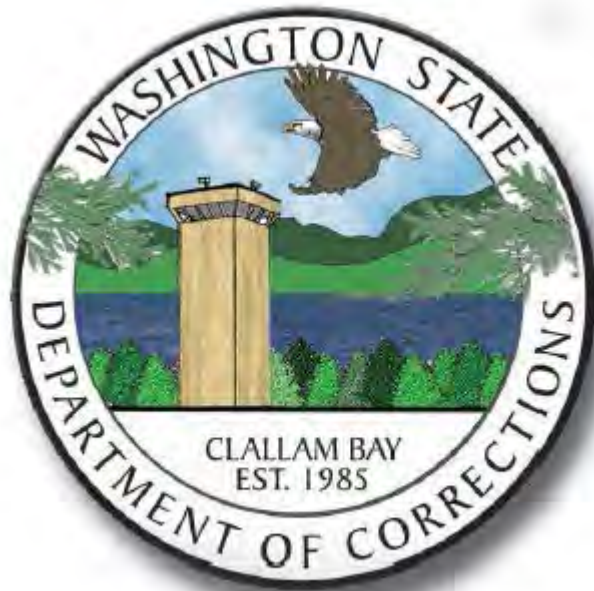


Clallam Bay Corrections Center

Intensive Management Unit



Offender Handbook

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Statement to IMU Offenders

The purpose of this handbook is to inform you of the rules and expectations of Clallam Bay Corrections Center's (CBCC) Intensive Management Unit (IMU). You can expect that the rules in this environment will be followed and enforced. Changes and adaptations to these guidelines may be implemented by the IMU Sergeant or Correctional Unit Supervisor (CUS), as needed, for operations and security. You will be treated fairly and your issues, concerns, and questions will be answered in a reasonable time. The IMU Sergeant is on the tiers daily. The CUS and Counselors walk the tiers several times a week. Do not make your situation worse by being impatient or rude to IMU Staff. Speak to others as you would be spoken to, do your own time, familiarize yourself with the contents of this guide and follow the rules. These simple rules are the quickest way out of the IMU. We do appreciate your cooperation.

IMU Staff

Intake

Upon entering the IMU, all property will be removed from the offender's possession and inventoried. One (1) copy of the inventory will be placed in the bag with the offender's property. All clothing will be inventoried and sent back to the living unit; Offenders will be strip searched before escort to an assigned cell in the IMU.

- A. The following property, after search by IMU Property Officer, will be allowed in the IMU:
1. Legal Material – that would fit into one (1) box (10" X 12" X 18"), as accumulated while housed in the IMU. Boxes will not be provided.
 2. Books, photos, and publications at approved levels, see Page 11, that are received through the mail while housed in IMU will be issued by the IMU Property Officer.
 3. One (1) pair of eyeglasses or contact lenses, and related equipment. Metal frames will be approved by the IMU Sergeant or CUS before being issued.
 4. One (1) telephone/address book, soft paperback, only.
 5. One (1) small, plastic, religious medallion, 2" in size (without sharp edges, worn with a piece of string), requires approval by the IMU Sergeant or CUS for security reasons.
 6. One (1) medicine bag/2.5" X 2.5" in size (approved, worn with a piece of string, no feathers).
 7. One (1) wedding band/\$100 maximum value (no diamond, stones, or raised surface).
 8. Medic Alert bracelet (plastic) or medical equipment, as authorized by Health Care Services and the IMU Sergeant or CUS.
 9. Religious material available through the Chapel, if requested and approved.
 10. Medication, as directed by Health Care Services and approved by the IMU Sergeant or CUS.
 11. Approved educational or self-help materials.
- B. The offender will notify the IMU Sergeant/Designee if he is on pill line, or a special diet.

Clothing/Linen

- A. Offenders processed into the IMU will be issued the following clothing items:
1. one (1) pair of shower shoes
 2. one (1) set of coveralls
 3. one (1) tee-shirt
 4. one (1) pair of under shorts
 5. one (1) pair of socks
- B. The coveralls may be exchanged for a clean set on assigned shower days, per the movement schedule. Coverall size will be assigned by the Unit Sergeant at intake. You will be given closest size available by the exchanging Officer. Any changes will be requested to the IMU Sergeant.
- C. All clothing will be worn as designed and intended. Towels are the only items that can be worn on the head in cell. The towel will be removed prior to any service at the cuffport.
- D. Offenders processed into the IMU will be issued the following linen items:
1. one (1) mattress
 2. one (1) pillow
 3. one (1) mattress cover (Do **NOT** knot or tie up sheets, mattress cover or pillow
 4. two (2) sheets cases around the mattresses or pillows. This impedes
 5. one (1) pillow case searches. Violation will result in linen confiscation)
 6. three (3) blankets
 7. one (1) towel
 8. one (1) washcloth
- E. Offenders will be given a shower roll four (4) days per week, if available, on the days they are scheduled for yard and/or shower. There are no rolls on Fridays. The shower roll consists of the following items:
1. one (1) towel
 2. one (1) wash cloth (if available)
 3. one (1) pair of socks
 4. one(1) pair of under shorts
 5. one (1) tee-shirt

Shower rolls and linen are a one-for-one exchange. Offenders will not have extra clothing/linen in their assigned cell. Participation in linen exchange is mandatory.

- E-Unit exchange- Wednesday 3rd Shift
- F-Unit exchange- Sunday 2nd Shift

Supplies

- A. Offenders processed into the IMU will be issued the following supplies:
1. One (1) shortened toothbrush
 2. One (1) comb
 3. One (1) flex pen
 4. Ten (10) sheets of lined writing paper
 5. Ten (10) plain envelopes
 6. One (1) container of toothpaste
 7. One (1) roll of toilet paper
 8. Four (4) paper cups, thereafter only two (2) paper cups will be exchanged in cell during cell supply days.
 9. One (1) issue of multipurpose soap
 10. Ten (10) Offender Request to Staff Member (KITE) forms
 11. Three (3) Medical Services KITE's
 12. One (1) copy of the IMU Offender Handbook
 13. One (1) Store Order form
 14. One (1) Store Price list
 15. Five (5) Postage Transfer forms
 16. One (1) current Yard Schedule

NOTE: A Money Transfer will be completed for \$1.69 for items 1, 2, 6, and 9.

- B. After receiving initial supplies, offenders will order all other hygiene items and writing materials from the Offender Store. Indigent offenders will incur a debt.
- C. Personal mail will be sent out by pre-franked envelopes only. The unit will send pre-franked envelopes from cell property.
- D. Cell Supply Request forms will be distributed Friday evenings by 9:30 p.m., and will be picked up at 10:10 p.m. Supplies will be distributed on Saturday nights, after 10:00 p.m.
- E. IMU Staff will exchange flex pens after picking up lunch trays. Pens should be placed on the inside ledge of the cuff port. Exchange pen when empty.
- F. IMU Staff will supply toilet paper when picking up meal trays, three (3) times a day, and once during the night after the 10:15 p.m. Formal Count, during book exchange.
- F. State issue forms and/or supplies will be used only as designed or intended.

Cell Guidelines/Sanitation

- A. All offenders will be responsible for keeping their cells clean and orderly at all times. Cleaning supplies will be requested at the morning survey and then made available at the Officer's convenience.
1. Offender will record all cell graffiti problems on the Cell Condition Checklist and turn it in to IMU Staff.
 2. Graffiti or gang related symbols will result in a serious infraction if it is not recorded on the Cell Condition Checklist.
 3. Items will not be placed on walls or ceilings, except in the outlined wall area. Windows will remain uncovered at all times.
 4. Each cell is assigned a Bible or Koran. Defacing or damaging the cell, Bible or Koran will result in an infraction, modifications, and/or level demotion.
 5. The mattress and linen will remain on the bunk at all times.
- B. Offenders on Administrative Segregation (Ad-Seg) or Intensive Management Status (IMS) will be allowed a maximum of five (5) personal photographs.
1. If displayed, will be placed within the painted square on the wall. No nudity, sexually explicit or gang-related material is allowed.
 2. Photographs will not be exchanged, except for new photographs which arrive in the mail.
 3. Pictures will be no larger than 4" X 6" inches.
 4. Pictures generated by computer will be considered part of the five (5) picture limit.
- C. Offenders are allowed to keep up to three (3) packets each of juice and condiments, and one fruit or pastry from the previous meal. All other food items and containers will be returned with the food tray.
- D. Cell light and windows will remain clean and free of any debris or cover that restricts visibility into the cell. Offenders observed with covered cell light and/or window will receive an infraction, modifications, and/or level demotion. Cell air vents will remain clear and unobstructed.
- E. Offenders will **not** tie up sheets, mattress covers, or pillow cases in knots around the mattresses or pillows. Violations will result in linen confiscation.
- F. Offenders will turn on the cell light, stand behind the yellow line, show open hands to unit staff, and follow IMU Staff directives, before any cuff port is opened.
- G. Offenders will sleep on the bunk with their head next to the outer wall.
- H. Offenders will not use any item to keep plumbing, light or intercom buttons depressed. Tightly rolled paper or magazines will be considered an unauthorized tool or weapon.
- I. Incidents involving misuse or abuse of a radio or TV will result in the immediate loss of the privilege and level.
- J. If an offender intentionally destroys and/or tampers with a radio or TV, the offender will be placed on an appliance restriction for a minimum of one (1) year.

Before releasing from the IMU, all cell surfaces will be cleaned.

Mainline Procedures

- A. Mainline will be announced by the Unit Booth Officer before each meal.
- B. It is the offender's responsibility to be out of bed, have the cell light on, and stand behind the yellow line, with hands visible. When the tray is placed in the cuff port the offender will step forward and receive the trays.
- C. Failure to follow these procedures will be interpreted as a meal refusal.
- D. When there are discrepancies with the meal it is the offender's responsibility to immediately notify the Officers.
- E. When returning the trays, offenders will stand behind the yellow line holding both trays with both hands. When the cuff port is opened step forward and hand them to IMU Staff.
- F. Trays will have the lids on them.
- G. Trays will not be hung by string or balanced on the cuff port.
- H. Failure to return food trays and/or containers, and/or food related misbehavior, will result in modified feeding arrangements.

Special Diets

- A. Medical will approve special diets for medical reasons.
- B. The Chaplain will approve special diets for religious reasons.
- C. Confirmation of medical or religious diets may take up to one (1) week for offenders who arrive from another facility.
- D. Offenders will receive a new I.D. whenever changes to their diet(s) occur, at the offender's expense.

Cell Searches/Inspections

IMU Staff will search/inspect cells routinely when an offender exits his cell, for any reason. Each cell will be inspected daily and searched a minimum of once every seven (7) days. Items not authorized will be confiscated and documented in the Search Log. Cell searches are conducted without advanced notice and without the offender being present. Cell searches are normally conducted by two (2) IMU Staff; however, they may be conducted by one (1) IMU Staff when a second IMU Staff is not available.

- A. Tightly rolled paper, magazines or wrapped pens will be considered unauthorized tools or weapons. They will be confiscated and offenders will receive an infraction, modifications, and/or level demotion.
- B. Do **not** cover the air vents; they are a required fresh air source. Your covered vents increase the volume to other cells, making them uncomfortable.
- C. Windows will remain uncovered to allow natural light. Covered windows may result in infraction, modifications, and/or level demotion.
- D. Maintain general sanitation. Use the cleaning supplies and participate in the clothing/linen exchanges. Weekly linen exchange is mandatory.
- E. Property limitations will be enforced. Do not accumulate newspapers or magazines. Contact the IMU Property Officer for placement in your property or the searching Officers will confiscate and dispose of them.

Escort/Movement Procedures

All escorts/movements of offenders out of/into their assigned cell will be conducted by two (2) Correctional Staff. IMU offenders will be placed in wrist restraints for all escorts/movements. Offenders will follow the directives of the escorting staff. Compliance with the escorting Correctional Officers/Sergeants directives is not optional. Refusal to comply with the escorting staff directives will result in an infraction, "No Movement" (yard/phone) modifications, and level demotion.

Offenders will turn the cell light on, stand behind the yellow line, show hands to the escorting Correctional Officers/Sergeant. A modified strip search can be conducted at the escorting officer's discretion. Offenders will, back to the cell door, place hands with thumbs up through the open cuff port. Wrist restraints will be applied. Offenders will remain standing, with back to the cell door, while cell door is opened. Offenders will be directed to back out of the cell. Offenders will stand while escorting Correctional Officers/Sergeant conduct a pat search. **DO NOT TURN OR MOVE UNTIL DIRECTED TO DO SO BY ESCORTING STAFF.** The first escorting Correctional Officer/Sergeant will grasp the offender's arm and direct the offender when and where to move. The second escorting Correctional Officer/Sergeant will escort from a position appropriate for the time, location, and circumstances. When the escort/movement reaches the secure destination, the offender will remain standing, with back towards the escorting Correctional Officer/Sergeant. This procedure will be followed for the removal of wrist restraints by the escorting Correctional Officer/Sergeant.

Your cooperation is a security and safety issue for IMU Staff and offenders.

Movement Schedule

Monday:	Education	10 am – 8 pm
	Law Library	10 am – 8 pm
	Limited Yard/Shower	7 am – 10 am
Tuesday:	Yard and Showers	
Wednesday:	Education	8 am – 2 pm
	Law Library	7 a m – 2 pm
	Limited Yard/Shower	2 pm – 9 pm
Thursday	Yard and Showers	
Friday	Yard Only	
Saturday	Yard and Showers	
Sunday	Yard Only	

Note: See attached movement schedule for specific times.

Yard/Telephone

Offenders placed in the IMU will not be allowed yard, telephone, or shower access during the first full calendar day. Offenders will be asked in the morning if they want yard, shower, razor and clippers on scheduled days. Failure to respond to the IMU Staff's inquiry will be interpreted as a refusal. Offenders will receive one hour for yard, with telephone access.

- A. If unable to complete a telephone call during yard, offenders will not be given further telephone access during that day. The CUS will approve any exceptions. One exception per week may be granted. The exact time of telephone access will depend on yard and IMU Staff availability and security issues. Special telephone calls are limited to 15 minutes.
- B. ISO (Isolation) status offenders are not authorized yard or telephone access. The only exception being a legal telephone call, approved twenty-four (24) hours in advance, by the CUS.
- C. All communication to or from the cells including yelling and signing (using any hand signs) is prohibited. Violation will result in termination of your yard.
- D. Yelling and/or screaming to communicate with other offenders will result in termination of yard.
- E. Pens are not permitted in the yards, unless prescheduled for Law Library.
- F. Offenders will not stand and/or sit on the tables or knock on the windows.
- G. When scheduled for outside yard, offenders will request jackets, hats, and/or shoes from the escorting Officers before being placed into the yard.
- H. Offenders may be moved for their scheduled yard time fifteen (15) minutes before or after the scheduled time.
- I. The area between the yard door and the painted yellow line is Out of Bounds.
- J. Yard is terminated if an offender requests to use the bathroom.
- K. Failure to follow Posted Operational Rules (POR's) will result in termination of yard time.
- L. When yard/phone time is terminated you will have 30 seconds to end the call and comply with staff directives.

Strip Searches

Offenders will be strip-searched before entering or exiting the IMU. This includes escorts to Medical and other areas of the institution, outside of the IMU. Offenders may be strip-searched after their yard time. Strip searches will be initiated by IMU staff based on the need for security and safety of staff and offenders.

Showers/Personal Hygiene

Offenders will receive at least three (3) fifteen minute (approx.) showers per week. Showers will occur throughout the day, generally at the conclusion of an offender's yard. Offenders on Isolation status will usually shower per the movement schedule. Schedule can be changed to meet the need of the unit and facility.

- A. Nail clippers and razors will be available for use while in the shower. Offenders will request these items when Officers inquire about yard/shower.
 - 1. Should an offender choose not to go to yard, after requesting yard on the initial survey, IMU Staff will not have the requested razor or clippers with them at that time. IMU Staff will **not** make an extra trip for razors and/or clippers.
- B. Offenders will not cut their own hair or shave their own head while in the IMU.
- C. Offenders will not braid their hair.
- D. Offenders will keep their fingernails closely trimmed.
- E. Razors will be returned to staff with the safety cover secured over the razor blades.
- F. Offenders will wear, at least, their under shorts and tee-shirt to the shower. On occasion, IMU Staff may require that you be fully clothed.
- G. Offenders using the shower time and/or area to pass items will receive an infraction, modifications, and/or level demotion.

IMU Management Levels

- A. Level Promotion Requests

Submit a KITE for a Level Promotion review to the designated IMU Sergeant. KITES will be submitted no later than Monday (12 noon). Level Reviews are done on Thursday afternoon. Offenders will NOT be reviewed for level promotion while serving a sanction or on modification.
- B. Management Level 1: (Isolation)
 - 1. Isolation is a sanction based on Washington Administrative Code (WAC) 137-28, Prisons-Discipline.
 - 2. Offenders will be showered per schedule
 - 3. Offenders will not receive yard
 - 4. Offenders will not receive Law Library unless on priority status
 - 5. Time on Isolation status will not be counted as good time toward a level promotion.

C. Management Level 2: (Entry)

1. Offenders on Administrative Segregation, Pre Hearing Confinement (PHC) and Disciplinary Segregation (D-Seg) status will **not** be considered for promotions to Level 3. They will be on Level 2 unless placed on Level 1 (ISO) due to receiving a sanction.
2. After 30 days on **IMS** Level 2 offenders can be reviewed and considered for promotion to Level 3, upon written request from the offender to the IMU Sergeant or CUS.
3. Visiting for Level 2 is one (1) hour weekly.

D. Management Level 3:

1. Level 3 **IMS** offenders will be considered for promotion to Level 4 after sixty (60) days at Level 3.
2. Offenders may have a radio in their cell. Misuse of the radio is grounds for immediate loss of the privilege and demotion to Level 2. Personal radios are not authorized. Volume is to be maintained at a level that cannot be substantially heard past your cell door.
3. Offenders may receive two (2) publication subscriptions and two (2) personally owned books, through the mail, to be exchanged on a one-for-one basis.
4. Offenders on IMS may receive gym shorts, if housed in F Unit.
5. Offenders may receive unit-supplied crossword puzzles, if available.
6. A handball is available on request prior to entering the yard if the yard is dry.
7. Offenders in F unit will receive a personal plastic tumbler instead of paper cups.
8. Visiting for Level 3 is two (2) hours weekly.

E. Management Level 4:

1. Level 4 offenders will be assigned to F Unit, when cells are available.
2. Offenders may receive mail, and two (2) publication subscriptions, and two (2) soft covered paperback books, to be exchanged on a one for one basis. A package request will be completed and approved before ordering the books.
3. Offenders may have a radio or television. Personal televisions are allowed.
4. Offenders are eligible to purchase correspondence courses at their own expense with approval from the CUS.
5. Offenders in F unit will receive a personal plastic tumbler instead of paper cups.
6. Offenders may receive donated magazines from the Washington State Library, through the IMU library. Donated magazines will be exchanged on a one for one basis.
7. Level 4 Offenders will be given first consideration for participation in available classes.
8. Visiting for Level 4 is three (3) hours weekly.
9. A handball is available on request prior to entering the yard if the yard is dry.
10. Level 4 Offenders can order designated food items from the inmate store.

Store Orders

Store orders are limited to ten (\$10.00) dollars weekly for hygiene and correspondence items for all levels, with the exception of Level 4 food orders as defined below. A list of store items authorized for IMU offenders will be available in the initial supply bag.

- A. Offenders can have only two (2) of each type of hygiene items in their cell at any time. Only one (1) comb will be authorized in the cell at any time.
- C. Offenders on Pre-hearing Confinement (PHC) are not authorized to order store.
- D. Store will be distributed in accordance with the posted Correctional Industries (CI) schedule.
- E. An IMU Store list will be issued on the day store is distributed. Fill it out and place it in your door for placement in the box. The store list will be picked up the next morning by CI for next week's store. (Process at the time of this revision)
- F. Denture paste and denture adhesive are for offenders with dentures only. Attempt to order denture supplies without authorization will cancel your store order.

Food Items are for level 4 in F unit only

Offenders in F Unit on Management Level 4 will be able to order food items designated on the IMU store list. In accordance with the policy matrix offenders can order up to \$5.00 per week.

Rules governing the management of food items in the IMU are:

1. Passing or attempting to pass items through fishing, dayroom, shower, education, cleaning gear, etc. will result in immediate demotion to Level 3 for 60 days.
2. All items must stay in original packaging.
3. When food items are used in a way that jeopardizes security (jamming locks, vents, hiding items, sculpting, etc.) the offender will be demoted to Level 3 for 60 days.
4. When food items are used in a way that is unsanitary or unsafe (i.e. moldy crumbs, smearing on clothes, sculpting, coloring or other like issues) it will result in demotion to Level 3 for 60 days.
5. Limits to the amount of food retained in cell will be equal to a two week order. Overages will be confiscated and placed in your property.
6. Offenders that are not Level 4 in F Unit that attempt to order store will have their store cancelled for that week and receive a warning in the 5-91 (increasing their time to qualification for Level 4). Offenders that are in possession of unauthorized food items (on person or cell) will be demoted.

Medical Services

- A. Sick Call will be held Monday through Friday. Medical staff will be available twenty-four (24) hours a day. Offenders may sign up for Sick Call by submitting a Health Services KITE. The offender will be seen or the KITE will be answered within twenty-four (24) hours of receiving the KITE. Medical staff will be in the IMU daily, for Pill Line. The Unit Booth Officer will announce over the pod intercoms, "Pill Line" and "medical check". If an offender wants to see the nurse, let the escorting IMU Staff know as they walk by the assigned cell. If an offender has a medical emergency that cannot wait until the next Sick Call or Pill Line, inform the Unit Booth Officer and advise them of the nature of the problem. If an offender wishes to declare a medical emergency, he may do so.
- B. Offenders that want to see the nurse will be dressed appropriately. Abusive or inappropriate language will result in demotion, infraction and modification.
- C. Dental and Optometry services may be requested through a Health Services KITE. If it is not an emergency medical staff will confirm your appointment by answering the KITE.
- D. For Dental emergencies sign up for Sick Call or declare a medical emergency.
- E. Mental Health services are available upon request.

Medication

If an offender is taking prescription medication(s), the offender will notify IMU Staff during the Intake process.

- A. Offenders will take most medications during Pill Line, in the presence of the nurse and the IMU Staff. Critical medications, as determined by medical, can be retained in the cell
- B. Offenders on PRN request medications will notify the Unit Booth Officer prior to the times listed below to ensure that the nurse will have the medications for pill line:
 - 7 a.m. for Morning Pill line
 - 12 p.m. for Afternoon Pill Line
 - 7 p.m. for Evening Pill Line
- C. Some medications, i.e., creams and soaps/shampoos, issued by medical will be kept on the shelves at the end of the tier of the offender's assigned cell. It is the offender's responsibility to notify the IMU Staff of the need to use such medication(s).

Religious Activities

- A. Offenders will submit a KITE to a CBCC Staff Chaplain to address any religious concerns and request allowable religious materials from the chapel.
- B. A CBCC Staff Chaplain will make periodic visits to the IMU. Offenders who want to speak to a Chaplain will submit a KITE, requesting an interview.
- C. Several Bible Study courses are available through the CBCC Staff Chaplain on request.
- D. An in-house Bible Study class is available, on a limited basis. Requests to participate will be directed to the Chaplain or F Unit Counselor.

Education and Programming

- A. Offenders housed in the IMU on maximum custody are required to complete at least one Offender Change Program (OCP) within their IMS assignment.
- B. Offenders on Ad-Seg that have interrupted current courses may be able to continue through facility correspondence until released from segregation. Submit a KITE to your instructor.
- C. GED Courses are strongly encouraged if you do not have a HS diploma or GED Certificate. Passing GED tests will count as a required Offender Change Program (OCP) for IMS offenders
- D. Other OCP's in the IMU include Moral Reconciliation Therapy (MRT), Stress and Anger Management, Getting It Right, and Cognitive Behavioral Therapy (CBT).
- E. A list of available correspondence courses can be received through the Education Department.
- F. The Intensive Management Program (ITP) is available for offenders that want to break the cycle of violation and IMU placements. The goal is successful reintegration back into general population or preparation for release into the community. More information is available through your counselor.

Counselor

The IMU/Segregation Counselors will be available on the tier at least weekly to answer questions. Offenders may also contact the IMU/Segregation Counselors by completing a KITE. Generally, the IMU Counselors will respond and/or see the offender within two (2) working days.

- Offenders on Administrative Segregation can send a kite to the E Unit counselor
- Offenders on Intensive Management Status can send a kite to the F Unit counselor.
- Offenders on Pre-hearing or Disciplinary Segregation can kite their regular unit counselor, E Unit Counselor or the IMU CUS.

Visits

Offenders will be allowed visits during regular visiting hours, with the exception of offenders on Isolation status. All visits will be no contact visits with immediate family members only. Offenders will be allowed only one (1) visit per week. The length of a visit will be determined by the offender's level.

The following is the time limit for each Level:

- Level Two One (1) hour
- Level Three Two (2) hours
- Level Four Three (3) hours

Special visits (i.e. increased time due to distance, Non-immediate family) are requested through your assigned IMU Counselor. Please provide your assigned IMU Counselor with 10 days' notice to ensure your request can be reviewed in time.

Library

- A. A collection of paperback books will be maintained in the IMU for distribution and will be replenished periodically, in accordance with CBCC 510.010, Library Services.
- B. IMU Staff will exchange paperback books on a one-for-one basis, daily, on 1st Shift after count. Offenders will complete an IMU Book KITE, requesting books by subject. The IMU Book KITE will be submitted no later than 10 p.m. to receive books the next night.
- C. Offenders on Levels 2, 3, or 4 may receive two (2) library books. Levels 3 and 4 may check out magazines. Offenders on Isolation status are not authorized library services.
- D. Damaged or lost material will be replaced at the offender's expense.
- E. All books in the IMU library will be soft covered, paperback.
- F. A large number of religious books are maintained in the IMU library.
- G. Books that are altered, defaced or written on will be taken out of circulation

Grievances

Offenders will notify the Unit Control Booth Officer, before 7:00 p.m., of their request for grievance forms. Staff will distribute the grievance forms the same evening, before 10:00 p.m. Offenders may ensure confidentiality of their grievance by sealing it in an envelope before sending it to the Grievance Coordinator. Offenders can order envelopes with cell supplies. The offender's name, DOC number, and cell number must appear on the outside of the envelope. Offenders will seal the envelope in the presence of IMU Staff, after briefly scanning the document(s).

An offender on paper/pen modifications will verbally relate an emergency grievance to the unit Sergeant. If it is deemed non-emergent the offender can file the grievance on completion of his modification.

Appeals

- A. Offenders will notify the Unit Booth Officer, before 7:00 p.m. that they have an appeal to file.
- B. Appeals of Major Disciplinary Hearings will be turned into IMU Staff. Use only the envelopes marked as "**MAJOR APPEAL**" envelopes. Include a copy of the infraction report with the appeal.
- C. Do not seal the envelope until IMU Staff confirms that the infraction copy is included. IMU Staff will issue a receipt for properly submitted appeals.
- D. Administrative Segregation Hearings cannot be appealed. All Classification Hearings may be appealed to the Superintendent.
- E. Level Review decision appeals will be addressed to the IMU CUS within twenty-four (24) hours of receiving the final decision in writing.

Legal Access

A. Legal Material

1. The Superintendent/designee may limit any of the accesses listed in this handbook based upon the behavior of the offender and security issues of the IMU.
2. Offenders housed in short-term Segregation, thirty (30) days or less, may request specific personal legal documents/papers in order to continue or pursue a legal matter **if** the offender has a verifiable court-imposed deadline within forty-five (45) days of the start of the segregation time. Offender legal access concerning on-going current or active cases addressing the current conviction or civil rights issues will be allowed the access opportunities provided for in CBCC 590.500, Legal Access for Offenders. Personal legal documents/papers and resource materials may be limited to those necessary for preparing the draft pleading. Offenders housed in Isolation/Segregation for (10) days or less, normally will not be provided with their personal legal documents/papers or legal reference materials, unless there is a confirmable emergency. Requests are made through the IMU Property Officer.
3. Offenders housed in long-term Segregation/Intensive Management Status (IMS), may request specific personal legal documents/papers necessary to prepare legal pleadings. Such allowances will conform to CBCC 590.500, Legal Access for Offenders, and the property limitations of the IMU.
4. Carbon paper for making legal copies is requested from the central Law Librarian
5. Offenders may request legal materials from the Law Library by submitting a completed CBCC IMU Law Library Materials Request form to the Law Librarian.
6. Offenders in the IMU will have access to the contents of the brief bank. A list or index of materials within the brief bank will be available for review through the IMU Law Library.

B. Law Library

1. Offenders may request the use of the Electronic Law Library and/or regular Law Library by submitting a KITE to the First (1st) Shift Sergeant by 10:00 p.m. the night before the requested day. Access may be granted up to two (2) hours a day, space permitting, on Monday after 10:00 a.m. and Wednesday before 2:00 p.m. The time period scheduled will be designated as "A.M." or "P.M.". The actual time will be determined by floor staff. You will be contacted by the booth officer at least 10 minutes before you use the law library.
2. Offenders can request use of the LANS or law library books daily during their regularly scheduled inside yard (Telephone and exercise allowed).
3. Use of the IMU Law Library will be in accordance with DOC 590.500, Legal Access for Offenders.
4. Offenders using the Law Library on Monday (after 10 A.M.) and Wednesdays (Before 2 P.M.) will not use the telephones in the dayrooms.
5. Offenders on "no movement" modifications for safety and security concerns will not be given Law Library.

6. Offenders may request legal reference material stored in the IMU by submitting a KITE to the IMU Property Officer. Offenders will request law books by index number and title, and include the date of the scheduled Law Library. Legal book listings are posted in the dayrooms. The books will be available on the cart for up to 10 days for the offender's access during law library/yard period.
7. Offenders on PHC, D-Seg, and ISO may use the Law Library only if they are on confirmed priority legal status due to:
 - a. A scheduled court appearance
 - b. A documented court-imposed deadline with forty-five (45) days.
8. Offenders on PHC, D-Seg, or ISO will be responsible for providing documentation of an emergent need when requesting use of the IMU Law Library. The facility Legal Liaison or Law Librarian will be the contact person who will verify the information.

D. Legal Calls

1. All normal legal calls will be made on the standard telephones and during scheduled yard time. Special attorney/legal call arrangements will be submitted to the offender's IMU Counselor twenty-four (24) hours in advance. **Verification of reason and attorney will be made before the telephone call is authorized.**

E. Legal Forms

1. Legal services request forms, to meet with offender legal services, are available through the Cell Supply Request form procedures.

Legal Mail

A. Incoming

Offenders will sign the Incoming Legal Mail Log Sheet before IMU Staff will deliver the legal mail. Legal mail will be opened in the presence of the offender, and scanned by IMU Staff to ensure valid content and the absence of contraband.

B. Outgoing

Offenders will notify the Unit Booth Officer, before 7:00 p.m., that they have legal mail for pickup and processing. IMU Staff will distribute a Legal Mail Log Sheet for you to complete before pickup and processing. Legal mail is picked up nightly between 8:00 p.m. and 9:30 p.m. The log sheet will be completed and your legal mail will be ready for pickup and processing when IMU Staff report to the cell front. Offenders will seal the envelope in the presence of IMU Staff, after they scan the document(s).

Notary Service

Offenders may request a Notary Public by submitting a KITE to the Unit Counselor.

Copy Service

Offenders requiring copy services for legal purposes will send a kite to the law librarian. The law librarian will pick up the documents with a Photocopy Request Form identifying the requested documents and return the copies within two working days.

Mail

Offenders may write and receive correspondence according to CBCC 450.100, Offender Use of Mail and the Washington Administrative Code (WAC's). IMU Staff will pick up mail as they make rounds. Do not include any markings other than a return address and the name and address of the recipient. Postage stamps will not be allowed in the IMU. Pre-franked envelopes are required on all personal mail.

A. CBCC 450.100, Offender Use of Mail, reads as follows:

Letters from offenders shall be addressed in a complete manner so that CBCC staff can identify specifically for whom the correspondence is intended. This will ensure that mail is not misdirected.

B. Offender to Offender correspondence is prohibited, unless an exception is granted by the Superintendent(s) of the facility(s) where the offenders reside.

Haircuts

Haircuts will be available to offenders twice a month, every other week. Haircuts will be conducted every Monday, 2:15 p.m. to 4:15 p.m. and 7:15 p.m. to 9:00 p.m. Offenders will submit a KITE to "Haircut Officer". Offenders on PHC or D-Seg status, serving thirty (30) days or less on a sanction will **not** be placed on the haircut list. Offenders on ISO status or on modifications will **not** be eligible for haircuts. Offenders will be housed in the IMU for thirty (30) days before they are eligible for a haircut. Due to time, "special" haircuts will not be allowed.

Intercom System

The cell call button will be used to contact the Unit Booth Officer to notify of an emergency, pill line, outgoing legal mail, and/or grievances, etc. The cell call button will not be used to contact the Unit Booth Officer to request to talk to the IMU Sergeant, IMU Counselors, and/or the CUS, etc. Offenders who continue to misuse the intercom system will receive an infraction for violation of WAC 103 and 558.

"Fishing" Lines

The passing of any items up or down the tiers or utilizing string, "fishing" lines, or similar materials is prohibited. Any offender observed participating in this type of activity will be restrained, strip searched, and his assigned cell will be searched. Materials used to construct the "fishing" lines will be confiscated, i.e., paper products, linen, clothing, etc.

Offenders that have been determined to have used paper products, linen, or clothing will lose these items for a minimum of seven (7) days. Participants will receive a level demotion and appropriate infractions. This activity is considered a serious violation.

Modification of Conditions of Confinement

All sections in the IMU Offender Handbook may be modified based on offender behavior or unit security needs.

Modifications of the conditions of confinement will be based on behavior and the requirement to maintain the security and orderly operations of the unit.

Personal Property

Offender personal or state property will not be retrieved from your property and brought into IMU with the exception of:

- Address book
- Clear case headphones
- Legal work (IMS, and Ad-seg within a 45 day court deadline)
- Eye Glasses (one pair) as approved by the Sgt. or CUS.

Requests for above items from an offender's property will be sent to the IMU property officer.

Personal books, hygiene items or non-legal papers will not be retrieved from your property.

Signatures

Correctional Unit Supervisor

Date

Correctional Program Manager

Date

Associate Superintendent, Programs

Date