

## Glossary

Finalized October 14, 2020

- **115:** A form used to document a rule violation that staff completes when they believe an inmate has done something wrong.
- **AD Seg:** A type of holding unit where an inmate stays before action is taken after an incident.
- **AVP kit:** materials for the workshop, usually in a plastic box with hanging folders. This is brought in by outside facilitators or, in some prisons, left in a locker at the prison
- **Brown card:** state issued identification for all prison employees and regular volunteers. (For some reason, in Susanville this is called a beige card.)
- **Bunkie:** in a dormitory, the person in the bunk above or below an inmate
- **CCPOA (California Correctional Peace Officers Association):** the officer's' union
- **CCR (Creative Conflict Resolution):** the name Friends Outside uses for AVP workshops
- **CDCR (California Department of Corrections and Rehabilitation):** the name of the State department that administers all 33 adult prisons, 42 fire camps, and 4 youth facilities in California. Their website is <http://www.cdcr.ca.gov> Check it out.
- **Cellie:** the person with whom an inmate shares a cell. (Most cells were designed for one person, but due to overcrowding, in many prisons there are two to a cell.)
- **C-File:** Digital place where program engagement is logged for each inmate.
- **Chit:** personalized prison-issued copper disc to be used when checking out prison materials, e.g keys
- **Chrono:** a paper placed in an inmate's file once s/he has completed a program. Those who complete an AVP workshop receive a chrono. (Replaced by SOMS)
- **Closed Custody:** Inmates who are under increased supervision. They have more counts than other inmates and there are increased time restraints.
- **Count:** Each day, all inmates must be counted. During the week, it's at 4 pm; on weekends it's at noon. Inmates in a special classification, Closed A, also need to be counted at noon during the week and again at 8 pm. At count times, inmates are to be in their cells.
- **CRM (Community Resources Manager):** prison staff member who handles various programs at the prison including AVP
- **Ducat:** the paper that an inmate must have which gives him/her permission to be somewhere other than in his/her housing unit or on the yard
- **Fire Camp:** a facility for lower level prisoners who are trained to fight fires. There are 42 fire camps in the state in which eligible men, women, and youth may be housed (not in the same camp, though).
- **Friends Outside:** a non-profit organization at some jails and prisons that offers various services to inmates and their families. Their website is [www.friendsoutside.org](http://www.friendsoutside.org)
- **House:** the unit in which an inmate lives This may be a cell or a dormitory.
- **Hole:** Slang for solitary/ad seg

- **Kite:** a note passed from one inmate to another
- **Lead:** see Team Coordinator
- **Levels:** a numerical indication of the amount of security provided for a prisoner. Maximum security is 4; minimum security is 1. Level 3 and 4 prisoners live in cells (usually 2 to a cell); level 1 and 2 prisoners live in dormitories.
- **Lockdown:** a time when all inmates are confined to their cells or dorms for security reasons
- **Outcount:** If an inmate has permission to not be in his/her/their cell at count time, his/her/their name has to be on a list, called an outcount. We often have that done for men in our workshops when the workshop runs later than 4 pm and/or when we meet with the inside facilitators after the participants have left.
- **Prison Coordinator PC:** the person who arranges the teams for inside workshops, coordinates with the prison, and arranges housing for the community teams and handles/submits reimbursement process with AVP/CA Treasurer for outside team. Often also is outside Team Coordinator until inmate TC is trained.
- **Protective Custody:** A special type of custody where there is extra security. These can include former police officers, law enforcement, political figures, or high profile people.
- **QEWR:** Quick and Easy Written Report- Pronounced 'cure' – an online AVP/CA site where reports for all workshops must be reported by TC or lead.
- **SHU:** Segregated Housing Unit (Solitary)
- **SNY (Sensitive Needs Yard):** a yard for inmates who need protection from the general population. These include inmates who are convicted of a crime of a sexual nature (rape, child molestation, etc.), homosexuals, transgender folks, and inmates who have left a prison gang.
- **Team Coordinator TC (also called lead facilitator)** term used in AVP/CA for the person who supports the facilitation team during the workshop by: facilitating planning and debriefing sessions before, during and after the workshop; providing the agenda and necessary materials; completing the workshop report; sending follow-up data to the necessary people or entering it on the AVP/CA database and/or on QEWR.
- **Warden, Chief Deputy Warden, Associate wardens:** general administrators of the prison. There is one warden, one chief deputy, and several associate wardens.
- **Yard:** the secure open space outside the housing and guard buildings. Yards are used for recreation.
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