

SAN ANDREAS

DEPARTMENT OF CORRECTIONS

INMATE HANDBOOK



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Inmate manual

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DEFINITIONS

SADOC – San Andreas Department of Corrections, the state agency responsible for all incarcerated persons in the State of San Andreas.

SACF – The San Andreas Correctional Facility, the sole correctional facility in the state of San Andreas.

CO – Correctional Officer, employed by the SADOC and responsible for maintaining order, amongst other tasks, within the correctional system.

Warden – The person in charge of the prison.



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CHAPTER 1

INTRODUCTION

Mission:

The San Andreas Department of Corrections is responsible for the security and enforcement of the San Andreas Correctional Facility. It also plays a vital role in promoting crime prevention, supporting offenders to become responsible citizens by adopting law-abiding life styles and also, providing offender management services that protect the community.

The mission of the San Andreas Department of Corrections is to protect public safety, to ensure the safety of Department personnel, and to provide proper care and supervision of all offenders under our jurisdiction while assisting, as appropriate, their re-entry into society.

Purpose:

This inmate handbook was prepared to help you adjust to life in the San Andreas Correctional Facility. This handbook is available in English and Spanish. You are encouraged to become familiar with this handbook. It will help you know what is expected of you and what you may expect from the staff.

Following the rules carefully will make your sentenced time easier to serve. Please read through the sections that apply to you. If you come across words that you do not understand, ask for help from a Correctional Officer, or another inmate who is willing to assist you.

All rules and regulations are subject to change. Any items not covered in this handbook will not be allowed without express permission from a supervising Correctional Officer. The SADO expects you to adhere to the accepted laws of society in addition to institutional rules.



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CHAPTER 2

FACILITY ORIENTATION

Facility Layout:

The San Andreas Correctional Facility (SACF) can be divided into several areas. These areas include;

- Non-inmate area
- Escort-only area
- Inmate area

Non-Inmate areas where inmates are not allowed to be without a supervising Correctional Officer's escort (Command Staff or higher). This is generally only for exceptional situations. Inmates that are found in Non-inmate areas without such escort will be subject to disciplinary punishment. During a lockdown, which will be announced by staff, every area in the facility but your own cell turns into a non-inmate area.

Escort-only areas are areas where inmates are not allowed to be without a Correctional Officer escorting them. This includes movement to and from visits, processing or Secure Housing Unit. Inmates that are found without escort in these areas will be subject to disciplinary punishment or confinement to their cell.

Inmate areas are areas where inmates may freely walk around and go about their business. Some areas which are considered Inmate areas are at certain times locked. This is to maintain inmate and Correctional Officer safety. Such areas will be opened upon the discretion of the supervising Correctional Officer.

Non-inmate areas and Escort-only areas are located behind gates and doors. Clear indication is present when an inmate ventures into either zone.

The inmate zone consists of two Departments, Department A and Department B. Each of these departments consists of two **cellblocks**, named one and two respectively, one **canteen**, one **gym**, one **laundry** and one **workshop** area. All these areas are clearly indicated with text signs or symbols.

Each **cellblock** consists of 20 cells, numbered 0 to 19. Further information on these cells is provided later on. Each cell block has a central seating area with, several phones, a TV area and a library. Use of the library for personal education is allowed unless otherwise informed.

The **canteen** is the dining area at SACF. This area will be opened during breakfast, lunch and dinner. It holds room for 36 inmates to seat at once, spread over 9 tables. The kitchen area is also located here and often a Correctional Officer will ask inmates



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to do the cooking. If so, the supervising Correctional Officer will explain what is expected of you and where certain items are placed.

The **gym** area consists of both the shower and the gym area in SACF. This area will be opened at the decision of the staff, depending on the behavior of you and your fellow inmates. When going for a shower, you are to take your own towel and fresh clothing with you before you enter. In the gym area, you will find several types of sporting equipment. All have been secured to the floor or walls to ensure safety of you, your fellow inmate and staff.

The **laundry** and **workshop** are located behind the same door. The laundry has several washing machines and other appliances in which either staff or volunteering inmates can do laundry. The workshop has all kinds of equipment to allow inmates to work in various forms of labour, including wood works and metal works. Due to the items present in this area, no inmate may be left unsupervised here under any condition.

Connecting the two departments is a common **yard**. This yard is a large fenced, open air area. Inmates are allowed here most times unless otherwise indicated. They have free access to the basketball court, telephone area, seating area, gym area and bleachers. One will find the gym equipment next to each bleacher, which has been chained to the floor, this again to ensure the safety of you, your fellow inmates and staff.

In the yard, you will also find the **Prison Commissary**, where you can purchase items while in prison. More on this later.

Housing Unit (cell):

Your cell is the place you are assigned to when you are brought in by either the LSPD or SASD. This is the place where you will spend the nights during your sentence and where you are required to be during emergency situations. You will most of the time share your cell with another inmate, though if you are lucky you might have one to yourself. Complaints about your cell mate can be addressed in a civilized manner to a Correctional Officer.

Inside your cell, you will find a bunk bed. Either the top or the bottom will be your sleeping place, decide so with your cell mate. Each cell has a toilet/sink combination made of steel. To provide some form of comfort, you will also find two chairs attached to the floor, a table in between for writing or reading.

It is punishable under the CRC to obstruct the view into your cell from the outside. At all times, Correctional Officers must be able to look into your cell from the outside. The only exception is covering the toilet area for as long as you use it, not permanently.



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((By using the /cellinfo command while in prison, you will be able to view what cell you are assigned to. The format is as follows: [Department][Block #][Cell #]. For example, if /cellinfo states you are in A104 that means you cell is in Department A, Block 1, cell number 4.

If you are assigned to cell A104, but during a lockdown go into A112 and act like it is your cell, we will take this IC and move you. It is your responsibility to know what cell is yours. Do not RP living in a cell that isn't yours. Ask ICly to be moved if you need a cell changed.

Cell assignment does not carry over after logouts. That means day one you can be in cell A102 and spawn in A204 on day two. Only inmates that RP a life sentence in SACF will get permanent cell assignment.))

Inmate counts:

At any moment of the day, the call can sound to return to your cells for the inmate headcount. You are required to head back to your cell at that moment and await the count. If you are not in your cell at the moment of the headcount you will be punished by isolation should you have no valid excuse. These headcounts are there to assure that inmates remain in the inmate areas for the safety of you and the staff members.

Strip and Cell searches:

During your stay in SACF, you will most likely be subject to searches of yourself and your property by staff members. This is done to ensure that no contraband is moved around in the facility or introduced into it.

There are several forms of searches that can be conducted.

The first one is the pat down. The pat down is the most common of all searches and is usually conducted during activities which require increased security; Breakfast, Lunch, Dinner, Laundry, etcetera. You will experience the least amount of hinder from this kind of search.

The second kind is a strip search. This search is done when a reasonable suspicion exists that an inmate is carrying contraband and is using their body to do so. When a strip search is required, Correctional Officers will take you away from other inmates to a secluded location. There, you will be required to completely remove your clothing and hand these to Correctional Officers for inspection. A trained medic may require you to perform some exercises as well.

Your cell may also be subject to a search by Correctional Officers. You do not have to be in or near your cell for that to happen. To ensure no contraband is hidden in your cell, your property may be moved around in your cell.



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The SADOc also uses Canine (dog) units to assist in searches in and around the facility. You will face disciplinary action if you purposely interfere with the operations of a Canine employed by the SADOc.

Searches are done at random or with reasonable suspicion by staff. They are never done as punishment or form of harassment. Should you feel that this is not the case and that SADOc staff are in fact using it as a form of harassment, please file a complaint report as detailed in Chapter 3 of this manual.

Leisure Time:

Inmates in general population are free to spent their time outside their cells, for indoor or outdoor activities. These include visiting the yard, reading in the library and conducting phone calls. Inmates in the Secure Housing unit may only do such activities at times a correctional officer indicates.

Movement:

Any Correctional Officer may order an inmate to move to or from a certain area, this includes cells, with sufficient reason. Depending on your co-operation, the Correctional Officer might have to use force. Moving of inmates is done to prevent fights or other disturbances from breaking out.

Secure Housing Unit (SHU):

The Secure Housing Unit, solitary confinement or isolation, is the Department C of SACF. This area is reserved for inmates that have broken the rules of SACF. The cells in the Secure Housing Unit differ a little bit from the regular cells. Their cell doors are solid doors, instead of bars.

Inmates in the Secure Housing Unit have a different schedule than regular inmates. They are not allowed to freely move around their department and are most of the time locked in their cells. Meals consist of MREs (Meal Ready to Eat), depending on which are available.

Menu:

As stated, the canteen is the place where you will primarily eat your lunch and dinner. For that, we have created a menu. The supervising Correctional Officer at the time the canteen opens will decide which option will be served.



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PRISON MENU**

LUNCH			
#1 Beef Meatloaf Brown Gravy Mashed Potatoes Mixed Vegetables 3 Slices of Bread 2 Margarine Fresh Banana Beverage	#2 Bologna Potato Chips 1 Vegetable juice 3 Slices of Bread 2 Salad Dressing Fresh Orange Beverage	#3 Chicken Wings Sauce Mashed Potatoes 3 Slices of Bread 2 Margarine Fresh Apple Beverage	#4 Sardine Package Potato Chips Package Vegetable Juice 3 Slices of Bread 2 Salad Dressing 2 Mustard Fresh Orange Beverage
DINNER			
#1 Fish Fillet Tomato Sauce White Rice Lima Beans 2 Tartar Sauce 3 Slices of Bread 2 Margarina Fresh Apple Beverage	#2 Turkey Cutlet Gravy Mashed Potatoes Mixed Vegetables 3 Slices of Bread 2 Margarine Fresh Orange Beverage	#3 Cacciator e Tomato Sauce Mushrooms Macaroni Pasta 3 Slices of Bread 2 Margarine Fresh Apple Beverage	#4 Potato Chips 4 Packages of Jelly 1 Vegetable Juice 3 Slices of Bread 2 Margarine Fresh Apple Beverage



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Religious Services

All inmates in custody of the San Andreas Department of Corrections have the right to choose their religious beliefs and practice their religion. As an inmate, you are free to practice your religion in accordance with safety and health requirements of the facility.

If, out of security reasons, the SADOc deems it necessary to place a burden on the religious exercise of inmates, the DOC will do so in the least restrictive way possible, to ensuring the safety of the facility and its inhabitants.

As an inmate, you are free to attend services of the religion of your choosing. You and your fellow inmates have the right to hold a religious service for the religion of your choosing. All religions, conform to the requirements of the facility's security and health, shall be treated as equal. The SADOc shall, for example, not support a Catholic service while forbidding a Protestant service, or authorise an Islamic service but forbid a Jewish service.

Items of religious nature are allowed to be in the possession of an inmate, provided that they do not endanger the safety of other inmates or staff members.

The DOC shall not endorse either religion or non-religion. Offenders shall not be discriminated against because of their religion and practices, or lack of such beliefs or practices.

Should you wish to hold a service, you are free to contact a Correctional Officer. He or she will evaluate your plan for the service and provide security during the service.

The library will be used to hold religious services.



CHAPTER 3

COMMUNICATION

Staff - inmate communication:

Interaction between you, the inmate, and the Correctional Officers is very important. Correctional Officers are not there to constantly punish you, they are there to maintain order in the facility. You are free to approach them with questions when you see they are not busy. Do so politely and without an attitude. Correctional Officers are not required to listen to the comments made by disrespectful inmates and you will find them most of the time ignored. A good example of politely approaching a Correctional Officer would be to wait for him or her to finish what they are doing, excuse yourself and address them with their surname (if you know it), rank or sir/ma'am.

Correctional Officers that are equipped with heavier equipment (tactical vests, riot shields, submachine guns, assault rifles) are to be left alone. If they have need for you, they will approach you. Otherwise, they are carrying this equipment for a reason and should be left to their duties.

Correctional Officers may send inmates away from a location, even if there's no ongoing situation there. Inmates may disturb the duties of a Correctional Officer or distract them from their duties. A simple conversation can already result in this, which is why often a Correctional Officer will ask an inmate to move away. They do this to ensure they can perform their duties properly.

An important thing to note when dealing with Correctional Officers, is that you are to approach them in a completely non-violent/aggressive way. That means, approach them at a normal pace, keep your hands visible and clear of items. If you run at Correctional Officers with something in your hand, you will most likely find yourself subject to usage of force, as a Correctional Officer perceives you as a threat at that time. Standing too close to a Correctional Officer may likewise result in usage of force, should you not move away when asked/ordered.

If you have a complaint regarding a staff member, you are free to address these to the DOC High Command Staff. You will find paper in the library where you can file your complaint on. You are required to follow a format. You can then post these, where they will be reviewed to see if your complaint is valid. You may also give your complaint to any Correctional Officer on duty with the request to forward this.

((The following [link](#) brings you to the DOC forums, where you will find report formats for both IC and OOC problems.))



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Inmate telephone conversation monitoring:

All phone calls going out of SACF may be monitored. The exception being calls between you and your attorney. However, you must indicate this call will take place, before you make the call. Discussion of subjects illegal by law will be punished by a phone prohibition and depending on the subject discussed, legal punishment.

Inmate Mail:

Every inmate may write any family member or other acquaintance they wish. The cost for the envelope and stamps are theirs to cover. Each envelope must be stamped and have a clear indication of your name and cell number. If these are not found, the letter will be opened and returned to you if possible.

All inbound and outbound mail traffic is subject to K-9 inspection for illegal substances.

((Use the LSRP PM feature for IC mail between you as inmate and someone on the outside. You are not allowed to ICly put any contraband in these unless discussed with either an admin or the highest ranking DOC member online.))

Printed Material:

Inmates are allowed to have 5 books in their possession at a time, not including religious books (Bible, Quran, Torah, etcetera). All these books must have a soft cover. Books may also be sent in the mail by family members from the outside. These are however prone to inspection and must be soft cover as well.

Any books, papers or otherwise written items that can harm the security, good order or discipline inside the facility will be excluded.

Sexually explicit publications are forbidden. Sexually explicit material means any form of paper containing pictures of sexual acts. This includes all forms of pornography, playboy or other magazines that display nudity or are suggestive.



CHAPTER 4

PERSONAL RELATIONSHIPS

Visitation:

The SADOCC recommends inmates to have regular visits with family members or friends from the outside when the circumstances allow this.

First, approach a Correctional Officer and ask him if it's possible to conduct a visit. Depending on the available manpower and the general behavior of your fellow inmates, your request will be either granted or denied. If granted, call the person who'd like to visit you and tell them to head over to the SACF lobby. There, a Correctional Officer will assist them after they rang the lobby bell.

The visitor will confirm he or she is there to visit you. You will then be called up, either via the intercom or personally. You will be taken to the visiting area. Before you are moved through an inmate escorted zone, you will be cuffed and frisked for your own safety, the safety of your visitor and that of the correctional staff.

Once you have arrived at the visiting area, the Correctional Officer will uncuff you and you may proceed with the visit. This will be through phones with bulletproof glass separating them. The Correctional Officers will supervise the visit on both sides and inform you how much time you have left before you are transported back to the inmate zone.

It is not allowed to discuss subjects illegal by law during a visit and punishment will be handed out if you do so.

Once the Correctional Officer informs you your visit is over, he or she will take you back to the inmate zone after cuffing you. There, you will be uncuffed and free to go about your business.

((A visitor has to use the /bell command, otherwise no COs will respond.))

Contact visit:

If you would like to arrange a contact visit, you have to inform the Correctional Officer of this beforehand. Unless it is considered unsafe to do so, we will allow contact visits between marriage couples or other forms of relationships or relatives. However, all contact visits will have to be authorized by SADOCC Command staff or higher. Ensure that you have informed them of your wish prior to your relatives or SO arriving.



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Professional Visits (attorney, etcetera):

The SADOc allows you to arrange visits between you and your attorney to process your trial or case. You will go through the same procedure as the other visit type.

Should you have no attorney or if you are unable to pay for one, approach a Correctional Officer. He or she will request a public defender to attend to your case, should one be available.



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CHAPTER 5

PROPERTY

Personal Inmate Property:

When arrested by the LSPD or SASD, all items you have on you at that time are confiscated. This includes your phone, wallet, any keys you might have on you.

You are allowed the items listed in the matrix down below. Items indicated with a (*) indicates they have been issued to you on intake. The rest is purchasable at the Commissary.

Item	Maximum # allowed	Details
Athletic Shoes*	1 pair	-Permanently Marked -No graphics or logos -No steel toed -White, gray or black of color (may mix)
Athletic Supporter	2	-No graphics or logos -White or gray of color
Baseball cap Stocking (knit) cap	2	-Combination total -No graphics or logos -Gray or orange only -Permanently marked
Boxer Shorts/Briefs*	7	-White or gray of color
Coat	1	-Permanently Marked -Light/Dark blue of color
Gym/ Walking Shorts	2	-Permanently Marked -No graphics or logos -White or gray of color
Jumpsuit*	1	-Permanently Marked -Orange of color -Only worn during out-of-facility activities
Personal Shirts*	5	-White, gray or navy blue in color -No graphics or logos
Personal Pants*	5	-Permanently Marked -White, gray or navy blue in color -No graphics or logos
Shower Shoes*	1 pair	-Light blue or black of color
Socks*	7 pairs	-White of color



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You are also issued with several personal items. These are your bedding for your bunk, toothbrush and your soap. The last two are your personal responsibility and loss will not be refunded.

Inmate Identification Card

When you are arrested and processed, you will also be issued an Identification (ID) card. This card will have your mugshot, name and inmate number on it.

You are not allowed to leave your cell without the ID card on you and attached to your clothing in a visible place. This can be your shorts or collar, for example.

This ID must be verified when purchasing an item from the commissary. The clerk at the commissary will perform a check if the card really is yours, before you are allowed to continue your purchase.

If you are found to hold another inmate's ID card on you, it will be considered contraband and you will be charged as such with its possession.

If you lose your ID card, you will be fined \$30 for a replacement.

Laundry:

You are responsible for doing your own laundry or having another person do it for you. Laundry will be opened at request, should the situation in the facility allow it, so you can do your laundry.

Inmate Commissary:

You are allowed to purchase items from the Prison Commissary, located in the central yard. Some of the items for sale there have limitations set on them, to prevent misuse of the said items. Should you require such an item, approach a Correctional Officer with your request.

The DOC reserves the right to deny you your purchase if we feel the need to do so to ensure facility security. The majority of the items for sale have no restrictions however.

When you want to purchase something from the prison commissary, be sure to fill out the purchase form before you are at the booth and have your inmate ID on you. This to prevent a queue forming because of you having to select what you want on the spot. And nobody likes queues.

((While standing at the Commissary in the yard, use the /pshop or /buy command to view all items available for purchase (both commands have the same result).



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The command /prisonitems {ID} (/pitems {ID}) – displays the prison items in your possession to you, or to specified player.

The command /prisonitem (/pitem) - allows you to trade, use, drop or view information about an item.))



CHAPTER 6

INMATE ACCOUNTS

When you are processed by the LSPD or SASD, a so called "inmate account" will be created for you by staff members.

This inmate account is similar to your bank account, except it's only usable inside of the Correctional Facility. You use this account for all purchases in the Commissary. This is also the account where payment for jobs you conducted (canteen duty, workshop, community service) is deposited by DOC Staff.

Your account will be in the following format [Processing number]-[Inmate number].

Note that physical currency, regardless of the type (dollars, euros, pounds, yen, etcetera) is strictly forbidden. If you are caught in the possession of physical currency, it will be considered contraband and confiscated, without any form of refund for the value. You will also be isolated in the SHU, for possession of contraband.

Any form of gambling, either with items purchased with money from your account or with actual currency is strictly forbidden and punished by isolation in the SHU.

When you are released with money still left on your inmate account, that money will turned out to you in physical money (US\$).

Deposits:

The SADOc will do the majority of the deposits on your account, as per the wage for jobs you did while serving your time.

Family members are allowed to make deposits as well, with a limit of the equivalent of \$500 per month. If a family member attempts to transfer more money to your account than is allowed within that month, the transfer will be blocked and the money returned.

Should you not have any family members capable of transferring money, you may elect to have your recognized attorney do so for you. It is between you and your attorney to arrange the transfer from your legitimate bank account, to your inmate account.

Any deposits from any other persons but attorneys, family members or DOC staff will be blocked.



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Purchases:

Whenever you make a purchase from the commissary, you have to validate the inmate account you are attempting to access is yours. After you have done so, the money will be deducted from the account and, if your account had enough credit on it to make the purchase, you will be given the item.

Money Transfer:

It is not possible to transfer money from one account to another. The money you collected on that account is yours only.



CHAPTER 7

DISCIPLINE

Smoking and Tobacco Regulation:

Smoking inside of any of SACF's buildings is strictly forbidden and punishable under the Correctional Rehabilitation Code. Displaying open fire (striking a match, lighter, etcetera) inside any buildings is likewise punishable.

Smoking in the yard is allowed. Displaying open fire in the yard for the purpose of lighting tobacco is allowed, but displaying fire for any other purposes is punishable.

Narcotics and Alcohol testing:

At any moment, you are required to be able to give a urine sample for testing of the narcotics levels. Failure to do so will result in solitary confinement until you are prepared to give this sample, or when 8 hours have passed. After that, you will still have to serve the time in solitary confinement for not failure to follow orders by staff.

Should your sample turn out to be positive but you do not agree with the outcome, you have the option to have it tested by an outside laboratory. If the same result is shown here, you will be fined \$120 from your account and disciplined for the use of contraband.

You may also be asked to perform a breath analysis to determine if you consumed any alcohol. If you refuse to, you will be taken to solitary confinement for 24 hours, and the time for failure to follow orders by staff.

Should your test turn out to be negative, you will not be charged nor disciplined.

If any test does turn out positive, you will be charged with the use of contraband, which under the CRC results in 3 days of confinement.

You will be held responsible for all outcomes of your test, whether or not you claim the contraband was forced upon you. Exception being you approach a Correctional Officer when you are able right after.

Gang Activity:

The SADOc heavily frowns upon any form of gang activity, affiliation or promotion in the San Andreas Correctional Facility, regardless if the group is active within the facility or not.



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Affiliation to a gang can be determined by observation of certain paraphernalia; tattoos, colors, books, mail, etcetera.

If you do decide to affiliate with a gang inside SACF, termed as a **Security Threat Group** by staff, you will be subject to an increased amount of searches, observation and your actions will be put under severe scrutiny.

Members of a **Security Threat Group** like to present you with the idea you have no choice; This is a lie. If you feel you are pressured into actions you do not wish to commit or be part of, immediately contact a Correctional Officer.

Sexual Misconduct:

The SADOc holds a zero tolerance policy towards any sexual misconduct towards inmates or correctional staff. Such misconduct will be punished with segregation.

Contraband

The definition of contraband is "Goods prohibited by law or treaty from being imported or exported." In SACF, the term contraband is used to define items that are not allowed to be possessed by inmates, but still have.

Following is a list of items considered contraband. This list is not conclusive, thus more items can be considered contraband.

All forms and types of Narcotics	Two-way radios	Construction materials.
Any medicine without prescription	All forms and types of alcoholic beverages	Law Enforcement Equipment
Physical Money (Bills and coins)	Any and all items related to the creation of tattoos, including nails, ink and assorted items	Working tools such as drills, saws.
Mobile cellphones	Pornographic material in all shapes and forms.	Any items that can be used or has been created with the purpose of using it as a weapon.
Explosive substances or devices	Flammable or corrosive liquids	Any equipment that may aid in escape.



CHAPTER 8

DISCIPLINARY PROCEDURES

Correctional Rehabilitation Code:

A copy of the Correctional Rehabilitation Code (CRC) is available in all libraries in SACF. In here, you will find the segregation times placed on certain offenses inside the facility.

((Follow this link to view the [Correctional Rehabilitation Code](#) on the LSRP forums.))

Disciplinary Process:

Correctional Officers are in the facility to, amongst other things, keep the peace. When you are seen committing an offense written in the Correctional Rehabilitation Code, Correctional Officers will detain you and place you in the Secure Housing Unit for the time required in the CRC.

Correctional Officers may act when they witness you committing an offense, or when reviewing CCTV footage.

You will be informed of the time you have to spend in the Secure Housing Unit as punishment for your offense. This time depends on the offense you committed. All times can be found in the copy of the CRC in the library.

The time of your general sentence (the one you are serving) will not decrease for the time you are in the SHU. You will have to sit out your SHU sentence, before your prison sentence will decrease again.

When you have served your time in the SHU, you will be taken back to the General Population.

((It is possible for your isolation time to decrease while not online. When you are isolated, you are free to log off. The timer will decrease and if you log in after the time runs out, you will spawn back in a normal cell. We encourage RP while in the SHU, but also understand we're not always there which can make it very hard to do so. Therefore, this system was created.

However, if you are isolated for a time longer than you had left on your general SACF counter, the difference between the two is added to your counter. If you have 2 hours left in SACF, but are isolated for 4 hours, you will get an extra 2 hours prison time.))



CHAPTER 9

USE OF FORCE

Use of Force:

Use of Force means the force applied by correctional staff during a situation that requires physical persuasion. There are several reasons why a Correctional Officer sees reason to use force.

1. Protection of self or others;
2. Protection of property from damage or destruction;
3. Prevention of an escape;
4. Recapture of an escapee;
5. Prevention of a crime;
6. Compliance with rules and regulations when other methods of control are ineffective or insufficient;
7. Protection of the offender from self-inflicted harm

Use of force will always be measured on the spot and assessed upon the situation requiring it. Use of force is a great responsibility for any staff member.

The SADOc considers the Use of Force as a continuum displayed in a circle. The lowest use of force is the presence of a Correctional Officer during a situation, the highest is use of lethal force. Officers will verbally warn before higher degrees of force will be used. Pay attention to their body behavior and items they have at that moment.

Use of Force procedures:

There are several procedures an inmate must heed when confronted with the use of force continuum.

The first is to follow Correctional Staff orders to the max. Even though you might not be spoken to at the time, you must still heed the orders of the staff to others. This includes leaving a scene or keeping your distance. Failure to do so might result in you becoming victim of elevated use of force, such as baton or spray use. Officers will nearly always show what level of force will be used should you disregard their orders.



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On the highest form of the use of force circle is lethal force. This force is authorized when there's immediate threat to life of an inmate or Correctional Officer. Lethal force is only used in extreme cases and only by those trained for it. These usually wear tactical vests. Bothering them will result in heavy use of force being used upon you should they see you a threat.

Lethal force will also be used when the facility's safety as a whole is in danger. This includes but is not limited to:

Major Riots

Escape (Attempts)

Facility Incursions



CHAPTER 10

EMERGENCY PROCEDURES

It is possible that while serving your sentence in SACF an emergency situation occurs. This can be the result of the actions of inmates, or natural causes.

Regardless of the situation, it is important to remain calm. It is no myth that panic gets people killed. Even while following orders by staff is important in day-to-day activities, doing so during an emergency is even more so.

An emergency situation will always be indicated as such, either by the sounding of an alarm (one long horn blast, repeatedly) or announced via the intercom.

A very important rule in regards to emergency situations is that you never run with Correctional Officers. Running along with Correctional Officers can get you caught up in dangerous situations you want to be no part of, or even result in disciplinary action taken against you despite you only watching.

Rule of thumb: Correctional Officers run in one direction, you run in the opposite direction.

Lockdown

A common action Correctional Staff will undertake during an emergency situation is a lockdown. A lockdown can be called to diffuse dangerous situations, or protect inmates from the environment.

You will always be informed of a lockdown in progress via the intercom, or by Correctional Officers on the spot. When a lockdown is called, you are expected to return to your cell in an orderly fashion. When you have entered your cell and your cell mate is also accounted for, the cell shall be locked. It is therefore advised that you have one or several books in your cell (as per Chapter 3 of this manual) to pass the time.

At the discretion of staff, the lockdown will be lifted after a certain period of time. Shouting at staff to open the cells earlier will only result in the cells being locked for a longer period of time. Your fellow inmates will therefore appreciate if you do not.

A lockdown will always be called for a good reason. We aim to keep these as short as possible.

((We hate lockdowns. Yes, we do. They limit our RP as much as they limit your RP. There's little fun to be had while staring you down in your cell. Your IC actions directly influence if a lockdown is called and for how long.



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Know that if you spawn when your cell is locked and all other cells in the block are as well, you just joined a lockdown. Please, do not ask in /b why you are locked up as it severely hinders the ongoing RP. As stated in this manual, a lockdown is always called for a good reason.

Sometimes we will use the /createscene command in the middle of the cellblock. You can see it through your cell door as it's essentially a floating /do and we use it to inform you of some ongoing stuff.

((Galen_Hawkins)) The water supply and water drainage to the entire cellblock is shut off.

That's how it looks and how we inform you that we shut off the water supply. More efficient than spamming /do every 2 minutes.))

Escape

During your stay in SACF, it is possible that one of your fellow inmates will decide to defy their imprisonment and try to escape custody of the SADO. Though it's rare for a thing like this to occur, it is important you know what you should do.

Failure to comply with orders given to you by staff during an escape attempt can be considered purposely hindering staff members in their duties. This can result in you being charged with aiding and abetting in an escape. The punishment for this is 274 days in the Secure Housing Unit.

Lethal force is always authorized during an escape attempt. Should an escaping inmate evade capture via less-lethal means or pose a direct threat to staff members, civilians or other inmates during his escape, he or she shall be eliminated by any means possible, including termination.

Aiding an escaping inmate or trying to escape custody will make you subject to lethal force, which can result in serious bodily injury or death. It is therefore important that it never looks like you are helping an escapee or escaping yourself.

((In accordance with IG rule 11, attempting to escape from SACF requires admin permission and 6 Correctional Officers on duty. Use /onduty to check that amount. Using /faction and checking the amount of DOC members online is not acceptable and may result in, at an admin's discretion, punishment.))



CHAPTER 11

PAROLE PROCESS

Parole is the provisional release of a prisoner who agrees to certain conditions prior to the completion of the maximum sentence period. This allows the parolee (someone on parole) to serve the remainder of the prison sentence outside of the prison, while under the supervision of Parole Agents.

The entire parole process is headed by the SADOc's Parole Operations Unit (POU). The Parole Operations Unit deals with the monitored early release and surveillance of offenders in the State of San Andreas. Members of the unit, Parole Agents, perform extensive background checks on inmates, review profiles, interview them based on collected information and subsequently decide to release them back into society - which is parole.

Eligibility/Requirements:

To start your Parole process, you must approach a Correctional Officer and request a Parole Agent. Your request will be relayed and when a Parole Agent is available, he or she will approach you.

First of all, before the Parole Agent will approach you for an interview, he or she will check if you meet the requirements for parole to begin with.

You may not have been charged with the following charges:

- Introduction of Contraband
- Torture
- Kidnapping
- Attempted Murder on government employee
- Murder on government employee
- Murder
- Manslaughter of any type
- Violation of parole

If any of these charges are on your criminal record or your internal DOC record, you are ineligible for parole. If you have these charges with the clauses; 'attempt', 'soliciting' or 'accessory after the fact', you are also ineligible for parole.

If you have a long criminal record, the parole agent may decide to deny your parole based on your recidivism rate. Likewise, the length of your internal DOC record will be taken into consideration and are also grounds for denying your parole.



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Finally, before you are considered eligible for parole, a Parole Agent will ask other Correctional Officers in the facility about you. Their opinion about you will weigh in for the Parole Agent. If you have been constantly annoying Staff, failing to listen to orders, cussing them, the Parole Agent may deny your Parole as well because of your behavior.

Parole Hearing:

When the Parole Agent has established you are eligible for parole, he or she will take you apart and conduct an interview with you. The Parole Agent will ask you questions about your previous offenses and your plans for the future, when you are on parole.

Based on your answers to these questions, the Parole Agent will judge whether or not you are fit for parole and if so, the length of which you will stay on parole.

Paroling:

If based on the hearing the Parole Agent decides to parole you, there are several conditions you must accept first:

- Your phone (the one with the number you provide the Parole Agent with) must be turned on and charged at all times.
- You must stay away from any kind of illegal group / organization.
- You may not drink alcohol or use narcotics.
- You may may not carry any kind of weapon / illegal substances.
- You may not commit any kind of crime (exception to this are citations/infractions)
- You must show proper respect to the Parole Agent, both during the parole process and whilst out on parole, including checkups.
- You may not interfere with the monitoring device.
- You must comply with any searches of their person or registered property requested by Parole Agents.

If you do not accept all of these conditions, the Parole Agent will terminate the parole process and will bring you back to the General Population. It is therefore important you know what is expected of you prior to requesting parole.

When you have accepted the conditions as listed above, the Parole Agent will proceed with your parole and will escort you out of our facility. Any personal clothing and items confiscated when you were arrested will be returned to you.



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Parole check-up:

To ensure you are complying with all conditions for parole as stated in the section above, the SADOc's POU will conduct checkups on you.

Prior to the checkup, you may be called to arrange a meeting. However, Parole Agents may also approach you on the street or visit you at your house, without prior warning.

There are no set times for a checkup and it is at a Parole Agent's discretion when and where to approach you. During a checkup, you and your property may be subject to a search to ensure your compliance with your parole conditions.

If it is determined that have breached your parole conditions, Parole Agents will take you into custody and process you at SACF again. You will then have to serve the time you had left the moment you were paroled. That means, even if you were a day away from being off parole, you will have to serve whatever sentence you had left.



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CONTACT

If you have any further questions after reading this manual, you are free to contact a Correctional Officer for assistance.

If they are unable to provide you with a satisfying answer, you are free to contact the Warden of SACF or the writer of this manual.

(([DOC PM to John Winnfield](#) or [DOC PM to Galen Hawkins](#). Alternatively, [LSRP PM to Xarex](#) or [LSRP PM to GHawkins](#). DOC forum PMs are preferred though.))

For release

J. Winnfield

J. Winnfield,

Warden,

San Andreas Department of Corrections

G. Hawkins

G. Hawkins

Major

San Andreas Department of Corrections