

# REENTRY CENTER HANDBOOK

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WA 98903 (509) 573-6318



Bellingham Reentry Center  
1127 N. Garden St., Bellingham  
WA 98225 (360) 676-2150



Brownstone Reentry Center  
223 S. Browne St., Spokane,  
WA 99201 (509) 381-6200



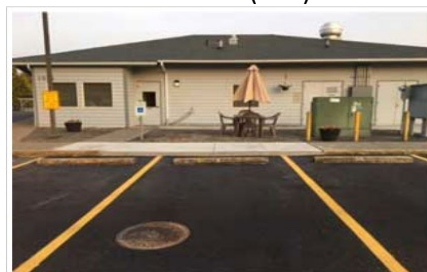
Eleanor Chase Reentry Center  
427 W. 7<sup>th</sup> Ave., Spokane  
WA 92204 (509) 381-6300



Helen B. Ratcliff Reentry Center  
1531 13<sup>th</sup> Ave. S., Seattle  
WA 98144 (206) 814-4602



Longview Reentry Center  
1821 1<sup>st</sup> Ave., Longview  
WA 98632 (360) 577-2211



Olympia Reentry Center  
1800 11<sup>th</sup> Ave. SW, Olympia  
WA 98502 (360) 586-2731



Peninsula Reentry Center  
1340 Llyod Parkway, Port Orchard  
WA 98367 (360) 895-6157



Reynolds Reentry Center  
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WA 98104 (206) 464-6320



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Wenatchee Valley Reentry Center  
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WA 98801 (509) 300-5411



# August 2024

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## General Information

### Notice to Residents

This handbook is provided to all Residents housed at Department of Corrections (DOC) Reentry Centers. DOC policy updates, revisions, directives, local facility operational memorandums, kiosk messages and local/government issued procedures may supersede the information contained in this handbook.

The most current edition of this handbook, DOC policies, operational memorandums, procedures and informational brochures and resource information are available for review in each facility and on the [DOC external website](#)

The rules of the Reentry Center are based upon legal requirements set forth in the Revised Code of Washington (RCW), Washington Administrative Code (WAC), DOC Policies, which include Operational Memorandums, posted directives, and case plans.

**\*All items in this handbook are subject to change and changes will be posted in advance\***

### Facility Overview and Introduction

*Applicable policy number(s): [470.450](#), [190.500](#), [250.500](#)*

### Facility Definition

The facility consists of the entire building, parking lot and grounds. Residents must remain in the building and/or designated outside areas, unless authorized to leave. Areas that are restricted include administrative areas/offices, duty station(s), kitchen, and areas that are posted as restricted access, unless authorized and/or accompanied by staff.

Program rules and regulations are posted in facilities and are also available in facility binders. Current policies are also posted online at: [www.doc.wa.gov](http://www.doc.wa.gov)

The facility complies with all sanitation and health codes mandated by federal, state, and local authorities. Routine inspections are conducted to ensure a high level of standards for sanitation, housekeeping, and repair, for the safety and well-being of all who enter the building.

### Behavior

Residents, Visitors and Staff are expected to be respectful of those living and working in the facility. This includes:

- Noise shall be kept to a minimum to allow Residents the opportunity to enjoy rest, sleep, conversations, and programming.
- Language will be respectful and inclusive.
- Weapons are strictly prohibited inside the facility or anywhere on facility grounds by visitors, volunteers, and vendors.

### Staff Roles and Responsibilities

#### Roles

Facility staff consists of the following:

- |                                       |                        |
|---------------------------------------|------------------------|
| ▪ Reentry Center Manager (RCM)        | ▪ Administrative Staff |
| ▪ Community Corrections Officer (CCO) | ▪ Custody Officer (CO) |
| ▪ Kitchen Staff                       | ▪ Maintenance Staff    |
| ▪ Navigators                          | ▪ Contract Staff       |

All Residents will be assigned a CCO, who is responsible for case management. They will assist Residents with case planning and their successful reentry into the community. All staff may help with community appointments and programming, financial matters, behavioral issues, and other areas that promote a positive transition to the community. CCO's are available for office appointments and may also be contacted by phone, text, email, or kiosk. Resident concerns are to be addressed with the assigned CCO to ensure streamlined services.

Facility staff are on duty 24-hours a day, seven days a week and are available for direction and support. Frequent and positive communication between staff and Residents is key to safe facility operations and a successful stay.

Staff are authorized to take the following steps in response to behavior management issues:

- Addressing behavior verbally.
- Behavior Observation Entry.
- Facility or Room Restriction.
- Termination of Social Outing or Visiting Privileges.
- Other actions deemed necessary for safe operations.

### **Responsibilities**

Staff will maintain the highest standards of professionalism and will treat each person with dignity and respect. Staff will conduct themselves in a manner consistent with department core values, policies, state and federal laws, the Prison Rape Elimination Act (PREA), and other applicable laws.

DOC has **zero tolerance** for sexual misconduct.

### **Interactions between Staff and Residents**

*Applicable policy number(s): [850.030](#), [490.700](#),*

Staff and Residents, including their family and close associates, will not engage in private and/or unofficial business with each other.

This includes, but is not limited to the following:

- Having contact with staff outside of the Reentry Center.
- Staff are required to report all contact in the community with Residents, including those under DOC jurisdiction.
- Staff may not give or accept gifts, gratuities or favors, barter, or have any financial dealings with Residents, their family, or close personal associates.
- Staff may not deliver messages, mail, or articles of property for Residents, their family, or close personal associates, outside of official duties.
- Staff are not allowed to provide Residents housing upon release or serve as furlough or social outing sponsors, unless granted in writing by the Appointing Authority.
- Staff may not give advice or counsel Residents regarding health care.
- Staff may provide a list of available resources in the community.
- Residents shall respect staff's right to privacy and refrain from asking staff about their private lives.
- Give or assist, advise, advocate for, or counsel Residents with legal advice.

### **Residents have the right to:**

- Be treated respectfully, impartially, and fairly by all staff.
- Be informed of the rules, procedures, and schedules concerning the operation of the facility.
- Freedom of religious and faith practices, including attendance at worship services.
- Access to medical and dental treatment at their own expense.

- Nutritious meals, proper bedding, access to laundry, shower facilities, and proper ventilation for warmth and fresh air.
- Be called by their preferred pronouns or gender identity and wear gender-affirming clothing.
- Unrestricted and confidential access to the courts via correspondence (phone, mail, in person).
- Participate in education, vocational training, and employment.
- Utilize Resolution Process.

**Residents have the responsibility to:**

- Treat staff and other Residents respectfully, impartially, and fairly.
- Read the handbook to ensure a complete understanding of facility operations and expectations.
- Maintain sanitary, neat, and clean-living quarters and complete facility chores, as assigned.
- Find and maintain approved programming in the community, participate in assigned treatment programs, and seek medical and dental care, as needed.
- Display positive and appropriate behavior.
- Plan for successful transition to the community.

**Preventing Unprofessional Relationships**

Private relationships between staff and Residents are prohibited. This behavior ranges from overly casual to romantic relationships between staff and Residents and/or between Residents in the Reentry Center. When this behavior is witnessed, staff and Residents must report the behavior immediately to management or through other confidential avenues. Reported behavior may include:

- Offering favors, lending items or offering/providing protection to others.
- Pressuring others for sex.
- Accessing areas where visibility is low, and help may be limited.

When something does not feel right, whether it is from another Resident or staff member, get out of the situation as quickly as possible and report it.

## LEGAL RIGHTS AND INFORMATION

**Non-Discrimination**

*Applicable policy number(s): [100.500](#)*

Residents will be assured equal opportunities to participate in all activities, programs and services and will not be subjected to discrimination based on their genetic information (e.g., national origin, ancestry, race, skin color), religion, gender, marital status as a state registered domestic partner, pregnancy, documented pronouns, sexual orientation, political views, status as a Vietnam era veteran, or wartime veteran, disabled veteran, or the presence of a physical, mental, or sensory disability.

**Prison Rape Elimination Act (PREA)**

*Applicable policy number(s): [490.700](#), [490.800](#), [490.820](#), [490.850](#), [490.860](#)*

**Introduction**

The Prison Rape Elimination Act (PREA) is a federal law against sexual abuse and sexual harassment inside correctional systems. This law covers Residents incarcerated in prisons and community confinement (Reentry Centers).

DOC is committed to keeping all Residents and staff safe. Sexual abuse threatens everyone's safety. Residents have the right to serve their sentence with dignity and free from sexual abuse, sexual harassment and retaliation for reporting it.



**DOC has zero tolerance for sexual abuse/sexual harassment or retaliation for reporting or being involved in an investigation into sexual abuse or sexual harassment**, which means:

- All allegations of sexual abuse/harassment or retaliation will be taken seriously and investigated.
- Allegations of sexual abuse/ will be referred to local law enforcement if criminal in nature.
- DOC will impose disciplinary sanctions for sexual abuse/harassment.
- DOC prohibits retaliation against any person because of their involvement in the reporting or investigation of a complaint.

**Note:** Consensual, non-coerced sexual activity between Residents is prohibited by DOC rules and policies but is not defined as a violation of PREA policies or law.

Staff members of the opposite gender will announce themselves whenever entering Resident 's living quarters, and again at Resident 's rooms. This may happen any time during the day and night. For this reason, Residents are required to conduct themselves accordingly and remain clothed even while in their living quarters.

Residents are encouraged to review the definitions in Attachment 1 of policy 490.800 for complete information about what acts are addressed in each category. A highlight of the definitions is listed below:

### **Sexual Harassment includes**

Sexual harassment is defined as repeated and unwelcome sexual advances, requests for sexual favors, verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one Resident directed toward another.

Deliberate and repeated verbal comments or gestures of a sexual nature to a Resident by an employee/contract staff/volunteer/vendor, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Residents have the right to an environment free from unsolicited, unwelcomed, and inappropriate sexual behavior. Sexual harassment towards staff, Residents, or the public, including visitors or vendors, is not tolerated.

### **Sexual Abuse includes**

- **Aggravated Sexual Abuse:** This includes sexual acts by either another Resident or by a staff member that occurred within the previous 120 hours and involves penetration or exchange of body fluids.
- **Resident-on-Resident Sexual Abuse:** This includes the following acts between 2 or more incarcerated individuals if the victim does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse. This does not include kicking, grabbing, or punching when the intent is to harm or debilitate rather than sexually exploit.
  - Contact between genitalia (i.e., penis, vulva, vagina) or between genitalia and the anus involving penetration, however slight.
  - Contact between the mouth and genitalia/anus.
  - Penetration of the anal or genital opening of another individual, however slight, by a hand, finger, or other instrument.
  - Intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttock of another person excluding contact incidental to a physical altercation.

**Staff Sexual Abuse:** includes the following acts, with or without consent of the incarcerated individual, by an employee/contract staff/volunteer/vendor:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
- Contact between the mouth and genitalia/anus.
- Contact between the mouth and any body part with the intent to abuse, arouse, or gratify sexual desire.
- Penetration of an individual's anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or intended to abuse, arouse, or gratify sexual desire.
- Intentional contact either directly or through clothing, of or with the genitalia, anus, groin, breast, inner thigh, or buttock of an individual that is unrelated to official duties or intended to abuse, arouse, or gratify sexual desire.
- Any attempt, threat, or request to engage in sexual abuse.
- Any display of the uncovered genitalia, breast, or buttock of the employee/contract staff/volunteer/vendor in the presence of an individual.
- Voyeurism - An invasion of privacy of an individual for reasons unrelated to official duties (e.g., peering at an individual who is using a toilet in the individual's cell to perform bodily functions, requiring an individual to expose buttocks, genitals, or breasts, or taking images of all or part of an individual's naked body or of an individual performing bodily functions).

### **Reporting Allegations**

Residents, visitors, Resident family members/associates and other community members may report any allegations of sexual abuse/harassment, retaliation by Residents or staff for reporting sexual abuse/harassment, and staff actions or neglect that may have contributed to an incident of sexual abuse. Reporters may remain anonymous, and no actions will be taken to attempt to identify any individual who reported an allegation anonymously. Options for reporting are:

- Verbally to any employee/contract staff.
- Sending a written note or statement to any staff person.
- Sending a kiosk message.
- Calling the PREA hotline 800-586-9431. All calls to the line are recorded at headquarters and are not monitored or recorded at the facility. An IPIN is not required to make a call to headquarters, headquarters staff will check messages each regular workday.
- Writing a letter to the Director of PREA Services, the State Attorney General, or the Office of the Governor. Residents may use Legal Mail to send these letters.
- Submitting a resolution request. Resolutions alleging sexual abuse/harassment will be forwarded to the Director of PREA Services/designee. If the allegation does not meet the definition of sexual abuse/harassment, the resolution request will be forwarded on and processed as a regular resolution request.
- Sending an allegation to the Outside Reporting Agency using DOC 21-379 Report of PREA Allegation to an Outside Agency.
  - The forms are available at each facility with pre-addressed envelopes attached and can be dropped in the resolution box for mailing. If for some reason there is no pre-addressed envelope, please use the following address:

PREA Reporting Office  
1250 Academy Park Loop  
Colorado Springs, CO 80910

Visitors, Resident family members/associates and community members can also call the PREA hotline, write a letter to the Director of PREA Services, or send an email to [DOCPREA@doc.wa.gov](mailto:DOCPREA@doc.wa.gov).

Any information about a sexual abuse or sexual harassment received by an employee/contract staff member is forwarded confidentially, immediately, and directly to the Reentry Center Manager. Staff are required to report any behavior that may indicate some form of sexual abuse. Staff are required to maintain confidentiality and follow the directions of the RCM/appointing authority regarding questioning Residents, identifying witnesses, or securing statements.

DOC will respond to allegations of sexual abuse in a manner to support and provide assistance to the alleged victim, to safeguard the security of staff and Residents, and to maximize the ability to obtain evidence for use in investigations and criminal prosecutions where applicable.

### **Related Medical and Mental Health Care**

Residents will not be charged for any immediate or ongoing medical and mental health care related to sexual abuse. Medical care will address any injuries that happened as the result of the abuse. This may also include emergency contraception and tests for and/or treatment of sexual transmitted infections. Mental health providers will assist to address trauma, stress, and other issues that may have been experienced as a result of sexual abuse.

### **Support Services**

Residents may be referred to an outside mental health agency for services. The Resident can also contact an outside victim advocacy service. A “sexual assault advocate” is a trained professional employee or volunteer from a community sexual assault program that provides information, medical or legal advocacy, counseling, or support to victims of sexual assault. A pre-designated victim advocate will also be available to support victims at the hospital whenever a forensic medical examination is done.

The victim advocacy service and information line are operated by the Office of Crime Victim Advocacy (OCVA) and can be reached by calling 1-855-210-2087 Monday through Friday between 0800 and 1700. Calls to this line are free, do not require an IPIN, and are not recorded or monitored by DOC. Information will be kept confidential unless it is likely to result in a clear risk of serious physical injury or death to the Resident or another person. This is not a reporting hotline and does not replace the DOC PREA hotline. An advocate’s role is to listen and provide support, not to give advice, make decisions, or conduct an investigation. The OCVA line is only for confidential issues related to sexual abuse.

### **Housing Assignments**

All Residents will receive an assessment whenever they are transferred to a new facility. They will be asked a series of questions intended to assess risk for victimization and for victimizing others. This information will be used to decide the most appropriate housing assignment (who the Resident should room with).

- Housing and shower accommodations may also be made for transgender and intersex Residents. They are encouraged to discuss this with their assigned CCO.

### **What Should You Do?**

If you’ve been the victim of aggravated sexual abuse in the last 120 hours, you should

- Get to a safe place.
- Don’t use the bathroom, brush your teeth, shower, change your clothes, or eat.
- Report to a staff person you trust. You don’t have to have evidence to report sexual abuse. You can report right after it happens or many weeks later.
- Work with a mental health professional and the victim advocate for support.



## **Legal Services**

*Applicable policy number(s): [450.110](#)*

Residents can make confidential contact with attorneys and their authorized representatives (law students, special investigators, lay counsel, or other persons). Provisions are made for visits with these Residents during normal facility hours. After-hours visits may be requested under special circumstances.

- Staff may not assist, give advice, or counsel Residents in their preparation of writs, appeals, petitions, or other legal concerns.
- Incoming legal mail must be clearly identified as “Legal Mail,” and may only be opened and scanned, but not read, by staff in the presence of the Resident.

## **Americans with Disabilities Act**

*Applicable policy number(s): [690.400](#)*

Residents with disabilities who are housed at the reentry center are responsible for making their needs known to medical or classification employees/contract staff. Residents with disabilities have the right to receive reasonable accommodations to make programs and services more accessible. To ensure effective access to programs, activities, and services, DOC shall:

- Modify policies, practices, and/or procedures, when reasonable,
- Remove barriers to access and/or
- Provide auxiliary aids and services.

If the action steps needed to provide effective access creates an undue burden or poses a legitimate safety or security concern, the action will not be required. Residents will be searched consistent with prudent security practices and consideration for their specific disability.

Residents who have hearing or sight impairments may obtain an interpreter and other services where needed for:

- |               |             |                  |
|---------------|-------------|------------------|
| ▪ Hearings    | ▪ Parole    | ▪ Medical        |
| ▪ Dental      | ▪ Programs  | ▪ Mental Health  |
| ▪ Resolutions | ▪ Education | ▪ Classification |

Residents with disabilities must ask staff, in person or in writing for accommodations, interpreters and other services.

## **Interpreter/Translation Services**

*Applicable policy number(s): [450.500](#)*

If a Resident’s first language is not English, they may request translation services. These services are available for investigations, assessments, orientation, medical, hearings, classification, resolution, and other formal meetings.

Residents in need of translation services or those having difficulty understanding the material in this handbook should speak to a staff member for assistance.

## **Religion**

*Applicable policy number(s): [560.200](#)*

Residents have the constitutional right to believe, express, and exercise the religion of their choice as long

as it does not interfere with the safety and security of the facility, staff, and Residents. DOC recognizes that participation in religious activities contributes positively toward the Residents well-being and transition into the community. Residents may advise their case manager of any religious activities in which they would like to participate. Access to regularly scheduled religious/worship services may be obtained through Point-to-Point, Standing Schedule, and/or Social Passes. Every effort will be made to confirm these activities within a timely manner. Verification of attendance on passes is required. A list of Allowable Religious Items can be found in [Attachment 1](#) of policy 560.200. Religious items may be stored in an approved religious items box marked accordingly on the top and side of the box. If other items are found inside, the box will be confiscated and reviewed with the Resident. Staff are expected to be respectful of these items and will follow policy 560.200 when searching the Religious Items Box.

### **Resolution Program**

*Applicable policy number(s): [550.100](#)*

A Resolution Request is a written, formalized process that allows Residents to have their concerns heard and resolved in a formal manner.

Residents are encouraged to communicate with staff about their concerns and work together to resolve any issues at the lowest level possible. If this proves unsuccessful, the next step is to file a written Resolution Request. This is accomplished by filling out a Resolution Request [05-165](#) and putting it in the facility Resolution Box. The Resolution box will be checked twice weekly. The Reentry Center Manager is the designated Resolution Specialist for the Reentry Center.

Once the Request is received a Resolution Specialist will meet with the Resident and attempt to resolve the request informally whenever possible, prior to forwarding the resolution request to headquarters. Once a request is submitted, Residents will be included in each step of the process, which may include requests for more information or clarification and interviews. Residents will be notified in writing about actions taken.

A Resolution Program Manual is available in each facility for Resident 's reference. This manual contains all the information needed to fill out a request form, as well as a detailed layout of the entire process. In addition to the manual, staff are available to assist Residents with the resolution process.

Resolution requests alleging sexual misconduct will be handled per DOC Policy [490.800](#) PREA Prevention and Reporting and will not be reviewed through the resolution process. The Resolution Specialist will ensure the Appointing Authority is notified when there is evidence of any negative employee conduct or retaliation per the Resolution Program Manual.

The location of the Resolution Program Manual online is: [Statewide Resolution Program Manual \(wa.gov\)](#) Resolution Request forms and a Resolution Box is at each Reentry Center centrally located.

## **REENTRY CENTER OPERATIONS**

### **Behavior Management**

*Applicable policy number(s): [460.135](#)*

Residents will adhere to all rules. This may include all rules as listed in this handbook, center specific rules, DOC policy, local, state, tribal, and federal laws, and any other laws as outlined in the Revised Code of Washington and the Washington Administrative Code, special imposed conditions, conditions outlined in the judgement and sentence, rules and policy changes as outlined in posted memorandums and/or posted written communication.

Residents will not be subjected to corporal or unusual punishment, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating or sleeping.

Periodically, staff will document observed, positive, neutral, or negative behavior as a Behavior Observation Entry (BOE) in a Resident's electronic file. These entries may occur when positive, neutral, or negative behavior is witnessed. This is not a form of discipline but is used to capture pertinent behavioral patterns. Examples of BOE entries include acknowledging positive behavior, completion of programming, and case plan accomplishments. The Resident will be provided a copy of the BOE entry.

### Violations (Infractions)

Negative behaviors that violate standard rules of Reentry Centers, Case Plans and the WAC will receive a detailed written report of the rule violated. Residents may be placed on restriction pending investigation and/or a decision on a serious violation.

Violation(s) may be handled in any of the following ways:

1. Verbal warning.
  2. Written warning.
  3. Written Apology.
  4. Thinking report or essay.
  5. Extra duty up to 16 hours.
  6. Loss of Day Room/TV Room.
  7. Facility Restriction/loss of privileges for up to one week
  8. Loss of phase level.
  9. Loss of social or visiting privileges.
  10. Other sanctions as designated in the handbook.
  11. Loss of smart phone in for abuse/misuse.
- **Reentry Team Meeting (RTM):** A RTM may be convened to meet with the Resident to discuss the behavior. This team may modify the case plan to address the behavior and encourage the Resident's success in transition. Below are actions the RTM may consider addressing the behavior. The RTM may also determine the behavior is serious and requires review through the Hearings Process.
  - **Stipulated Agreement:** If the Resident admits to committing the alleged behavior, and it is determined that a Stipulated Agreement is appropriate, it will be written and signed in a face-to-face meeting with the Resident and CCO. No loss of Good Conduct Time (GCT) will occur with a Stipulated Agreement. Not all violation behavior is eligible for this and admitting guilt does not ensure this option.
  - **Negotiated Sanction:** If the Resident admits to committing the alleged behavior, but it is determined that the behavior needs to be addressed in an out of custody hearing, the CCO may offer the Resident a Negotiated Sanction. A loss of GCT may still occur, but the Resident can negotiate the imposed sanction. If this option is presented, the Resident is under no obligation to agree to the Negotiated Sanction and may choose to go to the out of custody hearing and plead their case. Termination from a Reentry Center is not a sanction option with this process.
  - **Out of Custody Hearing:** If it is determined that a Resident may have committed a serious violation, and the behavior warrants a hearing but does not warrant a return to total confinement an out of custody hearing will be held. This happens within the facility and a loss of GCT may occur. In this instance, the Resident will have every opportunity to plead their case to an impartial hearings officer.
  - **In Custody Hearing:** If it is determined a Resident may have committed a serious violation and the behavior is too serious to continue housing the Resident at the Reentry Center, the Resident will be taken into custody and transported back to total confinement or jail while awaiting a hearing to address the violation. A loss of GCT may occur and termination from the Reentry Center is a

sanction option with this process. The Resident will have every opportunity to plead their case to an impartial hearings officer.

Residents will be served with the *Partial Confinement Notice of Allegations, Hearings, Rights, and Waiver* form and *Partial Confinement Serious Infraction/Violation Report* form at least 24 hours prior to the hearing, whether in or out of custody, detailing the violation behavior. The hearing will be held consistent with DOC policy.

### **Restrictive Status (Defines CCO Hold, Facility Restriction, Total Restriction, Room Restriction)**

Staff may place Residents on the following restrictions pending contact with a CCO:

- **CCO Hold** – The Resident may not leave the center grounds for any reason other than an emergent medical situation. The purpose of this status may be to discuss release planning, employment changes, behavior interventions, etc. Visitation will not be suspended during this time.
- **Facility Restriction** - The Resident may only leave the center for work, education, mandatory programming, religious services, and medical appointments. The purpose of this status may be part of a sanction or a pending disciplinary matter. Visitation will not be suspended during this time.
- **Total Restriction** - The Resident may not leave the center grounds for any reason other than an emergent medical situation. The purpose of this status may be for investigative purposes. Visitation will be suspended during this time and cell phone may be restricted on this status.
- **Room Restriction** - The Resident may not leave their room except to attend medical appointments, use the restroom, meals and for one hour to shower or get fresh air. If a Resident is placed on room restriction due to illness, meals and medication(s) will be brought to the Resident to limit exposure to others. Visitors are not authorized during this time. Staff will check on the Resident at least once every two hours or more frequently as instructed by facility leadership. Cell phones are not restricted on this status. Documentation of wellness checks will be made in the facility log.

### **Escape**

Failing to return to the Reentry Center at the authorized time or leaving the center without authorization may be considered an escape. Whenever a Resident's whereabouts is unknown and the Resident is unaccounted by staff, escape procedures will commence to locate the Resident.

Once escape procedures are completed and a Resident remains on escape for more than 24 hours, a recommendation will be made with the local prosecutor that escape charges be filed. Once apprehended, regardless of the length of time absent, the Resident will be held accountable through a disciplinary process, where GCT may be taken. Walking away from Reentry Centers without permission constitutes felony behavior.

### **Reentry Center Termination**

In addition to disciplinary action, reentry center Residents may be removed when:

- Requested in writing by the Resident (voluntary custody demotion).
- The plan is discontinued or modified so that it no longer meets agency standard, or the Resident becomes unable to comply with the terms of the plan.
- The Resident lacks aptitude for the assignment or is improperly placed.
- The Resident has been unable to adjust or adapt to the conditions at the Reentry Center.
- Medical reasons render the Resident unable to maintain Reentry Center requirements.

### **Safety and Security**

Applicable policy number(s): [890.000](#), [890.030](#), [890.070](#), [890.130](#)

## **General Safety Rules**

Residents need to be familiar with all safety rules and precautions that apply to the reentry center. Below is a list of general safety rules that must be adhered to:

- No practical jokes, scuffling or horseplay.
- No lifting bulky or heavy objects alone.
- Immediately report to staff any hazardous condition that may cause an accident or injury.
- Immediately report all accidents that result in personal injury.
- Keep living areas clean and free of obstructions:
  - No objects on top of lockers/tall furniture.
- Ensure proper care when using safety gear and/or equipment.
- Report any equipment failure.
- Handle and store all flammable materials safely:
  - Noncombustible receptacles are provided when smoking is permitted at the facility.
  - Special containers are provided for flammable liquids and for rags used with flammable liquids.
  - Receptacles and containers must be emptied and cleaned daily.

**\*Always ask staff for instruction when in doubt about safety issues\***

## **Chemical Hazard Communication**

The Chemical Hazard Communication (HAZCOM) Worker Right-To-Know standard requires that a written program (DOC HAZCOM Manual) be located at identified sites within each facility. Inform staff of any HAZCOM issues.

- Safety Data Sheets (SDS) contain information on the chemical composition, the correct use of the chemical(s) and medical information in the event of exposure.
- SDS's are located where chemicals are stored and/or used.
- All hazardous material containers will be labeled and stored per policy.

Residents will not have contact with chemicals without staff authorization and proper safety equipment, such as gloves and protective eyewear. Report hazards or unsafe conditions immediately to Reentry Center staff. If appropriate action has not been taken after having been reported, Residents are encouraged to submit a letter, resolution request, or Hazard Report to:

OAS Risk Management and Safety Section  
PO Box 41103  
Olympia, WA 98504-1103

## **Counts**

A large part of ensuring the safety and security of a reentry center is by having a system of accountability in place. For this reason, Resident movements and behavior in the center is always monitored and physical counts are conducted throughout the day and night and when possible two employees will conduct count physically.

- Employees must observe obvious signs of life for each Resident (e.g., body movement, skin tone, breath sounds, chest expansion). Depending on the position a Resident is sleeping as well as the location of the blanket, they may be woken up to confirm their identity. Staff must see each Resident's face to ensure they are living and breathing to accurately complete the count.
- If a Resident is missing a Picture Count will be initiated. Each Resident will be recalled to their assigned room for a Picture Count and will be required to physically present themselves to employees for count.

## **Boundaries**

Residents must become familiar with the reentry center boundaries. The boundaries will be noted during the center tour. If the boundaries are not clear, Residents should clarify with staff as they will be held

accountable to remain within the established boundaries.

## **Searches and Contraband**

*Applicable policy number(s): [420.325](#)*

Searches are conducted to minimize the introduction or flow of contraband and enhance the safety and security of Residents, employees, contractors, and the public while acknowledging the importance of Residents' privacy.

- All Residents and their personal effects are subject to search including visual and electronic inspection at the direction of staff.
- All searches will be conducted professionally, thoroughly, and frequently. Searches are not done for the purpose of harassment, intimidation, or punishment.
- Residents are subject to electronic and/or pat searches.
- Pat searches will be performed frequently, randomly and for cause. Pat searches will be conducted per DOC Policy [420.310](#) Searches of Incarcerated Individuals.
- Any Resident, and their vehicle, entering or leaving the reentry center is subject to search at any time.
- Incarcerated Residents do not have to be present for any area/room/ or vehicle search.

All rooms, living areas, common areas, and recreation areas will be searched on a frequent, unannounced, and random basis. Staff conducting the search will make every effort to restore the area to its original condition and will be respectful of the Resident's property. Bedding will be folded by staff and placed on the bed.

## **Contraband**

Contraband is anything not specifically allowed at the Reentry Center. All contraband items will be seized and handled as detailed in policy 420.365.

Contraband items include but are not limited to:

- Any item not approved by staff.
- Any item which may be construed as or gives the appearance of a weapon, firearm, or explosive device.
- Dangerous, flammable, perishable or chemical compounds.
- Drugs, drug paraphernalia, any substance not used as prescribed, and substances identified by the DEA as drugs (Spice, Marijuana, THC, etc.) and any byproducts.
- Any substance that contains alcohol (mouthwash, breath-freshener, cold medicines, etc.).
- Any item that depicts gangs, gang-related colors or signs, or other gang related paraphernalia.
- Letters to and from unapproved Residents.
- Money in excess of the amount established by the facility, without CCO/RCM approval.
- Credit or debit cards, checkbooks, lottery/scratch tickets.
- Plug-in fragrances, incense, and candles.
- Sexual aids of any kind that include, but are not limited to sexually explicit books, pictures, magazines, or any items which show penetration, sadism, bondage, sex acts with children or animals.
- Any items specifically restricted by the Resident's case plan.
- Tattoo and piercing equipment and paraphernalia.
- Unauthorized tobacco, tobacco products, tobacco paraphernalia, and vaping products.

## **Substance Use Testing**

*Applicable policy number(s): [420.380](#)*

In accordance with policy, staff will test Residents on a random and for cause basis, as deemed necessary



by the RCM/CCO. Resident 's participating in a Drug Offender Sentence Alternative (DOSA) may be tested more frequently as prescribed by the treatment provider and/or the case plan. Testing may include any of the following:

- Urine testing
- Oral testing
- Breathalyzer testing

Residents are not to consume mouthwash, cough or cold medicines, or other products containing alcohol, poppy seeds, CBD oil/pills, non-alcoholic beer or wine, or herbal energy formulas. Use of these products may produce a positive substance abuse test.

Once a Resident is asked to provide a sample for testing, they:

- Will be required to produce a sample within an hour from the time of request and may consume no more than one 8-ounce cup of water.
- Must remain in sight of staff at all times.
- Will provide a sample that is not diluted or adulterated.
- Failure to produce a urine sample within the allotted time frame will be considered the same as having a positive sample for illegal drugs and/or alcohol.
- The urine tester will be the same gender as the Resident unless a preference has been indicated on DOC 02-420 Preferences Request.

### **Emergency Procedures**

*Applicable policy number(s): [890.380](#)*

An emergency is defined as an imminent or immediate threat of danger to any Resident, staff, and/or property of the Reentry Center. React with care and caution during an emergency.

- Upon arrival, Residents will be given a safety tour of the Reentry Center and grounds.
- Fire Evacuation Plans showing emergency evacuation routes and fire exits are posted throughout the center. To be prepared for an emergency, know where all exits are located throughout the center.
- Procedures for the safe evacuation of everyone, including disabled Residents.
- Become familiar with this information in preparation for drills and emergencies. First aid kits, fire extinguishers, AEDs, Narcan and hazardous spill kits are in designated areas of the center and are properly posted and labeled on emergency evacuation maps throughout the facility.
- A person's life may depend on the ability to act safely and quickly.
- Restricted Movement– During an emergent or safety event the RCM/SWDO may authorize a facility lock down and/or restricted movement. If directed to do so, Residents may not leave their room for any reason without staff approval.

**\*Notify staff immediately upon discovering any emergency \***

### **Emergency Drills**

Emergency evacuation drills will be conducted at least quarterly on each shift to help everyone be prepared for emergency situations. When an alarm is sounded, everyone **MUST** leave the building immediately. These drills are serious, and Residents are not to interfere with the drill in any way.

During an emergency or drill:

- Follow all staff instructions.
- Leave the facility swiftly when the alarm is sounded, but do not run.
- Do not delay evacuation by gathering up any personal items.
- Last person out of the room, closes the door.

- Leave the location by the identified evacuation route for that area.
- Do not use an elevator.
- Immediately assemble in the designated area or as instructed by staff and wait for further direction.
- Assemble and remain in the designated area until staff allow reoccupation of the building or direct Residents to another area.

## **Fires**

To prevent the risk of fire hazards:

- Ensure all electrical equipment is safe.
- Properly dispose of smoking materials.
- Properly store flammable liquids in designated areas.
- Keep all living areas clean and uncluttered.
- Immediately notify staff of any potential hazard.
- Keep all items away from heat sources and light bulbs.

When a fire is discovered, an alarm will sound in the facility. If a fire is discovered, immediately pull the fire alarm, and notify staff at the Duty Station. Following the alarm, everyone must leave the facility by the most accessible exit.

- Do not wait to dress, investigate, or retrieve possessions.
- Move quickly, but calmly to avoid panic.
- Close doors and windows when leaving the area to help slow the spread of the fire. However, do not shut off escape routes for others.
- Go directly to the designated meeting area. Staff will account for all Residents at that location.

## **Fire Tips**

- Do not reenter the building without authorization from staff or fire personnel.
- If faced with heat or smoke, keep low for better air.
- If trapped, close one door between you and the fire and wait at the window for rescue.
- Before opening a closed door, feel the door first. If it is warm or smoke is seeping in, do not open it.
- Use another avenue of escape or wait at the window for rescue.
- When the fire alarm sounds, evacuation is required (drill or real event).

## **Earthquakes**

- Keep calm. Do not run. Remain in the same place if possible.
- In earthquakes, most injuries happen when people are entering or leaving buildings (from falling walls, flying debris, etc.).
- If outside, remain outside if possible. Stay away from overhead electrical wires, poles or anything which might shake loose and fall. Watch for downed electrical wires and do not touch anything electrical.
- If inside, remain inside if possible. Sit or stand against an inside wall or take cover under a desk, table, or bench. Stay away from windows and outside doors. Do not exit the building until the disturbance is over.

## **Severe Weather**

When a severe storm is expected or has begun, Residents who are at work or on passes will be contacted and given instructions on their return to the center. All Residents will be expected to phone the front desk to advise staff about their location. If they are not able to return, they will receive instructions from staff.

## **Shelter in Place**

For temporary shelter inside of the facility due to hazardous conditions, Residents will be directed to designated areas within the facility.

- All Residents and staff will gather when directed to do so by staff.
- The area will be sealed off.
- If evacuation is required, follow staff directives when evacuating the building.

## **Financial Information**

*Applicable policy number(s): [200.000](#)*

Resident funds are managed through the Trust Account System (TAS) to promote successful transition and accountability for funds. There are community resources available to assist with developing budgets and financial literacy.

Resident funds shall be maintained in an authorized Federal Deposit Insurance Corporation (FDIC) financial institution (bank) account. All transactions will be handled through a Trust Account System (TAS).

- Residents are not allowed to bank through the mail, third parties, cash apps, or conduct monetary transactions except through TAS, or as otherwise authorized by the CCO/RCM
- Gift cards are considered “negotiable instruments” and must immediately be turned into staff upon receipt. The Resident may have access to the card through their assigned CCO/RCM.
- Residents are required to submit a paystub for each pay period for their assigned CCO’s review.
- Residents are required to use direct deposit if offered by their employer. If direct deposit is not offered through their employer, verification will be completed by the CCO, and a physical check will be submitted for payment.
- Residents have the option to request in writing to the RCM that their last paycheck be withheld from processing through their TAS account. If approved, the paycheck must be turned in upon receipt.

Residents are not allowed to directly or indirectly transfer and/or receive funds between other Resident’s accounts, exchange funds or items of value with staff, other Residents, volunteers, or sponsors.

Residents will not utilize debit cards, credit cards, cash apps, payment plans, lay-a-way, or any type of credit account while under DOC jurisdiction.

## **Release Money**

Residents transferred to a Reentry Center after June 6, 2024, may be eligible for release money when entering a Reentry Center per DOC Policy 210.025 Release Money/Transportation Funds. If eligible the funds will be processed through TAS using two separate withdrawal checks. Residents transferred to a Reentry Center before June 6, 2024, may be eligible for release money when leaving a Reentry Center.

## **Community Service Revolving Fund (CSRF) Loan**

Residents may request a loan while at the Reentry Center. This loan is intended to assist an individual housed at the Reentry Center in seeking employment or purchasing work related clothes or equipment.

- Residents will pay off this loan, via payments, once employed.
- This loan shall not be used to purchase tobacco products.

## **Deposits**

All money from any source (including tips, gifts, donations, paychecks, IRS refunds, FAFSA funding, etc.) must be turned over to staff as soon as it is received and deposited in the Resident’s TAS account.

Residents are required to turn in their paycheck and pay stub to document hours worked, if electronically received, the Resident will forward it to their CCO. Employers that use debit cards or direct deposit, will do so through the TAS system. TAS staff will work with the case manager to ensure those funds are properly deposited and credited to the Resident's account.

Tips are allowed, and Residents must work with the CCO to establish a system to receive cash tips and prepare them for deposit.

### **Deductions**

Residents will pay \$13.50 per day toward their room and board while in a Reentry Center. If a Resident's compensation is less than their room and board obligation, that portion of the unpaid room and board will be added to the Resident's DOC debt.

Automatic mandatory deductions are:

10%	Legal Financial Obligations (LFO's)
12%	Savings account
20%	DOC debt (this will cease once debt is paid in full)
58%	Spendable account

- Money deposited from federal funding for education will be set up in a separate sub-account and is exempt from the mandatory deductions.
- A full account of mandatory deductions and exempted deposits are listed in the Deductions Matrix ([Attachment 2](#)) and Deductions ([Attachment 3](#)) of policy [200.000](#).

### **Check Withdrawals**

Residents with a positive balance in their spendable account in TAS, may request to withdraw money for approved purchases and purposes. Residents will use a Check Request form ([06-074](#)) to make a request.

Living expense withdrawals can be made every other week up to \$150.00 for purchases towards hygiene, employment needs, programming needs, and miscellaneous expenses related to social outings and family needs (i.e., gifts, school supplies).

Transportation and cell phone expense withdrawals can be made monthly.

Bill payment withdrawals can be made separately when sufficient funds to cover the request are available. If the Resident is requesting funds to pay for a bill in the community, they must provide a copy of the bill to their assigned CCO. The requested funds will be paid to the order of that specific company, or a money order will be used if the business does not accept a third-party check.

Approval for purchases and purposes related to transition needs that are not covered above, will be reviewed by the Reentry Center Manager, and may be denied.

CCOs will attempt to accommodate emergent requests on a case-by-case basis (Ex; Work Clothing/Work Shoes once employment is gained).

Residents may not have more than \$175 in their possession at any time, unless authorized in writing by the CCO/RCM. The Trust Account statement must support all money in a Resident's possession. To account for funds spent, Residents will turn in receipts from purchases when applicable.

- Residents will work with their case manager to determine appropriate uses of funds. However, funds will not be used to establish investments, certificates of deposit, or credit.
- If a check is received and deposited in the TAS account without sufficient funds, check charges shall be deducted from TAS account.
- All questions regarding the banking account should be directed to clerical staff or the Banking Inbox via Kiosk message.

### **Release Funds**

When a Resident is released, they will receive a closing check, which includes the balance of their reentry center savings account and spendable balance.

- If the Resident has an outstanding DOC debt at the time of release, the debt amount will be deducted from the Resident 's remaining balance before the closing check is drawn.
- When deducting the remaining DOC debt at release, the Resident 's balance will not go below \$100, regardless of the debt being paid.
  - The only exception is when the Resident 's balance prior to the deduction is less than \$100, in which case the debt will not be deducted, and the Resident will release with the full balance.
- Funds posted after the Resident releases will first be applied to any outstanding DOC debt, then the remaining funds will be mailed to the release address listed for the Resident or arrangements made with the Resident to pick up a check from the reentry center as soon as possible.

In limited situations and with RCM approval, a Resident 's final paycheck may be withheld from TAS if they have reentry and/or emergency expenses as listed in [Attachment 1](#) of policy 200.000, and have repaid their outstanding CSRF loans in full.

### **Reclassification**

If a Resident is returned to a higher level of custody, their money will remain in TAS and funds will be transferred to the receiving facility, subject to deduction(s) for debt owed.

## LIFE AT A REENTRY CENTER

### Arrival

*Applicable policy number(s): [310.000](#), [320.400](#), [350.200](#), [490.820](#)*

Upon arrival, Residents will receive a handbook, tour, and room assignment. All staff are available to answer questions throughout the Resident's stay.

Residents are encouraged to read the handbook prior to orientation and take note of any questions they may have. Resident's will be held accountable for the material and information in the handbook.

### Orientation

Orientation will be completed within 48 hours of arrival. All Residents must attend all portions of the orientation process. Reentry Center specific rules/procedures will be reviewed, and the required paperwork completed. An overview of the local area and services offered are also included in the orientation.

- Residents may not leave the facility until the orientation process is completed.

### Intake and Initial PREA Assessment

CCO's will meet with Residents within 72 hours of their arrival to complete a PREA Risk Assessment.

- Residents who may be at risk will work with their CCO to develop plans to monitor their status and any potential concerns.
- Residents may be encouraged to seek counseling in the community based on the information given in the assessment.

The CCO will meet with each Resident, no later than 30 days after arrival to complete the case plan.

Intake includes the following topics:

- |                                     |                              |
|-------------------------------------|------------------------------|
| ▪ Behavior Management               | ▪ Employment                 |
| ▪ Washington ONE*                   | ▪ Treatment and Programming  |
| ▪ Release Planning                  | ▪ Resident's Questions       |
| ▪ Review and signing Facility Rules | ▪ Case Plan and Requirements |

\*The CCO and Resident will collaborate to update the Washington ONE if needed, and to implement goals and objectives for the case plan while at the reentry center.

### Classification/Case Planning Meetings

*Applicable policy number(s): [300.380](#)*

Initial classification will be held shortly after the Resident's arrival to the facility. During this meeting, staff will be present to discuss the Resident's personalized programming plan and to answer questions. Please inform the facility staff of any specific questions or concerns at this time which haven't been previously addressed.

Subsequent meetings may be held on an as-needed basis to discuss and/or address programming changes, recognition events, behavioral issues, or any other situations where staff input is beneficial. Residents will not always be required to attend and have the right to be present and are encouraged to participate in the process.



## **Reentry Center Meetings**

Each Reentry Center will hold quarterly meetings. These meetings may include discussion about policy and process changes and problem solving through a mutual exchange of concerns and information. They are mandatory for all Residents, except those on pre-approved work schedules or medical passes. Advance notice will be provided, announcing the meeting date and time. Social or point-to-point passes will not be permitted during this time. Residents who are out of the center during the meeting will receive meeting minutes for review and are required to adhere to any changes that were made at that meeting. Any questions should be directed to assigned case manager.

## **Property**

*Applicable policy number(s): [440.010](#) [490.700](#)*

Upon arrival to the Reentry Center, Residents will be given a copy of the Personal Property Matrix ([Attachment 1](#)). Residents, may acquire essential items, using the matrix to help determine what is authorized. Personal property may be dropped off by the Resident's community support system. Residents may purchase essential items, provided they have sufficient funds.

## **Property Parameters**

- Property drop off times will be designated by the RCM at each facility and Resident will not visit with the person completing the drop off on arrival days.
- A Property Request Form must be completed and approved, prior to new property coming in.
- Resident property will be processed within 24 hours. If more time is needed to process property Resident will be notified.
- Residents must provide a copy of their receipt for property purchased and brought into the facility.
- Unapproved property will be treated as nuisance contraband and the Resident will be responsible to dispose of or make arrangements for its removal within 10 days.
- Residents are responsible for their own personal property. DOC is not responsible for lost, stolen, or damaged items. Residents are discouraged from bringing anything of value into the facility.
- Residents are not authorized to receive gifts/property/items from their place of employment without prior authorization from their CCO.
- All personal property will be itemized, and staff will record it in the Resident's electronic file in OMNI.
- Residents are not allowed to trade, sell, barter, buy, loan, or give away any personal property to/with/from another Resident, another Resident's family or friends, or an employee, contract staff, or volunteer.
- The only tools authorized are those required for outside employment. The RCM/designee is responsible to approve the tools and an inventory will be completed daily.
- If a Resident's work, programming, or medical needs require them to purchase and/or store items not listed on the property matrix, they must submit a written request to the RCM to request permission to return to the facility with the item(s).
- All property must fit neatly in the designated spaces assigned to the resident.

## **Property Disposition**

- Residents will designate a support person (family member, friend, or sponsor) to whom their property will be released if they are removed from the program using Personal Property Disposal Form [DOC 02-374](#).
- If a Resident is removed or escapes from the Reentry Center, staff will secure the Resident's belongings and secure them for a period of no longer than 90 days. All property left at the facility beyond that time will be donated to charity or disposed.
  - Property belonging to a Resident who escapes will not be released to the support person without

RCM approval.

- Illegal items owned by or found in the possession of a Resident will be confiscated and held as evidence for law enforcement and/or a formal disciplinary process.
- Removal of items from property inventory will be completed and approved by property staff. It is the Resident's responsibility to ensure their property inventory is accurate.
- Clothing exchanges will only be made under certain situations; work clothing, worn out items, too large or small items, etc. If exchange items are needed, this must be done with property staff.
- If property request is approved, the Resident will be notified by staff.

## **Personal Cleanliness**

*Applicable policy number(s): [440.080](#), [420.140](#)*

### **Hygiene**

Residents will practice personal hygiene by bathing routinely and keeping their clothes and bed linens clean. Residents will make personal grooming choices that do not conflict with the facility's requirements for safety, security, identification, and hygiene. Residents are responsible for purchasing and/or providing their own hygiene items. Items that are not allowed in the facility include items containing alcohol, aerosol sprays and any flammable items.

Hygiene items available for indigent Residents include the following:

- |                |   |
|----------------|---|
| ▪ Soap         | ▪ Comb  |
| ▪ Shampoo      | ▪ Deodorant   |
| ▪ Toothbrush   | ▪ Disposable Razor                                  |
| ▪ Toothpaste   | ▪ Denture Cleaner and Adhesive                      |
| ▪ Dental Floss | ▪ Maxi pads, tampons, and/or incontinence underwear |

No hair dyes, relaxers or perms are allowed in the facility, without case manager approval. Residents need preapproval from the RCM to give or receive haircuts at the Reentry Center.

Significant changes to appearance will require a new photo to be taken to update the Resident's file.

### **Clothing**

The Reentry Center has clothing expectations to ensure the safety and security of staff, visitors, and Residents and to promote a non-offensive environment. Staff may enter the halls, restrooms, or rooms at any given time. Residents are responsible for their own privacy and must be always clothed, to include moving to and from the restroom. Residents must abide by the Property Matrix. Staff on duty have the authority to determine if a Resident is appropriately clothed. Clothing will be properly fitted and worn in a manner that maintains modesty and privacy consistent with a Resident's identified gender per DOC 490.700 Transgender, Intersex, and Non-Binary Housing and Supervision.

### **Clothing Guidelines**

- Clothing must not expose undergarments, cleavage, bare chest (except male Residents while sleeping), or stomach/midriff. Clothing items cannot be sheer (see through).
- Residents must be fully clothed, including shirts and shoes, when in the common areas of the facility
- Residents may not sleep nude (male Residents may sleep shirtless).
- Pajamas/Sleepwear is only permitted to be worn in the Resident's assigned room.
- Residents may not wear or possess clothing, bandanas, insignia, medallions, or any object/thing that is indicative of a gang affiliation, this includes displaying a bandana.

- Clothing that displays obscenities, alcoholic beverages, drugs, sexual activity, or discriminates against any race, religion, or gender is prohibited.
- Sunglasses, do-rags, hats, or other head coverings may not be worn inside the facility.
- Camisoles/Tank Tops are considered undergarments. They must be worn with another shirt over the top.
- Leggings and yoga Pants are permitted to be worn but are to be accompanied by a shirt covers the buttocks.

### **Linen and Laundry**

Upon arrival, Residents are provided with a mattress, pillow, and the following clean linens: 2 washcloths, 3 towels, 2 sheets, 1 pillowcase, and 3 blankets to provide comfort under existing temperatures.

- Linen and towels that are worn or torn should be turned into staff and exchanged for suitable replacements.

Residents are responsible for laundering their clothing and linens on a weekly basis. The facility has washers and dryers for Residents' use. Residents will operate the washing machines and dryers appropriately and are responsible for leaving a clean laundry room, to include cleaning the lint trap, upon completion.

- Laundry supplies will be provided for indigent residents.

### **Room Assignments and Standards**

Upon arrival, each Resident will be assigned a room, room key/card, bed, and closet or dresser space. Room inspections can occur at any time. Therefore, residents are required to keep their rooms always clean and orderly. Residents are welcome to decorate their rooms as noted below:

### **Room Standards**

- Beds are neatly made and clear of any items.
- Floors are clean, swept/vacuumed, and clear of clutter.
- All furniture, windows, windowsills, and locker tops are clear and clean.
- Tables/desks should be clean, organized and dusted.
- Wardrobe/lockers/closets must be organized with items arranged neatly.
- Shoes may be stored neatly under the edge of the bed.
- Dirty clothes and linen are stored out of sight or bagged for laundry.
- Bed linens and towels are laundered weekly.
- Trash cans must be emptied if they are more than half full or if they smell.
- Radios, televisions, etc. must be kept at a volume that does not interfere with hearing staff pages and fire alarms. These devices must be turned off when exiting your room. Devices will be confiscated if repeat violations occur and returned to the Resident upon release.
- Room furnishings may not be rearranged or moved without prior authorization of the RCM.
- Fixtures (wall racks, shelves, bulletin boards, mirrors, etc.) may not be installed without permission from staff. Non-removable decals, stickers or tape are prohibited on the floor, walls, furniture, and windows.
- The windows, vents, lights, and intercoms shall not be covered, altered, or removed.
- Extension cords are not allowed due to safety requirements. Power cords may not be attached to each other or placed in traffic areas, across sinks or over the radiators.
- Do not hang anything from pipes, sprinkler heads, smoke alarms, fans, or ceiling fixtures.
- Do not place dryer sheets in or on vented areas.
- Plug-in fragrances, incense, and candles are not allowed.
- All items must be at least 18 inches away from the ceiling. Do not put anything on top of the cabinets.

- Do not cover reading lamps with anything or turn reading lamps sideways on the wall.
- Residents are not allowed to have anyone in their room who is not assigned to the room. There are many areas in the facility in which to visit. Residents are not allowed to go down a hallway they are not assigned to.
- Residents must have permission before entering any living unit in which their assigned room is not located.
- Rooms will be inspected and/or searched regularly for compliance with property requirements.

### **Quiet Time**

Quiet time hours are from 2300 – 0500 on weekdays and 0000 – 0500 on weekends/holidays. Radios, stereos, and TV's may not be audible outside Residents' rooms. When Residents return from work between 2300-0500, they will have a reasonable amount of time to consume their meal, shower, and use common areas before going to their assigned room.

### **Facility Cleanliness/Detail Assignments**

Residents are responsible for their own personal areas within the facility and must work together to keep the facility clean. Personal items should be stored in the Resident 's assigned room.

#### **Detail Assignments**

Residents will complete facility details daily, as assigned. These tasks, like what is completed in a home, help to maintain the overall upkeep of the reentry center. Assignments will be posted weekly. To ensure expectations are met, a full description is posted. The Resident will ensure staff verify and sign off on the completed detail.

- Cleaning materials must be checked out and then returned to the designated storage area once detail is completed.
- Residents will complete the detail as outlined in the description posted.
- Residents are expected to manage completion of the detail within their schedules. If the assignment conflicts with programming or employment, the Resident is encouraged to speak with staff as soon as possible, to identify options for completion, which may include being assigned an alternate detail.
- Residents are expected to participate in facility deep cleaning as posted.

#### **Extra Detail Assignments**

Extra detail assignments supplement daily cleaning and does not replace weekly detail assignments. Residents may be assigned to assist with extra details for various reasons including but not limited to:

- New arrival to the facility.
- As part of a behavior intervention.
- Being unemployed or temporarily laid off.
- As directed by a staff member if the immediate need arises.

### **Visitation and Recreation**

*Applicable policy number(s): [450.310](#), [450.050](#)*

#### **Visitation**

The Department of Corrections (DOC) supports residents in sustaining connections with their family, friends, and the community by permitting reasonable criteria for visits within the Reentry Center. Reasonable accommodation will be provided for visitors with disabilities.

- Only those listed on a Resident 's Approved Visitor List (in the Resident 's electronic file - CePrison) can visit the reentry center.

## Visitor Approval Process

Prospective visitors will apply online at [doc.wa.gov](https://doc.wa.gov) and complete the Visitor Application ([DOC 20-060](#)). Parents or legal guardians must complete the Minor Visitor Application ([DOC 20-181](#)) and Consent for Minor Visit and/or Escort Persons ([DOC 20-441](#)) for any minors wishing to visit the Reentry Center. Visitors already on the Approved Visitor List for the Resident during the current incarceration do not need to reapply. They are approved for visitation at the reentry center.

- The Headquarters Visit Unit will inform approved visitors via email and add the name to the Resident's Approved Visitor List. Visiting privileges will commence once the list is updated to reflect Approval:
  - Staff will take a picture of visitor(s) on their first visit to the facility and upload it into the Resident's electronic file.
- If the Visitor Application is Denied, the Headquarters Visit Unit will inform the Visitor Applicant in writing with the reason for the Denial. The resident will receive a KIOSK message informing of the Denial. The Decision is not Appealable by the Resident, only the visitor may submit an Appeal. Should the Resident need to know why the visitor was Removed or Denied, the Resident must request the details from the visitor who was Denied.

## Legal Standards for Visitors

Visitors are expected to adhere to the posted visiting rules. It is a violation of state law to introduce any controlled substances, unauthorized drugs, mind altering substances, drug paraphernalia, firearms, explosives, or dangerous weapons into the Reentry Center. Any person knowingly possessing any of the above, while on Reentry Center grounds, may be charged with a felony.

- A visitor may be Denied visiting privileges when there is substantial evidence that a visitor poses a threat to the safety of the Resident or the security of the program.
- Visitors who appear to have been drinking alcohol or under the influence of drugs will not be allowed in the Reentry Center
- Signs will be posted at all Reentry Center entrances informing visitors that they are subject to a container, pat, and/or electronic search.
  - If the visitor refuses to be searched, they will be instructed to leave the Reentry Center and visiting privileges will be suspended.
- Possession of contraband may result in Denial, Suspension, or Termination of visiting privileges.
  - Facility staff may notify law enforcement if a visitor is found in possession of illegal contraband.

Contact with specific people or entities will be restricted or disallowed when:

- The judgment and sentence prohibit contact.
- The person, or parent/legal guardian of a minor being contacted, has requested in writing that the contact be stopped or restricted.
- There is an active court order of "no-contact" with a Resident.
- Or when not eligible per DOC 450.300.

## General Guidelines

- Each Reentry Center visiting hours, which are posted.
- All visitors must sign in and show proper identification upon arrival to the Reentry Center
  - Visitors must be 18 years of age or older, unless accompanied by a parent or guardian.
  - Staff will ensure the visitor is on the Approved Visitor List, located in OMNI under CePrison. Staff will also sign the visitor in electronically.
- Visits will take place in designated visiting areas. Visitors are not allowed in Residents' rooms for any reason.
- Residents and visitors will conduct themselves appropriately.
- Limited and appropriate physical contact between Residents and their visitor(s) is allowed.

- Holding hands and a friendly kiss on arrival and when leaving is acceptable.
- Any children visiting the facility must remain under the direct control of the parent/guardian who brought them.
- Staff may Terminate any visit if they perceive the Resident and/or the visitor(s) violating any of the above listed conditions, policies, or posted rules.

### **Special Visits**

Provisions may be made for special visits. These include, but are not limited to, people who have traveled long distances, visits to hospitalized family members, visits between Residents and their clergy, attorneys, and social service agency representatives. The conditions of special visits are listed in policy. To arrange a special visit, the Resident should work with their assigned case manager. Special visits must be approved in advance by the RCM.

### **Recreation**

Recreation and leisure activities are available to meet the needs of Residents.

- These activities may vary by Reentry Center.
- Staff may escort Residents to recreational activities in the community at the RCM's discretion.
- Disinfect all weight room equipment after each use.
- No food or drink except for water.
- Radios and speakers are not authorized in the recreation areas/common areas of the facility.
- Residents may be allowed to attend the gym/recreation center up to four days per week in the community that are within 30 minutes travel time for up to 90 minutes.
- Residents may use gym equipment available at the facility per posted times.

Residents are expected to care for the electronics that are assigned in their room and in common areas and tell staff they are damaged to fix or replace them in a timely manner.

### **Telephones, Cell Phones, Computer Use and Resident Mail**

*Applicable policy number(s): [450.200](#), [280.925](#), [450.110](#), [Cell Phone Agreement Form](#)*

#### **Telephones and Cell Phones**

Residents may possess and use cell a phone while in Reentry Centers. The cell phone must be from a source approved by the CCO. The facility has cell phones available for check out until one is obtained. Residents who purchase their own cell phone must choose phones that are "pay as you go." Residents are not allowed to enter into a contract with a cell-phone provider, which limits the financial obligation to Residents. These phones can be found at local retailers such as Walmart and Target. If the Resident receives a phone from family/friend(s), they can provide either a "pay as you go" phone or they can choose to be responsible for coverage/charges.

Use and possession of a cell phone is subject to the Cell Phone Agreement DOC Form 02-001, which requires a signature. Additional conditions may be added based on judgement and sentence and case plan needs. Violation of the cell phone agreement may result in loss of cell phone privileges and disciplinary action. Residents are provided access to public telephones.

- To ensure access to pay phones and/or a business phone, calls may be limited to 15 minutes in a one-hour period.
- Residents may not use profanity, abusive language, or have sexually explicit phone calls.
- Residents with hearing disabilities, or who wish to telephone someone who has a hearing disability, will have access to the necessary TDD/TTY equipment. Resident's will notify staff when this equipment is needed.
- Staff will not take personal phone messages except in emergency situations. Staff will only take



messages from employers, community partners and health professionals.

- A Resident who does not have their own cell phone, may check out a DOC cell phone for family contact, medical, and/or employment needs.

### **Computer/Information Technology (IT) Use**

Residents may be granted access to IT systems as needed (if available at the Reentry Center) to participate in approved employment, education, and/or training programs. This may include access to a computer, internet, and portable storage devices.

- Residents will only utilize the equipment as specifically authorized by the RCM/CCO.
- Each facility will have guidelines in place for checking out and using authorized systems/devices.
- Staff may supervise Residents while using any IT systems/devices.
- Residents are not to misuse any IT systems/devices.
- Residents will not attempt to fix or make any adjustments to the computers. Ask staff if assistance is needed.
- iPods or MP3 players will not be plugged into DOC computers, at any time.
- Residents are not allowed to install or download any outside programming.
- Depending on work or programming needs, Residents may also request RCM permission to use a laptop or tablet for designated employment, education, programming, or family reunification. Residents will sign a computer use agreement before this is permitted.

### **Mail**

Residents may send and receive mail while at the Reentry Center. Incoming and outgoing mail and packages may be opened, read, and inspected for contraband. Mail will not be allowed if it contains threats of physical harm against any person, criminal activity, sexually explicit materials, or any type of contraband.

- Residents are notified when a portion of mail is restricted via DOC [05-826 Mail Rejection Notice](#).
- Any money included in the mail will be removed and handled according to facility rules as established by the RCM.
- All outgoing mail must include the Resident's name and facility address.
- Residents are responsible for postage costs for all outgoing mail.
- Mail received after a Resident release will be forwarded to the address in the electronic file. If there is not a viable address, it will be returned to the sender.
- Mail received through the US Postal Service or other external mail services will be inspected. Residents will receive items within 48 business hours of receiving, with some exceptions (see property section regarding packages)

### **Legal Mail**

Legal mail is defined as mail from an attorney, court, judge, or the Office of the Corrections Ombuds and specifically identified as "Legal Mail." All incoming Legal Mail will be opened by Resident in the presence of staff. Staff are authorized to inspect the contents to ensure it meets the definition of Legal Mail and does not contain contraband or material that would threaten facility security or operations. Staff will not read the contents.

All first-class letters and packages will be forwarded to Residents who transfer or release for a period of 90 days from release or transfer, provided a forwarding address is available. If a forwarding address is not available, first-class letters and packages will be returned to the sender.

### **Communication Between Incarcerated Residents Applicable policy number(s): [450.100](#), [450.110](#)**

Correspondence between Residents confined in any correctional facility will only be allowed if each person

meets criteria set forth in policy and when authorized by both Superintendents/RCM's/Designees.

- The requesting Resident will complete and submit DOC 21-746 Approval for Mail Between Incarcerated Residents, along with any pertinent supporting documentation to their assigned case manager, who will then forward it to the RCM or Superintendent for consideration/approval.
- Correspondence may not start until each Resident receives signed, written authorization.

Please be aware that telephoning or sending written or electronic communication to any incarcerated Resident in a correctional facility, directly or indirectly, without prior written approval of the superintendent/reentry center manager/designee is subject to disciplinary action.

### **Meals and Food Service**

*Applicable policy number(s): [240.100](#), [610.240](#), [560.200](#)*

The Reentry Center follows the Department of Health guidelines for safe Food Service Operations and will provide cost effective, healthy, and quality meals. Meal service hours and the weekly menu are posted.

### **General Guidelines**

- Each reentry center will provide at least 3 meals, 2 of them hot, at regular times during each 24-hour period, with no more than 14 hours between the evening meal and breakfast.
- Residents who are out of the center during lunch service will receive a sack lunch to take with them.
- Residents who are out of the facility during dinner service, may sign up for a late plate. The facility has a process to sign up, in advance, to ensure there is enough to make the late plates for service.
- Residents not returning to the facility until after 1800 may sign up for a late plate to receive dinner. Residents must sign up for a late plate no later than 1400 each day when they need a late plate. Food taken from the kitchen, without authorization, will be addressed with the case manager.
- Residents are allowed in the kitchen/dining area during posted hours or when assigned to work detail.
- Residents will refrain from eating and drinking outside of the dining room, unless otherwise authorized by the RCM.
- Food and drinks can be consumed in designated areas in the facility.
- Residents may keep non-perishable items in facility designated area(s).
- Non-perishable food items are prohibited from being stored outside of designated storage areas or bins. All food items must be sealed.
- No glass containers allowed.

### **Therapeutic and Religious Diets**

Special Diets for medical, dental, or religious reasons may be provided upon written documentation and verification by a qualified physician, dentist, or recognized spiritual leader, stating specific dietary need. Religious diets are provided within the guidelines listed in the policy.

### **Meal Delivery**

Ordering delivery meals from local restaurants is an incentive as approved by the RCM during specific times. Consideration for operational needs and food service will be accounted for. Friends or family members are permitted to order delivery food items on a Resident's behalf as approved by RCM. The receipt must be provided to staff as purchase verification.

### **Tobacco and Smoking Products**

All tobacco products, lighters, matches, and other tobacco paraphernalia must be stored in the Resident's assigned mailbox, if available, or in-room locker if a mailbox is not available.

- Residents are prohibited from sharing/borrowing any of the items listed in this section, to include lighters. Smoking hours may vary based on need and/or seasonal weather conditions.

- Residents are allowed to have up to have no more than the number of packs of cigarettes or cans of chewing tobacco at one time that will fit in their assigned tobacco/smoking mailbox or in-room locker, if a mailbox is not available.
- Smoking is not allowed anywhere on state grounds within 25 feet of an entrance, window, or ventilation unit. Residents may only smoke in designated areas if available.
- No use of any tobacco products in the facility
- Acceptable products include cigarettes and chewing tobacco in original packaging.
- Prohibited items include pipes, cigars, partially smoked cigarettes, e-cigarettes, vape pens, and vaping “juice.”

## COMMUNITY ACCESS

### Step Level Placement

*Applicable policy number(s): [300.550](#)*

Reentry Centers support Residents to successfully return to community life, including strengthening relationships with relatives, friends, support persons, and employers. This step system is designed to allow for graduated community time, increased Resident responsibility and decreased levels of supervision. Staff at the Reentry Center support and encourage Residents to earn and maintain maximum privileges. Residents and their CCO will establish goals and objectives through the Case Plan, which will increase the opportunities to sustain themselves in the community. Compliance and fulfillment of this plan will be the basis for moving through the steps.

- A Resident advancing to a higher step will be positively acknowledged.
- A committee will meet once a week to review step advancements. The committee consists of at least one CCO and one custody officer/security staff.
- In the event of a step advancement denial, the Resident will be advised in writing of the reason for the denial and what the expectations are for pursuing step advancement.
- Step level placement decisions will be documented in the electronic file with an effective date.

Each step has requirements and identifies the privileges associated with that step. This step system will not affect access to religious services, medical treatment, court appearances or attorney consultation.

STEP	REQUIREMENTS	COMMUNITY ACCESS
1	<ul style="list-style-type: none"> <li>▪ Completion of DOC/facility Orientation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Point-to-Point passes to conduct essential business.</li> <li>▪ Approved visitation per DOC Policy 450.310</li> </ul>
2	<ul style="list-style-type: none"> <li>▪ Positive behavior which includes serious violation free for 30 days, while at the Reentry Center</li> <li>▪ Employed, attending education and/or programming a minimum of 32 hours per week, unless case plan determines otherwise.</li> <li>▪ All paystubs must be turned in.</li> <li>▪ Established LFO schedule, if applicable</li> <li>▪ Successful participation in all facility program requirements</li> <li>▪ Compliance with Case Plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ All privileges of Step 1</li> <li>▪ Approved social outings up to 20 hours per week with up to 10 hours per day.</li> <li>▪ Point-to-Point passes</li> <li>▪ Other privileges as established by the RCM</li> </ul>
3	<ul style="list-style-type: none"> <li>▪ All the requirements for Step 2</li> </ul>	<ul style="list-style-type: none"> <li>▪ All privileges of Step 2</li> </ul>

STEP	REQUIREMENTS	COMMUNITY ACCESS
	<ul style="list-style-type: none"> <li>▪ Positive behavior which includes serious violation free for 60 days, while at the Reentry Center</li> <li>▪ Employed, attending education and/or programming a minimum of 40 hours per week, unless case plan determines otherwise.</li> <li>▪ All paystubs must be turned in.</li> <li>▪ Establish schedule of payments toward LFOs and any CSRF loans and Room and Board</li> <li>▪ Compliance with case plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approved social outings up to 30 hours per week with up to 10 hours per day.</li> <li>▪ Point-to-Point passes</li> <li>▪ Other privileges as established by the RCM</li> </ul>

## Passes

Residents gain access to the community, through approved passes authorized by their case manager. The different types and uses of passes are detailed below. Residents must sign in and out of the facility, every time, prior to leaving and upon return.

### Pass Guidelines

- All passes must be completely and correctly filled out and submitted to the CCO a minimum of 2 business days prior to the date on the pass to allow for processing and approval.
  - Passes must include the following information: the full address and telephone number of the business or location, mode of transportation, purpose of the pass, timeframe of the appointment/meeting, and name of person conducting the appointment/meeting. If the name of the person conducting the appointment/meeting is unknown at the time the pass is approved, then it will be added to the pass by the Resident when known.
  - All carbon copies of the pass must be submitted. Staff will distribute the copies appropriately once approved.
  - All incomplete passes will be returned to the Resident for correction and re-submission. This may re-start the 2-business day required timeframe.
- Except for unexpected and urgent medical needs, passes not submitted in the required timeframe may result in the Resident missing the appointment, treatment, or work shift.
- CCO's are responsible for approving passes/plans. The RCM may allow approval by staff, specific to medical needs and employment outside business hours.
- Residents may not travel with or meet anyone including friends, family, other Residents from this or any other facility while out on any type of pass unless it has been pre-approved by the CCO.
- Residents will use the most direct route possible and only the specified approved transportation while on passes.
- Residents may only go to the locations approved on the pass/plan. If they complete their business early, they must return to the facility.
- Residents must immediately notify the facility if an emergency occurs while in the community, providing necessary details.
- Residents will return to the facility immediately if their work shift or social outing ends early.
- Any Resident who returns to the facility past their designated due-back time must submit to a for-cause drug test, breathalyzer, and pat search.
- Residents may attend AA/NA according to their case plan and Chemical Dependency provider.
- Residents must obtain verification from every location on Point-to-Point passes and Job Search passes. Schedule plans for employment and education do not require a verification slip. Schedule plans that do not have a point of contact (e.g., religious services, AA/NA meetings) will require a verification slip. All verification will be turned into staff when Residents return to the facility.

- All passes/plans listed below will be verified by staff through sales receipts, appointment records, business cards, telephone checks, verification slips, etc.

### **Point-to-Point Pass**

*Applicable policy number(s): [300.550](#), [610.300](#), (Form 20-109-available at the Reentry Center)*

A point-to-point pass may be issued to conduct essential business. The pass may not exceed 4 hours, including travel time, and must be used between the hours of 0700 and 2200. Residents will provide documentation from each location while on a point-to-point pass. Receipts are required for all purchases completed during point-to-point passes.

Point-to-point passes may be used for the following essential business reasons:

- Medical/dental appointments
- Legal matters
- Programming
- Religious services
- To purchase items for employment, training, and/or personal hygiene

### **Job Search Pass**

*(Form 20-103- available at the Reentry Center)*

Job Search passes are used for employment seeking purposes. This may include going to physical business locations to apply for work, going to places that assist with resume building and online job applications (Work Source, Goodwill, etc.), and job interviews. The pass may not exceed 8 hours, including travel time. Residents are required to either return to or telephonically contact the facility after 4 hours on their job-search pass.

- This is the only pass where the Resident is required to fill out information while out on the pass, such as time frames, activities completed while at each location, and name of the person who contacted.
- Residents may not job search with any other residents without CCO approval.

### **Schedule/Plan**

*(Form [20-102](#))*

Schedule/Plans are used for work, school, treatment, and recurring appointments. They may also be used for essential appointments that exceed 4 hours in duration. Residents are encouraged to work with their CCO's/staff to complete the first Schedule/Plan to ensure it has been done correctly. A scheduled plan and updates are not in effect without CCO approval.

### **Social Outing Request and Responsibilities Form**

*(Form [20-084](#))*

Social Outings Request forms are used when Residents have approved sponsors and are eligible for social outings. Residents will use this form to list out the locations (not to exceed 4) they plan to attend while out with their sponsor. Residents will be required to list specific names of the locations (Safeway, sponsors' house, etc.) as well as addresses and phone numbers. The pass may not exceed 10 hours and the due back time is listed on the Social Outing Form. Staff may complete telephonic checks to ensure Residents are remaining with their sponsor. Answering the call is required.

### **Transportation**

Transportation varies by facility based on location and accessibility. Residents must utilize the authorized modes of transportation. Taking an unauthorized mode of transportation (such as receiving a ride versus

taking the bus as approved) is considered a deviation and will be addressed.

### **Transportation Guidelines**

- Residents will indicate the mode of transportation on each pass.
  - The CCO may adjust travel times based on the mode of transportation indicated on the pass (bus, walking, biking, etc.).
- Residents will not change the mode of transportation unless they have received approval from CCO/staff.
- Residents may not accept car rides without prior authorization or while on an approved social outing with a licensed and insured sponsor.
- If a situation occurs that makes it impossible to continue with the approved mode of transportation, they will gather as much information as possible and call the facility to inform staff. This can include the name of a bus driver, bus number, police officer, location of incident, etc.
- Staff may be available to transport Residents or arrange for transportation in emergent situations.
- Approved drivers must be of 21 years old, unless approved in advanced by the RCM.

An alternative to using the local bus system, Residents may ride a bicycle if a bicycle program is available at the Reentry Center.

The local bus system allows bicycles to be secured in a bicycle rack at the front of the bus.

- A bicycle lock is required.
- The lock combination or key will be secured in the facility.
- A bicycle helmet must be worn and a headlight if riding your bike outside of daylight hours.
- The Resident can submit a property request and add a bike to their property matrix.
- After each use Residents' bicycle must be secured to the bike rack.

If public transportation is not available, Residents may be permitted to share a ride with a licensed and ensured co-worker, as approved by their CCO. This must be pre-approved each time unless it has been approved as a regular mode of transportation.

### **Job Search**

*Applicable policy number(s) [300.550](#)*

A goal of participating in the Reentry Center, is to encourage and assist Residents to find meaningful, sustainable employment that will last beyond their release date. This goal looks different for each Resident. Each Resident's job searching efforts may look different.

Residents have 15 calendar days to gain employment/programming. They are encouraged to meet with their CCO to discuss any obstacles that may hamper the search. The following is a list of expected guidelines:

- Residents should be proactive with job searching, to include utilizing approved facility resources (computer, phones, staff, etc.) to assist in planning job searches.
- Job Search passes must be filled out according to geographic location. Staying in one area, during each approved job search, will maximize time contacting potential employers.
  - Job searching outside of the counties in which this reentry center serves must be approved in advance by the RCM.
- Residents are expected to utilize good hygiene practices. Stained or torn clothing and loungewear is not permitted.
- Residents leaving the facility to seek employment will be expected to wear appropriate attire for the position they are seeking.



- Residents are encouraged to speak with staff if they need help obtaining clothing for job seeking.
- Residents are responsible to be ready to sign out at the time indicated on the approved pass. If the Resident is not ready to go, they may miss the opportunity to use the pass.
- Job search outside of the facility's established job searching hours must be approved in advance by the CCO.
- Residents may not job search with any other Residents, without CCO authorization
- Residents must take a copy of their pass with them while on job search. They are required to fill in the times at each location, what was done and who was contacted. The completed pass must be turned in upon return to the center. The information provided on the pass is crucial to account for time spent in the community.
- Staff will randomly verify the employer contacts listed.
- Residents who are currently programming and want to look for additional work or change their program, must meet with their CCO to discuss the viability of this change and to update their case plan.
- A Reentry Team Meeting may take place for Residents who have not obtained employment during the initial phase of employment seeking.

### **Programming**

*Applicable policy number(s): [300.550](#)*

The Residents case plan, developed with their CCO, will identify programming needs while at the Reentry Center. Programming may include employment, education/training, treatment, or medical or mental health needs. Factors that may impact case planning include:

- The ability to financially maintain oneself,
- Whether the type of education and/or training required for certain professions is feasible to accomplish while at the reentry center,
- Whether the desired career path is available to the Resident during their stay.

Residents must be in the Reentry Center for a minimum of 8 hours out of every 24-hour period. This includes all activities and travel times.

### **Employment**

Whenever possible, Residents are encouraged to seek employment that aligns with their goals and will sustain them in the community. Finding employment in an area that matches a Resident's skills and abilities will promote a sense of purpose, accomplishment, and often the opportunity for growth within the chosen profession. If Residents are not able to pursue their career of choice due to current circumstances, they are encouraged to find employment/training in a similar field that will still allow them to work toward their long-term goals.

Residents may not be self-employed or supervised by family or friends, unless authorized by the RCM. Residents must advise prospective employers about their current Reentry Center status upon an offer of employment.

The CCO will confirm employment, ensure information on the Schedule/Plan is accurate and answer any questions from the prospective employer prior to the first shift.

While at work, Residents will be expected to adhere to the following guidelines:

- Remain under direct supervision while at work.
- Remain at the job site, to include breaks and lunch.
- If authorized, by the CCO, to go from one location to another, during the workday, the Resident must

call when leaving the job site and upon arrival at the new site.

- If approved, by the CCO, to cash a DOC issued draw check or go directly to programming after work, the Resident must call or provide verification upon return as directed by the CCO. The Resident may be required to call in when leaving and arriving at each location.
- Driving or riding in any vehicle must be pre-approved by the CCO.
- Visitors are not allowed to visit job sites for any reason, this includes delivery of food, money, or other items.

Staff must be granted unimpeded access to the work site. This may include unannounced site visits and periodic phone calls to the employer and in some cases to the Resident. This will be done in the least disruptive manner.

### **Wages**

Residents are required to turn in all wages, including tips, to staff as soon as they are received. It is the responsibility of each Resident to inform the CCO of any issues that arise regarding being paid or turning in wages.

### **Overtime**

Approval to work overtime may be obtained if:

- The CCO has indicated on the Schedule Plan that the Resident is eligible for overtime work.
- Overtime must be verified. It is the Resident's responsibility to make sure that an approved contact calls the facility to request overtime **before** the end of the Resident's regularly scheduled shift.
- Overtime will be denied if it conflicts with other factors such as:
  - The Resident is out of the facility for longer than 16 hours in a 24-hour period.
  - The overtime will interfere with programming required via the case plan.
  - The Resident is pending any disciplinary procedures that may require additional time in the facility.
- Residents are allowed to engage in employment, education and/or programming a maximum of 6 days per week. Exceptions may be approved through the RCM/CCO.

### **Illness**

Residents will notify staff and their employer prior to their regularly scheduled shift if they need to call in sick. Other than seeking medical care, Residents must cancel all other activities, visits, and scheduled outings until they return to work. Residents may be placed on Room Restriction while they are sick in order to prevent spread of infection.

### **Resignation and Termination**

Residents must have CCO approval prior to quitting employment. To maintain good standing with the employer, the Resident will provide 2 weeks' notice. The CCO will confirm last day of work.

Residents must have CCO approval to seek other employment and will give notice as noted above.

Residents must inform their CCO if they are terminated from employment. The CCO will confirm the reason for termination and will address the behavior accordingly.

### **Education/Training**

DOC encourages and supports higher learning while at the Reentry Center. Residents will work with their CCO to determine if their career or educational path will be feasible and beneficial to their long-term goals.

- Residents will be responsible for securing and maintaining the financial means needed for tuition, school supplies, room and board, and other items as needed to maintain themselves while at the Reentry Center.
- Residents must submit a Schedule/Plan pass for their CCO to verify their proposed schedule. The Resident will work with the assigned CCO for verification of attendance.
- A Resident 's case plan will have specific guidelines regarding study time while in the Reentry Center.

### **Treatment**

Upon arrival to the facility, CCO's will assess each Resident 's treatment history, court-ordered conditions, and other areas to decide the type of treatment the Resident will need to attend while at the Reentry Center.

- The Resident and CCO will create a Resident case plan identifying both mandatory and voluntary programming. The CCO will provide referral(s) and adequate time to follow through. It is the Resident 's responsibility to contact the CCO if they need more time or support.

Residents are expected to plan employment and education around any treatment schedules. Attendance is mandatory and any absences must be authorized and reported, in advance, to the CCO and treatment provider.

### **Health Services**

*Applicable policy number(s): [610.300](#), [670.000](#)*

While at the Reentry Center, Residents have access to medical, dental, and mental health services in the community. It is the responsibility of the Resident to make appointments and turn in pass(es) in the required timeframes. Failure to do this may result in missing the appointment.

- Residents are required to provide verification of attending all appointments/visits and return a completed copy of the Community Health Care Report (14-016) and/or the hospital or health care provider discharge report.
- Residents are responsible for all medical costs and transportation costs incurred while at the Reentry Center.
- Residents are responsible for providing their own transportation to and from any appointments, but in limited cases staff may assist with transport.
- During an emergency, staff will plan for transportation to and from the Reentry Center.

### **Non-Emergent Situations**

Residents are encouraged to make appointments with a health care provider for all non-emergent medical/dental care.

### **Emergent Situations**

24-hour emergency medical, dental, and mental health care in the community is provided for Residents, which includes arrangements for the following:

- Limited onsite emergency first aid supplies and assistance are available.
- Utilization of 9-1-1 emergency services, including triage and ambulance transport to a nearby hospital.
- Use of one or more designated urgent or medical care centers.

### **General Information**

- Each facility has a plan in place for the prevention and spread of contagious illnesses.
- If any Resident develops a medical condition that requires care beyond the scope of a Reentry Center, the Resident may be transported to a facility with full medical services. The Resident will not be

subject to any disciplinary action and will return to the Reentry Center upon completion of medical treatment.

- If a Resident needs unexpected medical care while out of the facility, they should get medical care and use their cell phone to call the facility as soon as possible.
- Residents will not participate in any research including biomedical, experimental, pharmaceutical, cosmetic, or psychological studies.

### **Medication**

All medications, including non-prescription items, must be turned into staff as soon as they are received. They will be dispensed and logged in accordance with the prescription schedule. Depending on the type of medication (including over the counter items), staff may return the medication to the Resident to keep on their person.

- Medications must be kept in the original/factory packaging.
- Residents may not share medications with anyone.
- Residents will initial for receipt of medications.
  - Staff will provide medications to Residents upon request and according to their prescribed medication regime. Medication calls will not be announced because it is the Resident's responsibility to take medication as prescribed and to maintain the Resident's privacy.
  - Staff will observe the Resident self-administering medications to verify issuance complies with the physician's instructions on the prescription label.

### **Sponsors and Social Outings**

*Applicable policy number(s): [450.310](#)*

Social outings give Residents the opportunity to go into the community with an approved sponsor. This is a privilege that may occur when a Resident meets behavioral, financial, and programming standards as listed in the "Step Level Placement" section of this handbook. Residents are encouraged to begin the sponsor approval process prior to becoming eligible for social outings, as they only occur if the Resident has approved sponsors. Social sponsor forms should be submitted at the time of eligibility.

### **Sponsor Approval Process**

Anyone on a Resident's Approved Visitor List, who is at least 21 years old, and meets all other criteria as listed in policy, is eligible to become a sponsor. To become a sponsor, the following must occur:

- Prospective sponsors will complete the Reentry Center Sponsor application by accessing it through doc.wa.gov.
- The CCO will conduct a criminal background check using NCIC unless an NCIC is on file with DOC within the most recent year. A review of JABS will be completed to review active no contact orders and warrants.
- The CCO will review all pertinent information, conduct a telephonic interview, and provide an orientation to the potential sponsor as listed in policy and make a decision to approve or deny.
  - If denied the sponsor will be notified, and it will be added to the Resident's electronic file. Only the sponsor will be told the reason for denial. The sponsor may appeal the decision to the RCM per policy.
  - If approved the Resident and sponsor will be notified, and it will be added to the Resident's electronic file, CePrison.

### **Guidelines for Social Outings**

Both Residents and their sponsors are required to adhere to all guidelines, rules, and regulations as listed in this handbook, as well as policy and the information contained in the Social Outings Request and Responsibilities form (20-084). Failure to do so may result in suspension/termination of the sponsor, as

well as behavior intervention(s) for the Resident.

- Residents may not social out during times they are scheduled to be at work or mandatory programming, on restriction, or when extra duty sanction hours have not been completed
- Social outings may be restricted during facility emergencies, various community events, holidays, or at the request of the RCM
  - Social outings are not permitted past 1800 hours on New Year's Eve and July 4th.
- Approved sponsors must provide identification, each time, when picking Residents up for socials.
  - They must provide vehicle registration and insurance prior to leaving with the Resident.
- While on social outings, Residents must be accompanied by their sponsor at all times. The only exception to this rule will be short trips to the restroom.
- Residents may not visit anyone during a social outing who was disapproved as a visitor or sponsor, or who is actively on DOC supervision without prior written approval from the CCO.
- Random telephone and/or field checks may be made by staff at any time during the Social Outing.
- Sponsors must be available to speak with staff at any time.
- Location(s) may not be added to the pass after it is signed without prior authorization from the CCO/RCM.
- Out of County Social Outings must be approved in advance by the RCM. Residents may not be in any type of bar, marijuana dispensary, tavern, nightclub, or casino. This includes bars and lounges located within a restaurant.
- Sponsors and Residents may not be under the influence of any type of drug or alcohol throughout the outing.
- Sponsors must return the Resident to the facility within the designated return time. Sponsors must also immediately return the Resident to the facility when directed to do so by staff. Social Outings will never exceed 10 hours, which includes travel time.
- In the event of an emergency, the sponsor/Resident must contact the facility immediately.

### **Release from Reentry Center**

DOC recognizes a Resident's release day is an important milestone toward successful integration into the community. Staff recognize the urgency Residents feel to release, and certain processes must occur prior to the official release. To ensure a smooth transition, Residents need to be aware of the following general guidelines:

- Releases will not occur prior to 0800 hours without RCM approval.
- Residents must pack all personal property.
- Residents will clean their assigned room (e.g., wipe windowsill, mattress, nightstand, sweep, and mop floor).
- All issued items must be turned into staff. This may include keys, linens, pillows, and handbooks.
  - Linens must be cleaned prior to being turned in.
  - Residents will be financially responsible for any missing or damaged items.
- Residents will sign and be given copies of all closing paperwork prior to release.
  - Closing checks, if any, are given at the time of release. If the closing account check(s) are not at the facility, they will be sent to the release address on file.
  - Sign the Order of Release and reporting requirements, if applicable.

<b>CIVILIAN</b>	<b>MILITARY</b>
<b>12:00 AM</b>	<b>0000</b>
<b>1:00 AM</b>	<b>0100</b>
<b>2:00 AM</b>	<b>0200</b>
<b>3:00 AM</b>	<b>0300</b>
<b>4:00 AM</b>	<b>0400</b>
<b>5:00 AM</b>	<b>0500</b>
<b>6:00 AM</b>	<b>0600</b>
<b>7:00 AM</b>	<b>0700</b>
<b>8:00 AM</b>	<b>0800</b>
<b>9:00 AM</b>	<b>0900</b>
<b>10:00 AM</b>	<b>1000</b>
<b>11:00 AM</b>	<b>1100</b>
<b>12:00 PM</b>	<b>1200</b>
<b>1:00 PM</b>	<b>1300</b>
<b>2:00 PM</b>	<b>1400</b>
<b>3:00 PM</b>	<b>1500</b>
<b>4:00 PM</b>	<b>1600</b>
<b>5:00 PM</b>	<b>1700</b>
<b>6:00 PM</b>	<b>1800</b>
<b>7:00 PM</b>	<b>1900</b>
<b>8:00 PM</b>	<b>2000</b>
<b>9:00 PM</b>	<b>2100</b>
<b>10:00 PM</b>	<b>2200</b>
<b>11:00 PM</b>	<b>2300</b>



**MAXIMUM ALLOWABLE PERSONAL PROPERTY MATRIX****CLOTHING**

ITEM	DESCRIPTION	QUANTITY	VALUE (\$ each)
Athletic support	Standard design	1	20.00
Bra/binder/camisole/slips	Non-transparent; includes nursing bras; no underwires or adhesives; bras with pockets for breast prosthetics must have medical basis	7	45.00
Belt	Plain leather or cotton mesh; open buckle no larger than 2" x 2"; unlined	3	30.00
Coat, winter weight	Heavy lining; no longer than mid-thigh	2	65.00
Gloves	Foul weather or work gloves	3	20.00
Handkerchiefs	White only; no larger than 12" x 12"	5	5.00
Hat/cap	Stocking; baseball	2	25.00
Jacket/coat, lightweight	Light lining; sweaters/sweatshirts with zipper, snap, or button-front; waist length	2	45.00
Long underwear	Standard 2 piece set, top and bottom; no one-piece	2	30.00
Pajamas/nightshirt/nightgown	Includes nursing pajamas and nightgowns; no transparent or see-through materials	2	30.00
Rain gear	Top and bottom set; top no longer than mid-thigh and no zip-out lining	1	50.00
Robe	Standard tie waist; ¾ length only	1	50.00
Scarf	Includes nursing scarf	2	25.00
Shirts	No half shirts or see-through material	7	25.00
Shoes/sneakers/sandals/winter footwear	Heel 1" thick or less for non-continuous soled shoes (including tennis shoes)	4	100.00
Shorts	No tight-fitting; no low rise; no cutoffs or altered; no less than 4" inseam; no invisible pockets; non-reversible; no open-fly boxer-style	4	25.00
Slippers	Includes shower shoes	2	30.00
Socks	Pair	10	5.00
Sweat clothes	2 piece set	2	40.00
Sweater	Knit pullover; crew or v-neck; snap, turtleneck, button front	2	35.00
Trousers/pants/skirts/dresses	Pants/jeans - sized proportionately; straight leg or boot cut leg; no tight-fitting; no invisible pockets or cargo; non-reversible; no hip-huggers or low-rise Skirts/dresses - at least knee length; no tight-fitting, slits, or invisible pockets; non-reversible	7	35.00
Undershirts	Standard short-sleeved plain white t-shirt; crew or v-neck	10	5.00
Underwear	Non-transparent	10	5.00

**EMPLOYER-ISSUED WORK CLOTHING**

ITEM	DESCRIPTION	QUANTITY	VALUE (\$ each)
Coveralls		2	75.00
Pants		3	30.00
Shirts		3	30.00
Work boots/shoes		1	125.00

**HEALTH CARE ITEMS**

ITEM	DESCRIPTION	QUANTITY	VALUE (\$ each)
Breast pump and accessories	Manual or electric; single or double	1	75.00
Contacts, prescription	Clear, disposable/non-disposable, as prescribed	See Description	
Glasses, prescription		2	
Glasses/contacts case	Contact case must be clear	1 each	
Maternity/postpartum	Breast cream, breast pads	As needed	
Sunglasses	Non-reflective; no mirrored	3	25.00

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**JEWELRY** - Combined maximum total value for all jewelry is \$300.00

ITEM	DESCRIPTION	QUANTITY	VALUE (\$ each)
Earrings	Post type only; no gems/stones; 8mm maximum	2 pairs	25.00 pair
Medallion	2"; no gems/stones	1	50.00
Neck chain	24" maximum; no gems/stones	1	50.00
Wedding band/ring	no gems/stones	1	100.00
Wristwatch	no gems/stones	1	100.00

**MAJOR CONSUMABLES - PERSONAL HYGIENE PRODUCTS****NOTE:** Limited to personal hygiene products in an amount not to exceed the capacity of a 6" x 6" x 12" box

ITEM	DESCRIPTION	QUANTITY	VALUE (\$ each)
Grooming	Aftershave product - 12 oz.; fragrance/perfume	3	
	Cotton swabs - box of up to 300	1	
	Disposable razors	10	15.00 total
	Face cleanser	1	
	Face cream	1	
	Lip balm - limited to "Chapstick-like" products	1	
	Make-up: Blush, concealer, eye liner, eye shadow, face powder, foundation, lip liner, lipstick, and mascara; if packaged in a compact with a mirror, must be disposed of when empty	2 each	
	Shaving Cream - 12 oz. can	1	
Hair care products	Any combination of, not to exceed allowance, no more than 32 oz. each: shampoo, conditioner, pump hairspray (non-aerosol), grease, activator, leave-in treatment	5	
Hand, foot, and/or body products	Any combination of, not to exceed allowance: Hand products: cream, lotion, emery boards (one pack), cuticle remover Foot products: anti-fungal, soak, cream, stone Body products: oil, lotion, spray, gel, powder, sunscreen	8	50.00 total

**MAJOR NON-CONSUMABLES**

ITEM	DESCRIPTION	QUANTITY	VALUE (\$ each)
Alarm clock		1	20.00
Cassette/CD player/media player/radio	AM/FM radio and/or cassette player/recorder, single cassette only; CD player, single CD only; 18" x 10" x 6" maximum; batteries as authorized by facility; not DVD compatible	1	70.00
Cell phone and accessories	Charger; must be approved by the case manager	1	125.00
Electric fan	12" maximum size	Per facility	25.00
Electric razor or hair trimmer	As authorized by facility	1	50.00
Head/earphones		1	20.00
Laptop and accessories	Charger; one flash drive; must be approved by the case manager for school/work	1	500.00
Television and accessories	Portable with earplug/earphone attachment capability; 15" screen maximum; CRT or flat panel; TV cable if approved	Per facility	100.00

## MISCELLANEOUS

ITEM	DESCRIPTION	QUANTITY	VALUE (\$ each)
AC adapter	Up to one each for each approved electrical device	5	10.00
Backpack		1	40.00
Bicycle		1	300.00
Bicycle helmet		1	35.00
Bicycle lock		1	20.00
Bowl	Plastic	2	3.00
Brush, hair		1	5.00
Calculator		1	20.00
Cards, playing	Deck; standard and Pinochle	2	2.00
Cassette tape/CD holder	Plastic; may hold only the maximum number of tapes/CDs allowed	1	10.00
Cassette tapes/CDs	Clear case, glued or screwed, or glued opaque; pre-recorded commercial tapes/CDs or authorized letter tapes/CDs	20	15.00
Comb	Plastic	1	2.00
Cup/water bottle	Plastic	1	5.00
Curling/straightening iron		1	20.00
Do-rag		1	5.00
Earplugs	Noise protection	2 sets	3.00
Games	Dominos, Chess, or Checkers only	2	15.00
Hair clips/accessories	6" total length; no complete metal clips; no removable materials	6	10.00
Hairdryer		1	20.00
Hangers	Plastic	20	2.00
Headphone extension cord	12 feet maximum	1	10.00
Laundry bag		1	10.00
Mirror	Plastic; 4" x 6" maximum; one piece	1	5.00
Musical instrument and accessories	As authorized by each facility	Per facility	400.00
Nail clipper, large		1	1.00
Nail clipper, small		1	0.50
Photo album	Photos only; no metal binders; not for newspaper or magazine clippings; 8½" x 11" maximum	1	10.00
Pick	Plastic; no rattail	1	0.50
Power strip/surge protector	UL approved; as authorized by facility per local Fire Marshal requirements	1	25.00
Reading lamp	Plastic	1	10.00
Soap dish	Plastic	1	2.00
Toothbrush and holder	Plastic	1	5.00
Tumbler	Plastic; no thermal or insulated unless clear	1	2.50
Tweezers	3½" maximum size	1	10.00
Umbrella		1	20.00
Wallet/purse		1 each	35.00