



Minimum Security  
Units (MSU)  
**WASHINGTON STATE  
PENITENTIARY**

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Walla Walla, WA 99362  
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Addendum to:  
Washington State Department of  
Corrections  
Offender Orientation Handbook  
**2012-2013**

Revised November 2012

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## **SUPERINTENDENT'S MESSAGE**

Welcome to the Washington State Penitentiary (WSP). For some, this may be your first time in a prison institution. Depending upon your assigned custody level, you are housed in one of the various living units here. If you are housed in minimum it may be because this is your first prison incarceration or your past positive behavior has earned you greater privileges and program access associated with those housing assignments. I encourage you to plan your future. Stay in contact with your loved ones and significant others so when you are ready to leave prison, you are not having to suddenly "build" a plan. (Re) Build those relationships now so you have them when you are ready for release. Practice being a "good citizen" through positive behavior during your incarceration. The staff here will help mentor you in that direction, if you are ready to engage them in a positive manner.

### **A Word about Prison Violence – "ZERO TOLERANCE"**

***Prison has to be safer than the community.*** You might be a bit stunned by that statement, but if you are prone to violence as a way to resolve issues in a prison setting that is structured and disciplined, it is the responsibility of our staff to assure that your violent behavior is minimized and that you are held accountable should you assault our staff or another offender. For us, apart from whether you will harm someone here, we ask ourselves what will stop you from doing that in the community where there isn't this structure? Why would the Department of Corrections want to release you? Why would your loved ones or any community want you back?

You may have heard many things about WSP. Perhaps you have been here before, or others have painted a horrific picture for you of what to expect here. While it is true that this place has quite a history, it has become a far more humane and civil place than many people choose to believe. Sometimes it's hard for some people to leave history in the past. Much of the reason for improvement has to do with vastly improved staff training and expectations. We expect our staff to maintain high standards of professional conduct. We will deal with proven staff misconduct because we know that it can only make things worse if we do not. At the same time we have also insisted that all individuals (staff and offenders) be treated with dignity and respect. That includes how you treat the staff, how you use and abide by the established processes for accessing services and voicing grievances, and how you treat each other.

You will be challenged to maintain your integrity and to learn to do your own time and not allow yourself to be negatively influenced by others. There will be strong influences (including threats of violence and intimidation) by gang members and independent individuals to try to get you to join their group or "car" with them. What you decide to do at that moment will help us decide how we will manage you as a citizen of this community. A decision to support or perpetrate violence will result in a lengthened sentence through (disciplinary) loss of Good Conduct and/or Earned Release Time along with confinement to your cell for 23 hours per day in an Intensive Management

Unit (IMU). IMU also means the loss of most of the freedoms (personal property, jobs, socialization) you enjoy even in a minimum custody environment.

Violence affects society as a whole. In prisons violence has been utilized to gain stature and to obtain goods and services for a few individuals. Violence is some time used as the vehicle that drives intimidation, extortion, assaults and rapes, none of which will be tolerated and can and do result in criminal prosecution in addition to administrative sanctions. You may think these things will not happen to you if you join a group; however, history has proven that eventually even group members can and do become victims. In the past violence has been viewed as power by some groups of offenders who will try to get you to engage at their level and for their own purposes. An example of this when you walk into a living unit for the first time you will be approached by offenders, generally of your own race and they will size you up to determine what they can get out of you. If you have support on the outside they may ask you to pay, or if not they may ask you to sacrifice your "good time" by assaulting someone else. We have seen these situations on several occasions and in some cases newly arriving offenders or soon to be released offenders have gone along with the group, which resulted in the loss of their freedom for the rest of their lives.

The staff and some offenders of this facility are working very hard to create and maintain a safe environment for all offenders. You may not agree with this at this moment, but your time in prison gives you an opportunity to improve. As stated previously, and by choosing to avoid disruptive behavior, you can strengthen your ties with family and loved ones, complete your education or expand upon it through enrollment in:

### **GED**

1. Vocational Training and certification in Heating Ventilation and Air Conditioning (HVAC), Graphics Design, Welding, Carpentry, Diesel Mechanic and others
2. An Associate of Arts Degree through the Walla Walla Community College
3. If you already have certifications you may be eligible to continue your work experience in the various trades we have at the facility to maintain the facility.

Most people do not see prison as an opportunity for growth and in fact most people in the general public are not supportive of the opportunities we create here. You need to know that the Department of Corrections is committed to giving you the tools you will need to return to society and reducing the odds of you returning to prison. Even with this commitment, by the department, you have to have the same level of commitment to yourself. All of the opportunities described in this message require you to choose to avoid violent and disruptive behavior as a requirement to enter the programs listed above. The choices you make at the beginning of your incarceration will play a major role in the type of incarceration you experience. You can open yourself to the violent world promoted by disruptive groups or the positive world of self-improvement and safety, through your commitment to good behavior.

- Steve Sinclair, Superintendent

## **BANKING/TRUST ACCOUNTS**

### **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. Funds may be sent to the offender's account via money order, cashier's check, government check or Western Union transfer. All forms of the above must have the offender's DOC number on it. Funds may also be sent via the JPay system. 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.

### **Questions**

Any questions regarding your account can be addressed by an Interview Slip (kite) or through kiosk message to the Local Accounting Office. For information on your account balance, you may send a kite or kiosk message to your Classification Counselor.

### **Disbursement Requests**

If ordering items, or sending money out of the institution, the disbursement request must first go through your Classification Counselor for approval, an exception to this is for Access Secure Pak orders, these will be approved by the property room. If ordering religious items, the Disbursement Request must be signed by the Chaplain. If ordering curio items, the Request must be signed by the curio officer or recreational staff. Orders to approved vendors must have a Generic Order Form and a pre-franked, addressed envelope attached. Orders to approved vendors must also be signed by the Property Room Sergeant.

**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.**

### **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

### **Call Sheets**

All calls noted with an asterisk (\*) are mandatory and require your attendance. Failing to appear may result in an infraction.

Call sheets are posted in the units the night before the scheduled call. It is your responsibility to read these and attend your scheduled call(s).

If you have conflicting calls, i.e. medical/dental and counselor, attend the medical/dental call first, the counselor call can be re-scheduled, if necessary.

### **Chain of Command/Communication With Staff**

Unit staff will handle most of the issues/problems that arise. Use the Chain of Command before going to a higher authority. The Chain of Command is as follows:

Correctional Officer	Classification Counselor II	Correctional Officer
Unit Sergeant	Classification Counselor III	Shift Sergeant
Unit Manager	Unit Manager	Shift Lieutenant
Correctional Program Manager		Captain
Associate Superintendent		
Superintendent		

Issues that unit staff cannot assist you with must be addressed by Interview Slips (kites) through the Chain of Command or via kiosk message, not by approaching staff on the breezeway.

### **Classification**

You will be contacted by your Counselor within 30 days of placement in your living unit. He/she will set up a time to complete the intake process with you. Your Counselor will also answer individual questions concerning custody and/or Classification at that time. Requests for information/assistance from your Counselor may be made by submitting a kite or via kiosk.

**Counselor assignment changes are approved by the CUS for facility need only.**

### **Clothing Room Procedure**

All state-issued clothing is replaced by exchange only. You must turn the item in to receive a replacement. This is done through your housing unit clothing exchange and takes approximately 1 week. Attach a kite to the item to enable Inmate Clothing Room staff to know the reason for the exchange. Clothing that is accidentally damaged through normal wear will be replaced. You must send a kite to the Inmate Clothing Room Staff for clothing that no longer fits, this will be reviewed every 6 Months. Do not attempt to alter the clothing yourself. If you do, you may be infracted and charged replacement costs.

If an item of your state-issued clothing is lost or stolen, immediately report the theft to the Officer in charge of the area from where the item was stolen. Ask the Officer to verify the theft on the kite you will send to the Inmate Clothing Room asking for replacement. On this kite explain the loss and the Inmate Clothing Room will attempt to locate the stolen item and/or replace it. Lost laundry MUST have the pink copy of the laundry slip attached to the kite and sent to the Inmate Clothing Room Staff for replacement clothing.

Laundry schedules are posted in the housing units. Contact a Unit Officer if you have any questions about the schedule.

### **Count**

Counts are conducted at 0200, 0610, 1045, 1600, 2100 and midnight. There is no movement allowed during count times. All offenders are responsible to ensure the counting officers can see living breathing flesh. Any offender found to have interfered with the taking of an accurate count will be infracted and placed in IMU pending a hearing decision. WSP takes count seriously and will not tolerate offenders not complying with the above expectations.

### **Fire and Safety**

Primary and secondary evacuation route plans are posted in each living unit. In the event of an evacuation drill or evacuation in an emergency, follow staff directions closely and exit the unit.

### **Identification Cards and dress code**

Offenders must wear their identification card when out of the cell. It is to be worn on the upper left-hand side of your chest on the outside garment. You will not be allowed to participate in any activities without it. For more information review DOC 400.025, "Inmate Identification Cards".

You must be fully clothed when leaving your cell; shirts must be buttoned up and tucked in, pants will not be sagged, bloused or rolled up.

Offenders may wear shorts and sweatpants to the dining hall. No shorts or sweatpants will be worn to call sheet listed call outs such as Education, Medical calls or Visiting.

Upon your arrival at WSP 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 WSP.

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.

**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.
- 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.

### **Inmate Store**

The inmate store program is a Correctional Industries service operation where offenders are allowed to place weekly store orders not to exceed \$125 per order. Only one store order every other week is allowed.

You must have your completed Store Order Request form signed and witnessed by staff. **Fill out the header and sign both sides of the Store Order form.** Orders must be turned into the “Store Order” mailbox prior to 9:00 pm lockdown on the day your prior store order is delivered. Check with unit staff for store order deadline days and delivery days for your unit. Write clearly so staff can read your name, DOC number, and items ordered. Do not exceed your spendable account balance. Commissary Operations will fulfill an order until that point your account balance is below sale price of items. Prices on the order form are subject to change without notice.

You are required to pay for hygiene supplies. If you qualify according to policy as indigent, a debt will be created.

Store orders are delivered to your housing unit. A copy of any original store order request that could not be processed will be available to the unit with the explanation. This includes special order items that could not be filled. Do not order special order items more than once; after an appliance has been engraved, it cannot be returned. All special order items are routed through the WSP Property Room. Watch the call sheet.

You should inspect your store items in the presence of staff when issued to you so any discrepancies can be noted on the signed original receipt that is returned to the Inmate Store. Orders not inspected at the time of distribution cannot be adjusted if there are claimed discrepancies.

### **Legal Library Access**

There is no access to a legal library at WSP MSU. If you require access to a legal library you may make this request through your assigned counselor. He/She will request a transfer for you to a facility in which your legal needs can be met.

### **Mail**

In addition to regular mail, the mailbox may be used for kites to staff both in unit and out of unit.

All incoming and outgoing mail must have your complete address including:

Full committed name and DOC number  
Housing unit and cell assignment  
Washington State Penitentiary  
1313 N 13<sup>th</sup> Avenue  
Walla Walla, WA 99362

Your mail may be rejected for a variety of reasons. If your mail has been rejected, you will receive a Mail Rejection Notice from the Mailroom. There is a file number in the upper right-hand corner of this form. Use this number when writing to the Mailroom regarding the rejection.

Incoming mail that has been rejected may be sent back out at your expense. To do this, send a kite with an addressed, pre-franked envelope attached, to the Mailroom. If the item is too large to fit in a regular, pre-franked envelope you may send a kite with the address you wish the item sent to, and a Disbursement Request to cover postage.

Mail that doesn't have the inmate's current unit will be delayed by the reroute process. Inmates are responsible for informing their correspondents, including publishers of any changes to his address which includes the housing.

#### **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 to the mailroom daily.

#### **Medical Services:**

Pill line is held after each meal. KOP medications may only be picked up after the evening meal.

(Medical, Mental Health, Dental, Optical)

If you have severe symptoms, contact the nearest staff member immediately.

Sick Call is held in the Medical East Clinic two days per week per unit. To be seen you must submit a kite or kiosk message stating the reason for medical. Unit staff can tell you what days during the week that sick call is held in your housing unit.

All medical sick call and dental appointments at your request are subject to \$4 co-pay unless it is a follow-up appointment or an appointment that has been scheduled by a health care provider. The \$4 co-pay is automatically deducted from your account. If you have an illness or medical emergency that requires admission to the Hospital for 24 hours, the \$4 co-pay may be waived.

For routine medical, mental health, dental or optical needs, send a kite or utilize the kiosk mailboxes addressed to Mental Health, Dental, Optical or MSU staff providers @ ALL Health Services.

Medical staff prepares the appointment schedule for medical call-outs. This schedule will be included in the daily master call-out. You must check this list daily. Some appointments are made by regular and/or specialty health care providers in response to your kite, or for follow-up lab, X-Ray, or other needs. Some appointments are made far in advance, so it is important to check the call-outs daily.

Most medical call-outs are held in the Medical East Clinic. If you miss a scheduled appointment you will be subject to an infraction.

#### HIV or Hepatitis Testing

HIV or Hepatitis testing is available free of charge. Information about these and other transmissible diseases such as lice, scabies, tuberculosis (TB), Chlamydia, gonorrhea, syphilis, etc., can be provided at the time of testing or by sending a kite to the Infection Control Nurse asking for information on the specific disease.

#### Information

Healthcare requests for appointments or healthcare information may be obtained directly from All Health Services (MSU Nursing Staff), Dental, Optical or Mental Health by sending a kite or kiosk message to the department of interest.

The Health Care Authority and the Chief Medical Advisor, prior to implementation/use, will review treatment modalities utilizing new techniques and/or drugs.

The offender will be notified of all known risks and/or any potential adverse response to the recommended treatment.

The offender must sign an Informed Consent form prior to the procedural treatment begins.

#### Medications

A provider may prescribe medication when you see him/her. These medications can be picked up at Pill Line within 48 hours (unless you are told differently). Some medications will require you to take the dose every day at Pill Line. Other medications are Keep on Person (KOP). The KOP medications are issued in no more than a 30 days' supply to keep in your cell. If the prescription can be refilled, a refill sticker will be attached to it. Turn this sticker in on a kite before you run out of your medication.

Over the Counter (OTC) medications you may purchase from the Inmate Store.

#### **Mental Health Services**

Mental health services are available to all WSP offenders. Mental health is a part of your overall health. You may request to speak with mental health staff for a variety of reasons including mental health medications, depression, anxiety, grief issues, panic attacks, interpersonal difficulties, difficulty adjusting to your incarceration, sleep problems, etc.

The kiosk system is the quickest method to contact mental health staff in non-emergent situations. If you have questions about the following issues, submit a kiosk message: Medication expiring, appointment with your mental health counselor or psychiatrist, addressing mental health holds (S and U code), mental health reentry services, or to report increased mental health symptoms. If you feel that it is an emergency, contact unit staff and request to speak to someone immediately.

### **Movement**

Washington State Penitentiary East Complex does not operate on a formal gate schedule throughout the day. Announcements will be made for the following areas: meals, education, recreation, diabetic calls and some work locations. If on call for medical, work, classification, etc., it is your responsibility to ensure you arrive to the call out on time. See the dress code section of this manual for dress requirements to call outs.

### **PREA -- Prison Rape Elimination Act**

The Department of Corrections seeks to prevent sexual abuse/assault of offenders. For your own protection it is important to report sexual assault or abuse as soon as possible. Staff will intervene for your safety in accordance with departmental policy.

Offenders, their families, and/or associates may report any allegation of sexual assault/rape or sexual misconduct in writing or verbally to any Department staff, contract staff, volunteer, or any law enforcement agency; or by calling the confidential hotline 800-586-9431.

Treatment and counseling is available for victims of any kind of sexual abuse/assault. An offender may face disciplinary action for placing frivolous or false reports.

Refer to DOC 490.800 Prevention and Reporting of Sexual Misconduct for further details.

### **Programs, Education and Work**

All offenders will be screened for job eligibility. WSP/MSU jobs are categorized by level. You will only be assigned to jobs in which you are cleared for by the Unit Team.

Those of you who do not have a GED or high school diploma will automatically be referred to Education for GED classes. Offenders at WSP may be required to complete their GED or be working towards completion before they will be assigned to a job. At this time, offenders with a life without parole (LWOP) are exempt from this requirement, unless requesting vocational programs.

To participate in other educational programs such as Offender Change Intervention (OCI) programs, vocational programs, or the AA degree program offenders are assigned according to their priority code and must be referred by their Classification Counselor (Education builds the referrals).

If you are assigned to a class, it is your responsibility to check the unit call sheet and it is important that you leave your cell on time to avoid being late. Getting to class on time is your responsibility. You will be infraacted if you miss class, as classes are considered mandatory calls. If you are terminated from a class or your job, you will lose all your programs until seen by the Program Review Committee at which time you may be placed on "8-4 cell assignment". This assignment requires you to remain in your cell from 8 a.m. through 4 p.m., only leaving for meals, etc. You may not go to Recreation or the Yard, or go to the unit Dayroom during the hours of 8-4, Sunday through Saturday.

Once you have completed your GED, your job referrals will be opened and you will be assigned a vocational class and/or a job. You are required to be involved in a work or school program at least 15 hours per week. Job changes may be requested after completing 90 days in the current job.

The Assignment Lieutenant is responsible for approving routine clearances and for making all assignments to Class II jobs past 9 Tower in the East Complex or for assignments to Class II in the West Complex. Any Offender applying for a job may be required to go through Classification, if deemed necessary by the Counselor and Unit Manager.

### **Property**

All personal property and appliances are issued by WSP Property Room staff. WSP Property currently issues property to each unit twice a week. If you want to send property out, submit a kite to the unit Property Officer.

Property guidelines as stated in WSP 440.000 Personal Property for Offenders will be enforced. Offenders will be allowed only a limited volume of property. Review this operational memorandum or ask staff to make sure you are in compliance.

Your family/friends may send you a monthly gift package through Access SecurePak. They can order from this company on line, by telephone, or mail. Check your unit bulletin boards for more contact information.

All state issued clothing, property, and personal property (except for television, radio, and musical instruments) must fit into two boxes. 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.

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.

The state is not responsible for stolen property that is not secured in your locker (or your door locked at the Outside MSU).

### **Recreation/Yard**

Seasonal conditions may determine the length of time the yard is open in the evening. The yard is closed during periods of poor visibility (fog, etc.). A yard schedule is posted in the housing units.

The following areas are open for your use and are available for a fee: Weight Room and Hobby Craft Shop. Recreation fees may be paid out of your account by submitting a Recreation Application to the Recreation Department. These forms are available in the Recreation Office and should be returned to the Recreation Department. There is a \$7 per quarter charge for each activity (weights, music room, or hobby craft). The quarters are January through March, April through June, July through September, and October through December. A separate application form is required for each activity. If you paid at a previous facility, send a kite to the Recreation Specialist.

If you are found using these areas (weight room or hobby craft) and are not on the list, you may be infraacted. A valid curio permit is required to access the Hobby Shop.

### **Religious Program**

The Chaplain is responsible for all religious services. These services are open to all offenders. Those desiring to participate in activities/services for a specific religion must submit a kite/Kiosk in order to be placed on the appropriate list. The schedule for all religious services is posted on the bulletin board in your living unit OR you may request a schedule directly from the chaplain via kite. You must be on the call sheet to attend services in the Religious Activities Center (RAC). If an offender fails to appear for an activity his name will be removed from the callout list for that activity, and he must re-submit kite/Kiosk for the activity callout.

If you wish to see the Chaplain, submit a kite/Kiosk requesting an appointment. In case of an emergency, he may be reached through unit staff or the Shift Lieutenant

Offenders desiring to receive religious literature or other religious items from outside the institution must process the request through the Chaplain. To order such items you must submit a Generic Order Form, Disbursement Request and self-addressed, pre-franked envelope through the Chaplain.

### **Unit Guidelines/Information**

The Assignment Lieutenant makes your initial cell assignment. We expect people to be able to work out any conflicts peacefully in order to make the assignment work. However, you may submit a kite to the Unit Sergeant to request a cell change if one is necessary. If you are threatened or believe you must have an immediate change for whatever reason, ask to see the Unit Sergeant or CUS and explain the circumstances.

You are responsible for the upkeep and contents of your cell, and are required to be in compliance with WSP 440.000 Personal Property for Offenders.

You are expected to keep your cell clean and orderly seven-days-a-week. There will be on-going spot inspections, as well as weekly formal inspections of your cell. If it is not found up to standards, you may be infraacted. All offenders are also expected to use the appropriate recycle bins in the living units.

Shirts will be worn tucked-in in the unit. Except in your cell and on the tiers, everywhere else in the unit your shirt will be tucked in. Ball and skull caps will not be worn in the unit. Remove your headgear when entering the unit. Jackets will not be worn and/or brought into the dayroom. Jackets and headgear are not authorized in the dayrooms.

Loitering is not allowed on the tiers, stairways, in the salle port of the unit or on the breezeways. You are expected to move through the building and the breezeways in a quiet and orderly manner.

You are allowed to visit in cells on your assigned tier only.

Televisions and radios will be turned off prior to leaving the cell if no one is in the cell. Headphones are to be worn for televisions and radios at all times, if not the volume should not be heard two cells away from your cell.

The institution operates on a kite and kiosk system. If you need to contact staff outside your housing unit, fill out a kite and it will be forwarded to the person or department you have addressed it to. Many of the outside areas also have electronic mailboxes using the kiosk.

If you have questions about unit procedures, etc. they may be addressed by the unit Officers. Unit policies and procedure manuals are available in the living units. Unit manuals may be checked out for viewing by using your inmate identification card.

### **Visiting**

**Address:** 1313 N 13th Ave, Walla Walla, WA

**Telephone:** 509-525-3610 Ext 6264 for E.C and Ext 5031 for W.C

**Directions:** From Highway 12 take the Pine St Exit, turn north on 13th St. For MSU visiting, park in lower parking lot. Park in the designated Visiting Parking area. City bus

service is available in Walla Walla. Visitors may call Valley Transit at 509-525-9140 for information. Drop off and pick up will be at the West Complex only.

Visit Days: Friday, Saturday, Sunday and Monday on a rotating schedule for each unit. Schedules are available for visitors in Public Access areas. Offenders can obtain schedules in the units.

Visiting Hours- 9:15 am to 7:00 pm. Actual visits starts 11:15 and ends at 6:30pm.

**MSU processing times--10:30 to 11:15am and again at 3:45 to 4:30 pm.**

Dress Code: All clothing must be clean and in good repair. Undergarments must be worn. Clothing must not allow exposure of undergarments, cleavage, stomach/midriff, bare back when arms raised, or bare chest. For further information on clothing, consult with Visit Guidelines, available in the public access for visitors and in the units for inmates.

Identification: Current photo I.D is required, e.g. driver's license, passport, military, government I.D, alien or student I.D.

Authorized Items: Vending machine debit card worth up to \$40, purchased in the Public Access area.

Keys- A vehicle driver may keep one manual car key or locker key (from the facility-provided lockers) on a non-charmed key ring.

Comb- Small comb

Medical- Life sustaining medications or medical equipment needed during the visiting period, if the visitor provides proof of prescription or medically authorized need.

Special Rules for Children: Children must be under direct supervision and visual control of the visiting parent or guardian at all times. In order to prevent injuries and disturbances, roughhousing will be stopped immediately by the visiting parent.

Allowable Items for Inmates: Visitors are only allowed to give food and or photos purchased through the vending machine to the Inmate that they are visiting. Inmates are not allowed to handle either debit cards or keys, and may not make purchases from the vending machines in the Visiting Room. Only adult visitors may make purchases from the vending machines.

For more in depth information in regard to visiting at WSP your family may visit the DOC website. [WWW.DOC.WA.GOV](http://WWW.DOC.WA.GOV)

### **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.