



Snohomish County Sheriff's Office
Corrections Bureau
3025 Oakes Avenue
Everett, WA 98201

Revised: 01/20/10

INMATE ORIENTATION HANDBOOK

INTRODUCTION

WELCOME to the Snohomish County Jail (SCJ). You have been booked into the jail on charge(s) that require your detention and availability to the courts; you will remain in custody until the charge(s) have been dismissed, satisfied through a court judgment, or until bail is posted. While you are detained you are responsible for following the rules, regulations and procedures in this handout and any information on posted notices throughout the facility.

This handout will give you important information regarding your stay in this facility. PLEASE READ THIS HANDBOOK CAREFULLY.

The Snohomish County Jail (SCJ) is a "Direct Supervision Facility." This means there is a Correctional Deputy who manages each housing unit, or module, who directly supervises your activities. Check with the module deputy regarding release dates, filling out of "kites" (jail request forms), visitation, and module rules.

GENERAL EXPECTATIONS

You are expected to comply with certain behavioral guidelines while you are in this facility. All facility/module rules and staff directions must be obeyed. You must conduct yourself in an orderly manner at all times with respect to the rights of others. Our general expectations are as follows:

- You will be responsible for knowing the information in this handbook.
- You are to follow all staff directives and requests immediately.

- You are to respect jail property and the property of others.
- You are to treat all staff, visitors, and other inmates with courtesy and respect.
- You are to maintain your personal hygiene.
- You are to report any emergencies or safety issues to staff immediately.

LEGAL

INMATE RIGHTS

You have the following rights while in jail, subject to court orders or disciplinary restrictions:

- Access to the courts by letter or through your attorney.
- Confidential access to your attorney or legal assistance.
- Protection from abuse and corporal punishment.
- Freedom from discrimination based on race, sex, or religion.
- Access to information on jail rules, regulations and consequences.
- Access to Communication (mail, phone, and visits).
- Access to basic Medical Care.
- Protection from sexual assault or harassment:
 - SCJ is in compliance with PREA (Prison Rape Elimination Act).
 - SCJ has a zero tolerance for any sexual contact between inmate to inmate or staff to inmate, consensual or not.
 - You are required to notify staff of any incident of physical touching or verbal harassment.
 - Complaints will be investigated and charges may be filed.

COURTS, BAIL & P.R'S AND RELEASES

- Your first appearance before a judge will occur within 72 hours after you have been booked.
- Notification of court appearances will be done on the day of court.
- Your attorney of record may visit at any time.
- An attorney or designee may leave legal paperwork for you at the jail reception desk.
- Bail may be posted between the hours of 6:00 am and 11:00 pm, 7-days a week, either by cash, cashier's check, or an authorized bonding company. Numbers for local bail bonding companies are posted in the modules.

- A personal recognizance release (PR) does not require the posting of bail or bond.
- Trial clothing is accepted only when trial dates are verified.
- If you have legal matter's pending in courts outside of Snohomish County, you are responsible for contacting those court(s).
- Upon completion of your sentence, the normal release time is any time after midnight on the day of release. If you wish to stay until or after 6:00 am you must submit a request to jail supervisory staff prior to your release date.

ACCESS TO LEGAL MATERIAL

- If you are represented by an attorney, you are to direct all questions regarding your case to that attorney. Staff members are not allowed to give legal advice.
- Legal research materials are available to you if you are recognized by the court as pro se (acting as your own attorney). If you are pro se you may request legal research materials by sending a kite to the classification unit.
- Notary and photocopy services are available by sending a kite to the classification unit. Only legal paperwork will be photocopied. You will be charged a fee for copies.
- You may use envelopes purchased through commissary to mail letters to the courts and attorneys. If needed, additional envelopes may be requested from classification staff to mail letters to your attorney or the courts. If you do not have funds, you will not be denied postage for legal mail.

VOTING

- You are responsible for arranging to vote in elections through the Snohomish County Auditors Office (this includes emergency absentee ballot requests).
- To request an absentee ballot write to:
 - Snohomish County Auditor
 - Elections/Voting
 - 3000 Rockefeller Ave., M/S 505
 - Everett, WA 98201
- Requests for absentee ballots must include your name, residence address, mailing address (ballots must be sent to the jail), and your signature.
- The Snohomish County Auditors Office determines if you are eligible to vote.
- Absentee ballots and voter registration material will be considered and handled as legal mail.

SECURITY

DEVICES

- DO NOT tamper with, or attempt to tamper with, any door, telephone, window, vent speaker, plumbing fixture, sprinkler head, light, or any other security, safety or building device. Doing so will result in disciplinary action and may include criminal charges. A maintenance fee will be charged for any repairs, in addition to any sanctions imposed because of a violation.
- Repetitive use or misuse of call buttons for trivial matters is prohibited. Abuse of call buttons may result in disciplinary action.

LOCKDOWNS

- You are to immediately go to your cell when lockdown is announced. In the event your cell door is locked, you are to stand and face the wall in front of your cell until the door is unlocked and you may enter.
- You are not to refuse a deputy's order to lock down under any circumstances.
- You are to immediately lockdown whenever there is a disturbance in the module whether or not the module deputy has the opportunity to announce lockdown.
- You will be on lockdown status during maintenance repairs, shift change, headcount, disturbances, emergencies and other times as needed.
- Soft-locking your door is NOT allowed and will result in disciplinary action.

MOVEMENT

- When directed to move through the facility you will proceed promptly and without stopping or talking to other inmates. You will walk to the right and in single file (when there are 2 inmates or more) unless directed otherwise.
- You may not talk, make gestures or hand signs, or pass notes or messages while moving through the facility or while attending inmate programs.

WRISTBANDS

You are to wear your wristbands at all times. Tampering with or removing the wristband will result in disciplinary action and possible replacement fee.

INMATE REQUEST FORMS

“KITES” are used to communicate with staff, to request specific needs, or to participate in available programs. Kites are available from the module deputy. You are to address the kite to the appropriate party and state your request clearly. All kites will be reviewed by the module deputy who may either answer the kite or route it to the appropriate person or service. Medical kites are placed in a separate locked box.

SEARCHES / INSPECTIONS

- You and your possessions are subject to inspections and searches (which include ‘Pat Down’ or ‘Strip Search’) at any time in accordance with department policy. Physical contact of inmates by staff in accordance with staff duties is not considered sexual contact (i.e. searches and/or medical procedures.)
- Once a week a module inspection and clean-up will be done. Failure to participate in this inspection and clean-up may result lockdown or loss of the evening module movie.

STANDARDS

GENERAL / HOUSING

- You are not to enter or occupy a cell other than the one assigned to you unless authorized by staff.
- There is no loitering at the module doors or control stations or crossing marked boundaries, i.e. red tape areas.
- Cell windows, vents or doors may not be covered.
- Towels, clothing or bedding items may not be placed underneath doors.
- Items may not be affixed to cell walls or bunks. The use of tape, toothpaste, deodorant, labels or any other substance to affix items is prohibited.
- Cleaning supplies are only allowed in cells when you are actively cleaning. Spray bottles, sponges, rags, etc., found in cells at other times will be considered contraband.

- Your cell is to be kept clean and neat at all times. If any item in a cell needs repair, contact the module deputy.
- Bin boxes are to be kept under the bunk or in a designated spot.
- Sandals/shoes are to be kept under the bunk.
- Nothing is to be placed or hung in such a way as to obstruct lights, vents, windows or speaker box.
- Personal laundry may be hung from the rack, the foot of a bunk (in dorm) or kept in a bin box.
- Towels may be hung on the towel hook in the cell. In dorms they may be hung on the end of the bunk.
- Upon moving into any cell, you are to report any problems or discrepancies such as graffiti or damage immediately or they will be considered your responsibility.

CELL APPEARANCE AND STANDARDS

The following are standards for the appearance of your cell and are to be followed. Free time or other in-house privileges are based on compliance with cell/dorm standards.

Bed

- All linen must be used. No linens or blankets are to be left on the bed as a pillow.
- All linen edges are to be tucked under the mattress.
- Beds are to be made when not in use.
- On inspection days beds are to be made in a uniform manner.

Desk

- When you are out of your cell or area, desks must be kept in a neat and orderly fashion. All possessions are to be kept in a bin box when not in use.
- Reading material is limited to no more than three items total. Reading material includes books, magazines, religious pamphlets, etc. Hard back books not are allowed.
- All material in your possession must fit in your bin box. All excess material must be put in the Property Room or thrown away, unless authorized by the supervisory staff.

Toilet/Sink

- Toilets and sinks are to be kept clean at all times.
- Toothbrush and toothpaste may be kept in sink area.
- Continuous running of water or plugging faucets is prohibited.
- DO NOT deposit or flush trash in toilets. You may be charged by maintenance for the repair.

CLEANLINESS

- You are responsible for maintaining your personal hygiene and the cleanliness of your assigned cell.
- You are to shower regularly or as needed and maintain a neat appearance.
- You are to utilize trash cans for discarding waste.
- Haircuts are available upon request for a fee. You may request haircuts by filling out a hair cut request slip.
- Razors are issued by module deputy's at designated times. They are to be used immediately and returned to the module deputy for proper disposal.
- You are supplied with a basic hygiene pack when booked into jail. If you have funds you may order additional items through the inmate commissary.
- Practice good hygiene.
 - Wash your hands thoroughly with soap and often.
 - Keep cuts and scrapes clean and covered until healed.
 - Avoid contact with other people's wounds or bandages.
 - Do not share personal items such as towels, razors or combs.

CLOTHING

- All times when outside of your cell, you are to wear the following:
 - Sandals (shoes if approved by medical)
 - Uniform pants and shirt
- You are to report improperly fitting uniforms to a module deputy who will determine size.
- Only properly fitted clothing will be allowed, (no oversized t-shirts or shorts).
- You may have only plain white t-shirts with no pockets. Colored or oversized shirts or shirts that contain writing and/or pockets are not allowed in the housing areas. Tank tops are not allowed.
- No modified uniforms: torn sleeves/legs/rolled pants/pants tucked in socks, etc.
- Pants must be pulled up around your waist - NO SAGGING.
- While inside the cell, at rest or asleep, you will wear garments that will cover your genitalia, buttocks, and breasts (females).
- You may not write or mark on any jail issued items unless directed to by staff, such as size markings of the uniforms or numbering of laundry bags.
- You should mark your name and jail I.D. number on your personal clothing items. Markers may be obtained from the module deputy.
- Hair picks are not to be worn in your hair. After use they are to be stored in your bin box.

- SCJ will not be held responsible for lost or stolen items or damages to personal property.

JAIL ISSUED PROPERTY

You are responsible for the proper use and maintenance of all jail property, (including cells, bin boxes, uniforms, etc.). You will report any damage/discrepancies of jail-issued property to the module deputy immediately, or be held responsible. Any willful or unreported damages could result in charges and financial restitution.

AUTHORIZED ITEMS

ISSUED	COMMISSARY	PERSONAL
1 Uniform set (top & bottom) (module workers issued 2)	1 Toothbrush	3 White T-Shirts
2 Sheets	1 Toothpaste	3 Pair Socks
2 Blankets	1 Hair conditioner	3 Pair Underwear
1 Towel (module workers issued 2)	2 Soap bars	1 Set Thermals
1 Mattress * ¹	1 Ponytail band	2 Eyeglasses (pair)
1 Cup	3 Underwear, short / long	1 Contacts, solution/case
1 Health care pack:	3 Pair socks	Dentures and case
1 tooth brush	1 Colored pencil set	3 books (total)* ²
1 Toothpaste	5 Golf pencils	10 letters, personal
1 Deodorant	2 Jail pens	10 photos* ³
1 Shampoo	1 Hair Pick	Artificial limbs
1 Comb	1 Comb	Hearing aid
1 Pair sandals	1 plastic bowl / cup	Legal papers* ⁴
	Food items listed on the commissary order form.	Religious pamphlets (no hard cover)
		Feminine hygiene items (tampons/pads)

*1 - Extra mattress may be authorized by medical staff or supervisor with proper documentation.

*2 - Three (3) books and or magazines unless authorized by Counseling or Supervising staff.

*3 - Limit of 10 in your possession, no larger than 4X6. No Polaroid or pornographic photographs will be allowed.

*4 - Legal papers must fit in your bin box along with all other property.

Books: If you have the maximum allowed number of books in your cell and then receive additional books/magazines, you have these options: You may donate them to the Jail Library, dispose of them, or have them placed in your personal property.

MODULE ACTIVITIES

INMATE TELEPHONES

- Telephone calls are not private. All calls will be recorded and may be monitored. Attorney calls will not be recorded or monitored.
- Telephones are provided in the dayroom for use during dayroom hours.
- There is a limit of twenty (20) minutes per call.
- To receive a collect call from an SCJ inmate, the recipient may be required to set up a prepay account through Global Tel-Link at 1-866-230-7761.
- Inmates represented by a public defender may contact their attorney by calling the appropriate speed-dial number posted in the housing modules.
- You may not receive incoming telephones calls.
- Three-way calls are not allowed and will result in calls being disconnected and action taken.
- There is to be no loitering around phone areas.
- There is no phone sharing.
- There is to be no phone dialing between inmates for other inmates unless directed and authorized by the module deputy.
- In the event of an emergency, family members may contact jail supervisors or counselors.
- For collect blocks or blocked cell phones, contact Global Tel-Link at 1-866-230-7761.

VIDEO VISITATION

- Visitation occurs over a video connection between the housing modules and the Reception area of the jail.
- Visits are limited to one visitation slot per day.
- You may have 3 visits per week (Sunday – Saturday); visits are no longer than 60 minutes and are subject to availability and space.
- Visits are scheduled through the module deputy; available times are posted in the modules.
- Intentional scheduling of more than 3 visits per week will result in disciplinary action.
- There is to be no loitering around the module visit areas while visits are taking place.
- You are responsible for notifying visitors of the dates and times of their visit.
- Visitors and their possessions are subject to search prior to visits.

- Visitors will be required to produce picture identification prior to all visits.
- A maximum of 2 persons may occupy the visitation booth.
- Visitors 17 years of age or under must be accompanied by parent or guardian, paperwork (Certified Certificates only, photocopies are not accepted) provided to indicate that the visitor is an immediate family member.
- Minor children may not be left unattended in the visitors lobby.
- Standard of dress must be appropriate for a public venue. Dressing provocatively or in revealing attire is not allowed.
- You and your visitors are to behave appropriately or visits will be terminated and your visiting privileges may be suspended.
- Visitors who have themselves been out of jail for less than 30 days may not visit.
- You will be notified if a visit is denied during your scheduled time.

MEALS

- Three meals will be served daily.
- You are to line up for meal distribution and sit down to meals as directed by the module deputy.
- You are to eat your meals in the dayroom area unless on lockdown status.
- You are not allowed to save food or drinks served during meals in your individual cell or anywhere in the module.
- You may refuse meals.
- You are not allowed to give or trade meals or food items (including commissary).
- You may not heat or prepare food using trash bags.
- Special diets are arranged by the Medical Department. Religious diets are arranged by the Classification Supervisor.

DAYROOM

- The dayroom area is to be kept in a neat and orderly condition at all times.
- You may assist with dayroom cleaning as assigned by the module deputy.
- The TV volume must be at a reasonable level and the channel and volume may only be changed with permission of the module deputy.
- You are not allowed to sit, loiter or run on the stairs.
- You are not allowed to loiter around or behind deputy's control station without permission.

- Jail provided newspapers are not allowed in cells and must remain in the dayroom area intact, no cutting or tearing out of articles.
- No sitting on tables, or exercising with, standing on, leaning back in, or putting feet on walls, columns, or chairs.

OUTDOOR RECREATION

- The outdoor recreation area will be made available to you as coordinated by the module deputy.
- You may not remove uniform shirt while exercising.
- No food or beverages are allowed in the outdoor recreation area.
- Towels are not allowed in the outdoor recreation area.

GAMES

- Various board games will be available for your use in the dayroom.
- Board games are not allowed in cells and must remain in the dayroom area.
- Gambling is prohibited.

SERVICES

CLASSIFICATION

- Classification staff will interview you within the first 48 hours. Inmate classification and housing assignment will be based on a number of factors obtained from various sources including arrest reports, the intake screening, criminal history, behavior, and special needs.
- Inmates who are classified as minimum security may be considered for programs such as Inmate Workers, or Community Corrections options.
- Inmates who present a security risk or who habitually exhibit inappropriate behavior and disregard to rules, regulations, and staff directives or inmates who require protection may be moved to maximum security.
- Appeals of classification and housing must be made in writing to the classification supervisor.
- Placement into an alternative sentencing option must be initiated through the courts or your lawyer. Once obtained you must meet the qualification criteria. Contact your Counselor for more information.

MEDICAL

- You will have access to medical care within the facility based on a medical priority basis.
- Per RCW 70.48.130, you are financially responsible for the costs of your medical care. However, you will not be denied emergency medical care due to lack of funds.
- Medical and dental services will be provided within the jail setting.
- You must submit a medical kite, in writing, prior to being seen by medical staff.
- Medical requests will not be accepted during medication distribution under any circumstance, and must be submitted on a medical kite.
- You will be charged a \$5.00 co-pay for face-to-face nursing assessment of a kite request for medical services.
- Emergency-Only dental services will be provided to you following evaluation by the nurse and placement on the dental schedule based on a priority basis. A \$10.00 fee plus a \$5.00 x-ray fee will be charged for each new dental visit. Dental fees after the initial evaluation vary depending on the treatment required. We do not send inmates out to Tulalip or private Dentists. You are free to follow up with your need upon release.
- If a dental medication protocol is started based on assessment and your need for treatment prior to having dental work done, you must come to any follow-up appointment or be charged a \$10.00 fee for refusing to keep the scheduled appointment. Refusal to keep appointments prevents other persons from having access to scheduled appointments with the provider.
- DSHS will not pay for in custody dental services, medical services or medications.
- Jail Accounting does bill private insurance. You will be charged for medications at the time of purchase and will receive a refund if/when your insurance reimburses this facility.
- You will not receive a bill for any medical costs once you leave the jail. However, all medication and medical care costs will be accounted for on your individual inmate account and may affect your ability to purchase commissary.
- If you have transferred from another facility your medications will be continued based on the clinical need established prior to entering Snohomish County Jail. If you were receiving medications, these will be considered an ongoing and necessary treatment. Certain non-urgent or disallowed medications may not be continued without further assessment.
- Personal medications will NOT be allowed into the facility. All personal meds brought in by you will be placed in your property while you are in the booking area and returned to you upon release.

The exception to this is Tulalip medications and VA. Tulalip medications will be used and ordered from that pharmacy with the exception of short-term medications such as antibiotics. These are considered emergent-need and need to be started and administrated as soon as possible. If you use VA you are responsible to have your VA medications brought to the jail. If you cannot do this, the Medical Department will order them from our pharmacy.

- You are responsible for the purchase of medications. Once medication has been purchased from the pharmacy, you will not be refunded for a prescription that has been requested or continued as part of ongoing treatment. The initial purchase of medications is for a one week prescription in order to save on medication costs.
- If you are receiving medication during pill line you will stand in single file with your cup in front of the nurse.
- You must come to the pill line when your name is called. Medical staff will not make special medication delivery for inmates who do not come to pill line when their name is called.
- Sleeping medications are NOT provided in SCJ facilities.
- Narcotics, controlled substances, and mood-altering substances in general will not be allowed.
- You will be assessed for the need of pain medication. Such medication will only be provided upon verification of clinical need and medical documentation of examinations that justify the continued use of pain medication.
- Inappropriate or unauthorized use of medications by you will result in immediate review and discontinuation of that medication. Inappropriate use of medication will result in a rule violation.
- Abuse of medical services or falsification of medical information may result in a citation for rule violation and loss of privileges.

PROGRAMS

- There are a variety of educational, human services and offender change programs designed to assist you. Program participation is voluntary except where it is ordered by the court. Inmates are encouraged to participate.
- Your eligibility to attend some programs may be limited based on your classification and housing assignment.
- To request to attend any of our programs, please request a program request form from the module deputy or counselor. Also, watch for flyers and posters in your module for upcoming programs.

RELIGIOUS SERVICES

- You will have access to religious services, bible studies and other religious programs. SCJ may deny access to group services and programs based on classification and housing assignment.
- If you are denied access to group religious services due to classification status you may request to meet with a chaplain one on one.
- Requests for religious diets or other special observance will be reviewed on an individual basis. You may be asked to submit the name of a clergy, religious leader or advisor to verify the religious observance and/or practice of the religion. Requests are to be directed to the Classifications Supervisor.
- SCJ does not limit or restrict any inmate in the practice of his or her chosen religion except where that practice may create a safety or security risk.

MAIL

Outgoing

- If you have funds you are not limited regarding outgoing mail.
- Indigent inmates (inmates with \$5.00 or less in their inmate account) are allowed (3) pieces of outgoing mail per week.
- Non-legal indigent mail is limited to the following: letters sent using #10 white envelopes will not exceed one ounce (envelope + 5 sheets of paper); manila envelopes will not exceed two ounces (envelope + 7 sheets of paper). All non-legal indigent mail exceeding these weights will be returned to the inmate.
- Legal mail is defined as correspondence to and from elected officials, attorneys, and courts. Legal mail must be addressed to or from those entities and be clearly stamped or marked "legal mail."
- You are not allowed to correspond by mail with other Snohomish County Jail inmates or inmates from other jails, prison, or correctional facilities.
- Outgoing envelopes must contain your name and the Jail's return address. If addressed improperly your letter will not be mailed.
- You may not use another inmate's information on outgoing envelopes to circumvent mail requirements.
- Hand-made or inappropriate images on envelopes are not allowed for use in out-going mail.
- Outgoing mail that solicits money, goods, or services from a person or organization not personally known to you is not allowed.
- Violating mail rules/requirements may result in a loss of mail privileges.

Incoming

- There is no limit on the amount of incoming mail you may receive however you are only allowed a total of 10 letters in your possession at any one time. All excess mail will be placed in your property.
- Only paperback books or magazines which are sent from a publisher, warehouse retailer or online book sellers, will be accepted. Books and magazines may be denied by administration due to nudity, sexual, violent content, or anything that might pose a risk to security.
- Inmates may not receive clothing, hygiene items or writing material (envelopes, paper, stamps) through the mail. All care-packages will be returned to the sender.
- Incoming mail will be searched and delivered. Legal mail will be searched in the presence of the inmate.
- Incoming mail is to be addressed as follows:
 - First Name, Last Name
 - ID # 123456
 - 3025 Oakes Ave.
 - Everett, WA 98201

COMMISSARY / INMATE FUNDS

- You will have access to commissary on a regular basis. Levels of commissary privileges are determined by housing location.
- Commissary distribution will be arranged by module deputy.
- To purchase commissary, you must have money in your account on the night that it is ordered. Commissary schedules are subject to change during holidays.
- You may have family members or friends place money on your account at the facility, via the mail, or online through JPAY (www.jpays.com).
- Only cashier checks and money orders made payable to Snohomish County Corrections will be accepted through the mail for placement in your account. They must include your name and CIN# within the memo field and must be signed by the purchaser.
- **Social Security, Retirement or Disability State Checks Requirements for Nonpayment Suspension:** Effective 04/01/00 Public Law 106-170 provides for nonpayment of T-2 benefits for any month, during which an individual has been convicted of a criminal offense and confined in a correctional facility for a period of more than 30 days beginning with the date of conviction. When an individual is sentenced but not confined until a later date use the actual date of confinement. Misdemeanors, as well as felonies, will potentially cause nonpayment of T-2 benefits.
- **State Welfare Checks Requirements for Nonpayment Suspension:** SSI ineligibility for inmates confined to correctional

facilities or committed to other public institutions is based on T16 policy for residents of public institutions. Suspension is effective for the first calendar month throughout which the individual is, or is expected to be a resident of a public institution. Conviction is not required.

- Indigent inmates (\$5.00 or less) are entitled to indigent commissary which consists of basic hygiene supplies, however charges will accrue.
- If you owe money to the facility, 60% will be taken from any received monies and 40% will remain on your account until other debt is incurred i.e. medical, haircuts, and commissary purchases.
- Upon release, SCJ will collect any remaining debt still owing from funds available.
- Debts will carry over to new bookings if there is a debt still owing at time of release.
- You may not complain about missing commissary items, wrong products or overcharges after leaving the distribution area.
- You must possess a receipt for all commissary items you possess. Items for which you do not possess a receipt will be considered contraband.
- You may not transfer monies to other inmates while in custody or release money to others to be placed on inmates still incarcerated.

CONTRABAND

- You are to only possess items issued to you, purchased through commissary, or authorized by SCJ staff.
- All commissary items for which you do not have a receipt will be considered contraband.
- Possession of jewelry is prohibited.
- Possession of any authorized item that has been altered from its original state is prohibited, this includes items of clothing.
- No makeshift exercise equipment will be used (i.e. water weights, buckets, furniture) for exercise purposes.
- Unauthorized medications, illegal drugs and paraphernalia are strictly prohibited.
- Weapons of any kind are not allowed including items that are sharpened, altered, or could be used as a weapon and this will result in disciplinary action.
- The making, possessing or use of water weights is strictly prohibited.

SMOKING

Smoking or the possession of any tobacco, lighters, matches, strike kits, etc. is prohibited.

VANDALISM

Destruction of facility property and/or writing or marking on any part of the facility is prohibited and will result in disciplinary action and may include criminal charges.

GRIEVANCE

- You will have access to a grievance procedure for grievable issues.
- Grievable issues are legitimate complaints regarding facility conditions, or actions by staff members.
- Filing of frivolous grievances or otherwise abusing the grievance system is prohibited and may result in a rule violation as determined by a Supervisor.
- You ARE TO attempt to resolve problems with staff prior to filing a grievance. Inmates must show that they have attempted to solve the issue and document that on the grievance form.
- Response to a documented grievance will be provided in a timely manner, unless extenuating circumstances exist.
- You may appeal a grievance decision ONLY if there is new information regarding the issue, or a possible error.

DISCIPLINE

- Rule Violations will result in discipline sanctions.
- You will be provided due process and are entitled to a hearing by an impartial hearing deputy for major and serious violations.
- You may appeal a disciplinary action.

CONSEQUENCES FOR VIOLATIONS COMMITTED MAY CONSIST OF ONE OR MORE OF THE FOLLOWING:

- Verbal warning
- Loss of privileges
- Extra work detail
- Removal from work detail
- Disciplinary isolation/lockdown
- Forfeiture of good time
- Criminal charges
- Financial Restitution

MINOR VIOLATIONS

Includes acts which interfere with the orderly operation of the facility, **but do not present** an immediate threat to security or safety of inmates, staff or visitors. Sanctions for minor rule violations will be recommended by the module deputy and authorized by a Sergeant and may include a minor infraction report, lockdown, or work detail. Such acts may include but are not limited to:

RULE	DEFINITION OR EXAMPLE
101 – NUISANCE ACTIVITY	Making continued loud noises, shouting, yelling, whistling, singing, kicking, banging, or any other persistent activity which disrupts or disturbs others, unless for an emergency.
102 – UNAUTHORIZED COMMUNICATION	Includes talking to inmates in lockdown. Attempts to signal others through modules, control station, vents, windows or recreation areas, including placing signs or any kind of signal to others outside of jail.
103 – FAILURE TO COMPLY	Failure to perform routine duties and maintain module standards such as cleaning housing areas, making beds, failing to keep personal hygiene or complete assigned work.
104 – FAILURE TO DRESS PROPERLY	Wearing incomplete uniform, including sandals, un-tucked t-shirts, or pants pulled below waist line (sagging).
105 – HORSEPLAY	Teasing, pushing, shoving, sparring, wrestling and verbally harassing others or any <u>non-injurious</u> physical contact.
106 – UNAUTHORIZED PROPERTY	Excessive amounts of property, i.e., linen, food, clothes, books and indigent supplies or possession of items not belonging to you.
107 – UNAUTHORIZED AREA	Loitering or entering others cells, being on a bed or bunk that's not yours, being behind or around the deputy's station without permission, in the recreation area when closed, loitering at visit booth when occupied, or any other clearly marked boundary.
108 – MISUSE/ABUSE	Misuse of jail furniture or property, including leaning back on chairs, putting feet up on tables or in chairs, sitting on tables.
109 – CONTRABAND	Introducing or possessing items that do not pose an immediate threat to safety and security, including buying, selling, trading, passing or transfer of property or commissary. No sharing of food at meal times.

RULE	DEFINITION OR EXAMPLE
110 – DISRUPTIVE BEHAVIOR	Anything that disrupts the orderly operation of the facility including classes, programs, or services such as med line, linen exchange etc.
111 – ATTEMPT	Attempting to commit any of the above.
112 – OTHER ACTS	Other acts not described above which disrupt the orderly operation of the facility and violations included within the orientation but not listed as a ‘rule violation’.

MAJOR VIOLATIONS	
Offenses include repeated minor rule infractions, cases where the discipline for a minor violation has no deterrent effect and rule violations which cannot be considered minor. These violations may present an immediate threat to security or the safety of prisoners, staff or visitors. Such acts may include but are not limited to:	
RULE	DEFINITION OR EXAMPLE
201 – REPEATED MINORS	Four (4) or more repeated and documented “minor” rule violations within a 30 day period.
202 – PROFANITY/ DISRESPECT	Use of profanity, abusive language, derogatory remarks, or gestures towards staff, volunteers, or prisoners, including defiance, or insolence.
203 – ABUSE OF SERVICES	Includes filing frivolous grievances, manipulation of funds to avoid payment of services. Having an unauthorized sack lunch, abusing visitation policy, etc.
204 – REMOVAL OF I.D.	Altering or removing jail issued ID band.
205 – DISOBEYING	Failing to obey an order or instructions from staff, with blatant defiance or total unwillingness to comply.
206 – LYING	Lying to any staff member or making a false statement, including manipulation or omission of facts.
207 – MANIPULATION	Using staff against staff or seeking approval from one staff member after being previously denied. Also includes persistent annoyance to get your own way.
208 – MISUSE OF PHONE	Call forwarding, conference calls, sharing phones, or any attempt to bypass collect call system, or the use of vulgar language while on the phone. Also includes attempts to contact victims.

RULE	DEFINITION OR EXAMPLE
209 – UNAUTHORIZED AREA	Entering or being in an area without proper authorization or permission includes loitering in or around cells, visit booths, or any other clearly marked boundary.
210 – CONTRABAND	Includes unauthorized clothing, altered items (any) and possession of smoking material or smoking products.
211 – UNAUTHORIZED COMMUNICATION	Communicating with others outside of facility/module or while in public areas or court. Attempting to communicate with other inmates by mail without authorization.
212 – UNAUTHORIZED ABSENCES	Leaving the module, place of work or other assigned area without permission.
213 – THEFT	Intentionally taking or possessing items that don't belong to you, including items from the laundry and/or kitchen.
214 – GAMBLING	Betting or making wages for food or anything of value in any form.
215 – HARASSMENT	Harassing or intimidating staff or inmates during their assigned duties.
216 – FIGHTING	Provoking, participating, or instigating a fight. Includes threats of harm, i.e. strong arming.
217 – DEFACING	Includes marking or defacing of SCJ property, surfaces or equipment. Hanging items from fixtures, ceiling, or walls.
218 – VANDALISM	Destroying, altering, tampering, or interfering with any equipment, furniture, and mechanical or safety devices, including placing foreign matter in vents, toilets, sink or showers.
219 – FISHING	Sending or receiving items of contraband internally i.e. cell to cell or module to module.
220 – REFUSAL TO LOCKDOWN	Failure to return to cell when ordered or in a timely manner.
221 – INTERFERENCE	Interfering with module operation or facility procedures due to disruptive behavior.
222 – UNAUTHORIZED CONTACT	Any behavior or acts of a sexual nature like kissing, hand holding, hugging or petting. Also includes behavior of a nonsexual nature that could pose a health or safety risk, i.e., fixing each other's hair.
223 – FLOODING	Flooding or causing the flood of any area of the facility, cell, dorm, shower, etc.
224 – ATTEMPT	Attempting or planning to commit any of the above.

RULE	DEFINITION OR EXAMPLE
225 – OTHER ACTS	Any other acts that may present an immediate threat to safety and security to the facility and violations included within the orientation but not listed as a ‘rule violation’.

SERIOUS VIOLATIONS	
Offenses include acts which constitute a violation of statutory law and/or do present an immediate threat to the security of the Jail, its staff, other prisoners or visitors. Such acts may include but are not limited to:	
RULE	DEFINITION OR EXAMPLE
301 – REPEATED MAJORS	Four (4) or more repeated and documented “major” rule violations within a 45 day period.
302 – MISUSE OF MEDS	Possession of, palming, saving of facility issued medication, or receiving or taking medications that are not prescribed to you.
303 – ID BAND ABUSE	Unauthorized use or possession of an ID band in an attempt to falsify identity.
304 – THREATS TO STAFF	Specific threats of bodily harm to staff or members of staff’s family. Attempting to control or intimidate others through threats.
305 – DISOBEYING	Failing to comply or obey an order or instructions of a serious nature.
306 – LYING	Lying to or about any staff member or making a false statement, including manipulation of facts or omission of facts, of a serious nature.
307 – THEFT	Willfully taking anything of value from another person or from Snohomish County Corrections. Also includes acts of extortion.
308 – PHONE / MAIL HARASSMENT	Threatening or harassment of victims. Attempts to contact by phone, mail, or through a third party.
309 – FORGERY OR FRAUD	Forging of documents or any other misrepresentation including manipulation of funds, or altering legal paper work.
310 – CONTRABAND	Introducing or possessing items, i.e. alcoholic beverages, drugs, matches, lighter, weapon(s) or items that have been made into or used as a weapon.
311 – SMOKING	Smoking, attempting to smoke or possessing smoking paraphernalia.

RULE	DEFINITION OR EXAMPLE
312 – INTERFERENCE	Interfering with security check (headcount), security or mechanical devices including doors and/or door locks, fire suppressants or causing a false alarm or sparking a light socket.
313 – ESCAPE	Attempts to or aiding in any attempt to escape in either actions or knowledge.
314 – INDECENT BEHAVIOR	Conduct including intentional exposure of ones normally covered body parts includes flashing, urinating or defecating in the showers, sinks or recreation yard.
315 – FISHING	Retrieving or passing items using string or other such methods to give or receive contraband from outside facility.
316 – TATTOOING / SELF MUTILATION	Includes piercing, marking, or maiming any part of your body or another person’s body, including the manufacturing or possessing of tools used in such acts.
317 – ASSAULT	Assault on staff, inmates, or visitors. Includes fighting, punching or causing injury to others or provoking an assault. Also includes spitting, throwing of body fluids or assaults of a sexual nature
318 – SEXUAL ACTS	Making overt explicit proposals or comments of a sexual nature to others. Engaging sex or sexual acts with others, consensual or not, is prohibited.
319 – RIOTING	Creating, inciting or participation in a riot or disturbance or any other group demonstration or protest. Includes conspiracy to commit a riot.
320 – ARSON	Setting fire in any form.
321 – PROBABLE CAUSE	Behavior that could result in criminal charges.
322 – ATTEMPT	Attempting to commit any of the above offenses.
323 – OTHER ACTS	Any other acts that present an immediate threat to the safety and or security of the facility, the staff, or other inmates and violations included within the orientation but not listed as a ‘rule violation’.

RULE	DEFINITION OR EXAMPLE
324 – FLOODING	Flooding that causes damage rendering crucial security equipment inoperable, making any part of the facility unusable disrupting routine operations, or damage creating immediate security/safety/health threat.