

 POLICY AND PROCEDURE	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	July 6, 2022	Page 1 of 5
			SUPERSEDES:	4020.1F June 4, 2013	
			OPI:	PROGRAMS	
			REVIEW DATE:	July 6, 2023	
			Approving Authority	Thomas Faust Director	
SUBJECT:	INMATE ORIENTATION				
NUMBER:	4020.1G				
Attachments:	Attachment A- Inmate Handbook Attachment B – Orientation Program Checklist				

SUMMARY OF CHANGES:

Section	Change
	<i>Minor Changes made throughout. Innate Handbook revised and updated.</i>

APPROVED:



Thomas Faust, Director

7/6/2022

Date Signed

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1. **PURPOSE AND SCOPE.** To provide orientation materials and outline orientation procedures for inmates entering DOC custody.

2. **POLICY.** It is DOC policy to provide inmates with an orientation of the Central Detention Facility (CDF) and Central Treatment Facility (CTF) prior to being placed in a housing unit.

3. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

 - b. When both males and females are housed in the same facility, all available services and programs are comparable.

4. **PROGRAM OBJECTIVE**
 - a. Inmates will be provided with an awareness of their rights and responsibilities, program opportunities, facility operations, rules of conduct and discipline, and how to identify and report sexual assault, sexual abuse and sexual misconduct while incarcerated.

 - b. Inmates will be made aware of program opportunities, facility operations, rules of conduct, discipline and how to identify and report sexual assault, sexual abuse, and sexual misconduct.

5. **DIRECTIVES AFFECTED**
 - a. Directives Rescinded

PP 4020.1F Inmate Orientation (06/04/13)

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b. Directives Referenced

- 1) PP 3350.2 Elimination of Sexual Abuse, Assault and Misconduct
- 2) PP 3800.3 ADA: Communications for Deaf and Hearing Impaired
- 3) PP 4030.1 Inmate Grievance Procedures (IGP)
- 4) PP 4070.1 Inmate Telephone Access
- 5) PP 4070.4 Inmate Correspondence and Incoming Publications
- 6) PP 4080.2 Video Visitation Center/Official Visits
- 7) PP 4090.3 Classification (Program Review)
- 8) TRM 4090.4 Custody Classification Instruments
- 9) PP 4110.7 Educational Services
- 10) PP 4157.1 Canteen Operations
- 11) PP 4160.4 Library Services
- 12) PP 4410.1 Religious Programs
- 13) PM 5300.1 Inmate Disciplinary and Administrative Housing Hearing Procedures
- 14) PP 6000.1 Medical Management

6. AUTHORITY

- a. D.C. Code § 24-211.02, Powers; promulgation of rules
- b. D.C. Code § 2-1933, Written Language Services by covered entity.

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7. STANDARDS REFERENCED

American Correctional Association (ACA) 4th Edition Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-2A-27, ALDF-2A-28, 4-ALDF-2A-29, 4-ALDF-2A-05, 4-ALDF-4C-01 and 4-ALDF-4C-02.

8. PROCEDURES

- a. The Chief Case Manager or designee shall provide oversight and responsibility for the Orientation Program.
- b. The Chief Case Manager or designee shall designate a Case Manager as Orientation Program Coordinator (OPC).
- c. Each inmate shall receive an orientation within three (3) business days of admission into DOC's facilities.
- d. Orientation shall at a minimum include a staff presented overview and the issuance of an inmate handbook and orientation materials. Specifically:
 - 1) Staff shall present an Orientation video in a group setting, unless inmates are housed in segregation units.
 - 2) Each Warden shall determine the appropriate location for the institution's Orientation Program.
 - 3) Each inmate shall be provided with an orientation to the facility, which includes at a minimum:
 - a) Orientation video and written materials describing facility rules and sanctions, as well as inmate rights,
 - b) An explanation of mail and visiting procedures to include legal and social telephone call procedures,
 - c) An explanation of grievance procedures,
 - d) An explanation of all fees, charges or co-payments that may apply,
 - e) A description of services, programs and eligibility requirements,
 - f) Information on how to access medical care,

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- g) Identification of available pretrial release options,
 - h) Admissions and release information, and
 - i) How to identify, prevent, and report sexual assault, abuse, and misconduct including treatment and counseling options.
- 4) This information is provided in the DOC Inmate Handbook that is given to each inmate as well as discussed on the orientation video.
 - 5) DOC supplies the handbook in English and Spanish, and will provide a translation of the handbook in other languages required by the District of Columbia language access statutes.
 - 6) The Orientation video was produced to explain the Orientation process to all inmates as well as those inmates who cannot read. The video was produced in English and Spanish.
 - 7) Inmates who do not speak English shall receive interpretive services, through the language line telephone program. The use of the TTY telephone will be provided to deaf inmates as needed.
 - 8) Staff shall present information and inmates shall sign indicating they have received information described in the DOC Orientation Program Checklist (Attachment B).
 - 9) Case Managers shall scan the checklist into the inmate’s electronic file (Paper Clips).

Attachments

Attachment A Inmate Handbook
Attachment B Orientation Program Checklist



DC DEPARTMENT OF CORRECTIONS

INMATE HANDBOOK

2022-2023

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INTRODUCTION

This handbook provides general information regarding the D.C. Department of Corrections (DOC) policies, facility rules, regulations and procedures you must follow while in custody. Security and safety protocols are in place for everyone's protection and will not be compromised. It is DOC policy to provide a safe, secure and orderly environment for inmates, employees, contractors, volunteers and the surrounding community.

DOC will post policy or rule changes that might affect you on housing unit bulletin boards, make them available in the law library, and/or otherwise communicate them to you through the housing unit and program staff.

DOC operates both the Central Detention Facility (CDF or D.C. Jail) and the Correctional Treatment Facility (CTF)-- two multi-custody level facilities. CDF is located at 1901 D Street and CTF is at 1901 E Streets, SE, Washington, DC 20003. CDF and CTF house pretrial detainees, sentenced misdemeanants, parole violators, persons committed on writs, and convicted and sentenced felons pending transfer to other facilities/jurisdictions or designated to DOC -- and serve as the point of entry after arraignment and commitment by the D.C. Superior Court, U.S. District Court or U.S. Marshal detainment.

If you have questions concerning any matters, ask staff assigned to your housing unit, contact your case manager or send an inmate request slip to the department responsible for your particular concern. In later sections of the handbook, you will be advised about the grievance process and other ways to report and resolve issues impacting you while at the jail.

INMATE RIGHTS

It is the policy of DOC to provide you with fair treatment and to respect your legal rights. You have the following rights:

- (1) Access to legal assistance (courts, attorneys/legal representatives, legal materials, diplomatic representation, grievance procedures);
- (2) Freedom from personal abuse, corporal punishment, personal injury, or property damage;
- (3) Freedom from any form of sexual abuse, sexual assault, and sexual harassment by any person who works for, visits, or is confined to DOC facilities and/or contracted facilities;
- (4) Freedom from other inmates having improper power over you;
- (5) Access to personal grooming as outlined in DOC policy;
- (6) Access to adequate health care;
- (7) Access to adequate food/nutrition;
- (8) Freedom from discrimination based on race, color, religion, national origin, sex, age, marital

status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, and place of residence or business and any other prohibited discrimination provided in DC law when determining housing and program participation;

(9) Subject to uniform procedures at disciplinary and housing hearings;

(10) Access to programs, services and activities (except when participation presents a threat to the safety, security, or orderly operation of the facility). You cannot participate in some programs while in restrictive housing; and

(11) Access to appropriate auxiliary aids and services for inmates and visitors who are deaf or hard of hearing. DOC provides auxiliary aids and services free of charge, such as sign language interpreters, video remote interpretation services, teletypewriters, note takers, and closed captioning. Additional requests for auxiliary services may be submitted for consideration (but are not guaranteed).

Reasonable Accommodation (for inmates with disabilities)

To request an accommodation, you must complete an Inmate Request Form informing your case manager of your disability. The case manager shall submit a recommendation along with the completed inmate request form to the Americans With Disabilities (ADA) Coordinator for consideration.

The request for accommodation(s) shall specifically state your declared disability or disabilities, the major life activity that your condition places a substantial limitation upon, the specific accommodation(s) requested, and the reason you need the accommodation(s). An additional page may be attached to the request if necessary.

You may request additional accommodations at any time if you feel a new disability has arisen, the current disability has worsened, for access to a program, benefit or service, or any other legitimate reason.

ADMISSION AND ORIENTATION

At the point of entry into the facility, you will be asked to share basic personal information. You must also submit to a strip search, shower, and change into jail issued clothing. You will be fingerprinted and photographed. A wristband will be issued and placed on your wrist for identification purposes. You must surrender all unauthorized personal belongings (See “Personal Property” section). You will sign a property receipt for items taken and items you’re allowed to keep. DOC will store your identification (e.g. driver’s license) until your release. If you consent, the jail will

allow a person you authorize in writing to pick up your personal property within fifteen (15) business days. Personal property (except jewelry) is destroyed after fifteen (15) business days. If you have property held at MPD or other jurisdictions you can request a property release form from your case manager to authorize another person to pick up your property. You can also request assistance from Voices for a Second Chance for property pickup.

Medical Screening

You will receive a medical, dental and mental health screening while in the jail. Based on the results, health care providers on-site will discuss any required treatment with you. They will also advise you on important health precautions and how to access health care services during your confinement.

Medical Hold

To protect you and others from communicable diseases, you may be held in restrictive housing if you do not submit to a medical screening.

Communications Assistance

If you have limited/no English proficiency, DOC will provide communication assistance through translators and/or an interpreter service. DOC will also provide interpreter services and other auxiliary aids and services to assist if you have a hearing impairment (as noted above under Inmate Rights –Number 11).

Intake

Upon arrival at the DOC's Inmate Reception Center (IRC), an orientation to the facility will be provided. You will be interviewed, receive information, handouts and other documents that will help familiarize you with the jail. This process will include viewing videos on the Prison Rape Elimination Act (PREA) and assessment, orientation and reentry. From the IRC you will be transferred to the Intake Unit or other appropriate housing where you will receive a custody score, a risk screening and a PREA assessment. Your custody score along with other factors will help determine where you will be housed. You will also receive information about the facility to include programs, services and activities.

PERSONAL PROPERTY

You may keep the following items when you enter the facility:

- One plain wedding band (no stones, gems);
- Prescribed medical devices (prescription glasses, dentures, medical alert bracelets/necklaces, hearing aids, artificial limbs, braces, etc.);
- One religious medallion or rosary valued at \$50 or less - it must not be a size or shape that can be used as a potential weapon or escape device;
- Approved religious headgear (only one permitted), and
- Legal documents about your current case.

IRC Issued Items: You must sign for and maintain proper care of all items issued to you. You will be issued a bedroll containing one blanket, one towel, two sheets and a hygiene kit, as well as:

Males: (2) two pairs of under shorts, (2) two pairs of socks, (2) two undershirts, (2) two jumpsuits (clean, properly fitted and in good condition), (1) one pair of institutional shoes and one (1) pair of thermal underwear (issued October 15-March 30 upon your written request). You may request replacement underclothing using the inmate request slip every sixty (60) days. Hygiene kits are available to inmates who have less than \$5.00 in their account for fourteen (14) days. Inmates are limited to the number of clothing articles listed in this section.

Females: Female inmates are housed at CTF. DOC will provide clothing for female inmates which includes the following: two (2) pairs of underpants, two (2) bras, two (2) undershirts, two (2) pairs of socks one (1) jumpsuit (clean, properly fitted and in good condition) and one pair of institutional shoes. You will be able to exchange your soiled clothing and linen including towels for clean items at least once a week. You may request replacement underclothing using the inmate request slip every sixty (60) days. Hygiene kits are available to inmates who have less than \$5.00 in their account for fourteen (14) days. You may purchase underclothing and hygiene items from the commissary. You are limited to the number of clothing articles as listed below.

Personal Clothing Limits (whether DOC issued, donations or commissary items)

Males: one (1) pair tennis shoes, one (1) pair shower shoes, one (1) religious headdress, seven (7) pairs each of socks, under-shorts and t-shirts.

Females: 1 pair tennis shoes, 1 pair shower shoes, 1 religious' headgear, 7 pairs each of socks, bras and panties.

Other Approved Items:

Toiletries (one (1) each), pens/pencils, writing paper, stamps, legal papers, ten (10) photos (containing images not prohibited by DOC policy), and prayer rugs.

You must be able to store all items, including legal material, in your storage container. You may store books and toiletries on your desk. Only your shoes and prayer rug may be stored under the bed.

You cannot sell, give, lend or trade your personal property or government issues property to another.

You are subject to disciplinary action if another inmate's property is found in your possession.

You are subject to disciplinary action if you are found in possession of excess government issued property.

DOC shall seize unauthorized/excess property and either release it to someone you designate or destroy it.

Claims for Lost/Stolen Property

You may utilize the Inmate Grievance Procedure by filing an Inmate Request Slip (IRS) regarding property that is lost, stolen or damaged through no negligence of your own. You will not be compensated for property loss when the items are not listed on the property receipt.

Release of Property to Law Enforcement Officials

While in custody, your personal effects and clothing may be turned over to law enforcement officials who present a warrant or subpoena.

HOUSING UNIT RULES

DOC's facilities have single and double cell housing.

All inmates are expected to respect others when sharing common equipment such as telephones, televisions, chairs, tables, recreational games and equipment, and all inmates must respect the property of others.

Television is for everyone's use. **Only staff** shall control programs that are viewed. Inmates **shall not** be verbally or physically abusive or use profanity to staff or each other.

No shouting, running, horse playing or other loud or disorderly behavior.

You **shall not** bang on windows, cell doors or tables.

You **shall not** loiter or stand around the cell of any inmate who is on lockdown.

You **cannot** loiter on the tiers or stairs between the upper and lower tiers.

You **shall not** crowd around the control bubble or exit doors. You **must** stay at least 5 ft away from exit doors.

You **shall not** loiter around program offices unless authorized when awaiting services.

You **shall not** deface, tamper with or destroy DOC issued property.

You **shall** help keep common areas clean.

You **shall** place trash in provided trashcans. You **shall not** stand or sit on trashcans.

You **shall not** throw trash out of your cell door slot onto the tier.

You are responsible for damage to DOC property. The Officer in Charge (OIC) or other correctional staff will inspect your cell before you are placed in it. You **must** report any broken items to the OIC within twenty-four (24) hours.

Only a supervisor or the Compliance Officer can change your cell or bed assignment.

Staff shall secure your cell when you exit.

You **must** keep your cell area clean and your property neatly stored in your storage container. You will be issued cleaning supplies for this purpose of cleaning your cell only.

You **shall not** sleep in the nude or on the floor.

You **shall make** your bed by 8am, and it must remain made until 10pm.

You **shall not** hang clothes or covers on cell doors or the tier, and you **shall not** cover the windows.

You **shall not** cover vents, light fixtures, or cell doors.

You **shall not** clog toilets and sinks.

You **shall** be fully clothed when exiting your cell to include going to and returning from the shower area.

You **shall not** hang photographs or other items on cell walls.

You **may not** bring your pillow, blanket, and wash cloth/towel into the dayrooms, dining area or gym.

You **shall** eat in the designated area unless you are on restricted status.

You shall not store uneaten meal food in your cell.

You **must** tightly cover and store commissary food items so they will not attract pests.

PERSONAL HYGIENE/LAUNDRY AND GROOMING SERVICES

You must maintain an acceptable level of personal hygiene. Showers, laundry, linen and clothing exchange, and barber services are regularly made available. You are subject to disciplinary action for failure to keep yourself and your cell clean and sanitary.

Hair

Inmates will not be required to loosen or cut their dreadlocks, braids, cornrows, hair extensions, weaves (glued or sewn-in) when they are committed to DOC.

Wigs are not permitted except in special circumstances and/or for medical conditions with the Warden's written approval. IRC staff shall ensure inmate's wigs are stored with property.

If the inmate chooses to remove any artificial hair while at IRC because he/she wants to retain this property, the inmate shall be allowed to do so. The hair will be inventoried and stored in the inmate's unauthorized/ excess property and scheduled for pick-up.

If the inmate chooses to remove any artificial hair while at Receiving & Discharge (R&D) because he/she wants to retain this property, the inmate shall be allowed to do so. The hair will be inventoried and stored in the inmate's unauthorized/ excess property and scheduled for pick-up.

When artificial hair, including hair extensions and weaves, becomes loose or starts to come unglued from the scalp, the artificial hair then becomes contraband and the inmate shall have the responsibility for removing it.

The Major will establish procedures for a safe and sanitary place for the inmate to remove artificial hair and a process for confiscation and destruction of this item.

SMOKE FREE FACILITY: No one can smoke in the CDF or CTF. Tobacco products; matches and cigarette lighters are contraband.

INSPECTIONS

Searches

DOC shall search inmates, inmate housing units, individual cells, and program and work areas.

Inmates shall be subject to random searches or mass shakedowns.

Detection dogs may be used during searches and mass shakedowns.

You do not have the right to be present during the search or mass shakedown. If you are present during the search or mass shakedown, you **must** cooperate with staff.

Staff will confiscate contraband and excess property during searches or mass shakedowns.

You are subject to regular and random pat searches.

You are subject to a strip search when (1) there is reason to believe that you are concealing contraband on your person, (2) before placing you in a special housing unit, (3) before and after contact visits, escorted trips, or when returning from a community status, and (4) when you are first admitted. Only medical staff is authorized to conduct inspections of body cavities. If necessary, you may be placed in a dry cell for detection and release of concealed contraband.

Counts

Inmates **must** return to their housing unit and individual cell for counts. You will not be released from your cell, housing unit or the facility until the count has cleared. Televisions and radios shall be turned off. You **must** remain in plain view, in full uniform, and you **must be** prepared to display your armband to staff. You **must be** silent and shall not attempt to talk to or distract staff conducting the count.

Lockdown

You shall be locked in your cell at night, during counts and at other times as authorized. When lockdown is announced, **you must** immediately return to your cell and doors will be secured. Emergency lockdowns may be ordered at any time.

Sanitation

Each morning or afternoon, the Housing Unit supervisor will conduct an inspection to make sure everything is clean and orderly. Your bed **must be** made and you **must be** in full uniform and standing by your bunk. Cell inspections shall include checking plumbing lights, vents and your general living area. The Zone Lieutenant may also regularly inspect housing units.

Emergency Drill Inspections

You may be required to participate in mock lockdown and evacuation drills. You must move quickly and quietly and obey officers and Fire Safety staff's orders.

Warden's Inspection

The Warden, Deputy Warden, correctional supervisors and other managers will regularly inspect the facility and conduct other mass inspections.

STAFF CONTACT

Your case manager and housing unit staff are your primary contacts to address issues. You may submit a request slip via Tablets or obtain a request slip from the housing unit officer or case manager to request assistance from the Chaplain, Programs and Case Management, Medical, Law Librarian, Inmate Records Office, Deputy Wardens, Warden or other service areas. You may also submit a request slip to see your case manager.

MOVEMENT

Inmates move through the facility to authorized areas with passes or correctional escort. You must move quickly and quietly and go directly to your approved destination. You must obey instructions from staff along the way. You are subject to searches before, during and after movement.

ESCORTED TRIPS

DOC provides transportation for court appearances, outside medical care and institutional transfers. If eligible, you may be considered for an escorted local trip to the private viewing of a deceased immediate family member or to visit a dying immediate family member in accordance with DOC policy. Viewing of immediate family remains can be done virtually. Immediate family includes a spouse, son, daughter, parent, brother, sister, or a person who can reasonably be considered as an immediate relative, e.g. step-parents, step-children, or legal guardians.

Approving authorities for escorted trips are as follows:

- Pretrial misdemeanants and pretrial felons-Courts via your attorney
- Parole violators-US Parole Commission
- Sentenced misdemeanants-DOC via your case manager
- Sentenced felons-Bureau of Prisons
- WRITS-US Marshal

EMERGENCY PROCEDURES

You must immediately report any signs of fire or smoke to staff. In emergencies, staff may direct you to take cover in your cell. In other instances, staff may direct you to either move to another area in the unit or evacuate the unit/facility. Evacuation routes are posted in your housing unit and throughout the facility. Should a riot or disturbance occur, inmates who are not involved will be given a chance to leave the problem area. You **must** follow staff instructions during emergencies.

USE OF FORCE

Correctional Officers will use force and apply restraints when necessary to protect a person from injury, to prevent property damage, prevent escapes or to enforce rules and regulations. Force will be applied as necessary to maintain control of the situation.

SEPARATIONS

You may be separated from other inmate(s) to maintain safety, security and order. The courts may order your separation from other members of the inmate population. You may request protective custody (PC) or DOC may place you in Involuntary PC when there is evidence of safety or security issues. You will receive regular reviews to determine if it is appropriate to discontinue separation.

MEALS

DOC serves three (3) nutritionally well-balanced meals per day consisting of two hot meals and one cold meal. Pork and pork by-products are not served. A physician may place you on a medical or special diet if one is needed. If a religious diet is needed, a request may be put through the Chaplain's office. General population inmates may, as appropriate, eat in the dayroom. Segregated inmates eat in their

cells. You will receive a bag lunch when you are going to court or are out of the facility for medical care.

MEDICAL SERVICES

DOC **does not** charge inmates a co-pay fee for medical treatment. During your medical screening and facility orientation, you will learn how to access health care services and be advised on basic health precautions to follow. As you prepare for release, you will also be given guidance on securing community based medical and mental health services.

Medical Records Your medical records are confidential and information is only shared with appropriate staff on a need-to-know basis.

Types of Medical Care Services are comprehensive and include health screenings and assessment, medical treatment for chronic and/or emergency conditions, required medication, medication for opioid-use disorder, mental health services, emergency care and hospitalization, detoxification, eye glasses, dental services, pharmacy services, on-site dialysis, specialty clinics and ob-gyn care for females.

Refusing Medical Care If you refuse medical, dental and/or mental health treatment/services, you will be required to submit a written statement for the record. If you refuse care or feel unsure about treatment, medical staff will explain the importance of the treatment or other services recommended. Your refusal may also impact your housing while in the facility.

Sick Call Requests for non-emergency medical care is made through the sick call system (sick call boxes located on units). Sick call is seven (7) days per week on all (including weekends and holidays). Sick call slips are available on all units.

Interpreters (staff or via telephone) will be made available to help communicate with medical staff when you have limited/no English proficiency.

Condoms may be obtained during medical intake, at sick call, during medical visits, when participating in your discharge planning interview and at release. DOC **strictly prohibits** sexual activity between inmates, inmates and staff, and inmates and any other person working in, volunteering, or visiting the facility. However, as an added health precaution, condoms will be provided when requested.

DRUG TESTING

You are subject to random testing and targeted testing when there is reason to believe you have used, are in possession of, or under the influence of illegal drugs. Detection dogs are used inside/outside the facility to detect narcotics and other contraband.

INMATE FINANCE ACCOUNTS

Receiving Money in Your Account

Inmate Finance shall deposit your money you had at admission, money earned from work details, western union transfers and money orders, and certified bank and

cashier's checks mailed by family and friends into your inmate account. Check and /money orders must be payable to you and include your full name and DCDC#. Posting to your account for spending will be done the next business day. Family and friends may transfer funds to your inmate account through Western Union and Offender Connect, who may collect a fee for each transfer. You can check your inmate account balance through the inmate telephone system, by checking the commissary kiosk in the housing unit or by requesting information from your case manager.

DOC shall post notices in the housing units of the following options for electronic transfers:

- 1) Internet. Using a credit or debit card at www.westernunion.com/corrections
- 2) Phone. Using a credit or debit card at 1-800-634-3422; or
- 3) Use of the Offender Connector Kiosk at the Video Visitation Center (only during scheduled visitation appointments).

Releasing Money from Your Account

You may authorize DOC to release funds from your account to an attorney, bail bondsman, family member or friend by using the inmate request form. Please check with your case manager for this form. Inmates **are not** permitted to transfer money to each other. DOC will issue cash from the Inmate Finance Office Visitor's Entrance 1901 D St SE, Tues-Fri 9am-12pm (except holidays). The person receiving the funds via inmate disbursement slip must have valid photo identification to match the information listed on the disbursement slip.

Mailing your funds to someone may take up to fifteen (15) business days.

Inmate Finance will deduct the Victims of Violent Crime Compensation (VVCC) fee from your Non-Industrial Pay System (NIPS) funds when restitution is court ordered. If you are transferred to another institution, Inmate Finance will send your funds by check or money order within thirty (30) days. If your location is unknown, attempts will be made to determine your whereabouts. If you are transferred to a private jail or facility, you should contact DOC in writing or have a case manager contact the DOC Finance Office to have funds transferred. When released from custody you may claim your funds in person at the Inmate Finance Office at the Visitor's Entrance of the CDF, Tues-Fri 9am-12pm. Please ensure you have valid identification with you.

COMMISSARY SPENDING LIMITS

The following are spending limits for both facilities. CDF Group A - \$75 per week. 1) General Population 2) Protective Custody 3) Total Separation. CDF Group B - \$25 weekly spending limited to personal hygiene products and writing materials. 1) Restrictive Housing 2) Loss of Privileges (LOP) based upon a disciplinary hearing sanction. CTF Group A - \$125 per week. 1) General Population 2) Protective Custody 3) Total Separation 4) Youthful Offenders. CTF Group B - \$25 weekly spending limited to personal hygiene products and writing materials. 1) Restrictive Housing 2) Loss of Privileges (LOP) based upon a disciplinary hearing sanction. There is a limit on the number/amount of some products you can purchase. Inmate Finance will determine if you have enough money in your account to cover your commissary order. If not, you may receive a partial order. Your purchase will be directly delivered to you. Inmates on Disciplinary Restrictive Housing may spend up to \$25 on hygiene products, stamps and writing materials.

LEGAL ACCESS

Legal Visits

Your attorney of record, your attorney's agents/investigators and participating legal interns have access to visit you twenty-four (24) hours per day seven (7) days a week. You can refuse a legal visit and the refusal will be documented. You must sign consent to allow the legal visitor to take photographs, video or audio recordings during the legal visit.

You may be escorted to the legal visit or sent by pass to the visiting hall for the visit. You are subject to pat search when leaving the housing unit and before the visit. You will be strip searched after the visit. The legal visitor cannot give you any items (with the exception of printed legal documents) to keep after the visit. You will remain in restraints during the visit if under special status.

Legal Calls

Case Managers and other persons designated by the Warden are authorized to place legal calls for inmates. The authorized staff member placing the call must verify that the legal call recipient is an attorney/law firm/agent before putting the inmate on the telephone for the call. Legal calls shall not be monitored by DOC but will be documented in JACCS by any employee or person providing services for DOC.

Legal Mail

Incoming legal mail shall be opened in your presence only to inspect for possible contraband. In the absence of adequate identification, staff may open and read the mail to the limited extent necessary to determine its legitimacy and ascertain whether it is, in fact, legal mail.

Outgoing You can seal mail that is addressed to the courts, attorneys and public officials. It will not be read, censored or copied.

LAW LIBRARY

General population inmates may visit the law library weekly. See your housing officer for the schedule. Inmates in restrictive housing must send a request slip for legal materials to the law librarian.

INMATE REQUEST SLIP

Your request for the following services should be submitted on an Inmate Request Form:

- Inmate Records Office
- Chaplain's Office
- Inmate Finance
- Inmate Property
- Face Sheet (not available for sentenced felons)
- Case Manager
- Inmate Clothing
- Legal Calls

- Notary
- Other

INMATE GRIEVANCE PROCEDURES (IGP)

You are to attempt to advise a staff member of a complaint as soon as possible after an issue arises. You will be able to request informal resolution within five (5) days after a request for services by a staff person has not been satisfied.

With the exception of emergency grievances, you are required to utilize the informal resolution process concerning disputes, or complaints that were not reasonably addressed after submission of a request slip or verbal request.

GRIEVABLE ISSUES

Inmates may request informal resolution and/or grieve the following matters through the IGP process:

- 1) Matters relating to the conditions of safety, care and supervision, such as;
 - a. Safety,
 - b. Sanitation,
 - c. Facility Management,
 - d. Improper staff action,
 - e. Inappropriate use of force by staff,
 - f. Housing,
 - g. Facility transfer,
 - h. Transportation,
 - i. Discrimination,
 - j. Protection from harm, and
 - k. Sexual harassment and sexual safety.
- 2) Matters relating to inmate programs, activities and services such as
 - a. Access to Courts (e.g. law library, legal mail, notary, attorney calls),
 - b. Access to and quality of health care,
 - c. Access to personal hygiene,
 - d. Commissary,
 - e. Case Management Service,
 - f. Food Service,
 - g. Inmate Finance,
 - h. Mail,
 - i. Programs and Activities,
 - j. Religious Services and Practices, and
 - k. Communications (i.e. mail, visitation, or legal).
- 3) Matters relating to inmate property;
- 4) Matters relating to individual staff treatment and inmate actions;
- 5) Matters relating to sentence computations, good time and jail credits, detainers, and late release;

- 6) Denial of access to the informal resolution or IGP processes;
- 7) Reprisals against inmates for utilizing the IGP process;
- 8) Matters pertaining to inmate treatment and legal rights established by federal and local law and regulations;
- 9) The application of DOC Rules, except those listed in 1) of "Non-Grievable Issues" which have established appeal procedures, and
- 10) All Prison Rape Elimination Act (PREA) complaints regarding sexual abuse and sexual violence, which should be made immediately to any DOC staff person.

NON-GRIEVABLE ISSUES

The following issues cannot be grieved under the IGP process:

- 1) Institutional or Court Ordered Work Release decisions;
- 2) Classification Committee decisions
- 3) Requests under the Freedom of Information Act and HIPAA
- 4) Inmate class action grievances or petitions;
- 5) Final decisions on grievances;
- 6) Inmate Accident Claims, Tort Claims;
- 7) Complaints filed on behalf of other inmates;
- 8) Federal and local court decisions, laws and regulations;
- 9) Policies, procedures, decisions or matters to include but not be limited to transfers, sentence computations, warrants, detainers, writs, holds and parole/probation/release treatment decisions issued by the U.S. Parole Commission, the Federal Bureau of Prisons, Immigration and Customs Enforcement (ICE) or other agencies, states and jurisdictions;
- 10) Disciplinary Board and Housing Hearing rulings cannot be grieved under this policy but can be appealed to the Warden in accordance with DOC policy.

INFORMAL RESOLUTION

- a. When you do not receive a response to services you requested on the Inmate Request Form or other issues arise, you may complete an Inmate Informal Resolution/Grievance Form and place it in the locked Inmate Grievance box marked "IGP".
- b. The IGP Coordinator will have the appropriate department research the necessary information to respond to your concern.
- c. The inmate shall receive a response to the INF within 15 business days of receipt by the IGP Coordinator via DOC In-house legal mail.
- d. If the issue could not be resolved by the department manager or designee, you may submit the original complaint to the IGP Coordinator.

FORMAL GRIEVANCE PROCESS

- a. You may file a formal grievance when:

- 1) You are not satisfied with the results of the informal resolution process, in which case you must file the formal grievance within five (5) calendar days of receipt of the informal resolution response, or
 - 2) When you have not received a response within 15 business days of filing the Informal Resolution/Grievance Form.
- b. Each grievance must pertain to one specific incident, charge or complaint. You shall not submit duplicate copies of the same grievance.
 - c. To file a formal grievance, place the original Inmate Informal Resolution/Grievance form in the locked Grievance Box marked "IGP" located in your housing unit. If you are housed in a restrictive housing unit, you must deposit the grievance form in the locked Grievance Box marked "IGP" during your individual recreation time or you may submit the grievance to your assigned Case Manager or a Supervisor, after having first placed the grievance form in a sealed envelope if available. The Case Manager or Supervisor will then place the grievance form in the locked box marked "IGP".
 - d. Unless an extension is granted due to extenuating circumstances, you will receive a response within fifteen (15) business days of receipt by the IGP Coordinator.

PROCEDURES FOR WARDEN'S REQUEST FOR ADMINISTRATIVE REMEDY

- a. Within five (5) calendar days of receiving the Formal Grievance response from the IGP Coordinator, you may elect to appeal the decision by submitting the original inmate informal resolution/grievance form to the Warden and Deputy Director(s) via the IGP Box.
- b. You must submit the original form to the IGP Coordinator -- to request the Warden's and/or Deputy Director(s) administrative remedy.
- c. If the original form cannot be obtained, you may submit your grievance on standard, letter-sized paper. This grievance shall contain the following information:
 - 1) Your name and DCDC number;
 - 2) The name of the housing unit/number and cell number and/or community correctional center where you are housed;
 - 3) The nature of the complaint or grievance, date of occurrence, and the remedy sought;
 - 4) Your signature; and
 - 5) The date.

- d. The Warden and/or Deputy Director(s) will review the Formal Grievance form and the IGP Coordinator will issue a response within twenty (20) business days within the day of receipt of the appeal form.

PROCEDURES FOR FILING AN EMERGENCY GRIEVANCE/PREA ALLEGATIONS

- a. Emergency grievances shall be defined as matters in which you would be subjected to substantial risk of personal injury or serious and irreparable harm if you filed the grievance in the routine manner with the normally allowed response time.
- b. You may, but are not required to, file a complaint of sexual assault, sexual abuse, or sexual misconduct directly with the Deputy Director as an emergency grievance.
- c. You must prominently label and identify the grievance as an “Emergency Grievance” at the top of the Inmate Informal Resolution Grievance Form and state the nature of the emergency.
- d. You will file the emergency grievance in a sealed envelope and mark the envelope as an Emergency Grievance if not in a sealed envelope marked emergency at the top of the grievance. You shall address the emergency grievance to the lowest administrative level at which an appropriate remedy can be achieved.
- e. If it is necessary for you to file an emergency grievance on the weekend or a holiday, the sealed envelope if not in a sealed envelope marked emergency at the top of the grievance, it shall be given to the Shift Supervisor who will ensure that the Duty Administrative Officer is notified upon receipt of the emergency grievance.
- f. If your grievance is of a sensitive nature and you have reason to believe that you would be adversely affected if it was to become known at the institutional level, you may file the grievance directly with the Director. All such emergency grievances may be placed in the locked grievance box or forwarded via regular institutional mail.
- g. The Office of Investigative Services will issue a final agency decision on the merits of the grievance within ninety (90) calendar days of the initial filing of the grievance.
- h. The Office of Investigative Services (OIS) will notify you in writing of any such extension. Extension of time to respond, of up to seventy (70) calendar days.
- i. You shall be informed if the grievance is not accepted as an emergency grievance and informed that the grievance shall be treated as a regular grievance.

- j. The following special provisions shall apply to emergency grievances:
- 1) An emergency grievance shall be responded to within seventy-two (72) hours of its receipt.
 - 2) Within forty-eight (48) hours of receiving a response to the emergency grievance, you may appeal to the next level of the IGP appeal process, unless the emergency went directly to the Director.

MEDIA ACCESS

Requests for facility access by the media are handled by the Office of Government Affairs and Strategic Communications. With the consent of the Director and Warden, the Department may allow a media representative to interview you by phone for fifteen (15) minutes with your written consent. If you are in pre-trial status your attorney should be consulted before an interview is granted. DOC does not permit interviews for entertainment magazines or entertainment television.

TELEPHONE CALLS

Case managers will assist with emergency and program related calls.

Social Calls. Inmate social telephone calls can be made on the blue telephones located in each housing unit. Use your Telephone Identification Number (TID) to make the collect call. Three-way calling is not permitted. If you attempt to make a three-way call, the call will be dropped. You can only make one call at a time. Calls can last up to fifteen (15) minutes. If your call requires the use of TTY equipment or other services, please contact your case manager. No matter how short your call is, you must move to the end of the line before you can make another call. You shall not shout or curse when talking on the phone. DOC will direct and monitor inmate telephone usage. DOC records/monitors phone conversations for security reasons.

OFFICIAL VISITING/VIDEO VISITATION/FACE TO FACE

Social Visits Most social visits at the Central Detention Facility are conducted via video visitation. Visitation monitors are located on each of the jail's housing units. Your family members and friends may visit by coming to the Video Visitation Center located adjacent to the jail at the former D.C. General Hospital. They may also visit through one of the community-based satellite visitation centers located throughout the city. When calling to schedule visits, they will be advised of satellite locations. Visits must be scheduled no less than 24 hours in advance and require prior appointment. Your family and friends may schedule visits by calling toll free at 1-(888) 906-6394 or (202) 442-6155 Tuesday through Saturday from 9 am to 5pm. They may also use the DOC website <http://visitation.doc.dc.gov> in order to schedule visits.

Males and females housed at the Correctional Treatment Facility have in-person visitation.

Face to face visitation takes place at the D.C. Jail on a once a month basis. Those incarcerated for sixty (60) days or more and who have been disciplinary infraction

free for at least 30 days, will be afforded one 30-minute face to face visit per month. These visits take place on the first consecutive Monday and Tuesday of each month and are scheduled by calling the Video Visitation Center at 202-442-6155.

If you are in need of reasonable accommodations for visits with or between disabled inmates or visitors, including individuals with vision or hearing impairments, contact your assigned Case Manager who will coordinate the visit. Please allow five (5) business days for the accommodation to be arranged.

Official Visits Inmates will continue to have in-person visits with attorneys and their agents (i.e., investigators, law clerks, law students, and interpreters).

Special Visits Contact your case manager, DOC Chaplain or correctional staff to request a special visit and be prepared to discuss the circumstances/reasons for the request.

Suspension of Visitation

Visitation may be suspended as follows:

Minor Contraband – 30 days to 1 year suspension

Major Contraband – 1 year to permanent and criminal prosecution

Disorderly Conduct – 30 days to 1 year

Refusing Search – 30 days to 1 year

Minor Incidents – 30 days to 1 year

Major Incidents – 1 year to permanent termination

You or your visitor may appeal suspensions to the Warden.

INMATE MAIL

You may send and receive mail according to the guidelines set per DC DOC policy. You may purchase writing paper and postage stamps via commissary. Your outgoing mail will be picked from the unit mailbox and incoming mail will be delivered directly to you in your cell.

Indigent inmates who maintain \$5.00 or less in their account during the entire thirty (30) day period prior to the request for postage assistance, may mail two (2) standard postage-free letters per week. For security purposes, your incoming personal mail may be photocopied. You may not always receive the original copy.

Magazines, Books and Newspapers: You may only purchase magazines, soft cover books and newspapers mailed directly from the original source or an authorized distributor. You cannot receive pornographic magazines, unauthorized publications and/or prohibited photos in accordance with DOC policy.

INMATE RECORDS

The Inmate Records Office maintains your official record. The Federal Bureau of Prisons (FBOP) computes sentences for felons. Sentenced felons can forward their request for sentence computation to FBOP in Grand Prairie, Texas. Misdemeanants may send a request slip to their Case Manager or Records Office staff with questions about sentence computation. Your official record is confidential and may not be

released without your consent. Before you can release information from your official record to an outside entity such as an attorney, you must sign a Consent to Release Information form.

Public Records. Records of a criminal offense for which you have not been convicted shall not be disclosed without a properly executed release authorization. Upon written request, DOC will release information about you, without your consent, if you have been convicted of a crime, such as: your name, DCDC number, full description (e.g., sex, race, height, weight, complexion, hair color, eye color, build, and any identifying marks), criminal charges, sentence, date of sentence(s), mandatory release date, full term date, dates of jail credits, earned good time, detainers, judgment & commitment orders, and date of birth. Your institutional photograph (“mug shot”) shall only be released upon your consent or the Director’s approval.

Records Review - You may review your institutional record and obtain copies of documents by submitting a request through your case manager to the agency’s FOIA Officer. The FOIA Officer will notify the Records Office Administrator of the review request. Records will contact your case manager to further assist in this process. DOC will not show your reports prepared by other agencies (ex: Pretrial Services or MPD). You must mail a request to that agency. For more information ask your case manager or request a copy of PM 1300.1, *Freedom of Information Act (FOIA)*, from the law library.

PROGRAMS

A case manager will interview you during the intake process. Case managers have offices on each housing unit and will meet with you within seventy-two (72) hours of your assignment to a housing unit excluding weekends and holidays. Case managers shall assist you with your orientation, classification, employment, program participation, and release planning.

Indoor/Outdoor Recreation

Schedules for outdoor recreation are posted in each housing unit. Indoor recreation includes board games, gym, and general television.

Inmate Work Programs/Details

Sentenced inmates are encouraged to work. Pre-trial inmates may apply to work. CTF and CDF have a variety of jobs. Pay varies by job type and the length of time in the position. Some jobs require a medical clearance.

Education

Secondary Education: In accordance with District and federal law, students 17 years of age and under are provided the opportunity to earn credits toward their high school diploma. Students between the ages of 18 and 22 who have not earned their high school diploma or equivalency certification and have an Individual Education Plan (IEP) or have need of an IEP also attend classes in order to earn credits toward their high school diploma.

College and Career Readiness: The DOC provides opportunities for residents of all ages to participate in academic, Career and Technical Education (CTE), post-

secondary education, and workforce preparedness courses. Requests may be made via the Inmate Intake Interest form or at any time by sending a request to the division of College and Career Readiness.

Good Time Credit: Sentenced misdemeanants who maintain good conduct and participate in programs to include College and Career Readiness and work programs may be eligible to receive good time credits to reduce time served.

Chaplain and Religious Services

Inmates have the right to attend or practice their faith of choice. Religious service schedules are available in your unit. Submit a request slip to the Chaplain for assistance. Chaplains are available for spiritual support. Chaplains also recommend approval/denial of inmate marriage requests. Inmates are permitted one (1) religious medallion or rosary valued at \$50 or less; it must not be a size or shape that can be used as a potential weapon or escape device. Approved religious headgear (white only) and prayer rug (one of each item permitted).

Needs Assessment and Case Plan

Sentenced misdemeanants with forty-five (45) days left to serve and who were sentenced to sixty (60) or more days may undergo an assessment to help identify both your pre and post release planning needs.

Substance Use Programs

The Courts, US Parole Commission (USPC), your attorney or your case manager may refer you, or you may also request participation in a substance abuse program. To self-refer you can request a referral form from your case manager, American Prison Data System (APDS) tablet and place the completed form in the case management unit's mail box. In-house NA/AA meetings are also available.

Residential Substance Abuse Treatment Program (RSAT)

The RSAT program is a 120-day program and is located at the CTF. Inmates requesting admission to the RSAT program must meet the criteria for transfer to the CTF as well as the criteria for the program. Your length of stay in the program depends on your legal situation. The minimum length of stay is thirty (30) days. Those who complete and do well in the program, and who are not being released upon completion of the program, may be offered the opportunity to stay on the unit as Mentors, for a limited length of time.

Veteran Services - A staff member from the Veterans Administration visits the CDF on a weekly basis to assist veterans. If you are a veteran and in need of services, please submit a request to your case manager.

Reentry - You should have viewed the reentry video when being processed into the facility. DOC provides reentry services to help when you are released to the community. There are two Reentry Units located at the CTF. The Transitional Assistance Program (TAP) for men and the Better and Beyond / DOES Work Readiness Unit.

You may be considered for these programs if you have between 30-180 days to serve, your custody status is minimum or medium, and you are a Pretrial or

Sentenced misdemeanor, Parole Violator or Designated Felon. The Transitional Assistance Program provides Art Therapy, Money Management, Life Skills, Substance Use Education and more. The Better and Beyond / DOES Work Readiness unit offers Employment & Job Readiness, Life Skills, Domestic Violence Workshops, Women's Wellness, Healing Circles / Family Reunification and more.

The Reentry program also offers the opportunity for residents to participate in the Aramark In2Work Culinary Arts ServSafe program and the Negotiations Works Program.

Reentry for the City Referral Letter - You or your case manager may submit a request for community services to MORCA (Mayor's Office of Returning Citizens Affairs), Department of Employment Services (DOES), or Voices for a Second Chance.

Criminal Justice Coordinating Council (CJCC) Resource Locator is available and can be useful when you are released or your case manager as well as your family can research services in DC. Go to www.cjccresourcelocator.net

Public Defender Service is available at www.pdsdc.org

Maryland Resource Locator is available at www.mdcsi.org

Photo ID

Inmates released from CDF, DC Superior Court (DCSC)/Records Office and the Inmate Reception Center shall be issued a photo identification card upon release from custody by court order, mandatory release from custody, or upon halfway house placement.

The ID card is effective for sixty (60) days from release--DOC will not renew issuance of the ID card (this card can be used for personal identification). Prior to expiration of the ID card, inmates who are District of Columbia residents may use the ID card to make application for reentry program initiatives and to make application to the DC Department of Motor Vehicles for a non-driver ID.

Release

You will receive release preparation and counseling. Prior to release, you may be referred for community-based health care, family and child services, housing, employment and educational assistance. *(This section does not apply to transfers to other facilities/ jurisdictions).*

GENDER CLASSIFICATION AND HOUSING

Inmates identified as Transgender, Intersex, or Gender Nonconforming shall be housed in protective custody (voluntary or involuntary protective custody) in a single cell in the intake housing unit consistent with the inmate's gender housing preference identified at intake for within twenty-four (24) hours, excluding weekends, holidays, and emergencies, before receiving a preliminary assessment by the PREA Victim Services Coordinator. The PREA Victim Services Coordinator shall conduct an initial safety and security assessment related to the gender housing preference of the Transgender, Intersex, or Gender Nonconforming inmate. Within seventy-two (72) hours, excluding weekends, holidays, and emergencies, after the preliminary assessment by the PREA Victim Services Coordinator, the Transgender Housing

Committee shall conduct a formal classification and housing needs assessment for the Transgender, Intersex, or Gender Nonconforming inmate.

When clinically indicated by appropriate medical staff, transgender inmates on hormone therapy may continue to receive hormone treatment.

Transgender or intersex inmates will be provided standard jail attire and privileges consistent with the gender of their housing assignment. Inmates under hormone therapy with secondary sexual characteristics (such as breasts) shall be provided appropriate undergarments (such as a bra) when clinically indicated by appropriate medical staff.

Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates.

PREA (Prison Rape Elimination Act of 2003)

ZERO TOLERANCE FOR SEXUAL ABUSE, SEXUAL ASSAULT AND SEXUAL MISCONDUCT

DOC is committed to ensuring a safe and humane environment for all offenders. An important part of a safe and humane environment is freedom from sexual abuse, sexual assault and sexual misconduct by other inmates and staff members. For the purpose of this guide, staff includes DC DOC's employees, contract employees, and volunteers. This section of the handbook explains your rights and the safeguards that are in place for your protection from sexual abuse, sexual assault and sexual misconduct, as well as retaliation for reporting such conduct.

DOC does not tolerate any form of sexual abuse, sexual assault or sexual misconduct and/or sexual contact, including that of a consensual nature. Federal and District of Columbia law prohibit such behavior and accordingly, the DC DOC maintains a zero-tolerance policy toward all forms of sexual abuse, sexual assault, and sexual misconduct.

What is sexual abuse?

Sexual abuse includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuses:

- Contact between the penis and the vulva or the penis and anus, including penetration, however slight;
- Contact between the mouth and the penis, vulva, or anus;
- Penetration of the anal or genital opening of another person, however slight, by a finger or object, or instrument;
- Any other intentional touching of your genital areas, inner thigh, breast, or buttocks either directly or through the clothing that is unrelated to official duties and excluding contact incidental to a physical altercation;
- Contact between the mouth and any body part where a staff member, contractor or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff

member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- Any attempt, threat, or request by an employee, contractor, or volunteer to engage in such activities;
- Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and
- Voyeurism by a staff member.

What is sexual assault?

Sexual assault is a forcible sexual act, a sexual act performed against the inmate's will, or a sexual act that is achieved through the exploitation of fear or the threat of physical violence or bodily injury.

What is sexual misconduct?

Sexual misconduct includes sexual harassment and the invasion of a resident's privacy.

Sexual Harassment includes:

- Repeated and unwelcomed sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed to another. Repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures. Coercing, making promises or threatening an inmate's safety, custody, privacy, housing, privileges, work detail, or program status because the inmate has refused to submit to a sexual advance.
- Voyeurism by a staff employee, contractor, or volunteer-An invasion of privacy of an inmate by staff for reasons unrelated to official duties, such as peering at an inmate who is using the toilet; requiring an inmate to expose his or her buttocks, genitals, or breast; or taking images of all or part of an inmate's naked body or an inmate performing bodily functions.
- Failure of an employee of the opposite sex to announce his/her presence, without sound penological reason, when entering an inmate's housing unit.

Sexual Abuse, Sexual Assault and Sexual Misconduct Prevention:

While incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual abuse, sexual assault or sexual misconduct, or be pressured to engage in unwanted sexual behavior.

To avoid sexual abuse, sexual assault and sexual misconduct:

- Do not accept canteen items or favors from anyone. Anyone offering you favors, lending you things, or providing you with protection may be setting you

up for an assault or targeting you as a potential victim. Avoid casual nudity or engaging in conversations about sex.

- Beware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, get away as soon as possible.
- Avoid secluded areas where it may be hard to be seen by staff or hard for you to access help. Stay out of other inmate's cells and keep them out of yours. Appear confident. Do not make your emotions obvious to others.
- Find a staff person with whom you feel comfortable discussing fears and concerns. If you are being pressured for sex, report it immediately.

Reporting Sexual Abuse, Sexual Assault and Sexual Misconduct

Sexual abuse, sexual assault, and sexual misconduct by an inmate or a staff member are prohibited. Such behavior must be reported in order for action to be taken. To ensure that all such behavior is reported, the DC DOC has several ways for inmates to report confidentially. Inmates may use the reporting method with which they are most comfortable.

Methods to report:

1. **Tell any staff at any DOC facility.** It is part of their job to report any allegation, and maintain confidentiality. Staff is required to accept all reports made verbally, in writing, anonymously, and from third-parties (families, friends, lawyers, etc.).
2. **Use the Inmate Grievance Procedures – Submit an Emergency Grievance**
3. **Call the DC Victim Hotline number: 1-844-4HELPDC or 1-844-443-5732**

CDF Instructions to access the DC Victim Hotline

The Hotline number is programmed into the inmate phone system and is free to access. All information reported is strictly confidential.

To contact the DC Victim Hotline, please do the following:

1. Enter your TID#
2. Select option (5) for special services
3. Choose option (4) to make a report

CTF Instructions to access the DC Victim Hotline

To contact the DC Victim Hotline, please do the following:

1. Select option (1)
2. Dial (444) for the phone number
3. Enter your PIN number to make a report

IRC Instructions to access the DC Victim Hotline

To contact the DC Victim Hotline, please do the following:

1. Enter your TID#
2. Select option (4) for special services
3. Choose option (4) to make a report

What happens when a report of sexual abuse, sexual assault or sexual misconduct is made?

DOC, through its Office of Investigative Services (OIS), will review each report of sexual abuse, sexual assault and sexual misconduct and refer each case to the Metropolitan Police Department (MPD) unless the allegation does not involve potentially criminal behavior. OIS will work closely with MPD in these investigations.

The PREA Coordinator may interview the individual who reported the sexual abuse, sexual assault or sexual misconduct to clarify facts concerning the complaint and determine whether the complaint is referred for internal investigation. If the complaint is referred for internal investigation, the PREA Coordinator and/or OIS will inform appropriate individuals of the investigation procedures, confidentiality requirements, and the prohibition of communication, intimidation and retaliation against the individual alleged to have been the subject of sexual abuse, sexual assault, and sexual misconduct.

While the investigation is pending, the involved individuals may be separated. OIS may interview the individual who reported the sexual abuse, sexual assault or sexual misconduct, witnesses, and/or the third-party informant and take action.

The OIS Investigator may tape-record all testimony and shall draft a statement detailing testimony from each person who is interviewed. Keep in mind that a thorough investigation takes time. The investigation must clearly support or refute any allegation with evidence, information gathered from witnesses, and documentation.

DOC will provide notification in writing of investigation findings, if the appropriate individuals are still in DOC's custody.

PM 5300.1 INMATE DISCIPLINARY CODE OF OFFENSES (Please see attached Addendum A for Disciplinary Codes of Offenses)

DISCIPLINARY REPORTS (DR)

A Disciplinary Report (DR) is an allegation of misconduct written against an inmate by an employee.

The DR shall include your name, DCDC #, Housing Unit, Cell #, the squad (when the incident occurred at your work site), and the charges against you including: (1) the specific rule(s) violated [ex: Assault with Serious Injury], (2) the Code Reference [ex: Code 1, Section 107 (a)], (3) witnesses to the alleged offense, (4) a formal statement of the charge to include who was involved, what happened and the time and location of the occurrence, (5) any unusual behavior, (6) any physical evidence and its disposition, and (7) confidential information and any other reports, memoranda, or records concerning an alleged offense shall be attached to the investigative report, (8) any immediate action taken, including the use of force; and (9) the reporting staff member's signature and date and time of the report.

Filing

The writer shall file the disciplinary report with the Shift Supervisor before completion of the tour of duty on the day of the incident or on the day staff was made aware of the incident. In exceptional circumstances, the report may be filed within two (2)

business days of the alleged offense. Such exceptional circumstances shall be noted on the report and approved by the Shift Major.

Investigation

The Investigating Officer shall complete the investigation within 48 hours of the DR being filed. The Investigating Officer shall review the DR for sufficiency, clarity, correct dates, times, misspellings and will ensure that the charges are supported and are correct. The Investigating Officer may interview and obtain statements from the charged inmate and other witnesses, including witnesses requested by the charged inmate. The Investigating Officer can either:

- (a) reject the DR when charges are not supported,
- (b) at the admission of guilt, reduce the charges with your cooperation by informally resolving a Class III offense; or
- (c) refer the DR for a hearing.

Informal Resolution Determination of Class III Offenses

The Investigating Officer shall advise you of your right to remain silent and that anything said can and may be used against you at this and any subsequent proceedings. The official may impose any sanction(s) designated as appropriate penalty for the particular charge(s) with the exception of Disciplinary Detention. Proposed discipline shall be discussed with you prior to your agreeing to plead guilty. If the Investigating Officer is successful with informal resolution, a record of the incident and resolution shall be completed and filed with the Disciplinary Board Officer. The decision shall be final. You must sign the Disciplinary Investigation Report attesting to agreement with informal resolution. You may also prepare a written statement, which the official shall attach to the informal resolution report. Any offers of settlement made during unsuccessful attempts at informal resolution are not binding in any way on a Hearing Officer or the Disciplinary Board in a formal hearing on the charges.

Notice of Formal Disciplinary Action and Procedures

The Investigating Officer will advise you of pending discipline, of your right to remain silent and that what you say can and may be used against you at this and any subsequent proceedings.

If you wish to make a statement, the Investigating Officer will record your statement in writing.

The Investigating Officer will give you a copy of the DR.

You have the option to be heard by a single Hearing Officer or the Disciplinary Board. You may request legal assistance from the Public Defender Service or from a DOC staff representative for Class I offenses and assistance from a DOC staff representative for Class II offenses. You may not choose the staff representative; the Disciplinary Board will assign the staff representative.

You have a right to present evidence at the hearing and you should advise the Investigating Officer of witnesses you want to call.

You will be asked to sign the Investigation Report to show you received a copy of the disciplinary report. Doing so does not admit guilt.

PREHEARING DETENTION

A Shift Lieutenant with the approval of the Shift Captain or higher authority may place you in prehearing detention when it is necessary to protect you, other inmates, or to ensure the safe, secure and orderly operation of the facility.

DISCIPLINARY BOARD HEARINGS

Hearings are held Monday through Friday, except holidays. You should have a hearing within seven (7) days (not including weekends and holidays) of the alleged offense. You may request a three (3) business day continuance if your representative or an important witness is not available or further investigation is needed.

INMATE REPRESENTATION

In a Class I Offense, the legal representative or in a Class II Offense, the staff representative may (1) interview you prior to the hearing, (2) talk to witnesses, (3) review statements and charges, (4) make a statement and present evidence at the hearing, and (5) help you to present your defense.

IMPARTIAL DISCIPLINARY BOARD/OFFICER

Individuals selected to hear your case are staff who did not participate in the incident in any way and must provide an impartial hearing.

DISCIPLINARY HEARING PROCEDURES

You are required to attend the hearing unless you waive your presence in writing or security concerns dictate that you not be present. DOC may remove you from the hearing if your conduct requires removal. You will be informed of your rights. The hearing will be recorded or detailed notes will be taken. All reports and evidence will be read to you. You are allowed to make a statement and present evidence or remain silent. You may hear witness testimony but only your representative or the Board/Officer can question witnesses. The number of witnesses will be limited to those who can provide testimony to the incident without everyone repeating the same testimony or when bringing the witness to the hearing poses a security problem.

The Board/Officer will decide and advise you of the finding of guilt or innocence. If the finding is guilt, you or your representative can make a final statement on your behalf. The Board/Officer may review your institutional record for past disciplinary reports and behavior to help determine appropriate discipline. The Board/Officer will tell you the decision. Within five (5) business days, the Warden/designee will either: (1) approve the findings, (2) vacate a finding of guilt and all sanctions, (3) reduce the sanctions, or (4) send your case back for further proceedings.

APPEAL

You or your representative may send a written appeal to the Warden within three (3) business days based upon challenges to the evidence or the amount of punishment. The Warden will provide you with a written decision within ten (10) business days of receipt of your appeal.

DISMISSAL

The Disciplinary Officer shall remove the DR and evidence from your record when you are found not guilty of the entire DR.

DISCIPLINARY DETENTION

Placement in disciplinary detention may only occur after a guilty finding for a rule violation. Restrictions in disciplinary detention include: no social visits, no social telephone calls (you are allowed legal calls), no participation in education instruction (except for general and special education and related services for eligible youth offenders), no participation in other facility programs, and removal from work detail assignments for a period of not less than six (6) months.

PREHEARING DETENTION

Inmates who are charged with a rule violation will be placed in prehearing detention only when it is necessary to ensure the inmate's safety or the safety or security of the facility.

ADMINISTRATIVE RESTRICTIVE HOUSING (AS) AFTER RELEASE FROM DISCIPLINARY DETENTION

You may be separated from the general population after your period of discipline when any of the following are apparent: (1) there is a clear and present threat to your personal safety and involuntary protective custody is deemed appropriate, (2) there is a clear and present threat to support your request for voluntary protective custody, (3) you pose a clear and present danger to the safety of others, (4) you pose a definite escape risk, or (5) you have been referred for criminal prosecution or are under investigation for a crime you committed while incarcerated. The Warden or designee shall review your status within seventy-two (72) hours.

HOUSING HEARINGS

Housing hearings are held before a housing board to allow for a full and fair determination for placing an inmate in Administrative Restrictive Housing.

You will receive notice that a housing hearing has been scheduled at least twenty-four (24) hours in advance. The notice will inform you of the following: if the matter has been referred for criminal prosecution, that you have the right to remain silent, that your silence alone will not subject you to disciplinary action, that you are entitled to testify at the hearing but that any testimony given may be used against you in future housing hearings, disciplinary hearings, or criminal prosecutions.

The hearing officer may appoint an inmate representative to assist you if needed. At the hearing the housing board will advise you of your rights and present findings and supporting evidence for any proposed action.

If the housing board determines that administrative restrictive housing is appropriate, the hearing officer will prepare, within two (2) business days of the hearing, a written statement of the housing board's decision and the information upon which the decision is based.

APPEAL

You may submit an appeal within three (3) business days to the Warden. The Warden will issue a written decision to your appeal within ten (10) business days of receipt of your appeal.

ADMINISTRATIVE REVIEW REHEARINGS

The housing board will review your status every seven (7) days for the first two (2) months and every fourteen (14) days thereafter to determine if you can be placed in a less restrictive status. You may appear at each hearing and present any new evidence for the Board's consideration. When the Board determines there is no longer a risk, you may be released to general population.

ADMINISTRATIVE RESTRICTIVE HOUSING – GENERAL PRIVILEGES include: medical care, medication and access to basic personal care, showers three (3) times per week, hair care, laundry exchange same as the general population, access to books, visits, mail and telephone calls, religious counseling, commissary, ten (10) hours per week out-of-cell time, and general and special education related services for eligible youthful offender

POLICIES AVAILABLE THROUGH THE LAW LIBRARY

- 1270.1 Victim Information & Notification Everyday (VINE)
- 1300.1 Freedom of Information Act (FOIA)
- 1340.4 Media Public Relations/Scheduling Department Events/Facility Tours
- 2120.3 Food Services
- 3350.2 Elimination of Sexual Abuse, Sexual Assault and Sexual Misconduct
- 4020.1 Inmate Orientation
- 4020.4 Inmate Voting Process
- 4030.1 Inmate Grievance Procedures (IGP)
- 4050.1 Inmate Property
- 4070.1 Inmate Telephone Access
- 4070.4 Inmate Correspondence and Incoming Publications
- 4081.1 Inmate Visitation
- 4090.3 Classification (Program Review)
- 4110.7 Educational Services
- 4151.1 Inmate Recreation Program
- 4158.1 Commissary Operations
- 4160.3 Access to Legal Counsel (Attorney Visits)
- 4160.4 Library Services
- 4160.6 Inmate Marriages
- 4210.2 Inmate Institutional Work Program

- 4210.3 Processing Inmate Personal Funds
- 4220.1 Inmate Release Gratuity
- 4340.2 Educational Good Time Credits
- 4341.1 Good Time Credits (GTC)
- 4350.1 Sex Offender Registration
- 4350.3 Separation Cases
- 4410.1 Religious Programs
- 5300.1 Inmate Disciplinary and Administration Housing Hearing Procedures
- 6000.1 Medical Management
- 6060.1 Smoke/Tobacco Free Environment

Attachment A – Inmate Disciplinary and Administration – Inmate Code of Offenses and Penalties (PM 5300.1)



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**CHAPTER FOUR
THE CODE OF INMATE OFFENSES
AND PENALTIES**

1. CATEGORIES OF OFFENSES BASED UPON SEVERITY. The following classes of offenses grade the relative seriousness of each offense and assist in imposing the appropriate penalty if the accused is found guilty.

- a. **Class I– Major offenses**
- b. **Class II- Serious offenses**
- c. **Class III-Minor offenses**

2. CLASS I MAJOR OFFENSES

- a. Referral for Criminal Prosecution
 - 1) Any of the Class I offenses alleged to have been committed in the institution may be referred for prosecution.
 - 2) DOC procedures governing contraband control and inmate searches, preservation of evidence and the legal protection of individual rights afforded under the Fourth Amendment shall be followed when an inmate is suspected of a new crime.
 - 3) Referral for prosecution does not restrict DOC from imposing administrative discipline with corresponding penalties, as outlined in this Section 3 of this chapter, "Penalties for Class I Major Offenses."
 - 4) When an offense is referred for prosecution and administrative discipline is not imposed, the inmate shall, pursuant to Chapter 5 of this directive, receive a Housing Hearing and be placed on Administrative Restrictive Housing pending adjudication of the criminal charges.
- b. Any offenses, if not referred for criminal prosecution, shall be administratively adjudicated by the Hearing Officer or Board with corresponding maximum penalties, as outlined in this Section 3 of this chapter, "Penalties for Class I Major Offenses"
- c. The following offenses may incur the maximum penalties outlined in Section 3 of this chapter, "Penalties for Class I Major Offenses,



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- 101 Murder/Homicide** - purposeful killing: killing while perpetrating certain crimes.
- 102 Manslaughter** - the unlawful killing of another person without premeditation or malice aforethought.
- 103 - Any Act of Terrorism** - use, dissemination, or detonation of a weapon of mass destruction, manufacture or possession of a weapon of mass destruction.
- 104 Kidnapping** - aiding or abetting in, seizing, confining, inveigling, enticing, decoying, abducting, concealing, or carrying away any individual by any means whatsoever, and holding or detaining, or with the intent to hold or detain, such individual for ransom or reward or otherwise,
- 105 Burglary – First Degree** - whoever shall, either in the nighttime or in the daytime, break and enter, or enter without breaking, any dwelling, or room used for sleeping, with intent to break and carry away any part thereof, or any fixture or other thing attached to or connected thereto or to commit any criminal offense.
- 106 Armed Robbery whoever by force or violence, whether against resistance or by sudden or stealthy seizure or snatching, or by putting in fear, shall take from the person or immediate actual possession of another anything of value.**
- 107 Assault with Injury** is when the victim sustains injury.
- (a) Willfully or forcefully causing bodily injury to another inmate, a correctional employee, volunteer, contract worker or visitor;
 - (b) Willfully or forcefully causing bodily injury with a weapon or by any means to any person: or
 - (c) Physically assaulting, resisting, opposing, impeding or interfering with any person.
- 108 Assault by Spitting or Throwing Substances** such as liquids, blood, waste, chemicals, urine, etc.
- 109 Sexual Assault** includes any of the following acts, if the victim does not consent, is coerced into such an act by overt or implied threats of violence, or is unable to consent or refuse .
- a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - b. Contact between the mouth and the penis, vulva, or anus;
 - c. Penetration of the anal or genital opening of another



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person, however slight, by a hand, finger, object, or other instrument; and

- d. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

110 Escape includes:

- a. Breach of the perimeter of a secure facility,
- b. Attempted Escape - The attempted breach of the perimeter of a secure facility; tampering with and/or damaging any perimeter including but not limited to windows, bars and cell doors;
- c. Instigating and/or assisting the perimeter breach or attempted perimeter breach by another inmate;
- d. Escape From Outside of a Secure DOC Facility – When in the custody of the DOC and while under the supervision of DOC personnel or its agents, the inmate escapes from supervision while outside of the secure perimeter (including from a work detail, medical or court visit or while being transported); or
- e. Willfully failing to return to the facility by the time designated on a community release activity pass.

111 Possession of Major Contraband. Major Contraband is any item in an inmate's possession or control (to include within his or her cell, clothing or immediate surroundings) that is illegal by law, not purchased from canteen, not issued by the facility or not authorized by the Warden or designee. Items of Major Contraband include but are not limited to:

- a. A knife, blackjack, guns, homemade weapons, any other weapon, sharp, blunt or pointed objects, other articles used as dangerous weapons, tools, rope, civilian clothing, service uniforms of any kind, toxic or flammable fluids or substances, syringes, and vessels containing urine, feces or other body fluid.
- b. Smoking materials (i.e., matches, lighters) and/or



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tobacco products.

- c. An unauthorized locking device, key, lock, pick or other device capable of destroying, altering, interfering with or damaging any security equipment.
 - d. An illegal drug, marijuana, a controlled substance or a narcotic, unless a doctor has authorized its use, to include possession, having control of, using, making or being under the influence. Possessing another inmate's prescription medication that contains a narcotic or controlled substance.
 - e. Cellular telephone or other portable communication device or accessories thereto.
 - f. Any other item that may pose a risk to the safety, security or order of the facility.
 - g. Items that may be legal initially, but become illegal once used for purposes other than intended, or if given to inmates without proper authorization.
- 112 Restraint** is willfully constraining another person under circumstances which expose the other person to a risk of bodily injury.
- 113 Arson** is willfully starting a fire or causing an explosion that damages personal or institutional property.
- 114 Tampering With a Witness or Informant** is:
- a. Attempting to induce, inducing, or otherwise causing a witness or informant to testify or inform falsely or to withhold any testimony or information or other evidence;
or
 - b. Retaliating or attempting to retaliate for anything done by another person in his or her capacity as a witness or informant.
- 115 Bribery** is willfully, directly or indirectly, giving, offering, or promising anything of value to another inmate, employee, volunteer or other authorized visitor with the intent:



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- a. To influence any official act or any act within the official responsibility of any person;
- b. To induce any person to do or omit doing any act in violation of his or her duty; or
- c. To induce any person to introduce contraband into the facility.

116 Inciting to Riot. A riot is a wild or violent disorder, confusion or disturbance. Inciting to riot is purposefully:

- a. Urging a group of two or more people to engage in a current or impending disturbance or disruptive event; or
- b. Giving direction to a group of two or more people to cause, continue, or enlarge a violent or tumultuous disturbance or disruptive event.

117 Engaging in a Disruptive Event. A disruptive event is an incident brought on by the inmate's action that resulted in injury to staff or other inmates and/or loss of control of the facility or a portion of the facility that required extraordinary measures to regain control. Loss of control of the facility is defined as a situation in which inmates are acting in concert to disrupt facility operations and refuse to comply with lock down orders. They may have taken hostages or appear to be prepared for physical conflict. Hostile intent is apparent and threats are noted. Extraordinary measures are required to regain control such as sending in a significant number of ERT members, firing shots, use of tear gas, etc.

3. PENALTIES FOR CLASS I MAJOR OFFENSES. The accused, if found guilty at the disciplinary hearing, shall be subject to one or more of the following:

- a. The maximum sanction for a rule violation is no more than thirty (30) days for all violations arising out of one incident.
- b. When an inmate housed in disciplinary restrictive housing receives a guilty finding for another charge, the new sanctions shall not begin until 48 hours after his current expiration date. The inmate shall be removed from disciplinary restrictive housing to a less restrictive area for 48 hours. If it is determined that the inmate poses a threat to staff or other inmates, the inmate shall be placed on Administrative Restrictive Housing for those 48- hours.
- c. Referral to Classification for consideration of a change in custody



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status that may also result in a change in an inmate's housing assignment;

- d. Referral to the Housing Hearing Board after the disciplinary period (Attachment F); Restitution (Attachment G);
- e. Loss of privileges for up to sixty (60) days (privileges are defined in this Chapter, Section 10 "Restrictions While In Disciplinary Detention"); or
- f. Loss of work assignment.
- g. Loss of good time credits already earned for good behavior. The loss falls under category II, and includes Good (25%), Fair (50%) or Poor (75%). Please see table under section 9.b.5 of this Program Manual.
- h. Referral for Criminal Prosecution
- i. An inmate found guilty of three (3) or more repeated violations of a particular Class II offense during the current period of incarceration may receive allowable penalties of a Class I offense.

4. CLASS II-SERIOUS OFFENSES-REPITITION OF A CLASS II OFFENSE.

- 201 Class II Assault** is willfully. subjecting another person to offensive bodily contact.
- 202 Sexual Misconduct** is any sexual act or gesture that doesn't directly expose the penis (i.e., rubbing of genital area, gyrating, blowing kisses, etc.)
- 203 Extortion, blackmail protection** is demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 204 Threatening conduct is**
 - a. Communicating intent to injure another person or commit a crime of violence or an unlawful act dangerous to human life that:
 - 1) Places another person in fear of bodily injury;
 - 2) Causes evacuation of a building; or
 - 3) Causes disruption or alarm.



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b. Willfully compelling or inducing another person to engage in conduct from which the latter has a legal right to abstain or prohibiting conduct in which he/she has a legal right to engage by means of instilling a fear that non-compliance with the demand will result in one of the following:

- 1) Bodily injury to someone;
- 2) Significant damage to property;
- 3) Accusing someone of an offense or causing charges to be instituted against someone.

205 Possession of Serious Contraband. Serious Contraband is any item in an inmate's possession or control (to include within his or her cell, clothing or immediate surroundings) not purchased from canteen, not issued by the facility or not authorized by the Warden or designee. Items of Serious Contraband include but are not limited to:

- a. Any intoxicating beverage to include possession, having control of, making, using or being under the influence.
- b. Containers of body fluids found either in the inmate's possession or in the inmate's immediate living area.
- c. Smoking materials and tobacco products.
- d. Currency or coins.

206 Creating a Minor Disturbance. Willfully causing a non-violent disorder that disrupts the orderly operation of the facility.

207 Sexual Activity consensual sexual activity between two inmates or an inmate and a visitor during a social visit.

208 Indecent Exposure is the intentional exposure of genital parts to any person.

209 Theft is willfully taking or withholding the property of another person or entity without permission, authorization or authority

210 Damage or destruction of property occurs when an inmate destroys property belonging to the institution or to any person or does damage to property of the District of Columbia or any individual.

211 Possession of Stolen Property is having the property of another or when



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the owner has not received official written approval to give the property away.

212 Lack of Cooperation is:

- a. Willfully disobeying a valid order of a correctional employee which may lead to a disturbance;
- b. Failing to respond to any question or direction of any employee of the Department or other custodial official;
- c. Failure to promptly enter one's cell; or
- d. Willfully failing to proceed from place to place within the institution in a prompt and orderly way.

213 Fighting is when two or more inmates engage in a physical altercation leading to the exchange of strikes with the intent to cause bodily harm.

214 Falsifying Physical Evidence is:

- a. Altering, destroying, concealing, or removing anything, with the intent to impair its authenticity or availability in any official investigation or proceeding; or
- b. Presenting or using anything that is known to be false with intent to deceive an employee or anyone who is or will be involved in a proceeding or investigation.

215 Assault is willfully or forcefully touching or striking of an individual by another.

216 Lying is:

- a. Making a willful, malicious or false report or statement to or about an employee;
- b. Making a false statement with intent to avoid disciplinary action for the violation of an institutional regulation or to aid another inmate in such an endeavor; or
- c. Knowingly making a false statement about another inmate with the intent of causing the inmate harm or affecting the inmate's housing or program status.



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- d. **Impeding an Employee in the Performance of Duties** is intentionally obstructing, interfering, opposing or resisting an employee in an investigation or the performance of any duties.

217 Giving a False Alarm is communicating an untrue report concerning a fire, explosion, or the present commission of an assault, forcible sexual assault or kidnapping, or other catastrophe or emergency where the report is likely to cause the evacuation of a building or to cause the staff to respond to the alarm.

218 Out of Bounds includes:

- a. Failure to report to an appointed place of duty or assignment or any other place to which directed by a valid order of an employee or regulations;
- b. Leaving any place where directed to remain by an employee or institutional regulations;
- c. Being in unauthorized area; or
- d. Breaching confinement from one's cell.

219 Tampering with a locking device to include but not be limited to cell doors, bars, grills, handcuffs, and leg irons.

220 Creating a Health, Safety, or Fire Hazard includes any activities, which may cause a fire or create a danger to health and safety.

221 Disrespect is making any profane, obscene, or abusive gesture or remark to, about, or in the presence of any employee, volunteer, or visitor.

5. PENALTIES FOR CLASS II OFFENSES. If, after a hearing pursuant to Restrictive Housing Board procedures, the accused is found to have committed a Class II Serious Offense, the inmate is subject to any one or more of the following:

- a. **Disciplinary Detention for up to thirty (30) days;**
- b. When an inmate is found guilty of multiple Class II offenses, the time shall run concurrent not to exceed thirty (30) days for the combined violations that arose out of the one incident. When an inmate housed in disciplinary restrictive housing receives a guilty finding for another charge, the new sanctions shall not begin until 48 hours after his current expiration date. The inmate shall be removed from disciplinary restrictive



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housing to a less restrictive area for 48- hours. If it is determined that the inmate poses a threat to staff or other inmates, the inmate shall be placed on Administrative Restrictive Housing for those 48-hours.

- c. Referral to Classification for consideration of a change in custody status that may also result in a change in an inmate's housing assignment;
- d. Referral to the Housing Hearing Board after the disciplinary detention time (Attachment F);
- e. Restitution (Attachment G);
- f. Loss of social visits, telephone or canteen purchase privileges for up to sixty (60) days;
- g. Extra duty; or
- h. Loss of work assignment.
- i. Execution of the imposed sanction may be suspended if the inmate maintains clear conduct for a specified time period;
- j. Loss of good time credits already earned for good behavior. The loss falls under category 11, and includes Good (25%), Fair (50%) or Poor (75%).
- k. Please see table under section 9.b.5 of PM, 5300.1
- i. Repetition of Class III Offenses. An inmate who is found guilty of three (3) or more repeated violations of a particular Class III offense during the current period of incarceration may receive allowable penalties of a Class II offense.

6. CLASS 111- MINOR OFFENSES

301 Minor Contraband is:

- a. Possession of any article other than those defined as major or serious contraband, which is not issued by the institution, not purchased from the canteen, or not specifically authorized by the Warden or designee; or
- b. The use of any article in a manner contrary to the intent or provisions of issuance, purchase, or authorization.

302 Interference with the Orderly Operation of the Facility is:



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- a. Engaging in loud or boisterous talk, laughter, whistling, or other vocal expression, if such is, or may tend to be, disruptive of order or a disturbance to others;
 - b. Approaching or speaking to any visitor, unless first authorized to do so by a correctional employee.
- 303 Gambling is:**
- a. Playing any game including but not limited to card or dice for money or other things of value;
 - b. Betting by those observing a game in person or while listening to the radio or looking at television; or
 - c. Organizing any game of chance, lottery, betting pool, or other methods of gambling.
- 304 Misuse of Authorized Medication** is hoarding or selling, giving personally prescribed medication to another inmate.
- 305 An Inmate Detail Worker's Refusal to Work, Failure to Perform Work as Instructed by the Supervisor/Other Authorized Employee or Unexcused Absence from Work or any Assignment.**
- 306 Illegal Enterprise** is running a store or stockpiling canteen in excess of authorized limits for the purpose of profit or personal gain or providing unauthorized services for payment.
- 307 Forgery or Tampering** is the fraudulent reproduction or alteration of a document or other written item.
- 308 Disorderly Appearance** is an inmate's failure to keep his or her clothing and person reasonably clean and orderly.
- 309 Abuse of Privileges** is violating any institution regulation relating to a privilege such as, but not limited to, telephone use or removing food from the culinary area.
- 310 Abuse of Living Quarters is an inmate's:**
- a. Failure to make his or her own bed neatly each day;
 - b. Failure to keep his or her own living quarters clean and orderly;



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- c. Failure to keep articles issued by the institution or purchased from the canteen neatly in an approved place;
- d. Covering or obstructing air exchange vents, light fixtures, windows and cell doors; or
- e. Painting or drawing on or adhering items to walls and fixtures.

311 **Unauthorized Use of Property** is taking, exercising control over, or otherwise using property without consent or authorization.

7. PENALTIES FOR CLASS III OFFENSES. If, after a hearing pursuant to disciplinary procedures or through informal resolution pursuant to this directive, the accused is found to have committed a Class III Minor Offense, the inmate is subject to any one or more of the following sanctions:

- a. Loss of social visits, telephone or canteen purchase privileges for up to sixty (60) days;
- b. Extra duty;
- c. Loss of work assignment; or
- d. Execution of the imposed sanction may be suspended if the inmate maintains clear conduct for a specified time period;

8. RESTRICTIONS WHILE IN DISCIPLINARY DETENTION. All inmates who have appeared before the Disciplinary Officer/Board and have received Disciplinary Detention shall be subject to loss of or restrictions of privileges as follows:

- a. No Social visits.
- b. Two (2) hours out of cell time.
- c. Inmates in Disciplinary Detention shall receive laundry, barbering and hair care services and are issued an exchange of clothing, bedding and linen on the same basis as inmates in the general population,
- d. Telephone calls shall be limited to access to the judicial process and family emergencies that the OIC, Case Manager and Chief Case Manager evaluate on a case-by-case basis.
- e. The inmate will not be able to participate in educational instruction in the classroom setting.
- f. The inmate shall be restricted from participation in other facility programs.



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- g. Inmates who receive disciplinary sanctions are subject to removal from their work detail assignments for a period of not less than six (6) months.



ORIENTATION PROGRAM CONTENT

- Intake Screening
- Inmate Rights and Responsibilities
- Inmate Property
- Housing Unit Rules
- Personal Hygiene, Laundry and Grooming
- Smoke Free Facility
- Inspections-Search, Counts, Lockdown, Sanitation
- Staff Contact
- Inmate Movement
- Emergency Procedures
- How to Access Medical Services
- Drug Testing and K-9 Surveillance
- Inmate Finance – Receiving and Releasing Money
- Canteen
- Legal Access – Attorney Visits, Legal Mail Law Library
- Inmate Grievance Program
- Media Access
- Telephone, Video Visitation Policy, and Mail
- Records – How to Access
- Case Management, Recreation, Work, Education, Religious, Substance Abuse, Reentry, Ready Center, Release
- Prevention and Elimination of Sexual Assault/Abuse/Misconduct (this section must be read to and discussed with inmate)
- Sex Offender Notification
- Inmate Disciplinary and Administrative Segregation Rules and Procedures
- Voter Registration Information

Please check the one that applies

- Inmate is eligible to vote
 - Given a voter registration card to complete
 - currently registered
 - refused
- Not eligible to vote
- Orientation Video
- Reentry Video
- PREA Video
- Risk Assessment (4 questions)

Comments: _____

Assigned Unit: _____ Date of Inmate's Arrival on Unit: _____

I _____ have received a copy of the institution's Inmate Handbook, viewed the Reentry Video as well as the Orientation Video and Orientation information containing explanations of all subject areas listed above. I have also had an opportunity to discuss the same with case managers and unit staff.

SIGNATURE OF INMATE

DCDC NUMBER

DATE

Case Manager _____

Date _____