

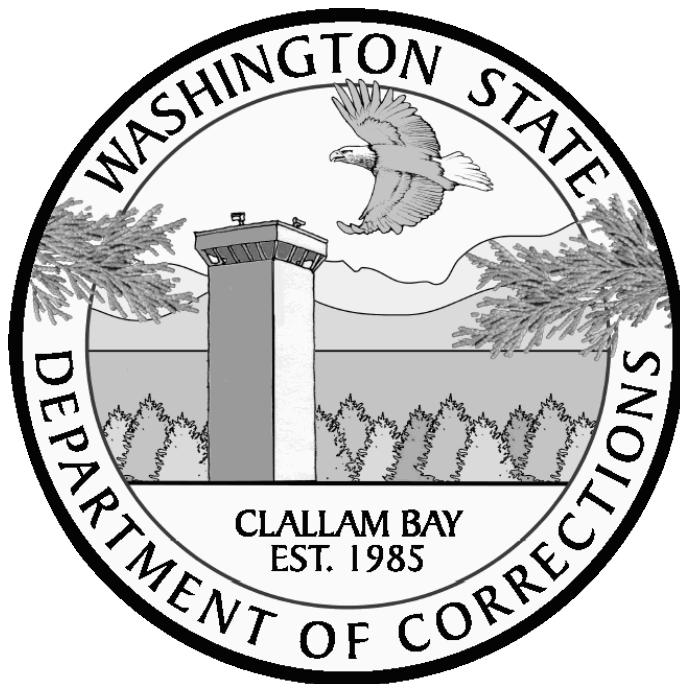
# PARALLEL COMMUNITY ORIENTATION

## Clallam Bay Corrections Center

1830 Eagle Crest Way • Clallam Bay, WA 98326-9723

360-963-2000

[www.doc.wa.gov](http://www.doc.wa.gov)



# Offender Orientation Handbook

The contents of the Clallam Bay Corrections Center (CBCC) Offender Orientation Handbook are not intended to replace Policy Directives or Operational Memorandums. They are intended only to provide an overview of institution policy and procedure to facilitate offender orientation for Clallam Bay Corrections Center.

**Table of Contents**

Programming and Compensation.....3  
Religious Program Activities .....5  
Grievance Procedure .....6  
Tort Claims.....8  
Limited English Proficiency.....8  
American with Disabilities Act.....9  
Fire & Safety .....9  
Offender Accounts.....9  
Offender Movement/Courtyard Procedures.....11  
Offender Store .....11  
Intensive Management Unit (IMU).....12  
Law Library.....12  
Washington State Library.....13  
Clothing and Linen.....14  
Laundry.....15  
Barber Shop.....15  
Health Care .....16  
Telephone Use.....16  
Visit Program.....16  
Peninsula College (Education Programs).....17  
Personal Property for Offenders.....18  
Recreation Programs.....20  
Volunteer Programs.....21  
Searches .....21

# Programming and Compensation

Upon arrival to CBCC, offenders will be screened for all work programs using DOC 02-374 Screening Committee Incoming Transfer Review Checklist.

The Offender Program Coordinator (OPC) will build a referral for all incoming offenders using the completed checklist.

After 90 days of arrival and completion of work program screening, offenders may apply for Class III positions by submitting a Job Application (CBCC 10-032) to their Counselor.

The Counselor will complete a Job Screening Checklist and submit it along with the job application to the OPC.

The Multidisciplinary Screening Committee will review all job requests and forward them to the OPC for placement on the waiting lists.

All job referrals will be closed upon placement in Segregation. Offenders will be responsible for contacting the OPC to reopen their job referrals when released. If DOC 02-373 Job Screening Checklist needs to be updated, the OPC will notify the assigned Counselor.

Offenders with a verified GED or high school diploma will be considered first for all Class III work programs. Offenders placed in Class III jobs without a verified GED or high school diploma must be actively participating in an educational program. If an offender loses his education program, for any reason, he will also lose his work program.

When an offender has been hired, all referrals will be closed for 60 days with the exception of offenders assigned to unit jobs. Offenders may request to be placed on other job waiting lists after 60 days by sending an application to his Counselor. The referral date will reflect the request date and may not be backdated. Referrals for offenders assigned to unit jobs will remain open until a job outside the living unit has been obtained.

## **Terminations/Suspensions**

Work Supervisors may suspend an offender pending a Multidisciplinary Facility Risk Management Team (MDFRMT) review.

Work Supervisors may recommend suspension/termination of an offender to the MDFRMT based on documented evidence of problems such as:

Refusal to work

Failure, inability, and/or unwillingness to perform the duties required

Inappropriate behavior

Excessive tardiness

No longer meet the criteria to program in that area.

Theft may result in any one of the following actions:

Reprimand/Warning and entry made in the electronic Behavior Log by the supervisor.

- Infraction 354: theft of food valued at 5 dollars or less - recommendation for termination may be made.
- Infraction 741: theft of food valued at 5 dollars and more - recommendation for termination will be made.

Unexcused absenteeism:

- a. First unexcused – reprimand or warning
- b. Second unexcused – 104 minor infraction
- c. Third unexcused – work supervisor may request a MDFRMT for termination/suspension and/or infraction.

Terminations will be automatic upon placement in Segregation when the offender will be expected to stay for more than 10 days. Exceptions to this will be on a case by case basis using the MDFRMT process including the work supervisor.

Offenders, who no longer meet the criteria to program in an area, will automatically be terminated upon guilty findings for major infractions.

Terminations may be appealed to the Correctional Program Manager (CPM) within 48 hours.

Offenders will be responsible for contacting the OPC to be placed back on a waiting list after suspension/termination time frames have been met.

### **Offenders Refusing and/or Failure to Program**

Offenders refusing a job assignment/programming will receive the appropriate infraction and/or may be placed on non-programming status. Offenders cannot voluntarily quit or request termination of a job assignment if employed in a Class III job that would leave them without a program assignment, without approval from the Counselor or FRMT.

Offenders found guilty of a serious infraction will be subject to sanctions per DOC 320.150 Disciplinary Sanctions and may be subject to a MDFRMT review, which may result in the loss of program points, earned time, and/or a demotion in custody.

The CBCC maximum Class III pay is \$55 per month. The starting pay for Class III positions is between \$0.30 and \$0.36 per hour. Raises will be given after the first 30 days up to \$0.36 per hour. After the second 30 days has passed, the offender will be eligible for another raise up to the maximum rate for Class III positions of \$0.42 per hour.

To receive a raise, offenders must remain major infraction free and have no below average evaluation ratings during his employment period. The Offender Program Coordinator (OPC) will screen the offender for major infractions before submitting a raise.

The Management of Class II positions, Correctional Industries may establish an incentive payment for offender workers based on productivity. The incentive is to be paid separately from the hourly wage or gratuity rate, and is not subject to the specified deduction for the cost of incarceration. The starting pay for Correctional Industries is \$0.55 and may be raised up to \$1.60 per hour.

## Religious Program Activities

### **CBCC Religious Activity Center (RAC)**

Religious programs at Clallam Bay Corrections Center (CBCC) are served by the Chaplain, the Community Partnership Program Coordinator (CPPC), and a small army of volunteers.

Programming for religious faith and foundation groups are scheduled through the office of the Chaplain and the CPPC; Faith groups for which religious programming is currently offered includes Asatru, Buddhist, Islamic, Jehovah's Witnesses, Jewish, Later Day Saints, Native American, Protestant/Christian, Roman Catholic, Seventh Day Adventist and Wicca.

Additional religious programs are sponsored by religious volunteers from the community and are scheduled through the CPPC. These programs include weeknight and Saturday afternoon Christian programs. You may request information about any of the volunteer sponsored religious programs by sending a "kite" to the CPPC.

### **Greeting Cards:**

Funds are provided through the Chapel program to provide greeting cards for offenders. Offenders may request up to four general cards each month by submitting a kite to the Chapel. Additional cards for special days of the years are also provided upon request and availability. Cards can also be purchased from the offender store.

### **Religious Library:**

The Chapel houses a number of religious libraries for offender use. There are special callouts for the Christian Library. Many of the other religious groups have books, tapes, and other materials available for checkout at their group meetings. Send a "kite" to the Chapel to attend the library or group sessions.

### **Personal Religious Property:**

Personal religious items must be placed on the "Record of Authorized Offender Personal Religious Property." Items that should be recorded include: Religious Medallions, religious oils/herbs incense, Native American medicines. Send a "kite" to

the Chaplain for an appointment to complete this record.

**Religious Representatives:**

Representatives who wish to have a special visit with offender representatives or who have specific program questions are invited to contact the Chaplains' Office by letter, e-mail or telephone.

**Speak to the Chaplain:**

If your personal or family circumstances indicate personal counseling would be helpful, you may always send a "kite" to speak to the Chaplain.

For more information regarding **Callouts**, **Religious Diets**, the **Marriage** process, or **Personal Religious Property** please send a "kite" to the **CBCC Chaplain**.

Although this overview cannot cover all the religious program services at CBCC, it outlines the principal components.

## Grievance Procedure

The grievance procedure at Clallam Bay Corrections Center (CBCC) is managed under the Department of Corrections Grievance Program. The DOC Offender Grievance Policy and Procedures Manual is available for review in the Law Library. The grievance system is designed to provide an offender with an administrative remedy for the issues he has been unable to resolve through routine procedures. The Grievant must submit the complaint on his own behalf.

Offender Complaint forms (DOC 5-165) are available in the unit Duty Office or on the cell supply chart. When you obtain a form, complete it and place it in the Grievance box located outside the unit control booth. Once submitted, one of the following will occur: (1) You will be scheduled on the daily call-out for an interview with the Grievance Coordinator, or (2) You will receive a response from the Grievance Coordinator indicating your complaint is being processed, additional information is needed, or your complaint is non-grievable. When a complaint is sent back (known as rewrite) for additional information, clarification or to be condensed, you are asked to resubmit your complaint on a new complaint form. When resubmitting your complaint, it is important that you include the Grievance Log ID# in the upper right-hand box of the form. This will save time and ensure your complaint is processed correctly.

Please ensure that you provide all requested information on the Complaint form in the section entitled **I WANT TO GRIEVE**. It is **Mandatory** that you sign and date the complaint form. Unless used as a direct quote, use of obscene language or vulgarity may result in your complaint being returned to you for rewriting.

Our goal is to handle offender complaints as quickly and efficiently as possible while giving serious consideration to your concern. You can help by remembering the following:

1. Limit your complaint to the relevant issue. This is not a legal forum, and RCW's, case law or other legal references should not be cited or quoted. In as few words as possible, tell the Grievance Coordinator what happened, who was involved, when the event occurred (date and time), and where it occurred. Also list what steps you have taken to resolve the issue. Your suggested remedy is preferred, but not required.
2. When grieving something that was said to you, quote what was said and by whom, when possible.
3. Only one issue or incident is allowed on a complaint form. If you attempt to grieve two or more issues, it will cause the form to be returned to you for rewriting. This causes delays and unnecessary work for you.
4. All complaints and formal grievance appeals are to be placed in the grievance box in your unit (in the IMU, you may ask staff to submit complaints to the unit grievance box, or you may accomplish this during your designated yard time).
5. Only the Grievance Coordinator has a key for the grievance box, thereby ensuring confidentiality of complaints submitted in this manner.
6. Remember that you are responsible for statements made in your grievance. If you falsely accuse a staff member or another offender of an action that could cause them to be proceeded against in any manner, you may be infraacted for lying (552-Serious Infraction). Threatening statements may also result in your receiving a serious infraction.
7. Remember when writing your grievance that the grievance system was not designed for any purpose other than to solve problems that you have not been able to resolve through routine processes. It is not designed to retaliate against staff. If used as designated, it is an extremely efficient method of resolving problems.

### **EMERGENCY GRIEVANCES:**

The Emergency Grievance procedure is an accelerated method used to address situations involving life or death, imminent physical harm, or the security of the facility.

CBCC 550.100 defines emergency grievances as limited to issues which present threat of death or injury to offenders or staff, or disruption of the institution. An issue concerning health-preserving medication and treatment is grievable as an emergency if the treatment, or lack of it, causes severe pain to continue or presents an imminent threat to life or health.

The offender is required to attempt to resolve these issues with staff on site before submitting them as an emergency grievance.

To file an emergency grievance, the offender must: (1) contact staff, (2) explain the nature of the emergency, and (3) obtain and submit an Offender Complaint Form (DOC 5-165), marked as an emergency.

The offender can expect the following: (1) On site staff will attempt to resolve the emergency with him, (2) He will receive a response on the written complaint within one hour, (3) if the complaint is deemed non-emergent by the Grievance Coordinator or Shift Lieutenant/designee, it will be processed as a routine grievance, and (4) if the complaint is deemed an emergency, the offender will be contacted within one hour by the Grievance Coordinator or Shift Lieutenant/designee.

Please do not misuse the emergency grievance procedure. Any issue that DOES NOT involve life or death, severe continuing pain, imminent physical harm, or the security of the institution will be processed routinely. According to the Disciplinary WAC, 137-28, an offender may be infracted for declaring a false emergency health care situation. Please do not abuse the emergency grievance system; as it is in place to serve you.

All Offenders should be aware that their access to the grievance procedure may be limited (by policy) if they abuse the grievance system.

Use the grievance procedure to address legitimate issues or incidents that have not been resolved through other established administrative processes. Do not attempt to retaliate against staff, other Offenders, the institution, or the prison system by filing malicious grievances, or grievances intended only to overwhelm the grievance procedure. Remedial action can be taken against you for these practices.

OGP-075 provides that only five active grievance or appeals may be maintained by an offender at any one time. Any excess grievance or appeal will be returned not processed. (Emergency grievances are an exception to this limitation.)

## Tort Claims

If there is an alleged personal property damage or loss, you may file a tort claim with the State Office of Financial Management's Risk Management Division. DOC recommends that offenders attempt to resolve issues with the appropriate facility staff or through the offender grievance process prior to filing a tort claim.

The Grievance Coordinator has been designated the Tort Claims Administrator for CBCC. To request a Tort Claim Form (SF210), send a kite to the Grievance Coordinator. Upon completion of the form, you must send it to the address noted on the claim form.

## Limited English Proficiency (LEP)

If you do not speak English as your primary language and have limited ability to read, write, speak, or understand English, every reasonable effort will be made to provide you with effective interpretation services for:

- Disciplinary hearings
- Classification
- Grievance program
- Access to medical, dental, and mental health services
- Prison Rape Elimination Act



- Administrative Segregation
- Unit Rules, Searches, other formal meetings or hearings
- Fire evacuation procedures

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

The Grievance Coordinator has been designated as the Limited English Proficiency (LEP) Coordinator. If you require LEP assistance, please contact the Grievance Coordinator.

## American with Disabilities Act (ADA)

Offenders with a disability have the right to receive “reasonable accommodations” to make programs and services more accessible.

The Grievance Coordinator has been designated as the ADA Coordinator for CBCC. If you have a disability and need accommodations to programs, activities, or other services, please contact medical staff and/or the Grievance Coordinator.

## Fire & Safety

### **FIRE EVACUATION PLAN**

A Fire Evacuation Plan is posted in the entrance of all units. In addition, fire evacuation routes are located in all buildings throughout the facility. Locate the fire evacuation plan for your area, and become familiar with:

- Primary Evacuation Routes - red
- Secondary Evacuation Routes – blue

### **INJURY REPORTING**

Anytime you are injured while working on a job at CBCC you are required to fill out an Accident/Injury Report form DOC 03-133. To obtain the form ask your job supervisor. Please fill in a complete description of what you were doing when you were injured and how the injury occurred when filling the form out.

If you have any safety questions or concerns contact the Safety Officer through a kite.

## Offender Accounts

Money received from outside the institution must be in the form of a money order (postal or bank), cashier’s check, Western Union or J-Pay. International currency or wires,

including Canadian, are not accepted and will be returned to the sender at the offender's expense. Cash and personal checks will also be returned to the sender. If the sender cannot be identified, the money may be placed in the Offender Betterment Fund by the mail rejection process.

When funds are received in the mailroom, they will be removed from the envelope, receipted and sent to the Accounting Office to be deposited in the bank.

Funds are posted to your account by the Business Office within five (5) working days of receipt by the CBCC mailroom. If an offender has a debt, collection of the debt will occur per DOC Policy 200.000 at the time of posting.

Medical accounts are used for medical procedures that are not provided by the Department of Corrections per DOC Policy 600.020, Offender-Paid Health Care, **and cannot be used to pay for medical or dental copays.** Education accounts are used to pay for expenses for an approved educational course of instruction per DOC Policy 200.000, Trust Accounts for Offenders, Attachment 6-Subaccounts after the expenditure has been approved by the Superintendent or his designee. These funds can only be returned to the sender of the funds.

The offender payroll is credited to offender accounts on the 15<sup>th</sup> of each month or the closest business day when the 15<sup>th</sup> falls on a weekend or holiday. Offender statements are issued once each month after posting the DOC payroll (a day after payday).

Offenders must complete a money transfer form to send funds out of the institution or to make a purchase from a vendor. A stamped envelope must be attached to the money transfer form bearing the offender's full name and institution address, and the full name and address of the person or business to which the money transfer is being mailed. Money transfers are handled within five (5) working days of their receipt in the Business Office. Ensure that your name, DOC number and Housing Unit are on the money transfer form and are legible.

**If you are being released and wish to take your money with you, a money transfer form must reach our office at least three (3) working days before you are scheduled to leave.** The money transfer form should state: Payable to (your name) and the reason (account close out). Your account is paid by check. Gate release funds (transportation) are paid in cash. If the funds in your account are less than \$5 and you have debt all available funds will be used to pay the debt prior to issuing your release check. If the funds in your account are more than \$100 and you have debt, the debt will be paid using your funds until the debt is paid or your funds are reduced to \$100.

Check requests are to be submitted to your assigned Counselor for processing and forwarding - limit is \$99.99. Check requests in excess of \$99.99 are to be submitted to the Correctional Unit Supervisor (CUS) for processing and forwarding.

When you transfer between facilities it takes a minimum of 2 weeks and may take as much as 4 weeks for your funds to be transferred as each facility has its own procedure regarding transfers.

## Offender Movement/Courtyard Procedures

Offender movement to and from program areas will be controlled by control points, towers, unit booths, and staff. Other than mainline and recreation periods, offenders must be listed on the Daily Callout sheet before being allowed to leave the unit, enter a program area, or pass through control points.

All offender movement (except mainline and pill line) will be announced by Control One. Gate/movement periods will be 5 minutes in duration once the movement has been called. You must reach your destination in that time frame. After that time, movement will not be allowed.

The offender is responsible to conform to the appropriate dress standard before leaving the unit. There will be no loitering in the courtyard and no spitting on pavement.

Out-of-bounds areas will be established and clearly marked. Offenders will not enter these areas without direct staff escort or the authorization of the Shift Commander/Sergeant.

## C.I. Offender Store

There are over 320 store items available for purchase by the general population at CBCC. You may order up to \$80 in store every ordering period. All items are considered part of your \$80 limit. Store items will be sold starting on Page 1, top to bottom, left to right.

Only CBCC store order forms will be accepted. Please follow the directions on the form and fill out your information legibly on both sides of the order form. Store order forms may be rejected based on the color of ink used, orders for under \$1 (except for hygiene items, over the counter medication, and pre-franked envelopes), graffiti, and the wrong name and/or DOC number.

Pre-franked envelopes are available through the Offender Store. You may purchase up to 40 pre-franked envelopes per week with funds. If you are indigent, you may incur a debt for up to 20 pre-franked envelopes per month. Offenders wishing to utilize their Postage Account to purchase pre-franked envelopes must circle YES or NO next to POSTAGE ACCOUNT YES/NO. Only pre-franked envelopes and shipping holds may come from your postage account.

Over the counter (OTC) drugs (aspirin, allergy tablets, and cough drops ect.) are sold in the offender store. You may order one each OTC drug per month, however, you may

only have 2 containers/packages of each OTC in your cell at one time (1 opened and 1 sealed unless otherwise indicated on a DOC 13-041 HSR).

At the time of delivery, your store order will be displayed and verified. Individual items/partial orders cannot be rejected. If you ordered an item, it is yours. The only exception to this is damaged goods and/or staff errors. If you want to reject an item you ordered, the entire order will be rejected. **No refund will be given, and the order will be donated to charity.**

Store orders will follow you unless you go to IMU, temp leave (medical or court), or chain out. In those instances, the order will be returned and you will receive a refund.

## Intensive Management Unit (IMU)

The purpose of an IMU is to keep out-of-control offenders under control until they are no longer considered a threat to the orderly operation of the facility.

Our goal is to provide a clean and safe environment, incentives for good behavior and programming opportunities that will allow the offender to change his behavior and enable him to live in population successfully.

The IMU is a Maximum Security Unit. The purpose of an IMU is to serve as a jail within a prison, to provide secure housing. Movement is closely controlled and supervised for offenders who demonstrate a serious threat to the safety of staff, themselves, other offenders, or the public, through a pattern of violent or seriously disruptive behavior.

Offenders in the IMU remain in their cells 23 hours each day. They are allowed out of their cells for only one-hour per day, five times per week. Offenders are escorted in restraints, by staff. They are escorted to and from enclosed showers and exercise yards. They have access to a telephone in the yard. They receive meals in their cells.

Offenders on Levels two, three and four are allowed no-contact visits once weekly during regular visiting hours. The length of the visit is determined by the level an offender has earned: Level Two - one hour weekly; Level Three - two hours weekly; Level Four - three hours weekly.

When an offender is moved from his cell for any reason, he is handcuffed behind the back before leaving the cell. He remains in restraints during escort. All doors in the IMU are electronically controlled by a Correctional Officer in the Control Booth.

## Law Library

The Law Library is located in the Room 1519 in the wing between A and B Units and has space for 15 offenders and 2 law clerks per session. It maintains legal reference

material and equipment to aid in preparing legal pleadings and is staffed Sunday through Thursday. After being placed on the call out, failure to go to the Law Library will result in a 104 infraction being written.

The Law Library uses a call-out system. Offenders complete a Law Library Access Request form CBCC 20-214 and submit it via the unit to the Law Library by 4:00 p.m. on Tuesday prior to the week to be scheduled. Offenders who have a verified court deadline and/or require emergency access, will submit a Law Library Request for Priority Scheduling Deadline form DOC 02-247. Court documentation/verification of a court deadline is necessary for approval of priority status.

The Step-Down Resource Area is located in the upstairs of C-D Units. It maintains limited legal reference material and equipment to aid in preparing legal pleadings. It is not staff regularly so arrangements must be made in advance to the D Unit office.

The IMU Law computers are available for IMU offenders to pursue their legal work. Additional materials and legal documents needed to prepare legal pleadings, may be requested by sending for DOC 21-803 Offender Law Library/Intensive Management Unit Law Library Law Materials Request or a kite to an IMU staff member and/or Law Library. The Law Library will utilize distribution to deliver materials to IMU on Sunday through Thursday. The Law Library, Step-Down, and IMU computers have Versus Law, the electronic research system. The Law Librarian is available to come to IMU on Sunday and Monday evenings to copy legal pleadings being sent to the courts. Documents are picked up on Sundays and delivered back for legal mail on Mondays. Request copies by sending a photocopy request form CBCC 20-212 or a kite to the Law Library and allow enough time in order to meet court deadlines.

## Washington State Library

### **LOCATION:**

The Main Library is on the Second Floor of the Industries and Laundry Building.

### **SCHEDULE:**

The Library schedule is posted in each living unit.

### **SIGNING UP:**

You have to sign up each time you want to go to the library. Ask in your unit where the sign-up sheet is. Use your full name and DOC number when signing up, or you will not be placed on the call out. You cannot go to the library during the time you are scheduled to work, unless authorized by your work supervisor. If you want to use the library during your work hours, you have to ask your supervisor to put you on the call out for the library time so you do not have conflicting schedules.

### **COLLECTION:**

Recreational Reading, Educational Support, Mail Order Catalogs and order forms, Magazines, Newspapers, Music Cassettes, C/D's

**LOAN PERIODS:**

Books (limit of fifteen) – three weeks

Music (C/D's limit of two, Cassettes and Inter-Library Loaning = Five) – three weeks

Audio Books and self-help tapes - three weeks

Language Tapes – three weeks

Inter-Library Loans – two weeks

Circulating Magazines – three weeks

Current Magazines & Newspapers - Library use only \*

Mail Order Catalogs - Library use only \*

\*Offender Identification Cards will be held in exchange for “Library use only” materials.

**RESERVES:**

Books that are in circulation may be reserved. You will be notified when they are available for checkout.

**INTER-LIBRARY LOANS:**

Materials not owned by the CBCC library can be borrowed from other public libraries. Please see staff for assistance. Items received from other libraries for inter-library loaning are due in two weeks.

**LIBRARY STAFF:**

The Washington State Library staff at CBCC encourages your questions, comments and suggestions about the State Library service.

## Clothing and Linen

**CLOTHING ISSUE/EXCHANGE**

1. All offenders will receive a basic clothing issue.
2. You will be responsible for the clothing and linen issued to you. If any of the items issued to you are destroyed or lost, you will be required to pay for them.
3. Briefs and T-Shirts and Linen Exchange is every three months for each unit. Follow the instructions on the Offender Clothing form, CBCC 21-868.
4. Shoes, khaki's and sweats will be exchanged by sending a Kite to clothing exchange. You will be placed on the call-out.
5. The only clothing items that are no longer usable will be exchanged. Briefs and T-Shirts can be exchanged once per year. Dirty clothing will not be exchanged.
6. Please refer to CBCC Operational Memorandum 450.050, State Issued Clothing and Linen, for additional information.
7. Offenders who miss clothing exchange for any reason will not be allowed to exchange until the next quarterly exchange.
8. If your state clothing is in need of repair, send a kite to the Clothing Exchange and you will be placed on the call-out.
9. If you discover you are missing clothing or linen from your laundry bag, send a kite to laundry requesting the missing items and the date washed. If found, they will be returned to you.

10. When leaving the institution for court order, medical, chaining out, or releasing, you will be placed on the call-out. Bring all state issued items (except bedding) to be accounted for. If you need, you can take some items back to the unit after everything has been inventoried. You are responsible to bring everything or you will be charged for missing items.
11. You are responsible to maintain legible tags on your state issued clothing. If the tag is illegible or it falls off, send the item to the Clothing Exchange to be retagged.

## Laundry

1. There are two calendars in each pod, one in English and one in Spanish, showing the day when each unit's laundry will be washed. Monday and Thursday are close custody units (A, B, C and D), Tuesday and Friday are MSC Units (G, H, I and J) and Wednesday is all units linen wash day. Laundry carts are available in your unit rotunda on your unit's scheduled wash day.
2. All offenders will be issued two laundry bags to use for laundry and linen. Any items sent in on the wrong laundry day will be returned unwashed.
3. Laundry numbers must be on the outside of the laundry bag, and the bag must be tied properly. If it is not tied, it will be returned to you unwashed. Do not tightly pack your laundry bags or they may come back wet. If your laundry bag is in need of repair or it needs a new laundry tag, send a note with the item on your unit's laundry day.
4. Items with bio-hazard substance (example: blood) are not to come through normal laundry. It must be given to a staff member to be placed in a rice bag, yellow bagged, then brought over to laundry by security staff.

### **MATTRESS & PILLOW**

Upon arrival at CBCC, new offenders will be issued a mattress and pillow, and will complete and sign CBCC 19-003, Mattress and Pillow Inventory Form.

## Barber Shop

CBCC provides Barber Shop services in both close and medium custody housing units. Sign up sheets are available in the units. Consult the unit POR's for specific information.

## Health Care

### **Access to Medical, Dental and Mental Health Care**

All medical, dental and mental health services will be provided consistent with the DOC Offender Health Care Plan. To see a provider you may sign up for sick call or send a Health Service Kite to the Health Care Unit in either English or Spanish.

A \$4 co-pay will be charged when you request medical services. The co-pay will be deducted from your offender banking account. If you have less than \$4 in your account or are indigent, the amount in the account will be collected and/or a debt will be established for the remaining amount.

### **Medication Refills**

You are responsible for your medication refills for the medications that you keep in your cell. CBCC uses a mail order pharmacy. To ensure you receive your refills in a timely manner, you must request a refill at least five to seven working days before the medication is required.

## Telephone Use

Offenders housed in general population housing units may use the dayroom telephones during the times the dayrooms are open for recreation. Calls for offenders are limited to 20 minutes each in length.

Offenders who are on restricted status, administrative segregation, or disciplinary segregation may place calls during their recreation periods. No offender will be denied access to the telephones unless his behavior indicates that access would be a threat to the security or orderly operation of the institution.

## Visit Program

CBCC offers visiting on Friday, Saturday, Sunday, and Monday. The visiting schedule is included in your PCO folders. Cash is required for the vending machines. Visitors may bring \$15 in quarters or bills in denominations of \$5 or less per person, plus an additional \$15 for the offender.

Visiting is a privilege. All visitors must be approved before they are allowed to visit you. If you are transferred between facilities, your approved visitor list will be forwarded to your receiving facility. DOC 20-060 Visitor's Questionnaire is used to request approval for visitors. This form is available in your living unit. Necessary steps for visitor approval are detailed on the Visitor's Questionnaire. Any restrictions stated in your Judgment and Sentence, such as a no contact order, also applies to your visits.



You may also direct your visitors to the DOC website [www.doc.wa.gov](http://www.doc.wa.gov) to obtain more information regarding visiting, including visit rules and regulations, visitor's questionnaires, facility specific visiting schedules, and directions to your current facility.

Photos may be taken with your visitors during visiting hours. Offenders may purchase photo coupons from the offender store. The photo coupon will be a stamp on your store receipt. To get your picture taken with your visitor, take your store receipt to the visit room. Do not rip the coupon off the receipt or it will be invalid and may be confiscated.

To request the removal of a visitor's name from your visit list, send a written request to the Public Access Officer. When a visitor is removed from the list, he or she will not be eligible to visit for three months. After three months, the visitor may submit a new application to reapply. If a visitor wants to be removed from the offender's list, he/she must send a written request to the Public Access Officer.

## Peninsula College (Education Programs)

The Department of Corrections contracts with Peninsula College to provide the Education Program at Clallam Bay Corrections Center (CBCC). The College offers the following courses:

1. Adult Basic Education (ABE) and GED preparation – for all students without high school completion
2. Computer Basics – for students with little or no computer experience
3. Building Maintenance Technology for students interested in learning a construction trade
4. Small Business Bookkeeping and Small Business Entrepreneurship – for students looking to manage or start a small business
5. Cloud and Web Game Design – for students who want to learn how to write computer code by designing games and other programs
6. I-BEST Pastry and Specialty Baking – for students looking to become professional bakers or pastry chefs. Open to all students regardless of high school completion.
7. Standardized Stress Anger Management

Vocational courses are college-level classes that will transfer to other prisons and community colleges. You must have a GED or High School Diploma to enroll in vocational programs unless noted above.

Certificates are awarded to students who successfully complete GED and vocational programs.

Graduation is held twice each year at the end of fall and spring quarters.

## **To enroll in School—ask your Counselor to refer you to Education.**

Students are registered for school on an on-going basis when there is an opening. When you are enrolled, a registration card is sent through the mail and your name is placed on the daily call out for education.

The Education Floor is a quiet, welcoming place where you can prepare for your release by learning a profession and improving your skills.

## **Personal Property for Offenders**

DOC/CBCC 440.000, Personal Property for Offenders; and DOC/CBCC 450.120, Packages for Offenders, are the institution policies regarding offender property. The maximum allowable personal property that an offender may have is listed on the DOC Maximum Allowable Personal Property Matrix (Property Matrix) and CBCC MAPPM Addendum. A copy of the Property Matrix is available in your PCO folder.

The Property Matrix identifies the type, value and amount of personal property authorized for offender's retention at the different security levels of minimum, medium, close and maximum.

Offenders housed in general population at CBCC are authorized the following additional items:

- a. Books, newspapers, catalogs, and other publications which must comply with DOC 450.100, Mail for Offenders and be stored in a space not to exceed 18"x12"x10" as identified by the facility except when in use.
- b. Legal materials, which must comply with DOC 590.500, Legal Access for Offenders, and be stored in a space not to exceed 18"x12"x10".
- c. Unframed personal/family photographs, personal mail, journals or diaries, writing pads, pencils, and pens, which must be stored in a space not to exceed 6"x6"x12".
- d. Personal religious items, in compliance with DOC/CBCC 560.200, Religious Freedom.
- e. Hygiene items authorized for sale in the offender commissary, which must be stored in a space not to exceed 6"x6"x12".
- f. Musical instruments may be retained in accordance with CBCC 540.105, Recreation Program for Offenders. The only approved vendors for purchasing musical instruments/accessories are American Musical Supply and Musician's Friend.
- g. Completed hobby craft items, as determined by recreation employees, will be mailed out of the facility at the offender's expense, via Recreation staff.

Completed hobby items that are allowed by the Property Matrix will be added to the offender's property inventory on DOC 05-062, Offender Property.

### **ACQUIRING PROPERTY:**

Offenders may acquire personal property from the following sources in accordance with Department Policy, Division Directives and CBCC:

- Offender commissaries;
  - Department approved vendors;
  - Educational or religious programs;
  - Transfer from another facility;
  - Non-profit organizations as approved by the Superintendent; and/or
  - Hobby craft items made by the offender and authorized for retention at the facility.
1. Offenders may receive packages as follows:

Each month, an offender may receive one gift **or** self-ordered prepaid package (not both). Packages may not exceed 15 pounds in weight. This includes packages from Access SecurePak ([www.washingtonpackages.com](http://www.washingtonpackages.com)), hobby supplies, musical instruments, or typewriters/supplies from Swintec.

    - a. Offenders (**not family/friends**) may only order authorized personal property items from companies on the CBCC Approved Vendor List. Requests for vendor packages (to include hobby craft and religious) will be sent to the Property Sergeant.
    - b. Offenders in IMU and on Administrative Segregation status are not allowed to receive vendor package orders. Vendor package orders received for offenders housed in IMU or Administrative Segregation status will be refused and returned to sender (Access SecurePak). A Package Return Notification will be sent to the offender.
  2. In addition to the monthly package, an offender may also receive one holiday package of food items only, not to exceed 20 pounds in weight, from October 15<sup>th</sup> through December 8<sup>th</sup>. Gift/holiday packages will be ordered from Access SecurePak at [www.washingtonpackages.com](http://www.washingtonpackages.com). Items authorized for monthly and holiday packages have been preapproved and are listed in the CBCC section of the catalog. Access SecurePak is the only vendor authorized for packages from an offender's family or friend.
    - a. **The person purchasing the package does not have to be on the offender's visit list; however, if it is determined that the package was sent and/or paid for by another offender's family/friends, or the package was paid for by another offender's visitor, the package will be rejected as contraband and the offender(s) may receive a serious infraction.**

# Recreation Programs

For specific information regarding the CBCC Recreation, programs send a Kite to the Recreation Department.

## **Hobby Craft:**

1. CBCC In Cell Hobby Craft Program permit forms are available in each unit. In Cell Hobby Permits are available for art, beading, model building, and yard and string. Complete the permit form and send it to your unit CUS.
2. Your unit CUS will review and sign the form and forward it to Recreation for action.
3. Hobby craft packages will be delivered to Recreation staff. If your package is approved, you will be called out to pick it up.

All hobby crafts will be sent out via the Recreation Department. Packages will go out on Wednesdays and Thursdays **only**.

## **Fee Based Recreation:**

1. "Fee Based Recreation Application" forms (DOC 29-180) are available in your unit.
2. "Offender Request to Transfer Funds Inside Institution" forms (DOC 37-24) are available in your unit.
3. Both forms must be completed and sent to your unit counselor at the same time for processing.
4. Applications and transfers must indicate activity you are requesting: weights or music.
5. Offenders who receive a major infraction of 501, 502, 511, or 604 will not have access to the weightlifting program for a minimum of two years. At the completion of two years the offender must petition the Superintendent for approval to participate in the weightlifting program.
6. **Any** major infraction could result in a suspension from all fee based Recreation programs.
7. If you were transferred to CBCC due to a disciplinary reason, your fee will not be transferred with you. If transferred due to a non-disciplinary reason and you lose your fee you must be 30 days infraction free before applying for a fee-based program at CBCC.

## **Intramural Sports Programs:**

Basketball, Softball, Volleyball and Soccer leagues will be run seasonally as well as other events periodically.

## **Photo Program:**

Photos are taken during night gym two days a week. Offenders may purchase photo coupons from the offender store. The photo coupon will be a stamp on your store receipt. To get your picture taken, take your store receipt to the gym. Do not rip the coupon off the receipt or it will be invalid and may be confiscated.

# Volunteer Programs

The Community Partnership Program Coordinator (CPPC) has been designated the Volunteer Coordinator for CBCC. The CPPC manages all cultural groups, AA/NA, etc. led by outside volunteers.

Volunteer programs are made available by the over 200 men and women who give of their own time to serve as Volunteers at Clallam Bay Corrections Center. The following is a list of programs that are managed by the CPPC. If you are interested in signing up for any of these programs send a kite to the CPPC. For any other religious programs, send a kite to the Chaplain.

Alcoholic Anonymous	Black Prisoners Caucus
Narcotics Anonymous	New Life
Al-Anon (not started yet)	Peninsula Fellowship
Veterans Support Group	Freedom Ministries
Creative Writing	Goodwill Baptist
Hispanic Cultural Awareness	Full Gospel Businessmen
Asian Pacific Islanders	Prisoners for Christ

# Searches

Searches are not done for the purpose of harassment, intimidation, or punishment. All searches will be conducted in a professional manner and for the purpose of discovering contraband and to reduce and control the amount of contraband. All offenders and their personal effects are subject to search/visual inspection at the direction of staff. Refusing a search will result in disciplinary action. Pat and strip searches are conducted on an unscheduled basis, typically by custody staff; however, any DOC staff person may instruct you to stand for search. When directed to stand for a pat search or to be strip searched, follow the staff members' instructions.