



**Whatcom County Sheriff's Office
Bureau of Corrections**

Downtown Facility
311 Grand Avenue
Bellingham, WA 98225
(360) -778-6500

Interim Work Center
2030 Division St.
Bellingham, WA 98226
(360) -778-6450

INMATE ORIENTATION HANDBOOK
-----INTRODUCTION-----

The Whatcom County Jail and Interim Work Center are operated by the Whatcom County Sheriff's Office. Arresting agencies book offenders accused of crimes requiring detention into these facilities. While in custody, you are required to follow rules, regulations and procedures outlined in this handbook, and any information on posted notices in the facility where you are detained. Please read this handbook carefully.

**ZERO TOLERANCE REGARDING SEXUAL ABUSE AND
SEXUAL HARASSMENT**

Whatcom County Sheriff's Office does not condone or tolerate any type of sexual misconduct, sexual assault, consensual sexual contact, sexual abuse, rape, and/or sexual harassment towards any inmate or staff member. This Office will aggressively pursue any complaints, suspicions, criminal acts of sexual misconduct, or acts of retaliation against a person making a complaint with sanctions up to and including criminal prosecution. Inmates may confidentially disclose incidents of sexual misconduct, sexual assault, sexual contact, sexual abuse, rape, and or sexual harassment to any staff person either verbally or in writing. Information on how to report sexual abuse or harassment is found in this handbook.

JUNE 2020

JAIL EXPECTATIONS

You are expected to follow certain guidelines while you are in this facility. All rules and staff directions must be obeyed at all times. You must conduct yourself in an orderly manner at all times with respect to the rights of others. Our general expectations are as follows:

- You are responsible for knowing the information in this handbook.
- You are to follow all staff directives and requests immediately.
- You are to respect jail property and the property of others.
- You are to treat all staff, visitors and other inmates with courtesy and respect.
- You are to maintain a standard of personal hygiene.
- You are to follow Jail dress code standards.
- You are to immediately report any emergencies or safety issues to staff.

INMATE RIGHTS

You have the following rights while in jail, subject to court orders or disciplinary restrictions:

- Access to the courts by letter, inmate request form, or through your attorney.
- Confidential access to your attorney.
- Protection from abuse and corporal punishment.
- Freedom from verbal abuse and harassment by staff.
- Access to information on jail rules, regulations and sanctions.
- Appeal of sanctions administered as a result of disciplinary proceedings.
- Access to communication (mail, phone and visitation).
- Access to Jail medical care.
- Access to Diplomatic Consulate notification.
- If eligible to vote, you are responsible for notifying your voting jurisdiction and obtaining your ballot.
- Freedom from discrimination based on race, sex, religion, disability, color and Sexual orientation.
- Reasonable accommodations if you are disabled.

COURTS, BAIL, P.R.'s and RELEASES

- First appearances normally occurs within 72 hours of booking.
- Notification of court appearances is done on the day of court.
- Your attorney of record may visit during established visiting hours.
- An attorney or designee may leave legal paperwork for you at the reception desk.
- Bail can be posted in the Courts during business hours; and at kiosks after hours.
- A Personal Recognizance release (PR) does not require posting bail or bond.
- Trial clothing is accepted only after trial dates are verified.
- If you have legal matters in courts outside of Whatcom County, you are responsible for contacting those courts.

SECURITY

WRISTBANDS

You are not to remove your wristband; it must remain on at all times. Tampering with or removing your wristband will result in an infraction and a \$2.00 replacement charge. Damaged or loose fitting wristbands will be replaced without charge.

TAMPERING

DO NOT tamper with, attempt to tamper with, alter, disable, or remove any door, telephone, window, vent, speaker, plumbing fixture, sprinkler head, light, bunk, table or any other item inside the jail. Doing so will result in disciplinary action and may result in criminal charges. Maintenance/repair fees will be charged for any repair required.

CALL BUTTON

Use the "CALL BUTTON" in your cell or at the entry door to your housing unit to report emergencies, inform staff of accidents, injuries, fires or other emergency events. Repetitive use of the call button for trivial matters is prohibited. Abuse of call buttons may result in disciplinary actions.

LOCKDOWNS

Go immediately to your cell and close the door when a lockdown is announced. Deputies may signal lockdowns by turning housing lights ON and OFF. Failure to immediately lockdown will result in disciplinary action.

SECURITY CHECKS

When Deputies conduct security checks, respond immediately to their instructions. Remember that you and your housing area are subject to search at any time. When checks are announced, immediately follow any orders given by Deputies.

SEARCHES

Searches are used to control contraband, maintain facility security and ensure the safety of persons in the facility. You have no expectation of privacy while you are in custody. To maintain the safety of all, you may be subject to searches of your person and property at any time. You are required to comply with all directives by staff regarding searches. Searches may include any of the following:

- Pat or Strip searches
- Visual inspection
- Urine samples or Breathalyzer testing
- Body scanning using contraband detecting equipment
- Cell and property searches
- Use of contraband detecting dogs.
- Monitoring of telephone calls (except attorney calls)
- Inspection of mail (Legal Mail is inspected in your presence)

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 and D.O.C bookings are strip searched.

MOVEMENT and TRANSPORT

Jail Deputies are responsible for transporting you to Court appearances, medical appointments and any other appointment outside of your housing location. Your cooperation is necessary in order to ensure that you arrive at your destination in a timely manner.

- Inmates must be completely dressed in the jail issued uniform for all transports. The jail issued uniform includes jail issued shirt, pants and sandals. Inmates may wear one additional layer of clothing under their uniform (long johns or t-shirt).
- When directed to move through the facility, proceed promptly and without stopping or communicating with other inmates. Gestures, hand signs, or note passing are not allowed.
- Obey all verbal directives given by Deputies, Court Personnel, Medical staff or other professionals.

COURT TRANSPORT

- Request trial clothing and shaving supplies by contacting the Transport Coordinator.
- While in Court, do not communicate with anyone unless you are responding to Court Personnel, Transport Deputies or official staff.
- Obey any directions given by Transport Deputies and Court personnel.
- Remain seated during court proceedings.
- Stand when the Judge enters or leaves the courtroom, and when addressed by the Judge.

STANDARDS - DRESS CODE

- When outside of your housing unit you will wear the full jail uniform (sandals, pants and shirt).
- Housing dress code – full jail uniform (shirt, pants and sandals) or crew neck t-shirt.
- Nudity and partial nudity are not allowed except while showering.
- Only properly fitting clothing is allowed. Modified, altered, or oversized clothing is not allowed. No rolling up pant legs, tucking pant legs into socks, low hanging pants, or otherwise modified clothing is allowed. Pants must be pulled up around your waist.
- In addition to clothing supplied by the Jail, you may purchase clothing from commissary.
- Other than Jail issued uniforms, the following clothing is allowed:
 - (3) Sets underwear, and one set of long johns.
 - (3) Crew Neck T-Shirts (short sleeved, white, no pockets or logos)
 - (3) pairs of socks
 - (1) Set of long johns (top and bottoms without pockets)
 - (2) Bras

STANDARDS - HOUSING

- You are not to enter or occupy a cell other than your assigned cell unless directed by staff. You are not to sit on a bunk not assigned to you.
- No loitering by windows, communication pads or doors.
- Windows, vents, lights, fixtures or doors may not be covered or obstructed.
- Clothing, towels or bedding items will not be placed underneath doorways
- Items will not be affixed to or hung from bunks, walls, lights, or railings, or any fixture.

CELL/DORM APPEARANCE

- Cells/Dorms are to be kept clean and neat at all times. If any item in a cell needs repair, contact a floor deputy immediately.
- You are expected to help maintain the cleanliness of common areas in your housing unit.
- All property in your possession must fit in your property box. Excess property will be held in the property room or thrown away.

- Property boxes are to be kept under your bunk.
- Beds are to be made when not in use.
- Toilets and sinks are to be kept clean.
- Continuously running water or plugging faucets/drains is prohibited.
- Do NOT deposit or flush garbage or trash in the toilets.

CLEANLINESS

- You are responsible for maintaining your personal hygiene and the cleanliness of your cell.
- You are to shower at least three times per week. Soap is provided; distribution times are limited. You are supplied with a basic hygiene pack when booked (toothbrush, toothpaste, shampoo, and comb). Feminine hygiene products are provided at no cost upon request. If you have funds, you can purchase additional hygiene items through commissary. Inmates without funds can request hygiene supplies through the commissary service.

LAUNDRY

- Personal laundry, underwear and socks are washed twice each week.
- The jail is not responsible for lost personal laundry.
- Jail uniforms are exchanged once per week.
- Blankets are exchanged monthly.

PROPERTY

Any clothing or personal items in your possession when you are booked that you are not allowed to keep with you is stored in the jail property room. You may release certain property (keys) to relatives or friends within 72 hours of booking. EBT cards are not released. (Property that is not accepted by the jail is held by the arresting agency; the Jail has no access or control over such property). Tobacco products, flammable items, etc. are destroyed.

If you are transferred to another correctional facility, you will fill out a form designating who can pick up your property. Property not claimed will be disposed of 60 days after your release.

IN-CELL PROPERTY AND STORAGE

In-cell property containers are provided; your personal property **must fit in that container**. Personal property includes commissary items and legal materials. In-cell property is limited to the following:

- Five books
- Five pieces of religious literature
- Three magazines (library or personal combined)
- Twenty pieces of mail
- Two newspapers, not more than three days old
- Two pieces of edible fruit
- Clothing, in good repair, as outlined above
- Approved pens and pencils
- Medical items furnished by medical staff.

DO NOT

- Remove pages or labels from books or magazines
- Alter property from its original condition
- Give property to another inmate, or leave property behind when released.

JAIL ISSUED PROPERTY

You are responsible for the proper use and maintenance of all Jail property issued to you. This includes but is not limited to mattresses, towels, blankets, bed covers, storage bins, cups, sporks, sandals, uniform shirts and pants. Sanctions can be imposed for the destruction of Jail property.

WRITTEN COMMUNICATIONS WITH STAFF:

Paper (Main Jail) or electronic (Work Center) Inmate Request forms are used **to seek assistance or when asking questions**; on the form briefly describe your question or what assistance is needed. General forms (white kites) are reviewed by Deputies first; **DO NOT USE REQUEST FORMS TO EXCHANGE ANY INFORMATION WITH YOUR LAWYER ABOUT YOUR LEGAL CASE.** See page 12 for instructions on Legal Mail. If Deputies are unable to provide assistance the request form is routed to the proper person, department, or agency. Use general request forms to communicate with Corrections Staff, GED, Library staff, Religious Counselors, Local Attorneys or the Courts. Health request forms (pink kites) are routed directly to medical staff

Follow these steps when submitting paper 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.

GRIEVANCES:

You have access to the grievance procedure for grievable issues. Grievable issues are legitimate complaints regarding facility condition or actions by staff. Filing a frivolous grievance or abusing the grievance system is prohibited and may result in a rule violation as determined by a supervisor.

- **BEFORE** filing an official grievance, you must first try to resolve your issue at lower levels of authority. 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 levels of authority are:

First Level – discuss issue with Floor Deputy, Medical Staff or Food service staff member

Second Level:

- Duty Sergeant for disciplinary, policy/procedures, housing or Deputy related complaints.
- Food Service Manager for Diet, Food, Commissary, indigent or food service staff complaints.
- Medical Charge Nurse – for Medical, mental health, dental or medical staff complaints.
- If your issue is still not solved, then request a Grievance form 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, the grievance form will be returned to you. The Lieutenant will provide you with a written notification of actions taken.

APPEALING GRIEVANCE 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. You 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 anyone can report sexual harassment, misconduct, assault and rape allegations. Verbal or written reports provided to volunteers, contractors, Sheriff's Office employees or Law Enforcement members are accepted. Inmates 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 four 15 fifteen minute visits at the Interim Work Center. Visits lasting less than the allotted time count as full visits. Visiting hours are subject to change.

Visiting Rules

- 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.
- 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.
- Inmates and visitors must remain fully clothed; lewd acts or exposing may result in criminal charges.
- Inmates or visitors who violate Jail Rules and Regulations lose the privilege of visiting.

Housing locations are listed on the Sheriff’s Office Jail Roster (<https://apps1.whatcomcounty.us/jaildata/roster.html>)

MAIN JAIL VISITING HOURS (subject to change):

Kitchen Workers (Trustees) may visit during any session (below) unless they are working.

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.

*Visiting sign-up ends at 9:50 (morning session) and 2:50 (afternoon session).

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

The Interim Work Center utilizes video visitation through a contract vendor, “LEGACY.” Visits must be scheduled through LEGACY at least four hours in advance. Legacy may be contacted by calling 1-888-729-4326. Free visiting kiosks are located in the Work Center lobby.

- **WORK CENTER KIOSK**

Monday through Saturday, 8:00 AM - 12:00 PM, 1:00 - 4:00 PM.

- **WORK CENTER REMOTE VISITING**

Daily from 6:00 AM until 12:00 PM, 1:00 PM to 10:00 PM except during formal count.

*Visiting hours are subject to change; you must notify visitors of changes in visiting schedules or housing locations.

BAIL / BONDS:

Bail and Bond amounts are set by the Court; during business hours, bail is paid at the court. The jail will accept cash bail and bonds from approved companies when Courts are closed. A list of approved Bonding companies is posted in housing units.

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 “JailATM” kiosks found in the lobbies of the Main Jail and Interim Work Center, or online at www.JailATM.com. Transaction fees are charged.

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.

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. Interviewers are on site weekday mornings, except for holidays. Contact by an

interviewer is no later than the day after booking unless you were booked on a weekend. The Whatcom County Public Defenders and Lummi Public Defenders can be called without charge on the phones in the housing units.

- **Whatcom County Public Defenders:** 360-778-5640
- **Lummi Tribal Public Defenders:** 800-496-3446.

If you are represented by an attorney, you are to direct all questions regarding your case to your attorney. Staff members cannot give legal advice.

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

ACCESS TO LEGAL SUPPLIES AND MATERIAL

- Legal research supplies are available if you are authorized by the court as “Pro Se” (acting as your own attorney). Request legal research supplies (legal paper, pens, and envelopes) by contacting classifications.
- Requests for copies of statutes, case law, 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 are requesting materials that do not pertain to your criminal case or claims regarding the jail. Law Library books cannot be checked out. Copying fees will be deducted from your trust fund account. If you have no money, charges will be recorded on your trust fund account as a negative balance. Law Library staff are not allowed to provide legal advice. Requests for Law Library access are sent directly to your attorney or Judicial Assistant/Bailiff for the Presiding Judge.
- Notary and photocopy services are requested by sending a kite. Only legal paperwork will be copied. There are fees for both services.

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**”.

- 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. If this phone rings, answer it.

COURT SCHEDULES & FIRST APPEARANCES:

- Whatcom District Court: Monday-Friday 1:30 p.m.
- Superior Court: Monday-Friday 3:00 p.m. (felonies)
- Bellingham Municipal Court: Monday, Wednesday & Friday 8:30 a.m.
- Ferndale Municipal Court: Tuesday 10:00
- Blaine / Everson / Sumas Municipal Court: Tuesday 8:30 a.m.
- Lynden Municipal Court: Monday-Friday - morning
- Lummi Tribal Court: Tuesday and Thursday – times vary

TEMPORARY & EARLY RELEASES:

Only the Courts can grant temporary or early releases. Contact your attorney or the sentencing judge using an Inmate Request form to arrange early or temporary release.

CLASSIFICATION:

Your classification level is based on current charges, conviction history, and behavior. Your housing is determined by your classification, medical fitness, mental stability, special needs, behavior, program eligibility, security needs and jail population levels.

Housing Types:

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

Note: Administrative Segregation status is reviewed every Thursday. Send an Inmate Request form to Classifications with information for review board consideration.

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:

To be considered for a program:

- You must have approval from all courts involved in your incarceration. Court authorization does not automatically guarantee acceptance to enter a program.
- You must be fully sentenced on all charges.
- You cannot have any warrants or 'holds' to be on a program

If you meet the above conditions, send an Inmate Request specifying which program you wish to participate in to Jail Alternatives. The available programs are:

- In-Custody Work Crew
- Work Release
- Electronic Home Detention

RECREATION:

An open-air exercise area is provided at scheduled times unless bad weather makes the area unsafe. If you choose not to 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.**

LIBRARY:

Whatcom County provides library services. . Dictionaries are not available. You are limited to five (5) library 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 and 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 if they are sent directly from a publisher, online bookseller or a recognized religious group. 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:

Request a religious (vegetarian) diet by sending an inmate request form to the Duty Sergeant. Note your religious affiliation and dietary restrictions on the form. Special Diets based on personal preference are not provided.

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. 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. Excess mail is placed in your property.

Legal mail is searched in the presence of the inmate. Personal mail is opened, scanned for content and inspected for contraband. Mail with contraband, pornography, sexually explicitly photographs or depicting violence is returned to the sender or placed in property storage. U.S. funds and authorized Money Orders are receipted and deposited to your Trust Fund Account. Checks, unauthorized money orders and foreign currency is receipted and stored in property storage.

You are allowed to order new books and magazines through the mail. **Books and Magazines must come from a publisher, mail order warehouse or a Dot Com store. 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 by the Shift Sergeant. 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 Attorneys of record, their staff, and legal organizations in the inmate’s presence. Legal mail includes only mail from attorneys, their staff, and/or legal organizations that may be providing privileged legal communication to the offender. If you are sending mail to your lawyer, write “**Legal Mail**” on the **front and back** of the envelope. Do not use Inmate request forms for legal communications.

INMATE WORKERS (TRUSTEES):

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.**

Trustees are appointed as the need arises. Trustees receive 1/3 off of their sentence, which is the maximum allowed by Washington State law. Factors used to determine Trustee eligibility are criminal history, behavior (present and past) and the results of a mandatory physical examination.

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, fines or fees. 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:

- 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. Instructions for ordering are posted in each housing unit. The Facility Code for ordering is **5586**. Commissary is delivered at the Main Jail on Wednesdays, and at the Work Center on Sundays. Orders must be placed by the morning of the Sunday **prior** to the scheduled commissary delivery date. You are required to sign a receipt acknowledging delivery. Disputes with

the provider must be resolved at the time of delivery. Orders delivered after an inmate is released must be picked up within 30 days.

Options to order commissary through the SUMMIT “JailATM” *service* allows family and friends to purchase items online using credit or debit cards. The website to place orders is www.jailatm.com.

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.

INDIGENT AND HYGIENE ITEMS:

Basic hygiene items are supplied at booking (your Trust Fund account is debited the current fee for those items). Additional hygiene items, including stamped envelopes and writing material are available on a weekly basis. **Accumulation of indigent items is not allowed; extra items are confiscated and discarded without notice.** Your Trust Fund account is debited for hygiene items received; a negative balance is carried on your account until paid.

MEDICAL & MENTAL HEALTH 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) from the Jail, or electronically from the Work Center to the medical staff detailing your medical issues. 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 (morning, noon and evening). You must 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 your responsibility to ensure that medications given to you 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, Mental Health or Dental services; however if you have insurance, your 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.

Medically Assisted Treatment (MAT) Program:

If currently enrolled in community MAT program for opiate use disorder, you will be considered for continuation of this program while incarcerated. Contact Jail Medical staff using a Health Request Form.

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, COVID, HIV / AIDS and Hepatitis.

MEALS:

Menus are created by dieticians employed by the contracted food service provider, follow USDA guidelines and are monitored by the contracted food service provider. Inmates must wear proper attire at meal service. It is your responsibility to come to the chow hatch or housing entry door to receive a meal. You are required to provide your name and show your wristband to the Deputy distributing meals. Once the food 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 for returning your tray at the end of meal service; if trays are missing, lockdown and disciplinary sanctions are possible.

Request Special diets using Inmate Request forms or Health Request forms (medically related). Medical staff handles **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 personal preference are not provided.**

Meal times are approximate and subject to change:

Breakfast: 5:00 AM Lunch: 12:00 PM Dinner: 5:00 PM

HAIRCUTS:

Haircuts are performed by contracted barbers. Barbers are independent contractors and set haircut rates. Barbers do not have set days or times. To request a haircut, submit an inmate request form.

RAZORS:

- Razors and emery boards are available for use once per week.
- Use your razor immediately.
- Tampering with or failing to return razors to the Deputies could result in disciplinary action.
- You are allowed to shave on trial days.

RELEASE:

Inmates are released at the conclusion of their court imposed sentences after “good time” is calculated and removed from the original sentence. Release times are influenced by ongoing jail activity and may be delayed up to 24 hours.

- Inmates booked at the Main Jail are released at the Main Jail at approximately 5:00 AM.
- Inmates booked at the Main Jail and rehoused at the Work Center are released at the Main Jail at approximately 8:00 AM
- Inmates reporting for a commitment may be released at either facility at approximately 8:00 AM
- Inmates booked on domestic violence charges are released at approximately 8:00 AM
- Inmates participating in Alternative Programs are released 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.

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. 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.
- 103. Court Conduct:** Unauthorized communication, unruly behavior, or attempting to pass notes or messages in court.
- 104. Disobedience:** Refusing, failing to obey, or delay obeying orders given by Staff.
- 105. Disorderly Conduct or Disruption:** Intentional disorderly behavior including but not limited to yelling, horseplay, teasing, or taunting which results in disruption of institutional activity.
- 106. Money & Property Manipulation:** Unauthorized transferring of money or any item of value between inmates or others.
- 107. 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.
- 108. 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.
- 109. Mail & Telephone Misuse:** Unauthorized or fraudulent use of mail or telephones.
- 110. Meal Misuse:** Stealing, throwing or other misuse of food. Failure to return trays.
- 111. Medication Misuse:** Misusing, abusing or hoarding authorized over-the-counter medication.
- 112. Passing:** Passing any item to another unless authorized by a Staff member.
- 113. Provoking Words & Gestures:** Swearing, name-calling, using abusive language, using gang signs, using threatening words or gestures.
- 114. Program Rule Violations:** (JAIL ALTERNATIVES) Violation of or failure to follow Program rules that do not endanger facility security, other inmates or the community.
- 115. Rule Violation:** Repeated violations of posted rules or regulations.
- 116. 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.
- 117. Uniform Violation:** Failure to wear jail issued uniforms 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.
- 118. Vandalism:** Possessing, destroying or altering property belonging to Whatcom County or another person with a value less than ten dollars (\$10.00).
- 119. Wristband Violation:** Removing, altering, or destroying a wristband. Refusing to display your wristband. \$2.00 will be charged for a replacement wristband.

- 120. Cell Standards:** Paper in lights, items on window sills, items taped or stuck to walls or blocking air vents.
- 121. Razor Manipulation:** Altering or destroying jail razors. Loss of one week use of razors.

SERIOUS INFRACTIONS:

- 201. Aiding:** Promoting, attempting to promote, or rendering assistance to another person in the commission of a serious infraction.
- 202. Assault on another inmate:** Physical attack made with a body part or bodily secretions and instruments including but not limited to weapons or food products.
- 203. Assault on a Corrections Deputy, Staff member or visitor:** Physical attack made with a body part or bodily secretions and instruments including but not limited to weapons or food products.
- 204. Attempting:** The attempt to commit a major infraction.
- 205. Bribery:** Giving or offering things or services of value to Staff members with the intention of influencing them in the performance of their duties.
- 206. 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.
- 207. Causing a Health hazard:** Engaging in behavior that compromises the health and wellbeing 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.
- 208. Conduct Violation:** Documented patterns of disobedience, misbehavior or the failure to maintain a favorable record of conduct. A documented pattern is 3 minor infractions during the same booking or 2 minor infractions within 24 hours.
- 209. Contraband:** Possession of anything that creates a safety concern 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)
- 210. Court Conduct:** Unauthorized communication including passing notes and messages. Unruly behavior disruptive to Court proceedings or interfering with courtroom security.
- 211. 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). Restitution will be addressed at the disciplinary hearing.
- 212. Disturbance & Riot:** Encouraging and engaging in activities or group demonstrations with the intent of disturbing order and security.
- 213. Escape Device:** Possessing or manufacturing objects that by their nature can be used to attempt an escape.
- 214. False Statements:** Falsely reporting or lying about any incident involving the commission of a major infraction or violation of the law.
- 215. Fighting:** Physical altercations between two or more inmates.
- 216. Gambling:** Wagering of money or objects having material value; participating in games of chance.
- 217. Hindering:** Creating chaos resulting in delays, group or individual obstructions, hindrances, concealment of serious infractions, criminal acts and violations of law.
- 218. Refusal of Housing:** Refusing assigned housing.
- 219. Impersonation:** Pretending to be another individual or presenting yourself as another person with the intent to deceive staff.

- 220. 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.
- 221. Medication Misuse:** Improper, unlawful or incorrect use of medication; abusing, hoarding or giving away your authorized medication.
- 222. Mutilation:** Tattooing, marking, piercing, maiming yourself or others.
- 223. Program Rule Violations (Jail Alternatives):** Violation of or failure to abide by a Program Rule that endangers facility security, safety of other inmates, staff or the community.
- 224. 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.
- 225. Sexual Acts:** Soliciting, engaging in behaviors that sexually threaten others, sexual acts including consensual sexual contact, and lewd acts.
- 226. Sexual Assault:** Forced or coerced physical contact of a sexual nature.
- 227. Smuggling:** Clandestine transportation of or the attempted transport of objects and substances in or out of the jail. Passing anything through a third party (**trustees, other inmates, staff, volunteers, visitors, etc.**) in or out of the Jail.
- 228. Tampering:** Intentional modification of or attempted modification of locks, doors, cameras or other security devices.
- 229. 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.
- 230. 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.
- 231. 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.
- 232. Unauthorized Presence:** Not in your assigned cell during times of lockdown.
- 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, written 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.
- 236. Visitation Disruption:** Disturbing others while visits are ongoing. This infraction will be given after a minimum of one verbal warning. Loss one week of visits imposed by the Shift Sergeant.

REFERENCE

Domestic Violence and Sexual Assault Contact information:

- DVAS (Domestic Violence and Sexual Assault Services) 360-715-6543
- Jail PREA – 360-778-6543

Court Contact information

- Whatcom County Public Defenders: 360-778-5640
- Lummi Tribal Public Defenders: 800-496-3446.

COURT SCHEDULES & FIRST APPEARANCES:

- Whatcom District Court - Monday-Friday 1:30 p.m.
- Superior Court - Monday-Friday 3:00 p.m. (felonies)
- Bellingham Municipal Court - Monday, Wednesday & Friday 8:30 a.m.
- Ferndale Municipal Court - Tuesday 10:00
- Blaine / Everson / Sumas Municipal Court - Tuesday 8:30 a.m.
- Lynden Municipal Court - Monday-Friday - morning
- Lummi Tribal Court - Tuesday and Thursday – times vary

MAIN JAIL VISITING HOURS (subject to change):

Kitchen Workers (Trustees) may visit during any session (below) unless they are working.

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.

*Visiting sign-up ends at 9:50 (morning session) and 2:50 (afternoon session).

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

The Interim Work Center utilizes video visitation through a contract vendor, "LEGACY." Visits must be scheduled through LEGACY at least four hours in advance. Legacy may be contacted by calling 1-888-729-4326. Free visiting kiosks are located in the Work Center lobby.

- **WORK CENTER VISITING KIOSKS**

Monday through Saturday, 8:00 AM 11:00 AM, 12:00- 4:00 PM.

- **WORK CENTER REMOTE VISITING**

Daily from 6:00 AM until 10:00 PM, except meal times and during formal count

*Visiting hours are subject to change; you must notify visitors of changes in visiting schedules or housing locations.

Summit commissary and Bail website : www.jailatm.com

Legacy Inmate phone system Website: <http://www.legacyinmate.com/>

- Or call 888-729-4326

JailATM Kiosks are located in the lobby of both facilities. Commissary and phone system accounts can be funded, and bond can be posted at these Kiosks. There is a fee for use.