

**STAFFORD CREEK CORRECTIONS CENTER  
INTENSIVE MANAGEMENT UNIT (IMU) /  
SEGREGATION UNIT (SEG)**

**OFFENDER HANDBOOK**

**2013**

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## INTRODUCTION

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This handbook is for your use while housed in the Intensive Management Unit (IMU) or Administrative Segregation at Stafford Creek Correctional Center (SCCC).

Compliance with the instructions contained in the Offender handbook is your responsibility. IMU Staff will distribute any changes, additions, or corrections to this handbook as they are made. Failure to comply with the rules in this handbook will result in corrective action.

This handbook contains information that answers your questions concerning the IMU/Segregation Unit. If you have any questions after reading this handbook, you may send in your information request to the appropriate staff member by using an Offender Request Form, commonly called a 'kite.' To request assistance from anyone in the facility, submit an "Offender Request Form" addressed to the specific person or department you desire an answer from:

Records, Medical, Offenders Accounts, Property room, Food Service, Chaplain, Education, and General Population Unit staff

Those requests that are not specific may be returned unanswered. Be sure to put your name, number, and housing assignment on the form. Staff receive many requests and the distribution system is sometimes slow, so please be patient.

Failure to follow any lawful order given by staff will result in an appropriate action by staff, and may result in your failure to gain increased privileges through progression in the IMU level program. (Behavior Management Incentive Program.)

Offenders who receive property as a result of privileges earned, like library books, radios, televisions, etc., are accountable for those items. Any item damaged or destroyed by an Offender in this unit, may not be replaced for the remainder of your stay in IMU or Segregation. In addition, an appropriate Serious Infraction will be written and restitution required for items destroyed by Offenders.

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## PHILOSOPHY

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

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## ADMISSIONS

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All personal property taken from you during the initial strip search in this unit will be inventoried on a **Record of Offender Personal Property (DOC 05-0602)**. Your personal property will be returned to your living unit, or forwarded to Intake and Discharge (R&D) for storage until you are released or transferred from SCCC's IMU/Segregation. Upon admission, you will sign (purchase) for a hygiene kit.

Hygiene Kits consist of the following items: 1-comb, 1-tooth paste tube, 1-bar of soap, 1-shampoo small bottle, and 1-toothbrush.

### **Intake or Transport Bag**

In the cell, you will be issued an Intake bag. The Intake Bag consists of: 1-IMU pen, 1-Cup, 1-Offender IMU/Seg handbook, 10-sheets of writing paper, 3-Pre-Franked envelopes, and 1-Spork Assorted forms including kites, postage and money transfers. Substitutions and changes in quantities in Offender Bags are subject to availability and current needs.

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## DOC POLICIES

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The Stafford Creek Correctional Center (SCCC) Intensive Management Unit (IMU)/Segregation Unit offender handbook is governed by the following Department of Corrections Policies: 320.255 and 320.200

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## SMOKING/USE OF TOBACCO

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The IMU/Segregation Unit is a Non-smoking building as are all Department of Corrections facilities. Arcing, Possession or use of tobacco or matches in this unit will result in the Offender receiving an infraction for violation of WAC 606.

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### ROUTINE OPERATIONS

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Upon arrival and prior to departure from an assigned cell, offenders and staff will inspect the cell for damage and cleanliness. Any damage done to your cell by you will result in an appropriate infraction being written. If you detect noticeable damage, notify the officers when they conduct their checks.

Count lights will remain on at all times. Lights are to remain unobstructed with nothing covering light fixtures, smoke/fire alarms, warning lights, or cell windows. Violations will result in a WAC 600- Tampering with, damaging, blocking, or interfering with any locking or security device. Cell fixtures are not to be moved, altered, or damaged in anyway. Deliberately clogging the toilet/sink or ventilation unit will result in an appropriate infraction.

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### PAT/MODIFIED STRIP/STRIP/CELL SEARCHES

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**Pat searches** will be conducted for all routine movements within F Unit.

**Modified strip search:** Periodically you will be directed to complete a modified strip search, prior to exiting your cell-This search consists of you passing your coveralls & T-shirt out through the cuff port, stripping down to your underwear, running your fingers through your hair, opening your mouth and raising your tongue, turning your head left and right to expose the ears, running your fingers around the waistband of your shorts while lifting the waistband away from your skin and turning around and lifting your feet one at a time exposing the bottom of your feet. Upon completion of the search your clothing will be returned. Once dressed you will be directed to back up to the cuff port and place your hands through the port to be cuffed.

**Strip searches** are required on all offenders prior to entering or exiting F Unit. This includes escorts to medical, other areas of the facility and when being released to general population. A **complete strip search** would require you to comply with the normal strip search procedures. Once the strip search is completed, you will be directed to back up to the cuff port and place your hands through the port to be cuffed. If at any time you fail to comply with the officer's instructions, you will not be removed from the cell and you will be subject to an infraction for failing to comply with a search **WAC-556**.

**Cell Searches:** Your cell is subject to be searched at any time by IMU/Segregation staff. The search will include all personal and state property. Your cell will be searched/inspected routinely when you depart your cell. Unauthorized property will be confiscated and disposed of as contraband in accordance with policy. Tightly rolled paper items, including magazines, newspapers, and forms will be considered potential weapons within the IMU/Segregation Unit. The items will be confiscated and the Offender will be infraacted for a violation of **WAC 602**-possession, manufacture or introduction of any weapon, sharpened instrument, knife, poison, or any component thereof unauthorized tool.

Tying objects to string, possessing string in conjunction with folded paper, combs, picks, or other objects brought together to facilitate 'fishing' may result in an infraction for **WAC 702**-possession, manufacture or introduction of an unauthorized tool.

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### RESPECT/NOISE LEVEL

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- ❖ Staff and Offenders in the IMU/ Segregation will treat each other with respect at all times. Furthermore, all rules and policies will be fairly and consistently enforced.
- ❖ You will receive the services, in which you are entitled to, so do not ask for any special treatment or service.
- ❖ Do not ask the pod officers to pass any items to other offenders in the pod.
- ❖ Yelling, screaming, and abusive language directed at staff members or other offenders will not be tolerated and will result in with the loss of privileges or level status in the unit.
- ❖ Disruptive behavior could result in the loss of yard or shower use as determined by the sergeant for that day.

- ❖ Televisions and radios will be kept at an acceptable volume level as directed by staff or will be confiscated.
- ❖ Banging or kicking on cell doors will not be tolerated and will be grounds for corrective action.
- ❖ Offenders are not permitted to shout out instruction so that other groups of offenders can follow. If you are identified as an offender calling out workout cadence you will be infraacted for WAC 734.

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### CELL STANDARDS AND SANITATION

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It is your responsibility to maintain the orderliness and cleanliness of your cell at all times. No items are to be placed on the windows, walls, door or ceiling. On a daily basis, offenders will ensure their cells are clean and tidy. Mattresses and linen must remain on the bunk at all times. Beds are to be made daily and linen exchanged weekly. Personal items are to be stored in an orderly manner on the desk. No materials such as pictures and calendars will be attached to any cell surface. No writing, drawing, or graffiti will be allowed on cell surfaces. At no time will pictures or drawings of nude or of a suggestive nature be allowed in the cell. Any item found to be in violation of the policy will be confiscated. Windows and cuff ports are to remain clean and clear of debris. Do not cover the light with any item. Do not cover the ventilation ducts with any item. Officers will conduct cell sanitation inspections on a daily basis. You will be held responsible for any damage you may cause while being housed in the IMU. Before release, all cell surfaces must be cleaned and linen placed into the laundry cart. Consequences for violating these rules may include infractions, restitution, and possible level demotions or denial of future promotions. Cleaning materials will be supplied according to the following schedule:

North Second shift

- A-Pod and B-Pod – Fridays
- C-Pod and D-Pod - Wednesdays

Third shift

- A-Pod and B-Pod Sundays
- C-Pod and D-Pod Mondays

Cleaning materials will be supplied according to the following schedule:

South Second shift

- A-Pod Wednesdays
- B-Pod Fridays

Third shift

- A-Pod Sundays
- B-Pods Mondays

**You must advise floor staff within two hours after the beginning of the shift that you wish to have cleaning supplies.**

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### Cell Supplies

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Cell supplies are issued two times a day on 2<sup>nd</sup> and 3<sup>rd</sup> Shift, during breakfast and dinner. These supplies include kites, Transfer of Funds forms, Postage Transfer forms, pens and cups. Pens and toilet paper rolls will be exchanged on a one for one. Requests to transfer funds outside the institution must be forwarded to the unit counselor for approval and forwarded to the Business Office. Offenders must submit a kite to the 3rd shift sergeant to receive 10- sheets of paper, which is issued every Wednesday.

**SUPPLIES:** All offenders initially receive an intake bag, which contains the following items: (at a cost of \$4.58) One bar of soap

- One “Offender Hand Book”
- One toothpaste
- One flex pen
- One Shampoo
- Ten sheets of paper

- One Comb
- Three envelopes (Pre-Franked)
- One short toothbrush
- One Medical Kite

You must order/reorder these supplies with the exception of flex pens from the offender store (only one offender handbook will be provided). If you are indigent you must order off the indigent store list. The indigent store is delivered on Friday with the regular store orders. The pens will be exchanged one-for-one when the pen is no longer functioning. Exchange will occur during regular supply issue / exchange. Misuse of any item will result in a restriction of that item.

Above listed items are issued upon intake and your account is charged accordingly. Once you have exhausted your supply of these items you must fill out and sign a store order form to receive these items and your account will be charged. If you are indigent you may still order these items from the offender store. In the case of indigent offenders your account will be debited for the purchase of these items. You are expected to discard used items when you order replacements. The items must be re-ordered from the offender store. The maximum amount of any item allowed to be maintained in your cell is 2 (Two) including the one in use.

Intake bags are issued once and only once. Do not ask for another intake bag. The items below may or may not be included in your intake bag but will be provided. These items may be exchanged daily during morning and evening meal tray pick up with the exception of cups and sporks which will be exchanged at morning tray pick up only. Trash is to be kept in a bag and discarded during breakfast and dinner tray pick-up. At no time will you be in possession of more than the amounts listed. Plastic cups will be inspected regularly and misuse to include destruction of and alterations to (including marking, writing or engraving on) will result in a loss of cup privileges.

- Three “Offender Request Form”
- One roll of toilet tissue
- Library book list
- One plastic cup
- One Spork

**TRADING ITEMS:** Offenders are prohibited from exchanging, trading or “fishing” for items. Offenders found doing this may be infraacted, demoted in level and / or denied promotion to the next level. The items exchanged or traded will be confiscated and treated as nuisance contraband. Using a comb or hair pick to “fish” may result in loss of comb privileges.

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### PERSONAL PROPERTY

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Personal property is issued depending on level assignment. Offenders are allowed to have only what is listed in SCCC offender personal property in F Unit. Accumulation of property which exceeds that which is authorized will be considered nuisance contraband. Only the following personal property items are allowed in IMU/Segregation, limited to one item in each category unless otherwise indicated:

- Legal materials in the amount of which would fit in one (10” x 12” x 18”) box (*per DOC 440.000 Personal Property for Offenders*)
- Necessary prescription eyewear, contact lenses, and related accessories (**Provided they are in good repair/not altered and pose no security concerns**)
- Telephone book or address book (**no staples / no hard cover**)
- One religious medallion (**2” or less, plastic only and item poses no security threat**) on a string **no longer than 18 inches.**
- One wedding band without stones or raised surfaces that poses no security concerns. To be determined by Unit Sergeant. (**\$100 maximum value**)
- One plastic medic alert bracelet or other medical equipment **approved by health care services and authorized by the F Unit custody unit supervisor (CUS)** if not a threat to the safety and security of the unit.

- Upon request, Bible or Quran (Koran) or other religious material that is **approved by the chaplain and F Unit CUS.**
- Medicine bag no more than 2.5” by 2.5”. **(Will be stored in your personal property)**
- Medication approved by health care services
- Educational and self-help materials consistent with security needs **(no staples / no hard cover)**
- Books and publications **(no staples / no hard cover) (Refer to IMS Level 2 on page 19)**
- Personal photographs, 5 maximum

**It is your responsibility to maintain the proper amount of pictures in your cell, with a maximum of 5 (4x6 in size: As per DOC policy 320.255, attachment one.)** Pictures generated by computer are considered part of the five-picture limit. All pictures must have your name and DOC number written on them in ink. Newly received photographs will be exchanged on a one for one basis. If displayed, they must be placed on the writing desk in the cell only. Excess photographs will be confiscated and you will not get to choose which pictures are confiscated. They will be stored in the offender’s property or mailed out by the offender at his expense. No sexually explicit or security threat group related photographs are authorized.

2-address books and 1 dictionary, paperback are permitted in the cell.

**You must be in the unit a minimum of 30 days before receiving any personal property.** Only those items allowed by policy will be authorized. Initiate the process by sending an “Offender Request Form” addressed to the F Unit Sergeant. Other items of state property may be issued. Any additional items to the above must be approved through the Correctional Unit Supervisor (CUS).

- ❖ Offenders released to population from the IMU/Segregation Unit will follow the strip search procedure and then issued khakis, prior to releasing to a living unit.
- ❖ Offenders being released from the IMU/Segregation Unit for transfer will change into orange coveralls in the IMU/Segregation unit and issued state shoes to wear while in transit

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### CLOTHING AND LINEN

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Offenders must wear coveralls and footwear when out of their cells except shorts may be worn to yard and shower. Shower rolls will be issued 7 times per week, 3 days a week in conjunction with the shower schedule, the other 4 days on request. 2nd and 3rd shift alternate yards by odd and even numbered cells. You will request a shower roll from the shift that you yard on for that week. Requests must be made **verbally** within the first two hours of that shift. The following items are issued to IMU/Segregation Offenders when entering the unit:

1 set of white coveralls **(exchanged at least three times per week)**

- ❖ You must make your request verbally within the first 2 hours of shift to insure that staff has a complete list before issuing.
  - 1 Tee-shirt
  - 1 pair of under shorts
  - 1 pair of slippers/shower shoes
  - 1 pair of socks
  - 1 towel
  - 1 pair of gym shorts **(exchanged “once” weekly -- IMS Offenders only)**

**(Requests must be made during the coverall exchange process).**

Staff will the issue requested coverall prior to the end of shift in accordance with the following schedule:

#### **1<sup>st</sup> Shift**

Thursday - South A and North A&B  
Monday – South B and North C&D

#### **2<sup>nd</sup> Shift**

Tuesday - South A and North A&B

Friday - South B and North C&D

**3<sup>rd</sup> Shift**

Sunday - South A and North A&B

Wednesday – North C&D – South B

**Linen** will be exchanged on a one-for-one basis. To receive a clean item, first turn in the soiled one. Blankets and mattress covers are exchanged on the first Saturday of each month by first shift. Submit an “Offender Request Form” addressed to the F Unit sergeant on first shift to receive clean blankets. Offenders will not have extra laundry in their cells. Sheets and pillowcases are exchanged once per week. A-Pod and C-Pod will have linen exchange on Tuesday of each week. B-Pod and D-Pod will have linen exchange on Thursday of each week. The following items will be issued as bedding:

- One Mattress
- Two sheets (weekly exchange)
- One pillowcase (weekly exchange)
- One mattress cover (monthly)
- One pillow
- Two blankets (monthly)
- One towel (exchange with shower roll)

**NOTE:** The only exception to the above will be a valid Health Status Report (HSR) from the SCCC Hospital.

- ❖ You will be held accountable for mutilating or otherwise destroying clothing, mattress, and linen.
- ❖ **Requests** (Linen, clothing, yard, cleaning supplies, and etc...) must be made **verbally** to the Floor staff, within the first two hours of that shift. **(Refer to page 12 for shift times.)**

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**MAIL**

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Offenders from the population may kite their previous Unit Sergeant and request envelopes from their property. Do not ask staff for more envelopes.

Envelopes must be ordered from the offender store, even if you have no money in your account.

If you have \$10.00 or less in your account for the past 30 days, then you will be considered indigent. When indigent you will be allowed to send the cost of ten letters a week.

Legal mail will be sent out regardless of cost. Per DOC Policy 450.100 OFFENDER MAIL, no special services may be requested when indigent, i.e., return receipt, certified mail. Staff will process outgoing legal mail

Incoming legal mail, money orders, and regular mail will be sorted by staff and distributed as soon as possible.

All kites, regular mail, and legal mail. The offender can place his kites, regular mail, or legal mail just outside the cell door area for the assigned staff to retrieve during their checks. Legal mail will be logged.

Regarding the pick-up of medical kites, the pill line nurses will pick-up the medical kites at the offenders' cell door, during pill line or wellness checks.

You may send and receive correspondence while housed in F Unit with the following restrictions:

First class mail only, except approved newspaper or magazine subscriptions in accordance with IMU

Management Levels

All incoming mail must be properly addressed;

- Stafford Creek Corrections Center
- Offender's full name, number and cell assignment
- 191 Constantine Way Aberdeen, WA 98520
- Complete return address of sender

All out-going mail must be properly addressed to include the complete address of intended recipient, and offender's return address;

- Stafford Creek Corrections Center
- Offender's name, number and cell assignment
- 191 Constantine Way Aberdeen, WA 98520

All mail is subject to search for contraband. Mail found to contain contraband will be rejected and you will have 30 days to either;



- Mail the item out at your expense
- Donate the item to an outside organization
- Have the item destroyed

After the 30-day period and exhaustion of all appeals, the item will be donated or destroyed.

It is your responsibility to maintain the proper amount of personal letters in your cell. Personal letters, cards, and post cards will be limited to a maximum of 20 in your cell at a time. If you are found to have more than the authorized amount, the excess will be confiscated and you will be required to mail the items out at your expense or they will be destroyed. You will not get to choose which letters are confiscated.

- To access your Postage Sub-Account, submit your request with your regular weekly store order. DOC Form 02-003 "Postage Transfer" should be completely filled out and accompany your store order.

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### LEGAL MAIL

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

Outgoing legal mail must be clearly stamped "LEGAL MAIL". To have your legal mail processed, present the unsealed envelope to the F Unit staff member for inspection. You will then seal the envelope in the staff member's presence. The staff member will sign, date and write the time received on the back of the envelope in your presence and then log correspondence into Legal Mail Log, which is maintained in the unit booth.

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### MEALS AND SPECIAL DIETS

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**MEALS:** Meals are served at the following approximate times; 6:10 AM, 11:00 AM, and 4:30 PM. "Mainline" will be announced by the unit staff as the officers prepare to serve each tier by the announcement system. A second announcement will be made for each tier just prior to the trays being served. **To receive a tray, you must be standing 3 feet from the door, on the yellow line, with both hands visible.** Failure to comply will be considered a meal refusal. You have 20 minutes to eat. One piece of fresh fruit and two packets each of sugar and juice powder may be retained in the cell. Amounts in excess of the allowable will be confiscated and thrown away.

After 20 minutes the officers will return and give the command "Trays Up". Before the cuff port is opened, you must be standing on the yellow line with the trays in your hands. Return the tray / containers to the officers. Failure to comply will result in being placed on the IMU "Controlled Feeding Plan" for a minimum of 72 hours.

**Special diets:** At entry to IMU/Segregation, offenders are asked if they are on any special diets. To request a special diet for religious purposes, submit a kite to: "SCCC Chaplain". To request a special diet due to a medical condition, submit a kite to "Medical Staff".

All special diets, religious or medical, must be verified and approved by the appropriate staff at SCCC. Offenders arriving from other institutions who are in possession of an HSR will be given seven (7) days in which to have their HSR renewed and validated by an appropriate SCCC staff member. Failure to comply will result in the HSR being invalidated.

Medically authorized food, such as diabetic sack lunches and food items are to be consumed with/by the evening pill line. The only exception to this will be a valid HSR requirement that states food must be retained and consumed by an appropriate time designated by a medical staff member.

- Special religious diets must be approved in writing by the facility chaplain
- Special medical diets must be approved by facility medical staff
- Changes to special diets must be approved by the appropriate department.

To begin the approval process, submit a request to the appropriate department. If you have an existing HSR or memo from the chaplain approving one of the above, let the unit sergeant know. If you have a current Health Status Report (HSR) issued by a SCCC provider for a Special Diet and/or SCCC Diet Card, make the officers aware of this. If you have an HSR from another institution, Food Service will deliver this special diet for three days, in order to give you time to be seen by medical. If at the end of three days, you still do not have a diet card from SCCC you will be served a regular mainline diet.

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## MOVEMENTS

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**MOVEMENT:** Offenders placed in F Unit will be on yard and shower restriction for 24-hours. Coveralls must be worn when out of the cell, except shorts may be worn to yard and shower for IMU Offenders. All movement inside F Unit is done in restraints, normally with handcuffs behind the back that will be double locked and may additionally consist of waist restraints and / or leg irons. A cuff retainer will be attached to the handcuffs when the offender is entering or exiting the cell. The first staff will physically take hold of the upper arm and the offenders wrist for control, the second staff will escort beside the first officer behind the offender or with one hand placed physically on the offenders other upper arm.

**Follow the directions of the escort staff:**

- Backup to the cuff port and place hands through the cuff port.
- Once the restraints have been applied, take a half step forward so your hands are clear of the door.
- When the cell door is completely opened, you will be instructed to back out of the cell without facing the officers.

**Note:** Coveralls are to be worn properly in the up position for all escorts. You will wear shower shoes and socks when outside of their cells. Shoes may be worn for inside/outside yards only.

**RECREATION:** Offenders, except those on isolation or modification status, are given the opportunity to have one hour of recreation 5 days a week according to the recreation schedule. Recreation time is conducted on a rotational basis on second and third shifts with each shift completing half of the unit. For the recreation schedule, an officer will come by each cell at approximately 0615 or at 1400 to ask if you want to have yard and/or shower. If there is no response you will be asked a second time. You must respond with a clear and understandable “Yes” to be eligible. No response will be considered the same as a refusal. The officers will instruct you to get ready for yard. If you are not ready when they arrive at the cell door, it will be considered a refusal. Also, due to only having one hour for recreational yard, recommend you use the restroom prior to going to the yard. Yard will be terminated when a request is granted to use the restroom facilities.

**Note:** Shower shoes are not authorized in the yard, after entering the yard area you will exchange your shower shoes for a pair of yard shoes.

**IMU Yard Schedule:**

➤ Sunday	Yard for IMU A, B, C, and D pods
➤ Monday	Yard for IMU A and B pods
➤ Tuesday	Yard for IMU C and D pods
➤ Wednesday	Yard for IMU A and B pods
➤ Thursday	Yard for IMU C and D pods
➤ Friday	Yard for IMU A, B, C, and D pods
➤ Saturday	Yard for IMU A, B, C, and D pods

**Segregation Yard Schedule**

Sunday Yards for A and B pods

➤ Monday	No Movement
➤ Tuesday	Yards for A and B pods
➤ Wednesday	No Movement
➤ Thursday	Yards and for A and B pods
➤ Friday	Yards for A and B pods
➤ Saturday	Yards and for A and B pods

Phones and handballs are available upon request for use in the recreation areas. **While in the recreation yard the following rules apply:**

No eating or sleeping, No pounding or climbing, No urinating or defecating, No communicating with other offenders, No signing between offenders in any way, No personal items except phone/address book, Socks and shoes will be worn in the yard, Hitting on the glass is not permitted, Disruptive behavior of any kind will result in termination of yard,.

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

**Note:** Failure to follow the above rules will result in cancellation of your scheduled yard period and may incur disciplinary action or program modification.

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### SHIFTS

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- First shift begins at 9:50 PM and ends at 6:20 AM
- Second shift begins at 6:10 AM and ends at 2:10 PM
- Third shift begins at 2:00 PM and ends at 10:00 PM

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### SCHEDULE OF OPERATIONS

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**SHOWERS:** Showers are conducted 3 days per week on Monday, Wednesday, Saturday, for IMU A & B pods and Tuesday, Thursday, and Saturday for C & D. On a rotating basis, half of the two pods will be showered on second shift and the other half will be showered by third shift. Offenders who go to yard will shower directly after their scheduled yard time. Those who want a shower will be allowed that opportunity as the floor officers' duties permit. Offenders who go to yard will gather their shower supplies such as towel, soap, shower shoes, etc. and give them to the floor officers for inspection when they are being cuffed for the escort to the yard. Shower shoes are not authorized in the yard, only permitted in the shower. Razors or nail clippers are only issued upon request while in the shower. Offenders will request one or the other and will not receive both during the same shower period. Using the razor for head shaving will result in the loss of your level and privileges.

**Note:** Showers are limited to 10 minutes.

#### **IMU Shower Schedule**

➤ Sunday	None
➤ Monday	Showers for IMU A and B pods
➤ Tuesday	Shower for IMU C and D pods
➤ Wednesday	Showers for IMU A and B pods
➤ Thursday	Showers for IMU C and D pods
➤ Friday	None
➤ Saturday	Showers for IMU A, B, C, and D pods

#### **Segregation Shower Schedule**

➤ Sunday	No Movement
➤ Monday	No Movement
➤ Tuesday	Showers for A and B pods
➤ Wednesday	No Movement
➤ Thursday	Showers for A and B pods
➤ Friday	No Movement
➤ Saturday	Showers for A and B pods

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### IMU WEEKLY OPERATIONS

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**BARBER SHOP:** Offenders housed in IMU, except those on isolation will be eligible for monthly barber services, which is one hair cut every 30-day. Once you refuse services, you will return to the bottom of the list. Barber services are scheduled to occur every Wednesday on 3rd shift. Submit an "Offender Request Form"

addressed to the 3rd shift IMU Sergeant, requesting to be placed on the barber services list. You will be placed on the list in the order which your request is received.

Offenders housed in segregation on PHC or A/S status serving 30 days or less will not be eligible for barber services. Offenders serving D/S time will not be eligible to receive barber services. Offenders who are eligible to receive barber services may receive one of the following during each visit to the barber: Facial hair trim, or hair cut utilizing 0, 1, 2, 3 or 4 clipper guards only. No specialty haircuts.

**LIBRARY:** Books in IMU are soft cover only, except for educational purposes when soft covers are not available. Offenders in IMU/SEG may request books from the IMU library at SCCC. Management Level 1 offenders may receive 1 library book three times a week. Management Levels 2, 3 and 4 may receive 2 library books three times a week. Submit a "Request to Staff Member" addressed to the 1st Shift Sergeant by Sunday, Tuesday and Friday nights at 10:00PM.

In order to receive your initial book on the day you arrive you must write "Intake" on the top of your kite request. On the form, list the books by number (i.e.... F10, A26). The IMU has a small library, list at least 20-30 choices. Books will be exchanged by kite only. Books will be issued by first shift on Monday, Wednesday and Saturday nights.

Books are checked out to you only and trading is not allowed. **Damage to books beyond the normal wear and tear will result in disciplinary action and possible monetary sanctions for replacement value of the book(s).**

**OFFENDER STORE:** There is a limited store list available in F Unit. The amount of items you can purchase depends on the management level you are assigned. Store orders must be filled out completely and accurately. Offender name must be printed clearly (LAST NAME, FIRST NAME-in that order) incorrect orders will be returned. You will be given ample time to complete your store order. Submit your store order forms the same day, store items are delivered. Your store will only be delivered by 3<sup>rd</sup> shift staff, between 2:30 p.m. and 5:00 p.m. **Delivery dates are subject to change, due to holiday schedules. If you order any item that you are not authorized to have, you will not receive that store order and the store order will be returned to CI. Your account will receive a credit.**

Offenders on PHC or Disciplinary Segregation status can only order envelopes and personal hygiene items. If more than one store order form is submitted for the week, the first order form will be submitted to the store.

**REGULAR VISITS:** Offenders assigned to F Unit are eligible to receive non-contact visits; this does not apply to those on Isolation Status, PHC, or Disciplinary Segregation status. Only immediate family members are allowed to visit. The maximum number of visitors allowed in the visiting booth is four. A visit may be terminated if the behavior of the visitor or offender warrants it. **Recommend you use the restroom prior to visit. Visit time will be terminated when a request is granted to use the restroom facilities.** Staff may make an exception if you have a 3 hour visit to allow you to use the restroom facility. Time limits and visiting schedule are:

- Management Level 1 and (PHC) or (D-Seg)--No visits allowed
- Management Level 2-----One hour per week
- Management Level 3-----Two hours per week
- Management Level 4-----Three hours per week

Friday beginning at 5:00PM and ending at 8:00PM

Saturday beginning at 12:00 Noon and ending 3:00PM

**SPECIAL VISIT REQUESTS:** Offenders who are on disciplinary status wanting a special visit must complete a "Special Visit Request" form and submit it to one of the IMU counselors at least 5 working days in advance. These visits are still restricted to immediate family members only and will take place during normal visitation hours.

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## IMU SERVICES

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**GRIEVANCE PROCEDURES:** All offenders are expected to attempt informal resolution prior to filing a complaint and to participate in the resolution of their individual grievances. Offenders, who fail to attempt informal resolution prior to filing their complaint, or fail to participate in the resolution of their individual grievances, may have their complaint or grievance administratively withdrawn. (DOC 550.100, Offender Grievance Program). Grievance forms are available when supplies are passed out. Once you have filled out the grievance form and are ready to turn it in, let the floor Officer know and you will be provided an envelope at the time the grievance is collected. Emergency grievances that **endanger life or limb** may be requested at any time from the floor staff. (Do not place these in a sealed envelope.) **Abuse of the grievance procedures may result in disciplinary action being taken.**

**Note:** Offenders in Segregation and IMU will have their formal grievances processed without their signature.

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## APPEALS

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- **Administrative Segregation placement and hearings** are reviewed by the Superintendent / designee and are not appealable.
- **Disciplinary hearing appeals** on the decision of the Hearings Corrections Specialist must be submitted within 15 days of the findings. The Hearings Corrections Specialist will provide you with the necessary appeal paperwork and instructions for completing the appeal process at the time of the hearing. The SCCC Superintendent/designee is the disciplinary hearings appeal officer. Submit the green copy of the infraction with your appeal packet to the floor officers. The floor officers will sign the receipt and provide you with a copy.
- **Classification appeals** of the Facility Risk Management Team (FRMT) recommendations to SCCC Superintendent/designee within seven days. The Superintendent/designee decision final. However, IMS referrals are appealed to the Assistant Secretary for Prisons.
- **Management level review appeals** on the decision of the Unit Sergeant are addressed to the IMU/SEG CUS. The appeal is reviewed and a final decision is made by the CUS within five working days.
- **Mail rejection appeals** should be forwarded to the Captain's office within 10 days of initial rejection decision.

**DENTAL:** Offenders needing dental care are to submit a Medical kite addressed to dental services. Your name will be placed on an active list based on priority of need and order that the request was received. Dental / Health care staff shall maintain the list. Contact the floor officers in case of emergencies.

**MEDICAL:** Medical staff will make rounds of the unit every day. To be seen by health services, submit a (MEDICAL) kite to medical requesting sick call and include reason you need to be seen. The kite will be put in the medical folder to be picked up by pill line nurse and taken to medical. If you have an emergent medical need that can't wait until sick call, inform the floor officers and ask for assistance. **Creating a pattern of feigning illness will result in a WAC 742 serious infraction.**

If you have a current Health Status Report (HSR) from the infirmary for any special medical needs, you must inform the floor officers and retain a copy in your cell. **The authorizing Health Care Authority must review all HSR's and will determine if they remain a necessity while housed in F Unit.**

**Note:** HSR's issued at their previous facilities will not be honored at SCCC. it is the offender's responsibility to send a kite to medical requesting to have your medical files reviewed for an updated HSR.

All attempts will be made to facilitate necessary HSR's provided this can be done without jeopardizing unit security. If you were taking medication in general population and have a prescription in your property, let the floor officers and the unit sergeant know about it.

**MENTAL HEALTH:** There is a mental health professional assigned to the unit. If you are on medications from general population and have not received the medication, inform the floor officers and send a Health Services kite to the IMU mental health. It may take a day or two for the change to occur from general population. Do not kite the provider in general population. You can be seen by mental health by sending a Health Services kite to the IMU mental health professional for the following: One to one counseling, crisis, assessment for need of medications, support and education on various health issues such as anxiety, depression, etc. If deemed appropriate you will be referred to the Psychiatrist or ARNP for medications. Mental health journals may be provided by the mental health professional. If so, nothing may be kept inside the journal, and it may not be altered in any way. If altered, you will lose your right to a mental health journal. The mental health professional may review the journal at any time.

**RELIGIOUS:** A representative from SCCC's religious department will make weekly visits in the unit. Submit an "Offender Request Form" addressed to the chaplain to receive chaplain or other clergy services. Submit a Kite "Offender Request Form" addressed to the unit library to request a bible. They will be issued when time permits. For other religious materials, submit a kite addressed to the religious department. Offenders in IMU/Segregation will be afforded an opportunity to practice their chosen religion in accordance with policy, providing that participation does not present a threat to the safety of staff and offenders and the security of the unit.

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### LEGAL ACCESS

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**ATTORNEY VISITS:** Attorneys requesting to visit offenders are expected to give at least five-day notice. Contact your assigned counselor to request an attorney visit. The F-Unit CUS must recommend approval, and the F Unit CPM is the final decision for all approved visits. Attorney visits will be held in the F-Unit No Contact visit room and Visit times are subject to F Unit operational requirements.

**BRIEF BANKS:** These are available through the Law library. Submit an "Offender Request Form" addressed to the law librarian with your specific request. An index is also available through the SCCC Law Library upon request.

**LEGAL LAW LIBRARY BOOKS:** These are available in F-Unit. Submit an "Offender Request Form" addressed to the F Unit OAS with your specific request and you are limited 2 books in the cell at a time. Once the "Offender Request Form" is received by the OAS he or she will deliver the books to your cell. You can keep the books for more than 7-days, if no one else has requested that specific book. In addition, you must send the OAS a kite requesting an additional 7 days.

**EMERGENT LEGAL LIBRARY REQUESTS:** Offenders housed in short term segregation (45-days or less) should not have the expectation of being provided with their personal legal documents/papers or legal materials. Offenders on Management Level 1 (isolation status) may use the library only if a legal priority exists. It is your responsibility to provide proof of an existing legal priority when requesting legal library. Imminent cases that may qualify as legal priorities are defined as:

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

**LEGAL FORMS:** A limited amount of forms are available in F Unit. Submit an "Offender Request Form" addressed to the librarian for additional assistance. Be sure to include exact titles of the forms needed.

Offenders housed in short term segregation (45-days or less) may request specific personal legal documents in order to continue or pursue a legal matter, **only if there is a verifiable court imposed deadline** within 45 days of the start of such segregation time.

#### **LAW LIBRARY (on closed-circuit computer)**

**It is a two-part process to use the law library.** First you must request to get on the *authorized list*. Once on the list, you must then ask the unit floor officers for actual use of the law library at the beginning of that shift.

**Eligibility requirements:**

**IMU:** All IMS-classified inmates at Level 2, 3, or 4 are eligible for 4-hours-per-week (Sunday through Saturday). Level 1 inmates are eligible only if they have a valid pending court case and as their sanctions/conditions-of-confinement allow.

**SEGREGATION:** If you are on Administrative-Segregation, Disciplinary-Segregation, or Pre-Hearing-Confinement and in the unit for less than 45 days, in order to be eligible you must have an active case with a *court-imposed*, pending deadline which must be confirmed by staff. This is further defined below under Emergent Law Library Request for Priority Scheduling Deadline. Or, if you are still on one of the above mentioned SEGREGATION status Levels (2 or higher) after 45 days, you are considered long-term and therefore eligible for use of the law-library. Level 1 inmates are eligible only if they have a valid pending court case and as their sanctions/conditions-of-confinement allow.

If you think you are eligible per the above requirements, submit an “Offender Request Form” addressed to the F Unit *1st* Shift Sergeant. Request to have your name placed on the list to receive Law Library access. For regular use you are allotted **four (4) hours per week** in one or two hour increments. The week is from Sunday through Saturday. You must submit a new kite each week regardless of how many hours you did or didn’t use. If you have **priority access, there is no maximum number of hours; it expires on the date of your court deadline.** (See Emergent Law Library Request for Priority Scheduling Deadline).

**Emergent LAW LIBRARY REQUEST FOR PRIORITY SCHEDULING DEADLINE**

**(Affords No limit on hours, plus priority use over regular users)**

If you need more than 4 hours per week and meet any of the following conditions you may request priority access. Submit your “Offender Request Form” to the F Unit *1st* Shift Sergeant. You then *may* be required to fill out and submit form DOC 02-247, “LAW LIBRARY REQUEST FOR PRIORITY SCHEDULING DEADLINE.” In addition to no maximum hours, priority users go before non-priority users if there are more requests than library space. The following criteria qualify for priority use:

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

All Law Library *eligibility* may be adjusted (either way) due to security and/or behavior issues. *Actual use* of the law library may be suspended or canceled, due to security and/or operational issues.

**Use of the Law Library:** Even though you are on the authorization list, you must ask the C/O’s at the beginning of the shift you want the time on.

First, use the ***Law Library open hour’s table*** shown below to determine your designated times to choose from. At the beginning of the shift for your *desired* time, request law library time from the floor officers of your pod. The officers will usually verify authorization while at your cell-front, then give you an approximate time when they will escort you there. There is no pre-scheduling prior to the actual shift; the law library is not available for use outside of the listed times. The wireless computer keyboard will be inspected for damage before it is issued to you, and again when it is returned. If you destroy the keyboard you will be infraacted, you will be responsible for the cost of the keyboard, and your access will be suspended. All Law Library use is subject to suspension at any time due to unit operations.

***Law Library open hours*** for authorized users (Includes regular/4-hours-per-week *and* emergent/priority access)

Open for IMU A&B pods: _____	Tuesday	7:00 a.m. to 11:00 a.m.
	Thursday	6:00 p.m. to 10:00 p.m.
Open for IMU C&D pods & SEG: _____	Monday	7:00 a.m. to 11:00 a.m.

Wednesday 6:00 p.m. to 10:00 p.m.

All pods: \_\_\_\_\_ Every day 10:00 p.m. to 02:00 a.m.

**LEGAL PHOTOCOPYING:** Offenders are provided the opportunity to obtain photocopy services for the purpose of copying legal pleadings and exhibits being submitted to the court and opposing parties. Authorized photocopying of pleadings include one copy for opposing parties, one copy for the court, and one copy for the offender's record.

Submit an "Offender Request Form" addressed to the F Unit OAS for photocopy requests. Once the "Offender Request Form" is received by the OAS, a F unit staff member will come to your cell to take possession of the legal materials and the completed DOC 06-075 Offender Request to Transfer Funds. The fee for any photocopies of legal pleadings is 20 cents per page. You must complete DOC 06-075 Offender Request to Transfer Funds to request withdrawals from your account to pay for photocopy services. Once copies are made the OAS will return your original and copies.

Offenders are responsible for making timely photocopy requests, in advance of any known court deadline, to allow staff a reasonable time frame. A minimum of 3 business days advanced notice will be required to ensure your request is met. **You are expected to use carbon paper to make multiple copies of handwritten documents.**

### **LEGAL SUPPLIES**

Eligibility: IMS: Level 2, 3, or 4 inmates are automatically eligible; Level 1 inmates are eligible only if they have a valid pending court case and as their sanctions/conditions-of-confinement allow.

SEGREGATION: Short-term (less than 45 days in the unit) AD-SEG, D-SEG, and PHC inmates at Level 2 are only eligible if they have an active case with a *court-imposed*, pending deadline which must be confirmed by staff (as described in Law-Library access "Emergent Legal Library Request"). If an inmate is still on SEGREGATION status Level 2 (or higher) after 45 days, he is considered long-term and therefore eligible for supplies. Level 1 inmates are eligible only if they have a valid pending court case and as their sanctions/conditions-of-confinement allow.

All eligibility may be adjusted due to security/behavior issues.

Available materials: **•25 sheets lined paper •25 sheets blank paper •3 pieces carbon paper:**

To request all or part of these, submit an "Offender Request Form" addressed to the *1st* Shift Sergeant by Wednesday 11:00 P.M. Supplies are issued once a week only, by *1st* Shift staff on Saturday night/Sunday morning.

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

**•Legal Envelopes:** Envelopes stamped "legal" will only be given to offenders upon request to immediately send out legal mail. Legal documents of eight pages or more only, will require a 9" x 12" manila envelope. When the document is ready to be sent, send a separate kite requesting legal envelope(s) addressed to **F-unit Office Assistant**. Usually, the request will be processed within two business days of receipt. When the document is ready to be sent, contact staff (unit officers) and request the envelope. It will be issued and picked up on the same shift.

**LEGAL TELEPHONE CALLS:** All legal telephone calls will be made from the recreation yards. The telephone system allows us to set up an attorney call table. This table allows an offender to use any offender telephone and call his attorney without the call being recorded. The attorney you are trying to call must belong



to the Washington Bar Association and have a valid telephone number. All legal telephone calls will be made during your scheduled recreation times.

Offenders requiring a legal call outside the scheduled recreation times are required to submit a request to their unit counselor 48 hours in advance. Special request legal calls will still be scheduled on the offender's normal recreation day.

**NOTARY:** A Notary Public is available by sending an "Offender Request Form" addressed to the Law Library. Notary services will be provided for F Unit one day each week, however, the day may fluctuate in accordance with Notary staff availability.

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### ASSISTANCE

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**BOOTH OFFICERS:** Your cell contains an **Emergency Call Button**, which provides communication to the booth officer. **The intercom system is intended for emergency purposes only.** Emergencies are defined as **life threatening incidents**, which require immediate attention, i.e. ...severe medical problem or a fire in the unit. To use the intercom system, press the button once. Staff will be alerted of your request and acknowledge it. All non-emergent requests should be handled through the "Offender Request Form" or directed to the floor officers. **If your request is deemed non-emergent, you may receive a major infraction; lose privileges, and possible level demotion.**

### **COUNSELOR**

- Offenders on IMS status are assigned to the CC3 IMU counselor.
- Offenders on PHC or D-Seg status will retain their primary counselor that they had in general population.
- A counselor, within 2-working days of arrival to IMU, will contact offenders on IMS or Administrative Segregation status.

**FLOOR OFFICERS:** You may request assistance from the floor officers at any time. Floor officers are frequently on the tiers, during this time you can inform them of any plumbing problems and non-emergent inquiries. The Floor officers will also attempt to answer some of your questions or inform you who to contact.

**Note:** Please direct specific questions regarding other SCCC departments to the appropriate department head. Refer to Introduction on page 2.

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### IMS TRANSITION

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Offenders will remain on Administrative Segregation status until their Custody Facility Plan is approved by DOC Headquarters assigning the offender to an Intensive Management Program. The date this plan is approved starts the calculations for level promotions and the offenders anticipated IMS release date.

Offenders assigned to an IMS program are assigned specific expectations they must complete in order to be considered for release from IMS. These expectations are assigned by Headquarters and typically consist of:

- Specific period of infraction free behavior.
- Development of an Individual Behavior Management Plan (IBMP).
- Completion of an Offender Change Program (OCP)
  - Stress/Anger Management (SAM).
  - Cognitive Behavior Change Program (CBCP).
  - Getting it Right (GIR).
- Obtain and maintain level 4.

Offenders who demonstrate a lack of effort to transition out of their IMS program will be demoted one level per review until they demonstrate progress. Once demoted to level 2 the offender will not be promoted to a higher level until demonstrated effort is made.

Offenders will have informal classification reviews once a month and a formal review every six months from the date assigned IMS. Offenders are encouraged to participate in their reviews. This would be the time to ask staff questions regarding your current program and future classification concerns.

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## IMU PROGRAMS

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**Offender Behavior Change Program (OBCP):** Participation in an Offender Behavior Change Program is mandatory for all offenders assigned to Intensive Management Status (IMS) program. The SCCC-IMU has three offender change programs available for offenders to participate in while assigned to the unit and transition pod (D Pod). Each program has separate requirements and not all offenders who meet the criteria will be eligible to participate in all of the programs.

1. **Cognitive Behavior Change Program (CBCP):** This program provides a reflection on the choices and behaviors that offenders have made throughout their life. The CBCP program is considered a voluntary program within the SCCC-IMU, and is coordinated by the IMU Mental Health professional.

CBCP is provided to offenders through a series of assignments, to include extra reading material, which are completed in their cell. The expectation is that the offender will complete the program in approximately 6 weeks. Upon completion of this program the offender is awarded a certificate.

Offenders who wish to participate in this program can submit a kite to IMU Mental Health. Offenders will be placed on a waiting list until the next available opening in the program.

2. **Stress Anger Management:** 30 hour course providing tools one can utilize to diffuse and redirect stress before it develops into anger. Instruction includes coping skills to facilitate improving communication, judgment and impulse control.
3. **Getting it Right (GIR):** This program helps offenders correct thinking errors and accept responsibility for their actions. This voluntary program takes place in the transition pod of the SCCC-IMU. Offenders who demonstrate positive behavior by participating in the IMU level system and through participation in other available programs are considered for placement in this program. Offenders that are selected are permitted to attend class in the pod with increased interaction between other offenders and program staff. The GIR program is 8 weeks in length. Upon completion of this program the offender is awarded a certificate.

Offenders who wish to participate in this program should submit a kite to the unit Correctional Specialist (CS). In this kite, the offender should state why they would like to participate in this program and what they expect to gain from their participation.

**Transition Pod (D-Pod):** This pod has been designated in the unit as a programming/transition pod. Offenders who are releasing from an IMS program that have demonstrated consistent compliance with the requirements of their assigned IMS program may be considered for placement in this pod. The focus of this pod is to allow offenders increased interaction with others so as to prepare for placement back in a general population setting. Those assigned to this pod must agree to and sign a participation agreement. The agreement states that they will comply with the program expectations, which include demonstrating courtesy and respect for others assigned to this pod and staff. This is not a step-down program as offered at other facilities. The focus of this pod is programming and demonstrating improved interactions with others.

Offenders who request consideration for placement in the transition pod can submit a kite to the unit Correctional Specialist (CS) for consideration. Prior to this request the offender must demonstrate positive behavior and participation in the IMS level system. The unit CS will review offender behavior logs in addition to the offenders' infraction history. Additionally, unit staff may be used as references for consideration of placement.

**EDUCATIONAL:** Management Level 3 and 4 offenders wanting to take educational classes should submit an "Offender Request Form" addressed to the CC3 IMU counselor.

**WORK:** There are no porter jobs available for offenders housed in IMU or SEG.

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## IMU MANAGEMENT LEVELS

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**IMU LEVEL REVIEWS:** While housed in the IMU, you are required to follow programming such as recreation, attending call-outs, reviews, etc. You have the opportunity, through positive adjustment and behavior, to earn your way back to general population. Placement in general population is dependent on personal and facility needs. As you demonstrate positive behavior, you will earn increased privileges through promotion in the IMU behavior management level system.

- ❖ Offenders **assigned** to an IMS program approved by Headquarters will be eligible for levels.
- ❖ Offenders assigned to an IMS program will remain on level 2 for a minimum of 30 days, after the effective start date that HQ assigns them to an IMS program.
- ❖ In order to meet part of the criteria for release from your IMS program, you are requirements to participate and complete an offender change programs. Please refer to the IMU Programs on page 13-14.

Requests for promotions to different program management levels are not automatic. Submit a request for promotion in writing when you become eligible to the 2<sup>nd</sup> shift sergeant. The decision will be based on infraction history, cell cleanliness, personal hygiene, appropriate interaction with staff and offenders, programming, participation in case planning, attitude and observation reports. Offenders will be notified in writing of any change in their level status. In the case of a demotion or promotion denial, the decision and the time frame to reapply will be given in writing.

**Note:** Request for level promotion must be submitted one week prior to the date you are requesting promotion.

**LEVEL 1: Management level 1** offenders will remain on isolation status for the duration of their sanction time. This level is the most restrictive and is invoked by the disciplinary hearings officer for violation of serious WAC rules. **In this level you are authorized the following:**

One 10 minute shower and shave 3 times per week, Legal phone calls as approved, 1 religious book (Bible, Qu'ran, etc.) and 1 state library book, Legal materials related to a **validated** pending court case ,Incoming First Class mail, Five personal photographs received through the mail and in compliance with DOC 450.100, A total of 2 magazines or newspaper subscriptions to be exchanged on a one-for-one basis, Up to \$10.00 weekly purchase from the offender store for approved hygiene items and correspondence materials.

**LEVEL 2:** All offenders initially assigned to F-Unit, excluding IMS transfers, are assigned Level 2. IMS offenders are eligible for level review after 30-days. Offenders transferred from another facility's IMU will generally retain the same level status they were assigned prior to the transfer. In addition to the privileges listed for level 1, the following are also authorized:

One hour of exercise with telephone access five days per week, One hour per week for visits, Two personal books received from a publisher issued by the unit property officer, and Two library books in addition to the one religious book (Bible, Qu'ran, etc.) and any authorized educational or self-help books thru the education or mental health department.

**Note:** Only offenders assigned an IMS program will be allowed to progress through the level system. Pre-Hearing confinement, Disciplinary Segregation and AD-SEG offenders will remain at level 2 for a minimum of 60-days. However, Offenders held on ADSEG status for more than 60-days will receive the same program services /privileges and would be considered for level 3.

**LEVEL 3:** Management level 3 offenders will remain level 3 for a minimum of 60 days, after which they will be eligible for review to level 4. In addition to the privileges for Level 1 and 2, the following are also authorized: A radio in cell and A total of 2 hours per week for visits.

**Note:** Offender Behavior Change Programs are **mandatory** for all offenders assigned to Intensive Management Status (IMS) program. **In order to be considered and receive Level 4**, you must be actively enrolled and participating in one of the three offender change programs offered at SCCC/IMU. Or have completed an offender change programs during this current IMS assignment.

**LEVEL 4:** Management Level 4 has no additional level reviews. In addition to the privileges listed for Level 1 and 2, the following are authorized:

A radio or television in cell (exchangeable after 60 days) and A total of 3 hours per week for visits. If demoted, you must do a minimum of 60 days, after which you will be eligible for review to level 4.

**Note:** Refusing or Failure to participate in mandatory programming opportunities will result in you receiving an infraction violation **WAC 557**, be denied a level promotion and/or be demoted for lack of programming.

Possessing a radio or television in IMU is a privilege and it is a privilege that is gained through the IMU Level program. To obtain a radio you must achieve level 3. To obtain a television you must achieve level 4 status.

The radio or television is state property and you are responsible for its care. You are required to keep the volume down low and Turned off when you are out of the cell.

It is possible to retain the radio/television privilege by maintaining the appropriate level status and acceptable behavior. The unit Sergeant may remove the radio/television at any time. If you abuse the privilege or tamper with the seals, the radio/television will be removed and re-issue may be denied.

Report any radio/television malfunction or defects in writing to the Unit Sergeant immediately and ask a unit officer to remove/check the radio/television for malfunctions.

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#### **ADDITIONAL INFORMATION**

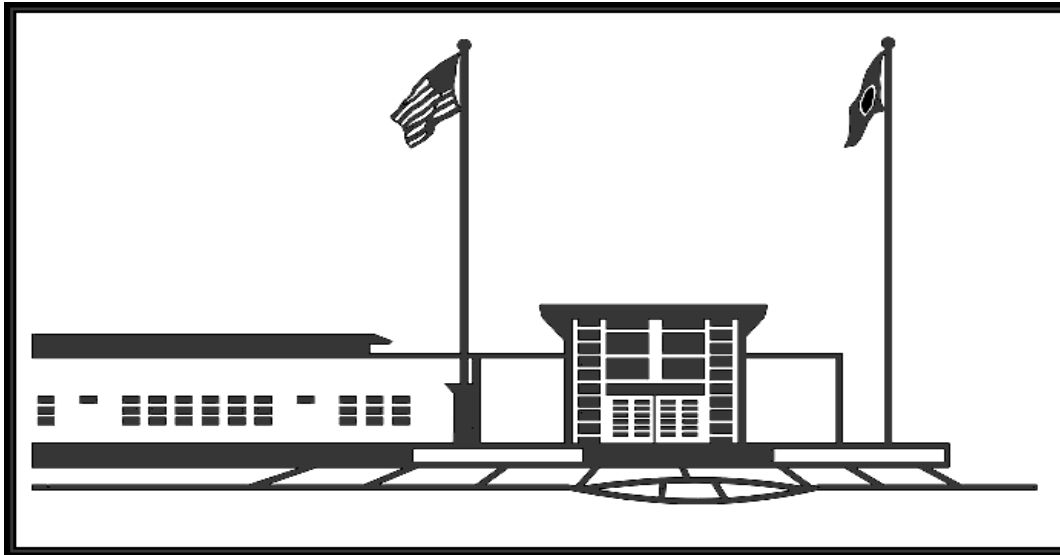
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Offenders may receive a direct order sanction not to continue the behavior, i.e., abusive language, disruptive behavior, lying, misuse of issued supplies, etc. Any violation of a direct order sanction will be subject to a serious infraction (WAC 658).

Keep your hands free of the cuff ports when they are being opened or being closed, to avoid injury. If your cell door opens unexpectedly, remain in your cell and notify staff immediately.

Due to behavior issues, a Modification of Conditions of Confinement may be implemented with Superintendent/Designee approval, which may limit property items and privileges of IMU / Segregation Unit Offenders. Management may amend any section of this handbook for safety and security issues at any time.

SCCC and other correctional facilities have staff of both genders. Offenders who deliberately expose themselves to staff members of either gender will be infraacted with a serious infraction (WAC 659).



# Stafford Creek Corrections Center

191 Constantine Way  
Aberdeen, Washington 98520  
Phone: (360) 537-1800

## OFFENDER ORIENTATION HANDBOOK General Population

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 Stafford Creek Corrections Center. DOC Policies and SCCC 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.

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## I. GENERAL INFORMATION AND SAFETY

### A. Limited English Proficiency (LEP) Language Services - *DOC 450.500 Language Services for Limited English Proficient (LEP) Offenders*

Every reasonable effort will be made to provide you with effective interpretation service for:

- Medical appointments
- Disciplinary hearings
- Classification reviews
- Administrative segregation and
- Other formal meetings or hearings

Kites, appeals, and grievances can be translated from your language into English.

### B. Americans with Disabilities Act (ADA) – *DOC/SCCC 690.400 Offenders with Disabilities*

Offenders with a disability have the right to receive “reasonable accommodations” to make programs and services more accessible. According to the needs of disabled offenders, the Department of Corrections will:

- Make reasonable accommodations in policies, practices and procedures;
- Remove barriers to access; and
- Provide auxiliary aids and services.

If you have a disability and need accommodations to programs, activities or other services, please advise your assigned Counselor or medical provider. He or she will work with you to ensure that you have meaningful access to needed areas of the facility.

### C. Prison Rape Elimination Act (PREA) – *DOC/SCCC 490.800 Prevention and Reporting of Sexual Misconduct*

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 bans 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. If you feel you have been a victim of sexual assault you may call toll-free: **0-800-586-9431** and/or you can notify someone on the outside to call **1-800-586-9431** for you. These numbers are also posted in your Living Unit.

The Department is committed to your safety and the safety of staff. Sexual assault compromises everyone's safety. The Department has **ZERO TOLERANCE** of sexual assault.

### D. Safety and Emergency Information

1. Personal Safety: For your personal safety, please:

- a. Use caution when walking from your unit to program areas, dining, etc. Walkways may be wet, icy, or contain uneven surfaces.
- b. Use care when walking in the dining area and showers as floors may be slippery or wet. Pay attention to all “Wet Floor” signs.
- c. If you see a hazard, notify staff immediately.

2. Industrial Safety: If you are hired for an offender work program, you will receive training or instruction for the safety requirements and duties of the position. You will also receive Safety training relevant to your job. You are expected to wear all required safety equipment and to follow safety training expectations.



3. Fire Prevention: To prevent the risk of fire and to prevent fire hazards:
  - a. Immediately notify a staff member of any potential fire hazard.
  - b. Ensure that the electrical equipment you are using is safe.
  - c. Keep your living area clean.
  - d. All hot pots must be unplugged when not in use. If you leave your cell, ensure to check that your hot pot is unplugged.
  - e. Review SCCC 890.380 Fire Prevention Plan
  
4. Fire Alarm, Drill Evacuation, and Emergency Procedures: You are required to attend and participate in all fire and emergency drills. During a fire or emergency drill, facility staff will provide specific directions. Evacuation routes/maps are posted in all buildings. Follow all staff directions during any emergency or drill.

## II. SECURITY OPERATIONS

### A. ID Wearing Requirements

A colored indicator (sticker) on your ID Badge will identify your Living Unit. The colored indicator must be placed on the upper right-hand corner of your ID. Only the colored indicator for your unit may be on your ID, or in your possession, or you will be infracted. Unless you are in your cell, your ID name tag will be worn on your outermost garment, upper left chest area with picture facing out.

Do not alter your name tag or place stickers, pins or other objects on your ID name tag. You are responsible for your own ID badge.

### B. Count Times

Offender count takes priority over all other matters and the taking of count will not be questioned or obstructed. Formal counts are conducted at 3:00 a.m., 6:15 a.m., 4:05 p.m. and 9:05 p.m., and at the direction of the Shift Lieutenant. If you are inside a living unit, you must return directly to your assigned cell prior to count being called. If you are in other areas of the facility, you must follow the directions of staff to either remain where you are and be counted or directed to move back to your unit for count. No offender movement is authorized during count. In case of a recount, you are to keep noise to a minimum and comply with instructions from staff. If officers are required to stop during count and ask you to move anything to make you 'visible and identifiable', you may be infracted as per WAC 102, 103 or 214. You may use the toilet facilities only after the Living Unit (or area) count has been reported to Master Control. There will be no shaving, brushing teeth or general grooming until count clears. Staff will announce when movement is authorized. If you interfere with count, you will be infracted and placed in segregation.

### C. Searches

All searches will be conducted in a professional manner, while recognizing privacy needs and avoiding unnecessary force, embarrassment, or indignity to the offender being searched. Cell searches will occur on an unannounced random basis at a minimum of once every 60 days. Pat searches may be required at any time.

### D. Controlled Movement

SCCC utilizes a controlled movement system within the facility. Movement will be authorized in accordance with SCCC 420.155 Offender Movement. Movement periods are to accommodate point-to-point offender movement from one authorized area to another. Scheduled movements will be announced over the Facility Public Address (PA) System. The movement schedule is subject to change and posted in all living units, recreation, and program areas. You will have 5 minutes to move from one location to another during a scheduled movement period. You are expected to go to your destination without loitering and expected to walk at a normal pace. Running or fast

walking is not allowed. If you are still moving to your destination at the completion of a movement period, you may be infraacted and/or returned to your living unit.

E. Contraband

Items considered contraband include, but are not limited to: Any item in violation of WAC 137-28; property of another offender; property not authorized or not included on offender's personal property inventory list; any cash or other negotiable items; non-issued electronic devices to include cell phones; any flammable materials that might be used to disguise illegal activities or to start a fire; candles, cigarette lighters, or matches; state property not issued to you; any item altered from its original state or that is being misused; medicine or drugs not issued to you by the Health Services Unit or prescribed by health services staff, with the exception of over-the-counter medication available from the Offender Store; any expired medication; authorized food items in excess of allowable storage space in cell; pressurized containers of any kind; any identification not issued to you; tobacco products; any drawings or pictures of any security devices (i.e., locks, electronics, grounds/buildings); and/or sexually explicit pictures or subject matter.

F. Unauthorized Areas

The following areas are considered out-of-bounds and will be treated as such:

- Within 10 feet of the perimeter fence;
- Any work/program/activity area other than as assigned or scheduled for you;
- The courtyard area in front of any living unit unless you are assigned to that living unit;
- Any other area designated by staff, or outlined in SCCC Operational Memorandums; and/or
- Within 10 feet of staff windows facing into secure area.

III. PRISON LIFE

A. Cell Standards

1. Daily Cell Inspections: Offenders must be out of their bunks by 8:00 a.m. (with the exception of graveyard porters who must post a note in their windows that they are graveyard porters and when medically laid in). Living unit staff will conduct daily room inspections at approximately 9:00 a.m. Monday through Friday, except on holidays. You may be ordered to move to the dayroom, or other neutral areas, during a cell search. Results of the inspection will be documented on the Daily Cell Inspection sheet and posted in each Living Unit dayroom.
2. Bedding: Beds are to be made when not in use. Blankets and sheets are to be tucked under the mattress. You may lay on top of your made bunk with one blanket to be used for cover. When you are not on the bunk, the blanket is to be folded at the foot of the bed. Nothing will be placed on unused beds.
3. General Cleanliness and Environment:

The noise level shall not be heard from outside of your cell. Voices must be kept at a conversational level. You will comply with staff directions and instruction. To support the environment of the living unit, the following rules regarding noise will apply: Dayroom game hours will be from 8:00 a.m. to 8:55 p.m. Calling or shouting across or between tiers/levels is not allowed. Headphones must be used with radios/cassette(s), musical keyboards, and other electrical instruments.

The living unit bulletin board contains information of importance to you such as activity schedules, the daily call-out sheet, and notices of special events. Postings will be in English and Spanish. You are required to be familiar with all items posted on the bulletin board and checking the daily call-out sheet prior to 8:00 a.m. each day.

Offender rooms, including floor, toilet, sink, mirror and shelving will be maintained in a clean and orderly manner at all times.

Broom, dustpan, mop and bucket/ringer will be made available and will be accessible to offenders for cleaning between 7:00 a.m. and 10:00 a.m.; and again from 7:00 p.m. and 8:50 p.m. every day. Cleaning solutions in spray bottles will be available in each bathroom stall.

Clothing and personal property will not be hung on the bed frames which would prevent staff from viewing the beds, with the exception of towels, which may be hung over the rail at the foot of the bed for drying. If officers are required to stop during count and ask you to move anything to make you "visible and identifiable," you may be infracted as per WAC 102, 103 or 214.

All personal property and state-issued clothing will be stored on the storage shelf, desk shelves or on provided clothes hooks, hangers or in plastic storage containers. The only exceptions will be: typewriter (which may be stored on the offender's desk), radio/cassette players, cassette tapes or disks and clock. Books may be stored on the provided shelf in an orderly manner. Guitars or keyboards may be stored under the lower bed.

Offender store purchased lamps and fans may be clamped to the bed frame. Shoes shall be lined up neatly under the bed, or along the wall under the TV stand.

Soiled laundry may be stored in a laundry bag and hung from a clothes hook.

Nothing is to be hung from the cell light switch. The light switches will NOT be taped in the "on" or "off" position.

All lights and air vents are to be kept clean and unobstructed at all times.

Plastic storage containers will be stored under the lower bunk.

Two personal televisions will be authorized in each room and must be on the TV stand, desk, tote, or fixed to the mounting plate on your bunk. Appropriate connection devices will be used. Cell furnishings and fixtures will not be tampered with or altered and windows will not be covered.

Consumable items must be kept in their original containers. Empty containers must be disposed of immediately and may not be used for any other purpose.

Cell doors must be closed and locked at all times except for cleaning, exiting, or entering.

You will not visit other cells or tiers.

Overhead lights must be off from 11:45 p.m. until 5:30 a.m. (allowances will be made for early morning workers).

Only the issued waste receptacle (trashcan) may be used to collect trash.

Radios, lamps, or any other electrical appliances will not have anything covering them except a manufacturer's authorized cover.

All electrical appliances must be turned off when you leave your cell.

A copy of all current Health Status Reports (HSR) and special diet information will be posted on the inside of the cell door underneath the window in a clear and unobstructed manner.

4. Cell Decorations - Sexually explicit, nude, ethnically offensive, or gang related material will NOT be displayed.

Drawing on, marking on, or defacing the walls, desk, chairs, or any other state property is prohibited.

Pictures may only be displayed on the designated bulletin board.

#### B. Call Out

Call-out sheets will be posted on the bulletin boards of your living unit. You are responsible for reviewing these sheets daily and being at your scheduled call-out. Failure to attend a scheduled call out may result in an infraction. If you are unable to attend your scheduled call-out, you should inform your supervisor or a unit officer. Appointments not on the call-out sheets will be announced on the PA system. Regular weekly scheduled activities such as work, school, gym, and chapel, will be scheduled to coincide with the movement periods. All offenders newly arriving to SCCC will be required to attend facility orientation. You will be placed on the callout to attend. If you fail to attend, you will be infraacted.

Acceptable Call Out attire for ALL T Building callouts: No sweatshirts will be allowed in T Building; proper attire will consist of a khaki long sleeve or short sleeve shirt which will be worn tucked in and buttoned up; khaki pants; and, no layering. All clothing will be clean, presentable and fit properly.

#### C. Cell Key

Upon arrival to the living unit, you will sign a Key Agreement. You will also fill out and sign DOC 06-075 Offender Request to Transfer Funds for the cost of a key replacement. The DOC 06-075 Offender Request to Transfer Funds will be retained in your unit file. You must keep the issued key to your room in your possession at all times. Retaining your key is a part of offender programming. You must not leave the key in the lock or allow another offender to use or borrow it. One string may be attached that does not exceed 12 inches and will not be braided or altered. Issued keys will be surrendered whenever directed by staff. In the case of loss or damage to an issued key, the cost of replacement will be collected from your account in accordance with DOC 200.000 Trust Accounts for Offenders. The cost of key replacement is non-refundable. In the event you lock yourself out of your room, you may request staff to open the door. Staff will unlock your room at the next regular room check or sooner if workload permits. It is your responsibility to return your key to the Unit Officer upon your departure. If you fail to do this, you will be charged a replacement fee for the key.

#### D. Day Rooms

You are to remain in your assigned pod, except as authorized for appointments and job duties, or unless instructed to move to another pod by unit staff.

Telephones installed in the dayrooms for your use may be used during dayroom open times and during extended times in the Minimum Custody Living Units. At the officer's discretion, a phone list may be implemented. Regular offender phones will be monitored and recorded. You will not share telephones/calls. All of your calls will be placed collect to the outside party. The phone stools are for telephone use only. Two (one per pod) telephones per living unit will be designated for unmonitored attorney calls.

Items not allowed in Day Room: Personal musical instruments, cassette players, or radios. Absolutely no in cell hobby craft items are allowed.

Personal reading and writing material, games, and MP3 players are allowed in the Dayroom.

No paper or trash of any kind is to be thrown on the floor of the Dayroom.

There will be no sitting on the tabletops. Chairs/tables will not be used as footrests or for sleeping. Tables will be occupied by a maximum of 4 offenders. No loitering or congregating around occupied tables, stairways or any other designated area.

Feet shall not be placed on or over any dayroom railings or furniture. Do not kick doors.

If medical staffs have issued an HSR stating that feet need to be elevated for medical reasons, this must be done in your cell.

If your conduct interferes with the orderly operation of the dayroom, the Unit Officer may terminate your dayroom privileges for the remainder of that period. The areas outside the yellow lines are considered "no loitering," which includes areas in front of cells and behind the officer station. You are authorized to use the offender phones and the microwave, which are located in the "no loitering" zone.

There will be no food consumed in the dayroom.

Offenders cannot bring food back to the unit from Mainline unless it is issued for dietary purposes.

Offenders will remain outside of the areas marked with a red line unless directed otherwise by a staff.

#### E. Dress and Hygiene

Showers may be limited to 10 minutes when others are waiting. You are to use the showers closest to your assigned room. For hygiene reasons, you are to wear shower slippers in the shower.

The clothes you wear must be appropriate for the activity you are engaged in and the weather conditions. Layered clothing (i.e., 2 pairs of pants, 2 jackets, etc.) is prohibited. This does not preclude an offender from wearing T-shirt, an outer shirt and/or jacket during appropriate weather conditions. You are expected to dress in accordance with the posted operational rules for the area in which you are present.

All clothing will be clean, presentable, and fit properly. All shirts will be worn tucked in, excluding sweatshirts and sweaters. You must be fully clothed whenever outside of your cell. Shirts must cover your stomach and armpits.

Pants/trousers and shorts will be worn at waist level. State issue pants will be sized so they cannot be pulled over the hips when worn without a belt. Sagging pants/trousers or shorts will NOT be allowed. "Sagging" means any pants worn several sizes too big and worn noticeably below waist level.

Bare feet or flip flops without socks is prohibited. You are only allowed to wear shower shoes to and from the shower area without socks.

#### F. Prohibited Actions

The following are prohibited actions at SCCC, but not limited to:

1. Climbing, sitting on, or tampering with fences, railings, walls, or any structure in the facility.
2. Possession of SCCC or DOC stationary/letterhead.
3. The taking of personal property to or from a work or program assignment with the following exceptions:
  - See through plastic containers to the yard with beverage and/or ice must be returned empty prior to leaving yard.
  - Plastic beverage cup to a program assignment past HUB (U, V Bldg.). Cups will remain in the HUB area and will not be returned to the unit except upon completion/termination of the program.
  - Education materials to/from the program area.
  - Folders are allowed in Law Library, no metal binders or fasteners will be allowed.

- Any medications, except those approved as KOP during programming hours (Nitroglycerin and Albuterol).
  - Other exceptions as authorized by the CPM/Captain.
4. Offender food or beverages in education, vocational or work program areas.
  5. Running, except in a life threatening emergency, when directed by staff, while participating in a sanctioned sporting event, or on the running track.
  6. Unauthorized meetings.
  7. Feeding or handling of birds, raccoons, cats, or other wildlife.
  8. Expectorating (spitting) except in an authorized lavatory receptacle.

Any offender initiating a phone call is responsible for the phone the call is being made on, and will not share that phone call with other offenders. Any telephone left unattended will be subject to being hung up by unit staff.

Horseplay is not allowed anywhere in this facility. This includes the use of martial arts of any form. Martial arts may include, but are not limited to: Karate, Tae Wan Do, Judo, Kick Boxing, Kung Fu, Kendo and any other variations, as deemed by staff.

Disrespectful, intimidating, contemptuous, abusive language or behavior towards staff or other offenders will result in an infraction.

Offenders will not seek favors from staff. Offenders will not have the authority, responsibility or control of any kind over other offender.

All offenders are required to follow verbal directives from staff at all times.

#### G. Counselor Access

Counselors will have hours posted for their open door times. You must submit DOC 21-473 Offender's Kite to your Counselor for an appointment other than open door hours. For an emergency appointment, contact your Unit Officer. The Officer will contact your Unit Sergeant, Counselor or Correctional Unit Supervisor. You must be dressed appropriately when entering any staff member's office.

#### H. In-House Bed Moves

You are eligible for a room change after your first 90 days at SCCC. Cell moves can be requested every 6 months. Eligibility for cell changes will be based upon the offender remaining major infraction free for 90 days and PREA compatibility. An in-house cell move request form must be completed by the offender indicating his current cell/bed assignment and vacant cell/bed to which he is requesting to move. This form will then be forwarded to the Unit Sergeant for determination of eligibility. Priority will be given in order to accommodate offenders with HSR's or for facility needs, if and when they become necessary. The CUS may authorize any moves at his/her discretion. Once a move has occurred, BOTH offenders are locked into the move for 6 months.

#### I. Property – *DOC/SCCC 440.000 Personal Property for Offenders*

All personal property must be on your property list. Property limits are shown on the Maximum Allowable Personal Property Matrix (MAPPM) - Men's Facilities. The limits are based on the custody level of the facility, not the individual offender. SCCC is a medium custody facility. You are responsible to secure your own property.

In the event that you are discovered to have loaned an item of your property to another offender; or if another offender is discovered in possession of your personal property, this property will be confiscated and held pending final disposition of outcome.

Authorized headgear must be worn in accordance with policy and will be worn in a manner consistent with the style of headgear. No headgear, other than approved religious headgear, is allowed to be worn in the dayroom. Hats with bills (i.e., baseball caps) will be worn in a manner that does not cover your eyebrows. There is no altering of state issued hats. Sunglasses will not be worn inside buildings except when medically prescribed for indoor use. Sunglasses must be non-reflective.

The following types of property are prohibited:

- Negotiable items such as loose stamps, coupons, trading cards, collectibles, etc.; personal stationary, blank Department of Corrections, state letterhead or SCCC letterhead.
- All clothing items, except baseball caps and clear raingear purchased from Offender Store.
- Women's clothing, make-up, hairpieces, hair dyes or any other types of dyes.

Any items found in your possession that are not listed on the property form, that are distorted or have altered markings, or that are substantially modified from the manufacturer's original configurations will be considered contraband and disposed of per the Disposition section of DOC 440.000 Personal Property for Offenders .

You will be allowed to dispose of your own excess, unauthorized or personal property by shipping it to a non-incarcerated person at your own expense, or destroying or donating it to a charity. You will sign DOC 21-139 Property Disposition to identify the type of disposition and/or the name and address of a person designated to receive your unauthorized property. You will have 90 days to accomplish this disposition before property will be destroyed.

J. Clothing/Linen – *DOC/SCCC 440.050 State Issued Clothing/Linen*

Upon your arrival to SCCC, state issued clothing, bedding, supplies and linens will be issued to you. You will be held accountable for lost, damaged, missing or excessive items. Issued clothing will be clean, presentable, and fit correctly. If you are infraacted for sagging or it has been documented more than once, the clothing will be taken and replaced with a different set of clothing that fits appropriately. Items can be sent to the Laundry for repair. You will be issued appropriate clothing, and equipment, depending on the climate and work detail. It is your responsibility to keep track of your state issued clothing. Do not loan, trade, make alterations or destroy any item. You will have to pay to replace these items, even if stolen. Damaging, altering, or losing clothing will result in disciplinary action.

You will be issued:

3 Khaki Pants	6 White Under Briefs	1 Khaki Nylon Belt	Sweat Pants
1 Khaki Coat	6 White Undershirts	1 pair Tan Shower Shoes	
1 Khaki Long Sleeve Shirt	6 White Tube Socks	1 Laundry Bag	
2 Khaki Short Sleeve Shirts	1 Khaki Watch Cap	1 Pair L.S.I. Shoes	

Linens – Property staff will issue 2 sheets and 1 pillow case. Living Unit staff will issue the following: 1 pillow, 1 mattress, and 2 blankets. (Note: Sheets and pillow cases must be turned in to be laundered once a week.) Blankets are to be turned in once a month.

Clothing Exchange – ITEMS MUST BE WORN OUT or NO LONGER FIT and be verified by a Unit Sergeant. All clothing must be washed before it will be exchanged. Dirty laundry will not be accepted. Clothing that is only stained will not be exchanged. Clothing exchange will normally be on Tuesdays, Wednesdays, and Thursdays. The clothing exchange sign-up sheet is posted in your unit. A call-out list will be issued and you will be notified of the date and time you are scheduled for clothing exchange.

You may sign up for clothing exchange according to Time Lines: **ONE TIME PER 9 MONTH PERIOD – MUST BE UNSERVICEABLE:** T-Shirts, briefs, socks, towels /face cloths; **ONE TIME PER 12 MONTH PERIOD – MUST BE UNSERVICEABLE:** Shirts, Pants, Belts, Laundry bags, and boots.

Coats and tennis shoes will be exchanged on an as needed basis. You must return your old pair of tennis shoes in order to get a new pair. Do not throw away any used clothing.

When you leave SCCC, all state issued clothing must be returned to Clothing Exchange the day before you leave, except for the clothing you are wearing and a change of clothes for the next day. If you do not turn in your state clothing, you will be charged for those items not accounted for. Please refer to DOC/SCCC 440.000 Personal Property for Offenders and DOC/SCCC 440.050 State Issued Clothing/Linen.

Personal Clothing – Offenders are no longer authorized to receive personal clothing from outside sources. Any clothing items received via package will be returned at offender expense or otherwise disposed as authorized by policy. Offenders at all facilities are authorized to continue to retain and order personal shoes as defined in the personal property matrix. Offenders at all facilities are authorized to purchase and retain a baseball style cap and plastic raincoat only through the offender store. Offenders within 30 days of release are authorized to receive via quarterly package/order through vendor package, one set of personal clothes to be worn on day of release only. Any personal clothing other than that authorized by policy will be considered contraband and handled in accordance with policy.

#### IV. OFFENDER SERVICES AND PROGRAMS

##### A. Food Services Department

Once you have entered the dining hall, this is your opportunity to eat. All offenders' identification cards will be scanned at all meals. If you are directed to leave for failure to follow rules or behavior prior to eating or finishing your meal, you will not be provided a second meal or opportunity to eat during that mainline. With the exception of HS sacks and pre-authorized religious fast meal, no food will be removed from the dining hall. If you are unhappy with the appearance or size of your meal you may address your concerns with the AC Cook in the dining room.

1. Medical Diets, Religious Diets and supplemental snacks will go to the second window for their trays. If a medical diet is approved, then a HSR will be issued.
  - a. Special Diets: If you require a special diet, you will move to mainline with your Unit. Sack meals and health snacks need to be consumed within 24 hours of issue or will be considered contraband. Store purchases may also be monitored for compliance with your medical diet.
  - b. Religious Diets – *DOC/SCCC 560.200 Religious Programs*: If you need a religious diet, send DOC 21-473 Offender's Kite to the SCCC Chaplain - T Building, requesting DOC 20-428 Religious Diet Request.
2. Mainline meals will occur 3 times a day at these approximate times: Breakfast – 7:00 a.m., Lunch – 11:30 a.m., Dinner – 4:00 p.m. You will be called to mainline with your pod by unit staff.
3. Row Seating will occur during mainline. During mainline, one row of tables will be open for seating at a time. A row must be filled to 80% capacity before the next row is opened. When entering the dining hall you will proceed directly to the serving line. After receiving your tray, you will be required to sit at the next available seat in the open row.
4. Dining Hall dress standards allows for T-shirts, pants and sweatshirts with sleeves. Clothes must be clean, with no holes, tears or rips. Clothing not allowed are: Sweatpants, hats, stocking caps, sleeveless shirts, shower shoes or sandals, shorts of any kind, sunglasses (unless medically prescribed). Work boots are not allowed for offenders not working in the Dining Hall, with the exception of offenders called for Work Line.



## B. Visiting Program

Visit days and times are Fridays through Mondays, 11:00 a.m. to 8:00 p.m. Processing will begin at 11:00 a.m. and visitors will be taken to the visiting room at 11:30 a.m. Processing of visitors will continue until 3:00 p.m., and will resume at 4:45 p.m., or when formal count clears, and will end at 7:00 p.m. Visitors and offenders will be allowed to remain in the visit room the entire visit period. If the visitor should choose to leave for any reason, the visit will be ended for the day. Should the visit room become filled to maximum capacity, SCCC will implement its "First-in, First-out" policy of visitor rotation after count clears, except for Family Fun Nights.

Visitors should arrive on SCCC grounds no sooner than 15 minutes prior to the start of the visiting period (10:45 a.m. and 4:45 p.m.). Offenders may check their visitor list via the kiosk in the living units. It is the offender's responsibility to notify visitor of approval on the visiting list.

1. Vending Machines. Vending machine area is for visitors only. All items bought from the vending machines must be opened up completely at the table (i.e., potato chip bags opened and the contents on a napkin). During visitation, Debitex cards may be used for vending machine purchases by *visitors only*. Debitex are purchased for \$1.00 and can have a total of \$40.00 added to the card. Visitors are reminded to take all Debitex cards with them when they leave.
  - a. Visitors cannot buy food for anybody but the offender they are there to visit and themselves. No food will be passed to another table. Offender cannot take any food back to their cells. Visitors may leave with the items they purchased from the vending machines.
2. Children must be under direct supervision and within sight of the visiting parent or guardian at all times, including children using the restroom. Offenders may supervise their visiting children while the adult visitor uses the restroom. Visits may become emotional at times. If this happens, staff will check in with you and are available to assist as needed.
3. The offender porter station (to the left of the officer's station) has games, cards, books, etc., to check out during your time in the visit room. Please wait for an offender porter to check those items out to your visitor. Please put away all items used during visits (i.e., games, books, toys). Please throw trash and recyclables in provided containers at the end of your visit.
4. Offenders will be called over the speaker system to use the restroom. The times are every hour starting at 12:30 p.m., 1:30 p.m., 2:30 p.m., 3:30 p.m., 4:30 p.m., 5:30 p.m., and 6:30 p.m. These are all approximate times and will depend on officer availability. There is no 7:00 p.m. restroom break for offenders.
5. Offenders are to wear their ID's at all times with exceptions to offenders playing with their children in the play area and when taking pictures.
6. Stafford Creek has a daily count at 4:05 p.m., visitors wanting to leave before 5:00 p.m. must exit visiting by 3:00 p.m.
7. When concluding a visit:
  - a. Please remove all trash from the table prior to leaving.
  - b. Conduct all goodbyes at the table that you were assigned.
  - c. *Offenders are not allowed to walk their visitor(s) to the door.* Offenders are not allowed to cross the yellow line by the officer's station.
8. Please see the guidebook on the table for additional rules stated in your statewide handbook and how pictures work in the visit room.

### C. Offender Store

Each living unit will be assigned offender store days, which will be posted on the living unit bulletin board.

1. To submit an order, place the completed Store Order form in your unit pod's store box before the 9:00 p.m. count the day after your unit receives store. Orders submitted after this time will be considered late, denied and sent back to the offender.
  - a. Use only black or blue ink, or pencil. You must print your last/first name on the Store Order form and fill it out completely or the order will be rejected.
  - b. The maximum order is \$80.00 for all units.
  - c. Edible store items must be consumed or discarded within 30 days.
  - d. Keep your receipts until your store items are gone. Items may be confiscated if you cannot prove they belong to you.
  - e. Personal Hygiene: You will not have more than 3 of any like items at one time (i.e., toothpaste, deodorant, etc.).
2. Credits will be provided when there is a change in your custody level or housing assignment that affects your store privileges. Unused photo stamps will not be credited.
3. Rejections will occur for any of the following reasons:
  - a. A scan error by the Offender Store;
  - b. Assignment to IMU/Segregation;
  - c. Assignment to hospital/infirmery for a short stay (if you are in the hospital/infirmery for a long period of time, see the Infirmery Officer); and
  - d. Use any kind of highlighter on order form.
4. If you do not pick up your store on the delivery day in your unit, your order may be returned. If you have a valid reason for not being present for store delivery, an exception may be granted. Check with your Unit Sergeant for verification of your unit's procedure.
5. Staff working in Offender Store will bag orders, charge your account in TAS and then distribute the orders to your Unit. When store items are delivered, you will receive a copy of your sales receipt. You must also sign and print your name on the store receipt to be taken or sent back to the Offender Store. By signing the receipt, it not only proves you received your store items, it also verifies the dollar amount that was taken from your account.
6. Property items will be delivered to the Property Room Sergeant where they will be added to your property list. At this time, if required, the items will be marked with your last name and DOC number. You will then be called out to pick up these items.

### D. Recreation

Photos are taken on a periodic basis in Recreation. The dates and times for photo taking opportunities will be posted in your living unit. To get a photo, you must have a store receipt with a photo stamp and your name and DOC number. Altered stamps or store receipts will be confiscated and you will be infraacted. One offender per photo. Complete photo guidelines can be found in the Recreation Department.

1. In order to participate in the "fee-based" Weight or Hobby Programs, you must fill out DOC 06-075 Offender Request to Transfer Funds and pay \$7.00 PER activity/PER quarter. You can only pay for one quarter at a time. Participation in the fee-based programs may depend on your custody level, housing assignment, infraction history and space availability. You must be pre-approved for the Hobby Program.

You will receive a sticker to identify whether or not you have paid your fee. Only one sticker will be issued to you per quarter. Lost or stolen stickers will not be replaced.

2. In-cell music and hobby crafts permits are available at no cost. In-cell hobby projects/materials are to remain in your cell at all times and must be mailed out upon completion. To obtain a permit, send a kite to the Recreation Department.
3. The 9:00 a.m. gym is available to offenders with significant mobility disabilities. In order to participate, you must be approved by the Recreation Manager.
4. All activities will be posted in the gym and the living units.
5. Appropriate athletic attire will be worn at all times. At no time will shorts, sweats or pants hang below your waist. Shirts must be worn in the gym.
6. Appropriate shoes must be worn at all times in both the gym and the yard. No sandals, flip-flop type footwear or state issued work boots will be worn to the gym or yard.
7. Unsportsmanlike conduct will not be tolerated. You will respect the equipment and the rights of other people to participate in the program.

E. Barbershop

The Barber Shop is located in the Recreation Department. You are allowed the following barber shop services: Haircut – One every 30 days; Shave – One every 15 days. Braid – One every 7 days. There must be at least 15 days in between all haircut and shave appointments.

To schedule a braid, shave, or haircut, you must use the Barber Shop sign-up sheets that are available in your Living Unit. Barber Shop appointments do not supersede mandatory programming. All appointments are scheduled at 9:00 a.m. or during your Living Unit's gym time. It is your responsibility to remember the date and time of your appointment. If you sign up for an appointment and do not show up, you must sign up again. No shows will count as an appointment. Haircuts are not allowed in the Living Units. This includes braiding or grooming of another offenders hair (i.e., greasing of another's hair). Head coverings such as "doo rags"/conditioner hats may be worn to/from the bathroom only. Specialty/unusual cuts/shaves are not allowed (i.e., Mohawks, lines, names, letters, hair patches, uneven shaves etc.). The barbers are allowed 20-30 minutes for each haircut. If the haircut takes longer than 30 minutes, you may be asked to leave with an unfinished cut. For health reasons, all offenders must have freshly washed hair.

F. Religion – *DOC and SCCC 560.200 Religious Programs*

1. SCCC provides religious opportunity for offenders to believe, express and exercise the religion of their choice. Following is a list of some of the religions practiced at SCCC:
  - a. Asatru,
  - b. Buddhism,
  - c. Christian (Interdenominational, Non-denominational, Protestant)
  - d. Global Church of God,
  - e. Hinduism,
  - f. International Society of Krishna Consciousness (ISKCON),
  - g. Islam,
  - h. Jehovah's Witness,
  - i. Judaism,
  - j. Moorish Science,
  - k. Nation of Islam,

- l. Native American,
  - m. Native American Church,
  - n. Rastafarian,
  - o. Roman Catholic,
  - p. Seventh Day Adventist,
  - q. Seventh Day Church of God (formerly World Wide Church of God),
  - r. Sikh,
  - s. The Church of Christ,
  - t. Scientists,
  - u. The Church of Jesus Christ of Latter Day Saints,
  - v. Unity School of Christianity,
  - w. Wicca.
2. The "Weekly Religious Program Activities Calendar" lists the weekly religious programs offered at SCCC. The Religious calendar is posted on the unit bulletin boards weekly.
  3. Offenders are required to request being excused from education or work to attend their primary religious service. This is only if the offender has not attended any other religious program in the same week.
  4. No organized group activities are to take place in the unit dayrooms. Religious group meetings are prescheduled and identified on the "Weekly Religious Program Activities Calendar" posted in the units.
  5. Offenders may study their religious reading materials and discuss their religion in the units with no more than 4 to a table. There will be no discussions made from one table to another. No singing, chanting, meditating or loud discussions will be permitted.
  6. Religious mail is reviewed and issued per applicable DOC Policies and Operational Memorandums.
  7. Religious property will be inventoried and issued pursuant to DOC/SCCC 560.200 Religious Programs.
    - a. All allowable individual religious items according to DOC 560.200 Religious Programs Attachment 1, in possession of the offender must be recorded on DOC 05-062 Record of Offender Property and signed by the Chaplain and offender. The offender is required to keep a copy of the form at all times.
    - b. All allowable individual religious items, which require special handling outlined in DOC 420.320 Searches of Facilities, are to be kept in the Religious items box at all times.
    - c. You must read the callouts posted in the unit dayroom for the date, time, and place for the schedule of inventory/issue of religious property.
  8. Smudging
    - a. Smudging pads are out of bounds unless authorized.
    - b. These sites are intended for the individual religious use of smoke producing substances only. They are not for any other individual activity or group prayer.
    - c. You may not move more than 6 feet away from the concrete site.
    - d. You may stand, kneel or sit in an upright position. Reclining or lying down (face up, face down or on your side) is not allowed.
    - e. Only 2 matches will be issued at the time of smudging.

9. Religious Programming Attire:

- a. A khaki long sleeve or short sleeve shirt which will be worn during all religious programming. They are to be tucked in and buttoned up.
- b. Religious prayer attire and/or religious ceremonial attire can be worn from the unit to the place of meeting and back.
- c. Religious headgear, such as Kufi, Kippah or Turbans, is permitted at all times.
- d. T-shirts and sweat pants are permitted for ORPA and gym drumming and dancing sessions.
- e. No layering allowed.
- f. All clothing will be clean, presentable and fit properly.
- g. Religious attire can be searched at any time.

G. Mail – *DOC/SCCC 450.100 Mail for Offenders*

Incoming mail must have a return address including an identifiable first and last name.

Mail that is unauthorized/not allow is as follows, but not limited to:

- Mail containing photos where the non-photo side is or can be separated (Polaroid's), or multiple copies of the same photo or document.
- Mail with lipstick, perfume, excessive crayon, markers or other foreign substances.
- Mail containing blank greeting cards or postcards, cards, posters, and calendars that are padded, laminated/layered, musical, and/or exceed the storage dimensions noted in Personal Property for Offenders are not allowed.
- Mail containing another offender's correspondence or items such as stickers, labels and stamps are not allowed in or on incoming letters. Address labels on the outer envelope is ok.
- Letters in code are not allowed.

Money orders must be filled out completely.

Outgoing greeting cards – up to 10 cards are allowed on one Postage Transfer.

Publications must come from a vendor and must be pre-paid.

Letters written in a foreign language may be delayed.

Offender to Offender mail must be authorized prior to receipt.

Indigent offenders will be allowed postage equivalent to 5 first class envelopes per week.

Offenders may appeal mail rejections. *SCCC 450.100 Mail for Offenders* specifies specific timeframes for submitting appeals and the process for submitting an appeal. The offender is required to notify the mailroom of appeals. Failure to do so, or exceeding timeframes will result in the disposal of the rejected mail. Once timeframes have been completed as per policy, the rejected mail will be disposed.

H. JPay eMessaging System

Electronic mail is available through JPay. You should wait at least one working day after transfer before checking your email. Your account may be frozen if you log in before the system knows that you have transferred.

JPay letters are processed during normal working hours Monday through Friday excluding holidays or non-working days for the mailroom staff.

I. Employment Opportunities

You need to contact your Counselor and be placed on a minimum of 3 job waiting lists. The exception to this is the Food Service Department; you may send a kite directly to the Job Coordinator requesting to work in this department. Hiring is based upon seniority date (date you get on referral list at SCCC) with the exception of Correctional Industries (CI) positions. Hiring within CI is based primarily on the job interview. Offender interviews are done by the date you get on the job referral list. There is also a skills component for some jobs and preference may be given to individuals who possess skills needed by CI. See DOC/SCCC 710.400 Correctional Industries Class II Employment for additional information.

If you have any specialized skills or journeyman status, advise your Counselor so it may be documented. Work Crew Supervisors will contact the Job Coordinator when a job becomes available. If there is a special job opportunity opening, the announcement will be posted in the units with instructions on how to apply. There are currently 4 Class II operations here at SCCC. These operations are voluntary employment positions. See your Counselor if interested in applying.

J. Education – *DOC/SCCC 500.000 Educational and Vocational Programs for Offenders*

Any offender with a grade level score for basic skills less than 9th grade will be referred to the education program. If you have not obtained a high school diploma or GED certificate, you will participate in an education program that addresses needs identified during the classification process.

DOC has contracted with the State Board for Community and Technical Colleges and Grays Harbor College to provide education services at SCCC. Courses and programs that will be offered include: Adult Basic Education/General Education Diploma, Bookkeeping, Building Maintenance, Computer Basics, Modern Drywall Technology, Roofing and Siding, Stress Anger Management, Technical Design/CNC Machining, Welding Technology, and vocational support classes: Human Relations, Vocational Mathematics, and Vocational Writing.

Contact your Counselor to request a referral. Openings are filled as they occur, by priority, and from the waiting list. Watch the callout daily for your name. You can only be withdrawn from class with agreement from your Counselor and Education Dean.

- A referral moves with you from facility to facility. Placement is based on the Referral Guide for Offenders which considers Risk/Need Levels; early release date; age of offender; skill level of offender and other criteria.
- At this time Grays Harbor College does not offer College Level or correspondence courses. Correspondence courses are available from other accredited educational institutions. If you wish to take a correspondence course, contact your Counselor for the appropriate form. If approved, a representative from the Education Department will contact you.

Acceptable Educational Programming attire will consist of: A khaki long sleeve or short sleeve shirt which will be worn during all programming and be tucked in and buttoned up; khaki pants; and, no layering. All clothing will be clean, presentable and fit properly.

V. **HEALTH SERVICES**

A. Medications

All medications come from the DOC off-site pharmacy at Washington Corrections Center. *A new prescription can take up to 72 hours to receive excluding weekends and holidays.*

1. For medications that are to be refilled, refill slips are found attached to the medication, the medication cards or as a removable sticker on the prescription label.

- a. You are to remove the refill slip from the medication, the medication card or the prescription label and place it on an index card that will be available in your unit.
- b. Then place the index card in the Medication Refill Box located outside the front entrance to the Dining Halls.
- c. If you lose your refill slip, write your refill medications by RX number and names of medication on an index card and place it in the Medication Refill Box. You must bring your empty medication bottle/container (other than bubble packs) to pill line before a new supply is issued.

B. Keep on Person (KOP) Line and Pill Line Only (PLN) Line

- 1. KOP is where you receive your new and refillable issued medications, located OUTSIDE of R Building. The KOP Line runs Mondays through Fridays, *excluding holidays*, hourly starting at 7:00 a.m. by designated Living Unit call out times.
  - a. KOP Work Lines ONLY will start at 6:00 p.m. *after mainline* – Mondays through Fridays, *excluding holidays*.
- 2. PLN Line is for non-issued medications and is located OUTSIDE of R Building at both windows. PLN line times are as follows, however, these times may vary, or be changed, due to facility or Health Services needs at the discretion of the Health Services Manager/designee:

7:00 a.m. – 8:45 a.m.	7:00 p.m. – 8:15p.m.
11:15 a.m. – 1:00 p.m.	10:00 p.m. – 10:20 p.m. (Special Line Only)
6:00 p.m. – 6:20 p.m. (Work Line Only)	

C. Sick Call

There will be a SICK CALL sign-up sheet posted in every unit and in every pod. Each Pod sheet will be 2 slots available, 4 slots per unit, per day. Please sign up on this sheet and keep all sick call appointment requests. Sick Call visits will incur a \$4.00 co-pay charge

Sick Call will be conducted Mondays through Fridays, *excluding holidays*, as follows:

H1 and H2 Units	8:00 a.m. – 9:00 a.m.
H3 and H5 Units	9:00 a.m. – 10:00 a.m.
H4, H6 and G Units	10:00 a.m. – 11:00 a.m.

**NOTE:** Chronic Care and follow up appointments will be scheduled in the afternoons between 1:00 p.m. and 4:00 p.m. Please Kite your provider for date of chronic care follow up.

Examples of Sick Call and Chronic Care Issues:

Sudden onset health issues are seen at Sick Call. Some examples:	Some examples of Chronic Care:
<ul style="list-style-type: none"> <li>a. Vomiting and diarrhea lasting longer than 24 hours</li> <li>b. Fever lasting longer than 24 hours</li> <li>c. Infections</li> <li>d. Rashes</li> <li>e. Bleeding cuts</li> <li>f. Burns</li> <li>g. Insect or human bites</li> </ul>	<ul style="list-style-type: none"> <li>a. Diabetes</li> <li>b. High blood pressure</li> <li>c. Asthma</li> <li>d. Emphysema</li> <li>e. Heart problems</li> </ul>

D. Dental

If you are experiencing dental issues or pain, please sign up for *Dental Sick Call* on the Dental Sick Call Sign-up Sheet posted in your unit pod. Dental Sick Call times are Monday through Friday at 1:00 p.m. to 3:00 p.m., *excluding holidays*.

Scheduled Dental Treatments: Dental will prioritize and schedule all dental exams and treatments. Scheduled dental appointments will be placed on the call out between the hours of: **8:00 a.m. to 12:00 p.m. only** unless there is an emergent case or heavy caseload that runs longer. There is a \$4.00 co-pay when seen for dental sick call. There is an additional \$4.00 co-pay at the time of all scheduled visits.

#### E. Mental Health Services

Upon intake to DOC, you will receive an initial mental health screening in order to determine the presence of any mental health conditions and the need for treatment. Facility placement will include consideration of your need for further evaluation, the severity of any illness and the level of any needed mental health treatment. At any time during incarceration, you may be referred by Department staff or health care providers for further mental health screening and may receive treatment based on the severity of the disorder. You may also Kite Mental Health, using DOC 13-423 Health Services Kite to request mental health services. Some Mental Health services may incur a \$4.00 co-pay. *Priority will be given to offenders identified as Seriously Mentally Ill (SMI) and those who may be in crisis.*

1. Offenders in need of the services of a Mental Health Professional (MHP) may also require medical treatment. In order to maintain continuity of care, Medical/Psychiatric Prescriber will serve you for the remainder of your time at SCCC.
2. If you arrive at SCCC on prescribed psychiatric medication, that medication will be continued until you see a Psychiatric Provider.
3. Each unit has an assigned mental health provider that will see you the mental health needs of that unit. This provider will do an initial evaluation prior to your seeing the psychiatric provider.
4. Your mental health code may be changed if Mental Health services are no longer needed, and the Chief Psychologist is in agreement.
5. The Mental Health clinic is open by appointment. Please Kite if you wish to be seen. If you are experiencing suicidal or homicidal thoughts or feelings, or a psychotic condition is worsening, notify your Pod Officer so a MHP can be notified.
6. Mental Health services include screening and assessment, evaluation, staff consultations, medications (voluntary and involuntary), counseling, brief therapy, suicide prevention, unit crisis stabilization, transitional, acute and outpatient care.
7. Residential Mental Health Services are provided at other facilities. If this is needed an appropriate transfer will be arranged.

## VI. RESOLVING CONCERNS

#### A. Grievance Process

Grievance forms and Grievance Boxes are located in each unit. Fill out the grievance form then place it in the Living Unit's Grievance Box. Grievances will be picked up on average, twice weekly by an authorized representative of the Grievance Office. Only staff who are affiliated with the Grievance Office possess keys to the Grievance Boxes for the reason of maintaining confidentiality. Grievances and Kites to the Grievance Office should be placed in Grievance Boxes.



Emergency Grievances are complaints that involve a potentially serious threat to the life or health of an offender or staff member, or that involves a potential threat to the orderly operation of a facility and its resolution would be too late if handled through routine administrative or grievance channels. These should be presented immediately to unit/area staff. Unit/Area staff will immediately notify the unit supervisor who will contact the Grievance Coordinator during regular duty hours or the Shift Lieutenant during non-regular hours. The Grievance Coordinator/Shift Lieutenant will determine whether it is truly an emergency grievance issue or not and take action appropriately.

Abuse of the grievance procedures may result in disciplinary action being taken against you.

The Offender Grievance Program Manual explains the grievance process in detail and can be viewed in the Law Library.

B. Law Library/Legal Access:

1. You can access the Law Library by signing up on the sign-up sheets that are posted in your Living Unit. If you need information that is not available at the SCCC Law Library, it may be obtained through inter-library loan and/or the Washington State Law Library. Please see the Law Librarian.
  - a. If you have a court-imposed deadline then you may seek emergency/priority access to the Law Library. You can do this by showing your Counselor your court documents stating that you have a court imposed deadline. Your Counselor will then e-mail the Law Librarian who will confirm your deadline with the courts. The Law Librarian will then notify your Counselor whether emergency priority access had been granted or not.
  - b. No offender may represent, attend, hear, or participate in another offender's legal matter before a legal tribunal unless called upon as a witness.
  - c. An offender cannot receive any form of favor or payment for the time, efforts, equipment, or materials used in assisting another offender.
  - d. Offenders may assist each other in preparing legal documents in the Law Library when both of their Law Library access schedules allow, unless there is a legitimate penological interest precluding such contact.
  - e. An offender voluntarily assisting another offender in legal matters may possess the other offender's legal documents/papers ONLY in the Law Library during regular Law Library hours when both offenders are present. All personal legal documents and papers must be retained by the party or parties directly involved in the legal matter.
  - f. Acceptable Law Library attire will consist of a khaki long sleeve or short sleeve shirt which will be worn during all programming. They are to be tucked in and buttoned up. All clothing will be clean, presentable and fit properly. No layering.
2. Offenders will be given the opportunity to obtain photocopies of legal pleading and exhibits being submitted to the court and opposing party in cases regarding current conviction, conditions of confinement, and/or challenges to the offender's sentence.

Photocopying will include the number of copies of legal pleadings necessary to meet court rules, one copy for the opposing party(ies), and one copy for the offender's records.

3. SCCC contracts with an Attorney to provide legal support/classes. The Attorney can be contacted by direct mail, telephone or by submitting a kite in the Law Library addressed to him/her. See the Law Library Supervisor for details.

C. Records Department

1. For Central File Reviews, please send kite or kiosk to the Records Office requesting disclosure of central file. Your name will be placed on the file review list. Reviews are scheduled in the order they are received. It is your responsibility to watch the call out daily as not showing up may result in an infraction. These reviews are all held in P Building (Education). Please do not bring anything with you to the call-out as anything you need will be provided. You may request copies during your file review and they will be provided once the cost is determined and monies received. Records does not carry a debt for copies. You must have a spendable balance in your account.
2. All Records questions are to be submitted via kite or letter to the Records Office and not to be discussed during your file review.
3. When requesting copies from Central Files (other than during a file review), send a request directly to Public Records Officer, Public Disclosure Unit, Department of Corrections, P.O. Box 41118, Olympia WA 98504. You need to be specific on your request. Public disclosure copies are \$0.20 per page, plus the cost of postage. Accounts will be checked for verification of funds. Records DOES NOT make legal copies or carry a debt for copies.
4. The Records Department provides Notary Public Service at no charge. Send kite or kiosk request to the Records Office requesting notary services. You will be placed on callout as soon as possible. This may take a few days so be mindful of your timelines.
5. There is no charge for ID replacement due to normal wear and tear. You are responsible for your own ID badge. If you lose or intentionally damage/destroy your ID, you will be required to pay \$3.00. You may request (when verified through your counselor/medical) Deaf, Hearing Impaired, Sight Impaired, or Limited English to be printed on your ID.
6. For outstanding untried felony charges: Records will assist in preparing the necessary paperwork for all outstanding untried felony charges in the State of Washington or an out of state charge within the guidelines of the Interstate Agreement on Detainers (IAD). This DOES NOT include tried felony charges or misdemeanors.
7. Records does not meet with offenders one-on-one to discuss specific sentencing concerns. Please use the kite or kiosk system and wait for your response. Please do not send multiple requests for the same issue.