

CCCS START

General Facility Rules

I. Room/Cell Assignment, Inspection, Care and Use:

1. START Facility housing consists of double bunk cells, and offenders are typically assigned to the first available open cell. Offenders may request a cell change by submitting a Cell Change Request Form to the Security Supervisor. Although some special circumstances may be considered, each offender will typically remain in the originally assigned cell during their stay.
2. Facility staff members are required to inspect each room prior to offender assignment/re-assignment, and offenders are encouraged to thoroughly inspect the room with the staff member. During the inspection any existing discrepancies will be listed on an inspection card which the inspecting staff member and offender will both be required to sign verifying the condition of the room and its furnishings.
 - a. Rooms are inspected frequently, and offenders will be held accountable for any discrepancy, damage, and/or missing furnishings incurred during their stay. Failure to properly care for these items could result in disciplinary action including financial reimbursement to CCCS START for any damages.
 - b. Offenders must maintain their rooms in a clean, neat, and orderly manner at all times: beds must be made, floors swept and mopped, trash emptied, and property stored appropriately.
 - c. Taping, tying or attaching electrical cords, strings, ropes, wires and etc. to the floors, walls, bars, ceilings, windows, doors, lights, beds and/or other furnishings presents a safety/electrical hazard and is not permitted.
 - d. Marking, drawing, hanging, taping, attaching or painting pictures on the room walls, ceilings, floors, doors, windows and/or furnishings is not permitted.
 - e. Drilling, gouging, carving, chipping or inserting nails, screws or any other items into the room walls, ceilings, floors, doors, windows and/or furnishings is not permitted.
 - f. Room/Cell doors must remain free of obstructions and nothing shall be placed in such a manner that it stops the door from fully opening or closing.
 - g. Offenders must be clearly visible for counts and other security related functions. Nothing that impedes visibility will be hung or placed over the windows in the doors or on the cell bars. Furnishings, bedding or property placement which does not allow staff an unobstructed view of the room and its occupant(s) is unauthorized.
 - h. Do not alter, move, cover, mark or damage the fire plan that is attached to your wall.
 - i. Offenders should report any maintenance concerns to facility staff.

II. Property:

1. Offenders are allowed to acquire and possess personal property in accordance with Facility policy, and it is the offender's responsibility to ensure that their property is within the guidelines and limits of these policies. Any item obtained in a manner not in compliance with policy, and/or excessive amounts of property may be considered contraband and could result in disciplinary action. Current policies regarding property issues are kept in the control booth. In addition, the current list of authorized property is posted in your living area.
2. Offenders are not allowed to give, barter, trade, sell or otherwise exchange personal property with other offenders.

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III. Count:

1. The regular count times are listed as follows: 9:00 AM, 1:00 PM, 4:00 PM, 9:00 PM, 11:00 PM, 2:00 AM and 5:00 AM. All offenders will remain in their assigned room/cell or authorized out-count areas until the count has been cleared. Facility staff will notify the wings and the out-count areas when the count has cleared. Special and/or emergency counts may be called at any time.

IV. Clothing/Laundry:

1. Laundry will be issued as scheduled in wing. Offenders are responsible for ensuring that their clothing allotment does not exceed the below listed amounts. Any excess laundry should be returned to the laundry storage area. All clothing will be exchanged on a one for one basis.
 - a. Each offender is allowed the following amounts of CCCS START issued laundry:

General Issue Clothing:

Five (5) Pair Socks	Five (5) Underwear	Three (3) Shirts	Three (3) T-Shirts
One (1) Sweat /PJ Top	One (1) Sweat/PJ Btm.	One (1) Pr. Sandals	One (1) Pr. T-Shoes
One (1) Pr. Gym Short	Two (2) Towels	Two (2) Wash Cloths	One (1) Blanket
Two (2) Sheets	One (1) Pillowcase	One (1) Bed Spread	One (1) Mattress
One (1) Pillow	Three (3) Pants		

- b. Offenders are responsible for the proper care and use of all issued clothing. Issued clothing is not to be altered in any manner. Failure to properly care for issued clothing could result in disciplinary action including confiscation of the damaged/altered items and financial reimbursement to CCCS START for any damaged clothing.
- c. If you alter any personal clothing, to the extent that it is in violation of CCCS START policy, is lewd, offensive and/or inappropriate, it will no longer be allowed in the facility.
- d. Offenders will dress in appropriate clothing in compliance with the facility dress code.

V. General Facility Rules:

1. Please keep all entrance/exit doors, gates, halls and/or access ways free of obstacles that may obstruct unimpeded access to an emergency exit/entrance.
2. Offenders will be required to sign out at the unit and sign in upon arrival at the intended destination. They will then sign out when they leave the destination and sign in when they return to the unit. It is the offender's responsibility to sign in and out.
3. Personal phone calls may be made at your expense using the pay phones in the facility in accordance with the facility phone schedule. Phone calls may not be placed during any scheduled activity that you are required to participate in (this includes; counts, meals, unit activities, tasks, groups, etc.). There are a limited number of phones available. Please consider the needs of other offenders when using the phones.
4. Offenders are not allowed to enter another offender's room/cell.