



**DEPARTMENT OF CORRECTIONS
VISION STATEMENT**

Working together for safe communities.

**DEPARTMENT OF CORRECTIONS
MISSION STATEMENT**

To improve public safety.



**CEDAR CREEK CORRECTIONS CENTER
MISSION STATEMENT**

We Make Positive Change Happen.

Department of Corrections
&
Department of Natural Resources



Cedar Creek Corrections Center

We Make Positive Change Happen

OFFENDER HANDBOOK

Cedar Creek Corrections Center
P.O. Box 37
12200 Bordeaux Road
Littlerock, WA 98556
(360) 359-4100

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Welcome to Cedar Creek Corrections Center (CCCC).

CCCC is a work-oriented re-entry facility which offers many educational, vocational, and cognitive behavior programs. You will be offered an opportunity to learn skills and set goals for your re-entry into the community upon your release. The goal of CCCC is for you to become a successful member of the community upon your release. You are responsible for knowing the contents of and complying with the rules contained in this handbook as well as DOC Policies and CCCC's Operational Memorandums (OMs). Policies and OMs that directly affect you are available for your review in the CCCC library.

TABLE OF CONTENTS:

Facility Orientation	Page 3
Chain of Command	Page 3
Communicating with Staff	Page 3
Identification Card (ID)	Page 3
Work	Page 3
Work Programs	Page 4
Gate Cards	Page 4
Escape	Page 5
Movement	Page 5
Out of Bounds	Page 5
Daily Call-Out	Page 5
Education Programs/Other Programs	Page 6
Meals/Mainline	Page 6
Count	Page 6
Visitation	Page 7
Extended Family Visits (EFV)	Page 7
Photos	Page 7
Barbershop	Page 8
Infractions and Hearings	Page 8
Mail and Phone	Page 8
Personal Property	Page 9
State-Issue Clothing	Page 9
Laundry	Page 9
Clothing/Bedding/Boot Exchange	Page 9
Medical	Page 10
Medications	Page 10
Mental Health	Page 10
Access to Medical Health Care	Page 10
Grievances	Page 11
Library	Page 12
Family-Centered and Volunteer Programs	Page 12
Religious Programs	Page 12
Trust Accounts	Page 12
Store	Page 13
Dog Program	Page 13
ADA	Page 13

UNIT RULES

AttirePage 13
Bunk Area Cleanliness (Cell Inspections)Page 14
Unit Out of Bounds/Loitering.....Page 14
Unit YardPage 15
Radios and Personal TV's.....Page 15
Unit Dayrooms.....Page 15
Bunk Moves/Two-Man Room MovesPage 15
Unit Showers.....Page 16
Unit Lights/Late NightsPage 16
Fire AlarmsPage 16
SafetyPage 16

FACILITY ORIENTATION

Facility orientation will be completed in several segments. Your first segment will be in the Visit Room upon your arrival to CCCC. You will be issued your CCCC Offender Handbook and receive important information and handouts on Friday. Your second segment will be during the weekend when unit officers will review the unit rules contained in this handbook. The third segment of orientation will begin the following Monday in Alpine Unit.

CHAIN OF COMMAND

- Officer
- Counselor
- Sergeant
- Correctional Unit Supervisor (CUS)/Lieutenant
- Correctional Program Manager (CPM)
- Superintendent

COMMUNICATING WITH STAFF

- Offenders may use the kiosk to communicate with the following staff: Laundry, Warehouse, CUS, Counselors, Records, Community Partnership, Job Coordinator, Visit and EFV Coordinator, and Offender Banking.
- You may also use a kite to communicate with staff not accessible through the kiosk.
- The use of profanity or inappropriate comments on the kiosk or in a kite is unacceptable and will result in an infraction.

IDENTIFICATION CARD (ID)

- You are required to wear your ID card on your upper left side, chest level, picture facing viewer, on your outer-most garment.
- If you do not wear your ID card properly, you will be infraacted.
- If you lose your ID card, you may be infraacted with a #103 and will be charged \$3.00 to replace the ID card. If you need a new clip, that will cost an additional \$2.00. If you lose your ID tag more than twice, a #557 serious infraction will be written.
- If you change your appearance, i.e. facial hair or hair, you will be charged \$3.00 for a new ID.

WORK

CCCC is a work facility. Everyone is expected to work/program.

- You will be referred to a work program at your FRMT after arrival at CCCC. Offenders who are eligible to work for DNR will be referred to DNR in order to meet our contractual obligations.
- It is your responsibility to show up for work on time. Being a no-show for work, continually being late for work, or refusing to work will result in an infraction.
- Showing continued poor work performance, being found guilty of work-related infractions, or demonstrating substandard work behavior may result in termination from your job and a major #810 infraction.

- If you are not selected to work by your immediate supervisor but it is your regular scheduled workday, you may be selected to perform other tasks for that day.
 - In essence, if your supervisor tells you that you do not have to come to work on a specific day, you are still required to report to the PCO for your regular work schedule.
- State-issued work clothing/shoes must be worn while working.
- You must work a minimum of 90 days at your assigned work program prior to requesting a job change from your counselor. Your supervisor must agree to the job change and sign the job change form. Offenders assigned to DNR may be required to work on their assigned crew for at least 6 months prior to requesting a job change.

WORK PROGRAMS

CCCC offers the following jobs:

CLASS III JOBS	CLASS II CI JOBS	CLASS IV OFF-SITE/DNR
Food Service	CI Install	DNR/DNR Auto Shop
Porter	CI Warehouse	Community Work Crew
Clerk	CI Asbestos	WCC Crew
Warehouse	CI MICC Crew	
Barber	CI Laundry	
Recreation Assistant		
Teacher Aide		
Inside Grounds		
Sustainability (Greenhouse, Recycle, Gardening, Worm Farm, Turtles, Bees, Dog Program)		

GATE CARDS

- Each offender will be issued a gate card. Offenders will be screened for gate cards by the MDT/FRMT and approved by the CPM. Gate cards will be issued on the Thursday after you arrive. You will not be allowed to go to recreation until your gate card is issued.
- Types of gate cards are:
 - Community Gate Card – all jobs
 - Outside Gate Card – WCC work crews, maintenance crews, warehouse, C.I. laundry, sustainability, and any inside job
 - Inside Gate Card – any job inside of the perimeter fence
- Prior to going outside the perimeter fence for work or to recreation, you must check out your gate cards from the unit officer and submit them to the PCO Officer. All gate cards must be returned to the unit officer after checking in at the PCO and returning to the unit. **Failure to return your gate cards directly to the unit officer at the duty station upon return to the unit will result in an infraction.**
- You are not allowed to take your gate cards to mainline.

ESCAPE

If you are thinking about escaping from the facility or while on DNR or CCCC work crew, consider the following:

- You will be prosecuted for Escape First, which could add up to five (5) additional years to your sentence. CCCC will recommend the maximum.
- You will receive a major infraction and you will also lose up to 270 days of good time at your infraction hearing.
- Escapees are generally caught within 72 hours of their initial escape.

MOVEMENT

- Unit staff will announce all movements via intercom system. Movement is open for 5 minutes. The movement schedule is posted in the unit.
- If you miss movement, you will have to wait for the next movement. Special arrangements will not be made unless authorized by the Shift Commander.
- Work movement:
 - DNR, CCCC Maintenance, CI Asbestos, CI Recycle, and any special CI crews report to the PCO at 0640 hrs, or as soon as count clears.
 - Offsite, Grounds, and CI Bus report to the PCO at 0715 hrs.
 - Kitchens workers report to the kitchen at the following times:
 - 1st Shift 0400 hrs
 - 2nd Shift 1045 hrs
- Movement to Alpine Unit for library and the Resource Room is scheduled by unit:
 - Cascade Unit: Monday, Wednesday, Friday, and alternate Sundays.
 - Olympic Unit: Tuesday, Thursday, Saturday, and alternate Sundays.
 - All other movement to Alpine Unit is by call-out only.
- Remember, for any movement outside of the perimeter you must check out your gate cards from the officer. Upon return to the unit, you must return your gate cards directly to the unit officers at the duty station. Failure to do so will result in an infraction.
- First call for recreation movement will alternate between Cascade and Olympic Unit to eliminate any unfair advantage in reaching the equipment on the weight deck.
- Prior to movement being called, do not loiter in the hallways, downstairs Olympic Unit dayrooms, or the boot room. This includes movement to recreation and mainline. **Do not block the hallways. Do not use the downstairs dayroom in Olympic Unit as a waiting area prior to movement to mainline.**

****Note** Cups are not allowed ANYWHERE outside of unit boundaries, also no extra clothing or work gloves are to be taken to gym.**

OUT OF BOUNDS

- Out of bounds signs are posted throughout the facility. If caught in an out-of-bounds area you will be infraacted.
- Cross tier visiting in the units is considered out of bounds.

DAILY CALL-OUT

Daily call-outs are posted in the unit. It is your responsibility to check the daily call-out. If you are scheduled for an appointment, you are required to be at your appointment on time. If you miss a scheduled appointment, you will be infraacted.

EDUCATION PROGRAMS/OTHER PROGRAMS

- CCCC offers educational courses in Adult Basic Education and GED Preparation. If you require these classes, you will be automatically enrolled upon intake.
- CCCC also offers classes in Building Maintenance/New Construction Basics, Siding, Roofing, and Drywall, Computer Basics, Job Search, and Stress and Anger Management
 - Consult your counselor if you wish to enroll in any of the vocational classes. Building Maintenance, Siding, Roofing, and Drywall require an Outside or Community gate card status.
- Additionally, CCCC offers Chemical Dependency (CD) classes.

MEALS/MAINLINE

- Yard is closed for both units 5 minutes prior to mainline. Offenders will remain on their tiers until called to mainline. There will be no loitering in the unit hallways prior to mainline. The downstairs dayrooms in Olympic Unit are not to be used as a waiting area prior to mainline movement.
- There is no loitering in the kitchen/dining hall.
- When the announcement for mainline is made, you must proceed directly to the kitchen/dining hall. No stragglers. When finished eating, you must return directly back to the unit.
- If you depart the unit and go to mainline prior to your unit/work crew being called to mainline, you will be infraacted for being out of bounds.
- When reporting to mainline, you will conduct your movement in a safe and orderly manner. No running, or you will be infraacted.
- All mainline announcements will be made via intercom system.
 - Short line is at 0530hrs. Short line is for those offenders who must report to work immediately after count clears. Unless you are on the callout or scheduled to report for work at 6:40 a.m., you are not allowed to eat short line. Violators will be infraacted.
 - Meals are as follows:

Breakfast	6:45am
Lunch	11:30am
Dinner	4:00pm

COUNT

- Formal counts will take place at the following times: 0610 hrs, 1730 hrs, and 2330 hrs.
 - **YOU MUST STAY ON YOUR BUNK UNTIL COUNT IS CLEARED.**
 - Bathroom use is only authorized after the Officers have completed count on your tier. NO SHOWERS or PERSONAL GROOMING is allowed until count has cleared. No showers are allowed after the 2330 count.
- **Non-compliance of any of the above mentioned rules during any Count will be viewed as interfering with count and will result in an infraction.**
- Informal counts will also be conducted during all shifts.

VISITATION

- You may begin having visits at CCCC as soon as you arrive as long as your visitors are on your approved visit list.
- Both units have visiting from 6:00 – 8:30 p.m. Mondays and Fridays. Visit hours on Saturdays and Sundays are 12:00 – 4:30 p.m. and 6:00 – 8:30 p.m. Weekend visiting (Sat-Sun) is on a rotation schedule between both units to alternate which unit is called first every other week. The visit schedule is posted on the unit bulletin boards, in the visit room, and on CCCC's website.
- Cut-off times for visitors to check in are 12:45 for afternoon visits, and 6:30 for evening visits. There may be an overflow visiting session on Sat-Sun afternoons at 2:30 p.m., in which case visitors must check in by 2:45. Visitors who fail to check in by the cut-off times will not be admitted until the next authorized visit session.
- Memos for holiday visits will be posted on the bulletin boards. Some Friday night visiting may be cancelled throughout the year for special events.
- **It is your responsibility to inform your visitor of the correct visiting days and times.** If your visitors come on the wrong day or time, they will be sent home.

EXTENDED FAMILY VISITS (EFV)

- To enroll in the EFV program, you must kiosk or submit a kite to your counselor. Your counselor will let you know if you qualify for EFV participation. Even if you have participated in EFVs at another institution, your counselor must resubmit your application for approval at CCCC.
- Offender eligibility requirements are listed in DOC 590.100, Extended Family Visiting.
- Only immediate family members are allowed to participate in EFVs. It is your responsibility to ensure legal verification of the relationship is provided to your counselor.
- CCCC has both 21-hour visits and 45-hour visits. Per policy, EFV visits cost \$10.00 per night. Either the inmate or visitor, prior to the EFV being scheduled, must pay this fee.
- For a complete listing of the request process for EFVs after application has been approved, please review CCCC Operational Memorandum (OM) 590.100, Extended Family Visiting, which is located in the library in Alpine.
- You are responsible to know the rules and guidelines for your EFV and ensure that your visitors know and follow the rules. Failure to follow policy, procedures, or rules of the EFV Program may result in suspension or termination of your EFV visits.

PHOTOS

- CCCC photo tickets are purchased from the store or from the vending machine in the visit room.
 - Photo tickets purchased through store will be stamped on your store receipt. The entire receipt must be intact for use.
 - Photo tickets (wooden blocks) purchased from the vending machine must be used in the visit room only.
- Photos are taken in the visit room or at the gym.
- No group photos, with the exception of family.
- Photo tickets must be presented to staff prior to the photo being taken.

BARBERSHOP

Sign-up sheets for requesting a haircut are located in Alpine Unit. You must sign up for an appointment on your unit's day for barbershop, and during a day/time when you are not required to program (work, school, or other program). The Job Coordinator will place you on the callout for your barbershop appointment. If you are not on the callout, you do not have an appointment and will need to sign up again.

- Only authorized barbers will be allowed to cut hair and/or use barbershop equipment.
- You must wash your hair before it will be cut.
- Haircutting is not authorized anywhere except in the barbershop.
- Hair braiding is not allowed in the barbershop.

INFRACTIONS AND HEARINGS

- Cedar Creek Correction Center is a minimum security work facility, and it is a PRIVILEGE to be here. If you commit a serious infraction, and if it is warranted, you may be placed into Secured Housing (SHU), which is part of Cascade Unit.
- No tobacco, tobacco products, or tobacco paraphernalia are allowed in this or any correctional facility within the State of Washington. This is your verbal warning. You **WILL** be infraacted with WAC #606 for your 1st offense.
- There is no horseplay allowed at CCCC. You **WILL** be infraacted with WAC #505 (fighting) for any horseplay activity at CCCC.
- CCCC has ZERO tolerance for sexual misconduct/harassment.
- Infractions for use of drugs and participating in acts of violence will result in a transfer out of this facility.
- If you are issued an infraction, you will be given a date & time to appear for your hearing. If you fail to show up for your hearing, a decision will be based on the infraction & evidence presented.
- Appeals for general infractions are due within 24 hours of the hearing, via your unit CUS. Serious infraction appeals are due within 15 days to the Superintendent.

MAIL AND PHONE

- Mail is processed Monday thru Fridays excluding holidays, and distributed during 3rd shift in both units.
- Quarterly packages and vendor packages are processed Monday – Friday excluding holidays.
- Mail for newly-arrived offenders can take two weeks to catch up to this facility.
- Mail address:
 - Offender Name/DOC #
 - Unit /Bunk #
 - Cedar Creek Corrections Center
 - P.O. Box 37
 - Little Rock WA 98556
- In the event that there is a **problem with your I-Pin** number for the phone system, send a kiosk to IPIN or kite to **Jessica Anderson**.

PERSONAL PROPERTY

- All personal property questions should be directed to the Property Room Officer.
- It can sometimes take up to 2 to 3 weeks for personal property to catch up to you at CCCC. If you are missing property, send a kite to the Property Officer or your counselor.
- All unit property issues should be directed to the unit staff.

STATE-ISSUE CLOTHING

Upon arrival to CCCC you are issued a basic state issue, along with a basic CCCC issue of clothing items.

- These items are your responsibility
- If any of these items are intentionally damaged or destroyed, you may be infraacted with a #554 infraction.
- When you receive a job assignment, you will be issued appropriate clothing/property needed for that job. When your job changes, you will be expected to return all the items that were issued to you for the previous job assignment.

LAUNDRY

- State issue clothing is to be placed in laundry bags for facility laundering.
- Soiled state issued clothing will be placed into your laundry bag and put in unit laundry bins to be transported to CI Laundry by porters. Ensure that your laundry bag is closed to help prevent loss of your clothing.
- DNR "Fire Clothes" are to be sent in the red mesh bag only. These items require special washing. (*No Cotton items allowed in these bags*).
- During fire season any fire clothes found in blue laundry bags will be returned to the offender dirty, and not washed until placed properly in a red mesh bag and returned to Laundry.
- **All Issued items are your responsibility.** If your laundry is lost you will be required to kiosk CI Laundry with 24 hours indicating the date that the laundry was lost.

CLOTHING/BEDDING/BOOT EXCHANGE

- Clothing/bedding to be exchanged must be washed and clean prior to exchange.
- Clothing exchanges are done Monday – Friday. Clothing exchange will be conducted in alphabetical order, according to the first letter of your last name. See schedule posted near the laundry room in your unit for your exchange day.
- All clothes turned in must be accompanied with a Clothing Exchange Form and not placed directly into the laundry cart.
- Turn all clothing exchanges into the Duty Station for Cascade unit or the Laundry room for Olympic unit.
- Boot exchange is conducted on Mondays and Fridays. You must send a kite to the warehouse requesting to be added to the call-out for boot exchange on your day off work.
- Boots must be clean prior to exchange.

MEDICAL

- On-site limited health services are available at CCCC approximately 40 hours a week and are provided by full-time medical providers.
- Referrals for medical consultations and specialty services are made as needed to Washington Corrections Center (WCC) or outside providers, after assessment by medical provider.
- Offenders with special needs will be given a Health Stats Report (HSR) to deal with the issue. **Some medical problems may require transfer to another facility** if the medical need cannot be accommodated at CCCC.

MEDICATIONS

- Medications approved for self-administration (KOP, or keep-on-person issuable medications) will be provided in a bubble pack. Offenders are encouraged to purchase their own authorized over-the-counter (OTC) medications in case they have a minor medical issue not requiring a medical clinic visit.
- For a prescribed medication refill, place the prescription peel-off tag on a Request for Healthcare Services (DOC 13-423) and place it in the medical kite box. Medications come from WCC and may take a week to get to CCCC. Please plan ahead with your request.
- Offenders may pick up medications only during pill time:
 - 1530-1630 Monday through Thursday
 - 0630-0730 Friday

MENTAL HEALTH

- CCCC has a Psych Associate 5 days a week Monday-Friday. Offenders may request an appointment by filling out a Request for Health Care Services (RHCS, or medical kite) and place in the unit kite box.
- The appointment will be scheduled on the call-out. On the day and time of the appointment, go to the medical clinic or the medical annex if the clinic is closed.

ACCESS TO MEDICAL HEALTHCARE

Offenders access health care at CCCC in three ways:

1. Scheduled Appointments

- Offenders fills out a RHCS (DOC 13-423, or medical kite) requesting an appointment and places it in the medical kite box in the unit. Please be specific as the clinic will schedule your appointment based on the information you provide in the kite.
- Scheduled appointments are available Monday through Thursday. The clinic is closed weekends and holidays.
- The offender will be notified in writing that he has been placed on the schedule and to watch the call-out list.
- Health Services will try to accommodate scheduled appointments for days off, but this cannot be guaranteed.
- A \$4.00 co-pay may be required for medical appointments. Review policy for additional details.

- Dental care is provided by the WCC Dental Team. Some dental care is not available within DOC pursuant to the Offender Healthcare Plan (OHP).

2. Bed Rest Status

- An offender who gets sick should place himself on bed rest status no later than 0530 in order to be seen by medical that day. Morning Food Service workers must request bed rest status prior to 0400.
- To go on bed rest, you must notify the officer in the unit that you need to go on bed rest, then fill out a RHCS (medical kite) and place it in the medical kite box. **If no SIGNED kite is submitted, you will not be considered on bed rest status, and will be expected to go to work.**
- The unit officer will enter the offender's name on the bed rest list, and give the offender a bed rest tag. You must wear the bed rest tag at all times you are on bed rest.
- If you get ill after 0530 while at work, you may still place yourself on bed rest status by notifying the Shift Commander at the PCO when returning to the unit.
- You will not be allowed to cancel a bed rest request unless you are on your regular day off.
- All bed rest offender kites will be reviewed and answered. The offender may be given medical recommendations by the RN, scheduled for an appointment, or be seen by the PA-C.
- You will remain on bed rest until your next scheduled workday or class.
- While on bed rest status:
 - You are confined to your bunk with the exception of meals and showers.
 - You will not go to school.
 - You will not be authorized to attend visiting, recreation, or use the unit yard and dayrooms.

3. Medical Emergency

- Offenders who have a sudden or serious illness or injury will access care by notifying the unit officer or supervisor of the nature of the medical urgency.
- The unit officer or supervisor will then contact the Shift Commander.
- The Shift Commander will contact the clinic to discuss the urgency and arrange to have an officer escort the offender.
- If medical staff is not on site, the Shift Commander will call the on-call Medical Duty Officer for CCCC.

GRIEVANCES

- Offenders are required to try to resolve issues at the lowest level by talking with staff prior to filing a grievance.
- Grievance forms are available in the forms boxes in the units. If none available, please ask the unit officers for more.
- Grievance boxes are located in each unit. The Offenders Grievance Program manual is available in the library in Alpine.

LIBRARY

- The CCC Library is located in Alpine and is open 7 days a week.
- Offenders from Cascade Unit will be able to access the library on Monday, Wednesday, Friday, and every other Sunday per movement schedule.
- Offenders from Olympic Unit will be able to access the library on Tuesday, Thursday, Saturday, and every other Sunday per movement schedule.
- CCCC does not have a Law Library.

FAMILY-CENTERED AND VOLUNTEER PROGRAMS

CCCC offers a variety of programs that are sponsored by volunteers including sobriety programs, release support, veteran's assistance, family reunification, and cultural exposure. A number of offender special family-friendly events are held throughout the year. Family-centered programs offered include a birthday gift card program and books recorded on DVD that are sent to families. We host an active Family Advisory Committee that benefits offenders, the facility, and our local communities. We rely on donations for many activities, including school supplies, supplies for our EFV units, and men's clothing. We offer release clothes from our "Clothes Closet." For more information about our Community Partnership programs, please visit the Resource Center in Alpine.

RELIGIOUS PROGRAMS

CCCC offers a comprehensive religious program that includes weekly faith services, special events, marriage and/or personal counseling, and the distribution of religious and sacred items. Annual religious special events include Easter, Passover, Pow Wow, Buddhist banquet, Sabbats, and Eid. Offenders are required to sign up 45 days prior to the event. Most of the religious programs are supervised by committed volunteers. Please refer to the schedule of religious programs posted on the unit bulletin boards. CCCC also offers special religious diets through the Chaplain's office. In Alpine, where most of the religious programs take place, there is a variety of free greeting cards on display, and two libraries: religious and non-religious. The facility Chaplain is available and accessible for confidential conversations and family and personal emergencies.

TRUST ACCOUNTS

- Questions about money should be directed to your counselor or Offender Accounts using the kiosk.
- When arriving at CCCC from another facility, other than WCC, your funds should arrive within 2 weeks. If they have not arrived after two weeks, kiosk Offender Accounts so that an email to the previous facility may be sent requesting that funds be processed for transfer.
- Money orders arriving at CCCC are processed within 24 hours from receipt in the business office with the exception of weekends. Funds received on Friday will be posted the next working day.
- Transfer of Funds Requests are processed as soon as they are received in the business office with the appropriate signatures.
- Questions regarding LFO balances can be sent to DOC, PO Box 41126, Olympia, WA 98501.

- Questions regarding Child Support deductions should be made to Division of Child Support through DSHS.

STORE

- All store orders are made through the offender phone system by dialing #42 and following the instructions. Please follow the schedule posted in the unit for cut-off times for ordering.
- CCCC Store orders are filled by CI Offender Store located at AHCC.
- Kiosk the Warehouse with any questions regarding your store orders. They will work with CI to resolve any possible issues.

DOG PROGRAM (OLYMPIC UNIT)

The Brigadoon Dog Program at CCCC trains service dogs to serve our Wounded Warriors--veterans suffering from post-traumatic stress disorder (PTSD) or traumatic brain injury (TBI).

- Only authorized primary and secondary dog handlers can walk/train the dogs.
- All offenders should ask permission of the dog handlers prior to petting or touching the dogs.
- When in play and off the leash, offenders may interact with the dogs, but do not allow the dogs to jump on you as this negates any prior training done by the handler.
- Do not tease or taunt the dogs.
- After hours dog handlers may take dogs outside the unit for bathroom with prior notification to the unit officer.
- Report any abuse or mishandling of dogs immediately to unit staff.

ADA

If you have disability needs or concerns, please kite the ADA Coordinator (CUS of Olympic Unit) or Medical.

UNIT RULES

ATTIRE

- Pants will be pulled all the way up to the waist. Sagging pants are considered a gang symbol and is a Serious WAC violation. Underclothing will not be seen.
- Thermal tops cannot be worn as an outer garment.
- Offenders must be fully clothed when outside. Sunbathing (shirt off) is allowed in the unit yard and big yard, but only when you are lying down.
- All shirts will be buttoned and tucked in at all times (except sweats shirts).
- Tucked in shirts and pants (not sweatpants) will be worn for any unit appointment or call-out, including CUS and counselor.
- RED work shirts will be worn while working or programming.
- Bandanas, hats and caps will **not be worn in the unit** or hanging out from pants pockets. Ball caps will be worn with bill facing forward.
- Only authorized prescription sunglasses can be worn inside the units.
- DNR Boots are not to be worn in the unit.

- Socks will be worn at all times with the exception of when on your tier.
- State-issued shower shoes are not to be worn outside of the unit.

BUNK AREA CLEANLINESS (CELL INSPECTIONS)

- Cleanliness cell inspection will be performed between 8:00 am and 1200 noon on weekdays, and between 10:00 am and 1:00 pm on the weekends.
- Your bunk area is to remain clean and orderly at all times.
- Under bunks:
 - One hobby craft tub
 - One sacred items box.
 - Khaki bag is authorized under bunk next to back wall.
 - Two pairs of shoes stored neatly.
 - One legal container (no larger than 18" x 12" x 10") containing **legal materials** only. The legal container must be marked with your name and DOC number, and indicate "Legal Materials" on the outside of the box.
- On bunks:
 - Bunks will be kept made at all times.
 - No items will be stored on your bunk.
 - No items will be hung from your bunk that block your name and bunk number.
 - Towel and washcloth may be hung at the foot of the bed for drying purposes only.
- On headboards:
 - One flat screen TV
 - One radio
 - One alarm clock
 - One lamp
 - 3 CDs
 - 3 books
- On table:
 - If your radio or TV is too large for the headboard, you may place it on your table.
 - One fan
 - No other items are authorized to be stored on your table.
- Wall locker:
 - Your laundry bag, state coat, and cap are the only items authorized to be hung on the front of your locker.
 - **NO** items are authorized on top of your locker.
- All lockers and 2 man rooms are to be locked when you are not in your immediate area.
- If you fail cell inspection, you may receive an infraction. It is your responsibility to comply with these guidelines at all times to include your days off.

UNIT OUT OF BOUNDS\LOITERING

- Cross tier visiting is not allowed, to include dayrooms in Cascade Unit. Dayrooms in Olympic Unit are open to all offenders.
- You may only use the restroom on your assigned tier.
- If caught out of bounds, you will be infraacted.

- Loitering is not allowed in the hallways, in the boot room, or in the dayrooms. Dayrooms are meant for leisure activity, microwave use, television and J-Pay, and are not to be used as a waiting area for movement to mainline or recreation.

UNIT YARD

- Cascade and Olympic Unit multipurpose yard closes after the last recreational movement of the day. Yard is also closed 5 minutes prior to mainline call.
- Yard is closed from 12:00 p.m. to 12:45 p.m. during days that afternoon visiting takes place (Saturday, Sunday, and holidays). It is also closed for the first 30 minutes and last 30 minutes of each evening visiting session.
- Sunbathing (shirt off) is only allowed while lying down.
- Outside phones may only be used when yard is open.
- The area within 10 feet of the yard generators is OUT OF BOUNDS.

RADIOS AND PERSONAL TV'S

- Radios and personal TV's are limited to use with headphones only. Failure to use headphones will result in an infraction and/or loss of your TV or radio for up to 30 days.
- Personal TV's are authorized; however, only two TV's per cubicle are allowed in the open bays.

UNIT DAYROOMS

- The unit day rooms are for leisure activity, and offender behavior in these areas must be respectful and courteous.
- Card and board games must be played in the dayrooms of Cascade Unit. Olympic Unit offenders living in the open bays are limited to card and board games in designated Game Rooms only. Offenders housed in two-room rooms may play personal card and board games inside their room.
- The noise levels in the dayrooms must be kept to a minimum, and acceptable noise levels will be enforced by unit staff. Disruptive noise levels from the dayroom TV's will not be tolerated. Offenders who do not comply with staff instructions may have their dayroom privileges suspended.

BUNK MOVES/TWO MAN ROOM MOVES

- Courtesy moves are not authorized at CCCC.
- You are eligible to request a low bunk move after you have been at CCCC for at least 60 days. Requests for move a lower bunk must be made through the unit sergeant.
- You may request a two-man room 90 days after your arrival at CCCC as long as you stay major infraction free. The request forms for two-man bunk are located in the forms box, and should be sent to the Olympic Unit sergeant.
- If you are found guilty of a serious infraction your name will be dropped from the list. You may re-apply after being 120 days infraction free.
- You will also be moved to the bottom of the waiting list if you receive a poor job performance evaluation.

- Once assigned to a two-man room, you will be removed and assigned to an open dorm bunk if you receive a serious infraction or are terminated from work or other required program.

UNIT SHOWERS

The unit showers are available for use from 0500 until 2250, or 10 minutes prior to the 2300 count.

When using the showers, the following standards apply:

- Sandals/shower shoes and a robe or outer clothing must be worn to and from the shower.
- All used shampoo bottles, bars of soap, etc. must be disposed of in a garbage can.

UNIT LIGHTS/LATE NIGHTS

- Unit lights will be turned off at 11:00 p.m. Sunday through Thursday. Late nights are Friday, Saturday, and the night prior to holidays. On late nights, unit lights remain on until 1:00 a.m., and you may use the unit dayrooms until 1:00 the following morning (Saturday, Sunday, and holidays) once count has cleared.
- Personal reading lights that are attached to the bunk may remain on for reading purposes after lights have been turned out. However, be courteous of other offenders who have to get up early in the morning for work.

FIRE ALARMS

- Fire safety evacuation routes are posted in units and all buildings throughout the facility.
- Nothing is to be placed in these designated areas to obstruct evacuation routes.
- IMMEDIATELY proceed out of the nearest exit, located at end of each tier.
- Walk in an orderly fashion to the staging area (behind the kitchen for Cascade; the basketball court for Olympic unit).
- Lines are painted on the designated areas for you to line up by tier.
- Stay in your assigned area until directed by staff as to how you will be counted back into your Unit.
- You will be infraacted for noncompliance and "slow-walking" during an evacuation as these are behaviors that interfere with a safe evacuation.
- DO NOT try to re-enter the unit until told to do so. Once you leave the tier, you are to be outside. Anything else is out of bounds during an emergency, which can constitute a serious infraction.

SAFETY

Report all injuries or safety concerns immediately to staff.