

MCC/MSU OFFENDER ORIENTATION MANUAL

INTRODUCTION

Welcome to the Monroe Correctional Complex, Minimum Security Unit. This is a work-orientated facility, which also offers educational, and self-help programs. Your time here can be used productively if you take advantage of the opportunity to build positive habits and set goals that will make your return to society successful. We believe that our role is to set high standards, and hold you accountable while assisting you to meet them. Review this orientation packet carefully. It will provide you with information you need about our specific expectations. Any questions or problems you have regarding this information should be addressed with correctional staff as soon as possible. Shortly after your arrival you will receive an in-person orientation and be assigned to a bunk in one of the living unit dorms. You will be placed on the caseload of one of the unit counselors and later referred to a job at your initial Gate Card Intake meeting. Your facility plan and other programming specific to your needs will also be addressed at that time.

You are responsible for knowing the contents of the Statewide Offender Orientation Handbook and the MCC-MSU Offender Orientation Handbook

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- MAP OF MSU

1. MCC/MSU General Rules/Information

1. Cooperate with staff at all times. Specific concerns over policies or camp directives may be discussed with the Unit Sergeant or CUS at a later time.

All call-outs are mandatory, no matter what area they are from.

2. Take care of our buildings and grounds. Maintain the good condition and appearance of all buildings, equipment and grounds. Do not litter or throw anything on the ground. Use appropriate trash receptacles.
3. The following items may be taken from the living units to the yard; 1 candy bar, 1 book, 1 coffee cup, and/or 1 can of pop.
4. The use of martial arts in any form is prohibited. Horseplay is not allowed.
5. Spitting where others may walk is prohibited.
6. Running is not allowed unless engaged in athletic sport activity on the ball field or in the covered recreation area.
7. Movement in or out of the fenced/gated perimeter will normally be through the Mudroom Gate. Authorized call outs and work details under direct staff supervision may use side gates.
8. Failure to comply with any of the rules and regulations set forth in this orientation manual could be considered violation of WAC 102-Failure to follow written rules.
9. Offenders are not allowed to come unannounced to the Administration building. If you need to speak to someone in Administration, please contact a Unit C/O to assist you.
10. There is NO LOITERING anywhere on MSU grounds except the Big Yard.
 - Specific bunk assignments are made by the Unit Sergeant. All room moves will occur within the unit you are initially assigned to unless a change is based upon an institutional need as determined by the CUS.
 - Grievance Complaint Forms are available at the unit officer's desk. A completed complaint can be dropped into the Offender Grievance mailbox located in the entrance to the dining room.
 - The Minimum Security Diversity Committee (MSDC) is an offender-based organization that focuses on providing positive educational and cultural programs. The MSDC hosts banquets to honor and celebrate the cultures represented at MSU. In addition, the MSDC coordinates donation drives to provide the MSU population with newspapers and other holiday activities,

events and entertainment. You may request additional information about current activities from the MSDC office in the Chapel area.

- A part time chaplain will be on site at MSU to direct religious activities. Program schedules are posted in the units. The Chaplain's office and bulletin board are in the I.S.B.
- Legal Library services are limited at MSU. Offenders with significant needs for the Legal Law Library will be reviewed for transfer to a Main Institution.

For legal copies: Unit Officers will contact appropriate staff in the Administration Building and offenders will be charged for the copies.

- MSU does not have a library. Books are available in the unit dayrooms for your use. Interlibrary loan is available through the recreation department.
 - Offenders "slow walking" evacuations of units during Fire Drills or other emergencies will be infracted for WAC-558 and placed in Segregation. Evacuation Routes are posted in specified areas. You are required to follow all staff directives.
11. Except when in the yard or recreation area, offenders must tuck in shirts and sweatshirts that reach below the pant-pocket level into their pants/trousers/sweat pants when they are outside their housing unit. Shoes must be laced and tied at all times.

2. OUT OF BOUNDS

1. On the back page of the Orientation Manual is a map that will show you the security perimeter of MCC/MSU as well as authorized and unauthorized areas. Do NOT walk on any grassy areas or the roadway that follows the North fence line of the camp.
2. All walkways in your living areas that are to be used to and from the IK, Inmate Services and Mudroom buildings are shown on the Orientation Map.
3. In the Yard area, you are allowed to congregate from the out-of-bounds line behind the Mudroom to the sidewalk south of the Horseshoe pit and Handicap walkway. This includes the hill, yard and the area behind the Mudroom.
4. The following recreation areas are authorized for participants and spectators: Yard, Ball field, Track, designated Road areas, Bocce Court and Horseshoe Pit.
5. Picnic tables will only be located as shown on the map. No exceptions and no tables are allowed on the Track, Ball Field or Yard.

6. The sidewalk/entry between A and B Units is out of bounds to all C and D offenders and is not to be used for access to the yard. The sidewalk/entry between C and D Units is out of bounds to all A and B offenders and is not to be used for access to the dining hall/kitchen.

3. COUNTS

1. Count Times are 3:00am, 6:00am, 3:50pm, and 9:00pm.
2. When "yard in" is announced, you are to return to your living unit, use the bathroom if necessary and then report to your bunk (room). When formal count is announced, you are to be on your bunk. You are to remain on your bunk and until the announcement of "COUNT CLEAR" is made. Offenders found to be in violation of these rules will be infracted for WAC #102, #103, #210 and #214.
3. When count takes place prior to mainline (10:50am and 3:50pm), you are to remain in your wing until the Unit Officer calls the announcement of mainline. .
4. You are not to converse with officers during count unless it is an emergency.

4. MOVEMENT

Movement is restricted to those buildings/areas specifically open at the time, and/or when you have a call-out or pre-approved appointment. Check the unit bulletin board for recreation times.

5. LIVING UNIT RULES

1. Only those assigned to a wing/dorm may enter that area.
2. You must be in your room by 11:30pm daily.
3. You must remain in your room area between the hours of 11:30pm and until the start of morning mainline except to use the bathroom. Use of the showers is prohibited during this period, but may resume at 5:30am.
4. Once morning mainline is called, the Dayrooms are open. We will allow offenders to get hot water out of the HOT WATER SYSTEM in the Main Hallway between 5:30am and the start of morning mainline, but they must return to their wing immediately.
5. Televisions and radio/cassette players require headphones to be used at all times.

6. Room doors can be propped open between June 1st and October 1st of each year to provide additional ventilation. At least one of the occupants must be present in the room. If noise becomes an issue then staff can direct that the door(s) be closed.
7. Room visits are limited to one (1) visitor per room at a time. The visitor is to sit only on the chair assigned to that room. Only offenders from the 2-man rooms in your wing may visit. No cross-wing visiting. Visits will start at 2:00pm and end at 11:30pm daily.
8. You are to enter and exit the unit only by the doors indicated. In the case of fire, follow the posted escape routes.
9. You are responsible for securing your personal property with the combination/padlock provided.
10. Searches of rooms and common areas will be conducted on a routine basis. You will be expected to comply with staff directives to leave the area during searches.
11. Loitering is not allowed.
12. Bedding is to remain in the assigned area at all times except during linen exchange. Offenders are expected to remake their beds immediately following linen exchange.
13. The officer station, staff office hallways, staff offices and storage areas are out of bounds to offenders unless specifically authorized.
14. You are not permitted to sit or lie down on any bunk but your own.
15. There is no smudging allowed indoors. You must use the designated smudging area.
16. Comply with room standards as posted in the units.

6. MEALS/DINING ROOM

1. Meals will be served in accordance with the daily schedule posted on the wing bulletin board.
2. There are no early out for special religious or medical diets. Medical diets must have a current HSR written by the MCC Dietician to be on the MSU diet list. Religious diets must be approved through the MCC Chaplain.
3. You are only allowed in the dining room during scheduled meal periods, unless assigned to work.

4. When entering the dining room, **STAY IN ONE LINE**. Do not sit and visit while waiting for the line to shorten. Pick up utensils before moving on to the service window.
5. Ten minutes after the last unit is called, the entrance door will be locked, the window closed.
6. You are required to wear clothes that are clean and in good condition (no holes) at meals. Your I.D. must be visible at all times. No rubber boots, rain gear, tank tops, sleeveless undershirts or thermal underwear tops are allowed. No shorts, sweats or thermal underwear bottoms, under shorts/sweats are allowed. No hats, shower shoes, house shoes or sunglasses are allowed. Shirts will be tucked in, shoes tied and pants pulled up (no sagging).
7. You may bring one of the following items (must be in their original container) to meals: Garlic Chili Sauce, Hot Sauce, Picante Sauce, Soy Sauce, and Jalapeno peppers. These items are not to be shared and should be removed from the dining hall when you complete your meal.
8. You are not allowed to take eating utensils from the dining hall.
9. Offenders are permitted to take a pre-packaged food item OR one piece of fruit (if served) from the dining hall back to the unit at the conclusion of their mainline meal. Feeding birds and other wildlife at MSU is not allowed. Fruit may not be accumulated in your assigned living area.
10. Upon exiting the dining hall, take your tray and utensils to the scullery window.
11. If you need to communicate with food service staff, do so through the IK Officer at the window.

7. STORE

Offenders may order items from the inmate store once a week. The approved store list is posted in the unit day room. All store items received must fit inside your locker.

1. All store orders must be in the designated mailbox by 2:00 PM on Sunday. Offenders will normally receive their store on Wednesdays. Any schedule changes will be posted.
2. Non-consumable items on the offender store list will be processed through the property room who will notify the offender when that item is ready to be picked up.
3. It is the offender's responsibility to check the contents of his store order bag prior to signing for it and leaving the area. Any problems with the store order must be resolved while in the officer's presence. The staff member giving out the store

will verify any discrepancies on the store receipt and sign their name and date. The Unit Sergeant will conduct related investigations and contact the store staff to resolve problems.

4. The dollar limit for regular store order purchases is \$75.00 per week.
5. If you did not receive your store order, you must contact the Unit Sergeant the same day in order to be considered for a refund. In the absence of the Unit Sergeant, contact the Shift Sergeant.

8. RECREATION/MUSICAL INSTRUMENTS

Recreation staff will be available at MSU to supervise activities and programs. The Yard (baseball field), gym and indoor space in the Offender Services building are available for recreational activities. The specific activities available and times those areas are open is located in the offender Recreation Orientation Pamphlet.

MSU offers an in-cell music program and an in-cell hobby program per MCC 540.105 Recreation Program for Offenders.. Policies and Operational Memorandums are available for review through the assigned counselor or recreation staff.

9. EDUCATION

Edmonds Community College provides education classes for offenders at MSU. Offenders under the age of 22 who do not have a verified GED or High School diploma will be identified at Intake. It is DOC Policy that those under the age of 22 without a verified GED or High School diploma will be enrolled for a minimum of 12 hours a week to work toward their GED. All offenders new to MSU will have an education callout to determine educational programming. **This callout is mandatory.** In addition to Adult Basic Education classes (ABE, GED, ESL), Transition into Society courses are offered: Parenting and Metamorphosis classes are offered. Information Technology is a yearlong vocational program offering nine courses including Word, Access and Excel. For additional information, you may see the teachers during regular school hours or the Education Advisor on Wednesdays. Education classes, teachers and the advisor are in the ISB. You may be required to attend educational programming if your language and math skills are low.

10. TO COMMUNICATE WITH STAFF

Offenders may contact their counselor, or other MCC/MSU staff via the "kite" system. Kites are available at the officer's desk and can be placed in the regular mail or unit mailboxes. See your unit C/O for directions regarding the appropriate staff to contact for your concern. Generally, your counselor will be available throughout the day and will address issues in a timely manner. Emergency contact for visitors: (360) 794-2299.

It is important to be able to resolve issues at the lowest level. If you are having an issue with a staff member and cannot resolve it, contact their immediate supervisor. The MSU Chain of Command for offenders is: Officer-Sergeant-CUS-CPM-Associate Superintendent-Superintendent. By following this process, you should be able to obtain timely resolutions and answers to problems, questions, and concerns.

11. PROPERTY AND CLOTHING

Offenders will be issued clothing for in-camp wear and work. Exchanges of new for worn out clothes will be made every 6 months. Before 6 months, if necessary, used clothing in good repair, will be exchanged for worn out issue. You are not allowed to buy, trade or loan clothing. Laundry carts are located to collect all soiled state issue, on the living units.

Please refer to DOC 440.000 Personal Property for Offenders and 440.050 State Issued Clothing/Linen for the allowable amounts of property you can retain.