



COYOTE RIDGE CORRECTIONS CENTER

Segregation Handbook

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SEGREGATION UNIT OFFENDER HANDBOOK

INTRODUCTION

This booklet is for your use while you are assigned to A Unit (Seg). It will *not* be replaced if lost or destroyed. Any changes or additions made to this booklet will be distributed to you. This booklet will answer most of the questions you may have about Seg. Failure to follow Seg rules may result in disciplinary action and level demotion if at Management Level 2. Failure to follow any order given by a staff member will result in disciplinary action.

PHILOSOPHY

CRCC encourages positive interaction between staff and offenders while maintaining proper safety and security measures. Your actions and attitudes will have an effect on promotional opportunities as you progress through the A Unit level system. Unit staff will have input in the evaluation process when a level change is being considered. It is expected that both staff and offenders will exhibit mutual respect for one another, and that offenders will cooperate with staff directives. To achieve measurable progress and reach desirable goals, it is imperative that offenders be in compliance with unit rules and that staff enforce those rules fairly, firmly, and consistently.

While housed in Seg, you are required to follow programming expectations, and attend Administrative Segregation reviews (if applicable). You have the opportunity, through positive adjustment and behavior to earn your way back to general population. Placement in general population is dependent on personal and facility needs.

ARRIVAL / INTAKE PROCESSING

Upon entering A Unit, every offender will be strip searched prior to placement in a cell. During the strip search, all clothing and personal property (except those personal items allowed for possession by an offender in Seg) will be removed from your possession and a search report completed. One copy of the search report will be attached to the property bag, and you will receive a copy of the search report listing the disposition of any personal clothing/property that was taken for safekeeping during intake. You may not bring cosmetic items or photographs into A Unit. Only the following items will be allowed in A Unit per DOC 320.255:

- Legal materials in the amount of which would fit in one 10" x 12" x 18" box
- 1 pair prescription eyeglasses, provided they pose no security concerns (wire framed glasses not allowed)
- 1 small telephone book or address book, no staples and no hard cover
- 1 religious medallion, 2" or less, provided the item has no sharp edges and necklace is breakaway type
- 1 wedding band without diamonds, stones or raised surfaces that poses a security concern (\$100 maximum value)
- 1 plastic medic alert bracelet, as well as any other medical equipment that has been approved by health services and authorized by the A Unit CUS
- Religious material, upon request, that is approved by the Chaplain and A Unit CUS
- Medication approved and issued by health services staff
- Approved educational and self-help materials
- Up to 2 library books as well as up to 2 publications (depending on your level assignment and any program modifications)
- Personal correspondence is allowed (no photographs), but it cannot be more than would fit into a 6" x 12" box

All allowable property must be stored in your cell and is to be kept in a neat fashion when not being used. You will be required to sign for your property upon discharge from A Unit. Any personal item found in your possession at the time of release from A Unit that was not listed on the incoming property inventory or authorized for your possession by staff will be sent to the main property room as contraband for proper disposal.

ASSISTANCE

BOOTH OFFICERS

Your cell contains an **Emergency Call Button**, which provides communication to the booth officer. **The intercom system is intended for emergency purposes only.** Emergencies are defined as **life threatening incidents**, which require immediate attention, i.e. severe medical problem or a fire in the unit. To use the intercom system, press the button once. Staff will be alerted of your request and acknowledge it.

All non-emergent requests should be handled through the kite or directed to the floor officer. **If your request is deemed non-emergent, you may receive a major infraction, which may result in the loss of privileges and possible level demotion if you are found guilty.**

A UNIT COUNSELOR

- Offenders on PHC or D-Seg status will be assigned to the Seg Class. Counselor 3 upon arrival in the unit.
- The Ad Seg Hearings Officer will notify you of your current status if you are on Ad Seg.
- Usually within 1 working day of initial placement in Seg, the A Unit CC3 will contact you at cell front to talk to you and ask if you have any questions about your placement in Seg. You may also kite the CC3 at any time.

FLOOR OFFICERS

You may request assistance from a floor officer at any time. Floor officers are frequently on the tiers and will attempt to answer your questions or arrange to have them answered later as time permits. Please direct specific questions regarding other CRCC departments to the appropriate department head.

REQUEST TO STAFF MEMBER (KITE)

To request assistance from anyone in the facility, submit a kite addressed to the specific person or department you desire an answer from. Kites must be specific stating what the nature of your request is. Those requests that are not specific may be returned unanswered. Be sure to put your name, DOC number and housing assignment on the form. Staff receive many requests from offenders each day and the distribution system is sometimes not as quick as you would like, so please be patient and your request will be responded to by staff.

MANAGEMENT LEVELS

All offenders initially assigned to A Unit are assigned to Level 2. Offenders who are serving sanctioned isolation time as a result of a disciplinary hearing are assigned to Level 1 until their isolation sanction has been completed.

LEVEL 1

Management Level 1 is the most restrictive level, and is considered to be isolation status as invoked by the disciplinary hearings officer for violation of serious WAC rules. **In this level the following privileges are authorized:**

- One 10-minute shower and shave, 3 times per week
- Legal phone calls as approved
- 1 religious book (Bible, Qur'an, etc.)
- 1 book from the Seg library
- Legal materials related to a **validated** pending court case
- Incoming First Class mail
- 1 magazine or newspaper subscription
- Up to \$5.00 weekly purchase of approved hygiene and/or correspondence items

LEVEL 2

Management Level 2 is less restrictive than Level 1 and is the level that all Seg offenders initially are assigned to. **In this level the following privileges are authorized:**

- One 10-minute shower and shave, 3 times per week
- Legal phone calls as approved
- 1 religious book (Bible, Qur'an, etc.)
- Up to 2 books from the Seg library
- Legal materials related to a **validated** pending court case
- Incoming First Class mail
- 1 magazine or newspaper subscription
- Authorized educational or self-help books thru the education or mental health department
- Up to \$10.00 weekly purchase of approved hygiene and/or correspondence items
- One 1-hour outside yard exercise period with telephone access, 5 times per week
- 2 personal books received from a publisher and issued by the unit property officer

You may be placed on a program modification and have privileges restricted based on your behavior or actions while in Seg. Program modifications may also be made for security concerns or other reasons. All program modifications are approved by the Superintendent / designee, and are associated with valid risks or concerns that pertain to you, other offenders, visitors or staff; or a threat of escape or threat to the orderly operation of the facility. You may be removed from a program modification when the specific risk is no longer there. Any program modification restriction that is put in place will last only for the specific timeframe that is authorized by the Superintendent / designee.

LEGAL ACCESS

APPEALS

Administrative Segregation – Ad Seg placement and hearings are reviewed by the superintendent / designee and are not appealable.

Disciplinary hearings – appeals of a decision of the Hearings Officer must be submitted within 15 days of your serious infraction hearing. The Hearings Officer will provide you with the necessary appeal paperwork and instructions for completing the appeal process at the time of your hearing. The final decision on disciplinary appeals is made by the CRCC Superintendent / designee. If you wish to appeal a serious infraction guilty finding, submit the green copy of the infraction with your appeal packet to the floor officer. The floor officer will sign the appeal receipt form and provide you with a copy of the appeal receipt.

Management levels – appeals of decisions of the unit team are addressed to the Segregation CPM within 48 hours of receiving the decision in writing. The appeal will be reviewed and a final decision made within five working days.

ATTORNEY VISITS

Attorneys requesting to visit A Unit offenders are expected to give at least one-day notice prior to the visit. These visits are to be arranged through Associate Superintendent Melissa Andrewjeski. Visit times are subject to A Unit operational requirements.

BRIEF BANKS

These are available through the library. Submit a kite to the CRCC Librarian with your specific request. An index is also available through the CRCC Law Library upon request.

EMERGENT LAW LIBRARY REQUESTS

Offenders housed in short-term Seg for a period of 10 days or less need to be aware that you may not have access to a law library, your personal legal documents or legal reference materials during this time. Offenders housed in Seg for longer than 10 days may make a request for access to specific legal documents in your property and/or access to a DOC law library only if a legal priority exists. It is your responsibility to provide proof of an existing legal priority when requesting law library. Court cases that qualify as legal priorities are defined as:

- A court appearance that has been scheduled within 14 days
- A court-imposed time limit of less than 14 days for filing a Notice of Appeal
- A court-imposed time limit for responding to the court within 14 days

LEGAL FORMS

A limited amount of forms are available from the unit counselor. If you need a form that is not available in the unit, submit a kite addressed to the CRCC Law Library for assistance. Be sure to include exact title(s) of the form(s) needed.

Offenders housed in A Unit may request specific personal legal documents in order to continue or pursue a legal matter **only** if there is a verifiable court imposed deadline within 45 days of the start of such Segregation time.

LEGAL PHOTOCOPYING

Offenders are provided the opportunity to obtain photocopy services for the purpose of copying legal pleadings and exhibits being submitted to the court and opposing parties. Authorized photocopying of pleadings include one copy for opposing parties, one copy for the court, and one copy for your record. Submit a kite addressed to the A Unit counselor for photocopy requests. Once the kite is received, the counselor will come to your cell to take possession of the legal materials and make the appropriate copies. The fee for any photocopies of legal pleadings is 20 cents per page. You must complete DOC 06-075 Offender Request to Transfer Funds to request withdrawals from your account to pay for photocopy services. The counselor will then return the copies to your cell when completed. You are responsible for making timely photocopy requests, in advance of any known court deadline, to allow staff a reasonable time frame to respond to your request. A minimum of 3 business days advanced notice will be required to ensure your request is met. You are expected to use carbon paper to make multiple copies of handwritten documents.

INDIGENT LEGAL SUPPLIES

Offenders housed in A Unit will be allowed access to indigent legal supplies only with proof of an existing legal priority as defined under "Emergent Legal Library Request". If you meet the criteria to be considered an Indigent Offender and have a verified legal priority, you may submit a kite addressed to the 1st shift sergeant by 11:00 PM on Monday to request legal supplies. Supplies are issued once a week by 1st shift, either on Wednesday or Saturday. The standard issue of legal supplies per week consists of:

- 25 sheets of lined paper
- A 9"X12" manila envelope marked "LEGAL MAIL" will be given to offenders upon request to immediately send out legal mail. Legal documents of eight pages or more will require a 9" x 12" envelope. When the document is ready to be sent, contact staff and request the envelope. It will be issued and picked up on the same shift.

Plain white envelopes will be provided upon request for confidential medical kites, but only at the time they are collected by an officer.

The above amounts are what you are allowed to maintain in your cell. If you are found to be in excess, the excess will be confiscated. **If you are found to be using legal supplies for any other reason other than its intended purpose, all will be confiscated and you will be restricted from receiving any additional indigent legal supplies until approved by the A Unit CUS.**

LEGAL TELEPHONE CALLS

Legal telephone calls will be made from the recreation yards. The telephone system allows us to set up an attorney call table. This table allows you to use any offender telephone and call your attorney without the call being recorded. The attorney you are trying to call must belong to the Washington Bar Association and have a valid telephone number. All legal telephone calls will be made during your scheduled recreation times. **Offenders requiring a legal call outside the scheduled recreation times are required to submit a kite to the A Unit counselor hours in advance.** Special request legal calls will still be scheduled on your normal recreation day.

NOTARY

A notary public is available by sending a kite addressed to the unit counselor. Notary services will be provided for A Unit one day each week; however, the day may fluctuate in accordance with Notary staff availability.

LEGAL MAIL

Incoming legal mail will be processed and distributed on second shift by mailroom staff. The mail will be opened and searched in the presence of the offender, Legal mail may be scanned by staff to ensure it is actually legal mail, but it will not be read. Offenders will sign a receipt indicating they have received their legal mail.

Outgoing legal mail must be clearly marked "**LEGAL MAIL**" in order to have it treated as such. To have your legal mail processed, present the unsealed envelope to the A Unit floor officer for inspection. After inspection by staff, you will then seal the envelope in the officer's presence. The floor officer will sign, date and indicate the time received on the back of the envelope in your presence, and then log your outgoing correspondence in the Legal Mail Log maintained in the unit booth.

REGULAR MAIL

You may send and receive correspondence while housed in A Unit within the following restrictions:

You may send / receive first class mail only, with the exception of approved newspaper or magazine subscriptions in accordance with your assigned Management Level. Incoming mail must be properly addressed as indicated below:

1. (Your name, number and housing assignment)
2. Coyote Ridge Corrections Center
3. PO Box 769
4. Connell, WA 99326
5. Complete return address of sender

Your outgoing mail must be properly addressed to include the complete address of intended recipient, and your return address as indicated below:

1. (Your name, number and housing assignment)
2. Coyote Ridge Corrections Center
3. PO Box 769
4. Connell, WA 99326

Outgoing mail is to be personally given from your hand to your floor officer. No mail is to be passed from your cell through the bottom of the cell door – anything that is on the floor of the tier will be considered trash and discarded. All mail is subject to search for contraband. Mail found to contain contraband will be rejected and you will have 30 days to either mail the item out at your expense, donate the item to an outside organization, have the item destroyed, or after the 30-day period and exhaustion of all appeals, the item will be donated or destroyed by staff. Personal letters, cards, and post cards will be limited to a **maximum of 20** in your cell at any time. **It is your responsibility to maintain compliance and ensure that you do not exceed the maximum number of personal letters that are allowed to be in your cell.** If you are found to have more than the authorized amount, the excess will be confiscated and you will be required to mail the items out at your expense or they will be destroyed. You will not get to choose which letters are confiscated. **You will be limited to no more than 20 pre-franked envelopes in your cell at any one time.** It will also be your responsibility to ensure you only have the allowed number of envelopes. Plain white envelopes will be provided to you upon request **only** for inner-facility mailing of confidential medical kites and grievances. These envelopes will be issued only when you are ready with the medical kite or grievance paperwork so staff can collect them immediately and ensure they get distributed to the appropriate department. **To access your Postage Sub-Account, submit your request with your regular weekly store order.** DOC Form 02-003 "Postage Transfer" should be completely filled out and accompany your store order.

SEARCHES

Pat searches will be conducted for all routine movements within A Unit. All offenders are **required** to be strip searched prior to entering or exiting A Unit. This includes escorts to medical, other areas of the facility, and when being released to general population. Both modified and complete strip searches will be conducted **at random** within the unit. It is expected that you will follow staff directives and comply with all search requests in order to maintain a safe and secure environment for offenders and staff.

TRADING ITEMS

Offenders are prohibited from exchanging, trading, or "fishing" for items with any other offender. Offenders found doing this will be infraacted, demoted to Level 1 or denied promotion to Level 2.

CELL STANDARDS AND SANITATION

It is your responsibility to maintain the orderliness and cleanliness of your cell at all times. **No items are allowed to be placed on your cell windows, walls, door or ceiling.** On a daily basis, offenders will ensure their cells are clean and tidy. Trash is to be kept in a bag and discarded during cell cleaning or at the permission of the floor officers during movement. Trash bags are obtained during cell cleaning. **Mattresses and linen must remain on the bunk at all times.** Beds are to be made daily and linen exchanged weekly. Personal items are to be stored in an orderly manner on the desk. **Nothing is to be attached to any cell surface. No writing, drawing, or graffiti will be allowed on cell surfaces.** Pictures or drawings of nude or pornographic images or symbols, or those of a suggestive nature will not be allowed in your cell. Any item found to be in violation of Seg rules or DOC policy will be confiscated. Windows and cuff ports are to remain clean and clear of debris. **Do not cover the light fixture with any item. Do not cover the ventilation ducts with any item.** Before your release from A Unit, all cell surfaces must be cleaned and linen placed into the laundry cart.

Officers will conduct cell sanitation inspections on a daily basis. You will be held responsible through the disciplinary process if any damage or destruction of state property is caused by you while being housed in A Unit. Consequences for damage or destruction of state property include loss of Good Conduct Time and monetary restitution, as well as level demotion or denial of promotion to Level 2.

MEALS

Meals are served at the following approximate times; 6:10 AM, 11:00 AM, and 4:30 PM. Mainline will be announced by unit staff as the officers prepare to serve each mod. A second announcement will be made for each mod by the floor officer just prior to the trays being served. To receive a tray, you must be up with both hands visible, and be ready to receive your tray before the cuff port will be opened. **Failure to comply will be considered a meal refusal.** You are allowed 20 minutes to eat your meal after receiving your food tray. After 20 minutes, the officers will return and give the command "Trays Up". Before the cuff port is opened, you must be standing up with your food tray in your hands. Return the tray to the officers with all of the utensils / containers that came with it. **If you fail to comply with this meal procedure you may be placed on the SEG "Controlled Feeding Plan" for a minimum of 72 hours, resulting in sack lunches in lieu of hot meals.** You may keep in your cell 1 piece of fresh fruit and 2 packets each of coffee, sugar and juice powder. Any amounts in excess of the allowable will be confiscated and thrown away.

MOVEMENT

Offenders placed in A Unit **are not eligible** to receive telephone or yard for the first 24-hour period after placement. Coveralls and shower shoes must be worn anytime that you are out of your cell. All movement inside A Unit is done in restraints. Normally this means you will be restrained in handcuffs behind your back, but it may additionally consist of waist restraints and / or leg irons. A cuff retainer will be attached to the handcuffs when you are entering or exiting your cell. Back up to the cuff port and place both of your hands through the cuff port to allow for placement of the restraints. Once the restraints have been applied, take a half step forward so your hands are clear of the door. When the cell door is completely opened, you will back out of the cell without facing the officers. **Coveralls are to be worn properly in the up position for all escorts. You are required to wear shower shoes and socks when outside of your cell.** The first staff member will physically take hold of your upper arm and wrist for control purposes. The second staff member will escort beside or behind you, and may also have one hand placed on your other upper arm. This is a normal escort procedure to prevent injury to you or staff. **Follow all directions of the escort staff.**

CLOTHING / LINEN EXCHANGE

When admitted to A Unit and after being strip searched, you will be issued the following state issue clothing:

- 1 pair of shower shoes
- 1 Tee-shirt
- 1 pair of briefs
- 1 pair of socks
- 1 coverall

Coveralls will be exchanged weekly on Saturday by 3rd shift officers. A shower roll will be offered to you each time you are taken to the shower. You will be also be offered a bedding exchange weekly (1 pillow case, 2 sheets, and 2 blankets). Your towel will be exchanged for a clean one with each shower roll. All bedding must be changed at least every other week. A Unit cells each have 1 mattress and 1 pillow as standard issue.

SUPPLIES

All offenders initially receive an intake bag, which contains the following items: (at a cost of \$3.50)

- (2) containers of all-in-one soap/shampoo/shave gel
- (1) toothbrush
- (7) packets of toothpaste
- (1) deodorant stick
- (1) comb
- (1) Seg Handbook (no charge, and no re-issue will occur)
- (1) flex pen
- (5) indigent envelopes
- (10) sheets of lined writing paper
- (2) offender kites (no charge)
- (1) medical kite (no charge)
- (5) postage transfers (no charge)

The above supplies are issued to you upon intake to A Unit, and your offender account will be debited a one time charge of \$3.50 when you are initially placed in Seg. If you exhaust your supply of issued items and you wish to order more, you may fill out a re-order form to receive additional supplies while in Seg. Your account will be debited for the cost of the item(s) you order. Flex pens will be exchanged 1-for-1 when the pen is no longer functioning, and will only be exchanged during regular supply issue / exchange in the unit. **Misuse of any item will result in a restriction of that item.**

The items below are not included in your intake bag, but will be provided to you upon request from your 1st shift floor officer (with the exception of the plastic drink cup, which may be exchanged daily when you receive your morning breakfast tray only). At no time are you allowed to be in possession of more than the number listed. Plastic drink cups will be inspected regularly, and any misuse including the destruction of or alterations to your issued cup (including marking or writing on it) will result in loss of cup privileges.

- 1 Seg library book list
- 1 plastic drink cup
- 1 roll of toilet tissue

RECREATION YARD

Offenders, except those on Isolation Status, are given the opportunity to have one hour of recreation 5 days a week according to the recreation schedule. Recreation time is conducted on a rotational basis on second and third shifts. If you are in an even numbered cell, your yard schedule may be for afternoons that week, and will change to mornings the next week beginning on Sunday. Odd numbered cells will be exactly the opposite schedule, rotating on Sunday. An officer will come by your cell at approximately 6 AM if you are scheduled for morning yard, or at approximately 2 PM if you are scheduled for afternoon yard. You will be asked if you want to have yard and or shower. If there is no response you will be asked a second time. **You must respond with a clear and understandable "Yes" to be eligible.** No response will be considered the same as a refusal. The officers will instruct you to get ready for yard. **If you are not ready to go when officers arrive at your cell door to take you to yard or shower, it will be considered a refusal.**

Schedule for outside yard:

DAY OF WEEK	2ND SHIFT YARDS	3RD SHIFT YARDS
Sunday	Odd or even #'d cells	Odd or even #'d cells
Monday	Odd or even #'d cells	Odd or even #'d cells
<u>Tuesday</u>	<u>NO MOVEMENT</u>	<u>NO MOVEMENT</u>
Wednesday	Odd or even #'d cells	Odd or even #'d cells
<u>Thursday</u>	<u>NO MOVEMENT</u>	<u>NO MOVEMENT</u>
Friday	Odd or even #'d cells	Odd or even #'d cells
Saturday	Odd or even #'d cells	Odd or even #'d cells

Coats and handballs are available upon request for use in the outside recreation yards. **While in the yard the following rules apply:**

- No communicating with other offenders, either verbally or by hand gestures
- No pounding or climbing
- No eating or sleeping
- No personal items except a phone / address book
- Your coveralls, shower shoes and socks and will be worn to/from your cell and during yard
- Disruptive behavior of any kind or attempting to damage state property will result in termination of yard

- Yard time is for one hour, so be prepared to stay the entire amount of time. Yard time will be terminated when a request is granted to use the restroom facilities. You may request to self terminate your yard time, if staff are available.

Failure to abide by the above recreation yard rules will result in the cancellation of your yard period, and may result in further disciplinary action or program modification.

SHOWERS

Showers are conducted 3 days per week **only** – on Mondays, Wednesdays, and Saturdays. Offenders who go to yard on shower days will be scheduled to shower immediately after their scheduled yard time, unless otherwise directed by the floor officers. If you do not wish to have yard time but want to shower only, you will be allowed an opportunity to do so as the floor officers' duties permit on that shift. When going to yard, gather your shower supplies such as shampoo, soap, etc. and give them to the floor officers for inspection when you are being cuffed for the escort to the yard. You will be issued a shower roll. **Showers are limited to 10 minutes.** You may request either a razor or nail clippers for use while you are in the shower. You will not be allowed to receive both during the same shower period.

Schedule for showers:

DAY OF WEEK	2ND SHIFT SHOWERS	3RD SHIFT SHOWERS
Monday	Odd or even #'d cells	Odd or even #'d cells
Wednesday	Odd or even #'d cells	Odd or even #'d cells
Saturday	Odd or even #'d cells	Odd or even #'d cells

The shifts are as follows:

- First shift begins at 9:30 PM and ends at 6:00 AM
- Second shift begins at 5:30 AM and ends at 2:00 PM
- Third shift begins at 1:30 PM and ends at 10:00 PM

SEG SERVICES

LIBRARY

You may request a paperback book from the **Seg** library at CRCC, as available due to a very limited supply. Management Level 1 offenders may receive 1 paperback book twice week, exchanged 1-for1. Management Level 2 offenders may receive 2 paperback books twice week. To request a book, submit a kite addressed to the 1st shift Sgt. by Tuesday and Friday nights at 10:00PM. Books will be exchanged by kite only, and will be issued by 1st shift unit staff on Wednesday and Saturday nights. Remember that our paperback book inventory is limited. Books are checked out to you only and trading is not allowed. **Damage to books beyond normal wear and tear will result in disciplinary action and possible monetary sanctions for replacement value of the book(s).**

RELIGIOUS

The Chaplain will make weekly visits to offenders in A Unit. Submit a kite addressed to the Chaplain to receive religious or other clergy services. Submit a kite addressed to the Seg Library to request a bible. It will be issued to you as time permits.

SPECIAL DIETS

Special religious diets must be approved in writing by the CRCC Chaplain. Special medical diets must be approved in writing by facility Health Services staff. To begin the approval process, submit a kite to the appropriate department. If you have an existing HSR or memo from the chaplain approving one of the above, let the unit sergeant know. If you have a current HSR issued by a CRCC provider for a special diet and/or CRCC Diet Card, make the officers aware of this. If you have an HSR from another institution, Food Service will deliver this special diet for three days, in order to give you time to be seen by Health Services staff.

MEDICAL

Medical staff will make rounds of the unit every day. To be seen by Health Services, submit a Medical Kite requesting sick call and include the reason you need to be seen by Health Services staff. The kite will be put in the medical folder to be picked up by the pill line nurse and taken to Health Services. If you have an emergent medical need that can't wait until sick call, inform the floor officer and ask for medical assistance. **Creating a false emergency or faking an illness will result in a major infraction.** Aspirin, acetaminophen, and antacid are available from medical staff. If over-the-counter medication such as is listed above are needed, let your floor officer know so medical staff can be notified of your request. If you have a current Health Status Report (HSR) from the Health Services for any special medical needs, you must inform the floor officer of this and you also must retain a copy of the HSR in your cell. **The authorizing Health Care Authority at CRCC must review all HSR's and will determine if a specific HSR remains a necessity while housed in A Unit.** All efforts will be made to facilitate HSR's that are deemed to be necessary, provided this can be done without jeopardizing security concerns. If you were taking medication in general population and have a prescription in your property, let the floor officer and the unit sergeant know about it.

MENTAL HEALTH

There are mental health services available, if needed. You can be seen by mental health by sending a kite to Health Services for the following: one to one counseling, crisis, assessment for need of medications, support and education on various health issues such as anxiety, depression, etc. If deemed appropriate you will be referred to the Psychiatrist or ARNP for medications.

GRIEVANCE PROCEDURES

Grievance Complaint forms and envelopes addressed to the Grievance Coordinator are available from the floor officer and will be issued upon request when supplies are passed out. Fill out the grievance form, seal the envelope with the grievance complaint form inside, and slide the envelope through the door to be picked up. Emergency grievances that **potentially involve a life-threatening emergency** may be requested at any time from the floor officer (Do not place these in a sealed envelope). Hand the completed emergency grievance complaint to the floor officer, who will immediately give it to the Unit Sgt. If the Grievance Coordinator is on site, the emergency grievance will be brought to the attention of the Grievance Coordinator for handling. If the Grievance Coordinator is not on site, the Shift Commander will handle the emergency grievance immediately. **Abuse of the grievance procedures may result in disciplinary action being taken.**

FAMILY VISITS

Because Segregation is designated as a short-term housing unit and all A Unit offenders are here for a maximum of 30 days or less, no regularly scheduled visitation will take place in A Unit.

BARBER SHOP

Because Segregation is a short-term housing unit and offenders are serving 30 days or less, there are no barber services available while assigned to A Unit, unless Health Services determines that it is a medical necessity.

WORK

There are **no** porter or other jobs available for offenders who are housed in A Unit.