

**Mason County Sheriff's
Office
Corrections
Division**

INMATE MANUAL

Disclaimer- References to electronic kiosk or electronic inmate requests can also mean handwritten documents, dependent on electronic equipment availability.

SECTION ONE - OVERVIEW

This Corrections Division is under the command of the Corrections Chief, who is responsible to the Sheriff of Mason County. Our jail mission statement is; Together, maintain custody, security, and control in a safe, efficient, and constitutional manner.

Assumptions:

In this manual, “we” means the Mason County Jail, as a facility, or its staff, and “you” designates the reader or inmate.

Contract Prisoners:

You are subject to the same rules, regulations, guidelines, and treatment as local inmates.

SECTION TWO - RIGHTS & RESPONSIBILITIES

As an inmate, you have rights, privileges, and responsibilities. You can often earn privileges by demonstrating responsibility.

Your freedoms of expression, religion or other Constitutional guarantees are not restricted, unless they threaten the safety and security of this institution, its staff, or the other inmates. For example, being an inmate is a restriction on the freedom of assembly. We have the right to restrict this freedom even more than normal through restrictive housing or lock-down procedures.

We will try to reduce limiting of such freedoms to the minimum needed to allow the normal and safe, orderly operation of the facility.

You have the right to be treated fairly and impartially, although “fairly” does not necessarily mean “equally.” If you have received two infractions for a certain behavior, you will most likely be given a harsher penalty for the third instance than an inmate might receive for their first infraction on the same offense.

You have the right to be judged on your own behavior, rather than by assumptions about you based on ethnicity, gender, political views or other conditions. Access to work assignments, inmate programs and the like will be based on your behavior among other factors as well.

You have the right to a safe and sanitary environment. You are expected to fulfill that right by a daily cleaning of your living area. We will assist you fulfilling this requirement by allowing you access to the needed cleaning materials. Daily inspections will be conducted to ensure you are in compliance and to report any problems or repairs that may need attention.

You have the right to be free from physical or emotional harm from the staff or from the other inmates. If you fear for your safety, you may request to be placed in Protective Custody (PC). PC is not a disciplinary sanction, only a tool used to assist you in staying safe while in custody in our facility.

You may request a review of decisions, which affect you, such as denials of visitation, classification statuses, etc. You may request these reviews through the kiosk system.

Repeated frivolous and excessive complaints will become a disciplinary matter.

Freedom of speech includes the right to communicate directly with the media. Only the Corrections Chief may establish scheduling of media interviews of staff and inmates. You must obtain permission for any media interviews.

If you are not a United States Citizen, you have the right to contact the foreign consul of your country. Ask a Corrections Deputy for assistance.

MISCELLANEOUS

Marriages: Accommodations of an inmate marriage shall be limited to the basic requirements necessary to make the marriage legally binding. The ceremony shall be coordinated and scheduled with jail staff. The ceremony will consist of; the attending official, the marrying parties, and two public witnesses. The ceremony shall be non-contact and conducted in an Attorney Visitation booth.

It will be the responsibility of the marrying parties to assure compliance with legal requirements related to marriage in accordance with the applicable regulations of Mason County and the State of Washington. The Jail will not be responsible for arranging, assuring, or verifying compliance with such regulations.

Legal documents requiring the inmate's signature may be handled by Corrections Staff during the marriage process.

Inmate Records: The law prohibits us from releasing your records to anyone other than yourself. If you make a request for your records, you will be charged for each page. The pages will not be given to you until you have paid in full.

If you make a request for other records, they will also be subject to public disclosure fees. You will not receive documents which could jeopardize the safety of the facility and have not been paid in full.

EMERGENCIES

If there are emergencies which could potentially jeopardize your safety, push the emergency

intercom button in your room and the Corrections Deputies will provide guidance. In the event of an earthquake, either stand in your doorway or get under a table. If there is smoke/fire get as low to the floor as possible and be prepared for evacuation.

CELLS

You are required to keep your personal items neat and orderly. You may possess only the original number of issued items. We will seize (confiscate) and either put in your property bag, or discard (trash), personal items not in your designated property tub. (Personal items are anything not issued to you. This, obviously, does not apply to bedding, linen, or toilet articles which are properly placed.)

You may only possess six (6) books at any point in time.

You may not adhere items to the walls, windows, mirrors, doors, floor, ceilings, lights, vents, furniture, or fixtures.

You may not keep food in your cell past the following meal. (Example: You may not keep a lunch item past the dinner tray pick-up.)

You must return trays and bowls scraped clean, at the end of each meal. Place the items next to the dayroom door, or on your pass through, neatly.

You may not alter County property or use it in an inappropriate manner. It is a minor infraction, for example, to use mattresses, blankets, towels, or tubs of water for use as weights for weightlifting.

VOTING

You are allowed to vote while in jail if your registered and legally allowed. Corrections Staff will distribute absentee voting ballots.

CLOTHING

You must wear a complete jail issued uniform, including shoes, whenever you are out of your cell or away from your bunk in open pods; you may not roll up the pant legs (minor infraction). You may not wear your pants below your waist, i.e., “sagging” (minor infraction).

Males: When exercising you may remove your shirt if you are not in the dayroom of your living unit. If you are housed in the dorm units, you may remove your shirt while working out. If your shirt is not on and you are not working out, you may be subject to the disciplinary process.

You will wear jail uniform when called for medication pass and meals.

You will wear facility clothing to court unless you will be in front of a jury. If so, you may wear clothing that is brought into the jail by your attorney or family members.

If you have no suitable clothing for a jury trial, notify your attorney in a timely manner. Your clothing must be neat as well as clean. We will discipline you for failing to report or exchange damaged clothing.

You may not mark on your jail issued clothing. This will be considered altering it from its original state and you will be infracted.

HEALTH CARE

You have access to necessary health care. Should you need medical or dental care outside of the facility, medical staff will make an appointment for you, and you will be responsible for any charges incurred. You may be responsible for the costs associated with prescribed medication. The cost of prescribed medication and any healthcare services provided, will be deducted from your commissary account.

If you have an emergency medical problem, notify a Corrections Deputy immediately. If your problem can wait for sick call, submit a request, via the electronic kiosk under the topic of "Medical."

The Nurses in the Clinic will screen requests and make necessary referrals to the doctor, dentist, or other healthcare providers on a priority basis.

Only facility medical staff can schedule you for appointments outside the facility. Staff will transport you to and from any outside appointments, unless you receive a court ordered furlough.

You must take oral medication at the time you get it. You are subject to a search to confirm you have taken said medication. You must be in full uniform during medication pass.

If you owe medical fees, or debt, from previous incarcerations, 80% of all incoming funds placed on your account will be taken to recover said costs, until the balance is paid. Upon your release, if there is still a balance due, remaining funds will be kept satisfying debt. Unpaid debt remaining after your incarceration will be turned over to a collection agency.

DOC inmates will be billed for non-formulary medications not covered by the Department of Corrections (DOC).

SANITATION

You must clean (sweep, dust, and mop) your cell daily. We will provide the necessary equipment to comply with this requirement. You must clean your cell, sleeping area, sink and toilet.

Your personal property must be kept in your storage bin.

LAUNDRY

At intake, you received clean clothing and bedding (towel, blankets, and a mattress). We issue clean replacement towels twice a week and bedding 2 times a month.

You are allowed to keep only your (traditional) undergarments (boxer, panties, or jockey shorts) and socks to wear during your stay. You are not allowed civilian clothing, including tee shirts or gym shorts, while in this facility.

Females may not keep underwire bras. Those who arrive in the jail with them on will have the choice of having the underwire removed and placed in your property.

We launder undergarments and return them weekly.

If your clothing at intake was wet, dirty, or potentially infected/contaminated, we will wash it before placing it in your property bag.

GROOMING

We will supply hair clippers for hair care services. You may cut your own hair. Hair care clippers shall only be used on the head and neck areas. You will be provided access to hair clippers at least every 30 days.

HYGIENE

You may take a shower at intake if approved by a supervisor. You must shower at least once, every three days. You may not shower during lock down periods. If on a work detail, you must shower at least daily.

At intake, we issued you a soap, toothbrush, toothpaste, cup, deodorant, and comb. To get new supplies you must exchange the used or worn item. Do not throw the empty away. These supplies will be offered for exchange on a weekly basis. We also stock supplies for your personal hygiene needs for female inmates. Other hygiene supplies may be purchased through commissary.

Nail clippers will be offered one time a week. Razors are offered 2 times per week. Razors may not be available to you if you classify as a risk to yourself or others.

SECTION THREE - PROPERTY

At intake, you are allowed to retain the minimum items necessary for your health and general welfare.

The clothing you were wearing at intake is being stored in your property bag, which is stored in our assigned property room.

You may purchase additional personal items through the commissary.

You may receive paperback books and magazines directly from a publisher or bookstore, which is approved by the jail. If you are unsure of approved stores, please check with the jail staff in advance. You may not have such materials sent in by anyone else. We will place withheld reading materials in your property bag or return it to the sender.

Once property is inventoried, we will not access your property except for legal or program related needs. You may conduct a one-time money release; to the person you designate on a release form. Emergency requests will be considered.

You may not possess contraband, which includes:

- Any item altered from its original form and used for purposes other than its original intent.
- Any item you are not authorized to purchase through commissary or retain at intake.

If transferring to DOC, you must plan to have your property picked up prior to departure. If it is not, it will be stored for sixty (60) days. If unclaimed, after this period, it will be disposed of.

COMMISSARY

The regulations for commissary are posted in each living unit.

You may purchase up to \$100.00 of goods, per week. You may not order more items, or larger amounts of items, than you are allowed to have in your cell.

Commissary items are for personal consumption only. They are not for trading with other inmates.

You are not allowed to purchase commissary items for other inmates.

The money you arrive with at the jail will be deposited into your commissary account when you are booked. You may purchase items from the approved list, throughout your stay.

We will accept for deposit on your account verifiable money orders, cash, or other correctional institution checks as legal tender. There is a kiosk in the jail lobby which allows visitors to add money to either your phone or commissary account via debit/credit card, directly through the vendor.

You are not allowed to place money on other inmate accounts.

We may suspend commissary privileges for disciplinary reasons. If you are under discipline restriction, you may only purchase writing materials, stamps or personal hygiene items.

Your commissary account is only to be used for:

- Commissary purchases
- Telephone Services
- Health Care
- Bail

SECTION FOUR – INMATE PROGRAMS

We encourage participation in inmate programs and services.

As our budget allows, we will provide time, space and equipment to allow physical/leisure and educational activities.

We will turn off all telephones whenever we believe it necessary to assure the safety, security, order, and control of this facility, or to obtain necessary compliance with directives.

You may decline to participate in any program unless it is court mandated.

COUNSELING

Submit an electronic request to any staff if you wish to receive counseling. Emergency counseling is available at any time by contacting a Corrections Deputy.

RELIGION AND RELIGIOUS COUNSELING

We will make reasonable efforts to allow you to freely practice your religion, limited only by legitimate security and operational interests.

Approved clergies are encouraged to visit inmates at any reasonable time, subject to normal operational limitations. (Generally recognized as the period from morning wake until evening lockdown, excluding meal hours and shift changes).

You may request pastoral counseling or visits by writing a letter to a specific approved minister or submitting an electronic request.

Weekly religious services are available. While specific churches are involved, services are non-denominational.

CHEMICAL DEPENDENCY

Drug and alcohol counseling is available. There are specific eligibility criteria. You can request, through electronic kiosk, to speak with a drug/alcohol counselor to determine eligibility. Other services including assessments and referrals are available upon request. (This service may not always be available).

LEGAL COUNSEL / ACCESS TO COURTS

You are allowed direct and unlimited access to the courts. You may write to any court at any time.

The Jail provides a law library. If you are interested in using this service, you must submit a request, through electronic kiosk. The amount of time you are authorized to use this service will be determined by the Shift Supervisor. We try and accommodate all inmates requesting to use this service. Due to this, it can limit the amount of time you are allowed.

If you are attempting to represent yourself in court (pro se), you may qualify for stand-by counsel to assist you in your case, you will need to make this type of request directly with the appropriate court.

If you are not planning to represent yourself, and need legal counsel, there is toll free phone access to local attorneys in the Inmate/Booking area and in each living unit. Calls to attorney's are not recorded or monitored. Calls to out of area attorneys are not toll free, unless

their office has an established toll-free number.

You may have attorney visits at any time during reasonable hours (Generally recognized as the period from morning wake until evening lockdown, excluding meal hours and shift changes).

We do not provide notary services. If you need notary services, you will have to arrange outside services, coordinate payment, and coordinate with the jail shift supervisor. Notary services will be through the glass in visitation.

We will provide 15 free copies of documents per week. If you need more than this, you will be charged \$0.15 per page. You must have the required amount of money on your inmate account prior to being provided the copies.

The Mason County Jail offers many ways for attorneys to be in contact with their clients.

- Attorney/Client Visitation through protected glass. Please be advised our booths are not completely soundproof.
- Telephone contact.
- Legal Mail.
- Video Visit through Securus account.
- The attorney may send a fax requesting you make phone contact. They will need to contact Jail Personnel for the fax number.

MAIL

There is no limit on the amount of mail you may receive or send; however, there are restrictions on what you may receive or send, and how you receive it. We will only accept mail from the US Mail and recognized delivery services (UPS, FedEx, DHL, etc.). Packages not sent from a recognized book distributor will be returned to sender unless previously authorized by Jail Administration.

Sending or attempting to send mail in a manner meant to circumvent this policy is subject to discipline.

There are two types of mail: Confidential and Personal. Confidential mail is mail to or from attorneys, prosecutors, judges, government officials/offices, or courts. Personal mail is to or from any source not listed as Confidential above.

CURRENT MAIL RESTRICTIONS

You may not send/receive mail which:

- Is in violation of US Postal Rules
- Violates a court order
- Furthers a crime or attempt, including escape
- Is encoded, or may create a hazard to another
- Contains contraband or facility property
- Is sexually explicit

Contraband includes stickers, Polaroid pictures, art projects of any medium, glued items, perfume enriched letters, lipstick markings, or any substance which is not identifiable or may

pose a safety, security, or sanitation risk.

If you have a question regarding what is considered contraband, please ask a staff member.

Mail containing gang related markings, or content, will be considered contraband. You will not be allowed to send/receive it.

INCOMING MAIL

Incoming personal mail may be via envelope, postcard, or publication. You will receive a photocopy of the mail and envelope. The original will be shredded. Original photos will be placed in your property. Privileged mail will only be opened in your presence. A corrections deputy will skim through it for contraband and to make sure it contains legal matters. You will receive a photocopy of all privileged mail. Photocopies will be made in your presence. The original will then be shredded in your presence.

You may subscribe to newspapers, periodicals and other material which can be legally mailed. If we withhold mail, we will provide you and the sender written explanation. You may appeal the action to the Sergeant through the electronic kiosk system.

You may not receive, create, or possess sexually explicit material.

“Sexually explicit” is defined as any pictorial representation that is intended for sexual gratification and/or shows male or female genitalia, full frontal nudity, anus or depicts one or more of the following sexual behaviors:

- One or more participants appear to be non-consenting;
- One or more of the participants appears to be acting in a forceful, threatening, or violent manner;
- One or more of the participants appears to be dominating one or more of the other participants;
- One or more of the participants appears to be in a submissive role;
- One or more of the participants appears to be degrading, humiliating;
- One or more of the participants appears to be a minor, or someone appearing to be a minor is depicted in a sexually suggestive way;

The term sexually explicit also refers to those written materials that are intended for sexual gratification and describe one or more of the above sexual behaviors as the predominant theme of the publication or letter.

OUTGOING MAIL

Outgoing mail is to be submitted in an unsealed envelope to allow perusal by Corrections Staff.

You must address outgoing mail with your true name (the name you are booked under), inmate cell location, complete proper address of recipient, and proper return address.

P.O. Box 519
Shelton, WA 98584

It must comply with U.S. Postal regulations.

If you are indigent, we will mail three (3) envelopes, per week, for you, or a reasonable amount of legitimate legal mail.

You may write to your legal counsel or public officials without restriction.

FOOD SERVICES

You will receive three (3) meals a day.

If you need a special diet, for health or religious reasons, you are required to submit a request through the electronic kiosk.

TELEPHONE

You have access to telephones on a regular daily schedule. All calls are outgoing only, and fees are charged by the phone provider, except for local attorneys. You will need to notify staff of local attorney numbers so they can be added as free calls. All non-attorney calls are subject to monitoring and recording.

During lockdown hours, inmates will be allowed to return phone calls if requested by their attorney.

You may use business telephones in emergencies, I.E., death of family member, if approved by a supervisor. We will not accept calls for you, nor take messages for you, except in verified emergencies.

If you are hearing impaired, we provide alternate telephone services. Place a request through the electronic kiosk.

VISITORS

Personal visits are conducted by video. Video visit costs are set by the contract between the facility and the vendor. Scheduling is done on the kiosks. Visits must be scheduled during a time when you are not on lockdown.

You can only have 2 indigent on-site, video visits per week.

You may refuse to meet with visitors.

Video visits (except with attorneys) are subject to recording and monitoring.

We may refuse to allow you to meet with visitors who fail to meet our established standards. We will notify you, in writing, of the reasons. You may appeal this decision to the Shift Supervisor.

We will deny visitors we consider a possible threat to the safety and security or orderly operation of the jail. That includes visitors under or suspected to be under the influence of intoxicants or

drugs or who cannot produce a valid picture ID. Persons with active/valid warrants out for their arrest will not be allowed to visit and will be subject to arrest. We will deny visits to persons acting in a belligerent, obnoxious or threatening manner.

You are subject to loss of visitation privileges for any rule violation or inappropriate behavior during a visit.

Any person under the age of eighteen (18) are prohibited from entering public areas of this facility but may visit via video visitation.

LIBRARY

You may check out library books from our designated library area. You are limited to six (6) jail library books in your possession.

You are responsible for the upkeep and care of these books while they are in your possession.

Library access is scheduled on a regular weekly basis.

RECREATION

We provide up to three hours a week of physical exercise. Recreation is provided for you to work your major muscle areas. For your safety, access to outdoor recreation areas may be limited during inclement weather. In these situations, the dayroom in your areas can be used to exercise your major muscle groups.

While in these recreational areas you are not to have blankets, towels, or any other unnecessary items unless approved by the on-duty supervisor.

You may have your recreation access restricted, for any rule violation related to recreation.

INMATE WORKER

You can be eligible for an inmate worker position if you exhibit good behavior, and if you are not considered an escape risk. You also must be able and willing to perform physical labor. You will need a health clearance prior to being authorized to work, which is at no cost to you.

The Alternative Sentencing (AS) offender labor program is a voluntary assignment. Inmates assigned to outside work details will be housed in AS. If you are accepted into these programs, you will be provided with rules and expectations which you will be required to read, understand, sign, and adhere to while in this program.

Requirements to participate in the Alternative Sentencing program include maintaining presentable personal hygiene. Your hair shall be worn off the collar and above the ears. Shaving and trimming supplies are available on a nightly basis, upon request and at the Alternative Sentencing Supervisor's discretion.

AS inmates may receive privileges not available to other inmates.

EHM, DAY REPORTING, ALCOHOL MONITORING, AND WORK RELEASE

These programs are alternatives to incarceration. To be on one of these programs you must have a court order and be a low-risk inmate. If you have court paperwork saying you may be on a program, send an inmate request to staff and ask for an application.

SECTION FIVE – BOOKING & RELEASE

BOOKING

During the booking process, your preliminary housing assignment will be determined using an objective classification process. You may appeal or request a review be conducted on your classification status by submitting an electronic kiosk request to “Classification.”

You will be issued jail clothing and necessary supplies.

Your personal property will be inventoried, documented, and secured for you until you are released.

You will be afforded the opportunity to make phone calls and arrange bail, if you have bail established.

RELEASE

Releases will generally be processed two (2) times per day; 8-9 in the morning and 330-5 in the afternoon. If you are serving less than 72 hours on a court commitment, you will be released at or near the same time you were booked.

At release, your cell must pass inspection by the escorting Corrections Deputy. You must bring your property tub with all of your issued and personal items in it with you.

You will be held accountable for damaged property and all non-disposable items which must be returned to us.

You will be provided a receipt for your personal property (including money).

If you are going to another facility and you are prohibited from taking the property with you, we will store it for up to sixty (60) days. If you, or someone you designate, do not pick up the property after the allotted sixty (60) days, it will be disposed of. You will be provided specific information as to where your property can be picked up.

TRANSFER TO ANOTHER JURISDICTION

We will transfer you to another jurisdiction if you have charges/warrants pending there and the agency places a legal detainer on you.

EARNED EARLY RELEASE CREDITS (EERC)

You may earn early release credits (sentence reduction) based upon good behavior and/or participation in work details. The county is prohibited by Washington State Law from allowing you to earn more than 1/3rd off your sentence.

SECTION SIX – DISCIPLINE

INMATE DISCIPLINE

If you break the law while in the facility, you are subject to criminal charges. It is a Class C felony to possess “alcohol, marijuana, or other intoxicant, or a cell phone or any other form of an electronic telecommunication device” while in jail. If you are in possession of these items while in custody, you will be prosecuted.

There are three (3) levels of sanctions for violations of our facility rules.

ON-SITE ADJUSTMENTS

You may receive an on-site adjustment for a minor rule violation. You may not appeal an on-site adjustment. You may decide whether to accept an on-site adjustment, instead of a minor infraction.

Standard punishments for on-site adjustments include less than twelve (12) hours of lock- down, or other minor sanctions which are less than those for minor infractions.

MINOR INFRACTIONS

You can receive a minor infraction for a minor rule violation.

Minor Infractions are authorized by the Shift Supervisor, who also authorizes appropriate sanctions. Minor Infractions are not subject to a hearing. If you choose to have a supervisory review of your infraction, you must make the request within one (1) hour of receiving the infraction notice.

Standard sanctions for minor infractions include up to a 48-hour lock-down, or loss of programs and privileges. While in lock-down status for discipline, inmates do not have access to programs and privileges afforded to general population.

VIOLATIONS LISTED BELOW MAY RESULT IN A MINOR INFRACTION:

1. Being in possession of more than 6 books.
2. Being in an unauthorized area.
3. Not being fully dressed (shirt, pants or shoes) when in the dayroom.
4. Failing to maintain jail health or cleanliness standards.

5. Non-authorized contact (includes correspondence) with a visitor.
6. Failure to walk quietly, quickly, and directly to, or from, any area.
7. Vulgar, abusive, profane, or rude language and/or gestures.
8. Unauthorized use of jail issued supplies.
9. Manipulating staff
10. Obstructing clear view into living areas.
11. Improperly obtaining and/or retaining jail food or supplies.
12. Changing bunk assignments without permission.
13. Obstructing or tampering with lights, cameras, or vents.
14. Sharing your razor with another or using another person's razor, or other conduct which involves a hygiene risk to yourself or others.
15. Sitting/Standing/Lying on garbage cans, tables, steps or railings.
16. Improperly wearing jail clothing.
17. Attempting to communicate with other inmates, in other housing units (using notes, hand gestures or verbally)
18. Making excessive or frivolous requests.
19. Misuse of the law library (or materials) for its intended purpose of conducting legal work.
20. Inappropriate attitude and/or behavior
21. Using any intercom for non-emergency purposes.
22. Violation of commissary rules and/or manipulating the commissary system.
23. Failure to report or exchange damaged jail issued clothing/linen.
24. Altering items and/or using items for something other than its intended purpose.
25. Gambling, bartering, or trading items of value.

MAJOR INFRACTIONS

You may receive a major infraction for a major rule violation. You will have the right to a due process hearing. You may request the hearing results electronically within twenty-four (24) hours.

Hearings are conducted by a Hearings Officer. If you are a DOC inmate, DOC may choose to subject you to a community custody violation. You may be present at the hearing unless it is determined your attendance might pose a risk to institutional safety/security.

Your hearing will be held in a timely manner (DOC hearings will generally be held within fourteen (14) business days).

You may appeal the decision by submitting a grievance form within twenty-four (24) hours. You must state the specific reason for your appeal and what specific resolution you are seeking (DOC appeals are addressed solely with DOC).

To be found guilty of a major infraction, the hearings officer will consider if a preponderance of evidence exists to support the charge. Preponderance of evidence is determined as “it is more likely than not, based on supporting evidence, the violation occurred.”

Upon a finding of guilt, standard sanction for major infractions includes loss of access to certain programs and activities for up to two weeks, lock-down for up to ten (10) days, and a loss of Earned Early Release Credit (EERC) for each violation, excluding any EERC earned through a work detail.

While in lock-down status for discipline, inmates do not have access to programs and privileges afforded general population.

VIOLATIONS LISTED BELOW MAY RESULT IN A MAJOR INFRACTION:

1. Threatening another person.
2. Interfering with any staff member.
3. Assaulting any other person.
4. Holding any person hostage.
5. Escape (or attempt).
6. Having or making a real or potential weapon.
7. Tampering with any security device.
8. Burning of any kind.
9. Direct involvement in a riot or other organized disturbance.
10. Intentionally mutilating, altering, or defacing jail or another person's property.
11. Possession of or attempting to introduce or distribute contraband.
12. Extortion of blackmail (demanding money or items of value from others by any coercion, intimidation, or harassment).

13. Engaging in sexual activity with another person or committing an act of indecent exposure to other inmates or staff, or committing sexual harassment as defined by law.
14. Stealing, or knowingly possessing stolen property.
15. Fraudulent or improper use of the mail or telephone system, including loaning or allowing another person to use your telephone PIN;
 - a. Using a PIN other than the one assigned to you;
 - b. Use of custom call features (three way calling);
 - c. Use of the phone or mail to threaten, abuse, or harass anyone;
 - d. Using the mail or phone system to plan or participate in any criminal activity.
 - e. Continuing to contact parties who have indicated they don't want contact with you, or anyone you are not legally allowed to have contact with by way of an existing court order.
16. Lying to any staff member.
17. Refusing a lawful or reasonable request/order from any staff member.
18. Tattooing, or possession of any tattoo paraphernalia, or other forms of self-mutilation.
19. Being under the influence of any non-prescribed substance or attempting to introduce or manufacture any such substance. (i.e. Pruno)
20. Unauthorized retention of any medication.
21. Faking a medical emergency or serious medical problem.
22. Making a false cry for help (includes false alarms).
23. Officially presenting yourself to be another.
24. Committing three infractions within a one-hundred-eighty (180) days during current incarceration.
25. Altering or tampering with any video, audio, or telephone equipment or systems.
26. Disturbing the peace, order, and routine of the jail.
27. Involvement in activity that could pose a hazard to others or create a security risk.
28. Filing excessive and/or frivolous grievances and kites.
29. Violation of any local, state, or federal law.
30. Writing on or otherwise defacing jail surfaces (walls, floor, ceiling, property tubs, uniforms, towels, blankets, etc.).
31. Communication, expression or conduct related to gang affiliation or activity.

32. Attempting to commit, or assisting, encouraging, aiding, or abetting another to commit any rule violation listed above.

******Misuse of video visit or telephone systems may result in administrative suspension of these privileges prior to, or in addition to, the infraction process. ******

COMPLAINTS/GRIEVANCES

“Inmate Request Forms,” as identified on the electronic kiosk, are inmate requests. An inmate request would include the request to speak with your attorney, concerns about how you are being treated, your living conditions, court processes, etc. We will not research phone numbers or addresses for you.

Grievances are situations or issues of concern. You have the right to a prompt, professional response to each legitimate grievance. If you’ve spoken with a Corrections Deputy, and you feel the situation is left unresolved, you may express your grievance to a Sergeant by submitting a grievance through the electronic kiosk.

Documented grievances must be submitted within twenty-four (24) hours of the incident, need to specifically detail the reasons for your grievance, and the specific resolution you are seeking.

If you are not satisfied with the response, you may appeal the decision. In such a case, you must clearly state what you are appealing within seventy-two (72) hours of receipt of the original response.

We will discipline you for repeated and/or frivolous grievances.

GRIEVANCE/APPEALS

An appeal is considered exhausted when you (inmate) provide all required information, comply with all appeal requirements, if no satisfactory resolution is reached and you have continued to appeal at every available level within the time limits, and obtained a final decision from the Corrections Chief.

If you (inmate) don’t get an answer to your grievance/appeal in the required time you should consider that a denial and appeal to the next level – unless you are notified in writing that the response will be delayed.

Grievance must be filed within 24 hours of event or occurrence.

Appeal – If not filed within 72 hours, will be administratively closed, and will not be considered exhausted.

You are allowed one (1) issue per grievance/appeal. If more than one issue, then your grievance is administratively closed and is not considered exhausted.

*Grievance must provide sufficient detail for staff to investigate – approximate dates and times must be included.

*Names or descriptions of involved staff members and inmates must be included.

*Location of event or occurrence must be provided.

*An explanation of what you are complaining about or appealing must be provided.

*Grievance must contain an explanation of what steps you (inmate) took to resolve issue informally. If you submitted a kite to try and resolve the issue prior to submitting the grievance, you must include the kite number.

*Grievance must contain an explanation of what you (inmate) thinks should be done to resolve the issue.

*Failure to include any required information results in administrative closure, grievance is not considered exhausted, and you (inmate) have 72 hours (3 days) additional time to provide omitted information.

*If you are transferred to another facility, you may continue the process. You are allowed 3 additional days due to mail schedules.

CLASSIFICATION

Your housing location assignment has been determined by an objective classification process which takes your criminal history, current charges, behavior, and other factors into consideration.

Your custody status will be one of four (4) categories:

- General population
- Protective custody – you ask for isolation.
- Administrative Segregation – The physical separation of an inmate who is prone to escape or assaultive towards staff or other inmates, or one who is mentally deficient, or in need of medical isolation or infirmary status.
- Disciplinary Segregation-Status assigned after a disciplinary hearing with a finding of guilt.

You may appeal your classification by submitting a grievance on electronic kiosk to Classification. The Classification Committee meets weekly and will make a final determination. You will receive a written decision in a timely manner.

INFRACTIONS

If the infraction is also a violation of the law, the matter may be referred for consideration of criminal charges.

In violations involving loss or damage to property, we may seek restitution. Continued disruptive behavior may result in Administrative Segregation. This status is reviewed by the Classification Committee weekly.

You will not earn good time while on Disciplinary Segregation status.

SECTION SEVEN – DRUG COURT

Mason County operates a Drug Court program which allows certain offenders an opportunity for a diversion process. Completion of the program results in the current charges being dismissed.

Although the Sheriff's Office and Jail do not operate this program (Superior Court does), we do participate in and serve as an advocate for the program, including compliance support.

If you are addicted to, or struggling with, a chemical dependency, and think Drug Court might be a good option for you, submit an electronic grievance to the Drug Court Officer. You will be contacted to discuss your interest and eligibility.

SECTION EIGHT – PREA

PREA is the Prison Rape Elimination Act of 2003. It is federal legislation that applies to federal, state, public, and private institutions. The Act addresses the problem of sexual assault of those incarcerated. PREA also applies to community-based agencies. PREA includes sexual behavior between staff and offenders as well as non-consensual sexual behavior between offenders.

The Mason County Jail has zero tolerance regarding sexual assault or misconduct within this facility. This means we DO NOT tolerate any level of sexual harassment, misconduct, or assault. Every effort will be made to prevent sexual assault and misconduct from occurring. Every allegation will be investigated, every perpetrator punished, and every victim will be offered the appropriate services.

The Mason County Jail provides numerous sources for reporting sexual harassment and sexual assaults.

- Talk to a staff member you trust. (Medical, Mental Health, Floor Officer, etc.)
- Grievance through the electronic kiosk
- Family, friends, other inmates.

- PREA hotline- 800-586-9431
- HRN – Human Response Network- 360-748-6601
PO Box 337
Chehalis WA, 98532

Reference the Mason County Jail PREA material located in the electronic kiosk for more information regarding this topic matter.

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