

# HOH UNIT

## GENERAL INFORMATION AND POSTED OPERATIONAL RULES

Olympic Corrections Center is a Minimum Custody Correctional Re-Entry Center. "Full Productive Day" is our mantra. Expect to work and participate in educational, vocational and offender change programs. The Hoh Unit is the Intake and Transition piece of your OCC experience that will introduce you to Right Living principles.

This document will be posted for easy reference. You will be given a copy of the camp rules. You are responsible for knowing the information contained within them. If you lose, damage or destroy your copy it will cost you \$5.00. Camp rules must be turned in with your state issued items upon your departure. If you are unsure about something, ask a staff member for clarification.

### **Activity Rooms**

- ❖ Sports/News/educational TV and Regular movie TV rooms:
  - Open 0500 to 2300.
  - Food and drink will be allowed if it is kept clean.
  - There will be no shows authorized that causes a safety or security issue or goes against correctional or rehabilitative objectives.
  - TV schedule will be posted on the bulletin boards.
- ❖ Day rooms:
  - Day rooms are for playing cards, board games and visiting.
  - You may eat and drink in the day rooms as long as you clean up after yourselves.
  - Noise must be kept at a level to not disturb those trying to work, study or sleep.
  - No gambling. This includes all poker games / games of wager. All score sheets are required to have full names and DOC numbers or it will be considered gambling paraphernalia and a WAC 559 violation will be written.
- ❖ Reading room:
  - Open daily from 0500 to 2130.
  - Tables and chairs are not to be removed from the reading room.
  - This room is for reading, writing, playing chess and checking out books.
  - No food or drink.
  - This is a quiet room at all times. Visiting may be done in the day rooms.

### **Animals**

- ❖ Do not feed the wild animals. They can be dangerous.
- ❖ Do not feed the dogs other than what the dog handlers provide.

### **Back Dock**

- ❖ Opens at 0500 and closes at 2130.
- ❖ Ping pong paddles and balls may be checked out at the duty station via your offender ID. Your ID will be returned when you return the equipment. Report any damage to the table or equipment.

## **Barber Shop**

- ❖ Shop hours are 1400 to 2200 Sunday, Monday, Tuesday, Friday and Saturday. Closed Wednesday and Thursday.
- ❖ The sign-up sheet is located on the barber shop door.
- ❖ You may sign up 1 time every 30 days.
- ❖ No personal property in the Barber Shop.
- ❖ Only one person with the barber in the shop at any given time.
- ❖ Hair braiding is only allowed in the barber shop, outside barbershop hours. Only the person braiding and getting their hair braided are allowed in the shop. They may not use any of the barbering equipment when braiding.

## **Batteries**

- ❖ Dead batteries are to be placed in the grey container marked “dead batteries only” located by the B tier microwave.

## **Boot Exchange**

- ❖ Maintenance, DNR, and CSC worker boot exchange and raingear, is Mondays and Wednesdays at 1800.
- ❖ In camp worker boot exchange is Tuesday mornings at 0700 via a clothing exchange kite.

## **Bulletin Boards**

- ❖ You are responsible for the information on the bulletin boards. They contain information from the CUS, Sergeant, Religious Activity Center, Medical, Recreation, Correctional Industries, upcoming events, Family Friendly information, outside groups coming in etc.
- ❖ Daily callouts are posted on the bulletin board between the enclosed day room and sports TV room on a clipboard every night for the next day. You are responsible for being ready and at the duty station for your callouts. WAC 104 may be written for any unexcused absence from work or any assignment, scheduled meeting, appointment or callout.
- ❖ Personal Bulletin Boards: See camp rule book. Remember Olympic Corrections Re-Entry Center is a public place and not a private residence.

## **Bunk Inspections**

- ❖ Bunks and lockers are to be in compliance at all times. They are to be clean and orderly.
- ❖ Bunk inspections can be conducted at any time, by any staff member resulting in bunk failures.
- ❖ Formal bunk inspections are done on Tuesday and Thursday mornings during second shift.
- ❖ Three or more bunk failures in a three month period will result in your return to C tier and loss of seniority. Continued bunk failures in C tier will result in either a general or serious infraction.
  - Beds must be made.
  - Shoes and all personal property are to be secured in your lockers.
    - One pair of shoes and shower shoes may be left under your bunk.

- Electronics such as a fan, lamp, TV and headphones may be left out. You leave them out at your own risk.
- Radios and MP3 players may be left out if you are in a room.
- Nothing is to be stored on your shelves or on top of the lockers. You may have books and other personal items on your shelves and tables when you are in your bunk area.
- There should be nothing hanging from your bunk.
- Only coats may be hung on the outside locker hook.
- Lockers are to be secured at all times when away from your bunk. No exceptions.
- Nothing is to be left out while you are away from your bunk area. If items are discovered on your bunk while you are away, they will be confiscated.
- Only one mattress or pillow will be issued unless you have an HSR from medical which is to be taped to the inside of your locker. A second mattress will only be authorized by the CUS if you are taller than 6'4" or the mattress is long. Submit a kite and if authorized the kite must be taped to the inside of your locker with the CUS signature.
- Tables, window sills, and floors are the responsibility of all parties in the area. Floors and window ledges should be clean and clear of all items.
- Search your new bunk area thoroughly to ensure nothing has been left behind that may be considered contraband or damaged that may not have been noted. If you find a discrepancy let a staff member know so we can put in a work order for repairs.
- You must sleep with your head on the window side of the tiers and feet towards the isles.
- Do not remove chairs and tables from the bunk areas.

### **Counts**

- ❖ There is a five minute warning before all counts. The five minute warning is your time to get in your lockers and use the restroom.
- ❖ During Formal on your bunk counts, you will be required to be **"on"** your bunk.
- ❖ During Informal at your bunk counts you will be required to be **"at"** your bunk.

### **Emergency Assembly Area**

- ❖ In the event of a Fire Alarm, staff will direct all offenders to report to a specific muster/assembly area by use of the paging system. The primary assembly area is on the back dock where you will be counted and moved onto the track. Please listen for any further instructions.

### **Gates**

- ❖ All gates are one way movements. You must sign out with the unit officer and notify them of your return. Gates will be announced by the shift sergeant. You are responsible to make the gates. There will be no special transports if you miss the transport vehicles.

## **Housing Information**

- ❖ You are required to program as documented in your Custody Facility Plan. You are to participate in programming you have been referred to which includes education, vocational, offender change, treatment and work programs. Failure to do so may result in a WAC 810 and / or 557 serious infractions.
- ❖ Preferred Housing is a privilege and requires you to be serious infraction free, maintain full-time employment with average or better work evaluations, participate in appropriate education, vocational, offender change, treatment and work programs as referred by the classification staff, abide by unit and camp rules, consistently demonstrate cooperative and respectful behavior towards all staff. The Facility Risk Management Team may assess at any time, an offenders eligibility to remain on Preferred Housing due to minor WAC violations.
- ❖ You are not authorized to play games/cards at your bunk area with the exception of the two man rooms.

## **Laundry**

- ❖ All offenders are required to place their linen, two sheets and one pillowcase, on the end of their bunk by 0630 every Friday. The laundry worker will pick up the linen and the officer will note whether the linen was all there. Failure to turn in your linen will result in a bunk failure/gig. Having excess linen may result in a WAC 053.
- ❖ The first Wednesday of every month you will be required to turn in your blankets the same way.
- ❖ State clothing may be turned in daily from 0630 to 2130 to the laundry room.
- ❖ Clothing exchange is to be turned in to the laundry room in your exchange bag on Monday night and will be returned to the unit on Tuesday.
- ❖ Monday through Friday by placing a tailoring kite in your exchange bag and turning it into the laundry room.

## **Legal Resources**

- ❖ You may request legal forms from the CBCC Law Library via a kite. If you have legal work that you believe meets policy requirements for a law library transfer, see your classification counselor.

## **Lights Out**

- ❖ Tier lights will be turned off nightly at 2130.
- ❖ Bunk lights and TV's will be turned off at 2300 with the exception of B tier. B tier rooms may keep their TV's on.
- ❖ Bunk lights and TV's may stay on until 0130 on Friday and Saturday night. B tier rooms may keep their TV's on.

## **Mail Call**

- ❖ Mail is delivered around 1700 Monday through Friday. If your name is highlighted on the mail sheet, all the way across the page, you have to sign for the mail.
- ❖

## **Meals**

- ❖ Breakfast approximately 0500.
- ❖ Lunch approximately 1110.
- ❖ Dinner approximately 1600.
- ❖ Saturday and Sunday Lunch will be handed out at 0800 in the unit.

## **Open Door Hours**

- ❖ Counselor Gillespie Monday through Thursday 1400 to 1600.
- ❖ Counselor Hayworth Tuesday through Friday 1400 to 1600.
- ❖ CUS Anderson will indicate open door by having her door open. When the door is closed please do not disturb.
- ❖ If you have an emergency contact any staff member immediately.

## **Paging System**

- ❖ Listen to the paging system. It is your responsibility to respond when you are being paged.

## **Progressive Discipline**

- ❖ On-sites are documentation of verbal warnings. It is up to the discretion of the staff member whether to give an on-site or write a minor infraction.
- ❖ Minor infractions will be heard by a Sergeant and you may appeal the sanction or decision to the unit CUS within 24 hours.
- ❖ Serious WAC violations require an infraction be written. They are heard by a hearings Officer and you may appeal the sanction or decision in writing to the Superintendent within 15 working days.
- ❖ Turn your appeal in to an officer.
- ❖ Any serious infraction you are found guilty of will result in you being sent back to C tier and a loss of your seniority.
- ❖ Any minor WAC violation may return you to C tier and a loss of your seniority as determined by the unit FRMT.

## **Shower Times**

- ❖ Daily from 0500 to 2230.
- ❖ You may only utilize the shower/bathroom on your tier.

## **Sick Call**

- ❖ If you are laying in sick from work, you must fill out a Health Services Kite and put it in the Medical Kite box located in the duty office by 0530.
- ❖ You will remain on bed rest until you return to work. Exception can be made by the CUS.
- ❖ Sick call will be posted via the daily callout.
- ❖ Offenders who abuse the sick call, bed rest process, will lose the privilege of taking themselves off of bed rest at their next work day and will remain on bed rest until seen by medical.

- ❖ You are only authorized to do the activities on your bed rest tag. No exceptions unless authorized by the CUS or Sgt.

### **Store (Offender Commissary)**

- ❖ Turn in your store requests into the store boxes on the wall between the phone booths and the reading room by Sunday 2200.
- ❖ Store is received 12 days later on that following Friday.
- ❖ You are not authorized to give or receive store items to or from other offenders.

### **Sunbathing Area and Times**

- ❖ Sunbathing is only authorized on the grass area between A and B tiers after 1430.
- ❖ Shirts must be on when walking the track or working out on the back dock.

### **Telephones**

- ❖ Sunday through Thursday 0600 to 2300
- ❖ Friday and Saturday 0600 to 2400.
- ❖ Only one person at a time in the phone booths.
- ❖ You must use your own IPIN number per policy. Do not borrow or lend your IPIN even one time as you are responsible for all calls made with your IPIN.
- ❖ Damage or graffiti in the phone booths will result in the disabling of the phone until further notice.

### **Translation Services**

- ❖ For those offenders needing translation services, you may request form DOC 05-666 Spanish Translation Request from Custody Staff. This form may be used for any other languages. Offenders who do not speak English will automatically be enrolled in English as a Second Language.

### **Unit Procedures**

- ❖ Identification tags must be worn at all times on the outermost garment, chest level with the picture showing.
- ❖ Tiers are 24/7 quiet areas. No visiting on the tiers, see camp rules. Visiting may be done outside when outside areas are open and in the activity rooms.
- ❖ You must be dressed appropriately at all times. No sagging your pants, beanie's must be worn above your eyebrows. All hats must be worn correctly i.e. not to the side or backwards. Bandanas are not allowed to be worn in the unit, including under your beanie. You must be in state issued clothing during program hours and while working.
- ❖ Sunglasses are not to be worn inside of the building unless you have an HSR.
- ❖ You must use headphones when watching television or listening to your radio. Radios and Walkman cassettes or MP3 players can only be played at your bunk or at the track. You are not allowed to use them when walking around in the unit.
- ❖ There is to be no loitering at the duty station, in front of the counselor's doors or at the kiosk and JPay machines. The duty station area is also a quiet area as staff are working.

- ❖ The unit track and outside areas are open during day light hours only. Staff will announce when the outside areas are closed. The back dock has specific hours of use as noted above.

It is your responsibility to read and know the Olympic Corrections Center Supplement to the Department of Corrections Statewide Offender Orientation Handbook as well as the above Posted Operational Rules. Any questions do not hesitate to ask staff.

CUS Anderson 9-26-12, **updated 9-27-12**

## Posted Operational Rules – Classroom

- Only workers, enrolled students, and offenders on the callout or preauthorized are permitted in the education area.
- No eating or drinking in the Education area.
- Students must be on time for classes and ready to work.
- Students will remain in their classrooms until the end of the class period.
- Students are to go directly to the restroom and return.
- Classroom material marked “PC@OCC” must remain in the classroom and be returned to bookcases, racks, etc, unless they are checked out. All computer printouts, except for graded assignments, must be stamped as authorized for distribution and initialed by the instructor.
- Socializing is to be done outside the class. Only behaviors and attitudes that support the educational process are permitted.
- Personal property, supplies, and /or materials not required for classes (i.e., legal materials, etc) are not allowed in the classroom.
- All work to be completed in class must be assigned or approved by the instructor.
- Computers are for assigned work only
- Cheating on tests or quizzes is cause for immediate dismissal from the class and may result in dismissal from the Education program.
- Hats and other head coverings, including headbands, may not be worn in the education area. Non prescription tinted glasses will not be worn in the education area.
- Violation of one or more of these rules may result in dismissal from the Education program or employment.
- The Education Offices and Staff work areas are “Out of Bounds” for all students.

---

Tracy Hixson,  
Correctional Program Manager

---

Brian Walsh,  
Director of Education



# Olympic Corrections Center Offender Secured Housing Unit (SHU) Handbook

The Secured Housing Unit is operated according to DOC 320.260 Secured Housing Units in Minimum Security Stand-Alone Facilities. This handbook will serve to describe specific daily operations, requirements and resources in the SHU at OCC. It is yours to retain while assigned to the SHU. It will not be replaced if lost or destroyed. Upon your release from the SHU, this booklet will be returned to staff.

## **Section 1: PERSONAL PROPERTY – (DOC 320.260)**

The following personal property is authorized in the SHU.

- One box (10" x 12" x 18") of legal material (see next section)
- Prescription eyeglasses
- Telephone/address book
- One small religious medallion (2" in size without sharp edges), worn with a piece of string only
- One medicine bag (2.5" x 2.5" in size) with no feathers, provided it is registered, approved, and worn with a piece of string only, no feathers
- One wedding band without diamond, stones, or a raised surface that poses a security concern
- Religious material authorized by DOC 560.200 Religious Program, if requested by the offender and approved by custody and Religious Program staff
- A plastic medical alert bracelet or other medical equipment, as approved by health care staff and authorized by the Unit Manager
- Medicine, as directed by health care staff
- Approved educational, religious, and/or self-help material; and
- Books, photographs, and publications.

## **Section 2: LEGAL MATERIAL – (DOC 590.500)**

Offenders housed in short term segregation should not have the expectation of being provided with their personal legal documents/papers or legal materials. If the offender has a verifiable court imposed or statutorily imposed deadline within 45 days of the start of such segregation time, he will be allowed to request specific personal legal documents/papers in order to continue or pursue a legal matter. Personal legal documents/papers and resource materials may be limited to those necessary for preparing the draft pleading.

## **Section 3: HOW TO MAKE REQUESTS WHILE IN SECURED HOUSING**

**Call buttons are for emergency use only and misuse will result in an infraction.**

Requests, i.e. staff visitation, forms, education, etc. will be made by submitting a kite to the SHU CUS/unit sergeant/shift commander, who will forward your kite to the appropriate person so your kite can be answered in a timely manner.

## **Section 4: MEALS**

All uneaten food and all containers must be returned with the food tray. Each offender is authorized to have one cup in the cell. Failure to return trays, containers, uneaten food, or food-related incidents may result in modified feeding arrangements.

## **Section 5: SPECIAL DIETS, MEDICATIONS**

If an offender is on an approved special diet or is currently taking prescription medication, staff should be notified immediately.

## **Section 6: HEALTH CARE**

Visits from a health care provider will occur five days per week. After hours and weekends offenders will be provided DOC 13-471 Offender Self-Wellness Checklist to complete. Upon request and as needed you will be issued your over-the-counter medications. You will be allowed to maintain your "Keep on Person" medications as well. If you have been prescribed a medication that is not allowed at OCC, then a Facility Risk Management Team meeting will determine placement needs.

## **Section 7: HYGIENE, CLOTHING AND LINENS**

Hygiene items will be issued when assigned to SHU.

Clothing exchange will occur during yard three times per week and linen exchange occurs once a week.

Olympic Corrections Center  
**Offender Secured Housing Unit (SHU) Handbook**

**Section 8: YARD, TELEPHONE, SHOWER**

Offenders will be asked if they desire yard at least five (5) days per week. Failure to respond to the officer will be recorded as a refusal and no other opportunity for yard will be given that day. Offenders will receive one hour for yard and phone access and an additional ten minutes for shower and shave. The unit manager/designee must approve requests for telephone use outside of the yard hour.

**Section 9: VISITATION BY PROGRAM STAFF**

Regular access to program staff will be available. Offenders may request visitation from program staff (chaplain, education, counselor, etc.) by submitting a kite to the unit CUS/unit sergeant/shift commander.

**Section 10: PROGRAM MANAGEMENT ACTIVITIES SYSTEM – (DOC 320:260)**

Offenders assigned to the SHU will be allowed the program activities identified in the SHU Program Activities Grid (attached). Offenders serving a sanction as authorized by WAC 137-28 for an infraction incurred while in the SHU will have reduced access to activities.

**Section 11: PROGRAM MODIFICATIONS – (DOC 320.260)**

Program modifications may be implemented for one or more of the following reasons:

- The activity or item to be restricted is currently a risk to staff or the offender's safety, or to the security and/or orderly operation of the SHU.
- The continued use of the activity or item will result in a high probability of endangerment to self, others, security and orderly operation, or state property.
- In response to an active sanction(s).

**Section 12: VISITS (DOC 450.300)**

Legal visits and no-contact visits with immediate family members may be permitted. Offenders may request visits by requesting DOC 21-787 Special Visit Request form from the unit CUS/unit sergeant/shift commander. Visits will be approved on a case-by-case basis and are no-contact visits. The offender will be in full restraints during the visit.

**Section 13: READING MATERIAL**

One facility-issue book is available from the SHU book cart. Offenders who would like a specific type of reading material should submit a kite to unit CUS/unit sergeant/shift commander.

You may receive publications as noted in the Program Activities Grid

**Section 14: GRIEVANCES**

Offenders may request a grievance form from the SHU staff. Staff will seal the grievance in an envelope in view of the offender to ensure confidentiality of the grievance.

**Section 15: CELL GUIDELINES & SANITATION**

Offenders are responsible for keeping their cells clean and orderly at all times. No items are to be placed on the walls, windows, ceilings, or door at any time. If an offender defaces or damages the cell in any way, an infraction may be issued and the offender may be required to pay restitution and/or face other sanctions. Offenders are responsible for cleaning their cell.

Cells will be searched and inspected regularly by SHU staff without prior notification.

**Section 16: MOVEMENT**

Offenders will be restrained prior to any movement within the SHU.

**OLYMPIC CORRECTIONS CENTER**  
**Supplemental Orientation Handbook**  
**to**  
**Statewide Offender Orientation Handbook**

**SUPERINTENDENT'S MESSAGE**

Welcome to the Olympic Corrections Center (OCC). For some, a positive and progressive prison experience has earned you a minimum custody designation. For others, this may be the first time you have been incarcerated. For those of you coming from higher security locations, this is where it gets more critical. With less restrictions and structure, the tendency may be to let up. The opposite is true.

For those of you who are new to the prison experience, 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. OCC is a re-entry center. You are expected to program. Your arrival to Olympic Corrections Center marks your first step towards release from prison and your re-entry to the community.

How prepared are you to go home? Do you have a community network of support? Do you have work skills? Do you have enough education to be gainfully employed and earn a **“family living wage”**? You need to be able to do more than survive in the community. You have to thrive in the community. Are you mentally and emotionally, physically and spiritually set to do the right thing for you, for your victims, your family and the community?

**Preparing to Release**

Your readiness for returning to the community is all about the choices you make while you are here at Olympic Corrections Center. Re-entry to the community began the minute you set foot in the Department of Corrections prison system. Your goal is to assist us in identifying those conditions and situations in your life that found you at risk to commit a crime and then to facilitate opportunities to reduce and eliminate that risk by progressing through work, treatment, programs, education, transition and other activities, which are directly aimed at those deficits. Preparing for release is about connecting you back to the community, back to your families and both supports your re-entry.

**OCC – A Re-entry Center**

OCC has been designated by Senate Substitute Bill 6157 as a re-entry center. As such, programs wrap around you from intake to release. During your first week here, you will learn what you need to do to be successful at OCC through participation in Parallel Community Orientation (PCO). You will also be assessed for the skills you need to be better prepared to return to your family and community. Your pathway is determined by those assessments and evaluates any risk you pose, identifies your

specific needs and assigns programs and activities based on those needs and those of victims and communities.

For some of you, educational and vocational needs will be identified as the greatest need and we're going to do our best to provide you with those opportunities. Some of you have never held a job or had the opportunity to learn skills through employment. You will get those chances at OCC through diverse opportunities for employment. Finally, some of you need help to overcome drug/alcohol addictions that have constantly pulled you down and undermined your life. For those of you in this position, we're going to provide you with intensive treatment and skills to help you make the right choices.

The fact is, you do not get to start over and have a new beginning. The exciting part, however, is that you can start now and have a new ending, and OCC is here to help provide you with the opportunity to do just that!

### **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, what will stop you in the community where there isn't this structure? Why would the Department of Corrections want to release you? Why would the community want you back?

Minimum custody doesn't mean minimum security. On the contrary, a minimum facility like Olympic Corrections Center is supported by a balanced approach to programs, activities and security routines. When there is an act of violence, it compromises the safety of all staff and offenders, and can have a negative effect on the community.

Violence affects society as a whole. Violence is a process that results in a decision to gain something through violent means. In prisons, violence is utilized to gain stature and to obtain goods and services. Violence is the vehicle that drives intimidation, extortion, assault and rape. Violence is viewed as power. Offenders view power as survival of the fittest.

Respect is often used as an excuse to respond violently. This is a tough thing to walk away from. Don't put yourself in a position that disrespects others or that brings disrespect upon you. Don't stand in judgment of others and you won't be judged. Do your own time or others will cause your time to be wasted.

We are here to say “no” to violence and that there are options to violence. Our goals, yours and mine, should be to eliminate violent and disruptive behavior, reduce contraband, reduce infractions and finally to reduce segregation and IMU placements.

Our focus and goal is that “ZERO TOLERANCE” allows us to bring about an awareness of the impact of violence and demonstrates that violence is a process that can be predicted, assessed and prevented.

John Aldana, Superintendent

## **PURPOSE**

The Statewide Offender Orientation Handbook for the Department of Corrections covers information on a broad spectrum. The Olympic Corrections Center Supplement to the Statewide Offender Orientation Handbook addresses the site-specific processes of Olympic Corrections Center. You are accountable for your handbook and responsible to return it before you transfer from OCC. There is a \$5.00 replacement fee for those not returned. All of the information in this supplement may be found in one or more of the following places:

- Unit bulletin boards
- Recreation bulletin boards
- Operational Memorandum and Policy manuals, which can be accessed in each of the living units.

## **WILDLIFE**

Feeding wild animals, birds or fish is not allowed.

Feeding wild animals compromises the nature of their survival instincts. Their dependence on people for food can lead them into dangerous situations and they may end up getting hurt; “people food” often contains preservatives and/or chemical additives, which may make the animal sick.

Second to this is that animals do not view your arm and fingers as an extension of you. It might as well be a tree limb coming at them and they will respond by biting you. Many animal bites can make us very ill; rabies, for example. The best way to help young wild animals is to leave them alone and give them a wide berth to avoid stressing them or their parents.

Stay away from bees’ nests/hives. Notify staff so that we can take the proper steps to get rid of them and/or make the area off limits.

## **SECTION 1 – ADMISSION TO PRISON**

Each offender, upon arrival at OCC, receives assignments for a counselor, a bunk and a job.

### **Safety and Emergency Information**

#### **Fire Alarm, Drill and Evacuation Procedures**

Fire drills are conducted as a part of safety training. They may be called at any time.

**Everyone must immediately proceed to designated staging area.**

A count will be taken at the designated staging area. You must remain quiet and cooperate during the count.

Doors designated as Emergency Exits are for emergencies only. They will not be propped open.

## **SECTION II – PRISON OPERATIONS**

### **SECURITY**

#### **Identification (ID) Requirements**

Out-of-camp workers do not wear their ID cards while out of camp. They turn the ID cards over to the work crew supervisor, who returns them at the end of the work shift.

#### **Gender Announcements**

Offenders will be informed when a person of the opposite gender is entering a living unit.

- Notices will be posted in living units indicating that personnel of the opposite gender will be assigned to work in the area.
- At the beginning of each shift, employees of the opposite gender will announce their presence.
- Whenever anyone of the opposite gender enters offender restrooms or any area designated for offenders to disrobe, or change their clothes, they will announce their presence.
- Whenever anyone of the opposite gender, including visitors, enters a living unit not regularly assigned to the unit, they will announce their presence.

#### **Boundaries**

Boundaries are posted. Do not go past them without staff permission.

If found outside the posted limits, such as any wooded area or on any public road without specific permission from a staff member, you may be subject to escape charges and/or an infraction.

#### **Off-limit Areas**

You are only allowed in your assigned living unit.

- You are only permitted to be in your assigned room or on your assigned tier.
- Only those assigned to bunks in a bay area are allowed in the bay area.
- **There is no cross-tier or cross-cube visiting allowed.** Tiers are a 24-hour quiet area.

The dining room and kitchen are off limits except during meals and approved activities.

After lights out, you must be in your own bunk or approved area and quiet.

During visiting hours, all sidewalk and lawn areas between the Ozette unit and visiting area are off limits.

### **Movement**

After sunset all offenders must be in the living units, or approved areas. Movement will only occur on authorized routes at announced times.

“No Loitering” Areas:

- Duty station areas
- Kitchen area
- Near the staff offices
- Hallways and tiers
- Barber shops
- Administration
- Maintenance
- Areas designated by staff

## **SECTION III – PRISON LIFE**

### **Meals and Dining**

You are called out by tier.

Check the unit bulletin boards for:

- Meal times
- Bus schedules
- Weekday lunch service

Department of Natural Resources (DNR), Community Service Crews (CSC) and other specified workers will go to the first announced DNR breakfast. They will be allowed to fill their thermos with hot water for their work day. Attempts to take other beverages from the kitchen will result in the thermos being confiscated and appropriate disciplinary action being taken

Saturdays, Sundays and holidays Correctional Industries (CI) box/sack lunches will be delivered to the living units for each offender, which must be consumed by 1400 hours on the same day.

All offender IDs must be scanned through the mainline barcode scanner for all meals. You will wait in line and be served prior to sitting at the tables.

Reserved seating and/or “table saving” is not allowed and will result in disciplinary action. Table-hopping is not acceptable.

You must consume food served to you; no sharing allowed. You will bus your own tables and properly dispose of all leftover items. Trays, plates, bowls, cups, condiments and eating utensils will not be taken from the dining room.

Attempts to take any food items out of the kitchen will result in the food being confiscated and appropriate disciplinary action taken.

Required head coverings for Food Service workers and religious requirements in accordance with DOC 560.200 Religious Programs are the only head coverings allowed in the dining room.

Shoes or boots and socks are required in the dining room. No DNR or CSC work boots or shower shoes.

No sweat pants or shorts are allowed in the dining room.

No personal cups or personal containers are allowed in the Food Service area.

### **Special Diets**

Special Diets will be called at the end/beginning of the callout on a month to month rotation. There is no separate line for special diets. The mainline barcode scanner will alert the officer that you are on a special diet. Offenders must show their Universal Diet Cards to the Cook AC. If you take a tray that you have not signed up for, you may receive an infraction for taking an unauthorized meal.

### **VISITING**

The OCC Visiting Guidelines are attached to this supplemental handbook.

When announced, opportunities are provided for photos to be taken during visit times. Photo coupons can be purchased through the offender commissary program.

### **OFFENDER BANKING**

#### **Legal Financial Obligation (LFO)**

Questions and/or concerns relative to your legal financial obligations should be directed to your counselor, who has informational pamphlets to assist/guide you.

### **OFFENDER COMMISSARY**

#### **Purchases**

You may spend up to \$55 on non-hobby items per week.

Commissary orders are due on Sunday evenings and are delivered the day following delivery to the facility, unless there is a holiday. No later than two (2) days following receipt of non-consumable property, you are responsible to present the item, with your store receipt, to a unit staff member to be engraved/labeled.

If your commissary order arrives while you are away from the facility for multiple days with an off-site crew, the order will be stored in the warehouse until your return.



## **PROPERTY**

Personal property is not authorized at the job site.

### **State Issued Property/ Clothing Locker Program**

The Clothing Locker schedule for exchange is posted in the living units.

Submit a kite to the Clothing Locker Program for clothing needing repair.

DNR boot exchange schedule is posted in the living unit.

State-issue items lost in central laundry must be reported to a unit employee immediately and may be replaced upon written verification from the unit supervisor.

The following state-issue items must be cleaned before being returned to the Clothing Locker room:

Lunch container

Thermos

Hard hat (hard hats cannot be altered in any form, i.e. no stickers, no ink or paint)

Raingear and boots: DNR boots must be cleaned and greased. Boots **not** greased prior to return will cause a \$5.00 charge to your account.

We will not pursue locating your property other than your locker, laundry or on your person. You will be charged for replacement costs, i.e. raingear at \$30.00 and logger boots at \$240.00.

### **Tailoring Procedure**

Clean clothing items to be tailored are to be placed in an orange exchange net bag with assigned laundry number and a completed kite.

Turn into Clothing Locker Program room according to the schedule posted in the living unit.

All pants and shirts must go through tailoring, no matter how badly they are torn.

Do not send exchange items to the tailor. Those items are handled under normal clothing exchange procedures.

### **Laundry Procedures**

Turn laundry in daily; do not stockpile. You are responsible for sorting your state-issue clothing prior to sending them to the laundry, i.e. placing clothing into the appropriate laundry bag.

“Whites” bag contains no colored items.

“Colors” bag contains only colored clothing

To ensure proper cleaning and drying, fill your laundry bags half full and secure the laundry bag with the rubber fastener at the top of the bag using the third hole in the rubber strap. You are responsible for ensuring your laundry bags are properly closed in a secure manner.

If you cannot account for all of your clothing items, report it to unit staff. You may then be allowed to go to the Clothing Locker room and ask for unclaimed clothing. If your clothing is not accounted for in the unclaimed clothing, then you may have to pay the replacement cost.

## **RECREATION**

### **Recreation Complex**

Only approved recreation activities are allowed in the recreation complex.

Indoor and outdoor recreation times will be posted in the living units.

- Recreation areas will be closed when staff are not available and during meal hours. Cancellations or changes will be announced by the Shift Commander. When announced, you must check out with staff at the unit duty station.
- Ball fields and track will be closed from 0900 to 1800 hours on visiting days.
- You will be transported to the track and/or ball fields that are outside of your perimeter for scheduled events.

Shirts will be worn on the ball field/track at all times.

Only tennis shoes are allowed in the Recreation buildings.

Safety equipment will be used, as required.

Misuse, abuse and/or vandalism may result in the suspension of recreation privileges.

Recreation equipment will be provided through the Recreation Department.

Personal audio players will not be used in the recreation complex or during organized scheduled outdoor activities.

No food or drink will be brought to the recreation complex.

Offenders are not authorized to sign up for recreational activities and events during their mandatory work, educational or treatment programs.

### **Library Services**

An Interlibrary Loan Program managed by the Washington State Library Program provides offender access to library services. Access the program by submitting a kite for an Interlibrary Loan Request to the Recreation Specialist 3.

**Offenders participating in the Interlibrary Loan Program are responsible to pay for lost or damaged books, as you would if borrowing from any library system.**

### **Photos**

Photo coupons are available through the commissary.

An opportunity for personal photos to be taken is provided through the Recreation Program. Photo schedule is posted in the Recreation Complex.

### **Sunbathing**

Sunbathing times begin at 1430 in designated areas that are posted in the living units.

Bedding, i.e., sheets, blankets, mattresses, etc. or any furnishings, i.e. chairs, tables, etc. will not be removed from the unit for sunbathing or any other purpose.

Avoid over-exposure. Getting sunburn is not an acceptable excuse to avoid work and could lead to an infraction.

- Sunscreen is available for purchase through the commissary.
- Shirts must be worn to and from the designated areas and may be removed in designated sunbathing areas.

### **Unit Leisure Activities**

TV Rooms:

- Hours are posted on the unit bulletin board;
- Requests for exceptions to the approved TV schedule must be submitted 24 hours in advance, in writing, with approval of the unit CUS or unit sergeant;
- Only sports and news will be scheduled and viewed in the Sports TV rooms.
- Shows that may cause safety and/or security concerns or go against correctional or rehabilitative objectives may not be authorized in the TV rooms.

Personal TVs:

- Hours are posted on the unit bulletin board;
- All TVs in the open-bay and cubicles must be used with headphones;
- TVs must be purchased through the commissary.

Rental TVs are available in the living units and support the IWC TV Rental Program

- To rent a TV you must complete OCC:IMSV:01 IWC Television Rental Agreement
- Monthly submit DOC 06-075 Offender Request to Transfer Funds to your counselor to pay the monthly rental fee
- If you are delinquent in paying your rental fee, or found guilty of a serious infraction and/or no longer eligible for preferred housing, you are no longer eligible to rent a TV.

**Audio Players:**

- Audio players may only be at the assigned bunk, designated sunbathing areas or the track areas;
- Players will be played only with headphones or earphones;
- A maximum of 20 tapes, CDs or a combination of both are allowed on the inventory. (Maximum value of each tape or CD is \$20.00)
- Offenders are not allowed to have remote controls for televisions, players, etc.

**Unit Kiosks**

To ensure security of your site at the Kiosk, you are responsible to ensure you are fully logged off before leaving the Kiosk.

**RELIGIOUS PROGRAM**

The Chaplain and the Religious Program volunteers are here to assist you in your personal spiritual endeavors and offer a variety of religious services and programs. A weekly calendar of activities lists the religious services and programs offered, as well as other activities, which is posted in your unit. If you wish to attend a service, submit a kite to the Chaplain requesting the service that you would like to attend and you will be added to the call-out list. You must be on the call-out list in order to attend.

You will be excused from your mandated program or work to attend one weekly religious activity. You must inform your supervisor/program manager on DOC 21-473 Offenders Kite at least seven (7) days in advance of your intent to attend the religious activity.

If you wish to receive spiritual counseling or direction, submit a kite to the Chaplain requesting an appointment. You will then be placed on a call-out to see the Chaplain.

**Religious Property**

You will be placed on call-out by the Chaplain for religious property issuance.

The wearing or carrying of religious relevant apparel and paraphernalia must comply with DOC 560.200 Religious Program, Attachment 1 Allowable Religious Items. Apparel and paraphernalia are subject to search procedures. Only one necklace may be worn at a time and only one religious medallion may be worn on the necklace. Religious medallions must be worn under clothes with the exception of when in bunk area or at religious services. Religious head coverings, with the exception of bandanas and fezzes, may be worn at any time unless restricted by staff due to safety concerns.

**MAIL**

Mail addressed to you and from you must contain the following information, or it may be rejected; abbreviations are not allowed:

Complete Offender Name and DOC number and Housing unit  
Olympic Corrections Center  
11235 Hoh Mainline

Forks, WA 98331

## **PROGRAM AND JOB OPPORTUNITIES**

### **Jobs**

You must be ready to work each day at the scheduled time.

During work crew check-out/check-in, only offenders checking out/in are allowed in that area. You are subject to search at any time when checking in or out of any work assignment.

Once you check out for work, you may not return to the living unit until your work supervisor checks you in.

If you are laid in from your primary assignment, you may be assigned other work.

Work reports are completed at least quarterly, if not monthly. Average, or better, work reports are required.

Work reports are addressed during classification.

You may request a job change through your counselor, if you have at least average performance evaluations. Job changes will be made when determined necessary by the counselor and CUS. Note: Not applicable to the Ozette unit TC program.

## **EDUCATION**

You must be ready to report to Education, as scheduled.

Posted Operation Rules are in the Education Department and it is your responsibility to be familiar with them.

## **HOUSING EXPECTATIONS**

### **Personal Bulletin Boards**

Nothing may be displayed on personal bulletin boards that relate to violence, sex, racism, drugs, alcohol, gangs or other anti-social activities. No torn pages/pictures from magazines are to be posted.

All individuals in photos must be fully clothed and the photos must have the offender name and DOC number clearly marked on the back.

All materials on the bulletin board must fit within the frame of the board, i.e. nothing hanging below or above or on the sides of the frame.

### **Housekeeping**

Immediate living areas will be cleaned daily, or more often, if needed, to maintain a sanitary and healthy environment. This includes:

## OCC Supplemental Orientation Handbook

- Sweeping, dusting and mopping daily;
- Baseboard heaters, vents and windows in bunk areas must be cleaned;
- Tables, headboards and bookshelves must be kept clean and neat;
- Clothing must be stored inside the lockers.

Only approved trash cans are allowed in the living units. No bags, boxes, or other flammable containers are permitted for use as trash receptacles. Trash receptacles will be emptied daily.

Only state-approved furnishings are permitted. All furnishings must be kept neat, clean and in their assigned areas.

Beds must be made with appropriate bed linens each day before checkout.

- Bed linens will be laundered weekly as posted on the unit activity schedule.

Bunk area discrepancies are issued for poor housekeeping.

- Bunk area discrepancies may result in an infraction and/or loss of seniority housing status and re-assignment to the intake tier.

You are responsible for all items in your assigned bunk, locker (housing/dry room) and living area to include unoccupied bunk areas. If contraband is found in your assigned area, you will be held accountable and receive an infraction. Check your areas thoroughly before moving in.

Boots and shoes are not to be worn while on the bed.

### **Bunks and Lockers**

Do not rearrange or modify your area. Bunk inspections can be done at any time, by any staff member resulting in a bunk failure (gig) or infraction.

Locks for dry room and living unit lockers are issued. Any damage should be reported immediately to the unit staff.

- Lockers are to be secured when not in use.
- When a key is issued to you, you will read and sign OCC:Unit:15 Key Check-out/Check-in form. There is a replacement cost for lost keys and/or locks.

All property must be stored in lockers, if assigned to a bay/cubicle area.

- Only one pair of shoes and one pair of shower shoes may be stored neatly under the bunks.
- If assigned to a room/cubicle, electrical equipment may be left out, **at owner's risk**.
- When not in use, DNR items must be stored in the assigned dry room locker.

- DNR boots and raingear may be left out of assigned locker in the dry room for drying purposes only, in the designated and posted areas.

Lockers must be kept neat and clean. Nothing is to be posted on the inside of your locker except Health Status Reports, permits and mirror. Nothing is to be attached on the outside of the locker, or stored on top of lockers.

Each bunk is assigned one mattress. Mattresses from empty bunks are not to be used or removed from that area. The unit CUS may grant exceptions.

### **Lights**

Homemade or altered lights or makeshift lamp shades are not allowed.

“Lights out” times of are posted on the unit bulletin board.

Exit and security lights must remain on at all times. Do not tamper with lights.

Lights will remain off until reveille on normal workdays and until the beginning of the formal morning count on weekends and holidays.

### **Window Coverings**

No unauthorized window coverings are permitted.

Windowsills may not be used as shelves

Window screens must remain on the windows.

### **Public Address System**

Used for announcements.

When paged, report as directed.

Tampering with the unit speaker system, including adjusting the volume of the speakers, is a security violation.

## **ATTIRE/PERSONAL APPEARANCE**

### **Offender Dress Code**

Red t-shirts are issued only to off-site work crew offenders, i.e. DNR crews and CSC.

Maroon shirts are issued to Therapeutic Community (TC) offenders.

State-issue sweat pants/shorts may be worn while engaged in an authorized time and activity in/on a recreation complex or track. Note: Not applicable to TC.

Whenever you are outside the living unit, all shirts will be tucked in and shirts with buttons will be buttoned. The only exception is when participating in sporting events including use of the recreational tracks and complex.

Sagging is not allowed. The waist of the pants must be maintained no lower than the upper point of the hipbone.

DNR/CSC work boots will not be worn in the living units.

You are expected to be fully clothed when away from your bunk area. This includes wearing shirts, pants and proper footwear.

Approved head coverings are stocking caps and ball caps.

### **Hygiene**

Shower times are posted in the living units.

- You are expected to shower regularly and be neat and well groomed.

Restrooms are opened at all times. (Areas may be temporarily closed for cleaning.) You may only use restrooms/showers assigned to your tier.

## **SECTION V - HEALTH SERVICES**

### **Medical Care**

The Health Services medical unit is located inside the Clearwater perimeter.

Medical personnel are here Monday through Friday and you may access sick call or Medical personnel by submitting DOC 13-423 Health Services Kite in your assigned unit by 0530 on date of request. The medical unit will schedule appointments.

### **Injuries**

You are responsible to report all non-work related injuries and illnesses to the area supervisor. **Injuries that occur on the job must be reported immediately to your work supervisor.** Reference DOC 890.000 Safety Program.

### **Medical Lay-in/Bed Rest Status**

Offenders on medical lay-in/bed rest may only leave their bunks for meals, bathroom use and mandatory religious services. The following criteria will be used to identify offenders who may be abusing the medical lay-in procedures:

1. An offender, who submits DOC 13-423 Health Services Kite requesting health care services and withdraws the request before being seen three (3) times or more within a 60-day period, will be placed on a "Medical Abuse" list by the Facility Risk Management Team.
2. An offender who has been placed on the "Medical Abuse" list will not be allowed to remove his name from the medical callout list for a period of 90 days.
3. An offender who is placed on the "Medical Abuse" list may be classified as "out of compliance" with his facility plan and returned to the "in-take" tier with the loss of housing seniority.

If requesting bed rest and not requesting to be seen by Medical, submit DOC 13-342 Health Services Kite and indicate in "Other" box that bed rest is being requested, not



requesting Medical visit. When placing kite in Medical box, inform unit employee that you are placing yourself on bed rest for the day.

Bed rest status will not change until the next regularly scheduled work period unless authorized by Medical or unit CUS.

### **Dental Care**

Dental requests can be initiated by checking the appropriate box on DOC 13-423 Health Services Kite for dental and submitting the kite to the OCC Medical Department.

### **Medications**

**New or refill prescriptions** will be issued in the medical unit. Keep in mind it will take the pharmacy **at least** 72 hours (3 days) to fill your prescription. Offenders with serious chronic conditions such as diabetes, heart disease, glaucoma, high blood pressure or liver disease should request a refill **10 days** in advance. Never share or trade your medications with anyone and take all medications as directed by your provider.

**Medication Issue** occurs when you are called out, normally around 1500 hours

## **SECTION VI – RESOLVING CONCERNS**

### **GRIEVANCE PROGRAM**

DOC 05-165 Offender Complaint are available at each living unit or from any OCC employee. A secured grievance box is located in the dining hall, where you may drop grievances during regularly scheduled meals.

## **DEPARTMENT OF NATURAL RESOURCES**

### **Assignment**

If you are physically qualified, you may be assigned to DNR.

Some DNR jobs require a special skill and must meet the following criteria:

- Verified skills
- Good work reports
- Other evaluations by DNR/DOC staff
- The DNR Superintendent in consultation with the DOC Superintendent may opt to review standards related to DNR. All DOC policies for program participation remain in effect.

Not being in an area assigned by your crew supervisor may cause you to be charged with escape and/or issued an infraction.

### **Evaluations**

Each DNR worker may receive a monthly work performance evaluation (work report).

To receive a good evaluation, you must:

- Be prepared to begin work on time;
- Be properly dressed for the job;
- Be at work daily;
- Meet supervisor's stated expectations;
- Follow directions;
- Cooperate (don't argue, agitate, or talk back);
- Get along with others.

Below average work performance is not acceptable. You may be terminated for negative or substandard work performance or failing to comply with safety standards. This may result in a serious infraction.

### **Pay**

Workers doing less than average work may receive reduced wages or none, as determined by the crew supervisor.

### **Check-out/Check-in**

A correctional officer must check workers out.

The unit officer must identify each worker as he answers.

If you do not answer, your name will be called again. After the second call, the offender may receive an infraction.

Offenders will not leave the area until the unit officer's count and the work supervisor's count agree.

The covered dock next to the living unit called the "back dock" is the area for DNR check-out/check-in.

Check-out times will be announced.

During DNR check-out/check-in the check-out/check-in area is out-of-bounds for non-DNR workers.

- Once you are checked out to work, you may not return to the living unit.
- Personal property is not permitted at the work site.
- DNR assigned raingear will not be worn when being checked in from DNR.

You will remain with your crew supervisor until returned to the unit staff. During the check-in process do not leave the area until staff have returned your ID card and released you from the area.

### **Fire Dispatch**

When dispatched to a fire, you must go prepared for an indefinite stay.

If you are scheduled for parole, SRA release or approved final work release call-out within 21 days, you will be excused from fire call-out.

The following items must be taken by each fire fighter:

- Hard hat
- Work boots
- Pants – 3 pair
- Gloves
- Shirts – 3
- Jacket
- Socks
- Underwear
- Towels
- Laundry bag
- Rain gear
- Pillow with case

A fire bag is issued to each worker:

- Each fire bag is numbered.
- You must remember the number of your fire bag.
- Personal property is not permitted at the work site.

Fire cooks will wear clean state-issued clothing when cooking or on the serving line.

Identifying caps will be issued to you by DNR.

- Caps must be worn at all times.
- You are accountable for your cap. A \$5.00 replacement fee will be charged for lost caps.

### **Return from Fire**

- You will not bring consumable items issued at the fire camp back to the facility.
- When checking in from the fire, all DNR crews will return to the designated check-in area.

## **SUPERINTENDENT'S CLOSING**

### **Full Productive Day**

This means that you need to work, stay sober, follow the rules, go to school and participate in volunteer programs, visits, religious activities and recreation. These activities are set up to mirror life in the community. Each of you should be asking yourselves two questions:

1. What am I going to do when I get out?
2. What do I need to do to get the skills and knowledge I need to make a successful re-entry to the community?

The first question requires that you look inside yourself and make a commitment to **live right**. The second question is about whom and what are the resources you need to get those tools.

## OCC Supplemental Orientation Handbook

Right living begins with right thinking. Right thinking gives you your best shot at succeeding in life. You have come far. You have a higher purpose. Pick those who are on a positive track to be your friends.

Don't get sucked into taking sides, joining gangs, incurring gambling or contraband debts and steer away from any potentially violent situations. Avoid disrespectful behavior towards staff and peers to include the use of inappropriate language. Don't settle for other people's expectations of you. Establish your priorities, make sure they match what you need to do at OCC and achieve them!

Contact your unit staff, your supervisor, your teacher, your counselor, or me when you have a problem. You might not get the answer you would prefer, but you will get help.

### ATTACHMENT

OCC Visit Guidelines