



Special Housing Unit Safety and Sanitation Standards

1. Beds will be made no later than 7:30 am and maintained in order until 4:00 pm daily. A made bed is stated as: Mattress, sheet, sheet, and blanket. The second blanket will be folded and placed at the end of the bed.
2. Your cell is equipped with a desk that will be kept clear of all items except while in use for reading or writing.
3. **All items will be kept off the window sill, walls, and ceiling. Towels, bed sheets, etc., will be kept off the floor. NO CLOTHES LINES.**
4. **There will be no drawing on the walls, doors, ceiling, beds, etc. No items will be hung on the walls, ceiling, or light fixtures.** Inmates will not be moved to recreation or the shower until cell is up to the standards listed above.
5. There will be no tampering with the light fixtures, plumbing fixtures, or lights.
6. All personal property will be neatly stored underneath the bottom bed in the space provided.
7. The floors, sink, toilet, bed, desk, etc., will be cleaned by the inmate(s) inhabiting the cell. This includes sweeping. Cleaning materials and supplies will be supplied by the Special Housing Unit Staff on the Evening Shift.
8. You may keep only 1 piece of fruit from your current meal and will be consumed by the next meal or it will be discarded. There will be no stockpiling of Food Service items and/or personal property in the cells. Diabetic inmates may not possess more than one diabetic sack per day.
9. While in the Special Housing Unit you will be required to back out of your cell when exiting.
10. Homemade speaker systems are not authorized. Ear buds will be utilized in the ear. Violators will have their radio placed back in your assigned property bin.
11. Inmate will not be authorized to possess **watches** while housed in SHU.
12. All inmates will be issued a cup for drinking. Upon release from SHU this cup will be collected by SHU staff. It is the inmate's responsibility to maintain and clean the cup while housed in SHU. **Any cup found to be damaged will result in an incident report for destruction of Government property.**
13. **All cell lights will be turned off after the 10:00 P.M. count is completed and remain off until 6:00 A.M.**

I have received a copy of the SHU rules and regulations.

Any violations will be documented and an incident report will be written.

Approved: //SIGNED//

Lt. A. Carter, SHU Lieutenant

Approved: //SIGNED//

J. Galberth, Captain

INMATE COPY

SPECIAL HOUSING RULES AND REGULATIONS

Recreation:

Inmates will be afforded the opportunity for five (5) hours of indoor or outdoor recreation per week; ordinarily, one (1) hour per day, Monday through Friday. You must be awake at 6:00 A.M. in order to be signed up for recreation. If you do not acknowledge the officer walking through, recreation WILL NOT be offered again for that day. The only items you are authorized to take from your cell to recreation will be glasses and wedding ring and you are required to have your jump suit on. In order to be escorted out to recreation, your cell must meet the standards above (Reference Page 4 of 7).

Range Recreation days:

Sundays: NO REC	Thursday: 100, 200, 300, 400
Monday: 100, 200, 300, 400	Friday: 100, 200, 300, 400
Tuesday: 100, 200, 300, 400	Saturday: NO REC
Wednesday: 100, 200, 300, 400	

Telephone Usage:

Inmates in Special Housing Unit will be afforded the opportunity to use the inmate telephone. All inmates in Administrative Detention and Disciplinary Segregation status will be permitted one 15 minute call every 30 days from your last phone call. Inmates may request to use the telephone by preparing an "Inmate Request to Staff Member" form for Evening Watch staff. All Social telephone calls will be placed after the evening meal until prior to the 10:00 PM count Sunday through Saturday. It is the inmate's responsibility to contact his respective Unit Team via "Inmate Request to Staff Member" form to request LEGAL TELEPHONE CALLS.

Legal Materials:

Inmates in the Special Housing Unit may have all legal materials which are currently needed for active cases. Your Unit Team must verify any open cases and notify Special Housing Unit staff. All other legal materials will be stored with the inmate's property.

Correspondence:

Each inmate in the Special Housing Unit will be covered by the same regulations that apply to inmates in the general population in regards to correspondence.

Showers:

Inmates will receive three (3) showers a week during the Evening Shift

Sundays: NO SHOWERS	Thursday: 100 & 300
Monday: 200 & 400	Friday: 200 & 400
Tuesday: 100 & 300	Saturday: 100 & 300
Wednesday: 200 & 400	

Inmates in cells with showers will be issued a razor for 15 minutes, only on the days that their range showers.

Clothing Exchange:

Clothing exchange with the exception of shoes and jump suit will be conducted during your shower day. Jump suits will be exchanged on Saturday Day Shift. Shoes will be exchanged on an as needed basis.

INMATE COPY

Linen Exchange:

Two bed sheets will be issued and exchanged once per week. Normally this will take place on Saturdays. Blankets will be exchanged each time you move cells, and no more than 30 days.

Law Library:

The Special Housing Unit has a satellite Law Library for inmate usage. Inmates requesting to use the Law Library may submit an "Inmate Request to Staff Member" form to the Special Housing Unit staff. Inmates will be allowed to utilize the Law Library in 1 hour increments. Law library will be conducted on a daily basis as time permits. Inmates with open cases will have priority.

Hair Cuts:

All haircuts are administered on Saturdays. Inmates requesting a haircut will submit an "Inmate Request to Staff Member" to the Special Housing Unit staff to be placed on the waiting list. Inmates are authorized one (1) haircut per 30 calendar days, starting 30 days after your arrival to the Special Housing Unit.

Meals:

Inmates in the Special Housing Unit will receive three (3) meals daily. The meals are prepared in the Food Service Department and issued by the Special Housing Unit Staff. The meals will be representative of what is served to the general population.

Visiting:

Inmates assigned to the Special Housing Unit will be allowed a one (1) hour video visit on Fridays, Saturdays, and Sundays, unless those privileges have been revoked or suspended by the Warden or DHO. Special Housing Unit inmates will be fully clothed, in their orange jump, throughout the entirety of the visit.

Commissary:

At approximately 7:00 p.m., each Sunday (excluding Holidays), commissary slips are distributed to inmates housed in the Special Housing Unit. At approximately 9:00 p.m. completed commissary slips will be picked up. Approved items will be ordinarily distributed to the inmates by Commissary Staff on Mondays. All purchases must be storable in the authorized containers. Inmates are not authorized to add any item to the Commissary list without prior approval of the Special Housing Unit Lieutenant or Captain. Inmates in Administrative Detention will be authorized to purchase a limited amount of commissary food items from the approved commissary list. All requests for a radio will be completed and submitted to your respective Unit Team in the same manner as general population inmates. **MP3 players are not authorized in Special Housing Unit.** Inmates in Disciplinary Segregation will only be authorized to purchase stamps and hygiene items.

Sick call:

A Physician's Assistant will make rounds in the Special Housing Unit daily. Inmates requesting to be seen by the Physician's Assistant will submit an "Inmate Request to Staff Member." Usually, sick call is conducted on Wednesday's. The provider will announce sick call on each range.

INMATE COPY

Count Procedures:

Counts are conducted in the same manner as they are in the general population. Stand-up counts are conducted daily at 4:00 pm, 10:00 pm and 10:00 am on weekends and Holidays.

Orderlies:

Special Housing Unit orderly requests are presented to the Captain for approval.

Authorized Items in Administrative Detention

- (1) Authorized scripture
- (1) Religious Medal
- (1) Pair of eye glasses
- (1) Wedding ring
- (1) Newspaper, current day only
- (2) Paperback books (books that are personal property are still limited to two)
- (2) Magazines
- (1) Radio with headphones
- (4) AA batteries
- (8) Photographs
- Current legal materials
- Stationary and stamps, mail (10 letters)
- Education materials, as prescribed by Education Department

Commissary and hygiene items are limited to the type and approved amounts listed on the Administrative Detention Commissary form. This also means no more than those amounts listed on the commissary form in the cell per inmate.

Authorized Items in Disciplinary Segregation

- (1) Authorized scripture
- (1) Religious Medal
- (1) Pair of eye glasses
- (1) Wedding Band
- (1) Newspaper, Current day
- (2) Paperback books
- (2) Magazines
- (1) Pair of shower shoes
- Current legal materials
- Stationary and stamps
- Mail (10 letters)

Commissary and hygiene items are limited to the type and approved amounts listed on the Disciplinary Segregation Commissary form. This also means no more than those amounts listed on the commissary form in the cell per inmate.

INMATE COPY

Special Housing Unit Safety and Sanitation Standards

1. Beds will be made no later than 7:30 am and maintained in order until 4:00 pm daily. A made bed is stated as: Mattress, sheet, sheet, and blanket. The second blanket will be folded and placed at the end of the bed.
2. Your cell is equipped with a desk that will be kept clear of all items except while in use for reading or writing.
3. **All items will be kept off the window sill, walls, and ceiling. Towels, bed sheets, etc., will be kept off the floor. NO CLOTHES LINES.**
4. **There will be no drawing on the walls, doors, ceiling, beds, etc. No items will be hung on the walls, ceiling, or light fixtures.** Inmates will not be moved to recreation or the shower until cell is up to the standards listed above.
5. There will be no tampering with the light fixtures, plumbing fixtures, or lights.
6. All personal property will be neatly stored underneath the bottom bed in the space provided.
7. The floors, sink, toilet, bed, desk, etc., will be cleaned by the inmate(s) inhabiting the cell. This includes sweeping. Cleaning materials and supplies will be supplied by the Special Housing Unit Staff on the Evening Shift.
8. You may keep only 1 piece of fruit from your current meal and will be consumed by the following meal or it will be discarded. There will be no stockpiling of Food Service items and/or personal property in the cells. Diabetic inmates may not possess more than one diabetic sack per day.
9. While in the Special Housing Unit you will be required to back out of your cell when exiting.
10. Homemade speaker systems are not authorized. Ear buds will be utilized in the ear. Violators will have their radio placed back in your assigned property bin.
11. Inmate will not be authorized to possess **watches** while housed in SHU.
12. All inmates will be issued a cup for drinking. Upon release from SHU this cup will be collected by SHU staff. It is the inmate's responsibility to maintain and clean the cup while housed in SHU. **Any cup found to be damaged will result in an incident report for destruction of Government property.**
12. **All cell lights will be turned off after the 10:00 P.M. count is completed and remain off until 6:00 A.M.**



Any violations will be documented and an incident report will be written.

Inmate Signature: _____

Approved: //SIGNED//

Lt. A. Carter, SHU Lieutenant

Approved: //SIGNED//

J. Galberth, Captain