

SBWCC Housing and Compound Rules

It is the responsibility of each resident to understand and follow these rules:

You will follow all written and/or verbal instructions and decision made by staff.

Your interaction with staff, public and volunteers will remain respectful, professional and appropriate for minimum custody at all times.

Housing Unit:

1. Keep your assigned living area clean and orderly at all times. Your area should be bunk inspection ready between 0800 and 1700 every day.
2. Maintain property limits according to Policy 320.02.01.001.
3. You may not display pictures, posters, drawings, or painting on the outside of lockers or bunks. These items must be displayed in the designated area. Items can be confiscated if not stored properly.
4. The only items allowed to be stored on top of bunk shelves is 1 book, clock, 1 beverage container, eyeglasses, lamp, 1 pen or pencil, fan, and 1 roll of toilet paper. All other items must be stored inside of locker or property basket.
5. All property, with the exception of shoes and approved bunk shelf items, must be stored in lockers or laundry baskets
6. Walkways will remain clear at all times. This includes shoes being properly stored.
7. When watching television or listening to music with ear buds or headphones, keep volume low enough that you can hear announcements and staff talking to you.
8. Dayrooms and showers are open from 0500 to 2100.
9. Noise levels will be kept to an appropriate level, according to staff standards. Dayrooms can be shut down if noise levels get too high.
10. You will not enter tiers/rooms not assigned to you. Violations will result corrective action.
11. You may not hang clothes on your bunk at any time. Any clothing hanging off bunks, heating vents, or wiring can be confiscated.
12. Any completed hobby craft must be mailed out within 14 days, with the exception of 1 blanket and 1 animal.
13. No loitering in hallways, doorways, outside walkways, or bathrooms.
14. If you have questions for an Officer, which cannot be taken care of on tier checks, you may approach the Officer station at your units designated window time.
15. All morning chores must be completed by 0800 and evening chores completed by 2030.
16. All residents must remain awake during programming/work hours of 0700-1700. Exceptions: 1000 count can be used for a brief nap.

Recreation:

17. No running unless in designated area.
18. You may not lie down or sun bath.
19. Sunglass and hats may be worn outside only. Hats must be worn properly with the bill facing forward.
20. You must wear appropriate clothing in recreational areas, shorts, thermal top or t-shirt, pants etc.
21. Shower shoes may be worn anywhere inside of your housing unit. No shower shoes outside.

Count Procedure:

22. Once recall is announced you have 15 minutes to return to your unit and assigned bunk. If you need to use the restroom that is the time to do so.
23. **You will remain quiet and on your bunk during count.**
24. **Remain in your bunk/room area until count is cleared.**
25. **You may not access the dayrooms during count.**

Clothing:

26. Full Uniform: Scrub top and bottom, undershirt (tucked in), bra, underwear, socks, shoes, and ID (visible)
 - Must be worn during meal times, medical appointments, programs, education, and visiting.
27. Partial Uniform: Undershirt, thermal, underwear, bra, scrub pants, shower shoes with socks, shoes
 - Shower shoes may not be worn on the sandlot or in the gym.
28. Minimum Uniform (night clothing 1900-0700): Undershirt, thermal, underwear, nightshirt, shorts

Dining:

29. You may take one (1) piece of unpeeled fruit and super snack (only on weekend) back to your unit. It must be eaten prior to next meal. Excess fruit and food items will be confiscated.
30. Only condiments may be taken to the dining hall during meals.

Hygiene:

31. You must maintain good personal hygiene in accordance to Policy 306.02.01.001.
32. Changing clothing in your living area is prohibited. All changing of dress must be conducted in your respective tier restroom stall or shower.
33. All haircuts will be done by the barbers and will be in accordance to Policy 306.02.01.001.
34. You may do other resident's hair in dayrooms and/or restrooms. Chairs will not be permitted in restrooms for doing hair.
35. All clothing must fit properly and be serviceable at all times
36. Undershirts that are sheer or see through must be exchanged through the laundry process.

Programming:

37. You must receive prior approval for missing class. After 3 unexcused absences you will be removed from the class and will start over in the next available class.
38. Programming takes priority over institutional jobs and you will be expected to attend programming when scheduled.

Golden Rules of SBWCC

1. RESPECT-You will be respectful at all times
2. VERBAL & PHYSICAL ABUSE will not be tolerated, this includes profanity.
3. Destruction of state property is not permitted
4. DO NOT horseplay or promote disruptive behavior
5. Sexual activity of ANY form is not permitted
6. NO bartering
7. NO stealing
8. Do NOT talk poorly of others; if you have nothing nice to say, don't say anything at all
9. Follow orders by all staff
10. Clean up after yourself! If you make a mess clean it up.
11. DO NOT enter any area you do not have permission to enter.
12. Just because a rule is not listed doesn't mean you can do it.

Standard Operating Procedure (SOP) and Policy References

Access to Courts:

SOP 405.02.01.001

Classification:

SOP 303.02.01.001

Commissary:

SOP 406.02.01.001

Clinical Services and Treatment:

Policy 401

Disciplinary SOP:

SOP 318.02.01.001

Food Service:

SOP 404.02.01.001

Hobby Craft:

SOP 608.02.00.001

Funds: Resident

SOP 114.03.03.024

Grievance/concern forms:

SOP 316.04.01.001

Resident Incentive Pay:

SOP 611.02.01.004

Hygiene of Residents, Resident Barbers, Resident Housekeeping and

Laundry: SOP 306.02.01.001

Mail:

SOP 402.02.01.001

Prison Rape Elimination Act:

SOP 136.02.01.001

Property:

State Issued and Resident Personal Property, SOP 320.02.01.001

Religious Property, SOP 320.02.01.002

Retained Jurisdiction:

SOP 324.02.01.001

Searches of Residents:

SOP 317.02.01.001

Team Case Management:

SOP 613.02.01.001

Telephones & Wall Based Kiosks:

SOP 503.02.01.001

Visitation:

SOP 604.02.01.001