

COYOTE RIDGE CORRECTIONS CENTER

Medium Security
Complex (MSC)

1301 N. Ephrata, PO Box 769
Connell, WA 99326
(509) 543-5800 Fax: (509) 543-5801



Addendum to:

Washington State Department of Corrections
Offender Orientation Handbook

2011

INTRODUCTION

Welcome to Coyote Ridge Corrections Center (CRCC).

The following is site-specific information to be used as a supplement to Department of Corrections Statewide Offender Orientation Handbook. It will provide you with information and knowledge you need to be successful while at CRCC. Staff will address any questions that you have concerning the expectations outlined in this packet. CRCC staff and offenders will be expected to treat others with respect and dignity at all times. You will be required to return this offender handbook and the DOC's Statewide Orientation Handbook upon your release.

DOC Policies and CRCC Operational Memorandums (OM) may supersede the information obtained in this handbook. These documents will be available for your review in the Library and Unit Sergeant's office. Changes to Policy, OMs and Facility Procedures will be initially posted on the unit bulletin boards in the living units. Many of the rules for each area of CRCC will be presented during new arrival orientation and will be posted in the corresponding areas. It is your responsibility to become familiar with posted rules, memos, movement, and callouts. Failure to do so will not be accepted as an excuse for violating the rules.

Initial orientation will be held within one week of your arrival at CRCC and you will be placed on the callout. New arrival orientation is designed for offenders to meet department representatives and to learn the expectations of the different departments at CRCC. If you fail to attend orientation, you will be infraacted.

CRCC's MSC is a 2,048 bed facility that houses offenders with Medium and Minimum-3 (MI3) Custody. This is a work and program orientated facility that offers many educational, vocational, and self-help programs and Class II and III Correctional Industries work programs. Please use your time at CRCC productively and work with your assigned counselor to set goals for your incarceration and your return to society. The most effective way to be successful upon returning to the community is by setting high standards and holding yourself responsible and accountable.

It is CRCC's expectation that you attempt to resolve problems at the lowest level. Problems specific to a particular area should be initially discussed with staff in that area. If you are unable to resolve the issue, then you are encouraged to follow the appropriate chain of command.

I. AMERICANS WITH DISABILITIES ACT (ADA)

How to Ask for Reasonable Accommodations

If you have a disability and need accommodations for programs, activities, or other services, you can contact the ADA Coordinator (Health Care Manager 1) or any other staff member in person or in writing. He or she will work with you to ensure that you have meaningful access to needed areas of the facility.

When requests for TTY/TDD services are received, arrangements will be made for the offender to make a telephone call using the TTY/TDD equipment. These calls will be monitored per DOC 450.200 Telephone Use by Offenders.

II. CENTRAL FILE REVIEW

You will be entitled to a review of your central file every 6 months. To review your file, submit DOC 21-473 Offender's Kite to the Records Department requesting a file review along with DOC 05-066 Request for Disclosure of Records obtained through your Counselor. Upon receipt of your request, Records will schedule the review within fifteen (15) days. Review time will be limited to thirty (30) minutes. At the beginning of the file review, you will be asked to read and sign CRCC 05-002 Central File Review. This form lists material pulled from your file that cannot be disclosed.

III. CLASSIFICATION

You will be assigned a classification counselor upon arrival. Check with unit staff to find out which counselor you are assigned to. All questions about your case, funds, program assignments, etc., will be directed to your assigned counselor. You will be expected to see your assigned counselor. DO NOT see another counselor unless directed to by the Correctional Unit Supervisor (CUS) or CC3.

IV. CLOTHING/LINEN/GROOMING REGULATIONS

You will be issued clothing, bedding supplies, and linens per DOC 440.050 State Issued Clothing/Linen. It will be your responsibility to keep track of the state issued supplies. Do not loan, trade, make alterations, or destroy any item. You will be held accountable and financially responsible for lost, damaged, missing, or excessive items found in your possession.

You will be expected to maintain acceptable hygiene standards and proper grooming. While housed at CRCC, you will shower daily. The clothes you wear must be appropriate for the activity you are engaged in and weather conditions. You will be expected to dress in accordance with the posted operational rules for the area in which you are present. You will be expected to wear appropriate clothing at all times when out of your living area. Clothing will be worn as it is intended and not carried. Shirts will be buttoned and tucked in, baseball caps will have bills facing forward, and shoes tied. Pants/shorts are to fit around the waistline – no sagging. No double layering of clothing.

State issued clothing will be worn at all times while in vocational or work program assignments and during scheduled escorted leave trips. Clothing and accessories (i.e., hairnets, gloves, protective equipment, etc.) required by a work assignment will be worn as instructed by the site supervisor.

Shower shoes (without socks) may be worn to and from the shower/bathroom only. You must be properly dressed with ID on when going to and leaving the bathroom and/or cell. See unit rules for further information regarding clothing standards that are allowed while you are in the dayroom/cell/etc.

Sunglasses may only be worn outdoors, unless medically authorized by a current DOC 13-041 Health Status Report issued by CRCC.

Your clothing will be expected to be in good repair at all times. Clothing will not be altered in any fashion. Altered clothing is clothing that has been changed from its original condition as manufactured. Dispose of worn or unwanted clothing per DOC 440.000 Personal Property for Offenders and/or the clothing exchange schedule for state issued clothes. Do not throw your property away. You will be infraacted for giving or loaning your clothing to another offender.

Appropriate attire for Education, Library, Religious Activity Center, offender change groups, staff offices, dining room, and visiting rooms:

- Footwear (boots or shoes) and socks. Sandals (no shower shoes or slippers) with socks will be allowed in Visitation.
- Shirts with sleeves. Button shirts must be buttoned completely, except the top button. If an undershirt is worn, the top two buttons may be left unbuttoned. Shirts/T-Shirts will be tucked in at all times when not in your living unit.
- Thermal tops/bottoms will not be allowed as an outer garment.
- No sweatpants or shorts will be allowed in Visitation, Religious Activity Center, Education, or Mainline.
- Shorts will be allowed in the Library area only.
- Full length pants will be properly fastened when worn.

Recreation:

- Shorts or pants/sweatpants, t-shirt or sweatshirts, tennis shoes and socks. Boots will not be allowed inside the Recreation area.
- Shirts may be removed only in the ball field area or the gymnasium.

Approved head attire:

- An approved baseball cap may be worn outside. Baseball caps may not be worn in the units, program areas, dining room, Medical, or Visitation unless on work assignment.
- Only authorized religious head gear (Kufi, Yarmulke, etc.) may be worn in the dining room.
- Baseball caps or knit hats (watch caps or stocking caps) may not be worn inside any buildings, including living units. State issued caps or knit hats may be worn for outside work when appropriate.
- All baseball caps will be worn with the bills facing forward.

No gang, club, group affiliation, or identification will be allowed.

This includes, but will not be limited to:

- “Flagging” in any form. Any displays of gang related paraphernalia, colors, signs, logos, written or verbal gesture(s) are prohibited.
- Clothing worn will be the appropriate size for you. Extra large clothing or sagging of pants is prohibited. Belts will not extend past the buckle more than 3”. CRCC staff will determine appropriate sizes for all offenders.
Ball caps must conform to CRCC 440.000 Personal Property for Offenders.

LAUNDRY SERVICE

Laundry service will be available and must be used for all clothing and linen. A cart will be located in each unit for laundry drop off. A Laundry schedule will be posted in each living unit.

LINEN EXCHANGE

Upon your arrival, you will be issued linens, which include 2 blankets, 2 sheets, 1 pillow case, 3 towels, and 2 washcloths. Linen exchange will take place in the unit. You will be required to turn in all linens, except towels and washcloths, to exchange for a new roll.

CLOTHING EXCHANGE - ITEMS MUST BE WORN OUT or NO LONGER FIT

All clothing must be washed before it will be exchanged. Dirty laundry will not be accepted at the clothing exchange. Clothing that is only stained will not be exchanged.

To request a clothing exchange, you must submit DOC 21- 779: State-Owned Clothing Exchange Request to State Issue. You will be placed on the callout for the date and time you are scheduled for clothing exchange. Only offenders on the callout will be able to exchange clothing. There will be NO unscheduled exchanging of clothes.

Exchanges may be granted according to the following time frames:

- T-shirts, briefs, socks, towels, and washcloths may be exchanged once per 6-month period.
- Work shirts, jeans, jackets, belts, caps, gloves, thermal underwear, net bags, and boots may be exchanged once per 12 month period.

Offenders who attempt to exchange state clothing issued to others will be subject to disciplinary action.

V. CONTROLLED MOVEMENT

Movement will be authorized per CRCC 420.155 Movement of Offenders. Movement periods accommodate point-to-point offender movement from one authorized area to another.

Offenders will not run during movement periods. Loitering and/or touching are prohibited. Offenders will exit the units properly dressed. Failure to comply will result in termination for that movement period and an infraction for the offender(s).

The movement schedule will be posted in all living units, Recreation, and program areas and will be subject to change. If you are still outside at the completion of a movement period, you may be infractioned. The only exception will be the MI3 living unit recreation pads.

If you have a callout that temporarily releases you from your job or program and you will be released from your callout between movement periods, report back to your job or program if it is during the hours you are assigned. If not, you must be issued CRCC 21-026 Offender Movement Pass and report directly back to your living unit.

Movement periods will be announced according to specifications: "GYM/YARD" or "PROGRAM AND CALLOUTS". Movement from one location to another does not occur until announced over the speakers by the movement control officer.

VI. COUNT

Formal Count Times:

12:00 AM – 6:05 AM – 4:00 PM - 9:05 PM

Movement will not be allowed during formal count. If you are in a living unit, you must return directly to your assigned cell prior to count being called. Formal count will be called by unit staff and announced overhead prior to count beginning. If you are in your living unit, you are expected to return to your cell at this time. If you are in other areas of the institution, you must follow the directions of staff to either remain where you are and be counted or directed to move back to your unit for count. If you have an emergency during this time, contact the unit floor officer.

You must be physically visible and identifiable to staff during count. If officers are required to stop during count and ask you to move anything so you become 'visible and identifiable', **you will be infraacted for interfering with count.**

During formal count, you must remain in your cell until officers have announced "count clear" or for MI3 units when the count lights go off, over the PA system, at that time limited movement will be authorized. Staff will announce when count has cleared and normal movement has resumed.

VII. DINING ROOM SCHEDULE

The Dining Room Schedule will be posted in the dining room and each living unit.

Each unit will eat in the dining room designated by staff. If you are found eating in the wrong dining room or before your unit is called, you will be infraacted.

Offenders will have 10 minutes to move from their living unit to their assigned dining hall after their unit is called to Mainline. The doors to the dining halls will be closed 10 minutes after each unit is called. Offenders will be given 20 minutes of dining time each meal and "trays up" will be announced ending the meal period. Row seating will be designated by the officer posted in each dining hall. No food is to be removed from mainline.

CRCC uses "Blind Feeding". Talking to anyone inside the preparation area will not be allowed. If you have any questions or concerns about the meal that you have received, request assistance from the officer positioned at the serving line area.

VIII. GRIEVANCES

The Grievance Office is located in the Offender Programs building "M". DOC 05-165 Grievance Offender Complaint will be located in the living units in both pods. Offenders will be strongly encouraged to attempt to resolve issues at the lowest level by speaking to staff or submitting DOC 21-473 Offender's Kite to the area the issue is with. If you are unable to come to any resolution, submit DOC 05-165 Grievance Offender Complaint utilizing the grievance box located in your unit. Explain in your written grievance, the steps you have taken to try to resolve your issue.

IX. HEALTH SERVICES

Accessing Health Services

Sick call sign-up sheets are located in the unit at the officer's desk and are collected each morning by medical staff. Please watch for schedules posted in the units and pay attention to the public address announcements. Visit the Medical Unit when scheduled or called, *not before!* There will be no sick call on weekends. Medical clinics will be Out of Bounds unless you have been placed on a callout or cleared by staff.

Clinic Visits

There will be a \$3.00 co-pay assessed for each offender initiated visit. There will be no co-payment charged for follow-up visits, medication renewal, mandatory clinic, and/or physician visits. 'Follow-up' means the provider has asked that you return to be assessed for *the same health issue within a 2-3 month period of time*. The provider, not the nursing staff, determines whether the visit will be a free

follow-up appointment, or if co-pay should be charged for assessing a different health issue. Specialty Clinic Schedules will be posted on the Medical Callout - check the Medical Callout daily.

Dental

Dental services will be onsite 4-5 days a week. Dental services will be accessed the same as medical services. Dental services set their own schedule at both MSU and MSC; watch for callouts posted in the units.

Optical

Optical services will be onsite, one day, every four weeks. Accessing optical services will be the same procedure as medical and dental services.

Pill Line

Pill line will be held daily at MSC from 0700 - 0800 and 1830 - 2045. All medications for CRCC come from the Washington State Penitentiary. It will take 3-4 days to fill medication orders and have the medication delivered to our clinic. Be aware of your refills, to ensure your order will be placed in time to avoid treatment interruption. There will be *no delivery on weekends*. Friday afternoon medication orders will not arrive until Tuesday of the following week. You will be expected to behave appropriately while waiting in pill line.

Tuberculosis Medications

Tuberculosis treatment medication (INH) will be issued every Monday and Thursday unless otherwise ordered. If your treatment will be ordered daily, come to the evening pill line. If you miss any doses, you may have to restart your treatment. It is important not to miss any doses.

Transferred Medications

If you have any medications which accompanied you from another facility, your prescription will be available at pill line within the next few days. Please come to pill line and pick them up.

X. IDENTIFICATION

Unless you are in your cell, your ID name tag will be worn on your outermost garment, upper left chest area, with picture facing out at all times. Do not alter your ID name tag or place unauthorized stickers, pins, or other objects on it. If your appearance changes significantly, you will be required to obtain a new ID card at your expense.

Replacing ID Cards and Clips

If your ID card is lost or damaged, it can be replaced by contacting your assigned counselor or submitting DOC 21-473 Offender's Kite and DOC 06-075 Offender Request to Transfer Funds to Records. A new card will be made and \$3.00 will be charged to your account. If you still have the old card, it will be taken away and a temporary card will be given. If it is worn out from working, weather, etc., there may be no charge and the money transfer will be destroyed. Replacement clips may be obtained from the CUS/designee.

Identification of Offender Living Units

When you arrive at your assigned living unit, a sticker will be placed on your identification card that identifies what unit you will be assigned to. The sticker will be placed on the upper right-hand corner of your ID badge. Do not attempt to remove or alter this sticker or you will be infraacted. See the floor officer in the unit if your sticker becomes lost, worn out, or if you receive a new ID.

XI. LIBRARY

The library is a branch of the Washington State Library (WSL), a division of the Office of the Secretary of State. General library services include a current selection of books, music, books on tape/CD, and self-study language courses. Newspapers and magazines will also be available. Legal library services include access to case law, policies, legal forms, and notary. Reference, Inter-Library Loan (ILL), and re-entry resources will be included in both general and legal library services.

The library schedule will be posted in all the living units and in the library. You may not wear sweatpants or hats in the library. **NO FOOD OR DRINKS ARE ALLOWED IN THE LIBRARY.**

General Services

When you first visit the library, give your ID to library staff to register you for borrowing privileges. They will use the barcode on the front of your ID or attach one to the back.

Fifteen items may be checked out at one time with a loan period of two weeks. Items may be renewed (checked out again) up to two times if there are no reserves on the item. Items must be brought to the library to be renewed.

Items in the collection, except newspapers, magazines, reference, and ILLs, may be reserved using the Online Public Access Catalog (OPAC). When a reserved item becomes available, a notice will be sent to you. Items will be held for two weeks for pick-up

Items that are not in the collection may be borrowed from other libraries through an ILL. You may have one active request at a time for general or legal materials. Your request will be returned to you if the item is unavailable, restricted per DOC policy, or on order for this library.

Reference assistance will be available and library staff will help you use library materials to answer your questions.

Legal Services

There is a capacity limit of 32 offenders for access to the legal services section of the library. The legal services section of the library will be available by callout only for conducting legal research and typing documentation to be filed with the courts.

If you have a court imposed deadline, you must request emergency/priority access to legal services by submitting DOC 02-247 Law Library Request for Priority Scheduling Deadline to your counselor. Your counselor will review and verify the need and deadline then send the request to the CPM Secretary for processing. If emergency/priority access has been granted, you will be placed on the callout for the legal services section of the library and will be expected to attend as scheduled. If you finish your use of the legal services section of the library before the court imposed deadline, notify your counselor to be removed from the callout.

You can access legal services without a court imposed deadline by submitting DOC 21-473 Offender's Kite to your counselor. Non deadline driven requests will be granted and you will be placed on the callout on a first come, first served basis depending on space availability in the legal services section of the library.

Anyone using the legal services section of the library must sign in and out on the form provided for that purpose in the legal services section of the library.

Items not in the collection may be borrowed from other libraries through an ILL. You may have one active request at a time for general or legal materials. Your request will be returned to you if the item is not available, restricted by DOC policy, or on order for this library.

XII. LIVING UNITS

There are eight general population living units. Unit B, C, D, and E house medium custody offenders and Unit F, G, H, and I house MI3 offenders. Additional unit specific rules will be posted on the bulletin boards in both English and Spanish. Violations for unit rules may result in disciplinary action and appropriate sanctions in accordance with WAC 137-28 series.

CELL ASSIGNMENTS

Living unit assignments will appropriately reflect the diverse population of this facility. Upon your arrival, you will be assigned to a vacant bunk and will be required to occupy the bunk assigned unless approved for a cell assignment change.

You will be able to request an initial courtesy move upon arrival to the unit you are assigned. Courtesy moves can be requested every 6 months after the initial move, provided you have remained serious infraction free within the last 90 days and minor infraction free within the last 30 days.

CRCC 19-003 Bunk Move Request must be completed by the offender indicating his current cell/bed assignment and vacant cell/bed to which he is requesting to move. The request will then be forwarded to the Unit Sergeant for determination of eligibility. Priority will be given to accommodate offenders with Health Status Report (HSR) restrictions or for institutional needs.

YARD IN TIMES

You will not be allowed out of your assigned cell after the 9:05 pm count until the 6:05 am count clears, unless you are participating in an authorized program/work assignment or cleared by staff. In the MI3 units, you will be allowed out of your cell after the 9:05 pm count clears to use the microwave, ice machine, hot shot, and showers ONLY until 11:00 pm. There will be NO loitering allowed in these areas and they may be closed at the discretion of the Sergeant and/or the CUS. After 11:00 pm you will be required to remain in your cell except for bathroom use only. Out of unit workers scheduled to work prior to the 6:05 am count, will be allowed to use the shower facilities prior to reporting to work.

CELL KEYS

Upon your arrival to the living unit you will sign CRCC 19-004 Unit Room Key Acknowledge acknowledging that the key will be your responsibility and if lost you will be responsible for the cost of replacing it. Replacement cost will be \$5.00 and will be collected from your account per DOC 200.000 Trust Accounts for Offenders. You must keep the issued key to your room in your possession at all times. You must not leave the key in the lock, under the door, or allow another offender to use it. Doors are not allowed to be left open when the room is unoccupied or as designated by unit rules, or this may result in an infraction. Issued keys will be surrendered whenever directed to do so by staff members. In the event you lock yourself out of your room, you may request staff to open the door. Staff will do this at the next regular room check or sooner if workload permits. All rooms must be locked when unoccupied and must be unlocked when occupied.

It will be your responsibility to return your key to the Unit Officer/Sergeant upon your transfer or release. If you fail to do this, you will be charged a replacement fee for the key.

DAYROOMS

The dayrooms will be available for your use when the 6:05 am count clears until 9:00 pm each day. The dayroom may be closed at the discretion of the CUS or Shift Lieutenant for cleaning, maintenance, or security needs. Personal property will not be left unattended in the dayroom or it will be subject to confiscation. Personal musical instruments will not be allowed in the dayrooms. Radios or cassette/CD players may be used with headphones. Only 4 offenders will be allowed at each dayroom table and feet will remain on the floor at all times. No "slamming" of cards, dominos, dice, or other game pieces will be allowed.

You are to remain in your assigned pods, except as authorized for appointments and job duties, or unless instructed to move to another pod by unit staff.

OFFENDER TELEPHONES

Telephones in the dayrooms may be used during open dayroom times **only**. At the officer's discretion, a phone waiting list may be implemented depending upon demand. Offender phones will be monitored and recorded. You will not share telephones/calls. All of your calls will be placed collect to the outside party. The phone stools will be for telephone use only.

The IPIN number you received from WCC/Shelton transfers with you. Contact CRCC's Chief Investigator via DOC 21-473 Offender's Kite for any question/issues/phone maintenance. You can also self report any offender phone issues by utilizing your IPIN and dialing 509-555-1212. Ensure you give all required information asked for.

Two telephones per living unit will be designated for unmonitored attorney calls. Unmonitored legal calls may also be dialed collect to your attorney's office through any of the dayroom phones. See your counselor to schedule a time to use the legal phone to ensure there is not a schedule conflict with another offender.

OUT OF BOUNDS AREAS:

Unit out of bounds areas include the rotunda/front door area, under stairs, officer's station(s), storage rooms, and holding cell areas.

You will not be allowed to enter any cell, pod, or unit if you are not assigned there. If you are housed on the upper tier, you will not be allowed to be within 5 feet of the lower tier cells. If you live on the lower tiers, you will not be allowed to go to the upper tiers unless you are a porter or authorized by staff members.

Taking or passing any item between units is not authorized. Loitering in front of counselor offices, on the tiers, stairs, and laundry room, or in the bathroom/shower area will not be allowed. This includes areas around the officer's station, bulletin boards, and the microwave/ice machine area. While in the unit, you will use the showers, bathrooms, and stairs closest to your cell. Other bathroom areas will be considered out of bounds.

LIVING AREA INSPECTIONS

Offender rooms will be maintained in a clean and orderly manner at all times. You will be expected to be out of bed and have your bed made by 8:00 am, unless you are on a medical lay-in or are a

graveyard worker (if you worked the night prior), Monday through Friday and by 10:00 am on the weekends.

Cell inspections will be conducted by unit staff randomly and can occur at any time during the day. Cells will be expected to be maintained in accordance with the unit rules at all times. Results of the inspections will be documented on the Daily Cell Inspection sheet and posted in each Living Unit. Failure to keep your cell clean may result in a general infraction.

Cell housekeeping standards, regulations, and guidelines will be posted in each living unit on the bulletins boards located in each pod.

XIII. OFFENDER BANKING

TRUST ACCOUNT STATEMENTS

If you have any questions about your account statement, send DOC 21-473 Offender's Kite to Offender Banking. If you require an additional copy of your monthly statement, send a signed DOC 06-075 Offender Request to Transfer Funds to Offender Banking requesting a copy. You will be charged \$0.20 per page. If you do not have funds available, the request may be denied. If you believe an error has occurred on your account, attempt to locate where the problem is yourself. Once you have located the problem, Kite Offender Banking and include a detailed explanation of the problem. Being a part of the process will result in your problem being resolved quicker.

CRCC PAYROLL

- Class II, Correctional Industries, pay is determined by experience per DOC 710.400 Correctional Industries Class II Employment. (Subject to deductions)
- Class III:
 - \$0.25 per hour for attendance/participation in labor pool assignments
 - \$0.35 per hour to a maximum of \$55 per month during the first two months of continuous employment (subject to deductions); and
 - \$0.42 per hour to a maximum of \$55 per month after two months of continuous employment (subject to deductions).

You will be paid for every hour you work in a given month, up to the maximum allowed, on the 10th of the following month.

For questions concerning your account, Kite Offender Banking. Questions concerning medical or dental co-pays must be sent to Medical via DOC 13-423 Health Services Kite.

XIV. OFFENDER MAIL

All mail will be subject to DOC 450.100 Mail for Offenders. To send/receive mail and packages, it must be addressed correctly as follows:

Coyote Ridge Corrections Center
John Doe #123456 Unit I Cell #A14U
PO Box 769 / 1301 N. Ephrata Ave
Connell, WA 99326

All outgoing mail not addressed as noted above will be returned to sender. Outgoing mail will be examined randomly. You may decorate your letters with drawings provided the drawings meet DOC Policy, are not obscene or gang related, and does not interfere with the sending and return address. If you are sending out more than one 1 letter, you only need to attach one postage transfer to the letters. All outgoing mail will contain a message indicating the mail was sent from an offender confined at a Washington State Department of Corrections Facility and its contents may be uncensored. All incoming mail will be examined.

Money orders from family or friends must be filled out completely, to include the sender's address and signature or it will be rejected. Money orders received through the mail will be pulled, logged in the mailroom, forwarded to Offender Banking, and credited to your account. You will be provided a receipt of the money order which will be forwarded with the incoming mail.

Any package sent out of the facility must be processed through the Property Officer.

Letter tapes must be approved by the Superintendent. It is your responsibility to notify the Property Officer by Kite that you have received a letter tape so your inventory sheet can be adjusted.

LEGAL MAIL

Legal mail is defined per DOC 450.100 Mail for Offenders. Incoming legal mail will be logged in by the inspecting staff member, signed for by you, and then opened in your presence. Staff will check the contents for contraband.

To send your legal mail out, take your **unsealed**, correctly labeled legal envelopes to a unit Correctional Officer and/or assigned Classification Counselor, who will inspect the correspondence for contraband. You will then seal the envelope in the presence of staff. Staff will place their initials and date on the seal of the envelope, log it, and place the envelope in the mailbox. Failure to follow this procedure may delay the delivery of your legal mail.

All legal mail must be clearly labeled "LEGAL MAIL" and have a return address on the outside of the envelope for all incoming and outgoing legal mail. Otherwise it may be subject to the same search procedures as non-legal mail. This standard does not apply to mail received from the courts, as all correspondence sent to you and clearly identified as coming from a court will be treated as legal mail, even if it is not clearly labeled "LEGAL MAIL".

XV. OUT OF BOUNDS

Areas that are out of bounds include any work areas that you have not been assigned to, any areas you are not on call out for, areas within 10 feet of the perimeter fence, and any areas posted as out of bounds.

XVI. PERSONAL PROPERTY

All personal property must conform to DOC 440.000 Personal Property for Offenders. All state-issued clothing, property, and personal property (except for television, radio, and musical instruments) must fit in offender's locker or spaces designated under the bunks. Any non-consumable personal property will be inventoried upon arrival. No loaning, trading, selling, or borrowing of any items will be allowed. If you are found to have loaned your personal property, that item will be determined to be contraband and will be sent out of the facility, which may result in

disciplinary action. Any items needing to be discarded must be taken to the Property Officer and removed from your property inventory. All personal property will be marked with DOC numbers.

Except for consumable items, you will be allowed to possess only those items issued, approved, or listed on your personal property inventory list. Any item not listed on your authorized property list will be considered contraband and subject to confiscation. You will be subject to disciplinary action.

TV'S AND RADIOS

One (1) radio per offender and two (2) TV's per cell will be allowed. The facility provides one television cable per cell. Volumes will be kept so radios and TV's cannot be heard from outside of the cell. TVs will not be allowed outside the cells.

All radios and TVs will be turned off when not in use and any time you leave your cell. Do not tamper with the cable TV wall outlet. Only facility provided TV cables will be inserted into the cable TV wall outlet.

If it is determined that you have tampered with the TV wall cable outlet and/or an electrical wall plug outlet, you will be subject to disciplinary action and may be sanctioned to pay for replacement and/or installation costs.

All offenders will be charged a \$0.50 monthly fee for the cost of usage and future installation of cable for television. Cable hook-up is supplied by the facility.

VENDOR PACKAGE

Vendor and quarterly packages will be authorized per DOC Policy 450.120 Packages for Offenders and CRCC 450.120 Packages for Offenders.

Quarterly gift package forms will be available in the living units. When your family sends in a quarterly gift package, make sure they read the restrictions and guidelines on the form.

All vendor orders must be ordered by the offender and must be approved in advance. The vendor order and money transfer request will be submitted to the Counselor to check for availability of funds and the Unit Sergeant for matrix clearance. If the order is for a specialty item (i.e. recreation hobby item), the form will then be forwarded to the supervisor of the specialty area. The order forms approved by the specialty area supervisor, all other approved vendor orders, and the money transfer form will be forwarded to Offender Banking for processing, provided the offender has sufficient funds to cover the cost of the order. The approved request will then be forwarded to the Property Room. Approved merchandise may be ordered from any approved vendor catalog, but must be prepaid. If the request is denied, it will be returned to the offender with an explanation.

Publications/materials received from vendors must be paid for in advance. They may be purchased by the offender, a friend, or a family member, but must be prepaid and come directly from the vendor. Publications will not be limited except by storage and/or living unit policy limitations per CRCC 450.100 Mail for Offenders. Note: These will be considered a vendor package and compliance will be monitored.

XVII. PROGRAMMING

The offender will be required to participate in all referred programming upon callout. Failure to do so will result in the loss of Earned Time for the month, program points, and disciplinary

action. If the offender has a scheduling conflict, it is their responsibility to resolve the conflict through communication with their instructor and assigned counselor prior to the start of the program. Once the offender is placed on the callout by the instructor and/or are admitted to the program, he is expected to finish the entire program. Failure to do so will result in disciplinary action up to and including WAC violation 557 for failure to program.

JOBS

Refer to CRCC 700.100 Class III Offender Employment and Compensation for details on job assignments. Specific information regarding job descriptions and/or qualifications can be obtained from your assigned counselor or by submitting DOC 21-473 Offender's Kite to the Assignments Office. The offender may submit an application for one job assignment at a time. See your counselor for an application and referral.

Offenders cannot refuse a Class III industries job assignment when offered.

Working is a privilege and a responsibility. You must not leave a work assignment unless approved by your supervisor. Do not go to the unit or any other area unless specifically approved by your supervisor and properly called back for the day by your supervisor or a qualified staff member. If you are not a unit worker or assigned to do a job in the unit and are found there during your work day, you will be out of bounds and may be infraacted.

DO NOT bring any contraband in from any work assignment.

EDUCATION

NO food or beverages will be allowed in the Offender Programs "M" building.

Refer to CRCC 500.000 Education and Vocational Programs for Offenders. Educational courses offered through Walla Walla Community College at CRCC include General Equivalency Diploma (GED), Readiness, Adult Basic Education (ABE), English as a Second Language (ESL), Job Psychology, Vocational Writing, Applied Mathematics, Information Technology Certificate (ITC), Basic Bookkeeping, Graphic Design, Auto Mechanics (MSU only), Welding (MSC only), Heating Ventilation Air conditioning (MSC only), and Building Maintenance (MSC only).

The philosophy of CRCC is that all offenders will leave here with a GED and will participate in recommended programming. If you do not have a verified high school diploma or a GED, you will be referred to basic skills for placement. Graduates with reading or math scores below the 9th grade level may be placed in ABE classes. **ABE/GED/ESL programs will take precedence over job assignments.** See the Education department for further details.

OFFENDER CHANGE PROGRAMS

CRCC offers a variety of educational/life skills programming. These programs include:

- Chemical Dependency Treatment
- Alcoholics Anonymous/Narcotics Anonymous (AA/NA)
- Celebrate Recovery (faith based AA/NA)
- Moral Reconciliation Therapy
- Unlocking Your Potential
- Thinking for a Change
- Making a Good Brain Great

In addition to these programs, CRCC also offers family friendly programs that incorporate family planning and parental education. These programs include:

- Parent-Teacher Tele-Conference Program
- Partners in Parenting
- Inside/Outside Dads
- PICK/Relationship Works

All offenders will be referred to programs based on behavior, Judgment and Sentence requirements, assessed risk/need and Facility Plan expectations. If you have not been referred or would like to participate in a particular class, contact your assigned counselor. Openings will be filled by priority from the waiting list. Watch the callout daily for your name.

XVIII. RECREATION

The recreation area includes the weight room, gym, yard, barbershop, hobby craft area, and music rooms. Refer to the Operational Rules posted in the recreation area. The recreation schedule will also be posted in the recreation area and on the unit bulletin boards.

Track and ball field hours will be posted in the designated area. They may be closed by order of the Shift Lieutenant for cause during normal recreation hours. Cause may include limited visibility, no staff supervision, etc. Fees for weight lifting, music, and hobby craft (\$5.00 per quarter, per activity) will be assessed, consistent with DOC 540.250 Recreation User Fees. These areas are out of bounds if you have not paid the quarterly fee. To replace lost recreation cards, you will need to pay \$3.00 to the Offender Betterment Fund (OBF). If you receive an infraction (minor or major), your recreation privileges may be suspended for a period of time or revoked depending on the infraction.

BARBERSHOP

Barbershop services will be provided when recreation staff is available. Barbershop hours will be posted in the Barbershop. Submit DOC 21-473 Offender's Kite to sign up for the Barbershop.

XIX. RELIGIOUS PROGRAMS/ACTIVITIES

The Religious Activities Center offers weekly activities and reoccurring events throughout the year. See the CRCC Religious Activities calendar for the many activities offered. This calendar will be posted throughout the facility including the unit bulletin board and in the Religious Activity Center. The Chaplain has an open door policy. If you are unable to access the Chaplain, submit DOC 21-473 Offender's Kite. Freedom of religion is supported in this facility. Let the Chaplain know of your religious needs and if they are not being met.

XX. SAFETY AND EMERGENCY INFORMATION

PRISON RAPE ELIMINATION ACT (PREA)

During initial orientation offenders will watch a video describing PREA in greater detail. If you need more information or want a brochure, contact a staff member. If you wish to report an incident, notify a staff member. From inside the prison, you can make a call through the offender phones by dialing your assigned IPIN and 0-800-586-9931. Proof of an offender purposely making up or providing a false report of such relationships, will be handled as a major disciplinary violation per RCW 9A 44.160 and RCW 9A 44.170.

Industrial Safety

If an offender is hired for an offender work program, he will receive training or instructions for the safety requirements and duties of the position. He will also receive safety training relevant to the job.

Fire Prevention

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

- Immediately notify a staff member of any potential fire hazard.
- Ensure that the electrical equipment you are using is safe.
- Properly store flammable liquids in designated areas.
- Keep your living area clean.

Fire Alarm, Drill, and Evacuation Procedures

Offenders will be required to attend and participate in all fire and emergency drills. During a fire or emergency drill, facility staff will provide specific directions. The offender will be expected to comply immediately with staff directions. Evacuation plans are located in all buildings.

XXI. STORE

Please refer to the unit bulletin board for store order deadlines and store delivery dates and times. All Store orders must comply per CRCC 200.210 Offender Stores and with the property matrix per DOC 440.000 Personal Property for Offenders.

ORDERING

Complete the store order form completely and accurately. Incomplete orders will be rejected. You must include your name, DOC number, housing assignment (unit and bunk number), date, and your signature. Store order forms will be located in your living unit. Orders found in the US mailbox, Kite Box, turned in on the wrong night, or found on the floor will be **CANCELED. NO EXCEPTIONS.**

The maximum order per week will be \$100.00 and minimum will be \$1.00.

All items sold in the offender store will be sold by **EACH**. For example: 6 Pepsi / 3 Snickers / 24 Ramen. **NOT:** 1 case Ramen / 1 Pepsi 6 pack. If under "Quantity", you request, 1 case or 1 Pepsi 6 pack, you will receive only 1 of that item. While store orders are being issued, any overages or shortages will be verified by staff and noted on the receipt. Adjustments will be made **later** and a corrected copy will be forwarded to you. Check your order and receipt **VERY** carefully. Once you have accepted your store order, there will be no adjustments or returns. **NO EXCEPTIONS.**

Pre-franked (pre-stamped) envelopes may be purchased with your postal account funds. Indicate on store order form if "**Postage Account Funds**" are to be used. Hygiene items will be filled first per CRCC 200.210 Offender Stores. **THERE WILL BE NO CREDITS, NO EXCHANGES, and NO EXCEPTIONS.**

"Special Orders" will not be included in the weekly maximum order amount. Completed orders will be picked up by Property and issued from the Property room.

INDIGENT ITEMS

Only offenders who meet the definition of indigent by Offender Banking will be allowed to purchase items listed as indigent Items.

XXII. TRANSLATION SERVICES

Translation services will be available to all offenders who have difficulty communicating due to language barriers. Offenders may request these services as needed through their assigned counselor.

XXIII. VISITATION

Visiting hours will be posted in the living units and at Public Access for visitors. Visiting rules will be posted in visitation and will be subject to change. CRCC 450.300 Visits for Prison Offenders will be available for viewing in the Library.

Parking

All visitors to the Institution will enter and exit the facility through Public Access. Signs will be posted, marking the areas assigned for visitor parking.

All visitor vehicles must be locked and vacated while on state property. Under no circumstances will minors or pets be left in vehicles unattended or vehicles left running unattended for any reason. All persons and vehicles that enter the facility grounds will be subject to search. Persons who refuse will be denied visiting privileges.

Dress Standards for Offenders

Offenders reporting to the Visiting room must be appropriately dressed. Clothing shall be clean and presentable. Shirts must be buttoned, except for the top two buttons if wearing an undershirt. All shirts must be tucked in, pants must not be sagging and shoes must be fastened or tied.

THE FOLLOWING WILL NOT BE ALLOWED

Non religious headgear of any kind	Shorts
Dirty clothing or clothing in disrepair	Lined belts
Shower shoes	T-shirts/thermal tops, if worn as an outer garment
Watches, rings (except for wedding bands)	Sweat pants
Pictures, letters, or legal papers	Bracelets, necklaces, earrings or other jewelry

A television set, VHS tapes, and DVDs will be provided for children. Games, cards, and books will be provided during your visit. You must check these items out and will be responsible for any lost or broken items.

All offenders will be assigned tables to sit at prior to entering the visiting area. Visitation staff may reassign seating to facilitate access to the play area by the offender's visiting children. Visitors using restrooms may be pat searched before returning to their assigned tables.

The Visitation room will be emptied immediately at the end of visiting hours. A 5 minute warning will be given. Visitors will leave first and offenders will remain seated at the table until all visitors have exited the room. While saying goodbye, hands will be kept in plain sight and above the waist.

Visitation photos

Photos will be taken in the Visitation room. Photo coupons will be available for purchase by family members in Visitation. Photo coupons must be used during the visitation period they are purchased. The offender must be in the photo when taken in the Visitation room.

Lost and Found

Lost and found items will be kept in a locked drawer at Public Access, with a notation on the inventory sheet of when the item was found. If the item is unclaimed after 60 days, it will be transferred to the Property Room for disposal.

Special visits

Special visits will adhere to CRCC 450.300 Visits for Prison Offenders and must be submitted to your assigned counselor. Visits between offenders and their attorneys, social service agency representatives, etc. will be scheduled by your assigned counselor. Professional visits between offenders and clergy will be scheduled by the Chaplain's office.

EXTENDED FAMILY VISITS (EFVS)

Offender may obtain an application for EFVs through your assigned counselor. Applications must be reviewed and approved by the facility Superintendent, prior to participation in the EFV program, regardless of prior approval.