



State of Washington
Department of Corrections



Washington Corrections Center
Reception Center (R1, R2, R3, R4, R5 & R6)

Supplemental Offender Handbook



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**WCC RC SUPPLEMENTAL OFFENDER HANDBOOK 2011
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2011
RECEPTION CENTER UNIT EXPECTATIONS

- All offenders must wear their nametag (ID card) at all times when out of their cell except during showers. Your ID must be worn on the upper left corner of outer clothing with the picture showing. Failure to wear your ID card in the proper manner will result in infraction 103.
- Immediately obey any order issued by a staff member.
- Immediately lock up when instructed to do so.
- Remain clear of cell doors when they are opening and closing.
- Do not place your arms, hands, legs, or feet between the cell bars or in the door. Movement of the cell doors may cause injury.
- Stand for a search when ordered to do so.
- NO SMOKING OR TOBACCO PRODUCTS are allowed.
- No Horseplay.
- Your bed is to be made each morning prior to leaving your cell.
- Clean your cell and remove trash daily.
- No food of any kind is to be taken from the dining room.
- Coveralls must be over the shoulders and zipped up.
- Shoes, socks, t-shirts and underwear must be worn.
- T-shirts may be removed while at gym or yard.
- Coveralls will not be tucked into your socks.
- Shower shoes are to be worn only for showers.
- In the dining room you are required to take the first available seat as directed by staff.
- When "trays up" is called return your tray, eating utensils & cups to the scraping area.
- Store items must be maintained in the original container.
- Do not go into any cell or on any tier that is not your own.
- Do not go past your assigned cell on your tier.
- Do not go into another unit other than your own without authorization.

- Do not go into an unauthorized area. (Laundry area, Sgt. Crew Room, etc.)
- Do not leave the unit unless you are told it is your unit yard time, gym time or are directed to a specific area by staff, have a pass or are on a callout.
- Do not alter or destroy state clothing or property.
- Do not have extra clothing or laundry (t-shirts, towels, sheets etc).
- Do not cover your cell lights.
- Do not attach pictures or posters on cell walls.
- Do not mark or write on cell walls, surfaces or tables.
- No loud talking or yelling from cell to cell or tier to tier.
- Do not rattle the bars of your cell.
- Do not throw trash out of your cell onto the tier floor or security screen.

INTRODUCTION

The purpose of this handbook is to provide you with information that will assist you throughout your stay in the Reception Center. If after reading the handbook, you have additional questions, please contact unit staff. Failure to follow the rules may result in disciplinary action. All offenders are responsible for knowing the contents of the **WCC RC Supplemental Offender Handbook** and to become familiar with its contents. The Reception Center rules and regulations will be enforced. If you fail to follow them, you may be infraacted. This handbook will not be replaced if lost or destroyed.

ALL STAFF VERBAL ORDERS HAVE THE SAME AUTHORITY AS WRITTEN ORDERS AND ARE TO BE FOLLOWED. IF YOU FAIL TO COMPLY, YOU MAY BE ISSUED AN INFRACTION.

THE MISSION STATEMENT OF WASHINGTON CORRECTIONS CENTER (WCC)

WCC, in collaboration with its community and criminal justice partners, will promote public safety by providing a safe and secure environment for staff and offenders. This is accomplished by thorough assessment, diagnostics, and classification that focus on successful transition of offenders into parent facilities and reentry into the community.

ORIENTATIONS AND ASSESSMENTS

Initial Custody Orientation will be conducted by staff in your assigned unit. This orientation is to provide you with basic information. All new commitments and readmissions will attend all orientation and assessments sessions.

Attendance is mandatory for all orientation and assessment sessions. Classification will not occur until orientation and assessments are completed. Staff will direct you to these sessions.

GENERAL FACILITY INFORMATION

AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS

- WCC is committed to making reasonable accommodations according to the needs of any disabled offender.
- Offenders who cannot climb stairs will be assigned to either the R4 or R5 Unit for initial orientation and activities, as R1, R2, and R3 require negotiating stairways for daily activities.
- Some offenders may be housed in the WCC Infirmary throughout their stay in the facility.
- Elevators are available to access the G Building Gymnasium floor and the second floor of the Education Building. Contact the officer on duty in these buildings for access to these elevators.
- The Americans with Disabilities Act Coordinator for the institution is the Health Care Manager 1. For special equipment requests, American Sign Language interpreter services, or other requests/concerns, please contact the Health Care Manager 1 either by kite or KIOSK, through medical staff, or your unit staff.

UNIT, CELL, BED CHANGES

Unit, cell, bed changes will only be made for institutional need. Contact unit staff.

COUNTS ARE MANDATORY AND CONDUCTED REGULARLY.

MOVEMENT

All movement periods will be at the direction of staff. When moving in groups, you are expected to be quiet and pay attention to staff directions. All movement is monitored closely. Return to your unit after each activity/movement.

IDENTIFICATION CARDS

You must wear your identification card (ID) in the upper left area of your chest on the outermost clothing. Your photograph must face outward so that staff can identify who you are. A color code tag may be attached to your ID card to identify your current living unit. A group letter may be attached to your ID card.

Your ID card must be worn at all times, except in the following instances:

- When you are in your assigned cell.
- When you are showering.
- When your work supervisor has authorized you to temporarily remove your ID card for safety reasons.

Do not alter or attach any stickers or other items to the front of your ID card without prior authorization from staff.

CHEMICAL DEPENDENCY TREATMENT

All offenders are screened for chemical dependency as part of the assessment process in the Reception Center. DOSA offenders who are four months from their ERD may be placed in a treatment program. The treatment program at the Reception Center is a six week group. Only DOSA offenders are placed into this treatment. All callouts are mandatory for chemical dependency classes.

DRUG TESTING

The Department of Corrections (DOC) has a zero tolerance for offender drug use. Random drug testing will be conducted at each facility. **Positive drug tests, as well as refusal to test, will result in disciplinary action. Refer to DOC 420.380 Drug/Alcohol Testing.**

EMERGENCY PROCEDURES

Follow staff instructions during an emergency. If you encounter an emergency in your cell, and staff is not in the area, yell out for assistance, or wave a white shirt, sheet, or towel out of your cell door.

END OF SENTENCE REVIEW/POST CONFINEMENT REVIEW

The End of Sentence Review Committee (ESRC) reviews offenders convicted of a sex offense, kidnapping offense and registrable offenses in accordance with RCW 72.09. ESRC also reviews offenders who are considered a high risk to re-offend due to their mental illness, developmental disability, and those who are considered an imminent threat.

EXPEDITED MEDICAL SERVICES (SHB 1290)

Through Senate House Bill 1290 offenders may be eligible to apply for medical services/assistance benefits prior to their release and if approved would receive those benefits upon release if they meet

certain criteria. If you are less than 60 days to ERD, you may get an application packet from your classification counselor.

REENTRY

Reentry begins the day you enter the Reception Center. Release processing starts at six months to ERD. You and your transition team will develop the best possible plan for release to mitigate danger to potential victims and to promote a successful reintegration.

RISK MANAGEMENT IDENTIFICATION

This is an assessment tool used to designate an offender into risk management levels. The assessment uses any and all information available to determine the most accurate risk management designation.

OFFENDER RELEASE PLAN (ORP)

This is an electronic document used to prepare your release plan. It is submitted by the classification counselor to the community corrections officer for investigation, plan development or notification. This process starts when you are six months to ERD.

FLOOR SLEEPER

You may be assigned to sleep on a mattress on the floor due to space limitations. This assignment is temporary. Staff will provide direction to you.

OFFENDER WORK

You must be medically cleared prior to being hired as a worker. All offenders are eligible to apply for work. Apply by submitting a kite or KIOSK to the unit sergeant. Failure to follow any rules or orders may result in being removed from the program assignment. If you are instructed to work, you are to do so.

LIVING UNIT RADIOS

Some units have internal radios. The radio plays a designated station and will not be changed. Special sporting events may be played on the radio, at the unit sergeant's discretion.

PASSES

Any movement other than scheduled movements will require a pass from the unit staff. Any time you are out of the unit without a pass, except for movements, you are considered to be out of bounds and subject to disciplinary action.

SEARCHES

Offender searches will consist of pat searches, strip searches, canine search, or an electronic search with a metal detector.

Cell searches are conducted on a regular basis. Unauthorized material is confiscated and infractions may be issued. You and your cell partner are both responsible for contraband found in the cell.

Cell inspections will be conducted routinely. You will be held accountable for any damages. You may be infringed and charged for any damages.

Pat and strip searches are conducted on an unscheduled basis, typically by uniform staff; however, any DOC staff person may instruct you to stand for a search. In the event a staff member instructs you to stand for a pat or be strip searched, listen to the staff's instructions. Searches are conducted in a professional manner and your cooperation is requested.

NEGOTIATED HEARINGS

There are certain infractions that may be negotiated. If you choose to negotiate, you will have to plead guilty to the infraction as written and in exchange, you may receive a lesser sanction. You surrender your right to appeal. If you refuse to negotiate, you will be scheduled for a formal hearing (refer to WAC 137-28).

USE OF FORCE

Use of force is authorized and may be used to prevent escape, potential loss of life and/or great bodily harm and to protect state property. Signs are posted in front of the interior perimeter fences. Moving beyond the posted signs will be considered an escape attempt.

Staff may direct you to "**STOP**" or "**HALT**". You may be told to lay face down. Remain there until directed to move. Failure to do so may result in the use of lethal force to stop your actions.

RECEPTION CENTER OFFENDER PROPERTY IS LIMITED TO THE FOLLOWING:

- Items issued by the institution to Reception Center offenders.
- Books, magazines, limit three (3) per offender in cell.
- Newspapers, one per cell, no older than 10 days past publication date.
- Bible and approved religious material, including one religious medallion.
- Pictures no larger than 8" by 10". No frames on the pictures and no backed Polaroids.
- Hygiene items. May be issued by the institution or purchased from the offender store.
- Shoes and thongs, one pair each.
- Wedding band, \$100 or less in value (no stones).
- Offender store - limited to items listed on R-Unit store list.
- Prescription items authorized by medical staff under institution guidelines.
- Legal materials relevant to cases that are, or may be, pending before the courts.
- Reasonable amount of personal letters.
- Over-the-counter medications.
- Other items purchased through the offender store.
- No personal property will be issued to you while you are housed in the R-Units.

INFORMATION/QUESTIONS

Direct questions to Correctional Officers. If you have concerns or a question that cannot be answered by an officer, submit a kite or KIOSK stating the specific reason you wish to see a counselor, sergeant, or other staff.

- The kite must contain your name (printed), DOC number, and your unit/cell assignment.
- Address the kite to a specific person or department.
- Clearly state your need.
- Incomplete kites will be returned to you unanswered. If you truly have an emergency, inform unit staff.
- The KIOSK system is an additional way to address concerns and questions to the appropriate party.

PERSONAL HYGIENE

Each offender is expected to shower at least three (3) times per week. Kitchen workers are expected to shower daily. Showers are limited to five (5) minutes. You must turn in your undershorts, undershirts, socks, and towel before you are issued a new shower roll. Check your shower roll for rips and tears. If something is missing, or damaged, tell the officer so he/she can take care of the problem.

HAIRCUTS

Offenders wanting haircuts, must place their name on the sign up sheet in their unit which will be processed on a first come first serve basis. A schedule is posted identifying the assigned unit times and locations. The sign up sheets are collected on Wednesday afternoons for the following week's barbering schedule. You will be limited to one haircut per month. There is no cost for this service. The only haircuts that will be allowed are ¼ inch and ¾ inch (#3) straight cuts. **Offenders can trim their own beards and mustaches with their own razor in their cell.**

LINEN AND LAUNDRY

A mattress and pillow are provided in your cell. Sheets, a pillowcase and a blanket will be provided at receiving upon your arrival to take to your unit. Sheets and pillowcase are exchanged weekly. When instructed, bring your bedding with you when you are let out to shower on exchange nights. Blankets are exchanged as needed. Additional blankets may be provided. Contact Unit Staff. Towels, coveralls, socks and underwear are exchanged three (3) times per week during shower time.

DINING AREA RULES – R1, R2, R3, R4, R5, & R6

You are required to attend all meals. Before exiting your cell, you must have on coveralls worn up over the shoulders and zipped. Shoes and socks must be worn.

You must sit where staff directs you to sit.

Immediately upon staff order of "trays up" return all plastic ware to the appropriate container. Each offender is responsible to clean up their own eating area; i.e., remove tray, bowl, and glasses when called for by staff. Dispose of napkins and garbage in appropriate containers.

In the dining room:

- No books, magazines, papers, or personal cups.
- No horseplay.
- No throwing of any objects for any reason (including bird feeding).
- No more than two (2) glasses per person.
- No food is to be taken from the dining area to your cell.

FAMILY SUPPORT/CONTACT

Family support/contact is important to your progress. It is the goal of the DOC Classification System to place offenders at the least restrictive custody level. It is not always possible to locate you near your friends and families.

You may also have visits from family members once the visit has been authorized. It is your responsibility to send out Visit Authorization Forms, they are available in your unit. Reception Center Offenders are limited to five (5) visitors on their visit list while at WCCRC.

There are community services available to your family for transportation, childcare, counseling, etc. Matthew House and Simon of Cyrene are two; kite/KIOSK the visit Sergeant for more information.

GRIEVANCES

Forms are available in your unit or upon request from staff. Refer to DOC 550.100 Offender Grievance Program.

EMERGENCY GRIEVANCES

An Emergency Grievance is a grievance that is processed quickly to resolve an issue that presents issues of a true emergent nature, such as the threat of death or injury to you, another offender and/or a staff member or the disruption of facility operations.

Hand your emergency grievance directly to staff. **DO NOT PLACE IN THE GRIEVANCE BOX.** Your emergency grievance form will be immediately hand delivered to the designated staff. It will be determined whether or not this is an emergency grievance. If it does not meet the emergency criteria, then the grievance will be processed as a regular grievance. You may be infracted for abuse of the emergency grievance process.

BANK STATEMENTS

Bank statements are prepared after the last day of the month and include a detailed history of all transactions that occurred within the month. WCC Inmate Banking is no longer printing offender account statements in a further effort to reduce our operating budget; however, you are able to view your account on the KIOSK system at any time during the month and receive up to date information.

Beginning and ending balance information is listed on the upper portion of the statement. The middle of the statement details debt payment history in a year to date format. The lower portion of the statement details each transaction as it occurred within the month. No transaction may occur against your trust account without it being reflected in the lower portion of your statement.

DEPARTMENT OF CORRECTIONS WASHINGTON CORRECTIONS CENTER			PAGE _OF OTRTASTA	
TRUST ACCOUNT STATEMENT				
DOC: 111111		NAME: DOE, JOHN JR.		DOB: 00/00/0000
LOCATION: HO1-000-H0000L		**A**		
ACCOUNT BALANCES **B**		Total:	Current:	Hold:
SUBACCOUNT **C**		START BALANCE	END BALANCE	
SPENDABLE BAL		4.94	0.00	
SAVINGS BALANCE		0.00	0.00	
WORK RELEASE SAVINGS		0.00	0.00	
EDUCATION ACCOUNT		0.00	0.00	
MEDICAL ACCOUNT		0.00	0.00	
POSTAGE ACCOUNT		0.00	0.00	
COMM SERV REV FUND ACCOUNT		0.00	0.00	
		DEBTS AND OBLIGATIONS **D**		
TYPE	PAYABLE	INFO NUMBER	AMOUNT OWING	AMOUNT PAID
CVCS	CVC/07112000	12282001	UNLIMITED	0.00
COIS	COI/07112000	12282001	UNLIMITED	0.00
MEDD	MEDICAL COPAY	02222002	0.00	3.00
DEND	DENTAL COPAY	03262002	0.00	3.00
COI	COST OF INCARC	12282001	UNLIMITED	0.00
CVC	CRIM VCTM COMP	12282001	UNLIMITED	15.62
TVD	TV CABLE FEE DBT	03092002	0.00	1.75
HYGA	PRSNL HYG DBT	01072002	13.00	54.73
UPSD	UPS POSTG DBT	03112002	1.13	0.00
TRANSACTION DESCRIPTIONS --		SPENDABLE BAL	SUB-ACCT **E**	
DATE	TYPE TRANS DESCR	TRANS AMT	BALANCE	
02/07/2002	CRS CRS SAL ORD# 1093690	**F** (4.94)	4.94	
02/22/2002	MEDD MEDICAL COPAY DEBT	**G** 3.00	7.94	
02/22/2002	MED I05 - MEDICAL COPAY	(3.00)	4.94	
02/28/2002	OTH OTHER DEP M0001 DOE	**H** 20.00	24.94	
02/28/2002	DED DEDUCT-CVCS-10261999	(1.00)	23.94	
02/28/2002	DED DEDUCT-COIS-10261999	(4.00)	19.94	
02/28/2002	DED DEDUCT-SAV-10261999	(2.00)	17.94	
02/28/2002	DED DEDUCT-MEDD-08012002	(4.00)	13.94	

READING YOUR BANK STATEMENT

On the upper portion of the account statement you will find:

1. Institution where your account statement was printed,
2. Current and total number of pages of your account statement, and
3. Your DOC number, your name and your date of birth.

The following information can be used to understand the contents of your account statement for balancing purposes:

- A. This section refers to the institution, unit and cell assignment that you were living at during the time that your statement was printed.
- B. This section refers to the amount of funds that you have. It references a total section that includes all of your funds and then breaks it down into your current balance and any amount that you may have on hold.
- C. This section refers to each sub account within your trust account and lists the beginning and the ending balances for the month that the account statement is being printed for, which is the month prior to the month that you receive the statement.
- D. This section refers to the debts that have been created on your account that you owe. 20% will be deducted from each of your deposits, including county jail funds, until each debt is paid in full.
- E. This section refers to transactions that have occurred on your account for the reporting period, which is one month. Each transaction is broken down by date, beginning with the first transaction of the reporting period and ending with the last, or most recent, transaction of the reporting period. Deposits are shown as a positive number and deductions are shown with parenthesis around the amount as a negative number.
- F. This transaction is a store order. It will show as a CRS transaction and will give the store receipt number. It is a deduction to your account and therefore has parenthesis around the amount. If you were to receive a store credit for merchandise returned to the store, it would be labeled as a CEC transaction and would be considered a deposit; therefore the amount would show as a positive number.
- G. This transaction will show on your account when a debt is created and funds are deposited to your account to pay the charge. The first transaction will show the deposit being placed on your account, which will give you enough money to pay the charge. Once the deposit is placed on your account to pay the charge, the debt is automatically set up and will show in the debts and obligations section of your account statement. After the deposit is made to your account, the charge will be deducted from your account, which will bring your account balance back to the balance that was showing before the debt transaction occurred.
- H. This transaction is a deposit to your account. Each deposit, including county jail funds, is subject to a 35% mandatory deduction (5% CVCS-Crime Victim Compensation, 10% SAV-Savings Account Transfer and 20% COIS-Cost of Incarceration); 20% Legal Financial Obligation (LFO) deductions; 20% debt deduction and 15% child support deductions when applicable. If you are a life without parole offender, your account is not subject to the 10% SAV-Savings Account Transfer.

If you have any questions about your account statement, which have not been answered in this section, send a kite or KIOSK to the Offender Funds Office.

If you wish to receive a copy of the current or prior month's statement, please send a kite or KIOSK to Offender Banking. These two statements will be furnished free of charge; however, requests for

statements other than the current month and one month prior will need to be submitted to the Public Disclosure Unit, DOC Headquarters, 7345 Linderson Way S.W., Tumwater, WA 98501.

If you do not have funds available, the request may be denied. If you believe an error has occurred on your account, attempt to locate where the problem is yourself. Once you have located the problem, kite or KIOSK Offender Funds and include a detailed explanation of the problem. Being a part of the process will result in your problem being resolved quicker.

LEGAL INFORMATION - GENERAL

CONTRACT LEGAL SERVICES

Offender legal services are provided through a contract between the state of Washington and private attorneys CINDY JORDAN and DON MILLER, all from Spokane, Washington. They visit the institution to provide services approximately twice a month.

There are three ways to access legal services:

1. Pick up a request for legal services form from the law library, fill it out and mail it to Jordan Law Office, Cynthia Jordan, Attorney, 921 W Broadway, Suite #205, Spokane, WA 99201.
2. Write a letter and mail it to Jordan Law Office listed above. (Be advised that a letter does not provide as a signed release of information and may delay work on your case.) Do not send any original paperwork to them, keep the originals for yourself and only send them copies.
3. Call Don Miller at (509) 624-5338. He will accept collect telephone calls on Wednesdays ONLY between the hours of 9:00a.m. to 11:00a.m.; and again between 1:00p.m. to 3:00p.m. (If your call is not accepted, it is because the attorneys are on another call. If this happens, please try your call again at a later time and/or date.)

When you request legal services, be as specific as possible in your request.

Once the attorneys have received your request for services, they prioritize them for interviews. If there is a pending deadline, those cases are taken ahead of other cases.

If you are placed on a callout to speak with one of the attorneys, bring all of your legal materials with you to the appointment. It is very difficult for them to assist you without all the facts and information available.

LAW LIBRARY

Law Library schedules are posted in the units and the Law Library. Offenders wishing to use the Law Library need to place their name on the sign up sheet in their units. A list of offenders signed up for the law library is posted next to the staff office in each unit. Notify your unit staff on the day you are scheduled and request admission. **Access to the Law Library is on a first come first serve basis.**

The Law Library contains all pertinent DOC Policy Directives, RCWs, WACs, WCC Operational Memoranda, and legal reference materials. These materials are available for use **only** in the Law Library. Removal of materials from the Law Library will subject you to disciplinary action.

- The Law Library staff cannot offer or give legal advice.
- You are responsible for doing your own legal work.

- The Law Library provides some office supplies for the exclusive use of legal mail/materials, free of charge. Typewriters are available for legal work only.
- The **only** work to be done in the Law Library is legal work. Anyone found not working on legal documents or research will be asked to leave.
- If you are housed in the Segregation Unit you may request photocopies of cases, policies, or statutes, with the understanding, that you will return the materials within the given deadline.
- Emergency Law Library access may be granted for up to 30 days if proof of a court-imposed deadline is presented to the Law Librarian.
- Spanish language materials available include DOC Policies, WCC Operational Memoranda, and bilingual dictionaries.

PHOTOCOPYING

Photocopying is in compliance with DOC 590.500 Legal Access for Offenders. Authorized photocopying for pleadings and exhibits includes one copy each for opposing party(s), the court, offender's counsel, and the offender's records. You will be required to fill out and sign a legal photocopy charge form at the time the photocopies are made. The charge is 20 cents per page. Contact unit staff for assistance.

In compliance with DOC 590.500 Legal Access for Offenders the following documents are not copied:

- Information that is available for review or loan at the facility law library;
- Legal documents/papers or reference materials which are not legal pleadings;
- Drafts or working documents of which copies can be generated by using available typewriters or other writing supplies; or
- Formal discovery documents of which copies can be made by using available typewriters, carbon paper, or other writing supplies.

MAIL

The use of mail is deemed to be the right of all offenders; however, your right to correspond with a particular person may be withdrawn for specific cause per policy, at the request of the recipient, or a minor recipient's parent or legal guardian.

All mail, incoming and outgoing, must follow the guidelines/restrictions set by DOC 450.100 Mail for Offenders.

POSTAGE

You must purchase pre-franked, stamped envelopes from the offender store on your assigned store day.

- You may purchase up to 10 stamped envelopes at a time.
- You may only have a maximum number of 20 stamped envelopes in your possession at any one time and your committed name and DOC# must be written in the return address area of them.
- No stamps are allowed.

Postage Transfer forms are to be used for mailing out packages, large envelopes, and cards only. Regular correspondence must be mailed using the pre-franked envelopes obtained from the offender store.

INCOMING MAIL

Mail is delivered nightly, Monday through Friday, after evening mainline. Your mail will be inspected. You will be notified in writing if any material is removed from your mail via the Mail Rejection Form. The sending party must include their full name and current mailing address on the envelope.

OUTGOING MAIL

Outgoing mail leaves the unit Sunday through Thursday, excluding holidays. Deposit mail in the locked unit mailbox during movement periods. Mail is **not** picked up by staff or other offenders from cell bars. Porters may not pick up mail.

DOC 450.100 Mail for Offenders states: The return address for an offender must include the full committed name (and may include any other legal name), DOC number, housing assignment, and the full name of the correctional facility from which the correspondence is mailed. See DOC 450.100 Mail for Offenders for additional specific information regarding offender authorization to receive and send correspondence.

FORMAL ADDRESS OF WASHINGTON CORRECTIONS CENTER

Full Committed Offender Name and DOC #
Unit and Cell #
Washington Corrections Center
P.O. Box 900
Shelton, WA 98584

AUTHORIZED MAIL

The following mail is authorized for Reception Center offenders via the U.S. Post Office.

- First class letters.
- US Postal Money Orders, Official Bank Checks issued by a bank, and Cashier's Checks are removed by mailroom staff and routed to Offender Banking to be posted to your account. All Money Orders and Cashier's Checks must include the purchaser's full name and current address. Money Orders and Cashier's Checks are placed on your account within 24 hours, excluding weekends and holidays. You will receive a receipt. Any other method of monetary transfer is unauthorized (cash or personal checks) and will be returned to sender.
- Ten newspaper clippings or one (1) magazine article per envelope; full magazines or entire newspaper sections are not allowed. Newspaper subscription (for one month) must be prepaid by the offender and sent directly from the publisher.
- Unbacked pictures or photographs (8" x 10" or less in size).
- Greeting cards (unpadded, non-musical, and no larger than 8" x 10").
- Legal mail.

PACKAGES ARE NOT AUTHORIZED WHILE YOU ARE IN THE R-UNITS.

MEDICAL/DENTAL NEEDS

If you become ill or develop a health problem, medical care will be provided to you. If you are placed on a medical callout, attendance is mandatory. Unless you have an emergency, you will be seen by appointment only. A copy of the DOC Offender Health Care Plan is located in the Legal Library.

MEDICAL CO-PAYMENT PROGRAM

A \$3.00 co-pay will be charged for each medical/dental care visit not initiated by medical/dental staff. Kits/KIOSKS concerning charges or credits should be forwarded to medical records. Follow-up visits initiated by medical/dental staff will have no co-pay requirements. If you are indigent, a \$3.00 co-pay debt will be placed on your account.

If you have an illness or medical emergency that requires admission to the hospital/infirmiry for 24 hours or more, the \$3 co-pay will be waived.

MEDICAL SICK CALL

Sign up as directed by unit staff, Sunday through Thursday, holidays excluded. Remain in your cell until medical sick call is completed. No medical callouts are made from yard or gym.

DENTAL SICK CALL

Sign up as directed by unit staff each evening, Sunday through Thursday, holidays excluded. Remain in your cell, available, until dental sick call is completed. No dental callouts are made from yard or gym.

NOTE: Sign up for medical sick call or dental sick call, one at a time. You cannot be in two places at once. A \$3.00 co-pay will be charged to your account when the visit is initiated by yourself.

OVER THE COUNTER MEDICATIONS (OTC)

You may order OTC medication through the Offender Store.

PILL LINE

Some medications will be dispensed and consumed at pill line. Pill line will be called in each living unit. Sign up for sick call if you have problems receiving your medications.

PHYSICALS

Physicals are performed on all new commitments and readmissions. Your attendance is mandatory.

HEALTH STATUS REPORTS (HSR)

Form 13-41 Health Status Report (HSR) is a document which notes any medical, visual, mental health, or dental limitations you may have and specialized equipment you are authorized for. You will be issued a HSR. You must keep a copy of the HSR with you to show that the equipment is authorized. Notify unit staff if you have a HSR.

You are required to comply with the instructions and restrictions indicated on the HSR.

RECREATION

M-BUILDING / THE MAIN GYMNASIUM / YARDS

All offenders are given the opportunity for at least one hour of recreation per day. R1, R2, and R3 use the gym in M-Building. R4, R5, & R6 use the gym in G-Building. Telephones are available in gyms and yards. Yard and gym schedules are posted in the units. Schedules may be changed due to weather or facility needs.

READING LIBRARY

A library consisting of donated books is located in M-Building and the upper RC activities area. Rules are posted. When you are finished with a book, return it. You are required to turn books in prior to transfer.

OUTSIDE YARDS

The yard area does not contain restroom facilities. Once you are in the yard area, you are not allowed to return to the unit for restroom purposes until the termination of the outside yard period. If, for any reason, an offender returns to the unit, you will remain in the unit. Take care of your needs prior to going to outside yard.

Yard rules:

- Do not abuse the equipment.
- No horseplay.
- No food or drink in the yard area.
- No throwing of rocks or other unauthorized objects.
- Offenders are not allowed within ten (10) feet of the perimeter fence, breezeway fence, security screen, and security lights.
- No yelling from the yard to other yards or to the breezeway.
- No stopping to talk to other offenders to and from yard.
- No towels or blankets permitted in the yard.

RELIGION/SERVICES

You have the constitutional right to believe, express, and exercise the religion of your choice. Religious programs may include worship, services, study groups, and special observances appropriate to a religious group and to your custody level.

SERVICES

Offenders who wish to attend church services or religious counseling must sign up on the church list located in the dining room each Saturday evening.

- Services are held in designated areas. For additional information, please read the posted religious activities notice, located on the bulletin boards in each unit.
- **Callouts are not made in the yard for church services.**

RULES DURING SERVICES

- No food or drink.
- No talking, unless requested by the minister/chaplain.
- No game playing, horseplay, cards, board games, etc.
- No sitting on tables.
- Offenders are requested to use the restroom facilities prior to entering the church service. Once the service has begun, offenders requesting to use the restroom will be directed to their unit and will not be allowed to return to the church service.
- You must sit where staff directs you to sit.

STORE/COMMISARY

Reception Center offenders must wait one week from date of arrival before ordering from the Offender Store.

The ordering and receiving schedule for store is as follows:

R1:	Order Monday	-receive following Monday
R2:	Order Wednesday	-receive following Tuesday
R3:	Order Thursday	-receive following Wednesday
R4:	Order Tuesday	-receive following Friday
R5:	Order Wednesday	-receive following Friday
R6:	Order Sunday	-receive following Tuesday

Store delivery/holiday schedules are announced.

ORDER FORM COMPLETION

- You must have funds on your account on the date your order is placed.
- To order store items, you must fill out the Offender Store Order form completely. You must include your name, DOC number, housing assignment (unit, cell, and bed number), date and your signature.
- Personal hygiene items will be filled first. If you do not have available funds, a debt will be created on your account for the purchase of authorized hygiene items.
- Envelopes are the last item cut due to lack of funds, unless you specify otherwise. Indigent offenders may purchase up to 10 pre-franked envelopes each week. A debt will be created on your account. Non-indigent offenders will be charged at time of purchase.
- Items will be substituted (i.e. coffee for coffee), when the store is out of stock, unless you have stated "NO SUBSTITUTIONS."

INDIGENT OFFENDER DEFINITION: An offender who has less than a 10 dollar balance of disposable income in his or her institutional account on the day a request is made to utilize funds and during the 30 days prior to the request. This is determined by an indigent list supplied to the units each Friday for the following week.

Indigent Supplies

You will receive an initial issue of hygiene and other needed items. Replacement personal hygiene indigent supplies and pre-franked envelopes are ordered from the store and distributed by store delivery staff in the unit kitchen during the units scheduled store delivery day. If you do not have enough money on your books to pay for the indigent order in its entirety, a debit will be charged to your offender account for the remaining balance. Only the first issue is free of charge.

Unit indigent schedule:

R1 Monday
R2 Tuesday
R3 Wednesday
R4 Friday
R5 Friday
R6 Tuesday

The following items are issued by your unit staff:

Lined Writing Paper -Up to 10 sheets each week
Pencils -Up to 2 each week
Erasers -Up to 2 each week

If you are indigent, fill out a request slip and turn in to unit staff once per week to request them. If eligible, they will be passed out on store night.

You may order the following indigent items by placing the number you wish to order in the quantity box on Offender Store Order form. Do not exceed the maximum allowable quantity listed in the property matrix.

- Stamped Envelopes - Up to 10 envelopes each week
- Toothbrush - Every 60 days
- Toothpaste - Every 30 days
- Ivory Soap - Every 7 days
- Comb 5" - Every 60 days
- Hair Pick - Every 180 days
- Razor - Every 7 days
- Shampoo - 1 oz. per week

The razor is exchanged once a week on a one-for-one basis. You must order a razor to exchange one.

NOTE: Immediately report any broken razor. The unreported possession of a broken razor may result in infraction #602.

NOTE: Tylenol, aspirin, and antacid are available from unit staff.

TELEPHONES

You are provided access to public telephones subject to limitations and restrictions to ensure security and order of the facility and to protect the public.

DOC PHONE SYSTEM-

INDIVIDUAL PERSONALIZED IDENTIFICATION NUMBER (IPIN)

All Institutions require offenders to use their Individual Personalized Identification Number (IPIN). This will be an eight-digit number, assigned to each offender. You will utilize this number when placing all calls. The waiting period to receive your IPIN is:

NEW ARRIVALS: Up to 72 hours;

INTRANSITS: Up to 48 hours and up to 48 hours after arrival at a new institution.

The IPIN number issued to you will follow you as you transfer within Washington State DOC facilities. Lost, stolen, or malfunctioning IPINs are to be reported to your unit staff.

Remember: This is your personal identification number. DO NOT allow other offenders access to it. Failure to follow this rule will result in loss of your telephone privileges, and appropriate disciplinary action taken. To change or replace a compromised IPIN will cost you \$3.00, if it is determined to be your fault.

TELEPHONE USE

IPINs

- Once you have been issued and assigned an IPIN number, it is your responsibility to safeguard it.
- Allowing other offenders, under any circumstance, to use your IPIN number is against policy and may cause you to lose telephone privileges.
- Phone usage is a privilege and can be revoked at any time. Suspension or deactivation of your IPIN is at the discretion of the Intelligence and Investigations Unit (IIU).
- Value Added Communications (VAC) is the company that handles the offender telephone system. If your friends, relatives and/or acquaintances have any questions concerning setting up accounts, receiving your calls, call blocks or any other issue, have them call 1-866-669-9975 for assistance.
- If your friends, relatives and/or acquaintances have special features included on their phone service such as 3-way calling or call waiting, it will cause the system to disconnect your phone call.
- If your friends, relatives and/or acquaintances have call restrictions of any type such as limited collect call capability, they will need to have this remedied on their end through their long distance company. VAC can also assist with this.
- If you have any problems with your IPIN or call that need staff assistance, fill out an Offender Telephone Action form DOC 21-754 making sure that you fill it out completely, and send it to IIU.

PLACING LOCAL AND STATE TO STATE CALLS

To place a call, you will dial your 8-digit IPIN number, followed by 0 and the 10-digit phone number, (i.e. 56784321-0-360-444-1234). **Do not stop or pause while dialing** until you have completely dialed your entire sequence of numbers. At the beginning of the call, there will be a pre-recorded message stating that the call is being placed from an offender confined at the Washington Corrections Center, and will state your name.

The party you are calling will press 5 to accept the call.

Offenders can "self-report" problems, regarding calls and phones being broken or not working properly, by dialing **0-360-555-1212**.

PLACING INTERNATIONAL CALLS

INTERNATIONAL CALLING IS NOT AVAILABLE AT THIS TIME.

LEGAL CALLS

A table of attorneys who belong to the Washington Bar Association is connected to the phone system. This table will allow an offender to use **any** offender telephone and call his/her attorney without the call being recorded. All attorneys must belong to the Washington Bar Association. The number they provide as their contract number with the Bar is loaded into the system. When an attorney number is called, the system recognizes it as an attorney number, and the call will not be recorded.

TRANSPORT

The following items will be transported with you in a ***state transport brown paper bag***, clearly marked with your name and DOC number and sealed prior to transport ***by Unit staff***:

- Purchased over-the-counter medications and issued blister packed prescription medication, if applicable;
- Personal address book no larger than 3"x5";
- Five pre-franked envelopes;
- One see-through container each of shampoo, toothpaste, deodorant, and soap;
- Toothbrush;
- Comb;
- Razor, single blade only;
- Issued glucometer and supplies, if applicable;
- Shower shoes; and
- WCC RC (new commit/re-ad) offenders will be authorized to pack out and place their personal letters and photographs received from their families and store items purchased while incarcerated at WCC in the state transport brown paper bag.

INTELLIGENCE & INVESTIGATIONS UNIT (IIU)

SECURITY THREAT GROUPS (STG)

- DOC focuses on behavior, not affiliation. As long as your behavior is appropriate, you will not have any STG issues. The WCC IIU conducts all STG-related investigations and enforces a zero tolerance rule. Offenders found to be involved in STG activities will receive a Serious Infraction (WAC #734).
- Offenders actively representing, possessing and/or recruiting new members for a STG will be placed in IMU, infraacted and assessed for an IMS program. You may remain in the IMU until your transfer.

- Territory / Turf rules are not recognized at WCC. Any offender attempting to designate or claim territory will be placed into IMU pending investigation by the IIU. The length of your stay in the IMU will be determined by the IIU. This rule applies to living units, yards and graffiti as well.
- STG or gang writing, of any kind, is not tolerated. Any offenders found to be involved will be receive a Serious Infraction (WAC #734).
- STG members are asked to “live in peace”.

INVESTIGATIONS

- The IIU will conduct in-depth investigations when warranted for any and all illegal activities.
- Introduction of drugs, weapons or the manufacture of a weapon will result in all offenders being placed in the IMU with IMS program consideration. Offenders found to be in possession of manufactured weapons will be referred for prosecution.
- Offenders introducing contraband of any kind will be placed in the IMU, infracted, and may face prosecution. Civilians found actively participating in or aiding in the introduction of drugs or any type of contraband will be banned from the facility and considered for prosecution.
- Any type of sexual activity between offenders, consensual or not, will not be tolerated. All offenders that are involved in this type of behavior will be placed in the IMU, infracted and in cases of rape or any type of sexual misconduct, will be prosecuted.
- Any assaultive behavior directed toward staff will be investigated. Offenders involved will be placed in the IMU, infracted and considered for prosecution.
- Hate, race and discrimination crimes will not be tolerated. All involved offenders will be placed in the IMU, infracted and considered for prosecution.
- The length of an investigation can be quick or long, depending upon your cooperation or the information uncovered and deemed credible. Information involving illegal activities within the facility from an offender will be treated as confidential in nature.

VISITATION

Visit days are Friday, Saturday, Sunday and Monday from 10:00am to 7:45pm.

TIME	FRIDAY	SATURDAY	SUNDAY	MONDAY
10:15a.m. - 12:30p.m.	CEDAR EVERGREEN	CEDAR EVERGREEN R6 R2	CEDAR EVERGREEN R4 & R5 R1	CEDAR R3 EVERGREEN
12:45p.m. - 3:00p.m.	EVERGREEN R4 & R5	CEDAR R2 R6 IMU (12 - 3)	EVERGREEN R1 R4 & R5	CEDAR R6 R3
4:15p.m. - 7:45p.m.	R4 & R5 R1 IMU	EVERGREEN R3	CEDAR WHEN NO BANQUETS OR ACTIVITIES	EVERGREEN CEDAR R6 R2

Intransit offenders do not have regular visitation privileges. Special visits may be allowed under special circumstances. Kite or KIOSK your counselor for information on special visits. Once you have transferred to your parent facility, you will be permitted to have visits under the facilities rules.

APPLICATION PROCESS

You must have all visitors approved before they will be allowed to visit. You can obtain the "Visitor's Questionnaire" form from your living unit. You must send the questionnaire to the people you want on your visit list. The person applying for visitation must complete the form, sign it and return it to WCC Visiting Office at PO Box 900, Shelton, Washington, 98584.

Once the visit office receives the form, it will be processed:

- If the application is rejected, it will be returned to the prospective visitor with an explanation as to why it was not allowed on the visit list and if possible, instructions for a solution.
- Once the visitor is entered onto your list, you will be notified and it is your responsibility to notify your visitor that they are accepted and send them a copy of the Visiting Rules (visitor dress standards, what is allowed/disallowed in the facility) and Visiting Schedule.

APPLICATION REQUIREMENTS

- All visitors over the age of 16 must present current legal photo identification.
- All minors (under the age of 18) must also be pre-approved, to include proof of legal parentage and/or guardianship.
- 16 and 17 year olds may visit alone, if a notarized letter of permission from a non-incarcerated parent is on file.
- Persons who wish to visit must be a United States Citizen or an alien who is legally authorized to be in the United States. **Proof of legal alien status is mandatory.**

VISITING

You are responsible to inform your visitors:

- All persons and vehicles that enter the facility grounds are subject to search. Persons who refuse will be denied visiting privileges.
- Visitors must stop at the intercom to identify why they are there.
- All visitors 16 and older must present picture identification.
- Lockers will be provided to secure items not allowed in the visit room.
- All visitors will be scanned for contraband and/or objects not allowed in the visit room.

A maximum of five approved visitors are allowed on your approval visiting list while in the Reception Center. You are allowed three persons at a time in the visit room.

A visitor may visit only one time during the visit week, which is Friday, Saturday, Sunday, and Monday. You may have other visitors, but the same person can only visit once during the week. All visitors must arrive prior to one hour before the end of the visit session.

FREQUENTLY ASKED QUESTIONS

Question: WHO IS MY COUNSELOR?

Answer: You are assigned a counselor upon arrival in the Reception Center. Your counselor will contact you for classification. Address kites to "COUNSELOR"; it will be forwarded to the appropriate person. If a counselor's door is open, it is so he/she can get some fresh air, it is not an invitation to drop in.

Question: WHEN WILL I BE CLASSIFIED?

Answer: Usually you will be classified within 4 full weeks of your arrival. You will be informed of your release date and custody level at your classification meeting.

Question: HOW LONG WILL I BE HERE?

Answer: You can expect 6 – 8 weeks while you are being classified. (These time frames are only approximate).

Question: CAN I GET AN OVERRIDE IN CUSTODY?

Answer: Overrides are considered through the classification process. Headquarters classification representative makes the final decision; this decision is not made by your assigned counselor. Bring a letter stating reasons for the override to your classification meeting with your counselor.

Question: AM I ELIGIBLE FOR A 10 DAY EARLY RELEASE?

Answer: Your counselor will inform you if you are eligible at your classification meeting.

Question: WHAT PROGRAMS ARE AVAILABLE IN THE RECEPTION CENTER?

Answer: Programming in the Reception Center consists of completing testing, your medical/dental physical and orientations. Once you get to your assigned institution, programming needs will be addressed.

Question: HOW DO I MAKE A LEGAL CALL?

Answer: Legal calls may be made from any offender phone.

Question: HOW MUCH MONEY DO I HAVE IN MY ACCOUNT?

Answer: You will be provided a monthly statement from Offender Funds. You are responsible to balance your account. Your counselor or Offender Funds WILL NOT balance your account for you; unless you are unable to do this task yourself. Included in this handbook are directions on how to balance your offender account.

Question: WHEN AM I TRANSFERRING?

Answer: Average stay is one to three months after you have been classified. You will transfer pending space availability.

Question: WHAT NUMBER AM I ON THE TRANSFER CALLOUT LIST?

Answer: The list you are referring to is only a monthly statistical report that determines how many classification reports were completed during that time period.

Question: WHAT ABOUT MY MAIL, PROPERTY AND APPROVED-VISIT LIST?

Answer: Submit a kite to the respective departments.

Question: HOW DO I REQUEST AN OFFENDER TO OFFENDER CORRESPONDENCE?

Answer: Complete the "Request for Offender to Offender Correspondence Approval" form and submit it to your assigned unit counselor to begin the process.

- Question:** **HOW DO I GET TO HAVE AN INTERVIEW WITH MY COUNSELOR?**
Answer: Your counselor will see you for classification issues. Do not send a kite asking about classification issues, as these will be answered during your interview. If you have additional questions, unit custody staff can assist you.
- Question:** **IF I AM INTRANSIT, CAN I BE RECLASSIFIED?**
Answer: No. You can submit a request when you arrive at your designated facility.
- Question:** **WHERE AM I GOING AND WHAT IS MY CUSTODY?**
Answer: Approximately one week after you have been classified, you will receive this information in the mail.
- Question:** **WHAT ABOUT TRANSFERRING, CUSTODY AND PLACEMENT?**
Answer: If you do not receive this information in the mail after three weeks, kite/KIOSK your unit sergeant.
- Question:** **I THINK MY TIME STRUCTURE IS INCORRECT?**
Answer: Explain, in detail what you think your sentence structure is supposed to be. That information will then be forwarded to Records for review.
- Question:** **HAVE I RECEIVED MY JAIL AND GOOD TIME CREDITS?**
Answer: Under RCW 9.94A. 150 of the state of Washington, "If transferred from county jail to DOC, the county jail facility shall certify to the department the amount of time spent in custody and the amount of earned release time."
- Question:** **HOW DO I GET LEGAL PAPERS TO A NOTARY PUBLIC?**
Answer: Put in a kite/KIOSK to the Sergeant requesting a notary public. You will be called out and scheduled to meet with a notary.