



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

Revised: **04/04/18**

INMATE ORIENTATION HANDBOOK

INTRODUCTION

WELCOME to the Snohomish County Sheriff's Office Corrections Bureau. This facility is operated by the Snohomish County Sheriff's Office. Throughout this handbook this facility will be referred to as 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 handbook and any information on posted notices throughout the facility.

This handbook 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 and directly supervises your activities. Check with the module deputy regarding release dates, filling out of "kites" (jail request forms), visitation, and module rules.

ZERO TOLERANCE REGARDING SEXUAL ABUSE AND SEXUAL HARASSMENT

The Snohomish County Sheriff's Office has been accredited by the Department of Justice as being in compliance with the Prison Rape Elimination Act (PREA) of 2003. Our Office does not condone nor tolerate any type of sexual misconduct, sexual assault, consensual

sexual contact, sexual abuse, rape, and/or sexual harassment towards any inmate. This Office will aggressively pursue any complaints, suspicions, criminal acts of sexual misconduct, or acts of retaliation against any person making a complaint with sanctions up to and including criminal prosecution. Inmates may confidentially disclose incidents of sexual misconduct, sexual assault, sexual contact, sexual abuse, rape, and/or sexual harassment to any staff person either verbally or in writing. Additional information on PREA is contained in the flyer accompanying this handbook. PREA reporting and contact information can also be found posted near all housing module telephones.

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 at all times. 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 immediately report any emergencies or safety issues to staff.

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 color, sex, religion, and sexual orientation.
- Access to information on jail rules, regulations and consequences.
- Access to communication (mail, phone, and visits).
- Access to basic medical care.

COURTS, BAIL & P.R'S, AND RELEASES

- Your first appearance before a judge will normally 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 during established Professional Visit hours.
- An attorney or designee may leave legal paperwork for you at the jail reception desk.
- Bail may be posted between the hours of 7:00 am and 11:00 pm, 7-days a week, either by cash, cashier's check, or an authorized bonding company. Contact information 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 matters 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 **can register and vote** if you are:

- A U.S. citizen
- A resident of Washington State
- At least 18 years old by Election Day
- Not serving a felony conviction

- If you meet the requirements listed above, you may request a voter registration form by submitting a kite to the Classification Supervisor.
- Already a registered voter? You can update your mailing address or temporarily change your address to receive your ballot while your incarcerated by submitting a kite to the Classification Supervisor.
- Flyers will be posted in each module prior to an election announcing deadlines and instructions on how to complete your ballot.
- Voters' Pamphlets will be delivered to each module prior to any scheduled election.
- Voter 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.
- There is a call button in your cell if you need to contact staff while in lockdown. 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 during periods of lockdown 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.

COURT TRANSPORT

SCJ is responsible for providing inmate transports to court appearances and other legal appointments as ordered by a court or equivalent authority within our jurisdiction, and as required by law. In order to facilitate this, your cooperation is necessary to ensure you reach your destination on time. You may get picked up for court several hours prior to your appointment. You do not get to choose the time you are picked up for court. If you are away from your module during meal time, you will be fed a sack meal. Necessary medications will be dispensed at your location if not done in the module prior to your transport, as determined by jail medical staff.

Expectations to be aware of before, during, and after your scheduled appearance:

- You may not talk, make gestures or hand signs, or pass notes or messages while moving through the facility or while attending inmate programs.
- If you believe there is a scheduling error, bring it to the module deputy's attention. In the event it cannot be resolved prior to your transport you will still be moved and prepared for court. You cannot refuse movement to court, even if you believe there is a scheduling error. Doing so may result in a rule violation and an appropriate disciplinary sanction as well as actions by the court.
- If you are too ill to attend your appearance, notify the module deputy. They may have you assessed by jail medical staff to determine your fitness for transport.
- **GOING TO COURT IS NOT AN OPTION.** If you refused to go to court, appropriate and necessary measures will be taken by jail staff to ensure your presence in front of the bench. For your safety and the safety of others, it is necessary for you to comply with jail staff's

directives when they transport you in the event that force is used to ensure your transport.

- You will not be allowed to use the phone while awaiting transport to court.
- You will be expected to follow the rules of conduct contained within this handbook at all times during your transport.
- During the transport, the jail staff will advise you of rules and expectations they have that are specific and appropriate for the type of appearance you are making. Failure to follow these rules during the transport may result in a rule violation, new criminal charges, additional court sanctions on your existing case, and/or possible termination of the scheduled appearance for safety and security.

WRISTBANDS

You are to wear your wristband 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

You have no expectation of privacy while you are in Corrections Bureau custody. For your safety, the safety of other inmates, facility visitors and staff, you will be subject to searches of your person and property at any time. **You are expected to immediately comply with any and all directives by staff regarding searches.** Searches may include any of the following:

- Pat searches *¹
- Strip searches *¹
- Visual inspection of your hands, feet, inside of your mouth, and other body parts while you are clothed
- Scanning of your person with contraband detecting equipment
- Urine samples
- Breathalyzer testing
- Searches of your cell, issued items, and personal property
- Searches of any physical space or common area

- Use of contraband detecting dogs
- Monitoring of telephone calls, except those to attorneys
- Opening and inspection of your mail (Legal mail will be opened and inspected in your presence)

*1 - Physical contact with inmates by staff in accordance with staff performing lawful duties is not considered sexual contact (i.e. searches and/or medical procedures).

STANDARDS

GENERAL / HOUSING

- You are not to enter or occupy a cell other than the one assigned to you unless authorized by staff. This includes sitting on a bunk that is not yours in dormitory housing.
- There is no loitering at the module doors, 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 hook, 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.
- Once a week a module clean-up and inspection will be done. Failure to participate in this inspection and clean-up may result in lockdown or loss of the evening module movie.

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 bedding must be used. No blankets are to be left on the bed as a pillow.
- Beds are to be made when not in use.
- On inspection days, the 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 a total of 3 books and/or magazines and no more than 3 religious/educational pamphlets. Hard cover books are not 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 haircut request slip.
- Fingernails shall be kept at a reasonable length.
- Razors are issued by module deputies 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 often and thoroughly with soap.**
 - **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

- At all times **when outside of your cell**, you are to wear the following:
 - Sandals (shoes if approved by medical)
 - Uniform pants and shirt
 - NOTE: Dormitories are considered public areas. If you live in a dormitory, you are to wear the clothing outlined above.
- At all times **while inside your cell or dormitory, at rest or asleep, you will wear garments that will cover your genitalia, buttocks, and breasts (females).**
- 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.
- Uniforms may not be modified in any way (no tears, markings, rolling of sleeves/pant legs, etc.).
- Pants must be pulled up around your waist - **NO SAGGING**. Pants may not be rolled up or be tucked into your socks.
- 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 damage to personal property.

PERSONAL PROPERTY

- Any clothing and personal property in your possession when you are booked that you were not allowed to keep on your person inside the jail will be stored in the jail's property room. These items will be returned to you upon your release from jail.
- To release your property, ask the module deputy for a Money/Property Release Form. You must release all of your property except clothing and money.

- If you are transferred from here to another correctional facility, you will be given a form to fill out designating who your property is to be released to. Property not claimed within 30 days after your transfer will be disposed of without further notice to you.

JAIL ISSUED PROPERTY

You are responsible for the proper use and maintenance of all jail property, (including cells, bin boxes, uniforms, etc.). You are to immediately report any damage/discrepancies of jail-issued property to the module deputy 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
3 Blankets	1 Toothpaste	3 Pair Socks
1 Towel (module workers issued 2)	1 Hair conditioner	3 Pair Underwear
1 Mattress * ¹	2 Soap bars	3 Bras – no underwire (women only)
1 Cup	1 Ponytail band	1 Set Thermals
1 Health care pack:	3 Underwear, short / long	2 Eyeglasses (pair)
1 Tooth brush	3 Pair socks	1 Contacts, solution/case
1 Toothpaste	1 Colored pencil set	• Dentures and case
1 Deodorant	5 Golf pencils	3 Books or magazines (total) * ²
1 Soap bar	2 Jail pens	3 Religious/educational pamphlets (total)
1 Shampoo	1 Hair pick	10 letters, personal
1 Comb	1 Comb	10 photos * ³
1 Pair sandals	1 Plastic bowl / cup	• Artificial limbs
	• Food items listed on the commissary order form.	• Hearing aid
		• Legal papers * ⁴
		• Feminine hygiene items (tampons/pads)

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

*2 – Limited to 3 books or magazines total in your possession unless authorized by counseling or supervising staff. No hard covers are allowed.

*3 - Limit of 10 in your possession, no larger than 4X6. No pornographic photographs will be allowed. Photographs depicting criminal activity or lewd conduct will not 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/magazines in your cell and then receive additional books/magazines, you have the following options: You may donate them to the Jail Library, or dispose of them.

Transfer to Maximum Security – If you are transferred to a module that has restricted property rules, items not allowed will be seized and placed in storage until you are released from custody. If you are later transferred out of maximum security to a less restrictive housing module you may, under certain circumstances, request your seized items be returned to you. Approval of this request will be considered ONLY if you were placed in maximum security at your request for safety reasons, or if you were found “not guilty” of the infraction that sent you to maximum security.

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 as long as the attorney has registered his/her phone number with the Corrections Bureau as a privileged communication number. If you hear a recorded message stating that a call may be subject to monitoring and/or recording, it means the attorney has not registered and the call is not private.
- 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.
- Using another inmate’s PIN number is not allowed.
- 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 (Monday-Saturday); visits are no longer than 50 minutes and are subject to availability and space.
- Visits are scheduled via the internet by your visitor(s). Visitors may go to <http://snohomishwa.gtlvisitme.com> to register and schedule visits.
- There is to be no loitering around the module visit areas while visits are taking place.
- Only the inmate scheduled for a visit may occupy the module visit booth.
- Visitors and their possessions are subject to search prior to visits.
- Visitors will be required to produce valid government issued picture identification prior to all visits.
- A maximum of 2 visitors 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 released from jail in the last 30 days may not visit.
- You will be notified if a visit is denied during your scheduled time.
- Visits must be formally cancelled by the visitor on the scheduling web site if they are unable to make the visit. Visits that are not cancelled prior to the scheduled time will be considered one of your three allotted visits for the week.

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.
- If on a special diet, you are not to consume other foods.
- Your commissary purchases may be monitored for compliance to your special diet.
- Failure to abide by your special diet may result in termination of the diet.

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, run on the stairs, or be under the stairs within the guardrail.
- You are not allowed to loiter around or behind the 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.
- Inmates are not allowed to communicate with anyone on the outside of the facility.

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 make every effort to interview you within the first 72 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.
- 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.

MEDICAL

- You will have access to medical, dental, and mental health care within the facility based on a medical priority basis.
- You must submit a medical kite, in writing, prior to being seen by medical staff.
- Medical requests must be submitted on a medical kite, and will not be accepted during medication distribution under any circumstance.
- 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.
- Any medications that arrive at the jail with you or are dropped off by someone are subject to review by our medical staff. They will determine if the medication(s) will be dispensed on a case by case basis.

If you receive medications through the VA or Tulalip, please let medical staff know.

- 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 deliveries for inmates who do not come to the pill line when their name is called.
- 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. This includes trading, cheeking, or taking other people's medications.
- Abuse of medical services or falsification of medical information may result in a 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 obtain a Programs Referral Form from the module deputy. 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 one on one with a chaplain.
- Requests for religious diets or other special observances 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 Classification 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, prisons, 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.
- If illegal contraband is found in your mail, evidence procedures will be initiated. You may be subject to criminal charges by law enforcement or postal authorities and the jail disciplinary process.

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; and/or violent content, or anything that might pose a risk to security.
- Inmates may not receive clothing, hygiene items, or writing material (envelopes, paper, stamps, etc.) 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 no later than midnight on Saturday. 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 by going to www1.co.snohomish.wa.us/departments/corrections and clicking on Frequently Asked Questions.
- 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. dental, 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.
- You may release money from your books to a person on the outside with approval of the Finance Supervisor. This must be done within your first 72 hours in custody by filling out a Money/Property Release Form. Money release requests made more than 72 hours after booking will be considered on a case by case basis, but will generally not be approved. If you expect to be in custody for more than a few days, it is recommended that you arrange for someone on the outside to manage your personal finances.

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. This will result in disciplinary action.
- The making, possessing, or use of water weights is strictly prohibited.
- Possession of items used for the purpose of tattooing is prohibited.
- Use of commissary items as cosmetics (make-up) is prohibited.

SMOKING

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

VANDALISM

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

GRIEVANCES

- 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.
- Any grievances that allege sexual abuse or substantial risk of sexual abuse will not be treated as a grievance and not subject to the routine grievance process and rules. Grievance forms alleging these issues will be treated as a written complaint of sexual abuse and directed to the proper authority for immediate investigative action.
- 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 there is a possible error.

DISCIPLINE

- Rule Violations will result in discipline sanctions up to, and including loss of good time.
- You will be provided due process and are entitled to a hearing by an impartial hearing officer for major and serious violations.
- You may appeal a disciplinary action to the Bureau Chief. Appeals must be submitted within 48 hours of the conclusion of your hearing and receipt of the final written decision. Appeals will only be considered upon demonstrated errors of due process.
- Inmates identified under the Drug Offender Protocol, who continue to offend in our facility, will be subject to further restrictions.

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

- | | |
|----------------------------|-----------------------------------|
| • Verbal warning | • Disciplinary isolation/lockdown |
| • Loss of privileges | • Forfeiture of good time |
| • Extra work detail | • Criminal charges |
| • Removal from work detail | • 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 non-injurious physical contact.
106 – UNAUTHORIZED PROPERTY	Excessive amounts of property, i.e., blankets, 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

110 – DISRUPTIVE BEHAVIOR	Anything that disrupts the orderly operation of the facility including classes, programs, or services such as med line, bedding 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 special diet, 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. Physical resistance i.e. verbally or physically resisting staff in any way. Refusing to work as directed (Module Worker).
205.1 – VIOLATION OF INMATE WORKER CONTRACT	Failure to perform duties as assigned.
206 – LYING	Lying to any staff member or making a false statement, including manipulation or omission of facts.
207 – MANIPULATION	Deceiving or using staff against staff or seeking approval from one staff member after being previously denied. Also includes

	persistent annoyance and/or demands to get your own way.
208 – MISUSE OF PHONE	Call forwarding, conference calls, sharing phones, or manipulation PIN numbers, including use of another’s PIN Number, or any attempt to bypass collect call system, or the use of vulgar language while on the phone. Also includes attempts to contact victims.
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, inclusive of staff work stations.
210 – CONTRABAND	Possession of items that are not authorized or prohibited which include unauthorized clothing, prohibited clothing, water weights, and any altered items.
211 – UNAUTHORIZED COMMUNICATION	Communicating with others outside of facility/module or while in public areas or court. Attempting to communicate with other inmates through plumbing or 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 belong to other inmates or from common areas of the Corrections Bureau such as items from the laundry and/or kitchen, module common areas, and/or any common area in the facility.
214 – GAMBLING	Betting or making wages for food or anything of value in any form.
215 – HARASSMENT / INTIMIDATION	Harassing or intimidating staff, volunteers, or inmates. This includes comments directed towards staff, volunteers, or other inmates with intent to belittle, bully, coerce, provoke, or interfere with duties.
215.1 – SEXUAL HARRASSMENT	Inappropriate statements by inmates to inmates or staff; includes verbal and unwelcome sexual advances, requests for sexual favors, verbal comments, gestures, or actions of a derogatory or sexually offensive nature, sexually suggestive comments about body, clothing, gender, and/or sexual preference.

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. Any property damages of \$100 or less.
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.
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.
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 delivering, giving, receiving, taking, or ingesting medications that are not prescribed to you.

302.1 – POSSESSION / USE OF A CONTROLLED SUBSTANCE	Possession or use of street drugs. To include refusal to give a UA for drug or alcohol screening.
303 – ID BAND ABUSE	Unauthorized use or possession of an ID band in an attempt to falsify identity.
304 – THREATS	Specific threats of bodily harm to staff, volunteers, inmates, 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.
305.1 – ACTIVELY RESISTING PHYSICAL RESTRAINT OR ESCORT	Includes physical resistance of the application of handcuffs, leg irons, belly chains, or any other restraining device. Also includes physical resistance of escort or movement by staff, failing to obey any command by staff during escort, or the application or removal of restraints.
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 the Sheriff's Office or Snohomish County. Also includes acts of extortion or acts that pose an immediate threat to safety/security.
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, cell phone, cuff key, or items fashioned into a cuff key, weapon(s), or items that have been made into or used as a weapon.
311 – SMOKING	Smoking, attempting to smoke, possessing or attempting to possess smoking paraphernalia or products.
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. Any act resulting in property damage of more than \$100.

313 – ESCAPE	Attempts to or aiding in any attempt to escape in either actions or knowledge. This includes fleeing custody from an escort or any secure unit of a jail facility.
314 – INDECENT BEHAVIOR	Conduct including intentional exposure of a normally covered body part; includes flashing, masturbating, 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 the module or 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 ON INMATE	Assault another inmate. Includes fighting, punching, or causing injury to others or provoking an assault. Also includes spitting and throwing of body fluids, or blatant disregard for somebody in a defenseless state.
317.1 – ASSAULT ON STAFF	Assault on staff, volunteers, contractors, agency professionals, or visitors. Includes fighting, punching, causing injury to others, or provoking an assault. Also includes spitting, throwing of body fluids, or any other behavior which can be considered an act of unprovoked violence.
318 – SEXUAL ACTS	Engaging in sex or sexual acts with others, either consensual or not.
318.1 – SEXUAL ASSAULT	Any sexual act committed by an inmate towards another inmate when the victim does not consent is unable to consent, or is coerced through overt or implied threats of violence.
319 – RIOTING	Creating, inciting or participation in a riot or disturbance or any other group demonstration or protest. Includes conspiracy to commit a riot. Also includes participating in any gathering of 2 or more persons who engage in rebellious behavior, or attempting to control any area of the jail facility.
320 – ARSON	Setting fire in any form. This also includes arcing of electrical outlets.

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.’
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.