

## **OZETTE UNIT**

### **POSTED OPERATIONAL RULES**

Olympic Corrections Center is a Minimum Custody Correctional Re-Entry Center. Full productive day is our mantra. Expect to work and participate in education, vocational, offender change and treatment programs.

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

#### **Animals**

- Do not feed the animals; feeding animals creates a hazard for them and for us. Nature did not intend for the animals to eat our processed foods. Raccoons become aggressive when seeking handouts and are known to bite. (Feeding the Animals will result in an infraction)

#### **Back Dock**

- Opens 0500 and closes 2130 daily on week days and 2300 on weekends and holidays.
- The ping pong table is located on the back dock. Ping pong may be played between 0700 and 2130 daily.

#### **Barber Shop**

- Wednesday - Friday 1500 to 2000
- Saturday 1430 to 2000
- Sunday 0700 to 1300
- The sign-up sheet is on the door of the shop.
- Only one person with the barber in the shop at any given time.
- Hair braiding is allowed in the barber shop outside the barbershop's regular hours. Only the person braiding and getting their hair braided are allowed in the shop. They may not use any of the barbering equipment when braiding.

#### **Batteries**

- Dead batteries are to be placed in the grey container marked "dead batteries only" located by the mailboxes.

#### **Bulletin Boards**

- You are responsible for the information on the bulletin boards. They contain information from the CUS, Sergeant, Religious, Medical, Recreation Departments, Correctional Industries, upcoming events, family friendly information etc.
- Daily callouts are posted on the clip board at the duty station every night for the next day.

## **Bunk Inspections**

- Bunks and lockers are to be in compliance at all times. They are to be clean and orderly.
- Bunk inspections can be conducted at any time by any staff member resulting in bunk failures.
- Formal bunk inspections are done on Tuesday and Thursday mornings during second shift.
- Three or more bunk failures in a three month period will result in your return to G-Tier and loss of seniority.
  - Beds must be made.
  - Shoes and personal property should be secured in lockers.
  - Nothing should be stored or placed on top of the lockers or hanging from your locker.
  - There is to be nothing hanging from the head or foot of your bunk.
  - One pair of shoes left under your bunk is permissible if you are in a room.
  - Lockers should be secured at all times – no exceptions.
  - Nothing is to be left out while you are away from your bunk area. If items are discovered on your bunk while you are away, they will be confiscated.
  - Only one mattress or pillow will be issued unless you have specific written authorization from the unit sergeant or CUS. You must meet certain criteria for this to be approved. Submit a kite and if authorized the kite must be taped to the inside of your locker with the CUS's signature.
  - Tables, window sills, and floors are the responsibility of all parties in the area. Floors and window ledges should be clean and clear of all items.
  - Search your new bunk area thoroughly to ensure nothing has been left behind that may be considered contraband or damage that may not have been noted. If you find a discrepancy let a staff member know so we can put in a work order for repairs.
  - You must sleep with your head on the window side of the tiers and feet towards the isles. Failure to do so can result in an infraction.
  - Do not remove chairs and tables from the bunk areas.

## **Counts**

- There is a five minute warning before all counts. The five minute warning is your time to get in your lockers and use the restroom.
- Failure to be on your bunk during an “on your bunk count” or in your bunk area during an “at your bunk” count will result in an infraction.

## **Dog Program**

- Ask the handlers before petting the dogs, the dogs are at different phases of their training and may not be ready for additional social interaction.
- Do not feed the dogs, the Dog Handlers have the responsibility for feeding the dogs and tracking their diets, there are foods that humans consume that would harm the dog if they ingest it.

## **Emergency Assembly Areas**

- In the event of a Fire Alarm, staff will direct all offenders to report to a specific muster/assembly area by use of the paging system. The primary assembly area is in front of the kitchen under cover. The secondary area is in the TC Programming area or as directed by staff.

## **Game Rooms**

- Open daily from 0700 to 2130.
- Do not remove tables and chairs from the game room.
- Games are to be checked out by the unit clerk
- Games are not allowed to be played in the library with the exception of a quiet game of Chess.
- Card Games
  - Names, DOC #'s, and the name of the game being played must be on any score sheets.
  - Poker in any form is not authorized.

## **Gates**

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

## **Housing Information**

- You are required to program as documented in your Custody Facility Plan. You are to participate in programming you have been referred to which includes education, vocational, offender change, treatment and work programs. Failure to do so may result in a WAC 810 and / or 557 infractions.
- Preferred housing is a privilege and requires you to be serious infraction free, maintain full-time employment with average or better work evaluations, participate in appropriate education, vocational, offender change, treatment and work programs as referred by the classification staff, abide by unit and camp rules, consistently demonstrate cooperative and respectful behavior towards all staff.
- If found guilty of a WAC 210 (tier or room visiting / out of bounds) or WAC 351 (i.e. loaning / borrowing IPINs) you will not be eligible for preferred housing and will be moved the following Sunday to G-tier.

## **Laundry**

- Every Tuesday turn in all linens (Sheets and pillow case). Place them at the end of your bunk for staff pick-up between 0640 – 0700. There can be no knots in the sheets. If there are knots in the sheets, you will receive a bunk inspection failure.
- Turn in blankets the second Wednesday of the month. Fold them and place them on the end of the bunk for staff pick-up between by 0700.
- State clothing may be turned in daily from 0630 to 2130 to the laundry room.
- Clothing exchange is to be turned in to the laundry room in your exchange bag on Monday night and will be returned to the unit on Tuesday.

## **Legal Resources**

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

## **Lights out**

- Tier lights will be turned off nightly at 2130.
- Bunk lights Sunday through Thursday 2300.
- Bunk lights Friday and Saturday 0130.

## Mail Call

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

## Meals

- Breakfast served Monday through Friday 0500 to 0530 by tiers.
- Brunch served Saturday, Sunday and Holidays at 0645 with sack lunches distributed at the dining hall. All food must be eaten by 1400. Any food found in lockers after that will be confiscated.
- Lunch served Monday through Friday 1100 to 1200 by tiers.
- Dinner served daily at 1600 to 1630. Dinner will be called over the intercom system. You will be released by tiers and you are expected to remain at your bunk until your tier has been released.

## Paging System

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

## Progressive Discipline

- On-sites are documentation of verbal warnings. It is up to the discretion of the staff member whether to give an on-site or write a general infraction.
- General Infractions will be heard by a Sergeant and you may appeal the sanction or decision in writing to the CUS within 24 hours.
- Serious infractions are heard by a Hearings Officer and you may appeal the sanction or decision in writing to the Superintendent within 15 working days.
- Turn your appeal in to an officer.
- Any serious infraction you are found guilty of will result in you being sent back to G-tier and the loss of your seniority.

## Shower Times

- Daily 0400 to 2230
- When showering, you will utilize the shower on your tier.

## Sick Call

- If you are laying in sick from work, you must fill out a Health Services Kite and put it in the Medical Kite box in the duty office by 0530. You will remain on bed rest until you return to **work**. Exceptions can be made only by the CUS.
- Sick call will be posted via the daily callout.
- Offenders who abuse the sick call, bed rest process, will lose the privilege of taking themselves off of bed rest at their next work period and will remain on bed rest **until seen by medical**. You are **only** authorized to do the activities on your bed rest tag. No exceptions unless authorized by the CUS or Sergeant.

### **Staff Open Door hours (CUS and Counselors).**

- CC2 Obenland – is available during scheduled work hours or via kite.
- CC2 Price – is available during scheduled work hours or via kite.
- CUS Lawson - Tuesday & Thursday 1400 to 1500 and Fridays 0930-1030 as available or via kite.
- You can check your account balance on the kiosk; additional requests may be made through the accounting department.
- All true emergent situations are to be reported to any staff who will then make themselves available.
- Do not knock on the door or tap on the window to get staff attention in the duty station unless it is an emergency.

### **Store**

- Store orders are picked up every Sunday evening at 2300 out of the store box. Store is delivered on Fridays. You must check out each item and sign for your store. It is at that time you may return an item if it not what you ordered or if it is damaged, outdated etc.
- You are not authorized to give or receive store items to or from other offenders.

### **Sunbathing Area and Times**

- Sunbathing is only authorized on the grass at the west end of the unit in front of the propane tanks.
- Shirts must be on when walking the unit track or working out on the back dock. Shirts must be worn at all times at the gym and ball fields. Avoid over-exposure. Getting sunburned is not an acceptable excuse to avoid work.
- You may sunbath daily after 1430.

### **Tailoring**

- Monday through Friday by placing a tailoring kite in your exchange bag and turning into laundry room.

### **Telephones**

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

### **Televisions and Televisions Rooms**

- The TV committee is made up of community members who schedule all the TV programming.
- The Unit Sgt. will review the schedules before they are posted.
- No television programming that conflicts with therapeutic goals will be authorized.
- Gambling shows or “reality” type shows glorifying drugs, alcohol or gangs will not be authorized.
- Personal Televisions are not allowed for use on G-tier

### **Translation Services**

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

## **Unit Procedures**

- Identification tags must be worn at all times on the outermost garment, chest level with the picture showing.
- Tiers are 24/7 quiet areas. No visiting on the tiers. *Visiting areas are on the back dock, the activity rooms, track or sunbathing areas.*
- You must be dressed appropriately at all times. No sagging your pants, beanies must be worn above your eyebrows. All hats must be worn correctly i.e. not to the side or backwards. Bandanas are not allowed to be worn in the unit, including under your beanie. You must be in state issued clothing during program hours.
- Sunglasses are not to be worn inside of the building unless you have an HSR.
- You must use headphones when watching television or listening to your radio. Radios and walkman cassettes can only be played at your bunk or at the track. You are not allowed to use them when walking around in the unit.
- There is to be no loitering at the duty station, in front of the counselor's doors or J-Pay machines. This is also a quiet area as staff are working.
- The unit track and outside areas are open during day light hours only. Staff will announce when the outside areas are closed. (Back dock has specific hours of use as noted above)
- Tier lights will be turned off every night at 2130.
- Bunk lights are to out at 2300 Sunday through Thursday and 0130 on weekends and holidays.

## **Visiting Schedule**

- Saturday, Sunday and Holidays from 0930 to 1430.
- All visitors must be pre-approved and on your visit list.
- Approved visitor lists from other institutions should follow you, however, do not assume so until you receive approval paperwork from OCC visit room staff.