Starting November 7, 2022, SCI will be transitioning into a modified movement phase. Unfortunately, we have reached a point where we have to make some additional tough decisions. While it is understood these changes will not be favored, they are necessary at this time given the current staffing shortages. Please know this institution and the Department of Corrections as a whole is doing everything within their power to recruit new staff. Our goal is to get back to normal operations as soon as possible.

Some of the affected changes are outlined below:

1. Dayrooms will be closed on a rotational basis. Two dayrooms will be open at all times, and one will be closed. Schedule with closures will be posted on each wing. Dayroom shutdowns account for up to 3 additional hours per day.

2. 3rd Shift Late Dayrooms will not take place.

3. SCI will also be modifying its visiting schedule as indicated below. Visitation will be closed on Saturdays unless it's a major holiday.
   - Sunday – Contact & Zoom
   - Monday – Contact & Zoom
   - Tuesday – Contact & Zoom
   - Wednesday – No Visits
   - Thursday – Zoom Only
   - Friday – No Visits
   - Saturday – No Visits

4. Medication pass will run as normal.
5. Recreation will be open on an alternative schedule.
6. Courtyards will remain open per schedule.
7. Haircuts will continue as scheduled.
8. All PIOC will eat in cell.
9. Courtyards will be open to coincide with the recreation schedule.
10. Outdoor Recreation to include walking track will be closed.
11. State laundry workers will be allowed to come out to get laundry carts. If the dayroom is closed on the wing they will sort laundry once dayroom is open. Sheets/Blanket exchange will be done during open dayroom.
12. Mail will be passed out during open dayroom hours.
13. Canteen will run as normal on the units.
b. Inmates may be called to Main Laundry for re-sizing.

c. Any requests for size changes will be reported to designated staff. The new size items will be returned from the Main Laundry in the laundry cart.

d. The Laundry Officer will keep a record of all exchanges to ensure all damaged items are exchanged and returned. Inmates will be charged for items that have been deliberately damaged. Inmates are responsible to maintain the amount of clothing issued to them.

e. Requests for replacement of state boots are to be submitted to the Unit Manager.

7. Transfer to New Unit

a. When inmates go from one housing unit to another, they are to take their sheets, blankets, pillowcase, and any items included in an HSU restriction with them.

b. Any clothing or linens sent to the laundry, it is inmates responsibility to notify the sergeant of the unit they are leaving to have their clothing forwarded to them.

c. Inmates must change the colored dot on clothing as designated by the unit color.

8. Transferring Out of the Institution

a. If inmates are being transferred out of the institution, turn in all state issued clothing and linens to the officer.

b. If inmates do not have the full amount of clothing issued to them, they will fill out a disbursement request for the dollar value of the clothing they failed to return.

c. Clothing or linens must be turned in to the unit laundry by 8:00 AM the day of transfer.

R. Courtyard Area

1. Courtyards are open from:

| 8:00 a.m. -10:50 a.m. | 12:50 p.m. - 4:20 p.m. | 6:05 p.m. - 8:50 p.m. |

a. Inmates may use the picnic tables located in front of their housing unit during designated times only. Picnic tables will not be moved for any reason. Inmates must be seated at the table regardless of weather conditions, with a maximum of eight (8) inmates at any table. Inmates will face the table and keep their feet on the ground, not on the table or other seats.

b. No standing in the courtyards.

c. Talking/yelling/visiting into a courtyard or recreation areas from another courtyard is prohibited.

d. Graffiti or other damage to the picnic tables will result in the table being removed for repairs and not replaced until repairs are complete.

e. No hanging of shirts, rugs, blankets, etc. on the courtyard fences

f. Feeding of wildlife is prohibited.

g. Walking laps, working out or any other activities which are not specifically listed as allowed in the courtyards are prohibited.

2. Allowable Courtyard Property

a. Harmonica, or guitar

b. Personal games. Game blankets may be used.

c. One personal beverage cup

d. Magazines, books (personal and state owned) and schoolwork are permitted.

e. Tablets and ear buds. No headphones and keyboards.

f. Braiding of hair is allowed; the inmate doing the braiding will be allowed to stand directly behind the inmate whose hair he is braiding. One comb/pic and hair tie allowed while braiding.

g. Shirts may be taken off while in the courtyard, but inmates must wear their ID’s properly. Shirts will be put back on when leaving the courtyard area.

h. Shoes must be worn in the courtyards.

i. If an item is not included in the above, it is not permitted in the courtyard.
4. Standing counts will be verbally announced in respective areas.
5. Inmates in housing units will stand side by side in the center of their room facing the door with the bright light setting on.
6. When standing count is conducted, inmates will stand quietly, no listening to electronic equipment, reading, etc. Minimum attire will consist of either pants or shorts (not just undergarments) and a shirt.
7. Inmates will stand until the officer completes the count of their room, and remain in their rooms, with their door secured, until the “dayroom” announcement is given.
8. In other areas, inmates will stand in a designated area.

D. General Population Housing Unit/Dayroom
1. Dayroom hours:
   
   **Sunday through Thursday**
   - 6:00 a.m. – 6:30 a.m. Dayroom called at 6:25 a.m.
   - After 7:30 a.m. count - 10:50 a.m. Dayroom called at 10:45 a.m.
   - After 12:25 p.m. count – 4:30 p.m. Dayroom called at 4:25 p.m.
   - 6:00 p.m. – 9:15 p.m. Dayroom called at 9:10 p.m.

   **Friday, Saturday, & night before a holiday**
   - 6:00 a.m. – 6:30 a.m. Dayroom called at 6:25 a.m.
   - After 7:30 a.m. count - 10:50 a.m. Dayroom called at 10:45 a.m.
   - After 12:25 p.m. count – 4:30 p.m. Dayroom called at 4:25 p.m.
   - 6:00 p.m. – 9:15 p.m. Dayroom called at 9:10 p.m.
   - After 9:30 p.m. count – 12:00 a.m. Dayroom called at 11:55 p.m.

   ◊ (Holidays are: New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas, and New Year’s Eve.)

2. Dayroom is called 5 minutes prior to closing.
3. Inmate workers are required to be locked in cell 5 minutes to count time.
4. Inmates are to be in cell with door secured by dayroom close time.
5. Inmates are not allowed to sit or loiter in dayroom or start a new activity following the call of dayroom. They are to immediately finish their current activity and return to their cell. The TV will be shut off and all games/tables are to be cleared immediately.

E. Housing Unit/Dayroom
1. Unless there is an emergency, officer stations will be closed from:
   - 5:55 a.m.-6:10 a.m.
   - 1:55 p.m.-2:10 p.m.
   - 9:55 p.m.-10:10 p.m. (Late nights only)

2. Only one inmate allowed at the officer’s station at one time. You must wait behind the yellow line until called forward.
3. Coats are not allowed to be worn in the dayroom; they may be worn traveling directly to or from cell when leaving or entering unit.
4. Inmate mail will be distributed between 3:30 p.m. and 4:25 p.m. Photo ID is required.
5. The dayroom may be used for watching TV, playing games, reading and socializing. Do not disturb other inmates. The noise level in the dayroom shall be kept as low as possible.
6. Dayrooms may be closed for groups; unit meetings or institution needs.
7. Showers are only allowed during open dayroom hours.
8. No items may be retrieved from the garbage bins or recycling bins.
9. Do not sit on tables, take more than one seat, save seats, step or put feet on furniture or walls.

8/2021