

# Island County Correctional Facility

## Inmate Handbook

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**Introduction**

Welcome to the Island County Corrections Facility. The staff will endeavor to accommodate your welfare to the best of their ability.

For many, if not most, a stay in a correctional facility can cause anxiety, loneliness, stress, and depression. You may experience sleep disruption, lack of hunger, and altered bladder or bowel functions as your body adjusts to its new diet, caloric intake, consumption of liquids and reduced physical activity.

While here you may experience weight gain or loss, this is normal. You will be provided with three (3) nutritional meals approved by a registered dietician and nutritionist. The meals meet or exceed the nutritional standards as required by the USDA, NCCHA, ACA and Island County of a weighted average above 2600 calories for adult inmates. The local water has a unique taste but is perfectly acceptable for consumption and you are encouraged to drink the water to remain hydrated.

We encourage you to remain in contact with family and friends and to take advantage of the visitation opportunities. We have a contracted phone service for your use. If you are unable to establish a telephone account, writing material is available.

To ensure that the rules of the facility are not violated, read your Inmate Handbook in its entirety. Please ask a Corrections Deputy for clarification if something is not clear to you or if you have questions. Make use of your Inmate Daily Request Form (kite) to fill your requests.

Island County Correction Facility is a cost recovery facility. What it costs to house you in this facility will be collected from your inmate account. If you leave with a negative balance, we will collect the balance if you return.

The most common reason for an inmate to receive disciplinary action or sanctions is their not reading the Inmate Handbook issued to them at booking. Each inmate is held to the same standard. Ignorance of a facility rule, regulation, policy or procedure is not sufficient to excuse inappropriate behavior.

If any provision of this Inmate Handbook or its application to any inmate or circumstance is held invalid, the remainder of the Inmate Handbook, or the application of the provisions to other inmates

or circumstances is not affected. The rules and regulations contained herein are designed to establish Standards of Conduct and Behavior for inmates in this facility. Each member of this facility's staff has the responsibility to assist inmates in achieving acceptable behavior and self-control. It is imperative that inmates comply with the rules and regulations of this facility.

Jose Briones  
Chief Deputy Jail Administrator  
Island County Corrections Facility

### **Cost Recovery**

Costs incurred by the facility as a result of an inmate's incarceration shall, whenever possible, be recovered. Items of potential cost recovery shall include, but not be limited to:

1. Costs incurred as a result of misuse, abuse, negligent and/or willful destruction of any facility property, this includes clothing and bedding. Additional Criminal Charges may be pending dependent on circumstance.
2. Costs incurred in providing personal hygiene items and letter writing supplies.
3. Costs of medical and/or dental treatment including prescriptions or medications, (including over the counter type medication) and co-payment fee for sick call and Medical Director visit.
4. Prescription medication prescribed by the facility's Medical Director and nonprescription medications, creams, shampoo, salve etc. recommended by the nurse may be refused at the time of your visit however, once ordered, the facility will recover their cost from your inmate account.

If an inmate has funds, the cost of services provided will be charged against the inmate's account at the time said service is provided. Inmates without funds will still receive all indigent services. The fees for those services will be charged against their inmate account and are accrued, subject to repayment, as funds are available. Money owed for services or supplies provided would be cost recovered automatically by the Banker System when an inmate receives funds and they are entered in his/her account during this stay or subsequent visits.

### **Intake and Supplied Items**

Each inmate, upon arrival, will be issued the following items:

- one pair of pants, one shirt
- one pair of sandals, one towel
- one pair socks, one sweat shirt
- one pair of underwear/briefs (men)
- Three blankets
- one night shirt (females)
- one pair of panties (females)
- one bra (females)

Additionally, each inmate shall be issued:

- one Spork
- one drinking cup
- one mattress
- one Inmate Handbook
- one writing implement (flex pen)
- one hygiene kit (soap, toothbrush, tooth paste and a comb)

Upon release, or transfer, each inmate will turn in his/her bedding. Twice weekly new clothing and one blanket will be issued to those remaining in the Jail. Any damage will be noted by facility staff. An inmate who abuses, misuses, breaks or otherwise damages these items will have his/her account charges for replacement of the Items. Damage of the above listed items may also result in conditions of confinement restricting the items.

Each inmate will be required to shower at least once every two days unless a medical condition prevents it. This includes inmates in Administrative Segregation or disciplinary lockdown.

### **Personal Hygiene Items**

Indigent inmates who need personal hygiene items shall request them from the morning medication cart. All inmates must request toilet paper on an inmate request form. An infraction may be written or restrictions may be put in place if an inmate is found with excessive amounts of indigent hygiene items or is misusing them.

Inmates with money shall purchase necessary hygiene items on regularly scheduled commissary days. Hygiene items are, at all times, first priority in expenditure of personal funds.

### **Razors/Haircuts/Trimmers**

Disposable razors shall be issued on Mondays and Thursdays during wake up (5:30AM), to each inmate who requests one (including inmates on disciplinary or Administrative Segregation status). Razors shall be collected, from each inmate who was issued one, between approximately 7:00 AM and 7:30 AM. At razor call, inmates may also request nail clippers (one set per block). All inmates will keep finger nails trimmed to no longer than 1/4 inch past end of the finger.

Haircuts will be provided as required depending on barber availability. Haircuts must be requested on the inmate request form by the preceding Wednesday night. Any inmate who fails to request a haircut by then will not receive one until the following haircut day. If there are more haircuts requested than can be accomplished on any given day, those not receiving a haircut will be carried forward to the following barber visit. Letters, Logos, Numbers and designs are not permitted as part of the barbering service.

The cost is based on the fee charged by the barber and so it fluctuates. Inmates are required to pay for their haircuts. Those with funds will have the cost recovered from their inmate accounts at the time the haircut is received. Those without funds shall be provided a haircut every four weeks. The cost will be recovered from their account when funds become available.

Beard and mustache trimming shall be permitted on Sundays between the hours of 8:00 AM and 4:00 PM.

### **Personal Appearance**

Inmates will remain fully clothed between 5:30 AM and 9:00 PM, except when authorized to be in their individual bunks by medical staff or showering.

Inmates shall not alter or otherwise change the appearance or function of any issued item. Rolling up pant legs, shirtsleeves, etc. is prohibited, without prior approval, and then only as a safety precaution. Pant legs will not be tucked into the socks.

### **Telephone Services**

All calls are made collect. Telephone calls are automatically recorded and may be monitored. Calls made to the attorney representing you or members of your legal team will not be monitored without a court order. It is the responsibility of the inmate to ensure that attorney information is on file with the Jail when counsel outside of the County is retained or used so that the phone number can be placed into the calling system.

Business telephones will not be used by inmates except in cases of verified emergency, and then only when authorized by a staff member.

Other than for extraordinary reasons, inmates are not allowed to receive non-emergency telephone calls or messages unless authorized by a supervisor. Inmates will be advised of emergency messages at the earliest opportunity after receipt of the message but not more than one hour after its receipt.

Calls to attorneys or probation/parole officers may be restricted only upon receipt of a written request from the attorney or officer. The request must state to what degree and under what circumstances calls are to be restricted. The request shall be filed in the inmate's file.

In the event that a public official (i.e. probation officer, public defender, etc.) refuses to accept your "collect" call, you will need to contact that person/agency by letter.

Personal telephone calls may be restricted as a disciplinary action for violation of telephone rules or for security concerns. Use of the telephone may be suspended during emergencies.

If other inmates within the cell block are waiting to use the telephone, you are required to limit your calls to ten (10) minutes duration. You will make one call at a time, allowing all others a chance to make one call each, before making a second call.

Inmates are not permitted to conduct three way calls or to share the phone when placing a call. Inmates observed passing the phone or making calls for others may be sanctioned with loss of phone privileges.

Inmates are not permitted to utilize another inmate's phone PIN or share their own. Inmates observed sharing a phone PIN may be sanctioned with loss of phone privileges.

### **Visitation**

Inmates having been remanded to the custody of the Island County Jail, on bail or other preconditions of release, may receive visitors on their first visiting day after their 24-hour indoctrination/orientation period. Regular visiting will not be permitted prior to completion of the 24 hour period. All visitor telephones are automatically recorded and may be monitored.

Inmates sentenced for three days or less will not be allowed visitation (excluding clergy and attorney visits).

Inmates engaged in recreation or special programs i.e. knitting, parenting, GED classes, etc, shall not be removed from those activities. Visitors will be advised of the time that the activity is scheduled to end and asked to return at that time for visitation.

### **GENERAL VISITING**

Visiting is between the hours of 1:30 PM and 4:00 PM Sunday, Wednesday and Friday for inmates with a last name starting with A-L. Tuesday, Thursday, Saturday for inmates with a last name starting with M-Z. There will be no visiting on County Holidays or during periods of power outage. Each inmate is permitted two visits per visit day, of two persons each. The same visitor(s) shall not utilize both visiting sessions.

General visiting shall be of duration not to exceed twenty minutes for visitors residing on Whidbey Island. All other visitors shall be allowed a visitation period not to exceed forty minutes. Inmates' visitation shall not exceed a total of forty minutes per day, unless authorized by a facility supervisor. Inmate Worker visitation shall be guided by the Inmate Worker Manual.

### **VISITORS ARE SUBJECT TO THE FOLLOWING RULES**

1. Visitors must be 18 years of age and possess photo identification. Except for spouses, a parent or legal guardian shall accompany visitors under eighteen years of age.
2. Visitors 16 years of age and older must show proof of their identity, with some form of photo identification card.
3. Visitors must register with the Control Room.
4. No more than two visitors may visit an inmate at any one time (excluding children too young to be left in the lobby unattended).
5. Items brought to the facility for inmates shall be inspected by the staff prior to acceptance. Items authorized for acceptance are cash, glasses, medications, bibles, and schoolbooks. No other items shall be accepted without the approval of a facility supervisor.
6. Personal belongings of visitors must be secured in the lobby lockers prior to visiting. Packages, briefcases (except as otherwise provided), cell phones, cameras, recording devices, baby bags, and purses are not allowed in the visiting area.
7. Visitors must leave immediately when another visitor arrives to meet with the inmate. Visitors must not stop to greet one another, exchange information or linger, but exit.
8. Contact visits are restricted to attorneys who are representing the inmate, and may be extended to public officials, law enforcement and correction officials, INS, DOC, military command representatives, clergy and others authorized by a Jail supervisor.
9. Any visitor who brings or attempts to bring any item of contraband into the facility shall be subject to arrest and prosecution.
10. Inmates and visitors shall conduct themselves appropriately at all times. Visitors who appear intoxicated or act inappropriately shall not be permitted to visit. When an inmate or visitor acts inappropriately, the staff shall terminate the visit, direct the visitor to leave, and return the inmate to their cell. An incident report will be entered into the inmate's file.

11. Visitors shall leave the visiting area and or lobby when told to do so by Jail staff. Visitors shall not enter any other area of the facility unless escorted by Jail staff.
12. Visitors who attempt to communicate with inmates, either before or after normal visiting, may be denied visiting with that inmate for the remainder of his/her confinement.
13. All visitors and their accompanying possessions are subject to search. Signs giving notice of such are conspicuously posted at the entrances to the facility and at the entrance to the visiting area. Any person may refuse a search but, subsequent to such refusal, may then be denied entrance.

**VISITATION SHALL BE DENIED IF:**

1. The visitor has been incarcerated within the past 180 days.
2. The visitor or inmate is disruptive or abusive.
3. The visitor appears to be under the influence of alcohol or drugs.
4. The visitor refuses to show identification.
5. The inmate refuses the visit.
6. The visitor has a warrant for their arrest including non-extraditable warrants.
7. A no contact order is in place between the visitor and inmate.
8. At the discretion of a supervisor.

Whenever a visitor is refused admittance during regular visiting hours, the inmate shall receive notice of the refusal stating the reasons there for. The inmate is entitled to have such decision reviewed by a Jail supervisor. Upon written request, a written reply stating the reason(s) for denying the visitor access shall be furnished to the inmate, and made part of his/her file.

**OFF-HOUR VISITS (VISITS OUTSIDE NORMAL VISITING HOURS)**

Inmates may receive visits from attorneys representing them; public officials, military JAG/command representatives, or clergy at times other than general visiting hours. These visits are allowed, as they do not interfere with the safety or security of the facility or unduly disrupt daily necessary functions.

Official visits may be conducted daily, Monday through Friday between the hours of 8:00AM and 8:30PM, excluding meal times. Requests for visits at other times (Saturday, Sunday, or County Holidays), must be approved by a Jail supervisor, prior to visiting.

Official visits shall be considered confidential. All official attorney/client visits shall be conducted in an Interview Room.

Staff will inspect all papers and legal materials for contraband in the presence of the visiting attorney, public official or clergy but shall not read them. The screened papers will be returned to the visitor and retained in his/her possession for the visiting session.

News media representatives may be permitted to interview inmates within the above schedule provided that:

1. The media representative submits a written request for the interview, and the Sheriff, or one of his/her Administrators approves it.
2. Written approval is secured from the inmate's attorney, if the inmate is not sentenced.

and

3. The inmate consents to the interview.

### **TIME LIMITS**

There will not be any attorney/client time limit. Attorney visits will end at 8:30 PM. Clergy visits may be limited to 40 minutes. Official visits will be limited to the time necessary to conclude business but will end at 8:30 PM

### **SPECIAL VISITS**

Visiting, other than general visiting or official visits, is not authorized unless a supervisor has given prior approval. Reasons include, but are not limited to:

1. Other law enforcement/correctional agencies, DOC, NCIS, military legal visit.
2. Bona Fide religious or legal needs.
3. Emergency (i.e. death of an immediate family member).

### **MAIL SERVICES**

To maintain community and family ties, and access to the courts, attorneys, and the media, the facility provides mail services for inmates. Mail services will only be restricted when necessary to maintain security and order. Incoming or outgoing mail shall be held back no more than one business day unless the inmate is temporarily out of the facility.

### **INCOMING MAIL**

Letters/correspondence addressed to inmates must bear a return address or the inmate must be able to provide one. If not, it may be denied delivery. Mail will be opened by the staff and inspected for contraband prior to delivery. Legal mail from attorneys, the court, or elected federal, state, county, tribal, or city officials shall not be withheld and shall be inspected in the presence of the inmate.

Mail may be read only if there is clear and convincing evidence that the correspondence poses a threat to the safety of the facility, public officials, or the general public, or is being used in the furtherance of illegal activities. The reading of an inmate's mail will be documented in the inmate's mail log.

Contraband means any article or thing which a person confined in a detention facility is prohibited from obtaining or possessing by statute, rule, regulation, or order of a court (RCW 9A.76.010). Contraband shall be turned over to a Sheriff's Office employee for handling as evidence, for disciplinary action, or possible prosecution.

Books, magazines, and newspapers will be accepted if it comes directly from the Publisher, Book Club or retailer through the mail. No hard cover books will be allowed, these will be placed into the inmate's personal property. All items will be inspected for contraband to determine if they are permitted in the Jail. Computer generated (downloaded) books, magazines, and newspapers will not be accepted. All books, magazines and newspapers entering the block will become Jail property.

Packages are not permitted unless they have met the above criteria, packages will not be shipped back. Inmates may release a package by using the property release form.

Materials not permitted shall be placed in the inmate's personal property. When such materials are withheld from an inmate, the inmate shall receive written notice that the material is being denied, accompanied by an explanation of the reason(s) for the denial. The inmate shall have the right to have the decision reviewed by a Jail supervisor upon written request. A written decision for the denial shall be given to the inmate. The following items will not be permitted within the Jail and will be directly placed in the inmate property box; post cards, greeting cards that are layered or are battery operated, letters or drawings in crayon, letters or drawings in paint. Those publications of a sexually explicit, inflammatory, or other nature contrary to the safe operation of the facility.

Mail is received at the facility daily, except on Saturday, Sunday, and Holidays. Mail will be delivered to the inmates no later than 9:00PM each day.

No personal checks received in the mail will be deposited in the inmate's account. Personal checks received in the mail will be placed in the inmate's property box.

Only cash, cashier's check or money orders be accepted for placement in an inmate's account. The cashier's check or money order shall be made payable to: Island County Inmate Trust Account FBO (inmate name).

Payroll checks will not be placed in the inmate's account without prior approval of a supervisor.

If incoming mail is received for an inmate no longer in custody, the officer shall stamp the mail "Return to Sender".

### **OUTGOING MAIL**

Inmates are allowed to correspond with anyone not incarcerated in a correctional facility, provided each letter bears the proper postage and return address. The proper address is:

Inmate's Name  
Island County Jail (IMS)  
P.O. Box 5000  
Coupeville, Washington 98239-5000

Each inmate will be issued a writing implement (flex pen). Inmates with funds shall purchase postage and writing materials through the inmate commissary as needed. Inmates without funds may request writing materials for up to (3) letters per week. Those inmates may also be provided writing material for letters to attorneys and the courts, beyond the (3) per week allowed for personal mail. The items issued will be charged against the inmate's account for later cost recovery, should the inmate receive money.

The Staff shall pick up outgoing mail on a daily basis. When collecting mail, it shall be inspected to ensure it is sealed and addressed (including return address). When an inmate is prohibited from sending a letter, the letter and a written notice stating the reason for disapproval shall be given the inmate.

Outgoing mail may be opened and inspected by staff. If any violations or security concerns are detected, additional security measures and possible charges may be imposed.

Mail and messages will not be exchanged between inmates confined in this the Jail. Mail or messages will not be routed through a third party for re-mailing, or for the purpose of effecting communication of any kind with another inmate. Envelopes with drawings or writing other than the To/From addresses will be returned as non-deliverable.

Mail with excessive writing or art work on the front (address side) may be rejected by the U S Post Office. These letters returned to the Jail will be placed into the inmate's property box.

### **MEAL SERVICE**

Three meals are served daily, at least one meal being hot. Approximate serving times are:

Breakfast - 6:00 AM                      Lunch - 11:30 AM                      Dinner - 4:30 PM

Meals may be served earlier or later to adjust for disruptions within the facility.

Meals will be served in the cell blocks and eaten in the day rooms. In dormitory units, meals may be eaten at either the large or small tables. Other than H-Block, meal trays and food, (other than commissary) is not permitted in individual cells unless: 1) the inmate is in lockdown status, 2) authorized by staff or, 3) for medical reasons. Each inmate will receive a food tray and return the tray upon request. Inmates are prohibited from carrying another person's tray, except at the direction of a staff member. Missing food items will be reported to the serving officer before the inmate has left the door.

Each inmate will stack the tray for pickup at the cell block door, except as may be provided for a disabled inmate at the direction of a staff member. The stack of trays will be handed out to the staff when directed.

Inmates are to consume food from the tray provided to them by the staff. No inmate shall eat food from any other tray. Inmates will not store, secret, hide, trade, give away or otherwise mishandle food stuffs.

Inmates who desire not to eat a meal are required to personally advise the staff member at the cell block door at the time the meal is served. The staff member must visually observe any inmate who refuses a meal.

### **SPECIAL DIETS**

Special diets for inmates are provided when ordered by a medical staff or when allergic reactions to certain foods are noted at the time of booking. Diets ordered by medical staff shall be strictly observed.

If possible, diet requests will be honored when religious doctrine specifically dictates food consumption.

EXAMPLE: Can't eat pork in any form for any reason. Vegetarian diets are considered to be personal choice and will not be honored unless shown to meet the above criteria or are otherwise directed by medical staff or a Jail supervisor.

### **USE OF FOOD AS DISCIPLINE**

Inmates in Administrative Segregation shall receive the same food as the general population unless otherwise prescribed by medical staff or for religious belief. Food will not be used as a form of discipline. The method in which an inmate receives his/her food may be altered to maintain safety and security of the facility, staff and other inmates when an inmate misuses food items or food delivery items inappropriately. Restrictions to utensils, food trays and containers are items that may be restricted or altered to maintain the security of the facility, safety to staff and inmates.

### **HOUSEKEEPING**

Inmates shall be held responsible for maintaining their area in a clean, sanitary, and orderly manner. This shall include:

1. The inmates cell
2. Day area within their cell block
3. Shower area within their cell block
4. All common areas

At 5:30AM daily, lights will come on and Jail staff will begin issuing cleaning equipment to inmate cell areas. Each inmate is required to clean their individual cell. All inmates of any given cell block are required to work together for the purpose of cleaning the day room, shower areas and facilities within their cell blocks. Inmates shall be required to re-clean areas, which are not clean, sanitary or orderly.

Bunks will remain made when not in use until lights are turned off at approximately 9:00 PM.

Inmates will ensure that personal belongings; (books, letters, reading materials, etc) are neatly stacked in their cell at all times. No person shall affix, post, display, attach or otherwise hang any item, drawing, picture, letter, photograph or non-approved item from any wall, fixture, ceiling, light or air vent.

Nothing shall be positioned so as to obstruct or obscure the view of any staff member. Nothing shall be placed over, onto or around any security device, window, viewing port, vent, light, fire alarm or sprinkler head.

### **PERMITTED ITEMS**

Each inmate is permitted the following personal items:

1. Three photographs not to exceed 3.5 inches by 5.5 inches unframed, without a hard back or one 8.5x11 unlimited photo montage. Computer generated photos permitted.
2. Two (2) religious books, including those provided by the facility.
3. College/School book, or correspondence textbook and one workbook for that text book.
4. Except as herein provided, no items procured outside of the facility shall be permitted inside the facility, without prior approval of a supervisor.

Inmates whose cell contains voluminous material shall be directed to separate items they wish to maintain in their cell/bunk area and have the remaining material placed into their property box.

### **PERSONAL PROPERTY STORAGE**

One set of civilian clothing may be stored in the inmate's personal property locker. Items normally found in the pockets or purse may also be stored. These items are generally considered wallets, purses, combs, etc. All US money is entered into the inmate's account. Exceptions to this are what the inmate considers to be "collector coins and bills" as well as loose change.

When released/transferred any property left at the Jail must be picked up within 60 days or it will be disposed of in accordance with Washington Statue (RCW 63.40). Property may be released utilizing a Personal Property Release form. The Personal Property Release form is available by request chit (kite). Inmates will not have personal property or belongings shipped to them in this facility without prior approval of a Jail supervisor.

### **RECREATION**

Inmates may participate in passive recreational activities in the dayroom and cell areas from 5:30 AM to 9:00 PM, when not required to be engaged in other activities.

Inmates are permitted to play cards and other table games in the dayroom area. The staff shall provide games owned by the facility upon inmate request. The tables will be clear of all games, newspapers, books etc. so that they may be used to eat meals.

### **ACTIVE RECREATIONAL ACTIVITIES**

The facility will provide inmates the opportunity for active recreation. Attendance is not required. All activities in the recreation yard will be NON CONTACT. If an activity is perceived as being a contact activity that period of recreation will be ended. One hour of recreation will be offered Monday through Friday, except for those inmates in Disciplinary Lockdown, or in an Administrative Segregation Status. Recreation can be continued until nightly lockdown to meet this requirement. Inmates at recreation will NOT be removed from recreation for general visiting. Visitors will either wait or return after completion of the recreation period.

### **DAILY INMATE REQUEST FORMS**

The staff shall provide an Inmate Request Form daily. It will be used for all requests, except commissary purchases. Each form will be filled out with the inmates' name and stamped with the date for which they were intended. The forms are not transferable to any other date or inmate. Request Forms will be picked up at nightly lockdown (9:00 PM). Late requests may not be honored.

Request Forms are to be used for the following types of requests:

- \*Appointments with Supervisor
- Sick Call (Nurse/Doctor) (A Blue Medical Request Form will need to be filled out)
- Mental Health Request (A Pink Mental Health Request Form will need to be filled out)
- Reinstatement of privileges
- Screening for a Public Defender
- Request for a waiver of any existing rule/regulation
- Haircuts
- Toilet paper and hygiene items
- Writing materials (inmates without funds)
- To participate in programs offered by this facility
- Notary
- Collections Clerk
- Grievance Form
- Request to Speak with a Supervisor Form

\*Requests to speak with a Supervisor can be made after you have attempted to handle your need or concern with a Deputy. A request to speak with a Sergeant or Lieutenant will also state the reason. If you do not want to verbalize your request you may submit your request in writing.

Any request form bearing requests for "frivolous" items (alcoholic beverages, televisions, cell mates of the opposite sex, etc.) or profanities will result in denial of all requested items and may possibly result in an infraction.

The request form (Kite) is not to be used to request appointments with your assigned public defender; you must call or write to them. They are also not for sending notes to medical-supervisors-public defenders. If you are represented by an attorney, request any chemical dependency or mental health evaluations through them.

## **LIBRARY SERVICES**

Two book carts are outfitted with a selection of texts, novels, magazines and other reading materials. One cart is delivered to each cell block twice a week.

Each inmate may possess a total of (4) books/magazines in their cell, in addition to two religious books. Excess books/magazines shall be removed from cell areas on the book cart or on the daily cleaning cart.

Books of a special nature (boating, aviation, camping, cooking, etc), but not specific title and author, may be provided to interested inmates when asked for on an Inmate Request Form. Extra books or magazines shall not be provided.

Nothing shall be removed from any facility owned reading material. Any loose material will remain with the book, magazine or newspaper. Defacing any reading material will result in the loss of library privileges.

Inmates may trade books and magazines among themselves on their assigned pod in-between book cart exchange.

## **DONATED BOOKS**

The facility accepts donations of books/magazines. Prior to making donated reading material available to the inmates, the material will be carefully inspected for contraband. Friends or relatives of an inmate may bring books and magazines to the facility for the general use of all inmates. After the noon meal, the book carts will be exchanged with other cell blocks.

Inmates may purchase books from publishers or subscribe to magazines and newspapers. An inmate requesting to purchase a book or subscription shall:

1. Complete a publication/subscription form
2. Submit the form, in an addressed (unsealed) envelope, along with an Inmate Request Form authorizing the purchase to be made with the inmate's funds. Subscriptions will not be forwarded after the inmate has left this facility. The material will become part of the inmate library.

Inmates subscribing to newspapers, or other dated publications, are not allowed to retain back copies of these items in their cell.

Books, magazines, or newspapers may be prohibited in the facility if they include:

1. Photographs or explicit drawings of nude persons whose sexual organs are exposed.
2. Illustration and/or text which show or describe the manufacture or fabrication of weapons.
3. Encourage violent or disruptive behavior by the inmates or otherwise threaten the safety of the staff, inmates or security of the facility.
4. Hardback or hardbound

When an inmate is denied receipt of prohibited material, he/she will receive written notification of the reason for such denial. The inmate may appeal the decision within 5 days, in writing, to a lieutenant specifying the grounds for the appeal.

## **LEGAL REFERENCES**

Excluding weekends and County Holidays, a supervisor shall make a reasonable effort to procure legal reference material requested by inmates.

Inmates desiring access to legal materials shall complete an Inmate Request Form describing the requested materials, as closely as possible. If the material requested is available in the facility, the staff shall provide it to the inmate. Inmates may utilize legal reference materials daily, for reasonable periods of time, when not required to be engaged in other activities. Inmates may purchase legal reference material and supplies.

Inmates may request material from the Law Library by filling out a Law Library Request Form.

## **MEDICAL SERVICE**

Inmate medical file information is confidential and is sealed when you are released from this facility. Release of any information from that record requires the written consent of the inmate or a court order. If you are transferred to another institution, the medical record (or copies) will be forwarded to that facility, as a permanent part of your health management.

All inmates, who are aware of any specific illness, allergy, or on-going medical treatment not revealed during booking, should notify the staff immediately to ensure proper medical care. Inmates desiring to see a member of the medical staff must request such service by filling out the; INMATE MEDICAL REQUEST FORM. These forms are on the med cart and are available (delivered) to each block four times a day.

The on-duty staff will evaluate EMERGENCY medical requests.

Jail staff, through written instructions from facility medical staff or dentist may dispense all medications (prescription and non-prescription) when medical staff is not available.

Medications will not be retained, stored (stock piled) or otherwise possessed by any inmate. Medications will be ingested in view of and at the direction of the staff. Inmates may refuse medication. The staff must be informed of such at the time the medication is dispensed.

Medications in the possession of an inmate who is being booked into the facility will be honored by the corrections staff provided that the medication meets the following criteria;

medication is in the original prescription container, the prescription is not over two (2) months old, and that the amount prescribed, if taken as directed, would leave the number/amount of medications present, and the medication is prescribed by a healthcare provider. Supplements, homeopathic or naturopathic medication will not be issued by the correction staff. Prescribed medications, including supplements, homeopathic or naturopathic medication will be forwarded to the medical staff for their evaluation.

The medical staff may continue, adjust the amount or frequency of distribution or discontinue any medication/s.

All medications will be verified prior to dispensing them. Prescriptions beyond date or dosage limits will be denied until a medical staff can evaluate the prescription with the prescribing doctor. Medications supplied by this facility will not be released at the time of discharge unless an inmate is determined indigent. Inmates may be released to the community with a seven day supply of medications and written 30 day prescription.

Inmates will not remove any cast, brace or other medical appliance except as ordered by the medical staff.

All costs for medical and/or dental treatment incurred by the facility, as a result of an inmate's incarceration shall be recovered. A \$5.00 co-payment will be charged for sick call visits. Inmates with funds will have such fee deducted from their inmate account. Those without funds will not be denied sick call. The fee will be charged against their account and cost recovered at a later date, should money be received. Inmates who are directed by the staff to attend sick call or be seen by the facility physician will not be charged a co-payment fee.

Inmates, who request sick call and are referred by the nurse to be seen by the facility physician, will be charged for the visit unless they decline to be seen. Medical and dental treatment that is required will not be denied due to the inmate's inability to pay.

### **DENTAL SERVICES**

Emergency dental care shall be provided inmates experiencing acute dental problems such as SEVERE pain, infection, bleeding gums, or broken dental prosthesis necessary for eating.

Inmates shall request emergency dental care on the INMATE MEDICAL REQUEST FORM. Upon receipt of the request, the facility nurse shall evaluate the complaint. If required, an appointment will be made with a local dentist for examination and treatment limited to extractions. If the inmate can arrange for payment in advance for regular dental care, a supervisor shall make reasonable provisions for access to local dentists. The scheduling of routine care shall be at the convenience of the facility.

For other than emergency care, authority for dental work for inmates being held for other agencies must be confirmed prior to treatment.

### **MENTAL HEALTH SERVICES**

Inmates may request counseling or other mental health services by completing an INMATE MENTAL HEALTH REQUEST FORM. Inmates who have an attorney will utilize their services for requesting counseling.

### **SOCIAL SERVICES**

The Jail has a list of available community resources, with addresses and telephone numbers. An inmate requesting social service or counseling shall document the request on an Inmate Request Form. A Sergeant or Lieutenant shall determine the appropriate community resource, through the use of the community resource list, to provide the services requested by the inmate. Inmates shall not be required to receive counseling services unless ordered by the appropriate court. All inmate counseling sessions shall be conducted in an interview room.

### **GENERAL EQUIVALENCY DIPLOMA (GED) PROGRAM**

Inmates desiring to participate in the GED program shall request to do by submitting an Inmate Request Form. The inmate's record will be reviewed to determine if they meet the eligibility requirements.

### **VOLUNTEER TUTORING PROGRAM**

Inmates desiring tutoring in math, reading, writing, etc. will request those services on an Inmate Request Form. A supervisor shall arrange scheduling of individual tutoring sessions.

### **HIGH SCHOOL COMPLETION**

If you are currently enrolled in high school and wish to continue while here submit a request on an Inmate Request Form. The facility appointed teacher will work with you to complete your studies.

### **ALCOHOL / SUBSTANCE ABUSE COUNSELING**

Local alcohol and narcotics anonymous personnel provide group meetings. These programs are provided weekly based off of scheduling and sponsor availability. Groups are managed on a rotating basis by pod.

### **RELIGIOUS SERVICES**

Programs may be conducted as follows:

Religious Study – Tuesday 6:00PM - 8:30PM Religious Services - Sunday 2:00PM - 4:00PM

Services for males and females will be separate. Those inmates classified as a security risk shall be arranged on an individual basis.

### **INDIVIDUAL COUNSELING/SERVICES**

Inmates who desire personal counseling or require individual services shall contact the clergy of their choice, and make arrangements for a day and time to visit at the convenience of the facility. The decision to visit the inmate rests with the designated clergy. Individual religious counseling sessions may take place in the interview rooms.

### **AUTHORIZED MOVIE PRIVILEGE**

Movies for inmates will be held on Saturday or Sunday and Holidays (when the holiday falls on Friday or Monday). Movies are a privilege and will be revoked for violations of, or failure to comply with, facility rules and regulations. Custody staff may determine that an entire pod or group has displayed disruptive behaviors that may result in the loss of movie privileges for the entire pod. This is based off of ongoing observations throughout the week; unit cleanliness, group behaviors, ongoing infractions, negative interactions with staff, disorderly behavior.

### **MULTI-PURPOSE ROOM**

During movies, meetings, programs or participation in activities (i.e. AA, NA, Knitting, Parenting Classes etc.) all inmates will remain seated.

Library books will be off limits during activities.

Revocation of privileges will occur for the following (unless otherwise indicated by the reporting officer):

1. Any inmate who has been in disciplinary status during the week.
2. Any cell, dorm or block failing daily inspection during that week.
3. Any inmate causing problems, going to or during any activity, may be excluded from future activities.

### **INMATE COMMISSARY**

Once a week, commissary service is conducted for inmates who wish to purchase certain items not provided by the facility. Only those inmates with funds will be provided commissary slips. Slips will be handed out on Sunday evening and collected by 9:00PM. Orders will be limited to \$60.00. Hygiene items and writing packs have priority over foodstuffs.

Normal commissary orders will be delivered on Wednesdays. In the event of poor weather or Holiday, orders may be delayed. When the orders are delivered, the inmate will inspect the contents of the bag and compare it to the inventory slip. If the order is correct, the inmate will sign the slip and be given a copy.

If an inmate orders commissary and leaves the facility before delivery, he may make arrangements to pick the order up when it arrives or have someone pick it up for him. Orders not picked up within two days of delivery will be appropriated by the facility to be distributed as a supervisor or staff deem appropriate. All sales are final. Refusal to sign for the commissary will result with the items being placed into the inmate's property box and available upon release.

Commissary purchases will not be shared or given away. Inmates in possession of commissary items they have not purchased will have those items confiscated.

### **GENERAL SAFETY REGULATIONS**

To ensure the safety and comfort of all inmates, the following general safety rules and regulations will be observed;

The use of tobacco products is prohibited.

The interior hallways of the facility have an inlaid red tile line, complete with arrows, which indicate direction of travel to the fire emergency exits. In the unlikely event of a fire in the facility, which would require evacuation, all inmates will be evacuated to the outdoor recreational area. Evacuation beyond that point is at the discretion of the staff.

Inmates will be pat searched before moving from one area of the Jail to another. You will be expected to assemble in a line until directed otherwise. Once all inmates have been searched the group will be moved to the designated area. Inmates being moved from one location to another WILL walk in a single file, on the red line, from the originating point to the destination. Inmates WILL NOT talk during movement, unless addressed by a staff member and a response is required.

Inmates will remain clear of the stairways and the upper decks at all times, except for passage directly to or from an area. Inmates will not lounge nor congregate on stairs or upper decks.

No items will be stored, stacked, or otherwise placed on the stairway.

Movement procedures within the Jail are strictly enforced. Inmates that do not comply with these directions may be returned to their assigned cell and placed on restricted movement until the next meal or movement period. Ongoing issues following these expectations will result in an infraction which may lead to disciplinary sanctions.

### **MINOR VIOLATIONS**

Minor violations shall include acts, which do not constitute an immediate threat to the security of the facility. These may include rules, unique to the facility, necessary to maintain order, safety and sanitation. Third offenses of any minor violation will constitute a major violation. Inmates who commit a minor violation are subject to any or all of the following sanctions, which may be imposed by the facility staff:

1. Verbal or Written Reprimand
2. Loss of privileges/daily requests (excluding hygiene items)
3. Lockdown
  - a. Up to 24 hours by a Corrections Deputy (per incident/disciplinary report)
  - b. Up to 72 hours by a Corrections Lieutenant (per incident/disciplinary report)
  - c. Up to 96 hours by the Jail Administrator (per incident/disciplinary report)

Lockdown is defined as living in an assigned cell for the period of time specified, without access to common areas or communication with other inmates. Inmates assigned dorm living areas will be moved

to areas that accommodate lockdown. Incidents become part of the inmate's record and the inmate will receive a copy of the Incident/Disciplinary report or written reprimand.

The following is a list of Minor Violations. This list is not all inclusive since it is impractical to list every possible infraction. Corrections deputies may cause an inmate's action/s to be documented on an Incident and Discipline Report, subject to a supervisor's review, for incidents that are a nuisance in nature or judged disruptive to the operation of the facility.

1. Creating a nuisance and/or disturbing the sleep of other inmates.
2. Possession of another inmates' personal article, with or without, his/her permission. Loaned or borrowed books and magazines are accepted, provided, they do not exceed the total of (4).
3. Possessing more than the authorized number of book/magazines/pictures.
4. Writing, marring or applying any substance which defaces but does not damage any wall, ceiling, floor, bunk or similar structure.
5. Possession of any item not approved for inmate use or possession, which does not otherwise constitute a major infraction.
6. Taking food items, other than commissary issue, into cell or bunk area for consumption.
7. Stockpiling toothpaste, soap or other such items.
8. Modifying an issued item or using any item for any purpose other than its intended use.
9. Rolling up pant legs, shirtsleeves or tucking pant legs into the socks.
10. Failing to perform work, when instructed to do so by facility staff, when otherwise capable of doing so.
11. Providing misleading information to a staff member.
12. Uses of the cell block intercom system for any purpose, EXCEPT to report an emergency or medical request.
13. Failure to follow published safety or sanitary regulations.
14. Gambling.
15. Encouraging or promoting another inmate to break a facility rule, disobey published regulations or refuse to comply with any legitimate order of any facility staff member.
16. Refusing to comply immediately with a legitimate order of a staff member.
17. Entering another inmate's cell. The second and all subsequent entries will be considered a major violation. A second violation need not involve the same two inmates. To knowingly allow another inmate to enter or remain in your cell shall also be a violation.
18. "Horse play" is prohibited.

19. Refusal or failing to permit others to use the cell block telephone or failure to terminate a phone call after ten (10) minutes when others are waiting.
20. Prohibited from communications between cell blocks orally, in writing, or using signals.
21. Gaining the attention of any person while being escorted in or out of the facility.
22. Verbal abuse towards staff or inmates.
23. The use of profanity anywhere in the facility.
24. Inmates will not gather in front of the view ports, windows or doorways for any purpose.
25. EXCEPT for the on-duty Corrections Deputy, inmates will not address any visitor, or criminal justice professional unless the inmate is addressed first by that person.
26. No whistling, loud singing, yelling, shouting, slamming, kicking of doors or beating on the tables, railings or other furniture.
27. Yelling or screaming is not permitted during outside recreation periods.
28. Inmates are prohibited from communicating with persons outside of this facility, except as may be provided for in these rules.
29. While in-route to and from court, on working party or any other "out of facility" detail, inmates will not speak to any person without the prior permission of the escorting officer.
30. Inmates are prohibited from having money or other items in their possession, except as herein provided.
31. Inmates who are outside of their cell blocks shall ensure that their pockets are free of any items. Nothing may be removed from the cell block.
32. Failure to lockdown by 9:00 PM nightly for inmates assigned to individual cells.
33. Addressing a staff member other than by- Ms., Mr., Mrs., Deputy, Officer or their rank (i.e. Lieutenant, Chief, etc).
34. Not remaining fully clothed, except when showering or in the bunk.
35. Exchanging mail and/or messages between inmates confined in the facility; including that routed through a third party for re-mailing, or for the purpose of effecting communication of any kind with another inmate.
36. Carrying or otherwise possessing another inmate's food tray without authorization of a staff member.
37. Shower shoes will be worn when not in the bunk.
38. Removing food from any tray, except to consume that food, (i.e. to store, secret, hide, trade, give away, or mishandle). Taking or accepting food from another's tray.

39. Failing to clean individual cell/bunk area or participate in cleaning of any given day room, shower area and/or facilities within the cell block.
40. Not keeping bunk made from 5:45AM until 9:00PM daily unless on bunk.
41. Failure to maintain cell/bunk area in a neat and orderly manner at all times.
42. Affixing, posting, displaying, otherwise hanging any item, drawing, picture, letter, photograph or non-approved item from any wall, fixture, ceiling, light, or air vent.
43. Turning in an inmate request form (kite) bearing requests for "frivolous" items (alcoholic beverages, televisions, etc.) or profanity.
44. Loaning or borrowing any item for credit, payment or favor.
45. Cutting, tearing, removing or having in your possession anything from any reading material provided by the facility.
46. Possession of tobacco product, matches, or ignition devices.
47. Talking during inmate movement unless addressed by a staff member and a response is required.
48. Lounging or congregating on stairs or upper decks.
49. Failure to maintain proper personal hygiene.
50. Failure to respond when called for medication distribution.
51. Failure to utilize all furnishings and issued or purchased items as they are intended to be used.
52. Possession of extra-bedding, clothing, other issued items or non-issued items.
53. Possession of commissary items not purchased and the sharing or given away of commissary items.
54. Depositing material into the toilet, sink, or shower that the fixtures were not intended to receive. (Paper, commissary packaging, clothing, bedding, plastic, and other items.)

### **MAJOR VIOLATIONS**

Major violations shall include persistent minor violations; Cases where sanctions for minor violations appear to have no deterrent effect, and acts which constitute an immediate threat to the facility, staff, visitors, other inmates, or the person committing the violations. Violation of statutory law shall also be considered a major violation. Third violation of minor violations can be considered a major violation. Major violations could result in the loss of good time.

The following is a listing of Major Violations:

1. Any violation of the law of the State of Washington, RCW, WAC or statute.

2. Physical abuse towards either staff or inmates. The striking or hitting of any other person or the throwing of any object or substance at another person, or the spitting on, or at, another person or their clothing. **Inmates committing these actions may be subject to additional criminal charges.**
3. Rioting/engaging in behavior to incite a riot, disturbance or otherwise disrupt the order of the facility. **Inmates committing these actions may be subject to additional criminal charges.**
4. Demanding or receiving anything of value (from another inmate), in return for:
  - a. "Protection" from others.
  - b. "Protection" from threats of informing on an inmate.
  - c. "Sale" or "Trade" of any favor, privilege, or article.
5. Engaging in any sex acts with others.
6. Holding a person hostage. **Inmates committing these actions may be subject to additional criminal charges.**
7. Intentionally or recklessly causing flooding or setting a fire, or assisting in any such action, or failing to report the commission of such an act or the planning of such an act.
8. Tampering with any security, lights, alarms, ceiling tiles, safety, locking or emergency device. Blocking a door open. **Inmates found guilty of this infraction will be subjected to cost recovery of replacing or fixing indicated item.**
9. Possession, introduction or manufacture of any real or replica item listed below:
  - a. Any device capable of propelling any projectile by means of air, gas, explosive device, gravity or tension.
  - b. Any sharpened instrument.
  - c. Any substance, element, gas or vapor which has been contained or trapped in any vessel, package, vial or canister, capable of explosive, incendiary, or "teargas" type reaction.
  - d. Any tool, unlocking device (including keys, shim, jimmy, etc.) pick or electrical interrupter, which is used, intended to be used, designed to be used, or could be used, to unlock, disrupt, jam, interfere with, or otherwise create any malfunction or failure of any lock, security device, smoke alarm, smoke detector, fire alarm, fire water supply valve, cell or cell blocks door, viewing port, and communications device or inmate movement control device.
  - e. Any medication, except those provided by the staff.
  - f. Any intoxicant, alcoholic beverage, drug or inhalant which is being used or abused for the purposes of altering mental or physical conditions, except as otherwise provided herein.
  - g. Possession of any item of clothing belonging to any staff member.

10. Giving or offering any staff member a bribe or anything of value in exchange for a service, favor, privilege or consideration.
11. Placing anything over, onto, or around any security device, window, viewing port, vent, light or speaker.
12. Claiming to be another person for any purpose.
13. Wearing of headband, wrist band, or waistband fabricated from the issue items of clothing bedding or any material.
14. Tampering with ceiling tiles, sheetrock or concrete. **Inmates found guilty of this infraction will be subjected to cost recovery of replacing or fixing indicated item.**
15. Threatening another person with bodily harm or with any offense against his/her person or property.
16. Loaning of property for profit.
17. Possession of any contraband.
18. Encouraging other inmates to break Jail rules.
19. Deliberately closing the door of a room other than the room assigned.
20. Retaining, storing/stockpiling or otherwise "possessing" (not ingesting) medication.
21. Removing any cast, brace or other medical appliance without staff approval.
22. The refusal or failure to obey any order given by a member of the facility staff, pursuant to their authority. Such refusal or failure causing or tending to cause:
  - a. Any delay or interference in a court proceeding.
  - b. Delay of lockdown.
  - c. The diversion of facility staff and/or personnel.
23. Continuous and repeated yelling, shouting, or otherwise making noise for the purpose of disturbing the peace and order of the facility.
24. "Sale" of any item within the facility, by and between any inmate, staff, visitor, attorney, or criminal justice professional. The term sale includes, but is not limited to, barter, transfer, loan, lend, or a promise of future payment.
25. Fighting, wrestling or any other form of rough play with any person. The mere appearance of a fight is sufficient to create a violation of this section. The fact that one or more of the participants insist that the "fight" was play, a demonstration, or "fun" is not a defense. All forms of practice of any martial arts or sparring are prohibited.
26. Maliciously altering, damaging, or mutilating any clothing, linens or furnishings or material owned or provided by the facility. **Inmates found guilty of this infraction will be subjected to cost recovery of replacing or fixing indicated item.**

27. Intentionally or recklessly causing or attempting to cause damage to or destruction of any county property or the property of another person. **Inmates found guilty of this infraction will be subjected to cost recovery of replacing or fixing indicated item.**
28. Ingesting injecting or inhaling any alcohol, drug, narcotic, or controlled substance, or tobacco substitutes except as provided herein, at any time and in any manner, without prior approval of staff medical personnel.
29. Attempting to commit, or aiding another person to commit any crime or violation of facility rules and regulation. Such action shall be considered the same as commissions of the offense itself.
30. Stealing (theft) or knowingly possessing stolen property.
31. Possessing or attempting to use, any device which is intended to assist in transferring items between cell blocks (commonly called a "fish line").
32. Using, possessing, or manufacturing any of the items normally associated with tattooing; or performing any act of tattooing; or permitting you to be tattooed.
33. Taking more than one (1) tray at meal service.
34. Providing false information to a staff member.

If a violation is determined to be Major, any or all available sanctions listed under Minor Violations will be immediately imposed, pending any further disciplinary procedures. All major violations will be reported in writing to a lieutenant. Reports will become a part of the inmate's record.

Any charges pending against an inmate shall be acted on as soon as possible and no later than five (5) days (excluding Saturdays, Sundays, and Holidays) after observation or discovery of the violation. "Acted upon" in this context means notifying the inmate of:

1. A decision to hold a disciplinary hearing to impose any sanction that requires a hearing.
2. A decision to impose any sanctions not requiring a hearing.

At least twenty-four hours prior to a hearing, the inmate shall receive a copy of the written incident Report. If the inmate is illiterate, the incident report shall be read to the inmate.

#### **DISCIPLINARY HEARING BOARD (DHB)**

A supervisor or designees shall hear and decide all charges on major violation of facility rules and impose sanctions. Infractions where the inmate does not dispute that he/she committed the infraction a supervisor, acting as the DHB, may impose the appropriate sanctions without the need of a multi member DHB. A supervisor may appoint staff to perform the function of DHB. A staff member involved in a charge shall not participate as a member of the disciplinary board hearing that charge. This does not preclude a supervisor involved in any event from reviewing the DHB's decision. DHB proceedings will be recorded. Such record will be retained until a supervisor has reviewed the DHB's recommendations, has signed off on the recommendation, and the inmate is released from this correction facility.

#### **INMATE'S DHB RIGHTS**

An inmate scheduled for a DHB shall be promptly, and in any case, not less than two (2) days prior to the hearing, advised of the following rights:

1. The inmate shall have the right to be present at all stages of the hearing, except during the decisional deliberations.
2. The inmate shall be allowed to appear on his own behalf, to present witnesses, and to present documentary evidence unless the exercise of such rights would be hazardous to institutional safety, in which case the inmate shall be given a written statement of the reasons for such judgments and the inmate's record shall contain a statement with regard to such grounds.
  - 2a. Victims and witnesses being released or who are unavailable to be called by the inmate for who the hearing is scheduled will be afforded an opportunity to provide a voluntary statement for the DHB's consideration. The inmate may also submit a statement of account of the events that led up to his/her DHB.
3. An inmate who is unable to represent himself at a DHB shall be informed of his right to be assisted by another person in understanding and participating in the proceedings.
4. The inmate shall be advised of the decision in a written notice giving the reasons for the disciplinary action, if any, and evidence relied upon.
5. The inmate shall be permitted to submit an appeal to the DHB's decision.

#### **DHB CONCLUSION**

A finding of guilt shall be based on the preponderance of evidence before imposition of a sanction.

1. Non-punitive corrective action should be the first consideration in all DHB's findings.
2. When punitive measures are imposed, such measures shall be in accordance with the procedures manual guidelines appropriate to the severity of the violation, and based on any special considerations of the individual involved.
3. Acceptable forms of discipline shall include but, is not limited to the following:
  - a. Loss of privileges
  - b. Removal from work detail or other assignment
  - c. Forfeiture of "good time" credits.
  - d. Transfer to segregation status.

#### **LIMITATIONS ON PUNISHMENT**

No inmate will be subjected to any form of physical or mental punishment.

Punishment for a Major Violation shall be governed by the following:

1. No inmate or group of inmates shall be given authority to administer punishment to any other inmate or group of inmates.
2. Deprivation of regular feeding, clothing, bed, bedding, or normal hygienic implements and facilities shall not be used as a disciplinary sanction. The following exceptions apply:
  - a. Bedding may be removed during awake hours (5:30AM-9:00PM) if offenses have been bed or bedding related

- b. A smock may be substituted for clothing violations
3. Correspondence privileges shall not be denied or restricted, except in cases where the inmate has violated correspondence regulations. In no case shall the correspondence privilege with any member of the bar, holder of public office, the courts or the Department of Corrections be suspended. In this context, "correspondence" means letters or letter writing not books, magazines, etc.
4. Visitation privileges should not be denied or restricted as a sanction for infractions of rules of the facility unrelated to visitation. Attorney client visits will not be restricted. Any sanctioned restrictions to visitation will be reviewed by the Jail Administrator.
5. No inmate shall be held in disciplinary segregation for more than ten days unless reviewed by a lieutenant for any one violation and no more than thirty days for all violations arising out of one incident. The Jail Administrator must approve continuous confinement for over thirty days.
6. Corporal punishment and physical restraint e.g., handcuffs, leather restraints, or restraint chair shall not be used as sanctions.

#### **DHB APPEAL**

Upon receipt of an appeal of a DHB's action by an inmate, any supervisor, who did not review the DHB's original recommendation and approve same, may answer an appeal. The facility administrator shall review the documentary reports and uphold, amend or suspend the action, as deemed appropriate. Any action taken shall be properly documented.

The above provisions do not preclude imposition of Administrative Segregation or other appropriate limitations of freedom of the inmate involved prior to a disciplinary proceeding. Such restriction shall be in accordance with the Jail procedures. Any such restriction shall be based on facility security, deputy or inmate safety, and such action shall be noted in the inmate's record.

#### **LOCK DOWN STATUS FOR DISCIPLINE**

The inmate will not partake of any extra activities; this includes but is not limited to, AA, NA, religious study, movies and recreation.

If an Inmate is in lockdown status during religious services and the person conducting services has time and, it does not unreasonably interfere with any other facility activities, the inmate may be allowed to have a separate meeting with the volunteer.

Phone calls will be limited to non-sentenced inmates and then only attorney calls, no more than 2 per business day (Monday - Friday excluding Holidays) and no more than 10 minutes per call.

A Deputy will be authorized to lockdown any Inmate for 24 hours per incident. Each incident and discipline report may constitute a separate incident. If multiple violations occur during an incident the Deputy will contact a supervisor and recommend a longer lockdown period.

An inmate locked down for more than 48 hours, will be allowed to shower once every other day.

An inmate locked down more than 48 hours will be given an opportunity to clean their cell.

If an inmate comes out of lockdown status the day their block is due for the book cart, a deputy may give the inmate an opportunity to view the cart.

If there is a major violation that interferes with the safety of the facility the deputy may authorize a longer lockdown until a supervisor can be contacted.

No inmate will be in lockdown status more than 24 hours straight without authorization by a Supervisor. If multiple incidents require longer separation from other inmates, a disciplinary board will be scheduled to consider stronger sanctions. There will be no lock down of inmates over 96 hours until a board so directs.

### **MAXIMUM CUSTODY PROCEDURES**

When an inmate is placed on a Maximum Custody status:

1. He/she will be locked down in an individual cell.
2. Except for personal hygiene items (including cup and towel), one religious book, writing utensil and correspondence material as covered in item #4 below, all personal belongings will be removed from the inmate's living area. The items removed will be placed in a paper bag and placed in the inmate's personal property box.
3. The inmate shall be provided an opportunity to shower every other day but, is required to shower at least once every two days unless a medical condition prevents it. Showers will be taken in the booking area shower room.
4. Mail/correspondence privileges shall not be denied or restricted, except in cases where the inmate has violated the rules or regulations governing correspondence. In this context, this means letters or letter writing material, not "junk mail", magazines, books, etc. Legal mail will not be denied.
5. Telephone calls will be limited to two ten minute telephone calls per calendar week, Sunday through Saturday. In addition, inmates who are in pre-trial confinement status will be allowed 10 minutes per day for attorney phone calls. Calls will be made from the telephone at the booking station. Two attempts per day or a total of 14 attempts per week will be allowed for the inmate to actually complete the two phone calls.
6. Except as may be necessary to purchase hygiene and correspondence items, commissary privileges are suspended.
7. General visiting is limited to one twenty-minute visit, a week. As is normal policy, there will be no visitation on county holidays.
8. Attorney and clergy visits will be permitted, as is the case with all inmates.
9. The inmate will be allowed to attend religious services. In this context, "religious services" means church services provided on Sunday or any other day of the week. Attendance will be separate from general population and dependent upon the inmate's behavior and availability of clergy. They will not participate in other programs (i.e. AA, religious study).
10. All movement outside of a secure location will be conducted with a minimum of two staff. The inmate will be restrained through the cuff port and will be escorted under the physical control of staff. Mechanical restraints will not be removed until the inmate is placed back into a secure location such as a cell, holding tank or recreation area.

## **INMATE GRIEVANCE**

Inmates shall be allowed to file a grievance, without fear of reprisal, whenever the inmate believes they have been subjected to abuse, harassment, abridgment of civil right, or denied privileges enjoyed by other inmates that are specified in the Inmate Handbook. Grievances shall be limited to incidents that occur while the inmate is in the custody of this facility. Inmates are permitted to have 3 active grievances at any one time. If an inmate chooses to file an additional grievance beyond the allotted 3, then they will be required to withdraw a previous filed grievance.

## **RIGHT TO FILE**

The inmate shall specify the details of the incident, and place it in a sealed, unstamped envelope addressed to a supervisor. The inmate may present the sealed envelope to the Deputy during the routine cell checks. The Deputy shall deliver the grievance to a supervisor promptly and without interference. In the event a supervisor cannot address the grievance, it will be forwarded to the Jail Administrator. If the inmate is not satisfied that the matter has been resolved satisfactorily, he/she may submit an appeal.

## **REVIEW**

Upon receipt of a grievance, a supervisor shall review the grievance to determine if it constitutes:

1. A proscribed act of a staff member.
2. A violation of civil rights.
3. A criminal act.
4. An abridgment of a privilege by other inmates as specified in the Inmate Handbook.

A grievance will be based on an injustice, injury, or wrong that gives ground for a complaint. The basis for a grievance is not based on your personal preference or the desire to be treated differently from other inmates. Personal preference complaints do not meet the threshold of a grievance and will not warrant a response, but merely filed in your inmate folder.

## **INVESTIGATION**

If the grievance constitutes a proscribed act by a Corrections Deputy, a violation of civil rights, or a criminal act, a supervisor may request an investigation. If the grievance constitutes an abridgment of a privilege specified in the Inmate Handbook, a supervisor may appoint an impartial staff member to investigate the grievance and make a report of the findings and recommendations.

## **RESPONSE**

A written response to the inmate will be provided within five working days of the findings and action to be taken, if any, to resolve the grievance. If the grievance appears complicated, requires clarification, or is best responded to with conversation, a supervisor will discuss the grievance with the inmate. After discussing a grievance, the supervisor will annotate the date/time on the grievance form, the agreed upon solution, and file the grievance. If additional time is required to investigate and to solve the grievance, the inmate shall be notified.

## **APPEAL**

If the inmate is not satisfied with the disposition of the grievance by the supervisor, they may submit a written appeal. The Shift Lieutenant shall review, investigate, and respond to the grievance appeal. An appeal to the Jail Administrator stating their objection to the internal disposition of the grievance may be initiated.

## **ADMINISTRATIVE SEGREGATION**

Administrative Segregation is a tool used when the presence of an inmate in a particular cell block or exposure to other inmates pose a threat of/or injury to himself or others, damage to property, security and/or orderly operation of the facility.

The deputy responsible for placing the inmate into Administrative Segregation shall forward their report to a supervisor for review. A supervisor shall provide a copy of the report to the inmate, file the deputy's report in to the inmates' file and notify the facility administrator.

Inmates are permitted to appeal within 72 hours (exclusive of weekends and holidays) the decision of placement in Administrative Segregation to the supervisor responsible for the classification. A hearing with that supervisor may be conducted whenever an inmate appeals placement in Administrative Segregation. The inmate shall be afforded the same rights as those required for Disciplinary Hearing Board (DHB).

The initial period of Administrative Segregation should not exceed 15 days without having their case reviewed by a supervisor nor exceed every 15 days thereafter without a review. Inmates shall be held in Administrative Segregation no longer than approved by a Disciplinary Hearing Board. Inmates shall remain in Administrative Segregation only as long as the reason(s) for their placement remain(s) valid and is documented.

After an inmate completes an initial 15 days segregation a supervisor shall reviewed the inmate's behavior/performance and make a recommendation. A supervisor's recommendation for continued segregation shall be reviewed by the Administrator. A hearing with the supervisor may be conducted whenever an inmate appeals placement in continued Administrative Segregation. The inmate shall be afforded the same rights as those required for Disciplinary Hearing Board.

Inmates placed in Administrative Segregation status may also be placed on Maximum Custody status based on behavior and exigent circumstances. If placed into Maximum Custody, the action will be documented then forwarded to a supervisor. The inmates may be housed for the convenience of the staff, needs of the facility, or the direction of a supervisor.

## **GOOD TIME CREDIT**

(Earned early release time) (RCW 9.92.151 good behavior)

Good time is defined as a credit awarded an inmate for good conduct during a specified period of confinement. Specified period of confinement is defined as a sentence of thirty days or more to be served in this facility.

One (1) day of good time may be awarded for every 3 days of sentenced time that is supported by good behavior. Good Time is never awarded in advance for the purpose of reducing the sentence imposed by the court. However, it can be used for the purpose of calculating projected release dates.

Inmates on a disciplinary status, Maximum Custody, or Administrative Segregation Status will not toll credit towards good time.

## **EXTRA GOOD TIME**

(RCW 9.92.151 good performance) is defined as a credit awarded an inmate for extra effort put forth during the period of confinement and is in addition to normal Good Time. Extra good time **may** be awarded for Inmate Worker assignments, work details performed by an inmate inside or outside the facility, or the participation and successful completion of some designated classes or programs.

GOOD BEHAVIOR Is defined as conduct on the part of the inmate that precludes the violation of either a minor or major regulation/rule during the period of confinement.

The facility administrator shall have the final determination as to whether or not good time is to be awarded.

### **GOOD TIME EXCEPTIONS**

Good Time for sentenced federal inmates shall be computed by the United States Bureau of Prisons.

Time served in this facility prior to actual sentencing will earn Good Time Credits when credit for time served is ordered by the Court. The total sentence (including prior time served) must be no less than 30 days to earn any earned release time (Good Time Credit). Good Time will not be awarded for sentences specifying weekend confinement or split sentence service (when an individual leaves the facility and returns at a later time to complete the sentence; for commitments in lieu of fines; when sentences of 30 days or more are interrupted by court order (i.e. furlough, treatment programs, etc.)). In cases where the sentence is interrupted, Good Time will **ONLY** be awarded for time served **FOLLOWING** the interruption, provided it is 30 days or more.

"Interruption", in this context, does not include inmates starting Electronic Supervision, after having served the "specified period of confinement". Such Inmates will earn good time credits for that period of confinement, supported by good behavior, served prior to starting EHD. Good Time will not be earned while serving EHD time.

Good Time will not be awarded to inmates who leave the facility for scheduled visits to local professionals on a weekly, biweekly or monthly basis. Any violation of facility rules or regulations leading to disciplinary action, other than a verbal or written warning, will result in Good Time credit not being awarded. No Good Time will be taken away unless or until a hearing has been held and, such a decision is rendered as a result of that hearing.

Department of Corrections (DOC) and Jail Time Credit under Washington statutes run consecutively therefore an inmate will not be credited twice for the same time period when serving jail time on causes that run consecutive to one another. An example is a DOC sanction and a sentence for local charges.

### **GOOD TIME CREDIT (VIOLATIONS)**

Previously earned Good Time credits may be taken only if the violation was heard before a Disciplinary Board and loss of that Good Time was a sanction imposed by that board.

### **GOOD TIME ALLOTMENT**

While early release credits must be earned, rather than credited automatically or in advance, they will be equally allocated and not arbitrarily deprived. In no case may aggregate Good Time credit exceed one third of the total imposed sentence.

Notwithstanding, an offender sentenced to a felony crime listed in RCW 9.94A.540 as subject to a mandatory minimum sentence of total confinement shall not be released from total confinement before the completion of the listed mandatory minimum sentence for that felony crime of conviction.

### **CLASSIFICATION**

Classification is the process by which inmates are systematically evaluated and subdivided into categories for placement into appropriate housing and/or programs. An inmate will not be placed into general population prior to being formally classified.

Re-Classification is any change in an inmate's classification after re-evaluation by the Classification Officer.

#### **Right to Appeal:**

All inmates shall be promptly informed of any classification or re-classification decision and of their right, if dissatisfied, to a review of the decision by the Facility Administrator upon making a written request. The Facility Administrator, or a designated staff member, supervisory to the Classification Officer shall review such request, within 72 hours of its receipt by staff. The inmate shall receive a written decision of the review of such assignment, including reasons.

This Island County Jail has policies that address the housing, supervision and management of lesbian, gay, bi-sexual, transgender, intersexed and questioning (LGBTIQ) inmates.

### **CREDIT FOR TIME SERVED**

Time in custody, transit, or served in this facility prior to actual sentencing is considered as "Credit for Time Served" when directed by the court.

### **PRISON RAPE ELIMINATION ACT (PREA)**

This facility has a zero tolerance policy of sexual harassment, sexual misconduct, and the assault or rape of inmates by an individual or group. This policy includes, but is not limited to, other offenders, volunteers, contractors, staff or other agency personnel.

### **REPORTING PREA ALLEGATIONS**

Inmates, their families, or their associates may report allegations of sexual harassment, misconduct, assault, and/or rape. The report may be made verbally or in writing to any volunteer, contractor, Sheriff's Office employee, or other law enforcement member. Inmates alleging victimization of a sexual manner will receive the same level of law enforcement service, treatment, and care as non-inmates. Inmates may leave a message on the PREA reporting hotline by dialing 5000 on any of the inmate phones.

### **INMATE PRIVACY**

Island County policy: Staff members shall not be placed in positions of responsibility for the supervision and welfare of inmates of the opposite sex in circumstances that can be described as an invasion of privacy or that may be degrading or humiliating to the inmates. Staff used as program resource personnel with inmates should be of the same sex as the inmates when reasonably available. However, at least one staff member of the same sex as the inmates should be on-duty and available to the inmates during all such activities.

To the extent reasonably practicable, inmate bathrooms will contain modesty screens that preserve privacy without creating areas that cannot be properly supervised.

### **FALSE PREA REPORTING**

All allegations are taken seriously and will be reviewed. Inmates that intentionally make false allegations may be subjected to disciplinary action and criminal prosecution.

**REPRODUCTION OF DOCUMENTS AND NOTARY SERVICE:**

Inmates may request the reproduction of certain written documents. Duplication of documents is restricted to items such as court papers, grievances and legal paperwork. The fee for reproduction shall be the standard Island County per-page rate, subject to periodic adjustment. Reproduction requests shall be honored when requested using the Daily Inmate Request Form. Notary services are provided as a complimentary service and there is no charge.

**CONCLUSION**

The Inmate Manual shall be updated periodically. If there is a significant change, as determined by a supervisor, the new requirement shall be posted on the cell block window until such time as the manual is updated.

Not every rule, regulation or requirement is memorialized in this Inmate Manual. To list every DO and DON'T would require volumes. When directed by staff to cease an action or to comply with directions, comply first and question last. It is the staff's interpretation of the Inmate Manual that applies to this facility, not the inmate's.