



**WSP MEDIUM SECURITY COMPLEX
UNIT MANUAL**
For offender viewing 07/01/2013

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

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

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

- I. The unit manual will be available for check out from the unit Officer.
 - a. The offender will exchange his ID card for the unit manual.
 - b. The offender will review the unit manual at a table in the dayroom, and then return the unit manual to the Officer station.
- II. Policy Manuals and Operational Memorandums will be dealt with in the following manner:
 - a. The offender can obtain the Policies and/or OMs in the Sergeant's office and check them out to review in his cell. Offenders will ask Unit Officers to speak to the Sergeant.
 - b. A copy of the list of Policies and OMs are attached to the manual.
- III. CI ACCESS Secure Pak Property and Music Catalogs are available to check out from unit staff and may be viewed in the dayroom only **by exchanging the offender I.D. only**. Catalogs must be turned in by 8:30 PM each night.

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

- IV. Cell assignments
 - A. Offenders may request a cell move by submitting an offender kite to the 2nd Shift Unit Sergeant. Moves will be considered, but not necessarily granted.
 - B. The offender kite must include the signature of the other offender they are requesting to house with.
 - C. Offenders are limited to one move every 6 months.
 - D. To be considered for a move offenders must be 90 days major infraction free and 30 days minor infraction free.
 - E. Cell moves will be conducted once a week on a day designated by the 2nd shift Sergeant, unless circumstances arise that requires a postponement.
 - F. The 2nd shift Unit Sergeant will manage the moves.
 - G. If the offender is requesting a low bunk, lower tier, or other moves for medical reasons, he will be required to produce a valid health status report (HSR) requiring the move.
 - H. None of the above limits Unit Sergeants/Managers from making cell moves whenever necessary for emergency and/or administrative reasons.

Section 3 – Boundaries

- I. Out of Bounds
 - A. **Offenders are NOT allowed to talk to Unit Manager or Counselors without first using the kiosk or kite system. Emergent situations will have to go through unit officer(s) and the officer(s) will decide if it is emergent. NO EXCEPTIONS!**
 - B. **Offenders are not allowed outside of assigned dayroom without the permission of the Unit Officer/Sergeant unless during movement.**
 - C. Holding cell area, sorting room, storage room, property room, exchange room, and the support services area are out of bounds, except through staff permission, callout and or under escort.
 - D. At no time is an offender allowed to enter a cell other than their own. No cell visitation is allowed. Visiting outside the door is **NOT** allowed. Use dayroom floor to visit.
 - E. The upper tier is out of bounds if you live on the lower tier. **NO EXCEPTIONS.**
 - F. There is no loitering in front of another offender's cell; even if it is on your tier, it is out of bounds. While on the tier, keep moving until you reach your own cell front.
 - G. At no time should there be any offender(s) at the officer station without the officer being present.
 - H. Permission will be given to offender(s) working the sorting room & exchange room **only**.
 - I. **Doors are to remain shut at all times. Propping doors open will result in an infraction.**

Section 4 – Call Buttons

- I. The buttons inside each cell are to be used for only two reasons:
 - A. During business hours, the call button will be your method to exit the cell.
 - B. During nonbusiness hours (2100 – 0630) an offender may press the call button to communicate with a control point when there is an emergency.
- II. During nonbusiness hours, once the call button is activated control point will make the statement, **“State your emergency”**. If it is not an emergency the offender will be subject to an infraction. .
- III. Cell speakers will not be obstructed in any manner to include hanging clothing or any other materials in front of the speaker.

Section 5 – Callouts (DOC 420.155 & OM 420.155)

- I. Units will operate on a callout system. **All offenders must be on a call sheet or have authorization to exit the unit.**
 - A. External callouts will be called by South Complex Control at authorized time periods.
 - B. Offenders who are unable to attend mandatory programming or callouts will notify the unit officer to be placed on the unit lay-in list.
 1. Offenders who do not attend work or education programs due to illness or unexcused absence will not be authorized recreation/dayroom for that day.

Section 6 – Count (DOC 420.150 & OM 420.150)

- I Count Times:
 1. 0620 (6:20 am)
 2. 1600 (4:00 pm)
 3. 2105 (9:05 pm)
 4. 0001 (midnight)
- II Count Procedures
 - A. During all counts, unit officers must be able to see living, breathing flesh.
 1. During all counts, offenders will be required to be clearly visible to the officers making count.
 2. The offender is required to comply with all orders given until all counting officers are satisfied.
 3. Failure or refusal to do so will result in a major Infraction 653.
 - B. Count lights will be on during all count procedures.
- III Procedures For Picture Board Count:
 - A. All offenders will be returned to their cell at the direction of the Shift Lieutenant.
 - B. Once the offenders are returned and placed in their cells, the picture board counting officers will identify each offender by name and number.
 - C. Cell lights will be turned on during a picture board count.
 - D. The Booth Officer will announce: “Picture count, have your ID cards ready to show at your cell window.”
 - E. Each offender will display his ID card, in person, to the counting officers.
 - F. The counting officer will compare the ID card with the offender.
 - G. If an offender refuses to produce an ID card or does not have one, the Shift Lieutenant will be notified.
 - H. There will be no offender movement during a picture count. Pictures counts will be completed in the same order as a normal count.
 - I. There will be no movement until count is announced clear by the Shift Lieutenant.

Section 7 – Interviews and Calls (DOC 420.155 & OM 420.155)

- I. Requests
 - A. Offenders wanting to be seen by their Counselor or unit staff including the CUS will submit a kite or KIOSK message indicating the reason for the interview.
 - B. All correspondence for staff is to be placed in the Unit/Institution mail box in the dayroom.
 - C. If deemed an emergency by the officer, the officer will contact the Counselor, Unit Sergeant, or Unit Manager for clearance for an immediate interview.
 - D. The counselors are located in the dayroom and will have schedule office hours to work with offenders issues.
 - E. Requests for a notary public work shall be on a kite or KIOSK to your counselor who will assist in completing the request. Notary services are also available in the legal law library.
- II. Calls
 - A. Call sheets will be posted daily prior to the evening mainline. It is each offender's responsibility to check the call sheets and appear on time for all scheduled calls. Failure to do so may result in an on-site adjustment or an infraction.
 - B. Offenders who have conflicting call outs should notify staff.
 - C. If an offender reports to staff that they have two conflicting callouts, staff will notify one of the conflicting callout locations that the offender will not be present for his callout.

Section 8 – Classification (DOC 300.380)

- I. Facility Risk Management Team (FRMT) Meetings
 - A. Unit FRMT meetings will normally be held once per week.
 - B. Offenders will be notified at least 48 hours in advance.
- II. Classification Actions
 - A. Counselors will have an initial interview to address programming, custody options and future targets, release plans and other required information.
 - B. If an initial facility plan has not been done at WCC, they will complete a Facility Plan which will address custody, release plans, programming and other relative information.
 - C. If a review is due within 30 days of the offender's arrival and no Intake Plan has been completed, the counselor will complete an Intake with Plan Change to develop targets for the next review period.
 - D. A Facility Plan will be done at six month intervals for those under five years and yearly intervals for those over five years. If the review is a "Regular" Review, the counselor will forward to Unit Manager for approval. If requesting an override, the counselor will forward the referral through chain of command to Correctional Program Manager.
 - E. Offenders may appeal all classification actions to the Superintendent of the facility they are housed within 24 hours of the Facility Risk Management Team meeting. The Superintendent's decision is final.
 - F. Classification meetings are a mandatory call out.
 - G. Classification Counselors will work with offenders as directed in DOC 350.200 to develop plans for release to the community and complete the Offender Release Plan.
 - H. If an offender needs legal copies completed, the offender will notify the counselor a minimum of 24 hours prior to the need for the copies to allow for the counselor to place the offender on the call sheet.

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

- I. Procedure

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- Store orders are placed via telephone. See posted schedule and process on the unit bulletin boards.
- II. Engraving
 - A. The offender will sign for the item needing to be engraved.
 - B. It is the offenders' responsibility to give the item to an identified staff member at the time the offender receives the item needing to be engraved.
 - C. Staff will engrave the item when time permits and return to the offender.
 - D. Offender will show "valid" property or store receipt before any item will be engraved.
 - III. Returns
 - A. Staff will make note of any rejected items on both the offender Store copy and the offender's copy. The items will then be returned to offender Store.
 - B. Returns must be done at time of issue. After the store item has been taken to a cell, it cannot be returned.
 - C. Offender Store will credit the returned store order to the offender's account.
 - IV. Lost Items
 - A. If an offender is charged for store, but never received store, the offender should notify the store.
 - V. Indigent Hygiene
 - A. If indigent, an offender may order hygiene items from the back of the order form with the understanding a debt will be incurred.

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

- I. Limitations
 - A. All items not specifically authorized or that have been altered are contraband and will be confiscated. Items must remain in their original container.
 - B. Offenders are required to sign for any and all property received on the appropriate form and have receipt of property verified by a unit officer.
 - C. Allowable property:
 - 1. TV (One TV authorized for each offender in the cell)
 - 2. Radio
 - 3. Lamp
 - 4. Fan
 - 5. Typewriter
 - 6. Musical instrument. The offender must have an in-cell music permit.
 - 7. Sacred Items (must be kept in one Sacred Items Box)
 - 8. Curio items must be stored in an appropriate container.
 - 9. Legal materials (must be kept in a space no larger than 10" X 12" X 18").
 - 10. Personal mail (volume must fit in a space no larger than 6" X 6" X 12").
 - 11. Books, magazines, newspapers (must be kept in a space no larger than 10" X 12" X 18").
 - D. Consumable items purchased through the offender store program will be on a shelf or in a cardboard box.
 - E. All of an offender's property, except for 1-7 above, must fit within his state issue clothing bag, and a maximum of two boxes. They must be authorized items (to include food items purchased through the offender Store).
 - F. No items will be stored in the window sills at any time. If you acquire too much property that cannot be stored in the cell in compliance with the rule stated above, it will be required to be sent out, destroyed or donated.
- II. Legal Materials
 - A. An offender may have one legal box (10" X 12" X 18") with legal materials only in his cell.
- III. Roll Up Process for Transfers
 - A. Designated Staff will complete an inventory of all personal property for each inmate who is transferring, documenting the inventory on the Property Inventory Sheet for each inmate. The

offender's property will be inventoried using the electronic inventory sheet to verify personal items. All personal items not in the cell will be documented by the staff member rolling

- B. Any Confiscated property will be placed in a separate box/bag and a Property disposition form (DOC 21-139) will be attached after the inmate has signed the form indicating what the disposition of the confiscated property is to be and sent to the property room for disposition.

IV. Segregation Placement

- A. When an offender loses physical control of his property I.E. placed in Segregation, Court Ordered Custody, Hospital admission, transfer to other facilities or custody levels.

- 1. The offender's property will be removed from the cell BY STAFF not another offender using the electronic inventory sheet.
- 2. Consumable items like Food and hygiene items are not required to be inventoried on the inventory sheet (they can be noted as mixed).
- 3. The inventory should be conducted by two staff members (DOC 440.000). The offender property boxes are not to weigh over twenty five pounds.

- B. The following property will be placed in a separate paper bag and sent to segregation as allowable property in Segregation:

- 1. Legal work — when requested by the offender with a deadline
- 2. Address book
- 3. Religious material
- 4. Eyeglasses, dentures, bridgework, prosthetics
- 5. Wedding band

- C. Medications and medical equipment will be returned to medical for reissue.

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

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

I. Cell Music Requirements

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

II. Cell Curio Requirements

- A. Curio Permits are requested through the Unit Curio Officer and must be infraction free for over 30 days.

- B. Offenders are authorized to have two in-cell curio permits. They may choose from the following, if approved through the Unit Manager;

- 1. Art
- 2. Beading
- 3. Model Building

- C. Curio permits will be taped to the underside of the curio box lid.

III. Curio Terminated

- A. If an offender with a curio permit incurs a major infraction his curio privileges will be terminated for no less than 30 days and he may reapply at that time.

- B. If an offender misuses the curio, the curio may be terminated for a period of time to be determined by the Unit Manager. Offender will go through Program Review to document the loss of curio as well as an OMNI entry. Appeals may be made to the CPM within 10 days of the loss of privileges.

- C. Offenders who have curio terminated over six months will be required to dispose of their curio equipment.

IV. Other Rules and Restrictions

- A. The offender will pick up curio supplies from the Unit Curio Officer and a current inventory will be made by the unit curio officer.
- B. All curio tools and curio items will be stored in the offender's curio box with a current inventory. If an offender has two curio permits all curio items must be stored in the one authorized curio box.
- C. Ink bottles/cartridges will not be allowed.
- D. Offenders are only allowed to have one approved clear plastic container to store their in-cell curio items.

Section 12 – Cell Guidelines

I. Cell Maintenance

A. Walls

- 1. Health Status Reports (HSRs) are authorized to be taped on the walls. The HSRs will be taped, only in a designated area, located on the short wall by the door. Multiple HSRs will be stacked on top of each other, taped along the top edge only.
- 2. Pictures are authorized in a space designated in cell. Family photos only. MUST BE PG RATED. NO magazine cutouts authorized. Any other pictures/photos not in designated space will be considered contraband and disposed of. Infractions will be written if found to be in violation of these rules.
- 3. No magazine or newspaper cutouts will be allowed to be taped to the wall.
- 4. No other items are authorized on cell walls.

B. Window

- 1. No window coverings are authorized on/in outer window or door window.
- 2. No items will be used to block the window.
- 3. Putting anything on the windows will be considered a violation of unit policy and may result in disciplinary action to include infraction.

C. Clothing

- 1. Clothing must be stored away in the green state issued duffle bags with the exception of one change of outerwear and one coat per offender.
- 2. No clothing items will be hung from anything other than the hooks provided to hang clothing from.

D. Sanitation

- 1. Floors must be swept and clean at all times.
- 2. Sinks and toilets must be clean and sanitary.
- 3. Cleaning supplies will be made available on a regular basis.
- 4. There will be no garbage liners issued to offenders for their cells.

E. Sheets, mattresses, blankets, towels, etc., will not be used as curtains, rugs, dust covers, furniture pads, floor covers, toilet/sink covers, privacy curtains, and door mats or for any purpose other than which they were made.

F. Cardboard boxes will not be altered or used for anything other than storage and will be recycled.

G. Light Fixtures

- 1. Light fixtures, including personal lamps, must not be covered or altered with paint, paper or homemade shades.
- 2. At no time will incense be placed on the light fixtures.

II. State Issued Cell Supplies

A. The following state issued items are furnished to each cell:

- 1. One mattress per bunk which must be placed on the bunk assigned.
- 2. Two rolls of toilet paper per offender.
- 3. One state issue wastebasket per cell.

III. State Issued Items

A. Basic state issued personal items:

- 1. Two sheets per offender.
- 2. One pillow per offender.
- 3. One pillowcase per pillow.

- 4. Two blankets per offender.
 - 5. Three towels per offender.
 - 6. Two washcloths per offender
 - 7. One green duffle bag per offender.
 - 8. One white and one blue laundry bag per offender.
- B. Any exceptions to this list must be by HSR.
 - C. Offenders are responsible for properly using and maintaining all state issued items. State issued items remain the property of the state. Any waste, destruction, misuse, alteration, or carelessness resulting in damage will result in infractions.
- IV. Personal Property
- A. Must conform to DOC Policy and OM 440.000 Offender Property.
- V. Offender Laundry
- A. The institution laundry will wash all clothing.
 - B. Laundry will not be washed in the cell or the shower.
 - C. Laundry buckets will not be provided.
 - D. Trash cans will not be used for washing clothes in the cell.
- VI. Cell Inspections
- A. Cells will be subject to inspection at any time.
 - B. Offenders assigned to cells that are out of compliance may receive a Cell Inspection form, listing the deficiencies and will be given 24 hours to correct them. If not corrected within 24 hours offenders may receive an infraction or on-site adjustment.
 - C. State issue items being used contrary to these guidelines may be taken as contraband.
- VII. Noise Control
- A. Excessive noise will result in a disciplinary action.
 - B. Earphones must be worn or volume low enough that noise is not heard at cell front while watching television or listening to radios.

Section 13 – Offender Attire/Dress Code

- I. General Code: Offenders are not allowed to have designs cut into their hair. Offender Standards of Attire is contained in the WSP Offender Orientation Handbook.
- II. In-Unit Dress Code
 - A. Out of Cells
 - 1. ID cards will be worn at all times.
 - 2. Clean clothing not torn or altered.
 - 3. Outer shirts covering from shoulder to waist.
 - 4. Pants or shorts must be worn.
 - 5. Shirts must be tucked in and buttoned before the offender leaves his cell. There will be no dressing on the tiers.
 - 6. Shoes with socks.
 - 7. Outerwear must be worn over underwear at all times.
 - 8. No hats, headgear, coats, or vests will be worn in the unit or dayroom, unless processing through the dayroom for an out-of-unit callout.
 - 9. No sunglasses inside.
 - 10. No sagging or pants, shorts or sweats.
 - B. Mainline Attire
 - 1. ID card will be worn at all times in the upper left portion of the chest.
 - 2. Clean clothing, not torn or altered.
 - 3. Outer shirts covering from shoulder to waist.
 - 4. Pants (no shorts or sweat pants)

5. Shirts tucked in and buttoned.
 6. Only Shoes with socks will be worn to the dining hall.
 7. No layered clothing.
 8. No sunglasses.
 9. No sagging or pants, shorts or sweats.
- C. Showers
1. Outer shirts covering from shoulders to waist.
 2. Pants or outer shorts covering from waist to mid-thigh.
 3. Shower shoes with or without socks, or shoes must be worn to and from the showers
 4. ID card will be worn to and from the showers.
 5. No sagging or pants, shorts or sweats.
- D. Office Area (Support Services)
1. ID card will be worn at all times.
 2. Clean clothing not torn or altered.
 3. Outer shirts covering from shoulders to waist.
 4. State pants must be worn. No state issued shorts or sweat pants.
 5. Shirts must be tucked in and buttoned prior to the offender leaving his cell for any call out.
 6. Shoes with socks.
 7. Outerwear must be worn over underwear at all times.
 8. No hats, headgear or coats in the dayroom while waiting for medical or support services callout.
 9. No sunglasses inside.
 10. No sagging or pants, shorts or sweats.
- E. Unit Workers
1. Unit workers will wear state issued pants and shirts tucked in while performing their jobs. Offenders in the Support Services area will wear pants – no shorts or sweatpants.
 2. No sagging or pants, shorts or sweats
- F. In Cells
1. Under-shorts at a minimum.
- G. Yard and Dayroom Recreation
1. ID card will be worn at all times.
 2. Upper body clothing covering from shoulders to waist in dayroom and to and from yard.
 3. Lower body external clothing covering from waist to mid-thigh. (Shorts, pants, and sweats are okay. Shirts must be tucked in and buttoned).
 4. You may take your shirt off in the yard, but put it back on before leaving the yard. External pants or shorts remain on at all times.
 5. Shoes with socks.
 6. No sagging or pants, shorts or sweats.

Section 14 – Housekeeping Plan for Unit Cleanliness

- I. General
 - A. Units will be kept clean at all times. This means clean floors, windows, walls, vents, no dust accumulation, empty garbage cans, etc.
- II. Daily Cleaning Schedule
 - A. The unit custodians, groundskeepers, and recyclers will complete duties as directed by staff during their assigned hours of work. Duties include sweeping floors, wiping walls, window sills, vents, and other flat surfaces, cleaning windows, etc. and other duties as identified on each individual job description. Staff may have the offenders out cleaning other times as needed.
 - B. Staff will inspect the areas prior to signing the time sheet to ensure the offender's work is up to standards.
- III. Areas requiring staff supervision when cleaned

- A. Staff support office areas
 - B. Property, sorting, holding cells, and exchange room
 - C. Janitors closets on the tiers
- IV. Blood and body fluid clean-up
- A. Only those offenders trained will be asked to clean up spills.
 - B. All blood and body fluid clean-up will be supervised by staff and properly documented.
- V. Offender in-cell responsibilities
- A. All offenders are responsible for keeping their cells clean on a daily basis, to include, toilets, sinks, walls, floors, tables and bunks. Failure to do so will result in disciplinary action.
 - B. Supplies available for cell cleaning include: broom, spray bottles of cleaners/disinfectants, toilet brush, cleaning rags and mop. There will be no garbage bag liners issued for offender in-cell use.
 - C. Throwing trash or linen on the tiers is not permitted.
- VI. Cleaning Supplies
- A. Cleaning supplies are kept in the main custodial closet.
 - B. Rags for cell cleaning will be available to offenders.
- VII. Waste Disposal
- A. Solid waste
 1. Placed into unit garbage cans.
 2. Offenders may dump their trash when coming out of cell.
 3. Unit custodians empty garbage bags into the garbage cart outside the unit.
 4. Small office garbage cans in the Support Services area will not use liners. Only the large trash receptacles will have liners.
 - B. Recycling
 1. Large plastic trash cans are available in each pod to empty your cell trash into.
 2. There will be an assigned offender porter who will remove the large plastic trash can from each pod daily to sort out recycle items.
 3. Offenders assigned as recyclers will be trained and responsible for properly sorting all waste items.
 - C. Mattresses and other miscellaneous items
 1. Mattresses are cleaned with disinfectant.
 2. All soiled towels and rags are sent to the laundry. None are placed in the trash cart.
 3. Any clothing, bedding or towels contaminated with body fluids, will be placed in a MonoSol Bag, then in Yellow Bag, and sent to Laundry.

Section 15 – Laundry

- I. Procedure for state clothing
- A. Process in Unit, Out Going
 1. Offender places all laundry into the white laundry bag.
 2. Offenders will make sure that their number is stamped on all issued clothing.
 3. Offender will write his cell number on the white tag of the laundry bag. Offenders will write their DOC# on their Khaki clothing.
 4. Unit Laundry Porter will bring laundry bags to designated area in front of the unit and load the laundry bags into the cart.
 5. The white bag should be no more than one-third full in order to wash properly. Do not over stuff the bag or you laundry will not get clean.
 - B. Unit Process, Incoming
 1. Laundry workers sort laundry for each offender. Laundry is distributed through unit process by third shift.

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II. Lost Laundry

- A. Offenders are accountable for their state clothing. Loss of articles could result in an infraction.
- B. If items are presumed stolen or not returned from laundry, the offender must contact unit staff as soon as possible with their copy of the laundry slip indicating what was not returned or is missing.
- C. Staff signature on the offender's kite indicates that the unit staff member has verified the lost items were not returned to the offender.
- D. If items are found to NOT be lost, an infraction (WAC-203) will be written.
- E. The offender will send a clothing form with the laundry slip in with Clothing Exchange and a copy will be maintained by the Sgt. in the unit.

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

I. Emergency Medical Needs

- A. Offenders who need immediate medical attention should contact unit staff.
- B. Staff will request clearance for the offender to be assessed by medical staff.

II. Sick Call

- A. Sick call will be scheduled and completed in the Offender Services Building Satellite clinic.
- B. Offenders will sign up for sick call by filling out the Medical Offender Kite. An offender will be on lay-in status until seen by medical.
- C. Sick call will be completed at the Inmate Services Building-Clinic.
- D. Offenders on sick call will remain in their cells until called out by unit staff.
- E. If the offender needs to return to work, the medical officer in the Offender Services Building will call Movement Control and clear the offender at next movement.

III. Pill line

- A. Pill Lines are completed in the unit. Pill Line will be called prior to mainline for the unit and completed at the exchange window in the unit.
- B. Diabetic callouts will be completed in the unit at the direction of medical.

IV. Dental

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

V. Mental Health

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

Section 17 – Offender Unit Jobs

I. Offender Job Requests

- A. Offenders will be placed on job waiting lists by the Assignment Lt. based on information received from Orientation and the Incoming Screening process. The counselor will review all education and work requests with the offender within the first 30 days of the offender's arrival and open or close any referral that is not appropriate for the offender.
- B. Offenders may be assigned to work a position even though they did not make a request.

II. Suspensions and Terminations

- A. Any work area staff member may suspend/terminate an offender worker for cause.
 - 1. Poor performance, refusing to work, unexcused absences, inappropriate behavior, or being a security problem may be reasons for suspension.

2. The staff member will write an infraction report and send it to the Unit Sergeant or Unit Manager describing the rule violation.
- B. In lieu of writing an infraction, unit staff may review behavior expectations with the offender and complete the appropriate form, DOC 10-121. This form needs to be complete to support 810 infractions.
- C. Offenders may not quit a job without being subject to an infraction (WAC 557, 810 or 104) or program review determines termination is appropriate.
- D. If an offender is sent to segregation, he will be terminated from his job. The offender's job referrals will be reopened when he returns to the facility with the date of his return. If he is found not guilty of the behavior or his infraction is dismissed, he will be returned to the waiting list with referral dates of his original arrival date prior to placement in segregation.
- E. Counselors will review the rule violation with the offender and discuss appropriate behavior using a Behavior Change Report. This report will be documented in OMNI with a chrono – Behavior Management. Counselors will provide a copy to the offender and Unit Manager for discussion with staff to help hold the offender accountable.
- F. Offenders may request transfer to another employment position after working a minimum of 90 days in their current position.
 1. Job change requests will be submitted to the Assignment Office via the offender kite or KIOSK.
- G. Any offender unassigned from a program education or work will be scheduled for program review.
 1. Program Review Committee will discuss any issues with the offender that caused the program termination.
 2. The committee will determine if the offender will be placed on Assigned-To-Cell (ATC) status.
 3. If placed on ATC status, notification will be made to the third Shift Unit Sergeant to add the offender to the sanction list.
 4. Program reviews will be documented on the program review form and an entry made in OMNI.
 - 1) At a minimum the following will attend program review:
 - a) Unit Manager
 - b) Assignment Lt.
 - c) Counselor
 - d) Program Area Supervisor

Section 18 – Mail

I. General Procedures

- A. Mail will be handed out at the officer's station between the hours of 1830-2030 (6:30pm-8:30pm) on third shift.
- B. Mail will be given only to the offender to whom it is addressed. If the offender does not come down and get it for some reason, the mail will be held until the next day.

II. Outgoing Mail

- A. Offenders will place their mail in the unit mail box.
- B. **Staff are not responsible for picking up offender mail at cell front.**
- C. Mail will be sorted and sent to the WSP Mail Room by the end of first shift.

III. Legal Mail

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

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

C. Outgoing legal mail

1. Outgoing legal mail will be inspected, sealed (offender will seal in front of officer), and signed by unit staff in the presence of the offender.
2. Legal mail will be accepted up to 2000 hours.
3. Outgoing legal mail must be addressed, marked as legal mail, and have a complete return address.

IV. Packages

- A. All incoming and outgoing packages will be processed by WSP Property staff except for books. Books will be processed through the WSP Mailroom.

V. Negotiable Instruments

- A. Checks, money orders, credit cards, coupons, lottery tickets, or any other item that can be used to transfer assets, must be turned in to unit staff immediately.
- B. Unit staff will photocopy the negotiable instrument, sign and date the copy and provide to the offender as a receipt.
- C. Staff will log the item in the Outgoing Legal Mail Log and return to the mailroom with the outgoing legal mail.

VI. Indigent Mail

- A. All offenders requesting indigent mail will sign up for indigent envelopes by 2000 hrs. on Monday and hand in to the Officer's station.

Section 19 – Unit Supplies

I. Supplies (toilet paper, forms, paper, envelopes, kites, etc.)

1. For toilet paper exchange, offenders will flatten the empty rolls and take them to the Officer's station desk, throw away the empty roll and grab a new one.

A. Restrictions

1. Toilet paper -- Each cell is allowed a maximum of two rolls per offender. Toilet paper will be a one for one exchange – empty paper core for new role.
2. Forms -- Each offender is allowed a maximum of five copies of any one form. Except for recreation forms (2) and grievances (2).
3. All forms may be picked up at the table by the officer's station during dayroom.

II. Hygiene Bags

- A. New arrivals will be allowed to obtain a hygiene bag by signing a Transfer Funds form. The offender will receive a comb, bar of soap, toothpaste, and toothbrush. Additional indigent hygiene items must be ordered through the offender store.
- B. No hygiene items will be given without the form being signed by the offender and unit staff.
- C. The signed order forms will be sent to the Accounting Department.

Section 20 – Showers

I. Shower Procedure:

- A. Showers will begin after 0800 gate and close at approximately 1030, begin after 1300 gate and close 1515, and begin after mainline and close 2030 to prepare for count/lockdown and to allow for cleaning. Showers will close 15 minutes prior to the end of the dayroom period.
- B. Showers will be cleaned for ½ hour after each use period. Offender(s) will shower on their respective tiers.

II. Authorized Items

- A. Soap
- B. Shampoo
- C. Towel
- D. Washcloth
- E. Comb
- F. Lotions
- G. Deodorant

III. Unauthorized activities

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

Section 21 – Ice Machines

I. General Procedures

- A. Ice may be obtained using authorized containers only: one store purchased cup. No pop bottles are authorized.
- B. The cup will not be covered with any material.
- C. No plastic bags will be authorized without an HSR. If ice is provided to the offender in a bag, the ice will be sprinkled with salt.
- D. Ice may be obtained during dayroom for containers and during mainline with a cup/plastic tumbler. Ice will be scooped from the ice machine.

Section 22 – Noise

I. Noise

- A. There is a low volume noise policy in the unit, to include the dayrooms. TV will NOT be turned up beyond an acceptable level. No Exceptions.
- B. While watching TV or listening to your radio in your cell, earphones must be worn or the volume maintained low enough to not be heard at cell front. No Exceptions.
- C. Loud radios or TV's will be confiscated and an infraction will be written. No Exceptions.

Section 23– Safety

I. General Procedures

- A. During an emergency (I.E. offender fight, fire, earthquake, etc) offenders will:
 - 1. Follow staff instructions without hesitation.
 - a. To include remain seated at the table
 - b. Lay down on the ground
 - 2. Absent any staff instructions, move away from the emergency.
 - 3. Follow established evacuation.
- B. If there is a disturbance that results in a weapon being fired, all offenders are required to immediately lay down on the floor or ground. Any offenders remaining standing or proceeding in

the direction of the disturbance will be considered to be actively involved and will be subject to the appropriate use of force required to control the situation and disciplinary action.

II. Unit Safety Procedures

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

Section 24 – Dayroom

I. General rules for unit recreation:

- A. No shouting, throwing, or horseplay.
- B. ID cards must be worn at ALL times.
- C. No sagging.
- D. No group praying.
- E. No gloves of any kind or hand coverings to include socks – excluding offenders in wheelchair.
- F. Four offender's maximum at each table.
- G. No sitting, lying, or standing on the tables.
- H. No switching users on the same phone calls.
- I. No exercise.
- J. No offenders will be allowed to braid and or comb another's hair in the dayroom.
- K. No running in the dayroom.

II. Personal Items

- A. The following items are not authorized:
 - a. Legal papers.
 - b. Coats, jackets, headbands, bandanas, etc.
 - c. Pictures or curio items.

III. Equipment

- A. Mistreatment, destruction, or damage to unit dayroom or small yard equipment will result in an infraction and ejection from the dayroom or small yard.
- B. The television will be controlled by the Unit Officers. If a channel cannot be decided by the offender population the television will remain off.

Section 25 – Telephone Use (DOC 450.200 & OM 450.200)

- I. Routine Calls will be made using the phones in the dayroom and small yard. Unit staff on the floor will ensure that offenders have equal opportunity to utilize the dayroom/small yard phones.
- II. Legal Calls
 - A. Offenders may use the phones in the dayroom. Attorney numbers are not monitored. Requests for legal calls using the legal phone booth shall be made to the offender's counselor by submitting an offender kite at least one day prior to the requested legal call. Information should include attorney's name and phone number for verification purposes.
 - B. Legal calls from the legal phone booth shall only be authorized Monday through Friday, excluding holidays, during the hours of 0900 to 1045, and 1300 to 1530. Exceptions may be made by a counselor for verified reasons.

Section 26 Clothing Exchange

I. Clothing Exchange

- A. State issued clothing worn out through normal use may be exchanged through the clothing room. If the clothing is serviceable the clothing room will send it back to the offender.
- B. *Procedure:*

1. Clothing exchange will occur as requested and scheduled with property/state issue. The offender will be placed on the callout to exchange clothing.
2. Lost laundry – must be verified by a staff member and offender(s) will fill out clothing exchange form with lost laundry slip. Lost clothing forms will be turned in on the day Clothing Exchange Turn-in takes place.

Section 27 – Confinement to Quarters

I. General Procedures

- A. Offenders placed on Confinement to Quarters (CTQ) through the minor or major hearing process will be afforded the opportunity to come out of their cells for the following:
 1. Offender is authorized (1) shower per day after 2000 hours.
 2. Offender is authorized (1) phone call per day after 2000 hours.
 3. Offender is authorized use of the kiosk machine after 2000 hours.
 4. Offender may attend (1) religious service per week. (This does not include programs, meetings, or smudging).
 5. Offender may clean his living area, as stated in policy, for ½ hour between 7:00am - 8:30am.
 6. Offender may pick up store as directed by staff.
 7. Offender is not allowed to be out of his area at any time, unless authorized by staff.

ALL activity requires SGT permission FIRST; using phone, shower.
- B. Offenders who fail to comply with CTQ sanctions will receive an infraction for breaking sanctions. (WAC-658 per incident)
- C. Offenders are not authorized to visit with other CTQ offenders during this period or they will forfeit their options and will return to their assigned cell.
- D. **This process includes offenders sanctioned to Confinement to Quarters ONLY**

Section 28 Emergency Evacuation (WSP 410.355)

I. General Procedures

- A. During an evacuation the following directions will be followed by staff and offenders:
 1. The offenders will be evacuated out of the unit using the safest route possible.
 - 1) If at all possible, the primary route for evacuation for offenders in the dayroom or cells will be the small yard attached to the living unit or the emergency exit doors at the end of each tier.
 - 2) The secondary route will be out the front door. Offenders located in the building in areas in the main corridor will exit the building through the main entrance as the primary exit.
 2. Officers will count the number of offenders who have exited the building.

Section 29 Offender Smudging (DOC 560.200)

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

- A. Offenders are not authorized to burn smoke or odor producing substances inside buildings. Offenders will be restricted from having any matches or ignition devices in their possession, unless in the smudging area.
- B. The smudging area is not considered a sacred area. Offenders will not be allowed to mark any area with rocks or religious symbols. When using the smudging area, staff will direct the offenders to a specific table to ensure no informal ownership develops.
- C. Smudging is to be done on an individual basis. There will be no group prayer, sharing of smoke producing items, or any verbal interaction between the different offenders while smudging. Offenders failing to comply with this requirement will be infraacted.
- D. Offenders using the smudging area will be required to be fully clothed, as required by operational memorandum whenever an offender uses the yard facilities.

- E. Offenders will notify staff 15 minutes in advance of the smudging period if they have signed up to use the smudging area, then elect not to go.
 - 1. Offenders who fail to do this will be infraacted. If an offender consistently signs up to use the smudging area then elect not to attend, will be referred to the Chaplain for possible loss of smudging privileges.
 - 2. If the Chaplain determines an offender's smudging privileges should be revoked, they will be informed in writing.
 - F. Offenders on Confinement to Quarters will not be allowed to use the smudging area.
 - G. Any offender who signs up to use the smudging area, and is not provided an opportunity to smudge due to limited time slots, will be given priority on the following days list.
- II. Unit Process
- A. Offenders will be required to sign up for smudging with the Chaplin and must be on the call out. Smudging is on a first come first serve basis.
 - B. Offenders will observe smudging at the unit smudge pad.
 - 1. Offenders will receive three (3) matches and a striker plate to use at the unit smudge pad. After each use, the offender will return the used and unused matches along with the striker plate to the unit sergeant. If an offender fails to return all 3 matches, (Returning burnt MATCH HEADS not just burnt match sticks.) They will be infraacted and their smudging privileges will be revoked pending review by the Chaplain and Unit Manager.
 - 2. Offenders may not have conversations with other offenders smudging at the smudge pad.
 - 3. Offenders will not be allowed to lie on the ground for safety issues.
 - 4. A maximum amount of six (6) (3 from each unit) offenders will be authorized to smudge at one time in the small yard during designated smudging times.
- III. Smudging Times
- A. As designated by the Chaplin on the call out.
 - B. Offenders may take their Sacred Items boxes to the smudging area but will be required to open the box and allow staff to visually inspect the contents.
 - C. Offenders not wishing to take their Sacred Items box to the smudging area may hand carry the items needed to smudge.
 - D. Offender will sign up for smudge pad use 24 hour prior to using the smudge pad so offenders can make sure time will be available when they need it.

Section 30 Offender Movement

- I. General Procedures
 - A. In-Unit and Facility Movement Schedules will be posted in the living unit for offender review.

Section 31 JPay/KIOSK Machines

- I. General Procedures
 - A. JPay/KIOSK may be used during dayroom time. They are not available during mainline.
 - B. Only one person at a time is allowed at the JPay Kiosk or you will lose your JPay privileges for the day.

Section 32 Mainline Movement

- General Procedures
 - A. Mainline will be provided in the dayroom in each living area. Mainline will be announced by the floor officer. The officer will announce which tier is scheduled to go to mainline first. The offenders will form a line at the east end of the dayroom and walk by the serving area obtain water to drink and food items. Offenders will need to bring their cup and spork with them to the dining hall. Offenders can eat in the dayroom or in the house.
 - B. **There will be no ownership of tables or areas of the dayroom. If discovered, offenders will be infraacted for STG actions. NO EXCEPTIONS**

- C. After the first section is done getting food, the next section will be announced and follow the same rotation.
- D. Once an offender has taken a seat in the dayroom, they are not allowed to get up and move around. If the offender is observed moving around he will be required to return to his cell.
- E. Once 20 minutes has gone by, trays up will be announced and the offenders will return their trays to the serving window in an orderly fashion. Once the tray has been returned the offender will go to their cells to allow for the dayroom to be cleaned. If any trays are found in any cells are trays up is called, an infraction will be written. NO EXCEPTIONS.