

WHATCOM COUNTY JAIL AND INTERIM WORK CENTER

Inmate Orientation

MAIN JAIL
311 GRAND AVE.
BELLINGHAM, WA 98225
(360) 676-6848

INTERIM WORK CENTER
2030 DIVISION ST.
BELLINGHAM, WA 98226
(360) 676-6909

**THIS BOOKLET IS SUBJECT TO
IMMEDIATE CHANGE**

Revised August, 6th 2015

ADMISSION / BOOKINGPROCESS:.....	3	RECREATION:	15
NO HOSTAGE POLICY:.....	4	LIBRARY:.....	15
EMERGENCIES:	4	RELIGIOUS COUNSELING, DIET, SERVICES	15
WRISTBANDS:	4	MARRIAGE:	15
WRITTEN COMMUNICATIONS WITH STAFF:	4	MAIL	16, 16
INMATE RIGHTS:	5	INDIGENT ITEMS:	17
INMATE GRIEVANCES:.....	6	INMATE WORKERS (TRUSTYS):	17
APPEALING GRIEVANCES DECISIONS:	7	EDUCATIONAL ASSISTANCE:	18
PREA:	7	MONEY:.....	18
VISITING:.....	8	CHARGES & FEES:	18
LAW LIBRARY:.....	9	COMMISSARY:.....	19
BAIL / BONDS:	9	MEDICAL & PSYCHIATRIC SERVICES:.....	19
LEGAL REPRESENTATION:	10	COMMUNICABLE DISEASE GUIDELINES: ..	20
COURT NOTIFICATION:.....	10	MEDICAL GRIEVANCE:	20
TELEPHONE CALLS:.....	10	MEALS:.....	20
COURT SCHEDULES & FIRST APPEARANCES:	11	HAIRCUTS:	20
CELL STANDARDS:	11	RAZORS:	21
LOCKDOWN:.....	11	SEARCHES: PATDOWN / STRIP	21
SECURITY CHECKS:	11	TRANSPORTS:.....	21
TEMPORARY & EARLY RELEASES:.....	12	RELEASE.....	22
CLASSIFICATION:and HOUSING	12	DISCIPLINARY ACTIONS and APPEALS	22
ALTERNATIVE TO JAIL PROGRAMS:	12	RULE VIOLATIONS:	22
DRESS CODE:	12		
PERSONAL HYGIENE:	13		
LAUNDRY:.....	13		
PROPERTY:.....	13		

IMPORTANT INFORMATION

ADMISSION / BOOKING PROCESS:

Arresting agencies book offenders accused of crimes sufficient to prompt detention pending completion of sentence, bail, or other judicial relief. Inmates are required to abide by rules, regulations, procedures, posted notices and verbal orders.

Note: Information contained in this booklet is intended to assist inmates during incarceration; be attentive to items marked with asterisks (*).

***NO HOSTAGE POLICY:**

Whatcom County Sheriff's Office has a "No Hostage Policy". Deputies do not make concessions to hostage takers.

***EMERGENCIES:**

Use the "**CALL BUTTON**" located adjacent to your cell door or at the entry door of housing units to report emergencies. Inform staff of accidents, injuries, fires, or other emergency events. Abuse of the "**CALL BUTTON**" (non-emergency use) is forbidden. State the emergency to arriving Deputies; if Deputies require assistance, quickly follow their instructions. If Deputies order a lockdown return to your cell without delay and close the door; failure to lockdown will result in disciplinary action.

***WRISTBANDS:**

Wristbands are issued and secured to your wrist during Booking, and are to remain on your wrist until released. Wristbands are inspected at meals, commissary distribution, prior to transport, and at release. Missing or altered wristbands impact services i.e. visiting, GED, and commissary; a missing or altered wristband may delay your release. Deputies replace loose-fitting or damaged wristbands without charge. If your wristband is broken use an Inmate Request form to ask for a replacement. **The consequence of removing or altering your wristband is an infraction and a \$2.00 charge, for each occurrence; other sanctions may include loss of good time for repeated violations.**

***WRITTEN COMMUNICATIONS WITH STAFF:**

Send Inmate Request forms (**White**) to seek assistance or when asking questions; briefly describe your question or what assistance is needed. Forms are reviewed by Deputies (**FIRST**). If Deputies are unable to provide assistance, request forms are routed to the proper person, department, or agency.

Use forms to contact:

- Courts
- Public defenders
- Probation officers
- Judges
- Law Enforcement agencies
- Corrections staff
- GED teachers

- Librarians
- Religious Counselors

Note: Health Request Forms (**Pink**) are sent directly to Medical and used to request medical services or ask health related questions.

Follow these steps when submitting Inmate Requests or Health Requests:

- Send both copies (**White and Yellow**) or (**Pink and Yellow**); **do not separate forms.**
- Do not send more than one form per week addressing the same issue.
- Multiple requests dealing with the same issue are placed in custody files unanswered.
- Clearly state your request, question or complaint.
- Collective protests, petitions, or unsigned forms are not acknowledged.
- Forms containing profanity or threats are not answered. (You may receive infractions for using profanity or threatening words).

Note: Inmate Request Forms sent to other agencies are not tracked; staff does not know if or when you will receive a response.

***INMATE RIGHTS:**

You have certain Constitutional Rights during confinement; they include:

- Access to Courts by:
 1. Letter.
 2. Inmate Request form.
 3. Through your attorney of record.
- Confidential meetings and discussions with your attorney.
- Protection from abuse and corporal punishment. (Physical force is used as needed to control violence, protect facility security and the safety of staff members or other inmates, but is not used as punishment).
- Freedom from verbal abuse and harassment by staff.
- Freedom from discrimination based on religious belief, gender, color, disability, sexual preference, or race.
- Reasonable accommodation if you are disabled.
- Access to jail rules and regulations (this booklet **The Inmate Orientation Booklet**).
- Appeal of sanctions administered as a result of disciplinary proceedings.
- Access to **Jail** Medical care.
- Access to communications (Mail, telephones, and visiting).
- Access to Diplomatic and Consulate Notification
- Voting, if not prohibited by existing law; you are responsible for notifying the voting jurisdiction and obtaining your ballot.

Note: Mailed letters sent to attorneys and Courts are not included in weekly indigent stamp limits; they are the only letters not included.

***INMATE GRIEVANCES:**

The Grievance Process:

BEFORE sending a grievance to the Administrative Lieutenant you must have tried to resolve your issue at a lower level. . If you have not, your grievance will be returned to you with instructions to send a kite with your complaint to the correct area (Custody Sgt., Medical, Food Service, Commissary, Programs, etc.)

- The First level of authority to resolve your complaint is the Floor Deputy, a Medical staff member, or a Food Service employee, depending on the complaint..
- If you are unable to resolve your complaint at that level, use an Inmate Request form to contact the second level of authority:
 1. Duty Sergeant: (Disciplinary, Jail Policy/Procedures,, Housing, or Deputy related complaints).
 2. Food Service Manager: (Food, Diet, Commissary, Indigent, or Aramark Staff complaints).
 3. Medical Charge Nurse: (Medical, Mental Health, Dental, or Medical Staff complaints).

If you are still unable to resolve your complaint,, request a grievance from the floor Deputy. You have up to 5 days after you receive a response from the second level of authority to file a grievance on your complaint. Send the grievance to the Administrative Lieutenant.. The Administrative Lieutenant will review your grievance, investigate the complaint, and decide if the grievance is valid. If the Lieutenant decides you have not followed the process, he will return the grievance form to you. The Administrative Lieutenant will provide you with a written notification of actions taken.

- Policy Grievances are accepted at any time.
- 2nd level medical complaints s are **FIRST** sent directly to the Charge Nurse.
- 2nd level Food Service complaints are **FIRST** sent directly to the Food Service Manager.
- Inmates have five days after receiving a response from a **Secondary** level to submit a grievance to the Administrative Lieutenant. Complaints about the Duty Sergeant, Food Service Manager or Medical Charge Nurse are sent directly to the Administrative Lieutenant using an Inmate Request Form.

General Grievance: the belief that excessive, unnecessary or discriminatory behavior by Staff occurred.

Disciplinary Grievance & Appeal: disagreement with the disciplinary process or the belief that you were excessively sanctioned.

Facility Grievance: Complaints about the physical plant or the workings of the physical plant.

Policy & Procedure Grievance: Complaints about a Policy or Procedure or the belief that excessive, unnecessary, discriminatory, actions or practices occurred as a result of a Policy or Procedure.

Medical Grievance: Disagreement with medical treatment, lack of treatment, or the belief that excessive or unnecessary treatment occurred.

Food Service Grievance: Disagreement with the action taken by the Food Service Manager to resolve food, dietary, commissary, or indigent complaints.

APPEALING GRIEVANCES DECISIONS:

Grievance decisions made by the Administrative Lieutenant are appealed to the Chief Corrections Deputy. Send Inmate Request forms or letters outlining your disagreement directly to the Chief Corrections Deputy. Inmates have five days to submit written appeals after receipt of decisions from the Administrative Lieutenant. Chief Corrections Deputy decisions are final and not subject to further appeal.

***PREA: (Prison Rape Elimination Act)**

The Sheriff's Office has a zero tolerance Policy of sexual harassment, misconduct, assault, or rape by an individual or group. This Policy includes but is not limited to offenders, volunteers, contractors, jail staff, and personnel from other agencies.

Reporting PREA Allegations:

Inmates, their families or associates are allowed to report sexual harassment, misconduct, assault and rape allegations. Verbal and written reports provided to volunteers, contractors, Sheriff's Office employees or Law Enforcement members are accepted. Offenders are provided the same level of law enforcement service, treatment and care as non-offenders.

Reporting False Allegations:

Inmates or persons making false allegations of sexual harassment, misconduct, assault or rape are subject to criminal prosecution and disciplinary sanctions

Note: Exemptions; activities or actions taken by Deputies, supported by Policy and deemed necessary for the safety and security of the facility are not defined as staff sexual harassment, misconduct, assault or rape; including, but not limited to taking of photographs, pat or strip searches, court ordered body cavity searches and medical exams.

Victim Services:

The Sheriff's Office provides victims of sexual harassment, misconduct, assault, and rape the following services:

- In-house counseling using Jail Mental Health and Medical personnel
- Access to Whatcom County Sexual Assault Services
- Emergency medical and mental health evaluation and treatment

VISITING:

Inmates are allotted one (1) one-hour visit per week at the Main Jail, and two (2) thirty minute visits at the Interim Work Center. Visits lasting less than the allotted time, count as full visits. Adult visitors are required to have picture ID with their full name and date of birth. Parents or legal guardians must accompany minors under the age of eighteen (18) unless minors are visiting a parent. Parents and Legal guardians must remain with minors during the entire visit. If minors are left unaccompanied, staff will terminate the visit. Unaccompanied minors require a copy of their birth certificate when visiting parents. During emergencies visiting may be canceled or terminated.

Visiting between individuals having current “**No Contact Orders**” or “**Restraining Orders**” is **prohibited**. Pets, except certified Service Animals are not allowed in County buildings. Inmates and visitors must remain fully clothed; lewd acts or exposing may result in criminal charges. Inmates and visitors who violate Jail Rules and Regulations lose the privilege of visiting. Visiting booth assignment is terminated 30 minutes prior to the end of the visiting session.

MAIN JAIL VISITING HOURS (subject to change): Kitchen Workers (Trustees) may visit unless they are working.

Visiting Hours (Main Jail)

Visiting days and hours are set by floor location and housing assignment. It is the responsibility of Inmates to inform visitors of housing locations and visiting times. Housing locations are listed on the internet; see Sheriff’s Office web posting “[Jail Roster](#)”.

MAIN JAIL VISITING HOURS: (subject to change)

Saturday

8:00 – 11:00 a.m.: Third Floor and First Floor, Women

1:00 – 4:00 p.m.: Second Floor 2A, 2B & 2C

Sunday

8:00 – 11:00 a.m.: Third Floor and First Floor, Women.

1:00 – 4:00 p.m.: Second Floor 2D, 2E & 2F.

INTERIM WORK CENTER VISITING HOURS: (subject to change).

Work Crew Men:

Saturday

08:00 – 11:00 AM

Sunday

1:00 – 4:00 PM

Women (Work Crew & Trustees):

Saturday

1:00 – 4:00 PM

Sunday

6:30 – 9:30 PM

Custody Males:

Monday

1:30 – 3:30 PM

Wednesday

8:30 – 10:30 AM

1:30 – 3:30 PM

Thursday

8:30 -- 10:30 AM

Friday

8:30 – 10:30 AM

Work Release Inmates are not allowed Visiting

Note: "Special visits" and Holiday visiting is not provided. Visiting hours are subject to change; it is the inmate's responsibility to notify visitors of changes in visiting schedules or housing locations.

LAW LIBRARY:

Whatcom County Jail does not provide a Law Library. Requests for copies of statutes, caselaw, court rules and court forms are sent to the Law Library using an Inmate Request Form. You may be limited to the number and type of materials copied for you, if you are represented by a lawyer or you are requesting materials that do not pertain to your criminal case or claims regarding the jail. The Law Library has a reference only collection, and books cannot be checked out. Copying fees will be deducted from your trust fund account. If you have no money, the charge will be recorded on your trust fund account as a negative balance. Any money deposited to your trust fund account will be automatically deducted if you owe for copying costs. Law Library staff are not allowed to provide legal advice or interpretation of the law. Requests for Law Library access are sent directly to your attorney or the Judicial Assistant/Bailiff for the Presiding Judge.

BAIL / BONDS:

Bail and Bond amounts are set by the Court; the jail accepts cash bail, and bonds from approved Bail Bonding companies during non-court office hours. A list of approved Bonding companies is posted in housing units. Bail for Bellingham Municipal, Whatcom County District, and Whatcom County Superior Court is paid at each court's office during regular business hours, (Mon-Fri, 08:30AM - 4:30PM).

Note: Bail may be posted during the booking process if you have sufficient funds, or when funds are receive and deposited to your Trust Fund account.

Bail and Bonds are taken at the Main Jail and the Interim Work Center during non-business hours and on weekends. Payment of Bail and Bonds issued by other jurisdictions is allowed any time. Credit

card payment of bail is accepted at “Touch-pay” kiosks found in the lobbies of the Main Jail and Interim Work Center, or online at www.Touchpaydirect.com. Transaction fees are charged.

Inmates posting Bail or Bonds and having blood alcohol levels higher than 0.05 are not released until alcohol levels are below 0.05, and only to a sober third party. Inmates without a sober third party are not released until blood alcohol levels are 0.0.

LEGAL REPRESENTATION:

You are entitled to an attorney. If you do not have or cannot afford an attorney you may qualify for a Public Defender. Qualification is determined by the Office of Assigned Council; an interview is required to qualify. Interviews occur each weekday morning, except holidays; contact by an interviewer is no later than the day after booking unless you were booked on a weekend. When called, **speak with the interviewer**. The Whatcom County Public Defenders and Lummi Public Defenders have free telephone numbers; you can call without charge on the Jail’s collect phones.

Free telephone numbers are:

- **Whatcom County Public Defenders:** 360-676-7647
- **Lummi Tribal Public Defenders:** 800-496-3446.

Note: Inmate Request forms are sent directly to the Public Defenders, Probation Officers, and Judges.

COURT NOTIFICATION:

Offenders have the responsibility to notify local Courts where they have pending civil or criminal matters that they are incarcerated; use Inmate Request forms to notify the local courts. If you have matters pending in Courts outside of Whatcom County it is your responsibility to notify that Court of your incarceration. Send written notification, have a family member or a friend contact the Court on your behalf. Timely notification is necessary to arrange transport and court appearances for Civil matters. Work with your attorney to facilitate Court appearances in other jurisdictions.

TELEPHONE CALLS:

You are entitled to call your attorney and make one (1) personal telephone call after the booking process is complete. If you are uncooperative during the booking process calls are delayed until you are cooperative. **Personal calls are collect, monitored, and recorded**. Telephones are located in housing units and available 6:00 a.m. until 10:00 p.m. each day. Outgoing telephones are “**collect**”.

REMEMBER:

- Probation Officers do not accept collect calls.
- Public Defender calls are **FREE**.
- The Jail does not monitor or record attorney calls.
- The Jail monitors and records all other telephone calls.
- If you have an attorney from out of the area, have the attorney contact the Jail for placement on the “Do Not Record” list.
- **NON-DIALING** telephones found in each module are for incoming calls from Public Defenders and attorneys.

- **When a NON-DIALING telephone rings ANSWER IT.** The calling attorney will give you the name of the person they want to speak with.
- Notify the person requested by the attorney.

COURT SCHEDULES & FIRST APPEARANCES:

- District Court Monday-Friday 1:30 p.m. (misdemeanors)
- Superior Court Monday-Friday 3:00 p.m. (felonies)
- Bellingham Municipal Monday-Friday 8:30 a.m. (misdemeanors)
- Ferndale Municipal Monday-Friday 8:10 a.m. (misdemeanors)
- Everson Municipal Monday-Friday 8:30 a.m. (misdemeanors)
- Blaine Municipal Monday-Friday 8:30 a.m. (misdemeanors)
- Sumas Municipal Monday-Friday 8:30 a.m. (misdemeanors)
- Lynden Municipal Monday-Friday 8:10 a.m. (misdemeanors)
- Lummi Tribal Monday-Friday, times vary

CELL STANDARDS:

You are expected to clean your cell and help others clean the common areas of your housing unit. Your failure to clean may result in disciplinary sanctions and loss of privileges for everyone in the unit.

Notify the Floor Deputy immediately if you find anything that is contraband, broken, or needs repair in your cell or housing unit. Failure to notify the Floor Deputy may result in your being held responsible for contraband or damage of jail property. The cost to repair or replace property is charged to your trust fund account, additionally you may be charged with a new crime if you are found responsible.

Posting, gluing, taping, or putting in place unauthorized objects on walls, windows, doors or **Light Fixtures** is forbidden. Do not hang objects from top bunks, hanging items are confiscated and disciplinary infractions written. Do not override the door security system by preventing doors from locking using any object. Do not hang items from the railings in the 2nd floor housing units.

Personal property must fit in issued property boxes; excess property is removed and stored in property storage. **Transferring, giving, or selling personal property to anyone is prohibited.**

Note: Plugging ventilation vents causes the HVAC system to malfunction and will result in disciplinary sanctions.

LOCKDOWN:

When a lockdown is ordered, go directly to your cell and close the door. Deputies may signal a **lockdown** by turning housing lights **ON** and **OFF**. This signal is given during medical and other emergencies; **act immediately**, failure to lockdown will result in disciplinary action.

SECURITY CHECKS:

Deputies conduct security checks and head counts continuously day and night for your safety. It is mandatory that inspecting Deputies see you; respond immediately to Deputy instructions. Remember

that **you and your cell area are subject to inspection and search at any time.** When shakedowns are announced immediately follow Deputy orders.

TEMPORARY & EARLY RELEASES:

Deputies, Sergeants and Classification staff are not authorized to grant temporary or early releases, the court has that authority. Contact your attorney or the sentencing judge using an Inmate Request form to arrange early or temporary release.

CLASSIFICATION:

Housing is determined using classification (Minimum, Medium, or Maximum) medical fitness, mental stability, special needs, behavior, program eligibility, and jail population levels. Classification status is based on current charges, conviction history, and behavior (past and present).

Housing Types:

- General (Cells)
- General (Dormitory)
- Administrative Segregation.
- Isolation.

Note: Administrative Segregation status is reviewed every 30 days by a segregation review team. Send an Inmate Request form to Classifications with information for review board consideration. **Sentenced felons may be required to submit a DNA sample to the Washington State Patrol.**

Do not send an Inmate Request form requesting housing changes to the Interim Work Center. Housing changes and moves to the Interim Work Center are considered automatically on a case by case basis during classification reviews.

ALTERNATIVE TO JAIL PROGRAMS:

FULLY sentenced inmates may apply for Alternative Programs. Follow this process when applying:

- Confirm that **All Courts** authorized participation on Alternative Programs for each charge and that approval is documented in the sentencing paperwork.
- Send an Inmate Request form (Check the Jail Alternatives box) requesting Program consideration.

Note: Authorization by a Court does not automatically guarantee participation on a Program.

DRESS CODE:

- The minimum in-cell state of dress is a shirt and pair of pants.
- The minimum out-of-cell state of dress is a full set of jail clothing (shirt, pants, and sandals).
- In-cell Trusties are allowed to wear sweats when retrieving cleaning gear.
- Pants hanging low, having legs rolled up, tucked into socks or pegged are not allowed.
- Head coverings are allowed on a case-by-case basis when associated with a recognized religion.

- Female inmates must wear a bra and either a T-shirt or issued shirt.

PERSONAL HYGIENE:

You are expected to shower at least three times a week. Soap is provided (distribution times are limited). You may purchase soap and other hygiene items from commissary. Inmates without money (indigent) may request shampoo and other hygiene supplies from commissary using an Inmate Request form.

LAUNDRY:

Personal laundry, underwear and socks are washed twice each week; if in doubt check the schedule in your housing area or ask Floor Deputies. The jail is not responsible for the loss of personal laundry. Jail uniform exchange is once a week.

PROPERTY:

At the time of booking a **limited amount of** property is accepted. You may release certain property to friends or relatives within 72 hours of your booking (EBT cards are not released); ask for and complete a Property Release form to release property. Property not accepted at intake is impounded by the arresting agency. Questions about impounded property are forwarded directly to arresting agencies. **The Jail has no control over impounded property;** use Inmate Request Forms to communicate with impounding agencies. Clothing worn at booking is not washed unless that clothing is too soiled for storage; Deputies make that determination.

The jail accepts Trial Clothing after a trial start date is determined. Trial clothing is brought to the jail **the day before your trial** unless you have prior approval; Trial clothing must be picked up within five working days after the end of trial.

Clothing allowed during incarceration:

- (3) Sets underwear, (includes long johns)
- (3) Tee shirts (white **no pockets or logos**)
- (3) Pairs of socks
- (1) Set of light gray sweats.

If you do not have clothing, it is available for purchase from commissary. If you were wearing or have authorized clothing in your possession at your arrest it may be allowed. **Tank tops, sleeveless shirts, or clothing with markings logos, or pictures is not allowed.** Clothing mailed to you during your incarceration is placed in property storage or returned to the sender. Clothing items altered in any way or not in good repair i.e. ripped, cut, decorated are placed in property storage.

In-cell property containers are provided; your personal property **must fit** in that container. Letters and papers are restricted to 20 (twenty) in your cell; request storage of excess property. Reasonable amounts of Legal paperwork are allowed.

Note: If it doesn't fit in the container, you can't have it in your cell.

Personal property is returned at release unless you are transferred to another jurisdiction. Many jurisdictions are unwilling to accept property; complete a **Property Disposal Notice** and make arrangements to mail or release your property. Property left longer than (60) sixty days is disposed of in accordance with the Revised Code of Washington 63.40.010. Deputies explain options at release. You are not allowed to sell, transfer, or give property to other inmates.

IN-CELL PROPERTY:

Personal property, library books and magazines are limited to the following:

- Five (5) library books.
- Five (5) personal books, including religious books.
- Three (3) magazines (library or personal combined).
- Twenty (20) pieces of mail.
- Reasonable amount of legal materials.
- Two (2) newspapers. (not more than 3 days old)
- Two (2) pieces of edible fruit.
- Clothing in good repair.
- Approved pens and pencils (in good condition).
- Reasonable amounts of commissary items.
- Medical items furnished by Medical staff.

DO NOT:

- Remove pages from magazines or books (magazines without address labels are presumed to belong to the jail library).
- Alter property from its original condition; altered items are removed from your cell without notice (this includes artwork made on any object except mailing envelopes or writing paper).
- Keep items of value; they are considered contraband and placed in property storage.
- Give property to another inmate, or leave personal property for other inmates at your release.

Note: Do not accumulate trash in your cell, including but not limited to old newspapers, candy wrappers, and paper bags.

The jail provides County owned property during your incarceration. County property is to remain in good condition; property damaged by you is confiscated and the cost of replacement is deducted from your trust fund account. Criminal charges or other sanctions can be imposed if it is determined that you destroyed County property. Supplied items include but are not limited to clothing, towels, blankets, sheets, cleaning supplies, telephones, and other equipment.

Note: THE JAIL IS NOT RESPONSIBLE FOR THE LOSS OR DAMAGE OF PERSONAL PROPERTY KEPT IN YOUR CELL.

RECREATION:

An open-air exercise area is provided at scheduled times unless bad weather makes the area unsafe. If you choose not go to the open-air area you are placed in an indoor holding area. One (1) book is allowed in the recreation or holding area. **All other property is prohibited and confiscated; including food and writing gear.**

LIBRARY:

Whatcom County provides weekly library services. Special requests are made directly to the librarian using Inmate Request forms; requests can include specific religious books. Dictionaries are not available. You are limited to five (5) books and three (3) magazines in your cell. Damage to library books and magazines is charged against your Trust Fund Account. Free informational, educational, and medical brochures are available on the library cart.

RELIGIOUS COUNSELING:

Ordained clergy are given access to counsel, study and pray with inmates on a one to one basis. Individuals recognized as having special status with recognized religious groups (i.e. bishops of the Mormon Church) may be granted "Clergy" status.

The Jail Chaplain coordinates volunteers to serve as Religious Counselors. Volunteers conduct one on one small group religious services and communion. Counseling requests are made using Inmate Request forms addressed to the Jail Chaplain. If you practice a particular religion identify that religion in your request.

RELIGIOUS BOOKS AND MATERIALS:

Religious groups are allowed to donate religious materials. Religious books and materials are accepted when they are sent directly from a publisher, an online bookseller, or a recognized religious group.

Note: The Jail and Interim Work Center have supplies of religious books, the Bible, the Book of Mormon and the Koran. To request a religious book send an Inmate Request Form directly to the Jail Chaplain. If you have difficulties obtaining a religious book send an Inmate Request form to the Duty Sergeant.

RELIGIOUS DIETS:

Offenders may choose one of 3 religious diets: the standard meal tray which does not serve Pork products, a vegetarian meal that does include eggs and/or dairy products or an Ovo-Lacto vegetarian meal with no animal based products. Religious diets are created by dieticians and monitored by the Food Service Manager. To request a vegetarian or Ovo-Lacto vegetarian religious diet, fill out an Inmate Request Form (kite) and list the religion and which diet you follow due to religious requirements. If your religious requirements are met with the standard meal tray, you do not have to submit a kite, simply take a meal when it is served.

MARRIAGE:

The Sheriff's Office does not arrange or facilitate marriage ceremonies. Inmates are responsible for making arrangements to use a visiting booth during regular visiting hours. Staff allow inmates to sign marriage licenses.

MAIL-INCOMING:

Mail is considered “Personal Mail” unless it is from your attorney. Material that is legal to mail through the U.S. Postal Service is accepted. Mail is not delivered on weekends or holidays. Mail is distributed within 24 hours of its receipt directly to the addressed person. There is **NO** limit to the amount of mail you may receive; however, you are allowed 20 pieces of mail in your cell.

Mail is opened scanned for content and inspected for money and contraband. Mail with stickers, tape, sparkles, and other foreign substances is returned to the sender or placed in property storage. **Pornography and** sexually explicit photographs are not allowed; these items are returned to the sender or placed in property storage. U.S. funds, and authorized Money Orders (**See Money**) are accepted and deposited to your Trust Fund Account. Checks, unauthorized money orders and foreign currency is accepted and stored in property storage.

You are allowed to order new books and magazines through the mail; **used books and magazines are not accepted. Books and Magazines must come from a publisher, mail order warehouse, or a Dot Com store i.e. Amazon.com or Barnes and Noble.com. Books purchased from local bookstores are not accepted. Books and magazines must be pre-paid; COD’s are returned.** You are required to fill out and sign a **Change of Address** form prior to your release, if you have subscriptions delivered during your incarceration.

MAIL-OUTGOING:

Mail sent at your expense is not limited. Magazine subscription cards marked “*bill me*” are not mailed. Give outgoing mail to Deputies. Outgoing mail may be opened and inspected without notice to you. Full return addresses are required on all outgoing mail; outgoing mail without return addresses is held until the sender is identified and the return address is added.

Return addresses include the following:

- **Full name as listed in jail records.**
- **Your Housing Module location and cell number.**
- **Whatcom County Jail.**
- **311 Grand Avenue Bellingham, WA 98225.**

Or

- **Full name as listed in jail records.**
- **Your Housing Module Location.**
- **Whatcom County Interim Work Center.**
- **2030 Division Street Bellingham, WA 98226.**

Postage is not required for letters or Inmate Request forms sent to:

- Prosecutors and Public Defenders (local jurisdictions)
- Local Courts and Judges
- The Sheriff
- Local Probation or Parole Officers
- Police Officers or Local Police Departments
- The Chief Corrections Deputy

Note: Indigent Inmates may request stamped envelopes from commissary. The cost is charged to your trust fund account and debited when you receive money.

MAIL - INMATE-TO-INMATE:

Blood related and married inmates are allowed to send mail to each other through the U.S. Postal Service on a case-by-case basis after verification of status. Authorized inmate-to-inmate mail is inspected and scanned for content; if the content is determined a security risk the mail is confiscated. Mail from non-related inmates in Federal, State, Local, and Juvenile Institutions is not accepted; this mail is examined and returned to the sender.

LEGAL MAIL:

“Legal Mail “is privileged and not subject to the same scrutiny as other mail. Deputies are required to open and inspect in-coming Legal Mail from Attorney’s of record, their staff, and legal organizations in the inmate’s presence. Legal mail includes only mail from attorney’s, their staff, and/or legal organizations who may be providing privileged legal communication to the offender such as the ACLU.

INDIGENT ITEMS:

Basic hygiene items are supplied at booking (your Trust Fund account is debited the current fee for those items). Additional indigent items are available from Commissary seven (7) days after booking (writing material and stamped envelopes are included). If you have purchased regular commissary there is a seven-day wait period after your last commissary delivery date before you are eligible to receive indigent supplies. **Accumulation of indigent items is not allowed; extra items are confiscated and discarded without notice.** Your Trust Fund account is debited for indigent items and a negative balance is carried on your account until paid. If you receive funds the indigent balance is deducted.

Hygiene items supplied at booking:

- Comb (1)
- Toothbrush (1)
- Toothpaste (1 tube)
- Shampoo (2 packets)

INMATE WORKERS (TRUSTYS):

Trusty appointment is a privilege not a right. Eligibility is determined (automatically) after initial classification and medical clearance. Inmates not eligible at initial classification are reconsidered at subsequent reclassification reviews. **Do not send Inmate Request forms to Classifications or Duty Sergeants asking for placement on eligibility lists; such requests are discarded without answer.**

Trusties are appointed as the need arises. Trusties receive an additional 1/6 off sentences once placed on trusty status. Inmates automatically receive 1/6 goodtime off sentences for good behavior unless goodtime is denied by the sentencing court. Goodtime and Trusty time combined total 1/3 and is the maximum allowed by Washington State law; Trusty time continues through your incarceration unless

you are removed as a trusty. Trusty time is not retroactive. Trusty time once earned cannot be removed by disciplinary action. Good time is subject to removal for disciplinary actions. Factors used to determine Trusty eligibility are, criminal history, behavior (present and past), general demeanor, classification and the results of a mandatory physical examination.

Note: **Placement on an eligibility list does not guarantee selection as a Trusty. If you refuse a physical when offered or scheduled you are not eligible for Trusty appointment.**

EDUCATIONAL ASSISTANCE:

Instructors are available to aid inmates, begin or complete a G.E.D., complete high school, help with math, reading or writing. Send an Inmate Request form to G.E.D. if you need assistance.

MONEY:

United States currency, checks from other correctional facilities, United States Postal Money Orders, and Canadian Postal Money Orders marked "US FUNDS" are deposited to your trust fund account during the booking process. Currency and acceptable Money Orders received during incarceration are deposited to your trust fund account as they are received. You are allowed to make withdrawals to pay for commissary, bail or fines. Foreign currency, business checks, personal checks, nongovernmental money orders, and traveler's checks are inventoried and placed in property Storage.

Exchanging foreign currency, cashing business or personal checks is the responsibility of inmates. The jail releases foreign currency, money orders, and checks to authorized friends or family members within 72 hours of booking; ask a Deputy for a Property Release Slip. **Your trust fund balance is returned in the form of a check at release.** The Sheriff's Office has arrangements with the Jail's bank to cash Trust fund checks for those without identification.

Note: Trust Fund accounts may be garnished by Legal entities, the Courts, Federal or State Institutions.

CHARGES & FEES:

Service Charges:

- Medical or Dental (\$5.00) (indigent inmates are seen and treated; acceptance of a medical or dental visit is acknowledgement and acceptance of the fee).
- Copying Legal paperwork (\$0.15 a page).
- Haircuts (\$25.00).
- Notary Services (\$5.00) (use a Notary Request form to arrange for service).
- Copying current Jail Medical Records (\$10.00).
- Wristband Replacement is **FREE** when wear is the result of normal use (if you are responsible for destroying or altering your wristband a \$2.00 fee is charged for each occurrence).

Note: If you damage County property you may receive new criminal charges. The property cost is deducted from your Trust Fund account after a disciplinary or court hearing results in a guilty finding.

COMMISSARY:

Commissary sales are final; refunds are not given. The commissary vendor is a private contractor and not an employee of the Sheriff's Office. Trust fund money must be posted no later than the day before your scheduled commissary day.

Commissary forms are distributed Sundays and picked up on Mondays. Cart deliveries are distributed by housing unit and subject to change. Orders are double-checked at pick up; you are required to sign a receipt acknowledging delivery. Disputes with the provider must be resolved at the time of delivery.

Options to receive commissary through the ARAMARK "*I Care*" system allows family and friends to purchase items online using credit or debit cards. The online address is www.whatcom.icaredirect.com; ask the provider for an "*I Care*" brochure. "*I Care*" is delivered at the next scheduled delivery date after receipt of the online order.

Note: Wristbands are checked at delivery to ensure that the proper person is receiving commissary (wristbands must be unaltered). The commissary delivery person verifies that the person receiving commissary is the person pictured on the wristband. Commissary is held for 72 hours if a person is release prior to delivery. After 72 hours commissary items are destroyed; pickup of left behind commissary is between 8:00 and 12:00 each weekday. Hot food items are discarded.

MEDICAL & PSYCHIATRIC SERVICES:

If you require emergency medical attention (accidents, sudden illness or injury) use the call button located at the door of your cell or housing module entry door to alert staff.

Send routine medical requests using a Health Request form (**pink slip**) to the medical staff detailing your medical issues. Pink slips are distributed and picked up daily by Medical Staff. The nurse or doctor schedules a time to see you, and returns Request forms with the date and time noted; when requesting Mental Health and Dental services use the same procedure.

Medication is distributed three times each day (approximately 7:00 a.m., 1:00 p.m. and 8:00 p.m.). It is required that you take medications immediately **in view of the Nurse or Deputy**. It is your responsibility to come to the chow hatch or door appropriately dressed, with a wristband, at the announcement of medication call. **It is each inmate's responsibility to ensure that medications given to them are correct and in the proper dosage prior to consuming them.** The jail does not provide over the counter medications (Tylenol, Maalox, etc.). These medications are made available if a need is determined by the medical staff. Commissary sells some over the counter medications.

Note: You are **not charged (except for a \$5.00 co-pay fee)** for Medical, Psychiatric or Dental services; however if you have medical coverage, your insurance provider may be charged. You are charged the one time (\$5.00) co-pay during each incarceration.

Services Provided:

- Medical Screening at booking.
- Life threatening emergency medical or psychiatric care.
- Care for serious chronic medical conditions.
- Physical examinations (normally 14 days after booking).

- Follow-up of recent ongoing medical care started by outside practitioners.
- Pregnancy related services.
- Treatment of sexually transmitted diseases.

Note: IF YOU NEED CARE, YOU ARE SEEN EVEN IF YOU ARE INDIGENT.

COMMUNICABLE DISEASE GUIDELINES:

Contact Medical if you have concerns that you were exposed to a Communicable Disease or if you want a list of facts and precautions to prevent **MRSA, TB, STD's, HIV / AIDS and Hepatitis.**

MEDICAL GRIEVANCE:

If you do not agree with your current medical treatment plan you are allowed to file a grievance as outlined in this booklet.

MEALS:

Diets and Menus are created by dieticians employed by the contracted food service provider, follow USDA guidelines and are monitored by the contracted Food Service Manager (food complaints are sent directly to the Food Service Manager).

A general announcement is made at meal service; inmates must wear shirts and pants at meal service. It is the inmate's responsibility to come to the chow hatch or housing entry door to receive a meal; **the staff does not notify each person individually.** You are required to provide your name and show your wristband to the Deputy distributing meals. Once the food delivery cart has moved from a housing unit, meal service at that unit is complete. **Late trays are not served unless an emergency occurred or you were officially out of your unit.**

One tray per-person is the policy; second helpings, exchanging trays, and item substitutions are not allowed. You are responsible to return your tray and utensils at pickup; do not throw forks, spoons, cups, or trays in trash cans. If a utensil is broken, return all pieces; if trays and utensils are not accounted for, lockdown and disciplinary sanctions are possible.

Request Special diets using Inmate Request forms or Health Request forms (medically related). Medical staff is responsible to reply to **medical diet requests**; Duty Sergeants reply to religious diet requests. Note your religious affiliation and dietary restrictions on the Inmate Request form. **Special Diets based on preference are not provided.**

Meal times are approximate and subject to change:

Breakfast: 4:15 - 5:15 a.m.

Lunch: 11:00 – 12:00 a.m.

Dinner: 4:00 - 5:00 p.m.

HAIRCUTS:

Haircuts are performed by contracted barbers; ask Deputies for haircut request forms, complete and return. The Jail's accountant removes fees from trust fund accounts once three individuals have pending requests. Barbers are independent contractors and set haircut rates (\$25.00). Barbers do not

have set days or times; availability is determined by their schedule. It is the barber's intent to cut hair on Friday night each week. Haircut fees once removed from your account are not refundable.

RAZORS:

- Razors distribution at the Main Jail is on Wednesday (approximately 10:00 P.M).
- Razors distribution at the Interim Work Center
 1. Full custody inmates (Wednesday mornings)
 2. Work Crews (Wednesday evenings)
 3. Other inmates (Sunday mornings)
- Use your razor immediately; razors are picked up at or before lockdown.
- Failure to return razors to the Deputies will result in a lockdown and immediate disciplinary action.
- You are allowed to shave on trial days.
- Emery boards are distributed Sunday mornings during medication pass and picked up at or before the second medication pass.

Note: altering, damaging, or keeping a razor will result in a disciplinary hearing, sanctions, or a new charge.

*** SEARCHES: PATDOWN / STRIP**

Pat down searches are used to control contraband, maintain facility security, and ensure the safety of inmates, visitors, contracted staff and employees. Persons booked at the Main Jail are pat-down searched unless probable cause exists to conduct a strip search. Strip searches are authorized when persons are booked for possession of Drugs, Drug Paraphernalia, Drug related charges, weapons, or if they fall under RCW 10.79.130. Inmates are strip searched when they return from prolonged absences. Commitments are strip searched.

TRANSPORTS:

Inmates must be completely dressed for transport, including in-house transports. Proper attire includes Jail shirts, pants, sandals in good condition, and transport restraints. Trial clothing requests and trial shaving requests are arranged with the Transport Coordinator using an Inmate Request form; you may be required by the Court to wear a stun device or other type of restraint at trial.

Expected conduct during transports and Court appearances:

- Do not communicate with anyone unless you are responding to Court Personnel, Transport Deputies, or Medical Practitioners.
- Remain seated during court proceedings.
- Do not attempt to leave the courtroom or medical facility unless instructed to leave.
- Be respectful to the Judge, Court Personnel, and Medical Practitioners.
- Obey verbal directives given by Transport Deputies, Court Personnel, and Medical Practitioners.
- Do not pass or receive anything unless authorized to do so by Transport Deputies, Court Personnel, and Medical Practitioners.

- Stand when the Judge enters or leaves the courtroom and when addressed by a Judge.

*** RELEASE: Release is subject to delay, influenced by ongoing jail activity (up to 24 hours).**

Inmates are released at the conclusion of their court imposed sentences after Goodtime and Trusty time is calculated and removed from the original sentence; release times are facility specific as follows:

- Inmates (BOOKED AT THE MAIN JAIL) are always released at the Main Jail at approximately 5:00 AM.
- Inmates (BOOKED AT THE MAIN JAIL AND REHOUSED AT THE INTEIM WORK CENTER) are released at the Main jail at approximately 8:00 AM
- Inmates (REPORTING FOR COMMITMENT) may be released at either facility at approximately 8:00 AM
- Inmates (BOOKED FOR DOMESTIC VIOLANCE CHARGES) are released at approximately 8:00 AM
- Inmates (PARTICIPATING ON ALTERNATIVE PROGRAMS) are release at times set by Program Deputies.
- Inmates posting Bail or Bonds and having blood alcohol levels higher than 0.05 are not released until alcohol levels are below 0.05, and only to a sober third party. Inmates without a sober third party are not released until blood alcohol levels are 0.0.

***DISCIPLINARY ACTIONS & DISCIPLINARY APPEALS**

Violations of Jail rules result in disciplinary actions and sanctions; violations of Local, State or Federal law may result in additional charges. If you disagree with Disciplinary Review Board decisions you have the right to appeal those decisions to the Administrative Lieutenant as outlined in this booklet (See Disciplinary Appeal).

RULE VIOLATIONS:

GENERAL INFRACTIONS:

- 101. Aiding:** Helping, promoting, assisting, supporting, encouraging, or attempting to render assistance to another person in the commission of any general infraction.
- 102. Call Button misuse:** Non-emergency use of call buttons.
- 103. Contraband:** Possession of items altered or used in a manner other than its intended purpose which does not pose a threat to the safety or the security of the facility. Possession of any item clearly marked as belonging to another inmate.
- 104. Court Conduct:** Unauthorized communication, unruly behavior, or attempting to pass notes or messages in court.
- 105. Disobedience:** Refusing, failing to obey, or delay obeying orders given by Staff.
- 106. Disorderly Conduct or Disruption:** Intentional disorderly behavior including but not limited to yelling, horseplay, teasing, or taunting which results in disruption of institutional activity.

- 107. Money & Property Manipulation:** Unauthorized transferring of money or any item of value between inmates or others.
- 108. Harassment:** Touching, verbal or visual conduct which is inappropriate, offensive, disrespectful or pestering towards Corrections staff, contract employees, volunteers, visitors, or other inmates that does not constitute an assault or threat.
- 109. Interfering with Count:** Interfering with security checks or head counts through obstruction or delay; including the covering of cell lights with paper, “tenting” a sleeping area or unauthorized changing of cells.
- 110. Mail & Telephone Misuse:** Unauthorized or fraudulent use of mail or telephones.
- 111. Meal Misuse:** Stealing, throwing or other misuse of food. Failure to return trays, cups or utensils.
- 112. Medication Misuse:** Misusing, abusing or hoarding authorized over-the-counter medication.
- 113. Passing:** Passing any item to another unless authorized by a Staff member.
- 114. Provoking Words & Gestures:** Swearing, name-calling, using abusive language, using gang signs, using threatening words or gestures.
- 115. Program Rule Violations:** Violation of or failure to follow Program rules that do not endanger facility security, other inmates or the community.
- 116. Rule Violation:** Repeated violations of posted rules or regulations.
- 117. Sanitation Violation:** Acts incompatible with sanitation standards not causing health hazards including but not limited to using a toilet as a garbage can, covering drains or vents.
- 118. Uniform Violation:** Failure to wear jail issued clothing properly including but not limited to, rolling pants up above ankles, “sagging” showing underwear, and wearing unauthorized items on your body, head or in your hair.
- 119. Vandalism:** Possessing, destroying or altering property belonging to Whatcom County or another person with a value less than ten dollars (\$10.00).
- 120. Wristband Violation:** Removing, altering, or destroying a wristband. Refusing to display your wristband.

SERIOUS INFRACTIONS:

- 201. Aiding:** Promoting, attempting to promote, or rendering assistance to another person in the commission of a serious infraction.
- 202. Assault:** Physical attack made with a body part or bodily secretions and instruments including but not limited to weapons or food products.
- 203. Attempting:** The attempt to commit a major infraction.
- 204. Bribery:** Giving or offering things or services of value to Staff members with the intention of influencing them in the performance of their duties.
- 205. Causing a Fire Hazard:** Acts that create fire hazards, through intent or negligence, including possession of lighters or matches. Tampering with or attempting to tamper with any electrical device, alarm or fire suppression device.
- 206. Causing a Health hazard:** Engaging in behavior that compromises the health and well being of Staff or inmates including but not limited to actions that could result in injury, altering food or drink, flooding cells, and failure to use the toilet for human waste.
- 207. Conduct Violation:** Documented patterns of disobedience, misbehavior or the failure to maintain a favorable record of conduct.
- 208. Contraband:** Possession of anything that creates a safety threat to another person or to facility security. Possession of items altered in any manner or used in a manner which poses a threat to

- the safety of another person or the facility. (Contraband discovered in areas under the control of an inmate is recognized as belonging to that inmate)
- 209. Court Conduct:** Unauthorized communication including passing notes and messages. Unruly behavior disruptive to Court proceedings or interfering with courtroom security.
 - 210. Damaging or Destroying Property:** Possessing, destroying or altering Whatcom County property or another's Property having a value of more than ten dollars (\$10.00).
 - 211. Disturbance & Riot:** Encouraging and engaging in activities or group demonstrations with the intent of disturbing order and security.
 - 212. Escape Device:** Possessing or manufacturing objects that by their nature can be used to attempt an escape.
 - 213. False Statements:** Falsely reporting or lying about any incident involving the commission of a major infraction or violation of the law.
 - 214. Fighting:** Physical altercations between two or more inmates.
 - 215. Gambling:** Wagering of money or objects having material value; participating in games of chance.
 - 216. Hindering:** Creating chaos resulting in delays, group or individual obstructions, hindrances, concealment of serious infractions, criminal acts and violations of law.
 - 217. Refusal of Housing:** Refusing assigned housing.
 - 218. Impersonation:** Pretending to be another individual or presenting yourself as another person with the intent to deceive staff.
 - 219. Intoxicant & Drug Violations:** Possession, use, manufacture of narcotics, drugs, drug paraphernalia or intoxicants in a Jail Facility not prescribed by a physician for authorized use.
 - 220. Medication Misuse:** Improper, unlawful or incorrect use of medication; abusing, hoarding or giving away your authorized medication.
 - 221. Mutilation:** Tattooing, marking, piercing, maiming yourself or others.
 - 222. Program Rule Violations:** Violation of or failure to abide by a Program Rule that endangers facility security, safety of other inmates, staff or the community.
 - 223. Refusal to Work:** Refusing to work once sentenced as authorized by RCW 36.28.100. Participation in a work stoppage or failure to meet work standards.
 - 224. Sexual Acts:** Soliciting, engaging in behaviors that sexually threaten others, sexual acts including consensual sexual contact, and lewd acts.
 - 225. Sexual Assault:** Forced or coerced physical contact of a sexual nature.
 - 226. Smuggling:** Clandestine transportation of or the attempted transport of objects and substances in or out of the jail. Passing anything through a third party (**trusties, other inmates, staff, volunteers, visitors, etc.**) in or out of the Jail.
 - 227. Tampering:** Intentional modification of or attempted modification of locks, doors, cameras or other security devices.
 - 228. Theft:** Taking or possessing property belonging to another person, contract agency or Whatcom County without permission with the intent to deprive the rightful owner of that property.
 - 229. Threats:** Communication intended to intimidate, coerce, pressure, bully, terrorize another person with harm or loss. Behaving in an intimidating manner; behaviors such as extortion, use of a menacing posture, crowding, gathering during disputes, making veiled or direct threats and intimidating remarks.
 - 230. Transport Conduct:** Commission of acts that violate jail rules outside the secure confines of the jail including but not limited to unauthorized communication, unruly behavior and passing notes or messages.

- 231. Unauthorized Presence:** hiding in housing day rooms, under stairs or in shower areas after lockdown; presence in unauthorized areas after lockdown, during tier changes, or after disciplinary lockdowns are ordered in maximum security housing areas.
- 232. Violation of Local, County, State or Federal Law.** Violations of law during incarceration.
- 233. Weapons Possession & Weapons Manufacture:** Introducing, using, manufacturing or possessing objects that constitute a serious threat to facility security and the safety of others.
- 234. Discriminatory Harassment:** Verbal or physical actions based on race, color, religion or sex or sexual preference.
- 235. Sexual Harassment:** Unwelcome verbal, visual, or physical conduct of a sexual nature.