

**STATE OF FLORIDA
DEPARTMENT OF CORRECTIONS
CLOSE MANAGEMENT HOUSING UNIT INSTRUCTIONS**

In addition to Florida Administrative Code (F.A.C.) Chapter 33 and FDC Procedures you will be expected to comply with these instructions. Failure to comply may result in the loss/suspension of privileges and/or disciplinary action. Your acknowledgment and compliance with these instructions will be an indication of positive adjustment and a benefit to you. Should you have any questions contact a staff member within your unit for clarification. F.A.C. Chapter 33 and FDC Procedures are available for checkout in each unit. Items checked out must be returned on the same shift as issued. Inmates will be responsible for lost or damaged items they have checked out.

1. Inmates will follow all orders given by an employee at all times.
2. Inmates are to conduct themselves in a quiet and orderly manner at all times. There will be no yelling or loud talking from cell to cell or out of windows to inmates or staff. Additionally, there will be no talking during counts or after lights out. Inmates are not permitted to yell to staff members to gain their attention unless there is a true emergency.
3. Inmates are not permitted to talk or in anyway attempt to communicate with other inmates while being escorted outside of their cell. This includes, but is not limited to, showers/haircuts, recreation, hearings, call-outs/appointments, and work/education assignments.
4. Inmates are not permitted to communicate or attempt to communicate to anyone outside of the housing unit to include those times when inmates are escorted outside the unit to participate in outdoor recreation, work details or call-outs/appointments. Any form of unauthorized communication to others (staff, visitors or inmates) outside the unit in any manner is strictly prohibited.
5. You are required to wear a Class "B" uniform during administrative hours, Monday - Friday. The Class "B" uniform consists of a tee shirt and blue pants. Anytime an inmate departs their cell they are to be dressed in a Class A uniform, including approved footwear, unless directed otherwise by staff.
6. Bunks will be made each morning at 7:00 a. m., excluding weekends and holidays, with a six (6) inch white collar and will remain in this fashion until 4:00 p.m. Any time an inmate departs his/her cell on weekends or holidays the bunk will be made before departing the cell.
7. Inmates are to remain quiet when any staff member enters the wing. When a staff member passes by your cell, you may address staff at that time.
8. Inmates are not permitted to stand on toilets, sinks or bunks.
9. Mattresses, sheets, blankets, pillows/pillow cases and towels will not be placed on the floor at anytime.
10. Inmates will perform scheduled cleaning of their cells as directed by staff and will be responsible for keeping cells clean and orderly at all times. Inmates will not write on or in any manner deface cell walls, windows, floors, ceilings, doors/bars or any fixtures. No items are to be attached or affixed to any area within the cells.
11. Inmates are not permitted to throw any trash out of their cells. Trash will be collected during scheduled cell cleaning and after the completion of each meal.
12. All state property will be returned in the same condition as when issued.
13. Inmates are not to pass any items from cell to cell or to any other inmate to include personal and/or state property. The manufacture, possession or use of a rope or "fishing line" is prohibited.
14. All property will be stored in your locker or other approved storage location. All personal property in excess of what can be kept in the locker must be disposed of according to property regulations.

15. All inmates are to come to the cell door and receive their food tray at meal times. The trays are to remain inside the cell until collected at the completion of the meal. Food items or trays will not be passed between cells. No food items, food trays, utensils, containers or condiments (except those items purchased from the canteen) will be stored in the cells at any time. Any issues with the meal being served will be addressed to the officer supervising the feeding of the meal and not inmate orderlies.
16. There will be no use of tobacco products in the Close Management unit at any time. Possession of any tobacco product, lighters, or any other fire-producing device is prohibited.
17. All inmates are required to comply with Chapter 33-602.101, FAC to include maintaining hair and fingernails as outlined. Inmates will also shower and shave three times a week (unless exempt by medical pass). Showers are limited to ten (10) minutes maximum. Clippers will be used for shaving.
18. Inmates will proceed directly to the showers from their cells and return directly to their cell upon completion unless directed otherwise. You are permitted to take the following items to the shower: clean clothing, shower slides, towel, washcloth, and hygiene products.
19. Issuance and exchange of health and comfort items will be on a predetermined schedule within each unit.
20. You are not permitted to take anything (i.e., towels, books, papers, canteen items, etc.) to the outdoor recreation yards. Inmates are permitted to talk to other inmates in the outdoor recreation areas if conversations can be conducted without loud talking or yelling. Inmates participating in outdoor recreation are not permitted to talk to inmates inside the housing unit or areas outside of the recreation area. Inmates will be permitted to remove outer shirt once inside the recreation yard, but t-shirts must be worn.
21. Inmates are required to respond to health care staff during daily rounds, sick call, and weekly mental health rounds. Prior to health care staff entering the individual housing units an officer will announce "Health care staff is now conducting rounds". If these rounds are after 4:00 p.m. inmates will dress in at least Class "B" uniforms until health care staff departs the housing unit.
22. Inmates with medical, mental health or dental non-emergencies will notify medical staff while making daily rounds, mental health staff during weekly rounds or submit an "Inmate Request," DC6-236. Over the counter medication may be requested from Close Management staff as needed.
23. Cells will be inspected for damage prior to your placement. Any noted deficiencies will be listed on the "Cell Inspection," DC6-221 form and you will sign this form acknowledging your agreement with the inspection. Inmates will be held accountable for any deficiencies not previously noted on the DC6-221 during routine inspections or upon release.
24. In the event it becomes necessary to evacuate the housing unit inmates will follow all directions issued by staff and move from their assigned cells to the pre-designated assembly area in a quiet and orderly manner. Inmates will not attempt to retrieve any personal property prior to departure unless directed to by staff.

The inmate's signature below acknowledges that s/he has read or had these instructions read to them, understands them and will comply with them at all times.

Inmate's Printed Name	Inmate's Signature	FDC Number	Date
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Officer's Printed Name	Officer's Signature	Rank	Date
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This form will be maintained with the inmate's DC6-229A in the Close Management housing unit. Upon release from Close Management this form will be forwarded along with the DC6-229A for placement in the inmate's master file.