

The CCA Way

CCA/Saguaro Correctional Facility
1250 E Arica Road
Eloy, AZ 85231

ADMINISTRATIVE STAFF

| <u>TITLE</u> | <u>NAME</u> |
|-------------------------------|-----------------|
| Warden | Mr. T. Thomas |
| Assistant Warden | Mr. J. Bradley |
| Assistant Warden | Mr. B. Griego |
| Chief of Security | Mr. M. Lopez |
| Assistant Chief of Security | Mr. S. Meiner |
| Chief of Unit Management | Mr. N. Carrier |
| Classification Supervisor | Ms. C. Frappiea |
| Principal | Ms. Sells |
| Chaplain | Mr. Miller |
| Health Services Administrator | Ms. P. Sells |
| Business Manager | Ms. D Baker |
| Grievance Coordinator | Mr. Valenzuela |
| Shift Supervisors | Mr. Guillin |
| | Mr. Balderrama |
| | Mr. Sanchez |
| | Ms. Olson |
| STG Lt. | Mr. Kalani |
| Unit Managers | Mr. F. Garcia |
| | Ms. B. Worden |
| | Mr. T. Dobson |
| | Mr. J. Henson |
| | Mr. J. Keesling |
| | Mr. M. Beatrice |

Chief of Unit Management: The Chief of Unit Management is responsible for the units and Inmate programming opportunities. These programs include case management, classification, programs and jobs.

Classification Supervisor- The classification supervisor reviews all classification documentation. Supervises the Jobs Coordinator and Records Supervisor.

Shift Supervisor: The Shift Supervisor is responsible for the supervision of the administrative and operational security activities on a specific shift.

Assistant Shift Supervisor: The Assistant Shift Supervisor assists the Shift Supervisor in the supervision of the administrative and operational activities in a correctional facility.

Unit Managers: Unit Managers are supervisors who work in the living units. They hire workers to work in their area of responsibility as well as coordinate workers for the other departments such as Education, Maintenance, Food Service, Medical Department, etc...The Unit Manager is also responsible for bed/unit moves. They will help you with your "inmate requests" and answer your questions. The Unit Manager will order and ensure hygiene items are handed out according to the posted schedule. Your personal issues should be directed to the Unit Manager before it reaches Administrative staff.

Case Managers: Case Managers will help you with questions about your classification, custody, court hearings, detainers, and pending transfers/releases. They will work closely with your arresting agencies and the Courts to help answer your questions. Case Managers are charged with the responsibility of keeping your records in order while you are at the Saguaro Correctional Center. Upon arrival, each inmate will be interviewed to determine program needs, and develop a program plan.

Correctional Counselor: Correctional Counselor comes from a security background and has experience as a corrections officer, is part of the unit team with the primary responsibility for resolving daily inmate issues before they become significant matters, incidents or grievances.

The Special Housing unit is a 264 bed housing unit within the Saguaro Correctional Center. This unit will house Hawaiian contracted inmates for our contracting agency. Inmates in this unit will be placed into the Special Housing Incentive Program (S.H.I.P.), Administrative and/or Disciplinary Segregation. The inmate will be placed and or recommended for this the S.H.I.P. based on the following criteria:

- Current conviction of a major disciplinary infraction
- Disciplinary history within the institution
- Current management problem

All inmates who enter the segregation unit will be properly stripped searched, given a clean uniform, and allowable personal property. Each cell will be thoroughly inspected before being occupied.

All inmates will be placed into segregation under Pre-Hearing Detention status pending their disciplinary hearing or completion of an investigation. A Segregation Activity Record (SAR) will be maintained for each inmate who is placed into Segregation.

At the completion of an inmate's disciplinary time, he may be considered for SHIP placement depending on the reasons for initial segregation placement. S.H.I.P. is divided into three levels. To successfully complete a step, the inmate must maintain a clear disciplinary history during each level. This will include but is not limited to, keeping a sanitary living area, overall good behavior to staff and surrounding inmates and participation in programs.

Each inmate recommended for S.H.I.P. will begin in Step I and will remain for a minimum of 180 days before advancing to the next step. If at any time the inmate fails to meet the expected for mentioned criteria, the inmate will remain in Step I and/or be demoted in steps.

The duration of each step is as follows:

- Step I: Minimum of 180 days
- Step II: Minimum of 180 days
- Step III: Minimum of 180 days

Telephone:

Inmates will have telephone access as follows:

- Step I and/or Administrative/Disciplinary: One (1) phone call every thirty (30) days. This will be upon the approval of the Unit Team.
- Step II and Step III inmates will be allowed telephone usage during their scheduled dayroom recreation time.

All calls will be 15 minutes in length. Any failure to follow this rule will terminate personal phone calls for a period of one month and then with the Unit Manager's approval.

Visitation:

Inmates with the SHIP will be allowed visits based on the following schedule:

- Step I and/or Administrative: Two (2) non-contact visits per month in two (2) durations.
- Step II: Two (2) contact visits per month in one (1) hour duration.
- Step III: Four (4) contact visits per month in two (2) hour durations.

Segregation visits will be scheduled on Wednesday's only and by approval of the Unit Team and Chief of Security. A visit may be terminated based on the inmate's behavior and due to the security needs of the institution.

Medical:

Medical will provide pill call on the unit. Sick call appointments will be provided upon approval of the medical authority on duty. STEP I and/or segregation inmates will be escorted to medical in full restraints for appointments.

Mail:

All inmates in SHIP and/or segregation will be allowed to send and receive mail in the same manner as general population. Inmates in SHIP I and/or segregation will leave their mail open so a Correctional Officer may visually inspect for contraband. This may be done in the inmate's presence. This also counts for any and all legal mail/packages.

Library:

Library services will be afforded to all inmates in Segregation. This will be done on Tuesdays (NA, NB & NC) and Thursdays (ND & NE) by an Education staff member. Books will be given on a one for one basis. Any destruction of unit books will result in disciplinary action. **Law library services may be terminated for the day for security reasons.**

Religious services:

Religious services will be provided to all Segregation inmates. The Chaplain will visit the unit at least once per week. Inmates may have additional visits upon approval of the Unit Team and Chaplain.

- 4.) When exiting ones cell all inmates will back out and follow staff direction. (This applies to inmates on SHIP I and/or Administrative/Disciplinary segregation). Failure to comply will result in cancel elation of recreation, showers and other activities.
- 5.) All inmates will be strip searched prior to exiting and returning to their cells, NO EXCEPTIONS. This includes recreation, visitation, law library etc.
- 6.) At no point in time will inmates cover their windows, light fixtures, place any items on the wall, have clothe lines, block the air vents or utilize any items as a barricade. Failure to follow will result in disciplinary action.
- 7.) Cell Searches will be performed on a daily basis. All contraband and/or unauthorized items will be confiscated, and disciplinary reports will be issued.
- 8.) Make sure that all your property is on your inventory sheet(s) when you sign them. Segregation staff will not be responsible for anything that is not listed.
- 9.) All beds will be made by 8:00 am or prior to exiting cell. This includes recreation, and showers. Any violation of this housing rule will result in disciplinary action and/or considered a refusal to shower or recreate. Cells will remain clean and orderly at all times.
- 10.) Inmates will not stand on toilets, sinks, tables and/or chairs for any reason.
- 11.) The listed items from the matrix are the only items allowed in the cells. All unauthorized items will be confiscated.
- 12.) No plastic bags will be allowed in the cells at any time.
- 13.) Meals will be offered three times a day. All trays will be picked no later than one hour from the start of feeding. No canteen food will be stored in the cells. (Any inmate that uses food and/or food trays in an inappropriate manner, ie. throwing, smearing or breaking will be placed on an Alternative Meal Menu. This will include a sack lunch with the basic needs. This will last for seven days and may repeat itself based on the individual's behavior).
- 14.) Toilet paper will be issued every Sunday ONLY by the Unit Staff. This includes two rolls per inmate on this day. In order to obtain a new roll of toilet paper, you must provide the core of the used toilet paper roll. If you require more than two rolls per week, you may purchase through the commissary.
- 15.) Clothing exchange will be done every three months per request and if supplies allow for SHIP I, SHIP II, SHIP III and Administrative Long Term inmates.

24.) Recreation will be offered five (5) days a week (Monday through Friday) for one hour. If you refuse recreation at the time it is offered, you will not be allowed to go to the recreation yard at a later time. Only clothing items to exercise in are allowed out to recreation. No other property will be allowed to be taken out to recreation. Under no circumstances will any items be passed to another inmate. Any property brought out to recreation and/or any items passed to another inmate will result in disciplinary action. This includes drinking cups. Water will be provided on the recreation yard.

- Inmate(s) on SHIP I and/or Administrative/Disciplinary will be allowed outdoor recreation for one hour five days a week.
- Inmate(s) on SHIP II will be allowed outdoor recreation one hour a day five days a week and dayroom time one hour per day Monday through Friday ONLY.
- Inmate(s) on SHIP III will be allowed outdoor recreation one hour a day five days a week and dayroom time two hours per day Monday through Friday ONLY.

Any inmate displaying disruptive behavior will lose recreation privileges until the further notified by the Unit Manager. Recreation may be canceled any time due to the security needs of the facility.

25.) All medical requests will be handled by the medical staff ONLY. The Segregation staff will not be responsible for picking up medical requests.

26.) All grievance forms will be picked up by the Grievance Coordinator(s) only, and will be dealt with in a timely manner. Segregation Staff will not pick up any grievance forms.

27.) Showers are limited to TEN (10) MINUTES. Showers are offered three times a week. The schedule is as follows:

Monday/Wednesday/Friday

The following will be allowed to be taken to showers: One (1) towel, one (1) bar of soap, one (1) bottle of shampoo and one (1) face towel. Any items not listed here that are taken to the shower will result in disciplinary action and confiscation of item.

Razors will be issued at the time of shower. Once complete, the Segregation officer will retrieve the razor and dispose of it properly. At no time will an inmate in Segregation have a razor in their possession or person.