




AIRWAY HEIGHTS CORRECTIONS CENTER

MINIMUM SECURITY UNIT

OFFENDER ORIENTATION HANDBOOK

The Offender Orientation Handbook is an overview of facility guidelines that can assist you to better understand important processes and programs such as mail, visiting and property. It will also help answer other questions that may arise during your incarceration here at Airway Heights Corrections Center. DOC Policies and AHCC Operational Memorandums These documents are available for your review in the Law Library. All items covered in this handbook are subject to change and will be updated as policies and procedures are revised.


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Superintendent

12/10/12
Date

TABLE OF CONTENTS

SECTION I – INFORMATION AND SAFETY..... 1

- Work Experience 1
- Education 1
- Limited English Proficiency (LEP) Services..... 1
- Americans with Disabilities Act (ADA) 1
- Prison Rape Elimination Act (PREA)..... 1
- Safety and Emergency Information 2
 - Personal Safety..... 2
 - Industrial Safety 2
 - Fire Prevention..... 2
 - Fire Alarm, Drill and Evacuation Procedures 2

SECTION II – OPERATIONS 2

- Security 2
 - ID Wearing Requirements 2
 - Replacing ID Cards and Clips 3
 - Sunglasses 3
- Counts..... 3
 - Count Times..... 3
 - Loitering 4
- Searches 4
- Boundaries 4
 - Out of Bounds Areas..... 4

SECTION III - PRISON LIFE 4

- Unit Rules 4
 - Dress and Hygiene 4
 - Laundry Services/Linen/State Issue Exchange 5
 - State Issue Clothing Exchange..... 5
 - Appropriate attire for the dayroom 6
 - Appropriate attire for program areas..... 6
 - Recreation Library 6
 - Approved Head Attire 7
- Extra Duty..... 7
- Unit General Cleanliness..... 7

Bedding.....	8
Day Room/TV Room/Back Pads.....	8
Property.....	8
Property Storage.....	8
TV/Radio Use of Headphones.....	9
Dining Room Rules.....	9
Visiting Program/Process.....	10
Extended Family Visiting.....	10
Central File Review.....	11
Offender Banking.....	11
Legal Financial Obligations.....	11
Trust Accounts-Payroll.....	11
Commissary.....	12
Delivery Schedule.....	12
Pre Franked Envelopes.....	12
Ordering.....	12
Recreation.....	12
In Cell Music.....	13
In Cell Hobby.....	13
Barbershop.....	13
Photographs.....	14
Religion.....	14
Chaplain's Availability.....	14
Cultural Celebrations.....	14
Mail.....	14
Change of Address/Unit Change.....	15
Job Opportunities.....	15
SECTION IV – CLASSIFICATION.....	15
Administrative Segregation.....	15
SECTION V - HEALTH SERVICES.....	16
Health Services/Urgent Care.....	16
Urgent Care Procedure.....	16
Medical Restriction.....	17
Mental Health.....	17
Pill Line.....	17
Medical Records.....	17
Request to Review Your Medical Record.....	17

Request to Copy Your Medical Record 17

SECTION VI - RESOLVING CONCERNS..... 18

 Grievances 18

 Emergency Grievances..... 18

 Legal Access 18

SECTION I – GENERAL INFORMATION AND SAFETY

Work Experience - Work assignments are an important program element at Airway Heights and include food services, maintenance, laundry, motor pool, recreation, clerical, library, the Department of Natural Resources programs, community work crews, and on-site grounds keeping. Pre-employment assistance and classes are also available.

Education - The Community Colleges of Spokane provide both basic skills and vocational programs. The basic skills classes consist of Adult Basic Education (ABE), GED, and English as a Second Language (ESL), Vocational classes include Information Technology Certificate (ITC), Interactive Media (IAM) and Upholstery.

Limited English Proficiency (LEP) Language Services - DOC & AHCC 450.500 Language Services for Limited English Proficient (LEP) Offenders

Every reasonable effort will be made to provide you with effective interpretation service for:

- Medical appointments
- Disciplinary hearings
- Classification reviews
- Administrative segregation and
- Other formal meetings or hearings
- ISRB Hearings
- Grievances

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

Americans with Disabilities Act (ADA) - DOC 690.400 Offenders with Disabilities

Offenders with a disability have the right to receive "reasonable accommodations" to make programs and services more accessible. According to the needs of disabled offenders, the Department of Corrections will:

- Make reasonable modifications in policies, practices and procedures;
- Remove barriers to access; and
- Provide auxiliary aids and services.

If you have a disability and need accommodations to programs, activities or other services, please advise your assigned counselor or medical provider. He or she will work with you to ensure that you have meaningful access to needed areas of the facility.

Prison Rape Elimination Act (PREA) - DOC 490.800 Prevention and Reporting of Sexual Misconduct

The Prison Rape Elimination Act is a federal law against sexual assault inside correctional systems. This law covers both male and female individuals incarcerated in

prisons, camps, and work releases, as well as offenders on community supervision. This law also covers any form of sexual relationships between staff and offenders. You will receive additional information at orientation. If you have any concerns with this issue contact available staff. If you feel you have been a victim of sexual assault you may call toll-free Confidential Hot Line: 0-800-586-9431 and/or you can notify someone on the outside to call 1-800-586-9431 for you. These numbers are also posted in your Living Unit.

Safety and Emergency Information

Personal Safety -

- Use caution when walking from your unit to program areas, dining, etc. Walkways may be wet, icy, or contain uneven surfaces.
- Use care when walking in the dining area and shower areas as floors may be slippery or wet. Pay attention to all "Wet Floor" signs.
- If you see a hazard, notify staff immediately.

Industrial Safety - DOC 890.070 HAZCOM

If you are hired for an offender work program, you will receive training or instruction for the safety requirements and duties of the position. You will also receive Safety training relevant to your job. You are expected to wear all required safety equipment and to follow safety training expectations.

Fire Prevention - DOC 890.380 Fire Prevention Plan

To prevent the risk of fire and to prevent fire hazards:

- Immediately notify a staff member of any potential fire hazard.
- Ensure that the electrical equipment you are using is safe.
- Keep your living area clean.
- Hot pots are to remain unplugged when not in use.
- Turn off all appliances (TV's, Radios & Lights) when you leave your room.

Fire Alarm, Drill and Evacuation Procedures - You are required to attend and participate in all fire and emergency drills. During a fire or emergency drill, facility staff will provide specific directions to you. Evacuation routes/maps are posted in all buildings.

SECTION II – OPERATIONS

Security

ID Wearing Requirements - Your ID including applicable diet/weight cards, if you have them, will be worn on your outermost garment, upper left chest area with picture facing out and the diet/weight information facing out

Do not alter your ID or place stickers, pins or other objects on your ID, unless directed by staff.

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

Replacing ID Cards and Clips - If your ID is lost or intentionally damaged, it must be replaced by sending a kite and a money transfer (DOC 07-012) to Minimum Security Records (MSU). A new one will be made and \$3.00 may be charged to your account. If it is worn out from working, weather etc., there may be no charge and the money transfer will be destroyed. If you still have the old ID, keep it until you receive a new one from the C3 Duty station. If you have lost your ID, you will be given a temporary ID which may prevent you from attending work, visiting and/or call outs in the Main institution until it is replaced.

Clips are available in each unit. Turn your old clip in to your Unit Officer's station and they will issue you a new one.

You may be asked to get a new ID due to a change in your appearance. You may be prevented from attending work, visiting and or call outs in the Main institution until it is replaced. If your ID is less than two years old when you are asked to replace it, you may be charged \$3.00.

Sunglasses - Sunglasses will not be worn in any building, unless prescribed for "in building use" by medical staff. If sunglasses have been prescribed for "in building use", you will receive a (Health Status Report) HSR. The HSR for sunglass usage is subject to verification at all times.

Counts

Count Times

Formal Count will occur at 0620, 1610, and 2300 every day. During Formal Count you must remain on your bunk for Count except for approved "out counts" until "Count Clear" is announced over the PA system. If you are lying down on your bunk, you will have your head towards the outside wall. You may utilize your Tier restroom for emergency toilet use only after the officers have counted and exited your Tier.

Informal Counts are conducted at intermittent times within the MSU. During Informal Count you must remain on your bunk for Count except for approved "out counts" until "Count Clear" is announced over the PA system. If you are lying down on your bunk, you will have your head towards the outside wall. First shift will give a tone only over the PA system when count clears. You may utilize your Tier restroom for emergency toilet use only after the officers have counted and exited your Tier.

A "Cell in for Informal Count" announcement will be made over the PA system. When this is called, all offenders in the living areas will report to their bunk and are not allowed to shower, shave, get ice, water, or use microwaves from this time until count clears.

Offenders that are actively utilizing the phone/J-Pay when informal count is initiated, may continue but must remain at the phone/J-Pay machine until informal count is cleared.

All offenders in Recreation, programming areas and engaged in work outside of the unit, will remain in their designated area until Informal Count is cleared.

Loitering - Webster definition of loiter: 1. To stand idly about. 2. To proceed slowly or with frequent stops. 3. To dawdle.

Loitering is not allowed at any time at MSU. This is to include the Courtyard, C-4 and C-5 Units, Foyers, Tiers, and Restrooms. In addition, loitering is not allowed in the C-3, C-6 hallways, or C-7 buildings. Loitering is not allowed on the sidewalks. You are to use the most direct route during approved movement to and from authorized locations.

Searches – All searches will be conducted in a professional manner, while recognizing privacy needs and avoiding unnecessary force, embarrassment, or indignity to the offender being searched. Cell searches will occur on an unannounced random. Pat searches may be required at any time.

Boundaries

Out of Bounds Areas - You are not allowed to be at any door, entrance of a door, cell, tier, side of the foyer, side of the unit, or a unit to which you are not assigned.

SECTION III – PRISON LIFE

UNIT RULES

You are required to sleep with your head toward the outside wall and your feet toward the lockers.

Dress and Hygiene – you will have your shirt tucked in at all times in the unit except inside your cubicle/room/tier/bathroom. While on the tier you will have your shirt on at all times except when you are sleeping in your bunk or in the restroom while getting into the shower.

The clothes you wear must be appropriate for the activity you are engaged in and the weather conditions. Layered clothing (i.e. two (2) pairs of pants, shorts and sweats together, two (2) jackets, etc) is prohibited. This does not preclude an offender from wearing T-shirt, an outer shirt and/or jacket during appropriate weather conditions. Stocking caps will be worn above the eye brow with the eye brow showing. 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: shirts buttoned and tucked in, hats forward, and shoes tied. Socks are not to be folded under and tucked in shoes. Pants/shorts are to fit around the waistline – no sagging. All clothing will be worn and not carried.

Shower shoes/flip flops are only allowed to be worn while on your tier, these items are not allowed in the dayroom, hallway or fresh air pad.

Boots may be worn only if going to/from/and during work assignment.

While housed at MSU, you are required to shower daily. Showers are closed from 2245 to the clearing of the 0620 formal count. If you are assigned as a first-shift unit porter, you may shower at the end of your shift. Showers are also closed upon the announcement of cell in and while the officers are conducting any and all Formal/Picture/Informal counts. You may not shower until count clear is announced.

Fingernails will be kept trimmed, not to exceed ¼ inch from end of finger and cannot be filed to a point.

Laundry Services/Linen/State Issue Exchange - Laundry services are available for state issued clothing.

Linen exchange occurs every week (there is a schedule posted in your unit) and it is mandatory for you to exchange two (2) for two (2) sheets, one (1) for one (1) pillow case.

Your four (4) state issued towels and two (2) washcloths may be exchanged as needed by reporting to the unit officers and turning in 1 for 1 upon their approval. Your mattress and pillow may also be exchanged by turning them in to your Unit Officer, and a new one will be issued upon staff approval.

Blanket exchange is conducted on a unit rotational basis as determined by the State laundry services every eight (8) weeks and it is mandatory you are to exchange two (2) for two (2) blankets.

State Issued Clothing Exchange - You are expected to wear clothing in good repair at all times. Clothing exchanges will be allowed under the guidelines on the back of form AHCC 21-779 State-Owned Clothing Exchange Request. Exchanges will be collected the night before and will be sent to MSU Clothing on appropriate days for exchange, Thursday for C4 and Friday for C5. Exchanges will be processed and returned on the same days. Unit Clothing liaison will control what days clothing is submitted for exchange and the number of offenders eligible per week. Check with unit staff for the specific process for each unit.

No non-religious hats are to be worn in any building unless they are required safety equipment for the job. (Exception: in bed as long as face is not covered).

Clothing will not be altered in any fashion. Altered clothing is described as clothing that has been changed from its original condition as manufactured. Examples of altered clothing include, but are not limited to:

- Removal of cloth portions, such as sleeves, collars, pant legs, etc.
- Writing/painting of slogans, club designations, pictures, etc.
- Additional pockets, linings, items permanently affixed to the clothing article or adding other compartments.
- No flagging in any form to include no items (hats, gloves, etc) extending from pockets.
- Cutting your DOC # off of clothing.

Appropriate attire for the dayroom and fresh air pad:

- ID's must be worn at all times.
- Footwear (shoes,) and socks, are required, not shower shoes or flip flops.
- Properly worn sweatpants, full length pants, or shorts, properly fastened.
- Thermal tops/bottoms are not allowed as an outer garment.

Appropriate attire for program areas, staff offices, dining rooms, courtyard and visiting rooms:

- ID's must be worn at all times.
- Footwear (boots may only be worn if going to/from or during work assignment) and socks.
- Button shirts must be buttoned completely. If an undershirt is worn, the top two (2) buttons may be left unbuttoned.
- All shirts must be tucked into your waistband, with the exception of gym and yard.
- Thermal tops/bottoms are not allowed as an outer garment. No sweatshirts, sweatpants and/or sweat shorts are allowed in C-3 or the Dining Hall. (To accommodate cold weather from October through March, sweatshirts are authorized as an additional item of clothing when attending pill line and/or mainline). Thermal tops and T-shirts are not allowed as an outer garment in visiting.
- Full length pants or shorts with button/zipper ONLY, properly fastened when worn. (Note: No shorts are allowed in the education areas, religious program areas, staff offices, dining room or the visitation areas).
- Knit hats or baseball caps will not be worn while inside buildings at MSU.

Recreation/Library:

- Shorts or pants/sweatpants.
- T-shirt or sweatshirts.

- Tennis shoes and socks.
- Shirts may be removed only in the big yard and the gymnasium.
- Boots may only be worn if going to/from/and during work assignment.

Approved head attire:

- Religious headband with a 2" maximum width.
- Kufi
- Yarmulke
- Only authorized religious head attire may be worn in the dining room.

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

Extra Duty - Extra Duty is a sanction.

You must get approval from the CUS/SGT to do your Extra Duty off the unit. Failure to complete your Extra Duty within the designated time frames will result in a Serious Infraction (658) for failure to comply with post hearing sanctions.

Unit General Cleanliness - All floors will be swept and mopped daily. Garbage will be emptied daily. Windows, window ledges, living area doors, lights, air and window vents are to be kept clear, clean and unobstructed at all times.

Cell inspections are scheduled to occur within living units daily (Monday through Friday between 0800 and 1100, Saturday/Sunday between 0930 to 1100. Offenders are required to have their cells ready for inspection in accordance with posted guidelines for cell inspections prior to the listed starting times. During cell inspections offenders may remain laying on their made bunks and cover with their extra blanket only.

Toothpaste may not be applied to living area surfaces or picture board surfaces.

No storage is allowed behind your cork board or on top of your lockers except your TV if you are in a three man room. Items left in these areas including any postings on the walls, lockers and bunk frame will be confiscated as contraband. The current corkboards are being phased out. As they are rendered unusable due to damage, they will not be replaced. The headboard and footboard veneered (wood) surface area will serve as the posting area.

Lamps and living area lighting will not be covered and do not cover your light bulbs with oils. You are not authorized to burn any sort of incense in the unit and or on top of your lamp in your cell. All living area lights and appliances will be turned off when leaving the room/cubicle. All personal property must be secured in the locker when leaving the room/cubicle. You are allowed to hang your wet towel on the hook and radios are allowed on the window sill if the table has 2 X TV's.

Photographs, which may be offensive to others, will not be posted. Photographs which depict full frontal nudity and/or meet the definition of sexually explicit as per DOC

450.100 Mail for Offenders or any material reasonably deemed to be a threat to legitimate penological objectives is not allowed under WAC 137-25-030. All approved photos and authorized pictures must be on the picture board and in no other areas.

Bedding - Sheets are to be used on the mattress, and pillowcases on the pillow(s). Blankets will be covering the bed, pulled tight over the mattress, tucked in on both sides and at the head and foot. If a third blanket is issued during inclement weather months, it will be folded at the foot of the bed.

Day Room/TV Room/Back Pads:

- You are allowed a drinking cup only in the dayroom/TV room/ back pad and yard (clear cup only), no food.
- You may play cards/board games in the game dayroom and/or back pad only.
- Dayroom/TV Room/Back Pad may be closed if it becomes too loud, there is horseplay and/or other negative behavior being displayed by individuals or a group of individuals.
- Use only one chair to sit on. Do not double up the chairs to sit on.
- No sitting on tables and/or feet up on the furniture at any time.
- No more than four players to a card game (exception to board games designed for four or more players). No exceptions to on lookers to the four person rule.

Property - Only personal property allowed per DOC 440.000 Personal Property for Offenders and the Personal Property Matrix will be authorized for offenders to have in their possession. Unauthorized property must be donated, disposed of, and/or shipped at the expense of the offender. Offenders are responsible to make sure that his personal property matrix is accurate and current. Any non-consumable items purchased (Bowls, cups, etc.) will be the offender's responsibility to have properly marked and inventoried through property.

The only personal property items that are allowed to be taken out of your assigned area are: cup, bowl, reading and writing materials. You are not authorized to fill up the big pitchers with ice from the ice machine or hot water from the hot shot.

You are responsible to secure your own property with your supplied lock when away from your assigned room or cubicle to include restroom use, dayroom use, telephone use, and while off the unit.

Musical instruments and hobby crafts are allowed in your cubicle/room only.

Property Storage - All property will be stored in your assigned locker. All items are to be placed in your secured locker at all times (i.e. headphones, cup, pitcher, etc.) only exceptions: radio, television, clock and lamp may be stored on the table. You are not allowed to store items underneath your mattress, on the bed rails, top of locker, on the floor next to your bed or the desk. Those items may be confiscated and an infraction may be written. The only items allowed underneath your bunk are a curio box, Religious Sacred Items box, shoes/boots, musical instrument, a DNR fire pack or security crew

clothing. Under double bunks, the upper bunk will store his shoes/property to the left, bottom bunk will store his to the right only. You are not authorized to retain any type boxes in your cell/locker to include property boxes, personal appliance boxes and shoe/boot boxes. All other items will be considered contraband and an infraction may be issued. If you live in a three (3) man cell on the upper bunk you may have your TV on your locker.

Personal Property is not allowed out of your assigned cubicle/room, unless authorized by staff (exceptions: getting ice, hot water or microwave use).

Absolutely no alterations to your living bunk/locker area. For example; No taping/hanging audio cords/power cords on your bunk frame/table/window. No alterations to your locker including adding addition storage shelves/boxes/etc.

Locker/wall hooks will be for one (1) coat, dirty laundry bags, wet clothing and DNR clothing only on open bay cells. DNR, security crew clothing and laundry can be hung from wall hooks in three man cells.

TV/Radio Use and Headphones - Headphones are required for TV/radio use and must not be heard outside the cubicle/cell area on the Tiers. Headphones will not be used as exterior speakers at any time. In the three man cells, headphones are not required, but overall volume may not be loud enough to be heard outside of the rooms. 1st violation will result in an infraction, additional violations will result in an infraction with the loss of the television or radio for a progressive period of time as the sanction.

Dining Room Rules – Once offenders have exited the serving line, they will be assigned a row to sit in. The offender will sit at an available table farthest to the back (north side) of the dining hall or as assigned by the staff. Once all of the tables are full, the officer will direct offenders to available seating. Failure to follow the assigned seating procedure may result in an infraction.

All clothing must be clean and in good repair. Upon entering the dining room, all shirts must be tucked into your waistband, and ID tag visible on your outermost garment (upper left chest area).

Clothing not allowed in dining hall: Sweatpants and shorts.

No (carry-in) personal property will be allowed in dining (e.g., personal cups, bowls, portable radios, pens, or condiments, etc.)

After your hall has been called in the unit, you have five (5) minutes to report to the dining hall. After the last person from your tier has obtained his food from the serving line, twenty (20) minutes will be given to finish eating the meal, at which time "trays up" will be announced, ending the meal period. When "trays up" is announced, you are expected to exit the dining area.

If you have any questions or concerns about the meal that you have received, request assistance from the A/C Cook on line.

Crowding and/or cutting in line and saving spaces in line or at tables is not permitted. Stay in single file through the serving line. You may not move out of line to get beverages and/or salads. Only one (1) offender at a time is allowed to pick up a tray. Do not move from table to table, before, during, or after the meal. Loitering is not allowed. When you have finished eating, you are to leave the dining room to free up space for the next group of offenders arriving.

The maximum amount of fruit that may be accumulated or stored in the living area is two (2) pieces per offender at any time. If fruit is served at a meal, one piece of fruit may be taken from the dining hall, No other food or beverage may be removed from the dining hall area.

You are required to clear your own tray, cups, sporks, trash, etc., from the table to the dish tank area. If you require assistance due to the use of crutches, etc., discuss your request for assistance with your counselor, or the dining officer. Utensils and cups will not be removed from the Dining Hall area. Trays will not be slammed down or thrown. Throwing napkins, food, dishes, etc. in the Dining Hall area is not tolerated.

If you are on a special diet or diet restriction you will eat after main line service and are required to follow your special diet or you will be infraacted. When you arrive at the serving area, you will pass your ID and tray, along with your special diet card, to the A/C Cook. Offender servers will fix your tray. If you have any questions about your meal, request assistance from the A/C Cook on the line. Diet cards must be worn at all times for all meals.

Passing or sharing of food is not allowed.

Visiting Program/Process - Visitation will not occur during scheduled programming except for approved special visits, EFV, or professional visits.

Visiting Process - Visiting rules are available to offenders in their unit and at Public Access for visitors. AHCC OM 450.300 Visits for Prison Offenders and OM 590.100 Extended Family Visit is available in the Law Library. Family and Friends may download visit applications and view visitation rules and hours at: www.doc.was.gov/facilities/prison/ahcc

No visitors will be allowed on site before 1230 for afternoon visits and 1700 for evening visits.

Extended Family Visiting - For information in reference to extended family visit please contact your unit counselor

Central File Review - The following procedure will be used to request a review of your Central File:

Submit a kite to Records requesting a file review. Records will send you DOC 05-066 Request for Disclosure of Records to complete and return the form to the Records office.

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 five (5) working days. At the beginning of the file review, you will be asked to read and sign form DOC 05-067 Denial of Disclosure of Public Records. This form lists material pulled from your file that is not disclosable.

Offender Banking - All requests for transfer of funds must be submitted to the classification counselor prior to being sent to offender banking.

Legal Financial Obligations - Effective November 1, 2006, the Department of Corrections began collecting on any outstanding Legal Financial Obligation balance owed by offenders regardless of Judgment and Sentence language.

RCW 72.11.020 requires the Secretary of the Department of Corrections to collect any amounts owed for Legal Financial Obligations.

The process the Department uses to collect and the percentage collected will remain the same. The 11/1/06 change will affect any offender currently not paying Legal Financial Obligation owed to their county of conviction, prior to that date. . If you would like to make a voluntary LFO payment contact Offender Banking.

The only exception is Sappenfield, 138 Wn.2d.588, 980 P.2d 1271 (1999). A restriction on the collection of Legal Financial Obligations was set and compliance to the restriction will continue. AHCC cannot make changes to or issue refunds for Legal Financial Obligation. Contact the LFO/COS Unit, Olympia WA, 98504.

Trust Accounts – Payroll - Offender pay is posted to your account by the 20th of each month. All questions regarding your payroll should be discussed with your work supervisor and/or Classification Counselor. Your work supervisor is the only individual who can authorize correction to your pay. Family, friends and/or other individuals may not deposit to more than one offender's trust account without the Superintendent's prior approval. Attempts to deposit to more than one account will be investigated. The Superintendent may allow one offender to keep the funds and designate the other offender's funds as contraband. Contraband funds will be deposited to the Offender Welfare Betterment Fund.

Commissary - All Commissary orders must comply with DOC 200.210 Offender Commissary and with the property matrix in AHCC 440.000 Personal Property for

Offenders. Accumulation and retention of hygiene and grooming items must be compliant with the limitations set forth in DOC 440.080 Hygiene and Grooming For Offenders.

Please refer to your unit bulletin board for store order deadlines and store delivery dates and times.

Kite Commissary if you have a question about a product on the store list; if you were charged for something that you did not receive; it will be noted at time of delivery and a credit issued.

Ordering Commissary - Complete a Commissary Order Form. Incomplete orders will be rejected. (Both Sides) You must print your name, DOC Number, housing assignment (unit and bunk number), date and then sign the form. You are required to retain your stored food item receipts. You are not authorized to "stock pile" food. Items must be kept in their original container.

Hygiene items are offered to any indigent offender within the facility. Those Hygiene items offered in segregation are limited to a pre-approved number of items and are delivered once a week. Indigent items such as Pre-franked envelopes, pencils and lined paper are sold only to those offenders who are classified as indigent, but a non-indigent offender can order indigent items.

Pre Franked Envelopes - Offenders are required to write their name and DOC number on the upper left hand side of the front of the envelopes, within the first 15 minutes after receiving them. Your name and DOC number must be written with ink only. See unit staff if you do not have an ink pen. Envelopes written in pencil are not authorized and will be confiscated as contraband when found.

Recreation - The Recreation area includes the weight room, gym, yard, library, barbershop, and poolroom. Refer to the Operational Rules posted in the Recreation area and the living area bulletin boards.

The center circle area of the courtyard is open for use for your unit only when the other unit has Recreation. The rules for use are the same as the unit back pads to include you may have your drinking cup but no food. No loitering on sidewalks leading to the Circle when the Center Circle is Open.

When it is your unit's time for Recreation in the gym, tiers will be called two at a time. Recreation movement will coincide with the dining hall rotation. Once the tiers have been called, then all areas of Recreation will open. During the morning Recreation time, offenders are not allowed to go from the yard to the gym area until all tiers have been called.

The Recreation schedule is posted on the unit bulletin boards. Additionally, the rules for each specific recreation area are posted in that room. Fees for weight lifting, (\$5.00 per

quarter, per activity) will be assessed, consistent with DOC policy. To replace lost weight cards, you will need to pay \$3.00 to the Offender Betterment Fund (OBF).

In Cell Music - AHCC 540.010 Musical Instruments and Accessories - If you desire to purchase a musical instrument you must complete a "Musical Instrument/Accessory Request Purchase Form" for in-living area use. Forms are available in the Recreation/Music Department. You will be allowed one (1) instrument. The musical instrument and accessory will be added to your Master Inventory Form. Instruments and accessories are not transferable between offenders. A fee of fifteen dollars (\$15.00) will be taken out of your account to pay for shipping of the instrument upon transfer or release. Violation of any conditions of this agreement may result in the loss of musical instrument/accessory and you will be subject to an infraction. If you need musical instrument string replacement, contact Recreation staff for information for purchasing new strings.

The following instruments are authorized for in-living area use:

Portable electronic AC powered keyboard instrument, no larger than 61 keys. The maximum value must comply with AHCC 540.010 Musical Instruments and Accessories must be used with headset.

Electric guitar, with headphone amplification units, that are AC powered. The maximum value must comply with AHCC 540.010 Musical Instruments and Accessories. Acoustic guitar with sound hole cover.

In Cell Hobby - You are allowed one In-Cell Hobby Craft permit. In order to obtain a permit you will need to purchase an In-Cell Curio Box. See Recreation Staff for details. All In-Cell Hobby items must be stored in your curio box, unless physically too large. When not in use, your curio box must be stored under your assigned bunk or in your assigned locker. Only those hobby items listed on the curio inventory and designated for your specific hobby will be kept in the hobby box – nothing else.

All supplies/materials (from an approved vendor) must be pre-approved by Recreation staff. The supplies/materials will be paid for by the offender from his institutional account and added to the inventory. Finished hobby items must be mailed out as soon as possible. No Washington State property, including scrap materials, may be used in making Arts and Crafts.

Barbershop - Haircut Sign-ups:

- Tuesdays and Wednesdays: 1430 – 1500 and 1930 – 2000
- Sign up during your recreation period.
- Hair braiding is not done in the barbershop. It can be done in the gym, yard or unit fresh-air pad.
- You are not authorized to have your hair cut in the unit or cut someone else's hair in the unit. Hair cuts are done in the barbershop only.

- Facial shaves only on Saturday/Sunday mornings during your recreation period (First come, first serve)

Photographs:

- Saturday evenings from 1900-1930 in Room 117B (C-6).
- Must have your ID and photo coupons.
- During family visiting times, photos can be requested at 1430 and 1930.

Religion

Chaplain's Availability:

- Religious Activities: C-6, room 117
- Chaplain's office: C-6, room 107
- When: See the "MSU Religious Activities" for the many activities offered. This is posted on the unit's bulletin board.
- Chaplain's Availability: Refer to the schedule posted on the unit's bulletin board.
- Celebrations are held the 3rd Saturday of each month, and each particular Faith Group is allowed one per year.

Cultural Celebrations - Offenders at AHCC have the opportunity to propose a Cultural/Diversity event. A proposal form will be made available during the time frame that proposals are being accepted for review. The timeframe to propose events is in December. All proposals will be approved or denied by the AHCC Diversity committee. If approved, an Offender Planning Group will be recruited to assist the Diversity committee in the planning of the event. Details regarding the approved Cultural/Diversity event will be posted in your living unit.

Mail - DOC and AHCC 450.100 Mail for Offenders

Any mail not meeting mailing requirements, including complete address, will be returned.

Offenders may appeal mail rejections. See DOC 450.100 Mail for Offenders specifies specific timeframes for submitting appeals and the process for submitting an appeal. The offender is required to notify the mailroom of appeals. Failure to do so, or exceeding timeframes will result in the disposal of the rejected mail. Once timeframes have been completed as per policy, the rejected mail will be disposed.

JPay eMessaging System: Electronic mail is available through JPay. You should wait at least one working day after transfer before checking your email. Your account may be frozen if you log in before the system knows that you have transferred.

JPay letters are processed during normal working hours Monday through Friday excluding holidays or non working days for the mailroom staff.

Change of Address/Unit Change - It is your responsibility to notify correspondents of any unit change or change of address to or from AHCC.

Job Opportunities - You will be assigned employment according to your seniority (date received at MSU), job skills, facility need, and available openings.

A job referral will be completed during your intake with your Counselor. You may indicate your preferences to your Counselor who will assess your needs. Job referrals are only changed at your Facility Risk Management Team (FRMT) meetings.

You are required to program. If you quit your job or refuse an assignment, you will be subject to classification/disciplinary action and a WAC #557/ WAC 810 infraction.

See Health Services section for Job/Programming lay-in procedures.

Specific information regarding job descriptions and/or qualifications can be obtained from your assigned Counselor or by kiting the Job Coordinator.

DNR canteens and gloves are not allowed back in the unit. These items must be left in your assigned DNR locker.

DNR and Security Crew issue clothing is to be worn only at work and not in the unit, unless you are waiting to be called to work.

Do NOT bring any contraband in from any work assignment, DO NOT take any personal property out to work or you will be infraacted.

SECTION IV – CLASSIFICATION - DOC 300.380 Classification and Custody Facility Plan Review

You are assigned a Classification Counselor within a few days of arrival at AHCC MSU.

All questions about your case, funds, program assignments, jobs, etc., are to be directed to your assigned Counselor.

Administrative Segregation - You may be voluntarily or involuntarily placed in Segregation.

- If you have been determined to be a threat to other or to yourself.
- If you have been determined to be a threat to the security or to the orderly operation of the facility.
- If you are in danger from other offenders; and/or Pending investigation.

Voluntary placement requires that you provide a written request for protective custody which explains why you feel threatened. If you are involuntarily placed in Segregation you will be informed in writing of the reason for placement.

Following your placement in Segregation, a hearing will be held to determine if there is enough evidence to warrant keeping you in segregation.

If you are placed in Segregation for a pre-hearing confinement or disciplinary segregation, you will maintain your assigned Counselor. If you are placed in Administrative Segregation status you will be assigned to the Admin/Segregation Classification Counselor.

Refer to DOC 300.380 Classification and Custody Facility Plan Review for specific information regarding the classification process and requirements.

SECTION V – HEALTH SERVICES - DOC 600 Series, AHCC 610.650 Outpatient Services

Health Services/Urgent Care - If you become ill or develop a health problem, medical care provided will be consistent with the DOC Offender Health Plan.

Offenders who feel too ill to attend programming or work and have not signed up for sick call may place themselves on a self-imposed medical lay-in for 24 hours by informing custody staff. During this time, you must remain in your cell/bunk area except for meals, restroom use and approved special visits. If abuse of the self-imposed lay in is suspected you may be referred to the sick call list by custody staff. If an offender feels well after 24 hours of lay-in status he will advise custody staff of his status and will return to his normal work and activities of daily living. However, if lengthy or repeat lay-ins occur without the offender seeking medical interventions, such as Sick Call or routine appointments, it is addressed through custody as a possible behavioral issue. An offender may declare a medical emergency at any time, if warranted, and request to be seen by Health Services.

When moving between the MSU and the Main Institution for Medical Call outs you will be required to stay together as a group. You are also required to stay on the sidewalk when going to and from the Main Institution.

Urgent Care Procedure

AHCC 02-300 Urgent Care Sign-up Sheet (MSU) will be posted in the living units allowing unrestricted access to offenders wishing to sign up for sick call.

Urgent Care in the MSU is held on Tuesday-Thursday in the Main Institution. Two offenders per unit/per day may sign up. One slot at 0730 and one slot at 0900.

Sign up with the unit officer. Once you are signed up you are on lay in status until seen by Medical Staff. This means you must remain in your cell/bunk except for meals, restroom use and approved special visits.

A four (\$4.00) co-pay is assessed for each Sick Call, Medical Emergency, or initial medical visit.

Any offender who feels they are experiencing a Medical Emergency needs to report to staff right away and declare a Medical Emergency. Offenders will be seen by Medical Staff for assessment and treatment.

Minimum Security Offenders are not eligible for Dental Sick-Call. MSU Dental Urgent Care Sick-Call sign-up sheets are posted in the units on Mondays for Tuesday scheduled appointments.

Medical Restriction - Medical may place you on what is called "Medical Restriction". Medical Restriction is defined as confined to bed rest, with allowances being made for medical call out, pill line, sick call, 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.

Mental Health - Mental Health services are available at MSU. There is no Co-payment. Send a medical kite, check off the Mental Health section, and describe your concerns. Mental health services are provided at the Health Services area in the Main Institution.

Pill Line - Pill line times are posted in the unit dayrooms. Offenders are not to come to pill line until it is announced.

Medical Records - Request to Review Your Medical Record

You may request to review your medical record every six (6) months by following the procedure outlined below:

Send a kite, through your unit's medical kite box to Medical Records. You will be placed on call out to review your Medical Record.

Request for Copies of your Medical Record

- The information you are requesting copies of will be noted on DOC 13-035 Authorization for Release/Request of Health Information form.
- Copies are twenty cents (\$.20) per page. Medical Records must receive payment for the requested copies before they will be released.
- Complete DOC 03-18 Offender Request to Transfer Funds form and route the form to Offender Banking.
- Offender Banking will forward the pink copy of DOC 03-18 Offender Request to Transfer Funds Form to Medical Records. This will inform Medical Records that the funds have been transferred and the copies may be released.
- You will be placed on call out to receive your copies. At that time you will be asked to sign DOC 13-035 Authorization for Release/Request of Health Information form again, stating that you received your copies.

SECTION VI – RESOLVING CONCERNS

Grievances - DOC 05-165 Grievance – Offender Complaint Forms are located in the forms box on each side of the living units. Explain in your written grievance (one (1) issue per form), the steps you have taken to try to resolve your issue. Once it has been filled out, drop it in the designated grievance box located at the entrance of your assigned living unit.

Emergency Grievances - If you believe you have an Emergency Grievance i.e. threat to life, health or safety, complete your Grievance Form and write “Emergency” across the top and hand deliver the Grievance Form to your Unit Sergeant or Unit Officer and alert them that an emergency exists.

If your emergency form is submitted it will be immediately hand delivered to the grievance coordinator or other designated staff.

Legal Access

Access and Service - There is no Legal Law Library at MSU. You may request to be moved inside the Main to complete Legal work requiring Law Library use. See your Counselor to make any requests to transfer inside the Main to gain access to the Legal Law Library. After 30 days you must provide the Court deadlines to your Counselor to extend your access.

To request Legal Forms only from the Legal Law Library while at MSU, kite the Law Librarian Supervisor.