



Washington Corrections Center For Women

New Offender Orientation Handbook

This handbook is a summary of various instructions, which define offender rules and behavior at the Washington Corrections Center for Women (WCCW). Violation of any of these or other rules may result in disciplinary action. Upon entry into WCCW, each offender will be provided a copy of this handbook during orientation. Offenders are encouraged to direct any questions regarding these rules to unit staff.

Revised (04-22-2013)

Please see Statewide Offender Orientation Handbook for information concerning PREA

**NEW OFFENDER ORIENTATION HANDBOOK
Washington Corrections Center for Women
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Revised 04/22/2013

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INTRODUCTION

The purpose of this handbook is to provide you with information that will assist you throughout your stay in the Reception and Diagnostic Center (RDC) and the Washington Corrections Center for Women (WCCW).

The information in this handbook is specific to WCCW and designed to supplement the information found in the Statewide Offender Orientation Handbook. If after reading this handbook, you have additional questions, please contact unit staff.

Failure to follow the rules may result in disciplinary action. Verbal orders from staff have the same authority as written orders. If you fail to comply with a verbal order, you may be subject to disciplinary action. You are responsible for knowing the contents of this handbook and you are strongly encouraged to become familiar with the information.

RDC ORIENTATIONS AND ASSESSMENTS

Staff in your assigned unit will conduct initial Custody Orientation. This orientation is to provide you with basic information. All new commitments and re-admissions will attend all orientation and assessment sessions.

Your attendance is mandatory for all orientation and assessment sessions.

Your Initial Classification will not occur until orientation and assessments are completed.

When you arrive at your assigned housing unit/institution, you will receive a site-specific orientation.

FIRE/SAFETY

You will treat fire drills as real

All firefighting equipment, smoke detectors, sprinklers, and alarm systems are for the protection of everyone. If you tamper with firefighting equipment you will be subject to disciplinary action.

You should immediately report any damaged or malfunctioning fire safety equipment or alarm systems to staff.

The following areas are emergency evacuation routes. Do not block or loiter in these areas:

1. Stairways, landings, and building entrance or exit points;
2. Pod entry doors, cell doors, cubicle, office doors, foyer areas and sally ports.

During an emergency, you are expected to follow all staff directions promptly and exactly as instructed. If you fail to comply with staff direction and/or should you interfere with staff during an emergency, you are subject to disciplinary action.

Good safety practices require that you:

1. Do not remove, damage or destroy safety devices or signs;
2. Maintain good housekeeping at all times;
3. Operate equipment only if you have been trained by staff to use the equipment;
4. Observe all safety signs;
5. Do not attempt electrical and mechanical repairs. These repairs will be completed by authorized employees only;
6. Do not remove labels from chemical containers (all chemical containers must be labeled);
7. Report all spills;
8. Always use caution when handling hot items; and
9. Dispose of all sharps, e.g., razors, etc., in the "Sharps Containers" provided in each living unit/area.

COUNT/ RECALL

Count takes priority over all other matters. You will not question or obstruct the taking of count.

When recall is announced, if you are not in an authorized out-count area, you will go directly to your assigned cell and prepare for count.

During count, your wall locker doors must be closed.

You must be visible and identifiable.

During count, you are **NOT** authorized to move about your unit or area during count unless directed by staff.

If you are assigned to a dry cell unit, you are not allowed to use the restroom during any count. Once count is completed in your unit and called into control, staff will then announce "bathrooms only" are open.

No more than two (2) offenders at a time will be allowed to use the bathrooms in MSU

When a "Picture Card" count is announced, you must turn on your light and stand at the door of your cell/room or at the opening of your cubicle with your identification card in your hand. When asked, you will state your name and number. You will leave your lights on until the picture card count has been cleared.

MOVEMENT

You are authorized to move about the facility, during movement periods, in accordance with WCCW Operational Memorandum (OM) 420.155, Movement of Offenders.

You are expected to move directly from one area to your destination. There will be no loitering or waiting for other offenders during movement periods.

The movement schedule is posted in each living unit. If you miss movement, you will not be issued a pass unless staff detained you or if you are being requested to proceed/disperse to an area by staff.

You may not move within the facility during non-movement periods without an offender pass. If you do, you may be subject to disciplinary action.

When the 1st movement period is called, you will have 5 minutes to move from your programming area back to your unit.

When the 2nd movement period is called, you will have 5 minutes to move from your unit to your programming/recreational area.

Offenders who fail to exit their unit/area (e.g., Main Institution (MI) Housing Unit entry/exit, MSC pedestrian gate) towards their destination during a scheduled movement time will wait until the next schedule movement time.

Offenders will adhere to the following while moving throughout the facility:

- a. No yelling to other offenders or staff,
- b. No horse playing,
- c. No slow walking,
- d. No shower shoes, to/from program areas,
- e. No personal property items are allowed to or from work or programming assignment except for the following:
 - 1) Offenders may take one plastic drinking cup with or without beverage and/or ice (must be empty upon returning to your living unit),
 - 2) Offenders may take one plastic thermos to the leisure area with or without beverage and/or ice (must be empty upon returning to your living unit),
 - 3) Offenders may take a personal music device to and from recreation,
 - a) Device will not be used during movement to and from recreation.
 - 4) Offenders may take religious materials to and from the chapel,
 - 5) Offenders may take education materials to and from the school, and

- 6) Offenders may take one serving of whole fruit from your meal.
- 7) Offenders may take un-opened feminine hygiene items, only what it needed for the amount of time out of the unit, to their programming areas
- 8) Offenders may take “Keep on Person” medications as long as it is in its appropriate container and the offender is directed to take the medication during the time they have it.

All unit dayrooms and common areas will be closed ten minutes prior to shift exchange (except for the MSC yard). Offenders who remain in the unit will remain in their assigned rooms/cubicles until notified by unit staff. Offender movement in the units will resume ten minutes after shift exchange is completed.

CEASE MOVEMENT

Cease movement is a period of time during which you must, as directed, return to your unit, cell or cubicle. No movement is allowed during these times. You must stop and may only move as directed by staff. If you are working “in unit”, e.g., unit laundry workers, unit porters, you may continue your duties unless otherwise directed by staff.

If you are assigned to a dry cell unit, you are not allowed to use the restroom during a cease movement unless the cease movement lasts for an extended period of time. Staff will then announce the “bathrooms only” are open. No showering or personal hygiene is allowed.

RESTRICTED MOVEMENT

Restricted movement may be limited to a specific area. If a restricted movement is called, all offender movement initially stops. You will move only under staff direction. If you are working “in unit”, e.g., unit laundry workers, unit porters, you may continue your duties unless otherwise directed by staff.

Unit leisure areas will be closed initially; however, the unit dayrooms may remain open.

CONTRABAND

Any item not issued to you through institution-approved channels is considered contraband.

You are not authorized to possess or receive any contraband.

Examples of contraband include, but are not limited to:

1. Property of another offender, property not authorized, or property not included on your personal property inventory list;
2. State property not issued to you;
3. Blank DOC stationary and/or memo paper having printed letterhead (including letterhead envelopes);

4. Cash or other negotiable items;
5. Any flammable materials except those specifically authorized;
6. Medicine or drugs not issued or prescribed to you by the Health Services Department, except those available in the offender store;
7. Expired medications must be returned to the clinic. By law, medicines will only be stored or transported in the original prescription container;
8. Pressurized containers of any kind;
9. Any identification not issued to you by the institution.

If you are found with contraband, it will be confiscated and held as evidence for disciplinary hearings and/or law enforcement authorities.

DINING HALL

Units will be called to mainline in the following order:

- TEC-1st
- MSU-2nd
- CCU-3rd
- Offenders in RDC will have their meals provided to consume in the unit.

At Sunday and Thursday night's dinner, a breakfast box meal will be provided to all offenders for Monday and Friday morning's meal. The breakfast box meal must be consumed or disposed of by 12:00 p.m.

Offenders will follow their unit, "In House," processes when moving to mainline.

When your unit is called, you have 5 minutes to leave the unit and arrive at the dining hall.

You will not cut into the line, hold a spot or leave the serving line unless directed to do so by staff.

While standing in line or seated at a table you will not talk to offenders in other areas.

Once seated at a table, you will remain there until your meal is consumed or your time is up.

Get all your food and/or drink items while going through the serving line as returning to the line is not permitted. Do not get or hand out food trays or eating utensils for others.

You will be properly attired (shirts/sweatshirts with sleeves, pants or shorts and shoes; when shower shoes purchased from the canteen or Access are worn outside of the living unit and in the WCCW Dining areas, socks must be worn).

With the exception of medically authorized sack lunches, when eating meals in the dining hall, you are only authorized to take one serving of fruit. Any food brought to your unit, must be consumed prior to the next meal.

Once you receive your dining hall meal you will have 20 minutes to consume it.

Each offender is authorized to carry one personal condiment to mainline during the breakfast and dinner meal.

You are not authorized to take medication to the Dining Hall. You are authorized to take prescribed medication which you are required to have 24-hour access (e.g., nitroglycerin tablets, etc.);

CANTEEN

Your living unit or pod is assigned store days. You may only obtain items in accordance with your unit's store list. Refer to OM 200.210, Facility Offender Stores for authorized spending amounts.

CLOTHING/ATTIRE

All clothing will fit appropriately for your physical stature in accordance with OM 440.050. Hats will be worn straight on the head and will not cover the eyebrows.

If you are assigned to a **cell or room**, you may get dressed/change clothes in your cell or room, but you are **required** to stand so that your back is to the door or opening and window shades closed if installed. If you are uncomfortable dressing/changing clothes in your cell or room, then you may dress/change your clothing in your assigned bathroom area.

If you are assigned to a **dormitory cubicle**, you are **required** to dress/change your clothing in your assigned bathroom area.

When sleeping, you must wear, at a minimum, a full pajama set or a nightgown and briefs. When you go to and from the restroom, you must also wear a bathrobe. Do not expose your breasts, buttocks, or genitals.

You must be fully clothed whenever outside your assigned room, except as noted above. This means you must wear undergarments, e.g., a bra and panties, a top or shirt, pants or shorts, and footwear. No sleep wear will be worn in the dayrooms.

You may wear shorts, sweat pants, jeans, and T-shirts during recreation periods in the gymnasium, leisure area, living unit dayroom and other designated recreation areas. Clothing must be free of holes, tears, or rips.

You may only wear hair curlers in the beauty salon or your living unit.

You may not wear your sunglasses inside buildings except when medically prescribed for indoor use.

While in the Visiting Room, you may wear a wedding ring, a watch, earrings, a religious medallion and a medical alert bracelet (if required).

When issued, you are required to wear state issued khaki pants, khaki shirt and state issued shoes/boots at your work assignment. Khaki pants will be worn at waist level with a belt. Khaki shirts will be tucked into pants. Pants will be at an appropriate length. Pant legs will not be cuffed, rolled-up, nor will they touch the ground. All clothing will be in good repair. Work/program areas may set additional dress expectations. The Work Program Supervisor will notify you of any additional expectations/requirements.

State issued khaki pants will be at an appropriate length. Offenders will be required to have their state issued pants hemmed if they are not sized appropriately.

Offenders needing their state issued khaki pants hemmed will obtain the cloth measuring tape from unit staff, measure for requested inseam and turn in state issued khaki pants to unit staff for hemming.

Scheduled unit hemming days are as follows:

1. J Unit-Monday;
2. K Unit-Tuesday;
3. L Unit-Wednesday;
4. MSU-Thursday and
5. CCU-Friday.

You are limited to no more than 20 clothes hangers (DOC #440.000 Personal Property for Offenders).

RECREATION/GYM

Participating in fitness/athletic activities may cause injury. Participation is at your own risk.

You may participate in recreation programs, leisure time, and gymnasium, in cell/unit hobby craft and in cell music in accordance with applicable DOC Policies and WCCW OM's 540.105, Recreation Program for Offenders, 540.250, Recreation User Fees and posted rules and schedules.

You must wear tennis shoes when participating in fitness/exercise activities in the Gym.

You may only wear work boots/shoes in the weight area.

Although water bottles are allowed in the gym, the bottle must arrive empty and leave empty. Water is accessible from the water fountain located in the main hallway next to the offender bathrooms.

You may not do hair braiding or any other hair styling in the gym.

You may bring your Walkman to the gym.

During recreation movement, offenders not assigned to MSU, may not communicate with, yell to, or make physical contact with offenders in the MSU yard. Offenders in the MSU yard may not communicate with, yell to or make physical contact with offenders going to or from the gym.

LEISURE YARDS

1. You may not engage in any activity that is prohibited by DOC Policy, WCCW Operational Memorandum and/or WAC rules.
2. Shoes must be worn to and from leisure yards, and at all times when involved in physical activities.
3. Do not climb on, sit on, or tamper with fences, railings, walls, or any structure not intended for that purpose.
4. Do not wrestle, hug, grab, hold, or other horseplay activities with any other offender.
5. You may stand, sit, or lay down in the grass in a manner that does not expose yourself to others.
6. You are authorized to take the following personal items to the leisure yards:
 - Walkman style radio/CD player with headphones
 - Chap stick
 - One plastic drinking container with or without beverage and/or ice (must be empty upon returning to your living unit),
 - Playing cards
 - A book and/or a magazine
 - Writing materials
 - Musical instrument
 - Plastic rain poncho

DO NOT:

1. Create excessive noise (*e.g. loud voices, shouting arguing, singing or whistling across campus.*)
2. Direct abusive language at anyone.
3. Use language, gestures or possess materials that are sexually harassing or ethnically offensive.
4. Run except when directed by staff or participating in a sanctioned sporting event.
5. Feed any wild life, including birds.
6. Write or carve on any of the benches or tables in the yard.
7. Loiter in front of any of the buildings adjacent to the assigned yard area.
8. Yell across the yard to offenders in other areas of the institution.
9. Do not sit on the top of the picnic tables

RELIGIOUS ACTIVITIES

You may participate in Chapel activities and religious activities/observances as provided for by DOC Policy and WCCW OM 560.200, Religious Program.

If you wish to possess special items related to religious observance (except reading material) in your room, cell, or cubicle, the item(s) must comply with applicable Operational Memorandum.

MAIL/PACKAGES

You are **not** authorized to possess stamps. All your outgoing mail or packages will be sent in either a pre-franked envelope and/or with a postage transfer form.

It is your responsibility to be familiar with WCCW OM 440.000, Personal Property for Offenders, WCCW OM 450.100, Mail for Offenders, and WCCW OM 590.500 Legal Access for Offenders as each explains specific requirements regarding indigent mail, legal mail, and packages.

It is your responsibility to make sure that the people who write to you or send you packages, are familiar with Policy restrictions. Failure to do so may be cause to restrict your incoming letters and/or packages.

PROGRAM ASSIGNMENT

You will be referred for programming by your assigned unit counselor and Multi-Disciplinary Facility Risk Management Team (MD/FRMT) for education, jobs, vocational, offender change groups, etc.

You will report to program assignments as scheduled unless excused. It is your responsibility to advise the program area supervisor of any planned absence.

If you are classified MI1 or MI2 custody and are assigned to a living unit in the MSC, your assigned counselor will review your eligibility for a gate card. A gate card will allow you to work on a Community Service or Maintenance crew outside of the facility.

1. If you are assigned to an outside crew, you will receive and sign for a copy of the "Community Service/Facility Maintenance Crew Expectations. In addition you will review the WCCW Offender Safety Handbook and sign various safety forms. This document details the general expectations, the sick call/appointments process, communications, dress/personal property, medication, and safety expectations requirements for crewmembers.

Lay-Ins:

1. Work Crew Lay-In: You may be laid in without pay if your crew supervisor is not at work, etc.
2. Religious: You may be excused from programming for special religious holy days, but this must be approved by the facility chaplain.

COUNSELOR ACCESS

If you wish to contact your assigned counselor, you must submit a DOC Form 21-473, Offender's Kite you may also request to see them during your assigned Counselor's "open door" designated time period. It is your responsibility to contact your assigned counselor regarding classification, programming, or other issues.

When your assigned counselor receives the kite, s/he will schedule an appointment with you, or respond on a kite within 5 working days.

Your assigned counselor will post their hours and open door schedule.

If you have an emergency, an officer may be contacted and s/he will notify your assigned counselor, Unit Sergeant or CUS of the emergency.

MEDICAL CARE

You must sign up for sick call in your living unit by 5:00 am. If you feel a medical emergency exists, notify staff immediately.

Sick call is available to address sudden onset or acute health issues such as vomiting, diarrhea, a fever lasting longer than 24-hours, infections, and any other injury or illness that prevents work or interferes with your usual activities.

You **MUST** complete DOC 13-423, Health Services Kite, to access medical, dental, and mental health care appointments. Failure to use this form **WILL** result in your message being sent back to you with a "Return to Sender" notation. Health Services Kites are available in your living unit.

Medical staff makes daily rounds in TEC and Segregation to screen medical concerns and then consult with providers. Providers will determine if offenders will be seen in clinic that day or be scheduled for an appointment.

If you become sick during the day or night, you may sign up for the next scheduled sick call, or kite your provider for an appointment. If your medical issue is urgent, you may contact staff and you may call for a medical emergency. Medical staff will evaluate your condition and if necessary you will be referred to your provider. If you call a medical emergency and the situation is evaluated as "non-emergent" you will be subject to an infraction.

As with sick call, a co-payment will be assessed for non-urgent issues.

When your name is placed on a medical call-out to be seen by a provider, attendance is mandatory. Failure to appear for your scheduled appointment will be recorded in your medical file and you will be infraacted.

If you are pregnant, you will have scheduled visits and will be monitored by your primary care provider and/or our attending specialist. A community specialist will also be assigned to you during the latter stages of your pregnancy. Appointments and transportation will be arranged to ensure that appropriate prenatal care and a safe delivery is assured. A postpartum checkup will be arranged 6 weeks after delivery.

If you are issued a Health Status Report (HSR) for medical reasons, you will remain in your living unit except for activities as authorized by the HSR. If the HSR specifies bed rest, you must remain in bed with the exception activities authorized by your HSR.

DENTAL CARE

Cosmetic dental care is not provided under the Offender Health Care Plan. However, you may pay for cosmetic dental care by contacting your medical provider who will direct you in initiating the process.

MENTAL HEALTH CARE

If you need an appointment with a Mental Health provider and you are in the general population, you must fill out a kite (DOC Form 13-423) and place it in one of the boxes marked "Mental Health" (located in the Clinic and MSC Dining Room). Indicate on your kite why you need to be seen by mental health.

If you are assigned to Intensive Management Unit (IMU), Segregation or TEC, you must provide your kite (DOC Form 13-423) to unit staff who will forward it to Mental Health staff.

If you feel like you want to harm yourself or others, are about to lose control of your thoughts, or are having intense, persistent negative reactions to your psychiatric medications, you are to let your unit staff know immediately.

There is no co-payment for mental health services.

GRIEVANCES

You may file a grievance in accordance with DOC Policy 550.100, Offender Grievance Program. Completed grievance forms must be placed in the grievance box. There are 8 "Grievance" boxes located throughout the facility and they can **only** be opened by the Grievance office staff. You may submit emergency grievances to any staff member and you will have a response within 1 hour.

LAW LIBRARY

You may use the Law Library in accordance with DOC Policy 590.500, Legal Access for Offenders. All DOC Policy, WCCW OM, and related Administrative Bulletins approved for your viewing are available in the main Law Library and the Segregation Unit Law Library.

The hours of operation for the Law Library are found in WCCW OM 590.500, Legal Access for Offenders.

UNIT HOURS

If you are assigned to the Close Custody Unit (CCU), the Reception Diagnostic Center (RDC) or the Treatment and Evaluation Unit (TEC), you will remain in your assigned cell from 8:50 p.m. to 6:30 a.m. or until morning count clears.

If you are assigned to the Medium Security Unit (MSU), you will remain in your assigned room as indicated: EIP Level #3 from 8:50 p.m. to 6:30 a.m. EIP Level #4 from 10:30 PM to 06:30 AM except for use of the toilet area. Early morning workers may be allowed to shower before reporting for work.

LATE NIGHTS: Late nights for MSU are on Fridays, Saturdays and nights prior to a holiday are for EIP Level #4 offenders only. The late night will terminate at 11:30 p.m.

If you are assigned to the Minimum Security Compound (MSC Units J-K-L) you will remain in your assigned room/cubicle space from 8:50 p.m. until the unit count is completed. After the count has been completed the C/O will unlock the bathrooms for toilet use only. Once the "count clear" announcement is made in the unit, you will be allowed access to the showers, phones, and dayrooms until 11:00 p.m. on weekdays. You are required to remain in your assigned room/cubicle from 11:00 p.m. until the 6 a.m. count clears the following morning except for use of the toilet. Early morning workers may be allowed to shower before reporting for work.

MSC unit staff may have a "rush hour" and you are expected to abide by the guidelines posted in your unit. Rush hour is a time when you may request supplies from staff. Rush hour starts at 7:30 a.m. and lasts for 10 minutes every hour on the half-hour ending at 8:30 p.m.

LATE NIGHTS: Late nights for MSC are on Fridays, Saturdays and nights prior to a holiday. The late night will terminate at 11:50 p.m.

The hours and rules for the use of each unit's leisure area are posted on all offender bulletin boards in each unit.

IDENTIFICATION

Your ID card will be worn in the upper left shoulder area of your outer garment. You must wear your ID card at all times except:

1. When you are in your assigned cell, room, or cubicle;
2. When you are sleeping or showering;
3. When your work supervisor has authorized you to temporarily remove your ID card for safety reasons;
4. When participating in athletic/fitness activities.

A color code tag will be attached to your ID card to identify your housing unit.

If your ID card is lost, stolen or damaged you may be restricted to your unit until a new ID card is issued. Until you receive the new ID card, you are required to have a copy of DOC Form 02-088, "Offender Request for New Identification Badge" in your possession.

If you significantly change the length, style, and/or coloring of your hair to such a degree that it could be reasonably considered to present a safety or security issue, you will be required to obtain and pay for, a new ID card.

UNAUTHORIZED AREAS

You may not enter any area designated as "off limits," "out of bounds," or "authorized personnel only," without prior approval from a staff member.

The following areas are **out of bounds for you**:

1. Within 10 feet of the perimeter fence;
2. Any living unit, pod, cell, room, cubicle other than the one you are assigned to;
3. Any work, program, or activity area other than the one you are assigned to;
4. Any staff office unless the staff member gives you permission to enter the office;
5. Around or behind any open staff work station as identified by a red line;
6. The sidewalk approaching any living unit unless you are assigned to that living unit; and
7. Any other area designated by staff.

You may not loiter in your unit's restrooms, in and around the doors of other offender's rooms, in the unit laundry, at the officer's station, on walkways, or at the entrance to the unit.

PROHIBITED ACTIONS

You may not engage in any activity that is prohibited by DOC Policy, WCCW Operational Memorandum and/or WAC rules.

Do not use state-issued items; e.g., towels, blankets, sheets, pillows, or pillowcases outside your room, cell, or cubicle for anything other than the items intended purpose.

DO NOT:

1. If you are assigned to the MSC compound, you may eat in your dayroom. All other units may not eat in your unit's dayroom, laundry/bathroom, outside of your living unit unless authorized by staff.
2. Perform personal hygiene in the unit dayroom.

ROOM ASSIGNMENTS / KEYS AND PADLOCKS

Bed assignments:

Living units will hold beds for 72 hours for offenders under the following conditions.

1. Offender is assigned to the clinic;
2. Offender is in a local hospital;
3. Offender is placed in protective custody; and
4. Offender is placed in TEC.

NOTE: If emergency conditions exist this rule may be waived without notice.

Beds will not be held for:

1. Offenders returned to court, unless they return on the same day.
2. Offenders placed in segregation.
3. Offenders placed in COA.

Room keys are issued in the medium, minimum and TEC Residential units. You must keep your key on the key ring and in your possession.

1. Do not attach anything to your key ring
2. Surrender key to staff when directed
3. If you lose your assigned key, you will be charged for its replacement. The cost will be deducted from your trust account.
4. You are required to use a pad lock to secure your state and personal property.

ROOM/CELL STANDARDS

If you are assigned to an early morning job, you are encouraged to purchase an alarm clock from the store. Staff **do not** make wake up calls. If you do not have an alarm clock, a loaner may be provided to you for your use until you receive your first pay and can purchase your own from the Canteen.

Your cell, room, or cubicle must be clean and orderly at all times. Your unit staff will conduct daily room inspections between the hours of 8:30am and 11:30am, and results of the inspection will be posted. Due to safety and security issues offenders must remain outside of their room/cell during inspections. Offenders may not be covered, on their made beds, while their room/cell is being inspected. After the inspection is complete, offenders may return to their room/cell and be on their made bed covered with a blanket.

Your bed must be made when you are not using it. This means that the blankets and sheets will be tucked under the mattress. Do not place state or personal property on unused beds.

Your clothing will not be hung on the bed frames, but you may hang a towel or a jacket over the rail at the foot of the bed.

All your personal belongings and state-issued clothing will be stored in your locker, desk shelves or on the clothes hooks provided. Do not store items on the top of your locker or on your window ledges.

Footwear must be lined up neatly under your bunk. For MSU offenders-your footwear must be lined up neatly under your cubby. Exceptions to this, based on individual needs, are authorized only by the CUS.

Additionally, if authorized, you may:

1. Place a typewriter on the desk;
2. Store your radio, cassette/CD player, clock, cassette tapes/ CD's, and books on the room shelf;
3. Store an approved musical equipment under the lower bed; and
4. Clamp your lamp and fan to the bed frame.

Your soiled laundry must be stored in your laundry bag and hung from a clothes hook.

Your television must be placed on the stand or footlocker and not placed at any other location.

Do not cover your radio, lamp, electrical appliance or cell windows. Do not tamper with or alter your furniture or fixtures.

Your photographs and cards may only be displayed on the bulletin board or area designated by the unit staff. All these items must fit inside the designated area.

Do not hang or attach anything to the walls or ceiling of your cell, room, or cubicle.

You may not display sexually explicit, nude, ethnically offensive, or gang related materials. You must keep your air vents clean and unobstructed at all times.

You are authorized to have one Religious storage container, one Hobby/Craft storage container, and, if previously grandfathered in, an extra storage container. However, all three boxes must only be used for Religious and Hobby/Craft items.

Keep all your consumable items in their original containers. When empty, containers must be disposed of immediately and may not be used for any other purpose.

Except for entering, exiting or cleaning your room or cell, you must keep your door closed and locked at all times.

Turn off all electrical appliances, including televisions and radios when you are not in your room, cell, or cubicle.

1. In the RDC, SEG (except count lights), CCU, and TEC units, all overhead lights will be turned off from 9:00 p.m. until 6:30 a.m.
2. In the MSU and MSC units, all overhead lights will be turned off from 11:50 p.m. until 6:30 a.m.
3. Allowances may be made in all units for early morning workers and late nights.

Place all your trash and used sanitary pads in the appropriate waste receptacles.

Do not use the foot or headboard of your bed as a storage area.

Do not call out or shout from your room, cell, or cubicle across or between tiers or levels.

The sound from your radio, television, cassette/CD player, or musical instrument should not be heard outside your room. Staff may require that you wear headphones.

You may be eligible for a courtesy room move in the MSC living units. The CUS will determine appropriate placements using an assigned process.

If a male staff member enters an area and states "Man on the unit", you are required to respond. For example, if a male staff enters a bathroom and announces "Man on the unit", you are required to say something such as "I'm in here" or "I'm using the toilet".

DAYROOMS

The dayroom hours are posted in your living unit. You must keep your voice and, for MSC and TEC Residential, the volume of the television, at a conversational level while in the dayroom.

The dayroom telephones will be used only when your dayroom is open. Remember that all non-legal telephone calls are monitored and recorded. PREA hotlines are open 24 hours a day, 7 days a week but must be requested for use when dayrooms are not open.

You may not bring or play your musical instrument, cassette player, or radio, in the dayroom.

You may have your MP4 player in the dayroom only to download music from the J-Pay system.

You may bring personal reading and writing materials, games, and in-unit hobby materials to the dayroom as long as your activities do not interfere or prevent other offenders from occupying the table.

Do not move or reposition dayroom furniture. Remember that chairs and tables are not footrests or beds. Tables will be occupied based on number of seats available and loitering or standing is not allowed at occupied tables

You will not sit on floors or behind/under/on the staircases.

If you are initiating a phone call, you are responsible for that phone and will not share that call with other offenders. Unit staff will hang up any telephone left unattended.

Unless residing in MSC Units, you may not eat in the dayroom unless authorized by the Correctional Unit Supervisor for special occasions. You will prepare your food in your room/cubicle. Once prepared you may go to the dayroom, and use the hot water taps, and microwave, but you must return to your room or cubicle, to consume your food.

SMOKING

WCCW IS A NON-SMOKING FACILITY. SMOKING IS NOT AUTHORIZED.

SHOWERS

You are to use the shower closest to your room, cell, or cubicle (unless authorized to do otherwise by staff). You are expected to shower at least three times per week and wear shower slippers while showering.

STATE ISSUED LINEN EXCHANGE

Your unit is assigned a linen exchange day. This is posted in the unit. You must turn in your sheets and pillowcase in exchange for fresh, clean linen.

Your blankets will be exchanged on the scheduled exchange day (one-for-one exchange only).

Your clothing will be washed in accordance with each unit's laundry schedule. Laundry schedules are posted in your unit.

State-issued bedding will not be washed in the living unit.

ROOM/PERSONAL CLEANING SUPPLIES

Cleaning equipment and supplies are accessible in accordance with your unit's dayroom schedule. If you use cleaning supplies, you will ensure that the supplies are returned in good condition. Mops will be rinsed out and mop buckets emptied. Do not store cleaning supplies in your room.

HAIR CARE

Offenders will be provided hair care services that comply with applicable health requirements. Offenders will use the facility beauty shop for haircuts, except when the Superintendent has allowed the use of another area (Segregation/Treatment and Evaluation Center-Acute/Unit

BULLETIN BOARDS

Your unit bulletin boards display important information such as frequently referenced Operational Memorandums, movement schedules, job assignments, activity schedules, daily call-out sheet, notices of special events, and policy changes/addendums.

It is your responsibility to be familiar with all items posted on the bulletin board and you should check the daily call-out each day between the hours of 4:30pm and 6:30pm.

LIBRARY

You may use the Library in accordance with DOC Policy 510.010, Library Services.

The Library days and hours of operation will be posted on the bulletin board in each living unit.

You may go to the library during scheduled unit hours. The first 20 offenders signing in at the School Officer's desk are allowed in the library.

Offenders must remain in the library for the entire unit time. Exceptions to these rules must be cleared with the Librarian and the School Officer.

1. Segregation: Library service is provided to offenders in this unit via a kite request system. No more than two **paperback** books at a time will be delivered to an offender in Segregation. No Interlibrary loan materials are sent to offenders in Segregation. Offenders are authorized to use the Angel Network book system.
2. RDC: Offenders are not authorized to use the library until assigned to a General Population housing unit, but are authorized to use the Angel Network book system.

TIER REPRESENTATIVES

Each unit, except the RDC, SEG and TEC has Tier Representatives who serve as a liaison between staff and the offender population.

You and the other offenders in your unit elect your Tier Representatives. They will speak for you at meetings and other authorized activities.

RELEASE FROM SEGREGATION/OTHER HOUSING ASSIGNMENTS

There is a specific order for housing and housing assignments for offenders released from the Segregation Unit. Do not expect to return to the same unit, cell, room or cubicle after being released from segregation.

Most offenders released from segregation are temporarily housed in CCU and are placed at the bottom of the housing movement list managed by the CCU Unit Supervisor.

Offenders that come to CCU and score Medium custody from Segregation, RDC, and MSC are added to the CCU move list for MSU on the date they entered CCU, regardless of the cause for the move (i.e. demotion due to infractions, demotion due to detainer, Segregation release from ADSEG, Segregation release from DSEG, etc.). If there are no beds in CCU, offenders will reside in RDC pending a bed in CCU.

Offenders that come to CCU and score Medium custody from Segregation, RDC, and MSC are added to the CCU move list for MSU on the date they entered CCU, regardless of the cause for the move (i.e. demotion due to infractions, demotion due to detainer, Segregation release from ADSEG, Segregation release from DSEG, etc.). If there are no beds in CCU, offenders will reside in RDC pending a bed in CCU.

Offenders who are currently housed in CCU and due to a reclassification action are eligible to be transferred to MSU will have their name placed at the bottom of the MSU transfer waiting list and will be transferred as bed space become available based on the date that the reclassification action was finalized.

VISITING & EXTENDED FAMILY VISITING

You may participate in visiting programs per DOC Policy and WCCW OM 450.300, Visits for Prison Offenders. Sack meals will not be provided during offender visiting.

If you wish to apply for the Extended Family Visiting Program, you must submit a request to your assigned counselor in accordance with DOC Policy and WCCW OM 590.100, Extended Family Visit (EFV).

VISITING SCHEDULE: 10:30 am to 1:30 pm and 4:45 pm to 7:30 pm

DAY	CCU	SEG*	TEC	MA	MB	J	K	L	RDC*
FRI	10:30	10:30*	4:45	4:45	4:45	10:30 4:45	10:30 4:45	10:30 4:35	
SAT	4:45	10:30*	10:30	10:30	4:45	10:30	4:45	4:45	10:30,4:45*
SUN	10:30	4:45*	4:45	4:45	10:30	4:45	10:30	10:30	10:30,4:45*
MON	10:30 4:45	10:30* 4:45*	10:30 4:45	10:30 4:45	10:30 4:45	10:30 4:45	10:30 4:45	10:30 4:45	

Offender Clothing During Visiting

Clothing guidelines for all offenders is as follows:

1. All clothing must be clean and in good repair (free from holes, rips, or tears).
2. Undergarments must be worn to include panties, a brassiere or a sports bra.
Undergarments will not be visible above the waistband or through clothing fabric.
3. Clothing must be worn that does not expose undergarments, cleavage, stomach/midriff or bare back (when arms are raised while standing or sitting). Shorts are not allowed.
4. No work clothing is allowed in the visit room.

Offender Footwear

1. Closed toed shoes, tennis shoes and sandals are authorized types of shoes (sandals are a shoe fastened to the foot by straps).
2. Flip flops/thongs, shower shoes, slippers, or foul weather style boots or shoes are not allowed.
3. Shoes must be free from holes and tears.
4. Socks must be worn.

Offender Jewelry/Personal items authorized for visit:

1. One wedding band or ring (Offender must be legally married)
2. One religious medallion with chain.
3. Medical alert bracelet with authorized Health Status Report.
4. One pair of prescription eyeglasses.
5. One pair of sunglasses.
6. Offender Identification badge with or without room key.
7. Five Photo Chits.
8. Medical accessories (i.e. wrist brace, knee brace, etc.) with authorized Health Status Report.
9. Earrings and watches are allowed.

FLOWERS FOR SPECIAL OCCASSIONS

Each Offender shall be allowed to receive one (1) bouquet of flowers for the following special occasions:

- Valentine's Day; Easter; Mother's Day; Christmas; and Birthday

The flowers must be prepared and delivered by a commercial florist. Package authorization forms are not required.

Flowers shall be accepted at Public access no more than three (3) days prior and through the day of the holiday ONLY. Public Access will reject any bouquets that contain items other than flowers, cards, non-glass vase and/or containers. This includes but not limited to, stuffed animals, balloons and noisemakers of any kind. All flowers must be disposed of within one (1) week of arrival. Flower containers will be disposed of per Policy. Offenders may not receive flowers from other offenders.