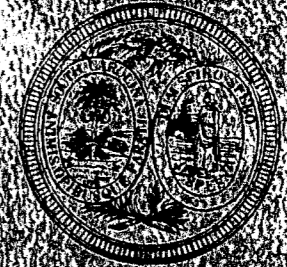


Name _____

No. _____

81772

Inmate Guide



SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
Headquarters at
444 Broad River Road, Columbia, South Carolina

**U.S. Department of Justice
National Institute of Justice**

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by

~~South Carolina Department
of Corrections~~

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

Information contained in this guide has been extracted and generalized from formal official documents on policy, rules, and regulations governing the administration and operation of the South Carolina Department of Corrections.

This guide has been compiled under the direction of Charles A. Leath, Deputy Commissioner for Operations, South Carolina Department of Corrections, revised July, 1977.

NCJRS
OCT 26 1981
**Inmate
Guide**
REGULATIONS

INTRODUCTION

As you are admitted to the South Carolina Department of Corrections, I am sure that you have many thoughts running through your mind. The questions are basically the same to everyone "What is prison going to be like?" "How can I be released from here in the shortest time possible?"

This booklet has been prepared so that you will know what to expect here and what will be expected of you. Read it carefully and keep it for future use. From time to time, procedures and programs will change in keeping with your and the Department's needs; but basic rules of conduct are not likely to be altered.

You may be assured that every effort will be made to deal with you fairly. You will be provided with the basic necessities and you will have the opportunity to better yourself through the many vocational and scholastic training programs.

If you choose your friends carefully, take advantage of the opportunities offered, and respect the rights of the people surrounding you, you will find that your stay in prison will give you a good start toward returning to society as a responsible and contributing citizen of your community.

William D. Leeke

William D. Leeke
Commissioner

TABLE OF CONTENTS

I.	General.....	1
II.	Classification and Assignment.....	19
III.	Disciplinary Procedures.....	28
IV.	Infractions and Penalties.....	35
V.	Program Services.....	54
VI.	The Youthful Offender.....	59
VII.	Community Programs.....	64
VIII.	Paroles and Pardons.....	76
IX.	Rights and Responsibilities.....	79
X.	Communications.....	83
	Index.....	86

CHAPTER I - GENERAL INFORMATION

1.1 This chapter of the Inmate Guide explains the policies, regulations, programs and procedures that concern you during the preliminary stages of your incarceration in the South Carolina Department of Corrections (SCDC). It also explains your obligations and outlines services available to you. Read this and all chapters carefully. The information contained here will answer many of your questions and help you to make a faster adjustment to your new environment.

1.2 Reception and Evaluation Most inmates are received and evaluated at a SCDC Reception and Evaluation Center where they are given this guide. You should become familiar with its contents and retain it during your stay with the Department.

You are observed and evaluated from the time you arrive at your first SCDC facility. While assigned to a SCDC institution, those of you who try to make a good impression and keep a good attitude will profit by the services and programs which can be made available to you. **Be honest** with all SCDC personnel so they are able to help fill your particular needs. Your institutional assignment is based upon the needs that you express as well as the other facts surrounding your situation.

You will be tested and interviewed to determine your strong and weak points to help us and you

determine your needs and abilities. Your institutional assignment is largely influenced by the evaluation of these tests. After all test results are in, you are interviewed by members of the Classification and Assignment Committee. A wide variety of facts concerning you, as an individual, are studied before making your institutional assignment and custody level. Consideration of such things as your age, length of sentence, nature of offense, previous record, medical and psychological needs, skills, family location and many others must work together within the needs and goals of the SCDC to accomplish our job.

Your institutional assignment depends on you — based on your attitude, your honesty, and your cooperation, along with information from your past. Your assignment to any SCDC institution will be changed or modified to fit your needs throughout your sentence. These changes will be made through a program we call Classification which is explained in Chapter 2 of this guide.

If you are sentenced under the Youthful Offender Act, you will be assigned by the Youthful Offender Division according to the policies of that Division explained in Chapter 6 of the guide.

1.3 Institution Orientation When you arrive at your new institution, you are given an orientation by the warden or institutional official to familiarize you with the rules affecting you while at that facility. Whenever possible or necessary, you are given additional information to help you know and understand all SCDC procedures. Because of the wide variety of activities, programs, and limitations of the different institutions, questions regarding tele-

phone availability and formal interview procedures are answered as part of each institution's orientation program.

1.4 Employment and Pay

- (A) Compensation for jobs performed in the institutions is based on a prescribed minimum salary which is paid bi-weekly and automatically increased every 5th pay period. Pay increases can continue until bi-weekly salary, based on your attitude and performance, reaches a prescribed maximum salary. The pay scale is reviewed and changed as cost-of-living and other financial requirements change.
- (B) Correctional Industries Inmate Employees. In addition to the automatic pay increases, you may receive, after one month on the job, Inmate Incentive Pay based on performance when and only when recommended by your Correctional Industries supervisor and approved by the office of Director of Correctional Industries.
- (C) You are entitled to overtime Inmate Incentive Pay while working for Correctional Industries, Farm Operations during peak periods, and any emergency construction or maintenance projects when and only when recommended by your on-the-job supervisor and approved by the office of the Deputy Commissioner for Operations.
- (D) Consult your institutional paymaster for further details.

1.5 Workmen's Compensation Workmen's Compensation benefits are awarded for inmate injuries resulting in disability only when the following conditions are met:

- (A) In the performance of work in connection with the maintenance of an institution, any department vocational training program, or with any industry maintained therein, or with any highway or public works activity outside the institution or while employed in a Work Release Program.
- (B) Disabling injury must arise out of and in the course of assigned work task.
- (C) Accidental injury must result in disability or disfigurement to be awarded compensation. There are no provisions for medical treatment or lost time wage in the S. C. Workmen's Compensation Act. For further information, you should contact your Classification Team.

1.6 Visitation The SCDC encourages visitation wherever and however possible while you are serving your sentence. We realize your morale, general well-being and institutional adjustment is largely dependent upon your ability to maintain family ties.

- (A) Visiting should be conducted informally and openly, consistent with the security requirements and availability of space in each institution. Visitors must be identified and may be searched as a protection not only to the visitors but also to the inmates and others in the institution. This is done as privately and informally as possible.
- (B) A visitors list is maintained and must be approved for each inmate. Information necessary for this list is the name, address, and relationship of each visitor.
- (C) Rules pertaining to visiting are posted and

made readily available to you and to your visitors.

- (D) A visitor may be excluded for any of the following reasons:
 1. Security requirements
 2. Space availability
 3. Disruptive conduct
 4. Being under the influence of alcohol or drugs
 5. Health problems
 6. Refusal to submit to search
- (E) Any violation of the visiting regulations by a visitor may result in that individual's name being temporarily or permanently removed from the inmate's visiting list. Extreme violations can result in criminal prosecution.
- (F) You and your visitors are not permitted to exchange any object without appropriate approval.
- (G) Visitors are responsible for the behavior of their children.
- (H) The number, frequency and length of visits is limited to the capacity of individual institutions.
- (I) Visiting may be suspended during a time of emergency.
- (J) Each inmate will have an approved visiting list which will be completed upon your admittance to the Reception and Evaluation Center or an Intake Service Center. Any change (additions or deletions) to this list must be approved by the warden or institutional official. Visitors will be classified according to the categories listed below:
 1. Immediate Family - consisting of grandparents, father, mother, brother, sisters, wife, husband and children. (Foster and step parents, sisters,

- brothers and children may be approved by the warden or institutional official as member of the immediate family; however, exceptions may be made at the discretion of the warden or institutional official.)
2. Attorneys – are authorized to visit you any day of the week during normal business hours. Requests by attorneys to visit after business hours are allowed only upon the approval of the warden or institutional Head.
 3. Members of the Clergy – may be approved by the warden or institutional official, the institutional chaplain or Chief, or Pastoral Services Branch.
 4. Volunteers – persons who have completed the Alston Wilkes Society's Orientation Program for Volunteers and are approved by the warden or institutional head may be permitted to visit.
 5. Friends – special permission may be granted by the warden or institutional head allowing a friend of an inmate; however, the following procedure must be followed:
 - (a) Any persons under the age of 18 must give their written consent and also have the written consent of their parents. (This will be requested from the parents by the Warden or Institutional Head.)
 - (b) Any person over the age of 18 must furnish proof of age and also give written consent.
 6. Former Inmates – special permission may be granted by the warden or institutional head allowing a former

inmate to visit; however, the following procedure must be followed at all times:

- (a) Must be member of the immediate family.
 - (b) Must have been released for a minimum of six (6) months and maintained a clear record. A waiver of the minimum time may be made at the discretion of the warden or institutional head.
7. Visits Between Incarcerated Family Members – Any legally wed husbands and wives who are in the SCDC can request to visit each other. You must both be eligible for visits as outlined in the Department and institutional rules and regulations. You may also visit with other members of your immediate family (grandparents, sons, daughters, fathers, mothers, sisters and brothers) with special permission from both wardens or institutional officials concerned. Visits will be arranged once a month after initial approval has been granted.

Incarcerated family members will visit in the visiting room at the Central Correctional Institution on the second Tuesday of the month from 9:00 AM to 12:00 Noon.

To arranged for a visit with one of your family members who is assigned to another SCDC institution, you must complete and submit SCDC Form #19-18 to the warden or institutional head.

1.7 Personal Hygiene The SCDC has no desire to dictate standards in areas of personal grooming and style. However, we must insist upon the maintenance of high standards of cleanliness and personal hygiene

on the part of everyone. Individuals living in close quarters have a mutual responsibility to ensure that not only themselves, but also their surroundings are clean and healthy.

You are free to wear hair styles of your own taste and cultural preferences, insofar as reasonable standards of hygiene are maintained.

1.8 Clothing And Personal Property The initial issue of clothing provided at the receiving institution is made available to meet basic needs and is consistent with approved SCDC policy. Procedures governing wearing apparel vary according to the requirements of the different institutions and will be clarified upon initial assignment.

It is important to understand, however, that the initial issue will be replaced only on a salvage basis. When an article of clothing is worn out or otherwise unserviceable, it must be turned in (regardless of condition) before a replacement issue can be made. This procedure is necessary to ensure that everyone has an adequate supply. Initially, the SCDC assumes responsibility for ensuring you have three complete changes of clothes. Individual issue records are maintained, and you will be expected to comply by not attempting to hoard commissary clothing or otherwise accumulate apparel that does not conform to institution policy. All personal clothing issued by the SCDC remains the property of the SCDC and must remain with the Department upon discharge.

You will find that the institutions will put forth every reasonable effort to make your stay as comfortable and productive as conditions will permit. Provisions and procedures have been established to facilitate your having a certain amount of personal property that exceed that required by basic necessities. **Before having your family bring an electrical appliance, TV, stereo, jewelry, etc., it is your**

responsibility to gain the required authorization and to become familiar with the SCDC Policy (500.12) governing ownership, sale, use and limits to which the SCDC will assume financial responsibility for your personal property.

In order to eliminate any misunderstanding in the future, you must read the following policy statement carefully:

- (A) Applicability: This policy concerning inventory of your personal property applies to all centers or institutions of the SCDC.
- (B) General: The SCDC is only responsible for property that is lost through its negligence after it has become necessary for the Department to assume custody of the property.
- (C) Inventories:
 1. An inventory of your personal property will be taken:
 - (a) When you arrive at the Reception and Evaluation Center or an Intake Service Center.
 - (b) Prior to being placed on lock-up status.
 - (c) Prior to transfer to another institution if the property leaves your control.
 - (d) By the warden or institutional head when necessary.
 2. If you desire, you may be present anytime your personal property is inventoried. Under normal circumstances, you may request another inmate be present.

NOTE: In the event that it is not possible for you to be present, (whether due to sickness, behavior, or for any other reason), institutional officials may take inventory during your absence.

- (D) Procedures:
 1. During the initial inventory, the following category of items will be confiscated from each incoming inmate:

- (a) Razors
 - (b) Colognes
 - (c) Shaving Lotions
 - (d) After Shave
 - (e) Combs
 - (f) All Aerosol Cans
2. Unauthorized civilian clothes are confiscated and disposed of in the following manner:
- (a) Picked up by a family member within fifteen (15) days after your arrival at the reception point; or,
 - (b) Mailed to your home at your expense within fifteen (15) days or,
 - (c) Shipped to the pre-release center for issue to out-going inmates whenever you fail to make either of the above arrangements.
3. All driver's licenses, social security cards, medical cards, or any other type of identification card will be confiscated and transferred to the assigned institution for storage until your release from the SCDC or when the warden or institutional head approves a request for an item.
- (E) Privately Acquired Personal Property
1. All personal property other than that issued to you or purchased in the canteen will only be authorized upon the written approval of the warden's designated institutional officer.
 2. You must observe the following limitations on privately acquired personal property.
 - (a) One television
 - (b) One radio
 - (c) One audio head set
 - (d) One commercially manufactured electrical fan with a blade diameter not in excess of 15 inches
 - (e) Two rings. No diamond rings or other gems of value will be authorized.
 - (f) One tape player. This includes cartridge, cassette, and similiar

- types of recording instruments.
- (g) One electric shaver
 - (h) One watch
 - (i) One minor electrical appliance
 - (j) One stereo
3. No external speakers will be authorized.
 4. The limits on personal property are to be observed regardless of the power source of the appliance.
 5. Copies of the written approval will be sent to:
 - (a) Institutional Property Control Officers
 - (b) Inmate Concerned (you)
- (F) Prohibition of Transfers Between Inmates:
The exchange/transfer of any personal property from you to another inmate is prohibited without written permission from the warden or a designate of the warden. Written approval will be sent to the Institutional Property Control Officer and to the inmate concerned (you). The Department will assume no liability for items exchanged between inmates if no written approval is granted by the proper authority.
- (G) Limitations of Liability:
1. If a claim by you for the loss of personal property is made, an investigation will be conducted to determine the following:
 - (a) What property was lost?
 - (b) Was the property approved?
 - (c) What was the cost of the property?
 - (d) Who was responsible for the loss?
 - (e) How did the loss take place?
 2. In the event that the SCDC is determined to be responsible for the loss, you will be compensated for your loss up to, but not more than, the following amounts:
 - (a) Television - \$125
 - (b) Radio - \$30
 - (c) Tape Player - \$60

- (d) Fan - \$20
- (e) Electric Shaver - \$20
- (f) Ring - \$30
- (g) Watch - \$30
- (h) Stereo - \$125
- (i) Minor Electrical Appliances - \$20
- (j) Clothing:
 - Shirt/Blouse - \$5
 - Pants/skirts/slacks/dresses - \$8
 - Underwear - Total of \$10
 - Shoes - \$20
 - Belt - \$5
 - Socks/Hose - \$1
 - Coat - \$20

3. There is a maximum of \$400 for any claim for loss involving an inmate's personal property.

This policy will vary from institution to institution according to its size and purpose. However, it is your responsibility to understand and comply with these variations.

1.9 Correspondence Policy

(A) Regulations: The SCDC recognizes and encourages correspondence with your family, friends, and other outside contacts. We feel your continued interest in your family, friends, and community are vital to not only your morale while serving your sentence, but also necessary for continuance of a productive life. Based on these conclusions, the U.S. Postal Service is provided to you within the regulations as outlined below:

1. Definitions. To understand these regulations, you must first understand the terms "censorship" and "inspection".
 - (a) Censorship: Mail or publications will be read for content for purposes of institutional security. Portions of a letter

may be deleted or the letter returned in its entirety to the sender.

- (b) Inspection: All incoming mail is opened and searched for contraband, but is not read.

NOTE: These definitions apply and carry the same meaning throughout this chapter wherever used.

2. Policy. In processing mail, the SCDC uses three categories of correspondence regulations - **Unrestricted, Approved, and Restricted** - explained below.
3. Unrestricted Correspondents. You are permitted to write to members of this group without restriction as to frequency and length of letters. Mail in this category is subject only to cursory inspection.
 - (a) Officers of federal, state and local courts - (attorneys, clerks, and judges, etc.)
 - (b) Any law enforcement officials:
 - (c) Federal officials (President, Vice-President, Attorney General, Congressman, Senator, etc.)
 - (d) State officials (Governor, Attorney General, members of the Legislature, etc.):
 - (e) Any official of the SCDC and other social service agencies;
 - (f) Any agency concerned with access to the judicial and/or legislative process;
 - (g) Clergyman, religious organizations or public service organizations.

This group of persons and organizations are not considered as a part of your approved correspondence list.
4. Approved Correspondents. These are correspondents who you list on your correspondence list during your processing. This

list includes, but need not be limited to, all of your immediate family members. The placing of persons on this list does not require investigation and approval by the SCDC. You are permitted to make additions or substitutions to this list. You are permitted to write to and receive correspondence from members of this group without restriction as to frequency and length of letters. Such outgoing mail is not censored or inspected.

Incoming mail from this group is subject to inspection only. The policy for approval of correspondents in this group is limited to the security of the institution and the following:

- (a) Correspondence is not limited on the basis of sex, religion, race, political belief or marital bonds.
 - (b) Existence of a criminal record does not alone constitute a barrier to correspondence.
 - (c) Anyone having legitimate business with you is approved.
5. Restricted Correspondents. Anyone not falling in the two above categories is categorized as Restricted Correspondents. You are permitted to write to persons categorized as Restricted Correspondents without any restriction as to frequency and length of letters. However, this correspondence—both outgoing and incoming—is subject to censorship and inspection.
- (B) Administration of Regulations. This is how your mail is processed.
- 1. All persons are given the same correspondence opportunities.
 - 2. Correspondence is never withdrawn as punishment. Privileges may, however, be

restricted for a short period of time only upon a showing of direct abuse of those privileges.

- 3. There is no delay in mailing letters for or delivering letters to you, except a reasonable delay for inspection purposes of mail in the restricted class. Authorized mail is picked up and delivered daily.
 - 4. To prevent interference with access to the courts, the SCDC furnishes to those without other means as much postage as necessary to conduct legitimate legal business.
 - 5. Only when an item constitutes a threat to the security of the institution is there justification for non-delivery.
 - 6. You shall be notified in writing if:
 - (a) Censorship results in rejection of either incoming or outgoing letters.
 - (b) Money is received in a form other than Postal or Western Union money orders (the only forms acceptable).
 - 7. You are permitted to seal outgoing mail in approved, **unrestricted** categories. It is important to understand that the SCDC is not responsible for the content of correspondence sealed by the sender, and each piece is stamped to so state prior to going through the U.S. Postal Service.
 - 8. All mail regulations are available to those who do not have access to posted regulations.
- (C) Packages. All persons may send and receive packages with members of all three categories of correspondents. This, however, is subject to the same regulations and rules outlined above as well as the following, which apply to packages only.
- 1. Both incoming and outgoing packages are subject to inspection and must comply with

all contraband regulations, state and federal laws.

2. Shoes, socks/hose, handkerchiefs, underwear, shirts/blouses, towels, washcloths, writing materials, razors (but not blades), and small transistor radios may be mailed to you. Transistor radios and razors are not acceptable items for persons housed at the Maximum Security Center. Address must include your name, serial number and cell or ward number. Prior approval described in Paragraph 1.8 of this chapter must be obtained for any electrical appliance. If unauthorized items are received, they will be returned to the sender, or will be otherwise disposed of by the SCDC with your written permission.
3. Because of the lack of space at receiving facilities, packages of unnecessary (non-essential) personal property are not authorized.
4. Special notices are posted regarding holiday packages.

(D) Publications. Following the rules and regulations made by the Publications Review Committee, all individuals may receive books, publications and magazines from organizations, commercial distributors, and publishers so long as they do not affect:

1. The security of the institution and its inmates
2. The amount of storage space available

Publications determined to be a threat to security by institutional officials are forwarded to the SCDC Publications Review Committee for evaluation. In such cases, you will be notified by institutional officials that a publication addressed to you has been forwarded to the Committee. The Publications Review Committee is the only authority which imposes censorship. If the Committee does censor a

publication, you are notified as soon as possible, in writing, as to the reason why. If the Committee decides the publication should not be censored, it will be forwarded to you.

Each publication is reviewed on an issue-by-issue basis without regard to its source. However, there are certain publications that have shown a pattern of constantly containing materials that require censorship and are listed as automatically censored; automatic censorship is waived if a particular issue does not contain such information. Once a decision has been made, it may be appealed to:

1. The Committee and,
2. The Office of the Commissioner, SCDC

1.10 Money

The following regulations, rules and procedures govern the security and control of your money throughout your stay with the SCDC. (See Section 600.5 of the SCDC Policy and Procedures Manual, and Section 24-3-950 of the South Carolina Code of Laws, 1976, for further information.)

- (A) Incoming Procedures. When you are admitted, money in excess of \$35 is deposited to your account in the E. H. Cooper Trust Fund.
- (B) Release Procedures. When you are released, plastic money in your possession, not to exceed \$35, is exchanged for U.S. Currency. Also, a check is issued for all money deposited in the E. H. Cooper Trust Fund.
- (C) Depositing Money in the E. H. Cooper Trust Fund. You may make deposits to the E. H. Cooper Trust Fund through the use of a Money Deposit slip. Days for deposits may vary; however, they are posted at each institution.
- (D) Withdrawing Money from the E. H. Cooper Trust Fund. If you have money on deposit, you may withdraw it through the use of a Money Request Slip. Your requested money is paid according

to prescribed schedule. Days for withdrawals may vary; however, they are posted at each institution.

1.11 Policy And Procedure For Inmate Savings Accounts Outside The Department of Corrections

- (A) General requirements for inmates not participating in the Work Release Program. Upon approval by your warden or institutional head, you may open a savings account at local commercial savings firms (such as savings and loan banks).
1. You may open a savings account at a local savings and loan.
 2. It is recommended that you keep a minimum of \$100.00 in the E. H. Cooper Trust Fund for emergencies.
 3. Deposits may be made by request from the E. H. Cooper Trust Fund. Upon receiving a request, a check will be drawn from your account and made payable to the savings institution and mailed along with your pass book to that institution. You must send a self-addressed envelope along with your request so that the savings and loan can mail you your pass book.
 4. Withdrawals of more than \$35.00 should not be made if it is for you personally. This would violate the \$35.00 possession rule. (See paragraph 1.10 of this guide.)
- (B) Requirements applicable to work release participants will be explained to you during your orientation to the Work Release Program.
- (C) Money Received in the Mail. You are strongly urged to advise all of your correspondents that no cash will be acceptable through the mail; and if they wish to send money, it should be in the form of a U.S. Postal Money Order or a

Western Union Money Order.

These are the only two acceptable forms of money which you can receive at the institutions. Cash, any types of checks, or other types of money orders will not be accepted and will be returned to the sender.

- (D) Money Received from Visitors. In the institutions where plastic tokens are used, you must exchange the money received from visitors for these tokens during visiting hours.

2

CHAPTER II - CLASSIFICATION AND ASSIGNMENT

2.1 After leaving the Reception and Evaluation Center, you will arrive at your assigned institution. During your orientation you are interviewed by an Institutional Classification Committee or institutional official. If you have special skills or desire on-the-job type training in a particular area, you should **make this known** to the members of the Committee. Your job assignment is based on your individual skills and needs along with the responsibilities of the SCDC; therefore, your honest cooperation helps us to help you in suitable placement.

2.2 After your job placement has been determined, you will be assigned to a Classification Team. This Team will follow your progress by reviewing your record twice a year to make recommendations such as transfers, visiting, work release, job changes and custody promotions. This Team will answer your questions regarding all programs described in this chapter.

2.3 Custody Levels Your custody level is determined by three basic factors – your length of sentence, nature of offense, and conduct record. Your custody level may be raised based on good behavior, good work record, attitude, and cooperation. Your custody level may be reduced due to disciplinary infractions, poor work record, or security reasons.

- (A) "AA" Custody (Trusty): This is the highest degree of trust you may be granted. At "AA" custody level, you may carry out duties without security supervision. It is important, however, to understand that "AA" custody permits only:
1. Performance of duties at the place and in the manner assigned.
 2. Travel to and from assigned duties without delay and by the most direct route as designated.
- (B) "A" Custody (Trusty). This is the next highest degree of trust you may be granted. At "A" custody level, you may carry out duties without armed security supervision, but you must remain on state-controlled property unless accompanied by an SCDC employee and with the approval of the warden or institutional head.
- (C) "B" Custody (Medium): This custody level is assigned to inmates considered to be a medium security risk, normally due to the length of sentence, nature of offense, and conduct record, but with no outstanding warrants for arrest. At a "B" custody level, you are allowed to remain within the institutional population; however, you are not permitted outside the institution without armed supervision and then only in cases of medical emergency or when ordered by the warden or institutional head.
- (D) "C" Custody (Closed): This custody level is assigned to inmates considered to be a high

security risk, normally due to conditions such as recent escapes, outstanding warrants, and length of sentence. At a "C" custody level, you are allowed to remain in the institutional population; however, you are not permitted outside the institution without armed supervision and then only in cases of medical emergencies or when ordered by the warden or institutional head.

- (E) "M" Custody (Maximum): This custody level is assigned to inmates considered to be the highest security risk due to conditions such as misbehavior or protective custody. At a "M" custody level, you are restricted to your cell unless in case of medical emergency or when ordered by the warden or institutional head and then only under full security measures while accompanied by an armed supervisor.

2.4 Changes in Custody Levels

- (A) IMPORTANT: The approval to raise your custody level is **not** automatic even though you meet all the requirements listed here. All changes in custody levels are based on such considerations as work record, performance rating, cooperation, behavior and attitude and must be recommended by your Classification Team, who will forward their recommendation through proper channels to the approving authority.
1. To qualify for approval to be advanced from "A" custody to "AA", you must:
 - (a) Have at least 6 months time in "A" custody and have at least one-fourth or 30 months (whichever is less) of your sentence completed.
 - (b) Have no escapes or attempted escapes during the last 24 months (including time served for any previous sentence), and

- (c) Be recommended by your Classification Team and approved by your warden or institutional head; Regional Administrator; Director, Regional Operations; and Commissioner of the SCDC in that order.
2. To qualify for approval to be advanced from "B" custody to "A" custody, you must:
- (a) Have at least 6 months time in "B" custody level,
 - (b) Have **not** lost meritorious good time (discussed in Paragraph 2.5, E of this chapter) or had a disciplinary infraction during the past 6 months, and
 - (c) Be recommended by your Classification Team and approved by your warden or institutional head, unless:
 - (1) You have been convicted of infamous crimes such as killing of law enforcement or correctional officers, taking hostages, or committing sex offenses. Special approval is required by the Regional Administrator, Director, Regional Operations; and the Commissioner of the SCDC in that order.
 - (2) You have no pending arrest warrants of a violent nature, escapes or attempted escapes during the last 6 months (including time served for any previous offense).
3. To qualify for advancement from "C" or "M" custody levels, you must meet all those requirements in Paragraphs 2(c) (1) and (2) above.
4. If you are returned to a medium security institution for security or disciplinary reasons, you will be administratively reduced to "B" custody unless:
- (a) Recommended to remain at your present custody level by the losing warden or

- institutional head, and
 - (b) Accepted at your present custody level by the receiving warden or institutional head.
- (B) The warden, institutional head, or the institutional Classification Committee has the authority to reduce your custody level due to disciplinary infractions, poor work record, or security reasons.

2.5 Changing the Time You Must Serve

- (A) As an incentive to you to do the best job and whatever duties you are assigned and to keep a good conduct record, the law has provided methods by which your time can be reduced. Some reductions in the time you must serve are not a right, even though automatically credited. The time you must serve is based on conduct, attitude, and performance of assigned duties as outlined in the following paragraphs. You will be notified of approval or disapproval for reduction in time.

Your failure to abide by the rules and regulations set by officials, institutions, and the SCDC will disqualify you for reduction in the time you must serve. (For further information, see Section 24-13-210 of the S. C. Code of Laws, 1976).

- (B) Reductions in the time you must serve granted under the provision of Paragraph (A) above may be withdrawn in full or in part as a result of poor performance of duties assigned or bad conduct (violation of any rules or regulations set forth by officials, institutions, or the SCDC).
- (C) Statutory Good Time (Good Conduct Time)
- Your time can be reduced by one-third of your minimum term if you maintain a clear record. (The maximum reduction normally allowed is four months each year.) Good Time

once lost may be earned back and restored by the Commissioner of the SCDC. Requests for restoration must be made in writing to your warden or institutional head, outlining why you feel your Good Time should be returned. If eligible for consideration, your request will be reviewed by your Classification Team; and their recommendation will be forwarded to appropriate officials, who will notify you of that approval or disapproval.

Eligibility requirements for restoration of Good Time are as follows:

1. You must have served one year with a clear disciplinary record immediately preceding the date of application.
EXCEPTION: a. If you are serving on your Good Time or will serve on it within thirty days, extra credits may be counted. In that case, you must have had a clear disciplinary record for the preceding ninety days. b. If a hearing is scheduled by the Probation, Pardon and Parole Board during the one-year period, a review for restoration will be scheduled no less than thirty days prior to Good Time release date or parole eligibility. If the above exception is applicable to your case, you must have had a clear disciplinary record for the preceding ninety days.
 2. The same requirements apply to Good Time lost under county jurisdiction.
 3. Under no circumstances will a case of lost Good Time be reviewed until at least ninety days after that loss.
- (D) **Seven Day Credits** In addition to the Good Time referred to in (C) above, you can also earn a reduction in time for certain jobs which require work seven days per week. One day of credit off your sentence will be given for seven consecutive days worked. To obtain

this credit, your job must be approved by the Commissioner for seven day credits, and you must hold the job for six consecutive months before credit is given; however, credits will be retroactive to the date the job started. If you work at an approved job for five months and taken off the job, you will not receive any credits for the period worked, unless you are immediately reassigned to another seven day credit job.

- (E) **Meritorious Good Time.** In addition to the credit you earn referred to in (C) and (D) above, you are, if serving a sentence of one year or more, eligible for an additional thirty days of credit for each six-month period served. This additional Meritorious Good Time reviewed at the end of each six-month period will not be subject to reconsideration at a later date. The meritorious credit you earn is awarded in blocks of thirty days only, and no partial award of less than that amount will be made under any circumstances. Maximum annual credit shall be limited to sixty days.

Time for computing earned meritorious credit shall begin when a person is sentenced, not to include time spent in jail prior to sentencing (jail time).

No credit earned under this section shall be applied in a manner which would prevent full participation in the Department's required 30 day Pre-Release Program.

Meritorious Good Time awarded by the authority of this section may be taken away as is other Good Time.

2.6 Transfers Request for transfer to another institution must be forwarded to your Classification Team for their review and approval. **NO TRANSFER WILL BE CONSIDERED WITHOUT PRIOR REVIEW**

BY YOUR CLASSIFICATION TEAM. If the Classification Team disapproves your request, you must wait six months before applying for another transfer unless otherwise stated by the Team.

If the Classification Team approves your request, it will be sent to the Department Transfer Board, which meets once a month, for a final decision. If your request is then disapproved, you must wait six months before requesting another transfer unless otherwise stated by the Board.

If your request is approved, the date of transfer will be set, at the convenience of the SCDC, by the Department Transfer Board.

If your transfer request involves a custody change, you must meet the requirements stated in Paragraph 2.4 of this chapter.

If you are transferred, you are normally expected to remain at your newly assigned institution for a period of six months before applying for another transfer or otherwise when deemed necessary by the SCDC.

2.7 Interstate Transfers

- (A) Interstate transfer applications may be obtained from a Classification Specialist, and completed forms should be returned to the Classification Team for approval and further action.
- (B) In order to qualify for an Interstate Corrections Compact Transfer, you must:
 1. Have no disciplinary infraction for the past six months
 2. Have immediate relatives in the state which you are requesting and be a previous long time resident of that state
 3. Have no outstanding warrants or detainers (See Paragraph 2.8 of this chapter.)
 4. Be approved by the Classification Team at your institution and the Director, Division of Classification

- 5. Be accepted by the receiving state.
- (C) Names, addresses and relationships of relatives in the requested state must be included on the application.
- (D) Should the receiving state find it necessary, you will be returned to the custody of the SCDC for completion of your sentence.
- (E) You should note that South Carolina maintains parole and release control over all inmates transferred to other states.
- (F) States currently members of the Interstate Corrections Compact:

Arkansas	Maryland
Florida	New Jersey
Iowa	Pennsylvania
Kentucky	Tennessee

Any other state cannot be considered for transfer.

2.8 Detainers, Holds, and Notices

- (A) Detainers – Detainers may prevent your being approved for “A” custody and transfer to a minimum custody facility. Detainers are usually arrest warrants issued by a judge or magistrate. A detainer can also be in the form of a letter from any legal authority or official stating that certain charges have been filed against you. It is held against you until you are taken into court by the wanting authority or until you are released so that an agent of the wanting authority may take you into custody. (This is also called a “wanted” or “warrant”.) You cannot be paroled or released with a detainer against you, except to the custody of the wanting authority. The Central Records will send you a notice when a wanted, or hold, is received or removed.
- (B) Hold – A “hold” is a written order stating that you have additional time to serve under another sentence, normally in another legal jurisdiction.

- (C) Notify – A “notify” is a request from legal authority to be notified upon your release. A “notify” normally does not affect your program participation, classification assignment, or date of release.

3

CHAPTER III – DISCIPLINARY PROCEDURES

3.1 During your stay with the SCDC, it is your right and responsibility to maintain a clear record of good conduct. In the event you should break any rules or regulations set by officials, institutions, or the SCDC, there are specific disciplinary procedures which must be followed.

3.2 Minor Violations

- (A) If any SCDC employee sees or is aware of any violation of rules or regulations, they must bring this to the attention of an appropriate official. This official may counsel you or make a verbal reprimand. However, if the official feels it necessary, the violation will be brought to the attention of the supervising officer who will determine whether you will be placed in detention pending investigation of the charges.
- (B) Your chief correctional supervisor will investigate the circumstances, determine the appropriate charge, and will dispose of the case in the following manner:
1. Dismissal of the report (drop the charges)
 2. Counseling (inform you on ways to prevent similar incidents from happening again)
 3. Reprimand may be a written or a verbal warning

4. Temporary segregation not to exceed 3 days
5. Loss of privileges, which are granted at your institutional level, for no longer than 30 days
6. Assign extra duties (Productive labor not to exceed 40 hours and no more than 4 hours will be performed on the same day. No more than 8 hours on other days. The total period for extra duty will not exceed 30 days.) OR, you may, if you desire, demand a hearing by your institutional Adjustment Committee (see paragraph 3.5 of this chapter)
7. Restitution: You pay for the items you damage or abuse.
8. Referral to Adjustment Committee (see paragraph 3.5 of this chapter).
9. Referral to the warden or institutional head for possible filing of criminal charges (warrant/detainer, see paragraph 2.8 of this guide).
10. If the infraction is considered a direct danger to persons or property, to the security of the institution, or a series of repeated minor violations, it will be referred to the Adjustment Committee for disposition.

3.3 Major Violations

You may be placed in Administrative Segregation (lock-up), depending on the seriousness of the violation. In such cases you will be advised, in writing, within 24 hours as to the nature of your offense. Charges will be filed within 30 days after you are placed in Administrative Segregation; in cases of unusual circumstances where additional investigation is necessary for a fair hearing, you will be notified, in writing, of the continuance of your Administrative Segregation. In the event you are convicted by the Adjustment Committee, you will be given credit for all time served on lock-up prior to the hearing.

3.4 Written Notice of Adjustment Committee Hearing

- (A) Upon formal filing of the Rules Violation Report, you will receive a copy of the report to keep yourself. If you cannot read, the officer who gives you the report will read it to you. At this point, you will sign your name and date the original copy on page 1 and indicate whether or not you wish assistance in your defense by a SCDC representative in preparing and investigating your case; also, you should indicate if you desire your accuser to be present at the Adjustment Committee Hearing. NOTE: Just because you sign your name to the violation report does not mean you are admitting guilt. It only means that you received your copy of the report. If you refuse to sign the report, you give up the right to have assistance by a SCDC representative and the accuser to be present.
- (B) You will be given notice, in writing, of charges against you at least 48 hours prior to the hearing. However, if you so desire, you may waive any and all of your rights under this section.
- (C) The Adjustment Committee will hold your hearing within 30 days after written notification to you.
- (D) The committee will grant continuances for periods of no more than 30 days when necessary to ensure that all parties have adequate time to prepare for the hearing.

3.5 The Adjustment Committee

- (A) The Adjustment Committee will be composed of five members.
- (B) The member who will chair the hearing will be from the regional administration or warden's immediate staff (such as Regional Coordinator of Operations or designee, Deputy Warden, or

Administrative Assistant). This will be the only member from the security administration.

- (C) The four remaining members will be SCDC employees chosen from such areas as Industries, Classification, Treatment, or Support Services.
- (D) When a hearing involves anyone sentenced under the Youthful Offender Act (see chapter 6 of this guide), one member will be chosen from the Youthful Offender Division.

3.6 Inmate Representation

If you so request, you will be provided with a SCDC staff employee to assist you in preparing your case to present to the Adjustment Committee. These representatives act as fact finders, in that their responsibilities are to interview you, your witnesses, and other persons involved, that they deem necessary, in an attempt to determine exactly how the incident occurred. Your representative will then present these findings to the Adjustment Committee.

3.7 Polygraph (Lie Detector) and Preponderance of Evidence

- (A) The Adjustment Committee will review all evidence, testimony, and facts about the incident. You have the right to be present while evidence is given at your hearing.
- (B) If you are brought before the Adjustment Committee on the basis of sworn statements to include those of other inmates, you will be given copies of all these statements prior to your hearing.
- (C) You may be requested to submit to a polygraph (lie detector) test; however, these results cannot be the sole evidence of guilt. If you refuse, your refusal to take a polygraph (lie detector) test will not be a portion of evidence.

3.8 Right To Cross-Examine and Call Witnesses

You or your representative may cross-examine all persons who present testimony contrary to your interests. You or your representative will have the opportunity to make any statements in your own defense. With the prior approval of the Adjustment Committee Chairman, you may call witnesses favorable in your own behalf if they have pertinent and relevant information concerning the investigation. However, a signed statement pertaining to the case by your prospective witness must be submitted to the Chairman prior to the hearing.

Fellow inmates may be excused by the Adjustment Committee Chairman from giving testimony either for or against the accused if their testifying would endanger their personal safety or institutional security.

3.9 Adjustment Committee Decisions

(A) The Adjustment Committee may impose all disciplinary action as outlined in paragraph 3.2(B) above (where applicable) as well as take one or more of the following actions and will make its decision known to you.

1. Refer the report back to the institution to handle.
2. Loss of Departmental privileges
3. The Adjustment Committee may suspend for a specific time all or any portion of the disposition. The suspended portion of the disposition may be reimposed by the Adjustment Committee at a later date upon additional violations.
4. Reduction in custody level. This may require a transfer to a more secure institution (see paragraph 2.4,(A),4 of this guide).
5. Administrative Segregation (the lock-up sentence will, in all cases, be for a specific period of time). After a completion of two-thirds of your segregation sentence, you

will be reviewed for return to a lesser restrictive housing area by a Classification Team or chief correctional supervisor.

6. Recommend to the commissioner the taking of part or all accrued Good Time.

- (B) In addition, in all Adjustment Committee cases in which you are found guilty, you will not earn the thirty days of meritorious Good Time during that six-month period.

3.10 Documentation

(A) You will receive a copy of the Adjustment Committee's action and reasons for their decision. Upon receipt of this report, you will sign and date the original copy to indicate that you have been notified in writing of their decision.

- (B) In the event you are not found guilty by the Committee, no reference of this action will appear in your permanent record.

3.11 Appeals

(A) If you note discrepancies in the procedures of the committee, you, on your own, may appeal the Adjustment Committee decision to the following individuals and in the following order:

First, to the warden or institutional head of your institution. If the appeal is denied then **secondly** to the Regional Administrator. If this appeal is denied then **thirdly** to the Director, Division of Regional Operations. If this appeal is denied then **fourthly** to the Deputy Commissioner for Operations. If this appeal is denied, then and finally to the Commissioner of the SCDC.

- (B) Your appeal or intent to appeal must be filed within 15 days after notification of the decision or you forfeit all rights to appeal.

(C) **NOTE:** Inmate Representatives are not required to assist you on your appeal. It is your responsibility to initiate the written appeal to the proper officials as to which discrepancies were made during the hearing process. If your appeal results in a decision of no guilt, paragraph 3.10(B) applies.

3.12 Criminal Charges

If the offense which you allegedly committed is of a serious nature, you may have a criminal charge (detainer) filed against you by the warden or superintendent of the institution or his designate. If the offense presents a threat to your safety or the safety of others, to institutional or inmate property, or institutional security, you may be confined in Administrative Segregation pending criminal court action.

A warrant will be read to you within thirty days of confinement in Administrative Segregation. In unusual circumstances requiring an extension in the investigation longer than 30 days, concurrence must be obtained from the SCDC Legal Advisor. If you cannot afford a lawyer, a Public Defender will be assigned to your case.

If housed in Administrative Segregation pending or convicted of criminal charges in General Sessions Court, you will be reviewed by the Classification Committee upon final disposition of your case and affixed a specific period of time in Administrative Segregation similar to the Adjustment Committee sentencing guidelines with credit for time served. The Classification Team or chief correctional supervisor will review your case upon completion of the minimum amount of segregation time specified for a similar Adjustment Committee offense.

4

CHAPTER IV - INFRACTIONS AND PENALTIES

4.1 The disciplinary program within a correctional facility must serve to protect the safety and security of all persons, to include: inmates, staff, and visitors. Therefore, the SCDC has established rules and regulations which will govern your conduct while here, and the disciplinary actions which may be taken for violations. The rules in this section apply to all SCDC facilities as well as any additional rules in effect at your facility. You will be made aware of these additional rules. You will be expected to learn the rules and abide by them.

THESE RULES WILL BE ENFORCED, AND IGNORANCE OF THE RULES WILL NOT BE ACCEPTED AS AN EXCUSE FOR VIOLATIONS. You are urged to keep this guidebook and refer to it often.

All orders must be obeyed promptly and fully before making any complaint. If you feel that an order is unjust, or if you have a complaint concerning any action, you may notify any SCDC official.

4.2 Responsibility For Violations

(A) Establishing Liability (Responsibility)

An inmate has committed a violation when he acts in such a manner as to violate a rule or regulation and his actions were voluntary and on purpose or his/her actions were recklessly or carelessly done. Furthermore, his/her actions, if they meet the above requirements, will be blameworthy only if he/she knew, or should have known, that the conduct was forbidden by the rules and regulations or applicable laws, and his/her

course of conduct was not caused by mental illness.

(B) Complicity (Participation)

1. Any inmate may be charged as the person primarily responsible for a violation and may be convicted of any violation based upon the actions of another person if, with the intent that the violation be performed, he/she commands, causes or aids the other to commit the violation.
2. No inmate is responsible under this section for the actions of another person if, prior to the violation, he/she withdrew from participating in the violation and made a reasonable effort to prevent the violation.
3. In any Adjustment Committee action where the responsibility of the accused inmate is based upon the actions of another inmate, it will be no defense that the other inmate has been found not guilty, or has not been charged, or has been convicted of a different violation.

4.3 Attempts To Commit Violations

An inmate is guilty of an attempt to commit a violation if:

- (A) Acting with the kind of misconduct required for committing the violation he/she engages in actions which, in fact, form all of the acts necessary for committing the violation except its completion; or
- (B) He/she willfully provides personal and knowing assistance to a person attempting to commit a violation under this section; or
- (C) With the intent that the conduct be performed, he/she agrees with one or more persons to engage in or cause the performance of such conduct.

4.4 Administrative Segregation

Inmates in Administrative Segregation are usually separated from the general inmate population in maximum security with restricted privileges. Administrative Segregation may be imposed for rules violations, investigations, pending and following criminal court actions, and any other reasons involving the safety and security of the institution.

Administrative Segregation dispositions for rules violators will be determined by Adjustment Committee action. In all cases, dispositions will be as definite as possible. Dispositions will be determined according to the discretion of the Adjustment Committee within the minimum and maximum penalties allowed based upon the seriousness of the violation. Penalties may involve an institutional transfer to a medium or maximum security institution.

INMATES PLACED IN ADMINISTRATIVE SEGREGATION WILL BE REVIEWED FOR RELEASE UPON SERVICE OF TWO-THIRDS OF THE SENTENCE FOR THE VIOLATION.

The following is a listing of violations and maximum/minimum penalties that may be imposed for each by the Adjustment Committee:

4.5 Violations Against Persons

- (A) Murder – The killing of any person with malice or forethought either expressed or implied.
- (B) Voluntary Manslaughter – The killing of any person without malice or forethought either expressed or implied.
- (C) Assault and Battery – Any inmate who: willfully causes bodily injury to another person, or willfully by negligence causes bodily injury to another person with a deadly weapon; or willfully subjects a person to an offensive bodily contact; or throws any substance at or on a person.

1. Assault with a Weapon or by Physical Force Sufficient to Kill
 2. Assault and Battery
- (D) Robbery by Force – Any inmate who takes the property of another person with the use of force and violence, and places that person in fear of his safety by the use of such force, violence, or threats.
- (E) Robbery Without Force – Any inmate who takes the property of another against his will.
- (F) Sexual Assault
1. Any inmate who has a forced sex act with another person and:
 - (a) Has substantially impaired the power of the other person to appraise or control his conduct by administering or employing drugs, intoxicants, or similar means, unless the other person voluntarily consumes the substance with knowledge of its nature; or
 - (b) Forces or induces the other person to submit by any misrepresentation or threat of violence; or
 - (c) The other person suffers from mental disease, defect or inadequacy which renders the other person substantially incapable of appraising the nature of his conduct or of being aware of the nature of the act committed; or
 - (d) The other person is unconscious or otherwise physically incapable of resisting and has not consented to the sex act.
 2. Any inmate who willfully subjects another person to any sexual contact when:
 - (a) The other person does not expressly consent to the accused inmate's conduct; or
 - (b) The other person is unconscious or

otherwise physically or mentally incapable of resisting and has not consented to the sexual contact.

- (G) Threatening Conduct
1. Any inmate who states or writes to another person that he intends to injure another person or commit a violent or unlawful act dangerous to human life, presently or in the future; and the probable result of such a threat is:
 - (a) To place another person in fear of bodily injury; or
 - (b) To cause evacuation of a building; or
 - (c) Otherwise to cause serious disruption or alarm.
 2. Any inmate who wilfully forces or induces a second person to:
 - (a) Engage in conduct in which the second person has a right to abstain; or
 - (b) Abstain from conduct in which he has a right to engage by means of instilling in him a fear that, if the demand is not met the accused inmate or another person will:
 - (1) cause bodily injury to anyone; or
 - (2) accuse anyone of a violation, or cause charges to be instituted against anyone.

(H) SUMMARY: The following is a summary of penalties for VIOLATIONS AGAINST PERSONS. All minimum/maximum periods of time are calculated in months.

OFFENSES	FIRST				SECOND			
	Minimum		Maximum		Minimum		Maximum	
	Admin. Segreg.	Loss of Good Time	Admin. Segreg.	Loss of Good Time	Admin. Segreg.	Loss of Good Time	Admin. Segreg.	Loss of Good Time
a. Murder	18	All	All	All	24	All	All	All
b. Voluntary Manslaughter	12	12	All	All	18	All	All	All
c. Assault with a weapon or by physical force sufficient to kill	12	12	All	All	18	24	All	All
d. Assault & Battery	6	6	24	All	9	18	36	36
e. Robbery by force	9	-	18	12	12	12	24	24
f. Robbery without force	6	-	12	6	9	3	18	12
g. Sexual Assault	12	12	All	All	18	All	All	All
h. Threatening Conduct	0	0	9	2	3	0	12	4

4.6 Violations Against Property

- (A) Theft. Any inmate who willfully and wrongfully takes or withholds property of another person intending to deprive the other person of such property or to take for himself/herself or for another person such property.
- (B) Unauthorized Use of Property of Another. Any inmate who takes, exercises control over or otherwise uses the property of any other person without the consent of the owner or other person authorized to give consent.
- (C) Embezzlement. The fraudulent appropriation or conversion by a person acting in a position of trust involving the handling of money or property.
- (D) Arson. Any inmate who willfully starts a fire or causes an explosion, without proper authority.
- (E) Possession of Stolen Property. Any inmate

who is found to be in possession of stolen property.

- (F) Forgery or Possession of Any Forged Document. Any inmate who, with intent to defraud or deceive another person, falsely makes, completes or alters any document; or knowingly issues or possesses such an instrument.
- (G) Damage or Destruction or Defacing of Property. Any inmate who willfully or negligently damages, destroys or defaces property belonging to the institution, or to any other person, or does damage to property of the state or of any individual.
- (H) SUMMARY: The following is a summary of penalties for VIOLATIONS AGAINST PROPERTY. All minimum/maximum periods of time are calculated in months.

OFFENSES	FIRST				SECOND			
	Minimum		Maximum		Minimum		Maximum	
	Admin. Segreg.	Loss of Good Time	Admin. Segreg.	Loss of Good Time	Admin. Segreg.	Loss of Good Time	Admin. Segreg.	Loss of Good Time
a. Theft	0	0	3	3	3	3	6	6
b. Unauthorized use of property by another	0	0	3	3	3	3	6	6
c. Embezzlement	3	-	9	12	6	9	18	24
d. Arson	12	-	24	12	18	6	36	24
e. Receiving stolen goods/possession of stolen prop.	0	-	6	3	3	3	12	6
f. Forgery or possession of forged document	3	-	6	6	6	6	12	12
g. Damage or destruction or defacing of property	3	-	12	6	6	6	24	12

4.7 Violations Against the Administration of Justice Within the Institution

(A) Interfering With an Investigation.

1. Any inmate who, believing that an official proceeding or an official investigation is pending or about to be instituted:
 - a. attempts to induce or otherwise cause a witness or informant to testify or inform falsely or to withhold any testimony or information or other evidence; or
 - b. commits any act prohibited by this section in retaliation for anything done by another person in his capacity as a witness or informant.
2. Any inmate who solicits, accepts or agrees to accept any benefit in consideration for his/her doing any of the acts specified in Paragraph 1 of this section.
3. Any inmate, believing that an official proceeding or an official investigation is pending or about to be instituted, who
 - a. alters, destroys, conceals or removes anything with intent to impair its authenticity or availability in such proceeding or investigation; or
 - b. presents or uses anything which he/she knows to be false with intent to deceive an employee or anyone who is or will be a member of such proceeding or investigation.

(B) Bribery or Extortion. Any inmate who willfully, directly or indirectly, gives, offers, or promises anything of value with the intent to influence any official act or act within the official responsibility of any person; or to induce any person to do or admit to do any act in violation of his lawful duty or in violation of SCDC rules and regulations.

(C) Making False Statements to and/or Against

Persons.

1. Any inmate who:
 - a. makes a false statement under oath or affirmation or swears or affirms the truth of such a statement previously made; or
 - b. makes inconsistent statements under oath or affirmation, one of which is false.
2. Any inmate who willfully makes a false statement to or against an employee or anyone.
3. Where a violation is charged under Paragraph 1 above, it need not be alleged or proven which of the statements is false, but only that one or the other was false.

(D) SUMMARY: The following is a summary of penalties for VIOLATIONS AGAINST THE ADMINISTRATION OF JUSTICE WITHIN THE INSTITUTIONS. All minimum/maximum periods of time are calculated in months.

OFFENSES	FIRST				SECOND			
	Minimum		Maximum		Minimum		Maximum	
	Admin. Segreg.	Loss of Good Time	Admin. Segreg.	Loss of Good Time	Admin. Segreg.	Loss of Good Time	Admin. Segreg.	Loss of Good Time
a. Interfering with an investigation	3	-	18	All	6	6	24	All
b. Bribery or Extortion	3	-	9	6	6	6	18	12
c. Making a false statement to and/or against persons	3	-	6	6	6	6	24	12

4.8 Violations Posing a Threat to the Security and the Order of the Institution

(A) Escape or Escape Attempt or Aiding and Abetting Escape With Force. Any inmate who by force or by threat of force escapes, attempts to escape, or aids another person to escape or attempt to escape from the confines of the

institution or from official custody or supervision while beyond the confines of the institution.

- (B) Escape or Escape Attempt or Aiding and Abetting Escape Without Force. Any inmate who, without proper authority and without force or threat of force, escapes, attempts to escape, or aids another person to escape or attempt to escape the confines of the institution or from official custody or supervision while beyond the confines of the institution; or fails to return to official custody within the institution following temporary leave granted for a specific purpose and/or for a specified period of time.
- (C) Possession of Tools or Paraphernalia for Escape Purposes. Any inmate who possesses or is found to have in his possession tools or items which are intended to be used to facilitate an escape.
- (D) Taking of a Hostage. Any inmate acting alone or in concert with others, who by threats, coercion, intimidation, or physical force, takes, holds, decoys or carries away any person as a hostage or for any other reason whatsoever.
- (E) Inciting or Creating a Disturbance or Riot.
 - 1. Any inmate who purposefully:
 - a. incites or urges a group of two or more other inmates to engage in a current or impending disturbance or riot; or
 - b. gives commands, directions, instructions or signals to a group of two or more persons to cause, continue or enlarge a disturbance or riot.
 - 2. "Disturbance and Riot" as used herein is assemblage of three or more persons which creates grave danger or damage or injury to property or persons and/or substantially disrupts the normal functioning of the institution.

- 3. An inmate may be found guilty of this violation even where no riot or disturbance actually occurs as a direct or indirect result of his urging.
 - 4. A disturbance or riot is a substantial disorder characterized by violent or non-violent conduct which: disrupts the orderly administration of the institution; or creates an unreasonably annoying condition which has a direct tendency to provoke other inmates to respond by committing a violation against persons, or a violation against property, or a violation posing a threat primarily to the security and good order of the institution.
- (F) Engaging in a Disturbance or Riot.
- 1. Any inmate "engages" in a riot by committing some act which tends to continue or enlarge a riot which is in existence at the time of his act.
 - 2. Any inmate who engages in a course of action which is characterized by violent conduct which substantially disrupts orderly administration or creates an unreasonably annoying condition which has a direct tendency to provoke other inmates to respond by committing a violation against persons or property and/or posing a threat primarily to the security and good order of the institution.
- (G) Inciting or Creating a Disruption of Institutional Operations.
- 1. Any inmate who purposefully:
 - a. incites or urges a group of two or more other inmates to engage in a current or impending disruption of institutional operation; or
 - b. gives commands, directions, instructions or signals to a group of two or more

persons to cause, continue or enlarge a disruption of institutional operations.

2. Disruption of institutional operations as used herein is an assemblage of three or more persons which, by protest, results in a concerted refusal to work or refusal to carry out assigned duties and/or substantially disrupts the normal functioning of the institution.
 3. An inmate may be found guilty of this violation even where no disruption of institutional operations actually occurs as a direct or indirect result of his urging.
 4. A disruption of institutional operations is a substantial disorder characterized by violent or non-violent conduct which disrupts the orderly administration of the institution or creates an unreasonably annoying condition which has a direct tendency to provoke other inmates to respond by committing a violation against persons or a violation against property or a violation posing a threat primarily to the security and good order of the institution.
- (H) Engaging in a Disruption of Institutional Operations.
1. Any inmate "engages" in a disruption of institutional operations by committing some act which tends to continue or enlarge a disruption of institutional operations which is in existence at the time of his act.
 2. Any inmate who engages in a course of action which is characterized by violent or non-violent conduct which substantially disrupts orderly administration or creates an unreasonably annoying condition which has a direct tendency to provoke other inmates to respond by committing a violation against persons, property and/or posing

a threat primarily to the security and good order of the institution.

- (I) Resisting Arrest. Any inmate who willfully offers resistance to or actively opposes any employee who is attempting to arrest said inmate or another inmate.
- (J) Possession of a Weapon Other Than a Firearm or Explosive. Any inmate who possesses, or is found to have in his possession, a weapon or unauthorized item, homemade or otherwise, which may be used for the infliction of personal injury upon another person, excluding firearms and exploding devices.
- (K) Possession of a Firearm or Explosive. Any inmate who possesses, or is found to have in his possession, a firearm or explosive device, homemade or otherwise.
- (L) Refusing to Obey Promptly and Properly a Direct Order.
 1. Any inmate who fails to promptly obey a direct order by an employee of the SCDC.
 2. In case of doubt, all orders, except those clearly illegal, shall be complied with immediately.
 3. It is not a defense that an inmate considers the order invalid. Such validity may be determined at a later time by the appropriate supervisor.
- (M) Out of Place. Any inmate who, without proper authority:
 1. fails to report as prescribed to his appointed place of duty or assignment or any other place to which he was directed to proceed by the valid order of proper authority or institutional/SCDC regulations; or
 2. goes from his/her appointed place of duty or assignment or any other place where he/she was directed to proceed by the valid order of a corrections employee or

institutional/SCDC regulations; or
3. is found to be in an unauthorized area.

(N) Disorderly Conduct or Fighting.

1. Any inmate who engages in any course of action which disrupts or may lead to the disruption of the orderly operation of the institution.
2. Any group of two or more inmates who engage in a physical altercation.

(O) Unauthorized Meetings. Any inmate who engages in or participates in an unauthorized assembly with other inmates without proper approval.

(P) Interfering With the Duties of any Person.

Any inmate whose course of conduct interferes or tends to interfere with anyone in pursuit of his/her assigned duties.

(Q) False Identification. Any inmate who refuses to identify himself/herself to an employee upon request or uses the name of another person or a fictitious name; or any inmate who is found to be in possession of a false identification and/or papers.

(R) SUMMARY: The following is a summary of penalties for VIOLATIONS POSING A THREAT TO THE SECURITY AND THE ORDER OF THE INSTITUTION. All minimum/maximum periods of time are calculated in months.

OFFENSES	FIRST				SECOND			
	Admin. Segreg.	Loss of Good Time	Admin. Segreg.	Loss of Good Time	Admin. Segreg.	Loss of Good Time	Admin. Segreg.	Loss of Good Time
a. Escape or escape attempt or aiding and abetting escape with force	12	6	24	12	18	6	36	All
b. Escape or escape attempt or aiding and abetting escape without force	3	-	12	6	6	6	24	All
c. Possession of tools or paraphernalia for escape	3	-	9	6	6	6	18	12

d. Taking of a hostage	12	12	All	All	24	All	All	All
e. Inciting or creating a disturbance or riot	9	12	All	All	18	All	All	All
f. Engaging in a disturbance or riot	6	-	48	All	12	12	All	All
g. Inciting or Creating a disturbance of Inst. Opns.	6	-	48	All	12	12	All	All
h. Engaging in a disruption of Inst. Opns.	3	-	24	All	6	All	48	All
i. Resisting arrest	3	-	6	3	6	3	12	6
j. Possession of a weapon other than firearm or explosive	6	-	12	6	9	6	18	12
k. Possession of a firearm or explosive	12	-	All	All	24	12	All	All
l. Refusing to obey promptly and properly a direct order	3	-	6	3	6	3	12	6
m. Out of Place	0	-	3	3	3	3	6	6
n. Disorderly conduct or fighting	0	-	6	3	3	3	9	6
o. Unauthorized meetings - assembly	0	-	3	3	3	3	6	6
p. Interfering with duties of any person	0	-	3	3	3	3	6	6
q. False identification	0	-	3	3	3	3	6	6

4.9 Offenses Against Health and Miscellaneous Offenses

- (A) Under the Influence of Narcotic Drugs, Alcohol, or Other Substances. Any inmate acting under the influence of any narcotic drug, other than one prescribed by an authorized physician, alcohol, or alcoholic beverage, or other substance which when ingested or inhaled creates altered states of physical or mental activity.
- (B) Gambling and Money Lending (Loan Sharking). Any inmate who:
1. Plays for money or other things of value at any game; or

2. Organizes any game of chance, lottery, betting pool, or other device; or
 3. Any inmate who lends, offers to lend, borrows or attempts to borrow anything of value from any other person.
- (C) Refusal to Work or Failure to Return to Work.
Any inmate who refuses to accept or perform his/her work assignment or fails to return to his/her work assignment.
- (D) Abuse of Privileges. Any inmate who willfully violates the provisions of any institutional regulation dealing with a privilege. A privilege as used in this subsection is any benefit provided by institutional/SCDC regulations.
- (E) Creating a Health, Safety, or Fire Hazard.
Any inmate whose activities create a situation where a danger to his/her own, or others' health or safety exists, or a threat to fire exists.
- (F) Obtaining Goods or Services Under False Pretenses. Any inmate who willingly devises a scheme, acts or assists in the action of another, with intent to defraud any person in obtaining goods or services without the payment of fair compensation.
- (G) Possession and/or Attempts to Obtain Contraband.
1. Any inmate who possesses any matter declared to be contraband. Matters considered contraband within the meaning of this section shall be those which are determined to be such by the SCDC Commissioner and published by him in a conspicuous place available to visitors and inmates at each correctional institution. Any person violating the provisions of this section will be deemed guilty of a felony and, upon conviction, shall be punished by a fine of not less

- than one thousand dollars nor more than ten years, or both.
2. The following list of articles which are hereby designated contraband:
 - a. Any item which was not issued to the prisoner officially or which cannot be purchased by him or her in the prison canteen.
 - b. Weapons: any and all firearms, knives of any and all descriptions, clubs, billies or any other articles that may be used for offense or defense.
 - c. Drugs of any description and particularly barbiturates, narcotics, medicines and poisons.
 - d. Any and all types of alcoholic drinks and any liquids containing alcohol.
 - e. Keys and locks, except where authorized
 - f. Tools of any description not approved for issue to the inmate by the Commissioner.
 - g. Money in any denomination or amount not submitted through the prison treasurer.
 3. All inmates and their visitors and any other persons to whom these rules and regulations apply are urged to observe the law and refrain from violating this section in particular. In addition to the above, any inmate will be in violation if he or she possesses, or attempts, or conspires with any other person in any way to furnish contraband to any other person or to introduce contraband into an institution.
 4. For further information, see Sec. 24-3-950, S. C. Code of Laws, 1976.
- (H) Possession of Prescribed Medication in Unauthorized Amounts. Any inmate who possesses or is found to have in his possession prescribed medication in a quantity

greater than prescribed by an authorized physician.

- (I) Indecent Exposure. Any inmate who willfully exposes his/her private body in an indecent manner in any public place or on the property of another or in view of any person or any street or highway.
- (J) Telephone Abuse. Any inmate who willfully makes verbal threats or harasses other persons; makes lewd remarks to or against another person over the telephone; willfully and with intent defrauds any person or telephone company; utilizes a telephone without proper authorization.
- (K) Obscene Correspondence. Any inmate who willfully writes lewd or indecent notes or letters to another person.
- (L) Disrespect. Any inmate who willfully engages in action or makes statements to any person which are discourteous in nature, which may or may not include the use of profanity.
- (M) Abuse of Institutional Passes. Any inmate who willfully utilizes a pass issued for movement within the institution for any purposes other than those as specified.
- (N) Excess Money. Any inmate who has in his/her possession a quantity of money in an amount greater than thirty-five dollars (\$35.00).
- (O) Homosexuality. Any inmate who willfully engages in sexual activity with another person of the same sex.
- (P) The purchase and/or sale of articles between inmates must have the approval of the Warden, and only in very unusual circumstances will approval be given.
- (Q) SUMMARY: The following is a summary of penalties for OFFENSES AGAINST HEALTH AND MISCELLANEOUS OFFENSES. All minimum/maximum periods of time are calculated in months.

OFFENSES	FIRST				SECOND			
	Minimum		Maximum		Minimum		Maximum	
	Admin. Segreg.	Loss of Good Time	Admin. Segreg.	Loss of Good Time	Admin. Segreg.	Loss of Good Time	Admin. Segreg.	Loss of Good Time
a. Under influence of narcotic drugs alcohol or other substance	0	-	1	3	1	3	3	6
b. Gambling and money lending	0	-	3	3	3	3	6	6
c. Refusal to work or refusal to return to work	3	-	6	6	6	3	12	12
d. Abuse of privileges	0	-	3	3	3	3	6	6
e. Creating a health, safety or fire hazard	0	-	3	3	3	3	6	6
f. Obtaining goods or services under false pretenses	0	-	3	3	3	3	6	6
g. Possession of contraband	0	-	12	6	6	3	18	12
h. Possessor of prescribed medication in unauthorized amounts	0	-	3	3	3	3	6	6
i. Indecent exposure	0	-	3	3	3	3	6	6
j. Telephone abuse	0	-	6	3	3	6	12	12
k. Obscene correspondence	0	-	3	3	3	3	12	6
l. Disrespect	0	-	6	6	6	6	12	12
m. Abuse of institutional passes	0	-	3	3	3	3	6	6
n. Excess money	0	-	3	3	3	3	6	6
o. Homosexuality	0	-	6	3	3	0	9	6
p. Unauthorized purchase and/or sale of articles between inmates	0	-	3	3	3	0	6	3

4.10 Any Other Activity Endangering Security and Safety

Any other activity which would endanger the security of the institution, employees, inmates or other persons and/or property may be grounds for the bringing of a person before the Adjustment Committee.

4.11 Habitual Violator

If an inmate has been found guilty for any

three violations within a 12-month period, or found guilty of any four violations within a 24-month period, the Adjustment Committee may impose a "Habitual Violator" disposition. This disposition may be 12 to 36 months administrative segregation, in addition to the original maximum penalty allowed for the pending rules violation.

4.12 Violations Committed While Serving Administrative Segregation

If an inmate commits a violation of the rules during his confinement in Administrative Segregation and is subsequently convicted by an Adjustment Committee, he/she will receive a consecutive disposition.

5

CHAPTER V - PROGRAM SERVICES

5.1 During your stay in the SCDC, there are a number of programs and services which may be made available to you. If you qualify, you may apply for most of these programs and services through your Classification Team or a Program Services representative.

5.2 Ombudsman Program

(A) The SCDC has established an Ombudsman Program to handle your grievances and to ensure that you receive fair and humane treatment as well as providing you, upon request, representation when appearing before

institutional adjustment committees. (See paragraph 3.3 of this guide.)

(B) You may request the assistance of your Ombudsman Program by writing a letter to the Ombudsman detailing your complaint or request.

5.3 Services

(A) Mental Health Care. These services include the following:

1. Psychological Services and Social Work Services - General counseling is available in the following areas.

a. Individual and group counseling is available for personal and emotional problems such as:

- (1) sexual problems
- (2) difficulties in adjusting to prison
- (3) anxiety, depression, fear, etc.
- (4) bad habits, e.g., nailbiting, over-eating, smoking, etc.
- (5) trouble controlling your thoughts or behavior

(6) marital or other family difficulties

b. Psychological testing is performed to help determine eligibility for special programs.

c. These services are coordinated with those of other state agencies.

2. Title XX Program.

a. This program is designed to assist those with special problems or needs. To participate in this program:

- (1) you must request or be recommended by an SCDC official.
- (2) you must be income eligible and approved for participation by the SCDC (except for b.(3) below).

b. You may receive services under the

Title XX Program:

- (1) If you have a physical handicap as medically determined by the SCDC, you may be referred to the Physically Handicapped Unit when appropriate.
 - (2) If you have a special learning need as determined by the SCDC psychological staff, you may be referred to the Special Learning Unit when appropriate.
 - (3) If you have special difficulties in adjusting to the institutional environment, you may be referred by a SCDC official to the Residential Counseling Unit when appropriate.
 - (4) If you have special difficulties dealing with others as determined by the SCDC psychological staff, you may be referred to a group counseling program.
3. Drug/Alcohol Services.
- a. If you have a drug or alcohol problem as determined by the SCDC, you may qualify for special counseling under the Drug Abuse Treatment Program. Such counseling may be requested by you or recommended by a SCDC official.
 - (1) Individual and group counseling
 - (2) When appropriate, SCDC drug treatment staff may refer you to a community treatment program. (See Chapter VII of this guide.)
 - b. Alcoholic Rehabilitation Project. If you have an alcohol problem as determined by the SCDC, you may qualify for this program. This program deals with the problem using the guidelines of the national Alcoholics Anonymous organization (AA).

4. The Therapeutic Community is a controlled environment monitored by the treatment services staff to help you understand the problems which led to your incarceration. If eligible as determined by the SCDC, you may request or be referred for the program by a SCDC official. However, participation in this program must be approved by the treatment services staff.
- (B) Pastoral Services. The SCDC recognizes your right to religious preference, as well as encourages the practice of your religion. All institutions provide:
1. Religious services on a weekly basis.
 2. Emotional support in such cases as family illness, injury, or death.
 3. For further information or participation, contact:
 - a. your institutional chaplain; or
 - b. a Treatment Services staff member; or
 - c. your Classification Team.
- (C) Recreation Services. Recreation service provides supervision and leadership for a variety of recreational activities, such as baseball, basketball, boxing, table tennis, checkers, chess, and movies. You are encouraged to take full advantage of the recreation program either as an active participant or spectator.
1. There is a recreation program at all SCDC institutions.
 2. Participation in the recreation program is a privilege, not a right (and may be withdrawn—See Chapter III of this guide).
 3. Equipment necessary as determined by the SCDC for all games and sports will be furnished by the Recreation Service. When you check out equipment, you are responsible for its condition and its return to the

recreation office. Mutilation or abuse of athletic equipment will result in an Adjustment Committee Action. (See Chapter III of this guide.)

4. If you are interested in participating in the recreation program, contact your Classification Team or a Treatment Services staff member.
- (D) Horticulture Project. The Horticulture Project provides training in the care of greenhouse and nursery plants, landscaping, etc. If you are interested in participating in the Horticulture Project, contact any Treatment Services staff member or your Classification Team.

5.4 Education

The educational programs of the SCDC include Adult Basic Education, high school and college courses, as well as vocational training.

- (A) If you are interested in continuing your education, contact your Classification Team. If you qualify, you will be assigned to school, interviewed, tested, and placed in appropriate classes.
- (B) All youthful offenders who have not earned a high school diploma or certificate are required to attend academic classes.

5.5 Medical Services

The SCDC provides medical and dental care for you during your incarceration.

- (A) Sick Call - Medical technicians will attend your medical needs at sick call or make necessary referrals to physicians or dentists as appropriate.
- (B) When the staff physician determines your medical needs or condition require specialized care and treatment not available within the SCDC, you will be admitted to a hospital with

- suitable facilities and services.
- (C) Upon examination by a qualified Optometrist-Ophthalmologist, designated eyeglasses will be issued to inmates whose vision is impaired.
 - (D) All inmates will be afforded all medical treatment and care as may be determined necessary by the SCDC physician or dentist.
 - (E) If you have difficulty obtaining medical services, contact your warden or institutional head.

6

CHAPTER VI - THE YOUTHFUL OFFENDER

6.1 The Youthful Offender Division (YOD) of the SCDC provides custodial care for inmates sentenced under the Youthful Offender Act (YOA). If you were sentenced under the YOA, this chapter of the Inmate Guide will help you understand policies, regulations, programs, and procedures that will affect you as a youthful offender. The information contained here will answer many of your questions and help you to make a faster adjustment to your new environment. If you don't find the answer to your questions in this guide, your YOD Caseworker will answer, or assist you in answering any questions.

6.2 Institutional Assignment

- (A) You will appear before the YOD Assignment Board at a Reception and Evaluation Center (R&E). Your assignment will be determined by

the following factors.

1. Results of tests you take at the R&E Center.
 2. Your need or aptitude for a specific type of vocational training.
 3. The space available at the various institutions.
 4. Previous escapes, if any.
 5. Wanted or detainers, if any. (See paragraph 2.8 of this guide.)
 6. The type of crime you have committed.
 7. Your previous criminal record, if any.
 8. Your health.
 9. Your custody level. (See paragraph 2.3 of this guide.)
 10. The needs of the SCDC.
- (B) Your institutional assignment may be considered for change upon recommendation of your YOD Caseworker. Changes are based on such conditions as conduct, attitude, performance of assigned duties and the nature of the offense for which you have been sentenced.

6.3 Projected Release Date and Parole Review

- (A) Normally, your sentence is indeterminate but will not exceed six years. The YOD Parole Board will review your case during the month prior to your projected release date. In all cases where you are denied release, you will be informed of the reasons for denial, given your next review date, and advised as to what you must do to improve your chances for release when you are considered again. **EVEN THOUGH YOU MAY MEET THE QUALIFICATIONS, THE YOD PAROLE BOARD MAY DENY YOUR PAROLE.**
- (B) Parole Review Categories.
1. Category #1 – CRIMES AGAINST PERSONS AND CRIMES OF A SERIOUS NATURE:

These include such crimes as arson, pointing a firearm, burglary, robbery, assault and battery, etc. Your release eligibility is between twelve and thirteen months.

EXCEPTION: Armed robbery carries a minimum of three years.

2. Category #2 – INDIVIDUALS WITH NUMEROUS NON-VIOLENT MULTIPLE OFFENSES AND INDIVIDUALS WITH PRIOR INCARCERATION IN ADULT CORRECTIONAL FACILITIES: Your case will be reviewed, and you will be notified by your YOD Caseworker regarding your release status. Release eligibility is between nine and ten months.
 3. Category #3 – INDIVIDUALS WHO DO NOT FALL INTO EITHER CATEGORY #1 or #2: If you have been sentenced for an offense of non-violent, non-multiple, or less serious nature, your release eligibility is between six and seven months.
- (C) Credit for Jail Time. You will be granted credit for a part of the jail time you have served prior to sentencing under the Youthful Offender Act (YOA). The maximum for each category is as follows:
1. Category #1 (12-13 months) – not to exceed three months credit.
 2. Category #2 (9-10 months) – not to exceed two months credit.
 3. Category #3 (6-7 months) – not to exceed one month credit.
 4. Any jail time not allowed toward the minimum review period will be applied toward your maximum sentence.
- (D) YOU WILL NOT EARN "GOOD TIME" OR "SEVEN DAY CREDITS" AS OUTLINED IN PARAGRAPH 2.5 OF THIS GUIDE: SUCH ADJUSTMENTS IN TIME TO BE SERVED

APPLY TO REGULAR STRAIGHT TIME SENTENCES ONLY.

(E) Aggregated (Combination) Sentences.

1. If you have a straight sentence (consecutive or concurrent), your YOA sentence will be completed first. After completion of your YOA sentence, you will be released from the jurisdiction of the YOD to begin or complete service of any straight sentence.
2. If you have a consecutive YOA sentence, you will be reviewed for any consecutive YOA sentence; however, after completion of the first sentence, a minimum period of six months must be served before the YOD will again review your case.

(F) Parole Revocations. If you are found in violation of your parole conditions, your parole will be revoked. You will be returned to the custody of the YOD to complete your original sentence, or a portion of that sentence, as determined by the YOD Parole Revocation Board; and this Board will also set your new parole review date.

6.4 Adjustment Committee

Disciplinary procedures as outlined in Chapter II of this guide apply to you, except any decision affecting your time to be served; such cases will be referred to the YOD for review and final disposition.

6.5 Extensions

- (A) In the YOD the word "extension" means any additional month(s) you must serve beyond your original parole review date.
- (B) If you are found guilty of escape, time to be served will be extended for a period of nine months if apprehended in state and 12 months if apprehended out of state.
- (C) Infractions and penalties as outlined:

Chapter IV of this guide apply to you; except where penalties involve a change in the time you must serve; the term of such an "extension" will be determined by the YOD.

6.6 Transfers and Custody

Any transfer or change in your custody level will be made as outlined in Chapter II of this guide; however, final approval will be made by the YOD.

6.7 Work Release Consideration

- (A) Your participation in the work release program will follow the guidelines found in Chapter VII of this guide.
- (B) You must first be recommended by the YOD before you will be considered for participation in the work release program. Such recommendations will be based on information such as the following:
 1. The progress you make in school and/or vocational training.
 2. Your performance in your work assignment.
 3. Your ability to cooperate and get along with others.
 4. Any disciplinary reports that you may have.
 5. Recommendations of the treatment team of your institution and other supervisory personnel who know you.
- (C) In all cases the YOD Caseworker will inform you of the outcome of your work release consideration.

6.8 Parole Consideration and Pre-Parole Investigation

- (A) Considerations for your Parole Board hearing will be such as those listed in paragraph 6.7(B) above.
- (B) If parole is granted:
 1. You will be interviewed by a YOD Parole

Field Supervisor approximately two months before your projected release date to review your progress and answer your questions about parole.

2. You will be interviewed by your YOD Area Parole Supervisor approximately one month prior to your release; your release will be coordinated with:
 - a. your family
 - b. other interested parties
 - c. agencies to assist your re-entry into the community.

7

CHAPTER VII - COMMUNITY PROGRAMS

7.1 During the time you are assigned to the SCDC, you will be eligible for consideration for participation in the following community programs when you meet all requirements. If you were sentenced under the Youthful Offender Act, you may participate in community programs as recommended by the Youthful Offender Division; however, to qualify you must meet the same requirements as all other inmates.

7.2 Work Release

- (A) You will be permitted assignment to a community work release center and employed in the community as any other civilian employee providing you meet the following requirements. **All inmates must first meet standard time requirements before any work release program will be considered.**

The following general selection criteria is considered by the Division of Community Services in

processing all work release applicants and applies equally to both male and female inmates; however, any other factors arising during processing will be applicable to that particular individual case.

1 TIME REQUIREMENTS:

(a) Straight Sentences

When An Inmate's Sentence is:	His/Her Parole Eligibility Date is After the Completion of:	His/Her Work Release Eligibility Date is After the Completion of:	He/She May Submit His/Her Application After Completion of:	This Will Allow Him/Her a Maximum of the Following Number of Months on Work Release:
1 year or less.....
2 years.....	8 months.....	4 months.....	1 month.....	4 months
3 years.....	12 months.....	6 months.....	3 months.....	6 months
4 years.....	16 months.....	8 months.....	5 months.....	8 months
5 years.....	20 months.....	10 months.....	7 months.....	10 months
6 years.....	24 months.....	12 months.....	9 months.....	12 months
7 years.....	28 months.....	16 months.....	13 months.....	12 months
8 years.....	32 months.....	20 months.....	17 months.....	12 months
9 years.....	36 months.....	24 months.....	21 months.....	12 months
10 years.....	40 months.....	28 months.....	25 months.....	12 months
11 years.....	44 months.....	32 months.....	29 months.....	12 months
12 years.....	48 months.....	36 months.....	33 months.....	12 months
13 years.....	52 months.....	40 months.....	37 months.....	12 months
14 years.....	56 months.....	44 months.....	41 months.....	12 months
15 years.....	60 months.....	48 months.....	45 months.....	12 months
16 years.....	64 months.....	52 months.....	49 months.....	12 months
17 years.....	68 months.....	56 months.....	53 months.....	12 months
18 years.....	72 months.....	60 months.....	57 months.....	12 months
19 years.....	76 months.....	64 months.....	61 months.....	12 months
20 years.....	80 months.....	68 months.....	65 months.....	12 months
21 years.....	84 months.....	72 months.....	69 months.....	12 months
22 years.....	88 months.....	76 months.....	73 months.....	12 months
23 years.....	92 months.....	80 months.....	77 months.....	12 months
24 years.....	96 months.....	84 months.....	81 months.....	12 months
25 years.....	100 months.....	88 months.....	85 months.....	12 months
26 years.....	104 months.....	92 months.....	89 months.....	12 months
27 years.....	108 months.....	96 months.....	93 months.....	12 months
28 years.....	112 months.....	100 months.....	97 months.....	12 months
29 years.....	116 months.....	104 months.....	101 months.....	12 months
30 years or more.....	120 months.....	108 months.....	105 months.....	12 months
LIFE.....	120 months.....	108 months.....	105 months.....	12 months

*-SENTENCES OF ONE YEAR OR LESS: In the case of sentences of one year or less, regular YOA's, and/or where time does not permit processing, the inmate will automatically be considered for placement on the 120-Day Accelerated Pre-Release Program; therefore, no application is necessary. First offenders convicted of non-violent crimes with one year or less will be considered for direct assignment to the work release program without applications and if disapproved will subsequently be considered for the 120-Day Accelerated Pre-Release Program at the appropriate time.

(b) Suspended Sentences

If a portion of a sentence is suspended or if parole eligibility is affected by probation in that the individual is eligible for good time release prior to parole eligibility, then work release eligibility dates are computed on the basis of the earliest possible good time release date, giving consideration to all good-time credits. If total time to be served is 24 months or more, the inmate is eligible for the maximum one (1) year on the work release program prior to good time release. If less than 24 months, the total time is divided in half, permitting the inmate to serve one-half of his/her time on the work release program.

(c) Mandatory Armed Robbery Sentences

Inmates convicted under the Mandatory Armed Robbery Law, whether regular inmates or YOA's will be eligible for work release one year prior to their earliest release date, whether parole or good time release.

2. CUSTODY

The inmate must be in "B" custody or above.

3. DETAINERS

The inmate must not have wanteds pending on his case. Any holds or notifies will be reviewed on an individual basis by the Director, Division of Community Services.

4. INSTITUTIONAL ADJUSTMENT

The inmate must have maintained a clear disciplinary and escape record for one year prior to work release eligibility. Extensive disciplinary and escape records, general overall institutional adjustment, progress, attitude and work records, to include transfers from county facilities for these reasons, will be considered. When statutory good time is taken as a result of a disciplinary infraction, it must be returned prior to consideration.

5. PRIOR INSTITUTIONAL RECORDS AND OFFENSES

Prior institutional or community arrest records and offenses, regardless of nature or number of offenses, juvenile or adult, served in federal, state or county facilities, will be considered. If the record reflects that of an habitual offender, favorable consideration will not be given.

6. MEDICAL & PSYCHOLOGICAL EVALUATIONS

Medical and psychological evaluations conducted during processing depicting any physical or psychological factors which could be potentially detrimental to the inmate or our Community Programs will be considered. If the evaluations reflect the individual as being psychologically or physically dependent on drugs or alcohol or if there is a history of alcohol or drug problems reflected in his record, this also will be considered.

7. NATURE OF INMATE'S OFFENSE

Any case, where the crime committed would create undue public arousal and placement is deemed as not in the best interests of the community, the inmate or the Department of Corrections, will not be favorably considered.

8. COMMUNITY DISSENSION

In processing, if negative responses are received from agencies or persons within the community which could prove detrimental to the inmate or the program, the inmate will not be favorably considered.

9. PRIOR PARTICIPATION

Priority in all cases will be given first-time applicants and participants. Prior participation or assignment to a community institution as a participant or staff resident will be considered.

- (B) Applications. Application is made through your Classification Team and must be approved by your warden or institutional head. Any application which is not submitted in

this manner will not be accepted by the Community Services Division.

- (C) Processing. Processing for work release normally takes from 60 to 90 days. You will be notified upon receipt of your application in the Community Services office, as well as notified when processing is completed. If disapproved, your case will be reviewed again in six months, and you will be notified only if there is any change in your case. If approved, your transfer will be coordinated by the Regional Offices when space is available in the work release center. (Your losing institution will be given 30 days to secure a replacement for you.)
- (D) Job Placement. Each work release facility has job placement personnel available and will assist you in securing a job upon assignment to the work release center. It is not necessary for you to have a job or worry about getting your own job.
- (E) Extended Work Release. This program may allow the exceptional regular work release participant, convicted of a first and not more than a second offense for a non-violent or such other crimes committed in the heat of passion, or without premeditation or malice aforethought, the opportunity of extended work release placement in the community with privilege of residing with an approved community sponsor and continuing employment in the community. The individual must have successfully completed at least 3 months on regular work release and be within 6 months of parole eligibility or good time release.

7.3 Educational Release

You may be permitted participation in approved educational programs within the community while

assigned to a community work release center. You must be academically accepted by the school of your choice and be financially able to pay your expenses and meet all other work release selection criteria. Applications and processing are handled in the same manner as work release applications through your Classification Team or institutional head.

7.4 120-Day Accelerated Work Release Program

- (A) If you have been disapproved for regular work release or have a short sentence (normally one year or less) and insufficient time to permit processing for work release, you will be automatically reviewed by the Community Services Division for the 120-Day Work Release Program. In such cases, no application is necessary, and only those approved will be notified. If approved, you will be transferred to the appropriate pre-release center for participation in the 30-Day Pre-Release Training Program. You will then be further transferred to the appropriate work release center for your final three months and placed on a job in the community.
- (B) Eligibility
 1. You must be within four months of your projected good time release date (not parole eligibility date), considering all credits.
 2. You must meet all other requirements of work release as indicated previously.
- (C) Dependent Support – Community Passes. If you participate in the community work program, you will be required to contribute toward the support of any dependents you might have. In addition, community passes will be permitted twice each month, after a two-week probationary period, upon approval by your superintendent or his designate.

7.5 30-Day Pre-Release Program

If you are approved for good time release (not parole), you will be assigned to the 30-Day Program during your final month before release. In addition, if you are designated as a Provisional Parolee by the S. C. Probation, Parole and Pardon Board, you will also be assigned to this program for 30 days prior to parole.

While in this program, your more essential needs such as job placement, transportation, housing and clothing will be determined.

7.6 Furloughs

Furloughs may be approved for eligible inmates for any of the following reasons. NOTE: All applications must be submitted to and approved by your warden or institutional head; then to the Community Services Division for approval.

(A) You may be granted a seventy-two hour furlough four times per year (Easter, Independence Day, Labor Day and Christmas) providing you meet the following requirements:

1. You must have been in "AA" custody for at least 60 days prior to the date of furlough.
2. You must have an approved sponsor who must be one of the following:
 - a. wife (to include verified common-law spouse)
 - b. child (including step-child and adopted child)
 - c. parent (step-parent, parent through adoption, or a person who has acted in the capacity of a parent)
 - d. brother
 - e. sister
3. You must receive approval from the community law enforcement agencies to which

you have applied for furlough. DO NOT CONTACT, or have your friends or relatives contact, any law enforcement officials. This will be handled by the Community Services Division.

- (B) Educational Furlough. If you are eligible, you may be granted an educational furlough to take a course of study which is not available to you while assigned to a SCDC institution. The following requirements must be met:
1. Educational furlough must be the **only** way you can attend school. If you can be assigned to a community work release center as an educational release participant, and attend school, your furlough will not be approved.
 2. You must be within six months of your projected good time release date. Parole eligibility does not apply.
 3. You must submit proof of acceptance to the school and proof of your financial ability to meet all costs.
 4. You must have an approved community sponsor (see paragraph 1.b. above) with whom you plan to reside while on furlough and an academic sponsor within the school who will agree to be responsible for your campus activities.
 5. You must meet all other requirements of normal work release participation.
- (C) Emergency Situations. You may receive emergency furloughs for the purpose of attending the funeral or visiting a seriously ill or dying member of your immediate family (see paragraph 1.b above). When time does not permit processing through normal channels, your warden or institutional head may authorize emergency furlough of no more than 7 days

providing the following requirements are met. (If you are a Youthful Offender, your warden or institutional head will notify the Youthful Offender Division.)

1. Your emergency or family death will be verified by the SCDC.
2. The emergency must affect a member of your immediate family. (See paragraph 1.b above.)
3. You must be in "AA" custody; if not, arrangements will be made by your warden or institutional head. However, the furlough will be for no longer than a specific time, which will be determined by the SCDC.

(D) To Secure Employment or Residence. Such furlough will be granted by the Division of Community Services only after all other means of securing jobs or housing have been exhausted. Such assistance can normally be given you by job placement personnel during the 30-Day Pre-Release Program or upon notification by the Parole Board. If you qualify, you must make application to your warden or institutional head, or the Community Services Division. Such furloughs will not exceed three days, and you will be responsible for all expenses.

(E) To Obtain Outside Medical Services. You may be approved to obtain medical services outside the SCDC if you meet the following requirements. (However, you will be returned as soon as released from medical treatment.)

1. You must submit, in writing, proof of sufficient means (personal funds or insurance) to defray all costs.
2. You must be in "AA" or "A" custody. If not "AA", you must agree to pay an off-duty Correctional Officer to provide

security, thus not actually necessitating a furlough.

3. You must receive approval from the Division of Regional Operations, which determines the need for medical treatment.
- (F) Out-of-State Furlough. You may be authorized for out-of-state furloughs only after application to and approval by the Governor's Office of this state from the Governor's Office of the other state involved. Such a furlough will not exceed seven days.

7.7 Staff Participants

If you qualify, you may be transferred to a community work release center as a staff resident. However, you must first contact your Classification Team, which will review your case and may recommend you (based on your record) for consideration by the Division of Community Services. Your case will then be processed as a normal work release participant, excluding time requirements. You must have completed at least one-fourth of your total time to serve (not total sentence) prior to Good Time release or parole and have sufficient time remaining to complete three months on staff prior to work release eligibility.

7.8 Custody Changes

- (A) Program Participants. All community programs' participants and staff residents are automatically advanced to "AA" custody upon assignment to the work release center.
- (B) Program Removals. If removed from a work release center for any rules violation or disciplinary action, you will be automatically reduced from "AA" custody. If necessary, your case will be heard by the Regional Adjustment Committee with further action as deemed appropriate. If removed administra-

tively at your own request or for some other non-disciplinary reason and you have been assigned to the center for at least six months, you will remain at "AA" custody if:

1. recommended by the losing warden or institutional head.
2. accepted by the receiving warden or institutional head.

7.9 Special Programs

(A) Employment Program. This program is restricted to employment within the State of South Carolina only. In order to participate you must meet all regular work release requirements and have sufficient time remaining, after processing, on your minimum release date to complete at least six months and not more than 12 months on the program prior to your work release eligibility date.

1. Processing. Your application will be processed in the same manner as those for regular work release; you may submit the same application form three months prior to your eligibility date.
2. Job Placement. The Job Placement personnel will review your job qualifications and explore all areas of employment for which you are qualified. You will be notified whether or not suitable employment can be found.
3. Requirements and Privileges. If you participate in the Employment Program, you will be subjected to the same general rules and regulations as work release; the only exception being community privileges.

You will be advanced to "AA" custody upon assignment and eligible for furlough participation, however, not eligible for weekend passes. Upon successful com-

pletion of the Employment Program, you will be allowed to transfer to the appropriate work release center to participate in the regular work release program.

- (B) Title XX-Community Transitional Services. In accordance with Treatment Services Policy specially screened inmates can be considered for furlough to the Alston Wilkes Halfway House. Applications are not necessary, and all referrals are processed through the Division of Community Services. The following requirements must be met.
1. Your sentence must be for 18 months or less, and you must be within six months of your good time release.
 2. You must meet all other general work release eligibility requirements.

8

CHAPTER VIII - PAROLE AND PARDONS

8.1 All probations, paroles and pardons are reviewed and approved by a five-man board appointed by the Governor's office. This S. C. Probation, Parole and Pardon Board constitutes a separate agency and is in no way a part of the SCDC.

8.2 Parole

(A) If you are sentenced to a maximum sentence of one year or more, you are eligible to be considered for parole. The Parole Board will review your case whether or not any application has been made, unless you waive this review. If you were sentenced under the Youthful Offender Act, your case will be reviewed by the Youthful Offender Division of the SCDC (see Chapter 6 of this guide).

If your (total-maximum) sentence is less than 30 years, you are eligible for parole upon completion of one-third of the sentence. If your (total-maximum) sentence is thirty years to life, you are eligible upon completion of ten years. If you are incarcerated for an Armed Robbery offense which was committed on or after June 24, 1975, then you will not be eligible for parole until you have served seven

years. If you are serving time with a suspended sentence, you should calculate your parole review date on maximum sentence length.

(B) Approximately five months prior to your eligibility date you will be interviewed by the Parole Board's institutional officer. Information will be gathered as to parole program (residence and employment), background information as to family, employment, community marital status, and your prior record.

After this information is obtained, a complete investigation will be conducted into your background. This information, along with information as to your institutional adjustment, will be submitted to the Parole Board for their consideration.

(C) When the case is scheduled for review by the Parole Board, you will be notified through the SCDC approximately three weeks prior to the date of the hearing. You will be given the opportunity to appear in person along with an attorney and/or other persons you wish. The Parole Board **does** have the right to limit the number of individuals who appear on your behalf, and you will be advised of this limitation before your hearing.

(D) Consideration for parole will be given to you if you are afflicted with a terminal illness and within one year from your projected release date where life expectancy is one year or less.

(E) If parole is denied by the Parole Board, you will be notified by mail as to the reasons for the rejection. You will be eligible for reconsideration for parole upon completion of additional time according to the following schedule.

8.3 (A) Parole Reconsideration Time Schedule

Less than a 10 year sentence in 12 months
 15 years sentence in 15 months
 20 years sentence in 18 months
 25 years sentence in 21 months
 30 years sentence or more in 24 months

Sentences falling between these sentences will be treated in the shortest eligible time according to the schedule.

- (B) When parole is granted by the Parole Board, it will be done usually in one of three ways:
1. Straight parole - You will be released as soon as the papers can be prepared.
 2. Thirty days provisional parole in order for you to complete the thirty days SCDC pre-release program.
 3. Subject to employment and/or residence. When these have been secured and approved, you will be released. Assistance will be provided if needed to secure these.
- (C) If you are re-incarcerated for your first parole revocation, then you will be eligible for parole after serving one year. If you are incarcerated for a second parole revocation, then you will be considered for parole under the time schedule outlined for parole reconsideration (above).

8.4 Pardons

- (A) It is the policy of the S. C. Probation, Parole, and Pardon Board to consider your case for pardon prior to parole eligibility date only when you can produce evidence that you have been erroneously or unjustly convicted and have exhausted all judicial processes for relief.
- (B) If you are on probation, upon your request, consideration will be made anytime after discharge from supervision.

- (C) If you are discharged from a sentence without benefit of parole, you will be considered upon your request anytime after the date of discharge.
- (D) If you are on parole, you will be considered for pardon upon your request anytime after the successful completion of five years under supervision. When you successfully complete your maximum parole period, if less than five years, you will be considered for pardon upon your request anytime after the date of discharge.
- (E) If your request for pardon has been denied by the Board, you must wait for a period of one year from the date of denial to become eligible for re-application.

8.5 For additional information, see Sec. 24-21-10, et. seq., of the S. C. Code of Laws, 1976.

9**CHAPTER IX - RIGHTS AND RESPONSIBILITIES**

9.0 The SCDC makes all reasonable attempts to uphold your rights and expects you to uphold others' rights as well. However, no right is absolute for any right can be temporarily suspended as a result of flagrant abuse, or it presents a clear and present danger to the safety of others or to the institution.

9.1 Discrimination

- (A) You have a right to expect you will not be discriminated against by the SCDC based on your race, sex, creed, or national origin.
- (B) You have a responsibility to respect the rights of others and not discriminate against other inmates or staff because of their race, sex, creed or national origin.

9.2 Religion

- (A)
 1. You have the right of freedom of religious belief and voluntary religious worship (consistent with security needs of your institution).
 2. You have the right to receive visits from your community religious representative consistent with the security needs of your institution. (See paragraph 1.6 of this guide.)
 3. You have the right to receive religious publications. (See paragraph 1.9 of this guide.)
 4. You have the right to send and receive mail from your community religious representative. (See paragraph 1.9 of this guide.)
- (B) You have the responsibility to recognize and respect the beliefs of others and not interfere with others' religious expression.

9.3 Humane Treatment

- (A) You have the right to expect fair, impartial and unbiased treatment by all SCDC personnel.
- (B) You have the responsibility to treat others, both employees and inmates, fairly, impartially and without bias.
- (C) You have the right to have balanced, nutritious, and wholesome meals, as provided by

the SCDC.

- (D) It is your responsibility not to waste food.
- (E) You have the right to live in clean, ventilated housing, adequate bedding, and regular showering opportunities.
- (F) It is your responsibility to keep your living area clean and neat as well as keep your body clean. (See paragraph 1.7 and 1.8 of this guide.)
- (G) You have the right to **necessary** medical and dental treatment.
- (H) It is your responsibility to seek medical and dental treatment as well as to cooperate with medical personnel.
- (I) It is your right to have physical exercise in accordance with security restrictions of your institution.
- (J) It is your responsibility to conduct yourself properly while exercising.
- (K) It is your right to have any style of haircut, hair design, beard, goatee, mustache, if it does not interfere with health, occupational safety, or security regulations. (See paragraph 1.7 of this guide.)
- (L) It is your responsibility to keep your hair clean and neat at all times.

9.4 Expression

- (A) You have the right to express your beliefs and opinions as long as you do not infringe on the rights of others and your conduct does not present a clear and present danger to the security of the institution.
- (B) It is your responsibility to respect the beliefs and opinions of others.
- (C) You have the right to receive and send mail (See paragraph 1.9 of this guide.)
- (D) It is your responsibility not to abuse mail privileges.

9.5 Legal

- (A) 1. You have the right to reasonable access to the courts. The SCDC does not provide you with an attorney or give you legal advise.
2. If you are charged with a crime by the SCDC, you have the right to an attorney and one will be provided to you upon your request by the appropriate court if you cannot afford one of your own.
3. You have the right to receive visits from your attorney consistent with the security needs of your institution. (See paragraph 1.6 of this guide.)
4. You have the right to send and receive mail from the courts and attorneys. (See paragraph 1.9 of this guide.)
5. You have the right to represent yourself and only yourself in legal matters.
6. You have the right to access to legal material.
- (B) It is your responsibility to be honest in your legal matters. False statements made in legal petitions, complaints, and testimony will be considered as perjury and treated as an institutional violation or a crime. Respect the rights of others. Do not abuse the legal materials that are provided in the legal libraries.
- (C) You have the right to limited access to confidential information in your record provided you make a request for specific information that deals with litigation, to challenge the accuracy of information, or to see justification why particular information is included.
- (D) You have the responsibility to request specific information for a particular reason with the Director, Division of Classification.

10**CHAPTER X – COMMUNICATIONS**

10.1 (A) It is your right and responsibility to assist the SCDC in providing you the most appropriate care, programs, and services available during your incarceration. In view of this fact, we have general guidelines to aid you in communicating with individuals and offices, both inside and outside the confines of the SCDC.

(B) In seeking assistance or information, you should first consult the chapter of this guide dealing with your situation; and if sufficient information is not contained therein, communicate with the appropriate individual or office in the following manner:

1. Requests for General Assistance and Requests for Interview. If you have a personal problem, grievance, or any other need for assistance, your first action should be to inform your security supervisor (Correctional Officer) and, if employed, your job supervisor. If necessary, after that you may inform your warden or institutional head. For this purpose, all institutional living quarters will have a supply of request forms (Inmate Request to Staff Member/Interview Request) for your use. To obtain assistance, you are to make a written request to the appropriate official at your institution on the request form. If request

forms are not available, plain stationery will be acceptable. In making your request, you should clearly and fully state your name and number, the problem on which you desire assistance, include related facts, and state exactly how you believe your problem can be resolved. This is necessary so that the official will have complete information and facts needed for action. Failure to properly submit your request will only delay action. Your request will be answered as promptly as possible. Preparation of duplicate requests is unnecessary.

2. At all times you must keep in mind that your warden or institutional head or institutional staff member are directly responsible for your welfare. If you have a private or personal problem or a grievance or need help of any kind, you should first discuss the matter with a member of the institutional staff or make a staff member aware of the facts in a letter and seek his assistance in resolving the problem. You will save time by finding out who is responsible for the area in which you need help and contacting that person rather than directly contacting the warden or institutional head. You should contact the warden or institutional head only if you are not satisfied with the solution resolved by the person responsible for the area in question.

10.2 Emergency

If your personal problem or grievance involves a situation in which **HEALTH OR LIFE ARE IMMEDIATELY ENDANGERED**, or if for some other **VALID REASON** you consider the problem or grievance to be an emergency, you should talk with the Correctional Officer or other employee nearest you.

You and the Correctional Officer or other employee may feel that it is necessary to request a conference with the warden or institutional head. In such a case, the warden or institutional head or institutional staff member will see you. Before requesting such a conference you must carefully consider the situation and be **CERTAIN** that it merits emergency treatment.

INDEX

- 30-Day Pre-Release Program, para 7.5, pp. 70
 120-Day Accelerated Work Release Program, para 7.4, pp. 69
 Eligibility, (B), pp. 69
 Dependent Support — Community Passes, (C), pp. 69
- A**
- Abuse of Institutional Passes, para 4.9, (M), and (P), pp. 52
 Abuse of Privileges, para 4.9 (D), and (P), pp. 50 and 52
 Abuse, Telephone, para. 4.9. (J) and (P), pp. 52
 Adjustment Committee Action, Documentation, para 3.10
 pp. 33
 Adjustment Committee Decisions, para 3.9, pp. 32
 Adjustment Committee Decisions, Appeals, para 3.11
 pp. 33
 Intent to Appeal, para 3.11, (B), pp. 33
 Adjustment Committee, (Chairmen), para 3.5, (B), pp. 30
 Adjustment Committee Hearing, Written Notice of, para 3.4,
 pp. 30
 Adjustment Committee, Inmate Representation, para 3.6,
 pp. 31
 Adjustment Committee, Referral to, para 3.2, (B), 8, pp. 29
 Adjustment Committee, The, para 3.5, pp. 30
 Administrative Segregation (Infractions and Penalties),
 para 4.4, pp. 37
 Administrative Segregation (Lock-Up), para 3.3, also
 para 3.9, (A), 5, pp. 29 and 32
 Administrative Segregation, Violations Committed While
 Serving, para 4.12, pp. 54
 Aiding and Abetting Escape (or Escape Attempt) With Force,
 para 4.8, (A), and (R), pp. 43 and 48
 Aiding and Abetting Escape (or Escape Attempt) Without Force,
 para 4.8, (B), and (R), pp. 44 and 48
 Alcohol, Under the Influence of, para 4.9, (A), and (P),
 pp. 49 and 52
 Alcoholics Anonymous, para 5.3, (A), 3, b, pp. 56
 Alston Wilkes Halfway House, para 7.9, (B), pp. 75
 Any Other Activity Endangering Security and Safety,
 para 4.10, pp. 53
 Appeals (Adjustment Committee Decisions), para 3.11, pp. 33
 Applications, Work Release, para 7.2, (B), pp. 67
 Approved Correspondents, para 1.9, (A), 4, pp. 13
 Arson, para 4.6, (D), and (H), pp. 40 and 41

- Assault and Battery, para 4.5, (C), 1, 2, and (H),
 pp. 37 and 40
 Assignment, para 1.2, also para 2.1, pp. 1 and 19
 Attempted Escape (With Force), (Escape or Escape Attempt),
 para 4.8, (A), and (R), pp. 43 and 48
 Attempted Escape (Without Force), (Escape or Escape Attempt),
 para 4.8, (B), and (R), pp. 44 and 48
 Attempts to Commit Violations, para 4.3, pp. 36
- B**
- Bribery or Extortion, para 4.7, (B), and (D), pp. 42 and 43
- C**
- Censorship, *Mail*, para 1.9, (A), 1, pp. 12
 Chairman, Adjustment Committee, para 3.5, (B), pp. 30
 Changes in
 Time You must Serve, para 2.5, pp. 23
 Statutory Good Time, (C), pp. 23
 Seven Day Credits, (D), pp. 24
 Meritorious Good Time, (E), pp. 25
 Loss of, (B), pp. 23
 Restoration of, (C), pp. 23
 Custody Levels, para 2.4, pp. 21
 Church Services, Pastoral Services, para 5.3, (B), pp. 57
 Classification and Assignment, Chapter II, pp. 19
 Custody Levels, para 2.3, pp. 20
 Changes in Custody Levels, para 2.4, pp. 21
 Changing the Time You Must Serve, para 2.5, pp. 23
 Transfers, para 2.6, pp. 25
 Interstate Transfers, para 2.7, pp. 26
 Detainers, Holds, and Notices, para 2.8, pp. 27
 Classification and Assignment Committee, para 1.2, pp. 1
 Classification Committee, para 2.1, pp. 19
 Classification Team, para 2.2, pp. 19
 Clothing and Personal Property, para 1.8, pp. 8
 Applicability, (A), pp. 9
 Inventories, (C), pp. 9
 Procedures, (D), pp. 9
 Privately Acquired Personal Property, (E), pp. 10
 Prohibition of Transfers Between Inmates, (F), pp. 11
 Limitations and Liabilities, (G), pp. 11
 Communications, Chapter X, pp. 83
 General, para 10.1, pp. 83
 Emergency, para 10.2, pp. 84

Community Passes, (Dependent Support), para 7.4, (C), pp. 69

Community Programs, Chapter VII, pp. 65

Work Release, para 7.2, pp. 65

Educational Release, para 7.3, pp. 68

120-Day Accelerated Work Release Program, para 7.4, pp. 69

30-Day Pre-Release Program, para 7.5, pp. 70

Furloughs, para 7.6, pp. 70

Staff Participants, para 7.7, pp. 73

Custody Changes, para 7.8, pp. 73

Special Programs, para 7.9, pp. 74

Complicity (Participation), para 4.2, (B), pp. 36

Contraband, Possession and/or Attempt to Obtain, para 4.9, (G), and (P), pp. 50 and 52

Correspondence, Obscene, para 4.9, (K), and (P), pp. 52

Correspondence Policy, para 1.9, pp. 12

Regulations, (A), pp. 12

Administration of Regulations, (B), pp. 14

Packages, (C), pp. 15

Publications, (D), pp. 16

Counseling, para 3.2, (B), 2, pp. 28

Criminal Charges, para 3.2, (B), 9, also para 3.12 pp. 28 also 34

Cross-Examine, (Right to Cross-Examine and Call Witnesses), para 3.8, pp. 32

Creating a Health, Safety, or Fire Hazard, para 4.9, (E), and (P), pp. 50 and 52

Custody Changes, (Program Participants at Work Release Centers), para 7.8, pp. 73

Custody Levels, para 2.3, pp. 20

"AA" Custody, (A), pp. 20

"A" Custody, (B), pp. 20

"B" Custody, (C), pp. 20

"C" Custody, (D), pp. 20

"M" Custody, (E), pp. 21

Custody Levels, Changes in, para 2.4, pp. 21

Custody Level, Reduction in, para 3.9, (A), 4, pp. 32

D

Damage or Destruction or Defacing of Property, para 4.6, (G), and (H), pp. 41

Decisions, (Adjustment Committee Decisions), para 3.9, pp. 32

Dependent Support — Community Passes, para 7.4, (C), pp. 69

Depositing in the E. H. Cooper Trust Fund, para 1.10, (C), pp. 17

Detainers, Holds, and Notices, para 2.8, pp. 27

Detainers, (A), pp. 27

Hold, (B), pp. 27

Notify, (C), pp. 28

Diploma, Required, Youthful Offenders, para 5.4, (B), pp. 58

Direct Order, Refusing to Obey Promptly or Properly, para 4.8, (L), and (R), pp. 47 and 48

Disciplinary Procedures, Chapter III, pp. 28

Minor Violations, para 3.2, pp. 28

Major Violations, para 3.3, pp. 29

Written Notice of Adjustment Committee Hearing, para 3.4, pp. 30

Adjustment Committee, The, para 3.5, pp. 30

Inmate Representation, para 3.6, pp. 31

Polygraph (Lie Detector) and Preponderance of Evidence, para 3.7, pp. 31

Right to Cross-Examine and Call Witnesses, para 3.8, pp. 32

Adjustment Committee Decisions, para 3.9, pp. 32

Documentation (of Adjustment Committee Action), para 3.10, pp. 33

Appeals (Adjustment Committee Decision), para 3.11, pp. 33

Criminal Charges, para 3.12, pp. 34

Discrimination, (Rights and Responsibilities), para 9.1, pp. 80

Dismissal of the Report (Disciplinary Procedures), para 3.2, (B), 1, pp. 28

Disorderly Conduct or Fighting, para 4.8, (N), and (R), pp. 48

Disposition, (Suspended by Adjustment Committee), para 3.9, (A), 3, pp. 32

Disrespect, para 4.9, (L), and (P), pp. 52

Disturbance or Riot, Engaging in, para 4.8, (F), and (R), pp. 45 and 48

Disturbance or Riot, Inciting or Creating a, para 4.8, (E), and (R), pp. 44 and 48

Documentation (of Adjustment Committee Action), para 3.10, pp. 33

CONTINUED

1 OF 2

Drug/Alcohol Services, para 5.3, (A), 3, pp. 56
 Alcoholics Anonymous (AA), b, pp. 56
 Duties, Extra, para 3.2, (B), 6, pp. 29

E

E. H. Cooper Trust Fund, para 1.10, pp. 17
 Education, para 5.4, pp. 58
 Educational Furlough, para 7.6, (B), pp. 71
 Educational Release, para 7.3, pp. 68
 Eligibility, 120-Day Work Release, para 7.4, (B), pp. 69
 Embezzlement, para 4.6, (C), and (H), pp. 40 and 41
 Emergency (Communications), para 10.2, pp. 84
 Emergency Furlough, para 7.6, (C), pp. 71
 Employment and Pay, para 1.4, pp. 3
 Employment Program, (Community Programs), para 7.9, (A), pp. 74
 Engaging in a Disruption of Institutional Operations, para 4.8, (H), and (R), pp. 47 and 48
 Engaging in a Disturbance or Riot, para 4.8, (F), and (R), pp. 45 and 48
 Escape or Escape Attempt or Aiding and Abetting
 Escape With Force, para 4.3, (B), and (R), pp. 44 and 48
 Escape or Escape Attempt or Aiding and Abetting
 Escape Without Force, para 4.8, (B), and (R), pp. 44 and 48
 Excess Money, para 4.9, (N), and (P), pp. 52
 Explosive, (or firearm), (Possession of), para 4.8, (K), (R), pp. 47 and 48
 Expression, (Rights and Responsibilities), para 9.4, pp. 81
 Extortion, (Bribery or), para 4.7, (B), and (D), pp. 42 and 43
 Extra Duties, Assign, para 3.2, (B), 6, pp. 29
 Eyeglasses, para 5.5, (C), pp. 59

F

Failure to Return to Work, Refusal to Work or, para 4.9, (C), and (P), pp. 50 and 52
 False Identification, para 4.8, (Q), and (R), pp. 48
 Fighting, (Disorderly Conduct or), para 4.8, (N), and (R), pp. 48
 Firearm or Explosive, Possession of, para 4.8, (K), and (R), pp. 47 and 48
 Fire Hazard, (Creating a), para 4.9, (E), and (P), pp. 50 and 52
 Forgery or Possession of Any Forged Document, para 4.6, (F), and (H), pp. 41

Furloughs, para 7.6, pp. 70
 Eligibility, General, (A), pp. 70
 Educational Furlough, (B), pp. 71
 Emergency Situations, (C), pp. 71
 To Secure Employment or Residence, (D), pp. 72
 To Obtain Outside Medical Services, (E), pp. 72
 Out-of-State Furloughs, (F), pp. 73
 Furlough, Emergency, para 7.6, (C), pp. 71

G

Gambling and Money Lending (Loan Sharking), para 4.9, (B), and (P), pp. 49 and 52
 General Information, Chapter I, pp. 1
 Reception and Evaluation, para 1.2, pp. 1
 Institutional Orientation, para 1.3, pp. 2
 Employment and Pay, para 1.4, pp. 3
 Workmen's Compensation, para 1.5, pp. 4
 Visitation, para 1.6, pp. 4
 Personal Hygiene, para 1.7, pp. 7
 Clothing and Personal Property, para 1.8, pp. 8
 Correspondence Policy, para 1.9, pp. 12
 Money, para 1.10, pp. 17
 Policy and Procedure for Inmate Savings Accounts
 Outside the SCDC, para 1.11, pp. 18
 Good Conduct Time, para 2.5, (C), pp. 23
 Good Time, para 2.5, pp. 23
 Good Time, (Loss of), para 2.5, (B), pp. 23
 Good Time, Meritorious, para 2.5, (E), pp. 25
 Loss of, para 3.9, (B), pp. 33
 Good Time, Recommend the Taking of, para 3.9, (A), 6, pp. 32

H

Habitual Violator, (Infractions and Penalties), para 4.11, pp. 53
 Halfway House, Alston Wilkes, para 7.9, (B), pp. 75
 Health, (Creating a Hazard), para 4.9, (E), and (P), pp. 49 and 52
 Hold, (Detainers, Holds, and Notices) para 2.8, (B), pp. 27
 Homosexuality, para 4.9, (O), and (P), pp. 52
 Horticulture Project, para 5.3, (D), pp. 58
 Hostage, Taking of a, para 4.8, (D), and (R), pp. 44 and 48
 Humane Treatment, Rights and Responsibilities, para 9.3, pp. 80
 Hygiene, Personal, para 1.7, pp. 7

- I**
- Identification, False, para 4.8, (O), and (R), pp. 48
 - Inciting or Creating a Disruption of Institutional Operations, para 4.8, (G), and (R), pp. 47 and 48
 - Inciting or Creating a Disturbance or Riot, para 4.8, (E), and (R), pp. 45 and 48
 - Indecent Exposure, para 4.9, (I), and (P), pp. 52
 - Infractions and Penalties, Chapter IV, pp. 35
 - Responsibilities for Violations, para 4.2, pp. 35
 - Attempts to Commit Violations, para 4.3, pp. 36
 - Administrative Segregation, para 4.4, pp. 37
 - Violations Against Persons, para 4.5, pp. 37
 - Violations Against Property, para 4.6, pp. 40
 - Violations Against the Administration of Justice Within the Institution, para 4.7, pp. 42
 - Violations posing a Threat to the Security and the Order of the Institution, para 4.8, pp. 43
 - Offenses Against Health and Miscellaneous Offenses, para 4.9, pp. 49
 - Any other Activity Endangering Security and Safety, para 4.10, pp. 53
 - Habitual Violator, para 4.11, pp. 53
 - Violations Committed While Serving Administrative Segregation, para 4.12, pp. 54
 - Inmate Representation, para 3.6, also (*Ombudsman*), para 5.2, pp. 54
 - Inspection, Mail, para 1.9, (A), 1, pp. 12
 - Institutional Passes, Abuse of, para 4.9, (M), and (P), pp. 52
 - Intent To Appeal, (Adjustment Committee Decision), para 3.11, (B), pp. 33
 - Interfering With an Investigation, para 4.7, (A), and (D), pp. 42 and 43
 - Interfering With the Duties of Any Person, para 4.8, (P), and (R), pp. 48
 - Interstate Transfers, para 2.7, pp. 26
- J**
- Job Placement, Work Release, para 7.2, (D), pp. 68
- K**
- L**
- Legal, Rights and Responsibilities, para 9.5, pp. 82

- Liability (Responsibility), para 4.2, (A), pp. 35
 - Lie Detector, (*Polygraph and Preponderance of Evidence*), para 3.7, pp. 31
 - Refusal, (C), pp. 31
 - Loan Sharking, Gambling and Money Lending, para 4.9, (B), and (P), pp. 49 and 52
 - Lock-Up (Administrative Segregation), para 3.3, also para 3.9, (A), 5, pp. 29 also 32
 - Loss of Departmental Privileges, para 3.9, (A), 2, pp. 32
 - Loss of Good Time, para 2.5, (B), pp. 23
 - Recommendation, para 3.9, (A), 6, pp. 33
 - Loss of Privileges, (*Institutional*), para 3.2, (B), 5, pp. 29
- M**
- Making False Statements to and/or Against Persons, para 4.7, (C), and (D), pp. 42 and 43
 - Major Violations, (Disciplinary Procedures), para 3.3, pp. 29
 - Medical, Furlough to Obtain Outside Medical Services, para 7.6, (E), pp. 72
 - Medical Services, para 5.5, pp. 58
 - Sick Call, (A), pp. 58
 - Outside Medical Care, (B), pp. 58
 - Optometrist/Ophthalmologist, (C), pp. 59
 - Medical Services, Outside, para 5.5, (B), pp. 58
 - Medication (*Prescribed*) Possession or Unauthorized Amounts, para 4.9, (H), and (P), pp. 51 and 52
 - Meetings, Unauthorized, para 4.8, (O), and (R), pp. 48
 - Mental Health Care, para 5.3, (A), pp. 55
 - Psychological Services and Social Work Services, 1, pp. 55
 - Title XX Program, 2, pp. 55
 - Drug/Alcohol Services, 3, pp. 56
 - The Therapeutic Community, 4, pp. 57
 - Meritorious Good Time, para 2.5, (E), pp. 25
 - Loss of, para 3.9, (B), pp. 33
 - Minor Violations, (Disciplinary Procedures), para 3.2, pp. 28
 - Money, para 1.10, pp. 17
 - Incoming Procedures, (A), pp. 17
 - Release Procedures, (B), pp. 17
 - Depositing in the E. H. Cooper Trust Fund, (C), pp. 17
 - Withdrawing Money from the E. H. Cooper Trust Fund, (D), pp. 17
 - Money, Excess, para 4.9, (N), and (P), pp. 52

Money Lending, Gambling and, para 4.9, (B), and (P), pp. 49 and 52

Money Received from Visitors, para 1.11, (D), pp. 19

Money Received in Mail, para 1.11, (C), pp. 18

Murder, para 4.5, (A), and (H), pp. 37 and 40

N

Narcotic Drugs, Under the Influence of, para 4.9,

(A), and (P), pp. 49 and 52

Notify, (Detainers, Hold, and Notifies), para 2.8,

(C), pp. 28

O

Obscene Correspondence, para 4.9, (K), and (P), pp. 52

Obtaining Goods or Services Under False Pretenses,

para 4.9, (F), and (P), pp. 50 and 52

Ombudsman Program, para 5.2, pp. 54

Order, (Refusing to Obey Promptly or Properly a Direct

Order), para 4.8, (L) and (R), pp. 47 and 48

Offenses Against Health and Miscellaneous Offenses,

para 4.9, pp. 49

Under the Influence of Narcotic Drugs, Alcohol, or

Other Substances, (A), pp. 49

Gambling and Money Lending (Loan Sharking), (B), pp. 49

Refusal to Work or Failure to Return to Work, (C), pp. 50

Abuse of Privileges, (D), pp. 50

Creating a Health, Safety or Fire Hazard, (E), pp. 50

Obtaining Goods or Services Under False Pretenses,

(F), pp. 50

Possession and/or Attempts to Obtain Contraband, (G),

pp. 50

Possession of Prescribed Medication in Unauthorized

Amounts, (H), pp. 51

Indecent Exposure, (I), pp. 52

Telephone Abuse, (J), pp. 52

Obscene Correspondence, (K), pp. 52

Disrespect, (L), pp. 52

Abuse of Institutional Passes, (M), pp. 52

Excess Money, (N), pp. 52

Homosexuality, (O), pp. 52

Unauthorized purchase and/or sale of articles between

inmates (P), pp. 52

Optometrist/Ophthalmologist, para 5.5, (C), pp. 59

Orientation, Institutional, para 1.3, pp. 3

Out-of-Place, para 4.8, (M), and (R), pp. 47 and 48

Out-of-State Furloughs, para 7.6, (F), pp. 73

Outside Medical Services, Ordered by SCDC,

para 5.5, (B), pp. 58

Outside Medical Services, Requested by Inmate,

para 7.6, (E), pp. 72

P

Packages, para 1.9, (C), pp. 15

Pardons, para 8.4, pp. 78

Parole, para 8.2, pp. 76

Eligibility, (A), pp. 76

Interview, (B), pp. 77

Hearing, (C), pp. 77

Terminal Illness, (D), pp. 77

Denial, (E), pp. 77

Parole, (Methods of Granting), para 8.3, (B), pp. 78

Parole Reconsideration Time Schedule, para 8.3, (A), pp. 78

Participation (Complicity), para 4.2, (B), pp. 36

Pastoral Services, para 5.3, (B), pp. 57

Pay, Employment and, para 1.4, pp. 3

Personal Hygiene, para 1.7, pp. 7

Personal Property, (See *Clothing and Personal Property*),

para 1.8, pp. 8

Polygraph (Lie Detector) and Preponderance of Evidence,

para 3.7, pp. 31

Refusal, (C), pp. 31

Possession and/or Attempts to Obtain Contraband,

para 4.9, (G), and (P), pp. 50 and 52

Possession of a Firearm or Explosive,

para 4.8, (K), and (R), pp. 47 and 48

Possession of a Weapon Other Than a Firearm or Explosive,

para 4.8, (J), and (R), pp. 47 and 48

Possession of Prescribed Medication in Unauthorized

Amounts, para 4.9, (H), and (P), pp. 51 and 52

Possession of Stolen Property, para 4.6, (E), and (H),

pp. 40 and 41

Possession of Tools or Paraphernalia for Escape Purposes,

para 4.8, (C), and (R), pp. 44 and 48

Possession (or Forgery) of any Forged Document,

para 4.6, (F), and (H), pp. 41

Privileges, Abuse of, para 4.9, (D), and (P), pp. 50 and 52

Privileges, (Departmental), Loss of, para 3.9, (A), 2, pp. 32

Privileges, (Institutional), Loss of, para 3.2, (B), 5, pp. 29

Probation, Parole and Pardon, Chapter VIII, pp. 76

Parole, para 8.2, pp. 76

Parole Reconsideration Time Schedule, para 8.3, pp. 78

Pardons, para 8.4, pp. 78
 Processing, Work Release, para 7.2, (C), pp. 68
 Program, Employment, (Community Programs), para 7.9,
 (A), pp. 74
 Program Services, Chapter V, pp. 54
 Ombudsman Program, para 5.2, pp. 54
 Services, para 5.3, pp. 55
 Education, para 5.4, pp. 58
 Medical Services, para 5.5, pp. 58
 Psychological Services, para 5.3, (A), 1, pp. 55
 Publications, 1.9, (D), pp. 16
 Publications Review Committee, para 1.9, (D), pp. 16

Q**R**

Reception and Evaluation Center, para 1.2, also para 2.1
 pp. 1 and 19
 Recreation Services, para 5.3, (C), pp. 57
 Reduction in Custody Level, para 3.9, (A), 4, pp. 32
 Referral to Adjustment Committee, para 3.2, (B), 8, pp. 29
 Referral to the Warden, para 3.2, (B), 9, pp. 29
 Refusal, Polygraph (Lie Detector), para 3.7, (C), pp. 31
 Refusal to Work or Failure to Return to Work,
 para 4.9, (C), and (P), pp. 50 and 52
 Refusing to Obey Promptly or Properly a Direct Order,
 para 4.8, (L), and (R), pp. 47 and 48
 Religion, Rights and Responsibilities, para 9.2, pp. 80
 Religious Activities, para 5.3, (B), pp. 57
 Reprimand (May be a Written), para 3.2, (B), 3, pp. 28
 Reprimand, (Verbal), para 3.2, (A), pp. 28
 Resisting Arrest, para 4.8, (I), and (R), pp. 47 and 48
 Restitution, para 3.2, (B), 7, pp. 29
 Restoration of Good Time, para 2.5, (C), pp. 23
 Restricted Correspondents, para 1.9, (A), 5, pp. 14
 Responsibility (Liability), para 4.2, (A), pp. 35
 Responsibility for Violations, para 4.2, pp. 35
 Rights and Responsibilities, Chapter IX, pp. 79
 Discrimination, para 9.1, pp. 80
 Religion, para 9.2, pp. 80
 Humane Treatment, para 9.3, pp. 80
 Expression, para 9.4, pp. 81
 Legal, para 9.5, pp. 82

Right to Cross Examine and Call Witnesses, para 3.8, pp. 32
 Riot, or Disturbance, Engaging in, para 4.8, (F), and (R),
 pp. 45 and 48
 Robbery Without Force, para 4.5, (E), and (H), pp. 38 and 40
 Robbery by Force, para 4.5, (D), and (H), pp. 38 and 40

S

Safety, (*Creating a Hazard*), para 4.9, (E), and (P),
 pp. 50 and 52
 Savings Accounts Outside the SCDC, para 1.11, pp. 18
 General Requirements, (A), pp. 18
 Work Release Participants, (B), pp. 18
 Security and Safety, (*Any Activity Endangering*),
 para 4.10, pp. 53
 Segregation, Temporary, para 3.2, (B), 4, pp. 28
 Services, para 5.3, pp. 55
 Mental Health Care, (A), pp. 55
 Pastoral Services, (B), pp. 57
 Recreation Services, (C), pp. 57
 Horticulture Project, (D), pp. 58
 Services, (*Obtained Under False Pretenses*),
 para 4.9, (F), and (P), pp. 50 and 52
 Sexual Assault, para 4.5, (F), and (H), pp. 38 and 40
 Sick Call, para 5.5, (A), pp. 58
 Social Work Services, Psychological Services and,
 para 5.3, (A), 1, pp. 55
 Special Programs, (Community Programs),
 para 7.9, pp. 74
 Employment Program, (A), pp. 74
 Title XX – Community Transitional Services, (B), pp. 75
 Sports, Recreation Services, para 5.3, (C), pp. 57
 Staff Participation, (*Work Release Participants*),
 para 7.7, pp. 73
 Suspended, (*Adjustment Committee Disposition*),
 para 3.9, (A), 3, pp. 32

T

Telephone Abuse, para 4.9, (J), and (P), pp. 52
 Temporary Segregation, para 3.2, (B), 4, pp. 28
 Therapeutic Community, para 3.2, (A), 4, pp. 57
 Threatening Conduct, para 4.5, (G), and (H), pp. 39 and 40
 Theft, para 4.6, (A), and (H), pp. 40 and 41
 Title XX – Community Transitional Services,
 para 7.9, (B), pp. 75
 Title XX Program, para 5.3, (A), 2, pp. 55
 Transfers, para 2.6, pp. 25

Interstate, para 2.7, pp. 26

U

Unauthorized Civilian Clothes, para 1.8, (D), 2, pp. 10
 Unauthorized Meetings, para 4.8, (O), and (R), pp. 48
 Unauthorized Use of Property of Another, para 4.6,
 (B), and (H), pp. 40 and 41
 Unauthorized purchase and/or sale of articles between
 inmates, 4.9 (P), pp. 52
 Under the Influence of Narcotic Drugs, Alcohol or
 Other Substances, para 4.9, (A), and (P), pp. 49 and 52
 Unrestricted Correspondents, para 1.9, (A), 3, pp. 13

V

Verbal Reprimand, para 3.2, (A), pp. 28
 Verbal Warning, para 3.2, (B), 3, pp. 28
 Violations Against Persons, para 4.5, pp. 37
 Murder, (A), pp. 37
 Voluntary Manslaughter, (B), pp. 37
 Assault and Battery, (C), pp. 37
 Assault With Physical Force Sufficient to Kill, 1,
 pp. 38
 Assault With a Weapon, 1, pp. 38
 Assault and Battery, 2, pp. 38
 Robbery by Force, (D), pp. 38
 Robbery Without Force, (E), pp. 38
 Sexual Assault, (F), pp. 38
 Threatening Conduct, (G), pp. 39
 Summary (Penalties for (A) through (G) above)
 para (H), pp. 40
 Violations Against Property, 4.6, pp. 40
 Theft, (A), pp. 40
 Unauthorized Use of Property of Another, (B), pp. 40
 Embezzlement, (C), pp. 40
 Arson, (D), pp. 40
 Possession of Stolen Property, (E), pp. 40
 Forgery or Possession of Any Forged Document,
 (F), pp. 41
 Damage or Destruction or Defacing of Property,
 (G), pp. 41
 Summary (Penalties for (A) through (G) above), (H), pp. 41
 Violations Against the Administration of Justice
 Within the Institution, para 4.7, pp. 42
 Interfering With an Investigation, (A), pp. 42
 Bribery or Extortion, (B), pp. 42
 Making False Statements to and/or Against Persons,
 (C), pp. 42
 Summary, (Penalties for (A) through (C) above),
 para (D), pp. 43

Violations Committed While Serving Administrative
 Segregation, para 4.12, pp. 54
 Violations, Major, para 3.3, pp. 29
 Violations, Minor, para 3.2, pp. 28
 Violator, Habitual, (Infractions and Penalties), para 4.11,
 pp. 53
 Violations Posing a Threat to the Security and
 the Order of the Institution, para 4.8, pp. 43
 Escape or Escape Attempt or Aiding and Abetting
 Escape With Force, (A), pp. 43
 Escape or Escape Attempt or Aiding and Abetting
 Escape Without Force, (B), pp. 44
 Possession of Tools or Paraphanelia for Escape
 Purposes, (C), pp. 44
 Taking of a Hostage, (D), pp. 44
 Inciting or Creating a Disturbance or Riot, (E), pp. 44
 Engaging in a Disturbance or Riot, (F), pp. 45
 Inciting or Creating a Disruption of Institutional
 Operations, (G), pp. 45
 Engaging in a Disruption of Institutional
 Operations, (H), pp. 46
 Resisting Arrest, (I), pp. 47
 Possession of a Weapon Other Than a Firearm
 or Explosive, (J), pp. 47
 Possession of a Firearm or Explosive, (K), pp. 47
 Refusing to Obey Promptly or Properly a Direct Order,
 (L), pp. 47
 Out-of-Place, (M), pp. 47
 Disorderly Conduct or Fighting, (N), pp. 48
 Unauthorized Meetings, (O), pp. 48
 Interfering With the Duties of Any Person,
 (P), pp. 48
 False Identification, (Q), pp. 48
 Summary, (Penalties for (A) through (Q) above),
 para (R), pp. 48
 Visitation, para 1.6, pp. 4
 Categories of Visitors, para 1.6, (J), pp. 5
 Voluntary Manslaughter, para 4.5, (B), and (H), pp. 37 & 40
W
 Wanted or Warrant, para 2.8, (A), pp. 27
 Warning, Verbal, para 3.2, (B), 3, pp. 28
 Weapon, (Possession of), (Other Than a Firearm or Explosive),
 para 4.8, (J), and (R), pp. 47 and 48

Witness, (Right to Cross-Examine and Call Witnesses),
para 3.8, pp. 32

Withdrawing Money from the E. H. Cooper Trust Fund,
para 1.10, (D), pp. 17

Work Release, para 7.2, pp. 65
Standard Time Requirements, (A), pp. 65
Applications, (B), pp. 67
Processing, (C), pp. 68

Workmen's Compensation, para 1.5, pp. 4
Written Notice of Adjustment Committee Hearing,
para 3.4, pp. 30

X**Y**

Youthful Offender Act, para 1.2, pp. 1
Youthful Offender Division, para 1.2, pp. 1
Youthful Offender, The, Chapter VI, pp. 59
The Youthful Offender Division, para 6.1, pp. 59
Institutional Assignment, para 6.2, pp. 59
Projected Release Date and Parole, para 6.3, pp. 60
Adjustment Committee, para 6.4, pp. 62
Extensions, para 6.5, pp. 62
Transfers and Custody, para 6.6, pp. 63
Work Release Consideration, para 6.7, pp. 63
Parole Consideration and Pre-Parole Investigation,
para 6.8, pp. 63
Youthful Offenders, (Required Diploma), para 5.4, (B), pp. 58

END