



**Olympic Corrections Center
Clearwater Unit
Orientation and Operational Rules**

Assigned Staff:

CUS: Mr. B. McPherson
Counselor: Mr. K. Eide
Mr. R. Hayworth

Sergeant: Sgt. Morgan, A.

1st Shift Officers: C/O T. Burr C/O W. Johnson C/O D. Brock
2nd Shift Officers: C/O C. Cariker C/O B. Larson C/O M. Beglinger
3rd Shift Officers: C/O Wade, E. C/O M. Davis C/O Barragan, F.

1. **Welcoming Statement from CUS B. McPherson.** Welcome to the Clearwater Unit! It is this facility's intent to provide a safe and orderly environment for you during your stay at Olympic Corrections Center. In order to accomplish that goal, I and my staff are dedicated to ensure that you are treated fairly, with dignity, and respect. You are also required to shoulder some of that responsibility by in turn treating all staff, visitors, and fellow offenders with dignity and respect. It is my intention to assist in ensuring you are provided everything you are entitled to receive, whether that may be viewed by yourself as good or not so good. I am also dedicated to providing you with some basic necessary skills, recreation opportunities, education, and release opportunities for your successful transition back in to the community. The following is a brief summary of general information regarding this living units expectation. I am confident you will find the Clearwater unit to be one of the most productive and consistently managed units which will work closely with the Department of Natural Resources (DNR) as our primary partner for some of those skills and opportunities for your anticipated success. We ask and encourage that you communicate your legitimate needs and concerns in an appropriate and timely manner to review, fix, repair and/or recommend change to established procedures as necessary

2. **Inmate Orientation Packets (Camp Rules).** READ the rule books – quite a few questions can be answered if you do. Camp rule books must be turned in with your state issued items upon your departure. It will cost you \$5.00 to replace if you lose or damage them.

3. **Unit Counts.** You are required to be ON YOUR BUNK during all formal unit counts. You are required to be IN YOUR CUBICLE for all informal counts. Formal counts will be cleared by the Watch Commander/Shift Supervisor. Informal counts will be cleared by unit staff. A five minute warning will be announced for all counts taking place between 6:00 am and 9:45 pm. Do not be late for count or you will be subject to infraction.

- a. 12:30 am: Informal Count
- b. 02:30 am: **Formal Count** (Cleared by Shift Supervisor)
- c. 04:20 am: Informal Count
- d. 06:20 am: **Formal Count** (Cleared by Shift Supervisor)
- e. 07:40 am: Informal Count
- f. 11:00 am: Informal Count
- g. 12:00 pm: Informal Count
- h. 01:45 pm: Informal Count (cleared by 3rd Shift Officers)

- i. 15:45 pm: Informal Count
- j. 17:40 pm: **Formal Count** (Cleared by Shift Supervisor)
- k. 18:50 pm: Informal Count
- l. 20:30 pm: Informal Count
- m. 21:45 pm: Informal Count (cleared by 1st Shift staff)

4. **Meals.** Institution food provided for lunch MUST BE CONSUMED BY 2:00 pm. This includes sack lunches on weekends and holidays. All fruit and other food stuffs are not allowed to be brought back the kitchen. Sack lunches provided for 1st Shift porters must be consumed by 4:00 am.

a. **Weekdays**

- (1) Breakfast: 4:30 am (bus departs at 4:45 am)
- (2) Lunch:
- (3) Dinner: 4:45 pm (approximately)

b. **Weekends and Holidays**

- (1) Breakfast: 8:00 am
- (2) Lunch: In unit (lunches picked up at breakfast)
- (3) Dinner: 4:45 pm (approximately)

Inmates will be called to their bunks prior to being released for Mainline. All inmates must be physically on their bunks in order to be released. Inmates will be released by an officer via the unit paging system. When called by the unit officer, you are to leave the unit in an orderly and timely manner; no fast walking or running to the bus. You cannot “slow walk” or wait for other inmates.

Do not bring food into the unit from your DNR lunch. Lunch boxes and other assigned gear will be routinely searched by an officer during DNR check in.

5. **Movement Gates**

- a. 1330 (1:30 pm)
- b. 1800 (6:00 pm) – primarily for recreation workers, and for those going to the Ball Field(s)
- c. 1910 (7:10 pm) – Clearwater Unit Recreation
- d. 2020 (8:20 pm) – Return from Recreation

BE SURE TO CHECK OUT WITH THE UNIT OFFICER AT THE DUTY OFFICE OR AT ANOTHER DESIGNATED LOCATION. If you do not properly check out, you will be subject to infraction.

6. **Unit “House Rules”**

a. **Animals.** Do not feed the animals (deer, raccoons, coyotes, foxes, cougars, bears, frogs, snakes, etc.) It is a general infraction violation and will progress up to a serious infraction with possible criminal referral and prosecution in doing so.

b. **Appropriate Language.** Be aware of your language. Inappropriate language towards staff or other inmates will not be tolerated and you will be on sited or infractioned.

c. **Back Dock.** The CW Back Dock will be open for calisthenics-type activity from 0900 – to 1100 and 1800 to 2130 on Monday through Friday. It will be open from 0900 to 2130 on Saturday, Sunday, and holidays.

d. **Barber Shop.**

- There is a barber shop sign-up sheet on the barber shop window.
- Each inmate is allowed two hair cuts a month.
- Only one person at a time allowed in the Barber shop (not counting the barber).
- If the Barber Shop is not open for business, two offenders may request to use it for the braiding of hair.

e. **Bulletin Boards.**

- Unit memos from the CUS, Sergeant, Recreation Specialist, Superintendent, as well as the TV guide are posted on the bulletin boards. It is your responsibility to keep aware of any changes in the unit by reviewing the designated bulletin boards regularly.

f. **Bunk and Locker Assignment.**

- No tier/bunk visiting. Use the bathroom on your side of the building only.
- Your locker must be secured when you are away from your bunk area. If it is found unsecured it will be searched and you may receive an onsite or an infraction
- Offenders housed on F Tier preferred housing are not allowed to keep their locker doors open as an additional privacy screen. Staff members MUST BE ABLE to routinely view offenders and their bunk area without looking over the partition, or by closing the locker door.
- Offenders are not allowed to place any item in the windows in an effort to block out sunlight. In addition TV shelves are for TV's, electronics, and lights/fans only. No other gear or items may be stored on TV shelves.
- Assigned coat hook and its assigned location within each cubicle is only allowed for state issued coats and no other type of clothing/item is allowed to be hung from the coat hook, (amended 11-18-13 by CUS McPherson).

g. **Bunk Inspections.**

- Normally conducted on Tuesday and Thursday on 2nd Shift, however, they can be done at any time. You are expected to keep your living quarter's clean, organized and sanitized at all times. Beds will be made every morning.
- Shoes, personal property, and DNR gear will be secured in lockers. Nothing shall be stored on top of lockers at any time.
- Lockers will be secured at all times when not in use.
- Floors and window ledges will be clean and free of personal property and dust. Three bunk inspection failures in a three month period will result in you being put at the bottom of the seniority list and moved back to A-Tier. Questions or concerns about bunk inspection failures should be directed to the officer conducting the inspection. Bunk areas must be in compliance at all times. Inspections conducted at times other than during scheduled bunk inspections will result in an onsite and/or disciplinary action, but will not count towards the three bunk failures within the three month period.

h. **Card and Board Games.** There will be no card/game playing on the tiers. This attracts a crowd and is unacceptable.

i. **Counselors.**

- The Counselors have an Open Door between 6:00-8:00 am Monday through Friday and 12:00-2:00 pm on Thursday.
- The unit CUS does not have scheduled open door hours. If you wish to see the CUS, submit a kite to him and an appointment will be scheduled. Remember, the kite system is the first means of communication.

j. **DNR Check Out.**

- You must be ready for check out by 0645 hours (6:45 AM). This means your boots are laced, all your gear to include your hard hat, rain gear, coat, thermos bottle, and lunch box are with you

and ready to go on the back dock. If you are not properly ready for work check out you may be subject to an on-site, general and/or serious infraction.

k. **Dry Room Lockers.**

- All DNR gear must be stored in your issued dry room locker. Once you are assigned a DNR locker you cannot change it unless it is approved by a staff member prior to the move.
- DNR Thermos and Lunch Boxes are the only items that may be stored in your personal locker. No DNR gear may be stored on top of your DNR locker. You are required to turn in an empty can of boot grease in order to receive another one.
- DNR gear can be exchanged Monday and Wednesday at 6:15 gate movement. No other clothing items outside of DNR gear will be exchanged. The DNR Dry Room hours are from 0530 – 0900, 1600 – 1700, and 1800 – 1900 Monday through Friday. It will be open from 1800 – 1900 on Sunday.

l. **Escape.**

- Escapes will result in law enforcement referral and criminal felony prosecution. You will be held accountable for all costs and expenditures associated with the escape and/or escape attempt to the fullest extent of the law and in conjunction with our Disciplinary Hearings process. Criminal felony escapes or escape attempts have a maximum sentence of five years and will be routinely requested for each occurrence.

m. **Fire Alarms.**

- When the alarm sounds, immediately evacuate the unit as directed. All offenders are to meet at the walkway unless otherwise directed towards the gymnasium for count and further direction. Failure to evacuate the unit once an alarm sounds as directed may result in a serious infraction.

n. **ID Cards.**

- ID's are to be worn at **ALL TIMES** on the outermost garment, left side, at chest level height with the picture visible.

o. **Laundry.**

- Offenders are able to turn in state-issued clothing from breakfast call-out to 0700 Monday through Friday, and from 2045 to 2115 Sunday through Thursday evenings. A unit laundry porter will be present to monitor said turn-in. Laundry will be returned to the unit in mid-afternoon every Monday through Friday. DNR Offenders returning from work can pick up their laundry after checking back in. All other offenders can pick up laundry from 1800 to 1900 and 2045 to 2115 every Monday through Friday.
- If laundry is ready for pass-out prior to the above times, an announcement will be made.
- Bed sheets are turned in every Thursday. Blankets are done on the third Wednesday of the month, or when announced. Bed sheets will be available for pick-up Thursday afternoon-evening with offender's regular laundry. Blankets will be ready for pick-up Wednesday afternoon/evening with offenders' regular laundry.
- Offenders will not be allowed to pick up laundry, bed linen, or blankets for anyone else besides their own assigned state issue.
- The unit has two assigned laundry porters; they are the only offenders authorized in the laundry room – all others found will be infraacted for WAC 103 and 210 violations.

p. **Paging System.**

- Listen to the Paging System. It is your responsibility to respond when you are being paged to an area.

q. **Property.**

- Sergeant Earls, along with Officers Gingell and Johnson, work in the property room. Remember to be patient with the property officers as there are 380+ inmates and only two staff assigned to do property issuance.

r. **Sick Call.**

- If you need to see the Physician, complete a medical kite and turn it in at the duty station by 0530 hours (5:30 AM). You will be placed on bed rest until seen by the doctor. If the doctor takes you off bed rest and you are able to return to work, you will be taken off bed rest at 0600 hours (6:00 AM) the following morning. Offender misuse of sick call will result in more stringent requirements.

s. **Store.**

- Store orders are picked up every Sunday evening by 2300 hours (11:00 PM) unless otherwise directed due to holiday scheduling and store is delivered to the unit every Friday. Make certain your laundry number is on the top of the store order form. *Store orders without laundry numbers will be rejected.*

t. **Sunbathing.**

- Sunbathing is ONLY allowed after 2:30pm in either of the two courtyard areas. No bedding or other furniture is to be taken outside. When going back and forth from the sunbathing areas you are to be fully clothed.

u. **Sunglasses.**

- Sunglasses are to be worn outside – not inside the unit!.

v. **Telephone Booths.**

- There are two located on the Eastside tier and four located on the Westside of the Clearwater Recreation Building, and one on the inside of Westside next to bulletin boards.
- Only one person using the phone at a time.
- Inmates may only use their assigned pin numbers.
- You are only allowed to use the phone on your tier.

w. **Tables and Chairs.**

- Do not remove tables and/or chairs from the TV room, Quiet room, Card room, or your Bunk areas. Chairs and the green stools are not to be taken outside.

x. **Tier Lights.**

- Lights out at 2300 hours (11:00 PM) every weeknight and 0130 hours (1:30 AM) on weekends and holidays. The tier lights will go off at 2130 (9:30 PM.) every night. Tiers must be quiet after 2130 every night.
- No loitering and no talking on the tiers after lights out.

y. **Tobacco and Paraphernalia.**

- Smoking or other tobacco paraphernalia is NOT allowed at this facility.

z. **TV's Radios, CD Players.**

- You must use headphones watching television or using you radio. Radios, MP3 players and CD players, can only be played at your bunk, on the unit track and ball fields or in the designated sunbathing areas.
- Headphones are not to be worn inside the unit when you are away from your bunk area.

aa. **Televisions.**

- Televisions on B Tier will be turned off at 2300 (11:00 pm) every night, Monday through Sunday.

- Offenders who are found to be in possession of a rental television that has not been issued to them through appropriate channels will be infraacted with a general WAC violation 053, Possession of anything not authorized for retention or receipt by an inmate and/or not issued to an inmate by regular institutional channels. The infracting officer will recommend in the body of the infraction a sanction of loss of preferred housing status and the offender will be returned to A tier if found guilty by the hearings officer. The offender will be placed at the bottom of the seniority list regarding housing assignments the day he is moved back to A tier.

bb. **TV Programming.**

- The Television Committee schedules all TV programming. The TV committee consists of inmates from A & B tiers. They are responsible for scheduling the TV programming.
- No lying down on the benches in the Movie room or in the Card room.
- The Sports TV room is for Sports and News only. Only scheduled events will be played on the televisions. If it is not on the schedule it will not be played without 24 hour advance notice to and approved by the unit sergeant!
- If necessary due to large numbers of offenders watching a particular program, staff may switch the normal use of each television room to accommodate the large number of offenders. Hours for both TV Rooms are from 0600 until the unit shuts down for the night.

cc. **Unit Library.**

- The unit library is a quiet area, only to be used for reading and homework assignments. At no time are you allowed to play games or use it as a meeting place. There will be no food or drinks allowed in the library at any time.

dd. **Visits.** All visitors must be approved.

Visiting hours are from 09:30 a.m. to 2:30 p.m. Saturdays, Sundays, and Holidays. Approved visitor lists from your other institutions should follow you however, do not assume so until you receive approval paperwork from OCC visits.