



Minimum Security Unit (MSU)

COYOTE RIDGE CORRECTIONS CENTER

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Addendum to:

Washington State Department of Corrections
Offender Orientation Handbook

2011

INTRODUCTION

The following is site-specific information to be used as a supplement to Department of Corrections Statewide Offender Orientation Handbook. Initial Orientation will be held within one week of your arrival at Coyote Ridge Corrections Center (CRCC). Normal time for this mandatory call out is Thursdays at 2:00 PM. If you do not attend orientation you will be infraacted. All new arrivals are also scheduled for an Education orientation. New arrival orientation is designed for offenders to meet department representatives and to learn the expectations of the different departments at CRCC. The expectations outlined during orientation are available for reading. Contact a unit staff member for checkout.

Welcome to CRCC. CRCC is a work-oriented facility that offers many educational and self-help programs. Your time here should be used productively as it allows you an opportunity to set goals for your return to society. CRCC staff expect you to be successful upon returning to the community. Release planning starts at Intake –you need to be actively involved in your release plan. This is accomplished by setting high standards and holding yourself responsible and accountable. Please carefully review this orientation packet. It will provide you with information and knowledge you need to be successful while at CRCC. Staff can help address any questions that you have concerning the expectations outlined in this packet. All CRCC staff are expected to treat all offenders with respect and dignity and you are also expected to treat others with respect and dignity at all times.

Copies of rules, DOC policies, procedures, and CRCC Operational Memorandums (OMs) are available for viewing in the library. Many of the rules for each area of CRCC are presented during new arrival orientation and are posted in the corresponding areas. Changes to Policy and OMs, and Facility Procedures are initially posted on the unit bulletin boards and/or on the KIOSKS in the living units. It is your responsibility to become familiar with posted rules, memos, and callouts. Failure to do so may result in disciplinary action.

Attempt to resolve problems at the lowest level. Problems specific to a particular area should be initially discussed with staff in that area.

The possession/use of tobacco products by offenders are prohibited in all DOC facilities. Staff will strictly enforce violations per DOC 190.500 Smoking Policy.

I. AMERICAN WITH DISABILITIES ACT (ADA)

OFFENDERS WITH DISABILITIES NOTICE OF RIGHTS FOR OFFENDERS WITH DISABILITIES

The Right to Reasonable Accommodations

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

To ensure effective access to programs, activities, and services DOC shall, as needed by offenders with disabilities: 1) make reasonable modifications in policies, practices, and/or procedures; 2) remove barriers access; and 3) provide auxiliary aids and services. If the action needed to provide effective access creates an undue burden or poses a legitimate safety or security concern, the action shall not be required.

Deaf / hearing-impaired offenders may get an interpreter and other services where needed in:

- | | | |
|------------------------|-----------------|-------------|
| -Disciplinary Hearings | -Medical | -Dental |
| -Programs | -Mental Health | -Grievances |
| -Education | -Classification | |

How to Ask For a Reasonable Accommodation

The Health Care Manager 1 is also the ADA coordinator at CRCC. Offenders can contact the ADA Coordinator any other staff member in person or in writing for accommodations, interpreters, and other services. The ADA Coordinator will evaluate the case on an individual basis and make referrals for further verification of the request.

When requests for TTD/TTY services are received arrangements will be made for the offender to make a telephone call using the TTD/TTY equipment. These calls will be monitored in accordance with DOC 450.200 Telephone Use by Offenders.

How to Make Complaints

Offenders who are denied a reasonable accommodation, or believe they were discriminated against by Department staff because of their disabilities, have the right to file a grievance under the Offender Grievance Program.

II. CENTRAL FILE REVIEW

You are entitled to a review of your central file every 6 months.

The following procedure will be used to request a review of your central file:

- Submit a DOC 21-473 Offender's Kite to the Records Department and attach form DOC 05-066 Request for Disclosure of Records. You can get this form from your counselor.
- You may request to see specific items in the file or request to review the entire file.
- Upon receipt of your request, Records personnel will reply within 10 working days. Review time is limited to 30 minutes.
- At the beginning of the file review, you will be asked to read and sign CRCC 05-002 Central File Review. This form lists material pulled from your file that cannot be disclosed.

III. CLASSIFICATION

You are assigned a Classification Counselor upon arrival. Check with unit staff to find out which counselor you are assigned to. Counselor's doors are open unless otherwise posted. You are not allowed to wait for your counselor in the hallways. Wait in the dayroom adjacent to your counselor's office (first come, first served). You are not allowed to see another counselor unless directed to by the Correctional Unit Supervisor (CUS) or their designee. If you wish to schedule a meeting with your counselor, use the Kite system or KIOSK located in the east side dayroom of each living unit.

**Counselor assignment changes are approved by the CUS for facility need only.
You are not allowed to have a cup in staff offices.**

IV. CLOTHING, LINEN, AND GROOMING

Upon your arrival at CRCC you will be issued clothing, bedding (mattress and pillow), supplies, and linens. You will be held accountable and financially responsible for lost, damaged, missing, or excessive items found in your possession. It is your responsibility to keep track of the state issued supplies., Do not loan, trade, make alterations, or destroy any item. See DOC 440.050 State Issued Clothing/Linen for the allowable clothing, linen, and bedding that will be issued.

The clothes you wear must be appropriate for the activity you are engaged in and weather conditions. You are expected to dress in accordance with the posted operational rules for the area in which you are present. You are expected to wear appropriate clothing at all times when out of your living area. Clothing will be worn as it is intended and not carried. Shirts will be buttoned and tucked in, hats forward, and shoes tied. Pants/shorts are

to fit around the waistline – no sagging. No layering of clothing. State shirts should be tucked in at all times with the exception of the living units and recreation.

Clothing and accessories (i.e., hairnets, gloves, protective equipment, etc.) required by the offender's work assignment will also be worn as instructed by the site supervisor.

Slipper/shower shoes (without socks) may be worn to and from the shower/bathroom only. You must be properly dressed with ID on when going to and leaving the bathroom.

Sunglasses may only be worn outdoors, unless medically authorized by a current Health Status Report (HSR) issued by CRCC.

Offenders are expected to wear clothing in good repair at all times. Clothing will not be altered in any fashion. Altered clothing is described as clothing that has been changed from its original condition as manufactured. You are not allowed to simply throw your property away. You will be infraacted for giving or loaning your clothing to another offender.

Appropriate attire for Education, offender change groups, staff offices, dining room, and visiting rooms:

- Footwear (boots or shoes) and socks. Sandals with socks are allowed in Visitation.
- Shirts with sleeves, no tank tops. Button shirts must be buttoned completely, except the top button. If an undershirt is worn, the top two buttons may be left unbuttoned.
- All shirts must be tucked in.
- Thermal tops/bottoms are not allowed as an outer garment.
- No sweatpants are allowed in Visitation, Education or Mainline. Sweatpants will only be allowed if approved by Medical with an approved HSR.
- Full length pants or shorts, properly fastened when worn.
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- Shorts are not allowed in the education areas, religious program areas, staff offices, dining room, or the visitation areas.

Recreation:

- Shorts or pants/sweatpants, t-shirt or sweatshirts, tennis shoes and socks. Boots are not allowed inside the recreation area.
- Shirts may be removed only on the track, ball field area, or the gymnasium.

Approved head attire:

- An approved baseball cap may be worn outside. Baseball caps may not be worn in program areas, dining room, Medical or Visitation unless on work assignment. The bill must be facing forward.
- Approved religious headgear (Kufi, Yarmulke, etc.). Only authorized religious head gear may be worn in the dining room.
- Knit hats (watch caps or stocking caps) may not be worn inside any buildings. Knit hats may be worn for outside work when appropriate. Knit hats may be worn in bed while sleeping, as long as they don't cover your face.

No gang, club, group affiliation, or identification is allowed.

This includes, but is not limited to:

- "Flagging" in any form. Any displays of gang related paraphernalia, colors, signs, logos, either written or verbal gestures are prohibited.

- o Clothing worn will be the appropriate size for you. Extra large clothing or sagging of pants is prohibited. Belts will not extend past the buckle more than 3". CRCC staff will determine appropriate sizes for all offenders.

You are expected to maintain acceptable hygiene standards and proper grooming. While housed at Minimum Security Unit (MSU) you will shower daily.

LAUNDRY SERVICES/CLOTHING EXCHANGE

The laundry schedule is as follows: – State Issue will be done for all offenders daily.

There are laundry carts in each unit. Put a laundry tag on the white bag and a corresponding tag on each piece of loose clothing to ensure you receive all your items back.

When the laundry is washed and dried: –The laundry will go back in to the original cart it came in and be returned to the unit.

MSU laundry is picked up daily and brought to Medium Security Complex (MSC) laundry. It will be returned to MSU the next day.

Sheet exchange schedule:

Monday	Camas and Sage Units
Tuesday	B, D, and E Units
Wednesday	G and C Units
Thursday	H, I, and F Units

Blanket exchange schedule:

Camas and Sage units are the first Monday of the month
 B Unit is the first Tuesday of the month
 C Unit is the second Wednesday of the month
 D Unit is the second Tuesday of the month
 E Unit is the third Tuesday of the month
 F Unit is the third Wednesday of the month
 G Unit is the fourth Wednesday of the month
 H Unit is the first Thursday of the month
 I Unit is the second Thursday of the month

Mops and rags will be cleaned daily for each department.

The laundry department does NOT do laundry exchanges. This is done through the Property Room.

V. COUNT

Formal Count Times:

(12:00 AM - 6:05 AM - 10:45 AM – 4:00 PM - 9:05 PM)

Count is very important at CRCC.

Movement is not allowed during formal count. Offenders are required to sleep with your head towards the outside wall, away from your locker, to not interfere with count. When lying on your bed, your head must be towards the outside wall, away from your locker. You must be at your assigned bunk until count clears.

Informal counts are conducted at intermittent times during the day and hourly during the night. They are conducted as you are working or programming and do not require you to return to your bunk.

A “yard in for formal count” announcement will be made over the loudspeaker for all formal counts occurring between 6:00 AM – 10:00 PM. When this is called, all offenders must return to their bunk area immediately (except those out-counted for work purposes). All offenders must remain at their bunk and keep quiet until formal count is cleared. When staff members are on the tier for formal count you, must be on or at your bunk,

and remain silent and respectful. **No movement from/to any area is allowed without approval from the Shift Lieutenant.**

VI. DINING ROOM SCHEDULE

Listen for your tier or assigned area to be called over the loudspeaker. Offenders will pick up a complete tray and Food Service Staff will ensure the portions are consistent. Each tray will be made identical to the next. Special diets will be served as needed. Offenders requiring a special diet will come down with their assigned tier and line up as all other offenders. Seating will be assigned by Custody Staff to designated rows. MSU offenders will not be allowed to bring personal condiments, (i.e. hot sauce) to mainline. No food may be removed from mainline.

WEEKDAYS UNLESS OTHERWISE NOTED

BREAKFAST: Offsite Crew workers, 5:15 AM
General Population, as directed by staff after 6:05 AM count clears

LUNCH: As directed by staff after 10:45 AM count clears in sequence:
Correctional Industries, Maintenance, General Population

DINNER: As directed by staff after 4:00 PM count clears. Sequence as called over loudspeaker

WEEKENDS AND HOLIDAYS UNLESS OTHER WISE NOTED

BREAKFAST: As directed by staff after 6:05 AM count clears

LUNCH: As directed by staff after 10:45 count clears

DINNER: As directed by staff after 4:00 PM count clears

****All times are approximate**

VII. EXTRA DUTY

Extra duty is a sanction. At any given time, you may be required to perform your extra duty. It is your responsibility to seek and complete job assignments in order to receive credit for extra duty. It is also your responsibility to ensure that your form is complete and that your hours are signed off by staff. The officers keep the sanction forms and you are responsible for keeping yours. You must check in with Unit Staff before beginning extra duty and after completing your duty assignment. You must be dressed in state issue clothing when completing extra duty assignments.

Failure to complete your extra duty when directed to or within the designated timeframe will result in a Serious Infraction (WAC #658) for failure to comply with post hearing sanctions.

VIII. GRIEVANCES

Grievance forms are available on each side of your assigned living unit. Offenders are encouraged to seek informal resolution before filing a grievance.

IX. HEALTH SERVICES

MEDICAL SERVICES/CALLOUT

Use the Medical Kite system to request medical attention. The Medical Kite should be submitted into the white medical Kite box located in the hallway. Sick call is normally scheduled on Monday, Thursday, and Friday. The callout will be posted in the living unit on the bulletin boards.

Sage nursing staff is not available for general population unless it is emergent.

Monday through Friday between 2:00 pm – 3:00 pm is the only time Nursing staff are available for questions and answers. You are considered **OUT OF BOUNDS** if you come to Medical without being paged or an officer has not called Medical to get permission for you to be seen.

MEDICAL LAY IN PROCEDURE

If you initiate a self-imposed Medical lay in, use the following procedure:

- If you feel that you are too sick to report for work or scheduled programming, notify your unit officer 30 minutes before work or programming. You must also contact your supervisor/instructor. Complete a KITE that includes a statement that you are laying in from programming/work crew #. Also include the hours that you are scheduled to be at work or programming.
- If you feel you need to be seen by Medical – **put a Medical Kite in the white Medical Kite box** when it comes back to your unit. Medical will then place you on the NEXT sick call day. You may have to be off work two days that week to be seen.
- If you lay yourself in for medical reasons, you are on medical restriction even if not seen by Medical.

MEDICAL RESTRICTIONS

Medical restriction is defined as confined to bed rest, with allowances being made for medical callout, bathroom use, and meals only. Any other offender movement while on medical restriction is not authorized. Violations of the terms of medical restriction may result in disciplinary action.

DENTAL

Dental service is provided at CRCC on a first come basis. Submit your Medical Kite to Dental to be placed on the callout. Dental pain will be first discussed by Dental staff unless Dental is not on site. A care plan will be formulated to resolve the condition.

PILL LINE

Pill line will be announced over the loudspeaker. Pill line will be open between 3:45 and 4:15 PM.

Request refills and new prescriptions by Medical Kite at least **5 days** before you run out of medications. You will not be called over when they arrive. It is your responsibility to come to pill line and request those medications.

OVER THE COUNTER (OTC) MEDICATIONS

OTC health related items are available for purchase from the Offender Store. Offenders may order no more than 2 containers of the same OTC health related items. All OTC medication must be stored in the original container.

X. IDENTIFICATION

ID CARD REQUIREMENTS

Your ID card will be worn on the upper left portion of the chest of your outer-most garment, with the picture facing out except when you are in your assigned room or bunk area.

Do not alter your ID card in any way unless directed to by staff.

At no time is it permissible for you to be in possession of any ID card but your own.

You must notify staff immediately if your ID card is lost or damaged. If your ID card becomes lost or damaged, it must be replaced. You may be charged a replacement fee.

REPLACING ID CARDS AND CLIPS

If your ID card is lost or intentionally damaged, it can be replaced by submitting DOC 06-075 Offender Request to Transfer Funds and DOC 24-473 Offender's Kite to Records. **A new ID will be made and \$3.00 will be charged to your account. There is no charge for normal wear and tear.** If you still have the old card, a

temporary card will be given and the old card taken. If it is worn out from working, weather etc., there may be no charge and the money transfer will be destroyed.

XI. LIVING UNITS

There are 2 living units – Sage and Camas. Sage Unit houses general population and assisted living offenders and Camas Unit houses general population. Unit specific rules will be posted on the bulletin boards in the respective unit regarding telephone use, dayroom rules, sanitation standards, loitering, and bunk assignment change procedures. Violations of unit rules may result in disciplinary action and appropriate sanctions in accordance with WAC 137-28.

Bunk Assignments

It is CRCC policy to maintain living unit assignments that will appropriately reflect the diverse population of this facility. Upon your arrival, you will be assigned to an open dorm tier (C, D, E, F, and H). Moves are done on a case by case basis and will be requested in writing to the CUS and/or the Unit Sergeant. Moves on the dorm tiers will generally happen within your current cubicle area only.

Offenders will also be placed on the room wait-list. Your eligibility date for the room list is based on the day you arrive unless:

- You refuse a room when offered, in which case will be the date you refuse,
- Found guilty of any major infraction,
- Found guilty of any smoking/tobacco related infractions,
- Found guilty of any bunk inspection infractions,
- Found administratively moved from a room or the room list, or
- Institutional need is determined by the CUS.

Assignment to a room is based on positive behavior and seniority. Your room assignment is lost if you are found guilty of a major infraction, any smoking or tobacco related infractions, or you receive a minor infraction for failure to comply with sanitation and living area standards.

Serious infractions move your eligibility date back 60 days, and may result in placement on an upper bunk for 60 days. Smoking related infractions move your eligibility date back 90 days, and place you on an upper bunk for at least 90 days. General infractions (WAC 301) move your eligibility date back 30 days. The date you refuse the room is your new eligibility date.

The CUS has final authority on all bunk moves and bunk move procedures. Medical (HSR), safety, security, and Facility Risk Management Team decisions are all examples of administrative moves.

If you are assigned to a room and are out of the facility for 30 days or less and the room is filled, your name is placed at the top of the waiting list upon your return. If you are gone for more than 30 days, your name is placed at the bottom of the waiting list when you return. Offenders assigned to a three-man room are issued a room key. If the key is lost, there is a replacement fee of \$5.00 to be paid by the offender. All rooms must be locked when unoccupied and must be unlocked when occupied.

TIERS / HALLWAYS / BREEZEWAY

Offenders are allowed to take a shower on their assigned tiers at any time during the day except during formal count times. In addition, your shower should not interfere with your work or programming assignment. Showering times will be scheduled by unit staff for those offenders confined to their bunk.

State issued towels are not to be used as rugs, mats, dust covers, or in any other manner other than their intended use as a towel. All tier lights will be turned on at 6:00 AM Monday through Friday, and at 10:00 AM on Saturday, Sunday, and holidays. All tier lights will be turned off after your tier is counted. Tier lights may be left on or turned on by unit staff at any time if there are any safety/security issues. Headphones must be worn while watching TVs or radios. The volume on headphones must be turned down low enough so that only the offender wearing the headphones can hear it. Having the volume up so high that other offenders or staff in the area can hear what you are listening to is not allowed. Tier crossing is not allowed.

Loitering in the breezeway, hallways, or around the duty desks is prohibited. Entering the area behind, reaching over the top of, or removing anything from the officer's duty desk without permission is not allowed.

Do not use fire exit doors at the end of tiers, they are for emergency use only. Enter and leave the units from the center breezeway doors only, except for emergency evacuation.

OFFENDER PHONES:

The IPIN number you received from WCC/Shelton transfers with you. Contact I & I via DOC 24-473 Offender's Kite for any question/issues/phone maintenance. You can also self report any offender phone issues by utilizing your IPIN and dialing 509-555-1212, ensure you give all required information asked for.

Offender phones in the units can be used during dayroom hours. Exterior phones are open from 8:00 AM to 9:00 PM. (Exceptions are: count times and emergencies.)

OFFENDER ROOM VISITING:

You are allowed to visit offenders or have offenders visit in your room on your assigned tier only. Entering a tier other than your assigned tier is considered out of bounds. Opening a door to, or standing in an open doorway of, a tier other than your own constitutes being out of bounds. Only one offender visitor per offender assigned to your room/ bunk area is permitted. The view into the room or tier through the door window must not be obstructed. A light must be on in the room during visiting. Loud conversations, music, television, and noise are prohibited. All conduct must be respectful of others. If a visiting offender wishes to watch television or listen to music, earphones must be used. Visiting is not allowed after 10:55 PM in the dorms. The visitor may not lie on the bed.

UNIT WAKE-UP/DORM LIGHTS:

Wake-up is your responsibility. At 6:00 AM, a page announces 5 minutes until the 6:05 AM formal count, excluding weekends and holidays.

DAYROOMS:

Dayroom rules are posted on the unit bulletin boards and in the dayrooms. Dayrooms are open from 4:15 AM to 11:30 PM, Sunday through Thursday. At least one light must remain on when the dayrooms are open to offenders. Late night use of the dayrooms is allowed Friday, Saturday and the eve of state recognized holidays until 1:00 AM. You are restricted to using the dayrooms in your assigned section of your living unit.

EVACUATIONS

In the event of an evacuation, offenders are instructed to exit the unit and gather in the main courtyard area between the living units and Control. The letters on the main sidewalk represent a tier. Line up by your assigned tier and in order of your bunk assignment. You are required to remain standing, silent, and respectful during an evacuation and subsequent count. If you are outside, behind the living unit at the time of the evacuation, you are required to walk around the unit to the front courtyard. **DO NOT WALK THROUGH THE BUILDING.**

LIVING AREA INSPECTIONS

Living area inspections can be conducted at any time.

Monday through Friday, you are required to have your bed made 8:00 AM – 5:00 PM, when not in use. Living areas are to be kept clean and in accordance with the unit rules at all times. Any failure may result in a general infraction (WAC 301). Infractions for (WAC 301) affect your eligibility for a room and a lower bunk.

THE FOLLOWING RULES ARE IN EFFECT FOR LIVING AREAS IN REGARDS TO HOUSEKEEPING/ CLEANLINESS, REGULATIONS AND GUIDELINES.

BUNK

Your bed must always be made when not in use. Blankets and sheets are to be tucked under the mattress. Pillows are placed at the head of your bed. The extra blanket is neatly folded and placed at the foot of your bed. No clothing is allowed on your bed or to be hung on the frame. Your laundry bag may be hung from one of the posts of your bunk or from your locker hook. Your bedding is to be changed and taken to the laundry weekly. Lamps may be clamped to the bed frame, table, or windowsill and are not to have anything placed over, attached to, or covering them. Headphones may be attached to the bedpost. While asleep, your head is to be at the end of the bed that is against the

wall. Nothing may be hung from the bunk ladders. Nothing can be stored or placed under your mattress.

Bedding issued to you must be used on your bed only and for no other purpose. Bedding is not to leave the building or to be used outside the sleeping area.

TABLE

The following items are allowed on the table: (All other property must be stored in your locker or under your bunk if so specified)

<u>3-Person Cubicle/ Room</u>	<u>4-Person Cubicle</u>
TV-2	TV-2
Radio-2	Radio-2
Headphones-2	Headphones-2
Cups-3	Cups-4
Alarm clock-3	Alarm clock-4
Books-3	Books-4
Notebooks-3	Notebooks-4
Writing utensils-3	Writing utensils-4
Prescription glasses-3	Prescription glasses-4

Only two chairs per cubicle and two chairs in each room are allowed.
Your radio can be on the floor next to or between the table and the bed.

Additional items may be on the table when in use. All items should be neatly organized. Nothing is allowed on top of the television except the antenna. A handkerchief is allowed to cover your radio or television to protect it/them from dust.

FLOOR

The floor is to be swept and mopped daily. Only your state issued shoes, authorized musical instruments, or typewriters are allowed under your bunk. Your personal shoes may be stored under your bed only at your own risk. DOC will not be held responsible for any stolen items. Secure personal items in your locker to ensure they will not be stolen. Cardboard boxes are not authorized for storage. The unit floor porters will wax your cubicle when they wax the main tier floor. It is mandatory that you have your area picked up and everything off the floor during this procedure. Advanced notice will be given through word of mouth and posting on the tier door.

WINDOWSILL

The inside of your window, blinds, and the windowsill is to be cleaned daily. Nothing is to be placed or displayed on the windowsill.

LOCKER

Your locker must be closed and secured when you are not in your room/cubicle. DOC is not responsible for property removed from an unsecured locker. The top of your locker will be dusted daily. Only one coat hook is allowed per locker.

In a room: You can have a TV and radio on top of your locker. The only thing that can be hung from your locker coat hook is a coat, towel and laundry bag.

In a dorm: Nothing is to be on top of your locker. The only thing that can be hung from your locker coat hook is a coat, towel and laundry bag.

GARBAGE CAN

Your garbage can is to be emptied daily and cleaned with soap and water weekly.

CORK BOARD

Pictures, picture frames, drawings and papers are to be neatly organized and within the borders of your board. Nude or semi-nude magazine pictures are to remain in the original magazine and are not to be displayed on the cork board or locker door. Nude or semi-nude photographs/drawings must be kept in

your locker when they are not being viewed. Wall calendars must be small enough to fit inside the corkboard. They must also comply with DOC mail guidelines.

WALLS/CEILINGS/DOORS AND AIR VENTS IN A ROOM

Walls and ceilings are to be cleaned monthly; doors and air vents weekly. Nothing is to be attached to the wall, ceiling surfaces, or air vents.

The unit temperatures are set between 68 and 75 degrees. Taping or blocking vents is prohibited. Tampering with and/or obstructing temperature control systems or windows is prohibited and subject to a major infraction.

ANY VIOLATION OF THE ABOVE RULES MAY RESULT IN AN INFRACTION (WAC 301), and a loss of Room assignment, room eligibility, and/or lower bunk.

Please do not spit on sidewalks or walk on the grass.

XII. OFFENDER BANKING

RECEIVING FUNDS ON YOUR ACCOUNT

Offenders are not allowed to directly or indirectly transfer funds between other offender's accounts or exchange funds or items of value with staff, other offenders, volunteers, or sponsors, or receive money from another inmate in any penal system. All forms of money orders and cashier's checks will be accepted for deposit to an offender's account, personal checks are not allowed. It is your responsibility to notify all persons who are or will be sending in funds for deposit to your trust account, at this facility, of the types of funds that are accepted. The only exceptions are allowable city, state and federal government checks, tribal checks, Veteran Affairs checks, IRS tax refunds, and vendor refunds. Funds coming in from the county jail are not considered an exempt deposit.

Western Union Money Transfers are accepted. Information regarding the process is posted in the units.

Funds received for offenders are posted within twenty-four hours of the date on the receipt, unless it is a weekend, holiday, or the last business day of the month, in which case the funds are posted on the next working business day. If your funds are not posted within the time frame described above, contact your counselor who will contact Inmate Banking. In the event the funds are lost or destroyed, contact the sender and request they have a trace placed on the funds by the issuing company.

It takes approximately 2-4 weeks before your funds are transferred from your previous facility, after 4 weeks, please send Kite with specific information, so follow up can be completed.

TRIBAL FUNDS DEPOSIT

The offender is required to provide the benefactor with DOC 07-011 Request for Information Regarding Tribal Agency Disbursement of Funds obtained from the Law Library. The benefactor must attach a completed copy of the form to each check sent in to an offender. If the form is not attached to the check, the funds will be subject to all mandatory deductions when deposited. The tribe funds protected by federal law or court order are exempt from all deductions. The benefactor may state the law and identify the type of funds being sent in on the check stub. If you receive the check stub or the form in the mail, forward to Offender Banking ASAP.

CRCC PAYROLL

- Class II, Correctional Industries – pay is determined by experience per DOC 710.400. (Subject to deductions)
- Class III --
- \$0.25 per hour for attendance/participation in labor pool assignments.
- \$0.35 per hour to a maximum of \$55 per month during the first two months of continuous employment (subject to deductions); and
- \$0.42 per hour to a maximum of \$55 per month after two months of continuous employment (subject to deductions).

- Class IV– Offsite pays \$1.10 hour/Community Service Crew \$0.35 (Subject to deductions)

You will be paid for every hour you work in a given month, up to the maximum allowed, on the 10th of the following month.

For questions concerning your account, Kite Offender Banking. Questions concerning medical or dental co-pays must be sent to Medical.

TRUST ACCOUNT STATEMENT

If you have any questions about your account statement, send a Kite to Offender Banking.

If you require an additional copy of your monthly statement, you may send a KITE to Offender Banking along with a signed copy request form. You will be charged \$0.20 per page in advance for the copies. If you do not have funds available, the request may be denied. If you believe an error has occurred on your account, attempt to locate where the problem is yourself. Once you have located the problem, Kite Offender Banking and include a detailed explanation of the problem. Being a part of the process will result in your problem being resolved quicker.

SENDING FUNDS OUTSIDE OF THE FACILITY

To send funds outside the facility, offenders must obtain DOC 06-075 Offender Request to Transfer Funds from a unit officer. The form must be filled out completely, and forwarded to the offender's assigned counselor for approval.

While at CRCC, a maximum of \$150 per quarter may be sent out for gifts, family support, food packages, and purchases of clothing for offender by family. In addition, a maximum of \$150 may be sent out to purchase allowable items from approved vendors. Requests to purchase goods from an outside vendor must be forwarded to the Property Room through your assigned counselor.

OFFICE OF SUPPORT ENFORCEMENT (OSE) ORDER TO WITHHOLD AND DELIVER (OWD)

An OWD is typically issued by the OSE for the collection of child support. The OWD does not require on-going compliance. It is a one-time order, but may be reissued at the issuing party's discretion. An offender's entire trust account balance, including savings, and all other sub-accounts are subject to collection by OSE.

Division of Child Support (DCS) determines who will pay child support, not DOC. DCS will provide each offender with a child support letter, one time only, when child support is ordered. Refunds due to offenders from DCS will be sent to DOC Headquarters in Olympia. Olympia will deposit the funds to the offenders account and transfer the funds to the offender's current location.

Complaints by offenders about child support collections must include the assigned case number and be addressed to DCS. You may contact DCS in writing at the following address:

State of Washington
Division of Child Support
P.O. Box 11520
Tacoma, WA 98411-5520

XIII. OFFENDER MAIL

All mail is subject to DOC 450.100 Mail for Offenders. To send/receive mail, it must be addressed correctly. Here is an example:

John Doe, #123456
Coyote Ridge Corrections Center
Sage H 26
1301 N. Ephrata
P.O. Box 769
Connell, WA 99326

All incoming mail is examined. Outgoing mail is examined randomly. All outgoing mail must contain the full return address, including your DOC number, living unit, and Coyote Ridge Corrections Center spelled out. You

may decorate your letters with drawings, provided the drawings meet DOC Policy and are not obscene or gang related.

Money orders from family or friends must be filled out completely, to include the sender's signature, or it will be rejected. Any package sent out of the facility must be processed through the Property Officer.

All letter tapes must be transparent tapes. Letter tapes may not be sent from one offender to another. Exceptions must be approved by the Superintendent. It is your responsibility to notify the Property Officer by Kite that you have received a letter tape so your inventory sheet can be adjusted.

Stamps are no longer authorized in facilities or Pre-Releases. Pre-stamped legal and letter-sized envelopes are available from the store. All other authorized postage (such as holiday or birthday cards) requires a postage transfer and the mailroom will process accordingly. All outgoing mail will contain a message indicating the mail was sent from an offender confined at a Washington State Department of Corrections facility and its contents may be uncensored. Upon an offender's release or transfer to another facility, mail will be forwarded at least weekly. CRCC will forward mail to the address provided by the offender for a period of 90 days, consistent with the United States Postal Services regulations. It is the offender's responsibility to ensure that an updated address is on file so that the mail is forwarded to the proper address.

Legal Mail

Incoming Legal Mail is logged in by the inspecting staff member, signed for by you, and then opened in your presence. Staff will check the contents for contraband. Outgoing Legal Mail must be sealed in the presence of an officer after inspection for contraband and verification that it is legal mail. Legal mail will be logged and forwarded daily upon an offender's transfer or release.

XIV. OUT OF BOUNDS

Areas that are out of bounds include any work areas that you have not been assigned to, any areas you are not on callout for, and any areas posted as out of bounds. You may not cross tiers. This includes standing at another tier with the door open. You must request approval from the officer on the side of the unit in which you live before going to the other side. Looking through windows (outside-in) and door windows (outside-in) is prohibited. Blocking the Fire Exit door is a safety issue and is not allowed.

All areas within 10 feet of the perimeter fence, and all other areas as posted or directed, are off limits or out of bounds. Many areas of the facility, such as Medical and Property, are out of bounds without being on a callout or having a staff member clear you to go there.

Escape from a minimum-security prison facility is a felony crime. The sentence for a conviction for the crime of Escape 1st can range up to 7 years. In addition, there is no time credit while on escape status. You are also subject to disciplinary action and loss of Good Conduct Time.

XV. PERSONAL PROPERTY

All personal property must conform to DOC 440.000 Personal Property for Offenders. All state issued clothing, property, and personal property (except for television, radio, and musical instruments) must fit into lockers. Any non-consumable personal property is inventoried upon arrival. Buying, selling, trading, or giving away personal or issued property is prohibited and may result in disciplinary action. Any items to be discarded must be taken to the Property Officer and/or Unit Officer and removed from your property inventory. All personal property is marked with DOC numbers. It's the offender's responsibility to ensure their DOC number is on their property.

No stingers are allowed at CRCC.

Gifts, gratuities, and payments to offenders are not allowed. This includes gifts offered to offsite crews from community service agencies.

Except for consumable items, you are allowed to possess only those items issued, approved, or listed on your personal property inventory list. Any item not listed on your authorized property list is considered contraband and subject to confiscation, and/or disciplinary action.

Vendor packages are for **non-consumable** items only. The Superintendent may make exceptions at special times of the year, such as Christmas. A property/vendor package must be approved in advance. The request

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WA. State Offender Orientation Handbook
03/2011

is first submitted to the Unit Sergeant for approval of funds and matrix clearance. The request is then forwarded to the Property Officer. Quarterly gift package forms are available in the living units. When your family sends in a quarterly gift package make sure they read the back of the form under Restrictions and Guidelines.

If the item is authorized, the Property Officer approves the order. If the request is denied, it is returned to you with an explanation. Only one 1 vendor package is allowed per month. **All purchases must be ordered by the offender** and a record is kept in the property room.

Publications/materials received from vendors must be paid for in advance. They may be purchased by you, a friend, or family member, but must be prepaid and come directly from the vendor. Publications are not limited except by storage and/or living unit policy limitations per CRCC 450.100 Mail for Offenders. Publications are considered a vendor package, and compliance is monitored.

Any property received without prior approval, or that is not authorized, is sent out at your expense. Approved merchandise may be ordered from any approved vendor catalog, but must be prepaid. Only items that are approved in CRCC 440.000 Personal Property for Offenders may be received. Items that can be purchased through the Offender Store may not be ordered through a vendor.

All offenders are charged \$0.50 monthly for the cost of usage and future installation of cable for television. Cable hook-up is supplied by the facility. If a splitter is not present for the hook-up, you are required to purchase one through the store, or your account is charged.

You may bring a television from another facility or purchase one television from the Offender Store. You are responsible for paying the cost of shipping your television upon transfer or release. When purchasing a television, a money transfer is completed for \$15.00 and is held for the cost of shipping. A maximum of 3 televisions are allowed per room in a three man room tier and a maximum of 2 are allowed per bunk area on the dorm tiers. Personal televisions are allowed in the dorms and rooms. All personal televisions are used only with headphones.

One Walkman-type cassette player or one AM/FM stereo type cassette player, with an AC adapter, is allowed. When purchasing a cassette player, a money transfer is completed for \$15.00 and is held for the cost of shipping. Televisions and cassette players are played only with headphones. Cassette players with headphones may be used outside the living units, in the outside recreation areas behind each living unit, and on the walking track. Cassette players may not be played in the hallways or taken to the Offender Services Building. Headphones must be used at all times.

Televisions and cassette players played without headphones are subject to confiscation and the offender being infracted. Cassette players are not allowed while you are working or performing extra duty. You may have a maximum of 20 tapes and/or CD combined.

The state is not responsible for damage to your personal television or cassette player. It is your responsibility to purchase headphones and splitter jacks. Televisions and cassette players must be turned off when you are not directly using them and/or you are out of your dorm or room.

XVI. PRISON RAPE ELIMINATION ACT (PREA)

During initial orientation you will watch a video describing PREA in greater detail. The following is general information for reporting an incident or to request more information:

Sexual Assault and Custodial Sexual Assault

Know your rights
Report Sexual Assault
Break the Silence
Zero Tolerance for Sexual Assault

If you need more information or want a brochure, contact a staff member. If you wish to report an incident, notify a staff member. From inside a prison you can make a call through the offender phones by dialing your assigned IPIN and 0-800-586-9931. Proof of an offender purposely making up or providing a false report of such relationships will be handled as a major disciplinary violation, per RCW 9A 44.160 and RCW 9A 44.170.

XVII. PROGRAMMING

You are required to participate in all referred programming upon callout. Failure to program will result in the loss of 2 program points and Earned Time for the month, and disciplinary action. If you have a scheduling conflict, it is your responsibility to resolve the conflict through communication with your instructor and your assigned counselor, prior to the conflict happening. If you volunteer for a program and are placed on the callout by the instructor and/or are admitted to the program, you are expected to finish the entire program. Failure to do so will result in disciplinary action up to and including a WAC violation for failure to program.

ASSIGNMENTS/JOBS

Refer to CRCC 700.100 Class III Offender Employment and Compensation for details on job assignments.

Specific information regarding job descriptions and/or qualifications can be obtained from your assigned counselor or by Kite to the Assignments Office. Contact your assigned counselor for job referrals to be open.

You must complete the application process for employment at CRCC. You cannot refuse a job assignment when offered except for placement on an off-site crew, and you will not be asked if you would like a job, except for off-site. You must be assigned to a job for 60 days prior to requesting to have additional job referrals opened. It is your responsibility to manage your referrals by working with you counselor.

Working is a privilege and a responsibility. You must not leave a work assignment unless approved by your supervisor. Do not go to the unit or any other area unless specifically approved by your supervisor and properly called back for the day by your supervisor or a qualified staff member. If you are not a unit worker or assigned to do a job in the unit and are found there during your work day, you will be out of bounds.

Procedure for On-site Offender Permits:

All offenders must be accompanied by a staff member or a supervisor to receive an on-site permit to the mudroom. Due to the fact the mudroom is out of bounds, offenders will not receive an on-site permit without a supervisor present. Therefore all offenders who report to the mudroom without a supervisor being present will be infractioned.

DO NOT bring any contraband in from any work assignment. DO NOT take any personal property out to work or you will be infractioned and terminated.

EDUCATION (DOC 500.000)

Refer to CRCC 500.000 Education and Vocational Programs Offenders. The philosophy of CRCC is that all offenders will leave here with a General Equivalency Diploma (GED). If you do not have a verified high school diploma or a GED, you will be referred to basic skills at the appropriate priority level.

Educational courses offered through Walla Walla Community College at CRCC include GED Readiness, Adult Basic Education, English as a Second Language, and Auto Mechanics. See the Education department for further details.

OFFENDER CHANGE PROGRAMS (DOC 590.350)

CRCC offers a variety of educational/life skills programming. These programs include:

- Chemical Dependency Treatment offered by Spectrum
- Alcoholics Anonymous/Narcotics Anonymous (AA/NA)
- Celebrate Recovery
- Moral Reconciliation Therapy
- Unlocking Your Potential
- Thinking for a Change

In addition to these programs, CRCC also offers family friendly programs that incorporate family planning and parental education. These programs are:

- Inside/Outside Dads
- Partners in Parenting
- Parent-Teacher Tele-Conference Program
- Making a Good Brain Great

- PICKS/Relationship Works

All offenders will be referred to programs based on behavior, Judgment and Sentence requirements, Facility Plan expectations, and assessed risk. If you have not been referred or would like to participate in a particular class, contact your assigned counselor for a referral. Openings are filled as they occur, by priority, and from the waiting list. Watch the callout daily for your name.

XVIII. RECREATION AREA/ACTIVITIES

The recreation area includes the weight room, gym, yard, barbershop, hobby craft area, music rooms, and library. Refer to the Operational Rules posted in the recreation area and on the living-area bulletin boards.

The recreation schedule is posted on the unit bulletin boards. Additionally, the rules for each specific recreation area are posted in that area. Track and ball field will be closed by the Control Officer and announced over the loudspeaker. Fees for weightlifting, music, and hobby craft (\$5.00 per quarter, per activity) will be assessed, consistent with DOC policy. These areas are out of bounds if you have not paid the quarterly fee. To replace lost recreation cards, you will need to pay \$3.00 to the Offender Betterment Fund (OBF). If you receive an infraction (Minor or Major), your recreation privileges may be suspended for a period of time.

BARBERSHOP

Barbershop service is available Wednesday through Saturday. Wednesdays and Thursdays from 12:30 to 8:30 PM and Friday through Saturday from 8:00 AM to 3:30 PM. You may sign up with Recreation staff. Offenders can sign up on Sunday at 12:30 PM for the following week. Specify the day and time on the signup sheet during the above open hours that is most convenient for you; however, this should not interfere with your programming schedule. No kites in lieu of signing up will be accepted.

LIBRARY

The library is a quiet environment and is to be used for the purpose of reading or studying. Offenders who are loud or disruptive will be required to leave and may be subject to disciplinary action. CRCC does not have a legal law library. If you need to use a legal law library, see your counselor, for criteria for a possible transfer.

PHOTOGRAPHS

Signups are Saturdays at 12:30 PM. Photos will be taken at 12:45 PM and will be taken outside – weather permitting. If the weather is not appropriate –the photos will be taken in front of a backdrop in the gym. Must have your ID and photo coupon(s), which can be purchased from the store. During family visiting times, photos can be requested at 2:30 PM and 7:30 PM.

XIX. RELIGIOUS PROGRAMS/ACTIVITIES

The Religious Activities Center offers many activities throughout the year. See the CRCC Religious Activities calendar for the many activities offered. This is posted on the unit bulletin board and in the Religious Activity Center. The Chaplain's office is located in the Religious Activity Center. The chaplain has an open door policy. If you are able to access the chaplain please use the Kite system. Freedom of religion is supported in this facility. Let the Chaplain know if your religious needs are not being met.

XX. Offender Store

ORDERING:

Fill out the store order form **completely**. Incomplete order forms will be rejected. Offenders must include their complete name, DOC#, housing assignment (unit and bunk number), date, and **Complete Signature**. Initials will not be accepted. Store order forms must be filled out legibly, if staff can't read the order form, it will be cancelled. The offender must turn in his store order form the night he receives his store, by 9:00 p.m. The store order form box is located in each unit. All orders turned in late, found in the U.S. mail box, Kite box, attached to a Kite, or turned in on the wrong night will be **CANCELLED –NO EXCEPTIONS**.

Maximum per store order is \$100.00 and the minimum is \$1.00 unless indigent or purchasing a hygiene item.

All store items in the offender store are sold by **EACH**. Write in the quantity you request –not cases or other descriptions. **Exception:** Ramen is sold 6 per package –you write 1 and you receive 6 Ramen. Your limit is 8 packages for 48 units total. Store orders will be issued by offender store staff when possible. When store orders are being issued, any overages/shortages will be verified by store staff and noted on the store receipt. Adjustments will be made later and a corrected copy will be forwarded to the offender. Check the order and your receipt very carefully before leaving the issue area. Once you leave the area and you find an error with your store –**it is too late –no returns, no refunds, no exceptions!**

Offender store staff will issue store from the store here at MSU.

When ordering pre-stamped envelopes and you want to pay for them using your postage account – circle “**YES**” on the order form. If you do not circle “**YES**” –your postage account will not be used.

The offender store order form will be processed as follows: items ordered will be processed in numerical order **only** –starting with item #1001.

Do Not write in the margins on the store order form asking for special requests. The store order form will be processed **only** in numerical order.

INDIGENT ITEMS:

Non-returnable or credit issued for any indigent item –this also includes indigent pre-stamped envelopes.

SUBSTITUTIONS:

Check box “OK” to substitute for out of stock item(s) with the same category items. These substitutions will be selected by store staff. There are NO returns on substituted items.

REJECTIONS:

All store orders will be rejected for the following reasons:

- Incomplete, missing information, or non-legible writing,
- No funds available,
- Two store orders received in the same week,
- A change in housing assignment that affects your store privileges, (i.e. Segregation), or
- Orders received late.

XXI. TRANSLATION SERVICES

Translation services are available to all offenders that have difficulty communicating due to language barriers. Offender may request these services at any time through their assigned counselor.

XXII. VISITATION

VISITATION SCHEDULE

Visiting hours are as follows:

Monday & Friday: 5:30 PM to 8:00 PM Saturday & Sunday: Noon to 7:30 PM

Start times are subject to immediate change by the Shift Lieutenant. Special holiday visitation times are posted at a minimum of two weeks prior to the holiday.

Visitation Rules can be found at the Unit Officer’s Desk and in the Library in CRCC 450.300 Visits for Prison Offenders. Visitation is a privilege and not a right. You are responsible for the actions of your visitors. You are responsible to inform your visitors:

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

EXTENDED FAMILY VISITS (EFVs) DOC 590.100

You can obtain applications for EFVs through your assigned counselor. Applications must be reviewed and approved by the facility Superintendent, prior to participation in the EFV program here at CRCC, regardless of if you were approved at another facility during this incarceration.