

WHATCOM COUNTY JAIL AND JAIL WORK CENTER

Inmate Orientation

MAIN JAIL

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

JAIL WORK CENTER

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

**THIS BOOKLET IS SUBJECT TO
IMMEDIATE CHANGE
VIA POSTED MEMO**

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IMPORTANT INFORMATION

ADMISSION / BOOKING PROCESS:

You are booked on a charge, or charges sufficient to cause your detention pending sentence completion, bail, or other judicial relief. While detained in this facility, you are responsible for adherence to all rules, regulations, procedures, posted notices and verbal directions. Information contained in this booklet is for your benefit, however you are expected to know the items preceded by an asterisk (*).

***NO HOSTAGE POLICY:**

The Whatcom County Sheriff's Office operates on a "No Hostage Policy". Deputies will not make concessions to the hostage taker.

***EMERGENCIES:**

In the event of an accident, injury, fire or other emergency, use the "**CALL BUTTON**" in your cell, or located at the main door of your housing module, to alert Corrections Staff. When responding Deputies arrive, state the emergency, and then stand clear. If the Deputy requires your assistance, do what they say immediately. If a Deputy orders a general lockdown, return to your cell and shut the door immediately. Failure to lockdown or misuse of the "**CALL BUTTON**" will result in disciplinary action.

***WRISTBANDS:**

Each inmate has a wristband placed on his or her wrist during the booking process. This wristband **MUST REMAIN** on your arm. Wristbands **ARE** checked during meal service, commissary service, and prior to moving you within the facility. Missing or altered wristbands impact receiving additional general services i.e. visits, GED, and commissary. If your wristband is altered or missing, a delay in your release may occur. Deputies will replace loose-fitting or damaged wristbands when requested via an Inmate Request Slip. **Removal of your wristband may result in a loss of good time, and / or additional sanctions.**

***WRITTEN COMMUNICATION WITH JAIL STAFF MEMBERS:**

Requests for services are made in writing on **Inmate Request Forms** except during extraordinary events. Inmate Request Forms (**White**) are first reviewed by the Floor Deputy, then answered, or routed to the appropriate person or department for response.

You may use the Inmate Request Form to contact any local court, public defender, probation officer, judge, or local law enforcement agency. Jail staff members do not track Inmate Request Slips sent to other agencies. Responses from other agencies are the responsibility of that agency. **Jail staff will not know if or when you will receive a response from an outside agency.** Requests for Medical Services are made on a Health Request Form (**Pink**). All health related requests are routed directly to the Medical Staff.

Follow these rules when submitting an Inmate Request Form or Health Request Form:

- Both copies of Inmate Request Form (**White and Yellow**) are submitted.
- Both copies of the Health Request Form (**Pink and Yellow**) are submitted.
- Do not send more than one Request Form per week addressing the same subject.
- Multiple Request Forms regarding the same subject are discarded.
- Limit the issue you want to have addressed to one issue per Request Form, clearly stating the nature of your request so that your Request Form is routed to the appropriate person.
- Collective protests, petitions, or unsigned Request Forms are not acknowledged.
- Request Forms containing profanity are not answered.

***INMATE RIGHTS:**

You have the following rights while confined in a Whatcom County Jail Facility:

1. Access to any Court, by letter or through your attorney. Letters sent to your attorney or to a Court(s) do not count against the three indigent stamps per week limit. These letters are the only letters that do not count against this limit.
2. Confidential consultation with your attorney.
3. Protection from abuse and corporal punishment. Physical force is used only to the degree necessary to control violent persons, and only when it is necessary to maintain control in the facility, to protect the safety of staff members, and other inmates. Physical force is not used as a punishment. Verbal abuse or harassment by staff is not tolerated.
4. Freedom from discrimination based upon gender, disability, or race
5. Reasonable accommodation if you are disabled
6. Access to jail rules, regulations, this booklet (**The Inmate Orientation Booklet**)
7. Appeal of sanctions administered as a result of disciplinary hearings.
8. Access to medical care.
9. Access to communications (mail, phones, and visiting).
10. Access to Diplomatic and Consulate Notification
11. You have the right to vote if not prohibited by existing law. You are responsible for notifying voting jurisdictions and obtaining your ballot

***INMATE GRIEVANCES:**

Grievance Procedure:

Inmates have five days to complete a Grievance Form or an Inmate Request Form after the occurrence of any specific event to file a grievance. Policy Grievances may be filed at any time.

Prior to filing a grievance with the Jail Administration you must first attempt to resolve your issue with the lowest level of appropriate authority. The initial appropriate authority is the Duty Shift Sergeant, Food Service Manager, or the Medical Charge Nurse. The next appropriate authority is the Administrative Lieutenant.

For a grievance to exist, you must show that you attempted to resolve your complaint with the Duty Shift Sergeant, Food Service Manager, or the Medical Charge Nurse via Inmate Request Form. If the issue is with the Duty Shift Sergeant, Food Service Manager, or the Medical Charge Nurse you may send an Inmate Request Form directly to the Administrative Lieutenant.

All grievances submitted to the Administrative Lieutenant will include all steps taken by you to address the complaint. The Lieutenant will review your grievance and determine the merit of your grievance. The Administrative Lieutenant will investigate your grievance as soon as possible.

Grievance, General: is defined as a belief that excessive, unnecessary or discriminatory behavior by a Corrections Staff member, or a Contracted Staff member has occurred.

Grievance, Disciplinary: is defined as a disagreement with the disciplinary process, or the belief that excessive disciplinary sanctions have occurred.

Grievance, Facility: is defined as a complaint about the physical plant or the physical plant workings of the Main Jail or the Jail Work Center facility.

Grievance of a Policy or Procedure: is defined as a complaint with a specific Policy or Procedure used at the Main Jail or the Jail Work Center. A grievance is also the belief that excessive, unnecessary discriminatory actions and practices have occurred as a result of a Policy or Procedure of the Whatcom County Jail.

Grievance, Medical: is defined as a disagreement with your current medical treatment or lack of treatment by contracted Medical Staff. A grievance may exist if you believe that excessive, unnecessary or discriminatory action or inaction by Medical Staff has occurred.

**Note: The Administrative Lieutenant will provide written notification regarding actions taken and the final outcome of your grievance.

INMATE GRIEVANCE APPEAL:

If you disagree with the Administrative Lieutenant's decision you may appeal to the Chief Corrections. You appeal by sending an Inmate Request Form or a letter outlining your disagreement with the Lieutenant's decision directly to the Chief of Corrections. Inmates have five days to submit an appeal after the receipt of the Administrative Lieutenant's decision. Decisions made by the Chief of Corrections are final and not subject to further appeal within the Sheriff's Office.

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

The Sheriff's Office has a zero tolerance Policy of sexual harassment, sexual misconduct, and the assault or rape of inmates by an individual or group. This Policy includes, but is not limited to other offenders, Volunteers, Contractors, Jail Staff or other Agency personnel.

Reporting PREA Allegations:

Inmates, their families or their associates may report allegations of Sexual Harassment, Misconduct, Assault and / or Rape. The report may be made verbally or in writing to any volunteer, contractor, Sheriff's Office employee or other law enforcement member. Offender's alleging victimization of a sexual manner are provided the same level of law enforcement service, treatment and care as non-offenders.

Reporting False Allegations:

Persons who make false allegations of sexual harassment, misconduct, assault or rape are subject to Criminal Prosecution and / or Disciplinary or Administrative sanctions

Exempted Processes:

Jail activities or actions taken by Corrections Deputies, which are supported by Policy and Procedure, and deemed necessary for the safety and security of the facility, will not be defined as staff sexual harassment, misconduct, assault, or rape. These Policies and Procedures include, but are not limited to the taking of photographs, pat or strip searches, court ordered body cavity searches and / or medical exams.

Victim Services:

The Sheriff's Office will provide victims of sexual misconduct or assault, the following services:

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

VISITING:

Each inmate is allotted three, one-hour visits per week at the Main Jail, or six, thirty minute visits at the Jail Work Center. Visits lasting less than one (1) hour at the Main Jail still count as a full hour visit. Adult visitors are required to have current picture ID. Picture ID must include the visitors' full name and date of birth. A parent or legal guardian must accompany any visitor under the age of eighteen (18) unless visiting a parent, and must remain with the visitor during the entire visit. If an underage person is left unaccompanied, staff will end the visit. Unaccompanied minors visiting their parent must present a copy of their birth certificate. In the case of an emergency in the Jail, visiting may be canceled or ended early.

Visiting is not allowed between individuals having current **"No Contact Orders"** or **"Restraining Orders"**. Pets are not allowed in the visiting area except Service Animals. Inmates and visitors must remain fully clothed; lewd acts or exposing oneself may result in criminal charges. Inmates and / or visitors who violate Jail Rules or Regulations, during a visit may lose the privilege of visiting. Main Jail Staff will stop assigning visiting sessions 30 minutes prior to the end of visiting.

MAIN JAIL VISITING HOURS: (Kitchen Workers (Trustees) may visit during any of the following times unless they are working).

Saturday & Sunday

8:00 – 11:00 a.m.: 1st Floor, Women 8:00 – 11:00 a.m.: Third Floor

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

6:30 – 9:30 p.m.: 2A, 2B, 2C 6:30 – 9:30 p.m.: 1st Floor, Women

Monday & Tuesday

6:30 – 9:30 p.m.: 2A, 2B, 2C 6:30 – 9:30 p.m.: 2D, 2E, 2F

JAIL WORK CENTER VISITING HOURS: (Work Release Inmates are not allowed Visiting).

Work Crew Men

Saturday

08:00 – 11:00 AM

Sunday

1:00 – 4:00 PM

Women (Work Crew & Trustees)

Saturday

1:00 – 4:00 PM

Sunday

6:30 – 9:30 PM

Custody Males

Monday

1:30 – 3:30 PM

Wednesday

8:30 – 10:30 AM

1:30 – 3:30 PM

Thursday

8:30 -- 10:30 AM

Friday

8:30 – 10:30 AM

**Note: There is no special Holiday visiting hours.

LAW LIBRARY:

Requests for Law Library access are sent directly **to the Court hearing your case, or your attorney.** Include in your request specific information regarding what you require.

BAIL / BOND:

Your bail will be set in court. The jail accepts cash bail or bonds from approved Bail Bonding companies. A list of approved companies is posted in your unit. Bail for Bellingham Municipal Court, Whatcom County District Court or Whatcom County Superior Court must be posted with the court if paid during regular business hours, (Mon-Fri, 08:30AM - 4:30PM).

****Note:** Bail is accepted during booking from inmates having sufficient funds at the time of booking, or when they have sufficient funds deposited in their Trust Fund Account.

After hours or on weekends, Bail / Bonds can be paid at the Jail. Bail / Bonds for all other courts can be taken at the Jail or Work Center at any time. Bail may also be posted with a credit card using the Touch-Pay kiosks in the lobbies of the Jail and Work Center or on line at www.Touchpaydirect.com. A fee is charged by the company handling the transactions.

Inmates posting Bail / Bond having a blood alcohol level higher than 0.05 will not be released to a sober third party until their blood alcohol level is below 0.05. Those inmates who do not have a sober third party will be released when their blood alcohol level is 0.0.

LEGAL REPRESENTATION:

You are entitled to a lawyer. If you do not have one or cannot afford one, you may qualify for a Public Defender. To see if you qualify for a Public Defender you must be interviewed by someone from the Office of Assigned Council. These interviews occur each weekday morning (except holidays) and you will normally be contacted by an interviewer the day after you are booked. When the interviewer calls your name, get up and speak with them.

The Whatcom County Public Defenders and Lummi Public Defenders have free access phone numbers you can call on the collect call phones without charge. The Numbers are:

- **The Lummi Tribal Public Defenders:** the number is 0-800-496-3446.
- **The Whatcom County Public Defenders:** the number is 0-360-676-7647

****Note:** You may also send an Inmate Request Form to your Public Defender, Probation Officer or Judge.

COURT NOTIFICATION:

If you have pending matters in any Whatcom County Court (criminal or civil), send an Inmate Request Slip to that Court, notifying them that you are in jail. If you have matters pending in a Court outside of Whatcom County, you are responsible for notifying that Court. Send your notification in writing, or have a family member / friend contact the Court for you. In all civil matters, you are responsible for the timely notification of Corrections Staff, to arrange for transport, or set court appearances.

TELEPHONE CALLS:

You are entitled to telephone your attorney and to make a personal telephone call after completion of the booking process. **All personal calls are collect calls, and may be monitored and recorded.** The telephones located in housing modules are available from 6:00 a.m. until 10:00 p.m. All outgoing telephones are “collect call” phones.

**Note: Probation Officers will not accept collect calls.

- For International collect telephone calls, Dial 0-360-555-5555

Calls to the Public Defenders Office are not collect and phone calls to lawyers are not monitored or recorded. If you have a lawyer from out of the area, have them contact the Jail to be put on the “No Record” list.

NON-DIALING telephones, located in each module, are for incoming calls from the Public Defenders Office. **If this telephone rings, ANSWER IT.** The person on the other end will give you the name of the person that they want to speak with. Notify that person that they have an attorney phone call.

COURT SCHEDULE - FIRST APPEARANCES:

District Court Monday-Friday 1:30 p.m. (misdemeanors)

Superior Court Monday-Friday 3:00 p.m. (felonies)

Bellingham Municipal Monday-Friday 8:30 a.m. (misdemeanors)

Ferndale Municipal Monday-Friday 8:10 a.m. (misdemeanors)

Everson Municipal Monday-Friday 8:30 a.m. (misdemeanors)

Blaine Municipal Monday-Friday 8:30 a.m. (misdemeanors)

Sumas Municipal Monday-Friday 8:30 a.m. (misdemeanors)

Lynden Municipal Monday-Friday 8:10 a.m. (misdemeanors)

Lummi Tribal Monday-Friday time varies

CELL STANDARDS:

You are expected to keep your own cell area clean. Additionally, you are expected to assist in the cleaning of the dayroom located in your housing area. Failure to do so may result in disciplinary sanctions and a loss of privileges for everyone in the unit.

The posting, gluing, taping, or in any other way fixing objects to any surface, wall, window, door or **Light Fixture** in your cell or in your housing dormitory is not allowed. The hanging of any object from the top bunk is not allowed. Items found hanging from the top bunk can be confiscated, and a disciplinary citation will be written.

Your personal Property must fit in your issued property box; items that you are unable to keep in your property box will be removed from the cell and stored in your clothing property box. **You may not transfer, give, or sell your property to anyone.**

Notify the floor Deputy immediately if you find anything in your cell or the housing module that is broken or needs repair. If you do not tell your floor Deputy about the damage, you will be held responsible when the damage is found.

The cost to repair or replace any damaged Whatcom County property is charged to you if it is determined that you are the person responsible for the destruction of the property, and you may be charged in court with a new crime.

****Note:** Plugging the ventilation vents will cause the HVAC system to malfunction, and will result in disciplinary action.

LOCKDOWN:

When a Deputy orders a **lockdown**, go directly to your cell and close the door. The Deputy may give the **lockdown order** by turning the module lights on and off. As this order is often given in times of medical emergency, respond immediately, so that medical assistance is rendered without delay. Failure to lockdown will result in disciplinary action.

SECURITY CHECKS:

Deputy's conduct security checks or head counts continuously throughout the day and night. You must be seen and acknowledged by the inspecting Deputy. You must respond to a Deputy's instructions immediately. **You and your cell area are subject to inspection and search at any time.** When a shakedown is announced you are to follow the orders of the Deputies immediately.

TEMPORARY OR EARLY RELEASES:

The jail does not have the authority to grant temporary or early releases. Contact your attorney or the sentencing judge via Inmate Request Slip for such releases.

CLASSIFICATION:

Your housing assignment is based on your classification and on the space available within the facility. Classification Deputies determine your housing, based on your behavior, your current charges, your criminal history, any special needs, and the population of the jail. The types of housing are: Single, Double, or Triple / Cells, Dormitory, Administrative Segregation, Soft Isolation, and Isolation.

**Note: All sentenced felons are required to submit a DNA sample to the Washington State Patrol.

ALTERNATIVE TO JAIL PROGRAMS:

Once you are fully sentenced you may apply for any Alternative to Jail Program while in jail. However, you must follow the following process:

- Confirm that **All Courts of Jurisdiction** have authorized you to participate in a Program in your Court paperwork
- Send an Inmate Request form, mark the Programs box, and request Program consideration

* Note: authorization from the Court does not automatically allow you to participate in a Program

DRESS CODE:

1. The minimum in-cell state of dress is a shirt and pair of trousers.
2. The minimum out-of-cell state of dress is a full set of jail issued clothing.
3. In-cell inmate workers, when getting cleaning gear, are allowed to wear sweats.
4. The wearing of uniform trousers that are rolled up, tucked into socks, hanging low or pegged is not allowed.
5. Head coverings are allowed on a case-by-case basis for religious reasons.
6. Female inmates must wear both a bra and T-shirt, or an issued shirt. A T-shirt without a bra is not allowed.

PERSONAL HYGIENE:

You are expected to shower at least three times a week, free soap is provided at your request during limited times, usually during the evening hours. You may purchase your own soap and hygiene items from the commissary vendor. Inmates without funds may request shampoo and other hygiene supplies using an Inmate Request Form.

LAUNDRY:

Personal laundry is washed twice each week. Check the schedule posted in your module, or ask your Floor Deputy for the correct days. The jail is not responsible for the loss of personal laundry. Jail uniforms will be exchanged once a week, check the schedule in your module.

PROPERTY:

At the time of booking, only a **limited** amount of property is accepted for storage. You are allowed to release Property to a friend or relative within 72 hours of booking; ask for and complete a Property Release form to release your property. Property not accepted is impounded by the arresting agency. Forward all questions regarding impounded property to the arresting agency. This can be done with an Inmate Request Form. The jail does not wash the clothing that you were wearing when you were booked, unless they are too soiled for placement in storage. The Booking Deputy makes that determination. Clothing items altered in any way, or not in good repair (i.e. ripped, cut, decorated) are taken and placed in your property storage.

The jail accepts Trial Clothing on verification of your trial date. Unless you have prior approval, clothing should be brought to the jail the day before your trial. Have your trial clothing picked up within five working days after the end of your trial.

Items of personal clothing that you may possess in your cell are:

- Underwear (3) sets, (including long johns)
- (3) Tee shirts (only solid colors with no pockets or logos)
- (3) pairs of socks
- (1) Set of light gray sweat clothing.

If you do not have these items, they are available for purchase from the commissary vendor. If you were wearing, or had these clothing items in your possession during your arrest they may be allowed. **(Tank tops, sleeveless shirts, or clothing with Markings or pictures are not allowed)**. Clothing mailed to you while you are incarcerated will be placed in your property box or returned to the sender.

You are assigned a property storage box for your in-cell property. Your property **must fit** within your property box. More than twenty (20) personal letters or papers in your possession are not allowed. A reasonable amount of legal paperwork is allowed. If you have too much property to fit in your in-cell property box, request via Inmate Request Slip to transfer your property to your property storage or out of the jail. **IF IT DOES NOT FIT IN YOUR PROPERTY BOX, YOU CANNOT HAVE IT IN YOUR CELL.**

Your personal property and valuables are returned to you at your release from the jail unless you are released to another jurisdiction that will not assume responsibility for your property. You are not allowed to sell, transfer, or give property of value to another inmate at any time. Your releasing Deputy will explain your options for any property you leave behind if you are transferred to another jurisdiction.

PROPERTY ALLOWED IN-CELL:

1. Five (5) library books.
2. Five (5) personal books, including religious books.
3. Three (3) magazines (library or personal combined).
4. Twenty (20) pieces of mail.
5. Reasonable amount of legal materials.
6. Two (2) newspapers. (Not more than 3 days old)
7. Two (2) pieces of edible fruit.
8. Clothing in good repair.
9. Approved pens and pencils, which are in good condition.
10. Reasonable amounts of commissary items.
11. Medical items furnished by Medical Staff.

- You are not allowed to tear pictures from magazines or books. Magazines without an address label are presumed to belong to the jail library
- Property altered in any way from its original condition is not allowed, and is removed from your cell when found
- Items of value which are considered contraband are placed in your property storage
- Transfer of personal items between inmates is not allowed. The leaving of items for other inmates at your release is not allowed

** Note: You are not allowed to accumulate trash in your cell, including but not limited to old newspapers, wrappers, cardboard, or paper bags.

When transferring to another institution, complete a **Property Disposal Notice**, and make arrangements for the disposal or transfer of your left behind property. Property left longer than (60) sixty days is disposed of in accordance with the Revised Code of Washington.

The County provides property and equipment for your use during your incarceration. That property is to remain in good working order or repair. County property damaged by you is taken from you, and the replacement cost of the item or items may be deducted from your trust fund account. These items include, but are not limited to clothing, cleaning supplies, telephones, or other equipment. Additionally, you may be criminally charged.

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

RECREATION:

An open-air exercise area is provided for exercise and fresh air at regularly scheduled times, unless bad weather makes the area unsafe for use. You are housed in a holding room if you do not wish to go to the open-air exercise area. One (1) book is allowed in the recreation area or holding room. **All other property is prohibited.** Food, or writing equipment is confiscated, and a citation may be issued.

LIBRARY:

A Whatcom County Librarian works in each jail facility weekly. Special requests are made directly to the librarian via Inmate Request Form; this can include specific religious books. Dictionaries are not available from the library. You are limited to five (5) library books and three (3) magazines within your cell. Damage caused by you to library books and magazines is charged against your Trust Fund Account. Free informational, educational, and medical brochures are also available on the library cart.

RELIGIOUS COUNSELING:

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

The Jail Chaplain coordinates volunteers to serve as Religious Counselors. Volunteers conduct one on one, small group religious services and communion. Requests for counseling by a "Minister" or "religious counselor" are made on Inmate Request Forms addressed to the Jail Chaplain. If you are a particular religion, make sure and specify it on your request.

RELIGIOUS BOOKS AND MATERIALS:

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

** Note: The Jail and Jail Work Center have supplies of various religious books such as the Bible, the Book of Mormon and the Koran for use by inmates in this facility. Request a specific religious book by sending an Inmate Request Form to the Jail Chaplain. If you have trouble obtaining a religious book, send an Inmate Request Form to the Operations Lieutenant.

RELIGIOUS DIETS:

With the exception of those religions that require followers to eat no animal based products, the diet is a simple vegetarian diet, allowing milk products and eggs. For individuals whose religion prohibits animal products, an Ovo-Lacto vegetarian diet will be provided.

MARRIAGE:

The Whatcom County Main Jail or the Whatcom County Work Center does not arrange or facilitate marriage ceremonies. Inmates wishing to get married do so via the visiting booths, on regular visiting days and during regular visiting times. Jail staff will allow the inmate to sign his / her marriage license. The inmate or individuals outside of the jail facility must make all the marriage arrangements.

MAIL-INCOMING:

Material that is legal to mail through the U.S. Postal Service is accepted. There is no mail delivery to the Jail on weekends or Holidays. Incoming mail is distributed within 24 hours of receipt directly to the person addressed. There are no limits on the amount of mail you may receive, however you are not allowed to keep more than 20 pieces of mail in your cell.

Incoming mail is opened and inspected for money and contraband, and may be scanned for content. Incoming mail with stickers, tape, sparkles, or other foreign substances may be returned to sender. **Pornography and** nude photographs are not allowed in your cell. These items are returned to the sender or placed in your property storage box when received.

U.S. funds, and authorized Money Orders (See Money) are receipted and deposited into your Trust Fund Account. Checks, non-authorized money orders, and foreign currency is receipted and stored in your jail property storage.

You may order books and magazines through the mail. All other items are returned to the sender due to limited storage space. **New Books or Magazines are accepted; used books or magazines are not accepted. Books and Magazines must come from the publisher, mail order warehouse, or a dot com. store such as Amazon.com or Barnes and Noble.com. Books purchased from a local bookstore are not accepted. All books and magazines must be pre-paid, or they will be returned.** You may be required to fill out and sign a **Change of Address** form prior to your release.

MAIL-OUTGOING:

No limit is set for the amount of mail you may send (at your own expense). Authorized inmate-to-inmate mail is scanned by Jail Staff, and is confiscated if the content is determined to be a security concern. We will **NOT** mail magazine subscription cards marked **“bill me”**. Give your sealed letters to the Deputy working your floor or housing area. Inmate mail may be opened and inspected without notice to you. Full return addresses are required on all outgoing letters. Jail staff will hold any outgoing mail without this information until the sender is identified and the correct return address is filled out.

Return addresses will contain the following information:

- **Full name as listed in jail records**
- **Location of your Module and cell number**
- **Whatcom County Jail**
- **311 Grand Avenue**
- **Bellingham, WA 98225**

Or

- **Full name as listed in jail records**
- **Location of your Module**
- **Whatcom County Jail Work Center**
- **2030 Division Street**
- **Bellingham, WA 98226**

Postage is not required on sealed letters or Inmate Request Forms being sent to the following:

- Public Defenders (all jurisdictions)
- Prosecutors
- Judges
- The Sheriff
- Local Probation or Parole Officers
- Police Officers
- Local Police Departments
- Local Courts
- The Chief of Corrections.

**Note: Inmates with no money can request up to 3 (three) stamped envelopes a week.

MAIL - INMATE-TO-INMATE:

Inmate to inmate mail is not allowed or accepted via the US Postal service. This includes mail to and from other Federal, State, Local and Juvenile institutions. All such mail, out- going or in-coming is returned to the sender after examination. Blood related or married inmates are allowed to send mail through the U.S. Mail on a case-by-case basis, after verification.

LEGAL MAIL:

Correction Deputies are required to open and inspect in-coming Legal Mail from Attorneys and Courts in your presence.

INDIGENT ITEMS:

If you do not have money in your Trust Fund account, you may request indigent supplies during the booking process. Included with the indigent supplies are writing supplies and stamps. If you purchased commissary items through the commissary system, there is a seven-day period after your last commissary purchase before you are eligible to receive indigent items. **The accumulation of indigent items is not allowed and extra items are confiscated and discarded.** The following items are supplied to persons without funds, at the listed intervals:

- Comb (1).....during your incarceration period
- Toothbrush (1)Once a Month (the old toothbrush must be turned in to your Floor Deputy)
- Pencil, Paper / Stamps (3 Domestic) / Envelops (3)...Every Seven Days
- Toothpaste (1 tube) / Shampoo (2 packets).....Every Seven Days

INMATE WORKERS:

Inmates housed in a Whatcom County Jail Facility receive 1/6 goodtime off their sentences unless they are an Inmate Worker. All inmates may request Inmate Worker positions (Inmate Workers receive 1/3 off of their total sentence, unless prohibited by a Court). Worker position placement is based on your criminal history, facility behavior history, general demeanor, and your classification. You must be medically cleared to be an Inmate Worker. **Placement on an eligibility list does not guarantee selection as an Inmate Worker.**

EDUCATIONAL ASSISTANCE:

If you desire to receive or work on a G.E.D., complete high school, need help in math, reading, or writing during your incarceration, send an Inmate Request Form address to the G.E.D. instructor.

MONEY:

The jail deposits all of your **United States** currency, **Checks** from other Correctional Facilities, **United States** Postal Money Orders, and **Canadian** Postal Money Orders marked "US FUNDS", into your trust fund account during the booking process. Money and acceptable Money Orders received during your incarceration are placed into your trust fund account.

You are able to make withdrawals from your account to pay for commissary items, bail or fines, etc. All **Foreign** currency, checks (business or personal), money orders other than postal money orders, and traveler's checks are inventoried and placed into your Property Storage.

Exchanging foreign currency and cashing checks is the responsibility of the inmate. The jail will release foreign currency, money orders, and checks to an authorized friend or family member, to exchange for U.S. funds within 72 hours of booking. Inmates who want to do this should ask their floor Deputy for a Property Release Slip. **Money in your trust fund account at the time of release is returned in the form of a check.** The Sheriff's Office has special arrangements with the Jail's bank to cash Jail checks for those without identification.

**Note: Trust Fund accounts can be garnished by Legal entities, the Court, Federal or State Institutions.

CHARGES & FEES:

A \$5.00 fee may be charged for the following Services:

- Medical / Dental co-pay may be charged against your Trust Fund Account. If you do not have money, you will still be seen and treated. Your acceptance of a medical or dental visit is your acknowledgement and acceptance of the fee charge.
- Copying of Legal paperwork only (\$0.15 a page)
- Haircuts (\$25.00) each haircut
- Notary Services (\$5.00) arranged via Notary Request Form
- Copying of current Jail Medical Records (\$10.00)

****Note:** If you damage County property, you may receive new criminal charges, and the cost of the damage may be deducted from your Trust Fund account after a disciplinary hearing and / or Court hearing. The jail debits your Trust Fund account for indigent items that you receive and the negative balance remains on your account until paid. As you receive funds, the cost for those items is deducted from your deposits.

COMMISSARY (STORE):

All commissary sales are final. There are no refunds of commissary purchases. ARAMARK Corporation operates the commissary as a private vendor. Money received and posted to your Trust Fund account no later than the day prior to your projected commissary order day is available for commissary use.

Commissary forms are provided to each housing unit by 9:00 P.M. Friday. Order forms are picked up by 9:00 P.M. Sunday. Orders at the Main Jail are delivered by Commissary Cart depending on your housing unit location and your housing floor, (Monday 2nd floor, Tuesday 3rd floor, Wednesday 1st floor and 156). Orders are delivered by Commissary Cart at the Work Center on Wednesday morning. Scheduled delivery days and floor rotation is set by ARAMARK Corporation, and is subject to change. All commissary orders are double-checked as they are given to you. A receipt must be signed, acknowledging that you received the items. Disputes regarding commissary must be resolved at the time of delivery.

Wristbands are checked to ensure that the proper person is receiving the commissary order. Wristbands must be worn and must appear unaltered. The commissary delivery person must be able to verify that the person purchasing commissary is the same person shown on the wristband, or the commissary will not be sold.

Another way to receive commissary is ARAMARK *iCare* which allows family and friends to send gifts online for any occasion using their credit or debit card. The online address is www.whatcom.icaredirect.com; you can ask your commissary employee for an *iCare* brochure. *iCare* will be delivered on your next scheduled delivery date after the order is received online.

If you are released prior to your commissary order delivery, the Commissary is held for 72 hours. After 72 hours, the items are destroyed. Commissary items may be picked up between 8:00 A.M. and Noon each weekday. Hot food items are not held.

MEDICAL / PSYCHIATRIC SERVICES:

If you need immediate medical attention (accidents, sudden illness or injury), use the call button located by the door in your cell or housing module to alert the jail staff. All necessary medical services will be provided.

For routine medical needs send a Health Request Form (**pink slip**) to the medical staff. Pink slips are passed out and picked up daily by the Medical Staff at the noon med pass. The nurse or doctor will schedule a time to see you. When requesting psychiatric or dental services, use the same procedure used when requesting medical services.

Medication is normally provided three times a day (approximately 7:00 a.m., 1:00 p.m. and 8:00 p.m.) and is taken immediately, in front of the Nurse or Deputy. If you have medication, it is your responsibility to come to the chow hatch or door, appropriately dressed, when medication call is announced. **Inmates are responsible for insuring that the medications given to them are the correct medication and dosage prior to taking them.**

The jail does not routinely provide over the counter medication (Tylenol, Maalox, etc.), but will make it available if the Nurse or Doctor determines that it is needed. If you regularly use any over the counter medications, you must receive approval from the medical staff to continue its use.

****Note:** You are **not charged** for Medical, Psychiatric or Dental services; however if you have medical coverage, your insurance provider may be charged, and you may be charged a \$5.00 co-pay.

Services may include:

- Medical Screening at the time of booking
- Life threatening medical or psychiatric emergencies
- Care for serious, chronic medical conditions
- Physical exams
- Follow-up, and continuation of recent and ongoing medical care started by a doctor or other practitioner
- Pregnancy related services
- Treatment of sexually transmitted disease

****Note: IF YOU NEED CARE, YOU WILL BE SEEN EVEN IF YOU HAVE NO MONEY.**

COMMUNICABLE DISEASE GUIDELINES:

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

MEDICAL GRIEVANCE:

If you do not agree with your current medical treatment or lack of treatment by Jail Medical Staff you may file a grievance as outlined in this booklet.

MEALS:

You are required to be properly dressed for all meals. This means you must wear a shirt and trousers to be served meals. A general announcement will be made in the housing unit that a meal will be served. It is your responsibility to come to the chow hatch or entry door to receive your meal. **The staff does not individually notify each person that meal service is taking place.** You are required to provide your name to the Deputy prior to receiving your meal.

Once the meal cart has moved away from a housing unit, meal service for that unit is completed. **Late trays are not served unless there has been an emergency or you are out of your unit.** One tray per-person is the Policy, **NO** second helpings, exchanging or substitution of items on the trays is allowed. You are responsible to return your tray and utensils when the trays are picked up. Do not throw forks, spoons, cups, or trays into the trash. If a utensil is broken, return all of the pieces to the Deputy when the trays are collected. If all trays and utensils are not accounted for, it may result in lockdown or disciplinary sanctions.

Special diets are requested by submitting an Inmate Request form or a Health Request form, when medically related. The medical staff will reply to all medical special diet requests. The Duty Sergeant will reply to all religious diet requests. Include your religion, and any dietary restrictions associated with your religion on the Inmate Request form. **Special Diets based on preference are not provided.**

Meal schedule, these times are approximate:

Breakfast 6:15 - 7:15 a.m.

Lunch 11:00 – 12:00 a.m.

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

HAIRCUTS:

Ask the Deputy working your housing floor for a Haircut Request Form, fill out the form completely, and return it to the Deputy. The Deputy will remove the haircut fee from your Trust Fund Account. The Barber is an independent contractor and sets the rate for haircuts. The barber does not have a set day or time to cut hair; his availability is determined by his schedule. However, the barber attempts to give haircuts on Friday nights each week. Once the money is removed from your Trust Fund Account it is not refundable.

RAZORS:

- Razors are issued to Main Jail inmates Wednesdays at approximately 10:00 P.M.
- Razors are issued to Work Center Custody Inmates Wednesday morning and to Work Crew inmates Wednesday evening.
- Razors are issued to all Jail Work Center inmates on Sunday mornings.
- Deputies distribute sign-up sheets each razor day; you must sign the sign-up sheet to receive a razor.
- You must use your razor immediately; all razors are picked up at / before lockdown.
- Failure to return a razor to the floor Deputy will result in immediate disciplinary action.
- You are allowed to use a razor on trial days.
- Emery boards are handed out on Sunday mornings at the first medication call, and picked up at or before the second medication call.

*** SEARCHES PATDOWN / STRIP:**

Pat down searches are used to control contraband including weapons and are for the security of the Jail, inmates, visitors, contracted staff and employees. All persons booked at the Main Jail or processed for commitment at the Jail Work Center will be Pat searched. Strip searches are authorized when a person is booked and appears to be in possession of Drugs, Drug Paraphernalia, or Weapons or falls under RCW 10.79.130. Additionally, all commitments are strip searched whenever they return from a prolonged absence, or are persons arrested on drug related charges.

TRANSPORT:

Inmates will be properly and completely dressed for all transports, including in-house transport. Proper attire includes Jail shirt, trousers, and shoes in good condition and transport restraints. Trial attire and shaving for trial appearances are arranged with the Transport Coordinator via Inmate Request Form; you are required to wear a stun belt for trial.

The rules of Conduct are:

- No talking except when responding to Court Personnel, Medical Practitioners, or if the transport Deputy has granted permission
- Remain seated during court proceedings except when your case is called
- Do not attempt to leave the courtroom or medical facility unless instructed to leave
- Be respectful to the Judge, Court Personnel or Medical Practitioners
- Obey verbal directives given by a Transport Deputy, Court Personnel or Medical Personnel
- Do not pass or receive any item from anyone except Court Personnel
- Rise when the Judge enters or leaves the courtroom, and when addressed by the Judge

**Note Transport Deputies may remove inmates from court, or Medical Facilities for any violation of the Rules of Conduct.

***DISCIPLINARY ACTION:**

Violation of Whatcom County Jail rules can result in disciplinary action and sanctions. Actions or activities which are also violations of Local, State or Federal law may result in additional legal charges.

RULES VIOLATIONS:

GENERAL INFRACTIONS:

- 101. Aiding:** Promoting, or attempting the rendering of assistance to another person in the commission of any general infractions.
- 102. Call Button:** the use of the call button for non-emergency purposes.
- 103. Contraband: Includes but is not limited to** - possessing anything not specifically authorized by Jail rules, which does not pose a threat to the safety or the security of the facility. Possession of any item altered in any manner, or used in any way for other than its intended purpose. Possession of any item clearly marked as belonging to another inmate.
- 104. Court Conduct:** Unauthorized communications, unruly behavior, or the passing of notes and messages in court.
- 105. Disobedience:** disobeying or delaying an order given to you by a Staff member.
- 106. Disorderly Conduct or Disruption:** disorderly behavior, including but not limited to; yelling, horseplay, teasing, or taunting that result in the disruption of ANY institutional activity.
- 107. Funds / Property Manipulation:** the unauthorized transferring of money or any item of value between inmates and or others.

- 108. Harassment / Inappropriate Behavior:** Physical contact or inappropriate, disrespectful, harassing behavior towards staff, contract employees, volunteers, visitors, or another inmate that does not constitute assault or threats. Examples include swearing, name-calling, sexually suggestive language, or abusive words or gestures.
- 109. Interfering with Count:** interfering with a security-check or head count by obstruction or delay, including covering of lights, “tenting” a sleeping area, or the unauthorized changing of cells.
- 110. Mail / Telephone Misuse:** unauthorized or fraudulent use of the mail or the telephone.
- 111. Meal Misuse:** the stealing, throwing, or any other misuse of food. Failure to return a tray, cup or utensil.
- 112. Medication Misuse:** Misusing, abusing, or hoarding authorized over-the-counter medications.
- 113. Passing:** passing any item, unless authorized by a Staff member.
- 114. Provoking Words / Gestures:** using abusive or threatening words or gestures to inmates or Staff members, including the use of gang signs or gestures.
- 115. Program Rules Violations:** a violation or failure to follow an Alternative to Jail Program rule.
- 116. Rule Violations:** the violation of any posted rule or regulation, e.g. Inmate Orientation Booklet, etc.
- 117. Sanitation Violation:** any act contrary to sanitation standards that does not cause a health hazard, including but not limited to using a toilet as a garbage can, covering drains or vents.
- 118. Uniform Violation:** Failure to wear a jail uniform properly, including but not limited to, rolling up pant legs above ankles, “sagging” showing underwear, wearing unauthorized items, including on your head or in your hair.
- 119. Vandalism:** willful destruction of property belonging to Whatcom County or to others, with a value less than ten dollars (\$10.00).
- 120. Wristband Violation: Removing,** altering, or destroying your issued wristband. Refusal to display your wristband when directed by any staff member or contract staff person.

SERIOUS INFRACTIONS:

- 201. Aiding:** Promoting, attempting, or rendering assistance to another person in the commission of any serious infraction.
- 202. Assault:** inflicting bodily harm to another inmate or Staff member.
- 203. Attempt:** Any attempt to commit a major infraction.
- 204. Bribery:** giving or offering a thing or service of value to Staff member to influence them in the performance of their duties.
- 205. Causing a Fire Hazard:** any act that creates a fire hazard, through intent or negligence, including the possession of a lighter or matches. Tampering with or attempting to tamper with any electrical device, alarm or fire suppression device.
- 206. Causing a Health hazard:** engaging in behavior that compromises the health and well being of Staff or inmates, this includes but is not limited to adulteration of food / drink, flooding, failure to use the toilet for human waste.
- 207. Conduct Violation:** a documented pattern of disobedience, misbehavior, or failure to maintain a favorable record of conduct during your incarceration.
- 208. Contraband:** possessing anything not specifically authorized by Jail rules which poses a threat to the safety of another person, the security of the facility, or possession of any item altered in any manner, or used in any way for other than its intended purpose which poses a threat to the safety of another person or the security of the facility.
- 209. Court Conduct:** Any unauthorized communication including the passing notes or messages, unruly behavior occurring in court which disrupt the Court proceedings, or interferes with the security of the courtroom.

- 210. Damaging or Destroying Property:** destroying or altering any property belonging to Whatcom County, or another person, with a monetary value of more than ten dollars (\$10.00).
- 211. Disturbance / Riot:** encouraging or engaging in any activity, or group demonstration, in an attempt to disturb the good order of the facility and contrary to the orders of the staff.
- 212. Escape Device:** Possessing or manufacturing any item that by its nature can be used in an escape.
- 213. False Statements:** falsely reporting or lying to staff about any incident.
- 214. Fighting:** A physical altercation between two or more inmates.
- 215. Gambling:** participating in games of chance for possessions or services of value.
- 216. Hindering:** obstructing, hindering the investigation of, or concealing the commission of, any serious infraction, criminal act, or violation of law.
- 217. Refusal of Housing:** Refusing housing as assigned.
- 218. Impersonation:** Presenting yourself as another person.
- 219. Intoxicants / Drugs Violation:** possession, use, manufacture, or introduction of any narcotic, drug, drug paraphernalia, or intoxicants into a Jail Facility not prescribed by a physician for authorized use by you.
- 220. Medication Misuse:** Misusing, abusing, or hoarding, or giving to another, authorized prescription medication.
- 221. Mutilation:** Tattooing, marking, piercing or maiming yourself or others.
- 222. Program Rules Violation:** A violation or failure to follow an Alternative to Jail Program rule that endangers the safety and security of the facility or the community.
- 223. Refusal to Work:** refusal to participate in work once sentenced participation in work stoppage, or failure to meet work standards.
- 224. Sexual Acts:** soliciting, engaging in, or threatening any sexual or lewd act, including consensual sexual contact.
- 225. Sexual Assault:** any forced or coerced physical contact of a sexual nature.
- 226. Smuggling:** Smuggling or attempting to smuggle any item into or out of a Whatcom County Jail facility.
- 227. Tampering:** includes tampering with locks, doors, cameras, or any other security device.
- 228. Theft:** taking, or possessing property belonging to another person, contract agency, or Whatcom County.
- 229. Threats:** Behaving in a threatening or intimidating manner to others; behavior such as extortion, menacing posture, crowding around or gathering during a dispute, making veiled or direct threats, or other intimidating remarks.
- 230. Transport Conduct:** Commission of any infraction while outside of a jail facility; includes, but is not limited to: unauthorized communication, unruly behavior, passing of notes or messages.
- 231. Unauthorized Area:** Being present in an area without authorization, e.g. nurses area, staff lounge, etc.
- 232. Violation of Local, County, State or Federal Law.**
- 233. Weapons Possession / Weapons manufacturing:** introduction, use, manufacture, or possession of any object, which may constitute a serious threat to safety or security.

DISCIPLINARY APPEAL:

If you disagree with the Disciplinary Board decision you may appeal to the Administrative Lieutenant. You appeal by sending an Inmate Request Form or a letter outlining your disagreement with the decision directly to the Administrative Lieutenant. Inmates have five days to submit an appeal after the receipt of the Disciplinary decision.

If you disagree with the Administrative Lieutenant's decision you may appeal to the Chief Corrections. You appeal by sending an Inmate Request Form or a letter outlining your disagreement with the Lieutenant's decision directly to the Chief of Corrections. Inmates have five days to submit an appeal after the receipt of the Administrative Lieutenant's decision. Decisions made by the Chief of Corrections are final and not subject to further appeal within the Sheriff's Office.