

CRCC LONG TERM MINIMUM F G H I - UNIT MANUAL


For offender viewing

<u>Section</u>	<u>Title</u>
1.	Offender Access to Unit Procedure Manual
2.	Cell Assignments
3.	Boundaries
4.	Callouts
5.	Unit Barbershop
6.	Count
7.	Interviews
8.	Classification
9.	Store Orders
10.	Offender Property
11.	In Cell Curio/Music Guidelines
12.	Cell Guidelines
13.	Offender Attire/Dress Code
14.	Housekeeping Plan for Unit Cleanliness
15.	Laundry
16.	Medical Services
17.	Offender Jobs
18.	Mail
19.	Showers
20.	Ice Machines
21.	Noise
22.	Safety
23.	Unit Dayroom and Unit Yard
24.	Telephone Use
25.	Clothing Exchange
26.	Confinement to Quarters
27.	Emergency Evacuation
28.	Smudging
29.	Offender Movement

This manual will be reviewed periodically by a collective group of Unit Managers, Sergeants and Correctional Officers.

Distribution of this manual is authorized by CRCC Superintendent J. Uttecht. Questions regarding these procedures may be forwarded via kite to the Unit Manager.

Jeffrey A. Uttecht:



2-18-14

Superintendent

****At any given time you receive a directive from any staff member you will comply, or be subject to an infraction.****

Section 1 – Offender Access to Unit Procedure Manual, Policy/Operational Memorandums and CI ACCESS Securepak Catalogs (DOC100.100)

- I. The unit manual will be available for check out from the Sergeant or Unit Officers.
 - a. The offender will review the unit manual at a table in the dayroom, and then return the unit manual to the Sergeant's office.
- II. Policy Manuals and Operational Memorandums will be dealt with in the following manner:
 - a. The offender can obtain the Policies and/or OMs book in the Sergeant's office and check out each policy individually to review in his cell.
 - b. A copy of the list of Policies and OMs are attached to the manual.
- III. CI ACCESS Securepak Property and Music Catalogs are available to check out from the game closet porter and may be taken back to cell by exchanging the offender activity card only. Catalogs must be turned in by 8:30 PM each night.
- IV. Each month, an offender may receive one gift package or one prepaid vendor package, but not both. In addition to these, one quarterly food package will be allowed.

Section 2 – Cell Assignments (DOC 420.140 & OM 420.140)

- I. Cell assignments: You will be assigned a cell upon your arrival to the unit.
 - A. Offenders may request a cell move within the first 30 days by submitting a courtesy bunk move request form to the unit Sergeant. Moves will be considered, but not necessarily granted.
 - B. The courtesy bunk move request must include the signature of the other offender(s) they are requesting to house with. Incomplete forms will be disapproved.
 - C. Offenders are limited to one move every 6 months.
 - D. To be considered for a move offenders must be 90 days major infraction free and 30 days minor infraction free.
 - E. Any major infraction will remove you from a 2 man cell.
 - F. Courtesy bunk moves will be each Wednesday of the month, unless circumstances arise that requires a postponement.
 - G. The unit Sergeant will manage the moves.
 - H. If the offender is requesting a lower bunk, lower tier, or other moves for medical reasons, he will be required to produce a valid health status report (HSR) from CRCC requiring the move.
 - I. None of the above limits unit Sergeants/Managers from making cell moves whenever necessary for emergency and/or administrative reasons.

Section 3 – Boundaries

- I. Out of Bounds
 - A. **Offenders are not allowed outside of assigned PODS without the permission of the Unit Officer, Sergeant or Unit Manager unless during movement.**
 - B. Holding cell area, laundry room, storage room, property room, and the support services area are out of bounds. Loitering on the tiers, stairs, in front of laundry rooms or counselor offices, Sgt.'s window, corridor, in the bathroom/shower, in front of the microwave/ice machine, JPay and bulletin boards are prohibited.
 - C. At no time is an offender allowed to enter a cell other than his own. No cell visiting or cell front visiting is allowed.

- D. The unit barber shop is strictly out of bounds, unless you are the barber, or on the callout for the allotted time.
- E. The upper tier is out of bounds if you live on the lower tier.
- F. The upper tier area behind the officer's station is strictly out of bounds unless you are a tier porter or otherwise authorized by a staff member.
- G. There is no loitering in front of another offender's cell; even if it is on your tier, **it is out of bounds**. While on the tier, keep moving until you reach your own cell.
- H. Offenders are not allowed to cross the red line in each pod without officer permission to approach the officer station or the unit bulletin board. Maximum of 5 offenders at one given time. At no time should there be any offender(s) at the officer station without the officer being present. Offenders must enter and exit the pod in front of the officer's station. Violation of any part of this rule can incur an infraction WAC violation of 103 and 210.
- I. Cell doors are to be closed at all times, unless you are cleaning your cell.
- J. You may not cut other offenders hair. You may not cut your own hair. Beard trimmers may only be utilized in your assigned cell.
- K. You are not allowed to be in the main corridor area unless authorized by a staff member or during movement time. If you want to talk to the Sergeant, CUS, or OA you must have permission to do so first.

Section 4 – Callouts (DOC 420.155 & OM 420.155)

- I. Units will operate on a callout system. **All offenders must be on a call out sheet or have authorization to exit the unit.**
 - A. External callouts will be called by Master Control at authorized time periods.
 - B. Offenders who are unable to attend mandatory programming or callouts will notify the unit pod officer to be placed on the unit lay-in list. If you are laying in from work, you must go to the clean room and notify the clean room officer you are laying in.
 - 1. Offenders who do not attend work or education programs due to illness or unexcused absence will not be authorized recreation/dayroom for that day.
 - 2. Offenders, who are placed on the unit lay-in list, must stay in their cell for that day and may only go to the bathroom, ice machines and microwaves for normal use only. There will be no loitering.
 - C. If you wish to be added to a callout you will need to fill out a callout request form, which are available at the officer's station.
- II. Call Outs
 - A. Call out sheets will be posted daily prior to the evening mainline on the unit bulletin boards. It is each offender's responsibility to check the call out sheets and appear on time for all scheduled call outs. Failure to do so may result in disciplinary action.
 - B. Offenders who have conflicting call outs should notify staff.
 - C. If an offender reports to staff that they have two conflicting callouts, staff will notify one of the conflicting callout locations that the offender will not be present for his callout.
 - D. If you are not on a callout you are not authorized to leave the unit.

Section 5 – Unit Barbers

- I. Unit Barber
 - A. The unit barber shop will be strictly out of bounds unless you are the assigned barber or on the callout for the allotted time.
 - B. No custom cuts, designs, or braiding of any type will be administered by the barber in the Units or recreation.

- C. There will be no personal property allowed in the barber shop; failure to comply may result in disciplinary action.

II. Unit Barber Callouts

- A. A sign-up sheet will be posted weekly in each pod to sign up for haircuts in the unit
- B. The hours of the barbershops will be 9:00-10:30 am, 1:30-3:00 pm, and 6:30-8:00 pm in all MI3 units.
- C. Units **F** and **H** barbershops will be open Sunday through Thursday. Units **G** and **I** barbershops will be open Tuesday through Saturday.

Section 6– Count (DOC 420.150 & OM 420.150)

I Count Times:

- 1. 6:20 am
- 2. 4:00 pm
- 3. 9:05 pm
- 4. 12:00 am

II Count Procedures

- A. Recall will be announced by Master Control over the intercom system. The Unit staff may yard the POD in as well.
- B. During all counts, unit officers must be able to see living, breathing flesh.
 - 1. During all counts, offenders will be required to be clearly visible to the officers performing count. When the officers are on the tier you must be on or at your bunk, until your side of the unit has been counted by staff, and you must remain silent and respectful.
 - 2. Head of the bed- the end opposite of the door, towards the outermost wall. Offenders must lay with their heads at the head of the bed while sleeping. Offenders may lie down to watch TV with their head towards the door as long as it is not during formal count, and not while sleeping.
 - 3. The offender is required to comply with all orders given until all counting officers are satisfied.
 - 4. Failure or refusal to do so may result in a WAC violation 653.
- C. Count lights will be on during all count procedures.
- D. After the count lights have been turned off and the Officers have completed the entire count of the Unit you will be allowed to exit your cell and utilize the toilet closest to your cell, brush your teeth and wash your hands and face, no exceptions. ***No showering until the unit officers announce count clear. This is a courtesy and will not be abused.***

III Procedures For Picture Board Count:

- A. All offenders will be returned to their cell at the direction of the Shift Lieutenant.
- B. Once the offenders are returned and placed in their cells, the picture board counting officers will identify each offender by name and number.
- C. Cell lights will be turned on during a picture board count.
- D. The Master Control Officer will announce: "Picture count, have your ID cards ready to show at your cell window."
- E. Each offender will display his ID card, in person, to the counting officers.
- F. The counting officer will compare the ID card with the offender.
- G. If an offender refuses to produce an ID card or does not have one, the Shift Lieutenant will be notified.
- H. There will be no offender movement during a picture count. Pictures counts will be completed in the same order as a normal count.
- I. There will be no movement until count is announced clear by the Shift Lieutenant.

Section 7 – Interviews (DOC 420.155 & OM 420.155)

- I. Requests
 - A. Offenders wanting to see the CUS, and/or unit OA will submit a kite or contact the Unit Officer for permission indicating the reason for the interview.
 - B. All correspondence for staff is to be placed in the Unit/Institution mail box in the dayroom.
 - C. If deemed an emergency by the officer, the officer will contact the CC3, Unit Sergeant, or Unit Manager for clearance for an immediate interview.
 - D. Requests for a notary public work shall be on a callout request form to records.

Section 8 – Classification (DOC 300.380)

- I. Facility Risk Management Team/Multi-Disciplinary Team (FRMT/MDT) Meetings
 - A. Unit FRMT/MDT meetings will normally be held once per week. Offenders will be notified at least 48 hours in advance.
 - B. Counselor shopping will not be tolerated.
- II. Classification Actions
 - A. Counselors will have an initial interview to address programming, custody options and future targets, release plans and other required information within 30 days of arrival.
 - B. Your counselor has an open door policy. If the counselor is busy there will be a posting on their stating "Do not disturb" if you have an issue with your counselor you should direct your concerns to the CC3. **Counselor shopping will not be tolerated.**
 - C. If an initial facility plan has not been done at WCC, they will complete a Facility Plan which will address custody, release plans, programming and other relative information.
 - D. Offenders may appeal all classification actions to the Superintendent of the facility they are housed within 24 hours of the FRMT/MDT meeting. The Superintendent's decision is final.
 - E. Classification meetings are a mandatory call out.
 - F. All offenders are encouraged to attend all of their classification meetings. Offenders may waive their attendance prior to the meeting by submitting a written and signed statement that they waive their presence and agree to the meeting being held in their absence.
 - G. Classification Counselors will work with offenders as directed in DOC 350.200 to develop plans for release to the community and complete the Offender Release Plan. It is your responsibility to work with your counselor on your release plan. Your counselor is to be used as a resource only.
 - H. If an offender needs legal copies completed, the offender will notify the counselor a minimum of 24 hours prior to the need for the copies. If you have any other questions regarding legal work refer to DOC 590.500 & OM 590.500.
 - I.

Section 9 – Store Orders (DOC 200.210 & OM 200.210)

- I. Procedure
 - A. Offender places a store order through the inmate phone, instructions are available in the units.
- II. Engraving
 - A. It is your responsibility to have your property engraved.
 - B. It is the offenders' responsibility to give the item to an identified staff member at the time the offender receives the item needing to be engraved.
 - C. Staff will engrave the item when time permits and return to the offender.
 - D. Offender will show "valid" property or store receipt before any item will be engraved.

- III. Returns
 - A. There will not be any opportunity for offenders to reject items from store. Once they place an order and it is received the sale is final.
 - B. Prior to the due date of "ordering" the offender can adjust their order through the phone. Every week 20 minutes is allowed for ordering on the phone, these are free phone calls.
 - C. Offenders must notify the Unit Manager or Unit Sergeant within 24 hours if purchased appliance does not work.
- IV. Lost Items
 - A. If you are charged for an item but never received it, kite the store.
- V. Indigent Hygiene
 - A. If indigent, an offender may order hygiene items with the understanding a debt will be incurred.

Section 10 – Offender Property (DOC 440.000 & OM 440.000)

- I. Limitations
 - A. All items not specifically authorized or that have been altered are contraband and will be confiscated. Items must remain in their original container.
 - B. Offenders are required to sign for any and all property received on the appropriate form and have receipt of property verified by a unit officer.
 - C. Allowable property:
 - 1. One (1) Instrument (with an in cell music permit)
 - 2. One (1) Hobby Craft Box (with an in cell hobby permit)
 - 3. One (1) Religious/Sacred Items Box
 - 4. One (1) Legal Material box (not to be used for legal property or any unauthorized items)
 - 5. One (1) TV (2 per cell)
 - 6. One (1) Radio each (4 per cell)
 - 7. One (1) Green State Issued bag can be used as a storage container, preferably for State Issued Clothing
 - 8. One (1) Each Lamp/Fan/Typewriter
 - 9. One (1) Mesh bag provided by the facility may be used for Consumable store items
 - 10. One (1) Laundry bag
 - D. Consumable items purchased through the offender store program will be on a shelf or stored in provided blue mesh bag.
 - E. T.V.'s must remain on the provided stand or table.
 - F. No items will be stored in the window sills at any time. If you acquire too much property that cannot be stored in the cell in compliance with the rule stated above, it will be required to be sent out, destroyed or donated.
 - G. Personal property or games that are signed out will not be left in the dayroom and will be subject to confiscation.
 - H. Boots and shoes will not be left outside the cells.
- II. Legal Materials
 - A. Legal materials will be stored in the cell and should not exceed what can be contained in a 2,160 cubic inch box (e.g., 18" x 12" x 10"). (At CRCC this means that it can be stored in the capacity of one (1) standard property box total.)
 - B. Facilities will only store offender personal property when offenders are placed in segregation, the hospital, out to court or other situations where they temporarily lose control of their personal property, or offender's personal legal material exceeds the amount allowed to be stored by the offender.

- C. All offenders who retain legal materials will keep it secured in their cell in one (1) standard issued property box. (One box is the maximum allowed in the cell at one time)
- D. If the offender has more than the contents to fill One (1) box then the offender should inventory all the legal materials in their possession and the excess boxes will be placed in the Legal Material Storage Area.
- E. The offender's legal work will be cataloged by the offender to ensure effective access when the request is made for exchange of the legal material. It is the offender's responsibility to maintain accurate organization to ensure timely exchange.
- F. The offender will mark each of his boxes with a "property tag" that will be provided by staff. It is up to each offender to inventory and mark each of his boxes with the "property tag".
- G. Offender Request for legal materials that are in the Legal Material Storage will be done through their assigned counselor and the property room staff. Staff will make effort to retrieve the requested material within 72 working hours, or 3 work days. (Exceptions to this are case by case and include events such as emergencies and holidays, etc.)
- H. For MI3 Units, offenders may only have items that fit into the storage space under the bed and locker.

III. Roll Up Process for Transfers

- A. Designated Staff will complete an inventory of all personal property for each inmate who is transferring, documenting the inventory on the Property Inventory Sheet for each inmate.
- B. Any Confiscated property will be placed in a separate box/bag and a Property disposition form (DOC 21-139) will be attached after the inmate has signed the form indicating what the disposition of the confiscated property is to be and sent to the property room for disposition.

IV. Segregation Placement

- A. When an offender loses physical control of his property I.E. placed in Segregation, Court Ordered Custody, Hospital admission, transfer to other facilities or custody levels.
 - 1. The offender's property will be removed from the cell BY STAFF not another offender using the electronic inventory sheet.
 - 2. Consumable items like food and hygiene items are required to be inventoried on the inventory sheet (they can be noted as miscellaneous food items).
 - 3. The inventory will be conducted as per (DOC 440.000). The offender property boxes are not to weigh over twenty five pounds.
 - 4. Any excessive state property will be sent back to state issue and disciplinary action may follow.
- B. The following property will be sent to segregation:
 - 1. Legal work — when requested by the offender with a deadline
 - 2. Address book
 - 3. Religious material
 - 4. Eyeglasses, dentures, bridgework, prosthetics
 - 5. Wedding band
- C. Medications and medical equipment will be returned to medical for reissue.

- V. Allowable Items for offenders transferring to another facility will be in accordance with policy 440.000.

Section 11 In-Cell Curio/Music Guidelines (DOC 540.105 & OM 540.105)

I. Cell Music Requirements

- A. Offenders may submit a request for in-cell music privileges to CRCC MSC Recreation Department.

II. Cell Curio Requirements

- A. Curio Permits are requested through the CRCC MSC Recreation Department.

Revised January 2014 (supersedes previous version)

- B. Offenders are authorized to have two in-cell curio permits. They may choose from the following, if approved through the Unit Manager;
 - 1. Art
 - 2. Beading
 - 3. Knitting/Crocheting/Hair weaving
 - 4. Macramé (projects may not be hung from the ceiling)
 - 5. Earrings (single post earrings that meet the definition of allowable earrings for offenders per CRCC 440.000 Personal Property for Offenders **may not** be made in the Hobby craft program)
 - 6. Small paper products (such as picture frames, etc.)
 - C. Curio permits will be taped to the underside of the curio box lid.
 - D. Hobby craft such as beading may be done in the dayrooms as long as it does not make excessive messes or cause a disruption to the unit.
 - E. Acoustic Guitars may be played in your cell or on the outside pad but only two at a time may play together on the outside pad.
- III. Curio Terminated
- A. If an offender with a curio permit incurs a major infraction his curio privileges may be terminated for no less than 30 days and he may reapply at that time.
 - B. If an offender misuses the curio, the curio may be terminated for a period of time to be determined by the Unit Manager.
 - C. Offenders who have curio terminated over six months will be required to dispose of their curio equipment.
- IV. Other Rules and Restrictions
- A. The offender will pick up curio supplies from the Recreation Department Curio Coordinator.
 - B. All curio tools and curio items will be stored in the offender's curio box with a current inventory. If an offender has two curio permits all curio items must be stored in the one authorized curio box.
 - C. Ink bottles/cartridges will not be allowed.
 - D. Offenders are only allowed to have one approved clear plastic container to store their in-cell curio items.

Section 12 – Cell Guidelines

- I. Cell Maintenance
- A. Walls
 - 1. Health Status Reports (HSRs) are authorized to be taped on the walls. The HSRs will be taped, only in a designated area, located on the short wall by the door. Multiple HSRs will be stacked on top of each other, taped along the top edge only.
 - 2. Pictures are authorized at the foot of the bed only.
 - 3. No magazine or newspaper cutouts will be allowed to be taped to the wall.
 - 4. No other items are authorized on cell walls or bunks.
 - B. Windows and Vents
 - 1. No window coverings are authorized on/in outer window or door window.
 - 2. No items will be used to block the window.
 - 3. Putting anything on the windows will be considered a violation of unit policy and may result in disciplinary action to include infraction.
 - 4. There will be nothing covering the vents at any time.
 - C. Bunks
 - 1. **There will be nothing taped or tied to your bunks at any time.**
 - D. Clothing

1. Clothing may be stored away in the green state issued duffle bags with the exception of one coat and hat per offender. You are also permitted to use the shelves below the bunks for storage as long as it is neat and orderly.
 2. No clothing items will be hung from anything other than the hooks provided to hang clothing from.
- E. Sanitation
1. Floors must be swept and clean at all times
 2. Cleaning supplies will be made available on a regular basis from the porter on duty and you will be required to exchange your activity card for supplies.
 3. There will be no garbage liners issued to offenders for their cells.
 4. State issued supplies are not for inmate retention. They will not be kept in your cell. Examples are toilet paper, paper towels, spray bottles, unit sponges, brooms and dust pans.
- F. Sheets, mattresses, blankets, towels, etc., will not be used as curtains, rugs, dust covers, furniture pads, floor covers, toilet/sink covers, privacy curtains, and door mats or for any purpose other than which they were made.
- G. Light Fixtures
1. Light fixtures, including personal lamps, must not be covered or altered with paint, paper or homemade shades.
 2. At no time will incense be placed on the light fixtures.
- II. State Issued Cell Supplies
- A. The following state issued items are furnished to each cell:
1. One mattress per bunk which must be placed on the bunk assigned.
 2. One state issue wastebasket per cell.
- III. State Issued Items
- A. Basic state issued personal items:
1. Two sheets per offender.
 2. One pillow per offender.
 3. One pillowcase per pillow.
 4. Two blankets per offender.
 5. Three towels per offender.
 6. Two washcloths per offender
 7. One green duffle bag per offender.
 8. One white and one blue laundry bag per offender.
- B. Any exceptions to this list must be by HSR.
- C. Offenders are responsible for properly using and maintaining all state issued items. State issued items remain the property of the state. Any waste, destruction, misuse, alteration, theft, excessive or carelessness resulting in damage may result in disciplinary action.
- IV. Personal Property
- A. Must conform to DOC Policy and OM 440.000 Offender Property.
- B. T.V.'s must remain on the provided shelf or table.
- V. Offender Laundry
- A. The institution laundry will wash all clothing.
 - B. Laundry will not be washed in the cells, or bathrooms.
 - C. Laundry buckets will not be provided.
 - D. Trash cans are not be used for washing clothes in the cell.
 - E. Linen will be exchanged each week by every offender **no exceptions**. Follow the linen schedule posted. If you do not exchange your linen you will be subject to disciplinary action.
 - F. Washers and dryers in the units are specifically used for the dog program only.

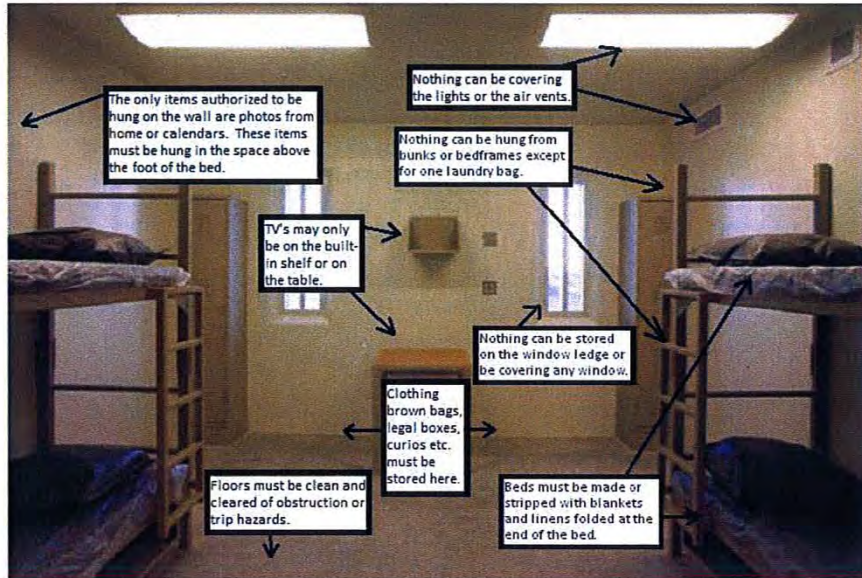
VI. Cell Inspections

- A. Cells will be subject to inspection at any time.
- B. Offenders assigned to cells that are out of compliance may receive a Cell Inspection form, listing the deficiencies and will be given the expectation to correct the deficiency. If not corrected you may be subject to disciplinary action.
- C. State issue items being used contrary to these guidelines may be taken as contraband.

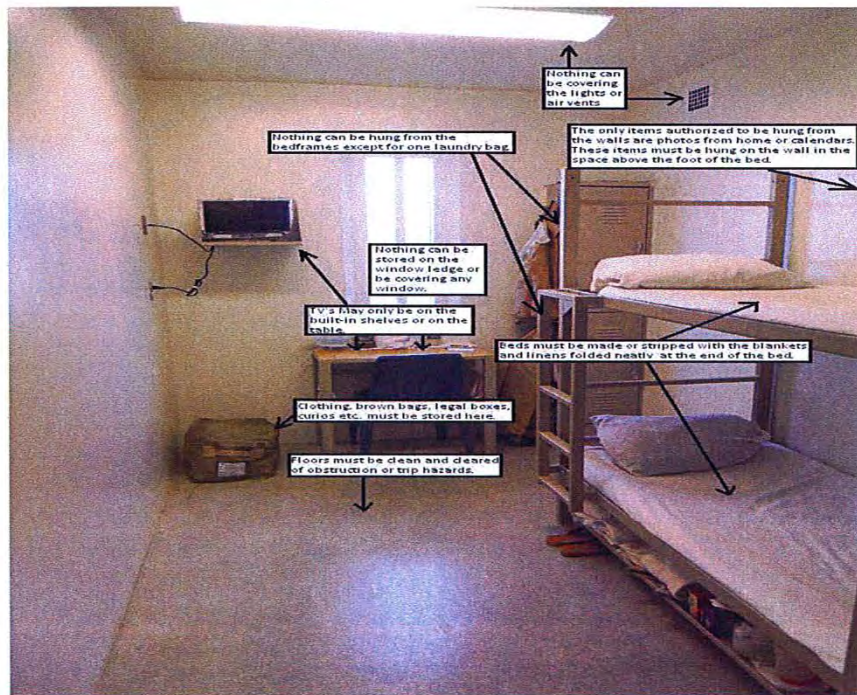
VII. Noise Control

- A. Excessive noise may result in a disciplinary action.
- B. Earphones must be worn or volume low enough that noise is not heard at cell front while watching television or listening to radios.

Cell Guidelines 4-Man Cells:



Cell Guidelines 2-Man Cells:



Revised January 2014 (supersedes previous version)

Section 13 – Offender Attire/Dress Code

- I. General Code: Offender Standards of Attire is contained in the CRCC Offender Orientation Handbook and Unit Rules.
- II. In-Unit Dress Code
 - A. Out of Cells
 1. ID cards will be worn at all times, upper left chest area only.
 2. Clean clothing not torn or altered.
 3. Outer shirts covering from shoulder to waist.
 4. Pants or shorts must be worn.
 5. Shirts must be tucked in and buttoned before the offender leaves the pod.
 6. Shoes with socks.
 7. Outerwear must be worn over underwear at all times.
 8. No hats, headgear, coats, or vests will be worn in the unit or dayroom, unless processing through the dayroom for an out-of-unit callout.
 9. Only shoes and work boots are allowed past the sliders, no shower shoes or flip flops.
 10. No sunglasses inside unless prescribed.
 - B. Dining Hall
 1. ID card will be worn at all times.
 2. Clean clothing, not torn or altered.
 3. Outer shirts covering from shoulder to waist.
 4. Pants (no shorts or sweat pants)
 5. Shirts tucked in and buttoned.
 6. Only Shoes with socks will be worn to the dining hall.
 7. No layered clothing.
 8. No sunglasses unless prescribed.
 - C. Showers
 1. Outer shirts covering from shoulders to waist.
 2. Pants or outer shorts covering from waist to mid-thigh.
 3. Shower shoes with or without socks, or shoes must be worn to and from the showers
 4. ID card will be worn to and from the showers.
 - D. Office Area
 1. ID card will be worn at all times.
 2. Clean clothing not torn or altered.
 3. Outer shirts covering from shoulders to waist.
 4. State pants must be worn. No state issued shorts or sweat pants.
 5. Shirts must be tucked in and buttoned prior to the offender leaving his cell for any call out.
 6. Shoes with socks.
 7. Outerwear must be worn over underwear at all times.
 8. No hats, headgear or coats in the dayroom while waiting for medical or support services callout.
 9. No sunglasses inside unless prescribed.
 - E. Unit Workers
 1. Unit workers will wear state issued khaki pants and shirts tucked in while performing their jobs and have your work vest on as well as state boots or shoes. Offenders in the Support Services area will wear pants – no shorts or sweatpants.
 - F. In Cells
 1. Under-shorts at a minimum.
 - G. Unit Yard and Dayroom Recreation

1. ID card will be worn at all times.
2. Upper body clothing covering from shoulders to waist in dayroom and to and from yard.
3. Lower body external clothing covering from waist to mid-thigh. (Shorts, pants, and sweats are okay)
4. You may take your shirt off in the unit yard, but put it back on before leaving the yard and returning to the dayroom. External pants or shorts remain on at all times.
5. Shoes with socks.
6. The dayroom will close at 8:55 hours daily. After the 9:05 pm count clears you are authorized out of your cell to use the showers, ice machines, microwaves, hotshots, JPay and phones until 10:55 pm. After 11:00 pm you are required to remain in your cell with the exception of movement to the bathroom for toilet use only and to wash your hands. Out of unit worker scheduled to work prior to 6:20 may use the showers facilities. After 5:00 am you can come out to brush your teeth.

Section 14 – Housekeeping Plan for Unit Cleanliness

- I. General
 - A. Units will be kept clean at all times. This means clean floors, windows, walls, vents, no dust accumulation, empty garbage cans, etc.
- II. Daily Cleaning Schedule
 - A. The unit custodians, groundskeepers, and recyclers will complete duties as directed by staff during their assigned hours of work. Duties include sweeping floors, wiping walls, window sills, vents, and other flat surfaces, cleaning windows, etc. and other duties as identified on each individual job description. Staff may have the offenders out cleaning other times as needed.
 - B. Staff will inspect the areas prior to signing the time sheet to ensure the offender's work is up to standards.
- III. Areas requiring staff supervision when cleaned
 - A. Staff support office areas
 - B. Property room
 - C. Janitors closets on the tiers
 - D. Barber shops
- IV. Blood and body fluid clean-up
 - A. All Offenders are required to clean up blood and body fluids as part of your job duties.
 - B. All blood and body fluid clean-up will be supervised by staff and properly documented.
- V. Offender in-cell responsibilities
 - A. All offenders are responsible for keeping their cells clean on a daily basis, to include walls, floors, tables and bunks. Failure to do so will result in disciplinary action.
 - B. Supplies available for cell cleaning include: broom, spray bottles of cleaners/disinfectants, toilet brush, cleaning rags and mop. You will exchange your activity card for supplies. **There will be no garbage bag liners issued for offender in-cell use.**
 - C. Throwing trash or linen on the tiers is not permitted.
- VI. Cleaning Supplies
 - A. Cleaning supplies are kept in the main custodial closet and issued by janitorial porter in exchange for your activity card.
 - B. Rags for cell cleaning will be available to offenders.
- VII. Waste Disposal

- A. Solid waste
 - 1. Placed into unit garbage cans.
 - 2. Offenders may dump their trash when coming out of cell.
 - 3. Unit custodians empty garbage bags into the garbage cart outside the unit.
 - 4. Small office garbage cans in the Support Services area will not use liners. Only the large trash receptacles will have liners.
- B. Recycling
 - 1. Large plastic trash cans are available in each pod to empty your cell trash into.
 - 2. There will be an assigned offender porter who will remove the large plastic trash can from each pod daily to sort out recycle items.
 - 3. Offenders assigned as recyclers will be trained and responsible for properly sorting all waste items.
- C. Mattresses and other miscellaneous items
 - 1. Mattresses are cleaned with disinfectant.
 - 2. All soiled towels and rags are sent to the laundry. None are placed in the trash cart.
 - 3. Any clothing, bedding or towels contaminated with body fluids, will be placed in a MonoSol Bag, then in a Yellow Bag, and sent to laundry.

Section 15 – Laundry

- I. Procedure for state clothing
 - A. Process in Unit, Out Going
 - 1. Offender places all laundry into the white laundry bag.
 - 2. Offenders will make sure that their number is stamped on all issued clothing.
 - 3. Offender fills out laundry slip (DOC 21-197) for state clothing.
 - 4. Unit Laundry Porter will bring laundry bags to designated area.
 - 5. Unit laundry worker staples identification tag on the white laundry bag and also on each non-white item.
 - 6. The white bag should be no more than one-third full in order to wash properly.
 - B. Unit Process, Incoming
 - 1. Laundry workers sort laundry for each offender. Laundry is distributed through unit process by third shift/or as time permits on 2nd shift.
- II. Lost Laundry
 - A. Offenders are accountable for their state clothing. Loss of articles could result in an infraction.
 - B. If items are presumed stolen or not returned from laundry, the offender must contact unit staff as soon as possible with their copy of the laundry slip indicating what was not returned or is missing.
 - C. Staff signature on the offender's kite indicates that the unit staff member has verified the lost items were not returned to the offender.
 - D. The offender will send the signed kite with the laundry slip to the Clothing Room, and the unit Sgt. will send an email.

Section 16– Medical Services (DOC 610.650 & OM 610.650)

- I. Emergency Medical Needs
 - A. Offenders who need immediate medical attention should contact unit staff.
 - B. Staff will request clearance for the offender to be assessed by medical staff.
- II. Sick Call
 - A. Sick call is conducted daily as scheduled.
 - B. Offenders will sign up for sick call by placing their name on the sick call sheet provided in each unit pod. An offender will be on lay-in status until seen by medical.

- C. Offenders on sick call will remain in their cells until called out by unit staff.
- D. If the offender needs to return to work, the medical officer will call Master Control and clear the offender at next movement.

III. Pill line

- A. Pill Lines are completed at medical.
- B. Diabetic callouts will be completed as directed by medical. *If you miss your daily call out or pill line you may be infraacted.***

IV. Dental

- A. Offenders with dental needs are directed to send a medical kite to the dental department.

V. Mental Health

- A. Offenders with mental health needs are directed to send a medical kite to the mental health provider.
 1. Offenders with emergent mental health issues should contact unit staff who will contact mental health.

Section 17 – Offender Jobs

I. Offender Job Requests

- A. Offenders should submit a request to their counselors to be placed on the job waiting lists; you will be placed on a job waiting list defined by your screening criteria.
- B. Offenders may be assigned to work a position even though they did not make a request.
- C. At any given time offenders may be directed by a staff member to work. (Offenders are always on duty, and will follow staff directives or be subject to disciplinary action.)**
- D. Workers are paid for hours worked not a set amount of hours. You must have the Officer inspect your area and enter your hours each time you work.
- E. Jobs are a privilege and if you are found guilty of any major infraction you will lose your job and your two man room. Jobs and two man rooms are reserved for those who want and earn the right to remain infraction free and are not behavioral issues.

II. Suspensions and Terminations

- A. Any unit staff member may suspend an offender worker for cause.
 1. Poor performance, refusing to work, unexcused absences, inappropriate behavior, or being a security problem may be reasons for suspension.
 2. The staff member will write an infraction report and send it to the infraction review officers for review.
- B. In lieu of writing an infraction, unit staff may review behavior expectations with the offender and send an observation report to the unit team.
- C. Only the Unit Manager and the Unit Sergeant have the authority to terminate an offender from his unit job. If you are terminated and found guilty of a serious infraction you will be reviewed by FRMT/MDT.
- D. Offenders may not quit a job without being subject to an infraction (WAC 557, 810 or 104).
- E. If an offender is found guilty of a Major Infraction he will be terminated from his job for 6 months or 1 year depending on the infraction.
- F. If he is found not guilty of the behavior or his infraction is dismissed, he will be returned his job.
- G. Offenders may request transfer to another employment position after working a minimum of 90 days in their current position with the exception of CI.

Section 18 – Mail

I. General Procedures

- A. Mail will be delivered to offenders prior to 10:00 pm.
- B. Mail will be delivered only to the offender to whom it is addressed. If the offender is not in the cell for some reason, the mail will be held at the Officers desk.

II. Outgoing Mail

- A. Offenders will place their mail in the unit mail box.
- B. **Staff is not responsible for picking up offender mail at cell front.**
- C. Mail will be sorted and sent to the CRCC Mail Room by the end of first shift.
- D. Mail will be correctly addressed or it will be returned.

III. Legal Mail

A. Documentation

1. All incoming and outgoing legal mail will be logged on the Incoming/Outgoing Legal Mail logs.

B. Incoming legal mail

1. Incoming legal mail must be opened in the presence of the offender, scanned by unit staff to ensure that it is legal mail, and checked for contraband before being given to the offender.
2. The offender is required to sign and date the legal mail log for receipt of mail.
3. If the offender refuses to sign, the unit officer will indicate such and sign after the notation.
4. If the offender refuses to accept the legal mail, the unit officer will indicate the refusal on the incoming legal mail log. The mail will be returned to the CRCC Mailroom and logged on the Outgoing Legal Mail log.

C. Outgoing legal mail

1. Outgoing legal mail will be inspected, sealed (offender can seal), and signed by unit staff in the presence of the offender.
2. Legal mail will be accepted up to 2045 hours.
3. Outgoing legal mail must be addressed, marked as legal mail, and have a complete return address.

IV. Packages

- A. All incoming and outgoing packages will be processed by CRCC Property staff except for books and curio packages. Curio packages are picked up by Recreation Department personnel. Books will be processed through the CRCC Mailroom.

V. Negotiable Instruments

- A. Checks, money orders, credit cards, coupons, lottery tickets, or any other item that can be used to transfer assets, must be turned in to your counselor immediately.
- B. The counselor will photocopy the negotiable instrument, sign and date the copy and provide to the offender as a receipt and forward to the business office.

VI. Indigent Mail

- A. All offenders requesting indigent mail will contact their counselor to complete the process.

Section 19 – Showers

I. Shower Procedure:

- A. Showers will close at approximately 3:45 pm to prepare for count and at approximately 8:45 pm for cleaning.
- B. There will be no holding or reserving showers; it is first come first serve.

- C. Unattended property left in the shower will be confiscated.
- D. No loitering in the showers.
- E. The handicap bathrooms are out of bounds for those who are not handicapped.
- F. **Hand dryers will be used strictly for drying your hands.**

II. Authorized Items

- A. Soap
- B. Shampoo
- C. Towel
- D. Washcloth

III. Unauthorized activities

- A. Offenders are not allowed to emit any bodily waste in the shower.
- B. Offenders are not allowed to brush teeth in the showers.
- C. Offenders are not allowed to wash clothes in the showers.
- D. At no time will offenders bring their garbage cans to the showers for the purpose of cleaning their clothes in the showers.

Section 20 – Ice Machines

I. General Procedures

- A. Ice may be obtained using authorized containers only: **one store purchased cup**. No pop bottles or pitchers are authorized.
- B. The cup will not be covered with any material.
- C. No plastic bags will be authorized without an HSR.

Section 21 – Noise

I. Noise

- A. There is a low volume noise policy in the unit, to include the dayrooms.
- B. While watching TV or listening to your radio in your cell, earphones must be worn or the volume maintained low enough to not be heard at cell front.
- C. Loud radios or TV's will be confiscated and an infraction may be written.

Section 22 – Safety

I. General Procedures

- A. During an emergency (I.E. offender fight, fire, earthquake, etc.) offenders will:
 - 1. Follow staff instructions without hesitation.**
 - a. Return to their cell
 - b. Lay down on the ground
 - c. Remain seated, etc.
 - 2. Absent any staff instructions, move away from the emergency without hesitation.
 - 3. Follow established evacuation routes.
- B. If there is a disturbance that results in a weapon being fired, all offenders are required to immediately lay down on the floor or ground. Any offenders remaining standing or proceeding in the direction of the disturbance will be considered to be actively involved and will be subject to the appropriate use of force required to control the situation and disciplinary action.

II. Unit Safety Procedures

- A. Offenders may not **run** at any time.

- B. Offender may not push, shove, shadowbox, wrestle, or engage in horseplay.
- C. Offenders must not climb or jump from one tier to another.

Section 23 – Unit Dayroom/Unit Yard

- I. General rules for unit recreation:
 - A. No shouting, throwing, or horseplay.
 - B. ID cards must be worn.
 - C. No sagging.
 - D. No group exercising is allowed. A group exercising is considered 3 or more.
 - E. No more than three offenders will be permitted to pray together in the unit yard. An offender may start a prayer/activity but will not be placed in a position of authority over any other offender(s) or lead/facilitate religious activities of other offenders in the activity area.
 - F. No gloves of any kind or hand coverings to include socks.
 - G. Four offender's maximum at each table except for the outside tables that seat five
 - H. No sitting, lying, standing or loitering at or on the tables. Offenders must sit at the table with both feet on the floor.
 - I. No switching users on the same phone calls. No loitering around the phone banks.
 - J. No exercise of any kind in the dayroom or up and down the stairs or on the tiers, to include mall walking.
 - K. No offenders will be allowed to braid, cut or comb another's hair in the dayroom, unit yard or their cell. Hair cutting is only allowed in the unit barber shop and the recreation barbershop.
 - L. No running in the dayroom.
 - M. Eating in the dayroom is allowed, please be mindful of your mess and clean up after yourself. Failure to maintain the cleanliness of the dayroom could result in the loss of dayroom privilege.
 - N. Only J-P-3 players and Discmans are allowed in the dayrooms and unit recreation areas. Dayrooms and outside areas are subject to closure at the discretion of the Unit Staff. If at any time an Offenders conduct jeopardizes the orderly operation of the dayroom the unit staff may cell him in for the remainder of the period.
 - O. Unit games and food are not authorized to be taken to the Unit yard; they are for dayroom use only. **(Playing cards may be taken outside)**
 - P. Personal property or games that are signed out will not be left in the dayroom and will be subject to confiscation.
 - Q. There is no loaning, borrowing, accepting or trading of anything with any other offenders.
 - R. No gambling or appearance of gambling will be tolerated.
 - S. All JPay Video Visitation rules will be followed.
 - A. Friends and family can schedule a video visit based on the scheduled. JPay will then send you notification of the scheduled time of the video visit. You are then required to contact your unit officer to put your name on the schedule.
 - B. When it is time for your visit, check in with the unit officer and retrieve the privacy screen. It is MANDATORY that you use the privacy screen during your visit. The privacy screen MUST be properly attached to the chair prior to your visit starting. Other offenders are NOT allowed to view your visit. If the privacy screen is NOT set up or is moved during the visit; you are letting other offenders view your visit – your visit will be terminated and your video privileges will be suspended.
 - C. Once you log on to JPay you will see an option to "join" visit. You have from 5 minutes prior to the visit until 10 minutes into the visit to "join." You may terminate your visit at any time during the session – and your friends and family have the same option.
 - D. Only DOC approved visitors will be able to schedule AND participate in video visits. If you are found to be visiting with anyone who is not on your approved DOC visitors list your video will be terminated and your JPay video privileges will be suspended.

- E. If at any time a staff member deems your visit inappropriate or if you are not abiding by DOC policies-your visit will be terminated and disciplinary action may be taken. Please do not lose this privilege.

II. Personal Items

- A. The following items are not authorized:
 - a. Hats
 - b. Coats, jackets, headbands, bandanas, etc.
 - c. Excessive noise or disruptive behavior.

III. Equipment

- A. Mistreatment, destruction, or damage to unit dayroom equipment may result in disciplinary action.
- B. The television will be controlled by the Unit Officers and the volume will be set to a certain setting. Do not adjust the audio settings on the television.

Section 24 – Telephone Use (DOC 450.200 & OM 450.200)

- I. Telephones are available for use in the dayrooms and available during normal dayroom hours. Offenders are not allowed to “share” telephone calls and should be respectful to others using the phones. No telephone calls after 10:55 pm. Unit staff on the floor will ensure that the offenders have equal opportunity to utilize the dayroom phones.
- II. Legal Calls
 - A. Offenders may use the phones in the dayroom. Attorney numbers are not monitored. Requests for legal calls using the legal phone booth shall be made to the offender’s counselor. Information should include attorney’s name and phone number for verification purposes.
 - B. Legal calls from the legal phone booth shall only be authorized Monday through Friday, excluding holidays, during the hours of 0900 to 1045, and 1300 to 1530. Exceptions may be made by a counselor for verified reasons.
 - C. Only one person at a time is allowed at the J-Pay and Kiosk or you may lose your J-Pay and Kiosk privileges.

Section 25 - Clothing Exchange

- I. Clothing Exchange
 - A. State issued clothing worn out through normal use may be exchanged through the clothing room. If the clothing is serviceable the clothing room will send it back to the offender.
 - B. Procedure:
 - 1. Clothing exchange will occur as requested and scheduled with property/state issue. The offender will be placed on the callout to exchange clothing.

Section 26 – Confinement to Quarters

- H. General Procedures
 - ALL activity requires staff permission FIRST; using phone, shower, ice, etc.**
 - A. Offenders placed on Confinement to Quarters (CTQ) through the minor or major hearing process will be afforded the opportunity to come out of their cells for the following:
 - 1. Offender is authorized (1) 15 minute shower per day.
 - 2. Offender is authorized (1) 20 minute phone call according to the sanction sheet.
 - 3. Offender may attend (1) religious service per week. (This does not include programs, meetings, or smudging).

4. Offender may clean his living area, as stated in policy, for ½ hour between 6:30 a.m. - 8:30 a.m.
 5. Offender is not allowed to be out of his area at any time, unless authorized by staff.
- B. Offenders who fail to comply with sanctions will be subject to disciplinary action.

Section 27 - Emergency Evacuation (CRCC 410.355)

I. General Procedures

- A. During an evacuation the following directions will be followed by staff and offenders:
 1. The offenders will be evacuated out of the unit using the safest route possible. If at all possible, the primary route for evacuation will be through the front doors to the breezeway in front of the unit.
 2. The offenders will be responsible for exiting the building and proceeding to the proper assembly area.

Section 28 - Offender Smudging (DOC 560.200)

I. General Procedures -- ***These procedures may change as we develop this process further.***

- A. Offenders are not authorized to burn smoke or odor producing substances inside buildings. Offenders will be restricted from having any matches or ignition devices in their possession, unless in the smudging area.
- B. The smudging area is not considered a sacred area. Offenders will not be allowed to mark any area with rocks or religious symbols. When using the smudging area, staff will direct the offenders to a specific table to ensure no informal ownership develops.
- C. Smudging is to be done on an individual basis. There will be no group prayer, sharing of smoke producing items, or any verbal interaction between the different offenders while smudging. Offenders failing to comply with this requirement will be infracted.
- D. Offenders using the smudging area will be required to be fully clothed, as required by operational memorandum whenever an offender uses the yard facilities.
- E. Offenders will notify staff at least 15 minutes in advance of the smudging period if they have signed up to use the smudging area, then elect not to go.
 1. Offenders who fail to do this will be infracted. If an offender consistently signs up to use the smudging area then elects not to attend, they will be referred to the Chaplain for possible disciplinary action.
 2. If the Chaplain determines an offender's smudging privileges should be revoked, they will be informed in writing.
- F. Offenders on Confinement to Quarters will not be allowed to use the smudging area.
- G. Any offender who signs up to use the smudging area, and is not provided an opportunity to smudge due to limited time slots, will be given priority on the following days list.

II. Unit Process

- A. Offenders will be required to sign up for smudging on sign up list in the Sergeant's office 24 hours in advance. Smudging is on a first come first serve basis.
- B. Offenders will observe smudging at the unit smudge pad.
 1. Offenders will receive three (3) matches and a striker plate to use at the unit smudge pad. After each use, the offender will return the used and unused matches along with the striker plate to the unit sergeant. If an offender fails to return all 3 matches, (Returning burnt MATCH HEADS not just burnt match sticks.) They will be infracted and their smudging privileges will be revoked pending review by the Chaplain and Unit Manager.
 2. Offenders may not have conversations with other offenders smudging at the smudge pad.
 3. Offenders will not be allowed to lie on the ground for safety issues.
 4. A maximum amount of two (2) (1 from each unit) offenders will be authorized to smudge at one time at their designated smudge pad.

III. Smudging Times

- A. 7:30 am to 8:45 pm
- B. Offenders may take their Sacred Items boxes to the smudging area but will be required to open the box and allow staff to visually inspect the contents.
- C. Offenders not wishing to take their Sacred Items box to the smudging area may hand carry the items needed to smudge.
- D. Offender will sign up for smudge pad use 24 hour prior to using the smudge pad so offenders can make sure time will be available when they need it.

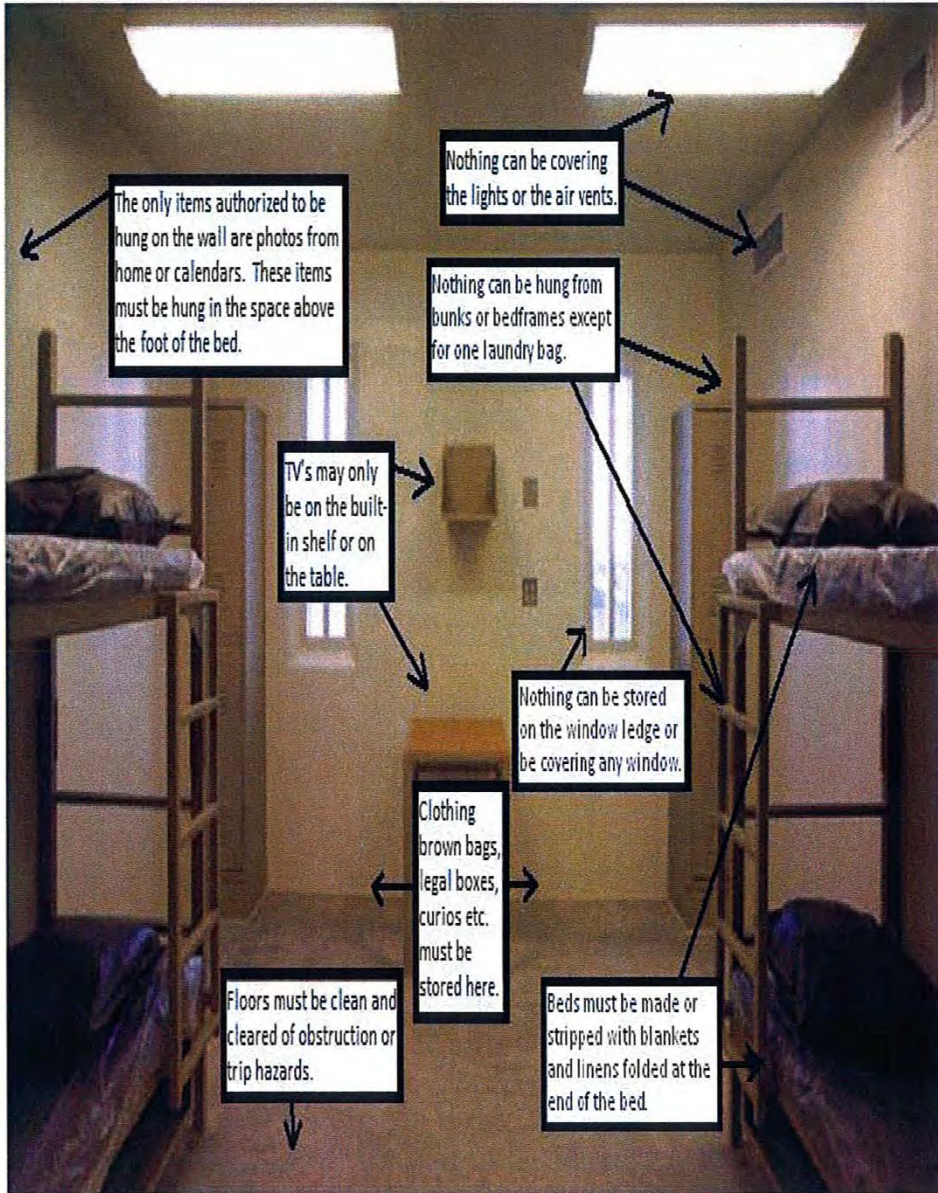
Section 29 - Offender Movement

I. General Procedures

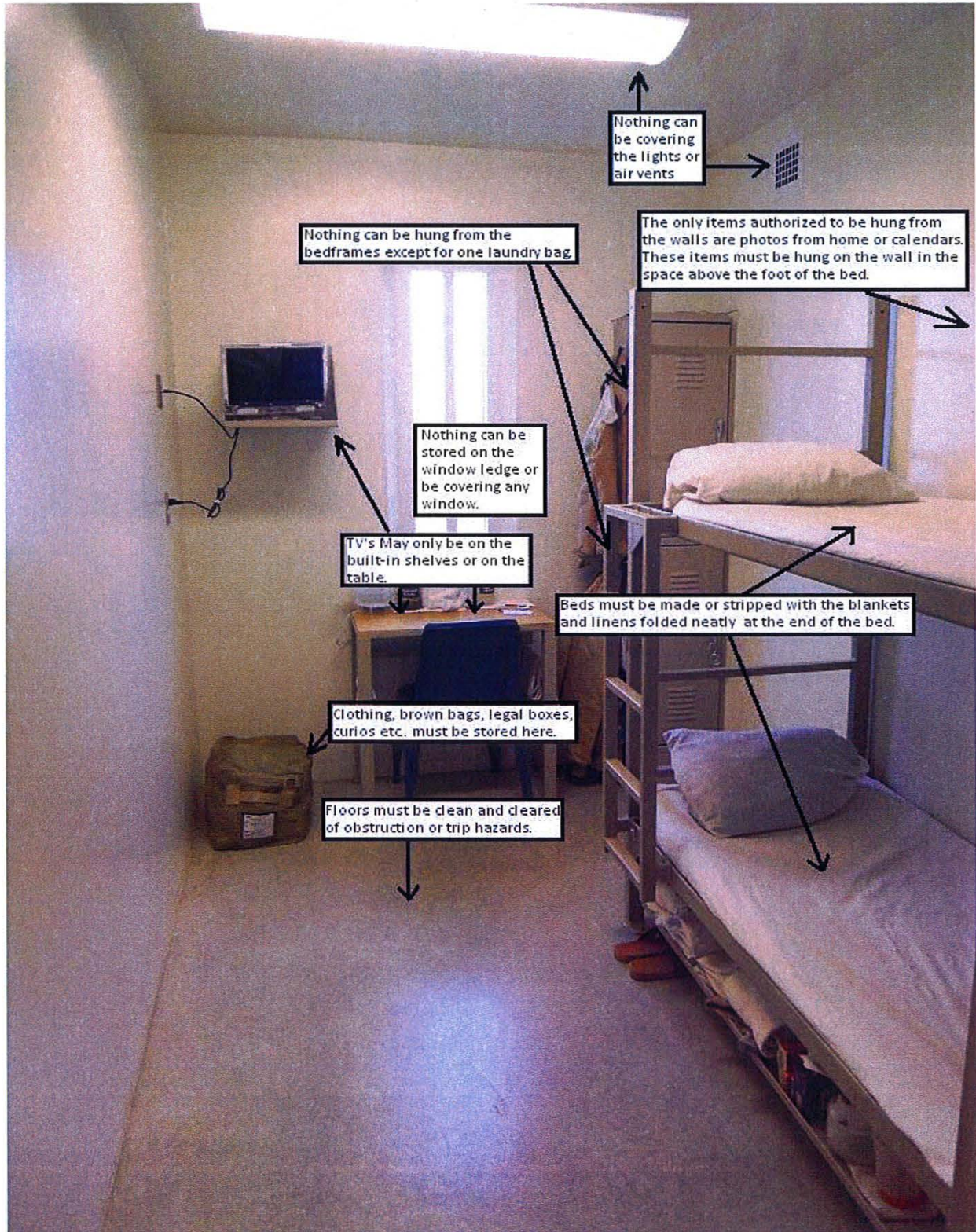
- A. In-Unit and Facility Movement Schedules will be posted in the living unit for offender review.
- B. The callout system will be utilized.

Failure to adhere to these institutional rules and policies may result in disciplinary action. These unit rules are to clarify the orientation handbook and some already established policies and operational memorandums. It is your responsibility to read these policies and procedures.

Cell Guidelines 4-Man Cells:



Cell Guidelines 2-Man Cells:



Revised January 2014 (supersedes previous version)

MI3 Unit Rules

(F, G, H, I)

- You will be assigned a cell upon your arrival to the unit. You may request a courtesy bunk move within your first 30 days at CRCC. Courtesy moves may be requested every six (6) months thereafter, provided you remain serious infraction free within the last 90 days and minor infraction free within the last 30 days.
- You must be fully dressed with long pants, socks, shoes, and tucked in shirt for any callout outside of the living unit, including mainline. In the dayrooms you may wear shorts and t-shirts, and shower shoes can be worn with socks. Shirts must be worn at all times unless you are in your cell or showering. No clothing, personal or state issued, may be altered. Sunglasses and hats cannot be worn in any building. **NO COATS** are allowed to be worn in the unit/dayrooms.
- You are not allowed to be in the main corridor area unless authorized by staff members or during movement times. ***If you want to talk to the Sergeant, OA, or CUS you must have permission to do so by the unit officer.***
- Loitering on the tiers, stairs, laundry room, corridor, area around the officer's station, barber shop, **J-pay area** or in the bathroom/shower area is not allowed. This includes the areas around the microwaves and bulletin boards.
- **Only five (5) offenders are allowed to be at the ice machine/hotshot/microwave counter area at any one time. Additionally only 5 offenders are allowed to be at the bulletin boards at any one time.**
- You are not allowed to enter or loiter in front of any cell, pod, or unit to which you are not assigned. If you are housed on the upper tier you are not allowed to be under the catwalk of the lower tier cells. If you live on the lower tiers you are not allowed to go to the upper tiers unless you are a porter or authorized by a staff member. These areas are considered out of bounds and you will be infractioned.
- The upper tier area behind the officer's station is strictly out of bounds unless you are a tier porter or otherwise authorized by a staff member.
- You may not cut any offenders hair. Beard trimmers may only be utilized in your assigned cell.
- Hobby craft such as beading may be done in the dayrooms as long as it does not make excessive messes or cause disruption to the unit.
- Acoustic guitars may be played in your cell or on the outside pad but only two at a time may play together on the outside pad.
- Personal property will not be left unattended in the dayrooms or outside recreation area or it will be subject to confiscation.

Revised January 2014

- Only Shower shoes with or without socks are allowed to and from the showers. No personal shoes in the showers.
- Telephones are available for use in the dayrooms and available during normal dayroom hours. Offenders are not allowed to “share” telephone calls and should be respectful to others using the phones. No telephone calls after 10:55 pm.
- Count times are at 12:00 am, 6:20 am, 4:00 pm and 9:05 pm. You must remain in your cell, and be visible (staff will need to see living, breathing, flesh). After officers have completed the ENTIRE UNIT count and the count lights are turned off, you will be allowed out to use the toilet **closest to your cell**, brush your teeth, as well as wash your face. ***No showering until the officer announces count clear, no exceptions. This is a courtesy and will not be abused.***
- **The dayroom will close at 8:55 pm daily.** After the 9:05 pm count clears you are authorized out of your cell to use the showers, telephones, JPay, ice machines, microwaves, and hotshots until 10:55 pm. After 11:00 pm you are required to remain in your cell with the exception of movement to the bathroom for toilet use only and to wash your hands. You are also authorized to get a cup of water from the bathroom sink only. Out of unit workers scheduled to work prior to 6:20 am count may use shower facilities. After 5:00 am you can come out to brush your teeth.
- **Cell doors must be closed at all times,** unless you are cleaning your cell.
- **There will be nothing taped or tied to your bunks at any time.** No window coverings are authorized on/in outer window or door window. Pictures are authorized at the foot of the bed only, and HSR will be taped to the wall in a designated area.
- State issued supplies are not for inmate retention. **They will not** be kept in your cell. Examples are toilet paper, paper towels, spray bottles, unit sponges, brooms, and dustpans. If you are in need of cleaning supplies notify the game room porter and they will provide you the appropriate cleaning supplies. You will be required to leave your activity card with the porter until you return the supplies.
- Any time you’re out of your cell, your ID must be attached to the upper left chest area of your outer most garments.
- **Linen will be exchanged each week by every offender. No exceptions. Follow the linen schedule posted on the laundry room door.**
- There is no loaning, borrowing, accepting, or trading of anything with any other offenders.
- Only four (4) people per table in the dayrooms are allowed. **There will be no standing around the tables.** Feet are to remain on the floor. Only Discman and MP3 players are allowed in the dayrooms and unit recreation area. Dayrooms and outside area are subject to closure at the discretion of the unit SGT/CUS. If at any time, an offender’s conduct jeopardizes the orderly operation of the dayroom, the unit staff may cell him in for the remainder of the period.

- **Unit games and food are not authorized to be taken to the unit yard. They are for dayroom use only.**
- Playing cards may be taken to the Unit outside area to be played on the tables only but offenders must be only 4 to a table and sitting down. No throwing cards or slamming them on the tables inside or outside the unit at any time.
- Gambling or the appearance of gambling will not be tolerated.
- Only shoes/work boots are allowed past the sliders, no shower shoes or "flip flops."
- Eating in the dayroom is allowed. Please be mindful of your mess and clean up after yourself. Failure to maintain the cleanliness of the dayroom could result in the loss of this privilege.
- ***The barber shop is strictly out of bounds unless you are on the callout for the allotted time, and no custom cuts will be administered by the barber in the units or recreation.***
- ***You must use the bathroom closest to your assigned cell, if caught in any other bathroom you will be infraacted.***
- Your counselor has an open door policy. If the counselor is busy there will be a posting on their door stating "do not disturb" if you have an issue with your counselor you should direct your concerns to the CC3. *Counselor shopping will not be tolerated.*
- If you have an issue you would like to talk to the CUS about, you must see unit custody staff and/or your assigned counselor first.
- **If you are scheduled to work you will be in state issue uniform. (Khaki pants, white t-shirts, belt, and state shoes at a minimum) "Hat, sweatshirt, coat optional"**
- Offenders who are unable to attend mandatory programming or callouts will notify the unit pod officer to be placed on the unit lay-in list. If you are laying in from work, you must go to the clean room and notify the clean room officer you are laying in. *Offenders who do not attend work or education programs due to illness or unexcused absence will not be authorized recreation/dayroom for that day. Offenders, who are placed on the unit lay-in list, must stay in their cell for that day and may only go to the bathroom, mainline, ice machines and microwaves for normal use only. There will be no loitering.*
- Failure to adhere to these institutional rules and policies may result in a general and/or serious infraction.

These unit rules are to clarify the orientation handbook and some already established polices and operational memorandums. It is your responsibility to read these policies and procedures.

Revised January 2014

MI3 Unit Rules

(F, G, H, I)

- You will be assigned a cell upon your arrival to the unit. You may request a courtesy bunk move within your first 30 days at CRCC. Courtesy moves may be requested every six (6) months thereafter, provided you remain serious infraction free within the last 90 days and minor infraction free within the last 30 days.
- You must be fully dressed with long pants, socks, shoes, and tucked in shirt for any callout outside of the living unit, including mainline. In the dayrooms you may wear shorts and t-shirts, and shower shoes can be worn with socks. Shirts must be worn at all times unless you are in your cell or showering. No clothing, personal or state issued, may be altered. Sunglasses and hats cannot be worn in any building. **NO COATS** are allowed to be worn in the unit/dayrooms.
- You are not allowed to be in the main corridor area unless authorized by staff members or during movement times. ***If you want to talk to the Sergeant, OA, or CUS you must have permission to do so by the unit officer.***
- Loitering on the tiers, stairs, laundry room, corridor, area around the officer's station, barber shop, or in the bathroom/shower area is not allowed. This includes the areas around the microwaves and bulletin boards.
- **Only five (5) offenders are allowed to be at the ice machine/hotshot/microwave counter area at any one time. Additionally only 5 offenders are allowed to be at the bulletin boards at any one time.**
- You are not allowed to enter or loiter in front of any cell, pod, or unit to which you are not assigned. If you are housed on the upper tier you are not allowed to be under the catwalk of the lower tier cells. If you live on the lower tiers you are not allowed to go to the upper tiers unless you are a porter or authorized by a staff member. These areas are considered out of bounds and you will be infractioned.
- The upper tier area behind the officer's station is strictly out of bounds unless you are a tier porter or otherwise authorized by a staff member.
- You may not cut any offenders hair. Beard trimmers may only be utilized in your assigned cell.
- Hobby craft such as beading may be done in the dayrooms as long as it does not make excessive messes or cause disruption to the unit.
- Acoustic guitars may be played in your cell or on the outside pad but only two at a time may play together on the outside pad.

Revised August 2013

- Personal property will not be left unattended in the dayrooms or outside recreation area or it will be subject to confiscation.
- Telephones are available for use in the dayrooms and available during normal dayroom hours. Offenders are not allowed to "share" telephone calls and should be respectful to others using the phones. No telephone calls after 10:55 pm.
- Count times are at 12:00 am, 6:20 am, 4:00 pm and 9:05 pm. You must remain in your cell, and be visible (staff will need to see living, breathing, flesh). After officers have completed the ENTIRE UNIT count and the count lights are turned off, you will be allowed out to use the toilet **closest to your cell**, brush your teeth, as well as wash your face. **No showering until the officer announces count clear, no exceptions. This is a courtesy and will not be abused.**
- **The dayroom will close at 8:55 pm daily.** After the 9:05 pm count clears you are authorized out of your cell to use the showers, telephones, JPay, ice machines, microwaves, and hotshots until 10:55 pm. After 11:00 pm you are required to remain in your cell with the exception of movement to the bathroom for toilet use only and to wash your hands. You are also authorized to get a cup of water from the bathroom sink only. Out of unit workers scheduled to work prior to 6:20 am count may use shower facilities. After 5:00 am you can come out to brush your teeth.
- **Cell doors must be closed at all times,** unless you are cleaning your cell.
- **There will be nothing taped or tied to your bunks at any time.** No window coverings are authorized on/in outer window or door window. Pictures are authorized at the foot of the bed only, and HSR will be taped to the wall in a designated area.
- State issued supplies are not for inmate retention. **They will not** be kept in your cell. Examples are toilet paper, paper towels, spray bottles, unit sponges, brooms, and dustpans. If you are in need of cleaning supplies notify the game room porter and they will provide you the appropriate cleaning supplies. You will be required to leave your activity card with the porter until you return the supplies.
- Any time you're out of your cell, your ID must be attached to the upper left chest area of your outer most garments.
- **Linen will be exchanged each week by every offender. No exceptions. Follow the linen schedule posted on the laundry room door.**
- There is no loaning, borrowing, accepting, or trading of anything with any other offenders.
- Only four (4) people per table in the dayrooms are allowed. Feet are to remain on the floor. Only Discman and MP3 players are allowed in the dayrooms and unit recreation area. Dayrooms and outside area are subject to closure at the discretion of the unit SGT/CUS. If at any time, an offender's conduct jeopardizes the orderly operation of the dayroom, the unit staff may cell him in for the remainder of the period.

- **Unit games and food are not authorized to be taken to the unit yard. They are for dayroom use only.**
- Playing cards may be taken to the Unit outside area to be played on the tables only but offenders must be only 4 to a table and sitting down. No throwing cards or slamming them on the tables inside or outside the unit at any time.
- Gambling or the appearance of gambling will not be tolerated.
- Only shoes/work boots are allowed past the sliders, no shower shoes or "flip flops."
- Eating in the dayroom is allowed. Please be mindful of your mess and clean up after yourself. Failure to maintain the cleanliness of the dayroom could result in the loss of this privilege.
- ***The barber shop is strictly out of bounds unless you are on the callout for the allotted time, and no custom cuts will be administered by the barber in the units or recreation.***
- ***You must use the bathroom closest to your assigned cell, if caught in any other bathroom you will be infraacted.***
- Your counselor has an open door policy. If the counselor is busy there will be a posting on their door stating "do not disturb" if you have an issue with your counselor you should direct your concerns to the CC3. *Counselor shopping will not be tolerated.*
- If you have an issue you would like to talk to the CUS about, you must see unit custody staff and/or your assigned counselor first.
- **If you are scheduled to work you will be in state issue uniform. (Khaki pants, white t-shirts, belt, and state shoes at a minimum) "Hat, sweatshirt, coat optional"**
- Offenders who are unable to attend mandatory programming or callouts will notify the unit pod officer to be placed on the unit lay-in list. If you are laying in from work, you must go to the clean room and notify the clean room officer you are laying in. *Offenders who do not attend work or education programs due to illness or unexcused absence will not be authorized recreation/dayroom for that day. Offenders, who are placed on the unit lay-in list, must stay in their cell for that day and may only go to the bathroom, mainline, ice machines and microwaves for normal use only. There will be no loitering.*
- Failure to adhere to these institutional rules and policies may result in a general and/or serious infraction.

These unit rules are to clarify the orientation handbook and some already established polices and operational memorandums. It is your responsibility to read these policies and procedures.