

INTEGRITY

Grant County Jail

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Inmate Handbook

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INTRODUCTION

You are now an inmate of a Grant County Correctional Facility. While here, the staff will try to make your stay here as beneficial as possible, within reason and legal boundaries. **The staff is not responsible for the fact that you are here.** Their main function is to maintain you in a secure manner and safeguard your person and property. They are not permitted to give legal advice, so please do not ask them.

The purpose of this handbook is to inform you of the Grant County Correctional procedures, programs, discipline and grievance policy, and the rights to which you are entitled. This information is being made available to inmates so they will understand their individual responsibilities. If you have any questions about the information in this handbook, or other jail policies, ask a staff member. You may request a copy of this information in Spanish by filling out a Service Request form.

An inmate violating a criminal statute while in the jail may face additional criminal charges. This includes assaults on staff or fellow inmates, arson, rape, malicious mischief (destruction of property), disorderly conduct, riot, etc. Violation of the facility rules and regulations, or not living up to your responsibilities as an inmate, could result in movement to a less desirable living area or suspension of part or all of your privileges, such as commissary, television, visitation, good time, etc. Group punishment could be used when the staff is unable to determine the responsible individual for misconduct in a living area.

At booking, the corrections staff will determine your housing location based on criteria of age, personality, inmate safety and safety of the staff. Staff may change your housing location without notice if it is apparent that your behavior, or the behavior of your cellmates towards you, indicates a threat to the security of the facility or to the safety of the staff, other inmates, or you. Another determining factor will be your current charges, past criminal history and previous jail behavior.

If all inmates will follow the rules and regulations as noted in this handbook and show courtesy and respect towards other inmates and the staff, everyone's time in this facility will be more beneficial and less stressful.

The Grant County Satellite facility is a work-based facility. The Revised Code of Washington (RCW) allows that an Inmate sentenced to a term of incarceration in a County Jail may be compelled to work. If you are a sentenced Inmate who has been assigned to the Satellite facility, your participation in work-based programs is required. If you are a pre-sentenced Inmate, your presence here was determined by your acceptability due to your criminal behavior history and your agreement to work as a condition to incarceration.

Nothing contained in this handbook is intended or should be construed as to provide inmates a protected liberty interest that would prevent the Sheriff of Grant County, the Chief of Corrections, or his designee the ability to modify, suspend, or eliminate inmate privileges, programs, or services as deemed necessary to maintain the safety of the public, staff, and inmates, or the security and good order of the correction facilities.

SERVICES, PROGRAMS, PRIVILEGES

REQUEST FORMS

KITE- a Service Request form or "KITE" is the method used to communicate a written question(s) and or request. These can be used to contact corrections staff, the Chief Deputy, Lieutenant, Sergeant, Probation Officer, the Clergy, Courts, Attorneys, etc.

The "Section for Medical Request" is used when requesting medical services. See the "Medical and Dental" section of this handbook for further details.

**If your request is of a personal nature, forward your request in the form of a letter sealed in an envelope with the particular person's name on it. Your request will be delivered to that person, unopened. Kites sent through the dorm kiosks are reviewed by staff and are not confidential. Written communication of a legal and confidential nature should be done by means of legal mail.

Property Release Forms- These forms can be completed at release when transferring to another agency, or if needed, to a family member or bondsman if approved by facility supervision for bail or bond purposes (See property release on page 8 for more information.)

Law and Motion Docket Packet- Staff will supply you with the proper forms upon your request. Upon completion of the Request for scheduling staff, will route your document to the proper court office.

*Your request will be reviewed by a Judge and either granted or denied, depending on its merits and need. The corrections staff has no bearing on the Judge's decision of approval or denial.

**Photocopying Requests must be made to your Attorney. The correction facility staff will not photocopy documents for inmates.

MENTAL HEALTH, ALCOHOL, DRUG COUNSELING

If you have a mental health, alcohol, or drug related problem and wish to receive counseling, complete a Service Request form (Kite). Staff will then contact the appropriate agency or ensure that your request is passed on to the appropriate agency. If the need is immediate, notify an Officer and contact will be made at that time.

Mental Health services while in jail are for those inmates whose release date is near and they are interested in services once released. There will be no further recommendations for medications. If you were prescribed medications or received Mental Health services within the community previously, you will need to sign a release of records form, available from the medical clinic, so that our records may

be obtained and evaluated. If you are having suicidal or homicidal ideations, please inform Jail Staff and a Mental Health Professional will be contacted to complete an evaluation. If you are interested in a Mental Health Evaluation and possible services upon release, please re-write and address to MENTAL HEALTH.

PROGRAMS AVAILABLE

Religious services- Are available in the facility when Church/Chapel volunteers are available. Submit a Service Request form if you wish to receive these services.

Catholic Charities Counseling- This is a service that is offered to those in need of someone to talk to regarding mental health issues.

PRIVILEGES

TELEPHONE/VIDEO CALL KIOSKS

A kiosk is available in each Dorm Common Area where voice calls or video calls may be made, or video messages may be sent. All communication through the telephone/video kiosks are recorded and must be to individuals who have a prepaid account through the facility private carrier, Homewav, or phone time purchased through the facility commissary system. Information is posted in your dorm with instructions to assist you in use of the inmate telephone/visitation/messaging system.

As indicated above, phone time may be purchased through the weekly commissary orders in \$5, \$10, or \$20 dollar increments, or family and friends can add money to your account by calling 1-844-394-6639 or by going to <https://app.homewav.com>.

You will need your pin number to make a phone call. This pin number will be given to you at the time of booking. It is very important to keep your inmate telephone and commissary PIN numbers confidential. Do not tell other inmates your PIN numbers or leave personal paperwork containing your PINs out where other inmates might read it.

Use of another inmate's telephone or commissary PIN number and/or telephone account may result in a sanction for a facility rule violation or may cause criminal charges to be filed against you. Make your telephone/video calls as brief as possible so that others may have an equal chance in its use. Calls are pre-set to a 30 minute duration. Use of the telephone/video visit unit is considered a privilege. Abuse of telephone/video call privileges or equipment will result in the loss of use.

Personal use of the facility telephone/video visitation system is a privilege, not a right. Both the called party and inmate are expected to conduct themselves in an appropriate fashion at all times during a call or video visit. Vulgar or inappropriate conduct and/or speech may result in loss of the privilege for a specified period of

time, or possibly indefinitely depending on the violation or a continued history of conduct violations.

Inmates and video call visitors shall be visually identifiable, and the faces cannot be covered or obscured. Religious headgear shall not interfere with the verification of a person's identity. All persons attempting to register are subject to approval by jail staff before being allowed to visit.

Inmates and video call visitors shall be properly dressed at all times during their visit, there will be NO NUDITY PERMITTED. No Lingerie, swimsuits, see-through, provocative or tight fitting clothing will be allowed during the visit. Any removal of clothing shall result in immediate termination of the visit and the inmate may be subject to disciplinary action. Video calls shall be live-monitored and randomly reviewed from recorded files by visitation staff and other staff members as designated by the Chief of Corrections.

There is no expectation of privacy with any type of communication when utilizing kiosk services pertaining to video visitation, email, phone calls (audio and video), etc. All use of kiosk services is subject to recording, monitoring and retention. Inmates shall not use kiosk services to facilitate or conduct activities in violation of federal and state law, or the rules set forth in the Grant County Inmate Handbook.

Video call visitors are not allowed to record visitation sessions for any purpose. This will be considered a violation of the facility rules and will result in the immediate termination of the call (without notice). This may also result in the termination of future telephone/video call/ video visitation privileges, both onsite and home visits.

Except in verifiable emergencies, this jail will not accept incoming calls or messages for inmates after the first 24 hours of incarceration. Messages within the first 24 hours will be taken, within reason.

ON-SITE VISITATION

On-site visiting hours are posted in each dorm.

All on-site visitors must be 18 Years of age with government issued photo ID or driver's license, or must be accompanied by a parent or legal guardian. All visitors must be able to provide identification.

Inmates are allowed up to 3 hours of on-site visitation each week. Attorneys, clergy, probation officers etc. may visit at any reasonable hour, and will not count toward the weekly visitation limit. Any requests for on-site visits outside of the above posted times will require compelling circumstances, and must be approved by the Sergeant, Lieutenant or Chief of Corrections.

If you have been an inmate of a Grant County Correctional Facility, you may not participate in an on-site visit with an inmate in the jail until you have been out of

the facility for 6 months. An exception may be made for immediate family members such as parents, siblings, grandparents, children and spouse. Aunts, uncles and cousins are not considered immediate family. The immediate family exception does not apply to family members currently charged with a criminal violation of any type. You will also not be allowed any on-site visitation with any family member currently incarcerated in a Grant County Correctional Facility.

Visitors are not allowed to record visitation sessions for any purpose. This will be considered a violation of the facility rules and will result in the immediate termination of the visit (without notice). This may also result in the termination of future visitation privileges, both onsite visits and video calls.

Any visit where the visitor schedules with one inmate, but in turn visits another inmate will result in the visit being terminated without notice. This may also result in the termination of future visitation privileges, both onsite visits and video calls.

Visitors are only allowed to visit the inmate they are scheduled to see, other inmates are not permitted on the visit for any length of time. This will be considered a violation of the facility rules and will result in the immediate termination of the visit (without notice). This may also result in the termination of future visitation privileges, both onsite and video calls.

Visits may be interrupted or cancelled at any time at the discretion of the on-duty supervisor pending the activities and events of the facility.

NEWSPAPERS

The Columbia Basin Herald is provided on a daily basis excluding: Saturdays, Sundays and Holidays. These newspapers are for all inmates. Newspaper articles are not to be torn out, or the newspaper mutilated in any way. Destruction of any part of the newspaper could result in the loss of newspaper privileges to the entire Dorm. Newspapers will be traded out for the next issue.

ELECTRIC RAZORS

We offer Electric razors which are available according to the schedule posted. This can be found at the end of this handbook. All razors will be picked up and returned at lights out or at staff direction.

We offer disposable razors at our satellite facility which are available according to the schedule posted in each dorm. All razors will be collected prior to lights out or at staff direction.

*******Any alteration or misuse of, or damage to razors, could result in the inmate's loss of razor use for a determined period of time. Cases of repeated alteration, misuse or damage could result in loss of razor use indefinitely.

LEGAL LIBRARY ACCESS

The Grant County Jail provides inmates access to a Legal Kiosk to look up a variety of legal information. (i.e., state and federal laws, court rules, legal decisions, legal definitions, etc.). The Legal Kiosk is located on the dorm telephone/visitation kiosk.

VOTING

An inmate who will be in custody during an election and requests to vote by absentee ballot should complete an application. The completed application should be submitted to the facility Lieutenant, who will forward the application to the local election official.

EARLY RELEASE CREDIT (GOOD TIME)

You may earn up to five (5) days per month of early release credit (unless denied by the sentencing judge.) You can lose credit by disciplinary action, or not earn credit if removed from jail programs. Your release date is automatically reviewed to reflect good time.

INMATE WORKER STATUS

After sentencing, you are eligible for Inmate Worker status. The Staff and Supervisors will determine whether or not you will be given the opportunity, taking into consideration present and past behavior while incarcerated, and the risk of escape.

The duties of an inmate Worker may vary from working in the Kitchen, daily cleaning duties within the facility, assisting with visitation, Laundry, assigned work details at the satellite facility, etc. Any request by corrections staff to perform a duty will be required to be fulfilled. An additional incentive to becoming an Inmate Worker is an increase in good time credit. As an Inmate Worker, you may earn up to Ten (10) days per month of early release credit. If you are sentenced on fines, you will be given \$70.00 per day credit towards those fines.

RELEASE FROM JAIL

Your name will be called and you will be instructed to gather up all of your personal property and items issued to you by the Jail. All jail issued property will be inspected by a Corrections Officer, and any destruction of issued property could result in a citation for Malicious Mischief. You will dress in your own clothing and all your property returned to you. You will again be requested to sign for your property and your money. If you are released to another agency, your property and money will be bagged and transported with you to the other agency.

MEDICAL AND DENTAL

****FOR A MEDICAL EMERGENCY, IMMEDIATELY NOTIFY A STAFF MEMBER****

In the event of an emergency in your cell area, get the attention of the Corrections Deputy by pushing the intercom button. When asked, state the nature of the emergency, using your dorm and cell assignment to identify your location. Stand away from the door so the Corrections Deputy may take the appropriate action. You are required to respond to the request of the Officer in a prompt and cooperative manner; this includes locking down in your cell until the situation is under control, or assisting the Officer in the care of the injured or ill inmate.

The corrections staff is trained in execution of emergency procedures and will direct you in the proper actions if your help is needed.

Medical sick call is provided according to the availability of the nursing staff. If you need medical attention, fill out the "Section for Medical Request" portion of the Service Request form (KITE), to be forwarded to the medical staff for scheduling, if deemed necessary.

RCW 70.48.130 allows for emergency and necessary health care of an inmate while incarcerated. This same law allows Grant County to seek reimbursement of funds from any health care insurance or from the individual receiving such care. A co-payment fee of \$10.00 will be charged to non-indigent inmates for certain medical services consistent with health care reimbursement practices in the Department of Public Health and in the community at large. Necessary medical services will not be denied or delayed due to the inmate's inability to pay, or pending a determination of financial responsibility.

Co-payment fees will not be charged for the following services:

| | |
|----------------------------|--|
| Initial Admission Physical | Infirmery Care |
| Psychiatric Care | AIDS/HIV, STD Testing and/or Counseling as |
| Work Release Examinations | determined by a medical provider. |

Co-payment fees accrued by inmates who are temporarily indigent will be maintained in accounts receivable, to be collected at a later time during the current stays of incarceration, if or when funds become available. Indigent status is determined when the individual has less than \$10.00 remaining on his account after deduction of the medical charge.

MEDICAL SERVICES PROCEDURE

You will not be given health care against your will, **except as necessary to prevent the spread of communicable diseases, to relieve imminent danger**

to your life or, in the case of serious mental health disorders, to prevent imminent danger to your life or the lives and safety of others.

Your personal prescriptions may be brought to the Jail in their original containers. Prescription items will be distributed to you if authorized by the Jail Physician.

All medication including aspirin, Tylenol, vitamins, anti-histamines, cough syrup, etc. must be taken in front of the Corrections Officer/Nurse distributing the item, except medications given to the inmate by medical staff for self-administration. These self-administered items must be kept in the inmate's cell at all times, or will be subject to confiscation by the jail staff. Medications not taken by the inmate in the proper manner will be discontinued by the physician, if determined unnecessary. Over the counter medications will require a medication request form be filled out and signed prior to the medication pass. Your inmate account may be charged for over the counter, and in some cases prescription medications.

The Jail does not provide medications for sleep.

Taking medications prescribed for someone else is very dangerous and illegal.

Medical Staff will distribute medications as scheduled (See schedule below). Officers are allowed to distribute medications when medical staff is not available.

- Times for distribution of medications are: 02:00; 08:00; 14:00; 20:00

DENTAL CARE

Dental care will be provided to relieve severe pain, control or eliminate infection, or address a serious, health threatening dental condition. The necessity of such care will be determined by jail medical personnel, and scheduled at their discretion. Any requests for necessary dental treatment must be forwarded to medical personnel by means of a Service Request form.

PROPERTY

INMATE PERSONAL PROPERTY

During the booking process, all of your personal property will be removed from you, inventoried and stored in a secure area. You will be given the opportunity to review and sign the property inventory form upon your discharge. After being admitted to a Grant County Correctional Facility, you will be allowed to keep the following items:

Addresses and telephone numbers

Legal materials

Religious reading material (soft cover only)

Prescription eyeglasses, hearing aids, contact lenses, dentures.

Medications will be given to Medical staff for review. This is to include medications dropped off at the front window

JAIL ISSUE PROPERTY

Following the booking process, the corrections staff will issue items to you that will be checked out to you for your use. You are expected to care for these items and return them in good condition. If supplies issued to you are deliberately damaged, new charges may be filed through the Prosecutors office.

All washable items will be handed out at least weekly to be laundered as per your Dorm's schedule. All items laundered by the Jail will be cleaned and disinfected.

PROPERTY RELEASE

Property Release Forms are required to release any of your personal property to someone not in custody. The form requires your signature, the name and address of the person receiving the property, and a description of the property to be released. You have 5 days from the time of your arrival to release only those items that may assist you in obtaining bail or bonding out.

After the first 5 days, all property will remain in the Jail until you are released.

This same form is required to deduct funds from your account as payment for services rendered, such as notary services, payment of bail or court ordered fines, etc.

Each inmate will be allowed to release money from their jail account **one time only**, and only to an **immediate family member**. The only **exception** to this will be funds released to the Courts, Bail Bond Agencies, Legal Entities, etc.

You may only release property to someone outside this facility if you are being sent to prison, or to another county and you have too much property to take with you. You will need to fill out a Property Release Form including a description of the property to be released; the name and address of the person to receive the property, and your signature. They will have **30 days** to pick up the property.

To ensure proper accounting of your funds, the facility will only release your money upon your completion of a Property Release Form, noting the amount to be released, the name and address of the person receiving the money, and your signature. Money will not be transferred from your account to another inmate account.

All funds brought in by you or received in the mail for you will be placed into your inmate account. Unemployment checks will be verified to confirm that you were eligible for benefits during the time period covered, before being credited to your account. No personal, payroll, tribal, or second party checks will be placed onto

your account. Any such checks will be placed, not cashed, into your personal property.

INDIVIDUAL PROPERTY ALLOWED IN DORM

In addition, items purchased from the Jail Commissary and legal or religious material may be stored in the cell as long as it does not present a fire or health hazard. Additional items require the approval of the Jail Administration. All unauthorized items will be confiscated and the owners subject to disciplinary action.

INCOMING MAIL

Inmates of a Grant County Correctional Facility may receive unlimited mail. Mail from other correctional institutions will not be accepted. Incoming mail will be opened, inspected, and may be read to assist in the discovery and interdiction of contraband, and to protect the security, safety and other interests of the correction facilities. Mail that does not contain the sender's full name and return address will not be logged or delivered. The exception is mail from your attorney, the courts and government officials. Such mail will be opened in your presence. Excessive accumulation of mail in your dorm will be placed in your personal property. Privileged mail must be marked with the Court's or Attorney's office stamp and address and, cannot be taken through the front window unless from a confirmed attorney.

Packages from family members, friends, or others will not be accepted.

Publications which contain nudity or are deemed a threat, hindrance or are offensive in nature to legitimate facility objectives will be denied. All publications or books obtained from outside of the jail must be sent directly from the publisher or a retail bookstore.

Any money or items not allowed with you in your dorm will be placed in your personal property or inmate account, and you will be notified of its presence. Stamps or stamped envelopes received through the mail will be placed in your property.

Inmates shall be notified in writing whenever their mail is held or returned to the sender.

NOTE: Inmate mail or newspapers will not be accepted by corrections staff other than through the US Postal Service.

Any property received in the mail, which is not allowed in the facility, will be placed into your personal property until your release or, in some cases, may be returned to sender.

OUTGOING MAIL

Outgoing mail will be picked up daily. Stamps and Stamped Envelopes may be purchased through commissary for inmates who are not indigent. An indigent inmate is one who has had less than \$10.00 cumulatively, posted to their Inmate Cash Account 30 days prior to the date of the request to send indigent inmate mail. Indigent inmates will be allowed to mail 12 letters per month at County expense and unlimited mail to their attorney or the courts. All outgoing mail, including privileged mail (courts, attorney's, elected officials, governmental offices, etc.) is sent through the United States Postal Service. All mail sent out of the facility must have the sender's full name, complete return address in the upper left hand corner. Without the above information, the letter will be discarded.

The Jail address is: Grant County Jail, P.O. Box 37, Ephrata, WA 98823.

You are not allowed to send mail to a person listed on your restricted visit list or involved in your active case. Attempting to send mail to someone on your list or involved in your case may result in a sanction. To have your restricted visit list updated contact your Defense Attorney. Also, attempting to send letters out in someone else's outgoing mail may result in a sanction.

Outgoing mail, other than privileged mail, may be opened and inspected.

Once you are no longer in custody in this facility, your mail will be returned to sender. Therefore, if you are expecting mail, it is your responsibility to contact the sender and notify them that you are no longer at this address.

RECEIVING FUNDS

Personal, payroll, tribal, or second party checks will not be deposited on your inmate account. Incoming money orders or cashier's checks (with the inmate as payee) will only be received through the US Postal Service. The funds will be receipted and credited to your inmate cash account. A copy of the receipt will be given to you with the incoming mail. This facility will not accept responsibility for cash sent through the mail and would strongly advise against such practices.

- Funds will also be accepted at the Lobby Kiosk,
- Online at www.accesscorrections.com
- Calling 1-866-345-1884

COMMISSARY

A commissary is available for the correctional facilities for your convenience. A listing of available items and their prices is provided in the dorm kiosks. You may place a commissary order once, weekly through the dorm kiosk. There must be adequate funds in your account before a commissary request will be filled and delivered to you. An account balance of your inmate funds is available on the kiosk for your review. Any order which exceeds the amount of funds on your inmate account will cause the entire order to be rejected.

Your commissary order will be processed on Tuesday and you will generally receive your commissary items on Saturday as staff time permits.

Late orders will be rejected, and either deleted or held until the next scheduled commissary order.

COURT APPEARANCES/COURT MATTERS

Trial clothing will only be accepted when it is determined that you are in fact going to trial.

BENCH WARRANTS

If you have been arrested on a bench warrant, your appearance in court will be on the first court day after your arrest. Bench warrants are issued because of an individual failure to obey an order of the court.

FELONY ARREST

If you have been booked on a felony charge, you will appear in the Grant County Superior Court on the first court day following your arrest. You will be advised of your rights, as mandated by law, and advised of the specific charges filed against you. You may be released on your own recognizance (PR), or have bond set as surety for your release. If a bond amount is ordered, your release is dependent upon payment of that bond amount.

GROSS MISDEMEANORS, MISDEMEANORS, CRIMINAL, TRAFFIC

Arraignments will be in the Grant County District Court on the first court day following your arrest. The court will advise you of the charges against you and your rights concerning the charges.

It will be determined if you wish to be defended by an attorney, and if so, if you qualify for a Public Defender. If you choose to hire an attorney, or a Public Defender is appointed to you, a future court date for entry of plea will be scheduled. The judge will then address whether you will be released on your own recognizance, or if you will be held pending payment of bail or bond.

If you choose not to be defended by an attorney, you may, at that time enter a plea of guilty or not guilty.

If you plea "not guilty" the court may release you on your own recognizance, or set a bail or bond amount. In either case, a future court date will be set for your appearance.

If your plea is "guilty", and it is accepted by the court, you are subject to immediate sentencing. However, the court may continue your sentencing to a future date.

CIVIL WARRANTS

Civil arrests differ from criminal in that they pertain to civil laws of the State Of Washington. Matters such as divorce, child custody and support, bankruptcy, etc., are included in civil law. Failure to comply with an order of the court in a civil matter could result in a warrant being issued for your arrest.

Civil warrants may or may not be bondable, depending on the charges involved or the orders of the court.

OUT OF COUNTY WARRANTS

If you have been arrested on a warrant from a jurisdiction outside of Grant County, but within the boundaries of Washington State, and are not able to post bail or bond, you will be transported to the custody of the other jurisdiction on the next available transport date. If local charges are pending, transportation will be after disposition of all local charges.

OUT OF STATE WARRANTS

If you have been arrested based on charges from another state, you are being held under the State Of Washington Fugitive Laws.

These charges have to be a felony and meet the criteria for arrest within the State of Washington Fugitive Arrest Laws. Since the charge is a state of Washington "Fugitive" charge, you will have an appearance in Superior Court, appropriate bond set (if the court elects to set bond), and rights to a Public Defender, if you cannot afford to hire your own attorney. You will be requested to sign a Waiver of Extradition to allow your return to the State of jurisdiction. If you refuse, the State of jurisdiction will petition the court for a 30 day extension to obtain a "Rendition Warrant" or "Governors Warrant" from the Governor of the State of Washington, and a 60 day extension when the 30 days are exhausted.

Upon signing the Wavier of Extradition, or upon being served with the Rendition Warrant and your court appearance in Superior Court, the State of Jurisdiction has generally 10 days (except in capital cases, in which 120 days is allowed) to arrange for your transport to their state.

DEPARTMENT OF CORRECTIONS (STATE CHAIN)

The State Chain is used by the Department of Corrections to transport convicted felons to Shelton, the State Corrections Intake Center. Male inmates are picked up once per week. Female inmates are generally transported twice per week.

If you have pleaded guilty, or been found guilty of a felony charge, and received a sentence of more than one year (1 year and 1 day minimum), you will be placed into State custody.

When transported by the State Chain, they will allow you to take your funds, legal paperwork, and a plain wedding band (no stones). You will have to make arrangements to have the balance of your property picked up prior to your departure to the State Intake Center. Your property can only be held in the Jail for a short period of time (30 days) due to storage limitations.

FEDERAL WARRANTS

The Grant County Correctional Facilities are an approved holding facility for federal inmates (US Immigration, US Marshall). While detained within this facility, you are subject to the rules and regulations of this facility to the same extent as local inmates, even though these rules may be different than those of the federal institutions you are going to or are from.

PUBLIC DEFENDERS AND DOC OFFICERS

PUBLIC DEFENDERS

Grant County Corrections does not assign Public Defenders. When you have your initial appearance in court, if you request a Public Defender, the Judge will determine if you qualify for an attorney at public expense. If it is determined that you have sufficient funds to hire your own attorney, your request will be denied. If it is found that you do qualify, your case will be forwarded to the Public Defenders Office to have an attorney assigned.

Contact with the Public Defender is the responsibility of you and your assigned attorney. This can be accomplished by mail, telephone/video conference (the attorney may need to set up an account with the inmate telephone provider, Homewav), or by attorney visits to the facility. The corrections staff will not call or take messages to your attorney while he or she is in court. You are allowed free, unlimited legal mail while you are in this facility.

If you have pleaded guilty to a traffic or misdemeanor charge during your first appearance, and later determine that you require a Public Defender, submit a Service Request Form (Kite) to staff and it will be promptly routed to District Court.

DOC OFFICERS

If you have been convicted of a felony charge and community supervision imposed, or if you've been detained for violation of your supervision, a Community Corrections Officer will contact you to inform you of your obligations, rights and as to any hearings that may be required.

If you would like to talk to your Community Corrections Officer, submit a Service Request form (Kite) to the Jail Staff and it will be given to a Community Corrections Officer. Specify the name of your probation officer on the "kite".

DOC Sanctions

As of May 29, 2009, any DOC sanction imposed will no longer run concurrent to any sentence imposed by the courts. This is a Washington Court of Appeals decision that states to run these sanctions concurrent is a manifest error in the law.

DORM LIVING

INMATE CONDUCT

Besides observing all applicable laws, inmates are required to abide by the rules and regulations of the facility. These rules and regulations have been designed to ensure the orderly operation and security of the facility, safeguard the person and possessions of the inmates, protect the rights of both inmates and staff, and make living in a custody setting bearable.

In cases where you are assigned to a Dorm without individual cells, or assigned to a 2-man cell, it is important to abide by these rules and to respect the other individual(s) privacy and rights to the greatest extent possible.

As an inmate in this facility, you will be expected to clean your cell regularly, and to actively participate in the cleaning of your Dorm. This will be accomplished by the following:

1. Ensuring that your bed is made and free of dirt, dust or food particles.
2. Dusting and wiping the writing counter.
3. Sweep and mop the cell floor.
4. Clean the toilet/sink free of soap scum and build-up on all surfaces.
5. Clean the cell mirror free of smudges, dirt and dust.
6. Neatly fold and stack any clothing or reading material not in use.
7. Photos, magazine pictures, etc., will be displayed on the reading bench only and will not be hung on walls, doors, windows, lights, mirrors etc.

8. Clean the cell walls and doors as needed to keep them free from dirt and grime. Affixing anything to walls, doors or light fixtures is prohibited.

These cleaning measures are required for hygienic reasons to inhibit the spread of diseases and infestation of insects.

Other basic rules of Dorm living to observe are:

1. Reasonable quiet will be required at all times. Banging, yelling, loud whistling, excessive volume on the television is prohibited.
2. The Emergency Call button is for emergency purposes only. Misuse of the Emergency call button for non-emergency situations may result in a sanction. Staff is required to conduct audio/visual cell checks and anything observed via audio or visual checks may be subject to discipline and/or criminal charges.
3. A reasonable time limit in showers and dorm use toilets should be observed to allow everyone equal use.
4. Each inmate will do his share in regard to stacking and handing trays out of the dorm after meals.
5. All inmates in the dayroom area must have their coveralls or authorized workout attire on at all times. Workout attire will consist of either a t-shirt and blue commissary shorts or t-shirt and coveralls at the waist. **Except at the Satellite Facility**, Coveralls will remain pulled up and buttoned up at all times when off your bunk. (Commissary shorts are not authorized attire at Satellite Facility)
6. Nothing is to be worn around your head or neck

Satellite Facility Specific Dorm Conduct

1. Towels and Mesh Laundry Bags will be hung up on your bunk against the wall.
2. No Showers after lights out to until after breakfast has been served and no showers between 8 A.M. and 9 A.M.
3. Only two mattresses are allowed per bunk as determined by staff. Mattresses will not be used on the floor or swapped from bunk to bunk without Staff Approval. Mattresses will not be folded in such a manner as to damage them.

RULES AND REGULATIONS

MINOR VIOLATION AND PROCEDURES

MINOR violations are handled by any jail staff member, and may result in restriction to your room and privilege loss, repeated commission of MINOR violations will be handled as a MAJOR violation. Your third minor violation will be treated as a MAJOR violation.

If you are charged with a MINOR violation, you will be verbally advised of the action you took which was a violation, and what minor rule you are alleged to have violated. The staff member will follow up your verbal notification with a written infraction within 24 hours but preferably prior to the end of the sanctioning staff members shift.

The staff member will advise you what sanction he/she feels is appropriate to the violation, and will advise the Shift Supervisor of their decision. The Supervisor as an impartial third party will review the facts and has the option of directing a modification to the sanction if they deem it appropriate.

MINOR VIOLATION APPEALS

As an inmate sanctioned with a minor violation you can request an informal review of the sanction within 24 hours from the date and time listed on the sanctions. Reviews will be addressed to the supervisor approving the sanction. Requests for an informal review will be sent on an Inmate Service Request form to the supervisor listed on the sanction. The approving supervisor will answer your request on the Inmate Service Request Form and return it to you. Any request for informal review will not necessarily delay the actions of the sanction from being carried out.

SANCTIONS MINOR

1. Verbal counseling, warning or reprimand
2. Written warning or reprimand
3. Confinement to room not to exceed 2 consecutive days loss of hour out.
4. Loss of recreation up to 14 days.
5. Loss of privilege for up to 14 days (Example: telephone, television, personal mail, etc.) (legal visits and privileged mail shall not be denied)
6. Loss of ability to order commissary, up to 14 days.
7. Loss of personal visitations up to 14 days.
8. Work assignment or extra work assignment.
9. Any action deemed appropriate by the floor officer and no more severe than those listed above.
10. Third minor violation will be treated as a major violation (MAJ 108)

PROHIBITED ACTS - MINOR

1. Failure to keep living area neat and orderly, or to participate in cleaning requirements.
2. Failure to maintain adequate personal hygiene.
3. Whistling, pounding, loud singing and/or shouting is prohibited.
4. Communication with inmates or visitors by verbal or written means, other than by authorized means, is prohibited. (This includes communication with other inmates through the upper tier doors)

- verbally, or by written means or conversing with the public or other inmates while on a work detail).
5. Inmates will return all trays, bowls, and uneaten food items at the end of each meal. All food served during meal times will either be consumed or removed with the food trays. This includes fruit, bread, desserts, and condiments.
 6. Passing notes or letters from one dorm to another outside of normal guidelines.
 7. Repeated swearing or use of vulgar language.
 8. Running, rough housing or horseplay in the facility, on facility grounds, or while on work details.
 9. Failure or inability to fulfill, accomplish, or abide by any legitimate request of staff or the standards set forth in the inmate handbook.
 10. Encouraging other inmates to violate facility rules.
 11. Interfering with staff in the performance of their duties.
 12. Lying or knowingly making a false statement to staff.
 13. Excessive use of call buttons for non-emergency purposes.
 14. Possession of nuisance contraband (commissary item packaging and containers, excessive newspaper and/or magazine photo's, articles, etc.)
 15. Not being in your bed, or making excessive noise after lights out.
 16. Hanging, gluing, taping, tooth pasting or affixing anything to walls, doors, fixtures, furniture, or equipment.
 17. Use of another inmate's stamps (This is also a violation of RCW 9A.56.020 Theft) or including a letter in with another inmates mail.
 18. Any conduct or actions deemed to be a minor offense in nature that interferes with the orderly operation of the facility as determined by the facility staff.
 19. Looking out of the dorm windows while walking by them, or while shaving is prohibited. Looking into others Dorms from the hallway is also prohibited.
 20. Contacting or attempting to contact Witnesses/Victims/Suspects involved in an active case through direct or indirect means.
 21. All inmates will be properly dressed when out of their dorm/cell, or in the day room. It is required that inmates will wear their Jail coveralls when outside their dorm/cell, or in the day room. All inmates will be required to either wear either sandals or shoes when outside their dorm/cell, or in the day room.
 22. Climbing, sitting or hanging on railings or table tops is not allowed for sanitary and safety reasons.
 23. Inmates will not be allowed to switch cell/bunk assignments without prior authorization from a Jail Staff Member.

MAJOR VIOLATIONS AND PROCEDURES

MAJOR violations are considered serious offenses and may result in transfer to Disciplinary Segregation, loss of good time, and extended restriction of minor disciplinary measure. A major violation is defined as the violation of any law of the State of Washington, to include any act that threatens or causes harm to another person, or violation of any of the major rules listed in the inmate handbooks for the Grant County Jail and Satellite Facility.

Staff members will identify the violation, and if immediate action is necessary, will take that action. In some cases, an individual or dorm may be placed in lockdown status pending an investigation of the violation.

Any Jail Staff member may determine whether an inmate's actions warrant disciplinary action. The Staff Member will inform you via a written sanction advising you of what rules were broken, and what punitive actions they are recommending. A copy of the written sanction will be delivered to you in a timely manner, preferably prior to the end of the sanctioning officer's shift.

It is the practice of the Grant County Jail not to carry out punitive actions of a major sanction until the inmate alleged to have committed the major infraction has had time to request a sanction review hearing or when the review hearing has been completed. In some cases, immediate actions are needed for incidents that create a security risk, or endanger the health and safety of inmates, staff or visitors.

MAJOR VIOLATION APPEALS

As an inmate sanctioned with a MAJOR violation you can request a formal review of the sanction, within 72 hours from the date and time listed on the sanctions. The request for review must be submitted via the dorm kiosk on an Inmate Service Request form requesting a sanction review hearing. Write "REVIEW" in the Service Request/kite Subject box. Include any witness and/or documents you may need prior to the hearing, with your request.

As an inmate sanctioned for an alleged violation of a major rule you have the right to:

1. Request a review within 72 hours from the time the sanction was received.
2. A review hearing within 5 days (excluding Saturdays, Sundays, and holidays) of receipt of your written request unless circumstances arise which would cause the hearing to be pushed out. The hearing should then take place as soon as possible.
3. Be present at all stages of the hearing, except during decisional deliberations.
4. Appear on your own behalf, to present witnesses, and to present documentary evidence unless the exercise of such rights would be unduly hazardous to institutional safety or correctional goals.
5. Be assisted in understanding and participating in such hearing by a correction staff member, if unable to represent themselves.
6. Be provided with written findings of the hearing officer.

7. Appeal the findings of the hearing officer within 48 hours to the Chief Deputy of Corrections. The appeal request must be submitted via the dorm kiosk on an Inmate Service Request form requesting a review of the Hearing Officer findings. Write "APPEAL" in the Service Request/kite Subject Box.

MAJOR VIOLATIONS

Category A, Serious Minimum 21 days to maximum 45 days loss of Good Time and minimum 21 days to maximum 30 days Disciplinary Segregation and possible extended loss of privileges as listed under minor rule violations. Restitution for full replacement or repair costs of any items damaged or destroyed.

Category B, Moderate Minimum 11 days to maximum 20 days loss of Good Time and minimum 11 days to maximum 20 days Disciplinary Segregation and possible extended loss of privileges as listed under minor rule violations. Restitution for full replacement or repair costs of any items damaged or destroyed.

Category C, Minimal Minimum 2 days to maximum 10 days loss of Good Time and minimum 3 days to maximum 10 days Disciplinary Segregation and possible extended loss of privileges as listed under minor rule violations. Restitution for full replacement or repair costs of any items damaged or destroyed.

Repeated Minor A third *minor* violation in any category or the second violation of a *minor* rule you have already been sanctioned on, in the last 3 years, will be treated as a major violation (MAJ 206, MAJ 309)

Category C (Minimum)

101. Possess contraband deemed more serious in nature than nuisance items. Any item not authorized for retention and not issued to inmates by regular channels, or any authorized item that has been altered to serve a purpose other than that for which it was originally intended, is considered contraband.
102. Alter, damage or destroy any County property including but not limited to:
 - a) Walls, doors, ceilings, windows or jail fixtures, by pasting or posting any pictures, drawings or by writing, drawing or scratching on them.
 - b) Jail issue items to include clothing and bedding.
103. Offer a bribe, or give anything of value, to any Jail Staff Member for services, favors or preferential treatment.

104. Claiming to be another person for any reason to include misrepresenting themselves by using a false or misleading name to sign for or receive another inmate's property, commissary, or mail.
105. Communicate with individuals outside of the Jail except as provided within the Jail Rules and Regulations or the Inmate Handbook.
106. Assist or promote another inmate to break any of the Rules and Regulations of the Jail.
107. As an inmate worker (trustee), change duties or shifts without the permission of a Jail Staff Member, or be late or absent for any work assignment without approval of a Jail Staff Member.
108. Repeatedly commit minor violations of the Jail Rules and Regulations. (3 or more during any incarceration period)
109. Threatening any person with bodily harm, or with any offense against his or her person.
110. Possessing fire starting material and/or devices.
111. Being present in an unauthorized area of the facility, to include a dorm other than the one to which the inmate is assigned.
112. The smoking of any substance in the facility.
113. Any conduct or actions deemed to be a major offense in nature that interferes with the orderly operation of the facility as determined by the facility staff, Corporal, Sergeant, or Lieutenant.
114. Talking after lights out (1st offense).
115. Refusal to follow or cooperate with any legitimate request of staff or the standards set forth in the inmate handbook.
116. Assisting in the violation of a valid No Contact Order.
151. Participants must report in with the facility staff immediately upon return to the work release facility.
152. In the event of any unavoidable delay in returning at approved times to the Work Release Facility; participants shall promptly notify facility staff thereof.
153. Participants must immediately report to facility staff any termination, suspension, or change in the status, hours, schedule, or location of their employment, education, or treatment programs.
154. Participants must fully and regularly attend approved work, school or treatment programs, except when absence is properly excused by the employer, school, or treatment provider.
155. Participants must immediately report to facility staff any change in the status of their driver's license, or, where applicable, proof of insurance, vehicle registration or vehicle license tabs.
156. Participants will not store, bought perishable food inside of lockers.

Category B (Moderate)

201. Engage in behavior that directly endangers the health, safety or security of the Jail Staff, another inmate or the Jail.
202. Steal the property or knowingly possessing stolen property of another inmate, the County of Grant, or the State of Washington.

203. Make insulting or derogatory remarks about race, creed, color, national origin, beliefs or religion of another inmate, or a Jail Staff Member.
204. Manufacture, possess or being under the influence of any intoxicants, drugs or other controlled substances.
205. Palm or hoard any medication prescribed by a physician or dispensed by a Jail Staff Member.
206. Repeatedly commit category C major violations or receive a second category C violation of a rule previously sanctioned with. (Within the last 3 years)
207. No inmate shall fail to obey or comply with a lawful order of a Jail Staff Member, or any other law enforcement official, or standards set forth in the inmate handbook
208. Verbal abuse towards staff, other inmates, or the public is prohibited.
209. Combative or aggressive posture towards staff or any other person.
210. Any conduct or actions deemed to be a major offense in nature that interferes with the orderly operation of the facility as determined by the facility Sergeant or Lieutenant.
211. Attempting to or knowingly assisting in the violation of a valid No Contact Order through direct or indirect means.
212. Attempting to tamper with a Witness/Victim in an active case through direct or indirect means.
213. Any conduct or action deemed to be a major offense in nature while using the dorms kiosk whether audio, visual or in writing. This would include excessive use of profanity, verbal abuse towards staff or any other disruptive behavior that would interfere with the orderly operation of the facility.
251. WR Participants must not use or possess any controlled substance (except by valid prescription) or alcohol. Participants must submit to a breathalyzer, on-site urinalysis or a search. Any indication of use is grounds for termination from the program.
252. WR participants must provide written proof of validly prescribed medications to facility staff. Participants must take prescription medications only in compliance with prescribed instructions.
253. Upon release, WR participants must proceed directly to their scheduled and approved work, school or treatment sites and return directly to the WR Facility. Any deviations from the approved schedule must be approved by facility staff.
254. Upon request of facility staff, participants must fully account for his or her activities.
255. Regardless of previously authorized leave, a participant must return to the Work Release Facility within one hour of any request from facility staff to do so.
256. Participants will not bring any edged weapons into the Work Release Facility for storage, this would include knives, box cutters and/or Gerber Multipliers with knives.

Category A (Serious)

301. Physically abuse or assault any Jail Staff Member, another inmate or the public.
302. Hold another person hostage.
303. Make, possess, or conceal any type of weapon. Any item or items determined by a Jail Staff Member to be altered for, or displayed in a manner indicating use as a weapon will be considered a weapon.
304. Escape or attempt to escape from the Jail, any work or educational assignment, or from the custody of a Jail Staff Member.
305. Alter, damage or destroy any County property including but not limited to:
 - a) Jail doors or locking devices.
 - b) Any structural, operational, or jail issue item by flooding, due to intentionally blocked plumbing, fire or vandalism.
 - c) Tamper with plumbing, fire or electrical systems.
306. Extort blackmail or demand anything from a Jail Staff Member, or another inmate, by use of threats or force.
307. Claiming to be another person for any reason to include misrepresenting themselves by using a false or misleading name to receive another inmate's medication or to secure release from the jail.
308. Engage in any sexual act with another person.
309. Repeatedly commit category B and C major violations or receive a second category B violation of a rule previously sanctioned with. (Within the last 3 years)
310. Rioting
311. Intentionally or recklessly setting a fire.
312. Introducing into or transferring with-in the facility, any narcotic, controlled substances, intoxicants, or drugs.
313. Any conduct or actions deemed to be a major offense in nature that interferes with the orderly operation of the facility as determined by the facility Lieutenant.
314. Violating a valid No Contact Order through direct or indirect means.
315. Tampering with a Witness or Victim involved in an active case through direct or indirect means.
316. Any conduct or action deemed to be a major offense in nature while using the dorms kiosk be-it audio, visual or in writing that could be considered sexual or criminal in nature.
317. Conspiring to introduce into or transfer within the facility any narcotic, controlled substances, intoxicants or drugs.
351. Work Release Participants will be terminated from the program upon determination by the Work Release Lieutenant that a participant has falsified any documents or verbal statements to facility staff.

INMATE GRIEVANCE PROCEDURES

All inmates shall have a grievance procedure available to express complaints and concerns or challenge the conditions of their confinement without fear of reprisal.

Inmates who have questions, concerns, or who may disagree with a classification decision effecting them personally should request a review of his or her classification on the appropriate form, which would be a Service Request Form (KITE).

Inmates shall first attempt to resolve the grievances on an informal basis with the on-duty Corrections Deputy. If, in the opinion of the inmate, the matter is still unresolved, the inmate may file a formal written grievance this is to be done in a timely manner, within 72 hours of the complaint or issue.

Grievance forms can be accessed via the dorm telephone/video visit kiosk. Any grievance forwarded containing obscene language or sexual connotations which do not apply to the matter being grieved may be rejected and may subject the inmate to disciplinary action. Only one single matter or complaint per grievance will be accepted. Grievances with multiple complaints and/or those that do not meet complaint time allowance restrictions will be rejected.

The inmate shall complete the form on the dorm kiosk, which will be forwarded electronically to the appropriate supervisor.

Inmates wishing to appeal the shift supervisor's grievance response may do so by writing "APPEAL" in their written request. Appeal requests must be forwarded within 48 hours of receiving the appealed response. The appeal will most likely be reviewed by the supervising lieutenant of the individual who answered the grievance. The final level of appeal is to the Chief of Corrections. The decision of the Chief of Corrections is final and no further recourse of appeal shall be available at the Grant County Jail or Grant County Satellite Facility.

Inmate grievances regarding health care issues should be initially investigated and addressed by facility health care staff. Inmates wishing to appeal the facility health care staff's grievance response may do so by writing "APPEAL" in their written request. Appeal requests must be forwarded within 48 hours of receiving the appealed response. Any appeal of the facility health care staff's findings will be forwarded to the Physician's Assistant or Physician of the authorized medical provider. The final level of appeal is to the Chief of Corrections. The decision of the Chief of Corrections is final and no further recourse of appeal shall be available at the Grant County Jail or Grant County Satellite Facility.

Copies of healthcare grievances and the health care provider and/or facility's response shall be placed in the inmate's medical file.

PRISON RAPE ELIMINATION ACT (PREA)

The Prison Rape Elimination Act (PREA) was passed by Congress on September 4, 2003. The Grant County Sheriff's Office, Grant County Jail, and Work Release Center has established a zero tolerance policy concerning sexual misconduct or abuse of inmates. You have the right to be free from intimidation or pressure from

staff, inmates or any other person to perform or engage in sexual behavior regardless of your current situation or sexual orientation.

Sexual misconduct is defined as any behavior or act of a sexual nature directed towards an inmate by another inmate, staff member, volunteer, visitor, agency representative or other person while incarcerated at the Grant County Jail or Work Release Center. This includes acts, or attempts to commit acts, including, but not limited to:

1. Sexual battery, sexual assault, sexual abuse, activities to provide for the sexual gratification of another, sexual harassment, sexual conduct, obscenity or an unreasonable invasion of privacy; and
2. Also includes conversations or correspondence that suggests a romantic sexual relationship between an inmate and any staff or agency representative referenced above. Such conversations or correspondence between inmates, if deemed unwanted by the receiving inmate, could also be considered sexual misconduct.

PREVENTION - of sexual misconduct can be accomplished by being aware of your surroundings. Do not accept gifts or favors that come with strings attached. Do not accept offers for protection, which is what the duty of the correction staff is. Be direct and firm when saying no to unwanted activity. If you fear for your safety report it to staff.

REPORTING – of sexual misconduct can be done verbally, in writing, anonymously, and by third parties. You will be protected from the assailant and the incident will be referred to a detective to investigate the incident. All reports concerning the identity of the victim of sexual battery and the facts of the report are only limited to those who have a need to know to make decisions concerning your welfare and for investigative purposes.

You may report to staff, supervisors, lieutenants, the Chief Deputy of Corrections, the dedicated PREA Report Line (509-754-6040), or the Ephrata Police Department at 121 Alder Street S.W., Ephrata (509-754-2491).

INVESTIGATION – The Sheriff’s Office will conduct the investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may need a medical exam. Do not clean up, it is important to be examined prior to washing, changing clothes or using the restroom. You may be asked to give a statement and if criminal charges are brought against the assailant you may be asked to testify. False reporting will result in sanctions and/or criminal charges.

TREATMENT AND COUNSELING – Treatment will be provided by medical staff. You will be referred to a Victim Advocate. In the event you need more assistance in coping with the event, a jail minister or mental health provider can be requested on your behalf.

