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Custody Branch

Custody Mission Statement:
It is the mission of the Clark County Jail, in partnership with our community, to provide safe, secure and constitutional detention facilities in the most respectful, professional and fiscally responsible manner possible.

Custody Officers provide supervision, custody and care of inmates in the Clark County Jail facilities. They help in maintaining order in the day to day operation of the jail.

Duties include booking, searching and releasing prisoners, monitoring jail access, transport of inmates, inmate classification, and work release.

Interested in a career with the Sheriff's Office? Fill out our job interest card.

Clark County Sheriff's Office:
Street Address: 707 West 13th Street, Vancouver, WA 98660
Mailing Address: P.O. Box 410, Vancouver, WA 98666
Main phone: (360) 397-2366
Telecommunications Relay Service: (800) 833-6388, then call (360) 397-2445
E-mail: sheriff@clark.wa.gov

Responsible Elected Official: Sheriff Garry E Lucas

File Location: http://www.co.clark.wa.us/sheriff/custody/index.html
Last updated: 09/27/2005 11:15:17

For questions or comments regarding the Clark County Web site:
Webmaster@clark.wa.gov

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Publications rejected due to material content will be receipted and stored with the inmate's personal property in the jail property room and given to the inmate at the time of release from jail. The inmate may appeal the rejection of a particular publication to the Chief Jail Administrator or his/ her designee. The reason (s) for approving a rejected publication shall be based on the Chief's belief that the publication in question falls within an appropriate exception contained in this policy.

We discourage the practice of cash being sent in the mail due to potential mail theft. Please encourage your family, friends or persons who might be mailing you funds, that a money order is one of the best ways to receive funds by mail.

INCOMING MAIL:

Any incoming mail containing controlled or unidentified substances, weapons and/or information of criminal activity will be placed into evidence and forwarded to the appropriate unit for investigation. INTRODUCING CONTRABAND TO A CORRECTIONAL FACILITY (through the mail or by any other means) IS A FELONY. Such activity or suspected activity will be investigated for criminal prosecution.

Incoming mail will be inspected to prevent the introduction of contraband into the facility.

Incoming legal mail will be opened and inspected by staff for contraband in your presence.

Incoming mail must have senders complete name and address on the envelope.

If your mail has been denied, you have the right to have this decision reviewed by the Chief Jail Administrator or his/her designee upon written request from you.

All incoming correspondence will be processed through the U.S. Postal Service. The mailing address to receive mail is:

Inmate's Name/ CFN
Clark County Jail
P.O. Box 1147,
Vancouver, WA. 98666-1147

OUTGOING MAIL:

All outgoing mail will be stamped/marked "Clark County Jail Inmate Mail" and will include the following:

Inmates must have the their name, CFN, and the Clark County Jail address legible in the upper left hand comer of the envelope.

Addressee's complete name and address must be legible and not obscured in the center of the envelope.

All outgoing mail must be in standard or legal envelopes and left unsealed (legal mail can be sealed). No homemade mailing containers will be allowed.

Postage affixed in the front upper right corner of the envelope.

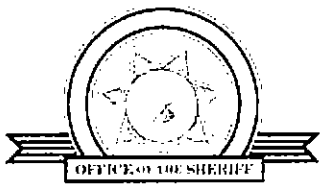
Envelopes will not be processed which contain drawings, cartoons, messages, symbols, etc. on the exterior surfaces of the mail that interfere with proper placement of postal processing stamps and markings.

No contraband or food items will be allowed to be sent out.

WELFARE, SOCIAL SECURITY, FOOD STAMPS & UNEMPLOYMENT BENEFITS

While in custody, it may be unlawful to continue to receive certain benefits. If you are receiving benefits, you have a duty to advise each agency of your current status. The jail sends inmate rosters to many of these agencies. Upon release, you may have to re-apply for these benefits or repay benefits that you received but were not entitled to while incarcerated.

All contents of this book are subject to change at the discretion of the Clark County Sheriff's Office.



INMATE HANDBOOK
CLARK COUNTY SHERIFF'S OFFICE

Garry E. Lucas Sheriff
Joe Dunegan Chief Jail Administrator

Mission of Custody Branch

The purpose of this statement of mission and goals is to clearly communicate the purpose, philosophy and goals of the Clark County Jail, to the public, agency staff and offenders.

The facilities of the Clark County Jail system are established to deliver detention services and programs deemed necessary for the protection of society. These services shall be delivered in a way which promotes efficiency while maintaining a safe environment for inmates, staff and the citizens of Clark County.

Specifically, the Clark County Jail shall:

Protect society by providing incarceration as an appropriate deterrent to the commission of crime and to prevent the offender's ability to commit further crimes against society.
Insure retribution for crimes committed, by providing methods of training, education and labor which hold offenders responsible for violations of law.
Provide the necessary levels of security in order to insure the safety of staff, inmates and the community.

This handbook is provided as an informational guide for inmates, to assist you while you are housed in the Clark County Jail. The Sheriff's Office retains the right to change or suspend certain conditions to maintain safety and security.

Joe Dunegan
Chief Jail Admin istrator

Note: You MUST maintain this handbook in proper condition. Handbooks are to be turned in upon departure from the facility. Failure to return an issued handbook may result in being charged a replacement fee.

Clark County Sheriff's Office @1997, 2000, June 2003

DEFINITIONS

"COMMON AREA" - Any area outside of a single cell or away from immediate area of dormitory bunks or assigned mattress.

"CONTRABAND" - Any item not approved, issued or sold by the Jail. Approved items, which have been changed or altered from the original form or use.

"CORRESPONDENCE" - Communication to or from inmates through letters, postcards and greeting cards.

"GRIEVANCE"- A formal complaint regarding an incident, policy, condition or treatment within the facility.

"INDIGENT INMATE" - An inmate who has under **$1.00** in their inmate trust account.

"KITE" - A slang term used to refer to an *"Inmate Request Form"*.

"LEGAL MAIL" - Official or legal mail is mail to or from a specific class of persons and organizations, including, but not limited to: Court Officials, Attorneys, officially recognized legislative or executive officials. Both outgoing and incoming legal mail needs to be clearly marked as such.

"OBSCENE" - This term refers to material that offensively depicts or describes sexual conduct, which on the whole has no serious literary, artistic, political or scientific value.

"NUDITY" – A pictorial depiction of genitalia, buttocks or female breasts.

"SEXUALLY EXPLICIT" - The term refers to those written and/or graphic materials that include, but are not limited to, the following:

Where one of the participants in the act is, or appears to be, non-consenting;

Where one of the participants appears to be forceful, threatening, or violent;

Where one of the partners is dominating one or the other participants and one of the individuals is obviously in a submissive role or one of the participants is degraded, humiliated, or willingly engages in behavior that is degrading or humiliating;

One of the participants is a child, or appears to be a child;

Where there is actual or simulated penetration, be it penile/vaginal-oral, penile-anal, or penile-vaginal; digital-anal, digital-vaginal; or insertion of any inanimate object in the vaginal or anal cavity, or an act or simulated act that depicts adult sex toys or devices or a depiction in the context presented is deemed to be a threat to legitimate penological objectives.

Where any bodily excretory function is depicted;

Material depicting bestiality, sadomasochistic behavior, bondage; or

The material is reasonably deemed to be a threat to legitimate penological objectives.

"TIER LOCK DOWN" - The upper and lower tiers of lock down areas will be on lock down for approximately half of each day, with the exception of meal times.

ADMISSIONS AND ORIENTATION

PERSONAL PROPERTY/MONEY

At intake, your personal property will be inventoried and checked for contraband, then stored in the property unit for safekeeping. Inventoried items have been separated into two property bags. Bag #1 contains clothing, shoes and large items. Bag #2 contains small items such as keys, wallet jewelry etc. You will receive a receipt for these items. Your money will be placed on your inmate account and may be used to purchase commissary items on your designated day or to pay for other expenses incurred.

Items that you may keep in your possession are as follows:

Addresses and phone numbers
Prescription eyeglasses, contact lenses, and hearing aids if (waiver signed)
Legal materials, papers and letters
Pictures (no Polaroid's)

Indigent inmates will receive basic goods and services i.e. meals, basic hygiene/mail items, and necessary medical care regardless of the ability to pay.

Debts incurred for basic goods and services delivered to you while in the Clark County Jail will be maintained after your release from this facility and will be collected from future money received in your inmate account.

PHOTOS / PRINTS

After the general booking information is completed, you will be photographed, fingerprinted, and placed in a holding cell.

ISSUED PROPERTY

If you are unable to post bond or be released and are placed in general population, you will be dressed in and issued the following property as available:

One set of inmate clothing.
One pair of inmate shoes
Two sheets
One blanket
One towel
One inmate handbook
(Optional) Intake pack that may include comb, toothbrush, toothpaste, soap, and writing materials.

It is your responsibility to retain this property. All items issued, unless otherwise noted, are to be returned upon your release or you may be charged for those items that are missing. You may also be charged for any jail property that you destroy or damage; therefore; it is in your best interest to keep track of these items and keep them in good condition.

CHARGES / PHONE CALLS

You will be advised of all charges against you. You will be permitted to make phone calls in order to notify family, friends or bail bonds company of charges, bail and your location. **Phone calls are collect.** Custody staff is not permitted to make suggestions or referrals to bail bond companies. At the time of intake, inmates that are unable to make a completed phone call may request to place a non-collect call to contact an attorney or notify a family member.

INITIAL CLASSIFICATION

Classification is a process to decide which living area you will be assigned while in custody. It is done for the safety of all persons and the security of the jail facility. Classification is dependent upon your personal, criminal, medical and social history and the availability of space. It is a non-punitive inmate management tool. Classification will take place as soon as possible after your booking or first court appearance.

MEDICAL

You will be screened for medical information including illnesses, injuries, and immediate medical needs. All prescription medication will be sent to the medical unit and may be continued, subject to the verification and approval of the medical staff. Over the counter medications and any other medication not authorized by medical will be stored in your property.

GENERAL RULES AND REGULATIONS

BASIC RIGHTS

Meaningful access to courts, your attorneys, and access to legal materials.
Access to necessary medical and emergency dental services.
Ability to practice religious beliefs as long as it does not create a safety or security issue or a legitimate penological concern for the jail.
Nutritious meals. A nutritional food loaf (i.e. Nutraloaf) may be served to disorderly and riotous inmates or served as part of a discipline sanction.
Protection from abuse and corporal punishment.
Freedom from discrimination based on race or gender.
Access to facility rules and sanctions.
Confidentiality of inmate medical records and non-disclosure information.

BASIC PRIVILEGES

Inmate work programs.
Education / library materials.
Commissary.
Access to recreation areas.
Access to television and telephone services.
Visits with family and friends on visiting list.

BASIC DO'S AND DON'TS

DO:

Read inmate handbook.
Follow all jail rules.
Obey all orders/lock downs promptly.
Comply with tier lock down.
Address staff with respect.
Be considerate of others.
Maintain clean living space.
Place your garbage daily in trash receptacles.
Make your bunk when you are not in it.
Shower at least three times a week.
Be fully dressed when outside of cell.
Wear your ID band at all times.
Limit telephone calls to 15 minutes each.

DON'T:

VIOLATE ANY RULES OR POLICIES

FACILITY RULES AND REGULATIONS

SUPERVISION

Custody staff has the authority to manage the inmate population. Inmates must follow their orders. If you disagree with an order, follow the order and follow the grievance section.

FACILITY CLEANLINESS

The Jail belongs to the citizen's of Clark County. It is the responsibility of inmates to maintain their rooms and living areas. All inmates of the Clark County Jail are responsible for cleaning their own living area daily. This includes the common area of the living unit. Sentenced inmates may be required to clean other areas within the confinement area. Pre-trial inmates may be permitted to clean other space on a voluntary basis. A clean facility improves the safety and livability for all.

INSPECTION

Your living areas will be inspected daily by your pod officer. The administrative staff or designee may conduct weekly inspections.

FIRE AND VENTILATION REGULATIONS

Light fixtures, doorways, ventilators, windows, and vented areas are to remain unobstructed. Sheets or blankets are not to be used as rugs, drapes, hammocks, or tenting for purposes of concealment. You are responsible for any damage to your cell. Fire drills may be conducted periodically and inmates are to follow directions given by custody staff. An accumulation of excessive papers, newspapers, or any other flammable material is not permitted. Newspapers older than two days will be discarded.

PROPERTY DAMAGE/REPLACEMENT COSTS

Inmates may be assessed restitution fees for damages and/or replacement costs of any county property or issued items that are damaged or not returned. A hearing board is required.

HOUSING AREA/DAYROOM

Each inmate is responsible for his/her own cell area and the area surrounding the housing unit. If housing areas are found cluttered or unclean, all privileges may be revoked.

The dayroom, shower and lavatory area will remain neat and clean at all times. This will be the responsibility of all inmates using the facilities.

TRASH RECEPTACLES

All trash will be placed in the appropriate receptacles. All trash receptacles will be emptied each day during clean up.

CELL ASSIGNMENTS

You are not permitted to relocate from one cell to another unless directed by a custody staff member. If you have an emergency you are to notify a staff member immediately.

CELLS/BUNKS

Rooms will be clean and neat. There will be no pictures or paper posted on or covering the walls, doors, toilet, vents, or lights. There will be no writing on the walls. There will be nothing on the windowsills.

The bed will be made up as follows: The two sheets and the blanket (s) will be on the bed with the bottom and sides tucked under the mattress. The side and ends will not hang down over the edge of the bed.* The towel may be placed on the foot of the bed or on the wall hook provided. Items in or on the desk will be kept neat. Inmates shall be required to keep their bunks made when they are not occupied. Medical staff for medical reasons may authorize exceptions to this. Failure to keep bunk made when not occupied may result in disciplinary action.

***SEE PHOTO ON INSIDE COVER.**

LINEN

Linen and clothing are exchanged once a week. Personal laundry can be washed twice a week. Items are exchanged on a "One for one" basis (One soiled towel for one clean towel, etc.) You will be held responsible for all clothing and linen items

issued to you. Any torn or damaged clothing and linen must be reported immediately. You may be required to pay restitution, for items destroyed.

PERSONAL ITEMS

Personal items will be neatly arranged on bunks, on shelves or in appropriate container (provided when available). No items shall be placed on the windowsills. All property bins will be stored under your bunks. All personal items must remain in their original form. Any items ripped, torn, or altered will be confiscated. Non-compliance with the above shall result in personal items being confiscated, put into your personal property, or destroyed. You may also be infracted.

INMATE RULES AND REGULATIONS

BEHAVIOR

Inmates are expected to treat staff with respect. Harassment, rude or demanding behavior, and profanity towards staff will not be tolerated. No arm wrestling or general "Horseplay" will be tolerated throughout the facility.

SEARCHES

You will be subject to random searches of your cell and bunk area and your person for contraband. Trained animals may be used to search facilities, including your sleeping area, for contraband. You may be subject to strip searches under the following conditions:

You volunteer for an inmate work program.
Anytime you return after leaving the secure portion of the facility.
Anytime circumstances or situations require strip search.

CONTRABAND

Any violations of the laws below may subject you to new criminal charges as well as the disciplinary process.

Introducing contraband into a correctional facility is a felony.
Possession of any narcotic drug or controlled substance is a felony.
Possession of a "Deadly weapon" is a felony.

PERSONAL HYGIENE

Each inmate is expected to maintain a high degree of personal cleanliness. Showers are available for this purpose. Toothbrush, toothpaste and other items are available for purchase at booking and on commissary days. Feminine hygiene items are also available at these times and for emergency purchase.

Regardless of ability to pay, indigent inmates may order hygiene items using the *"Weekly Commissary Form"*.

INMATE CLOTHING

You may only wear clothing issued or approved by the jail. You are to wear your issued clothing and shoes when in a common area or out of your cell unless otherwise directed by medical personnel. You may wear an unaltered T-shirt purchased from commissary in your dayroom area. Female inmates may wear nightgowns during sleeping hours, 9:00 p.m. - 8:00 a.m. only. Inmates going to regular court proceedings will wear jail clothing. Inmates may wear personal clothing during their jury trial.

WRISTBANDS

You are NOT to remove and/or tamper with your wristband for any reason. If your wristband breaks, it is your responsibility to notify the duty officer and obtain a new one immediately. If you are not wearing your wristband, you will not receive your commissary, medications, recreations, library or visits. Removing and/or tampering with your wristband will subject you to disciplinary action. You may be charged for replacement costs through a hearing board.

CLASSIFICATION

Classification is an ongoing process for the safety and security of inmates and staff. Reviews may occur throughout your stay. If you have an immediate concern for your safety, you should notify staff right away.

You may request a review of your cell classification by filling out an *"Inmate Request Form"*. State the reason you feel you should be moved to another area, and return completed form to the pod officer.

ADMINISTRATIVE SEGREGATION

Inmates who present a safety/security concern, are pending investigation, require protective custody or who need to be separated from the general population, may be placed in administrative segregation. Administrative segregation is a non-punitive inmate management tool. Initial placements will be reviewed after three (3) business days and every seven (7) days thereafter. Placements may be maintained as long as the safety/security concerns exist.

Inmates in administrative segregation will be locked down 23 hours of the day. Violations of jail rules while in administrative segregation may result in a restriction of inmate privileges.

Inmates that are determined to be a threat to safety and security will have access to privileges reviewed on a case by case basis.

All communication from inmates in administrative segregation to the Classification Unit and/or staff in charge of placement reviews will be submitted in writing on an *"Inmate Request Form"*. Inmate requests should be specific as to reasons you feel you should be considered for placement back into main population.

INMATE MOVEMENT

Depending on activities, you will be moved to various areas of the facility for court, visits, medical appointments and recreation. You are expected to do so in a quiet and orderly manner. You are subject to a search of your person and your property. Normally, you will not be allowed to take anything with you during your movement to and from most activities. You will be allowed to take only necessary legal material when moved to court and attorney visits. Necessary medication, such as nitroglycerin or inhalers, may be kept on your person as authorized by the medical staff.

Failure to follow directions of staff is grounds to deny your movement to a scheduled activity such as recreation for that day and may subject you to further disciplinary action.

TRANSPORTS

Restraints will be placed on you and you will be searched when you are transported. You are to follow the directions of the transporting officer. Failure to follow directions of officer will subject you to disciplinary action.

TRANSPORT VIA STATE CHAIN OR TO OTHER AGENCIES:

A current list of personal items acceptable for transport can be obtained through jail property or your pod officer.

INMATE DISCIPLINE
GUIDELINES AND CONSEQUENCES

INMATE DISCIPLINE

Inmates are given a variety of privileges, which are detailed in this inmate handbook. This includes good time for sentenced inmates. If an inmate breaks jail rules or violates the law, they will be held accountable. This may be through the courts and/or the jail discipline system. The following is a list of inmate privileges, which may be restricted or denied due to disciplinary sanctions. Maximum periods listed are "per incident" and may be extended if there are multiple incidents.

Removal from inmate work programs.
Inmates may be assessed a processing fee for a major board hearing.
Loss of any or all accrued or potential good time. (Includes Trustee good time.) Inmates will lose all good time on the third (3rd) major disciplinary hearing board they're found guilty of.
Loss of telephone access, except attorney calls.
Loss of television privileges.
Placed in disciplinary segregation or lockdown status for up to 30 days. 30 days is the maximum time for all violations arising from one incident.
Nutraloaf status for up to 30 days.
Restitution for damages against the inmate's account. (A hearing board is required.)
Restrict out of cell time.
Suspension of commissary for up to four (4) commissary periods. (Except hygiene and stationery items.)
Suspension of recreation, exercise equipment, up to 30 days.
Suspension of visiting privileges for a maximum of one month. (Except attorney and clergy visits.)
Any other appropriate sanction deemed necessary by the sheriff, Chief Jail Administrator, hearing board, disciplinary sergeant or designee.

Rule violations that occur while housed at the JWC will fall under the JWC guidelines/handbook.

DISCIPLINARY SEGREGATION

This is a separate housing area for inmates who have broken rules of the Jail. Inmates may be allowed a pencil, paper, hygiene items, legal and religious reading material (quantity will be limited). Inmates will be locked down 23 hours each day.

MINOR VIOLATIONS

Minor infractions are broken down into four classes: 100, 200, 300, and 400 series. Staff may give a warning or write an infraction for minor violations of jail rules. If staff impose sanctions immediately following an incident, a copy of the infraction will be served on the inmate prior to the end of the officer's shift. If your sanction includes loss of commissary privileges, Commissary will establish the date the sanction will begin.

100 SERIES VIOLATIONS: Sanctions include 24 hours lock down. Loss of programs, recreation and library during lock down. In lieu of lockdown, the infracting officer may substitute loss of one recreational period due to cell assignments and classification requirements.

200 SERIES VIOLATIONS: Sanctions include 48 hours lock down and suspension of commissary for one week. Loss of programs, recreation and library during lock down. In lieu of lockdown, the infracting officer may substitute loss of one week of recreation.

300 SERIES VIOLATIONS: Lock down for 48 hours and suspension of commissary for two weeks. Loss of programs, recreation and library during lock down. In lieu of lockdown, the infracting officer may substitute loss of two weeks of recreation.

400 SERIES VIOLATIONS: Loss of visiting privileges. *May include loss of phone privileges if the inmate is making 3-way type calls or repeated unwanted phone calls. First offense - 1 week, Second offense - 2 weeks, Third offense – 3 weeks, Fourth offense or more - 4 weeks.

MINOR VIOLATIONS

No bedding, or linen, will be used to block officer's view of the bed or cell area.
Swearing or use of vulgar language.
Disturbing the sleep of others.
Loaning of property for profit.
Unmade bunk when not occupied.

Use of any item in an unsafe or unauthorized manner. Examples: Sitting on plastic chair over metal stool, leaning back on chair, using any item as a headband, using any item as a tablecloth.
Encouraging others to commit a 100 or 200 series violation (s).
Saving food after meals.
Wearing nightgown between 8:00 a.m. and 9:00 p.m. (Female Inmates).
Lying to staff.
In common area without a shirt, pants or coveralls unbuttoned, pants too low (Sagging) or showing underwear.
Encouraging others to commit a 300 series violation(s).
Gambling or possession of gambling paraphernalia.
Inappropriate or unauthorized use of county forms or documents.
Threatening another inmate or their property.
Possession of contraband. (Defined as a non issued item, or altered item, which poses no threat to safety or security.)
Failure to perform work as instructed.
Refusal to clean as instructed.
Intentional failure to follow safety and sanitary regulations.
Passive Refusal to follow legitimate order of the jail which:
A. Does not cause a delay in court proceedings, or normal operations of the jail.
B. Does not involve physical contact between staff and other prisoners.
Communicating with inmates in other housing areas outside of authorized channels. This includes any attempt to bypass the Clark County Jail Mail Policy. Any exceptions must be requested in writing to the shift supervisor.
308 Tampering with, altering or removing ID wristband.* May be sent to a hearing if restitution is being sought.**
Any act which disrupts or diverts staff in order to meet operational needs.
Disrespect towards staff.
Being in an unauthorized area or failing to return to tier lock down.
Being out of your bunk between 10:00 p.m. and 6:00 a.m., except to use the bathroom. (Dormitories only)
Writing, covering or hanging anything on walls, doors, windows, vents, bars, or light fixtures.
Interfering with staff in the performance of duties.
Any interaction with other inmates between 10:00 p.m.– 6:00 a.m. Examples: Playing cards, chess, or talking.
Unauthorized possession of county or other person's property. Examples: Possession of 10 or more indigent envelopes, more than one set of jail issue clothing or linen items, more than one of any issued hygiene items.
Encouraging others to commit a 400 or 500 series violation(s).
Communicating with public outside of authorized channels. (Authorized channels are jail visiting, US Mail or non "3-way" type phone calls.)
Making a "3-way" or similar type non-typical collect call.
Making repeated unwanted or nuisance calls.

*The cost of a replacement wristband may be subtracted from you inmate account.

**Hearings will be conducted prior to any seizure of money from your inmate account for cost of replacement items. If determined by a hearing, the cost of replacement items may be charged to your inmate account.

MAJOR VIOLATIONS

Major infractions are broken down into three classes: 500, 600 and 700 series. All major infractions are heard by an impartial hearing officer and then reviewed by the discipline sergeant. If found guilty the officer will impose sanctions. If the hearing officer gives sanctions outside of the standard range they must give written justification. Sanctions imposed on multiple violations during a single incident will run concurrent. Sanctions for separate discipline incidents (including minor infractions) will run consecutive. Pending a hearing board, inmates may be locked down at the discretion of the shift supervisor. Any inmate who is suspected or found to have violated any law may be cited into the appropriate court for criminal charges & may be subject to jail disciplinary sanctions or both.

500 SERIES VIOLATIONS: Lock down for 3 to 5 days, suspension of commissary for 2 weeks and loss 3 to 5 days of good time. Suspension of 2 weeks visiting. Loss of programs, recreation and library during lockdown. If the inmate is housed in a dormitory and the hearing officer decides disciplinary segregation is not necessary, the officer may substitute 15 to 30 days loss of recreation for the lock down time. Loss of trusty status determined by hearings officer.

600 SERIES VIOLATION: Lock down for 6 to 10 days, suspension of commissary for 3 weeks, and loss of 6 to 10 days good time. Suspension of 3 weeks visiting. Loss of programs, recreation and library during lockdown. Loss of trusty status determined by hearings officer.

700 SERIES VIOLATION: Lock down for 11 to 30 days, suspension of commissary for 4 weeks, and loss of 11 to 30 days of good time. Suspension of 4 weeks visiting. Loss of programs, recreation and library during lockdown. Permanent loss of trusty status.

MAJOR VIOLATIONS

Possession of any smoking materials or smoking of any substance.
Lying to staff with intention to shift blame to innocent parties.
Unauthorized possession of medication or medial equipment. For example; hot water bottle, crutches, prescription medications.
Three minor infractions constitute a major.
Encouraging others to commit a 600 series violation(s).
Self inflicted injury.
Being tattooed/pierced while incarcerated, tattooing/piercing another, or possessing tattoo/piercing paraphernalia.
Harassment - any word, action, gesture or other persistent behavior that would cause discomfort and/or be offensive to a reasonable person.
Sexual harassment - any word, action, gesture or other specific behavior that is sexual in nature and would cause discomfort and/or be offensive to a reasonable person.
Possession of any obscene or sexually explicit material.
Disruptive or distracting behavior in court that does not cause a delay of the proceedings. Example: Talking to the public, motioning to the public etc.
Unruly conduct.
Any act, or the refusal or failure upon request, to follow any order given by staff or court official which affects, delays or impedes:
A. Court proceedings
B. Diversion of jail staff
C. Disrupts normal jail activities.
Making or possession of any intoxicant or drug.
Fighting.
Striking, hitting, or throwing any object at another person.
Encouraging others to commit a 700 series violation(s).
Possession of unauthorized jewelry or valuables; or transferring, loaning or giving away any authorized jewelry or valuables.
Obscuring, covering, or darkening by any means, cell light fixtures or covers.
Mailing out inmate ID or wristbands. (This includes attempts).
Violation (s) of law. (Felony, Gross Misdemeanor or Misdemeanor.)
Engaging in sexual acts with self or another.
Tampering with, damaging, or blocking any locking device, door, alarm, monitor, camera or sprinkler. (This includes attempts)
Possession of weapon, knife, tool, or any item which may constitute a threat to safety and security.
Flooding or attempting to flood.
Threatening or intimidating any custody staff, contract staff, educational staff, personal service providers, visitors, vendors, or any agent thereof. (This includes attempts.)
Malicious mischief or destruction of county property.

HEARING PROCESS

The infraction/segregation report is your notice that you have broken a rule. In cases of major infractions this will also serve as your record of the hearing. Summaries of disciplinary hearings will be recorded in writing.

If you are unruly, the hearing officers may recess the hearing. If you refuse to attend the hearing, it will be held in your absence. An inmate's right to attend a hearing may be suspended if there is a safety concern for staff and other inmates.

The misconduct report listing the charges will be read to you. You may admit or deny these charges. You may tell your side of the story and present evidence and witnesses; unless presenting such evidence or witnesses may risk the safety of staff or other prisoners. Inmates have no right to cross-examine witnesses or confront accusers.

Inmates have no right to remain silent at a administrative/disciplinary board hearing. If an inmate fails to answer questions or refuses to speak in his/ her own behalf, the hearing officer(s) can make an adverse inference for purposes of deciding guilt or innocence. The adverse inference can be included in the evidence relied upon by the hearing officer(s) in determining guilt. **All inmates retain the right against criminal self-incrimination.** The inmate's silence may still result in an adverse inference in the administrative/disciplinary hearing.

In the event you are incapable of representing yourself in such a hearing, you shall be advised of your right to be assisted by another person. This person may help and assist you as long as it does not constitute a breach in safety or security.

Disciplinary boards will determine guilt or innocence based on the evidence presented. Only if a guilty verdict is reached, will sanctions be imposed.

An inmate may be held accountable for discipline violations from a previous incarceration or while on escape status. Example: An inmate bails out prior to or just after a disciplinary board hearing and returns to jail a month later. The hearing can still be held and or sanctions can still be imposed.

APPEALS

Inmates have a right to appeal any discipline, Major or Minor violations. Appeals will only be accepted on an *"Inmate Request Form"* (Kite).

MINOR INFRACTIONS:

Appeals must be submitted to the Discipline Sergeant within 24 hours of receiving the minor infraction notice.
The Discipline Sergeant has five (5) business days to respond.
After receiving the Discipline Sergeant's response, you have 24 hours to appeal to the Commander in charge of inmate discipline. The Commander has five (5) business days to respond.
The Commander's ruling on all minor infractions will be final, you may not appeal minor discipline past the level of Commander.

MAJOR INFRACTIONS:

Appeals must be submitted to the Discipline Sergeant within 24 hours of receiving the sanctions' notice for a major infraction.
The Discipline Sergeant has five (5) business days to respond.
After receiving the Discipline Sergeant's response, you have 24 hours to appeal to the Commander in charge of inmate discipline. The Commander has five (5) business days to respond.
After receiving the Commander's response, you have 24 hours to appeal to the Chief Jail Administrator.
The Chief Jail Administrator has five (5) business days to respond.

Your responses will be in writing. All steps must be followed in order to consider the administrative remedies "Exhausted."
Discipline is not subject to the grievance procedure.

GRIEVANCE PROCEDURE

The Sheriff's Office has established a formal procedure to address inmate complaints. An inmate grievance must concern a jail rule, complaint of specific oppression or misconduct by an officer/employee in administering jail rules. Personal disputes between you and an employee are not grounds for a grievance. Grievances are not an avenue to vent. Group grievances or grievances submitted on behalf of another inmate will not be accepted.

The following are not grievable issues:

Federal, State or Local Statutes.
Court decisions, or decisions of an inmate's attorney.
Sanctions, as a result of disciplinary action. Refer to disciplinary "Appeals" for concerns about the disciplinary process.

An inmate has up to seven (7) days to file a written grievance once they become aware of a grievable issue which cannot be resolved through oral communication. Late filings will be rejected unless approved by a supervisor.

You must first attempt to resolve a grievance informally with an employee or the employee concerned. If your grievance cannot be resolved informally, you may submit a written grievance in the following manner:

Obtain an *"Inmate Grievance Form"* from your pod officer.
Submit completed form to your pod officer, who will receive it and may place comments then forward to the appropriate sergeant.
A written response to your grievance will be received from the appropriate sergeant within five (5) business days.
After receiving the response, if you're not satisfied, you may continue your grieve using the original form in the same manner to the Watch Commander, and last with the Chief Jail Administrator.

You have only 48 hours from receiving your answer to file your grievance to the next level. Each administrative level has ten (10) business days to respond. All steps must be followed in order to consider the adminis trative remedies "Exhausted."

INMATE SERVICES

COMMISSARY

Cash and money orders may be deposited to your inmate trust account. Personal checks will not be accepted. Foreign currency or bent or mutilated coins will not be accepted and will be placed in your property locker. You will receive a receipt when funds are deposited. It is your responsibility to keep track of your account balance. Your pod officer does not have access to that information.

Money for A, C, D, & E Pod areas must be credited to your account by 5:00 p.m. Saturday for Tuesday delivery, with the exception of Holidays.

Money for Jail Work Center, F, G, Pods & Medical must be credited to your account by 8:00 p.m. Monday for Thursday delivery, with the exception of Holidays..

Inmates restricted for medical or disciplinary reasons may receive limited items through commissary. Inmates in the medical unit are not allowed to order or posses commissary food and drink items.

Writing material can be purchased through the commissary. Inmates who have under $1.00 in their account will be provided with three (3) envelopes and writing paper once a week during commissary by requesting an indigent pack.

"Commissary Menu Form" will be sent to your living area prior to commissary. You must sign the order form before it will be filled. Once you turn in your order form, you may not make changes. Cost of items will be subtracted from your inmate account. Inmates released before delivery of commissary will have 72 hours after delivery to claim their order. Unclaimed orders will be donated to charity.

GAMES

All games will be stored neatly on shelves in the dayroom when not in use.

GOOD TIME AND FINES

If you are a sentenced inmate you will earn good time credit, provided you have demonstrated good behavior throughout your stay in this facility. Qualified inmates may earn fifteen percent (15%) good time. This policy allows for sentence reduction for all sentenced inmates unless otherwise determined by the court. Good time earned may be taken away from you as a result of disciplinary action against you.

Qualified inmate trusty workers will be credited an additional 15%. While participating in a work program, you can earn 15% good time plus 15% trusty time for a total maximum of 30%.

Court imposed fines that require payment before you can be released will be reduced at the rate of $50.00 a day, inmate workers will have their fines reduced at the rate of $75.00 a day. These credits cannot be applied to other fees.

If applicable, good time is calculated in your current outdate. Unresolved questions or concerns regarding your outdate calculation are to be placed on an *"Inmate Request Form"* and forwarded to Jail Records. You will usually receive a written response within three (3) working days.

HAIR CARE

Hair care/cuts are provided as available from inmate labor. You may be charged from your inmate account for services provided. Inmates interested in getting on a list for hair care service can give your name to your pod officer.

A licensed barber may be made available at your own expense and subject to the approval of the jail administration.

LAW LIBRARY

The Supreme Court has now firmly rejected the notion that inmates must be provided at government expense with the means to discover grievances and litigate effectively. Litigating effectively has nothing to do with the concept of access to the courts. Federal case law indicates you must have "Meaningful access to the Courts." Your attorney provides you with meaningful access to the courts.

If your attorney requires your help to represent you, your attorney can petition the court to request that the Clark County Jail authorize additional use of the law library.

If you are representing yourself (Pro Se) in a criminal matter, you may submit an *"Inmate Request Form"* to the night duty sergeant, requesting time in the law library. You maybe required to provide a copy of the court order appointing you Pro Se.

There is no talking / communicating while in the law library.

No personal property or commissary allowed in the law library.

The Clark County Jail is not required to supply typewriters or computers.
Pencil, paper and Legal mail may be brought to the law library.
Law books are to remain in the library at all times.

In the future, legal assistance or computer software may be substituted for a law library.

To request legal forms from the Clark County Law Library or copies of legal papers:
Obtain a *"Request for Legal Copies Form"* from your pod officer.
Complete form by listing document title, page and number of copies. You may need to consult your attorney for the correct material.
A copy fee of $.15 for each copy page you request will be charged to your inmate account.
Copies will be made regardless of the ability to pay.
Write "No Funds" on the form.
The cost will be charged to your inmate account and will be deducted from future money received in your inmate account.
Submit the completed form to the Classification Sergeant.

LIBRARY

You may have access to library books during your pod's assigned library schedule. You may check out one (1) book at one time (excluding religious material). Inmates are not allowed to have more than one (1) book in their room or in their possession at any time.

NOTARY PUBLIC

Requests to have paperwork notarized should be submitted on an *"Inmate Request Form"* and given to your pod officer. When a staff notary official is available, your request will be processed. A fee may be charged.

PERSONAL VISITS

Visiting periods are for one-half hour. Exceptions and special requests should be forwarded to the duty sergeant for approval. To have visitors, you must:
Fill out the *"Visiting List Form"* given to you at booking. You are allowed four adult visitors on your list.
Give the completed form to your pod officer.
Visitors must:
Have current, valid governmental photo identification to visit.
Be 18 years of age or older.
Visitors under the age of 18 do not need to be on your approved visitors list, but must be accompanied by a parent or legal guardian* who is on your approved list.
Visitors under 18 years of age must provide birth certificates.
Visitors dressed in clothing determined to be inappropriate will not be permitted to visit.
*Legal guardians must have papers signed by a judge showing guardianship.

UPDATING VISITING LIST:
Your visiting list can be changed once a month as follows;
C/D-Pod on the 1st Monday,
E-Pod on the 2nd Monday,
F-Pod on the 3rd Monday,
G, A, and Medical Pods on the 4th Monday.

PROGRAMS

Various programs and classes are offered to provide education and self-improvement skills throughout the year. For information regarding a program class or to register for a program class, submit one (1) *"Inmate Request Form"* to the Classification Unit. Participation requirements of listed programs may vary.

EDUCATIONAL:
Educational programs may include; GED, Women's Offender Education Program, Alcohol/Drug classes, Basic Living Skills and Job Readiness Training and AA.

Inmates, who miss two (2) classes in a row without a medical excuse, may be dropped from the GED class roster.

YWCA:
Worth Program -This is a weekly support program for female offenders that works to raise morale and assist with developing a support system that focuses on hope and change.

Sexual Assault Support Group - provides a non-threatening environment where female inmates can learn about the components of sexual assault and an opportunity to share their feelings and experiences.

IN-CUSTODY WORK PROGRAMS

A variety of inmate work programs and trusty assignments may be available to qualified inmates. Work programs and trusty assignments are a privilege, and should be considered as such.

JAIL TRUSTY ASSIGNMENT:

Inmate workers for the kitchen, laundry, sewing, etc. are chosen from a computer generated list of qualified inmates. **Do not submit a request for consideration. You may submit a request for pod trusty position.** The pod officer will select the pod trusty. To qualify for a trusty assignment you must at a minimum, meet the following criteria:

- No detainer holds.
- Medical/classification clearance.
- Display positive behavior and sanitary hygiene practices.
- Food service workers may be required to submit to a blood test for health screening
- **Any inmate charged with or convicted of assaulting a staff member, (Custodial Assault etc.) will not be eligible for a trusty work program.**
- 30 days remaining on sentence.
- No current class A felony charge or conviction.

Additional requirements may be requested by screening personnel depending on the needs of the individual program or the specific job assignment.

Staff has the authority to suspend an inmate from trusty status pending a board hearing and/or an administrative review by the disciplinary Sgt. or designee. Inmates that are removed from trusty status may not be eligible again for the remainder of their time in custody.

JAIL WORK CENTER:

Inmates will be automatically screened for the Jail Work Center. If you qualify, you will be notified and placed on a waiting list. Screening may take up to one week for approval. **A written request for this program is NOT required or accepted.**

WORK CREWS:

Inmates will be automatically screened for IN-CUSTODY work crews. If you qualify, you will be notified and placed on a waiting list. Screening may take up to one week for approval. **A written request for this program is NOT required or accepted.**

WORK RELEASE:

A court order is required in order to be screened for work release. When a court order is received you will be screened and notified of decision.

OUT OF CUSTODY WORK PROGRAMS

It is important to understand that any alternative programs such as out of custody Work Crew, Electronic Home Confinement, or Supervised Release must be court ordered by the judge before you can be screened.

WORK CREWS:

If you have been court ordered TO BE SCREENED for eligibility in an OUT-OF-CUSTODY work crew, a community corrections staff member will screen you within three business days. If you have not been interviewed within three (3) days you may send a written *"Inmate Request Form"* (kite) requesting an update on your screening status. Forward completed form to Clark County Corrections, Attention: Work Crew Screening. The court order for screening does not guarantee acceptance into the program. If you have been court ordered to work crew as any part of your sentence you will report to the county corrections department upon your release from jail.

RECREATION

General housing units offer recreation activities that may include television, books, dominoes, checkers, chess and playing cards. Other recreation activities may include library, indoor and outdoor recreation. Each housing area will be scheduled up to three (3) hours of recreation per week.

RELIGION

Interdenominational jail ministry chaplains are available to assist you with religious and personal counseling and support. Jail Ministry representatives will be in the facility as a group on Sundays from 2:00 p.m. to 3:30 p.m., and on Wednesday

from 6:30 p.m. to 8:30 p.m. Individual requests to see a member of the jail ministry team should be placed on an *"Inmate Request Form"* and given to your pod officer.

Community ministers/clergy that are on the approved list may enter the secure portion of the Jail, weekdays from 6:30 p.m. to 10:00 p.m. and weekends/holidays, except during head counts and feeding. They may visit with you in an interview room on a one to one basis or in a non-contact visiting room.

Inmates that have a personal preference regarding clergy members and/or a particular denomination are also encouraged to add those particular names to their visiting lists.

TELEPHONES

Telephones are provided in each day room area for your use from after morning head count to 10:00 P.M. All calls are collect only and shall be no longer than 15 minutes in length. Other methods, including telephone cards, 3-way calls and non-typical collect calls are not permitted. Telephones are shut off automatically by the service provider. Inmates are not allowed to receive incoming personal calls or phone messages. The phones in your pod must be shared with all inmates.

TELEVISION

Television privileges will be given in general housing locations when areas have passed daily inspection at the discretion of the pod officers. Television programs will be determined by a majority vote of inmates watching the TV. Any tampering with the television, cable or parts will result in the loss of the television. Repairs needed for standard (typical) wear will be done as quickly as possible but repairs may take several days. Repairs showing signs of abuse will be a lower priority and may take several weeks.

HEALTH INFORMATION

MENTAL HEALTH SERVICES

You will be given medications that are prescribed by our practitioners. They will be prescribed for your **verified** diagnosis, but may not be the same brand of medication you receive out of incarceration.

MEDICAL HEALTH SERVICES

Our practitioner provides medical attention Monday through Friday. Requests to see medical must be submitted on a *"Medical Request Form"*, one day prior, except in the case of an emergency. Emergency care is provided 24 hours a day. Inmates may be liable for medical costs incurred.

Inmates will be charged a co-pay for medical services and prescriptions. Charges will be deducted from your inmate commissary account. Necessary medical care will not be denied to an inmate due to inability to pay.

We keep a copy of the health care services we provide you. You may ask to see that record. All information is confidential and will not be released or disclosed without your consent except as needed to provide health care for you while in custody or unless the law authorizes it. Copies of your medical records will not be made while you are in custody, but can be requested after you leave the facility.

MEDICATION ROUNDS

Medical staff will dispense medication as prescribed by our practitioner. You are responsible to:

Arrive on time when called for medication.
Line up single file and wait for your medication.
Bring a cup of water with you.
Show your wristband ID when requested.
Swallow your medication in front of the medical staff, and then show them that it has been swallowed.

If you fail to comply with these rules, you will be infracted and you risk the possibility of cancellation of your medication, with doctors
approval.

Tylenol & Advil (Motrin) can be purchased from commissary. You may not possess more than a one-week supply of any/and all types of pain relievers combined. The one-week supply is the maximum quantity that can be purchased from commissary.

If you are unable to purchase pain relievers from commissary, you may still request it through medical. An office visit is required for Tylenol and all medical charges will apply.

For safety reasons inmates housed in or going to certain housing areas; will not be able to order or posse pain relievers. (i.e. special needs, observation, suicide watch).

DNA BLOOD DRAWS

If the jail is required by the courts to obtain a DNA sample of you while in custody, you may be charged for the costs.

COMMUNICABLE DISEASE GUIDELINES

To prevent the spread of communicable diseases - do not share food, combs, or eating utensils. Make sure you clean the razor before and after you use it. Wash your hands often, especially after using the rest room. Always avoid putting your hands in your mouth.

Both HIV and TB tests are available. The HIV test is available at no charge, on a voluntary basis, unless otherwise ordered by the court. **The TB test is available at no charge and is mandatory unless you have had a positive reaction in the past.**

To protect yourself from VD, Hepatitis, HIV and AIDS and other communicable diseases, it is important to avoid contact with anyone else's body fluids.

Infectious Body Fluids include:

Blood, sperm or vaginal fluids.
Urine and bowel movement material.
Drainage from the nose or mouth.

The danger of you getting these diseases is GREATEST if you:

Use dirty needles or share needles with others.
Fail to wash your hands after using the rest room.
Share cups, combs, toothbrushes, food or cigarettes with others.
Have sex with someone with the disease.

To protect yourself from VD, Hepatitis, AIDS, or other communicable diseases, you must:
Do not mainline or shoot up drug or use tattoo needles.
Always wash your hands with soap and water often, especially after using the rest room.
Do not drink from someone else's cup, share combs-brushes, toothbrushes or food.
When released to the community, limit your sexual contact, use condoms and avoid sharing cigarettes.
Do not engage in activities, which cause exposure to bodily fluids.

GENERAL INFORMATION

CORRESPONDING WITH JUDGES

Send all correspondence to judges or courts through the mail. *"Inmate Request forms"* will not be hand delivered to the judges. No inmate will be denied the opportunity to send out legal mail due to an inability to pay.

FOOD AND NUTRITIONAL SERVICES

Security, food safety and nutritional content of meals are important in the Food Services Department. The food service operation is inspected and graded often each year for cleanliness and the proper handling of food, and usually receives 100%, which is the highest grade given, and higher than many restaurants.

For security concerns, all meals can be eaten with the plastic spoon or your fingers and are served on plastic trays. Food is checked from kitchen delivery until delivered to the housing units to insure safe food is served.

For food safety, to keep it clean and safe to eat, only good quality food is bought and prepared. You will receive three meals daily and at least one will contain hot food. The food service operation workers are in good health, wash their hands often and wear plastic gloves and hairnets.

Registered Dieticians review at the nutritional content of the meals to insure all nutrients are provided. The American Heart Association recommendations are generally followed meaning the food may have less flavor due to less fat, cholesterol, salt and sugar.

Special diets may be approved. Under no circumstances will changes in meals be made because of food likes or dislikes. If you have a special medical need diet, submit an *"Inmate Request Form"* to the medical unit for determination and approval. If you have a special religious need diet, submit an *"Inmate Request Form"* to Food Services for approval. Only religions recognized by the Washington State Department of Corrections may be approved.

INMATE RELEASES

The release times listed below are guidelines. Extenuating circumstances may cause some delays. You cannot request an early release.

The day that your sentence is complete, you can expect to be released between 7:00-8:00 a.m.

If you are serving less than 4 days you will be released at the same time you were arrested or reported to serve jail time.

Individual bail posted, fines paid or otherwise released by the courts between:

8:00 a.m.-Noon will be released from jail between 1:30-3:30 p.m.

12:00-5:00 p.m. will be released from jail between 6:30-8:30 p.m.

Releases after normal business hours will be processed in the order they are received.

PROPERTY

Your property stored is in two property bags; Bag #1 contains clothing, shoes and large items, and Bag #2 contains small items such as keys, wallet jewelry etc. Prisoners will be required to keep one set of clothing in their property locker. No exchange of clothing is allowed.

The following items may be left for you:

Tennis shoes if approved for medical reasons or for certain trusty positions. You should notify persons bringing down authorized shoes to have your name marked in them.

Jury Trial Clothing, will be accepted 24 hours in advance from your attorney only.

Clothing items will not be released unless the inmate is no longer in custody of the Clark County Jail. **All Property left 60 days after your release will be disposed of.**

PROPERTY RELEASES

Property can be released only during the first 72 hours in custody and only Bag #2 of your personal property (i.e. house keys, money that has been credited to your inmate account etc.) can be released. Release of any items in Bag #1 or any emergency property releases after 72 hours must be approved by a duty Sergeant.

To release Bag #2 or money:

Obtain a *"Property Release Form"* from an intake or pod officer.

Fill out and send to property 24 hours in advance of the party coming down to pick up the item.

Advise the party picking up the property they may have to wait and must possess valid picture identification.

After an inmate has been sentenced to prison:

Fill out a *"Property Release Form"* as you leave Clark County Jail.

The prisoner must release all of their property.*

You may take the following items on the State Chain:

- legal papers
- glasses without a non-metallic case
- wedding band without stones
- tennis shoes without holes
- book of stamps
- money on your inmate account.

*NOTHING WILL BE RELEASED UNTIL YOU HAVE LEFT THE FACILITY. Do not send someone to pick up property prior to your release from the facility.

The Sheriff's Office will not be responsible for property once it has been released.

MAIL

While you are in custody you will be allowed to send and receive mail that complies with U.S. Postal regulations and the rules governing the Clark County Jail.

There shall not be any limitations set on the volume of lawful mail that an inmate may send or receive. Length, language and content will not be restricted except when there is reasonable suspicion to justify restrictions for reasons of public safety, facility order and security.

Once a week on commissary order day, inmates who have under $1.00 in their account can request an indigent pack which includes three (3) envelopes and paper. No inmate will be denied the opportunity to send out legal mail due to an inability to pay.

INMATE MAIL RESTRICTIONS AND NOTIFICATION:

Items considered contraband and that will be rejected include, but are not limited to, the following;

- Personal checks (other than cashier checks and money orders).
- Polaroid type pictures.
- Pictures or drawings of nude, obscene or sexually explicit material.
- Stamps or stickers or items glued or taped to the envelope or letter.
- Stationery/envelopes.
- Greeting cards larger than 8"x10", padded, musical or laminated.
- No hardback books except for religious & legal.
- Magazines, newspapers, books, and similar items which are not sent directly from the publisher or book club.
- Publications that contain nudity, obscene or sexually explicit material.*
- Multiple copies or pages representing more than just an excerpt from a publication.
- Newspaper clippings.
- Gang related material.
- Non-paper material, including corrugated cardboard.
- Food or clothing items.
- Foreign/unidentifiable substances.
- Correspondence items must be enclosed in no larger than a 4 ½" x 9 ½" envelope (no padded envelopes or packages).
- Correspondence that is in code.
- Correspondence from other inmates.
- Threats of blackmail or extortion.
- Threats of physical harm against any person or threats of criminal activity.
- Information which, if communicated, would create a risk of violence and/or physical harm to any person.
- Inflammatory material or markings (advocating ridicule or scorn of any ethnic, racial, religious or other group).
- Material that threatens or is detrimental to the security, good order, or discipline of the facility.
- Plans to escape, or depictions or description of blueprints or operational details on an institution's security.
- Plans for activities in violation of facility rules, or for criminal activity.

*Some publications containing nudity may be acceptable if the nudity is presented for the purpose of medical, educational, scientific or other similar purpose that is not contrary to the penological concerns that are the basis for this regulation.