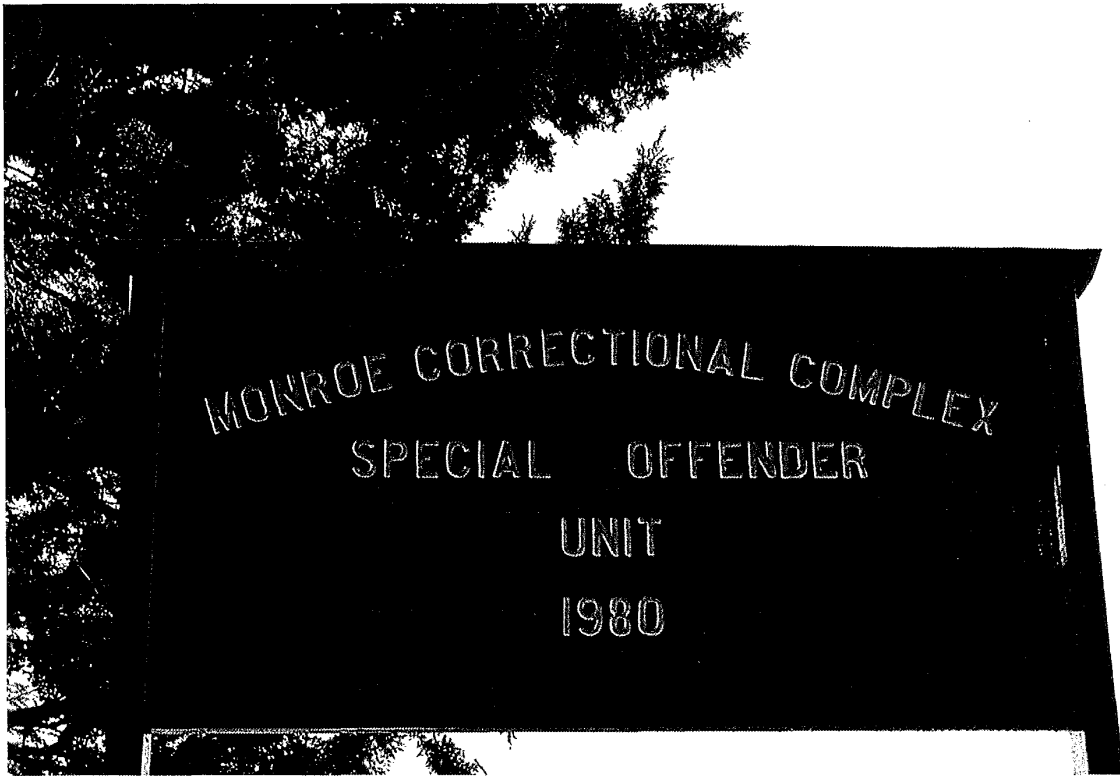


Monroe Correctional Complex
Special Offender Unit



Offender Orientation Handbook

Monroe Correctional Complex-SOU
P.O. Box 514
Monroe, WA 98272

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SPECIAL OFFENDER UNIT STAFF ADMINISTRATION	
Superintendent B	Margaret Gilbert
Associate Superintendent	Jack Warner
Captain	Kenneth Bratten
Correctional Mental Health Program Manager (CMHPM)	Eric Harting
Behavioral Health Manager	Brian Hardina
Lead Psychiatrist	Steven Jewitt
Lead Psychologist	Cynthia Goins
A/B Unit Correctional Mental Health Unit Supervisor (CMHUS)	Deborah Franek
C/D Unit Correctional Mental Health Unit Supervisor (CMHUS)	Kathy Grey
E Unit Correctional Mental Health Unit Supervisor (CMHUS)	Marc Glaser
F Unit Correctional Mental Health Unit Supervisor (CMHUS)	Paula Briggs
SPECIAL OFFENDER UNIT STAFF OTHER DEPARTMENTS	
Community Involvement Program Coordinator (CIPC)	Marjorie Petersen
Disciplinary Correctional Specialist-3	Stephen Ewing
Education Department- Edmonds Community College	Greg Ney
Grievance Coordinator	Deborah Holly
Health Care	Stephanie Lynch
Law Library	Miriam Dominique Kastle
Library	Doug Larson
Mailroom	Mailroom Sergeant
Medical Provider	Sheryl Allbert
Receiving/Property	C/O Chuck White
Records and Identification	Denise Hinrichsen
Recreation	Doug Larson
Re-Entry Planning	Jason Neely

Religious Services

David Sherman

NOTICE TO OFFENDERS

- This Orientation Handbook is provided to all offenders housed at Monroe Correctional Complex Special Offender Unit (MCC SOU).
- Department of Corrections (DOC) Policies and MCC Operational Memorandums may supersede the information obtained in this handbook. These documents are available for your review in the Law Library.
- You are responsible to familiarize yourself to ongoing updates/changes through information postings on bulletin boards and the Law Library.
- Please contact staff or your counselor if you have any questions regarding any rules.

INTRODUCTION

- The mission at the Special Offenders Unit (SOU) is to provide evaluation, treatment, re-entry services, and program planning for mentally ill offenders within the Washington State Department of Corrections.
- Offenders stay at SOU different lengths of time. This is determined on a case-by-case basis by the Unit Team that works with each offender.
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COMMUNICATION AVENUES

- All offenders will receive a facility specific orientation packet on the date of arrival, and
- an orientation to the new facility within one week of arrival, except when medical, mental health or behavioral issues prevent this.
- You will sign a receipt for the manual that will be placed in your Central File.

We will also:

- Identify your needs and interests.
- Set goals and expectations.
- Make referrals to programs and resources.
- Fill out the Religious Preference Form

MCC SOU 24-HOUR CLOCK

MCC SOU uses the 24-hour clock to communicate times and schedules. This is easily converted from the AM/PM format by adding 12 to times designated PM:

1:00 PM becomes 1300	7:00 PM becomes 1900
2:00 PM becomes 1400	8:00 PM becomes 2000
3:00 PM becomes 1500	9:00 PM becomes 2100
4:00 PM becomes 1600	10:00 PM becomes 2200
5:00 PM becomes 1700	11:00 PM becomes 2300
6:00 PM becomes 1800	12:00 AM becomes 0000

MCC SOU LIVING UNITS

MCC SOU Core Building Living Units:

These units provide care at a residential level of treatment. What this means to offenders is that there are fewer offenders on the Correctional Mental Health Counselors' caseload.

A & B Units:

Two 36 bed units, which house offenders on Intensive Treatment Status (ITS) and those on Administrative Segregation (Ad-Seg) and those on Disciplinary Segregation (D-Seg).

C & D Units:

Two 36-bed units, which house Close Custody Offenders.

MCC SOU Expansion Living Units:

These units provide care at a residential mental health level of treatment. What this means to offenders is that there are more offenders on the Correctional Mental Health Counselors' caseload.

E Unit:

Two 48 bed Pods, which house Medium and Minimum Offenders.

F Unit:

Two 80 bed Pods, which house Medium and Minimum Offenders.

GENERAL GUIDELINES & RULES

- Each Unit will have specific rules. If you transfer to another unit, you will be given a copy of the rules specific to that unit.
- Be polite and respectful of other offenders, staff, property and yourself. Follow staff direction when asked to do something.
- Under no circumstances are you allowed to use staff restrooms.
- The units have several yellow lines. You are to wait for permission to cross the line facing the nearest door or the booth. The lines in front of the booth are used for pat searches before you leave or upon returning to the unit. Check specific rules for each unit.
- You are only allowed on the tier where you live and loitering on tiers is not allowed.
- Behaviors not allowed include yelling, screaming, kicking, pounding, loud TVs/radios, banging doors, threatening, cussing, horseplay, and removing store items from cell.
- Offenders are expected to maintain cleanliness of their bodies, hair and clothing. Personal hygiene will be expected of all offenders. Showers are to be taken at least every three days.
- Offenders that have difficulty in keeping themselves or their cells cleaned will be assisted in appropriate hygiene by unit staff.
- Dirty clothing must be placed in the laundry bag provided and Offenders must participate in linen and clothing exchange.
- Floors will be cleaned daily of dirt, trash, etc.
- Trash should be emptied from your cell on a daily basis.
- Walls clean of marks, graffiti and foreign matter.
- Window areas are to be clean and free of materials.
- Bed clean, top and bottom side neatly made with sheets and blankets neatly tucked in. Bed should be made up when not in use.
- Toilet, sink, mirror and shelf free of stains, soap film and mildew.
- You will be given the opportunity to clean your cells.

- You may remove only one fruit or pre-packaged food item served at mainline back to your cell/unit at the conclusion of mainline.
- It takes 2 weeks or more for money to be transferred from your prior institution.

PRISON RAPE ELIMINATION ACT (PREA) –

DOC 490.800 Prison Rape Elimination Procedures

The Prison Rape Elimination Act is a federal law against sexual assault inside correctional systems. This law covers both male and female individuals incarcerated in prisons, camps, and work releases, as well as offenders on community supervision. This law also covers any form of sexual relationships between staff and offenders. You will receive additional information at orientation. If you have any concerns with this issue contact available staff. There is a toll free number posted in your unit for you to call if you feel you have been a victim of sexual assault: 0-800-586-9431 and/or you can notify someone on the outside to call 1-800-586-9431 for you.

MENTAL HEALTH SERVICES

- Mental health services are provided by staff Psychologists, Psychology Associates, Psychiatrists, Correctional Mental Health Counselors, and a Psychiatric Social Worker.
- In the absence of mental health staff, medical staff will provide mental health coverage on an emergency basis.
- If you have a mental health emergency, contact unit staff to get in touch with your counselor or other available Mental Health or Medical staff.
- If you need to contact Mental Health Services staff directly, submit a kite to that worker to be scheduled for an appointment.
- You can request to see your Correctional Mental Health Counselor through unit staff or a kite.
- A treatment plan will be developed by you and the treatment team to provide guidance to you while you are at SOU.
- Mental health services include crisis counseling; suicide prevention; short-term individual/group/limited family counseling; mental health screening/evaluation; stress/anger management; psychological evaluation; and other groups /classes. Below is further information on some mental health services:

Psychiatric Evaluation:

You will meet with the psychiatrist to assess your need for medications. During the evaluation, the psychiatrist will talk with you about the problems you are experiencing, discuss treatment options, and answer any questions you may have about your treatment.

Mental Status Exam:

You will be interviewed to determine your needs for treatment and to establish a baseline of your behavior and symptoms.

Previous Mental health Information:

You may be interviewed to establish your prior history. If you have been treated at other institutions, you may be asked to sign a release of information form.

One on One Counseling:

You will have the opportunity to meet with your mental health counselor for help in problem solving, better understanding of your problems, social skills building, coping skills etc.

Group Counseling & Psychosocial Groups:

You may volunteer or be assigned to specific groups to assist in your treatment.

RE- ENTRY PLANNING

Within 6 months of release, the Release Planning Specialist will work with you, unit and clinical staff, and community resources to help provide a smooth transition to the community.

Release plans for mentally ill offenders include:

Funding, housing, developing and accessing existing resources; community mental health services; transportation; community placement plans, and/or referrals to Lincoln Park Work Release.

LEGAL SERVICES

If you have an active case with a current deadline, you may have materials associated with the current case in your cell.

Applications for Legal Services are available from your counselor. The contract attorney is:

Richard Linn, PLLC
12501 Bel-Red Road Suite 209
Bellevue, WA 98005-2509

You can obtain legal services while on lock-down by kiting the Law Librarian.
It is your responsibility to let your attorney(s) know your requirements for legal services.

LAW LIBRARY

- The Law Library is located in H building.
- It is staffed by the MCC Law Librarian.
- Notary Services are available. See schedule in Law Library for available hours.
- If you have an active case with a current deadline, ask the Law Librarian for further information on using the library on a more frequent basis.
- MCC 590.500 Legal Access for Offenders, located in the law library has specific information.
- You must sign-up for Law Library; see schedule posted on the unit for times.

LIBRARY

- You must sign up for Library; see schedule posted on the unit for times.
- You may obtain books from the library while on lock-down through the library cart.
- Books, magazines and music tapes may be checked out at the circulation desk. You may check out a maximum of 5 books, 3 magazines (one National Geographic) and 2 tapes. Newspapers are available. One set of encyclopedias, and some religious and Spanish reading materials are available as reference material.
- Books are to be returned to the library on time. If you transfer before the next assigned library day occurs, you are to put all library materials in the box in the outer sally port.

GRIEVANCES

To file a grievance:

- Offenders will complete DOC 05-165 Offender Complaint Forms and place them in the Grievance mailbox located in the living units.
- The Grievance Coordinator is located in the Lieutenant's Office at TRU and is available for appointment via kite request. Appointments are available only by callout.
- The Offender Grievance Program Policy and Procedures Manual are available to offenders in the SOU Law Library. The manual gives a comprehensive, fully detailed explanation of the purpose of the grievance program and procedures.
- Emergency Grievances are for resolution of issues that present a threat of death, injury or disruption to the institution. These grievances are processed quickly.
- In case of an emergency grievance, fill out the grievance form, mark "Emergency" at the top and turn it in to unit staff. The grievance coordinator will review the emergency grievance to determine appropriate action. In the absence of the grievance coordinator or after hours, the shift commander will review the emergency grievance to determine appropriate action.
- There is an established grievance advisory committee, which includes the offender liaisons, and this committee meets quarterly.

MAIL

- MCC-Special Offenders Unit, P.O. Box 514, Monroe, WA 98272.
- Living Units have identified mailboxes for outgoing mail that is picked up by mailroom staff.
- Cashier's checks or money orders received through the mail are pulled and logged in the mailroom and forwarded to Accounting for crediting to your account.
- Living Units have identified Legal mailboxes for outgoing legal mail.
- Legal mail must be logged and processed through the Law Library or the Living Units when the Law Library is unavailable.

- Offenders may receive no more than 5 books per week. All books must be sent directly from their vendor.

MEDICAL SERVICES

- If you experience any sort of discomfort from your medications you should immediately notify staff.
- Involuntary medications can be given to those offenders suffering from a mental illness, refusing treatment and are a danger to themselves, others, or property, or are gravely disabled and unable to care for themselves.
- Sick call is available every day for urgent concerns; i.e., flu, vomiting, injuries, lacerations.
- If you have a non-emergent medical need (i.e., rash, low back pain, athletes feet, etc.), or an ongoing concern regarding your medical, dental, or mental health, send a kite to Health Services via the designated area on the living unit. You will be scheduled for the next available sick call or appointment.
- Health Service Kites should not be put in the Unit Mailbox, as this will delay action by appropriate staff.
- E and F units have a sign up system for medical claims.
- Medications are given in medication cups cell-front for A/B offenders; on-unit "Pill-Line" for C/D offenders and off-unit "Pill Line" for E and F Units.

WORK PROGRAMS

General Information:

- All offenders are expected to work to their capacity at jobs, which resemble, as closely as possible, jobs in the community. This will help provide offenders with a variety of job skills that may be useful upon release.
- Full-time programming is considered participation in a job assignment and/or educational/vocational program for the equivalent of at least three hours a day, five days per week. Exceptions approved by policy are to be noted on the offender's facility plan.

- For offenders that Medical or Mental Health deem unable to work, the Facility Risk Management Team (FRMT) will document that decision, and cancel all work referrals with a note on them explaining the medical decision and reason for canceling the referral. This will be updated if/when it changes.

New Arrivals:

- During offender intake, the counselor will review existing job referrals and refer the offender in accordance with DOC 590.300 Resource and Program Management (RPM). The offender may be on up to three waitlists at any given time.

Job Changes:

- An offender will not change jobs within 60 days of assignment without the approval of the CPM/designee.
- An offender who has been identified by Medical or Mental Health as unable to perform the duties of an assigned job will be removed from their job without penalty or discipline and put on appropriate waitlists or taken off all waitlists according to the process.
- An Offender who dislikes his current job may request to be put on up to three waitlists. The counselor will put in the appropriate waitlist referrals after meeting with the offender.

Hiring/Firing Practices:

- Except in cases where safety and/or security are overriding factors, as determined by the CMHPM/Captain, terminations from an offender work program are only to be made after a reasonable attempt to bring about acceptable performance. An offender is not allowed to quit his work assignment or the offender will be subject to disciplinary action. Any job change must be in accordance with the process listed in the Plan for Full-Time Work and/or Programming.
- All work assignments, suspensions, and terminations that create concerns or conflict for either staff or offenders, are to be reduced to writing and submitted to the Correctional Mental Health Program Manager (CMHPM) of the facility, within 3 working days of discovery of the action. The CMHPM will review the concern

within a reasonable amount of time and provide a written decision. He/She has the authority to correct any errors made and will attempt to put the situation back to the way it should have been, without causing undue work or worsening the situation.

Assignment-to-Cell program:

- Unless medically certified as unable to program, and offender who refuses to program will be assigned to his cell between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. This does not include meals, non-recreation call outs and once-weekly religious services.
- An offender will remain on assignment-to-cell status until he is reassigned to a work or education program. An offender will be returned to the bottom of the referral list and assigned when his name returns to the top. Exception may be approved by the CMHPM.
- Violators of assignment-to-cell status will receive a 557 infraction

EDUCATION DEPARTMENT & PROGRAMS

- Edmonds Community College provides educational courses that include: Adult Basic Education for students who do not have their GED or need to brush up on the basic GED preparation.
- English as a Second Language classes, and Post-secondary education per DOC 500.100 Correspondence Education for Offenders.
- Education staff and Classification Counselors at MCC will coordinate offender-programming referrals.
- Unless an exception has been made, an offender will not be assigned to a work program until he has completed the General Education Diploma (GED) program.
- Loss of Earned Time and cell assignment may be imposed on offenders under age 22 who refuse to attend or get expelled from the GED Program.
- Offenders' enrolled in Basic Skills/GED programs, mandated by the offender's OAP or Facility Plan, are subject to a WAC 557 violation when refusing to participate in an acceptable level in class, as determined by the program instructor and Facility Risk Management Team (FRMT).

- All requests for a drop from school programs will be reviewed with the offender by the classification counselor and unit supervisor. The approval to drop a class after 10 days must be approved by the Correctional Mental Health Unit Supervisor (CMHUS) or higher authority.

RECREATION PROGRAMS

The Recreation department provides a structured recreation and leisure time program.

Outdoor Recreation:

- The yard is open seven days a week. Activities in the yard include walking, jogging, soccer, hacky sack, Frisbee, softball, a seven-station body weight exerciser, and card tables for games.

Core On-Unit Recreation Rooms:

- On-Unit Recreation includes board games, billiards, ping-pong, basketball, handball, racquetball, playing cards, spades, pinochle, chess, checkers, puzzles, dominoes and television in the day rooms.

Fitness:

- The Wellness Center has five cardiovascular machines, dip bar, two chin-up bars, abdomen wheel, pushup bars, ping-pong, volleyball, basketball, pickle ball and badminton. The Structured Fitness Class is designed to improve cardiovascular endurance, strength and flexibility. See your counselor for class enrollment information.

Photo Program:

- Purchase photo coupons through the offender store. Photographs may be taken by using photo coupons during visiting hours in the visiting room or during your scheduled program time Monday through Friday in the Wellness Center.
- A professional photographer comes to S.O.U. to take pictures of offenders and /or their families two times per year. Those times are just before Mother's Day and at Christmas time. The order forms are located in each day room.

In-Cell Programs:

- Music – You may be allowed to purchase in cell music equipment for E and F units only. Core Offenders can have musical equipment on the unit to be used in

the unit program room. Applications can be obtained by contacting Recreation Specialist 3 in charge of music.

- Hobby Craft – Offenders (on E and F units only) can apply for in-cell hobby crafts and with approval of unit team. You must be 30 days major infraction free to apply for this program. Curio Permits can be obtained through your counselor or from the Recreation Specialist. Before an in-cell permit is approved, a Curio Box must be purchased either for \$6.50 or on your property list.
- Supply catalogs to order in-cell hobby craft items and musical instruments may be viewed in the Library.

PERSONAL PROPERTY, CLOTHING & LAUNDRY

- The DOC “Maximum Allowable Personal Property Matrix Men’s Facilities” states how much and what kind of personal property you are allowed to have.
- Your counselor can answer any questions as to what is allowed per the DOC Property Matrix. Copies of the Matrix are posted on unit bulletin boards.
- Check with unit staff for any limitations of personal property for your unit.
- If you have property at another institution and are not likely to return there, you may request its transfer to SOU. You will need to dispose of property not allowed at SOU.
- Until you receive your first evaluation, you are not allowed personal property in your cell and will be issued state clothing. Once you have been cleared you will be given as much of your property as is allowed at SOU.
- State clothing, towels and linens are laundered every week at TRU. Each unit has a specific day of the week for laundry exchange during which you will turn in soiled items and receive laundered items. Check with unit staff for details on this process.

STATE ISSUED SUPPLIES

- In cells with a toilet, you may have one roll of toilet paper in use and one in reserve.
- You may request writing paper as needed.

- Personal hygiene items are available for purchase through the Offender Store. Only emergent personal hygiene items, as determined by unit officers, are provided through the Clothing Room. If these items are needed, the offender will fill out a Withdrawal Request for Emergent Generic Hygiene Items and incur a debt for these items.
- SOU barbershop services are located in the H Building, see unit posting or staff for times for your unit.
- Offenders housed in the Core Building of SOU will not keep razors in their cells. They are available on a check out basis only.
- Offenders housed in Medium/MI3 custody units E and F may keep razors in their cells.

RELIGIOUS SERVICES & PROGRAMS

- A monthly calendar of religious, programs and activities are posted in the living units.
- Chapel area is in the H-Building Multipurpose Room.
- Open Chapel: Available most Tuesday's. Check the religious calendar for your unit's time.
- Open Chapel is an opportunity to speak with the Chaplain and fulfill your religious needs. Also available:
- Check out Religious and 12 Step books; 2 books at a time for 2 weeks.
- Watch Religious Videos.
- Select Greeting Cards to send to Family & Friends, limit 3 regular and 3 holiday cards per month.
- Check out Tape Player and Religious Tapes. You may check out up to 6 tapes at a time for one week.
- Pick up 12 Step Literature.
- You can order Religious items according to your religious preferences.
- Bibles and Qur'ans can be issued through open chapel or kite system.
- Religious Preference Forms must be completed prior to ordering religious items.

- Once your religious preference has been established, you may order religious items per DOC Religious Matrix for your religion.
- Prior to your order, a pre-approved vendor form must be filled out and signed by the Chaplain and your Correctional Mental Health Unit Supervisor.
- The Chaplain visits the units on a weekly basis. If you have any special needs or questions you may also send a "Kite" to the Chaplain or contract Chaplain.

FIRE EVACUATION

If you observe a fire:

- Immediately notify a staff member of the location and extent of the fire. If a staff member is not immediately available, pull the nearest fire alarm.
- Comply in an orderly manner with any instructions from staff to include:
- Stay clear of the building and fire suppression equipment.
- Reassemble in the area designated by staff.
- Remain calm until directed to move to an alternate location.
- Evacuation will be through emergency exits unless otherwise directed by staff. Review the evacuation route map posted on your tier.

MOVEMENT OF OFFENDERS

- Movement periods are times when offenders are allowed to move between authorized areas of the institution.
- Offenders may only enter and leave their cells once per movement period unless otherwise authorized.
- Loitering is not allowed in any non-recreation area at any time.
- Close custody offenders will be either scanned or pat-searched when they return to their assigned living unit.
- When the movement period is over, you must remain where you are until the next movement.
- The Booth Officer is in charge of all movement.
- You must ask permission from the Booth Officer to use the telephone, see your counselor, mail a letter, or any other permitted movement.

- You are not allowed to enter any office without permission from the Booth Officer.
- Movement on units E and F are not as controlled as above. See the unit rules.

COUNTS

Designated Formal Count Times within MCC are: 0330, 1050, 1550, 2100

SEARCHES

- Routine pat searches are conducted at movement control points.
- Random electronic, pat, and/or canine searches may be conducted for overall security concerns without individual or particular suspicion.
- If you refuse to be searched, you will immediately be escorted to the Segregation Unit and be searched. You will then be placed in Segregation pending a Disciplinary Hearing.
- Braids are not allowed to be worn on outside medical trips and must be removed prior to leaving the facility. Braids need to be searchable on unit.

STORE ORDERS

- Offenders may order up to \$100 of merchandise per store order (every 9 days). Item quantities are limited to the amount shown on the store list.
- Envelopes, personal hygiene and over-the-counter health related items will take priority over all other offender requests.
- You may order approved items from the offender store if you have available funds. Ordering schedules are located on unit and posted monthly.
- Food and beverage consumable items must remain in your cell. You may bring soup, coffee, or tea, one cup at a time, to the dayroom.
- Non-consumable items are ordered on a yellow store order form. These items must be approved in advance by your counselor or unit supervisor and are then placed on your property list. These are processed through the Property office before delivery.

Personal Hygiene and Grooming

- Offenders will replenish personal hygiene items and disposable razors, as needed, through the facility offender store.
- Indigent offenders may order certain supplies and have the cost charged to their offender account as needed. Check with your unit for available items.

TELEPHONE USE

- Check with Unit Staff regarding times and rules surrounding the use of the offender phones on the unit you are assigned to. You may only use the telephone during designated times.
- Legal Calls: All attorney phone numbers have been identified in the phone system and automatically will be cut off from monitoring and/or recording.

VISITING

- Monroe Correctional Complex Department of Correction Visit Guidelines includes the following:

Visit hours, days, and arrival times;

A description of the check-in process;

The address of and directions to each MCC unit;

Dress standards and allowable items; and

Other processes and information deemed necessary for pleasant and positive visits.

These are available to all visitors at the visit check-in area.

Offenders can obtain this information from their CMHC or unit staff.

Special Visits:

- Special visits are for out-of-state or professional visitors (ministers, etc.) or people who are unable to visit more than once every 6 months.
- Special visits are not authorized for Individuals awaiting placement on your regular visiting list.

- Special visits will be considered on a case-by-case basis. Contact your assigned counselor no less than 3 working days prior to the anticipated visit to fill out the necessary paperwork.
- Special visits connected with a family emergency may be considered with less than a 3-day notice.
- Visitors must present photo identification prior to the special visit.

MEALS

- A/B Units meals are served and eaten in offender cells.
- C/D Units meals are served and eaten in the living unit dayroom.
- If you are on lock-down status, your meal is served in your cell.
- E and F living units go to G building dining hall.
- E Unit eats in the #1 Dining Room.
- F Unit eats in the #3 Dining Room.
- You may remove only one fruit or pre-packaged food item served at mainline back to you cell at the conclusion of mainline.
- Trading or sharing food is prohibited. Infractions may be written and items confiscated.

VOLUNTEER PROGRAM/GROUPS

- SOU offers a variety of volunteer programs under the supervision of the Community Involvement Program Coordinator (CIPC).
- Activities are posted on the unit as available.
- Offenders from E & F Units should submit a kite to the CIPC office for specific information or to sign up for a particular activity.
- Offenders from C & D Units must be on the approved "Mixing List" in order to be at services that include expansion offenders. This must happen prior to signing up for activities. See your Unit Counselor for more information.