



AIRWAY HEIGHTS CORRECTIONS CENTER

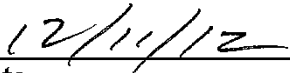
SPECIAL MANAGEMENT UNIT

OFFENDER HANDBOOK

The Offender Orientation Handbook is an overview of facility guidelines that can assist you to better understand important processes and programs such as mail, visiting and property. It will also help answer other questions that may arise during your incarceration here at Airway Heights Corrections Center. DOC Policies and AHCC Operational Memorandums may supersede the information obtained in this handbook. These documents are available for your review in the Law Library. All items covered in this handbook are subject to change and will be updated as policies and procedures are revised.



MAGGIE MILLER-STOUT,
Superintendent



Date

NOTICE TO OFFENDERS

This book is yours to keep while in SMU however, it remains the property of the state. It will not be replaced if lost or destroyed. Amendments and additions will be distributed to cell fronts. It is your responsibility to read, know and understand the contents of this handbook. Policies and Procedures have been established to effectively accommodate staff and offenders, and WILL NOT BE DEVIATED FROM...except in emergencies, operational, and/or institutional needs that may dictate otherwise. There may be times when operational and/or institutional needs take precedence over issuing supplies, cups, books, etc., to offenders on the designated time and days indicated in this handbook. In this case, these items will be issued during the shift when time is permitted and when other operational needs have been satisfied.

Cell Features: Your cell light may be turned on or off by you and is located on the wall by your door. A nightlight will remain on at all times. "Lights Out" is between the hours of 2200 and 0600. The call button in your cell and in the shower is to be used to contact the Booth Officer in EMERGENCIES ONLY. All other matters or concerns will be addressed with the floor officer when they are on your tier or when available. Misuse may result in disciplinary action.

Cell Sanitation: You are responsible for keeping your cell clean and orderly at all times. No items are to be placed on the windows, walls or ceilings. If you damage or deface your cell in any way, you may be charged with an infraction, required to pay restitution and/or face other sanctions. The mattress must remain on the bunk at all times unless otherwise authorized by medical and the Unit CUS. Cleaning supplies are available daily from the floor officer (s) while showers and/or yards are being conducted on your wing. Brown paper bags will be used as trash bags and will be emptied when your cell is searched. Do not put trash into the toilet, including fruit peelings, cores etc. Plugging or tampering with intake/output vents, emergency speakers, or door talk screens, may result in an infraction. You are required to clean your cell prior to release from segregation.

Central File Review: To request a review of your central file complete and sign form DOC 05-066 Request for Disclosure of Records and give it to the officer to forward to the Records office. You may request to see specific items in the file or request to review the entire file. Upon receipt of your request, Records personnel will reply within five (5) working days to schedule your review. At the beginning of the file review, you will be directed to read and sign the form DOC 05-067 Denial of Disclosure of Public Records. This form lists the material pulled from your file that is non-disclosable. The form also provides for an appeal of that decision, if appropriate.

Grievance Procedure: You must request Grievance Forms from SMU staff. Filled out grievance form will be placed in an envelope with the word Grievance and your Name and DOC number on the front. Emergency grievances constitute a life-threatening situation.

Showers/Clothing Exchange & Personal Hygiene: You will be given the opportunity to shower at least 10 minutes three times per week. You will receive a shower roll (towel, wash cloth, sock, underwear and a t-shirt) and outerwear "whites" when you are escorted to the shower on an exchange basis only. You will be provided with a razor and soap after you are placed in the shower. Shampoo and deodorant are available for purchase through offender store. Shampoo will be kept in your shower bag. Deodorant will be kept in your cell. DO NOT push the speaker call button in the shower unless it is an emergency.

Haircuts: Requests for haircuts will be directed to the SMU Sergeant via the kite system and only after being housed 15 days in SMU. Haircuts will be available on the first and third Thursday evenings of the month. Additional haircuts may be requested no earlier than 15 days from the last haircut. No haircuts are allowed while on any kind of restriction.

Programming: If you have been housed in SMU for 10 days, and are infraction and restriction free, you will be eligible to continue your educational programming you began while in general population. In order to participate and receive educational materials, you must remain infraction and restriction free. If you're not infraction free it will be determined by the SMU CUS if and when you may participate in the education program. New programming or education requests will not be allowed.

Program Modifications: Program modifications may be implemented for one or more of the following reasons:

- The activity or item to be restricted is currently a risk to staff or the offender's safety, or to the security and/or orderly operation of the SMU.
- The continued use of the activity or item will result in a high probability of endangerment to self, others, security and orderly operation, or state property.
- In response to an active sanction(s).

Visits: If you are on Disciplinary Segregation or Administrative Segregation status you will be authorized one visiting session twice per week. If you are on Administrative Segregation under investigation, Pre-Hearing Confinement or Isolation status, you are not authorized visits. Visits must be scheduled through the SMU Counselor at least 24 hours in advance, but not more than two weeks in advance. Visits are held in the non-contact area during normal visiting hours. A maximum of two adult visitors on your authorized visiting list will be allowed per visit. No visitors under the age of 18 will be allowed, except by special approval of the Superintendent/Designee. Visiting times are Friday through Monday from 1300 – 1515 and from 1800 – 2015.

Laundry: You will be issued two blankets, two sheets, one pillowcase, one towel, one wash cloth, one set of underclothes, one pair of socks and a pair of outerwear. Do not destroy any clothing, towels or linens to make hair ties etc. Destruction of state property may result in an infraction. Exchange of underclothes, socks and outerwear will be done at shower time. You will be offered clothing exchange three times per week. Normally, linen exchange will take place Saturday morning for A-Wing and evening for B-Wing. All sheets will be placed in the pillowcase and handed to the floor officer when your cuff port has been opened. It is your responsibility to ensure you receive linen exchange on the designated days and times. You may request to exchange your blankets after you have been in SMU for over 30 days by submitting a kite to SMU staff.

Counselor: If you wish to have an interview with your Counselor, submit a kite. Include on the kite as much information as you can concerning what you wish to see the Counselor about. The Counselor will respond as soon as possible. All requests for legal phone numbers will be requested through your counselor. If you are housed at SMU you are not authorized access to phone books.

Chapel Services: A Chapel representative will make rounds in SMU on a weekly basis. You may submit a kite addressed to the Chaplain for additional services. Additionally, you will be allowed up to two religious books and three religious pamphlets. To request a religious book submit a kite to the Chaplain. Your personal religious book will not be allowed, one will be provided to you while you are housed in SMU.

Store: Store privileges include, shampoo, deodorant, and pre-franked envelopes. Per AHCC 450.100 Mail for Offenders, indigent offenders with outgoing mail, including legal mail, may receive postage credit up to the equivalent of five (5) first class mailings per week for mailing costs. Indigent offenders may not order pre-franked envelopes. Store orders must be turned in no later than Saturday evening...for delivery the following Saturday.

Read Manuals: Offender read manuals are available upon request. These manuals include WAC Rules, Grievance Program and AHCC Operational Memorandum. Checkout procedures will be through the SMU Floor Officers. You may have one (1) manual in your cell at a time. Manuals available are:

- Manual #1 – Dry Cell Search and Searches of Facilities
- Manual #2 – Personal Property for Offenders and Transport of Offender Property
- Manual #3 – Mail for Offenders, Telephone Use by Offenders, Visits and Legal Access
- Manual #4 – Disciplinary Process and Offender Grievance Program
- Manual #5 – Classification and Custody Plan Review, Administrative Segregation, Intensive Management/Transfer/Release and Earned Release Time
- Manual #6 – Outpatient Services and Mental Health Services

Library: SMU library books are issued by 3rd Shift Officers on Wednesdays and Sundays and book exchange will be on a one for one. A book list and request form is provided in your cell bag. Book request forms must be turned in no later than 03:00 on

Wednesday and Saturday mornings. It is recommended that you fill the form out completely with 10 requests (using various categories), to ensure you receive a maximum of (3) of your requests. All books are inspected before and after issue for damage and/or graffiti. Any form of mutilation or destruction of books issued to you may result in an infraction, restitution and/or your loss of book privileges. NOTE: Depending on the capacity of the unit and the inventory availability, there are occasions when some or all of your requests may not be filled. In this case, an attempt will be made to draw from the same categories you have requested and if this is not possible, requests will be substituted to meet the 3 library book limit.

Legal Mail: Legal envelopes may be obtained by submitting a kite to the SMU Counselor only when legal mail is ready to be sent. You must fill out the address on envelope and submit it to the officer while you wait for the inspection of your outgoing mail.

Legal Materials/Law Library Access: The availability of legal materials, resources and information is based on two factors. They are the length of time that you have been in SMU and if you have a verifiable court imposed deadline of 45 days or less.

- If you have a verifiable court imposed deadline, you may have access to your personal legal documents/papers and legal materials/forms from the Law Library.
- Requests for your personal legal materials must be made in writing to the SMU counselor (via the kite system) during normal working hours, Monday through Friday.
- Legal materials allowed in the cell cannot exceed what will fit into an 18 inch x 12 inch x 10 inch box.
- If you do not have a verifiable court imposed deadline or have been in SMU for 9 days or less, access to any materials will not be granted.
- If you have been in SMU for 10 to 29 days you may communicate via kite with the Law Librarian for answers to general questions and have access to your personal legal documents/papers. You do not have access to legal materials/forms from the Law Library.
- If you have been in SMU for 30 days or more you may have access to limited legal books, materials and various paperwork/forms from the Law Library as listed below:

General Resources: Prisoners Self Help Litigation Manual
The Cite Book
Habeas Corpus Checklist

Court Rules: WA Court Rules- Local
WA Court Rules- Federal
WA Court Rules- State
WA Court Rules Annotated (Vol. 1: General & Appellate Rules)
(Vol. 2: Superior Court Rules)
Federal Criminal Code and Rules

Federal Civil Judicial Procedures and Rules

References: Black's Law Dictionary
Adult Sentencing Guidelines Manual

Misc. Resources: WAC 137-28, 137-32
Title 9 Index
Brief bank Index
PRP Information (written by Contract Attorney)

Check-out is limited to three (3) days. You may only check out (1) book at a time. Other reference materials are available in photocopy format only. Be specific in your request. General requests for all case law on a topic will not be honored. Indexes may be provided to narrow your request. Photocopied materials are limited in quantity to 50 pages. All materials are logged out and deadlines for return of materials must be met. Damaged photocopies will be charged \$0.20 per page.

Legal Calls: You may place a non-monitored legal call any time you have access to a telephone in either of the yards.

Supplies/Forms: You may request a grievance form with envelope or toilet paper at any time. These items will be issued as time allows. All other forms and supplies will be issued by 3rd Shift Officers on Tuesdays and Fridays evenings. One comb will be issued only on request. Pencils, toothbrushes and toothpaste will be issued on an exchange basis...one for one...and only on designated supply nights. NOTE: It is not the responsibility of the floor officer to ensure supplies are issued to you...rather, it is your responsibility to ensure you request the items you need on the designated days and times outlined in this handbook.

Mail: Mail will be picked up and distributed by the SMU Officers on a daily basis except for Saturday, Sunday and State/Federal holidays. Pre-franked envelopes from your property are not allowed in SMU. Pre-franked envelopes may be ordered through Offender Store only. Pre-franked envelopes may only be purchased if there are adequate funds available in your account. Indigent offenders may receive and submit Postage Transfers not to exceed the equivalent of up to 5 first class mailings per week for mailing costs, including legal mail, if you have outgoing mail. Indigent offenders cannot purchase pre-franked envelopes. Pre-franked envelopes found in possession of an indigent offender may result in disciplinary action. While housed at SMU, all mail must meet the requirements of DOC 450.100 Mail for Offenders and/or DOC 590.500 Legal Access for Offenders. Your mailing address while housed at SMU is:

Your Name, DOC #,
Airway Heights Corrections Center,
P.O. Box 2049, SMU, Your Cell #,
Airway Heights, WA 99001

Recreation: Unless you are assigned to isolation status, you will receive a total of five hours of yard time one hour at a time during the week. The yard used will be determined by the floor officers. Clothing worn to the yard must remain on at all times and worn as designed by manufacturer. Yard times (AM or PM) and which yard is to be used (inside or outside) are given in a systematic rotation. Access to telephone use will be authorized during this time. Special requests for yard (phone) times will be made to unit CUS via the kite system on a case by case basis.

Medical Services: Health Services staff makes pill line rounds seven days per week. Normally, sick call is conducted at 0800 seven days a week. You should use that time to report any illness to health services staff. In addition, a Correctional Health Care Specialist is available at 1300 on Monday, Wednesday and Friday. If you have an emergent medical need that cannot wait until the next sick call, inform an SMU staff member (floor officer) who will contact the medical department. NOTE: Medical emergencies are defined as; severe unrelenting pain, uncontrollable bleeding loss of conscience, severe shortness of breath, chest pain, poisoning, and major trauma.

Mental Health Services: Mental Health services are available in SMU. You may submit a medical kite, checking off "Mental Health", and give an explanation of your needs. There is no charge for these services. Usually you will be seen at cell front. It will then be determined if you need to be seen in a more private setting.

Meals: When the cuff port is opened, take the tray. The cuff port will then be closed. When the officer returns for the tray and the cuff port is opened, return your tray. Due to facility recycling, only food items and some paper products may be returned on the tray. No plastics i.e.; spork, juice packets, wrappers etc. will be accepted. Failure to do so may cause you to be placed on Conditions of Confinement Modification. Failure to wake up for meals will result in you missing the meal being served. If you require a special diet, the Kitchen will be notified. Each night, you will be issued your daily cup which contains your daily condiments. The spork issued will be used for each meal. If your spork breaks then a replacement will be issued at mealtime only. You are allowed to maintain 1- fruit and 1- dessert in your cell. All other excess items will be confiscated.

Property: Upon arrival in SMU, all clothing, property and jewelry will be removed, inventoried and sent to the property room except as noted below. Your personal property left in general population will be taken to the main facility's Property Room. While housed at SMU, all mail and personal property must be kept in a #8 brown bag. This includes greeting cards and photographs. Failure to follow this procedure will result in disciplinary action and confiscation of the mail and/or personal property. Personal property allowed in the SMU cell will consist of:

- One box (10"X12"X18") of legal materials
- Prescription eye glasses
- Telephone/address book
- Personal photographs

- One small religious medallion (2" in size without sharp edges), worn with a piece of string or thread
- One wedding band without diamond, stones, or a raised surface that poses a security concern
- Religious material authorized by DOC 560.200 Religious Program, if requested by the offender and approved by custody and Religious Program staff
- One medicine bag (2.5" X 2.5" in size) with no feathers or leather straps, provided it is registered, approved, and worn with a piece of string only
- Approved educational, religious, and/or self-help materials
- Magazine and Newspaper subscriptions will be issued to you with a limit of two each. Newspapers and Magazines will be exchanged one for one; the old edition may be discarded by you or sent to your property.

Upon initial entry into SMU, requests for address books or glasses should be made via kite system to the Unit you came from. If this is unsuccessful then you may kite the SMU Property Officer. Ensure you give a detailed description of the item you are requesting and the last known location in cell. Disciplinary Hearings tapes will not be allowed for retention in the cell. You may request a copy of the tape. It will be placed in your property in the Property Room. Any lifesaving medications will be allowed with authorization from Medical staff.