

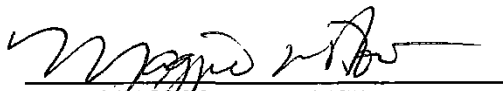


# AIRWAY HEIGHTS CORRECTIONS CENTER

## INPATIENT/INFIRMARY UNIT (IPU)

### OFFENDER HANDBOOK

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

  
MAGGIE MILLER-STOUT,  
Superintendent

12/11/12  
Date

We will endeavor to provide you with the best medical care and treatment possible in accordance with the Offender Health Plan. To accomplish this it is essential that you cooperate by doing what you can by yourself and comply with the treatment ordered by your health care provider.

This handbook is yours to keep while housed in the Inpatient/Infirmiry Unit (IPU) however; it remains the property of the state. It is your responsibility to read, know and understand the contents of this handbook. Violations of patient rules will be regarded as misconduct and disciplinary action may follow. If you have questions or concerns, please ask the medical staff or the Infirmiry officer for assistance.

Your cooperation during your stay will assist us to provide you with the best possible care while making your stay as short and as beneficial as possible.

**Call Bell** - You are required to use the patient call bell to speak with the IPU officer or nurse unless you are in the hallways or yard/dayroom.

#### **Cell-In Time/Movement/Out of Bounds**

- You must be in your room from 2030 until 0800. You are required to be in bed for lights out at 2300 daily. Your TV may be on from when breakfast is served until 2300. The volume of the radio/TV may be tuned down at the discretion of the Infirmiry Officer. Television privileges may be withheld or denied by medical or the IPU Officer at any time for health or security/safety reasons.
- Offender movement will be controlled by custody staff and/or infirmiry staff. The number of offenders in certain designated areas, such as the dayroom, yard, etc., will be dictated by staff needs. There will be no movement outside of rooms during meal time unless it is approved by custody staff and/or medical staff. All offenders will remain in their rooms during count and until count is cleared and medical or custody staff has allowed access out of the rooms. If you are present in another offender's room or in an area that is out of bounds you may be infraacted.
- Patient movement outside of the IPU, i.e. Law Library, Work, RAC, Recreation, etc. requires approval by the assigned practitioner and an order must be written.
- The B-Wing area of the unit is out of bounds for A-Wing offender patients.

#### **Cell Sanitation/Cleanliness/Storage**

- Unless you are bedridden or physically unable to do so, it is expected that you will keep your bed area clean and orderly at all times. If you are ambulatory, you will be responsible for changing your own sheets. No items are to be placed on the windows, walls or ceilings. Cleaning supplies are available upon request at any time when the IPU officer is available.

- Personal items will be kept in the bedside cabinets. The number of letters and pictures are limited to the space available. All items must fit inside the bedside stand and the drawers must remain closed when not in use.
- Infectious waste containers (red bags) should only be used for items contaminated with blood, stool, secretions from the mouth or nose, or bandages removed from wounds. Do not place food items into the red bags unless instructed to do so by the nurse in charge.

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 in the Infirmary will be conducted a minimum of every 60 days.

**Chaplain Services/Religious Materials** - A Chapel representative will make rounds in the infirmary on a weekly basis. You may submit a kite addressed to the Chaplain for additional services. Religious books and religious pamphlets are available in the dayroom. To request a specific religious book submit a kite to the Chaplain. You may request to receive your personal religious book/article from your stored property. Please kite the Health Care Manager with your request.

**Classification Counselor** - If you wish to have an interview with your Classification Counselor, submit a kite. Include on the kite as much information as you can about what you wish to see the Counselor about. Your Counselor will respond as soon as possible.

### **General Housing Rules/Information**

- This is a non-smoking facility. No cigarettes, tobacco, or cigarette papers are allowed. If you are caught smoking or in possession of smoking products or paraphernalia, you may be infraacted.
- You are to remain in your assigned bed until designated as ambulatory by a medical order from your medical provider.
- You are to remain fully clothed in a patient gown and/or pajama top and bottoms (secured with ties) at all times. If you disrobe or otherwise expose your body without instruction by staff, you may be subject to a serious infraction.
- You are not allowed to loiter in the halls.
- Do not ask for favors of the porters.
- Pens and paper may be requested from health care staff. Pre-franked envelopes may be ordered from the Offender Commissary if you are eligible to place a Commissary order. You may also request to receive pre-franked envelopes from your stored property. Please contact the Infirmary Officer with your request.
- There is an Offender Read Book available in the dayroom with various memos and notices. There is also an Offender Policy Manual in the dayroom.

- Other forms/information is also available in the dayroom. If you need assistance or a form, ask the Infirmary Officer.

**Grievance Procedure** - Grievance forms are located in the dayroom. If you are bedridden and unable to access the dayroom, you may request grievance forms from staff. Emergency grievances constitute a life-threatening situation.

### **Laundry**

- Showers/bathing is offered daily.
- A change of clothing will be provided for you after you shower. Clothing changes will be provided more frequently if needed.
- Bedding change is offered two times per week. Bedding changes will be offered/provided more often if bedding is soiled/dirty.

**Legal Mail/Legal Calls** - If you need a legal sized envelope to send out legal mail, kite the Law Library Supervisor. You may mail and receive legal mail while housed in the Infirmary.

You may place a legal call on a non-monitored line anytime you have access to the telephone. All requests for legal phone numbers will be requested through your Counselor. All requests to participate in a court hearing must be made through the APM Office.

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

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

- **NOTE: Check-out is limited to three (3) days. You may only check out one (1) book at a time.**

**Library** - Library books/reading materials are available in the dayroom. If you require other library services, you may send a kite to your Counselor or the Librarian.

**Mail** - You may send and receive mail while housed in the IPU. Mail will be picked up and distributed by the IPU Officer on a daily basis except for Saturday, Sunday and State/Federal holidays. All policies concerning processing, mail costs, and restrictions apply while you are housed in the Infirmary.

The Infirmary unit mailing address is: Airway Heights Corrections Center, IPU, P.O. Box 2049, Airway Heights, Washington, 99001. Please include your room number on all envelopes.

**Meals** - Meals are delivered at approximately the following times:

- 0430 – Breakfast
- 1030 - Lunch
- 1530 - Dinner

Food trays will be delivered to your room. Patients are not allowed to eat in the dayroom. Diet restrictions, as ordered by your health care provider will be observed. At the discretion of the nurse, food items may be kept from the meal tray until the next meal. If you return from an off-site appointment or procedure, and missed a meal served, arrangements will be made to obtain a meal for you.

**Mental Health Services** - A Mental Health Specialist is assigned to the IPU. You may submit a kite, or speak to your Health Care Provider if you feel you need mental health services.

**Programming** - Offenders who have been housed in the IPU for 10 days, and are restriction free, will be eligible to continue their educational programming which they began while in general population. In order to participate and receive educational materials, you must not be on segregation status. New programming or education requests will not be allowed for short stay offenders.

#### **Property**

- Upon admittance to the IPU, your clothing, property and jewelry will be removed, inventoried and sent back to your housing unit. Your personal property in your living unit cell will be either stored in the unit property area or taken to the Property Room at the main facility.
- For short term stays in the IPU (30 days or less), the only personal property allowed is: one medicine bag or religious medallion, one pair eyeglasses,

prosthesis, one wedding ring, pre-franked envelopes from your stored property, and one address book.

- Requests for allowable stored property should be made via kite system to the unit you came from. If this is unsuccessful, then you may kite the IPU Officer. Ensure you give a detailed description of the item(s) you are requesting and the last known location in cell.
- For longer period stays in the IPU (30 days or more), you may request from the Health Care Manager-2/Designee authorization for the following items:
  - Personal letters
  - Legal papers (limited to current case only)
  - Personal pictures
  - Personal radio or tape/CD player
  - Five (5) tapes/CDs
  - Radio headphones

**Recreation** - The Infirmary yard schedule will be posted in the dayroom.

- You must be medically approved to participate in the infirmary yard.
- To participate in the Infirmary yard, you may not be on isolation or segregation status.
- Eligible offenders are allowed infirmary yard/dayroom privileges as determined by medical/custody staff as follows:
  - First shift: NO yard/dayroom times. All offenders will remain in their room during the night.
  - Second shift: Infirmary yard times are posted in the dayroom.
  - Third shift: Infirmary yard times are posted in the dayroom.
  - Yard times are subject to change.
  - The dayroom is normally open most times offenders are allowed to be out of their cells. It is not available during count times. It may not be available at other times as per security/safety needs.

**Showers/Personal Hygiene** - Showers will be taken at the direction of medical staff. Personal hygiene items will be issued at the discretion of the nursing staff.

**Offender Commissary** - will be available only for offenders staying longer than (thirty) 30 days. Orders must be submitted on Monday. Order forms are available from the dayroom.

#### **Telephone**

- If you are admitted prior to an off-site appointment, you will not be granted telephone privileges and will be celled in until return from your off site appointment.
- Phone calls may be limited if necessary.
- Phone calls are not available after 2030.

- Non-monitored legal calls may be made whenever you have access to the phones.

**Visiting** - You can request to participate in the visit program in the visitation room if you are physically able to leave the Infirmary. The visits will be approved by the Health Care Manager/2/designee following a recommendation from Health Care Staff. If you are on Segregation or medical isolation status, you are ineligible for visits.

In certain limited cases, for example, terminal illness, visits may be approved to occur in the Infirmary.

### EXCEPTIONS

Exceptions or special circumstances to IPU patient rules must be approved by the HCM 1 or designee.