



# Inmate Orientation Handbook

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Reception Center Processing

NI1-091 (Revised 12/2/16)

## INTRODUCTION

This handbook is intended for your use while you are incarcerated with the Florida Department of Corrections. It is intended to help you understand the general rules, procedures, requirements and routines of the reception center and your permanent institution. It will also inform you of programming available to you. This inmate handbook will help serve as a guide to assist you in preparing for your term of incarceration. Keep this book with your personal belongings for future reference.

As the Department is continually evolving, it is impossible to cover all the issues or to answer all the questions you might have through this handbook. Therefore, if you have any questions or concerns during this period of orientation you should not hesitate to consult with a staff member. Staff members are trained to help you during this orientation period and throughout your incarceration.

You are facing a new challenge in your life that can be used for your betterment if you take advantage of the opportunities offered to you. There will be opportunities throughout your incarceration for self-betterment and to maximize your chances of successful re-entry to society. You are encouraged to take steps to make successful re-entry a reality for yourself.

## PROCESSING

Over the next few days, you will receive both verbal and written information that will be very important to you during your incarceration. It is important that you listen to all instructions given and take the time to read all the information provided in this handbook.

The results of your assessment here will determine what institution you will be transferred to. Again, it is important that you listen and cooperate with all staff.

The following is a list of several events that will take place on your first day as you are being processed through the transfer and receiving section.

- Verification of commitment information
- Inventory of personal property
- Your money deposited into the Inmate Bank in your name
- Issue of a Department of Corrections identification number (DC #)
- Brief medical exam
- Haircut / personal grooming
- Shower and issue of state clothing
- Electronic fingerprints taken
- State photo identification (I.D.) issued
- Orientation on day-to-day living and working activities
- Receipt of general information about what you can expect while at the reception center
- Receipt of general information about what you can expect at your permanent facility
- Receipt of written and verbal instructions on the disciplinary, grievance, and protection procedures

In the days following your arrival at the reception center, you will receive a number of exams and assessments that will include physical, psychological, educational, and substance abuse screening. The results of these exams will be used to determine any personal needs you may have in any of these areas.

A member of the Classification Department will interview you to obtain information about your background, education, employment, criminal history, release plans, and other information.

Your processing through the reception center is done in individual and group settings on certain days for each stage of the process. You will be given a schedule to follow.

### **Photo I.D.**

The photo I.D. that you receive is part of your uniform. You should never be outside of your housing area without your I.D. in your possession and displayed properly. This identification badge is required for you to receive your mail, eat in the dining hall, to make canteen purchases, access your electronic inmate bank account, or be accepted for interview during any of the reception processes.

If your I.D. card is missing, report it to your housing officer. If you destroy your card, you will be responsible for paying for a replacement and disciplinary action may be taken.

While wearing a shirt with a collar, you must wear this identification card, picture side showing, attached to your left shirt pocket or left shirt collar if the shirt does not have a pocket. If you are wearing a V-neck shirt, attach the I.D. on the right chest area of your clothing with the tab provided for that purpose. Female inmates will attach the identification card to the left chest area of your clothing if wearing a dress.

### **Clothing Issue**

Upon arrival, you will be issued sufficient clothing according to institutional policy, including outer clothing, underwear, socks and shoes. All inmates are required to make an exchange of outer clothing at least twice per week.

Any time you are outside of your housing unit, you are expected to be wearing regulation clothing, which is the state-issued blue shirt, blue trousers, underwear, socks, and shoes. Shirts are to be tucked into the trousers, and all buttons are to be buttoned with the exception of the top-most collar button. At a female institution, a state-issued dress may be worn as a uniform. Each institution may have policies that permit this attire to be worn in different locations at different times. These policies governing

dress will be reviewed with you upon arrival at your permanent facility.

### **Call Outs**

A “call out” authorizes your housing unit officer or work/program supervisor to issue you a pass to travel to and from the location of your call out. Passes are utilized when movement outside the housing unit or work/program assignment is required. Your failure to report as instructed may result in disciplinary action.

### **General Rules**

You are expected to comply with all sections of Rule 33-601.314, Rules of Prohibited Conduct and Penalties for Infractions. During the orientation process, you will be given instructions as to the rules and policies which you must follow.

### **Inmate Requests**

To request an interview with your Classification Officer, you must complete an Inmate Request, form DC6-236, and place it in the institutional mail. Staff may deny or approve your request for an interview.

### **Unauthorized Areas**

You are not to be in an unauthorized area unless accompanied and supervised by staff. If you are observed in an unauthorized area, your presence there may be interpreted as an escape attempt, and appropriate action will be taken.

Should any helicopter or aircraft attempt to land on or near the property of any facility, you must move away from the aircraft. Movement toward the aircraft will be viewed as an escape attempt.

### **Housing**

During your first day at the reception center, you will be assigned a bed in a specific housing area. You will be responsible for the cleanliness of your individual living area. This includes your bunk, locker, and immediate floor area around your bunk.

You are responsible for ensuring your own immediate individual living area is free of contraband. This includes your bunk area, mattress, locker and foot or wall locker. Should you find contraband, you must notify correctional staff immediately.

You may not store any perishable items. The dorm officer can address any questions or concerns that you may have concerning your housing.

### **Use of Telephone**

You will be given the opportunity to create a list of phone numbers of people to whom you may place collect calls. You will be able to call only people on your approved list. You will periodically be able to add numbers to or remove numbers from this list. Staff may approve or deny a number on your list.

All telephone calls are subject to being recorded and/or electronically monitored. All legal calls must be justified and documented. Inmates requesting to make such calls may do so through the use of an "Inmate Request," DC6-236, to the Classification Department.

### **Grooming and Haircuts**

The Department feels strongly that an acceptable standard of grooming must be maintained. Your personal hygiene is important to the health and comfort of yourself as well as others. These standards will have the same priority at your permanent facility. Failure to follow the listed hygiene requirements below may result in disciplinary action.

- Hair is to be groomed in accordance with Rule 33-602.101, Florida Administrative Code.
- You will not alter your appearance by changing the color of your hair.
- No adornment of the nails is permitted.
- Inmates in general population will shower at least once a day.
- Inmates in restricted housing will shower at least three times a week.
- All inmates shall elect either to be clean shaven or to grow and maintain a half-inch beard. Such a beard shall include all the hair that grows naturally on the face and front of the neck, excluding eyebrows and eyelashes. Inmates shall not display any other type, style, or arrangement of hair on the face nor front of the neck. Inmates shall not sculpt nor edge their beards. No numbers, symbols, letters, nor other designs shall appear in inmate beards. Those male inmates who desire to remain clean shaven shall be clipper shaved three times per week, and those inmates who desire to grow a half-inch beard shall have their beards trimmed three times per week with a clipper fitted with a half-inch guard.

## **PROGRAMS**

### **Classification**

The Classification Department is divided into teams. It is important that you are aware of the team to which you are assigned since they will be making recommendations concerning program assignments. Classification team members will ask many questions concerning program assignments, custody, transfers, visitors, work assignments, your background, and current case.

Your Classification Officer will be evaluating your overall adjustment, and this evaluation will play an important part in the

decisions that must be made. You will be expected to participate in any programs to which you are recommended. It is during this time of processing that the decision will be made as to what permanent facility you will be transferred.

One of the most common concerns that a newly incarcerated inmate has is about gain time. Your Classification Officer will be able to tell what type of gain time you are eligible to receive.

### **Custody Assignments**

An issue that inmates are usually concerned about is their custody level. Your custody is determined by a number of factors including length of sentence, criminal history, any history of violence, escape history, and a number of other important factors. Your Classification Officer will explain your custody in more detail at your classification interview.

The following are the current custody classifications:

- **Community:** Community custody refers to that class of inmates who are eligible for placement at a community residential facility.
- **Minimum:** Minimum custody refers to that class of inmates who are eligible for outside work assignments, but not for placement at a community residential facility.
- **Medium:** Medium custody refers to that class of inmates who are eligible for placement at a work camp with a secure perimeter but who are not eligible for placement in an outside work assignment without armed supervision.
- **Close:** Close custody refers to that class of inmates who must be maintained within an armed perimeter or under direct, armed supervision when outside of a secure perimeter.
- **Maximum:** Maximum custody refers to that class of inmates who are under a sentence of death.

### **Detainers and Warrants**

Classification staff will notify you in the event a detainer/warrant, including an out-of-state detainer, is filed against you or when a detainer is cancelled or withdrawn.

### **Furloughs**

Inmates classified as Minimum or Community custody, and who meet additional required criteria, are eligible for consideration for furlough upon approval of the Warden. A furlough may be granted for an inmate to visit a dying relative, attend the funeral of a relative, or for other compelling reasons consistent with public interest.

### **Institutional Placement**

After completing the orientation process at a reception center, inmates are transferred to a “permanent facility”. Placement is based on individual need such as programs, education, health and availability of bed space. Inmates may request a transfer from their Classification Officer after they have been at an institution for a significant amount of time with proper institutional adjustment.

### **Job Assignments**

You do not have the option to refuse work assignments. Inmates are assigned jobs based on institutional need, prior employment background, and skill level. Within the resources available, your Classification Officer will take into consideration any desire you may have for on-the-job training. You will be expected to perform your assigned job in a satisfactory and acceptable manner.

### **Visitation**

Visitation is a privilege and not a right.

Inmates may be eligible to receive regularly scheduled visits from people on their approved visitors list except during

reception processing. Your Classification Officer will assist you with adding or removing people from your list.

Visitation is regularly scheduled for Saturdays and Sundays. Visitation is extended to the following holidays:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Memorial Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

You may also receive legal and special visits if approved by the Warden or Duty Warden. The Warden or Duty Warden reserves the right to disapprove these visits, as well as the right to deny regularly scheduled visitation.

### **Health Services**

During your incarceration, your medical, dental, and mental health needs will be continuously evaluated. Throughout your incarceration, you may communicate your health concerns to medical staff by reporting to routine "sick call", by declaring a "medical emergency" to staff, or by submitting a written request to health care staff. During orientation, you will be advised as to sick call and emergency treatment procedures.

Medical emergencies are actual emergencies and you are not to use this avenue to obtain routine medical care. Staff will advise you as to what constitutes a medical emergency.

Inmates who elect to sign up for routine sick call will be assessed a co-payment as required by Florida Statute 945.6037. This co-payment will also be assessed for self-initiated non-emergency clinical visits for medical, mental health, and/or dental care.

### **Religion**

Efforts are made to accommodate each inmate's religious beliefs when doing so does not jeopardize security. Should you wish to discuss personal or religious matters with either a chaplain or a volunteer you may notify the dorm officer, a work supervisor, or submit an inmate request. Non-denominational services are held in all of our major institutions. Some of our institutions take advantage of local clergy and other volunteers to provide religious services.

The Department has designated Faith-Based Institutions, which offer enhanced programming designed to rehabilitate, reintegrate inmates into the community, comply with restorative justice programming, and offer a fuller range of religious accommodations than those institutions not designated as Faith-Based Institutions. For more information, contact your Classification Officer.

### **Law Library**

Inmates at major institutions will have access to a law library. The law library will provide research materials, case law, statute books, and related services. In addition, law clerks are available to assist you. Your institution will also provide notary services for legal documents.

Legal work is to be done during your off-duty time. However, arrangements may be made to provide you additional time to conduct your legal work. Each library will have different operating hours based upon the needs and schedules of the local facility.

If your location does not have a "major" law library, you may have certain issues researched at a major library for you, and copies of the necessary documents will be mailed to you. Requests for this service should be routed through your designated institutional staff.

### **Library**

It is the policy of the Florida Department of Corrections to provide inmates with access to a complete library service program. This includes printed materials such as books, magazines, newspapers, as well as audio and visual collections. Materials will vary from institution to institution; however, a visit to your permanent institution's library should make you aware of the special services it offers. Library hours will also vary at different locations.

Library schedules are designed to maximize inmate use. Your institutional library will be open during part of the weekend and/or after normal work hours to provide you with an opportunity to visit the library during your off-duty times. Inmates in Administrative Confinement or Close Management may not be able to physically visit the library but may still have services available. Procedures will vary from institution to institution.

You are responsible for the materials you use or check out of the library. Destruction or theft of library materials can lead to formal disciplinary action that can include the suspension of your library privileges as well as requiring you to pay any replacement costs.

### **Academic Education**

You may wish to take advantage of academic education or vocational training opportunities. A Test of Adult Basic Education (TABE) will be given to determine your specific educational needs. If you are interested in enrolling in school or assisting other inmates as a tutor, contact the Education Department when you arrive at your assigned institution.

### **Special Education**

The Department of Corrections also provides a special education program for inmates under the age of 21 who have been

identified as having special education needs and/or who may have been enrolled in a public school special education program. Special education needs will be initially determined during the reception process.

### **Vocational Training**

Vocational training is available to provide inmates an opportunity to acquire vocational skills in order to obtain a job after release. If you are interested in enrolling in a vocational program, contact the Education Department at your assigned facility.

### **Self-Betterment and Wellness Programming**

Self-Betterment programs, addressing various subjects from personal development to re-entry, may be available at your assigned facility. Additionally, wellness programs, addressing topics on physical health, may also be available. These programs are designed to afford you the opportunity to engage in activities while you are incarcerated that promote a healthy lifestyle and help you spend your free time in a positive manner. Available programs vary by facility.

### **Youthful Offenders**

Inmates meeting certain criteria may be considered youthful offenders if sentenced under the Youthful Offender Act or if such classification is determined appropriate. These inmates are housed in designated facilities as appropriate and in accordance with Florida statute.

Those facilities housing youthful offenders implement programming aimed at reducing inmate idleness and increasing young inmates' chances of becoming a law-abiding citizen upon re-entry into the community.

### **Community Work Release**

Work release provides inmates at Community Custody the opportunity to work in paid employment in the community and return to the facility each night. Inmates pay a certain portion of their take home pay for subsistence, savings, support of dependents and restitution for their offenses. Inmates may also be allowed furloughs with immediate family members once per week for up to eight daylight hours.

In addition to work release, inmates at Community Custody can participate in the Transition Center Program for up to 12 months with the remainder of their sentence, not to exceed 14 months, in paid employment.

For more detailed information concerning qualifications for work release placement, contact your Classification Officer.

## **OPERATIONS**

### **Contraband**

Contraband is defined as any article or item that you have in your possession, or in your property, that was not issued, and has not been approved by the Department. Specifics are contained in Rule 33-602.203, Florida Administrative Code. Possession of any contraband may result in disciplinary action.

### **Count Procedures**

Your whereabouts will be accounted for at all times. A system of counts will take place at each and every institution. You will follow all instructions given to you by the staff during these counts.

Your cooperation in following all count procedures is mandatory at all times. Failure to comply may result in disciplinary action.

### **Discipline**

You are responsible for abiding by all rules, policies and institutional procedures. The rules of prohibited conduct and

penalties can be found in Rule 33-601.314, Florida Administrative Code.

### **Food Service**

The Food Service operation will vary by location. You will be provided three meals a day. Most locations will prepare each tray identically and you will pick up the next tray completed at the end of the line. Special diets will be accommodated only by approval of the Medical Department.

Other rules may include:

- No talking.
- Once you go through the serving line you may not go back through the line.
- You may not cut in line.
- There may be designated seating arrangements.
- You may not skip seats or save seats for other inmates.
- You must clean your eating area and turn in all trays, cups, and utensils before leaving.
- DO NOT take food or utensils outside the dining hall unless authorized to do so.

### **Inmate Banking**

While you are incarcerated, you may establish an inmate bank account. Any monies that you bring in with you will be taken from you and transferred to Inmate Banking in Central Office and an inmate bank account will be set up in your name. All transactions are electronic. Information about deposits and withdrawals will be given to you during orientation.

### **Canteen Services**

Canteen services will normally be available on a daily basis according to the posted schedule. Only one order will be taken from an inmate at a time. Inmates will not be permitted to make purchases for another inmate. You must have your picture I.D.



in hand in order to purchase items from the canteen. There is a weekly purchase limit.

### **Grievances**

The Department has a grievance process available for you to resolve issues you may have. You are encouraged to make every effort to resolve your issue prior to filing a grievance. There are two types of grievances, informal and formal. Grievance types and procedures will be explained to you during orientation and can be found in Rule 33-103, Florida Administrative Code.

### **Mail**

You may correspond with whomever you desire except the following:

- Those who do not wish for you to correspond with them.
- Any other inmate at any other correctional facility without prior approval.
- With a minor whose parents or guardians do not consent.

All incoming and outgoing routine mail will be inspected. All mail and packages will be sent through the U.S. Postal Service. You will be entitled to legal and privileged mail. Legal and privileged mail will be opened in the presence of a staff member and inspected for contraband.

### **Property**

The amount of personal property that you may have will be limited. All approved personal property will be kept neatly in an approved storage space. Any excess will be considered contraband and may be confiscated.

Included in property is reading material. You will only be permitted to receive publications that are on the approved reading list.

### **Protection Issues**

If at any time during your incarceration you are concerned for your safety from staff or inmates immediately notify a staff member so that your concerns can be evaluated and appropriate action taken to ensure your safety and well-being.

### **Prison Rape Elimination Act**

In accordance with the Prison Rape Elimination Act (PREA) of 2003, the Department has adopted a zero-tolerance policy toward sexual assault/battery and sexual harassment by inmates or staff. If you feel that any of these have happened to you or another inmate, immediately notify a staff member so that appropriate action can be taken. Additionally, posters with a toll-free, secure number can be found in the common areas of the institution. All calls made to this secure line (TIPS) and all calls made to the advocacy hotline will remain confidential. The Department takes all allegations very seriously and investigates all reports of sexual harassment, sexual assault, and sexual battery.

There is no such thing as legal consensual sex in prison. Department of Corrections policy and the law prohibit sexual behavior between inmates. Those who commit sexual assault/battery or sexual harassment face legal action. If necessary, the Department will seek outside criminal charges.

If you require victim advocacy services, all provided information will be kept confidential, except information that requires mandatory reporting, such as if you intend to harm yourself or someone else. If you would like the victim advocate to report a PREA allegation for you, you must sign a release of information.

### **Use of force**

Inmates are given an opportunity to provide a written statement following a use of force. Your written

statement will be included with the use of force report, and reviewed by the Warden and Inspector General's Office.

### **Permanent Institution Orientation**

When you have completed the orientation process at the reception center, you will be transferred to an appropriate permanent facility. When you arrive at your permanent institution, you will receive another orientation which will provide you with specific information regarding what you can expect and what is expected of you while housed at that institution.

The information you have learned during orientation at the reception center will prepare you for life at your permanent institution. Use this handbook as a basic resource of information. Contact your Classification Officer for more information if there is anything you do not understand.

### **Planning for Release**

Planning for release begins now. Make use of the resources and programs available to you during your incarceration to maximize your chances of successful re-entry.

Locating an acceptable residence to live once released can be challenging, especially if you are a sex offender. There are no longer any "free" traditional housing structures for sex offenders. If you are a sex offender, begin planning for release now. You are encouraged to contact your family and friends now for their support, including financial, of your successful re-entry to society. You are encouraged to seek assistance from them to overcome the challenges you might face finding an acceptable place to live after release.

### **Final Words of Advice**

If you have any questions or concerns, consult a staff member about what is bothering you. Make good use of your time. Take

advantage of programs offered to you, make the purpose of your stay to improve yourself and your situation, and prepare yourself for successful re-entry into society.

### **NOTICE:**

**You are hereby put on notice that, as of July 1, 2010, lewd or lascivious exhibition in the presence of an employee is a felony offense. Section 800.09, Florida Statutes, states the following:**

Lewd or lascivious exhibition in the presence of an employee.—

(1) As used in this section, the term:

(a) "Employee" means any person employed by or performing contractual services for a public or private entity operating a facility or any person employed by or performing contractual services for the corporation operating the prison industry enhancement programs or the correctional work programs under part II of chapter 946. The term also includes any person who is a parole examiner with The Florida Commission on Offender Review

(b) "Facility" means a state correctional institution as defined in s. 944.02 or a private correctional facility as defined in s. 944.710.

(2) (a) A person who is detained in a facility may not:

1. Intentionally masturbate;
2. Intentionally expose the genitals in a lewd or lascivious manner; or
3. Intentionally commit any other sexual act that does not involve actual physical or sexual contact with the victim, including, but not limited to, sadomasochistic abuse, sexual bestiality, or the simulation of any act involving sexual activity, in the presence of a person he or she knows or reasonably should know is an employee.

(b) A person who violates paragraph (a) commits lewd or lascivious exhibition in the presence of an employee, a

felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.