



Benton County Corrections Department Inmate Handbook

Revised 10/2020

The purpose of this handbook is to provide incoming inmates with general information regarding the Benton County Corrections Department rules and regulations that inmates will encounter during confinement. The intent of this handbook is to help new inmates understand their responsibilities when they enter the jail and assist them with their adjustment while in this facility. Be advised while every effort is made to update this handbook regularly, Benton County Corrections Department policies, procedures, rules and regulations cited herein may be updated in the interim between handbook revisions.

**TREAT EVERYBODY WITH RESPECT AND CONSIDERATION.
YOUR SUCCESS IS BASED ON YOUR BEHAVIOR AND
ATTITUDE. IF YOU RECEIVE SANCTIONS IT IS BECAUSE
YOU, BY YOUR OWN ACTIONS HAVE REQUESTED IT. YOU
ARE TO OBSERVE ALL FACILITY RULES.**

Failure to comply with the rules may be cause for disciplinary action or further criminal prosecution. Correctional staff may also **REVOKE YOUR PRIVILEGES** on a temporary basis for breaking the rules or other misconduct. Promptly and politely obey all orders and instructions. A list of all rules and possible sanctions can be found in this rule book or on the kiosks.

There are Kiosks located throughout the facility. These Kiosks are where you conduct video visits, order commissary, file grievances, or send any **NON-EMERGENT** inmate requests to include medical and mental health. In the event of an emergency, contact an officer in person or press the emergency button in the cell.

PRISON RAPE ELIMINATION ACT

The Benton County Corrections Department does not condone nor tolerate any type of sexual misconduct, sexual assault, consensual sexual contact, sexual abuse, rape and/or sexual harassment toward any inmate(s). This Office will aggressively pursue all complaints, suspicions, or criminal acts of sexual misconduct up to and including prosecution in criminal court. Inmates may confidentially disclose incidents of sexual misconduct, sexual assault, sexual contact, sexual abuse, rape and/or sexual harassment to Jail staff (including; officers, clergy, medical and mental health care workers, and inmate program directors) either verbally or in writing. Inmates may also confidentially disclose any incident through the tip line by pressing 4 for the message system. Then press 1 to make a PREA complaint on the inmate phones.

Family members may contact SARC at (509) 374-5391 to make a complaint. SARC will then contact the Benton County Corrections Department on your behalf to report the incident. Benton County Corrections Department will not tolerate any retaliatory actions for the reporting of any incidents.

VOTING

Prior to each election, the Commander will designate a staff member to be a liaison between the department and the local registrar of voters. The designated staff member will be responsible for assisting inmates who have requested to vote. Postage shall be provided to inmates who cannot afford to mail an absentee ballot.

6. You may request a staff member, to be designated by the hearing officer, to assist you or interpret for you during the hearing process if you are not capable of collecting and presenting evidence on your own.
7. At the end of the hearing, the hearing officer will review the facts and testimony given and make a finding.
8. Your hearing will be recorded and the basis for the finding documented. The findings will be submitted to a staff member designated by the Jail Commander for review of evidence, findings and adherence to procedure.
9. A written copy of the hearing officer's findings, including reference to the evidence relied upon and the rationale behind disciplinary action, if any, will be forwarded to you. If you are found not guilty, all reference will be removed from your inmate file.

APPEALS FOR LEVEL 2 AND 3 INFRACTIONS

Inmates have a right to appeal discipline involving level 2 and 3 infractions only. At the conclusion of the hearing process inmates may request an appeals form. Appeals will only be accepted on this form. Appeals must be submitted to the classification sergeant within 5 days of receiving the sanctions' notice for a level 2 or 3 infraction. The classification sergeant has fifteen (15) days to respond. If a conflict exists involving the classification sergeant, the appeal will be forwarded to the lieutenant.

After receiving the classification sergeant's response, you have 24 hours to appeal to the lieutenant in charge of inmate discipline. The lieutenant has fifteen (15) days to respond.

After receiving the lieutenant's response, you have 24 hours to appeal to the Jail Commander. The Jail Commander has fifteen (15) days to respond. Your responses will be in writing. All steps must be followed in order for administrative remedies to be considered exhausted. Sanctions will not be imposed until after the appeals process is complete, except in those cases when an inmate has pled guilty and the sanctions are within the guidelines.

Disciplinary Sanctions are not subject to the grievance procedure.

THE INFORMATION IN THIS HANDBOOK IS SUBJECT TO CHANGE WITHOUT NOTICE

CONSULATE NOTIFICATION

Consular notification will be done only if the inmate voluntarily discloses their citizenship information and only for mandatory notification countries, unless the inmate specifically requests that their consulate be notified for non-mandatory countries.

PREGNANT INMATES

Leg irons or waist chains shall not be used on any inmate known to be pregnant. Except in extraordinary circumstances no restraints of any kind may be used on any pregnant inmate during transportation to and from visits to medical providers or court proceedings at any time during the third trimester of pregnancy or postpartum recovery. "Extraordinary circumstances" exist where a member makes an individualized determination that restraints are necessary to prevent the inmate from escaping or injuring herself, medical or safety personnel or others. Should restraints be necessary, the restraints shall be the least restrictive available and most reasonable under the circumstances (RCW 70.48.500(3)).

YOUR DAILY ROUTINE WILL BE AS FOLLOWS

Morning wake up, wrist band verification, pod/cell inspections.

MEALS: You will follow the pod officer's directions for mealtimes. You will have 15 minutes to eat. Benton County Corrections Department will provide special diets when needed and requested to meet specific medical needs and religious preferences. Inmates may sign up for a Vegetarian, Vegan, or Kosher meals. All special diet requests will be screened prior to approval. If you have an allergy to any specific foods you will need to fill out the proper form to notify the medical office of your allergy if you did not indicate the allergy when you answered your medical screening questions during booking.

CELL SANITATION: Inmates are required to help clean the dayroom and cells. Floors will be swept and mopped. Windows, tables, sinks, and toilets will be cleaned. Walls will be cleaned of all

marks, toothpaste, and papers in order to pass inspection. Inmates will not be permitted to use the dayroom until everything is clean and showers are completed.

THE POD WILL BE BUNKED IN FOR THE NIGHT AT 10PM.

The above daily routine may vary depending on conditions of the facility and the location of your housing unit.

YARD: Offered on the even hours for the even pods and offered on the odd hours for the odd pods. Yard may be closed at the Officer's discretion and will not be open after 7pm.

THE FOLLOWING SANITARY PRACTICES WILL BE FOLLOWED

You are expected to adopt good sanitary habits and practices—to achieve healthy personal hygiene and sanitary living conditions. It is the responsibility of all inmates to maintain a clean and sanitary housing unit. This includes cell areas, dayroom, rec yard and restroom areas. The following actions are required of you:

- Identification wristbands will not be removed at any time. If your wristband tears or breaks you will report it to an officer immediately. Intentional altering or breaking of a wristband will result in an infraction, possible loss of privileges, possible loss of good time and a \$5.00 charge for replacement.
- You are recommended to shower daily.
- You are required to clean your room/cell/bunk daily.
- Your bunk will be made in accordance with posted picture at the officer's station.
- No food will be allowed to be stored in your cell or storage area or the day room unless it has been purchased from commissary. If it comes on your meal tray, you must eat it or send it back out on trays after mealtimes. You are not to have more than three juice packets in your possession. Food hoarding will not be allowed.

incrimination. The inmate's silence will not be considered an admission of guilt.

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

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 hearing and returns to jail a month later. The hearing can still be held and or sanctions can still be imposed.

If you are charged with a level 2 or level 3 infraction, you will be afforded the following during the disciplinary hearing process.

1. You will be given written notice of the charges as soon as practical but not less than 24 hours prior to the disciplinary hearing.
2. The written notification will state what level 2 or 3 violation you are alleged to have committed, with a brief statement of what happened. You are requested to sign the written notification when delivered to you, to acknowledge that you received it and are aware of the charge. Your signature is NOT an admission of guilt. Refusal to sign will not stop the process.
3. You will be scheduled for a disciplinary hearing within three (3) business days of the time you are given written notification of the infraction, excluding weekends and holidays. Hearings may be postponed for a reasonable length of time, if necessary. You will be given full credit for the time spent in segregation prior to a hearing, if applicable. Disciplinary charges will not be dismissed if your hearing is continued.
4. You will be asked to attend the hearing but have the option of waiving your right to appear, in writing, or refusing to attend. If you refuse, the hearing will be held, as scheduled, without your presence
5. You may request witness testimony, including other inmates or jail staff, to testify on your behalf during the hearing. Witness testimony, in the presence of the charged inmate, will be determined on a case-by-case basis. The hearing officer, based on facility safety and security issues, will make this determination. If witness testimony is taken in absentia, it will be directly to the hearing officer and recorded as a matter of record.

approved by the shift supervisor and will be reviewed within three (3) business days by a Hearings Officer or a Classification Supervisor. Inmates will be given a copy of all level 1, 2 and 3 infractions.

HEARING PROCESS

Disciplinary hearings will be convened by an impartial hearings officer as soon as practical, but no later than three (3) business days, excluding weekends and holidays, after the alleged violation. An impartial hearing officer hears all level 2 and level 3 infractions. If found guilty, the hearing officer will impose sanctions. If the hearing officer gives sanctions outside of the standard range they must give a written justification. Sanctions imposed on multiple violations during a single incident will run concurrent (together). Sanctions for separate discipline incidents (including level 1 infractions) will run consecutive (one after the other). Pending a hearing, inmates may be locked down at the discretion of the shift supervisor, but in no case, longer than 3 business days excluding weekends and holidays without review by a Hearings Officer or a Classification Supervisor. Any inmate who is suspected or found to have violated any law may be cited into the appropriate court for criminal charges and may be subject to jail disciplinary sanctions, or both.

The infraction/segregation report is your notice that you have broken a rule. In cases of level 2 and 3 infractions, this will also serve as your record of the hearing.

If you are unruly, the hearing officers may recess or end 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 reasonable 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 incident and present evidence and witnesses; unless presenting such evidence or witnesses may risk the safety of staff or other prisoners. Inmates do not have the right to cross-examine witnesses or confront accusers.

Inmates have the right to remain silent at an administrative/disciplinary 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-

- Do not draw, paste, tape, tie, drape, or hang anything on the walls, bunks, lights, doors, ceilings, or windows. Cells should look like the example posted at the officer's station.
- Keep the tables and desks in your cell and/or day room dusted and maintain them in a neat and orderly manner.
- Place nothing in your toilet other than human waste and toilet paper.
- Do not stick your soap bar to the sides or ceiling of the shower.
- If any vermin such as fleas, lice, scabies, crabs, ticks, bedbugs, etc. are discovered, notify corrections staff immediately.
- You must keep all your personal property in your own storage container.

You may not leave your property lying around, outside your cell area, unattended. Keep all of your personal items in your assigned drawer or on your assigned bunk

EMERGENCY PROCEDURES:

If at any time, there is an emergency stay calm and listen for directives given by the responding Benton County Corrections Department Staff.

PERSONAL PROPERTY:

During the booking process all your personal property was inventoried and stored in a secure area. Your personal property can be released to someone on the outside by completing a property release request form. An Officer will verify your Property Release form before submitting it. Those receiving your property must possess valid picture identification. You are allowed to release: 1. All of your property except clothing, 2. All money on account OR 3. All property due to you being released to another agency.

Property Pick up is between 0800-0900 and 2000-2100 hours daily

Property left in this facility must be picked up within 60 days of your release or it will be discarded.

GENERAL POPULATION AUTHORIZED ITEMS:

You will not be able to keep any item than the following: Items purchased from commissary;

- 2 blankets (depending on housing unit assigned to)
- 1 indigent toothbrush or no more than 3 purchased from commissary
- 1 indigent tooth paste or no more than 3 purchased from commissary
- 2 full size bars of soap or 3 small bars
- 1 towel
- 1 uniform
- 1 cup
- 1 mattress
- 3 shirts (white only)
- 3 underwear (boxer, brief, thermals, etc.) any color
- 3 pair socks (white only)
- 3 juice packets at any time
- No newspapers over 5 days old
- 1 comb/hair pik
- No more than 4 decks of cards that are not marked or altered
- Legal papers, forms, and writing materials
- No more than 20 personal letters
- 2 Approved books: school, legal, pod library or from publisher or bookstore.
Personal books must have inmates name written in them with black marker by C/O on inside of front cover. Books will be stored in drawers and not used as pillows.
- 1 religious book of the inmate’s choice. A third book will not be a substituted for the religious book.
- Magazines and newspapers: 2 subscriptions maximum allowed per inmate from publisher or magazine service. Label will stay affixed to subscriptions. If removed the item

45. COMMUNICATING WITH INMATES IN OTHER PODS W/SAFETY OR SECURITY CONCERNS (INCLUDING THE PASSING OF NOTES)
46. INTENTIONALLY DAMAGING, ALTERING OR DISSEMBLING A JAIL ISSUED RAZOR IN ANY WAY.
47. CONDUCT THAT WOULD MEET THE ELEMENTS OF A CRIME (GROSS MISDEMEANOR OR MISDEMEANOR)
48. FOUR LEVEL ONE INFRACTIONS IN 30 DAY PERIOD

Prohibited Acts - Level 3 Infractions

1. ATTEMPT OR ASSIST TO COMMIT A LEVEL 3 INFRACTION
2. HOMICIDE
3. ASSAULT WITH A WEAPON
4. ARSON
5. HOSTAGE TAKING
6. ESCAPE
7. ATTEMPTED ESCAPE
8. RIOTING
9. INCITING A RIOT
10. MAKING SEXUAL THREATS
11. SEXUAL ASSAULT
12. ENGAGING IN SEXUAL ACTS (EVEN IF CONSENSUAL)
13. ENGAGING IN A CONDUCT NOT SPECIFICALLY PROHIBITED BY THE RULES OF THE INSTITUTION BUT WHICH CONSTITUTES A FELONY UNDER LOCAL, STATE OR FEDERAL LAW.
14. INTENTIONALLY ASSAULTING A STAFF MEMBER, VOLUNTEER, CONTRACT EMPLOYEE, EDUCATIONAL STAFF, PERSONAL SERVICE PROVIDERS, VISITORS, VENDORS OR ANY AGENT THERE OF.
15. ASSAULTING ANOTHER INMATE THAT RESULTS IN AN INMATE BEING TRANSPORTED TO THE HOSPITAL
16. MAKING OR POSSESSION OF A WEAPON/REPLICA OF A WEAPON, KNIFE, TOOL OR ANY ITEM WHICH MAY CONSTITUTE A THREAT TO SAFETY AND SECURITY.
17. FLOODING
18. FOUR LEVEL TWO INFRACTIONS IN 30 DAY PERIOD

PRE-HEARING DETENTION

Inmates who have allegedly committed a violation that jeopardizes the safety and security of the facility may be placed in a lock down status while waiting for a disciplinary hearing. This is reserved only for the most serious violations of Level 2 or Level 3 Infractions when justified by maintaining the safety and security of the facility. This pre-hearing detention must be

23. POSSESSION OF SMOKING MATERIALS
24. MISUSE OF MEDICATION PALMING, CHEEKING (HIDING UNDER THE TONGUE OR IN THE CHEEK), REGURGITATING, SELLING, TRADING OR ANY OTHER ATTEMPT TO HIDE OR MISUSE MEDICATION
25. UNAUTHORIZED POSSESSION OF MEDICATION OR MEDICAL EQUIPMENT
26. THREATENING OR MAKING ABUSIVE, DEFIANT, INSOLENT, CHALLENGING, OBSCENE, RIDICULING OR DEGRADING STATEMENTS TO ANY STAFF MEMBER CONTRACT STAFF, EDUCATIONAL STAFF, PERSONAL SERVICE PROVIDERS, VISITORS, VENDORS OR ANY AGENT THEREOF
27. THREATENING/INTIMIDATING ANOTHER INMATE WITH BODILY HARM.
28. SELF MUTILATION
29. MAKING A FALSE CLAIM WITH INTENT TO BE MOVED TO BOOKING/APPROVED BY A SUPERVISOR
30. PROGRAM VIOLATION
31. ADULTERATION OF URINALYSIS SAMPLE
32. DEVIATING FROM JAIL ALTERNATIVE WORK OR PROGRAM SCHEDULES WITHOUT AUTHORIZATION
33. FAILING TO PROVIDE A URINALYSIS/OR BREATH TEST OR TESTING POSITIVE
34. TATTOOING/PIERCING (BEING TATTOOED/PIERCED WHILE INCARCERATED, TATTOOING/PIERCING ANOTHER OR POSSESSION TATTOO/PIERCING PARAPHERNALIA
35. ENGAGING IN CONSENSUAL ACTS SUCH AS KISSING, MESSAGING, OR ANYTHING THAT CAN BE PERCEIVED AS SEXUAL IN NATURE.
36. ANY ACT OR THE REFUSAL UPON REQUEST, TO FOLLOW ANY ORDER GIVEN BY STAFF OR COURT OFFICIAL WHICH SUBSTANTIALLY DISRUPTS COURT PROCEEDINGS OR JAIL OPERATIONS (INCLUDING CALLING FOR OFFICER ASSISTANCE.)
37. PARTICIPATING IN ANY UNAUTHORIZED GROUP ACTIVITY
38. DEFRAUDING THE INSTITUTION: COMMISSARY
39. REPRESENTING ONE'S SELF AS ANOTHER PERSON
40. POSSESSION AND/OR WEARING OF ANOTHER'S WRISTBAND
41. MAILING OUT INMATE ID OR WRISTBANDS.
42. ENCOURAGING OR ENTICING A VISITOR TO VIOLATE THE VISITATION RULES
43. UNAUTHORIZED POSSESSION OR USAGE OF PHONE PIN
44. POSSESSION OF UNAUTHORIZED JEWELRY OR VALUABLES OR TRANSFERRING, LOANING OR GIVING AWAY ANY AUTHORIZED JEWELRY OR VALUABLES

will become contraband and disposed of. Magazines or subscriptions should not be more than 90 days old. If more than 90 days old they will be disposed of.

- No more than 10 Regular Pictures, no Polaroid type photographs with a chemical substance on the back, no nude or sexually explicit pictures, no STG related material or photographs.
- Health care items from jail medical or commissary.
- Personal hygiene items and aids: eyeglasses, hearing aids, and dentures.

All containers/boxes will be used for original contents. When contents are gone the container is contraband.

COURT CALL:

Court call normally begins at approximately 9:30 a.m., Monday through Friday. It is important that you are ready when court staff arrive at your housing unit to escort you, so you do not risk missing your court date. Missing your court date can affect your release date.

You cannot take anything other than legal material pertaining to your current court case: no pencils, commissary, books, etc. Should special clothing for court be needed, prior arrangements must be made through your attorney or family member and approved by a jail supervisor. If special clothing arrangements have been approved, the clothing will be stored in the property room.

CHAPLAINCY

The Chaplains Office responds to the following needs. Requests can be made on the kiosk.

- Visit inmates in crisis and/or those seeking spiritual and emotional support
- Clergy video visits
- Volunteer religious schedules
- Family member hospitalizations or deaths

- Faith-based rehabilitation programs
- Visit inmates seeking community services for re-entry such as:
 - Faith-based drug treatment
 - Veterans Administration
 - Domestic Violence Services
 - SARC
 - Local churches
- Ramadan Dietary Requests
- Underwear for indigent inmates
- Crisis pregnancy support

TELEPHONES:

The Department will pay the cost of your first 3 calls. Additional calls will be paid by you, using your jail banking account or by calling collect. Calls between you and your attorney shall be without cost, deemed confidential, and shall not be monitored, eavesdropped upon or recorded.

Telephones (for social calls) are a privilege not a right. This privilege will be suspended or revoked for failure to comply with the rules and regulations of conduct. When using the inmate telephone system, you must not engage in the following activities or you will be subject to disciplinary action:

- Make a 3-way or 3rd party phone call which includes passing messages to another person who is on the phone with your connected caller at the same time.
- Convey or pass any message to another person over the phone for any other inmate or person.
- Make or imply any threat to another over the phone.
- Pass the phone to another inmate or accept the phone from another inmate.
- Place calls to access voice messaging.

Prohibited Acts - Level 2

1. ATTEMPT OR ASSIST IN THE COMMISSION OF A LEVEL 2
2. EXTORTION/BLACKMAIL
3. FIGHTING - MUTUAL COMBAT
4. ASSAULTING ANOTHER INMATE
5. THROWING OBJECTS OR MATERIAL AT ANY PERSON
6. LYING IN A DISCIPLINE PROCEEDING OR IN A GRIEVANCE, TO A STAFF MEMBER REGARDING SAFETY AND SECURITY, OR DURING AN INVESTIGATION OR QUESTIONING
7. HARASSMENT- ANY OFFENSIVE WORD, ACTION, GESTURE OR BEHAVIOR BASED UPON RACE, SEXUAL ORIENTATION, DISABILITIES, OR RELIGIOUS BELIEFS THAT WOULD BE OFFENSIVE TO A REASONABLE PERSON
8. SEXUAL HARASSMENT (NOT INCLUDING INTERCOURSE) - 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
9. INDECENT EXPOSURE
10. FORGING, REPRODUCING, OR ALTERING DOCUMENTS
11. FILING OR MAKING A FALSE REPORT
12. GAMBLING
13. GIVING OR OFFERING ITEMS OF VALUE TO STAFF
14. THEFT- OBSERVED TAKING ANY ITEM FROM ANOTHER INMATE, VOLUNTEER, OR STAFF MEMBER
15. INTENTIONAL MUTILATION, ALTERING, DEFACING OR DESTROYING COUNTY ISSUED ITEMS OR ITEMS OF ANOTHER MORE THAN \$5.00
16. POSSESSION/DELIVERY OF AN UNAUTHORIZED DRUG
17. MAKING, USING, DELIVERING, OR POSSESSING INTOXICANTS OR UNAUTHORIZED DRUGS OR BEING UNDER THE INFLUENCE OF THE SAME, (INCLUDES PRUNO)
18. POSSESSION OF/OR SMUGGLING, OR PASSING CONTRABAND
19. POSSESSION OF CONTRABAND (FOR EXAMPLE: RAZORS, PIPES, LIGHTERS, MATCHES, etc.) OTHER THAN CONTRABAND WHICH CAN READILY BE USED AS A WEAPON OR IS A WEAPON.
20. TAMPERING WITH ANY ALARM, SAFETY/SECURITY OR LOCKING DEVICE. (THIS INCLUDES ATTEMPTS)
21. TAMPERING WITH ANY VENTILATION, PLUMBING, ELECTRICAL, LIGHTING, RECREATIONAL, CAMERA, SPRINKLER OR COMMUNICATION SYSTEM WHICH IS A SAFETY RELATED VIOLATION.
22. POSSESSION OF DRUG PARAPHERNALIA

17. MAKING ABUSIVE, DEFIANT, INSOLENT, CHALLENGING, OBSCENE, RIDICULING OR DEGRADING STATEMENTS TO OR ABOUT OTHER INMATES.
18. INTENTIONAL MUTILATION, ALTERING, DEFACING OR DESTROYING ISSUED ITEMS LESS THAN \$5.00 IN VALUE.
19. COMMUNICATION WITH INMATES FROM OTHER PODS- THIS INCLUDES ALL FORMS OF COMMUNICATION INCLUDING BUT NOT LIMITED TO: COMMUNICATION BY VOICE, HAND GESTURES/SIGNALS, NOTES, FISHING, U.S. MAIL, "3-WAY" TYPE PHONE CALLS, OR UNAUTHORIZED INMATE EMAIL.
20. MISAPPROPRIATION OR MISUSE OF COUNTY PROPERTY. (FOR EXAMPLE: USING CLEANING SUPPLIES FOR THINGS OTHER THAN THEIR INTENDED PURPOSE). USE OF EQUIPMENT IN AN UNSAFE OR UNAUTHORIZED MANNER.
21. REFUSING TO OBEY A DIRECT STAFF ORDER OR POSTED DIRECTIVE IN A TIMELY MANNER, IN A WAY WHICH DOES NOT RESULT IN AN OFFICER ASSISTANCE CALL.
22. SWITCHING OF BUNK/ROOM ASSIGNMENTS WITHOUT PRIOR APPROVAL FROM JAIL STAFF.
23. UNAUTHORIZED USE OF HEAD COVERING OR HEADBAND.
24. UNMADE BUNK WHEN NOT OCCUPIED.
25. ENCOURAGING OTHERS TO COMMIT A LEVEL 1 RULE VIOLATION(s).
26. INAPPROPRIATE OR UNAUTHORIZED USE OF COUNTY FORMS OR DOCUMENTS.
27. POSSESSION OF CONTRABAND. (DEFINED AS A NON-ISSUED ITEM OR ALTERED ITEM, WHICH POSES NO THREAT TO SAFETY AND SECURITY.)
28. BEING OUT OF YOUR BUNK BETWEEN 10:00 P.M. AND 7:00 A.M., EXCEPT TO USE THE
29. BATHROOM. (Dormitories 203, 204,205, 206, 303,304, 305, 306, F, G, H, K AND T)
30. WRITING, COVERING OR HANGING ANYTHING ON WALLS, DOORS, WINDOWS, VENTS, BARS OR LIGHT FIXTURES.
31. ANY INTERACTION WITH OTHER INMATES BETWEEN 10:00 P.M. - 7:00 A.M. EXAMPLES: PLAYING CARDS, CHESS OR TALKING AT AN UNACCEPTABLE AUDIBLE LEVEL.
32. POSSESSION OF ANY OBSCENE OR SEXUALLY EXPLICITLY MATERIAL. (SUCH AS PICTURES OR DRAWINGS)
33. UNAUTHORIZED EXERCISING IN UNIT, USING CHAIRS, TABLES OR HANDRAILS TO EXERCISE (EXCLUDING WALKING).

- Place conference calls.
- Use another inmate's PIN or give your PIN to another inmate.
- Attempt to speak or contact any other person who is confined in any other correctional facility (ex. half-way house).
- While on the phone, you should not speak in code in an attempt to mask or conceal the content of your conversations.
- Finally, you must not engage in any other activity or conduct over the telephone that staff interpret as an effort to circumvent our policies and regulations.

THESE NUMBER ARE FREE CALLS FROM ALL PODS

Community Action Connection in Pasco for housing, employment and other resources: (509) 545-4042

Substance Abuse and Mental Health Service Administration
(SAMHSA) Line:
(800) 662-4357

Crisis support for a mental health issue of any kind. You reach a licensed mental health provider on this line: (800) 584-3578

"211" general resource line provides Statewide connections to reentry resources of all kinds:
(877) 211-9274

Veterans Justice Outreach Project: resources for individuals who have been in the military. A VJOP Rep may visit you while in BCJ:
(509)-946-1020

Support, Advocacy, and Resource Center (SARC), if you are the victim of a sexual assault. This phone call is confidential and free of charge, an advocate from SARC may contact or visit you while in BCCD. This was formerly the Sexual Assault Response Center.

Address: 1458 Fowler St, Richland, WA 99352

Phone: (509) 374-5391

Domestic Violence Services of Benton Franklin Counties, if you are the victim of domestic violence: (800) 648-1277

Benton Franklin Community Action Committee- Suicide Prevention:
(800) 783-0544

INMATE CONCERNS AND COMPLAINTS

If you have a complaint concerning your safety, treatment, or privileges in this facility, you should explain the problem to the pod or floor officer. Every attempt will be made to resolve the problem at the lowest level possible. If the problem is not or cannot be resolved by the pod officer, you may submit a grievance. This will be filed using the kiosk.

A grievance is a complaint or objection to an event or action. When a complaint is received, after investigation a response will be sent in a timely manner usually from the Squad Sergeant or Corporal.

Grievances considered to be frivolous and without merit will not be investigated. The grievance must be submitted within 10 days from the date of occurrence of the event or action. If the inmate wants to appeal the grievance response, a written request must be submitted to the Lieutenant or Jail Commander within 10 days of receipt of the response.

An inmate filing a frivolous grievance, or a grievance intended to cause undue harm will face disciplinary action.

CHAIN OF COMMAND: The chain of command will be followed when dealing with inmate concerns so that these are addressed and resolved at the lowest possible level. The established chain of command for inmates is: Pod Officer, Floor Supervisor/Corporal, Duty Supervisor/Sergeant, then Lieutenant.

MAIL:

Inmates are encouraged to maintain relationships with family members, friends, and other community members through correspondence.

Prohibited Acts - Level 1 Infractions

1. BEING IN UNAUTHORIZED AREAS/AN AREA WHERE YOU HAVE NOT BEEN AUTHORIZED TO BE (BEING IN ANOTHER PERSON'S CELL, ALLOWING SOMEONE ELSE IN YOUR CELL, CROSSING A RED LINE, BEING ON THE UPPER TIER WHEN NOT HOUSED THERE OR LOITERING ON THE UPPER TIER IF HOUSED THERE.)
2. FAILURE TO KEEP ONE'S PERSON OR ROOM CLEAN/FAILURE TO MEET SANITATION STANDARDS/FAILURE TO PARTICIPATE IN HOUSING UNIT SANITATION OR TO CLEAN AS DIRECTED.
3. BLOCKING WINDOWS TO YOUR CELL OR WINDOW TO THE DAYROOM SO THAT OFFICERS CANNOT VIEW AN AREA.
4. FAILURE TO FOLLOW RULES FOR VISITATION OR UNAUTHORIZED USE OF TELEPHONE.
5. FAILURE TO BE FULLY DRESSED WHEN UNDER BED COVERS THERE WILL BE NO SLEEPING NAKED, YOU MUST BE WEARING A SHIRT (EITHER AN UNDER SHIRT OR JAIL ISSUED SHIRT) AND JAIL ISSUED PANTS OR UNDERWEAR WHILE UNDER BED COVERS.
6. FAILURE TO WEAR UNIFORM PROPERLY. NO ROLLED UP PANTS PASSED THE ANKLE OR PANTS WORN BELOW WAISTLINE, NO SHOWING OF UNDERWEAR OR SAGGING PANTS, SHIRTS WILL BE WORN, IF AN UNDERSHIRT IS WORN IT WILL BE TUCKED IN. YOU WILL NOT HAVE ANYTHING THROUGH PIECED BODY PARTS.
7. FAILURE TO BE READY FOR WORK DETAIL/OVER SLEEPING.
8. FAILURE TO PERFORM ASSIGNED WORK OR TASKS.
9. FAIL TO STAND FOR HEAD COUNT.
10. ENGAGING IN PUSHING, SHOIVING, SPARRING, HORSEPLAY, PRESENTING A COMBATIVE POSTURE, ARM WRESTLING, OR OTHER NON-INJURIOUS OR INAPPROPRIATE PHYSICAL CONTACT.
11. POSSESSING FOOD OR DRINK NOT PURCHASED BY YOU FROM COMMISSARY OR POSSESSING ANY TRAY FOOD OUTSIDE OF A MEAL PERIOD.
12. POSSESSION OF EXCESS ISSUE (CLOTHING, BEDDING, SUPPLIES, ETC.)
13. PERSONAL BELONGINGS NOT STORED IN ASSIGNED DRAWER / BOX / DESK OR LEFT UNATTENDED OUTSIDE OF CELL/BUNK.
14. MAKING LOUD NOISES, SHOUTING, YELLING, SINGING, KICKING, BANGING OR ANY OTHER DISRUPTIVE ACTIVITY.
15. CONCEALMENT- ATTEMPTING TO HIDE MATERIAL OR INFORMATION AGAINST JAIL POLICY. (EXAMPLE, LYING ABOUT OR HIDING INFORMATION THAT CONCERNS LEVEL I OFFENSES)
16. REMOVAL, TAMPERING WITH, OR DESTRUCTION OF A WRISTBAND.

- Placed in disciplinary segregation or lockdown status for up to 30 days, per violation.
- Restitution for damages against the inmate's account. (A hearing is required)
- Reduction in time allowed out of cell.
- Suspension of commissary during time spent on lockdown status or in administrative segregation. (Except hygiene and stationery items.)
- Suspension of visiting privileges. (Except attorney and clergy visits.)
- Any other appropriate sanction deemed necessary by the Chief, Commander, or designee.

DISCIPLINARY SEGREGATION

This is a separate housing area for inmates who have violated the rules of the Jail. Inmates may be allowed a pencil, paper, hygiene items, approved legal items, and religious reading material. (Quantity will be limited).

Level 1 VIOLATIONS

Staff are encouraged to gain voluntary compliance to rules to provide guidance and direction prior to issuing a level 1 infraction. If a staff member imposes 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. Level 1 violations are handled by the unit officer(s) or jail staff and may result in restriction to your cell or bunk for up to 23 hours and privilege loss. Your fourth level 1 violation within a 30-day period may be treated as a level 2 violation.

Level 1 VIOLATION PROCEDURES

If you are charged with a level 1 violation, you will be issued a level 1 Rule Violation that will advise you of the action you took which was a violation, and what level 1 rule you have violated. The unit officer will annotate what sanction they believe is proportionate to the violation and will advise the shift supervisor of their decision. The supervisor, as an impartial third party, will review the facts and has the option of directing modification or elimination of the sanction if they deem it appropriate. The unit officer will provide you a copy of the Level 1 Rule Violation. There is no appeal beyond the supervisor for level 1 rule violations minor violations.

Your mailing address is:
 Benton County Correctional Facility
 Your Name
 Unit Assignment and Cell Number
 7122 W. Okanogan Building B.
 Kennewick, WA 99336

All outgoing correspondence must have all of the above information listed, or it will not be mailed out. Outgoing mail can't have additional writing on the envelope. Incoming mail must have your full name, unit assignment and cell number. Incoming mail must also have the full name and return address of the sender.

Outgoing mail must be turned into the officers prior to lockdown, 7pm in lockdown pods and 10pm in open bay pods.

Incoming mail will be opened by officers and inspected for funds and contraband. All postage stamps and labels will be removed prior to being delivered to the living unit/pod.

Unauthorized mail includes musical greeting cards, Polaroid photos, nude photos, stg material, plant material, stickers, non-inspectable items, foreign substance that discolors or perforates the paper, crayons, markers, gang writing and /or drawings, etc. All unauthorized mail will be returned to sender. Correspondence in any way with any other inmate in this facility is not allowed.

If you are indigent you will be provided with three (3) envelopes and 6 sheets of writing paper once a week. Indigent inmates are allowed to send out a limit of (3) letters per week. Legal mail is not included in this limit. Legal mail consists of mail to the court, judge or attorney and properly labeled as legal mail. Using another person's name to mail out as indigent will not be allowed and subject to discipline.

You may not receive stamps or anything else of value in the mail. Any unauthorized items will be returned to sender.

All U.S. currency will be removed and placed into your commissary account. We do not recommend currency be sent through the mail. It is suggested that funds sent be in the form of a cashier's check or money order. The jail does not accept personal checks.

All negotiable instruments sent to you must reference your name in order to provide for proper deposit into your account.

All legal mail received will be opened and inspected for contraband in the presence of the inmate it is addressed to.

VISITATION

All visits are done through the ICSolutions system. You or your visitor are responsible for setting up your visits on your scheduled time out.

LOBBY VISITATION HOURS

Monday and Saturday 0800 – 1200 and 1300 – 1600 Tuesday –
Friday 0800-1200 and 1300 – 1700
These hours are subject to change

In order to schedule a visit, your visitor will need to set up an account with ICSolutions (www.icsolutions.com) prior to you accepting their visit or it will not allow you to schedule the visit. Failure to follow the facilities visitation rules may result in the loss of visitation privileges.

COMMISSARY:

To order commissary, money should be on your books prior to the day that you order. The public can put money on your books at www.accesscorrections.com but it may not reflect that money in time for the order. They can also call Access Corrections Services at 1-866-345-1884 or use the kiosk in the jail lobby. Commissary orders will need to be entered into the ICSolutions kiosk no later than Tuesday. All orders are pulled on Wednesday mornings unless otherwise posted.

Inmates in administrative segregation are locked down 23 hours of the day. Violations of jail rules while in administrative segregation may result in a restriction of inmate privileges. Inmates who are determined to be a threat to safety and security will have access to privileges reviewed on a case by case basis.

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 violates jail rules or violates the law, they will be held accountable. This may be through the courts and/or the jail discipline system.

Violations of rules or the laws of Washington State by any inmate incarcerated in the jail facility, or on jail alternatives programs, may be disciplined in accordance with the rules set forth in this section, or by any appropriate legal action initiated by the Prosecuting Attorney.

It is the policy of the Benton County Corrections Department that inmates will not be subjected to personal abuse, corporal punishment, personal injury, disease, property damage, or harassment. Inmate property will be protected.

The Benton County Corrections Department inmate rules specify the acts which are prohibited within the facility and the range of penalties that can be imposed for various degrees of violation. The inmate rules will be reviewed annually at a minimum and updated, as necessary.

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 worker program, programs, or alternative programs.
- Loss of telephone access, except attorney calls.
- Loss of television privileges.

3. Maintain your sleeping area and surrounding common area in a clean, orderly and sanitary fashion. This includes making your bed when you are not laying on it.
4. Maintain daily personal hygiene habits.
5. Behave in a rational and adult manner.

Unacceptable behavior will result in being charged with a violation of in-house rules. Your behavioral record will be forwarded to another facility if you are transported from this facility.

GOODTIME (EARNED EARLY RELEASE TIME)

Your behavior will dictate how much goodtime you will receive. Goodtime is a privilege. Inmates may earn goodtime while at Benton County Jail by following the rules and displaying good behavior. Inmates who commit rule violations may forfeit all or part of any goodtime they could have earned. Benton County Jail staff will calculate good time in accordance with RCW 9.92.151 based on the actual amount of time served in the Benton County Jail only. Goodtime is automatically calculated at 1/3 of sentence and by state law some charges are calculated at 15%. Inmates will receive a copy of the goodtime date shortly after sentencing. Inmates will also receive amended goodtime dates if there are any changes. Department of Corrections will calculate goodtime for inmates sentenced to prison or upon receiving sanctions on the completion of a Department of Corrections hearing while at Benton County Jail.

CLASSIFICATION

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

ADMINISTRATIVE SEGREGATION (ADSEG)

Inmates who present a safety/security concern, are pending a disciplinary 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. Placement on ADSEG will be maintained if a safety/security concern exists and will be reviewed at a minimum every thirty days after initial placement.

In order to prevent gambling, extortion, strong-arming, circumventing county owed debt and other unauthorized behavior, inmates will be required to maintain receipts for commissary goods found in their possession showing proof of their purchase/ ownership. Commissary receipts are required to be kept with the inmate who purchased the commissary. Any commissary found in the possession of an inmate without the purchase receipt will be removed and discarded as contraband.

Purchasing commissary for another inmate is not allowed. Commissary cannot be transferred from one inmate to another.

If you have a debt to Benton County you can still order commissary if someone places money on your account. We use a 60/40 split: 60% will go towards the debt and 40% will remain on your account for usage.

Commissary is ordered on the ICSolutions kiosk. It will list the items and the prices for ordering. All orders will need to be completed by 0600 on Wednesdays and will be delivered to the inmates on Saturdays unless otherwise posted.

Commissary is a privilege, not a right. This privilege may be suspended or revoked for failure to comply with the rules and regulations of conduct.

CHARGES AND FEES

BCCD offers a notary for a charge of \$5.00.

Sick Call visits are at a cost of \$6.00

INDIGENT

Any inmate who has less than \$2.00 on their active inmate banking account is considered Indigent. Indigent inmates will receive the following items weekly or upon request:

- One bar of bath soap or equivalent
- One unbreakable comb or brush
- Toothpaste or powder
- Toothbrush

- Toilet paper
- Materials as appropriate to the special hygiene needs of women
- Three envelopes and six sheets of paper

PLEASE NOTE: There may be days on which commissary will NOT be available. If at all possible, you will be notified of these days prior to your order date.

MEDICATION PASS: You will bunk in for each medication pass. Line up if you are to receive medications. Nurses do not have time for questions during medication pass.

- You are financially responsible for the medical services and medication you receive.
- Payment for medical services you receive may be removed from your commissary account.
- You will need to fill out a medical kite to be seen by medical. If you have a medical emergency, you can inform an officer. If you are seen by medical for that medical emergency, you will be charged for the service.
- You will not be denied access to necessary medical or dental care for lack of funds.

MEDICATION ROUNDS AND BLOOD PRESSURE CHECKS ARE BETWEEN: 0700-0900,1200-1400, and 2100-2300 hours

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

- Arrive on time when called for medication;
- Line up single file and wait for your medication;
- Wear your identification band for proper identification;
- Bring a full cup of water with you;
- Med pass is not for questioning the nurse. If you have a concern you will need to sign up for sick call.
- Swallow your medication in front of the medical staff, and; show them that you have swallowed your medicine.

Chronic care clinics are maintained at the Benton County Correctional Facility for inmates with lifelong medical problems, i.e. high blood pressure, cardiac disabilities, diabetes, etc. A physician is in charge of these clinics and assesses these patients as needed in coordination with the Inmates private physician.

INMATE HEALTH CARE RIGHTS AND RESPONSIBILITIES

While in custody you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.

If you have the need to be seen for an emergency, you will need to notify an officer. We have medical staff on duty 24 hours a day. We also have a doctor on staff that will conduct sick call clinics. You will need to be seen by a nurse to determine if you should be signed up for the sick call clinic. After you are seen, the nurse will give your chart to the doctor for review to determine if you will be seen. We have a Mental Health Team that works Monday-Friday. If you are in need of mental health services, you may send a request to mental health. If it is emergent, please notify an officer immediately.

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. General "horseplay" will not be tolerated within this facility to include arm wrestling, engaging in pushing, shoving, sparring, presenting a combative posture, or other non-injurious or inappropriate physical contact. You will comply with our behavioral guidelines while you are in our facility. You will:

1. Follow staff directives and requests.
2. Respect corrections facility property and the property of others.