 1830, 2100 hours

### **TELEPHONE and TABLET**

The telephones and tablets are available from 6:00 am to 12:00 am daily and are located in each dorm. Restricted Housing Units dorms are provided with a roll a way phone; there is one available in each Restricted Housing Units dorm. During late rack (Fri, Sat, and Holidays) telephones and tablets are available from 6:00 am to 1:00

am. All calls/visits are monitored, if you require an unmonitored call (legal only) send a staff request to Classification. There is a twenty (20) minute limit for all calls except legal calls. Inmate calls are subject to monitoring and recording. Violations can result in suspension from use.

GTL is the phone and tablet service provider for this facility. When arriving at the Eagle Pass Correctional Facility, you will be assigned a pin number in order to use the phone service. Fill out the Telephone list given to you in intake and turn it in. All calls will be monitored and recorded with the exception of legal calls. All newly admitted inmates will be afforded at a minimum (2) 3-minute phone calls during the admission process but no later than 4 hours after arrival

There are two ways to call. You can call using a collect call or a debit call and can last up to 20 minutes. The collect calls will be limited to three (3) calls per 24-hour period. If your family or friends cannot receive calls, the reason the call is blocked may be: inability to bill calls through their local phone provider, payment issues with their local provider, other telephone or payment issues related to your current phone service. Regardless of the issue: They can contact GTL and set up an account by calling 1-888-288-9879; or go online to [www.gtl.net/familyandfriends/index.shtml](http://www.gtl.net/familyandfriends/index.shtml). If you notice issues with the phones, then either contact an officer for assistance or send an inmate request to the GTL department. A debit call can be made by purchasing debit phone time from Commissary via the phone ordering system. With debit time, you can call any number as many times as you have money to call. Collect calls are restricted to the United States (domestic) only. If you or the party you are trying to call has a hearing and/or speech disability, a Telecommunication Device for the Deaf (TDD) is available for your use. If you are in need of this equipment, fill out a inmate request to classification.

When Facility Staff receives an emergency call for an inmate, the caller's name and telephone number will be obtained and given to the inmate as soon as possible. The inmate shall be permitted to return the emergency call as soon as possible within constraints of security and safety. The facility shall enable indigent inmate to make a free return emergency call.

If an inmate needs to place a legal call, they can send an inmate request to classification to include your lawyers' information. Classification staff will contact your lawyer and set a time for the call, at that time you will be escorted to classification for your legal call. Inmate telephone calls to their Attorney absent a court order shall not be electronically monitored or recorded.

Inmates should realize that access to the telephone is considered a privilege; therefore, as such the privilege can be restricted through the disciplinary process. All calls are made using a unique pin code. It is the inmate's responsibility to your pin safe and secured. Unauthorized use of pins can lead to disciplinary action and restriction of telephone numbers. Theft of another inmate's funds can be prosecuted under Texas law.

**PHONE DEBIT TIME:** Your PIN is your Inmate ID number and your birth month and day; MMDD (Default). Debit time may be purchased in full dollar increments, for example \$5, \$6, \$7, \$20, \$30 etc. you cannot do any increment in between even dollar amounts for example, \$5.50. There is a \$0.80 charge that is added to the amount purchased. For example, if you purchase \$30.00 then your phone debit account will get \$30.00 and your inmate trust account will be charged \$30.80.

**PLACING A CALL:** The phone will prompt you to enter your PIN which is your inmate ID number and your birth month and day; MMDD (Default). You will then be prompt to enter the number you are calling and your call will be connected. If you do not have enough funds on your debit time, you will be prompted to add time. Facility Site Code is 9003.

## FOOD SERVICE

Meals are prepared and readied by Food Service Staff in the kitchen and will be delivered to the dorms by security staff in accordance with the building schedule. Inmates that are not assigned to food service will not be allowed in the kitchen area. Meal Time are as followed: 0515, 1130, and 1700.

The EPCF's Physician, for medical reasons, can order special diets. Religious Diets are provided as required by policy. If you are requesting a meal change notify Food Service by Inmate request form. The Eagle Pass Correctional Facility does not serve pork or pork products as part of the menu.

### **Food Service Rules and Regulations**

1. All meals are served in the Dorm/Cell.
2. Inmates must be fully dressed in order to receive their meal.
3. Inmates must present ID cards.
4. Inmates will line up in an orderly fashion.
5. Inmates will be given no less than 20 minutes to eat. Food Service trays will be collected, counted and returned to the kitchen.
7. Cups and sporks will be issued upon arrival to the facility
6. Food will not pass from one housing area to another.
8. Diet trays may be obtained through a medical list.
9. Common Fare diets may be requested through Religious services or Food Service
10. Dish Soap will be issued by security staff on a daily basis in the morning to each dorm to wash personal dishes.

## CLASSIFICATION/CASE MANAGEMENT

**CASE MANAGEMENT:** A case manager will interview each inmate upon arrival. Any questions regarding your case status (i.e. ID's, housing, custody, EPCF operations, etc.) must be submitted with an Inmate Request Form to Classification. Marriage requests must be made to the Warden's Secretary

**CLASSIFICATION:** After the Inmate has been processed by intake, they will be classified. Classification staff will interview and assess all inmates to determine their classification level.

Based on the results of classification interview and assessment, all inmates will be placed in a custody level:

#### Jail Classification Minimum

- May not be co-mingled with Maximum Inmates.
- May not include any inmate with a felony conviction that included an act of physical violence.
- May not include any inmate with an aggravated felony conviction.
- May include inmates with minor criminal records and nonviolent felonies.

#### 2. Jail Classification Medium

- May not include any inmate whose most recent conviction was for any offense listed under the "HIGHEST" section of the severity of offense guideline (APPENDIX 1).
- May not include any inmate with a pattern or history of violent assaults, whether convicted or not. A pattern is considered established for purposes of this guideline when an arrest record reveals two or more arrests in a five-year period for assault where force was used against another person with the intent to commit bodily injury.



- May not include any inmate convicted for assault on a correctional officer while in custody or where a previous institutional record suggests a pattern of assaults while in custody.

### 3. Jail Classification Maximum

- May be reclassified to Medium only based on institutional behavior, provided items under number 2 above do not apply (inmate must be in custody for a minimum of 60 days before reclassification).
- Are considered a high-risk category,
- Require medium to maximum security housing, and
- Are always monitored and escorted.
- May not be co-mingled with Level 1 inmates.

The classification system shall assign inmates to the least restrictive housing unit consistent with facility safety and security. By grouping inmates with comparable records together, and isolating those at one classification level from all others, the system reduces non-criminal and non-violent inmates' exposure to physical and psychological danger.

After classification assessment is complete an inmate will be assigned to an appropriate general population housing unit in accordance to his classification level.

Inmates may appeal their custody level through the Grievance System. Inmates are re-evaluated at least every 90-days. All are reviewed after disciplinary.

## **PREA (PRISON RAPE ELIMINATION ACT)**

While detained at the Eagle Pass Correctional Facility you have a right to be safe and free from sexual harassment and sexual assault. It is the policy of The GEO Group Inc., Eagle Pass Correctional Facility that sexual activity between staff, volunteers, contract personnel, and inmates, regardless of consensual status, is prohibited and subject to administrative and criminal disciplinary sanctions. Report all attempted assaults and assaults to your housing unit officer, a supervisor, PREA Compliance Manager or any other staff you trust. The PREA Compliance Manager is the Compliance Administrator.

### **Definitions:**

1. **PREA:** Prison Rape Elimination Act
2. **Inmate-on-Inmate Sexual Abuse/Assault:** One or more inmates engaging in, or attempting to engage in a sexual act with another inmate or the use of threats, intimidation, inappropriate touching or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act.
3. **Staff-on-Inmate Sexual Abuse/Assault:** Staff member engaging in, or attempting to engage in a **sexual** act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desires of any person. Sexual abuse/assault of inmates by staff or other inmates is an inappropriate use of power and is prohibited by EPCF policy and the law.
4. **Staff Sexual Misconduct:** Sexual behavior between a staff member and inmate which can include, but is not limited to indecent, profane or abusive language or gestures and inappropriate visual surveillance of inmates.

**Prohibited Acts:** A inmate, who engages in inappropriate sexual behavior with or directs it at others, can be charged with the following Prohibited Acts under the Inmate Disciplinary Policy:

- Sexual Assault
- Making a Sexual Proposal
- Using Abusive or Obscene Gestures
- Engaging in a Sex Act
- Indecent Exposure or Language

**Detention as a Safe Environment:** While you are detained, no one has the right to pressure you to engage in sexual acts or engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Regardless of your sexual orientation, you have the right to be safe from unwanted sexual advances and acts.

**Confidentiality:** Information concerning the identity of an inmate victim reporting a sexual assault, and the facts of the report itself, shall be limited to those who have the need to know in order to make decisions concerning the inmate-victim's welfare and for law enforcement/investigative purposes.

**Avoiding Sexual Assault:** Here are some things you can do to protect yourself against sexual assault:

- Carry yourself in a confident manner. Many inmates choose victims who look like they would not fight back or who they think are emotionally weak.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.

- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns. Report concerns!
- Do not use drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Avoid talking about sex. Other inmates may believe you have an interest in a sexual relationship.
- Be clear, direct and firm. Do not be afraid to say NO or STOP IT NOW.
- Stay in well-lit areas of the Facility.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, work opportunities, or counseling groups. Get involved in these activities yourself.
- Trust your instincts. Be aware of situations that make you feel uncomfortable. If it does not feel right or safe, leave the situation. If you fear for your safety, report your concerns to staff.

**REPORT all Assaults:** If you become a victim of a sexual assault, you should report it immediately to any staff person you trust, to include housing officers, deportation officers, chaplains, medical staff or supervisors. Staff members keep the reported information confidential and only discuss it with the appropriate officials on a need to know basis. If you are not comfortable reporting the assault to staff, you have other options:

- File an Emergency Inmate Grievance - If you decide your complaint is too sensitive to file with the Officer in Charge, you can file your Grievance directly with the Grievance Coordinator. You can get the forms from your housing unit officer, deportation staff or a facility supervisor. Grievance forms are readily available and also located at the 135 and 235 Recreation Yards Doors. You can also dial #77 and leave a voicemail for the PREA Compliance Manager; these messages are checked daily.
- Write to the U.S Department of Justice which investigates allegation of sexual misconduct.

The address is: U.S Department of Justice  
P. O. Box 27606  
Washington, D.C. 20530

The phone number is: 1-800-323-8603 or dial #88

***Individuals who sexually abuse or assault inmates can only be disciplined or prosecuted if the abuse is reported; Retaliation will not be tolerated.***

**Next Steps after Reporting a Sexual Assault:** You will be offered immediate protection from the assailant and you will be referred for medical examination and clinical assessment. You do not have to name the inmate(s) or staff member who assaulted you to receive assistance, but specific information may make it easier for staff to help you. You will continue to receive protection from the assailant, whether or not you have identified your attacker or agree to testify against them. It is important that you do not shower, wash, drink, change clothing or use the bathroom until evidence can be collected.

**The Medical Exam:** Medical staff will examine you for injuries, which may or may not be readily apparent to you and will gather physical evidence of assault. Bring the clothes and underwear that you had on at the time of the assault to the medical exam with you. You will be checked for the presence of physical evidence, which supports your allegation. With your consent, a medical professional will perform a pelvic and/or rectal examination to obtain samples of or document the existence of physical evidence such as hair, body fluids, tears or abrasions, which remain after the assault. This physical evidence is critical in corroborating the sexual assault occurred and in identifying the assailant; trained personnel will conduct the exam privately and professionally.

**Understanding the Investigative Process:** Once the misconduct is reported, the appropriate law enforcement agency will investigate. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement during the investigation. If criminal charges are filed, you may be asked to

testify during the criminal proceedings. Any inmate who alleges that he or she has been sexually assaulted shall be offered immediate protection and will be referred for a medical examination.

**The Emotional Consequences of Sexual Assaults:** It is common for victims of sexual assault to have feelings of embarrassment, anger, guilt, panic, depression, and fear even several months or years after the attack. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns. Emotional support is available from the facility's mental health and medical staff, and from the chaplains. Also, many inmates who are at high risk to sexually assault others have often been sexually abused themselves. Mental health services are available to them also so that they can control their actions and heal from their own abuse. Sexual assaults can happen to anyone: any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability. Sexual assault is not about sex; it is about POWER and CONTROL. All reports are taken seriously. Your safety and the safety of others is the most important concern. For everyone's safety, incidents, threats, or assaults must be reported.

**Report all attempted assaults and assaults to your housing unit officer, a supervisor, or any other EPCF staff you trust.**

### HEALTH SERVICES

If you are ill, submit a Inmate Request Form to the Medical Department. Inmate Request may be handed to the nurse during Medline or dropped off in the boxes going to recreation. You will be evaluated by a Nurse. You may then be given an appointment to see the doctor. In cases of severe accidents, illness, or injury that cannot be treated at EPCF, you will be taken to an Emergency Room. Limited Dental Service is provided in the Medical Unit. The Medical Department schedules appointments. Dentist is available on Saturdays only. A psychologist is available here on an as needed basis. The Medical Department schedules appointments. All inmates are screened upon arrival, with a complete Health Assessment being performed within 14 days of arrival. All medical services provided do not require a co-payment and no fees are charged to any inmate. Sick call at this facility is provided to all inmates from the time of admission to the time of release in order to provide continuous medical care. In addition to a sick call, health care staff is available 7 days per week, 24 hours per day, in the event of an emergency.

**MED Line** - MED Line will be twice a day and will begin at approximately 7:00 a.m. and 7:00 p.m.

1. The MED Line Officer will announce pill call to each dorm.
2. Each inmate is expected to present his ID and be fully clothed when called to receive medication.
3. An inmate will be called a minimum of three times.
4. Inmates will form a single line to receive their medications.
5. Each inmate is expected to have a cup of water to take his pills. If you do not have a cup, advise the MED Line medical staff and a paper cup will be provided.
6. Inmates will give their ID to the staff member for identification prior to the medicine being dispersed. It will be returned when staff is assured the medicine has been taken.
7. Inmates refusing to take their medication must sign a refusal form.
8. You can request a medical request form from the MED Line officer.
9. You may submit a medical request to the Med Line Nurse while on pill call. DO NOT leave the requests on the window sill.

MEDICAL SCHEDULE							
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5:30am-6:00am	Diabetic Clinic	Diabetic Clinic	Diabetic Clinic	Diabetic Clinic	Diabetic Clinic	Diabetic Clinic	Diabetic Clinic
7:00am-9:30am	Med-Line, Intake medical Clinic and Nurse Sick Calls	Med-Line, Intake medical Clinic and Nurse Sick Calls	Med-Line, Intake medical Clinic and Nurse Sick Calls	Med-Line, Intake medical Clinic and Nurse Sick Calls	Med-Line, Intake medical Clinic and Nurse Sick Calls	Med-Line and Nurse Sick Calls	Med-Line and Nurse Sick Calls
<del>10:00am-11:00pm</del> 11:00am-1:00pm	Doctors Clinic		Doctors Clinic	Doctors Clinic			
10:30am-18:00pm						Dental Clinic	
15:30pm-17:00pm	Mental Health Clinic	Mental Health Clinic	Mental Health Clinic	Mental Health Clinic			
16:00pm-18:00pm	Medical Treatment	Medical Treatment	Medical Treatment	Medical Treatment	Medical Treatment		
17:30pm-1900pm	Diabetic Clinic	Diabetic Clinic	Diabetic Clinic	Diabetic Clinic	Diabetic Clinic	Diabetic Clinic	Diabetic Clinic
1900pm-20:00pm	Med-Lne	Med-Lne	Med-Lne	Med-Lne	Med-Lne	Med-Lne	Med-Lne

**INMATE LAY-INS:** Inmates that receive “lay-ins” from medical staff will be responsible for reporting to the designated area at the specified times on the lay-in. Failure to turnout for an issued lay-in will result in disciplinary action.

## RECREATION

The Recreational Supervisor is responsible for leisure activities. Recreational facilities and activities are available for your enjoyment. See the schedule posted in the dorms to see when you will be provided with recreation activities and follow the rules.

### **Recreation Regulations:**

1. Shoes will be worn at all times.
2. Inmates will be appropriately dressed to and from the recreation yard.
3. During turn in/out inmates are to walk on the right side of the hallway with no talking.
4. Maintain ID.
5. Stay away from fences.
6. Inmates will not damage, abuse or steal recreation equipment.

Violations of any of the above rules can result in termination of recreation as well as a disciplinary case being filed.

**OUTDOOR RECREATION:** General Population inmates, weather and physical layout permitting will be provided, 2 hours of outdoor recreation per day, Seven (7) days per week. Additionally, you will have access at least 4 hours, 7 days a week to your housing recreation area.

Inmates in Restricted Housing Units will be provided with three (3) days of outside recreation for one hour per day in the Restricted Housing Units recreation cages along with 2 days of access to the day room. For video visitation requests need to be submitted 48 hours in advance.

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8-10	A	D	C	B	A	D	C
10-12	B	A	D	C	B	A	D
1-3	C	B	A	D	C	B	A
3-5	D	C	B	A	D	C	B.

**INDOOR RECREATION:** Leisure games are provided to each general population dorm such as: television, checkers, chess and playing cards for in-dorm recreation activities.

Inmates in Restricted Housing Units will be provided with two (2) days of dayroom recreation where a television, tablet and phone are available.

## LIBRARY

**LEISURE LIBRARY:** English and Spanish leisure reading materials (newspapers, magazines) are available through the Library. The Library will roll books to the units for check out and check in once each week. Please return the reading materials when you finish reading them.

Inmates are limited to two (2) books and 1 religious per week and may not check out any more books until those are returned. *(Inmates who destroy or do not return the books checked out in their name will be subject to a disciplinary hearing and receive sanctions to include but not limited to restitution for damage to EPCF property, if found guilty.)*

Mon	Tues	Wed	Thurs	Fri
A	B	C	D	E

**LAW LIBRARY:** To use the Law Library services all inmates must submit a completed Inmates Request form to the Library. The Law Library provides all inmates with access to a comprehensive collection of legal related materials. These materials provide for the needs and basic requests of those inmates preparing for court cases. It is located in the Main Hall near Central Control. The Library is equipped with legal reference materials, computers and writing materials and will be provided with a reasonable opportunity to prepare legal documents. The Facility Librarian can assist you.

It is the Library Supervisor's responsibility for updating legal materials, inspecting them weekly, maintaining them in good condition, and replacing them promptly as needed. The facility shall dispose of outdated supplements and other materials when it receives new materials. Damaged or stolen materials shall be promptly replaced. In addition to its own inspections, the facility shall encourage inmates to report missing or damaged materials.

Requests for legal material from inmates who are facing imminent deadlines will receive priority. Requests for copies of court decisions will normally be available within three business days, which should guide responses to other requests

**Materials from Outside Persons or Organizations:** Outside persons and organizations may submit published or unpublished legal material for inclusion in a facility's law library. If the material is in a language other than English, an English translation must be provided.

Additional time in the Law Library may be requested by submitting an Inmate Request Form to the Law Library Officer.

### **LAW LIBRARY SERVICES**

**Computer:** Computers are available in the Law Library for preparation of legal documents **ONLY**. They are not to be used for personal correspondence. The library supervisor is responsible for inspecting the equipment and maintaining that it is in good working order. The library supervisor also insures that all supplies (standard office supplies, and typewriter ribbons, etc....) are restocked as needed.

**Copies of Legal Materials:** In accordance with Institution procedures, inmates may copy approved materials necessary for their research or legal matters. The first ten (10) copies weekly are free and any additional copies for that week be \$0.10 per copy. Individuals who have no funds and who can demonstrate a clear need for specific copies may submit request to the Librarian, copies will be made and a negative balance maintained until funds are received. Copies will be made by submitting an Inmate Request Form to the Law Library. (Only documents that are legal in nature will be copied.)

**Restricted Housing Units:** Inmates housed in Administrative Restricted Housing Units or Disciplinary Restricted Housing Units shall have the same law library access as the general population, unless compelling security

concerns require limitations. The Library Officer will make regular visits to inmates housed in Separation. Legal reference materials may be requested by inmates confined to Restricted Housing Units by submitting a Inmate Request Form to the Law Library Officer specifying the requested materials. Inmates segregated for protection may be required to use the law library separately or, if feasible, have legal material brought to them. Violent or uncooperative inmates may be temporarily denied access to the law library if necessary, to maintain security, until such time as their behavior and attitude warrants resumed access. In some circumstances, legal material may be brought to individuals in disciplinary Restricted Housing Units.

Additional Time to use the computer may be requested by submitting an Inmate Request Form to the Law Library. Computer usage is allowed on a first-come, first-served basis, computer availability, and the discretion of the Law Library Officer.

**Notary:** Notary services are provided upon request by submitting a completed Inmate Request Form to the Law Library Officer.

**Retaliation Prohibited:** Inmates may not be subjected to reprisals, retaliation, or penalties because of a decision to seek judicial relief on any matter, including:

1. the legality of their confinement;
2. the legality of conditions or treatment while under detention;
3. an issue relating to their immigration proceedings; or
4. Any allegation that the Government is denying rights protected by law.

### **RELIGIOUS SERVICES**

The EPCF uses outside groups and volunteers for the religious programming. All inmates shall have access to religious resources, services, instruction and counseling on a voluntary basis. All inmates shall be extended the greatest amount of freedom and opportunity for pursuing any legitimate religious belief or practice within the constraints of security and safety considerations. An Inmate Request Form must be submitted to the Chaplain for any religious material, crosses, books, chains, etc. A Religious Services schedule is posted in each housing unit area.

**RELIGIOUS ITEMS:** You will be permitted to retain one (1) religious medallion and chain, with no stones, valued at not more than \$50.00. You may not receive these items from home.

*Religious headgear will only be worn during services or in living areas during your personal religious time.*



## GRIEVANCE PROCEDURES

The Grievance Coordinator, appointed by the Warden, will process all grievances. The Grievance Coordinator investigates the inmate complaints, determines whether the complaint falls within the definition of a grievance and resolves the complaints with the combined interests of the inmate, staff and EPCF. You can get the forms from your picket officer or a facility supervisor. It is best when the situation can be informally resolved. Therefore, you are encouraged to work with staff in an objective way and attempt to resolve day-to-day problems informally. When informal resolution does not bring about resolution, complete a grievance form, and place it in the designated grievance box. All grievances will be promptly and thoroughly investigated, appropriate corrective action taken, if warranted, and a written response sent to the inmate. Grievance boxes are located in both the hallways entering the Recreation Areas.

A grievance can be filed for the following:

1. A prohibited act by facility staff;
2. A criminal act by staff or another inmate;
3. Unjust denial or restriction of inmate privileges;
4. Civil Rights Violations

**INFORMAL RESOLUTION:** Inmates are required to use every possible means of informal resolution available to him prior to submitting a grievance. This includes use of the Inmate Request for Information form, verbal assistance from staff, or request for assistance from a Supervisor or Department Head.

**EMERGENCY GRIEVANCES:** An Emergency Grievance, which includes a grievance that indicates an inmate's health, safety, or welfare is in serious threat or danger, shall be immediately brought to the attention of the Warden. The Grievance Officer shall respond to the grievance within twenty-four (24) hours of receipt.

**GRIEVANCE PROCEDURE:** Staff retaliation on inmates who file or pursue a grievance will not be tolerated at this facility.

**Civil Rights & Civil Liberties Complaints  
Office of the Inspector General  
US Department of Justice  
950 Pennsylvania Ave. NW, Room 4706  
Washington, DC 20530**

1. You should always attempt to solve your problem with staff before you submit your grievance. Inmate wishing to file a grievance must file the grievance within seven days of the incident for which the grievance is being written for. The Grievance Coordinator will submit a response or resolution to inmate within fifteen (15) days of receipt.
2. You should write your grievance briefly and clearly. Do not use red ink. Attach additional pages to your grievance form, only if necessary. You should be very specific about your grievance problem. Provide an explanation or evidence if it will help us understand your grievance. The best grievances are ones that give facts, not conclusions. Facts can be verified. A statement such as "cruel and unusual punishment" is a legal conclusion and is not helpful to your grievance.
3. Stick to one issue all the way through the steps and do not bring up a new grievance issue on the appeal. The only time you can complain about more than one issue is if you want to grieve about a disciplinary case. Then you should tell us everything you think is wrong with your disciplinary case. Otherwise, stick to one issue on each grievance. Also, do not submit repetitive grievances on the same issue. Once you appeal your grievance to the last step, your administrative remedies are exhausted.

4. Write clearly and legibly so that your grievance can be read and understood. Do not use legal words. Explain how the grievance or problem affects you personally. The grievance you write is yours, with your signature, about your problem, not about somebody else's problem. If the problem does not affect you, it is not a grievance. Let the other person sign and submit his or her grievance.
5. Tell us what action you want us to take to resolve your grievance or problem. Your requested action must be one which can be granted and must be related to the issue in your grievance. We cannot give you money damages, we cannot do anything about parole decisions or state and federal laws or court decisions, we cannot act on issues for which other appeal mechanisms exist and we cannot rule on anything beyond our control and authority to remedy. Also, do not ask for disciplinary action against employees.
6. If you appeal a decision to the next level, you must give reason for appealing. Submit your Step 2 appeal within 5 days of the date the Step 1 was signed. You can get the Step 2 form from the Grievance Coordinator or picket officer. The Authorized decision maker at Step 2 has 15 days to respond to your grievance.
7. Follow the time limits for submitting grievances and appealing decisions. Always submit your appeal with the original Step 1 to the grievance coordinator. The grievance coordinator will forward it to the proper office. If you need help to complete the grievance form or to understand the decisions, contact the grievance coordinator.
8. If you wish to comment on the effectiveness and credibility of the grievance procedure, write a letter or send a Inmate Request Form with your suggestions for improvement for the procedure, to the Grievance Coordinator. Do not write your comments or suggestions on a grievance.
9. Special Needs Inmates (i.e. impaired, illiterate, non-English speaking) may have their grievances written by a staff member, or may verbally give their grievance to the Grievance Coordinator. Inmate may also write their grievance in a language other than English.

#### **INMATE REQUEST TO STAFF (I-60)**

The inmates request to staff form is used to make a written request to a staff member. Any type of request can be made on this form. Request forms may be obtained from the hall officer or you can pick one up when you visit the library. Staff members who receive a request will answer the request in a reasonable period of time. The answer will be written on the bottom of the request form. Inmates Request to Staff can be submitted by placing them in the boxes located by the recreation doors.

## MARRIAGE REQUEST

### INITIAL INMATE REQUEST

#### PROCEDURES

- Submit request to Warden's Secretary office.
- Facility will review.
- If approved it is onsite
- The potential spouse must bring a request for Affidavit of Absent Application for Marriage License for inmate to sign.
- Facility will notarize Affidavit of Absent Applicant for Marriage License Completed form will then be mailed to potential spouse.
- Once license is issued potential spouse will call the Warden's office to set up the ceremony.
- Ceremony will follow client's visitation policy.
- 5-minute ceremony in visitation will take place.
- Potential Spouse will be responsible for the officiant
- A copy of the certificate will be presented to the inmate.

## DISCIPLINARY PROCEDURES

All inmates are required to obey EPCF rules and regulations as outlined in this handbook. Spanish translations of the handbook will be provided to those inmates whose primary language is Spanish. In addition, the rules will be explained to those inmates who are illiterate or whose primary language is neither English nor Spanish.

The following rules outline the procedures that must be followed when an inmate violates an EPCF rule.

### **GENERAL PROCEDURES**

**Reporting Infractions:** When a EPCF employee or contract employee witnesses or has knowledge of any act by inmate which is in violation of the rules and regulations, the employee first will attempt, if appropriate, to resolve the matter informally. Such informal resolution may include counseling, or the giving of an instruction, warning or order.

If the incident cannot be resolved informally by the observing employee, the matter will be brought to the attention of the supervising officer on duty or complete an Incident Report, whichever is appropriate at the time of the incident.

**CLASSIFICATION RULES:** Rule violations are broken into two classification classes; major and minor offenses. The final decision whether an offense will be classified as major or minor will be made by the Major or above. The decision will be based on the following factors:

- a. The nature and seriousness of the offense.
- b. Frequency of the offense.
- c. Extenuating circumstances
- d. Disciplinary history of the violator.

There is a sanctioning schedule for all rule violations. The maximum sanction for rule violations is no more than 30 days for all violations arising out of one incident. Continuous confinement for more than 30 days requires the review and approval from the Warden.

**Minor offenses:** Minor offenses are violations of rules and regulations, which do not represent serious offenses against persons and do not pose a serious threat to institutional order and safety. A inmate causing damage to EPCF property may have the actual cost deducted from his commissary account following a due process hearing establishing the inmates' guilt. Sanctions shall be limited to:

- a. Informal Resolution;
- b. Counseling;
- c. Verbal or written reprimand;
- d. Loss of privileges for a period not to exceed fifteen days; and
- e. Disciplinary separation for a period not to exceed fifteen days.
- f. Restitution for damage to EPCF property or to other inmates.
- g. In podular, direct supervision facilities, temporary restriction to cells for a period not to exceed twenty-four hours.

**Major offenses:** Major offenses are violations of rules and regulations, which constitute serious offenses against persons and property and pose a serious threat to institutional order and safety. Sanctions may include:

- a. Loss of privileges for a period not to exceed thirty days;
- b. Removal from work details or programs if applicable;
- c. Disciplinary separation for a period not to exceed thirty days.
- d. Loss of good conduct credit.

An inmate causing damage to jail property may have the actual cost incurred deducted from his or her commissary account, following a due process hearing establishing the inmate's guilt.

**Investigation:** The Disciplinary Packet cannot be processed as a major disciplinary hearing without a proper investigation. The inmate will be given the opportunity to make a statement during the investigation process.

**Loss of Privileges –may include one or all of the following:**

- a. Phone privileges (except for emergency and legal calls, which can be requested by submitting a Inmate Request form to the Major).
- b. Visitation (except for legal and clergy)
- c. Library (except law library)
- d. Property (except hygiene items).
- e. Television Privileges
- f. Commissary Restriction - inmates will only be allowed to receive the following:

HYGIENE ITEMS

Soap  
Deodorant  
Toothbrush  
Toothpaste

WRITING MATERIAL

3 Stamped Envelopes  
3 Sheets paper  
1 Pencil

**PRE-HEARING DETENTION (PHD)**

**Criteria:** The Warden or designee may place a inmate charged with, or suspected of, a disciplinary violation in PHD without notice or hearing, and only if the inmate falls into one of the following categories:

- 1. Current escape risk;
- 2. Presence in the population would create a threat to the physical safety of other inmates or staff; or
- 3. It is necessary to maintain the integrity of an investigation-i.e., to preserve the integrity of information either in the inmate's possession or another inmate's possession.

**Time Limits**

- 1. Initial 24-hour review completed by the major or above.
- 2. Investigation initiated within 24 hours unless investigation is still ongoing or extenuating circumstances exist.
- 3. Disciplinary Hearings shall be heard within 7 days unless an extension is authorized. Excluding Holidays and Weekends
- 4. 24-hour hearing notice

**Disciplinary Categories:**

**MAJOR:**

- 1.0 Escape
- 1.1 Attempted Escape
- 1.2 Threatening to Escape
- 2.1 Assaulting Inmate **with** Weapon, **Non-serious** Injury
- 1.2 Assaulting Inmate **with** Weapon, **Serious** Injury
- 1.3 Assaulting Inmate **without** Weapon, **Serious** Injury
- 3.0 Assaulting Inmate without Weapon, Non-Serious Injury

- 3.1 Assaulting Officer **with** Weapon, **Non-serious** Injury
- 3.2 Assaulting Officer **with** Weapon, **Serious** Injury
- 3.3 Assaulting Officer **without** Weapon, **Non-serious** Injury
- 3.4 Assaulting Officer **without** Weapon, **Serious** Injury
- 4.0 Threatening to Inflict Harm on an Officer
- 5.0 Assaulting Officer with Bodily Fluid
- 5.1 Extortion of Money
- 5.2 Extortion of Property
- 5.3 Extortion
- 6.0 Possession of a Weapon
- 7.0 Sexual Abuse

- |      |  |               |  |
|------|--|---------------|--|
| 8.0  | Riot   | 30.1          | Establishing an Inappropriate Relationship w/Staff |
| 10.1 | Unauthorized Contact with a Victim   |               |  |
| 12.0 | Use or Possession of Unauthorized Drugs (Marijuana)                            | <b>MINOR:</b> |  |
| 12.1 | Refusal to Submit to a Urinalysis  | 22.0          | Threatening to harm a inmate                       |
| 13.0 | Use, Possession or Distilling of Alcohol                                       | 23.0          | Creating a Disturbance                             |
| 14.0 | Use or Possession of Intoxicating Inhalants                                    | 24.0          | Refusing or Failing to Obey Orders                 |
| 15.0 | Trafficking or Trading with Inmates  | 24.2          | Refusing to Accept Housing Assignment              |
| 15.1 | Establishing or Operating Unauthorized Business Enterprise within the Facility | 27.0          | Out of Place                                       |
|      |  | 29.0          | Making a False Statement                           |
|      |  | 30.0          | Soliciting Assistance to Violate Rules             |
|      |  | 37.0          | Soliciting Money or Gifts                          |
|      |  | 46.0          | Unauthorized Contact                               |
| 15.2 | Possession of or Use of Personal Information                                   | 31.0          | Mutilation   |
| 16.0 | Possession of Contraband   | 32.0          | Failing/Refusing to Respond to Staff's Questions   |
| 16.1 | Use or Possession of Tobacco Products  | 33.0          | Lying to a Staff Member                            |
| 17.0 | Stealing   | 34.0          | Use or Possession of Tattooing Paraphernalia       |
| 18.0 | Damaging or Destroying Property  | 35.0          | Unauthorized Storage of Property                   |
| 18.1 | Unauthorized Use of Facility Property  | 39.0          | Unauthorized Piddling                              |
| 18.2 | Tampering with a Locking Mechanism   | 41.0          | Creating Unnecessary Noise                         |
| 18.3 | Failure to Maintain Possession of Facility Issued Property                     | 42.0          | Use of Indecent or Vulgar Language/Gestures        |
| 19.0 | Gambling   | 43.0          | Exerting Authority over another Inmate             |
| 20.0 | Sexual Misconduct  | 44.0          | Violation of Safety Regulations                    |
| 21.0 | Fighting <b>without</b> Weapon, <b>Non-serious</b> Injury                      | 45.0          | Violation of Written/Posted Rules                  |

**Criminal Violations** - When it appears likely that the incident may be the subject of criminal prosecution, the case will be referred to the United States Marshal Service/ICE and local or State Law Enforcement for consideration of prosecution

### Definitions

**Attempt** - a inmate commits an attempt when, with intent to commit an offense, he engages in conduct that tends to affect the commission of such offense.

**Complicity** - a inmate may be charged, tried and convicted of any offense based upon the conduct of another person if, with the intent that the offense be committed, he commands, induces, encourages, procures or aids the other to commit it.

**Contraband** - any item that a inmate is not specifically authorized to have in his possession, any item that has been altered and/or is being used for other than its intended purpose.

**Dangerous Contraband** - a firearm, knife, bludgeon or other weapon, device, instrument, material or substance which is readily capable of causing or inducing fear of death or physical injury.

**Dangerous Drugs** - alcohol, amphetamines, coca leaves, opiates (including opium, morphine, heroin, Demerol, deluded, codeine, apomorphine, etc.,) peyote, lysergic acid diethylamide (LSD), psilocybin, dimethyltryptamine (DMT), tetrahydrocannabinol (THC), and cannabis (AKA marijuana), including all parts of the plant cannabis sativa L., any volatile substance inhaled for its mood-altering effect, including, but not limited to: cleaning fluids, glue, lacquer, petroleum distillates, and/or any drug controlled by federal or state law.

**Possess** - to knowingly exercise physical control over an object. Knowledge shall be conclusively presumed when an object is found on a inmate or his clothing. Knowledge shall be presumed when an object is found anywhere in

a inmate's cell. This presumption may be rebutted by evidence that the inmate was not responsible for the object's presence. Inmates are presumed responsible for items found in common areas in a multi-occupancy cell. The presumption of responsibility can be rebutted if proven otherwise.

**Security Items** - locks, locking systems, windows, vents, telephones, computers, electronic devices, fire and smoke detection and suppression equipment, or other similar items which are used for security/safety.

### **DISCIPLINARY DUE PROCESS REQUIREMENTS**

- A. All major disciplinary hearings will be conducted before a neutral and impartial board or officer who shall not include anyone involved in the alleged violation.
- B. A disciplinary officer will hear minor infractions.
- C. Inmates will be provided written notice of the claimed violation or charges at least twenty-four hours prior to the hearing;
- D. Inmates may waive the right to a disciplinary hearing provided a proper notification is given prior to the signing of the disciplinary. Inmates can refuse to be present.
- E. Inmates are entitled to disclosure of the evidence against him when it does not jeopardize the security of the EPCF and/or the safety of a confidential informant; confidential informants may be protected
- F. Inmates are entitled to present evidence, call relevant witnesses on his behalf and be heard in person when not unduly hazardous to the safety of staff and inmates and does not jeopardize the EPCF's security;
- G. Inmates shall be authorized to seek the aid of another inmate or staff member if the inmate is illiterate or where the complexity of the issue makes it unlikely that the inmate will be able to collect and present the evidence necessary for an adequate comprehension of the case;
- H. The inmate is entitled to a written statement at the conclusion of the hearing indicating the evidence relied upon and reasons for the disciplinary action taken. The Warden or designee will approve or modify all findings/sanctions and sign the disciplinary report. A copy of the finalized form will be forwarded to the inmate. Disciplinary sanctions do not begin until the Warden or Designee has signed and finalized the report;
- I. Inmates may appeal in writing a decision of the Disciplinary Hearing Officer or board. Disciplinary Appeals are processed as Grievances. The inmate will be advised of this right to appeal by the Hearing Officer at the time the sanction is announced. The Warden or designee may affirm or reverse the decision outright, return the decision back to the Hearing Officer for further proceedings, or modify the sanction imposed. The following will be considered in determining the merit of the appeal:
  - was substantial evidence to support the charges
  - was substantial compliance with applicable discipline policies and procedures
  - was the sanction imposed proportionate to the rule violation?

## INMATE RIGHTS AND RESPONSIBILITIES

Both U.S. Constitutional Law and Case Law have afforded these rights to inmates. Yet, for each of these rights that you have, you are also burdened with a responsibility that corresponds with that right. There are fundamentally nine (9) responsibilities that you must abide by. They are as follows:

1. You have the right to expect to be treated in a professional manner that corresponds to the type of treatment you are extending to staff. Staff members are encouraged to be as respectful and as fair as possible.
  - You have the responsibility to treat others, both employees and inmates, respectfully.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the EPCF.
  - You have the responsibility to know these rules, procedures, and schedules and abide by them.
3. You have the right to freedom of religious affiliation and voluntary religious worship.
  - You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and laundry schedule for cleanliness of the same. Opportunity to shower regularly; proper ventilation for warmth and fresh air; a regular exercise period; toilet articles; and medical and dental treatment.
  - You have the responsibility to follow the laundry and shower schedules, to maintain neat and clean-living quarters, to keep your area free of contraband and to seek medical and dental care as you may need them.
5. You have the right to visit and correspond with family members and friends and to correspond with members of the News Media, in keeping with EPCF Rules and Guidelines.
  - You have the responsibility to conduct yourself properly during visits. You are not to accept or pass contraband. Do not violate the Law, GEO/EPCF Rules or EPCF Guidelines through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by correspondence on matters such as the legality of your conviction; civil matters; pending criminal cases and conditions of your imprisonment.
  - You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. You have the right to legal counsel from an attorney of your choice and expense by interviews and correspondence.
  - You have the responsibility to use the services of an attorney honestly and fairly.
8. You have the right to participate in the use of the Law Library reference materials to assist you in resolving legal problems. You also have the right to receive help, when it is available, through a legal assistance program.



- You have the responsibility to use these resources in keeping with the procedures and schedules prescribed, and to respect the rights of other inmates to the use of the same materials and assistance.
9. You have the right to a wide range of reading materials, for educational purposes and for your own enjoyment.
- You have the responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of these same materials.

### VISITATION

It is the policy of the Eagle Pass Correctional Facility to enable and encourage inmates, consistent with security and classification restraints, to have visits with their family and friends. All visitors must be on your current IDOC visitation list. See a Case Manager concerning visitor list updates. Current or former employees are not eligible to be placed on an inmate's visiting list. Visitors who require the assistance of service animals must provide documentation to prove that the animal is in fact a service animal. These visits will be approved by the Warden at his discretion. Service animals must have a service animal vest on at all times while on the premises of the facility. Service animals will be subject to search before being allowed into the secured perimeter of the facility. Your visit may be terminated at any time if rules are not followed. The Warden or IDOC may remove any name from your visitation list if it is felt necessary. If a name is removed you and the visitor will be notified of the reason(s) for the denial. The following information is provided for those persons who may be visiting inmate assigned to the Eagle Pass Correctional Facility.

**Idaho State Inmates** - are allowed contact visits Sunday through Saturday 8am-5pm if space is available.

**\*\*ALL VISITORS MUST BE ON THE INMATES APPROVED IDOC VISITING LIST\*\***

**VISITOR IDENTIFICATION:** Prior to entering and leaving the visiting area, all visitors 16 years of age and older shall be required to provide acceptable identification which includes a photograph and signature (i.e. passport, valid driver's license, Department of Public Safety identification card, student identification card, etc.) Children under 16 years of age may be required to provide identification such as birth certificate or DPS identification card.

Visitors must provide the following information prior to entering the visiting room:

- a. Name and ID number of the inmate to be visited,
- b. Visitor's relationship to the inmate;
- c. Visitor's current address and,
- d. Visitor's car makes and license plate number.

Persons on active probation, parole and/or mandatory supervision release must provide written permission from the individual or agency supervising such conditional release and must obtain prior approval from the Warden or designee before being allowed to visit with current inmates.

Ex-Inmates/Ex-Employees must have the written permission of the Warden in their possession prior to being allowed to visit an inmate assigned to the EPCF.

A visitor shall be denied permission to visit and may have their name removed from the inmates Visitor List if:

- a. The visitor is under the influence of drugs or alcohol.
- b. The visitor refuses or fails to produce sufficient identification or falsifies identifying information.
- c. The visitor refuses to be searched and/or refuses to pass through the metal detector.
- d. The visitor creates a disturbance while on the premises or refuses to adhere to those unit rules and regulations which apply to visitors and visitation.
- e. The visitor presents clear and convincing evidence that the visitation would jeopardize the safety of the institution or the visitor.

**NUMBER OF VISITORS ALLOWED:** Each inmate is allowed to have up to two (2) adults per visit. Children under 16 years of age may visit without being counted in this number. The number of children allowed per visit will be based on the amount of space available for visitation and on the visitor's ability to manage and control the children.

In order to accommodate all visitors, the Warden or designee shall have the authority to reduce visitation time to 2 hours a day when there are an increased number of visitors at the EPCF.

**SPECIAL VISITS:** Any inmate requesting a special visit i.e. extension of time or a split visit must submit a Inmate Request Form to Classification with the following information.

1. Name of visitors
2. Relationship to inmate
3. City/State (miles traveled)
4. Exact date of visit

The Warden or designee may grant special visits when facts and circumstances warrant such.

**Spiritual Advisors** - Permission for visits with spiritual advisors who are not listed on the inmate approved visitors list may be obtained from the Warden or designee. Spiritual advisors must satisfactorily identify themselves as such in order to obtain permission to visit.

**Prospective Employers** - Permission for visits with prospective employers who are not listed on the inmates approved visitors list may be obtained from the Warden or designee. Prospective employers must identify themselves as such in order to obtain permission to visit.

**Attorney Visits** – Inmates will be allowed attorney visits. Attorneys can arrange for an attorney visit by calling the Eagle Pass Correctional Facility at 830-971-6500, Monday through Friday, 8 a.m. to 5 p.m. Attorneys will be allowed to visit, with unlimited access, seven (7) days a week, including holidays. A current state bar card must be presented to the front lobby officer for our records.

**RESPONSIBILITY FOR VISITOR NOTIFICATION:** When an inmate is transferred to a new facility, he shall be responsible for notifying all persons on his visitor's list as to the new facilities mailing address, visitation schedule and procedures.

The inmate is responsible for notifying approved visitors who are on active probation, parole or mandatory supervision releases that each time they visit they are required to bring with them written permission from the individual or agency supervising such conditional release.

In the event that an inmate is restricted from having a visit, it shall be the inmate's responsibility to contact his visitors and inform them of his restriction.

## **RULES FOR INMATES**

1. Inmates shall be required to wear pants, shirts and shoes during visits.
2. Inmates shall not pass or receive items.
3. Inmates shall not be loud or boisterous during visits disturbing other inmates and visitors.
4. Inmates will surrender their picture ID card to the designated officer and will retrieve it upon termination of the visit.
5. Inmates are not allowed to purchase items from the vending machine or possess money. Visitors must do this.
6. Inmates in Administrative or Disciplinary Restricted Housing Units will have non-contact visitation.

## **Dress Requirements for Visitors**

- a. Shirts and shoes are mandatory. No flip-flops`
- b. Halter tops, T-shirts (underwear type), tank tops, fishnet shirts, tight fitting or see-through fabrics are not allowed.
- c. Shirts and blouses with an open midriff are not allowed.
- d. Shorts and/or cutoffs are not allowed; children 10 and under are permitted to wear shorts.
- e. Men/boys must wear long pants.
- f. Women/girls may wear dresses, skirts, or long pants, no leggings, tights or Yoga Pants are permitted. (If a dress or skirt appears to be inappropriate, the Shift Supervisor will be contacted for a decision).
- g. Hats or caps are not allowed in the visitation area
- h. Large loop ear rings, facial jewelry and costume jewelry must be removed. (Except wedding rings)

## **Items visitors will be allowed to bring into the EPCF:**

- a. A small wallet or change purse.
- b. Visitors with infants or small children may bring no more than three (3) diapers and two (2) baby bottles into the EPCF.

## **Items visitors will NOT be allowed to bring into the EPCF:**

- a. Packages
- b. Mail/Magazines
- c. Purses/Briefcases
- d. Diaper Bags
- e. Strollers
- f. Cameras
- g. Toys/Dolls
- h. Photographs or photograph albums
- i. Tobacco products of any kind

*No items may be given to an inmate without prior approval of the duty officer.*

**Removal of Articles from the EPCF:** No visitor shall take any article whatsoever from the grounds of the EPCF, except those items authorized by the Warden or his/her designee.

**Visitor Conduct:** Visitors are prohibited from engaging in the following activities:

- a. Introducing contraband into the EPCF. Violators will be prosecuted.
- b. Loitering around the EPCF
- c. Driving or walking around the perimeter road
- d. Photographing building, fence, etc.
- e. Loud playing of radio
- f. Yelling at inmates
- g. Coming into contact with other vehicles in the parking lot.
- h. Visitors are required to keep accompanying children as orderly as possible so that other inmates and visitors will not be disturbed. In the event that a visitor is unable to control his/her children, the visit will be terminated and the visitors will be escorted out of the EPCF.
- i. Visitors will only be allowed 1 inmate per visit without approval from the Warden.

**Termination of Visit:** The duty officer or his/her designee shall have the authority to terminate a visit if the inmate or visitor fails to comply with the EPCF rules governing visitation or security matters. A inmate's visit may be terminated if:

1. Either the inmate or the visitor violates any of the posted visitation rules
2. Either the inmate or the visitor causes a disruption
3. An attempt is made to introduce contraband into the Facility
4. If there is an emergency at the facility

#### **Searches of Visitors and Vehicles**

- a. All visitors and vehicles are subject to search prior to entering the grounds or EPCF. All vehicles must be locked while on EPCF property.
- b. All visitors shall be required to pass through a metal detector. Visitors should leave any metal objects or material which could be considered a threat to the safety of inmates or staff in their vehicles.
- c. Service animals will be subject to search before being allowed into the secured perimeter of the facility.
- d. Visitors who are found to be in possession of contraband (prohibited items) on their person, in their clothing or in their vehicle may be removed from the inmate's visiting list. Lockers are provided for your visitor to use only for objects not allowed in the visitation area.

#### **Searches of Inmates:**

Eagle Pass inmates will be pat searched prior and a strip search will be conducted after. The strip search will be conducted in privacy in the designated search room behind visitation.

#### **Video Visitation:**

Similar visitation rules apply to video visits.

1. Both the inmate and visitor must be dressed appropriately.
2. The tablet must remain in the cradle.
3. If either the inmate or the visitor violates any of the posted visitation rules access to the video visit can be suspended.

## **GROUP LEGAL RIGHTS PRESENTATION**

At times notifications will be posted to announce Group Legal Rights presentations. A sign-up sheet will be made available in each housing unit and in the library and you will be given the opportunity to attend. Presentations are open to all inmates, regardless of the presenter's intended audience, except when a particular inmate's attendance would pose a security risk. Group Legal Right Presenters will be allowed to speak to inmates in Restricted Housing Units prior to or at the conclusion of the general population presentation. This will be conducted in the non-contact visitation room for security purposes.

## **FOREIGN CONSULAR**

All foreign nationals will have access to the diplomatic representative of their country of citizenship. A listing with speed dial numbers is available in your housing unit for all consulates. These calls are direct and free.

## **TOBACCO POLICY**

The Eagle Pass Correctional Facility provides a "Tobacco-Free" environment. Tobacco products, to include cigars, cigarettes, snuff or similar goods prepared for smoking, chewing, dipping or other such personal use are prohibited from entering the EPCF. Tobacco products are not to be used in any EPCF buildings or recreation areas.

Possession of tobacco products and/or smoking paraphernalia, such as but not limited to, lighters and matches is prohibited. It is considered trafficking and trading with inmates if visitors provide tobacco products or smoking paraphernalia to inmates in any manner. Visitors who violate this policy may be denied future access to the EPCF and/or be removed from the inmates visiting list.

## **CONTRABAND**

The Eagle Pass Correctional Facility will assist in the prosecution of anyone possessing, attempting to possess or introducing contraband to include cell phones, weapons, drugs or tobacco products or paraphernalia into the facility.

## **DISPOSITION OF CONTRABAND**

All contraband, to include nuisance contraband, will be logged. Contraband that may be used as evidence in a criminal proceeding will be processed and secured to ensure a chain of evidence is maintained. This contraband will be secured in an area apart from other contraband and with very limited access. Inmates who prove ownership may be allowed to mail the item(s) to an address of their choosing at his/her expense. Contraband may be destroyed after an appropriate time has elapsed and the inmate has not concluded this procedure or does not have the funds to mail the items.