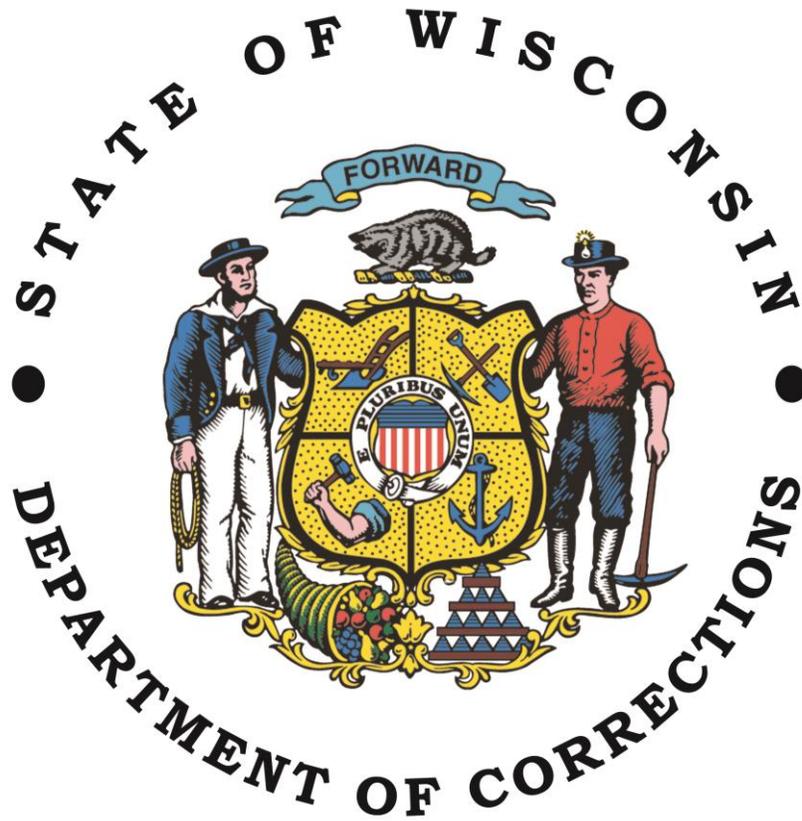


INMATE HANDBOOK



WCCS St. Croix Correctional Center

Revised: November 02, 2012

LIMITED ENGLISH PROFICIENCY POLICY NOTICE

The Wisconsin Department of Corrections (DOC) shall within available resource constraints take reasonable steps to continue providing Limited English Proficiency (LEP) offenders in its custody, or under its supervision, meaningful access to vital documents, important information and health services and to ensure they are not precluded from accessing or participating in important programs or proceedings, including those which may affect the duration and condition of their confinement or favorable classification. This shall be done at no cost to the inmate. The DOC shall not retaliate against any LEP offender for requesting such access. The DOC does not prohibit communication in languages other than English, either by policy or practice, except where security practices require.

El Departamento de Correcciones (DOC) de Wisconsin debe dentro de los limites y recursos desponibles dar los pasos necesarios para continuar brindando a los ofensores con Dominio Limitado del Ingles (LEP) bajo su custodia, o supervision, acceso a documentos vitals, informacion, importante y sevicios de salud, y de asegurar de que noqueden excluidos del acceso o de participar en programas o procedimientos importantes, incluyendo aquellos que puedan afecar la duracion y condiciones de confinamiento o de una clasificacion favorable. Este servicio es gratuito. El DOC no tomara represalias contra ninhun ofensor LEP por solicitior dicho acceso. El DOC no prohíbe la comunicacion en otros idiomas que no sean ingles, nip or política ni en practica, excepto en casos en que las medidas de seguridad si lo requieran.

If you need help understanding English, please notify the nearest staff person.

Si Usted necesita ayuda con el idioma Ingles por favor notifique al miembro de personal mas cercano.

CONFIDENTIALITY NOTICE

The confidentiality of drug and alcohol treatment records is protected by Federal laws and regulations (42 U.S.C. §§ 290DD-3, 290ee-3 for Federal laws and 42 C.F.R. Part 2 for Federal regulations). Generally, programs you are involved in may not say to a person outside the Department of Corrections that an inmate is attending the program, or disclose any information identifying him/her as a drug/alcohol abuser unless:

1. You consent in writing; or
2. the disclosure is allowed by a court order; or
3. the disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation; or
4. you commit or threaten to commit a crime either at the program or against any person who works for the program.

Violations of the Federal law and regulations by a program is a crime. These regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate authorities.

INTRODUCTION

Welcome to the St. Croix Correctional Center and the Challenge Incarceration Program. You have earned the opportunity to participate in the Challenge Incarceration Program. While you are here, it is the expectation that you will give 100% of yourself 100% of the time. Staff will assist you in working towards learning and applying the tools necessary for a successful re-entry into the community.

Your past decisions have impacted many human lives and have created for you many obligations and liabilities. You have a personal responsibility to victims and to the community for the crimes that you have committed. It is expected that while at the St. Croix Correctional Center and upon your release to the community you will exercise your right to make good decisions. You are expected to respect yourself, to respect those in authority, your neighbors, and their property. You are expected to comply with laws and rules which were established to insure a safe, clean, and orderly environment. You are expected to have a strong work ethic and be a productive member of your community. It is your responsibility to meet these expectations if you wish to maintain a successful re-entry to your community.

All program components of the Challenge Incarceration Program are designed to best prepare you for a successful return to society. All program components must be accomplished in order to earn program graduation and an early release to your community. Program extensions and/or program restarts may be earned to provide you an opportunity to continue in the program to meet all program requirements.

It is your responsibility to read and be familiar with the contents of this handbook. This handbook is not intended to contain all inmate rules and expectations. Contact staff if you do not understand information provided in this handbook or if you have any questions regarding this information. Additional rules, procedures, and information may be posted throughout the Center. You are required to follow all orders given by staff. Once you have been taught the proper way to accomplish a task, it is the expectation that you perform in that manner.

Participation in the Challenge Incarceration Program is a privilege. If your performance is unsatisfactory and/or you do not follow staff directives, you may receive disciplinary consequences. Consequences may lead up to and include termination from the Challenge Incarceration Program.

The St. Croix Correctional Center is a coed facility. Everyone is here to successfully complete the program and go home. Unauthorized communication of any nature is strictly forbidden. Types of communication include, but are not limited to; talking, notes, gestures, facial expressions, etc. Unauthorized communication with the opposite gender may lead to disciplinary action leading up to and including termination from the Challenge Incarceration Program.

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INMATE ORIENTATION

All inmates participating in the Challenge Incarceration Program have signed the Memo of Agreement binding them to the conditions and terms of CIP. Inmates must agree to all of the conditions and terms of the St. Croix Correctional Center. Admission to and participation in the Challenge Incarceration Program is a privilege, not a right.

Inmates must successfully complete the entire program and graduate to be eligible for an early release to the community. Inmates will be involved in group and individual counseling, substance abuse programming, education, work assignments, physical training, and military drill and ceremony. Living areas are expected to be kept clean at all times. Inmates are expected to meet personal hygiene and grooming standards.

Strict discipline will be followed at all times. All rules and expectations will be followed without exception. Violations may result in disciplinary action which may lead up to and include removal from the Challenge Incarceration Program.

Inmate orientation generally will last approximately nine (9) days. During this time, you will receive multiple sessions instructing you on the expectations of the St. Croix Correctional Center and the Challenge Incarceration Program. These sessions will include, but are not limited to; clothing, grooming, property, movement, interactions with staff and inmates, racks and lockers, head call procedures, emergency procedures, health services, physical training exercises and expectations, facing maneuvers, and drill and ceremony. You will also receive information pertaining to the program components of CIP. These may include; Education, Criminal Thinking, Rational Thinking, AODA Counseling, Anger Management, and any other programming that is determined pertinent by the Department of Corrections and the St. Croix Correctional Center. Center staff will meet with you to complete your visiting list and obtain your emergency contact.

Inmates will be tested at the end of the orientation process. Inmates will be placed into phase I status and begin a regular program schedule upon successful completion of the test. Regular program scheduling may be delayed until an inmate successfully completes the test. Repeated unsuccessful tests may result in redoing the orientation phase of the program. This may result in extended time to complete the program. Work hard during the orientation phase. This is the time that you have to learn the basic program expectations. The more you push yourself now, the better prepared you will be for the upcoming programming. The less you push yourself, the more you will fall behind and the harder the program will become. Begin to set yourself up to succeed, rather than continuing to fail.

There are always reasons why inmates chose to participate in the Challenge Incarceration Program. During orientation, you may have thoughts of quitting and of not wanting to be here. Those are normal thoughts for new inmates who are not used to the structure and disciplines of this type of program. Remember, those reasons why you came here still exist. The longer you participate in the program, the more involved you will become in all program components, the more you will become familiar with the program expectations, and the easier it will become.

There is a right way and a wrong way of doing anything. Disobeying orders and/or creating disruptions because you do not want to be here is the wrong way. This will result in disciplinary consequences which will have an impact upon your security rating, risk rating, institution placement, and release date to the community. Do not make matters worse for yourself.

EMERGENCY PROCEDURES

Emergency situations may occur during your stay at the St. Croix Correctional Center. Follow staff directives during these situations. Movement is to be completed in an orderly manner. Do not panic. Staff will provide directives for the safety of all individuals involved. The more orderly the procedure is completed, the more likely all individuals will be removed from the area without injury or incident.

FIRE ALARMS

If the fire alarms sound, you are to immediately exit the building in an orderly manner by the designated route. Routes are identified on maps located throughout the Center. Become familiar with these maps. You are to go to an area designated by staff. You will stay there until directed by staff to go elsewhere. You are not to re-enter any building until directed by staff.

TORNADO PROCEDURE

Staff will direct you where to assemble in the event of severe weather. Go to this area in an orderly manner. Follow all staff directives during these procedures. Do not leave this area until staff direct you where to go.

OTHER EMERGENCIES

Staff will direct you where to go and what to do during emergency situations. Follow those directives in an orderly manner.

DRILLS

Drills will be routinely conducted to familiarize inmates with emergency procedures. This is done to ensure the safety of everyone and so that procedures may be accomplished in an orderly manner.

Inmates are to *immediately* report to staff any emergency situation that they observe. This may include another inmate attempting to escape, assaulting another person, or a medical emergency.

EMERGENCY CONTACTS

During your stay at the St. Croix Correctional Center, you may become seriously ill or injured. In this event, the Center will contact the person that you identify as your emergency contact. You need to provide staff with the name, address, phone number, and relationship of the person that you select as your emergency contact. Information will be entered on the appropriate forms. If possible, select an additional emergency contact in the event that your primary emergency contact could not be reached.

Should you receive information regarding a serious illness or death in your family, you will need to provide specific information regarding this incident to your social worker. Verification of this information is required by the Center to determine the next course of action. Death bed or funeral visits may be approved by the Superintendent. Only immediate family members are allowed during these visits. No out of state visits are allowed.

Should the Center receive information regarding a serious illness or death in your family, you will be notified of this information. Staff will work with you to determine the next course of action.

DUTY TO REPORT ILLEGAL ACTIVITY

The St. Croix Correctional Center intends on providing you with a safe and secure environment. We also intend to provide this same environment for staff and the public. One of your responsibilities is to assist in providing a safe environment.

If you see or hear of any illegal activity, you are required to report what you have seen or heard to staff. Types of activity include, but are not limited to, escape, assaultive behavior, damage to property, etc. If staff question you regarding information that you may have, it is also your responsibility to provide whatever information you have in a truthful manner.

Failure to provide information may result in disciplinary consequences.

PRISON RAPE ELIMINATION ACT (PREA)

You have the right to be safe from sexual violence.

The Federal Government passed the Prison Rape Elimination Act (PREA), in 2003, to help prevent, reduce and eliminate any sexual misconduct between inmates and between inmates and staff. This policy affects all of DOC, including every employee and every person under correctional supervision.

You may report any assaults or misconduct that are sexual in nature to a staff member or submit notification in writing via the inmate complaint system.

Additional PREA information is available in your barracks area.
Contact staff with any questions that you may have regarding PREA.

AMERICANS WITH DISABILITIES ACT (ADA)

To request consideration for accommodations under the Americans with Disabilities Act, please forward your request to your team supervisor on a DOC – 643, Interview/Information Request form.

ESCAPE PRECAUTIONS

Any unauthorized leave from the Center or from an off grounds assignment is an ESCAPE. It is a felony that is punishable by up to 5 years incarceration consecutive to your present sentence and a fine of \$10,000.

If you choose to escape, you will be caught and you will be referred for prosecution.

CONTRABAND

Inmates are prohibited from possessing any personal information concerning staff and family members of staff. Such information includes, but is not limited to; addresses, telephone numbers, driver's license numbers, school records, financial records, divorce information, adoption, arrest records, etc. Inmates possessing such information may be subject to disciplinary consequences.

Inmates are prohibited from any unauthorized possession of any personal information pertaining to any inmates at the St. Croix Correctional Center. Information includes that listed in the above paragraph.

You are not allowed to have contraband in your possession at any time, including your rack and locker area. Any item in your possession that is not part of your property or authorized by staff will be considered contraband.

You are not permitted to bring anything back to the Center when returning from any off grounds activity or work assignment.

BULLETIN BOARDS

Bulletin boards are located in each barracks area. Information posted on the bulletin boards is important information for your benefit. Become familiar with what is posted. Information may include, but is not limited to; rule changes, schedules, announcements, canteen, PREA, notifications, and State/Center forms.

You may not remove anything from the bulletin boards without staff approval.

You may not post anything on the bulletin boards.

COUNTS

Counts are conducted throughout the course of the day. When counts are being conducted, all inmate movement stops. Inmates must respond whenever their name is called. Failure to respond for count may lead to disciplinary action. Inmates are to respond to their name only. Responding for another inmate will lead to disciplinary action.

Inmates are not to interrupt staff conducting count, except for an emergency.

Emergency counts may be called. If an emergency count is being taken, you are to report immediately to the area designated by staff. You are not to leave that area until directed to do so by staff.

MOVEMENT

Inmates are not allowed to move about the Center without staff permission. Inmates are not allowed to move from one building to another without staff permission. Any unauthorized movement results in an inmate leaving an assigned area and being in an unassigned area. This action may lead to disciplinary consequences.

Inmates moving about the facility will move at a double time unless otherwise instructed or they are in an area designated for walking movement (wet floor signs, yellow areas, heads, showers, or icy pavement).

Inmates moving from one building to another as a squad will march in a squad formation. Cadences will be called during the movement. Only approved cadences will be used.

TALKING

There is no unauthorized talking or communication allowed in the Challenge Incarceration Program.

Inmates are allowed to talk during program functions and/or groups, during work assignments on work issues, when interacting with staff, and during emergency situations.

Inmates are to request permission to speak when addressing staff.

Unauthorized communication includes, but is not limited to, gestures, notes, facial expressions, etc.

Unauthorized talking or communication may lead to disciplinary consequences.

ATTIRE

All inmates must be in the proper uniform at all times.

All shirts with buttons will be buttoned with the exception of the top button.

Shirts may be removed to the "T" shirt with staff approval.

Pants must be the appropriate size and will be belted at all times.

Socks are to be worn at all times shoes/boots are worn.

Covers are to be worn at all times outside the building. Covers are never worn indoors.

Clothing may not be altered in any manner.

CLOTHING

All clothing is to be worn in the manner that inmates are instructed by staff.

All clothing is to be cleaned in accordance with Center procedure.

All clothing will be properly labeled at all times.

All clothing is to be properly maintained.

All clothing is to be mended as needed.

Interview Requests are to be sent to the "Clothing Sergeant" with specific information for all clothing that cannot be mended.

No personal clothing is allowed at the Center with the exception of release clothing.

See "Release Planning & Procedure" for information regarding release clothing.

Inmates are responsible of all lost, damaged, or altered clothing.

PROPERTY

Personal property is dramatically limited at the St. Croix Correctional Center.

Staff will process inmate property shortly after their arrival at the Center. Property that is allowed will be given to the inmate.

An electric razor may be purchased through canteen if authorized by the Health Services Unit. No other electronic items are allowed.

After inmates are at the St. Croix Correctional Center for one month, one pair of physical training shoes may be purchased from a predetermined retail outlet.

Inmate property will be processed out prior to the inmate leaving the St. Croix Correctional Center. If an inmate is placed into temporary lockup status, their property will remain at the Center until they are transferred to another institution.

Excess or unauthorized property will be disposed of or mailed out at the inmates' expense.

SHOWERS

Inmates will receive at least one shower per day. All shower materials and clean clothing must be taken to the shower area prior to the start of the shower. Inmates are to make certain that they remain in the shower area until they are appropriately dressed.

All inmate assigned to the kitchen will shower prior to reporting for work.

HOUSEKEEPING

Inmates are responsible for keeping their living area neat and clean. Inspections will be made on a regular basis. Inmates are also responsible to keep any area they use neat and clean. This includes, but is not limited to, areas used for studying, meals, groups, physical training, visits, and religious services.

Cleaning supplies may be requested if needed to clean an area.

Inmates are responsible to notify staff immediately of any item that is damaged or broken. This includes, but is not limited to, personal property, property of other inmates, state property, or property belonging to an outside entity.

CLEANING SUPPLIES

Cleaning supplies are available in various areas of the Center. Inmates are not allowed to take cleaning supplies without staff permission.

Certain cleaning supplies are only to be used on certain materials. Inmates must make certain that they are using the correct supplies for the task they are performing. Contact staff with any questions or concerns pertaining to what supplies may be used.

MEALS

Inmates will receive three meals per day. Inmates are not required to take all items that are offered during the meal. Inmates are required to eat all of the food that they take. Inmates choosing not to finish their meal may be subject to disciplinary action. Inmates are not allowed to trade food items.

Inmates are not allowed to take food items away from the dining area.

Inmates are to notify staff immediately of any problem pertaining to an item that has been served to them. Staff will notify inmates of any item that does not need to be eaten.

FREETIME

Inmates will have a minimum of 15 minutes and a maximum of 30 minutes of freetime on a daily basis. Freetime is normally used for completing Interview Requests, doing physical training, head calls, reading and writing letters. Staff permission is required for any activity not specified above.

RECREATION

There are no “open recreational” activities at the St. Croix Correctional Center. All recreational activities are structured and are part of the Challenge Incarceration Program activities. Inmates are expected to participate to the best of their ability at all times. While participating in any recreational activity, inmates must conduct themselves in a safe manner as not to jeopardize themselves or anyone else. Inmates are not allowed to participate in recreational activities if medical restrictions exist.

HAIRCUTS

All inmates will receive a haircut upon their arrival at the St. Croix Correctional Center. Male inmate haircuts will be close-cropped and female inmate haircuts will not exceed below the collar. Additional haircuts will be given every two weeks.

Male inmates will be clean shaven at all times.

LAUNDRY

Inmates will receive sufficient clothing items to ensure that they will have clean items when the laundry procedures are followed. Identified items will be delivered and picked up from the laundry on a daily basis. Inmates are not allowed to talk to the laundry workers when dropping off or picking up their laundry.

A schedule is posted on the bulletin board indicating when inmates are to exchange linen and bedding.

It is the inmates’ responsibility to ensure that they are following the laundry procedures. Contact staff with any questions regarding laundry procedures.

Inmates’ are not allowed to replace clothing items through the laundry. Any new or replaced clothing item must be obtained by submitting an interview request to the Clothing Sergeant.

CANTEEN

A schedule for inmates to order canteen will be posted on the barracks bulletin board. Canteen order forms must be completed properly or the order will not be processed. Inmates will be instructed on how to complete the canteen order forms and on how to receive canteen orders during orientation. Questions pertaining to the canteen process are to be directed to the Canteen Sergeant.

INMATE ACCOUNTS

Inmate account records are not maintained at the St. Croix Correctional Center. The WCCS (Wisconsin Correctional Center System) Business Office, in Madison, records all transactions and controls your accounts. It is very important for you to maintain copies of your records. It is not the responsibility of staff to do this for you. Interview Requests may be submitted to Inmate Accounts regarding any questions or discrepancies that you have regarding your accounts.

Inmates are paid \$2.00 per day for every day they are in program status. Inmates that are not in program status (sick bunk, quitter status, TLU, etc.) will be paid \$0.05 per hour based on an 8 hour day, Monday through Friday, excluding holidays.

Inmates at the St. Croix Correctional Center are not allowed to receive monies sent in to them. Any monies sent in will be returned to the person that sent it in, at the inmates' expense.

A maximum of \$25.00 may be sent out, once per month, for support purposes. Submit a completed disbursement request payable to the intended recipient for processing. Exceptions for additional funds must be approved by the Superintendent. Exceptions will only be granted for special circumstances.

HEALTH SERVICES

Inmates are to notify staff immediately of any emergency medical situation. This may include situations that exist for the inmate personally or for someone else and they witness the situation.

Inmates are to notify staff *immediately* of any injury that occurs. This includes, but is not limited to, injuries that occur during physical training, while on work crew or during on grounds work duties, incidents involving slips, trips, or falls at the Center, etc. Inmates frequently think that they can “shake off” an injury and it ends up getting worse. It is the inmates' responsibility to monitor their own well being and to notify staff of any issues.

Inmates requesting to be seen by HSU will submit a completed Health Services Request and Copayment Disbursement Authorization. Staff may also direct an inmate to be seen by HSU. Required forms will also be completed for staff directed requests. HSU staff will determine if the inmate will be charged for the HSU contact.

HSU staff are routinely available Monday through Friday, excluding holidays. Emergency services are also available.

Inmates will be issued a restriction card for any condition that requires a restriction of physical activity. They will also receive a white arm band to be worn on their left arm. Inmates are to carry the restriction card with them at all times and must present it to staff upon direction. Inmates must follow all directives given to them from HSU.

HEALTH SERVICES - CONTINUED

Inmates may be placed on sick bunk. This provides an opportunity for inmates to get well. Sick bunk may require the inmate to remain in their rack. Other situations may allow the inmate to participate in some program activities. HSU will determine the extent of the restrictions. Inmates on sick bunk status will not receive credit for program days.

All medications that are given to inmates are to be kept in the lockers and used only as directed. Inmates are to take medications as directed. Some medications may be kept by staff. Inmates are to report to staff at the appropriate times to receive their medications.

Inmates are not allowed to give or receive medications of any kind to anyone else. Giving or receiving medications from another inmate will result in disciplinary action.

The St. Croix Correctional Center does not have clinical services staff. Requests for clinical services may be directed through HSU staff.

INMATE PROGRAMMING

The Challenge Incarceration Program provides inmate programming and/or counseling in areas of Criminal Thinking, Rational Thinking, Education, Alcohol and Other Drug Addictions. Other programming may be provided as determined by the Department of Corrections and the St. Croix Correctional Center.

Inmates will complete various testing and evaluations during orientation. Assessments will be completed regarding individual needs and capabilities. Inmates must participate in and complete all materials as directed by staff.

Center staff will determine what programming is to be completed and program case plans will be established. Program case plans may include general and individual components. Inmates are to participate in and successfully complete all programming that is determined appropriate.

Inmate programming is routinely conducted in group settings. Inmates are expected to participate in an open, honest and respectful manner. Some inmate programming may also occur on an individual basis.

Inmates not completing all programming components will not successfully complete the Challenge Incarceration Program.

WORK ASSIGNMENTS

All inmates will be involved in some type of work assignment. Work assignments include work crew projects or Center jobs.

Work crew projects may include, but are not limited to, completing tasks for non-profit organizations such as, painting, landscaping, snow removal, cutting and/or brushing trees, etc.

Center jobs include assignments in the kitchen, laundry, maintenance, janitors, clothing, and school. Inmates must have a high school diploma or an HSED in order to be eligible for an on-grounds job.

Inmates are expected to work in a safe manner that does not create a danger to themselves or anyone around them. Instructions will be provided so that inmates know how to use tools and equipment in a safe manner. Inmates are to seek clarification for any questions they have regarding the safe and proper use of any tool or piece of equipment. Personal protective equipment will be issued. Inmates are to use all equipment issued in the manner in which it was intended.

Inmates are to notify staff immediately of any injury that occurs while working. Inmates are also expected to notify staff immediately of any tool or piece of equipment that is damaged or broken.

While working off grounds, inmates are still subject to all of the rules and regulations of the St. Croix Correctional Center. Inmates are not allowed to give or receive anything to or from anyone in the community. Inmates are not allowed to bring anything back into the Center. Inmates that violate these rules will be subject to disciplinary action.

PHYSICAL TRAINING

Physical Training is a program component of the Challenge Incarceration Program. All inmates are expected to participate in physical training to the best of their ability. Staff will instruct inmates on the proper manner of doing all stretches and exercises. It is the inmates' responsibility to perform these stretches and exercises as instructed. This is to ensure that the inmate does not injure themselves and that they receive the most benefit from physical training.

Inmates will be instructed on the use and purpose of the target heart rate during orientation. Heart rate charts will be centrally located for access by all inmates.

Program standards and expectations have been established for the various phases of the program. Inmates are expected to improve their physical capabilities as they progress through the program. Inmates will be regularly tested in various areas to determine how they are progressing with physical training.

Physical training sessions will be scheduled on a daily basis. Inmates who are struggling with physical training will also participate in a remedial physical training session. Remedial physical training will provide an inmate the opportunity to work on and improve areas that do not meet program standards.

MAIL

Inmates may write to anyone that they want. Contact with individuals that are part of the inmates' support network is important. It is the inmates' responsibility to notify individuals in the community of their location. Letters are an appropriate option to accomplish this notification.

Staff will process mail on a regular basis. Incoming and outgoing mail will be processed as quickly as possible to ensure delivery in a timely manner.

Staff will read and monitor all incoming and outgoing mail with the exception of legal mail. Legal mail will be handled in the same manner as all other institutions. Contents of the letters must be appropriate. Inmates will not be allowed to keep mail that contains inappropriate material. Additional information regarding what is appropriate will be provided during orientation.

Mail containing information that raises concerns may be forwarded to the appropriate social worker. Types of information included, but not limited to, may involve a significant other/spouse leaving the inmate, death of family or friend, etc. Staff may discuss this information with the inmate to ensure that the inmate is processing the news in an appropriate manner. The inmate may also choose to share this information with the squad in an attempt to seek advice.

TELEPHONE CALLS

Inmates may call anyone that is on their approved visiting list. Contacts with individuals in the community that are part of the inmates' support network is important. It is the inmates' responsibility to notify individuals in the community of their location. Telephone calls are an appropriate option to accomplish this notification.

Phase I and phase II inmates are allowed one fifteen (15) minute collect telephone call every other week. Telephone calls are conducted on the opposite weekends than visits. Phase III and IV inmates and female inmates will be allowed one fifteen (15) minute collect telephone call each weekend.

Orientation inmates will be allowed one fifteen (15) minute telephone call on their first weekend at the Center.

Inmates in quitter status will be allowed one ten (10) minute telephone call on their regular weekend.

Inmates will receive additional information regarding specific procedures for making telephone calls during orientation.

VISITING

Contacts with individuals in the community that are part of the inmates support network is important. It is the inmates' responsibility to notify family of the dates and times of visiting hours.

Male inmates will be allowed one sixty (60) minute visit every other weekend. Visits will be conducted on the opposite weekend as the telephone calls. Female inmates will be allowed one sixty (60) minute visit every weekend. Inmates in quitter status will be allowed one thirty (30) minute visit on their approved weekend.

Only immediate family members and an adult significant other are allowed to visit. Visits will be limited to two adults that are on the inmates approved visiting list. Siblings that are minors and children of the inmate do not count toward the number of allowed visitors.

Visits may be terminated at any time for cause.

Additional information regarding visiting procedures will be provided during orientation.

AA / NA / SMART MEETINGS

On grounds meetings are available for Alcoholics Anonymous, Narcotics Anonymous, and Smart groups. Participation is voluntary. Inmates participating in the meetings will act in an appropriate manner. Respect will be given to those facilitating and participating in the meetings. Inmates acting inappropriately will be removed from the meeting and may be subject to disciplinary action.

Inmates may not give anything to or receive anything from individuals who are facilitating the meetings.

Inmates will identify in writing, with their social worker, which meeting they wish to attend. Inmates must notify their social worker, in writing, of any change in meetings they wish to make.

Inmates in phase III and IV may be eligible to attend off ground AA or NA meetings. Inmates will identify on a sign up sheet what meeting they wish to attend. Staff will identify who will attend what meetings.

While off grounds, inmates are still subject to all of the rules and regulations of the St. Croix Correctional Center. Inmates are not allowed to give anything to or receive anything from anyone in the community. Inmates are not allowed to bring anything back into the Center without prior approval from staff. Inmates that violate these rules will be subject to disciplinary action.

RELIGIOUS SERVICES

Inmates may attend a nondenominational church service, if they wish to participate. Attendance is voluntary. Inmates participating in the services will act in an appropriate manner. Respect will be given to those facilitating and participating in the services. Inmates acting inappropriately will be removed from the service and may be subject to disciplinary action.

Inmates may not give anything to or receive anything from individuals who are facilitating the services.

Inmates in phase III and IV may be eligible to sign up to attend off grounds church services. Inmates may only attend those services as identified on their Religious Preference form. Staff will identify what inmates will attend what services.

While off grounds, inmates are still subject to all of the rules and regulations of the St. Croix Correctional Center. Inmates are not allowed to give anything to or receive anything from anyone in the community. Inmates are not allowed to bring anything back to the Center without prior approval from staff. Inmates that violate these rules will be subject to disciplinary action.

DISCIPLINARY INFORMATION

Inmates who act in a positive manner will receive positive reinforcement. Inmates who act in a negative manner may be subject to disciplinary action. Inmates have the ability to chose which course of action they take.

Disciplinary action is intended to assist the inmate in correcting negative behavior. Except for the most serious violations, inmates do not receive due process. Staff members have discretion to resolve less serious violations in accordance with Center procedures. Action taken will be progressive in nature.

Disciplinary action may range from verbal confrontation to termination from program participation.

Inmates will be taught the rules, regulations, and expectations of the program. Once material is taught, it is the expectation that inmates will conduct themselves in the manner that they were taught.

Inmates choose the manner in which they act. How staff respond to that action is their choice.

Staff are not out to get any inmate or to set them up. It is the inmates' responsibility to act in a certain manner and to a certain level. It is staffs' responsibility to ensure that inmates are acting in the manner and to the levels they are capable. Inmates receiving disciplinary action would gain more from the situation if they looked closer at their own behavior rather than believing that staff are picking on them.

Additional information pertaining to the disciplinary process will be provided during orientation.

TEAM INTERVENTIONS

Each inmate will be part of a squad. Each squad will have a treatment team assigned to it. Each treatment team will consist of a social worker, teacher, AODA, supervisor, and several sergeants. These staff will work directly with the inmate to ensure that they are progressing in an appropriate manner.

As inmates progress in the program, goals will be established and case plans developed. It is the inmates' responsibility to work towards accomplishing these goals. Inmates will be evaluated daily in several areas. These evaluations provide daily feedback on how the inmate is meeting program expectations.

In the event that an inmate is not progressing appropriately, the team will meet with the inmate and provide assistance for behavioral redirection. Additional assignments or materials may be utilized to assist the inmate. Individual case plans may also be developed in a written structure for the inmate.

QUITTER STATUS

Inmates that refuse to participate in the Challenge Incarceration Program, or those whose performance indicates that they chose not to meet program standards, will be placed into quitter status. Inmates initially placed into quitter status will be provided the opportunity to think about their choices, actions, goals, and decisions. The inmates' team will meet with them and process the situation.

Inmates in quitter status are considered to be in an involuntarily unassigned/institution needs status and will be assigned whatever work details deemed necessary. Inmates are also expected to follow Center rules and regulations. Refusal to perform work assignments or follow Center procedures will result in disciplinary action. The more an inmate refuses to comply with staff orders and/or Center procedures does not mean that they will be transferred out of the Center sooner. It does mean that they will earn several more conduct reports. There is a right way and a wrong way of doing things. It is not in the inmates' best interest to make matters worse for themselves.

Staff will meet with the inmate and process the circumstances. Decisions will be made regarding the most appropriate course of action.

Inmates earned their way into quitter status. Inmates may also work their way out of quitter status. There are many individuals who graduated from CIP and have remained in the community for many years who spent some time in quitter status.

For those who consciously choose to take their life in a different direction, quitting is not an option.

INMATE COMPLAINTS

An inmate grievance system has been established at the St. Croix Correctional Center for inmates to have a process whereby they can have complaints addressed in an impartial and confidential manner.

The grievance process is intended for actions which violated Center procedures. The process is not intended for situations in which the inmate did not agree with staff.

As an example, inmates are evaluated daily in several areas. Staff evaluate inmates based upon the behaviors that were displayed. While inmates may not agree with the evaluation they received, they may not grieve them.

Conversely, Center procedures specify that inmates will be evaluated based upon their behavior. An incident occurs in the barracks area involving several inmates. All of their evaluations reflect the incident. Another inmates' evaluation also reflects this incident, however, at that time he was off grounds on work crew. A grievance could be submitted for this situation as it is not the evaluation that is being grieved, it is the evaluation procedure that was violated.

Additional information regarding the grievance process will be provided during orientation.

PHASE ADVANCEMENTS

Program standards and expectations have been established for inmates to meet to be eligible to advance to the next program phase. Evaluations and examinations in various programming components are some criteria used to determine eligibility. Examinations will include information that was provided during the current phase.

Inmates meeting these standards and expectations will petition their treatment team for phase advancement. Phase interviews will be conducted to determine phase advancement. It is the expectation that the inmate is already meeting the standards for the next phase at the time of the phase interview.

Additional information regarding phase standards, expectations, and advancement will be provided during orientation.

RE-ENTRY PORTFOLIOS

Inmates are allowed to have their Re-entry Portfolios in their possession. The Re-entry Portfolio is designed to assist the inmate with a successful return to the community. Staff will assist inmates in accomplishing many of the items identified in their portfolios.

It is not realistic to expect to accomplish all of the items identified in the portfolio during the short time inmates are at the St. Croix Correctional Center. It is the inmates' responsibility to work with staff to identify a priority of items to be accomplished during their program.

RELEASE PLANNING & PROCEDURE

Inmates returning to the community will face many significant issues. This is a very stressful period of adjustment. Proper planning is imperative. The better the planning, the more successful the adjustment.

Release planning will begin shortly after an inmate arrives at the St. Croix Correctional Center. Many individuals will be involved in this process, including but not limited to, Center staff, community corrections staff, family and the inmate.

Specific conditions of the planning may be modified during the process. Modifications may be affected by circumstances in the community.

Inmates may have release clothing sent in or brought in by someone, prior to their release. Inmates may also request to purchase small amounts of clothing from local retail outlets and mail order. Specific guidelines for quantities and time frames for this process will be provided to the inmate.

An inmate being released from the St. Croix Correctional Center will either be picked up by Department of Corrections staff, be placed on a bus, or may be picked up by family members. The method of transportation the inmate is allowed to use will be determined by the Division of Community Corrections staff.

Additional information and processing of information pertaining to releases will be routinely and periodically conducted between the inmate and their team.

CHALLENGE INCARCERATION PROGRAM

INMATE HANDBOOK

Phase III - Independent Living Unit

Phase III inmates can earn the privilege of being housed in the east wing of the school building complex. The purpose of this privilege is to assist the inmates in the transitional process from C.I.P., to the less structured environment of a parole/halfway house placement upon graduation.

This handbook is designed to set the guidelines, expectations, and special privileges associated with this independent living concept. If an inmate has any questions concerning what is allowed and/or expected that are not answered in this handbook, it is their responsibility to get those questions answered.

Phase III inmates will be expected to follow the C.I.P. Seven General Rules as all other inmates. They are also expected to conduct themselves in a mature, responsible manner at all times. Being housed in the school complex is an earned privilege. This privilege can be revoked at any time as the result of special circumstances, inappropriate behavior, and/or disciplinary dispositions.

Phase III inmates housed in the school complex will be expected to maintain designated areas of the building in a clean and orderly fashion, consistent with C.I.P. standards. Room inspections will be conducted daily. A squad leader will be appointed and rotated on a regular basis. It will be the responsibility of the squad leader to see that certain general areas are kept clean. Each inmate is responsible for the room to which they are assigned.

MOVEMENT: When an inmate is leaving the Independent Living Unit, the inmate is to report to the Atlas sergeant. When arriving at the main building, inmates must report to the first floor sergeant's desk immediately. Prior to leaving the main building for the Independent Living Unit, permission must be obtained from security personnel. Inmates will be directed by staff as to which door to enter. Independent Living Unit inmates are to report to the school / Atlas sergeant.

TALKING: Phase III inmates will be allowed to talk to one another without permission when they are in the independent living area during non-structured activities. Conversations with any inmate other than their roommate must be done in a common area. Inmates are not allowed to enter any other inmate's room and standing in the doorway/hallway and talking to someone in their room is not allowed. Talking must be kept at a volume so as not to disturb others. Conversations are to be of a positive nature. Inappropriate and/or vulgar language is not acceptable and may lead to disciplinary action.

HOUSEKEEPING: Inmate's living quarters and common areas are to be kept clean and orderly at all times. Additional cleaning will be done to other areas as directed by staff. Standards for room inspections are located at the end of this handbook.

FREE TIME/STUDY TIME: There will be no differentiation between free time and study time. These will be considered time periods that the inmates may use their own discretion in deciding what they choose to do. Inmates are responsible for seeing that their assignments are completed on time and that their other obligations are met (room in order, uniform condition, etc.).

HEAD CALLS/SHOWERS: Inmates will be allowed to shower at their discretion during time periods in which they aren't required to be somewhere else. Showers will not be limited to two minutes, however they are to be kept within reasonable limits. Inmates will be expected to shower daily to maintain the C.I.P. hygiene standards. Head calls may be made as needed during non-structured time periods, in the independent living area, without staff permission. The head and shower areas will be inspected daily and it is the inmates responsibility to keep these areas clean at all times.

REPORTING FOR MEALS, WORK, GROUPS, SCHOOL, P.T.: It is the inmate's responsibility to report for every scheduled activity on time and ready to go. Do not report prior to three minutes before the scheduled start of an activity and **DO NOT** be late. When reporting to the main building for an activity - five minutes prior to the scheduled starting time, collect whatever materials you will need, check to make certain that you have everything you need, and proceed to the main building. This will allow you ample time to report promptly without standing around idle and wasting time. If you are to report to the school building to attend school and/or group, you may report directly to the staff member supervising those activities in the school building without first reporting to the main building. Again, inmates are to report there on time, with all materials that are required. At the end of the evening groups/school sessions that are held in the school complex, all inmates are to report to the main building. Upon completing and turning in journals, pull-ups, encounters, interview requests, etc., those phase III inmates housed in the school complex may return to that building.

LIGHTS OUT: Inmates may hit the rack at their own discretion in the independent living unit. They may stay up late to work on assignments, read, write letters, etc. Activities after 2130 hours must be conducted in a manner so as not to disturb others who may be attempting to sleep. Regardless of what time an inmate goes to sleep, it is their responsibility to get up early enough in the morning to get prepared for, and report to the main building for their morning programming.

MEDIA ROOM: The media room in the school complex will be made available for inmates housed in the school complex. The times for availability will be posted. This area will be made available for study/leisure activities.

P.T.: Inmates will report to the Atlas sergeant, dressed and ready to participate, in the designated P.T. uniform, as ordered.

CLOTHING/PROPERTY: Property limits for Phase III inmates are the same as they are for phase I and phase II inmates. Additional C.I.P. clothing may be made available for independent living inmates in order to facilitate operations procedures. No special treatment will be made for any one individual. If something is made available for one inmate, it will be made available for all. Dirty laundry will be turned in, in the A.M., and clean laundry will be picked in the afternoon, as ordered.

ATTIRE: Inmates will be expected to maintain their uniforms consistent with C.I.P. standards. While in the housing unit of the school complex, inmates are expected to be dressed in the uniform consistent with the activity and time of day. Shirts are to be tucked in and buttoned. Pants are to be worn and zipped up. Shoes are to be worn. Just prior to making their final head call, inmates will get into their final head call uniform regardless of the actual time.

MAIN BUILDING LOCKERS: A special locker will be provided at the main building for independent living inmates to keep their jackets and covers in while they are in the main building. Inmates may also keep additional head call materials in this locker. The SCCC staff will provide extra towels, cup, head paper, and soap dish. The inmate will provide extra soap, toothpaste, and toothbrush.

EMERGENCIES: In the event of an emergency, all inmates are to report to the main building. When reporting to the main building for an emergency, movement to the building must be direct and immediate knowledge of the emergency situation made known to staff.

DISCIPLINARY INFORMATION: Inmates housed in the independent living area of the school complex are still responsible for following all of the rules, regulations, policies and procedures of the Challenge Incarceration Program as well as those special policies and procedures associated with that housing unit. Failure to abide by these rules may lead to disciplinary action which could result in the loss of the independent living privilege. Inmates are responsible for all of the property in their area. Any property that is lost and/or damaged will be replaced/repared at the expense of the inmate.

Updated 11/02/12

CIP Handbooks

Order

FRONT INSIDE POCKET

1. Star Spangled Banner / Pledge / Marching
2. Lockers

MAIN BLG:

1. Top of Wall Locker
2. Bottom of Wall Locker
3. Foot Locker Tray
4. Bottom of Foot Locker
5. Foot Gear Display

ATHENA:

1. Foot Locker
2. Laundry Bay & Towels
3. Winter / Summer Lockers
4. Foot Gear Display

ATLAS:

1. Storage Area
2. Foot Locker
3. Foot Gear Display
4. Towels

- 3a. Male - PT Point System.....2/28/12
- 3b. Female - PT Point System.....2/28/12
4. Exercise

CENTER

1. CIP Handbook.....10/26/12
2. Independent Living Unit.....2/28/12

BACK INSIDE POCKET

1. Photographs.....2/28/12
2. Letters.....2/28/12
3. Visits.....2/28/12
- 4a. Male - Morning Squad Meeting.....2/28/12
- 4b. Female - Morning Squad Meeting...2/28/12
- 4b1. Female - Today.....2/28/12
5. Pull-up.....2/28/12
6. Encounter/Sensitivity.....2/28/12.
7. Evaluation Criteria.....2/28/12
8. Graduation Speech Guidelines.....2/28/12

THE STAR SPANGLED BANNER

Oh! Say, can you see, by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming?
Whose broad stripes and bright stars through the perilous fight,
O'er the ramparts we watched were so gallantly streaming?
And the rocket's red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there.
Oh! Say, does that Star-Spangled Banner yet wave
O'er the land of the free and the home of the brave?

The Pledge Allegiance

I pledge allegiance
to the Flag
of the United States
of America,
and to the Republic
for which it stands,
one Nation
under God,
indivisible,
with liberty
and justice for all.

DRILL AND CEREMONY DEFINITIONS

FILE A GROUP OF INMATES, STANDING FRONT TO REAR, AT A PREDETERMINED INTERVAL

RANK A GROUP OF INMATES, STANDING SIDE TO SIDE, AT A PREDETERMINED INTERVAL

NORMAL INTERVAL IN A FILE, THE NORMAL MARCHING FORMATION INTERVAL IS 40" (PLUS 4")

CLOSE INTERVAL IN A FILE, THE CLOSE MARCHING FORMATION INTERVAL IS 20"

NORMAL INTERVAL IN A RANK, THE NORMAL FORMATION DISTANCE IS 40"

CLOSE INTERVAL IN A RANK, THE CLOSE FORMATION INTERVAL IS 20"

MARCHING PACE THERE IS ONE MARCHING PACE. IT IS 120 STEPS PER MINUTE. THE PACE DOES NOT CHANGE WHEN MARCHING IS THE HALF STEP.

MARCHING STEP(S) 1) FULL STEP A PRACTICED 30" STEP, STRIKING THE HEEL OF THE FOOT FIRST
2) HALF STEP A PRACTICED 15" STEP, STRIKING THE BALL OF THE FOOT FIRST. NOT FLAT FOOTED.

MARCHING FORMATION

UNLESS ORDERED OTHERWISE, A NORMAL MARCHING FORMATION IS COMPRISED OF 4 FILES, GRADUATED BY HEIGHT AND EVENLY SPACED AT THE REAR. THE FORMATION WILL BE AT A NORMAL INTERVAL.

COMMANDS COMMANDS ARE COMPRISED OF TWO ELEMENTS:

- 1) THE PREPARATORY COMMAND
- 2) THE COMMAND OF EXECUTION

EXAMPLES: "FORWARD" (preparatory command) "MARCH" (command of execution)

NOTE: YOU WILL NOT BEGIN TO EXECUTE THE PREPARATORY COMMAND UNTIL THE COMMAND OF EXECUTION IS GIVEN.

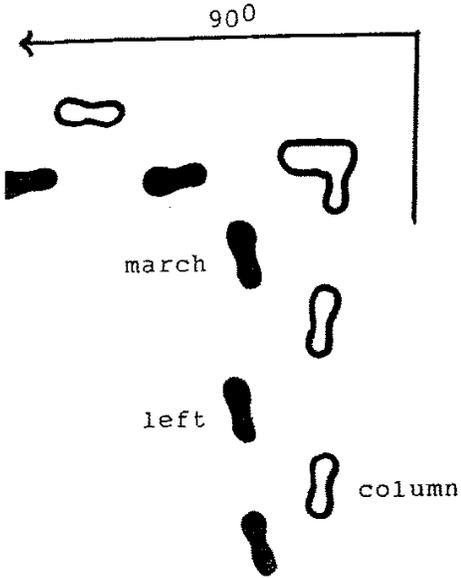
AS YOU WERE THIS COMMAND RETURNS INMATES TO THE PREVIOUS POSITION THEY WERE IN PRIOR TO BEING GIVEN A PREPARATORY COMMAND.

EXAMPLES: "FORWARD" (preparatory command) "AS YOU WERE" AS YOU WERE STOPS THE PREPARATORY COMMAND AND REQUIRES THE INMATE TO STAY IN WHATEVER POSITION HE WAS IN BEFORE BEING GIVEN THE PREPARATORY COMMAND.

FALL IN (MARCHING FORMATION) UNLESS OTHERWISE ORDERED TO DO SO, WHEN INMATES ARE ORDERED TO FALL IN FOR A MARCHING FORMATION, THEY WILL FALL IN IN 4 EVEN RANKS, DO AN INDIVIDUAL DRESS RIGHT DRESS, AND AS SOON AS THE INMATE TO THE INMATE'S LEFT IS FINISHED PROPERLY POSITIONING HIMSELF, THE INMATE WILL RETURN HIMSELF TO THE POSITION OF ATTENTION. DO A DRESS RIGHT DRESS AS NORMAL AND GET BACK TO ATTENTION ON YOUR OWN.

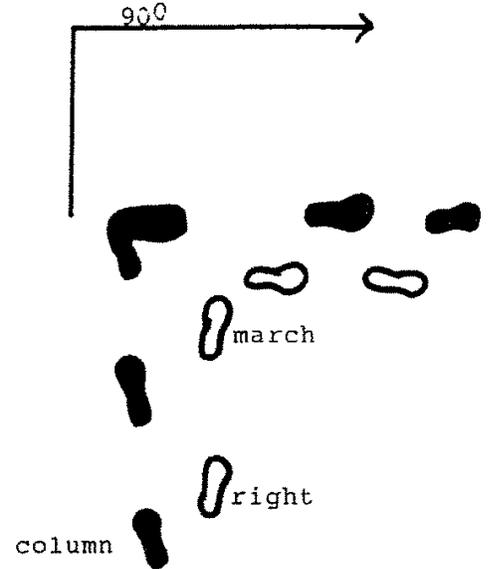
COLUMN LEFT

maintain the pivot point



COLUMN RIGHT

maintain the pivot point



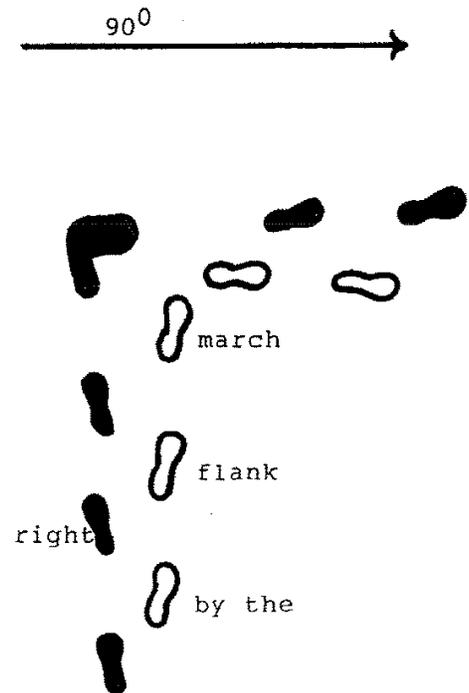
BY THE LEFT FLANK

all files pivot to the left at the same time



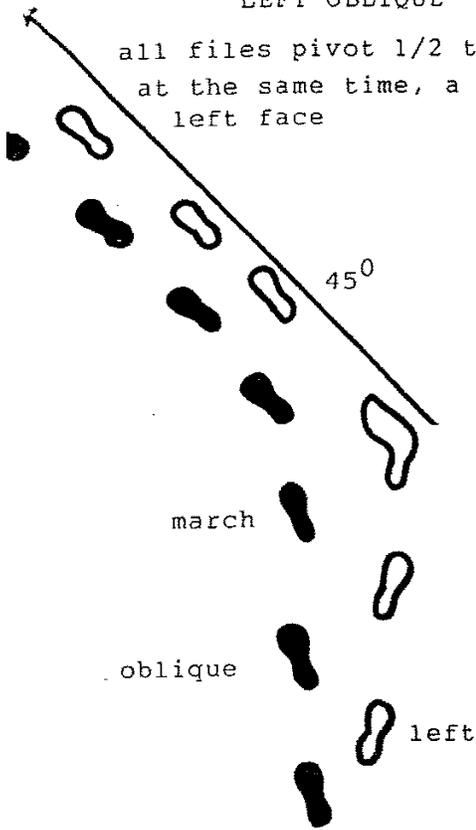
BY THE RIGHT FLANK

all files pivot to the right at the same time



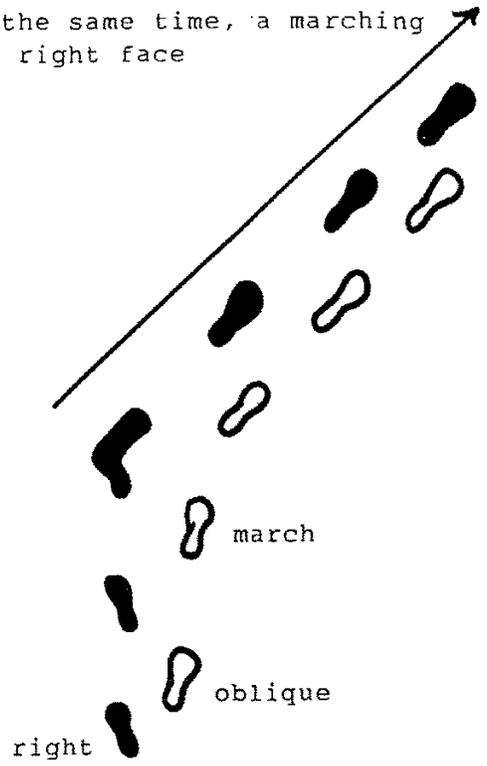
LEFT OBLIQUE

all files pivot 1/2 to the left
at the same time, a marching 1/2
left face



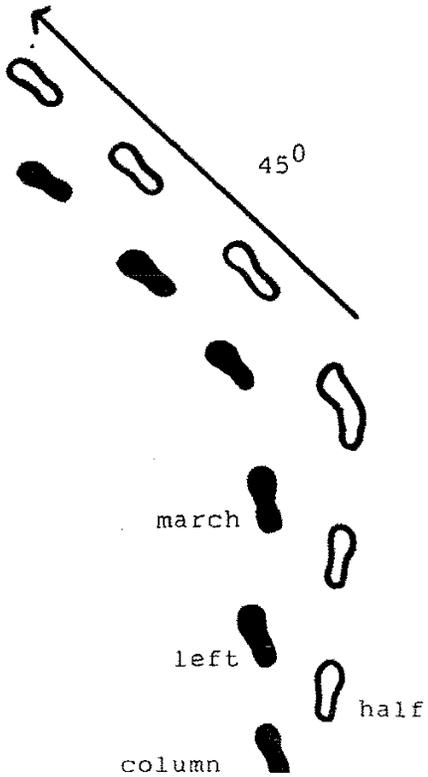
RIGHT OBLIQUE

all files pivot 1/2 to the right
at the same time, a marching
1/2 right face



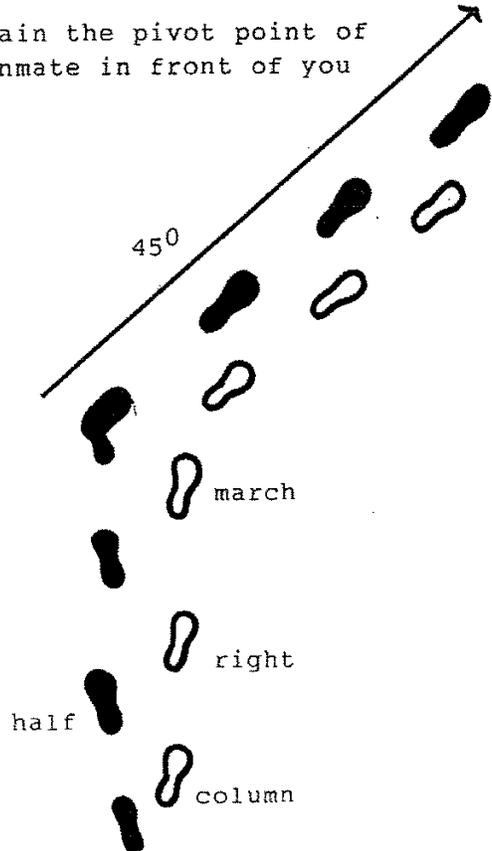
COLUMN HALF LEFT

maintain the pivot point of the
Inmate in front of you

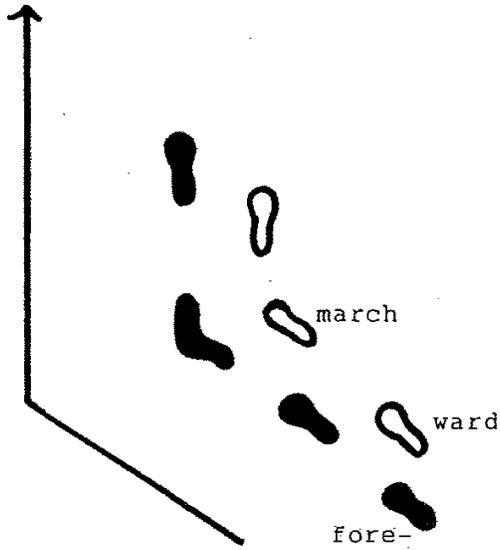


COLUMN HALF RIGHT

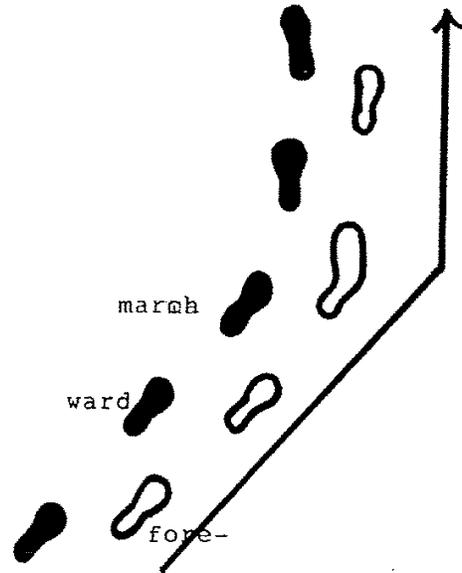
maintain the pivot point of
the Inmate in front of you



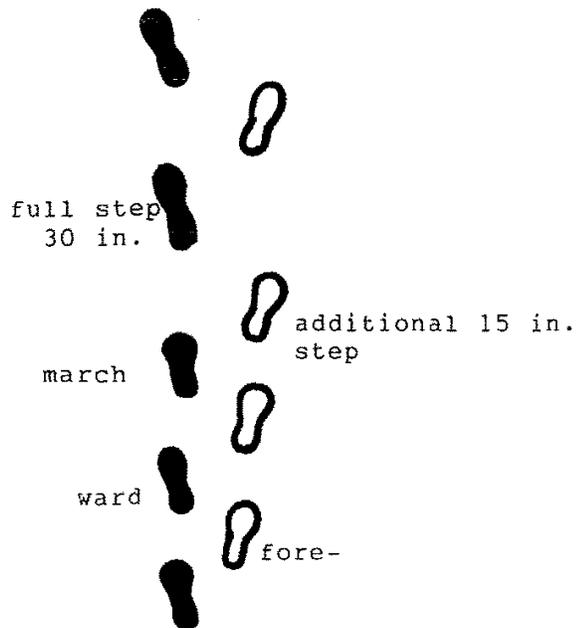
FOREWARD MARCH FROM
THE LEFT OBLIQUE



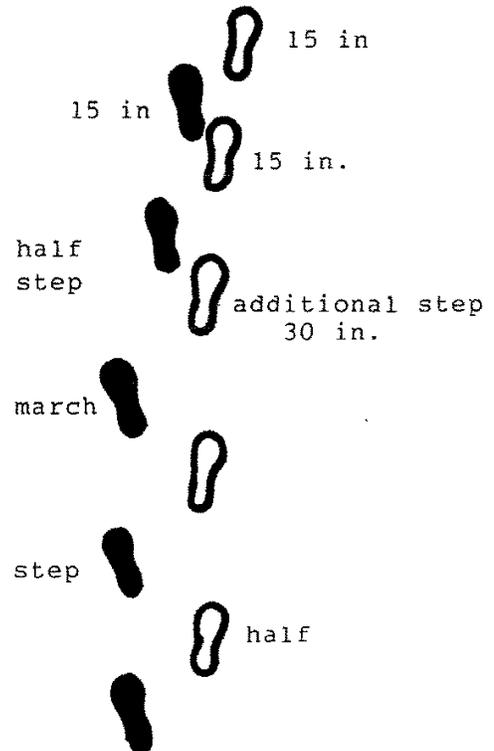
FOREWARD MARCH FROM
THE RIGHT OBLIQUE



FOREWARD MARCH FROM THE
HALF STEP

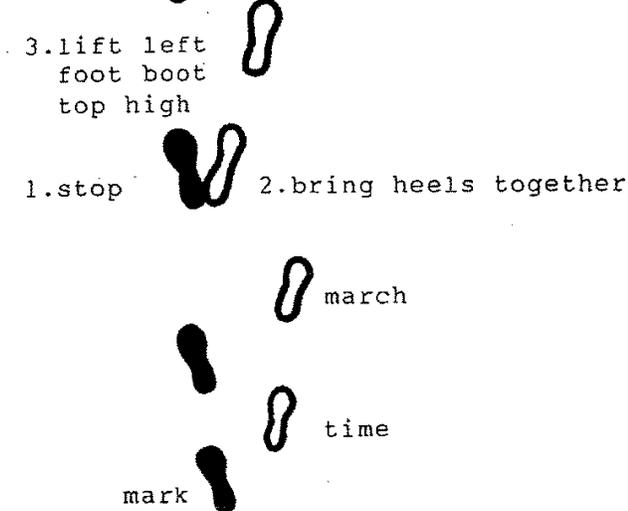


HALF STEP MARCH
FROM THE FULL STEP



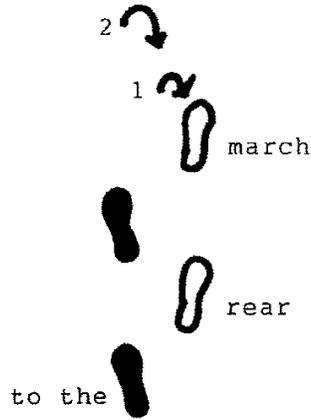
MARK TIME MARCH

after the command of execution, bring your heels together march in place getting your cover and alignment



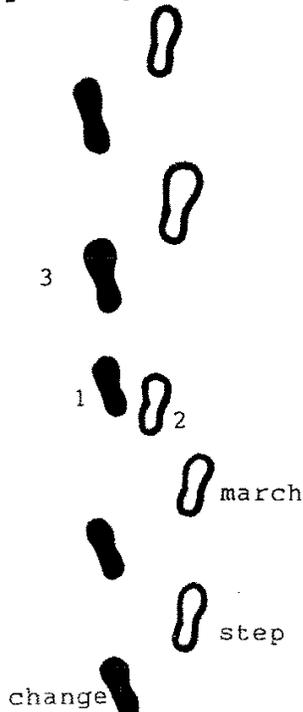
TO THE REAR MARCH

pivot on the front of your feet turning to the right, take a slightly smaller step with the left foot before turning right.

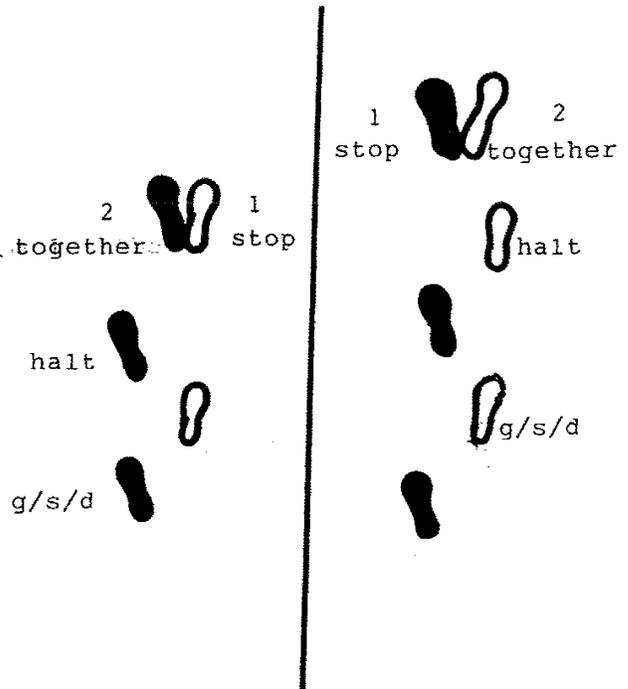


CHANGE STEP MARCH

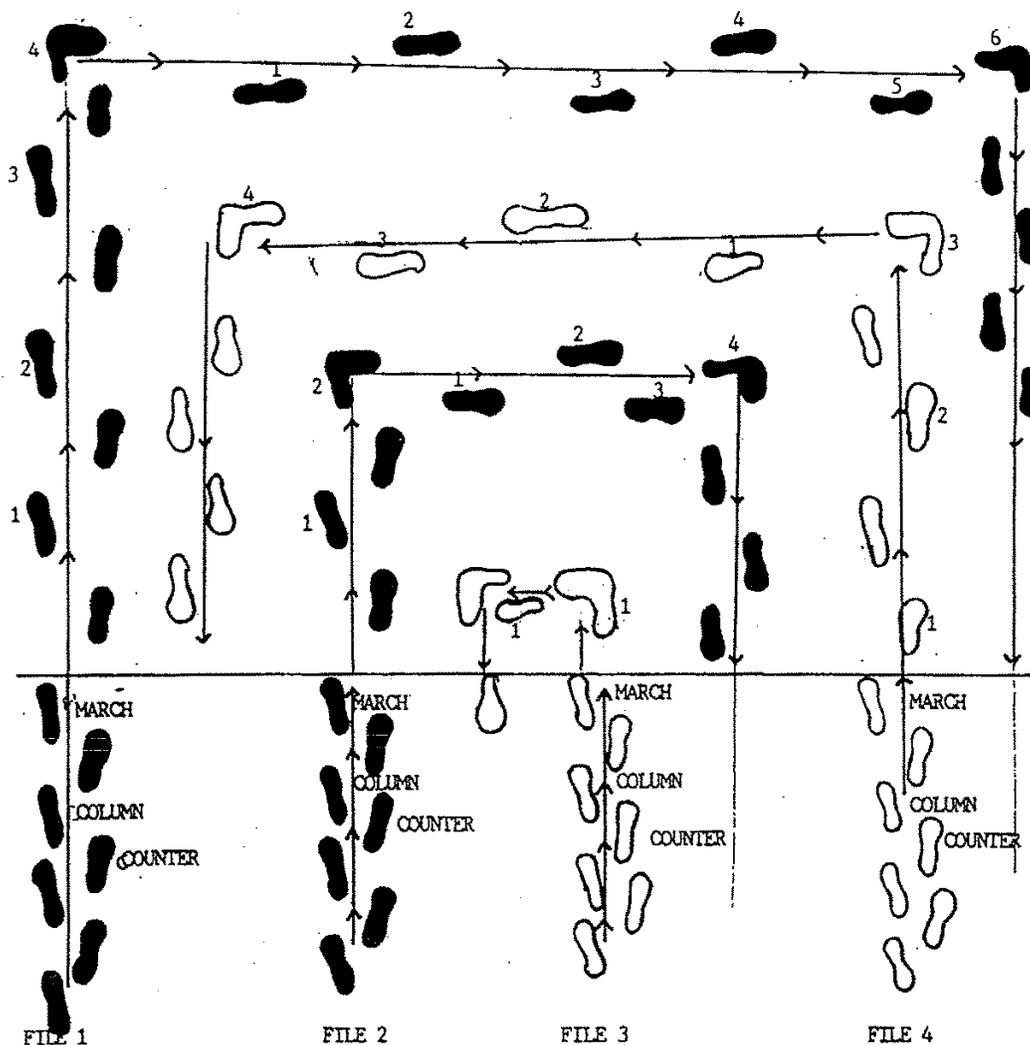
after march staying in cadence, stop on the left foot, bring the right foot 3/4 even to the left foot and step off again with the left foot. you are making 2 steps in the time of one



GROUP/SQUAD/DETAIL HALT
 group= all of C.I.P.
 squad= an ENTIRE squad
 detail= any other configuration



COUNTER COLUMN MARCH

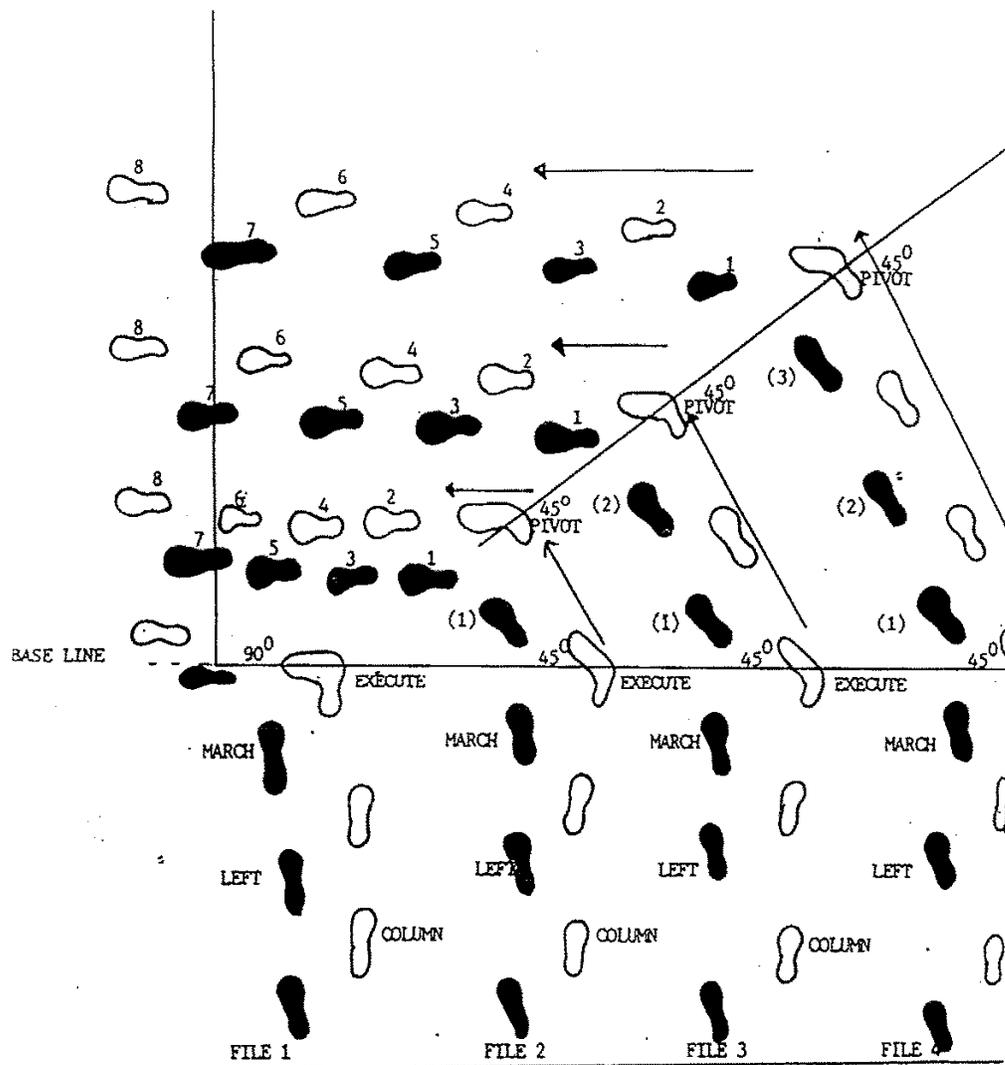


FILE 1 AFTER THE COMMAND OF EXECUTION, TAKE 4 ADDITIONAL STEPS WITH THE LEFT FOOT PIVOTING ON THE 4th STEP. THEN PROCEED AT THE FULL STEP FOR A TOTAL OF 6 STEPS PIVOTING ON THE 6th STEP TAKE ONE ADDITIONAL STEP WITH THE LEFT FOOT AND BEGIN THE HALF STEP UNTIL ORDERED OTHERWISE

FILE 2 AFTER THE COMMAND OF EXECUTION, TAKE 2 ADDITIONAL STEPS WITH THE LEFT FOOT PIVOTING ON THE 2nd STEP. THEN PROCEED FOR A TOTAL OF 4 STEPS PIVOTING ON THE 4th STEP. TAKE ONE ADDITIONAL STEP WITH THE LEFT FOOT AND BEGIN THE HALF STEP UNTIL ORDERED OTHERWISE

FILE 3 AFTER THE COMMAND OF EXECUTION, TAKE 1 ADDITIONAL STEP WITH THE RIGHT FOOT PIVOTING ON THE RIGHT FOOT, TAKE 1 ADDITIONAL STEP WITH THE LEFT FOOT AND PIVOT TO THE LEFT ON THE NEXT RIGHT FOOT. TAKE ONE ADDITIONAL STEP WITH THE LEFT FOOT AND BEGIN THE HALF STEP UNTIL ORDERED OTHERWISE

FILE 4 AFTER THE COMMAND OF EXECUTION, TAKE 3 ADDITIONAL STEPS WITH THE RIGHT FOOT PIVOTING ON THE 3rd STEP. THEN MARCH FOR A TOTAL OF 4 ADDITIONAL STEPS PIVOTING ON THE 4th STEP. TAKE ONE ADDITIONAL STEP WITH THE LEFT FOOT AND BEGIN THE HALF STEP UNTIL ORDERED OTHERWISE.



NOTE: WHEN EXECUTING A COLUMN LEFT OR HALF LEFT, KEEP YOUR ALIGNMENT TO THE LEFT. THE LEFT (SQUAD ONE FOR MARCHING PURPOSES) WILL BE THE BASE SQUAD. THE SAME HOLDS TRUE WITH RESPECT TO COLUMN RIGHT OR HALF RIGHT, REMEMBER THE SQUAD ON THE INSIDE OF THE TURN OR MOVEMENT IS ALWAYS THE BASE SQUAD.

- FILE 1 AFTER THE COMMAND OF EXECUTION IS GIVEN, TAKE ONE ADDITIONAL STEP AND PIVOT ON THE OUTSIDE FOOT OF THE TURN, TAKE 1 FULL STEP AND THEN MARCH IN THE HALF STEP FOR A TOTAL OF 7 STEPS STEPPING OFF IN THE FULL STEP ON THE 8th STEP
- FILE 2 AT THE BASE LINE, PIVOT 45° TAKE ONE ADDITIONAL STEP WITH THE LEFT FOOT AND THEN PIVOT ON THE OUTSIDE FOOT AT A 45° ANGLE TAKE 1 FULL STEP AND THEN BEGIN TO MARCH AT THE HALF STEP FOR 7 STEPS STEPPING OFF IN THE FULL STEP ON THE 8th STEP
- FILE 3 AT THE BASE LINE PIVOT 45° TAKE 2 ADDITIONAL STEP WITH THE LEFT FOOT AND THEN BEGIN TO MARCH AT THE HALF STEP FOR 7 STEPS STEPPING OFF IN THE FULL STEP ON THE 8th STEP
- FILE 4 AT THE BASELINE PIVOT 45° TAKE 3 ADDITIONAL STEPS WITH THE LEFT FOOT AND PIVOT ON THE OUTSIDE FOOT REMAIN IN THE FULL STEP UNTIL ALIGNED TO THE LEFT

Main Blg Top of Wall Locker



All items ½ inch from side and rear walls, items in front rows even with the outside edge of shelf, covered, aligned and evenly spaced.

Top Shelf:	<u>Left Side</u> <ul style="list-style-type: none"> ▪ Laundry bag ▪ WET gloves or mittens - <i>When dry, store in Foot Locker.</i> 	<u>Right Side</u> <ul style="list-style-type: none"> ▪ PT Mat 	
Middle Shelf:	<u>Back Row</u> <ul style="list-style-type: none"> ▪ Deodorant ▪ Shampoo ▪ Powder ▪ Mouthwash ▪ Shave cream 	<u>Center Row</u> <ul style="list-style-type: none"> ▪ General rule card ▪ Warning card ▪ Positive card ▪ Belt/buckle, rolled 	<u>Front Row</u> <ul style="list-style-type: none"> ▪ Nail clippers ▪ Carmex ▪ Razor w/cap / electric ▪ Tooth brush / holder ▪ Tooth paste ▪ Soap / dish
Bottom Shelf:	<u>Back Row</u> <ul style="list-style-type: none"> ▪ Excess canteen, stacked, covered, and aligned ▪ All medications 	<u>Front Row</u> <ul style="list-style-type: none"> ▪ Head roll / pen / pencils ▪ Cup, handle to left ▪ Excess razors, caps on 	

Bottom of Wall Locker

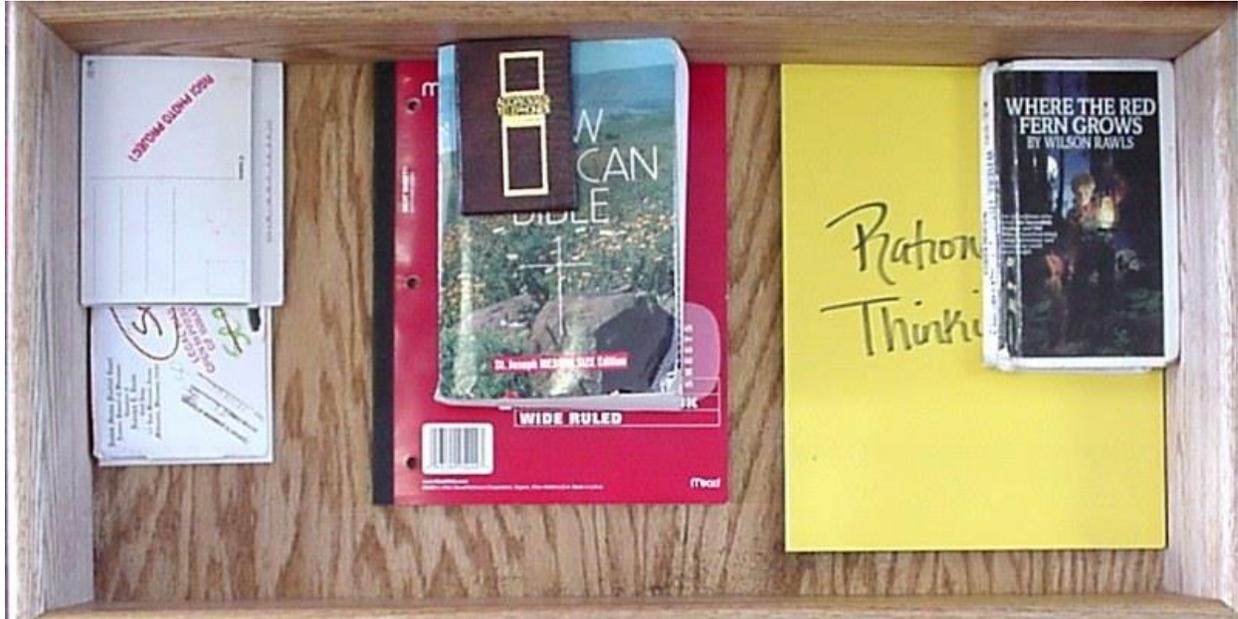


All items will be displayed as worn. Hangers will be evenly spaced apart. Empty hangers to the right.

From left to right:

1. WASH CLOTH AND TOWEL - SINGLE EDGES IN
2. UNIFORM SHIRT AND TROUSERS - ZIPPED, WAIST BAND TO THE LEFT
3. GRADUATION SHIRT
4. P.T. UNIFORM W/SUPPORTER
5. SNOW PANTS
6. COAT / JACKET
7. KITCHEN WHITES, IF ISSUED
8. DRILL SQUAD UNIFORM, IF ISSUED

Foot Locker Tray



All items stacked neatly.

- STAMPED ENVELOPES
- LETTERS (10 MAX.)
- PHOTOS (6 MAX.)
- WRITING TABLET
- RELIGIOUS MATERIAL
- ADDRESS BOOK
- FOLDERS
- HANDBOOKS
- SCHOOL MATERIAL

Bottom of Foot Locker



- FINAL HEAD CALL SHORTS
- THERMAL BOTTOMS
- THERMAL TOPS
- UNDER SHIRTS
- UNDER SHORTS
- SOCKS:
 - WHITE
 - WOOL

NAME TAGS VISIBLE

- EXCESS STUDY MATERIALS, STACKED NEATLY

- CHOPPER MITTS
- LEATHER WORK GLOVES
- INSULATED GLOVES
- P.T. GLOVES

*PALMS TOGETHER,
THUMBS TO THE RIGHT*

- GREEN COVERS
- KNIT COVERS

Foot Gear Display



All footgear will be four fingers from the post, on line with rack, rail, and post. All buckles closed.
Laces pulled tight and tucked in.

- 5 BUCKLE BOOTS, behind foot gear

From outside to inside:

- WINTER BOOTS
- BLACK BOOTS
- BROWN BOOTS
- P.T. SHOES
- SHOWER SHOES, stacked

Athena Foot Locker



Canteen & Medications: Must be labeled with inmate name and number. Socks: Rolled "Smiley faces".
 Clothing: One fold out, neatly stacked, all must have tags. Cup handle: Facing the rear.
 Toothpaste: Squeeze from bottom, no dents.

BACK	<ul style="list-style-type: none"> ▪ Face Towel ▪ Bras ▪ Underwear ▪ Thermal Shirts ▪ Thermal Pants ▪ Towel 	<ul style="list-style-type: none"> ▪ PT Shorts ▪ PT Shirts ▪ PT Sweatpants ▪ PT Sweatshirts 	<ul style="list-style-type: none"> ▪ Night Shorts ▪ Blue T-shirts ▪ Uniform Shirts ▪ Uniform Pants ▪ Graduation Shirt 	<ul style="list-style-type: none"> ▪ Wool ▪ Wool ▪ Cotton ▪ Cotton ▪ Cotton 	<ul style="list-style-type: none"> ▪ School Books ▪ RT Folder ▪ CT Folder ▪ AODA Folder ▪ Portfolio ▪ Education Folder ▪ Misc Folder ▪ CIP Handbook
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CENTER ▪ Shave Cream ▪ Lotion ▪ Pads ▪ Tampons ▪ Cup & Razors

FRONT	<ul style="list-style-type: none"> ▪ Shampoo ▪ Powder ▪ Deodorant 	<ul style="list-style-type: none"> ▪ Head Roll w/ Pencils & Pens ▪ Clippers ▪ Carmex 	<ul style="list-style-type: none"> ▪ Toothpaste ▪ Toothbrush & Holder ▪ Brush 	<ul style="list-style-type: none"> ▪ Comb ▪ Soap Dish ▪ Soap 	<ul style="list-style-type: none"> ▪ Meditation Book ▪ AA Book ▪ Bible ▪ NA Book ▪ Notebook ▪ SMART Manual
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Athena Laundry Bag & Towels



Laundry bag knotted to post. All Towels folded corner to corner. Clothing tag in front.

- LAUNDRY BAG
- FACE TOWEL
- TOWEL

Athena

Winter / Summer Lockers

Winter

- PT Cover
- PT Gloves
- Crew Gloves
- Green Snow Pants

- Red Cover
- White Gloves
- Green Coat



Summer

- Crew Gloves
- PT Cover
- PT Gloves

- Blue Cover
- White Gloves
- Jean Jacket



Athena Foot Gear Display



All foot gear will be four fingers from the post, on line with rack rail and post. All buckles closed. Laces pulled tight and tucked in.

Behind foot gear:
▪ 5 BUCKLE BOOTS



From outside to inside:
▪ WINTER BOOTS
▪ BLACK BOOTS
▪ BROWN BOOTS
▪ P.T. SHOES
▪ SHOWER SHOES, stacked

Atlas Storage Area



- COAT HOOKS

*SECURED IN
NUMERICAL
ORDER*

- CREW GEAR
- WINTER GEAR/CHOPPER MITS
- GLOVES
- COVERS
- P.T. MAT W/LAUNDRY NUMBER VISIBLE
- GRADUATION SHIRT
- DIRTY CLOTHES IN LAUNDRY BAG
- EXCESS CLOTHING

ALL STACKED NEATLY

Atlas Foot Locker



Canteen & Medications: Must be labeled with inmate name and number. All clothing rolled and name tags visible.
Toothpaste: Squeeze from bottom, no dents.

TOP TRAY

- CANTEEN ITEMS
- HYGIENE ITEMS
- CUP – RAZOR – SOAP
- HEAD ROLL
- BELT & BUCKLE, ROLLED
- WRITING TABLET
- ENVELOPES
- ADDRESS BOOK
- RELIGIOUS MATERIAL
- GENERAL RULE CARD
- WARNING CARD
- LEARNING EXPERIENCES
- FOLDERS
- LETTERS (10 MAX.)
- PHOTOS (6 MAX.)
- HANDBOOKS
- GROUP & SCHOOL MATERIAL

BOTTOM

- EXCESS CANTEEN
- MEDICATIONS
- EXCESS STUDY MATERIAL
- THERMAL BOTTOMS
- THERMAL TOPS
- FINAL HEAD CALL SHORTS
- GREEN/TAN UNIFORM
- P.T. UNIFORM
- SOCKS:
 - WHITE
 - WOOL
- UNDER SHIRTS
- UNDER SHORTS

Atlas Foot Gear Display



All footgear will be four fingers from the post, on line with rack rail and post. All buckles closed.
Laces pulled tight and tucked in.

- 5 BUCKLE BOOTS, behind foot gear

From outside to inside:

- WINTER BOOTS
- BLACK BOOTS
- BROWN BOOTS
- P.T. SHOES
- SHOWER SHOES, stacked

Atlas Towels



All Towels folded corner to corner. Clothing tag in front.

- FACE TOWEL
- TOWEL

MALE Point System

2/28/2012

The table below will be used to assign a point value to each of the three events.
Maximum obtainable score for any one event is 100 points, while 300 points represents a perfect score.

Points	Pull-ups	Sit-ups	*2 Mile Run	Points	Pull-ups	Sit-ups	*2 Mile Run	Points	Pull-ups	Sit-ups	*2 Mile Run	Points	Pull-ups	Sit-ups	*2 Mile Run
100	20	80	12:00	72		66	16:40	44		44	21:20	16		16	26:00
99			12:10	71			16:50	43		43	21:30	15	3	15	26:10
98		79	12:20	70	14	65	17:00	42		42	21:40	14		14	26:20
97			12:30	69			17:10	41		41	21:50	13		13	26:30
96		78	12:40	68		64	17:20	40	8	40	22:00	12		12	26:40
95	19		12:50	67			17:30	39		39	22:10	11		11	26:50
94		77	13:00	66		63	17:40	38		38	22:20	10	2	10	27:00
93			13:10	65	13		17:50	37		37	22:30	9		9	27:10
92		76	13:20	64		62	18:00	36		36	22:40	8		8	27:20
91			13:30	63			18:10	35	7	35	22:50	7		7	27:30
90	18	75	13:40	62		61	18:20	34		34	23:00	6		6	27:40
89			13:50	61			18:30	33		33	23:10	5	1	5	27:50
88		74	14:00	60	12	60	18:40	32		32	23:20	4		4	28:00
87			14:10	59		59	18:50	31		31	23:30	3		3	28:10
86		73	14:20	58		58	19:00	30	6	30	23:40	2		2	28:20
85	17		14:30	57		57	19:10	29		29	23:50	1		1	28:30
84		72	14:40	56		56	19:20	28		28	24:00				
83			14:50	55	11	55	19:30	27		27	24:10				
82		71	15:00	54		54	19:40	26		26	24:20				
81			15:10	53		53	19:50	25	5	25	24:30				
80	16	70	15:20	52		52	20:00	24		24	24:40				
79			15:30	51		51	20:10	23		23	24:50				
78		69	15:40	50	10	50	20:20	22		22	25:00				
77			15:50	49		49	20:30	21		21	25:10				
76		68	16:00	48		48	20:40	20	4	20	25:20				
75	15		16:10	47		47	20:50	19		19	25:30				
74		67	16:20	46		46	21:00	18		18	25:40				
73			16:30	45	9	45	21:10	17		17	25:50				

*All times which fall between the increments of time indicated on the preceding chart for scoring the run event will receive the point value of the next longest time increment; e.g., a time of 12:11 will receive 98 points

FEMALE Point System

2/28/2012

The table below will be used to assign a point value to each of the three events.
Maximum obtainable score for any one event is 100 points, while 300 points represents a perfect score.

Points	Flex Arm Hang	Sit-ups	2 Mile Run	Points	Flex Arm Hang	Sit-ups	2 Mile Run	Points	Flex Arm Hang	Sit-ups	2 Mile Run	Points	Flex Arm Hang	Sit-ups	2 Mile Run
100	70	80	16:00	72	56	66	20:40	44	42	44	25:20	16	16	16	30:00
99			16:10	71			20:50	43		43	25:30	15	15	15	30:10
98	69	79	16:20	70	55	65	21:00	42	41	42	25:40	14	14	14	30:20
97			16:30	69			21:10	41		41	25:50	13	13	13	30:30
96	68	78	16:40	68	54	64	21:20	40	40	40	26:00	12	12	12	30:40
95			16:50	67			21:30	39	39	39	26:10	11	11	11	30:50
94	67	77	17:00	66	53	63	21:40	38	38	38	26:20	10	10	10	31:00
93			17:10	65			21:50	37	37	37	26:30	9	9	9	31:10
92	66	76	17:20	64	52	62	22:00	36	36	36	26:40	8	8	8	31:20
91			17:30	63			22:10	35	35	35	26:50	7	7	7	31:30
90	65	75	17:40	62	51	61	22:20	34	34	34	27:00	6	6	6	31:40
89			17:50	61			22:30	33	33	33	27:10	5	5	5	31:50
88	64	74	18:00	60	50	60	22:40	32	32	32	27:20	4	4	4	32:00
87			18:10	59		59	22:50	31	31	31	27:30	3	3	3	32:10
86	63	73	18:20	58	49	58	23:00	30	30	30	27:40	2	2	2	32:20
85			18:30	57		57	23:10	29	29	29	27:50	1	1	1	32:30
84	62	72	18:40	56	48	56	23:20	28	28	28	28:00				
83			18:50	55		55	23:30	27	27	27	28:10				
82	61	71	19:00	54	47	54	23:40	26	26	26	28:20				
81			19:10	53		53	23:50	25	25	25	28:30				
80	60	70	19:20	52	46	52	24:00	24	24	24	28:40				
79			19:30	51		51	24:10	23	23	23	28:50				
78	59	69	19:40	50	45	50	24:20	22	22	22	29:00				
77			19:50	49		49	24:30	21	21	21	29:10				
76	58	68	20:00	48	44	48	24:40	20	20	20	29:20				
75			20:10	47		47	24:50	19	19	19	29:30				
74	57	67	20:20	46	43	46	25:00	18	18	18	29:40				
73			20:30	45		45	25:10	17	17	17	29:50				

*All times which fall between the increments of time indicated on the preceding chart for scoring the run event will receive the point value of the next longest time increment; e.g., a time of 16:11 will receive 98 points



I PELVIC TILT
 (ARMS AT SIDES)

REST

TILT

RELAX

DO NOT FORCE ARCH

IV

HAM STRING STRETCH

HOLD THIGH WITH HANDS

STRAIGHTEN KNEE

EACH LEG SEPARATELY

II CURL UP (COMBINED WITH PELVIC TILT)

REST

TILT AND CURL

HOLD 5-10 SECONDS EACH REPETITION

III KNEE TOWARD CHEST

ONE LEG

OTHER LEG

BOTH LEGS

APPROXIMATELY 10 REPETITIONS EACH GENTLE REPETITIOUS STRETCHES

ADVANCED EXERCISES

V ADVANCED LOW BACK AND HIP STRETCH

VI ADVANCED HAM STRING STRETCHES

GENTLE REPETITIOUS FORWARD BENDING

VII HIP AND LOW BACK STRENGTHENING

INDIVIDUAL LEG TILTS MAY EVENTUALLY INCLUDE LOW SIMULTANEOUS LIFTING

St. Croix Correctional Center
Rules/Regulations pertaining to Photographs

- * The maximum allowable number of photographs you will have in your possession at any time is 6. Limit 6.
- * No Polaroid type photos allowed.
- * Everybody will be fully clothed in all photos. No provocative poses, clothing, or sexual activity.
- * Photos will be clean. There will be no foreign substance of any kind (fluids-sticky substances-stains) on any incoming photos.
- * Photos which indicate any type of alcohol or drug use which has been, or is currently being used in the photos will not be allowed.
- * No weapons of any sort in the photo.
- * No gang related photos (clothing, symbols, signs).
- * If you receive a photo which puts you over the limit of 6, you will report to staff immediately and inform them that you are over the maximum allowable limit of 6 photographs. You will then be offered 2 options. You may, with staff permission, tear the photograph in half and throw it in the garbage at the Sergeants desk, or you may mail the photograph out at your expense, using your stamped envelope.
- * Photos may have writing on the back and be allowed to be kept in your possession, if deemed appropriate by staff.
- * Photos will not be altered in any way. They will not be ripped, torn, stained or frayed. There will be no writing or drawing on the picture itself.
- * Varying sized photos up to 5" x 7" are allowed.
- * Photos may be computer generated or of less than photo quality. If there is more than one photo per page, Inmates must separate/cut photos apart at the center.
- * These rules and regulations pertaining to inmate photos are a guideline for inmates to follow. There may be times when an inmate will be told to dispose of a photo for a reason which may not be listed above. Decisions regarding appropriateness are not made arbitrarily. They are made for cause.

St. Croix Correctional Center
Rules/Regulations pertaining to Visits

- The visits are limited to two immediate family members or a significant other who are on the inmate's approved visiting list. It is the inmate's responsibility to have the significant other indicated as such on the visiting list.
- Children of the inmate may also visit when accompanied by a parent or legal guardian. Children of the inmate and minor siblings will not count towards the number of allowed visitors.
- In order to be allowed to visit an inmate, a photo I.D. must be provided to a staff member prior to the visit, if over the age of 18. Family members under the age of 18 may visit only if accompanied by an adult on the approved visiting list and minors must have signed approval of a parent or guardian in order to visit if the parent or guardian are not present.
- Inmates are allowed one 60 minute visit every other weekend opposite to the inmate's phone call weekend. It is the inmate's responsibility to inform their visitors what weekends they are allowed a visit.
- Visiting hours are:

Saturday	12:30 p.m. to 2:00 p.m.
Sunday	12:30 p.m. to 2:00 p.m.
- Nothing may be brought in or sent out on a visit. The only exception being if a baby accompanies the visitor, a small bag with disposable diapers and bottles may be carried in, after being inspected by a staff member.
- At no time will a visitor be allowed to enter the institution under the influence of a drug or alcohol.
- Visitors are expected to be dressed in an appropriate manner.
- The visitor is allowed to give the inmate one kiss and one hug at the beginning and at the end of the visit.
- The inmate and the visitor are responsible for the actions and behavior of any children that accompany the visitor. Toys are available for children to play with during the visit.
- If the visitor is transported by a person who is not on the approved visiting list, the visitor may be dropped off at the institution, and the person not approved must leave the institution's property while the visit is in progress.
- At any time, with just cause, the visit may be denied and/or the visit may be terminated.

MALE - SQUAD MEETING

This daily meeting will open with the CIP statement of philosophy. Staff will announce pull-ups to be discussed. Encounters and sensitivities will take place as scheduled by staff. This time may also be used to work through problems with squad unity, to discuss squad progress, involvement in motivational activities, etc. The meeting will close with a daily reading from, "Touchstones: Daily Meditations for Men".

CIP STATEMENT OF PHILOSOPHY

I have the power of choice and free will.
I am responsible for my thoughts feelings and actions.
Today, I commit myself to positive change.
I will give 100% of myself, 100% of the time.

GROUP CLOSURE

Grant me
The serenity to accept the things I cannot change,
The courage to change the things I can, and
The wisdom to know the difference.

FEMALE - SQUAD MEETING

This daily meeting will open with the CIP statement of philosophy. Staff will announce pull-ups to be discussed. Encounters and sensitivities will take place as scheduled by staff. This time may also be used to work through problems with squad unity, to discuss squad progress, involvement in motivational activities, etc. The meeting will close with a daily reading from the handout titled "Today".

CIP STATEMENT OF PHILOSOPHY

I have the power of choice and free will.
I am responsible for my thoughts feelings and actions.
Today, I commit myself to positive change.
I will give 100% of myself, 100% of the time.

GROUP CLOSURE

Grant me
The serenity to accept the things I cannot change,
The courage to change the things I can, and
The wisdom to know the difference.

Today

Today, I will delete from my diary two days, yesterday and tomorrow
yesterday was to learn and
tomorrow will be the consequence of what I do today.

Today I will defy every obstacle that appears on my way, trusting
I will succeed.

I will spend each minute passionately to make of today a different
and unique day in my life.

Today I will resist pessimism and will conquer the world
with the positive attitude of expecting always the best.

Today I will face life with the conviction that this day
will not ever return.

Today is the last opportunity I have to live intensely,
as no one can assure me that I will see tomorrow's sunrise.

Today I will be brave enough not to let any opportunity pass me by,
my only alternative is to succeed.

Today I will invest my time working on my life.

I have the power of choice and freewill.
I am responsible for my thoughts, feelings and actions.

Today, I commit myself to positive changes.
I will give 100% of myself 100% of the time.

PULL-UP

This is a short written communication to make an inmate aware of an irresponsible behavior or a criminal attitude. An inmate may put in pull-ups on himself, members of his squad, or other inmates in the program. An inmate will record his observation on a pull-up note and deposit it in the box in the barracks before the end of the day. Pull-ups may be written during free-time; or with staff permission or other appropriate times. The inmate must date and sign his pull-up and put his squad number at the end of his name.

During the squad meeting, the Squad Leader will read the day's pull-ups. After the Squad Leader reads a pull-up, inmates who have demonstrated the behavior or attitude described in the pull-up will raise their hands. The Squad Leader will then ask the other squad members for feedback. Inmates giving feedback will stand. An inmate giving feedback will describe how he handles situations like the one described in the pull-up. The inmate will describe how they have corrected this behavior or attitude. Feedback should be short and to the point so there is time for others to have input. After feedback, the inmates who accepted responsibility for the pull-up will state what they have learned from the feedback and what they will do differently in the future. The inmates will then sit and the Squad Leader will read the next pull-up and the process is repeated.

A minimum of 3 pull-ups must be submitted within a squad each day. A squad's failure to submit a sufficient number of pull-ups shows a lack of commitment to personal change, a lack of squad unity, and upholding the criminal code. Such behavior will result in squad consequences. Also, if no one in the squad accepts responsibility for a pull-up, the whole squad may experience consequences.

Inmates may also put in "positive" pull-ups to recognize an inmate who has demonstrated a positive attitude or behavior. These positive pull-ups do not count toward the minimum requirement of the three.

ENCOUNTER

This tool is used when a conflict between two inmates has become personal. It is an opportunity to clear up resentments and misunderstandings. For example, suppose an inmate bumps into another inmate in the head; if the inmate gets angry and takes it personally, the inmate should first ask to have a one on one with that other inmate. If the conflict does not get resolved after the one on one, either inmate can submit an encounter. Another example would be if an inmate gives a hostile look personally directed at another inmate. An encounter is not a “heavy-duty” pull-up and should not be used for the rule violations that primarily affect the whole squad, rather than an individual inmate.

If an inmate is angry with or resentful toward another inmate, the inmate may fill out an encounter slip and place it in the box in the barrack. Staff will schedule the encounter to take place during a squad meeting. The two inmates will stand facing each other inside the group circle. The inmate who requested the encounter starts and will be allowed 3 minutes to confront the other inmate’s behavior and attitude. The confronter will be direct, factual, and to the point. There will be no profanity. The encounter will also explain how the inmate’s behavior has affected him personally.

When the confronter is finished, or when the time is up, the inmate being confronted will have 3 minutes to respond. The inmate may explain their behavior but may not justify or minimize. Each inmate will accept responsibility for their behavior that contributed to the conflict. When the encounter is finished, the squad will provide feedback to both inmates. The two inmates involved will also discuss what they learned from the encounter.

SENSITIVITY

This tool provides the inmate with an opportunity to receive the support of their squad when dealing with guilt, grief, sadness, or other painful emotions. To request sensitivity, the inmate will fill out a sensitivity slip and will place it in the box in the barracks. The inmate will briefly specify the situation and their feelings in their request. Sensitivity is not to be used for “whining” or seeking sympathy.

Staff will determine if the sensitivity is appropriate and will schedule it for discussion in a squad meeting. The inmate will be allowed time to discuss their feelings and the squad will offer their thoughts, support and feedback.

EVALUATION CRITERIA

You will be evaluated by 14 behaviors in 5 areas of the program each day. The standard is the same from day 1 to day 180. You will be expected to present these behaviors at all times regardless of your phase level. The sooner you can achieve this expectation, the sooner you become appropriate to move to the next phase and graduate with the skills necessary to lead a crime and drug free life in society.

Your behavior will be observed and recorded by the frequency that you display it. N, S, M or A.

N means you display the behavior none of the time.

S means you display the behavior some of the time.

M means you display the behavior most of the time.

A means you display the behavior all of the time.

Any score other than an A (all of the time) will suggest that you need to be displaying that behavior more often to be meeting the program expectation. If you do not meet the program expectations for 2 weeks beyond the time you should be advancing to the next phase, you will be referred to the superintendent with a team recommendation to assist you in improving your behaviors.

You are the only person who can change your life. You need to take responsibility for yourself and use the skills you are learning to improve your life.

GRADUATION SPEECH GUIDELINES

1. Where you have been? How criminal you were and how you have improved.
2. What you have learned and what will you do differently?
3. What have you learned from working in the community or at CIP?
4. What you did to change your life and how you can use this in society.
5. An incident / assignment that occurred here that meant a lot to you.

One page limit.

It is not necessary to thank your team and say they are the best team here, or to thank every individual staff member, supervisor or sergeant.

No nicknames for staff.

DO NOT refer to staff as being like a mother, father, sister, brother or buddy to you.

Do not list individual squad member's names to thank. You may thank your squad.

You may thank community supervisors and/or family.

*Remember when you thank certain people such as "Thank you _____ for treating me like a human / person", that you are saying others are not treating you like a human.

KEEP IT REAL!