FAMILY COUNCIL MEETING MINUTES

Location: SCCC  Date: 12-10-21  Time: 0900-1100AM

Teleconference details: Call in number: 1-253-372-2181; Phone Conf. ID # 784-921-425

Meeting Attendees

Department/facility co-chair: Gina Penrose, Associate Supt. of Programs  
Family co-chair: Miriam Fry

Facility/council secretary: Katy Tatro  Family secretary, if applicable: Vanessa Lewis

Members present: Captain Eric Mainio, CPM’s Rob Schreiber & Shane Evans, FSM Ron Attard, Plant Mgr. Doug Matthews, FA4 Sheridan Sutherby, CPPC Branwyn Mansford

DOC staff: HQ – Jeremy Barclay & Monica Ritter; C. Melhuish – Family Services Division

Members present - Anna Ivanov, SFR; Diane Sifres, Jeanette Revay, Julie Triggs, Susan Wade, Cammie Carl, Katherine & David Kaiser, Tamara Lacey, Lydia Schoen, Sarah Stuth, Tammy Hampton, Annie Treapanier,

Non-council member attendees: None

Agenda

Old business

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion/Key Points</th>
<th>Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFC Meeting Update</td>
<td>Presented by Susan Cooksey</td>
<td>See 10-8-21 SFC Summary</td>
</tr>
<tr>
<td>Quarterly Financial Overview</td>
<td>Presented by LBA Redding</td>
<td>See Attachments #1A &amp; #1B</td>
</tr>
<tr>
<td>2022 LFC Officers</td>
<td>Presented by IC/CPM Schreiber on Associate Penrose’s behalf</td>
<td>2022 LFC Officers are: Anna Ivanov, SFR Bethany DuSchene, Co-Chair Vanessa Lewis, Secretary</td>
</tr>
<tr>
<td>LFC Unit Reps Agenda Requests</td>
<td>Presented by IC/CPM Schreiber on Associate Penrose’s behalf</td>
<td>See Attachment #2 for details.</td>
</tr>
<tr>
<td>LFC Family Members’ Agenda Requests</td>
<td>Presented by IC/CPM Schreiber on Associate Penrose’s behalf</td>
<td>See Attachment #3 for details.</td>
</tr>
</tbody>
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New business

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion/Key Points</th>
<th>Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll Call/Welcome/Announcement</td>
<td>Presented by Facility Co-Chair Penrose</td>
<td>There is an 11:00am meeting for management staff. Please be mindful of the time so that all can have a chance to have their questions addressed.</td>
</tr>
<tr>
<td>SFC Update</td>
<td>Presented by Anna Ivanov, SFR</td>
<td>Meeting minutes from SFC November 2021 have not yet been</td>
</tr>
<tr>
<td>Section</td>
<td>Presenter(s)</td>
<td>Details</td>
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<tr>
<td>Family Friendly Updates</td>
<td>Presented by CPPC Branwyn Mansford</td>
<td>See Attachment #1 for details. New OAS – Arwen Gill. CPPC is the main contact with OAS acting as back-up when needed.</td>
</tr>
<tr>
<td>Financial Overview</td>
<td>Presented by FA4 Sheridan Sutherby</td>
<td>See Attachments #2 A &amp; B for details.</td>
</tr>
<tr>
<td>Visitation Updates (&amp; EFV’s)</td>
<td>Presented by CPM Shane Evans</td>
<td>Visits have increased from 1 to 3 per month; these need to be requested separately; the spots fill quickly so HQ is working on a solution through the Visit schedule; Safe Start is now permitting a few games and activities added to the visits; we have a new rapid testing system to include a machine that verifies whether COVID + or -, but still takes 15 mins. per test. EFVs – We are working through some issues with families leaving food behind. A sanitation process is currently in progress to include assigning a clean-up team to ensure cleanliness.</td>
</tr>
<tr>
<td>Mattress Updates</td>
<td>Presented by CPM Rob Schreiber</td>
<td>See summary at bottom of minutes.</td>
</tr>
<tr>
<td>Per 10-8-21 LFC meeting</td>
<td>Request from B. Duschene to receive updates on H3/H4 closures due to staff shortages due to non-vaccinators.</td>
<td>Pending closures are based on the reduction of II’s in WA State prisons. There are too many empty beds to keep all units open statewide. When information is received from DOC HQ, it will be disseminated to LFC family members and SCCC incarcerated population.</td>
</tr>
<tr>
<td>Per 10-8-21 LFC meeting</td>
<td>Request from S. Babcock to have installed railings for upper bunks to prevent falls. Is age factored in when deciding who is assigned a top bunk?</td>
<td>Health is the deciding factor; All II’s are responsible to consult with Health Services for lower bunk placement. Per Supt. Haynes – At this point we are not going to proceed with installing railings on all upper bunks in the facility.</td>
</tr>
<tr>
<td>LFC Unit Reps Agenda Requests</td>
<td>Presented by Facility Co-Chair Gina Penrose</td>
<td>See Attachment #3 for details.</td>
</tr>
</tbody>
</table>
MATTRESS UPDATE – Pre-submitted questions presented by CPM Schreiber

1. Q: Have the mattresses been ordered?
   A: Yes.

2. Q: If not, why not?
   A: N/A.

3. Q: If yes, when were they ordered?
   A: On 8-17-21, 180 mattresses were received at SCCC. The 180 mattresses were disseminated to the units by November 15th via SITR orders placed by each CUS. There have been 2 orders placed with CI that have not arrived: 80 each of mattresses placed 10-6-21 & 60 each of mattresses placed on 11-9-21. Normal delivery is 30 days after order is placed, but due to the pandemic currently CI is taking longer to deliver products. There is no ETA for arrival of both pending orders.

4. Q: If the orders were placed, have they arrived yet?
   A: Yes, they arrived at SCC on 8-17-21.

5. Q: If they have arrived, how are they being distributed?
   A: Each unit CUS orders a max of 8 mattresses per month and issues said mattresses to their unit population ASAP. All mattresses received in the units to date have been issued.

6. Q: What is the timeline for full upgrade completion?
   A: Mattresses will continue to be handed out at the rate of 8 per unit per month. There is no end date as once everyone has a new one, they will be replaced as necessary.

1. Q: Per Susan Wade – I didn’t read the minutes, so I am hoping someone can answer this. I’m asking about the EFV box in Public Access. I was told there was going to be one placed in front of public access but see this hasn’t happened yet. When will this be installed for visitor use?
   A: A work order has been placed and we are awaiting completion.

MATTRESS DISCUSSION BY ASSOCIATE PENROSE – Each unit purchases 8 mattresses per month. Some of the incarcerated report they haven’t slept so well in years with the new mattresses. Because they are limited to 8 per month, this could go on forever as they are replaced when they wear out and the cycle will be repeated again. The cost of each mattress is about $130.00 each and they are funded through the operational budget.

Questions by family members:

1. Q: Per Lydia Schoen – Who decides on the max number of mattresses that can be ordered? It’s been years since we’ve been dealing with this situation and it is not acceptable.
   A: Per CPM Schreiber – Some of the old mattresses are still in good use and have life left in them. This is a cost issue and it’s a lengthy process with researching, testing, and securing for purchase, not to mention ordering and receiving. I worked on this process for 2 years.

2. Q: Per Lydia Schoen – I thank you for your efforts. What is the life span of a mattress?
   A: Per CPM Schreiber – I would say maybe a year. It’s because of the sitting, rolling them up for space to do homework, etc. makes them break down more quickly.

3. Q: Per Lydia Schoen – Is there a rotation system in place?
   A: Per CPM Schreiber - The mattresses are tracked/assigned by the unit CUS's, but we are coming up with different ways to distribute them. The mattresses are assigned by cell, not II, so they stay in the unit/cell they are assigned to. The CUS will label each mattress with a Sharpie to include the serial number, date issued & cell/bunk number.
4. Q: Per Lydia Schoen – Are there reasonable accommodations for II’s with medical issues?
   A: Per CPM Schreiber – The II will consult with their provider, then HSM2 Parris will notify the CUS of which II’s would benefit from having a better mattress due to a health issue. Those II’s that meet the criteria will be notated on the paddle board in the unit as an identifier to staff.

5. Q: Per Lydia Schoen – What do you mean by provider?
   A: Per CPM Schreiber – The provider is the medical professional assigned to all II’s within that specific unit.

6. Q: Per Tamara Lacey – Can we order orthopedic pillows for our loved ones through a medical provider?
   A: Per CPM Evans – The medical provider will evaluate each requesting II for pillows, mattresses, wedges, etc. and if that II meets the medical criteria, the provider would approve those items. If an II has ADA issues, the ADA Coordinator would evaluate to see if medically necessary.

10-8-21 LFC Bi-Monthly Meeting questions - updated response

1. Q: Per Anna Ivanov – Does SCCC have a music room?
   A: Per Supt. Van Ogle – Yes, SCCC is one of the few facilities that kept our music room. It is currently closed due to latest COVID cases. We will have a brief pause and monitor for COVID, then will open up both music room & hobby shop. I am working with the Captain on this. Issues being reviewed include some II’s are in same pod, but from different cohorts. We are reviewing this for a process that work within these parameters. In addition, II’s sign up at different times to use the music room.
   A: UPDATE: This was put on hold due to the small space, and COVID 19 social distancing requirements.

Goody bag update from Associate Penrose – See Attachment #5 for Mainline, Vegan/Gluten Free & Diabetic items in goody bags. Each year we give out goody bags during the Christmas holiday. FSM Attard had already put in an order for products needed for the goody bags before we received the recent notice from HQ. Each facility was allotted $9125 or $5 per individual from IIBF Future Deployment Funds. There are 1825 individuals at SCCC who would receive a goody bag. This caused an issue as the facility had already began making the baked goods to freeze making it impossible for LFC input. We are hopeful to have LFC family input for next year’s goody bags.

Per FSM Attard – We begin planning for the goodie bags around the beginning of October as our bakery makes treats from scratch year-round. It would be great if we could begin discussing this next August, so we have adequate time for preparation.

Per Anna Ivanov - Since you were way ahead of the game & with this money coming from IIBF, can that be used for something else? What can we do with that money?

Per Associate Penrose – The IBF money is helping to replenish those funds that were already spent.

Per Lydia Schoen – What about those II’s that are diabetic? While the gluten free/vegan option is appreciated, it would be great if the diabetics received a goody bag with sugar free options. Can we find out prior to the minutes coming out?

Per Associate Penrose – We will get this communication out as soon as possible.

Additional RT questions submitted

1. Q: Per Miriam Fry - On visiting days, the meals that go down to visiting to be picked up by the II after visit, can they be put in clamshells instead of boats - much easier to heat up when they get back to their units, especially the evening meals, after the afternoon visits? However, on Christmas Day it would be great if it could be done for both visit times. Thank you.
A: Per FSM Attard - I/I visitation meals are sealed boats. Mainline meals cannot be stored for an unspecific time at Visitation while still maintaining the proper temperature and freshness.

2. Q: Mr. Attard, in most of our LFC and COVID calls there is always someone asking about diabetic food issues, etc. That is why it does not make any sense that this group was forgotten/ignored when the goody bags were being prepared. There are so many sugar free cookies and candies out there.

A: Per FSM Attard - Diabetics do not have a specific menu that is assigned to them from medical; it is a self-select menu. With that being said, SCCC has purchased sugar free items for the holiday goody bags for this year. 174 bags were packaged with these items and will be given out to those I/I’s that identify themselves as diabetic when picking up their bags. Due to HIIPA laws, we are not permitted to ask about any medical information from the I/I’s, to include diabetes.

Discussion during meeting (Roundtable open discussion) –

1. Q: Per Susan Wade – I didn’t read the minutes, so I am hoping someone can answer this. I’m asking about the EFV box in Public Access. I was told there was going to be one placed in front of public access but see this hasn’t happened yet. When will this be installed for visitor use?

A: A work order has been placed and we are awaiting completion.

2. Comments Per Lydia Schoen – Summary of SFC meeting on 11-20-21 includes: Discussed pop up budgets, SFC participants via survey, Visitation updates, LFC/facility leadership collaboration to bring a voice for families on activities and other council efforts & changes to commissary prices. (SFC Minutes when completed will be sent out by Anna Ivanov to family members).

3. Q: Per Anna Ivanov to CPPC Mansford RE: Low number of II participants Family Friendly activities/events. Why don’t the II’s participate? I am concerned with the lack of participation.

A: Per CPPC Mansford – This is partly due to the II’s having to keep their masks on. Call-out conflicts could also be a factor; however, we don’t know the actual reason for the low attendance. In the past the Winter Celebration has always been a popular event, but this year it doesn’t seem to be clicking for whatever reason. The Read to Me program only had 4 participants this year; with that being said, we are at a loss as to why participation is so low this year.

4. Q: Per HQ Jeremy Barclay – When an II doesn’t show up for an event, is there any sort of follow up as to why they no showed? The no show takes that opportunity away for another II to participate.

A: Per CPPC Mansford – Those II’s receive a paper notification encouraging them to kiosk the CPPC and are given time to reschedule. If they go on a medical trip or have a mandatory call-out, we reschedule them. But if it happens twice, they have to reapply.

5. Q: Per Julie Triggs – What was the timeframe for the Winter Celebration workshop? If it was during the workday, I wonder if the low attendance was due to the population being at work and not able to attend.

A: Per CPPC Mansford – If the II signed up for the program, they were excused from working to attend.

6. Per Anna Ivanov – What about updated addresses? Where are they getting the addresses to send out the picture frames? Not getting items is an issue I’m concerned about. How can we make sure?

A: Per CPPC Mansford – The addresses are provided by the II. For the Winter Celebration pictures, we printed out the visit list and send only to those on the list.

7. Per Lydia Schoen – For the money not spent on crafts, can that money be used for new games for the Visitors?
A: Per CPPC Mansford – Family friendly funds are only permitted for activities that directly impacts the II’s and their loved ones. If there are funds remaining from an event, those funds are allocated for other FF events to include new pop ups. The pop-up funds have to be HQ approved.

8. Q: Per Susan Wade – What is a holiday gram and what is the sign-up process? Is this done through JPay?
   A: Per CPPC Mansford – A holiday gram is a 10-minute video with holiday background the II’s sign up for throughout the year. It is mailed out to the II’s family and is NOT just for children. Criteria includes 90 days serious infraction free and LO (loved one) needs to be on their current visit list. No this is not done through JPay; we mail out the video to the LO.

9. Q: Per Lydia Schoen RE: financial overview – It is really hard to follow the budget without getting the info. ahead of time. Can this be provided for the next meeting?
   A: Per FA4 Sutherby – I am currently helping the Business Office in the LBA’s absence and wasn’t aware of this ahead of time. I reviewed her paperwork from the previous meeting and provided updated information. This will be noted for the next meeting.

10. Q: Per Lydia Schoen – When will the visit schedule be posted and can the old games be replaced? Also, will there be more tables as you can only have 3 people at a visit? More family members want to come but can’t.
    A: Per CPM Evans – There are space issues in the Visit Room due to when the physical plant was built, this was not taken into account. The current protocols will remain in place until Safe Start decides to expand them. We will continue operating in cohort fashion with 3 visitors to a table. Visitors can request am and pm visitation, but it’s first come first served.
    A: Per Ms. Clark, CPM Evan’s Secretary – I try to call the families when the day is full and try to schedule the next visit where that unit is available so that nobody misses a visit. I also encourage family members to call me to check for cancellations a few days prior to the visit.

11. Per Julie Triggs – With the winter months ahead and during my last visit, 10 of us were in the lobby area which is a concern regarding social distancing. Can pop up tents for visitors be used?
    A: Per CPM Evans – We can explore this with our Maintenance Dept. & Captain. The challenges would be having to adhere to building codes as it needs to be safe and attached. The design of our physical plant is not conducive with our screening process.

12. Q: Per Sara Stuth – During my last visit, the tables were very close so I would think having them spaced out more would help with not having to hear the conversation to those next to us.
    A: Per CPM Evans – Looking at this from a security standpoint, our staff have been trained for security. A lot of the seats are preassigned, and we receive many cancellations. Because staff are on the floor, they need to monitor the visits and put visitors closer together as it’s easier to monitor.

13. Q: Per Anna Ivanov – I am uncertain if you are aware that the Wii controllers in 2 separate EFV’s are not working? Can new games be purchased? I am also concerned about the lack of technology in the EFV’s and wonder if the WiFi should be evaluated?
    A: Per CPM Evans – I did not know about this. These are checked out up front and should be reported to staff. I will look into this and monitor. Regarding new game purchases, we have a budget that can factor in getting new Wii remotes.

14. Q: Per Anna Ivanov – The Visitation schedule for January is not on the webpage. My understanding is that the Webmaster has it and are struggling to post. Do you have a copy of what days these units will be available for visit that you can provide to us?
    A: Per CPM Evans – It’s currently with the webmaster and should be up soon. I have not been given permission to share until it is posted.

15. Q: Per Anna Ivanov – Currently, we need answers to why there is no vending or pictures during visits. When will this be remedied? Perhaps the people making the decisions don’t realize how difficult it is for 3 hours or more? Whose is behind Safe Start?
A: Per CPM Evans – Safe Start decisions are made by an emergency group at HQ called ICP. These folks make decisions based on the information at hand and this is how these rules are established. When it comes to eating, this puts us at our most vulnerable position to share a communicable disease. People forget to put their masks back up and it happens with photos as well. These are some of the reasons why the decisions have been made as a part of the Safe Start.

16. Q: Per Anna Ivanov – The signs around the facility are outdated. They use the word offender when we refer to them as incarcerated individuals. When will this be changed?
A: Per CPM Evans – Everything is a process, and we are working on changing those. Just know that is being worked on and signs are being updated.

17. Q: Per Susan Wade – I’d like to interject here that the visit staff were eating in their areas both times when I was there for 3 hours, but yet I was not eating. I just want to point this out.
A: Per CPM Evans – Yes, the staff are permitted to eat as they don’t have breaks and their desks are spaced out for social distancing.

18. Q: Per Susan Wade – On my last visit there the Wii remote was not working; the DVD player had lost its remote and the staff picked us up an hour early. I feel that coming an hour early takes away from us and wondering if there is an expectation of time to check out.
A: Per CPM Evans – R & M posts are covered by staff and sometimes they are expecting a situation such as a med out trip or an emergency, we don’t know. This is not the norm and we are allowing them some flexibility to man their posts as best they can and still be able to test you and help you out of the facility. There will be times they may be earlier or later than planned, but this is not the norm.

19. Q: Per Annie Treapanier – Due to the time taken for testing, we don’t get our full 3 hours visitation. This is a concern.
A: Per CPM Evans – We tell family members to arrive 10-15 minutes early so the testing can process and clear before visit begins. COVID has changed our operations. The testing is included in the 3-hour block and is part of the expectation.

20. Q: Video visit sanctions – These are published in the units, but are they published anywhere so the visitors can review those expectations?
A: Per CPM Evans – I will look into this and respond back.
**Per CPM Evans – As Video Visit Expectations are for JPay video visits only and unrelated to regular Visitation, they are not posted so as not to create confusion. These were sent out via kiosk to all II’s at SCCC to bring forth awareness of these expectations. The Video Visit Expectations are attached to these minutes for your review**

21. Q: Where are the mark ups on commissary and who decides that?
A: Per Associate Penrose – We have not been provided a profit and loss chart from those commissary items provided by the vendor. We could request that information on the next Agenda.

22. Q: Per Sara Stuth – It was my understanding that legal mail was sent to the units a little while back because of staff shortages. Can legal mail still be delivered to units due to II’s being at callouts or gym, etc.?
A: Per Associate Penrose – The units were not processing the mail quickly enough and some mail was lost in this process or not issued correctly. Because of this, we have a designated area for legal mail distribution using the call-out process. We will continue using this method to ensure that the process is followed.

23. Q: Per Sara Stuth – Can the time be changed so it’s not 2:30? This is a bad time for them to get their mail as they want to go to gym or yard, so they miss out on that opportunity. Can it be daily in P bldg.?
A: Per Associate Penrose – P building will not be an option until we are no longer cohorting.

24. Q: Per Anna Ivanov – We have an upcoming family meeting and would like to pick agenda topics to be added to our February meeting Agenda. Can we do this?
A: Per Associate Penrose – Yes, but keep in mind that we must discuss financial and Family Services information during each bi-monthly meeting. Because of this, we will need to limit it to 2 questions each.

25. Q: Per Diane Sifres – I feel like these meetings are loaded up and we need more time for round table discussion.
   A: Per SFR Anna Ivanov – There is a Teams meeting scheduled on 12-21 where we will discuss the flow of the meetings; the financial discussion does not need to be long.
   A: Per FS4 Sheridan Sutherby – I have made notes of today’s meeting and an LBA will be chosen soon. We can discuss how this financial information will be delivered.

26. Per Vanessa Lewis – Collecting information is helpful if a question has been asked. Please let’s not discuss it again and again in different ways. Let’s limit the questions and be attentive to the questions that have already been asked.

27. Q: Per Susan Wade – Do we still need to be rapid tested for both am and pm visits?
   A: Per Associate Penrose – The clinical team at HQ have decided that once per day rapid testing is sufficient. Staff continues to be PCR tested weekly.

**ACTION ITEM – H3/H4 Closures:** Per Associate Penrose – We have not been provided with any updates on the H3/H4 closures. When we receive the information, it will be passed on to the staff, population, and family members alike.

**ACTION ITEM – Railings for upper bunks:** Per Associate Penrose – Supt. Haynes reviewed this request and stated railings will not be provided to all upper bunks in the facility. It is the II’s responsibility to go to their medical provider and obtain an HSR for a lower bunk.

**JPAY ISSUES** – Both this and last week there have been JPay interruptions statewide. These are currently being worked on and will be resolved as soon as possible.

**PHOTO UPDATE:** Per Associate Penrose – We’ve had many questions about photos in the Visit Room. No photos with or without without masks are permitted in the Visit Room at this time. We are still working with HQ on this, but it will likely be in February during Safe Start meeting.

Thank you all for attending today’s meeting. Our next meeting is our COVID-19 teleconference on January 5, 2021 at 3:00pm. New calendar invites will be sent to all family members soon by SCCC IT Dept.

Next bi-monthly meeting: Teleconference if Visitation is closed. In Visit Room if Visitation is open.

February 11, 2021 ________________________________  Time: 0900-1100AM

Comments: ____________________________________________

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.

Distribution: ORIGINAL - Family council co-chairs
November/December 2021:

**FAMILY FRIENDLY**

<table>
<thead>
<tr>
<th>Event</th>
<th>Winter Celebration</th>
</tr>
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<tbody>
<tr>
<td>What event included/looked like</td>
<td><strong>Winter Celebration</strong></td>
</tr>
<tr>
<td>Photos</td>
<td>See end of document</td>
</tr>
<tr>
<td>Please provide comments that support the statement that this is a meaningful opportunity.</td>
<td>This workshop event gave the population the opportunity to create Christmas gifts to send to their loved ones which helps to strengthen the bond between them and help the incarcerated individual feel that they are still part of their loved one’s holiday.</td>
</tr>
<tr>
<td>Overview</td>
<td>Incarcerated Individuals decorated photo frames and had the opportunity to take a picture to send home with it and a photo for a calendar. Incarcerated Individuals could also sign up to send children on their visit list a book that they chose as a gift.</td>
</tr>
<tr>
<td>Approx. amount of money spent on this event?</td>
<td>Around $1200 has been spent, and an estimated $400-500 on shipping costs</td>
</tr>
<tr>
<td>Money was spent on:</td>
<td>Arts and crafts supplies (in addition to already purchased items), photo prints, shipping</td>
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**Activity**

<table>
<thead>
<tr>
<th>Read to Me</th>
<th>Holiday Grams</th>
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<tbody>
<tr>
<td>What event included/looked like</td>
<td>Incarcerated Individuals can choose a book and read it to children on their visit list. A DVD of them reading and the book are sent to the children</td>
</tr>
<tr>
<td>Money was spent on:</td>
<td>Postage</td>
</tr>
<tr>
<td>Number of Participants</td>
<td>4</td>
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<table>
<thead>
<tr>
<th>Activity</th>
<th>DIY Holiday Cards</th>
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<tr>
<td>What event included/looked like</td>
<td>Two blank cards and envelopes were available by request. These were available facility wide regardless of infraction history. They also received a packet with tips for spending the holidays away from family. Postage was not covered by IIBF</td>
</tr>
<tr>
<td>Money was spent on:</td>
<td>Supplies</td>
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<tr>
<td>Number of Participants</td>
<td>292</td>
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**VOLUNTEERS**

| How many active volunteers do you have? | 135 |
| How many have returned and currently coming in for programs? | 24 |
| How many programs do you currently have that utilize volunteers? | 9 (5 pending) |

**Current Volunteer Programs**

<p>| Non-Denominational Christian |</p>
<table>
<thead>
<tr>
<th>Roman Catholic</th>
<th>Traumatic Brain Injury</th>
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<tbody>
<tr>
<td>Narcotics Anonymous</td>
<td>Alcoholics Anonymous</td>
</tr>
<tr>
<td>Stone Catchers</td>
<td>Atheists</td>
</tr>
<tr>
<td>Buddhist</td>
<td>Druids</td>
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**Pending Volunteer Programs**

<table>
<thead>
<tr>
<th>Church of Jesus Christ of Latter-Day Saints</th>
<th>Wicca</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian and Pacific Islander Group</td>
<td>Black Prisoners Caucus</td>
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<tr>
<td>Kairos</td>
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December 10, 2021 IIBF Budget Meeting

A. Revenue:

The sources of revenue for the SCCC IIBF are recycling, vending commission, and contraband funds.

1. Recycling Revenue- There was $0 recycling revenue as of November 2021. Most of the recycling commission comes out of the visit room, from aluminum cans and with eating and drinking in visitation being closed this has decreased the amount of this revenue. These commissions come in at different times of the year.

2. IIBF received $0 of the vending commissions during the quarter that will be ending at the end of December 2021 due to the closing on the visiting programs.

- Contraband-The Contraband revenue for October and November 2021, is $185, this revenue income is determined and based on WAC 137-36-040 and DOC policy 200.000-trust accounts for incarcerated individuals.

3. 25% Revenue transfer to CVC (Crime Victim’s Compensation Account)- As required by RCW, DOC transfer 25% of all IIBF revenue received to the Crime Victim’s Compensation Fund administrated by the Department of Labor and Industries. The CVC for this quarter is $46.
B. Budgeted Expenditures
Overall Expenditures: the overall actual expenditures compare with the allotment for November 2021 is 60%. It includes the restricted and non-restricted expenditures.

Restricted IIBF Expenditures are the Non-discretionary funding in general, including the staffing salaries, pre-planned family friendly events/activities, public movie license fees, and contracted tv/cable services fees and law library PC lease and on-line subscriptions.

1. Family Friendly-total actual spending is 17.40% from what was allotted
   a. Family Friendly Events and Activities- This is the pre-planned facility family friendly events when working on the FY22 facility family friendly budget. The actual expenditure is 17.40% from what was allotted. The underspent amount of the family friendly event is due to the large amount allotted in the Hotel/Motel voucher program, not needing to use the funds in back to school and cancellation of
the events at facilities from the unprecedented circumstances of Covid-19 pandemic, our staff members at Family Services Unit have been working very hard to coordinate with the facility and local family council members to identify and plan the events for the coming months.

b. Back to School used only $365 of the allotted $3000

c. Family Fun Night was allotted $434, but with the pandemic has not been able to use these funds.

d. Family Crafts was allotted $1620 and has used $483.

e. Family Friendly Hotel Voucher Program-The allotment under this category had $100 in spending.

f. Winter Family Event has been allotted $4000 and has used $1301 **(DECEMBER BUDGETED ALLOCATION)**

g. Video greeting was allotted $150, has used $7

h. IIBF Pop Up Funds has allotted $1625 and $1539 has been used.

i. Family Friendly Future Deployment has been allotted $9125 which is $5 per Individual with the Average Daily Population (ADP) as of October of 1,825. **(DECEMBER ALLOCATION)**

2. Other Spending-total actual spending is 97% from what was allotted

ATTACHMENT #2 - A
a. TV/Cable fees are 97% from what have been allotted. (INCLUDES DECEMBER BUDGET AND EXPENSE THAT HAS BEEN PAID FOR DECEMBER)

• Budgeted Expenditure (Non-Restricted)
  The non-restricted budgeted expenditures came from the $10 per incarcerated individual allocation. It is the discretionary funding for the facilities to allocate into the programs such as barber shop, culture events, TV rental and recreational programs and activities. The actual expenditure is (-72.52) from the allotment during this time.
<table>
<thead>
<tr>
<th>Projected Revenue</th>
<th>FY21 Total Budget</th>
<th>YTD Budget</th>
<th>YTD Actual</th>
<th>YTD Actual / YTD Budget</th>
<th>YTD Variance</th>
<th>Remaining Budget</th>
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<tbody>
<tr>
<td>Gross Phone Commission Revenues</td>
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<td>J Pay Commissions</td>
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<td>Recycling</td>
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<td>Miscellaneous Revenue</td>
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<td>Vending Commission</td>
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<td>Contraband</td>
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<td><strong>Subtotal</strong></td>
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<td>Less 25% to Crime Victims’</td>
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<tr>
<td><strong>Total Projected Revenue</strong></td>
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<tr>
<th>Budgeted Expenditures (Restricted)</th>
<th>Budgeted FTE</th>
<th>Actual FTE</th>
<th>Variance</th>
<th>FY21 Total Budget</th>
<th>YTD Budget</th>
<th>YTD Actual</th>
<th>YTD Actual / YTD Budget</th>
<th>YTD Variance</th>
<th>Remaining Budget</th>
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<td>Headquarters staff (IIBF Administrator &amp; IT Staff)</td>
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<td>Prison Project Positions from FY2019</td>
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</table>

<p>| Family Friendly- Events &amp; Activities                                          | 35,327       | 3,000      | 365       | 12%               | 2,635       | 2,635     | 35,327                  |              |                  |
| Back to School FF01                                                            | 3,000        | 3,000      |            |                   | 0           | 365       | 2,635                   |              |                  |
| Parent/Mentor FF97                                                             | 1,560        | 0          | 0          | 0%                | 1,560       | 0         | 1,560                   |              |                  |
| Family Crafts FF14                                                             | 1,620        | 1,620      | 483       | 30%               | 1,137       | 1,137     | 1,620                   |              |                  |
| Family Focus/Fun Night FF15                                                     | 1,302        | 434        |            | 0%                | 434         | 434       | 1,302                   |              |                  |
| Hotel/Motel Voucher FF40                                                        | 10,000       | 1,859      | 100       | 5%                | 1,759       | 1,759     | 9,900                   |              |                  |
| Spring Family FF61                                                              | 1,620        | 0          | 0          | 0%                | 1,620       | 1,620     | 1,620                   |              |                  |
| Winter Family FF69                                                              | 4,000        | 4,000      | 1,301     | 33%               | 2,699       | 2,699     | 2,699                   |              |                  |
| Video Greeting FF91                                                             | 500          | 150        | 7          | 5%                | 143         | 143       | 493                     |              |                  |
| Significant Other FF96                                                          | 975          | 0          | 0          | 0%                | 0           | 0         | 975                     |              |                  |
| Pop-up Funds Pending approval/release                                           | 1,625        | 1,625      | 1,539     | 95%               | 86          | 86        | 86                      |              |                  |
| Supplemental Emergent Spending Requests                                       | 9,125        | 9,125      |            |                   | 0           | 0         | 9,125                   |              |                  |
| Family Friendly-Future Deployment                                              |              |            |            |                   | 0           | 0         | 9,125                   |              |                  |
| Family Friendly Transportation Contract-Western Van                            |              |            |            |                   | 0           | 0         | 9,125                   |              |                  |</p>
<table>
<thead>
<tr>
<th>Category</th>
<th>FY21 Total Budget</th>
<th>YTD Budget</th>
<th>YTD Actual</th>
<th>YTD Variance</th>
<th>Remaining Budget</th>
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<tr>
<td><strong>Budgeted Expenditures (Non-Restricted)</strong></td>
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<td>Variance</td>
<td>Percentage Change</td>
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<tr>
<td>Law Library - 88150</td>
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<td>Evidence Based Incentives - 88155</td>
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<td>Recreation - 88160</td>
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<td>Television - 88170</td>
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<td>-6,476.81</td>
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<td>TV(RECOVERIES - 88170)</td>
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<td>Unit Activities - 88180</td>
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<td>1,819</td>
<td>1,030.60</td>
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<td>788</td>
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<td>182</td>
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<td>Workshops - 88195</td>
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<td>1,000</td>
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<td><strong>Subtotal - UNRESTRICTED</strong></td>
<td>19,040</td>
<td>8,665</td>
<td>-6,286</td>
<td></td>
<td>14,951</td>
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<tr>
<td><strong>Total Budgeted Expenditures</strong></td>
<td>197,453</td>
<td>90,097</td>
<td>55,224</td>
<td>61%</td>
<td>34,872</td>
</tr>
</tbody>
</table>
DATE:  12.01.21
TO:  Incarcerated Individuals SCCC
FROM: Shane L. Evans CPM
RE:  VIDEO VISIT EXPECTATIONS

Gentlemen,

Visiting is an important aspect of corrections and supports you all both during your incarceration and readying most of you for reentry into the community. I know the support of your friends, family and significant others is invaluable. With this stated, there are clear guidelines and expectations for all aspects of visiting to include video visiting.

Please recognize all video visits are recorded and randomly reviewed for appropriateness and all violations of the established standards (see below) will be strictly enforced to ensure this resource is used appropriately.

Additionally, I have included the sanctions grid to ensure transparency of the potential sanction that will be applied in the event you or your visitor violates the standards established statewide.

Please take advantage of this friendly reminder and ensure you adhere to the standard.

S

Video visits will be conducted in the same manner as if the visit was occurring in person (e.g. dress code, behavior, language) and must comply with all Department policies, guidelines, and procedures.

Participation

1. All Visitors who appear on a video visit must be on the individual’s approved visitor list to participate in a video visit.

   • Visitors should set up video visits in a location to eliminate the possibility of people in the background (only approved visitors may be in a video visit).
   • Social Workers and other Individuals working in a professional capacity to supervise a visit between an incarcerated parent and a child may not include additional participants in a video visit unless all participants are approved and on the visit list of the incarcerated individual.
   • Visits with minors must be set up under an authorized adult who is approved to escort the approved child.
     1. Use of an account set up under a minor’s name will not be authorized.
   • Minors must be supervised by an approved adult, who must be present in the video, during the entire duration of the video.
   • Community members may not be present in the background of video visits unless they are approved to participate in visit privileges with the incarcerated individual.

2. Individuals will use the kiosk in the dayroom or as provided by the vendor to participate in a video visit.

   • Privacy screens may be provided by the facility, and use is encouraged to protect the privacy of the visitor and individuals.
3. Visitors must provide their own equipment and the necessary internet connections to participate in video visiting.

**Scheduling**

1. Video visits will be limited to kiosk hours of operation, as determined by the facility.

2. Video visits will be scheduled by the approved adult visitor through the vendor at least 24 hours in advance.

   • Visits will be scheduled on a first come, first served basis in 30 minute increments and may not exceed one hour in duration.
   
   • Incarcerated individuals will not be excused from work or programming to participate in video visits and visitors will request video visit times that do not conflict with the individual’s schedule.

3. Video visits may be cancelled due facility need or individual availability.

**Conduct (applicable for visitors and individuals)**

1. The following is prohibited during video visits and may result in suspension or termination of visiting privileges:

   • Participants who are not approved and on the individual’s visit list
   
   • All people who appear anywhere in the video, must be approved visitors
   
   • Additional incarcerated individual participants
   
   • Any display of nudity
   
   • Behavior or actions that are sexual in nature (e.g. lewd and sexually suggestive gestures)
   
   • Use or display, including images, of any weapons, drugs/alcohol, marijuana, cigarettes/vapor use or related paraphernalia
   
   • Activity or display of graphics/paraphernalia associated with any Security Threat Group (e.g. gang signs)
   
   • Unlawful activity or depiction of unlawful activity
   
   • Using an account that does not belong to the visitor unless the account holder is also participating in the video visit and both participants are approved to visit
   
   • Use of electronic devices (e.g. cell phones, televisions, video games, tablets, etc.)
   
   • Clothing that does not adhere to visit guidelines
   
   • Recording, taking photos of, and videoing of the visit is prohibited.

2. Incarcerated individuals who violate visit rules may have their video visit privileges suspended and may be subject to disciplinary action per DOC 460.000 Disciplinary Process for Prisons.

**Monitoring**
1. All video visits will be recorded and maintained by a system not owned or maintained by the Department. Designated employees will have access to recordings.

2. Designated employees will monitor live or review recorded video visits for compliance with policy and facility rules/procedures.

   • Video visits may be terminated in progress for violations or misconduct.

3. The account used that contains policy violations may be suspended from visit privileges for inappropriate conduct and the owner of the account may be suspended/terminated (i.e., video visits, no contact visits, regular visits, Extended Family Visits).

**Suspensions/Terminations**

1. Visitors and individuals will receive written notification of suspensions/terminations that contain the duration of the suspension/termination, why visits are being suspended/terminated, and the appeal process.

   • Notification will be sent to the email address that we have on file for the visitor. Please ensure your contact information is current.

   • Notification will be sent to the individual via kiosk.

   • Warnings without suspension are only sent for very minor violations (e.g. minor dress code violation). More serious violations (e.g. sexually explicit behavior) will result in a suspension.”

   09/23/2021

2. A visitor who has been suspended/terminated and is found to be participating in video visits during a period of suspension may be terminated or have the suspension extended.

   • Account holders who allow non-approved community members to participate in video visits will be subject to suspension/termination appropriate to the nature of the violation that occurred on the video visit.

3. A visitor who is suspended or terminated from video visiting privileges will be suspended/terminated from all other visiting privileges.

4. An individual who allows for a suspended, denied, or terminated visitor to participate in video visits may be terminated from video visit privileges.

5. An individual who violates requirements with multiple visitors may be terminated from video visit privileges.

**Appeals**

1. Visitors may submit an appeal if their video visit privileges are suspended/terminated through the appeal process outlined in the letter notifying them of the suspension.

   • The suspended/terminated visitor may appeal their suspension/termination

   • The incarcerated individual may appeal only when they have been suspended or terminated (they may not appeal a suspension/termination for a visit
Sanctions Grid

1. Display of drugs/paraphernalia/images of drugs
   a. First offense – 30 day suspension
   b. Second offense – 60 day suspension
   c. Third offense – 90 day suspension
   d. Fourth offense - termination

2. Use of drugs (legal – e.g. marijuana)
   a. First offense - 90 day suspension
   b. Second offense – Termination

3. Use of drugs (illegal – e.g. cocaine, heroin...)
   a. Termination

4. Cigarette/vapor/alcohol use
   a. First offense - Warning
   b. Second offense - 30 day Suspension
   c. Third offense - 60 day Suspension
   d. Fourth offense - 90 day Suspension

5. Minor violation of dress code (e.g. low-cut shirt, shorts, bra/undergarments visible-other than just straps, no bra/undergarments)
   a. First offense - Warning
   b. Second offense - 30 day suspension
   c. Third offense - 60 day suspension
   d. Fourth offense - 90 day suspension

6. Major violation of dress code (e.g. negligee, without unauthorized visible parts)
   a. First offense - 30 day suspension
   b. Second offense - 60 day suspension
   c. Third offense - 90 day suspension

7. Use of electronic device during visit
   a. Phone call (audio only) with another person during the visit (approved visitor)
      i. First offense -30 day suspension
      ii. Second offense- 60 day suspension
      iii. Third offense - 90 day suspension
      iv. Fourth offense – Termination

   b. Phone call (audio only) with another person during the visit (unapproved or unconfirmed status of visitor)
      i. First offense - 60 day suspension
      ii. Second offense - 90 day suspension
      iii. Third offense - Termination
c. **Display social media (Facebook, Instagram, TikTok, etc)**
   i. First offense - 30 day suspension
   ii. Second offense - 60 day suspension
   iii. Third offense - 90 day suspension
   iv. Fourth offense – Termination

d. **Stream/record visit (including video phone call)**
   i. First offense - 60 day suspension
   ii. Second offense - 90 day suspension
   iii. Third offense – Termination

e. **Take photos of incarcerant**
   i. First offense - 30 day suspension
   ii. Second offense - 60 day suspension
   iii. Third offense - 90 day suspension
   iv. Fourth offense – Termination

f. **Display of photos from electronic device (no violation in image)**
   i. First offense - Warning
   ii. Second offense - 30 day suspension
   iii. Third offense - 60 day suspension
   iv. Fourth offense - 90 day suspension

g. **Display of photos from electronic device (contains nudity/sexually suggestive/explicit other violations)**
   i. Follow timeframes for nudity/sexually suggestive, explicit as appropriate

8. **Other people in background (not participating)**
   a. First offense - Warning
   b. Second offense – 30 day suspension
   c. Third offense - 60 day suspension
   d. Fourth offense - 90 day suspension

9. **Visit by approved visitor utilizing another approved visitor’s account (without the approved visitor participating).**
   a. First offense - 30 day suspension
   b. Second offense - 60 day suspension
   c. Third offense - 90 day suspension
   d. Fourth offense - Termination

10. **Visit with person who is not an approved visitor (unless active NCO with participant)**
    a. First offense - 30 day Suspension
    b. Second Offense – 60 day Suspension
    c. Third Offense – 90 day Suspension
    d. Fourth Offense – Termination
11. Visit with a person when there is an active No Contact Order
   a. First Offense – 60 day Suspension
   b. Second Offense – 90 day Suspension
   c. Third Offense – Termination

12. Visit occurs with suspended/denied/terminated visitor (Account holder will be notified and suspension/termination will be imposed to account holder)
   a. First Offense – 90 day suspension
   b. Second offense– (using same account) Visitor account disabled for video visits
   c. Third offense – I/I JPay Video Visits disabled (notify Liz for that to happen)

13. Visit occurs with suspended/denied/terminated visitor and visitor utilizes multiple accounts
   a. First Offense - All accounts used for VV in JPay suspended from video visit privileges
   b. Additional Offense – I/I video visits disabled

14. STG/Gang signs displayed
   a. First Offense – warning
   b. Second Offense – 30 day suspension
   c. Third Offense – 60 day suspension
   d. Fourth Offense – 90 day suspension
   e. Fifth Offense – Termination

15. Weapons display (except a child at play with a toy)
   a. First offense - 30 day suspension
   b. Second offense - 90 day suspension
   c. Third offense - Termination

16. Sexually suggestive behavior minor (e.g. lewd gestures, sucking fingers-suggestively, tongue gestures)
   a. First Offense - 30 day Suspension
   b. Second Offense – 60 day Suspension
   c. Third Offense – 90 day Suspension
   d. Fourth Offense – Termination

17. Sexually suggestive behavior significant (e.g. masturbation/other off screen or implied sexually explicit behavior)
   a. First offense - 60 day suspension
   b. Second offense - 90 day suspension
   c. Third offense – Termination
18. **Nudity**
For the purposes of video visit privileges, nudity is defined as including, but not limited to, exposed/visible (in whole or part, including under or see-through translucent/thin materials providing intimate physical detail) buttocks and/or female/transgender breast nipple(s); additionally, visitors who participate in a video visit without clothes when the intent is deemed to be for sexual gratification are considered in this category of violation.
   a. First Offense – 60 Day Suspension
   b. Second Offense – 90 Day Suspension
   c. Third Offense – Termination

19. **Sexually Explicit behavior**
During the visit (and/or in images displayed during the visit) exposed/visible (in whole or part,) genitals/genitalia, and/or anus.

A sex act which includes, but is not limited to, genital-genital, oral-genital, anal-genital, or oral-anal contact/penetration, genital or anal contact/penetration with an inanimate object, masturbation, and/or bodily excretory behavior;

Sadistic/masochistic abuse, bondage, bestiality, and/or participant who appears to be nonconsenting, dominated, degraded, humiliated, or in a submissive role, and/or a participant who appears to be acting in a forceful, threatening, dominating, or violent manner; and/or

A minor, or a model or cartoon depicting a minor, in a sexually suggestive setting/pose/attire.
   a. First offense – 180 day suspension
   b. Second offense - Termination

20. If repeated sexually explicit violations with multiple visitors, then the I/I video visits will be suspended in JPay.
December 10, 2021 LFC Bi-Monthly Meeting

Unit Requests

1. Q: We request that Porter pay be increased to $75.00 due to prices being raised every few months on store products. We feel this will keep II’s motivated and help them secure the items needed to survive during incarceration.
   A: That would have to happen at the HQ level.

2. Q: When will JPay reps fix our broken camera in H3 so that we may continue seeing our loved ones? For some that is the only way we get to see family and friends. It’s been broken for over 2 weeks. A work order was placed with CPM Evans office.
   A: A JPay technician was at SCCC on 11-1-21 and completed the following: H3 B pod kiosk #6 – replaced camera & sync cord. H3 B pod kiosk #26 – replaced keyboard.

3. Q: Visitation was just increased from 1 to 3 hours beginning December 1st, 2021. When will it go back to the original full-length visits prior to COVID-19?
   A: Safe Start will make all changes; we have not heard of going back to original schedules at this time.
December 10, 2021 LFC Bi-Monthly Meeting

Family Requests

1. Q: With regard to the video visit sanctions that were recently introduced to the incarcerated people. Is this only for SCCC? Is this published anywhere for visitors?
   A: The rules are statewide and generated out of HQ’s Visit Unit.

2. Q: Does the Superintendent have the authority to set the mark up on commissary? Where is the profit spent? How transparent is that process of choosing the mark up and spending the profits?
   A: This is a CI operation. When product and shipping costs increase, they have to raise the prices for incarcerated individuals.

3. Q: The Jpay phone in H5 B-pod broke over a month ago, a unit staff was informed, and a work order was supposedly submitted. After 2 weeks, I emailed admin to see what the holdup was and was told the info will be forwarded so that it could be addressed. A Jpay technician was at the facility this week and said that no work order was submitted for the unit. The phone is still not working properly. My question is: What is the process for getting the phone fixed and what is the process for submitting work orders? I don’t know the solution, but this process is broken. Why are work orders not getting to the Jpay technicians?
   A: Numerous help tickets were sent to JPay dating back to 9-27-21. Ms. Clark, CPM Evan’s Secretary, reached out to JPay Professional Services by sending out all of H5’s help tickets to them in an effort to resolve as soon as possible.

4. Q: I submitted a question during our last meeting asking why legal mail can’t be delivered to each unit instead of the callout that's in place. The response given was that the mail was temporarily delivered, due to staff shortages. Since it is more convenient, doesn't interfere with programming, and seems to be helpful when the facility is short staffed, delivering legal mail to each unit is preferable. Can legal mail continue to be delivered?
   A: Per DOC Policy 450.100 Legal mail should be issued by trained staff, to ensure contents meet criteria as legal mail and safety and security of facility. On occasion it’s been necessary to send legal mail into the units; however, this has caused issues where legal mail was not processed correctly. As soon as mailroom is fully staffed and trained, procedures will be put into place to maintain the legal mail call out procedures.

5. Q: Before Covid the visit room had longer tables for larger families. On the Covid calls it is repeated that we will lose tables if we combine them for larger families. Why can’t you just switch a couple small tables for a couple longer tables to
accommodate? Families are still going without visits because of lack childcare when they should be able to be there as a united family.

A: Per space and table size, there is a max of 3 family members per visit with incarcerated individual to ensure social distancing between families. Because of this, families will need to choose which children visit during each scheduled visitation. The tables in the Visit Room are measured out per social distancing protocols. At this time, no additional tables have been approved based on current Safe Start distancing expectations in place for SCCC.
DIABETIC GOODY BAGS

2 x Swiss Miss No Sugar Added Hot Cocoa packs
1 x Murray Sugar Free Chocolate Chip Cookie
1 x Voortman Sugar Free Shortbread Swirl Cookie
1 x Voortman Sugar Free Vanilla Wafer Cookie
1 x Voortman Sugar Free Oatmeal Cookie
1 x Werther’s Original Sugar Free Chewy Caramel
1 x Werther’s Original Sugar Free Hard Caramel
2 x Reese’s Zero Sugar Miniature Milk Chocolate Peanut Butter Cups
2 x Russell Stover Sugar Free Assorted Chocolates
2 x Hershey’s Sugar Free Chocolate Candies
2 x Jolly Rancher Zero Sugar Assorted Fruit Flavored Hard Candy
Christmas

Vegan & gluten

2 pc banana bread
2 cranberry muffin
p'nut cookie x 2  macaroon
raisin cookie x 4  cookies x 2
1 cider pkt
1 cocoa pkt
10-12 hard candy

(K)

1 cider pkt
1 cocoa pkt
10-12 hard candy
blueberry muffin
blueberry squares
clot cookies (choc)
macaroon cookies

Mainline Bag

1 cider pkt
1 cocoa pkt
10-12 hard candy

2 of ea = oatmeal raisin cookie
               p'nut butter cookie
               cocoa crinkle cookie
               sugar cookies
               choc chip cookie

1 dirt bomb (doughnut)

1 pc banana bread