

METROPOLITAN CORRECTIONAL CENTER NEW YORK, NY

SPECIAL HOUSING UNIT

INMATE RULES AND REGULATIONS

The following list of rules and regulations pertain to all inmates who are admitted to Special Housing Unit. All inmates shall follow all rules and regulations while housed in the Special Housing Unit. Inmates who fail to abide by the rules and regulations will be subjected to disciplinary actions.

UNIT/CELL SANITATION: All cells will be maintained at the highest level of sanitation at all times. All beds will be made daily between the hours of 7:30 A.M. till 4:00 P.M. on weekdays and 9:00 A.M. till 4:00 P.M. on weekends and holidays. All cells will be maintained and clean on a daily basis. **SHU jumpsuits must be worn daily Monday thru Friday, from 7:00 a.m., to 3:00 p.m. ANY DESTRUCTION OR ALTERATIONS OF THE CELLS OR CLOTHING/LINEN WILL RESULT IN DISCIPLINARY ACTION. YOU WILL BE HELD FINANCIALLY RESPONSIBLE FOR ANY DAMAGES DONE.**

NOTE: All items will be neatly stored under the bed.

NOTE: Food obtained from Food Service WILL NOT be stored in the cells. Food from meal trays will be consumed during that meal or returned with the tray at the end of the meal. Staff will inspect cells during rounds and order inmates to comply with sanitation standards. Failure to comply will result in disciplinary action.

LINEN WILL NOT BE USED AS A TENT TO COVER THE LOWER BUNK.

Upon admission to the SHU you will receive the following: soap, toothbrush, (1) tube of toothpaste, (1) t-shirts, (1) pair of socks, (1) pair of underpants, (1) jumpers, (1) blankets, (1) sheets, (1) cup and (1) spoon. You are responsible for returning all linen and clothing in the same condition as it was received.

LIGHTS: Range lights in the Special Housing Unit will be turned on at 6:00 AM daily. Lights will be turned off at 10:00PM. Cell lights will be turned on in the morning at the inmate's request and turned off in the evening at 10:00 PM.

MAIL: Mail for all inmates will be delivered, Monday through Friday, by the E/W SHU staff. Inmates in Disciplinary Segregation will have magazines/books/newspapers received placed into their personal property. Inmates will receive notification of all such items.

TELEPHONE PRIVILEGES: All inmates housed in the Special Housing Unit will be allowed one (1) fifteen minute ITS social phone call within the first 30 days after admission and one (1) fifteen minute ITS social phone call every 30 days thereafter by submitting an Inmate Request to Staff Member. Inmates will submit an Inmate Request to Staff Member to request a Legal phone call. **The Unit Team is responsible for making all non-monitored and non-recorded calls.** Phone calls will be conducted by the SHU #3 Officer on the Evening shift.

ALL TELEPHONES ARE SUBJECT TO MONITORING. YOUR USE OF THE TELEPHONE CONSTITUTES CONSENT TO THIS MONITORING.

FOOD ITEMS: Other than approved commissary items, no food items will be permitted to be retained in the cells. **This includes food not eaten from the meal trays, delivered by Food Service.**

RECREATION: All inmates will be given the opportunity for outside recreation at a minimum of five (5) hours per week. Inmates must be in full institutional issued clothing and properly worn. Inmates will be pat searched and trans-frisked before entering the recreation area. **NO PERSONAL PROPERTY OF ANY KIND IS ALLOWED IN THE RECREATION AREA.** Recreation will *ordinarily* be conducted between the hours of 7:00 AM to 3:00

PM. Cells will be cleaned completely, beds will be made, nothing will be hanging from the beds or windows, and inmates will be fully dressed and ready prior to being escorted to roof for recreation.

LEGAL LIBRARY: Inmates will be allowed use of the legal library upon request by submitting an Inmate Request to Staff Member. Additional legal materials will be furnished by the Education Department upon submission of an Inmate Request to Staff Member. The Legal Library sessions will last (1) hour on evening watch and will count towards the inmate's recreation time. Both will not be granted on the same day. **Only one inmate, at a time, will be afforded the use of the legal library.**

COMMISSARY: Inmates housed in the Special Housing Unit will be allowed to purchase authorized commissary items from the commissary list once a week. Order forms will be passed out and collected from all inmates desiring to make commissary purchases on Wednesdays and delivery of the commissary items will be on Thursdays.

HAIRCUTS: Inmates will receive (1) haircut every 30 days and will request a haircut via an inmate request to staff. Inmate haircuts are performed on evening watch.

READING MATERIALS: A/D Inmates may possess reading materials, not to exceed (2) books and (1) magazine/newspaper "current issue" at one time. D/S inmates may possess (2) books (**cannot be personal**), and a Bible or Koran upon request.

RADIOS: Inmates Housed in Administrative Detention will only be allowed to have walkman type radios with ear buds in their cells, inmates housed on Disciplinary Segregation status are not allowed radios in their cells.

VISITING: Inmates housed in the Special Housing Unit will be allowed visits on the same days as inmates in the General Population. Each visit will be for a (1) hour period for Disciplinary Segregation and Administrative Detention inmates. All inmate visits will take place in the Visiting room to which you will be escorted in restraints. The restraints will be taken off in the strip search room. All inmates are required to comply with all social visiting regulations. A hug and kiss are permitted upon entry and exit from your social visit and all other physical contact should be limited. Visiting Staff will provide direct supervision during the entire visit.

MEDICAL TREATMENT: All inmates will have the opportunity to see a medical staff member daily. Inmates with special medical needs or requirements such as emergencies will be seen whenever the need arises.

FOOD SERVICE: Food trays will be returned after every meal. Broken utensils will be exchanged at the inmate's request on a one-for-one basis. Cups will be exchanged at the inmate's request on a one-for-one basis. Feeding will be rotated among ranges weekly.

WRITING OR PICTURES ON WALLS: Writing or drawing on the walls or windows will not be tolerated. Items will not be allowed to hang on walls, windows or showers. If writing or pictures on walls are discovered, the inmate will be held responsible.

STRIP SEARCH/METAL DETECTOR: All inmates will be strip searched, searched via metal detector (hand held), and subject to Urinalysis and Alco-Sensor testing upon entering the Special Housing Unit.

CELL ROTATION: All inmates will be rotated at least every twenty one days to a different cell. Each cell will be inspected for sanitation/damage. Incident reports will be written for discrepancies noted.

PERSONAL PROPERTY: Inmates placed in the Special Housing Unit will be given the opportunity to review their personal property after it has been inventoried and delivered to the Special Housing Unit. Upon review, inmates will be issued the allotted property that they are authorized to have. **Inmates will be allowed to obtain other items from their property every 30 days after the initial issue through means of a cop-out to the Property Officer.**

Revised: 12-13-2005

EFTA00080592

Attachment: 1

**PERSONAL PROPERTY AUTHORIZED FOR INMATES IN THE SPECIAL HOUSING UNIT
ADMINISTRATIVE DETENTION**

1. Bible or Koran - 1

2. Legal Materials, (Present Case only)
3. Postage Stamps (Not to exceed 20)
4. Prescription Glasses (NO Sunglasses) - 1
5. Shower Shoes 1 pair
6. Radio w/ ear buds and batteries
7. Magazine (Current Issue 90 days) - 1
8. Newspaper (Current issue - 4 days local, 10 days non-local) - 1
9. Commissary (approved items only)
10. Wedding Band (Plain no stones)
11. Religious Medallion /Authorized religious headgear (Not to exceed 100.00 dollars)-nonmetallic
12. Shampoo or Conditioner - 1
13. Deodorant - 1
14. Toothpaste - 1
15. Reading Book (soft back only) - 1 (personal)

DISCIPLINARY SEGREGATION STATUS

1. Bible or Koran - 1
2. Religious Medallion /Authorized religious headgear (Not to exceed 100.00 dollars)-nonmetallic
3. Commissary (Approved List)
4. Wedding Band (Plain no stones)
5. Legal Materials, (Present Case only)
6. Postage Stamps (Not to exceed 20)
7. Prescription Glasses (NO Sunglasses) - 1
8. Toothpaste - 1
9. Deodorant - 1
10. Shampoo or Conditioner - 1

Note: All issued items will be exchanged on a one for one basis.

**ITEMS WITH METAL OR GLASS WILL NOT BE PERMITTED IN THE SPECIAL HOUSING UNIT
FOR INMATE POSSESSION.**

Approved by: _____ M. C. WARD, CAPTAIN

RULES AND REGULATIONS ACKNOWLEDGEMENT

I have received a copy of the Rules and Regulations for the Special Housing Unit at MCC New York. I understand that failure to follow these rules and regulations may result in disciplinary action against me.

INMATE : _____

REG # _____

X

Inmate Signature

Date Received

X

Staff Witness (if inmate refuses to sign)