

Clallam County Sheriff's Office

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# **CORRECTIONS FACILITY**

## **INMATE RULES AND REGULATIONS**

**August 2024**

**Chief Corrections Deputy Wenzl  
Sergeant Cameron  
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## **Introduction**

The Sheriff, who is responsible for maintaining a jail in Clallam County, carries out this function through the Corrections Facility. The Corrections Section of the Sheriff's Office is headed by the Chief Corrections Deputy and managed on a daily basis by Corrections Sergeants. Corrections Deputies make up the balance of the line staff and represent the inmate supervisors that are on the decks on a regular basis.

Support staff members add another dimension to the duties and functions of the line staff and provide many valuable services. Support staff includes an Administrative Specialist, Fiscal Specialist, three food service/laundry supervisors and two Control Room Technicians.

Many other county resources contribute heavily to the Corrections Facility operations. The Maintenance Department provides physical plant maintenance. The County Auditor and Treasurer give the required fiscal support and overview. The Road Department maintains the transportation fleet. Other sections of the Sheriff's Department contribute through criminal investigation and security enhancement.

## **Philosophy**

The mission of the Corrections Section is to provide a safe, clean, secure and healthy environment for those in custody. The orders of the courts are carried out insofar as they relate to custody orders and release conditions.

Staff in this facility are correctional career professionals, trained in all aspects of custody, security, safety and services. Their commitment is evident in their bearing, demeanor and the application of their skills. Courtesy and respect for others is evident by the use of titles and surnames when the deputies are in the work areas of the facility. Deputies will address the inmates as Mr. or Ms. and their surnames, and in return, it is expected that the inmates will address staff by "deputy" or "sergeant".

Whether or not a correctional institution can actually change an inmate's non-custody behavior is a debate that has been argued often and cannot be resolved to everyone's satisfaction. While programs, discipline and positive role-modeling are an effort to seek this end, we can be certain of achieving the goal to *do no harm*.

In view of this philosophy, inmates' behavior and attitude play a major role in the decision making process. A clear desire for a life style change can be facilitated here. On the other hand, the continuation of their demonstrated life style can be dealt with here.

## **Americans With Disabilities Act (ADA)**

The Clallam County Sheriff's Office is committed to ensuring all people have equal access to ALL services and programs. If you, your friends or family, partner or member of the public have an ADA concern, the following will enable us to ensure your access:

- You may contact a Corrections deputy or an Effective Communication Coordinator (ECC) in person.
- You may submit an inmate request form (kite) to the ECC.
- The public may contact the ADA Coordinator directly at: 223 E. 4<sup>th</sup> St, Port Angeles, WA.

## **Supervision**

*Intermittent* supervision refers to a style where Corrections Deputies make unscheduled, periodic visits to the cells. During these visits, the deputies make checks on the safety and welfare of the residents, perform various security and cleanliness assessments and address concerns or issues raised by the inmates. This style has been a long-standing correctional standard, dating back centuries.

In addition, cameras record 24 hours a day, 7 days a week, 365 days per year. All areas of each housing unit, other than sensitive areas such as the toilet and shower area, are recorded and inmates should remain clothed in the proper jail uniform as instructed in the rulebook, section 5.01.00.

Any attempt to damage, destroy, or tamper with the cameras anywhere in the facility can potentially lead to inmates being criminally charged, infractioned, and required to pay for damages or replacement.

## **Behavior Driven**

An inmate's behavior determines the nature of the deputy's feedback. Good conduct will result in positive feedback, while acting out will result in appropriate sanctions, restrictions, or changes in classification. The deputy's role is not to inflict punishment for the criminal justice system, but is centered on applying sanctions or restrictions that may be applied to ensure the safety, order and security of the facility, other inmates and staff.

### **Basic Rights**

- Meaningful access to courts, your attorneys, and access to legal materials.
- Access to necessary medical, mental health and emergency dental services.
- Ability to practice religious beliefs as long as it does not create a safety or security issue or a legitimate Pena logical concern for the jail.
- Nutritious meals. A nutritional food loaf (i.e. Nutraloaf) may be served to disorderly and riotous inmates or served as a part of a discipline sanction.
- Protection from abuse and corporal punishment.
- Freedom from discrimination based on race or gender.
- Access to facility rules and sanctions.
- Confidentiality of inmate medical and mental health records and non-disclosure information.
- ADA concerns will be addressed based on an individual's needs.

### **Basic Privileges**

- Inmate work programs
- Education/library materials
- Commissary
- Access to recreational activities

- Access to television and telephone services
- Visits with family and friends on visiting list

#### Basic Do's and Don'ts

##### Do

- Read inmate handbook
- Follow all jail rules
- Obey all staff orders
- Comply with lockdowns
- Address staff with respect
- Be considerate of others
- Maintain clean living space
- Place your garbage daily in trash receptacles
- Make your bunk when you are not in it
- Shower at least three times a week
- Be fully dressed when outside of cell
- Wear your ID wristband at all times

##### Don't

**VIOLATE ANY RULES OR POLICIES**

## **PRISON RAPE ELIMINATION ACT**

The Clallam County Sheriff's Office is committed to a zero-tolerance policy towards sexual assault or misconduct between inmates, visitors, volunteers or staff. Sexual misconduct between visitors, volunteers, staff and inmates is strictly prohibited and is a violation of the Prison Rape Elimination Act 2003 (PREA) and state laws. All visitors, volunteers, and inmates have a duty to report to staff all allegations, complaints, or observations of sexual misconduct. This means that we take seriously our responsibility to keep our jail safe and we investigate all reports of sexual misconduct.

Staff, volunteers, and contract employees are strictly prohibited from any type of sexual misconduct whether consensual or not. This is a violation of the Prison Rape Elimination Act 2003 and state laws.

Sexual Misconduct - is any behavior or act of a sexual nature directed toward an inmate by volunteers, contract employees, staff, or another inmate. This includes acts or attempts to commit such acts including, but not limited to, sexual assault, sexual abuse, sexual harassment, sexual contact, conduct of a sexual nature or implication, obscenity and unreasonable invasion of privacy. Sexual misconduct also includes, but is not limited to, conversations or correspondence that suggests a romantic relationship between an inmate and any party referenced above. Misconduct can also involve inappropriate viewing not related to duties or responsibilities by another inmate, staff, volunteers, or contract employees.

Sexual Harassment - includes, but is not limited to, all of the following, whether by staff, volunteers, contract employees, or inmates: sexual advances; sexually offensive language, comments or gestures; influencing, promising or threatening any inmate's (or staffs') safety, custody status, privacy, housing, privileges, work or program status, in exchange for personal gain or favor of a sexual nature; creating or encouraging an atmosphere of intimidation, hostility or offensiveness as perceived by any individual who observes the sexually offensive behavior or language.

Sexual Contact – behavior that includes, but is not limited to, all forms of sexual contact, intentional sexual touching or physical contact in a sexual manner, either directly or through clothing (other than in the course of the duties and responsibilities of the staff, volunteers, or contract employees), of the genitalia, anus, groin, breasts, inner thighs, buttocks, with or without the consent of the person; or any touching or inappropriate viewing with intent to arouse, humiliate, harass, degrade, or gratify the sexual desire of any person.

Sexual Abuse - includes, but is not limited to, subjecting another person to any sexual act or contact between another inmate, staff, volunteer, or contract employee by force, persuasion, inducement, or enticement; any sexual act or contact in which an inmate, staff, volunteer, or contract employee participates or forces any inmate to engage; subjecting another person who is incapable of giving consent by reason of their custodial status, physical or mental state.

Sexual Assault – any sexual touching or contact, including but not limited to rape, sodomy or unlawful touching.

The Prison Rape Elimination Act is a Federal Law that requires prisons, jails, and other agencies that detain people to take steps to make their inmates safer from sexual assault and to

investigate any incidents that do occur. The law also requires that victims of sexual assault in detention receive medical and mental health care related to the assault and that they have access to rape crisis advocates to support them.

If you are not bailed out or released by the courts, you will receive additional information about PREA and sexual abuse within the first thirty days of your incarceration here.

### Reporting Sexual Abuse

If you are a victim of sexual abuse, sexual harassment, or staff sexual misconduct, you can report it in one of the following ways:

- Notify the deputy on duty or any staff member.
- Tell a medical staff member.
- Have your attorney or a family member report it to the Sheriff's Department.
- Report it directly to the Police or Sheriff by having family call (360)-417-2459.
- Write a letter to the address listed on the back of the Inmate PREA brochure.
- Call the PREA line. Pick up the phone and dial 0-360-417-2592. Press 1 for English or 2 for Spanish. Enter your PIN number and leave a message.

### Getting Help

If you have experienced sexual abuse or sexual harassment, you don't have to suffer alone. For free help, contact the following agency:

Healthy Families - 24/7 crisis line (360)-452-4357 – **This is not a reporting line**

Healthy Families provides a 24 hour confidential crisis hotline to inmates in the jail. You can talk to them about any issue related to sexual abuse, regardless of when and where it happened. Healthy Families provides inmates with support, information, and referrals related to sexual abuse, even if it happened a long time ago. You can call anonymously and do not have to give your name.

## **Admission**

Prisoners are delivered to this facility by a variety of criminal justice agencies. At admission, the receiving deputy ensures that prisoners are received in a safe and secure manner. In addition, the receiving deputy determines that the arrest and confinement is made by a duly authorized officer and receives proper documentation that supports authorization to confine the prisoner.

Corrections Deputies do not investigate the validity of an arrest made based upon probable cause, but may assist with issues of identification and court documentation.

## **Communication Disability**

If you have a communication disability, please inform a Corrections Deputy so we may assist you in your preferred communication method. When needed, we will provide a certified ASL Interpreter, VRI, VRS or a TTY machine. If you need additional services, contact a Corrections Deputy or ECC (Effective Communications Coordinator) directly or submit an inmate request form (kite).

If your friend, family member, partner or member of the public has a communication disability, please inform a Corrections Deputy or the ECC in person or by kite.

If you have a communication disability complaint or a concern not addressed, you may submit a kite for a grievance form. Please refer to "Grievances" in this handbook.

## **Classification**

Initial classification of a prisoner begins at the time of admission. This may include risk, health, safety, classification and housing assessment. Several factors contribute to initial classification including:

- Nature of offense
- Criminal history
- Responses to questions at booking
- Behavior
- Medical issues
- Physical condition and mental health

Full cooperation will lead to an appropriate assessment, allowing the new inmate to take full advantage of the features offered by the facility.

## **Orientation**

As soon as possible after booking, new inmates receive information that makes possible a successful transition to incarceration. This orientation

is designed to inform the inmate about the new environment and will include:

- Rules and regulations
- Rules of conduct and possible sanctions
- Classification procedures
- Staff expectations
- Daily routine
- Inmate rights and privileges
- Discipline and grievance procedures
- Legal and medical access
- Visitation, mail, commissary, telephone access

**All of these matters are addressed in the handbook provided to each inmate in paper form or found on the kiosk. Corrections Deputies are available to answer specific questions on these and other topics at the time of booking and periodically after the inmate is placed into population.**

**CLALLAM COUNTY CORRECTIONS FACILITY  
INMATE RULES & REGULATIONS**

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## **1.00.00 INTRODUCTION**

The Clallam County Corrections Facility is a behavior driven facility and employs indirect supervision. Set forth in this manual are the basic rules and written explanation of acceptable behavior. Inmates can then know what is expected of them and avoid the confusion that can result when there are conflicting interpretations of standards of conduct. The basic layout of the facility is in the form of A deck, B deck, C deck and D deck.

### **1.01.00 PURPOSE**

The purpose of these rules and regulations is to set standards of conduct and behavior for inmates confined in the facility. Each Corrections Deputy has the responsibility to assist inmates in achieving acceptable behavior and self-control. It is necessary that all inmates comply with the rules and regulations of this facility because compliance enhances high quality custodial care and services to all inmates.

### **1.02.00 CHANGES TO INMATE RULES AND REGULATIONS**

From time to time it will be necessary to make changes to these rules and regulations. Except in cases of facility security, all inmates will be notified five (5) days in advance of any change to the rules and regulations. During the term of the change, any new inmates will be provided with an amended set of rules and regulations.

### **2.00.00 ACCESS TO RECORDS**

Any inmate is entitled to reasonable access to his/her jail records. In order to review his/her file, an inmate must send in a kite at 9:00 p.m.

## **3.00.00 CLASSIFICATION**

Each inmate will be classified upon arrival in the facility. Each inmate will be verbally advised of his/her classification.

### **3.01.00 CLASSIFICATION CATEGORIES**

There are three (3) categories of classification utilized in this facility. They are:

- 3 Maximum
- 2 Medium
- 1 Minimum

### **3.02.00 CLASSIFICATION CRITERIA**

Shift Sergeants or their designee shall use an initial screening process for determining appropriate housing assignments (28 CFR 115.42). The process will include the use of an objective screening instrument, procedures for making decisions about classification and housing assignments, intake and housing forms and a process to ensure that all classification and housing records are maintained in each inmate's permanent file. The screening process should include an evaluation of the following criteria:

- Age
- Sex

- Current charges
- Behavior during arrest and intake process
- Criminal and incarceration history
- Mental and emotional stability
- Potential risk of safety to others or self
- Special management inmate status
- Special needs assessment for vulnerable inmates
- Behavioral or physical limitations or disabilities
- Medical status
- Level of sobriety at booking
- Suicidal ideation
- Escape history and degree of escape risk
- History of assaultive behavior
- The need to be separated from other classifications of inmates (e.g., juvenile offenders gang affiliation, confidential informant, former law enforcement, sexual orientation)
- Prior convictions for sex offenses against an adult or child
- Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex or gender non-conforming.
- Previous sexual victimization
- The inmate's own perception of his/her vulnerability
- Whether the inmate is detained solely for civil immigration purposes
- Whether the inmate is a foreign national and if so from what country
- Prior acts of sexual abuse, prior convictions for violent offenses and history of prior Institutional violence or sexual abuse, as known to the Office (28 CFR 115.41)
- Any other criteria as deemed appropriate by the Sheriff or the authorized designee

### **3.02.01 PRISON RAPE ELIMINATION ACT (PREA) CLASSIFICATION CONSIDERATIONS**

Housing, bed, work and program assignments should be made to separate inmates at high risk of being sexually victimized from those at high risk of being sexually abusive (28 CFR 115.42). Inmates identified as being at high risk for sexually aggressive behavior will be monitored and housed in an area that will minimize the risk to other inmates and staff. All inmates identified as being at risk of victimization shall be monitored and housed in an area to minimize the risk to their safety. However, inmates at high risk for sexual victimization shall not be placed in involuntary protective custody unless an assessment of all available alternatives has been made and it has been determined that there is no available alternative means of separation from likely abusers (28 CFR 115.43; 28 CFR 115.68).

Housing and program assignments of a transgender or intersex inmate shall include individualized consideration for the inmate's health and safety and any related supervisory, management or facility security concerns. A transgender or intersex inmate's views with respect to his/her own safety shall be given serious consideration.

Housing and program assignments for each transgender or intersex inmate shall be reassessed at least twice each year to review any threats experienced by the inmate (28 CFR 115.42).

Inmate risk levels shall be reassessed when required due to a referral, request, incident of sexual abuse, or receipt of additional information that increases the inmate's risk of sexual victimization or abusiveness (28 CFR 115.41).

### **3.03.00 RE-CLASSIFICATION REVIEW**

Shortly after an inmate's first appearance at a court proceeding, the inmate's classification may change. Any inmate who is dissatisfied with his/her classification may appeal in writing to the Chief Corrections Deputy within three (3) business days. Inmates will be verbally informed of any change in classification.

### **3.04.00 CLASSIFICATION WRISTBANDS**

Color-coded wristbands are issued to all inmates at time of booking. These devices are in furtherance of providing a safe and secure environment by allowing immediate identification by staff of the classification of an inmate for purposes of movement throughout the facility and attendance at facility functions. Wristbands will be worn at all times (see minor infraction 416).

Inmates found to be without wristbands will be denied participation in all out-of-cell activities to include commissary, recreation, all programs, and inmate visiting, except legal visitation, mental health or sick call. New wristbands will be issued only through the routine kite request, at a cost of \$5.00 for each additional wristband issued.

### **3.05.00 ADMINISTRATIVE SEGREGATION**

Administrative Segregation is the separation from other inmates for an inmate's protection, for the purpose of more careful medical observation or care, for the purpose of investigation and/or for the security of CCCF. Administrative Segregation shall be used when the presence of the inmate in general population poses a serious threat of death or injury to himself or others, damage to property, or the security or orderly operation of the facility.

Within three (3) working days of receiving the Administrative Segregation notification, the inmate may request a review by kite.

A review will be conducted by the Administrative Sergeant within the following three (3) working days after a request for review is received and the inmate will receive a response in writing.

The inmate may appeal the response from the first reviews to the Chief Corrections Deputy within five (5) working days of receiving it and the Chief Corrections Deputy will respond in writing five (5) working days after he has received the appeal.

A review by the Corrections Sergeants shall occur at least once every 30 days thereafter. The review will determine whether their status in administrative segregation or protective custody is still warranted.

### **4.00.00 DAILY ROUTINE**

The jail is a society within a society. People from different walks of life, having diverse habits, suddenly find themselves forced to live together in confinement. The jail environment cannot indulge the variety of lifestyles present at any one time.

A degree of cooperation is necessary in order to achieve a balance among the individuals. Meeting staff security needs is also a protection for inmate residents. Therefore, a schedule of basic activities has been developed to meet the security needs of the facility.

**4.01.00 BASIC DAILY ACTIVITIES**

- 6:00 a.m. Wake-up: Lights and telephones will be turned on.
- Razors will be issued on Monday and Thursday mornings (one each per inmate) to those inmates that filled out a razor request form the previous day at 9:00 p.m.
- Emery boards will be issued the second Monday morning of each month to those inmates that turned in an inmate request (kite) the previous day at 9:00 p.m.
- Nail clippers will be issued on the last Friday morning of each month to those inmates that filled out a nail clipper request form the previous day at 9:00 p.m.
- Staff will not make repeated efforts to awaken inmates in order for them to obtain meals, or other facility offered programs.
- 6:30 am Breakfast: Inmates will receive meals at their cell door. Inmates will survey their tray for completeness of meal upon receipt and, once accepted, no adjustments will be made. After consuming the meal, inmates will hand their tray and all eating utensils to the deputy in the same manner as received. (Failure to comply with feeding policies and practices will be cause for disciplinary action under 21.02.01 #455.)
- Bunks will be made when they are not occupied (with bedding smoothed out and tucked under the mattress).
- Showers, shaves and other personal hygiene will begin at this time. Razors, emery boards, and nail clippers will be retrieved by 7:30 a.m. Showers after out-of-unit recreation are optional. Inmates are expected to shower at least three times a week.
- 8:00 am Count.
- 9:00 am Morning Medication Pass. Yellow kites for non-emergent medical problems will be passed out at this time.
- 12:00 pm Lunch: Same as breakfast instructions.
- 4:00 pm Count.
- 5:00 pm Dinner: Same as breakfast instructions.
- 9:00 pm White and yellow kites and mail will be picked up once a day at approximately 9:00 p.m. Emergency medical kites only will be picked up anytime
- 10:00 pm Each inmate is responsible for his/her cell cleanup and the residents of a housing area share the responsibility of cleaning the day room area. Clean-up carts will be placed in each cell block every day by Shift III deck deputies and can be requested at any time between 6:30am and 9:30 pm. Floors shall be swept and mopped daily. You will not be issued a TV, Chirp or tablet the following day if the tank does not pass cleanliness inspection. There will be no pictures or papers

posted, or covering, the walls, doors, toilet, vents, or lights. There will be no writing on the walls. There will be nothing on or in the windows.

11:30 pm Evening Lock down: All doors of inner cells are closed and locked with the inmate inside. All lights and audio equipment shall be turned off, TV's removed, and the trash cans placed in the vestibule hall. The inmates shall be in their bunks for the night. Telephones will be turned off. You will not make noise between 11:00 p.m. and 6:00 a.m.

Midnight Count.

**LOCK DOWNS CAN OCCUR AT ANY HOUR WHEN DEEMED NECESSARY BY CORRECTIONS STAFF**

**4.01.01 MEALS**

Three (3) meals are served daily within this facility. The serving hours are approximately:

1. Breakfast ..... 6:30 a.m.
2. Lunch ..... 12:00 noon
3. Dinner ..... 5:00 p.m.

At the serving of each meal, the Corrections Deputy will conduct a head count of all inmates and ensure that meals are served and consumed in an orderly fashion. All inmates are encouraged to eat at meal times.

Food will not be kept from the meal and will be eaten or disposed of at the end of the scheduled meal time (packaged crackers may be kept longer).

You may have a special diet for medical reasons. All medical diets will be pre-approved by the medical staff and will be for specific medical reasons.

A request for a special diet for religious reasons may be made to the Administrative Sergeant. The request must include your religion and any dietary restrictions associated with your religion. Only religions recognized by the Washington State Department of Corrections will be recognized by Clallam County Corrections for diet purposes. Failure to follow a religious diet once requested and approved could result in a minor infraction (#454).

A special diet will not be approved to accommodate individual likes and dislikes.

**4.02.00 LATE NIGHT**

No late night TV is authorized for general population inmates.

**4.03.00 CELL CHECKS**

Staff members will make irregular observations at least every sixty (60) minutes by means of entering the cell and physically viewing all inmates.

**4.04.00 SANITATION AND CLEANLINESS**

Inmates are expected to keep their living areas clean and sanitary, and may be compelled to perform cleaning details. Cell cleanliness inspections will be conducted by Shift III deck deputies. TV issue will be determined by cell cleanliness and at the sole discretion of Shift III. Other shifts will not be authorized to issue TV's. Any cell receiving a substandard for cleanliness must meet the standards and be inspected by SHIFT III DEPUTIES ON THE NEXT DAY before having TV privileges reinstated.

Shift III deputies will only inspect the cell once daily and are not expected to make repeated inspections.

The dayrooms, showers, and lavatory area will remain clean and neat at all times. If the housing area is found cluttered or unclean at any time, all privileges may be suspended until the cell is in compliance.

All trash will be placed in proper receptacles and will be emptied each day at lock down.

#### **4.05.00 CELL AND BUNK ASSIGNMENT**

Inmates will be housed in a common living unit. Inmates will be assigned to bunks and interior cells within the housing unit. Inmates may not change their housing or bunk assignment except with written approval of Corrections staff. Inmates wishing to change their housing or bunk assignments may submit a kite request and must obtain written approval from the Shift Sergeant prior to making any moves. Failure to maintain cell or bunk assignments will constitute a minor infraction (412).

#### **5.00.00 CLOTHING**

Depending upon an inmate's criminal history, current charge and other factors which might impact jail security, inmates may be issued jail clothing at the time of booking. If so, personal clothing will be inventoried and stored. Inmates are required to wear jail clothing after their first court appearance. Once issued, authorized jail clothing consists of no more than the following:

1. Two [2] pair Socks
2. Two [2] pair Boxer Shorts [men]
3. Two [2] pair Panties [women]
4. Two [2] regular Bras [women]
5. Two [2] T-Shirts
6. Two [2] pair Coveralls or 2 piece inmate uniform
7. One [1] pair jail Sandals
8. Classification Wristband

Possession of items in excess of amounts authorized or issued is a Minor Infraction (#156).

Inmates will review and sign a Standard Clothing and Bedding Issue form at the time of issue.

#### **5.01.00 JAIL UNIFORM**

The complete jail uniform will be worn. Coveralls may be worn to the waist in cells or at recreation only. T-shirts and shorts will be worn at all times by male inmates and t-shirt, panties and bra will be worn at all times by female inmates. Issued wristbands will be worn at all times. Failure to follow the wristband rule constitutes a minor infraction (#416) and may result in restriction of out-of-cell activity except legal and medical necessities.

## **6.00.00 BEDDING AND LINEN**

The following issue is provided in the amounts specified:

1. Three (3) blankets
2. One (1) towel
3. One (1) mattress \_\_\_\_\_ No bedding is allowed on the floor.

## **7.00.00 LAUNDRY SERVICE**

Non-working inmates are issued a complete set of clothing as outlined in section 5.00.00, and a complete set of bedding and linen as outlined in section 6.00.00. The laundry program at CCCF allows you to have a set of underwear, T-shirt, socks, and 1 pair of coveralls washed every other day, in addition to a towel exchange. Your second set of underwear is to sleep in. Bedding exchange is offered on weekends as outlined below. It is your responsibility to properly turn in your laundry for cleaning or exchange at the times offered.

### **NON-WORKING INMATE LAUNDRY INSTRUCTIONS:**

1. Put dirty clothing inside the laundry bag and seal Velcro closure.
2. Place sealed laundry bag next to hall door prior to lockdown at 11:00 PM.
3. Leave towel you would like to exchange outside laundry bag at the door.
4. Cleaned clothing and towels will be returned to cells by 7:00 AM daily. Inspect your laundry and report any issues to the Deputies making their welfare checks prior to 8:00 AM.
5. Exchange of one blanket can be done on Sunday by submitting a kite request at 9:00 PM on Saturday. Sandal exchange may be requested by kite also.

Mending and maintenance for routine wear and tear is provided by the facility. In the event there is an imperfection in the laundry issued, the deputy will circle it with a permanent marker. The inmate will be held accountable for any unmarked damage, or loss of issued laundry, and subject to Major Infraction (#554) or Minor Infraction (#458).

## **8.00.00 VISITATION**

The Clallam County Correction Facility has moved to video visitation for most social visitations with friends or family members. Visitation will occur over a video connection between the kiosk in the inmate's cell and either the reception area in the jail lobby or the visitor's remote device. To get approval for visitation, the visitor must log into the vendor's webpage, [www.visitel.us](http://www.visitel.us), and open a new account. The visitor will need to submit their application, along with a photo of their government ID and a current picture. The following will be taken into consideration when approving visitors:

- Must be 18 years of age or older. Under 18 must have an adult visitor present in the video at all times.
- Restraining or Protection Orders
- Warrants – Local or Out-of-County
- Past Incarceration History
- Court Orders

Each inmate is allowed up to two free 30-minute video visits per week. The visitor can schedule these free visits to take place on-site using one of the three kiosks in the jail reception area. Since these visits take time for approval, they should be requested at least 24 hours in advance by the visitor.

Inmates are also allowed multiple video visits outside of the set “free visit” schedule. These visits are an extra cost and must be purchased by the visitor at [www.visitel.us](http://www.visitel.us).

Visitors must be dressed in clothing appropriate for public venue. The following is considered provocative or inappropriate for all video visiting: tube tops, tank tops, halter tops, mini-skirts, shorts and skirts that are higher than three (3) inches above the knee cap, transparent clothing, shirts cut off at the waist, or anything low cut, overly tight, or revealing. The decision to visit based on attire will be at the discretion of the Correction staff. Failing to follow this dress code will result in suspension or denial of future visitation.

The visiting schedule is as follows:

<b>ONSITE VISITATION SCHEDULE (FREE) – Clallam County Jail</b>		
<b>Last Name</b>	<b>Day(s)</b>	<b>Time(s)</b>
A-K	Saturday	08:00am-11:00am / 1:00pm-3:00pm
L-Z	Sunday	08:00am-11:00am / 1:00pm-3:00pm

<b>REMOTE VISITATION SCHEDULE – Clallam County Jail</b>		
<b>Last Name</b>	<b>Day(s)</b>	<b>Time(s)</b>
ALL INMATES	Monday-Friday	10:00am-10:00pm
	Saturday-Sunday	4:00pm-10:00pm

### **8.01.00 IN-PERSON VISITING**

In-person visits will be allowed on a limited basis. Visitors must request an In-Person Visitor Approval Form at the jail lobby. The form must be legibly filled out and returned to the control technician. Allow at least 24 hours for processing. The same rules as remote visiting apply, as well as the following additions. Visitors will only be approved for one incarcerated individual at a time.

Visiting days and hours are as follows:

Males 1 <sup>st</sup> Letter of Last Name A-J	Saturday	9:00 a.m. to 11:00 a.m.
Males 1 <sup>st</sup> Letter of Last Name K-Z	Sunday	9:00 a.m. to 11:00 a.m.
Females	Saturday	1:30 pm. to 3:00 p.m.
CREW & Kitchen Workers	Saturday	8:00 p.m. to 9:30 p.m.

Visiting will take place in the visiting booths with a phone connecting the two booths. Attempts to circumvent the phone visiting system, such as note sharing or flashing, will be grounds for the visits to be terminated. This is also a minor infraction (#305) and could result in the visitor being disallowed.

Visitors can remain in visiting until the end of the visiting hour, however new visitors will not be admitted in the final 15 minutes.

The Shift Sergeant may make exceptions upon request, due to mitigating circumstances.

1. Immediate family members are given preference over other visitors unless the inmate specifies otherwise.
2. Except for immediate family members, visitors under eighteen (18) years of age must be accompanied by a parent or legal guardian\*. Immediate family members under 18 must be accompanied by an approved adult. \*Legal guardians and emancipated juveniles must have papers signed by a judge showing guardianship or emancipation.
3. Photographic I.D. is required for all visitors. Exceptions may be made at the direction of the Shift Sergeant.
4. Written permission must be obtained from the Shift Sergeant before hospitalized inmates may be visited. Visits are still conducted during the above listed times.
5. Visitors are subject to a search. Refusal to be searched can lead to suspension of visitation privileges.
6. Visits may be limited to thirty (30) minutes per inmate.
7. Inmates will be limited to one (1) visiting opportunity per visiting day. Once the Inmate's visit has ended and they are returned to their cell, their visiting is completed for that visiting day.
8. Inmates will not be allowed to bring items to visiting. Especially food and commissary. Please refer to section 16.01.00 INMATE MOVEMENT in this manual.
9. Due to security concerns and the limited visiting space available, the following will apply:
  - a. Inmates will not be eligible to receive visits, other than professional visits, until after their initial appearance in court.
  - b. Exceptions will only be granted by the on-duty Sergeant on the basis of a verifiable emergency.
10. Contact visits may be approved by the affected duty Sergeant. Inmates must submit a written request via "kite". Each request will be considered on a case-by-case basis. Justification for contact visits must be compelling and verifiable. Sentencing to prison is not justification for a contact visit.

### **8.02.00 BUSINESS AND PROFESSIONAL VISITS**

These visits shall be confidential. Business and professional visits will occur at reasonable times and with prior notice, unless it appears that circumstances do not permit delay. Types of visits considered business or professional are:

1. With his/her attorney, legal assistant(s) and his/her approved minister.
2. On prior arrangement with his/her employer, doctor, dentist, tax consultant, banker, investment or insurance broker, educators from a bona fide school or job training facility and employment consultants.
3. Law enforcement professionals shall be allowed to interview inmates pursuant to criminal investigations.

### **8.03.00 VISITOR REGULATIONS**

Signs giving notice that all visitors and their accompanying possessions are subject to search are conspicuously posted at the entrances to the facility and at the entrance to the visiting area; inmates should stress this information to visitors.

Any person may refuse a search, but subsequent to such refusal, may then be denied entrance.

Other reasons for denying entrance to visitors shall include, but not be limited to:

1. An attempt or reasonable suspicion of an attempt, to bring contraband into the facility.
2. Obvious influence or effect of alcohol or controlled substances.
3. Request from the inmate's physician.
4. Request from the inmate.
5. Reasonable grounds to believe a particular visit would present a substantial danger to jail security or management or to the welfare of inmates, staff, or other visitors.
6. When requested by a bona fide peace officer pursuant to a criminal investigation, for a period not to exceed seventy-two (72) hours.
7. Visitors dressed in clothing determined to be inappropriate. The following is considered inappropriate for jail visiting, tube tops, tank tops, halter tops, mini-skirts, shorts and skirts that are higher than three (3) inches above the knee cap, transparent clothing, shirts cut off at the waist, or anything low cut, overly tight, or revealing. The decision to visit based on attire will be at the discretion of the jail staff.
8. Any flashing, obscene gestures, or comments will not be tolerated and will cause that visitor to be removed from visiting and your visiting list.

**The jail control room does not provide change for locker use.**

Whenever an approved visitor on your visiting list is refused admittance, the inmate shall receive notice of the refusal stating the reason therefore. Upon written request, the affected inmate is entitled to have that decision reviewed by the Disciplinary Hearing Committee. Upon denial, the inmate shall be promptly informed of this right. A written decision of the determination, stating the reason(s), shall be furnished to the inmate (Form CCC 091).

**8.50.00 NO-CONTACT ORDERS**

Notification by the Prosecutor's Office or a Law Enforcement Officer that Probable Cause exists to believe that an inmate in this facility has violated the conditions of any in-force no-contact order shall constitute a preponderance of evidence toward a finding of guilty of a major infraction. A written report will be admitted as evidence at any subsequent Due Process or Disciplinary Hearing. A finding of guilty of a major violation will result in consequences up to and including loss of good time, regardless of the judicial findings surrounding any possible subsequent criminal prosecution.

An inmate who communicates by letter, telephone or through inmate visitation with a person, who is the subject of a no-contact order, is guilty of a gross misdemeanor and may be criminally charged. This is in addition to disciplinary sanctions that may be imposed as a result of a Disciplinary Hearing for a major infraction of jail rules and regulations.

**8.75.00 NO-MIX ORDERS**

Periodically it becomes necessary to separate inmates from one another, and from group activities, at a level that does not give cause for implementation of Administrative Segregation. This need may be based upon any of the following, but is not limited to: a need to separate co-defendants, court orders, inmates with personality conflicts, inmates whom have engaged in violent activity (fights), inmates who are known enemies or have intensive management concerns, etc.

No-mix orders are initiated and lifted through the Shift Sergeant via a written report, with a copy provided to the effected parties.

No-mix orders constitute an immediate suspension of attendance at the following group activities; Church Services, AA Meetings, Bible Study, etc. for the duration of the "no mix' status. Requests to replace these group activities must be made by kite. Kites will be forwarded to the volunteers who can work out arrangements to provide the same service to the inmate on an individual basis through the Shift Sergeants.

Inmates in a no-mix status will be afforded regular recreation privileges; however, recreation may occur with reduced numbers of other inmates. There will be no change in visiting privileges.

Inmates with no mix orders who display violent or loud outbursts while moving to and from any activity will be infraacted and the sanctions could include that the inmate is suspended from the associated activity for a period of time.

**9.00.00 COMMUNICATIONS**

Clallam County Corrections Facility form CCSD 162 (kite) is provided so that inmates may use it to request the following:

1. Communication with facility staff.

2. Medical and Mental Health services (refer to Section 14.00.00).
3. Attendance at facility sponsored activities.
4. Haircuts.

All kites will be picked up at approximately 9:00 p.m. by staff. Failure to respond to deputies who are offering regularly scheduled services provided during the daytime hours of 6:00 a.m. to 9:30 p.m. will be considered a refusal. Deputies are not required to wake up inmates when offering these services.

It will be the inmate's responsibility to personally request cleaning carts, kites and toilet paper.

Kites are an in-house form meant for communication only within the jail. Any communications outside the facility such as with public defenders, all courts, and probation & parole, and etc. which is initiated by the inmate must be sent through the U.S. mail.

#### **10.00.00 TELEPHONE USAGE**

Telephones are in each cell block. Inmates are encouraged to use the phones to contact relatives and friends to discuss personal affairs. All calls are recorded and may be monitored. The following instructions will help you use the automated telephone system:

1. Take the telephone off the hook and listen carefully. The recorded operator will tell you what to do.
2. You will be asked to say your name. It will be recorded and played back to the person you are calling.
3. You cannot be heard by the called party until they have accepted the call.
4. The cost of your long distance call is set by the contracting phone company.
5. Local calls must be collect from the cell also.
6. Each call is limited to fifteen (15) minutes. You will be notified one and a half (1.5) minutes before the time is up.
7. If you experience a problem, direct a kite describing the trouble to day shift.
8. Si usted habla Español use el número 2.

Inmates are not to use tactics such as call-forwarding, third-party, conference calling or call transfer in order to call someone. These tactics will constitute a minor infraction (#410), and possible sanctions for violating this rule will include all of those identified in this manual, plus a blocking of the number accomplishing the violation, or general phone restrictions.

For hearing impaired individuals, VRS, VRI and TTY services are available. Inform a Corrections Deputy if any of these services are needed for your preferred communication method. You may request use of any of these aids or services at no cost to you.

Inmates will be able to contact the following telephone numbers toll free by direct dialing:

Public Defender's Office

360.452.3329

DSHS	360.565.2180
House Resource Center	360.565.5041
Healthy Families (Sexual Abuse)	360.452.4357
PREA line	360.417.2592

**INCOMING CALLS OR MESSAGES FOR INMATES WILL NOT BE ACCEPTED EXCEPT ON VERIFIED EXTREME EMERGENCIES (e.g. DEATH IN FAMILY).**

**10.01.00 CHIRPING DEVICES**

Chirping devices will be issued at the discretion of staff upon the request by kite from the inmate. Inmates will have 72 hours after being issued a Chirping device to have money placed on the chirping account. If an inmate does not have money on their account (or the inmate elects to turn in the device) in 72 hours, the device will no longer work and it must be returned to staff. The inmate will need to wait 10 days before requesting for a chirping device again. If an inmate makes a request three times without funds placed on the account. The inmate will no longer be allowed to request a chirping device.

Friends and family can create a chirping account online at *inmatesales.com*. All other transactions are done through *inmatesales.com*

All Chirp communications are subject to review and all messages are not private. DO NOT use your Chirp to message your attorney. Use of the chirper is consent to the device being monitored.

Inmates will turn in the chirping device at lockdown (2330) to have it charged. This will be the only time staff will accept the chirping device. Staff will reissue the chirping device to the inmate in the morning.

The following are general rules regarding the use of the Chirping device. Any violation of these rules or other facility rules will result in the loss of the chirping device. This chirping device shall be your sole responsibility for the length of use while assigned to you. It is your sole responsibility to make sure that this device is not damaged or destroyed in any manner by you or anyone else.

1. It is up to the facility's discretion to determine who is allowed to use the chirpers.
2. Any money applied to your Chirping account is non-transferable.
3. Inmates will not use the chirping device after lights out.
4. There will be NO communication between inmates. Inmates who attempt to circumvent this rule by having messages forwarded or involving a third party will be infraacted.
5. Any inmate caught sharing the device will forfeit the opportunity to use the chirper for this incarceration.
6. All other facility rules/infractions apply to the chirping devices and will be enforced accordingly.

**10.02.00 TABLETS**

Electronic tablets will be provided to the general housing units. Some of the larger housing units may have two tablets. This is subject to tablet availability. Any tampering with the tablet will result in the loss of the tablet. Tablets may be removed from cells for ANY rule violation. Repairs needed for standard wear and tear will be done as quickly as possible. Repairs needed for abuse of tablets will have a lower priority.

Tablets will be turned in to staff each night at lockdown. Failure to turn in the tablet will lead to its removal.

Any money you have in your jail commissary/trust account or your PIN Debit phone account CAN NOT be transferred to the tablet.

Friends and family can create a tablet account online at inmatesales.com and add money to your account.

#### **11.00.00 LIBRARY**

The jail library and its services are available to all inmates. Those inmates in civilian clothing may request a book only through a staff member.

Magazines and books may be removed from the library to your cells.

Inmates are limited to a total of three library books in possession.

No books with hard back covers will be allowed in the cells.

#### **11.01.00 PURCHASED BOOKS**

A kite containing the title and the author of the books requested may be sent to the Shift II Sergeant. After obtaining written approval from the Shift II Sergeant, inmates may have friends/family purchase books on behalf of the inmate not to exceed two (2) per month, for a total of six (6) in the Inmate's possession at all times. Books shall be purchased from an online vendor such as Amazon. Online purchases from local bookstores will not be accepted. Books cannot have a hard cover and need to be unopened prior to the arrival at the facility. Unapproved books will not be accepted.

**Book of the Month Club requests will not be approved.**

Upon arrival to the facility books will be reviewed and restricted due to the following criteria:

1. The material contains patently offensive representation or descriptions of actual sexual intercourse, normal or perverted, anal or oral; or of excretion in the context of sexual activity, lewd exhibition of uncovered genitals in the context of masturbation, frontal nudity, or other sexual activity.
2. Pictures or drawings of nude, partially nude, obscene, sexually explicit, or provocative material.
3. It advocates that any ethnic, racial or religious group is inferior for any reason and makes such group an object of ridicule, scorn or precipitates a violent confrontation.
4. It may reasonably be thought that the material would incite, aid, or abet the performance of physical violence or criminal activity upon an individual or group.

The books will be marked with a black permanent marker along the top edge and will include the inmate's jacket number, month and book number of that month. Once the inmate has received a total of six (6) books, they may request to have them placed in their property or donate them to the inmate library.

### **Procedures for Restriction**

When a publication is withheld from an inmate, he/she will be given a copy of Form CCC-089 – Denial of Reading Material. The form will state what material was withheld and the reason. The method of appeal is outlined on the form.

### **12.00.00 LEGAL REFERENCE MATERIALS**

The Supreme Court has now firmly rejected the notion that inmates must be provided at government expense with the means to discover grievances and litigate effectively. Litigating effectively has nothing to do with the concept of access to the courts. Federal case law indicates you must have "Meaningful access to the Courts." Your attorney provides you with meaningful access to the courts.

If your attorney requires your help to represent you, your attorney can petition the court to request that the Clallam County Jail authorize additional use of legal reference materials.

Copies of the RCW's and WAC's will be available for inmate use. To use these references the inmate must make a request by kite no later than Thursday of each week to the Court Deputy. The kite must be specific and contain the volume number or title number being requested. No more than two reference books may be requested per week. The references will be distributed on Friday and picked up on the following Monday. In addition, an extensive law library is available on the kiosk.

If you represent yourself (Pro Se) **IN A CRIMINAL MATTER**, you may submit a "kite" to the Court Deputy requesting specific legal reference materials. You will be required to provide a copy of the court order appointing you Pro Se.

Law Library available on Kiosk.

### **13.00.00 POSTAL SERVICES**

The following rules apply to sending and receiving mail:

1. Inmates with money on their account are expected to purchase stamped envelopes on commissary. Inmates with stamped envelopes purchased through the commissary are permitted to mail out any number of letters.
2. Indigent inmates (as defined in 18.00.00) are permitted to mail out three (3) personal letters per week at facility expense. Indigent envelopes are available on commissary once weekly.

A reasonable number of pre-stamped envelopes may be requested, by kite, for indigent legal mail to courts, legal counsel, and officials of this office, elected officials, jail inspectors, government officials, or officers of the court. All other legal mail shall count

against the indigent limit (3) envelopes. The issuing deputy will print the inmate's name on the return address and stamp Legal Mail on the lower left corner. The inmate will place the legal mail in the envelope, address, seal, and immediately return it to the issuing deputy.

3. Contraband items may not be mailed out by inmates at this facility. Contraband items include but are not limited to: sporks, chip bags, brown paper bags, origami or art made out of different types of paper.
4. Inmate's outgoing mail will be picked up once per day at approximately 9:00 p.m. No outgoing mail will be released at the control window.
5. Correspondence courses as approved by the Shift II Sergeant.
6. All mail sent to inmates must be sent through the U.S. Postal Service and will not be received at the control window. Standard US Postal, First Class, one-ounce letters: 6 ½" x 11 ½" x ¼". No personal notes, cards, or letters will be accepted at the control window. Letters that have been sent to an inmate at his/her last residence address can be received at the control office window if they have been Post Office canceled and are unopened.
7. Your full name must be in the left hand corner of the envelope, along with 223 East 4<sup>th</sup> Street – Suite 20, Port Angeles, WA 98362, or the letter **WILL BE DESTROYED**. Mail addressed to names of inmates not booked into the facility will be returned to sender.
8. Inmates should discourage friends and/or relatives from sending cash in the mail. Online, Kiosk, and Phone payments are preferred and provide for a written receipt. The facility is not responsible for lost mail, or cash that it may contain. No Cash, personal check or Money Order payments.
9. **Certified and registered mail will not be delivered to or from the Post Office by jail staff.** Contact your attorney, or a friend to send it out or pick up at the Post Office for you.
10. Only letters, cashier's checks, and photographs, (a maximum of 4, non-Polaroid) will be allowed. No stamps, paper, envelopes, glitter or stickers will be allowed. If received, the letter will be returned to sender marked as unauthorized mail. Letters must be written on white or yellow lined paper in blue or black ink. A maximum of 10 pages will be accepted. Sender's name and return address, and inmate name will be printed on the top of the first page of letter. Any cash found in incoming mail will be placed on your account; however, Clallam County will not be responsible for any cash lost in the mail.
11. Correspondence to CCCF inmates from any person incarcerated at any correctional facility will be returned to sender.

No inmate-to-inmate correspondence will be permitted. Mail that is submitted from a CCCF inmate that is addressed to another CCCF inmate will be destroyed. Inmates who attempt to circumvent this rule by sending correspondence via a third party will be infraacted according to Section 21.02.00 Minor Infractions (#455): Refusal to follow a legitimate order by facility staff that does not constitute a major infraction (see Major Infraction #750). The entire correspondence from a third party, which contains inmate-to-inmate

correspondence, will be returned to sender. Possible sanctions could include loss of correspondence privileges with the accomplice(s) for a specified time period.

12. Outgoing personal mail may be inspected by CCCF staff prior to delivery to the U.S. Postal Service. Privileged or legal mail shall not be opened but the name and address may be verified that it is not an attempt to circumvent mail rules.

The United States Postal Inspection Service has determined "Authorized personnel of prisons, jails, or other correctional institutions, under rules and regulations promulgated by the institution, may open, examine, and censor mail sent from or addressed to, an inmate of the institution." Also that, "Correspondence from inmates does not become U.S. mail until it comes into the actual custody and control of the Postal Service....."

Change of address forms are unable to be provided by staff due to postal regulations. When correspondence is withheld from an inmate, he/she will be given a copy of Form CCC-089 – Denial of Reading Material. The form will state what material was withheld and the reason. The method of appeal is outlined on the form.

### **13.10.00 EMAIL SERVICES**

Email services are available for an extra cost by the inmates' visitor(s). This privilege is in addition to the above Postal Services available. Inmate may receive a limited amount of emails and attachments based on the plan purchased by the visitor.

All emails and attachments are subject to inspection and review. Emails shall be subject to the same rules listed in 13.00.00 POSTAL SERVICES. Violations of these rules can result in suspension or denial of email privileges.

### **14.00.00 MEDICAL SERVICES**

Inmates with a specific medical illness requiring on-going treatment or medication should notify the Facility Nurse or facility staff of such illness during the admission process. Inmates desiring to see the Facility Doctor or another medically qualified person for medical or dental attention will make their request to the Facility Nurse in the morning when they come to your housing unit for medication pass. During the morning medication pass, inmates may also ask for a yellow Medical Request Form to be seen by the Facility Doctor. (See section 14.01.00 Charges For Medical Services)

Sick call is held two (2) days a week by the Facility Doctor. Referrals will be handled by the Facility Nurses.

Yellow kites will be accepted for non-emergent medical problems once a day at 9:00 p.m. The type and degree of treatment will be determined by medical staff. Emergency medical attention will be administered at any time. Requests for over-the-counter medications that are provided in this facility may be requested once per day shift, at morning medication pass, with the yellow kites that are provided for this purpose by the facility nurse. Pink slips for billing over-the-counter medications will be signed weekly on the morning medication pass.

Inmates have access to nursing staff services daily at 9:00 AM during medication pass when nursing staff come to your housing unit. Inmates will have access to Over-the-Counter medications after assessment by nursing staff. Any inmate receiving Over-the-Counter medications will take the medication in full view of the nurse and deputy to ensure that the medication is swallowed.

1. Inmates may receive Over-the-Counter medications as follows:
  - Acetaminophen 500 mg, 1 tab 2 twice daily as needed.
  - Calcium carbonate (antacid) 420 mg 1 tab twice daily as needed.
  - Inmates may receive topical over-the-counter medications as described below once daily at 9:00 a.m. med pass only. No lotions or ointments will be dispensed at evening med pass.
  - Aquaphor at morning medication pass only.
2. If on-going Over-the-Counter medication use is needed after the allotted days allowed, the inmate must complete an Inmate Medical Request/Written Notice and Authorization (yellow kite) to see the facility doctor in order to continue use of Over-the-Counter medication under the doctor's authorization or the Facility Nurse will communicate with the Facility Doctor to order
3. Inmates will have emergent access to Over-the-Counter medications after nursing staff services hours at the discretion of the Sergeant on duty and will take the medication in full view of the Corrections staff to ensure that the medication is swallowed. Inmates provided Over-the-Counter medication at the discretion of the Sergeant on duty

Any inmate receiving medication will meet the deputy at the cell door; coveralls pulled up over the shoulders and buttoned up to the chest, with a cup of water. The medication will be taken in full view of the deputy to ensure that the medication is swallowed.

At no time will inmates be allowed to retain prescription medication in their cell blocks unless authorized by medical personnel. Retention of any prescription meds or hoarding of excessive over-the-counter non-prescription medication will result in disciplinary action (Refer to 21.01.01) and immediate discontinuation of medication per order of the facility medical director and physician.

All outside medical transports will be in jail clothing and restraint devices.

All prescription medications left at this facility after the individual's release will be destroyed after 90 days.

A 30 day prescription of physician prescribed medications may be sent to Genoa Pharmacy upon release. The inmate is responsible for all payment for this medication to the pharmacy and the jail will not accept billing for outside prescriptions.

#### **14.01.00 CHARGES FOR MEDICAL SERVICES**

When an inmate requests and is seen by a physician at the Clallam County Corrections Facility, the inmate will be charged an exam fee of \$20.00, collected at 100% from their commissary account. At no time will any inmate be denied access to medical personnel based on their inability to pay.

1. In cases where a medical condition requires daily maintenance (i.e., diabetics) no further exam fees will be assessed after the initial visit and the treatment plan has been established.

2. The attending professional may authorize the inmate to obtain a second examination at the inmate's request, but if it is not the express recommendation of the attending professional to do so, then another \$20.00 exam fee will be charged.
3. Actual cost will be charged to the inmate for all prescriptions and will be collected at a 60/40 split, meaning 40% of all deposits will be applied to the inmate's debt and the remaining 60% will be available for commissary purchases.
4. Actual cost will be charged to the inmate for all medical procedures performed by medical practitioners outside the Corrections Facility. This includes but is not limited to dentists, doctors, mental health professionals, laboratory bills for blood analysis, etc., and will be collected at a 60/40 split, meaning 40% of all deposits will be applied to the inmate's debt and the remaining 60% will be available for commissary purchases.

If an inmate does not have the ability to pay, a negative amount for medical services will be maintained by the County until the bill is paid in full. Collection methods may include, but not be limited to the following:

1. If an indigent inmate later receives funds or returns to the facility with funds, the amount owed will be deducted. The \$20.00 exam fee will be collected at 100%. Other medical services or prescriptions will be collected at a 60/40 split, meaning 40% of all deposits will be applied to the inmate's debt and the remaining 60% will be available for commissary purchases.
2. The bill, if applicable, will be sent to the court to become part of the sentencing conditions.
3. Unpaid bills may be sent to Collections Services.
4. Most insurance companies do not cover a person while in jail. We do not bill the insurance companies. We will notify our providers if a person does not have their insurance policy number and the providers may attempt to bill the insurance.

#### **14.02.00 MENTAL HEALTH SERVICES**

All inmates have access to mental health services regardless of custody status, criminal charges or housing location. A mental health screen will be given to each inmate on admission. Completion of the Mental Health Screening Form at the time of booking alerts the mental health professional (MHP) to severe mental health issues and safety risks that need to be addressed during inmate's stay. Inmates with diagnosed mental illness requiring on-going treatment should notify the facility staff during admission.

**All mental health services, with the exception of suicide and ITA assessments, are voluntary and require written consent for treatment. There are no fees for mental health services.**

Mental health services are provided Monday through Friday from 8:30 a.m. to 3:30 p.m. while the MHP is on duty and available. MHP will schedule inmate individual sessions based on acute need, referrals and allotted time. Referrals for services may come from initial screening, personal request, medical staff, jail staff, public defenders, community service providers, and family members.

Inmates can ask for an Inmate Request form (white kite) to make a request to be seen by a mental health professional. White kites requesting mental health services are accepted once a day at 9:00 p.m. Inmates will be prioritized by need and will be seen in a timely manner. The type and degree of treatment will be determined by the mental health professional. Emergency mental health services will be administered at any time necessary to minimize risk, injury or death.

The mental health professional can provide a variety of treatment services, and limited case management, which include the following:

1. Mental/behavioral health assessments and diagnosis.
  - a. Inmate mental health assessments may include any combination of the following: demographics, symptoms, mental health history, family history, trauma experiences, medications past and present, substance use, psychological and social history, medical issues, previous hospitalizations or other treatment, suicide attempts, current mental status, previous diagnoses, housing, relationship status, outside supports and strengths.
2. Screening for severity of symptoms or disorders.
  - a. Inmates who engaged in mental health services may be asked to complete various screens measuring levels of anxiety, depression, trauma, or other aspects of wellbeing.
3. Ongoing, face-to-face, individual short-term therapy to manage symptoms or treat diagnosed disorders.
  - a. Treatment will include evidence based therapies appropriate to the diagnosed condition.
  - b. Inmates may be referred to medical provider for evaluation for psychotropic medication (initial, management, or adjustment). The inmate has the right to refuse medical treatment and/or medication.
4. Access to substance use disorder assessments by a qualified provider.
5. Limited case management to provide access and referrals to community resources, such as mental health and medication management, domestic violence advocates, parenting support services, drug treatment services, housing, food banks, support groups, Medicaid healthcare, and other appropriate services.

Ongoing mental health treatment and case management can be discontinued if it is deemed unnecessary, unsafe or ineffective by the clinical judgment of the mental health professional and/or medical staff. Inmates may discontinue services at any time without notice.

Any inmate called out to receive mental health services will meet the deputy at the cell door; coveralls pulled up over shoulders and buttoned up to the chest. Inmates can decline to see the MPH when called, but will need to turn in an additional kite requesting further mental health

services. Inmates may bring appropriate paperwork with them to meet with MHP. The MHP will meet with inmate in a safe setting that ensures confidentiality (sessions in jail may be videotaped, but not audiotaped). Inmates initiating mental health services will complete and sign the consent for treatment and therapist disclosure form at the first session.

All mental health treatment and recordkeeping will be provided in compliance with the federal Health Information Portability and Accountability Act (HIPAA) as applicable to a jail setting. Inmates can make requests to share protected health information with others by signing an authorization to release selected health information.

#### **15.00.00 RELIGIOUS SERVICES**

Non-denominational religious services will be provided every Sunday and Tuesday. Attendance will be offered to manageable groups on a rotational basis, when space is available. Attendance at services is voluntary.

Community ministers/clergy that are on the approved ministers list may enter the facility at prescribed times and offer individual "one-on-one" religious and counseling services. To take advantage of the "one-on-one" opportunities the inmate must send a kite request to the Administrative Sergeant. The Administrative Sergeant will schedule the "one-on-one" visit. All kites requesting one-on-one visits must be turned in no later than Tuesday evening for consideration for the week.

Group services will not be available for inmate workers assigned as inside-the-jail workers, inmates on no mix orders, administrative segregation, disciplinary segregation, or those inmates classified as Maximum Custody, these inmates may request "one-on-one" visits.

Inmates that have a personal preference regarding clergy members and/or a particular denomination that are not on the approved ministers list are encouraged to add those particular names to their individual visiting lists.

All inmates are encouraged to exercise their freedom of worship.

#### **15.00.01 A.A. or N.A.**

A general meeting will be offered to manageable groups on a rotational basis, when space is available on Thursdays.

This program is not available for inmates on no mix orders, administrative segregation, disciplinary segregation, or those inmates classified as Inmate Workers or Maximum Custody.

#### **15.00.02 GED/ADULT EDUCATION**

Inmates incarcerated at CCCF cannot participate in GED courses provided by Peninsula College. At this time, the college is unable to provide instructional time at our facility. Peninsula College recommends that if you are interested in pursuing your education to contact them after release.

#### **16.00.00 RECREATION**

Each inmate shall be allowed at least one hour of physical exercise or leisure-time activities, which include, television, newspapers, table games, and other items made available.

Each inmate will be allowed a reasonable amount of outdoor recreation. If the weather does not permit outside recreation, it shall be provided indoors. Indoor and outdoor exercise areas are equipped with appropriate equipment and supplies to permit varied forms of recreation. If the inmate declines recreation when offered, it counts the same as completed. Inmates not wearing proper wrist bands will not be allowed in the recreation area.

#### **16.01.00 INMATE MOVEMENT**

Depending on activities, you will be moved to various areas of the facility for court, visits, medical appointments, programs, and recreation. Your out-of-cell movement will be directed by the colored lines on the floor. You are expected to follow the line as directed by staff, in a quiet and orderly manner.

GREEN LINE – You may proceed down the GREEN line with correction staff instruction. You must stop at the RED line.

YELLOW LINE – You may only proceed on YELLOW line with a deputy escort.

RED LINE – You are to stop at all RED lines until instructed to move by corrections staff.

You are subject to search of your person and property to and from activities. Normally you will not be allowed to take anything with you during movement to and from most activities, especially any food or commissary items. You may be allowed to take necessary legal material when moving to court and attorney visits.

Failure to follow directions of staff or violating the above movement policy is reason to deny your movement to an activity, such as programs or recreation for that day, and will result in immediately returning to your cell and possible disciplinary action.

#### **16.02.00 INMATE COURT APPEARANCES**

1. Remain seated where instructed.
2. Address the judge respectfully, "Your Honor", "Sir", or "Ma'am".
3. Use the courtroom furniture properly.
4. If in the security hallway, use a quiet voice.
5. No visiting with friends or family in the courtroom.
6. Do not accept items from friends or relatives.
7. May not approach the bench.

#### **17.00.00 PROPERTY AND PERSONAL POSSESSION ITEMS**

It is the purpose of this section to define authorized personal property items and the quantities in which they may be possessed within the facility. Facility concerns relate to health and safety, limiting the potential of introduction of contraband items and general welfare and security.

All in-coming property must be pre-approved. Approval will be based on:

1. Whether items are listed in this section.
2. Whether items are already in possession in the limits allowed.

Inmates who are allowed possession of items not normally authorized must have a receipt from the Facility Nurse, or Sergeant, showing that they have been given permission to have that item.

There is limited storage of property in this facility; therefore, the following restrictions apply:

Personal property must be released prior to being dressed out in a Jail Uniform and must be requested by kite. Pre-approved personal property may be released to a visitor during visiting hours only. Property may be seized for evidence at any time by law enforcement officers without prior permission of the inmate.

Inmates sentenced to DOC may request release of property when they are released to DOC.

All Offenders needing access to legal documents will need to work through the Washington Corrections Center Legal Librarian after their arrival to the Washington Corrections Center. Offenders will continue to be required to provide the cause number and county of origin. Once verified, access will be allowed to ensure that the offender has the opportunity to research and prepare his legal pleadings.

In addition to legal documents/papers, Offenders will be allowed to bring with them from the county jail:

Address Book	One (1)
Glasses	One (1) pair, prescription
Ring	One (1), wedding band, <b><u>no stones</u></b>

The jail has only a limited amount of property storage. Property not accepted by the jail will be impounded by the arresting agency. Questions regarding impounded property will be directed to the arresting agency.

Property for inmates may be received by staff during posted visiting times, or during regular business hours, Monday through Friday 0900-1500 hours. **Inmates must have property pre-approved by the Shift II Sergeant.**

Any excess books and/or magazines must be:

1. Sent out in trash/destroyed,
2. Donated to library by kite, or
3. Released to visitor.

Checks:

Any personal, payroll, or second party checks received by an inmate while in the jail will be returned to sender.

2. Governmental checks and traveler's checks can be accepted and will be marked for deposit only and placed on the inmate's account.

Personal Clothing:

Inmates sentenced to prison will release all their clothing and personal property during the release process.. No property will be released prior to being transported. The facility will only keep **property for sixty (60) days and then it will either be destroyed or donated to charity.**

All inmates in custody must have one complete set of clothing in the facility.

No exchange of clothing is allowed.

All inmates transported on the inter-state transport system will be allowed one plastic transport envelope of personal effects only. Anything over this amount will be released by kite prior to transport or disposed of.

Excess or unclaimed property:

All inmate personal property left at CCCF sixty (60) days following any type of custody release may be donated to charity.

Items considered to have value may be held for public auction by the Department.

#### **17.01.00 LITERATURE**

Books and/or magazines will be kept in the property bags. Books/magazines may be obtained from the facility library. School books and religious material/books must be approved by the Shift II Sergeant. No hard covered books are allowed in the facility.

#### **17.02.00 NEWSPAPERS**

Personal subscriptions to newspapers are not permitted.

#### **17.03.00 PERSONAL PROPERTY CONTAINERS**

Corrections facility staff recognize that an inmate's personal property represents items necessary for the maintenance of psychological and physical well-being. These items such as commissary, books, papers, reading material, mail and items of personal care or hygiene will be kept in a personal property container when an inmate qualifies.

Intrusion into personal property containers by other inmates will be subject to discipline.

Inspection of personal property containers by facility staff for security or health reasons may be made at any time. An inmate has no expectation of privacy surrounding the container or its contents.

Regulations pertaining to issue, use, abuse and sanctions are outlined below.

##### **17.03.01 PROPERTY CONTAINERS**

Anyone being dressed into jail clothing will receive one (1) property bag. All personal property must fit into the bag (this includes commissary items, papers, books, magazines, etc.).

Intentional or reckless destruction of a property bag will constitute a major infraction, rule (#554).

##### **17.04.00 DISPLAY OF ITEMS**

Nothing will be placed on cell walls, lights, windows, or any other parts of the cell or cell equipment or furnishings. Any writing on or defacing of any cell walls, ceiling or equipment will be reason for disciplinary action up to and including criminal charges.

#### **17.06.00 HAIRCUTS**

Haircuts may be requested by kite. They will be given on an intermittent basis, depending on the provider. The fee for this service will be charged to the inmate's account.

If an inmate is indigent, this service is still available through the inmate welfare fund. Fees will be deducted from the inmate's account when funds become available. Only haircuts (no more than once a month) will be provided to indigent inmates. Beard or mustache trims will not be paid for by the inmate welfare fund.

#### **18.00.00 COMMISSARY ITEMS**

Commissary ordering will be available any time the inmate phone system is activated. Orders placed prior to Monday morning will be processed for delivery. Holidays may affect delivery schedule. Commissary orders are limited to \$75.00 before taxes.

Inmates will use the Phone-It-In phone system to place orders and check account balances. To access this feature, dial \*22. You will need your jacket number and 4 digit PIN.

Some personal care and stationery items will be offered to post-court inmates with no funds for the previous seven days. The cost of the supplies will be charged to their commissary debt balance.

Indigent items are limited to:

##### **Week #1**

Legal pad of paper  
Flex pen  
3 Stamped envelopes  
Comb  
4 oz. Shampoo  
Toothpaste  
Toothbrush  
Bar of Soap

##### **Weeks #2 and #3**

3 Stamped envelopes  
Bar of Soap  
Toothpaste

##### **Week #4 Repeats to #1**

In the event that an inmate has an ability to pay, after receiving indigent supplies, the money will be deducted from the inmate's account.

Indigents: For the purpose of commissary, an indigent is deemed to be one who has one dollar or less at time of booking and/or one dollar or less for the previous week. A week is Monday 2300 hours to 2300 hours on the following Monday.

Funds can be added to an inmate's commissary account several ways:

Cobra Cashier Kiosk – Family and friends use the kiosk in the Jail Lobby to deposit funds to an inmate's account with cash or credit/debit cards. There is a service fee which will be disclosed prior to finalizing transaction.

Booking – Cash at booking will be deposited to the inmate's account.

Internet – Friends and family can deposit up to \$200 in a seven-day period with credit/debit card. There is a service fee which will be disclosed prior to finalizing transaction. The website is [www.smartdeposit.com](http://www.smartdeposit.com).

Phone – By calling 1-866-394-0490, funds can be deposited with credit/debit card.

## **19.00.00 EARNED EARLY RELEASE CREDITS**

The staff of the Clallam County Corrections Facility supports the concept of earned early release, and has developed programs consistent with this commitment. The programs are intended to reward residents for good behavior while in custody and for successful participation in a work program while demonstrating good performance.

### **19.02.01 GOOD TIME EARLY RELEASE CREDITS**

Inmates sentenced for a period of incarceration to this facility may be eligible for good time. The numbers of credits, or days, are determined by demonstrated good behavior. Incidents of improper behavior, as reflected in written infraction or observation reports will have an effect on credits applied.

Good time credits include all pre-sentence incarceration.

Inmates of general population may earn up to three (3) days for every thirty (30) days served, based upon good behavior.

### **19.02.02 GOOD TIME ELIGIBILITY EXCEPTIONS**

Inmates convicted of the following offenses are eligible for no more than 15% Earned Early Release Credit for that period of time incarcerated in this facility or 10% on a prison sentence. An inmate serving a term of confinement imposed under a SSOSA (Special Sex Offender Sentencing Alternative) sentence in this facility is not eligible for earned early release credit.

1. Rape 1<sup>st</sup> or 2<sup>nd</sup> degree
2. Rape of a child 1<sup>st</sup> or 2<sup>nd</sup> degree
3. Child molestation 1<sup>st</sup> degree
4. Murder 1<sup>st</sup> or 2<sup>nd</sup> degree, Aggravated murder 1<sup>st</sup> degree
5. Assault 2<sup>nd</sup> degree with sexual motivation
6. Homicide by abuse
7. Assault 1<sup>st</sup> degree
8. Kidnapping 1<sup>st</sup> degree, Kidnapping 2<sup>nd</sup> with sexual motivation
9. Assault of a child in the first degree
10. Indecent liberties with forcible compulsion
11. Promoting commercial sexual abuse of a minor
12. Manslaughter 1<sup>st</sup> degree

**19.04.00 WORK TIME EARLY RELEASE CREDITS**

Inmates performing work in the facility as an Inmate Worker may receive an additional seven (7) days for every thirty (30) days served upon successful completion of their work program.

Eligibility for work time is based upon good performance. Sergeants award and calculate work time early release credits for Inmate Worker good time, the Chain Gang Deputies calculate and award early release credits for Chain Gang Inmate Workers good time.

Inmates who participate in a work program, but have been convicted of an offense listed in 19.02.02 are eligible for early release credits not to exceed 10% of sentence.

**19.06.00 AWARDING OF EARNED EARLY RELEASE CREDITS**

Inmates eligible for earned early release credits may receive the maximum allowable under their classification. Residents who display inappropriate behavior will receive sanctions in the form of reduced credits calculated at the following rate:

Each written major infraction may reduce the credit. Finalized earned early release credits will not be calculated until all written major infractions, sanctions, and appeals are completed and credits can be calculated and finalized. Residents shall not earn early release credits while in disciplinary segregation.

Inmates in a work program who receive two (2) written observations of poor performance may have their credit reduced equal to one (1) day.

All sentenced inmates may obtain his/her scheduled release date and earliest possible release date by using the kite system.

**19.07.00 RELEASE TIMES**

Release times for inmates who have served and completed a sentence at CCCF will begin at approximately at 9:00 am and continue throughout the day

**20.00.00 TELEVISION PRIVILEGE**

Television privileges will be given to the general housing units if they have passed the cleanliness inspection. Any tampering with the television, cable or other parts will result in loss of the television. Televisions may be removed from cells for all rule violations. Repairs needed for standard wear will be done as quickly as possible but may still take several days. Repairs because of abuse will be a lower priority and may take several weeks.

**21.00.00 INFRACTIONS**

Section 21.00 is divided into two separate and distinct sub-sections. They are 21.01 Major Infractions and 21.02 Minor Infractions. Each sub-section has its own sequence of events and procedures. The infractions listed in 21.01 are considered to be more serious violations than those listed in 21.02 and are identified as major. Because the infractions listed in 21.02 are considered less serious, they are identified as minor. It is in everyone's best interest that order and discipline be defined as clearly as possible. It is urged that common sense and courtesy be utilized.

Each inmate of a multiple-inmate cell will be held accountable for an infraction that occurs within the confines of such cell unless he/she can establish a lack of involvement in the infraction.

Attempting to commit, or aiding another person to commit, an infraction as enumerated in these rules. Such action shall be considered the same as commission of the offense itself.

Your right to be protected from abuse and corporal punishment shall be protected at all times.

## **21.01.00 MAJOR INFRACTIONS**

A major infraction is defined as: violating any law of the State of Washington and/or any act that threatens or causes harm to another person or jeopardizes the security of the facility. Major infractions are reported in writing and shall become a part of your record.

Threats of violence to another, not amounting to a violation of major infraction (#606), whether by an individual or a group of persons, written or verbal, will result in an observation report written that will document the threat or implied threat, and be used to establish premeditation for purposes of criminal charges, in the event the threatened party is later harmed in any way.

Major infractions are broken down into three classes: 500, 600, 700 series.

### **21.01.01 TYPES OF MAJOR INFRACTIONS**

Any of the following types of behavior shall constitute a major infraction:

#### **500**

- 551 Lying to a staff member with the intention of causing an innocent person to be penalized or proceeded against;
- 554 Intentionally mutilating, altering, defacing or destroying items issued by the Corrections Facility, the value of which is twenty-five dollars (\$25.00) or less;
- 555 Stealing (theft) or knowingly possessing stolen property;
- 556 Refusing to submit to a body search when lawfully ordered to do so by a staff member;
- 557 Three (3) or more minor infractions arising out of separate incidents, all of which occur within the previous six-month period and which have been reported in writing
- 559 Gambling;
- 560 Unauthorized possession of money or other negotiable instruments;
- 562 Solicitation of goods and/or services for which the provider would expect payment when the inmate knows, or should have known, he/she has no funds available to pay for such goods or services;
- 563 Unauthorized possession of any non-issue clothing;

- 564 Altering items other than as intended by the manufacturer, i.e. headphones, plugs, electrical cords;
- 565 Retention of prescription medication other than authorized by the Facility Nurse, or hoarding of any type of non-prescription medication except at nurse's discretion.

## **600**

- 606 Threatening another with bodily harm or with any offense against his/her person;
- 608 Intentionally interfering with a staff member in the performance of his/her duties;
- 610 Inciting others to riot;
- 652 Engaging in or inciting a prohibited group demonstration;
- 653 Intentionally interfering with the taking of count;
- 655 Making intoxicants, controlled substances, narcotics;
- 656 Giving or offering any official, staff member, or volunteer a bribe or anything of value for a favor or unauthorized service;
- 658 Resisting post-hearing sanctions, or lying to the hearing committee;

## **700**

- 700 Tampering with or blocking any locking device or seal;
- 701 Possession or introduction of any explosive, poison, or any ammunition or components thereof;
- 702 Possession or introduction of any gun, firearm, weapon, sharpened instrument, knife, or unauthorized tool or components thereof;
- 703 Any of the following:
1. Possession, introduction, transfer, or use of any narcotics, controlled substance, or related paraphernalia;
  2. Possession, introduction, transfer, or use of any intoxicant or drug not prescribed or authorized for the inmate or for the inmate to whom transferred;
  3. Being intoxicated, or under the influence of an unauthorized drug, narcotic, controlled substance, or other intoxicant;
  4. Smoking or possession of any smoking materials or tobacco products.
- 704 Engaging in sexual acts with others;
- 705 Fighting with any person;
- 707 Committing an act not otherwise proscribed by these regulations which constitutes a felony or misdemeanor under state or federal law and Clallam County code;

- 708 Throwing objects or material at staff members, institution visitors, or other inmates;
- 709 Intentionally and/or maliciously threatening the safety of staff or others by causing a biohazard situation involving feces, blood, urine, or any other body fluids.
- 721 Holding a person hostage;
- 730 Intentionally or recklessly setting a fire;
- 735 Rioting;
- 740 Escape or failure to return from outing or furlough;
- 750 Any disturbance directly resulting from purposeful action, other than for a legitimate medical emergency that causes, or tends to cause the following:
1. Delay or interference in a court proceeding,
  2. The diversion of corrections personnel,
  3. The destruction or damage of county property,
  4. Endangerment of the life, health, or safety of any person.
- 753 Tampering with, altering or rendering unusable any electronics device, telephone system or fixture of the facility;
- 754 Intentionally or recklessly destroying or damaging county property, or the property of another person in excess of twenty five dollars (\$25.00); to include writing on or defacing of any cell walls, ceilings or equipment.
- 757 Attempting to avoid payments of incurred debts and/or being involved in any way with manipulating the inmate commissary system will cause immediate sanctions: 30-day suspension of your commissary privileges, except personal hygiene items.

#### **21.01.02 PUNISHMENT**

Inmates guilty of a major infraction are subject to criminal prosecution as well as appearance before the facility Disciplinary Committee. Copies of infraction reports may be forwarded to other criminal justice agencies, i.e. court, prosecutor, or State Department of Corrections if inmate is being transferred. On a finding of guilty, the Disciplinary Committee may impose one or more of the following sanctions as well as all sanctions within the standard range:

1. Removal from work assignment (Inmate Worker).
2. Assignment of additional work details (Inmate Worker).
3. Removal from Inmate Worker status.
4. Referral to Clallam County Sheriff for investigation.
5. Change of classification.
6. Reimbursement of cost for damaged property.
7. Other sanctions deemed appropriate for the offense.

If the inmate is found guilty of a major infraction the hearing committee will impose ALL SANCTIONS within the standard range. If the hearing committee imposes sanctions outside the standard range they must give written justification, this includes sanctions that are less as well as more than the standard range.

## STANDARD RANGE

500 Series Violations

**Lockdown** – 1-5 days. **Suspension of Commissary** for 1-2 weeks, and loss of 1-3 days of **goodtime**. Loss of all programs, including; recreation, visiting, electronic devices and telephone use while in lockdown. If the inmate is an Inmate Worker, removal from this work program for the remainder of this incarceration.

600 Series Violations

**Lockdown** - 3-7 days. **Suspension of Commissary** for 2-3 weeks, and **loss of** 3-6 days of **goodtime**. Loss of all programs, including; recreation, visiting, electronic devices and telephone use while in lockdown. If the inmate is an Inmate Worker, removal from this work program for the remainder of this incarceration.

700 Series Violations

**Lockdown** - 6-10 days. **Suspension of Commissary** for 4 weeks, and **loss of** 6-10 days of **goodtime**. Loss of all programs, including; recreation, visiting, electronic devices and telephone use while in lockdown. If the inmate is an Inmate Worker, removal from this work program for the remainder of this incarceration.

**21.01.03 DISCIPLINARY SEGREGATION REGULATIONS**

The following regulations will be imposed for disciplinary segregation:

1. All meals will be eaten in the cell bunk area.
2. Showers will be taken between 8:00 AM and 10:00 PM. Inmates will be expected to shave in their cell between 6:00 AM and 7:30 AM.
3. The cleaning gear will be assigned for a minimum of fifteen (15) minutes daily upon inmate request. The inmate will clean the toilet bowl and sink; will mop the cell floor; and will do other cleaning as directed by staff within that time.
4. One (1) pen; six (6) sheets of non-legal paper; necessary legal materials; single-issue personal hygiene items; two (2) books and/or magazines per day; no commissary items; six (6) personal and non-legal letters; no audio-visual equipment; and no other personal items will be allowed while on disciplinary segregation status.
5. Normally allowed privileges, not restricted by sanctions, will be provided.
6. Requests for attorney or legitimate emergency phone calls must be made by kite.
7. The opportunity for activities outside of the cells may be provided two (2) hours per day, five (5) days a week unless security or safety considerations dictate otherwise.
8. When approved by the Shift Sergeant or Chief Corrections Deputy the following additional measures may be imposed:
  - a. Removal of clothing and/or bedding.

- b. Further restriction of items approved in regulation #4 (page 26).
- c. Meals consisting of bag meals or nutritional food loaf (Nutraloaf).

These control measures are for use in dealing with violent, assaultive, destructive, or boisterous inmate offenders. It is the purpose of these measures to prevent injury to all persons, protect property and preserve facility peace.

#### **21.01.04 NOTICE OF DECISION OF HEARING COMMITTEE**

The inmate will be given a copy of the Disciplinary Hearing Report containing the following information:

- 1. The committee's findings.
- 2. The basis for the findings.
- 3. The nature of the sanctions.

#### **21.01.05 SEQUENCE OF EVENTS**

When an inmate is involved in a major infraction, the deputy observing the incident may take immediate action by placing the inmate in administrative segregation. Administrative segregation must be documented by the duty staff and approved by a supervisor. The inmate will not be kept in administrative segregation for a period exceeding three (3) working days without a review by the Disciplinary Hearing Committee.

No later than forty-eight (48) hours after the incident, or its discovery, the inmate will be served with a copy of the observation/infraction report stating which rules the inmate has allegedly violated and with a form advising the inmate of his/her disciplinary hearing rights.

The disciplinary hearing will be held no sooner than twenty-four (24) hours after the inmate receives his/her report and notice of rights, but no later than five (5) days after the inmate has received his/her report and notice of rights. The inmate will be furnished copies of all reports used by the committee at least twenty-four (24) hours prior to the hearing, unless such items adversely affect the orderly operation of the facility or safety and security of the inmate population.

The inmate will be given a copy of the Disciplinary Hearing Report no later than twenty-four (24) hours after the hearing.

An inmate may be held accountable for disciplinary violations from previous incarcerations or while on escape status. Example: An inmate bails out prior to or just after a disciplinary board hearing and returns to jail a month later. The hearing can still be held and/or sanctions can still be imposed.

#### **21.02.00 MINOR INFRACTIONS**

Minor infractions are violations of Administrative Rules and/or State Law. The significance of these infractions is considered to be less than that of major infractions. Minor infractions are broken down into four classes: 100, 200, 300, and 400 series.

#### **21.02.01 TYPES OF MINOR INFRACTIONS**

Any of the following types of behavior shall constitute a minor infraction:

08/24 Rev

**100**

- 152    Loaning of property for profit;
- 153    Possession of anything not authorized for retention or receipt by an inmate and/or not issued to him/her by regular institutional channels;
- 154    Possession/retention of perishable food items. No meals, whole or in part, shall be kept in cell past the meal time.
- 155    Failure to keep one's person and one's quarters in accordance with published and posted standards, rules, or regulations;
- 156    Possession of items in excess of amounts authorized or issued;
- 158    Placement of mattresses, linen, or blankets on floors when assigned to a bunk.
- 159    Attempt to use any container other than facility issued cup at meal service times.

**200**

- 202    Abusive or obscene language and/or gestures are prohibited;
- 203    Lying or knowingly providing a false statement to a staff member;
- 205    Participating in a meeting or gathering that has been disapproved in advance, in writing, by the institution administrative staff;
- 211    Intentional failure to follow published safety or sanitary regulations;
- 223    Hanging any objects or items from bunks; i.e. bedding, clothing, and etc.
- 225    Disruptive or loud behavior out of cell;
- 251    Misuse of phone, phone parts, or phone privileges;
- 254    Placement of any item on cell walls, lights, windows, or any other parts of the cell or cell equipment or furnishings;
- 256    Failure to wear jail clothing in the intended manner, failure to wear complete uniform when out of cell, or failure to wear T-shirt or shorts;
- 260    Disturbing the sleep of other inmates, e.g. loud radio, TV, or noise;

**300**

- 302 Displaying photographs or drawings of persons not fully clothed.
- 305 Correspondence or conduct with a visitor in violation of published and posted regulations;

## **400**

- 410 Misuse of the phone system; including, but not limited to, use of call-forwarding, conference calling, call transfer, etc.;
- 411 Self-mutilation or tattooing;
- 412 Failure to maintain cell or bunk assignment.
- 413 Misuse of the Chirp device or tablet, including, but not limited to, sharing the device, sexting, etc.
- 414 The act of vandalizing, defacing or altering any CCCF property; including peeling paint, writing or graffiti on any walls, ceilings or equipment.
- 415 Tampering with window or door coverings. Includes opening, lifting, moving or peering through view obstructions such as blinds, curtains or obscure covering on doors, windows or other coverings;
- 416 Disfiguring, trading, removing, or in any way tampering with a wrist band.
- 452 Possession of an altered item which does not otherwise amount to a major infraction;
- 453 Failure to perform work as instructed by a Corrections Deputy when capable of doing so;
- 454 Failure to follow any rules and regulations not specifically covered under 21.01.00 and 21.02.00, or encouraging other inmates to break a facility rule;
- 455 Refusal to follow a legitimate order by facility staff that does not constitute a major infraction (see Major Infraction 750);
- 457 Any banging or loud noises created in order to attract attention, other than a legitimate emergency, i.e. fire, medical (life threatening), fight, escape attempt;
- 460 Passing items of any kind from one cell or common area to another;
- 462 Engaging in any activity that may cause injury to yourself or others;
- 465 Attempting to avoid payments of incurred debts and/or being involved in any way with manipulating the inmate commissary system will cause immediate sanctions.
- 466 Misusing or altering any issued item other than what it is intended for which does not otherwise amount to a major infraction, i.e., property/laundry bags, sheets and or blankets, rulebooks, wristbands, personal hygiene containers, commissary items/packaging, etc....”

### **21.02.02 PUNISHMENT**

Minor violations of the rules may be handled informally by any staff member by reprimand, warning, or minor sanction as defined by the rules. Such incidents may become part of the inmate's jail record only with approval of the Shift Sergeant and verbal notification to the inmate. Copies of the Infraction Report may be submitted to other Criminal Justice Agencies, i.e. court, prosecutor, D.O.C.

Inmates guilty of a minor infraction are subject to one or more of the following sanctions:

1. Reprimand and/or counseling.
2. Loss of privileges (including, but not limited to, TV, radio, telephone) for a period not to exceed five (5) days. Loss of a privilege need not result from abuse of that specific privilege.
3. Removal from work assignments or additional work assignments in the case of an Inmate Worker,
4. Confiscation of property container.
5. Loss of commissary for up to three weeks.
6. Any misuse of property containers will result in immediate loss of the property container.

### **21.02.03 NOTICE OF SANCTIONS**

The inmate will receive a copy of the deputy's Infraction/Observation Report within twenty-four (24) hours or at the start of their sanctions, whichever is sooner. If the sanctions are outside the standard range the deputy will offer written justification for the sanctions.

#### 100 Series Violations

1-3 days, loss of television and electronic devices.

#### 200 Series Violations

1-3 days, loss of television and electronic devices. One week loss of commissary privileges, excluding personal hygiene items.

#### 300 Series Violations

1-4 days, loss of television and electronic devices. Two weeks loss of commissary privileges, excluding personal hygiene items. If assigned as an Inmate Worker, loss of work assignment if recommend by Shift Sergeant.

#### 400 Series Violations

2-5 days, loss of television and electronic devices . One week, loss of visiting and recreation. Three weeks, loss of commissary privileges, excluding personal hygiene items.If assigned as an Inmate Worker, loss of work assignment if recommend by Shift Sergeant.

### **21.02.04 SEQUENCE OF EVENTS**

Once an inmate is involved in a minor infraction, the deputy who observed the infraction may take immediate action in the form of one or more of the sanctions listed above under 21.02.02.

Notice of the infraction and of the sanction imposed will be written on the standard facility Infraction/Observation Report and served to the inmate within twenty four (24) hours of the incident, or sooner if possible.

**21.03.00 APPEAL PROCEDURES**

Inmates have a right to appeal any discipline for Major or Minor violations. Appeals will only be accepted on an inmate request form (kite).. Sanctions for Minor Infractions are not stayed upon appeal.

**MINOR INFRACTIONS**

An appeal may be submitted to the Shift I Sergeant within 24 hours of receiving the minor infraction notice.

The Shift I Sergeant has five (5) business days to respond.

After receiving the Shift I Sergeant's response you have 24 hours to appeal to the Chief Corrections Deputy.

The Chief Corrections Deputy has five (5) business days to respond.

The Chief Corrections Deputy's decision will be final; you may not appeal minor infraction discipline past this level.

**MAJOR INFRACTIONS**

An appeal must be submitted to the Shift I Sergeant within 24 hours of receiving the sanctions notice for a major infraction.

The Shift I Sergeant has five (5) business days to respond.

After receiving the Shift I Sergeant's response you have 24 hours to appeal to the Chief Corrections Deputy.

The Chief Corrections Deputy has five (5) business days to respond.

The Chief Corrections Deputy's decision will be final: you may not appeal major infraction discipline past this level.

An inmate who pleads guilty to a major infraction, or who declines to attend the disciplinary hearing, has waived his/her right to appeal.

Appeals must be specific in nature and based on objections to procedures used or to information not considered by the Hearing Board during the hearing.

Inmates who wish to appeal a decision must state so at the conclusion of the hearing. Sanctions will not be imposed until after the Chief Corrections Deputy responds to the appeal.

Your responses will be in writing. All steps must be followed in order to consider the administrative remedies "exhausted".

**Discipline is not subject to the grievance procedure.**

**22.00.00 DAMAGE TO THE FACILITY**

Cameras are recording 24 hours a day, 7 days a week, 365 days per year. Any attempt to damage, destroy, or tamper with these cameras anywhere in the facility you will be criminally charged, infraacted, and required to pay for damages or replacement of the camera equipment.

The staff will be aware of any damage (scratched paint, bent or broken fixtures, etc.) in your assigned cell prior to your placement there. When you are removed from the cell it will be checked for damage. Any new damage may cause you to be criminally charged with Malicious Mischief. This could result in a fine and/or incarceration which would be determined by the monetary value placed on the damage.

### **23.00.00 RESPONSIBILITY FOR CONTRABAND FOUND IN CELLS**

After you have occupied a single cell for twelve hours, you will be considered responsible for any contraband which is found in your cell. You will be infraacted for violating one or more rules involving the possession of contraband if any is found. It would be in your own best interest to search a newly occupied cell and report to a deputy any items found within the first twelve hours.

Contraband deemed dangerous by Corrections staff includes but is not limited to:

- Weapons
- Explosives or incendiary item
- Narcotics or narcotics paraphernalia
- Medication
- Escape devices
- Monies
- Intoxicants
- Gambling proceeds or paraphernalia
- Tattooing paraphernalia

Contraband deemed nuisance by Corrections Staff includes but is not limited to:

- Any altered issued item
- Tobacco products
- Excessive issued item
- Excessive empty containers and garbage
- Item not issued through proper channels or purchased on commissary

### **24.00.00 GRIEVANCE PROCEDURE**

A grievance is a written complaint by an inmate in his/her own behalf.

All staff are expected to be sensitive to inmate problems. The primary reason for the grievance procedure is to deal with complaints after resolution has been attempted through routine administrative channels. An inmate is encouraged to resolve his/her complaint through regular county jail channels prior to utilizing the formal process. However, the grievance mechanism is available to all inmates for the expression and resolution of a problem if an inmate wishes to file a complaint formally.

What can be considered a grievance?

1. Conditions of confinement, which includes housing, medical care, food services, recreation opportunities, program participation, and mail procedures.
2. Actions by county employees, contract staff, or volunteers within the Clallam County Jail;

3. Reprisals against inmates for filing a grievance under the inmate grievance procedure, or participating in an inmate grievance proceeding; and
4. Any lack of a policy, regulation, rule, or practice which affects the living conditions of an inmate within the Clallam County Jail.

#### What items are not a grievance?

1. Rules and Policies, Local, State or Federal laws;
2. Board of Prison Terms and Paroles decisions;
3. Disciplinary Hearing Committee decisions, classification committee decisions, and any county jail or department process that contains an appeal process; and
4. Court decisions, or any procedure that has an appeal process.

#### How to file a grievance

This procedure is characterized by a series of actions which should lead to a grievance resolution. Grievances must be processed from initiation to final disposition within ninety (90) days, unless the grievant has agreed in writing to an extension for the time of response. The action begins with the offender notifying staff by kite that he/she wants to file a grievance. In order to do this, the offender must fill out a kite and send to control at 9:00 p.m. Staff will arrange for an interview with the Shift 2 Sergeant.

During the initial interview with the grievant, the Shift 2 Sergeant will determine whether the offender's concerns are grievable as defined in this procedure, whether or not it is a routine grievance or a grievance alleging staff misconduct and attempt to resolve the issue at this time. If the issue cannot be resolved at this time the inmate will be given a grievance form with the grievance issue, date, and Sergeant's number documented on the form. When the grievance form is completed, staff will forward it to the Chief Corrections Deputy for assignment.

Routine grievances are filed as stated in the aforementioned paragraph. The assigned Sergeant will investigate the concerns of the grievant and provide him with a written response within seven (7) working days. If the grievant is not satisfied with the response received at Level I, the next step is to file an appeal in writing with and have the grievance reviewed by the grievance committee. The final level of appeal is to the Chief Corrections Deputy.

Grievances alleging staff misconduct are initiated as indicated earlier. The Shift 2 Sergeant forwards this information to the Chief Corrections Deputy who will initiate an investigation. This investigation will be conducted by either the Chief Corrections Deputy or her/his designee. The grievant, staff member and appropriate witnesses will be interviewed during this investigation. The Chief Corrections Deputy's response to the grievance will be provided in writing within ten (10) working days after the grievance is initiated.

#### The following levels and time frames apply:

* Incident Grievance to Time of Filing	5 working days
Level I (Assigned Staff)	7 working days
* Appeal to Level II	2 working days
Level II (Grievance Committee)	10 working days
* Appeal to Level III	2 working days
Level III (Chief Corrections Deputy)	10 working days
Grievances Alleging Staff Misconduct	10 working days

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### Emergency Grievances:

Matters grievable as emergency grievances are limited to those issues that present a threat of death or injury to inmates or staff, or disruption of the county jail. To file an emergency grievance, contact the nearest staff member who will notify the Shift Sergeant.

### Can filing a grievance be held against you?

The use of or participation in the grievance procedure by inmates will not result in formal or informal reprisal. Specific steps will be taken to prevent and redress reprisals and to provide penalties for engaging in a reprisal. However, malicious filings of grievances may result in infractions, or the filing of criminal charges (RCW 9A.76.175) for making a false or misleading statement to a public servant.

IF YOU HAVE ANY QUESTIONS, CONTACT THE STAFF.

## **25.00.00 INMATE WORKER STATUS**

Inmate Workers may be assigned to the kitchen, the Chain Gang or as inside-the-jail workers. Inside-the-jail workers will receive recreation separate from all other inmates. Kitchen and Chain Gang workers will be offered Church, and AA/NA on a rotational basis, based on availability of volunteers. For one-on-one minister visits, send a kite request to the Administrative Sergeant no later than Tuesday evening for consideration for the week.

Inmate Workers are selected by staff or the Chain Gang Deputies as the need arises. Selections are based on the inmate's conduct, cleanliness, infraction free history, recommendations by staff members and request from inmate by kite. See supplemental chart.

Inmate Workers are not to be on deck when a deputy is not present. Deputies will lockdown Inmate Workers when leaving the deck.

Inmate Workers receive an extra seven (7) days per month of work time and have a certain amount of freedom when not doing their duties.

Individuals with active Labor and Industry Claims are not eligible to participate in any Inmate Worker Program.

The Sheriff's Office recognizes that effective correctional and reentry practices are essential to reducing criminal recidivism and promoting public safety in the community. The Corrections facility will provide reasonable accommodations for inmates with disabilities, for the meaningful participation in inmate programs. An inmate with a disability will make a written request to the administrative sergeant specifying the required accommodation prior to participation in a program.

## **26.00.00 OTHER COURT CHARGES**

If an inmate has a warrant/court date in another county/city, it is up to the inmate to contact that court to let them know where he/she is and what is happening. This could save you more problems later with those courts.

## **27.00.00 EMERGENCIES**

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Occasionally, emergencies occur. Safety, and even survival, may depend on prompt and complete cooperation. In these events inmates will follow the directives of the Corrections Deputies. Exits which are not normally used may expedite evacuation. Corrections Deputies are trained to handle a variety of emergencies and inmates are expected to cooperate to the fullest extent during crisis.

### **28.00.00 SUPERIOR/DISTRICT COURT FURLOUGHS**

The Superior/District Courts have adopted a formal system for requesting special furloughs. This system will streamline the process and be in conjunction with new court policies on the types of furloughs that will be considered. Superior/District Court Judges will not consider furloughs involving release to:

1. Secure, store, maintain or repair property;
2. Attend funeral or memorial services unless the deceased is an immediate family member;
3. Visit hospitalized person unless it involves an immediate family member who is gravely ill;
4. To celebrate a birthday, holiday, or attend any other event or celebration;
5. To attend a birth unless it is one's own child;
6. Go to sporting events.
7. Treatment assessments or medical care that is not authorized by facility medical staff.

All requests involving family emergencies must be verifiable through reliable sources. Requests for furloughs will be forwarded to the Court Deputy for review. The Court Deputy will then determine if the inmate is given a furlough request form. Do not request furloughs that fall outside of these guidelines. Furlough requests that fall outside these guidelines will not be forwarded to the courts.

### **29.00.00 COST RECOVERY**

The expense incurred by the county involving some services, expenses, supplies or products may be passed on to the inmate receiving those goods or services through existing or future account balances. Costs associated with outside care such as hospital, doctor or medications may be deducted from the inmate's account. Basic health or other services, personal hygiene or safety items, food or clothing items will never be denied based on an inability to pay. Damage to the facility, furnishings, clothing or other property will result in attachment to funds available or available in the future in the inmate's account.

Notary services are available by inmate request (kite). Documents to be notarized must be filled out completely or written before you submit a kite. If you need assistance, please contact your attorney. CCCF staff will not assist you in completing forms.

### **30.00.00 COMMUNITY RESOURCES**

The Clallam County Corrections Facility will work in concert with local service providers to identify and assist presently incarcerated inmates who are in need of housing, mental health referrals, substance abuse issues, Veterans Assistance, and other available diversion programs offered in

the community. If an inmate states they are homeless, at risk of becoming homeless, or has Veteran status, mental health and/or substance abuse issues or this information becomes available during incarceration they will be referred to the appropriate providers. The inmate will be required to sign a confidentiality release form for each provider if they wish to be screened for any of these services.

Services may be requested by submitting a kite to the Administrative Sergeant. The kite must be specific as to the services requested so the appropriate service provider may be contacted.

Contacts for inmates who are presently homeless or at risk of becoming homeless:

**Serenity House** – <https://www.serenityhouseclallam.org>

**Port Angeles** 2321 W 18<sup>th</sup> St Port Angeles WA 98363

**Sequim** 583 W Washington St Sequim WA 98382

**Forks** 287 Founders Way Forks WA 98331

Summit House – <https://www.olympicorca.org>

325 E Washington St #126 Sequim WA 98382

### **Voting**

If you are a registered voter, desire to register to vote or would like to participate in an upcoming election, send an inmate request form (kite) to the attention of the Corrections Administrative Sergeant. You will need to be clear on your request as to your current voting status and what it is you are requesting. Also, keep in mind that sufficient time to process your request is needed so that you may exercise your right to vote.