


STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

OFFICE OF CORRECTIONAL OPERATIONS

LCC Offender Orientation Handbook

LARCH CORRECTIONS CENTER
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- Shirts will be buttoned, if applicable, and tucked in at all times you are outside the living unit. The only exception is when participating in sporting events in the gym or yard. When leaving the gym or yard your shirt will be buttoned and tucked in.
- You are expected to maintain acceptable hygiene standards and proper grooming. It is expected that you will shower daily.
- Thermal underwear (tops & bottoms) will not be worn as an outer garment anywhere outside of your tier.
- Offenders are not authorized to walk or stand around with one or both hands down inside of their pants. This is a safety and security as well as a hygiene issue and you will be infraacted for doing so.
- Ear plugs are not to be worn anywhere other than on your bunk.

CONTRABAND

- You are allowed to possess only those items issued by LCC, the offender store, or items listed on your personal property inventory list. Any item not listed on the authorized property list will be considered contraband and will be confiscated (refer to DOC 440.000 Personal Property for Offenders).
- Items you may have purchased from another facility will be confiscated if not sold at LCC until you can provide a receipt of sale to the LCC Property officer from the other facility.
- Any item that is altered and/or being used in a manner other than what it was designed to be used for is contraband.
- Tools may not be brought back to units from any work area.
- Offenders may not possess any state supplies issued to staff.
- You are responsible for all items found in your assigned area.
- All supplies, clothing and equipment from your work area (gloves, rain gear, pens, markers, paper, etc.) are prohibited in all areas other than your work area. To launder your gear you must immediately drop off your gear to the laundry carts. Once you receive your clean gear you will turn your gear into the boot room during the next check in.

COUNSELOR ASSIGNMENT

- All questions about your case, program assignments, etc. are to be directed to your assigned counselor.
- Counselors and your Unit CUS do not have OPEN DOORS and will not see you without an appointment. Use the Kiosk and kite system to communicate with them. Please remember to be specific in your message to them so that they may be better prepared to answer your questions.
- Offenders may contact any staff member in an emergent situation.

COUNTS (FORMAL AND INFORMAL)

FORMAL COUNTS

- Formal counts will be initiated by the Shift Sergeant at 4:45 a.m., 7:10 a.m., 4:50 p.m., 10:10 p.m. and 11:30 p.m. Formal counts may be initiated at other times by a Shift Sergeant or higher-ranking staff member.
- A clear count will be announced after the 4:45 a.m., 7:10 a.m. and 4:50 p.m. counts.
- Ten minutes prior to the beginning of the 7:10 a.m., 4:50 p.m. and 10:10 p.m. formal counts, an "all page" announcement will be made stating "ten minutes to formal count". All movement of offenders between buildings, within units and into or out of the secure perimeter of the facility will stop prior to the start of the formal count.
- Offenders will remain on their assigned bunk from the time formal count begins until your tier has been counted and both counting officers have left your tier. Overhead announcements are not always made or not always clear; it is your responsibility to know what time it is and be on your bunk at the times listed as count start times.
- There will be no talking during count.

CLEANLINESS/BUNK INSPECTION

INSPECTIONS

ALL AREAS ARE SUBJECT TO CLEANLINESS INSPECTION AT ALL TIMES

- You must have your living area cleaned and ready for inspection by 8:00 a.m. Monday through Friday and by 10:00 a.m. on weekends and holidays. Unit officers will inspect for cleanliness using the Cell Inspection system between 8:00 a.m. and 2:00 p.m. Officers will inspect your area and use the Cell Inspection system to mark your area's issues. Even when you are present you are expected to adhere to items on windowsills, tops of lockers, floor, garbage full, floor dirty, etc.
- Infractions for violations may be written for three day's worth of gigs in a seven day period. An infraction may be written for excessive violations of the cleanliness expectations from only one day as posted on the Cell Inspection Matrix on the unit bulletin boards.
- Weekly bunk inspection sheets are posted in the glass locked cabinets in each unit as well as photos and rules regarding the inspection process and violations.

BEDDING

- Sheets are to be used on the mattress and pillowcases on the pillow(s); they will not be used as a divider under any circumstance.
- You are allowed 1 pillow and 1 mattress ONLY unless you have a documented LCC medical issue allowing you to have more; any other amount is subject to an infraction.
- Beds will be made uniformly in the following manner: One (1) blanket will be tight and tucked in on both sides and at the head and foot. The second blanket will be folded in half and tucked in over the pillow and under the mattress to act as a dust cover with no linen showing. (See unit staff or the picture in the glass cabinet if you do not know how to make an acceptable bunk.)

GENERAL CLEANLINESS

- You may ask a unit janitor or unit staff for cleaning supplies to clean your area. Do not go out of bounds to find a janitor or supplies, ask staff first.
- All floors will be swept and mopped daily. Garbage will be emptied daily.
- Dust mops are available for use. All dirt and trash swept up is to be placed in the trash can upon completion.
- Clean up after yourself to prevent the closure of areas due to garbage and dirt, spilled food/drink and other waste or items.
- Windows, window ledges, room doors, lights, air and window vents are to be kept clear, clean, and unobstructed at all times.
- Toothpaste will only be used for brushing teeth.

CLOTHING AND GROOMING REGULATIONS

- Hats will not be worn inside of any building including the tiers.
- Shirts are to be tucked in at all times when outside of the living unit. You may only have your shirt untucked while inside of the Recreation building or out in the yard.
- Only state issue clothing, tan pants, tan button-up shirt and state issue shoes will be worn while at program assignments and while doing extra duty. Sweat pants and shirts are not authorized for any program activities.
- Unless medically authorized, sun glasses will only be worn when outdoors. Sun glasses will be placed in a pocket when inside of any building and will not be worn on the collar of a shirt or hanging outside of the pocket.
- Sagging is not allowed. The waist of the pants must be maintained no lower than the upper point of the hipbone. If sagging continues to be a problem, you will be refitted and/or have to wear suspenders to insure that your pants meet the appropriate standards.
- Shower shoes and slippers are to be worn on assigned living tiers only.

- You are only authorized 1 plant at a time.

LIGHTS

- Exit lights will remain on at all times. The sleeping unit's overhead lights will be turned on at reveille each day and will remain on until 10:00 p.m.
- Lights will remain on in all rooms, except assigned sleeping quarters, at all times while rooms are being used. Offenders will not tamper with light fixtures or remain in a room if the lights are off.
- Reading lamps in the dorms may be used until 12:30 a.m. Reading lamps in the "A" and "E" wings (two-man rooms) may be on until 1:00 a.m. provided the light does not disturb the other offender in the room.
- Reading light bulbs will be no larger than 40 watt. Reading lights will be turned off when not in use. They will not be shielded with any type of cover except those furnished. Towels, wash cloths, shirts, etc., shall not be hung off any light or light fixture. No items will be placed onto the bulbs, including oils.

LOCKERS

- All state and personal property will be stored in assigned lockers when not in use with the exception of your laundry bag, jacket and towels which will be allowed to hang on the hook(s) attached to your locker.
- Locker doors must be closed and locked any time offenders are not present in their designated bunk and locker area. It should be noted that offenders are responsible for all state gear issued to them and will be charged for any state property that they cannot account for.
- Locker doors must be fully closed at all times except when offenders are actively removing or placing items in their locker.
- Do not store your items on empty/unoccupied bunks at any time.
- The only items authorized to be hung inside of your locker are HSR's, in-cell hobby permits and sacred items box inventories. Attaching photos or other items to the inside of your locker and/or locker door is not authorized.

BULLETIN BOARDS/DISPLAYING ITEMS

- Newly implemented state, department, and institution procedures, as well as informational bulletins, will be posted on the bulletin boards located in each unit and/or in the offender library. All individuals are required to keep informed of material posted.
- Each individual bunk is provided a bulletin board for personal photographs of people who are modestly dressed or documents (letters/drawings, DOC forms, cards). Items that support/depict or reference crime, gang, drug or items torn from books or magazines are not authorized.
- Clear plastic mugs/cups follow the same display rules as the bulletin board.

HOUSEKEEPING

- No littering is allowed. Garbage cans are available and are to be used for throwing away garbage, litter, etc.
- No boots/work gear/gloves are allowed in the living units.
- Sexually explicit materials and pictures depicting full frontal nudity or explicit sexual acts are not acceptable at any time.

UNIT RECREATION/DAYROOMS

- No exercise is allowed in the unit, I.E. pushups, sit-ups, running in place, jumping jacks, squats, etc.
- Offenders may have in their possession up to two (2) Larch Corrections Center (LCC) library books at a time. Offenders are to return the books to the designated library as soon as they have finished reading them.
- Dayrooms with carpet are for TV only, no food, drink or candy allowed. All dayrooms are to be cleaned and remain quiet. Dayrooms will be closed down for 24 to 48 hours due to garbage, vandalism or noise.
- Groups larger than 4 offenders are not authorized. Any offender viewing or participating in any activity or discussion may receive WAC Violation 102. Group discussions or meetings must receive Unit CUS or Unit Sergeant permission.

- Offenders assigned to two-man rooms are authorized to play their guitars in assigned rooms provided the noise level cannot be detected from outside of the room.
- Playing cards, board games or other games is prohibited on the tiers.
- All televisions will be turned off on the tiers by 11:30 p.m. including the two-man rooms, Sunday through Thursday. Friday, Saturday and days preceded by a State recognized holiday televisions may remain on until 12:30 a.m. on the tiers and 1:30 a.m. in the two-man rooms. TV's may be turned back on at 5:00 a.m. daily.
- Friday, Saturday, and nights preceding a state recognized holiday will be considered for late night privileges. Unit dayrooms will re-open following formal count at 10:10 and 11:30 for use with the exception of Dayroom #1 which closes at 10:00 p.m. until movement to breakfast. Offenders using dayrooms for late night activities will be required to turn their ID card into the unit officer for accountability purposes and retrieve it when returning to their tier.
- Assigned bunk area, dayrooms, or using the telephone until they turn off at 11:30 Sunday through Thursday and 12:30 on Friday, Saturday, and nights preceding a state recognized holiday are the only authorized areas on late nights.
- The volume on any dayroom TV is not allowed to be turned higher than level #28.

BUNK ASSIGNMENTS/SLEEPING AREA RULES

BUNK ASSIGNMENTS

- All new offenders will be assigned a bunk in any wing. If assigned to an upper bunk, the offender will be moved to the next available lower bunk by seniority, which is your arrival date. Bunk seniority rosters are posted in the unit glass case.
- No courtesy moves will be considered unless you are in a two-man room. Two-man rooms are allowed one courtesy move. Offenders who waive their bunk move to a two man room will be moved to the bottom of the list.

SLEEPING AREA RULES

- Sleeping units have been designed and are intended for individuals to rest when they desire to do so. Therefore, all individuals are expected to conduct themselves in an orderly manner to avoid disturbing others.
- Do not sit or lay on another offender's bunk. If you are observed sitting or lying on another offender's bunk you may be infraacted.
- Offenders will not be in any wing other than the one to which they are assigned. There will be no disruptive behavior in any wing. Offenders assigned to "A" or "E" wings may have one guest each in their assigned room from the same tier until 10:00 p.m. There will be no loitering in A & E tier hallways.
- No outer garments will be worn while on the bunk after lights out each night.
- Offenders are responsible for keeping their own cubicle clean and in accordance with DOC policy for health and cleanliness and in accordance with LCC policy and the Cell Inspection matrix.
- The tops of lockers are to be clear at all times; no items are to be hung from the bunk rails. Personal boom box style radios and TV's may be left on the table between the bunks in dorms. Headphones may be kept coiled up and placed neatly directly next to or on the top of your radio or TV. No hanging headphones or cords. Walkman style radios, CD players and MP3 players must be secured in locker when not in use.
- Televisions in two-man rooms must be placed on the table between the bunks. The Fire Marshall has deemed that cable strung over the doorway is a fire hazard and will not be allowed.
- Clip on fans and lights may be kept on the headboard of your bunk. Larger fans must be secured in your locker when not in use.
- There is no visiting or leaving your cell, other than to use the bathroom/get water, allowed on tiers after 10:00 p.m.

- Offenders will proceed directly to their assigned living unit immediately after the closing of the Recreation and Program buildings.
- Offenders must have approval from DOC staff before traveling to or entering the Administration Building, Warehouse, or any other work area outside of the fenced perimeter.
- Offenders are not allowed to assemble in groups larger than four (4) without prior permission. This includes card games and discussions.
- The main entry of Silver Star Unit is through the front patio and Dayroom #1 and the main entry for Elkhorn Unit is through Dayroom #2. These are the only authorized entrances unless otherwise directed by staff.
- Offenders are required to sign in and out of their living unit except when scheduled on the callout sheet and for meals. Offenders can only sign out to go to one activity/area at a time.

CENTRAL FILE REVIEW

The following procedure will be used to request a review of your central file:

- Send a kite to the Correctional Records Manager requesting a file review.
- Follow instructions provided by the Records Office staff.

You can anticipate a reply within ten (10) working days. Your review time will be limited to not more than thirty (30) minutes.

If you wish to request copies of documents within the file, per DOC Policy 280.510 Public Disclosure of Records and the supporting WAC, you must make your request for copies in writing to the Department of Corrections Public Records Office at P.O. Box 41118, Olympia, WA 98504, or via e-mail at publicdisclosureunit@doc1.wa.gov. Copy and postage charges will apply. The written request should include:

1. The requester's name and contact information.
2. The date the request was made.
3. The records requested.

LIVING UNIT RULES

SHOWERS AND LATRINES

- Offenders will use the restroom in their assigned wing only.
- Showers and latrines are to be used for their intended purposes only. Prolonged visiting or loitering is prohibited. Offenders are expected to leave the area when they are finished using the facilities. All showers must be complete by 10:45 p.m. SHIFT 3 unit janitors are allowed to shower until 11:20 p.m.
- Radios are not allowed in the restrooms.
- Clean up after yourself.
- Toilet paper rolls are not to be removed from bathrooms for personal use. Offenders found with toilet paper rolls in their locker or living area will be subject to disciplinary action (#053).

WINDOWS AND WINDOW SILLS

- Unit windows will remain closed at all times except after sundown on hot days (above 70 F outside). The windows may then remain open until 8:00 a.m.
- Screens will not be removed or altered from the windows. Report damaged screens to prevent insects.
- Window blinds are furnished for all windows when available. Makeshift coverings are not allowed and windows are not to be painted or obscured in any other manner. Window blinds are not to be removed or moved from the windows to which they are assigned. Blinds are not to be obstructed by objects placed in windowsill. Damaged window blinds will be reported immediately to the unit officer. Blinds will remain open during the day with the exception of days hotter than 70 degrees where they will remain closed to keep the unit cool.
- The only item authorized to be in your windowsill is a plant no larger than 12 inches square and it must fit in a 3 pound coffee can. No food plants are authorized under any circumstances.

Larch Corrections Center Offender Orientation Handbook

Welcome to Larch Corrections Center (LCC).

LCC is a program-oriented facility that offers work and educational programs. Your time here can be used productively, as you will be offered an opportunity to learn some skills and set goals for your return to society. What LCC staff wants most is for you to be successful. This is accomplished by setting high standards and holding you responsible for knowing the contents and complying with the rules in the Statewide Orientation Manual, LCC specific handbook, and LCC posted procedures. Policies and directives that directly affect you are available for your review in the LCC library. Some documents are also available in Spanish. Any questions or problems can be addressed with staff.

ORIENTATION

All offenders will receive an orientation upon arrival at LCC. All new offenders are required to attend a unit orientation that will take place on Friday or Saturday evening following your arrival. You will be issued an Offender Orientation Handbook during this initial orientation. You will be expected to read your Offender Orientation Handbook and will be responsible to follow the rules and procedures listed. You will be required to sign a form acknowledging you have completed the orientation process and have read and understand the contents of the orientation handbook. Notify staff if you need assistance reading or understanding the handbook. Offenders are expected to follow all rules and regulations outlined in DOC Policy Directives, LCC Operational Memorandums (OM), and in the Offender Orientation Handbook. Failure to do so may result in disciplinary action. New offender orientation will take place on Mondays in the large programming room located in the Program Building, VIEW THE CALLOUT; you will be on it to attend this mandatory programming. If it is not scheduled on Mondays it will be scheduled during your first week.

BARBERSHOP PROCEDURES

- The barbershop is located in the Program Building.
- The Program Officer in the Program Building maintains a schedule for haircuts. Sign up for a haircut during the posted times.
- **Altering of appearance (e.g., hair, beard, or mustache) must have prior approval from your Unit Sergeant. Offenders will be responsible for obtaining a new ID card at their expense if their appearance is significantly altered.**
- Offenders are allowed two haircuts a month.
- The barbershop will not be used for meetings or gatherings. It is an "Out-of-Bounds" area.

BOUNDARIES / MOVEMENT

- **There is no open movement at LCC. All movement is controlled by the Callout, the LCC movement schedule or page. LCC's movement schedule is posted on the living unit bulletin board.**
- All out-of-bounds areas will be posted on bulletin boards in each unit. Offenders may not enter any staff area without permission. There is no tier visiting; you are not to be on a tier you do not live on.
- "No Loitering" areas include the duty stations, near offices, stairways, hallways, doorways, and exits. These areas are considered "Quiet Zones". Loud talking, singing, and/or whistling are prohibited. Regardless of your purpose in the hallway when an officer addresses loitering or orders "disperse" you are to clear the hallway immediately.
- Offenders are required to be in the Living Unit, Recreation Building, and Program Building or on the walkways proceeding to/from a location during the hours of darkness. **Recreation yard closes when the tower lights come on.**

- Offenders are required to sleep with their heads located at the far end of the bunk away from your locker.

DINING ROOM

OFFENDERS ARE TO REPORT TO THEIR TIERS BEFORE MAINLINE

BREAKFAST – IS CALLED AFTER FORMAL COUNT

LUNCH – REPORT TO YOUR TIER BY 11:00 am.

DINNER – IS CALLED AFTER FORMAL COUNT

**This allows for clear hallways and dayrooms for movement to and from mainline.*

DINING ROOM SCHEDULE

Meal times are approximate and based on the time that formal count clears and the time that the last floor is called to eat. Modified Diets will be called as a separate movement to the dining hall during meals.

BREAKFAST: First call for breakfast will go immediately after the 4:45 a.m. count clears. The dining hall will be cleared by 6:10 a.m.

LUNCH: Maintenance Dept. offenders will eat at 11:00 a.m. to 11:30 a.m. Mainline for general population is from 11:10 a.m. to 12:00 p.m. Units are called by floor. Special diet line will be served after general population is served.

DINNER: Mainline for general population, called by unit by floors, is from the time formal count is completed.

- All clothing must be clean and in good repair; no shorts are allowed.
- Shoes or boots with socks are required.
- Only report to mainline when your floor has been called.
- No offender personal property is allowed (i.e., books, cups, bowls, radios, etc.).
- No one will be allowed to enter the dining hall ten (10) minutes after last call has been announced in the living units. After the last person has been served twenty (20) minutes will be allowed to finish eating at which time "trays up" will be announced ending the meal period. When "trays up" is announced you are expected to exit the dining hall.
- No food, drink or kitchen supplies are to be taken from the dining hall.
- All seating is directed by custody officers. You will be seated in rows. All seats will be filled before a new row is started. Do not sit in a new row without custody staff giving you direct and specific instructions to do so.

IDENTIFICATION (ID) REQUIREMENTS

ID NAME TAG WEARING REQUIREMENTS

- Unless you are in the shower or on your bunk your ID nametag will be worn on your outermost garment on the upper left chest area with the picture facing out.
- Do not alter, place stickers, pins or other objects on your ID nametag.
- At no time is it permissible for you to be in possession of any ID nametag but your own.
- If you lose or intentionally damage your ID nametag it will be replaced at your expense.

REPLACING ID CARDS AND CLIPS

- If your ID nametag is lost or damaged it must be replaced by sending a kite and a money transfer (DOC 07-012 Inmate Request to Transfer Funds outside Institution) to Records. If you still have the old card it is to be retained until the new card is received in Records. If the old card has been damaged

intentionally or lost you will be charged a replacement fee of \$3.00. If it is worn out from working, weather, etc. there may be no charge and the money transfer will be destroyed. Only a Sergeant can waive the \$3.00 fee.

- Request replacement clips when yours is broken with the unit officers.

MAIL PROCEDURES

- Vendor packages are purchases made by the offender shipped directly from the approved vendor to the institution. You are allowed to receive one vendor package per month no matter what kind; your counselor must sign the money transfer form prior to approval from the property officer only if the package is over \$100.00.
- All packages must contain the original receipt from the vendor or they will be sent out at your cost.

HOLIDAY FOOD PACKAGE

- You will be allowed one (1) Holiday food package. The holiday package may be received after December 1st and must be postmarked prior to December 31st. Any holiday package received after the cutoff date will be returned at your expense. Packages weighing over 15 pounds will be rejected.

AUTHORIZED NON-CONSUMABLE ITEMS

- Non-consumable items received through any channel must be reported to the property officer for addition to your property list.
- All packages received by the institution must have the sender's full name and return address on the outside of the wrapper of the package. The "sender" is defined as the person sending the package, not the mailing institution or other drop shipment location, i.e., post office, mailbox, etc.
- Letter tapes are not allowed except in cases where a medical or special need is documented. All cassette tapes or rigid items to be mailed out must be in a padded envelope purchased from the offender store.
- Refer to LCC 440.000 Personal Property for Offenders and LCC 450.100 Mail for Offenders for more specific information regarding property and mail.

PRE-FRANKED ENVELOPES/POSTAGE/OUTGOING MAIL

- Pre-franked envelopes may be purchased through the offender store. You may purchase up to ten (10) envelopes at any given time. If you are indigent you may be credited for five (5) pre-franked envelopes per week.
- Stamps of any kind are not allowed.
- Any mail weighing more than one (1) oz or international mail requires a postage transfer for the excess cost.
- All outgoing mail will be stamped with a message indicating the mail was sent from an offender confined at a Washington State Department of Corrections facility.

POSTAGE ACCOUNT

- You may maintain a separate postage account through Offender Banking. Funds received and earmarked to the postage account will not be subject to the mandatory deductions, however, will be subject to a 20% deduction for any outstanding postage debt. Money orders, Cashier's checks, etc. must be clearly marked "Postage Account" and must include your name and DOC #.
- If you wish to purchase pre-franked envelopes from your postage account you may do so via the offender store utilizing the following procedure:
- Complete an offender store sheet with the amount of pre-franked envelopes you wish to purchase. "Postage Transfer" Form (Doc 02-003) must accompany the Store Order Form.

MEDICAL SERVICES

(MEDICAL, DENTAL, OPTICAL, DIETARY)

Larch Corrections Center has a process for all offenders, including those in segregation, to request health care services on a daily basis. These requests are triaged by health care professionals or health trained

personnel and a priority system is used to schedule clinical services. During non-business hours, urgent medical care may be requested by reporting a Medical Emergency or contacting a health services provider (if available on-site). In general, offenders may request medical care via three different mechanisms:

- Emergency Medical Care ("Medical Emergency")
- Fast-Track Medical Care (Sick Call); and
- Routine Medical Care.

EMERGENCY MEDICAL CARE ("Medical Emergency"): An offender may request emergency medical care if he believes there is a serious or potentially life-threatening medical condition. If you believe you have an emergency medical need contact the nearest staff member. It is not necessary to file an emergency grievance to be seen by medical staff, but you must declare that it is an emergency.

Some examples of appropriate medical emergencies may include: uncontrollable bleeding; loss of consciousness; severe shortness of breath; chest pain; poisoning; severe, unrelenting pain; major trauma (e.g. head injury, suspected broken bone, severe burn, etc.); stupor, drowsiness or dizziness that cannot be explained.

FAST-TRACK MEDICAL CARE (SICK CALL): If an offender believes he has a medical condition (for example injury or illness) that will prevent him from working that day, he should report to Sick Call triage. Sick Call triage takes place 5:30 am – 5:50 am Monday through Saturday in the living units (this may vary due to Medical Staff availability). A schedule will be posted in the living units.

- Offenders will arrive to Sick Call triage with a completed DOC 13-423 Health Services Kite, stating their medical problem.
- Offenders will be triaged by a medical provider.
- Offenders will be given a medical appointment slip stating date and time for their clinic appointment.
- Offenders will be given identification to reflect a "restricted" medical status. In general, an offender will be placed either on "Bed Rest" or "Unit Confinement" status. (Refer also to the "Medical Categories" as explained on the next page.)
- Bed Rest Status requires the offender to stay at his bunk, with any additional liberties allowed by the unit officer (e.g. showering, phone call, restroom, religious services, visiting or Library).
- Unit Confinement Status restricts the offender to his bunk and/or day room areas only, with any additional liberties allowed by the unit officer (e.g. showering, phone call, restroom, religious services, visitation or Library).

ROUTINE MEDICAL CARE: Routine Medical Care may be requested for an acute or ongoing medical condition that does not affect an offender's ability to work. Examples of this may include: occasional headaches, muscle aches, recurrent athletic injuries, etc. Routine Medical Care will be scheduled by appointment, and may be requested by completing a DOC 13-423 Health Services Kite. The Kite is then placed in the medical kite boxes (located in the living units next to the mailbox, and near the indoor entrance to Health Services). Health Services staff will collect the Kites Monday through Friday. The call-out schedule for medical appointments will be posted in the Housing Units.

MEDICAL CATEGORIES: All offenders are categorized in their medical records according to the following four categories:

CATEGORY I: Unrestricted Duty.

CATEGORY II: Restricted Light Duty. Offender may perform light work (inside or outside), with Recreation as approved by Physician Assistant

CATEGORY III: Bed Rest. Offender is expected to remain at his assigned bunk except for the following activities: Shower (with officer's permission); Telephone call (20 minutes with officer's permission); Meals; Restroom; Religious services; Mandatory programs (unless restricted by Physician Assistant); Visits. In this status you may get the officer's permission for one trip to the Program Building during day shift. You may have ½ hour to go to the library and/or access the Kiosk.

CATEGORY IV: Complete Bed Rest. Offender must remain on his bunk except to use the restroom. Meals will be delivered.

OTHER HEALTH CARE ISSUES

DENTAL CARE: Offenders may request dental care by completing a DOC 13-423 Health Services Kite, and placing it into the medical kite boxes. The Dental staff will schedule appointments after these Kites are collected (Monday through Friday).

COMMUNICATION WITH MEDICAL STAFF: Use a Health Services Kite for all communications with the medical staff. If you approach the medical services office without an appointment you will be considered out of bounds.

MEDICATION REFILLS: Medication refills are requested by completing a DOC 13-423 Health Services Kite. The offender will specify the medication(s) he is requesting for refill. The Kite is then placed into the medical kite box. Refill "turnaround" time may be from 3 to 5 days. Refill medications are distributed Monday through Friday after 3:30 pm.

MENTAL HEALTH CONCERNS: There is no Psychologist or Mental Health Specialist available at Larch Corrections Center. Mental Health concerns will be addressed by the available medical staff, and referred to other DOC facilities if necessary and appropriate. An offender with a Mental Health concern will complete a DOC 13-425 Health Services Kite and place it in the medical kite boxes.

SPECIAL DIETS: If you have a medical reason for a special diet, use a medical kite to request routine medical care.

SECURED HOUSING UNIT (SHU) offenders may verbally request medical care during "Medical Check /Sick Call" rounds in SHU. When on-duty, a health care provider will perform at least one daily "Sick Call" visit to offenders in the SHU. Also, offenders in SHU may submit a Health Services Kite (DOC 13-423) or ask that a SHU officer call for a Health Services staff member.

ON-SITE APPOINTMENT CANCELLATIONS: An offender may cancel a scheduled appointment by appearing in person at the scheduled appointment time, and inform the medical staff that he declines to be seen at that time.

OFF-SITE APPOINTMENT CANCELLATIONS: If an offender is informed about an off-site medical or dental appointment, and he desires not to go to that appointment, he will submit in person a Health Services Kite (DOC 13-423 form) directly to a medical staff member. This Kite must be submitted at least three (3) days prior to the scheduled appointment. An offender may be cited for an infraction if he does not follow this procedure.

HEALTH SERVICES KITES (DOC 13-423 forms) are available in the housing units.

MEDICAL STATUS IDENTIFIERS are used to identify offenders who are on "bed rest" and "unit confinement" status, as follows:

- Bed Rest Status offenders will be identified by a pink wrist band and a pink identifier on their name tag.
- Unit Confinement Status offenders will be identified by a green wrist band and a green identifier on their name tag.

FAILURE TO COMPLY: If an offender fails to report to work because of a medical problem, he must report to Sick Call triage. Failure to do so may result in an infraction. Also, if an offender tampers with any of the medical identifiers (such as removing a medical wrist band, removing a name tag identifier, failure to wear the wrist band or wearing any medical identifier that does not belong to them), the offender will be charged with a serious infraction.

NOTICE OF RIGHTS FOR OFFENDERS WITH DISABILITIES

At LCC the Corrections Program Manager (CPM) is the Americans with Disabilities Coordinator.

To ask for reasonable accommodation you may ask your counselor, other department staff, or make a written request directly to the CPM. Offenders who are denied reasonable accommodation or feel they have been discriminated against because of their disability have a right to file a grievance under the Offender Grievance Program.

MISCELLANEOUS

LCC is designated as a work camp. Offenders who are not physically able or fit for work will be subject to Classification to determine suitability to remain at LCC.

NOTARY SERVICE

- Notary service is available by writing a kite to the Correctional Records Manager (CRM). If notary service is required immediately to meet certain legal timelines contact your Classification Counselor who will verify the need and set the appointment with the CRM or one of the other institution notary service providers. Otherwise, routine notary services are done on Monday.
- There is no charge for notary service.

OFFENDER BANKING/TRUST ACCOUNTS

MANDATORY DEDUCTIONS

- Mandatory deductions are required as per RCW 72.09.111 and 72.09.480 and are taken as a percentage of incoming monies as follows:
- Incoming Money Orders: Crime Victim Compensation (CVC) 05%
- Cost of Incarceration (COI) 20%, Savings 10%, LFO 20%, Class III Pay (DOC) Crime Victim Compensation (CVC) 05%, Class IV Pay (DNR) Cost of Incarceration (COI) 05%

DEBTS

- Collection for Debt will occur each time that a deposit is made to an offender's account. Twenty percent (20%) will be collected until all outstanding debt is satisfied.

MONTHLY STATEMENT

- In order to receive a monthly statement of your account, you must request a copy by signing up at the officer's duty station. A separate request must be made for each month. Your statement will be sent to you through the mail.

OFFICE OF SUPPORT ENFORCEMENT DEDUCTION

- Child support collection from offenders is required by RCW 72.09.111 and 72.09.480. Effective July 22nd, 2007 twenty percent (20%) of all deposits not protected by federal statute and fifteen percent (15%) of wages/gratuities will be collected and transmitted to the Division of Child Support. If an offender receives an Order to Withhold and Deliver from the Office of Support Enforcement it will be processed in addition to the percentage noted above.

PAYROLL

- DNR pay for the 1st through the 15th of the month is posted to offender accounts on or about the last working day of the month. DNR pay for the 16th through the 31st of the month is posted on or about the 15th of the following month.
- DOC pay for the month (1st through 31st) is posted on or about the 15th day of the following month.
- All questions regarding your pay should be discussed with your work supervisor and/or classification counselor. Your work supervisor is the only individual who can correct your pay.

SAVINGS

- Once money has been placed into your savings account it can only be retrieved when you leave DOC jurisdiction. Only the Secretary of DOC/Designee can approve an emergency withdrawal.

STORE PURCHASES

- The spendable balance shown at the time the store clerk checks your account is the amount available for expenditure at the store up to the maximum order limit. All deposits pending will not be considered for the store balance.

USER FEE DEDUCTIONS

- Extended Family Visits (EFV's): A \$5.00 per night fee must be paid in advance for all EFV's. See Visitation Program (Personal Visits/Extended Family Visits) for details.
- Recreation fees will be paid out of your account by submitting a Recreation Utilization Fee form to the Recreation Specialist. Each activity (Weights, Music, or Hobby Craft) will cost \$7.00 per quarter. Quarters will be January through March, April through June, July through September, and October

through December. A recreation staff signature is required to process requests for Weight, Music, and Hobby Craft programs. A separate request form is required for each activity.

CONTRACTUAL AGREEMENTS

- Offenders are not allowed to enter into any contractual agreement, including magazine, book and tape clubs.

OFFENDER STORE

STORE SCHEDULE

- Please refer to your unit bulletin board for store order deadlines and store delivery dates, times and locations.
- All store orders must comply with LCC 200.210 Institutional Stores Fund and with the property matrix in DOC 440.000 Personal Property for Offenders.

ORDERING

- Offenders will receive a copy of the LCC Store Order form upon arrival. You will receive a new form inside your order when you receive it from the store. It will be your responsibility to keep your Store Order form until use. Additional forms will not be supplied.
- Fill-out current pre-printed store order forms completely. Incomplete orders will be rejected. You must include your name, DOC number, housing unit, date and your signature.
- The maximum order per week is \$60.00.
- Store orders will be filled in the following order: 1) Property; 2) Over-the-Counter Medicine 3) Hygiene Items 4) Other Store Items.

REJECTIONS

- Your order will be rejected for the following reasons:
- Incomplete Order Form
- Non-Sufficient Funds (NSF)
- Assigned to Secured Housing Unit (SHU)
- New arrival to LCC and your bank account has not been opened yet.

PROPERTY

- Property items (such as bowls, cups, pitchers, caps, etc.) will be delivered to Property. Property staff will call you to pick-up your property store.

OFFENDER WELFARE COMMITTEE (OWC)

- Reflecting the racial and ethnic breakdown of the population, four offenders from each living unit are elected for a term of no longer than one year to serve as representatives for offenders. The OWC facilitates communication between offenders, unit staff and LCC administration. The OWC represents concerns of the general population arising out of Operational Memorandums (OM), camp rules, practices and procedures, and makes recommendations, via the Correctional Unit Supervisor (CUS), to the Superintendent to improve the overall operation of the institution.
- Elected OWC members must be free of major infractions for sixty (60) days. Exceptions may be approved by the unit CUS. Each member must be at LCC for a minimum of thirty (30) days prior to appointment.
- Within one week of a vacancy active OWC members will make recommendations to the unit CUS for filling any openings that arise between elections.
- The OWC members are responsible for gathering information from with the offender population to learn their concerns; presenting concerns, in writing, to the CUS; passing on information from OWC meetings to the offender population; making recommendations for use of Offender Betterment funds; assisting staff in communicating information to and from offenders on an "as needed" basis; and for conducting themselves in a responsible manner.

- Any OWC member may submit a written resignation to the unit CUS at any time. Any member of the OWC may be removed for the misuse of the position, failure to represent the majority of the population or for any other reason deemed appropriate by the Correctional Program Manager (CPM).
- A meeting will be scheduled on a monthly basis or as necessary with the unit CUS for the purpose of communicating concerns. Prior to these meetings the OWC will prepare and submit an agenda to the unit CUS at least 7 days prior to the meeting. The only issues which may be resolved during these meetings are those which can be handled within existing unit authority or LCC Operational Memorandums.
- A quarterly meeting will be scheduled for both units OWC to discuss institution-wide issues. Suggestions and/or plans for resolving institution-wide issues may be discussed. Agenda items must be submitted 14 days prior to quarterly meetings.
- Special meetings may be requested by the unit CUS or the committee.

PROGRAMS/EMPLOYMENT

- Programming is required at LCC. Education staff will discuss the available educational programs at LCC during the Orientation on Monday's. You will be assigned to the DOC work crew until your needs and availability for programming is determined. Your counselor will instruct you on the process to follow when applying for available work.
- You must submit a Job Interest form to the RPM manager with the three (3) jobs that you interested in to be placed on the waiting list.
- Assignment to Educational/Work programs are based on the following:

PRIORITY

- The priorities for program assignment are:
- Mandated educational or offender change groups determined through the intake process.
- Department of Natural Resources work crews (if medically able) or other institutional need work assignments.
- Work assignments based on offender skills and interest.

MISCELLANEOUS

- Offenders are required to program a minimum of 20 hours per week.
- When assigned to a job you will be required to remain in that job for a minimum of nine months. The only exception to this rule is reassignment due to change in medical availability or institution need.
- Offenders will be eligible to apply for a job change fourteen days prior to nine months being completed on their current job assignment.
- For other questions regarding program assignment submit a kite to your assigned counselor.

RADIOS, CD/CASSETTE PLAYERS AND TV SETS

- One radio and one TV per offender are allowed. Walkmans, radios, and cassette players with headphones are authorized for use on the ball field and your assigned room or cubicle only, not in dayrooms or while walking to or from an area.
- All radios, TV's, and cassette players are to be turned off when the owner is not present. In two-man rooms the TV can remain on provided one of the offenders assigned to the room is present.
- Do not tamper with the cable TV wall outlet. Only approved TV cables will be inserted into the cable TV wall outlet.
- Do not tamper with electrical wall plug outlets. Only approved electrical plugs will be inserted into the electrical wall outlet.
- A \$.50 per month charge for all offenders must be paid for TV usage consistent with DOC policy. Once fees are paid there will be NO refunds.
- Headphones must be used at all times with the following exception:

- Individuals assigned to two-man rooms may use TV's, tape decks, and radios without headphones as long as the doors are closed, it is not disruptive to others and as long as the volume cannot be heard outside the room.
- A built-in radio antenna is furnished; makeshift antennas are not allowed.
- Offenders are prohibited from using another person's TV, tape deck, or radio, with the exception of TV's in two-man rooms.
- Radios or any type of equipment capable of receiving police frequencies are not allowed.
- All televisions will be within the 15" maximum screen size and have a value of less than \$300.00.
- Televisions will be stored on top of the table in your cubicle or room. Radios/stereos may be stored on top of the table in your cubicle or room. Headphones may be kept coiled up and placed neatly on radio or TV.
- All dayroom televisions will be used appropriately and the volume kept at level #28 so as to not be heard outside of the room.
- Power cords are to only be used for intended uses; alterations are prohibited.
- Only two TV's will be allowed per cubicle.
- Offenders on upper bunks will have their TV stored until they move to a lower bunk.

RECREATION

RECREATION GENERAL

- The Recreation Schedule is posted on your unit's bulletin board and in Recreation. You are not allowed to be inside or in the area of the Recreation Building unless it is the designated time for your unit.
- Recreation areas include the entire Recreation Building, the outdoor covered recreation structure/outdoor hobby shop, and the recreation yard/ball field.
- Fees for weightlifting and hobby shop are \$7.00 per quarter/per activity and will be assessed consistent with DOC 540.250 Recreation User Fees. Funds must be available when recreation applications are submitted. Instructions to apply for these activities are located in the Recreation Building.
- All offenders who pay the required quarterly fee of \$7.00 for weightlifting and/or hobby shop will be put on a list that is posted outside of those areas.
- All offenders are eligible to participate in recreation activities unless prohibited by medical restriction or disciplinary action.
- Offenders are responsible for the recreation equipment that is issued to them. Notify the Recreation Specialist of any equipment that is broken or not working properly.
- Gloves are prohibited in the Recreation Building. Gloves are only assigned to you as part of your work duties and are prohibited outside of your work area/work hours/duties.
- No food, candy, or drink allowed in the Recreation Building.
- No hats or Red Shirts allowed in the Recreation Building.
- No radios or headphones allowed in the Recreation Building.
- Shirts must be worn while in the Recreation Building unless you are in the gym or yard areas.
- See the Recreation Specialist to obtain an in-cell curio permit for the following that is offered at LCC: Beading, Music, Art, and/or Yarn/String.

HOBBY SHOP

- Users must pay the required \$7.00 fee for use of hobby shop.
- Offenders must take and pass a safety test prior to working on projects in the hobby shop.
- Offenders may work on their own projects or they can work within the donation wood program.
- Offenders must purchase their own supplies if working in the donation program, and must purchase their own wood and supplies to make their own projects.
- To purchase supplies, you must fill out the Vender Package Authorization form and get approval from the Recreation Specialist.

- Use of the hobby shop can be very demanding; talk with the Recreation Specialist for details prior to applying.
- Hobby Shop rules are posted *in the Recreation Building*.

WEIGHT ROOM

- Users must pay the required \$7.00 fee for use of the weight room.
- Gloves are not permitted in the weight room.
- Weights are not permitted in any other area of the Recreation Building other than the weight room.
- Straps are not permitted in the weight room.
- Do not block doors with weight equipment.
- Do not drop weights. If weights break, they will not be replaced.
- Report any equipment *that is broken and/or not working properly to the Recreation Specialist*.

MUSIC INSTRUMENTS/ACCESSORIES

- Guitars and Keyboards are the only authorized musical instruments for retention at LCC and must be stored in an approved music locker subject to availability unless you are in a two man room, who may store their musical items in their room at their own risk.
- To purchase musical equipment, you must fill out the Vender Package Authorization form and the purchase must come from your own funds. Families cannot purchase musical equipment for you.
- Guitars may be played in the music room, two-man rooms, or the yard/ball field.
- The following accessories are authorized for guitars: Carrying case, Guitar Strings (4 sets), Picks (12), and/or small sport bag for accessories.

DIGITAL PHOTO PROGRAM

- Pictures are authorized for retention by LCC offenders provided they are: taken during an offender's visit, taken during scheduled photo times, already in the offender's possession when he arrives at LCC, and/or is in compliance with LCC 450.100 Mail for Offenders.
- All photo coupons must be pre-paid through the offender store. Offenders must present their photo coupons when the photo is taken.
- The Department, institution, camera operator, and/or supervising staff are not responsible for the quality or clarity of any photo.
- An offender will be allowed to review his picture through the view screen on the digital camera. Offenders will be allow one (1) retake per photo coupon only.
- There will be no refunds of unused photo coupons or photos.
- Photos will be taken by the designated camera operator and only in areas designated by the Recreation Specialist.
- Offenders are allowed to take photos only with visitors on their approved visitor list.
- When taking pictures with an adult female, you are permitted to hold hands only.
- Offenders will be photographed individually. Group photos are allowed only with the offender's approved visitors.
- Hand signs of any kind are NOT permitted.
- Any pose that is determined by Recreation staff and/or management to be offensive will result in the photo being confiscated with no retakes or refunds.
- In addition, the photo policy is posted in the Recreation Building.

RELIGIOUS PROGRAMS

WORK CONFLICT AND RELIGIOUS SERVICES

- If you have a work conflict that prevents you from attending a religious service try the following options: 1) Talk to your supervisor and try to work out a mutual agreement; 2) Attend an alternate service during the week; 3) Seek a solution from the facility chaplain. You may be allowed to be excused from work to attend one religious service per week but your absence must be approved by your work supervisor.

BUNK CONFINEMENT AND RELIGIOUS SERVICES

- You may request permission to attend one scheduled religious service per week (Monday - Sunday) while on bunk confinement. The approval and call out will be completed by the facility chaplain.

OTHER PROGRAMS

- Religious Events: The LCC Chaplain is the contact for planning religious programs for offenders. Contact the Chaplain if you have questions or suggestions about religious programs.
- Cultural Events: The LCC CPPC is the contact for planning cultural programs for offenders. Contact the CPPC if you have questions or suggestions about cultural programs.
- Volunteer Programs: The LCC CPPC is responsible for volunteer programs here at Larch. If you have questions or suggestions about volunteer programs please contact the CPPC.
- Read to Me Program: This program allows you to read a children's book on tape and send the book and the tape to your children. Applications are available in the Library and should be sent to the CPPC. There is no cost to you as this is paid for with the OBF (Offender Betterment Funds).

VISITATION PROGRAM

(PERSONAL VISITS/EXTENDED FAMILY VISITS)

GENERAL VISITOR INFORMATION

- Within the institution's duty and obligation to maintain a secure and safe environment for staff, visitors, and offenders visits will take place in a pleasant environment. There are security measures we must take prior to allowing your visit to occur. The following is a basic outline of what to expect and what is expected of you and your visitors. It is your responsibility to be familiar with and abide by the rules. All laws of the State of Washington are to be followed while your visitors are on the premises.

VISITING HOURS

- Visiting hours are as follows:
- Saturdays, Sundays, and State Holidays
- Each unit has designated Visiting times. Both Units are not allowed to visit at the same time. See the posted schedule on your unit bulletin board. Exceptions include visitors traveling from over 150 miles, see visiting Policy in the Program building Library.

PROCESSING OF VISITORS

- When your visitor(s) reaches the visit check-in area they will be asked to place all personal items in the lockers located in the Public Access area. This includes all personal jewelry except for a wedding band and/or a religious medallion. Your visitor(s) may wear a medical alert bracelet or necklace. Visitor(s) may not wear excessive or non-searchable jewelry. The only items allowed into the visiting area will be fifteen dollars (\$15.00) in quarters per person for use in the vending machines and a locker key. Only persons on your visiting list, or approved for a special visit, and in possession of proper identification will be allowed to visit.
- A parent or legal guardian must accompany all children under the age of eighteen (18). Proof of guardianship, in the form of a court document, must be provided prior to approval for visitation. Any exceptions for children not accompanied by the parent or legal guardian must be approved in advance.
- Information on your visiting list is confidential and will not be released to others except through the Public Disclosure Laws.
- Persons who are not US citizens must provide proof of legal entry into the United States. Only documented aliens will be permitted to visit. Documentation may include: work permits, passports, travel permits, tourist visa, or any other documentation that can be validated by the U.S. Department of Justice, Immigration, and Naturalization Service, U.S. Customs and/or the Alien's Consulate.
- All visitors must enter and leave through the institution visitor access area. Your visitors may not arrive more than fifteen (15) minutes before the visiting session begins. Visitors may not wait in their cars within 1 mile of the facility before the fifteen-minute arrival time.

MEDICATION

- If a visitor requires daily medication(s), i.e., insulin, heart medication, asthma, etc., the visitor may bring the needed medication and place the medication in a locker. A visiting officer will escort the visitor to his or her locker so they may take their medication when needed/required.

IN THE VISITING ROOM

- You and your visitor may briefly (45 seconds or less) embrace and kiss at the beginning and the end of your visit. You may hold hands during your visit but not below the table. Displays of affection that may be offensive or embarrassing to others will not be permitted. Offenders and visitors are not allowed to move from table to table.
- You may not engage in conversation with other offenders or their visitors.
- Because of limited visiting space four adults will be allowed as part of your visiting group. If the Visit Room reaches capacity and there are more visitors arriving offenders will be asked to leave on a first in, first out basis. Each offender will receive a minimum of two hours of visiting per day before his visitors are asked to leave.
- The visitor's restroom is clearly marked. The adult visitor must accompany children using the restroom. No loitering in the restroom is allowed.
- Coin-operated vending machines are available for use in the Visiting Room. Offenders may not take any food or coins back into the institution at the end of the visit.
- Visitors using restrooms are subject to search.
- Rules are subject to change. Changes will be posted in living units and the Visiting Room.

QUESTIONS REGARDING VISITING PROCEDURES

- If you have questions regarding the visit procedure send a kite to the Visit Officer.

INFANTS AND CHILDREN

- Quilted fabrics are not allowed. Infants may be wrapped in a receiving blanket. If necessary, due to the age of the child, the visitor may also bring three (3) diapers, two (2) clear plastic bottles filled with juice or formula, one (1) small plastic bowl, and a plastic tether. Any baby food/baby cereal in jars/containers must be factory sealed. No glass containers are allowed in the visiting room. All items must be in a clear plastic sack.
- Visitors will not be permitted to bring in infant seats or diaper bags.

CARE OF CHILDREN DURING VISIT

- Children are important visitors but are sometimes disruptive if attention is not given to their activities. A play area is provided and the following guidelines will be enforced for the good of all concerned:
- Offenders may check out available items from Visiting Room staff. Please return them after use.
- Your children may play with other children in the play area but must be under your direct supervision at all times. An offender may play with his children but not the children of other visitors.
- The indoor play area may not accommodate all the children wanting to play. If this occurs, please restrict the playing area time of your children so other children may play in the area.

LOST AND FOUND

- Lost and found items are kept in the Visit Office. If the item is unclaimed after sixty (60) days it will be transferred to the Property Room for disposal.

Supt/Designee Signature: Cleaver Vernell Date: 4-02-13

If you have questions regarding this publication, please contact:
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