

# Community Corrections Program



## Orientation Manual

- Work Release
- Electronic Home Detention
- In-Custody Work Crew
- Out of Custody Work Crew

***1918 Wall Street  
Everett, WA 98201  
(425) 388-3431***



## **Community Correction Programs**

### **1. Work Education Release (WER):**

This is an alcohol and drug free residential program where inmates are housed in a community corrections facility located at 1918 Wall Street. It is designed to allow inmates to have a smooth transition back into the community. It allows the inmate to maintain his/her employment, treatment or schooling and be productive in the community while incarcerated. Inmates are allowed to leave the facility for work, school, treatment, or other approved activities. Inmates will participate in structured inmate programs throughout the day and evening when they are in the facility. Program required drug screening and breathalyzer testing are conducted to monitor for use of illegal drug or alcohol consumption.

Inmates are involved in a case management process that directs them to structured programs and/or treatment services and counseling sessions in the day or evening and comply with the other conditions imposed by the court. Inmates are required to pay room and board on a sliding scale based on hourly rate of gross pay.

### **2. Electronic Home Detention (EHD):**

This program allows selected low-risk inmates who have been ordered by the court to serve their entire jail sentence or portion of their sentence through home detention, as an alternative to incarceration. The inmate is required to wear electronic monitoring equipment, 24 hours a day. Inmates are confined to their homes, except when following an approved set schedule that may include attendance at work, school or treatment, participating in work crew or reporting to the Day Reporting Center for structured programming. To insure compliance, the inmate is equipped with an electronic bracelet or other electronic inmate management systems including a radio frequency transmitter and receiver, Global Positioning Systems and/or Remote Alcohol Monitoring. Each monitoring bracelet or monitoring device is programmable to allow the inmate to be away from home during certain pre-arranged times of the day to go to work, school, treatment programs, or other approved activities. The receiver notifies staff via landline or cell phone connection if the equipment has been tampered with or the inmate is not within the required distance of the monitoring device. Inmates are required to pay a daily minimum charge for the device and supervision, plus a \$100.00 (refundable) deposit on the Electronic Home Detention equipment.

### **3. Work Crew (WC) In Custody and Out of Custody:**

Inmates ordered or selected to participate for the work crew must meet the same criteria as those who would be eligible for Home Detention. The Work Crew Program is an alternative sentence that allows the inmate to complete their sentence working on various programs. Work Crews, under the supervision of a Correction Officer or Crew Supervisor perform work such as salmon habitat restoration, roadside litter cleanup, parks cleanup, and etc. Inmates are expected to be ready for work each morning, report on time, and work for a minimum of eight (8) hours per day. In-custody inmates are housed in a residential community corrections facility. Out of custody inmates live at home and report to the Community Corrections Facility for daily work assignments. EHD may be used in conjunction with this program.

## **Notice of Eligibility**



If you meet the established statutory and program criteria and are determined to be eligible for the Community Corrections Program and the Court approves placement, the notice will be mailed to your home address with an **entry date & time**. If your address changes it is your responsibility to notify Community Corrections staff. The notice will contain a number of **conditions of participation**. You are required to be in compliance with your entry conditions at the time you report to begin your sentence. **Pay close attention to your notice of eligibility. It is possible that you will not be eligible for the Community Corrections program.**

***Failure to report on time or failure to be in compliance with all of your conditions may result in your transfer to the jail.*** If you have any questions regarding your entry date & time or your conditions, call the Community Corrections Facility for clarification.

***The remainder of this manual is for those people who are found eligible for the Community Corrections program. It explains most of the elements of the Community Corrections program and most of the rules and procedures that you will be required to know and follow.***

**Be advised this manual is subject to change without notice.**

### **Community Corrections Program Contract**

The Community Corrections Program Contract will be one of the most important documents you will sign while on the program. This document covers every condition of your participation. These conditions will be explained to you during your orientation. You will be required to initial and sign the document, indicating that you understand the conditions. If you do not understand any conditions of the contract, then you should ask the Officer or Counselor to explain it to you before you sign. If there are any questions that arise while you are on the program, then you should talk to staff immediately.

### **Mandatory Programs**

Inmates may be ordered by the Court or required as a program condition to participate in certain structured programs such as stress/anger management, victim awareness education, employment readiness, job placement, life skills, drug and alcohol services, and AA/NA while in the program. Inmates may be referred to community based ancillary service agencies for those needs not provided by the program such as drug abuse treatment, residential programs, and mental health issues. Your Counselor or Corrections Officer may also suggest a program. In addition, there are voluntary programs available in education, religion and other topics. These programs and services are designed and selected to contribute to behavior changes, with the ultimate goal of a reduction in risk factors linked to criminal activity with an emphasis on successful reintegration into the community.

### **When Your Sentence Begins**

Your sentence will begin when you report for booking at the date & time indicated on your notice. **If you fail to appear on your reporting date, a notice will be sent to the sentencing Court notifying them of your non-compliance, and your file will be closed out. It is likely that the Court will issue a Warrant for your arrest.**



You will be assigned a leave and return time for the purpose of going to work or other approved activities. ***These times are very important to you, so make sure you know what they are.*** You will need to have a pre-arranged transportation schedule prior to arrival for booking. If you will be getting a ride, you must have a licensed driver show proof of a driver's license and current insurance before you will be allowed to ride with that person.

Bring this manual with you when you report to serve your sentence. There are rules and procedures to remember while you are in custody. This manual will provide you with most of the information you need to be successful in the Community Corrections program. You will need to refer to it while you are in custody. Any questions you might have that are not addressed in this manual should be addressed with staff.

### **Parking**

There is absolutely no parking designated specifically for inmates involved in SCC Community Corrections programs. Parking may be available in the county parking garage. For more information regarding this option contact Republic Parking Inc. staff at the parking garage entrance located on the 3000 block of Oakes Ave. The streets surrounding the county campus have parking limits so make sure to pay attention to these if you use street parking. Inmates will NOT be allowed to move their cars every 90 minutes.

### **Some Things to Keep In Mind**

***The Community Corrections program is a privilege which can be revoked if you fail to follow program rules, conditions, and guidelines.***

You will only be allowed to go to those locations that have been approved by Community Corrections Staff. Unauthorized stops to gas stations, convenience stores, etc. are ***strictly prohibited*** and are considered to be a violation of the program rules. These violations may result in your transfer to the jail. It is ***your responsibility*** to make sure that staff can locate you quickly and easily at any location. If staff cannot locate you at any time, you have failed in this responsibility. Don't assume that we know what city a particular address is in. If an address may be difficult to locate, then you will want to provide either written instructions or a map for staff to locate you. When you call in location changes, or have anything verbally approved by staff, it is a good idea to ask for his or her name for future reference.

### **Protection from Sexual Assault and Harassment**

In compliance with PREA (Prison Rape Elimination Act), Snohomish County Corrections has a zero tolerance for any sexual contact (consensual or not) between inmate to inmate or staff to inmate.

Inmates are to report all incidents of sexual assault and harassment to a staff person immediately.

Complaints will be investigated and charges may be filed.

Making a false report is a violation of the rules that will result in disciplinary action and will be referred to the police for new criminal charges.

**INMATE RIGHTS:** You have the following rights while in custody:



- **ACCESS TO COURTS:** You may communicate directly to the Court by letter or through your attorney.
- **CONFIDENTIAL ACCESS TO YOUR ATTORNEY OR LEGAL ASSISTANCE:** You may phone your attorney during non lockdown periods. Private areas are available for attorney visits.
- **PROTECTION FROM ABUSE AND CORPORAL PUNISHMENT:** The only time physical force is used is when it is necessary to restrain someone for their own protection or the protection of others. Physical force is not used as a punishment. Verbal harassment or abuse is not tolerated.
- **FREEDOM FROM DISCRIMINATION BASED ON RACE AND SEX.**
- **ACCESS TO:** Information on Community Corrections Program rules, regulations, and consequences; Communication (mail and phone); and Medical care.

**Medical:** Per RCW 70.48.130 prisoners are financially responsible for the costs of their medical care. However, you will not be denied emergency medical care due to lack of funds.

Work Release, Electronic Home Detention and Out of Custody Work Crew prisoners are allowed to seek emergent and non-emergent medical care from standard resources such as hospitals and clinics by using a business pass.

In Custody Work Crew prisoners will receive medical care as follows:

- Inmates will have access to medical care within the facility based on a priority basis.
- Inmates will be charged \$5.00 co-pay for nursing assessment of a kite request for medical services.
- Inmates will be charged \$10.00 co-pay for visits with an ARNP or Physician.
- Emergency-only dental services will be provided to inmates following evaluation by the nurse and placement on the schedule based on a priority basis. A \$10.00 fee plus a \$5.00 x-ray fee will be charged for each new dental visit. Dental fees after the initial evaluation vary depending on the treatment required.
- Medical and dental services will be provided within the jail setting.
- Inmates are responsible for advising medical staff if they have DSHS funding or health insurance that will cover costs of medication at the time a decision to request medication is made.
- Inmates are responsible for the purchase of medications. Once medication has been delivered the inmate will not be refunded for a prescription that he/she requested.
- Sleeping medications are not provided in SCC facilities.
- Narcotics and mood-altering substances will only be provided upon verification of clinical need or recent prescribed medical order, and may require proof by the inmate of examinations and treatments prior to allowing in SCC facilities.
- Inappropriate or unauthorized use of medications by an inmate will result in immediate review and possible discontinuation of that medication.

**Smoking:** Snohomish County Corrections is a non-smoking facility. Tobacco products are not allowed in the residential area of the facility. Possession or attempted introduction of any tobacco product will result in a violation.

**Grievances/Guidelines For Filing Grievances:** Grievance is the term used for submitting a written complaint on the inmate's own behalf regarding a policy applicable within an institution, a condition in an



institution, an action involving an inmate of an institution, or an incident occurring within an institution. as well as actions by employees and inmates, and incidents occurring within the institution that affect them personally. The grievance procedure is not be used as a disciplinary procedure.

Grievance Forms are available in the dayroom. Grievance will be submitted to Department staff. The written grievance procedure shall be readily available to all employees and inmates of the institution. Additionally, each inmate and employee shall, upon arrival at the institution, receive written notification and an oral explanation of the procedure, including the opportunity to have questions regarding the procedure answered orally. The written procedure shall be available in any language spoken by a significant portion of the institution's population, and appropriate provisions shall be made for those not speaking those languages, as well as for the impaired and the handicapped.

**Accessibility.**

Each inmate shall be entitled to invoke the grievance procedure regardless of any disciplinary, classification, or other administrative or legislative decision to which the inmate may be subject. The institution shall ensure that the procedure is accessible to impaired and handicapped inmates.

**Applicability.**

The grievance procedure shall be applicable to a broad range of complaints and shall state specifically the types of complaints covered and excluded. At a minimum, the grievance procedure shall permit complaints by inmates regarding policies and conditions within the jurisdiction of the institution or the correctional agency that affect them personally, as well as actions by employees and inmates, and incidents occurring within the institution that affect them personally. The grievance procedure shall not be used as a disciplinary procedure.

**Remedies.**

The grievance procedure shall afford a successful grievant a meaningful remedy. Although available remedies may vary among institutions, a reasonable range of meaningful remedies in each institution is necessary.

**Operation and decision.**

(a) Initiation. Snohomish County Corrections may require an inmate to attempt informal resolution before the inmate files a grievance under this procedure. The procedure for initiating a grievance shall be simple and include the use of a standard form. Necessary materials shall be freely available to all inmates and assistance shall be readily available for inmates who cannot complete the forms themselves. Forms shall not demand unnecessary technical compliance with formal structure or detail, but shall encourage a simple and straightforward statement of the inmate's grievance.

(b) Inmate and employee participation. The institution shall provide for an advisory role for employees and inmates in the operation of the grievance system. In-person hearings and committees consisting of either inmates or employees or both are not required by this paragraph, but they are permitted so long as no inmate participates in the resolution of any other inmate's grievance over the objection of the grievant.

(c) Investigation and consideration. No inmate or employee who appears to be involved in the matter shall participate in any capacity in the resolution of the grievance.

(d) Reasoned, written responses. Each grievance shall be answered in writing at each level of decision and review. The response shall state the reasons for the decision reached and shall include a statement that the inmate is entitled to further review, if such is available, and shall contain simple directions for obtaining such review.

(e) Fixed time limits. Responses shall be made within fixed time limits at each level of decision. Time limits may vary between institutions, but expeditious processing of grievances at each level of decision is



essential to prevent grievance from becoming moot. Unless the grievant has been notified of an extension of time for a response, expiration of a time limit at any stage of the process shall entitle the grievant to move to the next stage of the process. In all instances grievances must be processed from initiation to final disposition within 180 days, inclusive of any extensions.

(f) Review. The grievant shall be entitled to review by a person or other entity, not under the institution's supervision or control, of the disposition of all grievances, including alleged reprisals by an employee against an inmate. A request for review shall be allowed automatically without interference by administrators or employees of the institution and such review shall be conducted without influence or interference by administrators or employees of the institution.

You will receive a written response. If the grievance involves "lack of service", you must first turn in a written request, requesting service and get a written response. If no response is given in three (3) working days, you may file a grievance. You can't grieve staff action which was taken in accordance with facility rules. Example: If a rule states a certain lockdown time, you cannot grieve enforcement by staff. If you waive your right to a disciplinary hearing, you cannot grieve the sanction if it's within established range. You must receive an answer to a grievance before re-filing. If no response is received in seven (7) working days, you may re-file a grievance. Managers may designate grievances as frivolous and charge you with a false reporting violation.

**WER Room and Board/EHD/WC Fees:** Per RCW 70.48.210 (3) (d), Snohomish County will deduct WER Room and Board/EHD fees from your pay check. If you do not work or have direct deposit of your pay check you may pay by cash or cashier's check. **Personal checks are NOT accepted.**

For WER, fees are based on your hourly wage. If you are not paid according to an hourly wage, your daily fee will be established by formula. The minimum fee for the Community Corrections program is \$10.00 per day; the maximum fee is \$50.00 per day.

The daily fee for basic EHD monitoring is \$11.25. If any additional equipment or service is required there may be additional daily fees. This fee is based upon the cost of the equipment and \$8.00 per day for supervision.

For Out of Custody Work Crew there is a \$10 application fee and a \$10 fee every 30 days thereafter.

Fees may be adjusted based on your ability to pay however you will be required to provide financial proof such adjustment is necessary. You may speak with your assigned counselor for more information about fees. Those who are working during their participation **are required to turn in a copy of their pay stub to their assigned counselor each pay period.**

**Geographical Limits:** Locations within Snohomish County are generally acceptable. Community Corrections participants are only allowed to live or go to job sites (or any other location) within the following geographical limits. Any exception to these limits must be approved in advance. **All** locations are subject to staff approval.



- ◇ **Northern Boundary:** The Skagit/Whatcom County Line
- ◇ **Eastern Boundary:** Highway 9 in Skagit county, in Snohomish County east to the Snohomish County line, in King County Highway 203 to Highway 202 then east to North Bend then west on I-90 and Highway 18.
- ◇ **Southern Boundary:** Highway 18 and city of Federal Way.
- ◇ **Western Boundary:** Puget Sound. No islands except Mercer and Camano Islands

**Transportation:** If you plan on driving you must have a valid driver license and proof of auto liability insurance. You may travel using professional transportation such as a bus or cab. If you ride with anyone they must first display a valid driver license and proof of auto liability insurance to staff **prior** to your riding with them.

**Work Schedule:** You must provide the booking officer a completed SCC Work/School Schedule form at the time of booking. You must also provide this completed form ahead of time for all schedule changes except those that occur the same day. In those cases if you are required to work overtime, or get off work early, **you must call** the Community Corrections Facility and ask for permission from an officer prior to your scheduled quit time. You will also be required to provide a verification slip, signed by your supervisor, indicating when you arrived on the job and when you left.

**Work Hours:** You are responsible for complying with the following limits: You are allowed out of the facility for a maximum of sixty five (65) hours per week for the purpose of attending school or work. Maximum work hours may be extended to seventy five (75) hours per week if necessary. For more information about this speak with your assigned counselor. **Per RCW 9.94A.731 inmates are allowed to be out of the facility no more than 16 hours in a 24 hour period.** Your maximum work hours are counted from the time you leave the facility to the time you return, so travel time is included. The week is defined as beginning on Sunday (day 1) and ending on Saturday (day 7). You are also limited to working a maximum of six (6) days in a row however, work schedules that conflict with this requirement may be considered. Finally, you must **work** a minimum of twenty four (24) hours each week (travel time is **not** included in this figure).

**Labor Disputes:** Per RCW 70.48.210 (3) (b), prisoners participating in a work release program **may not** work in an establishment where there is a labor dispute.

**Working on Holidays:** You must provide the duty officer a letter from your employer stating your name, the date you are required to work and the hours you will be working **before** you will be released to work on the following holidays:

New Years Day	Labor Day
Martin Luther King Day	Veterans Day
Presidents Day	Day after Thanksgiving
Memorial Day	

On New Years Eve/Day, Independence Day, Thanksgiving Day, and Christmas Day inmates will only be allowed to work if it is determined there is a legitimate need.

**Cellular Phone and Pager Use:** Cellular Phones and pagers are not allowed in the residential area of the facility. Possession or attempted introduction of a cell phone or pager will result in a violation.





**Contacting the Facility:** Staff will not accept collect calls. You may contact the facility by using one of the following phone numbers: Local: 388-3431 or Toll Free: 1-800-562-4367, extension 3431. The toll free number is only in operation from 9:00 a.m. to 5:00 p.m. Monday through Friday.

**Business Passes:** Business passes may be submitted for essential business that no one can do for you such as doctor appointments, court appointments or treatment. You may submit a business pass through your assigned counselor. ***All pass locations must have an address and phone number.*** You will want to submit your pass request at least three days prior to scheduled appointment.

## **COMMUNITY CORRECTIONS VIOLATIONS**

Attempting to commit or aiding another person to commit a violation shall be considered the same as the commission of the offense itself.

Chargeable offenses may be referred directly to the Prosecutor in lieu of a hearing however, the fact that an inmate has been sanctioned as the result of a hearing shall not prevent subsequent prosecution if the violation were a chargeable offense.

**Minor Violations-** The list of minor violations is not exclusive and can include other offenses of the approximate severity and character.

- 501 Creating noise or being noisy after 10:00 p.m.
- 502 Unauthorized communication with the public, staff or visitors.
- 503 Non-cooperation with written or verbal instructions given by county staff.
- 504 Failure to wear jail uniform or wear it in a manner that is different than instructed. (Minimum Security Residents)
- 505 Returning to the Community Corrections facility more than 15 minutes late without prior notification
- 506 Possession of unauthorized property.
- 507 Unauthorized contraband
- 508 Failure to perform required clean-up duties.
- 505 Horseplay
- 510 Failure to turn in required paperwork or information to staff.
- 511 Disturbing the sleep of other inmates.
- 512 Intentional failure to follow published safety or sanitary regulations.
- 513 Other minor acts not described above which disrupt the orderly operation of the facility.
- 514 Exceeding authorized hours per week for work or school.
- 515 Failure to use electronic monitoring equipment as instructed.
- 516 Failure to stay current with program fees.

**517** Using staff against staff or seeking approval from one staff member after being previously denied. Also includes persistent annoyance to get your own way.

**Major Violations**

**531** Introduction, consumption, use or possession of tobacco, sharpened instrument, knife or unauthorized tool.

**532** Failure to follow any order, written or verbal directive, condition or treatment contract ordered by a Community Corrections Officer or SCC Community Corrections Division.

**533** Lying to staff.

**534** Continuous or repeated yelling, shouting and/or disruption of the peace and order of the Community Corrections Facility.

**535** Failure to inform SCC Community Corrections staff immediately of a change in work status or location, reduced or increased hours, layoff, schedule change, fired, new or second job.

**536** Unauthorized communication with jail inmates who are not housed in the Community Corrections Facility.

**537** Going home or to any unauthorized place before, during or after work, pass or other release or failure to go to work when released for that purpose.

**538** Entering another inmate's locker or being in an unauthorized area without staff permission.

**539** Driving without proper authorization or insurance, or riding with a driver who has not been approved by SCC Community Corrections staff.

**540** Returning to the Community Corrections facility more than one-half hour late without prior notification.

**541** Failure to surrender all prescription or non-prescription medication to staff, or to inform staff of all medication being taken, or failure to take medications as prescribed or directed.

**542** Misuse or abuse of the telephones.

**543** Profanity, derogatory remarks or gestures related towards staff/volunteers/other inmates.

**Serious Violations**

**571** Tampering with electronic monitoring equipment.

**562** Escape, attempted escape, or aiding another in an escape.

**563** The theft or destruction, or attempted theft or destruction of any electronic monitoring equipment, facility property or property of another person.

**564** Interfering with the operation or security of any SCC Community Corrections program.

**565** Introduction, consumption, use, possession, or testing positive at time of booking for alcohol or a controlled substance without a prescription from a qualified physician.

.1 Alcohol



- .2 Marijuana (THC)
- .3 Cocaine
- .4 Methamphetamine
- .5 Opiates
- .6 Benzodiazepines
- .7 Other (state which substance)

- 566** Failure to follow any court order.
- 567** Any warrant, violation, or action which could result in a new criminal charge and/or arrest.
- 568** Refusal to submit to a search, breathalyzer or urinalysis.
- 569** Lying, forging or manipulation of documents with malicious intent to obstruct an investigation or to cause an innocent person to receive a violation.
- 570** Refusal to work as directed.
- 561** Assaulting or attempting to assault, harass or intimidate another inmate or staff member.

## SANCTIONS

Inmates who are charged with a Major or Serious Violation have the right to a hearing. You may waive (give up) your right to a hearing if you admit to the violation and accept the consequences. Inmates will be presented with a rule violation report and advised of their rights in writing before a



hearing. Pending disposition of the violation inmates may be transferred to jail or placed on “Total Restriction” status meaning they won’t be allowed to leave the Community Corrections facility for any reason.

Level I Sanctions (Minor Violations)	Level II Sanctions (Major Violations)	Level III Sanctions (Serious Violations)
<ul style="list-style-type: none"> <li>• Reprimand or warning (written or verbal)</li> <li>• Lockdown</li> <li>• Facility clean-up assignment</li> <li>• Loss of telephone privileges</li> <li>• Other disciplinary action of approximate severity may be substituted.</li> <li>• 2 documented Minor violations in a 30 day period may result in a level II sanction</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of 1 to 3 days good time</li> <li>• Up to 24 hours of Work Crew Assignment</li> <li>• Add requirements at inmate’s expense. (example: Alcohol or GPS monitoring, or increasing the frequency of random UAs.)</li> <li>• Shift to a more restrictive program as authorized by the court. (example: move from EHD to Work Release)</li> <li>• Increase in reporting requirements</li> <li>• Required attendance of inmate change programs.</li> <li>• 2 Major violations in a 30 day period that result in a guilty finding may result in a level III sanction</li> </ul>	<ul style="list-style-type: none"> <li>• Removal from program and incarceration in secure detention.</li> <li>• Loss of potentially all available good time.</li> </ul>

Rule violations may be punished by one or more of the sanctions listed above. This chart is intended to serve as a **guideline only** and is not intended to restrict the Hearing Officer from imposing any sanction authorized. Circumstances such as severity of the violation, inmate behavior, program participation, and attitude toward program objectives will be considered by the Hearing Officer prior to imposing a sanction.

**Facility Rules for Work Education Release (WER) & In Custody Work Crew (MSR):**

The following information pertains only to those individuals who have been approved for the WER program. Your notice of eligibility will inform you if you have been approved for Work Education Release. Refer to the Electronic Home Detention section (Page 10) if you will be reporting for EHD or the Work Crew section (page 11) if reporting for Work Crew.



**Wake-up and Lights Out:** It is each inmate's responsibility to wake themselves in time for work, passes, meetings, etc. Inmates are not to leave their assigned dorm until 6:00 a.m. Those inmates who must leave for work prior to 6:30 a.m. may leave their dorm thirty (30) minutes prior to their assigned leave time.

All noise is to stop and the lights in the dorms will be off after 10:00 p.m. All inmates are required to be in their dorm by 11:00 p.m. Inmates returning from work between the hours of 11:00 p.m. and 6:00 a.m. will be allowed one (1) hour to eat and report to their assigned dorm. **There is no television allowed between 11:00 p.m. and 6:00 a.m.**

**Valuables:** The Community Corrections Facility is not responsible for lost or stolen items.

**Laundry Facilities:** Coin operated washers and dryers are available. Laundry detergent is available for purchase through facility vending machines.

**Dress Code:** While you are in the Community Corrections Facility, the following dress code must be observed:

- Hats and other types of headwear are not allowed to be worn while in the facility.
- No bare feet allowed, except when in bed or the shower.
- No clothing displaying alcohol or drugs, profanity, lewd, or sexually suggestive words or pictures are allowed.
- No bathing suits, tank tops, excessively baggy or revealing clothing allowed.

**Mail:** Personal mail sent to you should be addressed as follows:

Your Name  
In Care of Snohomish County Corrections  
Community Corrections Facility  
1918 Wall Street  
Everett, WA 98201

Mail and packages will be required to be opened in the presence of a staff member. Outgoing mail must have return name and address and may be placed in the mailbox with staff permission.

**Meals:** Breakfast, lunch, and dinner will be provided. Coffee is not provided, but can be brought in to the facility in an unopened, factory sealed container. Coffee pots will be available for inmate use.

**Telephones:** Pay telephones are provided in the facility. Phone calls can be placed by calling collect, using change or using a calling card. These phones can also receive incoming phone calls.

**Eating and Drinking:** There are designated areas for eating and drinking. You may only eat and drink in the dining area. There is no eating or drinking allowed in the dorms.

**Money:** You are allowed to carry up to \$20.00 with you in the living area. Any money in excess of \$20 will be kept in an account managed by staff. Change is not available from staff. There is a change machine available that will make change for bills as large as \$20.



**Inmate Counts:** There are two (2) inmate counts daily. Those inmates in the facility are required to report to their dorm daily by 3:15 p.m. and 11:00 p.m. Inmates must remain on their bed until they have been counted.

**Facility Clean Up:** The facility is cleaned on a daily basis and all inmates will assist in cleaning the entire Community Corrections Facility. Chores will be assigned by staff on a weekly basis.

**Dorm Clean Up:** Each inmate is responsible for keeping their locker neat, the surrounding area clean and bed made when it is not in use. Excess property must be removed from the facility.

**Daily Inspection:** Inspections will be made on a daily basis between 12:15 p.m. and 1:00 p.m. Sleeping areas are to be neat and clean at all times. Your bed is expected to be made neatly. All personal items must be stored in your locker. Nothing is allowed under the bed except one storage container such as a suitcase or duffel bag and it **must** be clearly labeled with your name.

During inspection you are allowed to be on your bed for two reasons only: 1) If you return from work between the hours of 2:01 a.m. and 11:00 a.m. or 2) If you have received staff permission.

If you fail an inspection you will be assigned an extra duty. If you fail six (6) inspections you will receive a violation.

**Common Areas:** Everyone is expected to clean up after themselves in the community areas of the facility.

**Food, Medical and Personal Items Allowed:** The following list of items are the only approved items that inmates are authorized to keep in the Community Corrections Facility. Gum, glass and ceramic items are **not** allowed. (Eyeglasses are the only exception) All food items and non-prescription medicines must be commercially sealed and unopened. **All prescription and non-prescription medications must be turned in to staff**, except creams and ointments. If the item is not listed, it is not authorized but may be approved on an individual basis.

#### Food Items

- ◆ 1 container of Coffee and coffee filters
- ◆ Powdered creamer (16 oz or smaller)
- ◆ 1 container of Instant coffee, tea, hot chocolate
- ◆ Sugar or sugar substitute (22 oz or smaller)
- ◆ Salt (4 oz limit) & Pepper (2oz. limit)
- ◆ 1 Coffee Cup (with lid) & 1 Thermos
- ◆

#### Medical Items

- ◆ Inhalers as prescribed
- ◆ Cough drops
- ◆ Lip ointment such as chap stick, etc.
- ◆ Tums, Roloids, Campho-Phenique
- ◆ Suppositories

#### Personal Items

- ◆ 1 Shampoo and conditioners (20 oz or smaller)
- ◆ 1 bottle Lotion & Bar Soap
- ◆ 1 Brush/comb & 1 Hair gel (12 oz or smaller)
- ◆ Razors & shaving cream
- ◆ Work boots, casual shoes, and shower shoes
- ◆ 2 Towels
- ◆ 1 Hair Spray (non-aerosol, 12 oz size limit)
- ◆ Jewelry – small amount
- ◆ 5 Books or magazines (no pornography)
- ◆ Make-up (all must fit in a quart sized bag)
- ◆ **No** finger nail polish/remover allowed
- ◆ Deodorant & Mouthwash (non-alcoholic)
- ◆ 2 Coats & 1 Hat & 1 purse or wallet



- ◆ Contact lens supplies
- ◆ Nitro pills as prescribed
- ◆ Glasses/contact lens and solution
- ◆ Prescription & Non prescription medications
- ◆ Personal hygiene products
- ◆ Writing Material (pen/pencil/paper)
- ◆ Feminine hygiene items
- ◆ 1 Alarm clock (battery or wind up only)
- ◆ 5 Changes of Clothes
- ◆ 1 pillow

## **INTRODUCTION OF CONTRABAND INTO A CORRECTIONAL FACILITY IS A CRIMINAL ACT**

**Visiting:** Each inmate is allowed to sign up for three (3) one-hour visits per week (Sunday - Saturday). Visitation occurs over a video connection in the Reception area of the jail. Contact visits are not normally allowed. There is no visitation before 4:00 P.M. on Sundays and Mondays and no visitation after 4:00 P.M. on Tuesdays and Wednesdays. Inmates are limited to only one visitation slot per day. Information on when visits will occur will only be available from the inmate. If an inmate is moved to a new housing module they may have to reschedule their visit in their new unit. Before coming to the jail it is advisable to check the [jail register](#) to insure the inmate is still in custody. It is advisable to arrive at the jail up to one half hour early to check in so the visit can start on time.

Visitors must have a valid picture ID or three pieces of non-picture ID before they will be allowed to visit. Acceptable forms of non-picture ID include PUD bills, telephone bills, DSHS paperwork, etc. All paperwork must have the same name and address on it. Visitors under the age of 18 are not allowed unless they are accompanied by a parent or legal guardian. Certified Birth Certificates (not a photocopy) or proof of guardianship are required. Children under 18 are not required to be accompanied if they are the son, daughter, brother or sister of the inmate being visited.

### **Electronic Home Detention (EHD):**

The following information pertains only to those individuals who have been approved for the EHD program. Your notice of eligibility will inform you if have been approved for Home Detention.

**Monitoring Equipment:** Once you have the equipment connected it is important not to move it. Any motion will be reported. You must notify staff if for some reason you need to move it. You are responsible for any equipment assigned to you during your participation in the EHD program. You will be charged for any damage done to the equipment while it is in your care. If you fail to return the equipment you will face criminal charges.

**Telephone Service:** To qualify for basic EHD monitoring you are only allowed to have basic telephone service in your home. You cannot have call waiting, call forwarding, answering machines, etc. on the telephone line. Service cannot be provided through a cable TV company. If you do not have a suitable landline telephone you may qualify for monitoring using a cellular equipped unit. You may be required to pay the additional cost of using this system.

**Tampering With The Telephone:** Your telephone is extremely essential to you while on EHD. It is important that you and your family members (or anyone else living or visiting in your home) understand that the phone must **not** be tampered with. This means that you will want to be frequently checking the phone to insure that it is plugged in, that the receiver is in the cradle, and that the ringer is turned on.

**Inoperative Phones:** While the monitoring system is connected to your phone, you will discover that the phone line will occasionally become inoperative or "dead." Also, you may experience "clicking" noises on the line, or a phone conversation may be abruptly interrupted by the line going "dead." When this happens simply stay off the phone for 15 minutes. These are normal occurrences while on the EHD



program. However, if your line is inoperative for an extended period of time (over half an hour), you will want to arrange for someone to call the Community Corrections Facility (on another phone) to report this.

**GPS Monitoring:** When monitored by this equipment you must remain within 20 feet of the GPS unit (phone) at all times. The unit must charge for at least 8 hours per day. This means that at some point you must plug the unit in to the charger and remain within 20 feet of it for that 8 hour period. It is your responsibility to keep the unit charged. If it goes dead you may have to return home.

**MEMS 3000 Alcohol Monitoring:** If you are being monitored by this equipment you must perform a test every time the unit signals for it. It will signal by making a sound similar to an alarm. It is advisable to place the unit in a location where you are likely to hear the signal.

**Answering All Calls:** You are expected to answer the phone at all times.

**Boundaries:** You can consider the walls of your house (or apartment) your boundaries. While on the EHD program, your home literally becomes jail. You must remain in your home unless you have obtained proper authorization from SCC Community Corrections staff to be absent. If an emergency occurs that requires you to leave your residence without authorization you must make contact with the facility as soon as possible. If you have questions regarding specific areas, please address these with the Officer performing your EHD installation.

**Firearms, Drugs & Alcohol:** Your home is expected to be free of all illegal drugs and alcohol. It is also expected to be free of all **persons** under the influence of illegal drugs or alcohol. This means that persons showing up at your home under the influence of illegal drugs or alcohol should not be allowed into your home. Additionally, your home **must** be free of all firearms while you are serving your sentence.

**Personal Calls:** While on the EHD program, you are allowed to make personal calls, up to fifteen (15) minutes in length. All family members are expected to cooperate in allowing at least one half (1/2) hour between personal calls.

### **Out of Custody Work Crew (WC)**

If you are participating in WC combined with EHD the previous information regarding EHD applies as well as the following. If you are participating in WC alone then only the following applies.

**Reporting for Work:** You are expected to report on time and ready to work each day. You will be given a reporting schedule on the day you are booked. Be prepared to work outdoors performing manual labor.

**Sick Calls:** If you are unable to report to work you will be required to make up the missed day. You must call in prior to your reporting time if you are ill. A pattern of sick calls or excessive use of them may result in your commitment being returned to the court as non-compliant.

**Use of Alcohol & Drugs:** Persons who have been drinking or using drugs when they report will be removed from the program and will serve their sentence in the maximum security Jail.

**Lunch:** You will be provided a sack lunch by the County, or you may bring your own lunch.





**Be advised this manual is subject to change without notice.**