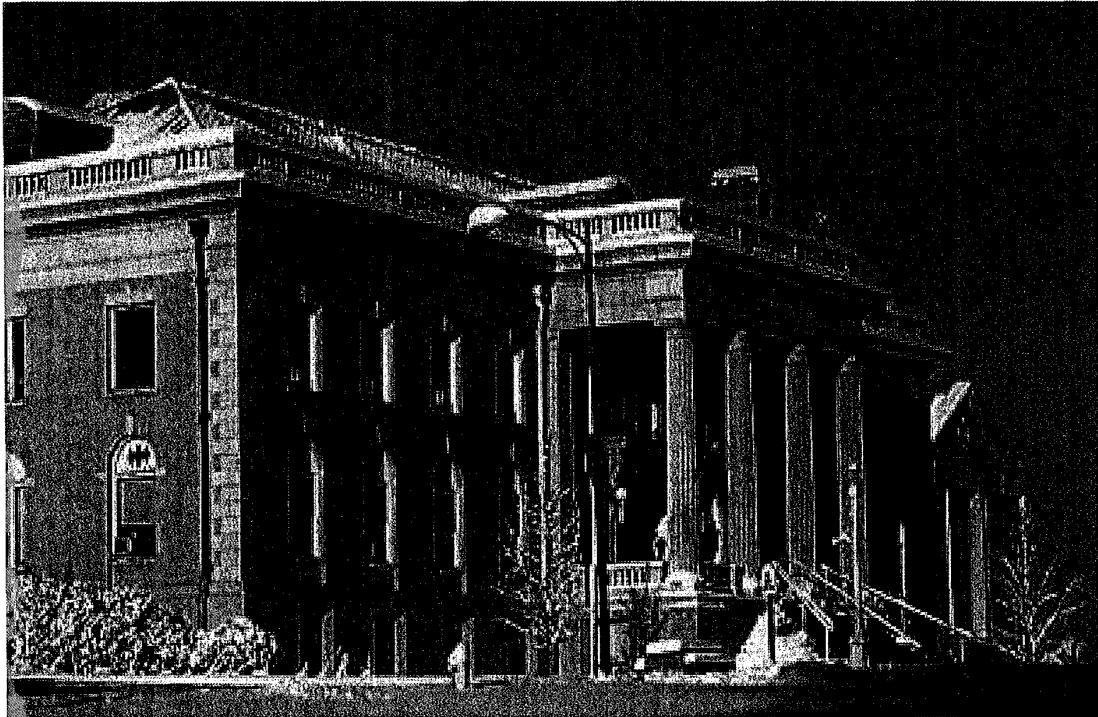


Monroe Correctional Complex

Washington State Reformatory Unit



Orientation Manual

**Monroe Correctional Complex-WSRU
P. O. Box 777
Monroe, WA 98272**

MCC WSRU Staff

ADMINISTRATION

| | |
|------------------------------|----------------|
| Superintendent | Rob Herzog |
| Associate Superintendent | Dave Bustanoby |
| Captain | Ron Ingram |
| Correctional Program Manager | Michele Wood |
| A/B Unit Supervisor | Mark Miller |
| C/D Unit Supervisor | Jeffery Flick |
| Chief Investigator | Bill Frantz |

OTHER DEPARTMENTS

| | |
|-------------------------------|-------------------------|
| Chaplain | David Sherman |
| Disciplinary | Deborah Holly |
| Education Director | Kristyn Whisman |
| Grievance Specialist | Pete Maxson |
| Health Care | Frank Busichio |
| Law Librarian | Miriam Dominique-Kastle |
| Librarian | Anna Nash |
| Mailroom | Sgt. Todd Fredrickson |
| Property | Sgt. Hankins |
| Records Manager | Ellen Winter |
| Recreation Director | Darin Goff |
| Recreation Leader Field House | Chris Biggs |
| Recreation Leader Hobby Shop | |
| Store Supervisor | Lonn Turner, CI |
| Visiting | Sgt. Charles Burris |
| Volunteer Services | Marjorie Petersen |

INTRODUCTION

The Washington State Reformatory opened in 1908 as the second major correctional facility in Washington. A major goal of the Reformatory is to provide offenders with self-improvement opportunities through academic and vocational education, employment, and group/one-to-one counseling participation. If you take full advantage of programming opportunities, you will greatly increase your potential for success after release.

This handbook is provided to give basic information about the Washington State Reformatory Unit (WSRU) of the Monroe Correctional Complex and cannot cover all aspects of the facility. It is intended to supplement policies and procedures that are available in the law library. All information contained within this booklet is subject to change at any time. You are responsible to familiarize yourself to ongoing updates/changes through information postings on bulletin boards and the law library. If you have questions regarding any rules, please contact staff to obtain clarification.

- ATTACHMENTS:
WSRU CELLHOUSE RULES/GUIDELINES
Program List
Movement Schedule
Visit Rules and Schedule

Welcome to Monroe Correctional Complex, Washington State Reformatory Unit. This handbook is a supplement to the information in the DOC Statewide Offender Orientation Handbook. Policies and procedures that directly affect you are available in the WSRU Library and Law Library.

You are responsible for knowing the contents of the Statewide Offender Orientation Handbook and the MCC-WSRU Offender Orientation Handbook

Table of Contents

| | |
|----------------------------------|---------|
| Counts | Page 4 |
| Communicating with Staff..... | Page 4 |
| Meals..... | Page 4 |
| Disciplinary..... | Page 4 |
| Grievance | Page 4 |
| Movement..... | Page 5 |
| Callout System..... | Page 5 |
| Work Programs..... | Page 5 |
| Education Programs..... | Page 5 |
| Religious/Volunteer..... | Page 6 |
| Store Orders..... | Page 6 |
| Unit Operations..... | Page 6 |
| Identification Requirements..... | Page 6 |
| Searches | Page 6 |
| Fire Evacuation..... | Page 7 |
| Property/Clothing | Page 7 |
| Legal Services..... | Page 7 |
| Law Library | Page 7 |
| Library | Page 8 |
| Telephones/JPAY | Page 8 |
| Mail/Address..... | Page 8 |
| Trust Accounts..... | Page 8 |
| Extended Family Visits..... | Page 9 |
| Visiting | Page 9 |
| Special Visits | Page 9 |
| PREA | Page 9 |
| Directions to Facility | Page 10 |

MCC uses the 24-hour clock to communicate times and schedules.

24 Hour time: 0000 0100 0200 0300 0400 0500 0600 0700 0800 0900 1000 1100
AM: 12 1 2 3 4 5 6 7 8 9 10 11

24 Hour time: 1200 1300 1400 1500 1600 1700 1800 1900 2000 2100 2200 2300
Pm: 12 1 2 3 4 5 6 7 8 9 10 11

COUNTS (MCC 420.150)

Designated Formal Count Times are: 0330, 1050, 1550, and 2100.

COMMUNICATING WITH STAFF

You may contact staff via the Kite system. It is important that you contact the department that you need an answer from; contacting uninvolved departments will only delay your response. Following the institutional or department chain of command will result in a shorter response time. Unit Chain: Officer, Sgt, CUS, CPM, Associate Superintendent, Superintendent. Classification: Counselor, CUS, CPM, Associate Superintendent, Superintendent. Each department has a chain of command, please follow that chain. If you are unsure which department to contact, ask your counselor to which department you should direct your question.

MEALS

Each unit is called individually to the Inmate Kitchen (IK) for meals on a rotation. Unit staff will open your door and you will proceed to the dining hall with your tier. The dining hall is operated by assigned row seating. Staff will direct you where to sit once you receive your tray. If you choose not to sit in your assigned row, you will leave the dining hall at that time. Please review attached WSRU CELLHOUSE RULES/GUIDELINES for items that are authorized in the dining hall.

DISCIPLINARY

Minor infractions will be heard by the Unit or Area Sgt. Major infractions will be heard by the Correctional Hearings Specialist, located in the PAB. Negotiated hearings will be conducted by a Correctional Unit Supervisor.

GRIEVANCE (MCC 550.100)

1. The Grievance mailbox and forms are located at the entrances to A/B and C/D cell houses. Additional forms are available upon request from unit staff
2. The MCC/WSRU Grievance Coordinator is located in the PAB building. All appointment requests must be submitted via the inmate kite system.

3. Inmates should familiarize themselves with the grievance policy to fully understand the purpose and proper use of this program. The DOC and MCC 550.100 Grievance Program are available for viewing in the Law Library.
4. Before filing a grievance you are encouraged to utilize staff on-site to remedy your issue or problem.

MOVEMENT (MCC 420.120)

- A. Movement periods are announced over the public address system at the beginning and end of each period. You are expected to go to your destination without loitering and arrive before movement closes.
- B. You may only enter or leave your cell once per movement period.
- B. Call outs are scheduled appointments and program assignments to include work and school. Call-out lists are posted for the living units bulletin boards the day before the appointment. You are responsible to check these lists for any appointments for the following day. Missed appointments may result in an infraction.

CALLOUT SYSTEM

Movement is controlled by the callout system. You must be on the callout to have access to all areas with the exception of recreation and dayrooms. You are responsible for knowing the time of your callouts and being in the location of the callout at the appointed time. Not showing up for callouts may result in an infraction. **IT'S YOUR RESPONSIBILITY TO CHECK THE CALLOUTS DAILY AND KNOW WHERE YOU ARE SUPPOSED TO BE.**

WORK PROGRAMS (MCC 700.100, 700.115)

Class III jobs (porters, janitors, clerks, food service workers, etc.) pay .42 cents an hour, based upon actual hours of work, with a maximum pay of \$55 a month.

Class II jobs (Correctional Industries) requires clearance for Gate 7 through a Multidisciplinary Facility Team classification review. You must be at MCC/WSRU for a minimum of 6 months prior to being granted Gate 7 clearance. You may earn up to \$2.60 an hour. Counselors will initiate a screening process to determine what jobs you may be eligible to work.

EDUCATION PROGRAMS (MCC 500.000)

Edmonds Community College provides the education programs at MCC. Some vocational training is available and interested persons are encouraged to contact their counselor. Your counselor can refer you for vocational programming such as Horticulture and Carpentry. Offenders will enroll in all other education programs such as UBB through EDCC.

RELIGIOUS/VOLUNTEER PROGRAMS

WSRU has many volunteer programs available through the Community Partnership Program. You may only attend the programs if you are on the callout. There is a combined sign up form for both religious and volunteer programs available from unit staff. You must sign up for the programs on this form in order to be placed on the callout. Do NOT sign up for multiple programs at the same time. Do NOT sign up for programs during mandatory education/work assignments. There will be one exception granted per week for Offenders to attend Religious services held during a mandatory program time.

STORE ORDERS

You may order items from the inmate store every nine days with a limit of \$125 through Correctional Industries. Store orders are due the day after receipt of current store orders. You will receive your order form at that time. All items are on the order form. Completed forms must be placed in the box marked "Store Orders" attached to the wall in each cell house hallway.

UNIT OPERATIONS

Each unit has a schedule/process for how daily operations are handled. You should make yourself aware of days that you will exchange linens, turn in store orders, receive your laundry, and hand in laundry. If you miss turn in times or exchanges, staff are not responsible for making an exception for you.

IDENTIFICATION REQUIREMENTS (MCC 400.025)

Identification cards are to be worn at all times when outside your cell. They will be located on the upper left chest area of your outer garment. If you are engaged in sports or strenuous work activity, you may remove your ID card but must be able to present the card if asked to do so by staff.

SEARCHES (MCC 420.310)

Searches of your person may be conducted by staff at any time. If you are asked to submit to a search you will cooperate with staff and comply with the directives given. If you refuse to be searched, you will be immediately escorted to Segregation or the Shift Lieutenant's office and a search will be conducted. You will then be placed in Segregation pending a Disciplinary Hearing. Cell searches occur on a regular basis at WSRU and you will comply with directives given by staff at the time of search. Cell Searches will be thorough and all items removed from cell will be documented and reported to the unit Sgt. For evidence.

FIRE EVACUATION (MCC 890.380)

What to do if you observe a fire:

1. 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.
2. Comply in an orderly manner with any instructions from staff to include:
 - a. Stay clear of the building and fire suppression equipment.
 - b. Reassemble in the area designated by staff.
 - c. Remain calm until directed to move to an alternate location.
3. Evacuation will be through main entrances unless otherwise directed by staff. Review the evacuation route posted on your tier.

PROPERTY/CLOTHING (MCC 440.050)

You are responsible for maintaining the allowable amount of clothing/property. Clothing/Property will be issued by callout. If you have more than the allowable amount of clothing/property you could be subject to an infraction. Per policy you are responsible for the accuracy of your property matrix. Please make sure that you review it closely during issue of new property or a pack up.

LEGAL SERVICES (MCC 590.500)

If you are indigent, you may request legal services through the Contract Attorney. You may obtain the name, phone number and address through the law library. To arrange contact with this legal service, obtain a Request for Legal Services Form. The form must be filled out entirely so the contract attorneys can preview your needs. Forms and pre-addressed envelopes are available in the law library.

LAW LIBRARY

HOURS: Check the bulletin boards for hours of operation. Law Library is located in the PAB and can only be accessed via the callout system. You must sign up and be placed on the callout. Do not sign up for Priority Access unless it has been granted by the Law Librarian.

LIBRARY SERVICES (MCC 510.010)

HOURS: Check the bulletin boards for hours of operation. The library is located in the PAB. Access to the library is by callout, please check with unit staff to find out where the sign up is located. Up to 15 items may be checked out, including 2 CDs and 5 cassette tapes. Check out period is 3 weeks and any item may be renewed as long as there are no holds. Patrons have a limit of 1 ILL (Interlibrary Loan) item; the check-out period for ILLs is 2 weeks.

TELEPHONES/JPAY

Telephones and Jpay are available in the dayroom and on living units. There may be a sign-up sheet for the Telephone and Jpay depending on demand, so be sure to check with staff. In the event of an emergency you will be instructed to leave the telephone area and will NOT be reimbursed for that call. There are additional telephones for offender use in the yard.

MAIL (MCC 440.010, 450.100)

Return addresses must be spelled out as shown below:

Name, DOC #, Unit/Cell
Monroe Correctional Complex-Washington Reformatory Unit
P.O. Box 777, Monroe, WA 98272

Physical Address: 16550 177th Ave NE, Monroe, WA 98272

1. Outgoing mail is collected by mailroom staff from mailboxes located in the living units. Legal mail must be logged and processed. This can be done through the Law Library or the living units.
2. For specific information on packages refer to corresponding policies: 450.100, 450.120, 540.105, and 560.200.

It is your responsibility to inform your family/friends of your current location. Mail without an identifiable return name and address will be rejected.

OFFENDER TRUST ACCOUNTS (MCC 200.000)

1. Offender funds shall be maintained in an authorized Federal Deposit Insurance Corporation (FDIC) financial institution (bank) checking account. All offender funds in the custody of the Department shall be consolidated into one account by facility/region and deposited in an agency-approved local bank by the business office. It may take a week or more for funds to transfer from one department facility to another.

2. Money sent to the offenders account may be subject to deductions for LFO's, Child Support, current liabilities and debt. Some deposits are exempt such as transfers from another department facility or business office, education sub account, postage account, vendor refunds, when the offender has proof the purchase was made with funds from a facility account. Money sent to an offender's account must be in the form of a money order or cashier's check. For additional information, refer to DOC 200.000 Trust Accounts for Offenders.

Extended Family Visits (EFV's) (MCC 590.100)

EFV's cost \$10 per night. You may pay directly out of your account or your visitor may send a money order or cashier's check payable to the Monroe Correctional Complex Offender Betterment Fund. Payment needs to be mailed to the MCC Offender Accounts and received 2 weeks prior to the scheduled visit. To initiate the approval process and obtain an application see your assigned counselor.

VISITING (MCC 450.300)

Visiting is on a rotational schedule. The schedule is posted on the Unit bulletin boards. Your visitors may find the visiting schedule online at www.doc.wa.gov.

Special Visits

Special visits will only be approved for visitors on the offender's approved visit list. Special Visits may include visits from persons who have come long distances (over 300 miles), to visit hospitalized offenders, to visit offenders in disciplinary status and between offender and his clergy, social service agency representatives and so forth. Special visit requests must be submitted two weeks prior to the visit date to be considered for approval.

PRISON RAPE ELIMINATION ACT (PREA) (490.820)

The Prison Rape Elimination Act (PREA) is federal legislation, which seeks to prevent rape, sexual assault, staff sexual misconduct and other sexual abuses from occurring in correctional environments. Report the incident to the toll-free telephone number: 1-800-586-9431. This number can be accessed from inmate phones. Inside a prison inmates dial 0-800-586-9431. Offenders may also contact any staff member to report a PREA incident.

- **MCC and DOC take PREA very seriously and will investigate all allegations of PREA.**
- **If a false PREA allegation is reported the reporting party may be infraacted.**
- **PREA allegations will be kept confidential and handled professionally.**

Directions to MCC:

From the South – Seattle area:

Take I-5 north to I-405 North to SR 522 East (the Monroe-Wenatchee-Woodinville exit) Follow SR 522 East approximately 10 miles. Take West Main exit (also the Monroe City Center); turn right and proceed down West Main Street. Turn right at 177th Ave S.E., the Main entrance is approximately 1 block and on the right side.

From the North – Everett area:

From I-5, take SR 2 East to Monroe. Turn right at the first light (Fryelands Boulevard). Go to the end of Fryelands Boulevard and turn left onto West Main Street. Proceed down West Main Street. Turn right at 177th Ave S.E., the Main entrance is approximately 1 block and on the right side

From East of the mountains on SR 2 (Stevens Pass)

Go West on SR 2 to Monroe. Turn right at the 4th light (SR 522 West overpass entrance). Take the first exit, West Main Street and turn left. Proceed down West Main Street. Turn right at 177th Ave S.E., the Main entrance is approximately 1 block and on the right side

From East of mountains on I-90 (Snoqualmie Pass)

Go West on I-90 to North Bend exit (SR 202) to Fall City. Take SR 203 at intersection to Monroe. After crossing the bridge entering Monroe, turn left at the first light (Main and Lewis streets); proceed approximately 2 miles through town, Turn left at 177th Ave S.E., the Main entrance is approximately 1 block and on the right side.