

**INMATE MANUAL
WHITMAN COUNTY JAIL
COLFAX, WA 99111**

From the Whitman County Sheriff

Within this manual can be found the answers to many of the questions frequently asked by jail inmates. We assume that every prisoner who can read English will read this manual and save himself some grief. So that every inmate will have access to the manual, please leave this notebook in your unit's dayroom.

As the Whitman County Sheriff, I am ultimately responsible for the operations of this facility. It is my purpose to provide you with a safe, sanitary and secure place of confinement as we can. I will do all in my power to see to it that you leave this jail in no worse condition than you were in when you arrived. The correctional officers who will be supervising you during your stay are not here to punish you. Acting under the laws of the State of Washington and local courts, they are holding you until the courts direct them to release you from custody. I fully expect that each correctional officer will act professionally and will treat you fairly and humanely. I fully expect that you will show respect to them and to your fellow inmates.

Whether or not you return to this jail will mainly be up to you. Be sure to keep in touch with your probation officer or the courts as ordered. If alcohol abuse or misuse played a part in the events leading to your arrest, the jail offers AA and NA groups. No one expects jail to be fun, but if you talk to inmates who have spent time in other jails they'll tell you the same thing: This is as good as jail gets.

My officers will treat you with respect. Please do the same.

Sincerely,

Sheriff Brett Myers

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INMATE ORIENTATION

At your booking you were given an overview of jail rules and programs.

The golden rule applies here treat others as you wish to be treated.

BASIC RULES:

- Do not threaten or assault anyone - officer or inmate.
- Do not damage anyone's property - county or inmate.
- Do not make, possess, nor consume alcoholic beverages or drugs.
- Do not take any food, other than commissary items, or drinks into your cell.
- Shower at least every other day.
- Keep noise levels low; show respect for others.
- Keep your cell clean and help keep the common areas clean.
- Be respectful. Neither you nor anyone else is required to put up with vulgar or abusive language.
- Kites, mail, and messages to staff must be in the door before the start of each shift.
- Use of the dayroom is a privilege. It is the first privilege taken away as a result of negative behavior.
- The jail staff reserves the right to house you where we feel it is appropriate.

It is not possible to include every possible rule and expectation that we have for your behavior in this handbook. Officers speak with authority. If they ask you to do something, or they ask you to stop doing something, do as they say. You will lose any arguments. If you feel the officer is being unfair, don't argue. Rather, as reasonable adults, try to discuss the situation with the officer. If that fails, there is a grievance procedure available to you so that you can address the issue. The best avenue is always to try to work it out with the individual officer.

Here are some acts that tend to get you locked down:

- Failing to clean your cell first thing in the morning.
- Failing to help your unit mates in cleaning common areas.
- Standing on your bunk, tables, chairs, or other objects so you can look out the window.
- Going back to bed after breakfast and before inspection.
- Not opening your door open at wake up.
- Communicating with fellow inmates who are in lockdown status.
- Placing items on window sills in the cells.
- Having too much stuff in your cell, especially if messy.
- Having more than three books and/or magazines in your cell.
- Pushing the "emergency only" button when no emergency exists.
- Looking into the control room.
- Saving your medication for later.
- Asking for restock items, such as paper towels, when your unit is well supplied.
- Requesting things from officers rather than putting the requests on a kite.
- Communicating with people through the windows.
- Communicating with people from a different unit.

FIRE EMERGENCIES

In a concrete and glass building such as this, the key concern in the event of a fire is smoke inhalation. Our officers are trained in moving you to safety.

The main thing for you to do is not panic.

If you become aware of fire or smoke in the jail, immediately notify staff of the problem. Then get away from the smoke as much as you can.

Because smoke rises, stay as low as possible. Wet your towel or sheet and drape it over your head. Stay calm and low. An officer will guide you to safety.

Should the control room open your doors and instruct you to go to safety, carefully follow the instructions. You will be instructed to follow path #1 or path #2 to safety. The numbers are painted in red at the bottom of the hallway walls. Follow the direction the arrows point.

Do not use the elevator in a fire.

FIGHT IN THE JAIL

If a fight occurs in the jail stay out of it. Go to your cell and close the door.

All the combatants will get punished no matter who threw the first punch.

Punishment include long term lockdown, move to segregation, loss of good time, and criminal assault charges.

LOSS OF POWER

The jail has a generator that will operate critical functions like doors and lights. It does not operate the TV's. If the power fails in the jail lock yourself down until an Officer tells you otherwise.

YOUR LIVING AREA

Corrections Officers have the right to house you where they choose. Even if the judge has given you work release, we might hold you in a cell. We might do this because there is a warrant for your arrest or simply because your behavior calls for high security housing. It's our call.

Whether you are living in a cell or in a dorm, the officer assigned you a bed and that is "home" until we move you. Stay put. The officer and you did a brief cleanliness and damage inspection. You are responsible for keeping the area clean and damage free. When you move out, the area in work release or your cell needs clean. Due to a dirty cell, sometimes a release is delayed while an inmate cleans his cell. You will be held liable for any damage to your cell.

You are to remain in your assigned cell, or in the sleeping area or your dorm, from the 10:00 PM lockdown until wake up at 6:00 AM. During the day, unless you have lost your dayroom privilege, you decide whether you want to be in the dayroom or in your cell. Do not go into the cell of another and do not let anyone into your cell. Do not loiter in or near the doorway of someone else's cell.

From wake up until midnight you have control of the lights in your cell. The small light is used by officers to check on you at night. Do not touch the switch. It is not your night light or reading lamp.

Because of the way the door locks work, we must leave them in the locked position. Anytime the door closes, it will be locked. Do not use the "emergency call" button, wait until an officer comes to the unit to request the door be opened. At wake up, the control room will open your cell door. Get out of bed and open your door. Although we may give new arrivals the benefit of the doubt, others who fail to open their doors stay locked in their cell.

The following list of lockdown sanctions is only for those who do not open their door in the morning.

First offense:	6 hour lockdown	(out at noon)
Second offense:	11 hour lockdown	(out at 5PM)
Subsequent offenses:	23 hour lockdown	(out at 6AM the next day)

Can someone else open your door? Yes, but you will still have to get up for inspection.

Do not pile stuff against the door in an attempt to open it.

Juice and coffee is poured only for those who have their cups on the table and ready when the meal cart arrives. Inmates who are not ready to go when the meal cart arrives will not get juice or coffee.

MORNING DUTIES

As soon as you receive the cleaning supplies, clean your cell and assist the others in cleaning common areas. The television and telephone will be granted after inspection of your unit and its cleanliness. Do not think that you will get your TV anytime you decide to get your cleaning done.

You must complete your cleaning by the inspection round, which occurs between seven o'clock AM and eight o'clock AM. Razors will also be picked up at this time. You must make your bed, and be awake during the inspection round. You must be up and out of bed, not on top of the covers during inspection. You may return to bed after the inspection round is complete.

EVENING DUTIES

Before lock down each night, you need to help straighten up the common area. You will stack all the chairs. All games, books, and other items will be organized. Trash will be picked up and thrown away. The newspaper will be put back together and set on a table near the door into your unit. Failure to properly take care of the newspaper will result in loss of the newspaper for the next day. Failure to have the common area properly taken care of will result in loss of TV.

LATE NIGHT

Although lockdown is at ten o'clock PM, each living unit, except for intake (Green), may request a "late night" once per week (Sunday through Saturday). This is a privilege and not a right. Poor behavior on the part of one person in the unit is enough to deny this privilege to all. Late night must be requested for the unit on the 8:00 AM or 1:00 PM kite.

WHAT YOU MAY HAVE IN YOUR CELL

- Three shorts and tee shirts, women may have three bras.
- Three pair of socks.
- One set of sweats, without strings or zippers.
- Toilet articles given at booking or purchased through commissary.
- One pillow case, two sheets, two blankets and two towels. Three blankets are allowed in the winter months.
- One pair of Whitman County deck shoes.
- One pair of Whitman County issued shower shoes.
- A total of 3 reading items, being books or magazines. *Religious books, legal books and school books are extra. No clutter.*
- Up to four pencils and one set of colored pencils. *Marking pens, ink pens, and mechanical pencils are contraband.*
- Pictures are okay with restrictions. They will not be stuck to the walls nor “pinched” in the crack between your light and cell wall.
- A reasonable amount of stationary, envelopes, and stamps.
- Your personal mail, as long as it does not become a storage issue.
- A notebook without a metal binder.
- Art paper in limited quantities.
- Items purchased through commissary.

Whatever you have, keep it neatly stored. Officers offer less leeway to inmates who are sloppy. If you have a lot of stuff, you can request a plastic bin in which to store it. Here is our rule of thumb: You cannot have more stuff than will fit in the bin with the lid securely closed. If you break the container assigned to you, you will be charged ten dollars to replace it. Keep soiled clothing in your laundry bag, not the plastic storage bin. Other than commissary, do not have food or drinks in your cell. This includes crackers.

If you want a razor, a personal one will be issued to you. These are kept in the control room and are issued by the graveyard officers. Put in requests for razors on the 10:00 PM kite. It will be delivered in a sandwich bag. Shave right away and return the razor to the graveyard officer. Razors are not issued at other times. Do not use anyone else’s razor and do not borrow any. Razors are exchanged on Sundays.

Your people are limited as to what they are allowed to bring in to you. Money is to be placed into your jail account. Money orders and bank drafts are okay, but we do not accept personal checks. Your people can send you stamps. Books and magazines that you bring into jail or are sent to you become part of the jail library once you have finished them. School books, professional journals and religious materials do not become part of the jail library. We do not allow personal radios, calculators, or other similar items. If a game is sent to you, it becomes jail property when you leave.

Items can be sent to the jail through the mail or UPS, but there is no COD. Your visitors can bring the above items to you in reasonable amounts. An officer will check the items and decide whether they are acceptable. Be advised that officers are sometimes too busy to receive items.

The jail is not responsible for your stuff. If you leave your property in booking, it will be safe. If you take them to your unit, you take your chances.

DRESS CODE

Two styles of uniforms are worn by jail inmates -- coveralls and two-piece uniforms. Inmate workers wear two-piece grey uniforms or two-piece black and white striped uniforms. Close custody inmates wear orange coveralls or orange and white two-piece uniforms. Living in the work release unit is not sufficient for inmate worker uniforms.

Those in grey or black-and-white are to wear the entire uniform while in their dayroom and any time they are outside the unit. They can take one of both parts of the uniform off while in the sleeping area or in the bathroom. If they are wearing a uniform and a tee shirt, and feel too hot, they are to remove the tee shirt and wear the grey or black-and-white top. The only exception to this rule is when people are engaging in recreation. They must wear the grey or black-and-white pants, but may wear a tee shirt when lifting weights or while out on the basketball court. The complete uniform is worn when workers are doing community service inside and outside the building and when going on a job search or going to AA.

Those wearing the orange coveralls must wear it as it was meant to be worn anytime they are out of their cell. This includes being buttoned up within two buttons from the top. When actually using the weight machine, they can roll the top down to the waist if they are wearing a tee shirt. When on the basketball court, they can roll the top down if and only if they are wearing a tee shirt. Under no circumstances are the pant legs to be rolled up. Those wearing orange-and-white uniforms must keep both top and bottom on when out of their cells. They may remove the orange-and-white top only when on the outdoor court or working out in the dayroom, however a tee shirt must still be worn.

All inmates must wear deck shoes or shower shoes while in the dayroom.

PORNOGRAPHY/GANG/RACISM

The jail will not allow sexually explicit, gang related, nor racist materials to be processed by inmates. Sexually explicit, gang related, and racist materials can include but is not limited to personal photographs, digital images, drawings, writing, pictorials, written descriptions, or other materials or documents.

HEAD GEAR

We allow folks with long hair to use simple hair ties such as rubber bands. Inmates are not to wear any head gear while in the jail. This includes bandannas, shirts, towels, any other article of clothing, combs, etc. Such headgear is subject to confiscation. The cooks wear caps while serving.

VISITING

Visiting hours are Sunday, Tuesday and Thursday from 1:30PM until 4:30PM. No visitors will be accepted after 4:00PM. Visiting is conducted over a phone with a pane of glass between you and your visitor. You must use your PIN to use the phone all conversations will be recorded. Because there are only four visiting rooms, these spaces often need to be shared. There will be times when it is impossible to visit for the entire three hours. Family members are given priority in visitation, but we try to go first come first served.

The rules for visiting are simple:

1. All visitors must have a valid picture identification such as a driver's license or state ID card.
2. Visitors must be 18 years of age unless they are directly related to you or are accompanied by their parent or legal guardian (with proof). A note from their parent is not sufficient.
3. Please allow others to visit in quiet. Don't get into arguments, and if your kids are disturbing the visits of others, we'll ask them to leave.
4. Visitors are subject to search.
5. While in visiting do not talk to other inmates, even if they are from your living unit.
6. Do not sit on the counters; use the stool.
7. If your visitor is going to give you money, ask them to give it to the officer at the time he signs in. This is also the time to tell the officer about anything else he may have for you.

The visiting room with a table is used by lawyers and probation officers; it is not for use of family and friends.

PHONE USE

The phones in the living units allow for collect calls only. You cannot make credit cards calls on them. If your people are unable to accept collect call, call someone else and pass on a message. These are the only phones available to you.

Phones are typically on throughout the day but if it is not on do not hit the emergency call button.

Instructions for using the phone:

- At dial-tone, dial 0+ area code and number for call OR
1+ area code and number IF you are paying from a PIN account.
- Choose language and enter your PIN when prompted.
- On your first call you will speak your name (at prompt). It will be recorded and you cannot change it.
- Called party must press 1 to accept the call (at the prompt).

MAIL

Outgoing Mail

Mail you are sending out must have your name and the jails address on it.
The address is:

YOUR NAME 411 N MILL ST. Colfax, WA 99111

Every letter will be stamped: "This letter originated at the Whitman County Correctional Facility."

Do not seal the letter unless it is legal mail. Then seal it in front of an Officer. If you have postage, apply it.

If you do not have a stamp, we will sell you one. If you are penniless as well as stamp-less, the jail will bill you. Indigent inmates are billed for a maximum of three stamps per week.

Do not order anything for which you will be billed without first getting staff approval. To do so will result in your being disciplined. Should you desire to subscribe to a periodical or purchase anything through the mail, the staff will write a check with your funds to pay for the item or items. Ordering an item with no intention of paying for it is a crime, and we may press charges for it.

If there is a restraining order against you, do not write the person involved.

Incoming Mail

Mail is delivered Monday through Friday. It sits in the post office over the weekend and on holidays. Officers open the letters, remove the canceled stamps and generally deliver the mail on their next round. You get a receipt for money that comes in through the mail.

Legal mail is opened in your presence.

Packages are opened in booking and searched. Allowable items are brought to you and you will get a receipt for items which are not allowed. The mail is not a substitute for commissary. If you can get it on commissary, do not have someone send it to you. Here are items which often get disallowed and placed in your property: Food and candy, personal checks, pens, and excess of anything, toiletries.

JAIL MEDICAL

A Physician's Assistant and the staff of the county health department, working under the license of a local doctor, are responsible for inmate medical care. The jail staff provides your connections to this care, but we don't make medical decisions.

If you have a medical problem, tell an officer. He will take appropriate action.

Tylenol is about the only medication that an officer can give you without the consent of medical staff. It comes around at meal time and at bed time.

There is a weekly sick call. If you would like to see the doctor submit a Sick Call Request form to an officer during a med round. When it is your turn you will be taken to sick call.

HEALTH CARE IS NOT FREE

Similarly, each time the pharmacy delivers a medication for you, you will have to pay a prescription co-pay of ten dollars. Note that this is charged for renewals as well as for the first prescription.

Should the medical staff refer you to a local doctor, a dentist, a specialist or should you be sent to the emergency room, the entire bill is yours.

Again, you will not be denied treatment due to your inability to pay. However, the bills remain in force from one incarceration to the next.

It is the jail's intent that whether or not you have the resources you will receive appropriate emergency and necessary medical care. Should you have medical insurance, it will be billed for your care. Necessary medical service will not be denied or delayed because you are indigent. However, due to your state of incarceration, you probably will not get to name your own doctor or treatment.

Each time money is removed from your account, you will receive a receipt of the transaction.

COMMISSARY

We run commissary through a private company which has a warehouse out of state. Commissary is held weekly, the day is subject to change, but generally is on Sunday mornings. The order is delivered three days later. When the commissary officer delivers the order forms fill it out immediately and turn it in per his instructions.

Do not ask the officer when commissary will be delivered. We will deliver it when we get a chance. Asking the officer may result in commissary not being delivered.

The orders are entered into a computer and sent first thing in the morning on the day of the weekly order. UPS generally delivers the orders three days later in the afternoon, and we get the orders to you as soon as we can. If you place an order and get released before you receive your order, you do not get a refund. We can hold it for you for up to 30 days or you can have staff given it to someone else. We don't give credit; if your people don't get money to you in time, you'll have to wait to order the following week.

KITES

Kites are messages to staff. They help you to get your needs met, and they serve as a tracking system. Kites are to be placed in the pouch on the main door to your living unit prior to the following times: 8:00AM, 1:00PM, and 10:00PM.

Kites are used anytime an inmate or the unit needs or wants something. If you do not put your request on a kite, the officer may not fulfill it.

Generally, one kite goes in for the entire unit per shift. We don't want five separate kites for razors. If there is a kite in the door, just add to it. Also think about timing. Ask for unit supplies and razors on the midnight kite. Requests for the jail administration should be put on the 8:00AM kite. If your unit wants late night, put it on the 1:00PM kite.

OUTDOOR RECREATION

The outdoor court is granted on a "weather permitting" basis. We will not let you go outside on rainy, cold, or snowy days. If there are puddles on the court, we expect them to be mopped up before recreation begins. The outdoor court is shared by four units.

You can shoot baskets, but you may not play basketball. No running or jumping on the court. No food or drinks on the court. No bedding or furniture. Keep a shirt on and avoid sunburn.

THE LIBRARY

The jail library has a very good selection of books, and you can access it through the kite system. You are allowed to have a maximum of three books or magazines in your cell. Religious books, legal materials, and school books, in moderation, can be extra.

Once you have found the books you wish to take to your room, wait for an officer to return you to your unit. Be patient. Do not jump up and down trying to get our attention. Do not flash the lights. You could use the waiting time productively by re-shelving books sitting on counters and by moving books placed in the wrong area (as color coded.) Do not look into control.

INMATE CLASSIFICATION

We only have three inmate classifications, and it is up to the jail staff to house inmates. Housing locations are not assigned by the courts, by attorneys or by probation officers. For example, even if the court has allowed you work release, you may be housed in total confinement.

TOTAL CONFINEMENT: Inmates wear orange coveralls or orange-and-white striped uniform and remain in their living unit unless they have to go to court, etc. Most of these people are either un-sentenced, they are waiting to go to prison or they have a warrant from another jurisdiction.

INMATE WORKERS: Wear grey uniforms, they work inside the jail cooking, cleaning and doing laundry. They only leave the building when supervised.

WORK RELEASE: Inmates also wear black-and-white striped uniforms. Generally these people are sentenced and their judges have allowed “partial confinement” or “work release,” meaning they can leave the building without staff supervision. They also work inside the jail and leave the jail to do community service projects.

All sentenced inmates, in any classification, are expected to work, be it inside the jail or in various community service projects. It does not matter that the judge may not have ordered the payment of fines through community service work. Refusing to work is grounds for losing “good time” and/or work release privileges.

GOOD TIME

Good Time is granted to those inmates that jail staff determines to have complied with the policies of the facility and demonstrated good behavior. Offenders sentenced under SSOSA, having suspended sentences will not earn good time in accordance with RCW 9.94.120(8)(a).

Inmates who are serving less than thirty days in jail are not eligible to receive good time unless the court orders otherwise. Inmates serving thirty days or more get good time unless the court has ordered otherwise. An inmate receiving a twenty-day sentence does all 20 days. An inmate serving a thirty-day sentence generally serves 20 days - unless a hearing board has taken some or all of the good time. Inmates who serve their time in broken commitments do not receive good time.

For most inmates good time is one-third time cut. However, serious felonies receive only a fifteen percent cut.

INMATES RIGHTS TO DUE PROCESS

You are responsible for knowing the rules of this jail. Many of the rules appear in this manual, and officers will inform you of other rules. It is expected that you will do as you are told. If you break a rule, you will be punished.

There are three types of violations:

MINOR INFRACTIONS - not cleaning your room or arguing over the television.

MAJOR INFRACTIONS – Possession of contraband, threatening someone.

CRIMINAL CHARGES - escape or assault.

Minor Infractions are often handled with a reprimand. “Mr. Jones, clean your room.” Often the punishment fits the crime. For example, if you look into control while you are in the library, you will lose library privileges. A typical punishment is to be locked down for 23 hours. There is no hearing and no appeal for minor offenses since only privileges are taken (dayroom is a privilege, not a right.)

Three or more minor infractions are considered a major infraction. When this occurs, a hearing is held and more serious sanctions are possible.

Major Infractions are more serious offenses. When you are accused of one of these, you are confined to a cell until a disciplinary hearing is held. The officer will write a report on all major infractions and you will get a portion of it so that you will know the charges against you. Hearings are held within 72 hours - not counting weekends.

Deputies investigate criminal charges. The prosecutor decides whether or not to file charges. If you are a trustee, you will be moved into a secure unit.

DISCIPLINARY REVIEW

Once you have been charged with a violation of jail rules, an officer who was not involved in the incident will hold a hearing. If staffing permits, there may be more than one officer hearing the case. The officers will review the charges against you, and you will be given the opportunity to give your side of the story. Unless you wish to get it over with, we allow you 24 hours to prepare your case. You may call witnesses to appear on your behalf. You may be present for all but the deliberations portion of the hearing. After the hearing, you will receive the results in writing.

You have the right to appeal the results of the hearing. Appeal in writing to the Jail Admin Sergeant. This right expires in five days from the date of the hearing.

Infractions and the results of hearings become part of your jail record. The information is sent to your probation officer or your sentencing judge.

GRIEVANCE PROCEDURE

Inmates have the right to report what they perceive as a wrongdoing by staff without fear of being subjected to any adverse action for doing so. Report directly to the Jail Admin Sergeant unless, you are grieving him. In that case, go to the Jail Commander in writing.

When there is a problem between staff and inmates, the first step should be to try to work it out with the officer. Failing to do so, ask the officer to give you a grievance form. He will get you the form before going off duty.

If the Jail Admin Sergeant finds the grievance to be of a frivolous nature, he will reply to you in person and not in writing. If the grievance appears to have merit, there will be an investigation, and you will get a written report of the findings. This generally takes three working days or less, but sometimes it takes longer because the Admin Sergeant has to speak with the involved officer, who may have different days off.

ESCAPE

No one truly enjoys being in jail, but if you think you can solve your problems by taking off, think again. You will be caught after walking away from the jail, and when you do get caught, you will have two additional problems. First, the jail will take its pound of flesh from you. Then the courts will have their turn with you. You might end up doing prison time. It is simply not worth it.

No matter your reason for leaving, whether you are just beginning your sentence or are a few days away from completing it, those who escape or walk away from the jail will lose each and every day of good time - those days "earned" and those days which might have been credited had you not walked away. When you are returned to jail, a disciplinary hearing will be held. That hearing board will take away every day of your "earned" good time and you will no longer be eligible to earn additional good time. If you had a year to serve, you will do all 365 days of that sentence. And you will do it in a secure unit. You will never again be housed in the trustee living area. No jobs. No community service hours. It's hard time for you.

Then you go to court for any additional penalties. These may be additional jail time, fines or even prison. This is why running is not a good idea.

Penalties for Escape

- A person who is convicted of escape in the first in the first degree faces ten years in prison and a ten thousand dollar fine.
- A person convicted of escape in the second degree faces five years in prison and a five thousand dollar fine.
- Those convicted of third degree escape face another year in jail and a one thousand dollar fine. (In a secure area and without work release.)

Furthermore, any friends who helped you escape may face their own criminal charges. You will pay the costs of hauling you back to Colfax.

Quote from Sam Levenson

“You must learn from the mistakes of others.
You can’t possibly live long enough to make them all yourself.”

CONTRABAND

Contraband: Any article which a person confined in the Whitman County Jail is not allowed to possess.

It is illegal to bring contraband into a correctional facility. This includes more than drugs or weapons; it also includes items like cigarettes, matches and pens.

RCW 9A.76.140-160

- Knowingly providing a deadly weapon to anyone confined here is a felony punishable by a fine of \$10,000 and ten years in prison.
- Knowingly providing contraband to help an inmate escape or to commit a crime is a felony punishable by a fine of \$5,000 and five years in prison.

Anything that comes in to you must be cleared by an officer. If on work release, when returning to the facility, make sure you are not bringing in contraband. For example, tools you use at work or items you purchased at a store.

Finally, do not allow another inmate to talk you in to being a “mule” for them. You would probably be punished more severely than the one requesting your help.

WORK RELEASE

Permission to leave the jail to go to work, to go to school, or to do community service is a privilege, not a right. The first step toward work release is getting your judge to allow the privilege rather than ordering total confinement. The second step is not having any extraditable warrants or holds from other agencies. Until these are cleared, you stay inside.

The ultimate discretion of whether or not you leave the building lies with the jail staff. If a person cannot be trusted inside, there is no way he is going to be allowed the freedom to roam. The courts have placed this discretion in the jail's hands.

Once the privilege is allowed, candidates for the work release program must complete a work release packet. There is a fee for work release. Those earning money must pay twenty dollars per working day for the privilege.

WORK RELEASE RULES

All work release rules are provided in the work release packet. They are extensive and you are expected to know the rules and follow the rules.

FACILITY RULES

This section reviews some of the possible offenses and the probable sanctions that will be taken by an officer for a first offense. Should negative behavior continue, the punishments will get more severe.

General infractions are seen as being minor in nature. Major infractions are seen as being severe. Although minor infractions are rarely written up formally, serious infractions are always written up. They become a part of your jail record, and the courts and your probation officer will be notified of the problem. Violation of the criminal code is treated just as if you were on the outside. (Investigation, Prosecution, Jail Time)

Officers have discretion in locking you down for up to 23 hours. They don't write a formal report and you don't get an hour out of lockdown for that day. Inmates in lockdown status lose dayroom, commissary, telephone, library, outdoor court, and shower to name a few privileges. Attorney visits and phone calls will still be allowed.

Here are sanctions that often result from Major Infractions;

- Confinement to your cell or special hold until your hearing is held.
- Loss of work release or other privileges.
- You may be reclassified to a more secure living unit.
- You may have to pay for damages you do.
- There may be criminal prosecution.
- You may lose some or all of your good time.
- You may lose the dayroom privilege for a longer period of time.
- You will pay for damages you have caused.

We use a set of guidelines to help ensure Officers are consistent with lockdown time. These are *guidelines*. Inmates may receive more lockdown than would be standard. On the flip side those who have mitigating circumstances may receive less lockdown. Bottomline: This is not set in concrete you may receive more or less time based on the totality of the circumstances.

Category A1 - 40 to 90 days of lockdown

Category A2 - 30 to 60 days of lockdown

Category B1 - 20 to 45 days of lockdown

Category B2 - 10 to 30 days of lockdown

Category B3 - 5 to 20 days of lockdown

Category C1 - 2 to 15 days of lockdown

Category C2 - 1 to 10 days of lockdown

Category C3 - 1 to 5 days of lockdown

Category G - 0 to 23 hours of lockdown

When you are charged with a serious infraction, you will receive part of the officer's report telling you the charges. At the hearing you will have a chance to tell your side of the story. You can call witnesses on your behalf. You will get the results of the hearing in writing. Officer will question witnesses separately.

The rule of thumb: If an officer tells you to do something, do it. If he tells you not to do something, stop doing it - whether or not the incident in question made it into writing.

COURT PROCEDURES

This section applies to those who have just been arrested and will most benefit those who are having their first experience within the criminal justice system. This information is not meant to be a substitute for an attorney. The due process information is based on the fact that in the eyes of the law an arrested individual is considered to be innocent until proven guilty.

Washington has two levels of courts. Superior Court handles felonies and some gross misdemeanors, the more serious offenses. District Court handles misdemeanors and most gross misdemeanors. If you want to be represented by an attorney and cannot afford to hire one, at your first court appearance the judge will provide you with counsel. Whitman County contracts with regular attorneys to carry out this function. There is no "public defender's" office. The District Court Judge is in Colfax on Monday, Wednesday and Friday and in Pullman on Tuesday and Thursday.

DUE PROCESS

This information applies to folks who have been arrested on local charges. It does not apply to people arrested on warrants or for other jurisdictions. The purpose is to establish "probable cause" for an arrest, and the existence of a warrant confirms that there is probable cause for an arrest. Those on felony probation may see their probation officer (Community Corrections Officer) instead of going before the court.

Within 48 hours of an arrest (weekends and holidays included) a judge must determine whether or not probable cause exists. During the week this happens by taking the arrested individual to the courtroom. On weekends a Corrections Officer telephones a judge and presents the arresting officer's probable cause. The arrested person does not talk with the judge at this point. The Corrections Officer follows the judge's instructions; "hold or release."

This first appearance in court is not a trial. Not only is it meant to establish whether probable cause exists for us to hold you, but the court will determine whether or not you should be released pending trial. The court may place conditions on your release, and will provide you with an attorney if you want one and cannot afford one.

In District Court you will be informed of the charges against you and you will be informed of the maximum penalties should you be convicted. You will not have an opportunity to address the court.

Seventy-Two Hours to File.

From the point when you first appear in court, or from that phone call, the Prosecuting Attorney has only 3 days (not including weekends) to file charges against you. You don't go to court when the charges are filed.

Arraignment

In Superior Court you will have your arraignment within fifteen days of your initial court appearance. This is when you learn what charges have been filed against you and the maximum penalties if convicted of them. This is when you have the opportunity to plead "Guilty" or "Not Guilty." Should you plead not guilty a trial date will be set.

The most important advice for you is that you not assume anything. If the court released you, don't assume that it's behind you and you won't have to return to court. Give the court your current address and keep in touch with your attorney, or if you don't have one, the prosecutor. If you have an attorney, the prosecutor won't speak directly to you.

BONDING COMPANIES

Bonding companies are private businesses which sell a specific kind of insurance. This insurance buys the freedom of a defendant so they won't have to sit in jail as the court process moves along. If you can come up with the cash to furnish the entire amount of the bond, you don't need the bonding agent's services. When you put up the full amount of the bond, you get everything back when the case is settled unless you jump bail and are returned on a warrant. Bail jumping is grounds for bail forfeiture.

When you don't have the full amount, you can hire a bonding company. You give them between ten and fifteen percent of the face value of the bond. This varies from agent to agent. Some companies require the title to a motor vehicle. Some take credit cards. Some require a co-signer. An acceptable co-signer would be a property owner, business owner or someone who has roots in the community.

APPENDIX A - FACILITY RULES

The following is an alphabetical listing of the classes of violations and the specific rules that make up the class.

11 Arson / Explosives

- A1.11.0 Possession, manufacture, or introduction of an explosive device or any ammunition, or any components of an explosive device or ammunition.
- A2.11.1 Setting a fire.
- B1.11.2 Making a bomb threat.

1 Assaults / Threats / Homicide

- A1.1.0 Committing homicide.
- A1.1.1 Aggravated assault on a staff member, volunteer, visitor, or community member.
- A1.1.2 Aggravated assault on another offender.
- A1.1.3 Assault (as defined in RCW 9A.36.100 Custodial Assault) -- To include staff, volunteers, visitors, and community members.
- B1.1.4 Assault on another offender.
- B1.1.5 Fighting with any person.
- B1.1.6 Adulteration of any food or drinks.
- B3.1.7 Causing injury to another person by resisting orders, resisting assisted movement or physical efforts to restrain.
- B3.1.8 Using intimidation or coercion against any person.
- C1.1.9 Threatening another with bodily harm or with any offense against another person, property, or family.
- C1.1.10 Causing a threat of injury to another person by resisting orders, resisting assisted movement, or physical efforts to restrain.
- C1.1.11 Throwing objects, materials, substances, or spitting in the direction of another person(s).
- G1.1.12 Unauthorized demonstration, practice or use of martial arts.

21 Communication Violations

- B2.21.0 Possession or unauthorized use of a cell phone.
- B3.21.1 Unauthorized use of facility telecommunication equipment, Internet, computers.
- C2.21.2 Use of mail or telephone in violation of court order or local, state, or federal law.
- C2.21.3 Telephoning or sending written communications to any person contrary to previous written warnings or direction and/or documented disciplinary action.
- C2.21.4 Any telephonic or written correspondence with any offender in a correctional facility without prior written approval of the superintendent/community corrections supervisor/designee.
- C2.21.5 Telephoning or sending written communication or otherwise initiating communication with a minor without the approval of that minor's parent or guardian.
- G1.21.6 Unauthorized use of mail or telephone or unwanted written or telephonic communications to any person.
- G1.21.7 Correspondence or conduct with a visitor in violation of published or posted rules and policies.

10 Contraband

- B3.10.0 Possession, introduction, or transfer of any tobacco, tobacco products, matches, or tobacco paraphernalia outside of the work release lockerroom.
- B3.10.1 Possession of personal information about currently employed staff, contractors, or volunteers, or their immediate family members, not voluntarily given to the offender by the individual involved; including, but not limited to: Social Security numbers, unpublished home addresses or telephone numbers, driver's license numbers, medical, personnel, financial, or real estate records, bank or credit card numbers, or other like information not authorized by the court or the superintendent.
- B3.10.2 Unauthorized possession of money or other negotiable instruments the value of which is five

dollars or more.

- C1.10.3 Possession, manufacture or introduction of an unauthorized tool.
- C1.10.4 Receipt or possession of contraband during participation in off grounds or outer perimeter activity or work detail.
- C3.10.5 Possession of anything not authorized for retention or receipt by an inmate.
- C3.10.6 Possessing more than ten dollars in a work release locker

18 Counterfeiting

- B3.18.0 Counterfeiting, forgery, altering, falsification, or unauthorized reproduction of any document, article of identification, money, security, or official paper.

8 Disorderly Conduct / Rioting

- A1.8.0 Rioting or inciting other to riot.
- B2.8.1 Engaging in or inciting an organized work stoppage.
- C1.8.2 Refusing to submit or cooperate in a search when ordered to do so by a staff member.
- C1.8.3 Refusing a cell or housing assignment.
- C1.8.4 Refusing to participate in a work assignment, education program, or other mandatory programming assignment.
- C1.8.5 Engaging in or inciting a group demonstration, organized hunger strike, or unauthorized group activity or meeting.
- C1.8.6 Participating or engaging in the activities of any unauthorized club, organization, gang or security threat group; or wearing or possessing the symbols of an unauthorized club, organization, gang or security threat group.
- C2.8.7 Attempted suicide or encouraging an offender to commit suicide.
- C3.8.8 Performing or taking part in a marriage in the facility.
- C3.8.9 Self-mutilation or self-harm.
- G1.8.10 Abusive language, harassment, or other offensive behavior directed to or in the presence of staff, visitors, inmates, or other persons or groups.
- G1.8.11 Disruptive behavior.
- G1.8.12 Horseplay, roughhousing, or any other unauthorized physical contact between inmates.

13 Drugs / Alcohol

- A1.13.0 Possession, introduction, use or transfer of any narcotic, controlled substance, illegal drug, unauthorized drug, mind altering substance, or drug paraphernalia.
- B2.13.1 Possession, introduction, or transfer of any alcoholic or intoxicating beverage or substance.
- B2.13.2 Making intoxicants, alcohol, controlled substances, narcotics, or possession of ingredients, equipment, items, formulas, or instructions that are used in making intoxicants, alcohol, controlled substances, or narcotics.
- B2.13.3 Unauthorized use of an over the counter medication or failure to take prescribed medication as required when administered under supervision.
- B2.13.4 Receiving a positive test for use of unauthorized drugs, alcohol, or other intoxicants.
- B3.13.5 Refusing to submit to a urinalysis and/or failure to provide a urine sample when ordered to do so by a staff member within the allotted time frame.
- B3.13.6 Refusing or failing to submit to a breathalyzer or other standard sobriety test when ordered to do so by a staff member.
- B3.13.7 Unauthorized possession of prescribed medication.
- B3.13.8 Giving, selling or trading any prescribed medication with another offender.
- C2.13.9 Providing a urine specimen that has been diluted, substituted or altered in any way.

12 Escape / Security

- A1.12.0 Escape.

- A2.12.1 Unauthorized possession of items or materials likely to be used in an escape attempt.
- B1.12.2 Any escape from work release with voluntary return within 24 hours.
- B2.12.3 Tampering with, damaging, blocking, or interfering with any locking, security, or audio and/or video monitoring or recording device.
- B2.12.4 Possession, manufacture or introduction of unauthorized keys.

7 Gambling

- C2.7.0 Gambling; possession of gambling paraphernalia.

22 Loaning / Trading / Borrowing / Giving

- C1.22.0 Giving, selling, borrowing, lending, or trading money or anything of value to, or accepting or purchasing money or anything of value from, another offender or that offender's friend(s) or family, the value of which is ten dollars or more.
- C3.22.1 Loaning of property for profit.
- C3.22.2 Entering into an unauthorized contract.
- C3.22.3 Unauthorized possession of money or other negotiable instruments the total value of which is less than five dollars.
- C3.22.4 Giving, selling, borrowing, lending, or trading money or anything of value to, or accepting or purchasing money or anything of value from, another inmate or that inmate's friend(s) or family the value of which is less than ten dollars.

9 Malicious Mischief / Destroying, Wasting and Misuse of Property

- B3.9.0 Urinating, defecating or placing feces or urine, in any location other than a toilet or authorized receptacle.
- C1.9.1 Mutilating, altering, defacing, or destroying any item valued at ten dollars or more and that is not the personal property of the inmate.
- C1.9.2 Making a false fire alarm or tampering with, damaging, blocking, or interfering with fire alarms, fire extinguishers, fire hoses, fire exits, or other firefighting equipment or devices.
- C2.9.3 Misuse or waste of issued supplies, goods, services, or property the replacement value of which is ten dollars or more.
- C2.9.4 Flooding a cell or other area of the facility.
- C3.9.5 Mutilating, altering, defacing, or destroying any item valued at less than ten dollars and that is not the personal property of the inmate.
- G1.9.6 Misuse or waste of issued supplies, goods, services or property, the replacement value of which is less than ten dollars.

17 Obstruction

- C1.17.0 Interfering with staff members, medical personnel, firefighters, or law enforcement personnel in the performance of their duties.
- C2.17.1 Refusing a direct order by any staff member to proceed to or disperse from a particular area.
- C2.17.2 A pattern of creating a false emergency by feigning illness.
- C3.17.3 Interfering or failing to comply with count procedures.

19 Providing False Information / Lying / Dishonesty / Impersonation

- B3.19.0 Impersonating any staff member, contracted staff member, volunteer, other offenders or visitor.
- B3.19.1 Providing false or misleading information during any stage of an investigation of sexual misconduct.
- C1.19.2 Causing an innocent person to be penalized or proceeded against by providing false information.
- C2.19.3 Providing false information to the disciplinary hearings officer or on a disciplinary appeal.
- C2.19.4 Giving false information when proposing a furlough.
- C3.19.5 Lying to a staff member.

- G1.19.6 Using the emergency call button when there is no actual emergency or when explicitly forbidden in writing in the inmate manual.

5 Sexual Assault / Rape / Sexually Explicit Behavior and Images

- A1.5.0 Sexual assault or attempted sexual assault on a staff member.
- A1.5.1 Sexual assault or attempted sexual assault on another offender.
- A1.5.2 Abusive sexual contact with staff, volunteer, visitor, or community member.
- A1.5.3 Abusive sexual contact with another offender.
- B1.5.4 Engaging in consensual sexual acts.
- B2.5.5 Indecent exposure.
- C1.5.6 Sexual harassment.
- C2.5.7 Possession of any sexually explicit material(s), as defined by department policy and/or WAC 137.28.160.
- G1.5.8 Unauthorized display of affection with a visitor.
- G1.5.9 Unauthorized displays of sexual affection with another inmate.
- G1.5.10 Possession of any written, photographic or hand drawn material that depicts a sexually explicit act as defined in WAC 137.28.160.

3 Theft / Possession of Stolen Property / Extortion / Fraud / Bribes

- B3.3.0 Extortion, blackmail, demanding or receiving money or anything of value in return for protection against others, or under threat of informing.
- B3.3.1 Possession of clothing or assigned equipment of a staff member.
- C1.3.2 Theft of property or possession of stolen property.
- C1.3.3 Theft of food the value of which is more than five dollars.
- C1.3.4 Fraud, embezzlement, or obtaining goods, services, money, or anything of value under false pretense.
- C1.3.5 Soliciting goods or services for which the provider would expect payment when the offender knows or should know that no funds are available to pay for those goods or services.
- C2.3.6 Giving, receiving, or offering any person a bribe or anything of value for an unauthorized favor or service.
- C3.3.7 Theft of food, the value of which is five dollars or less.
- G1.3.8 Possession of unauthorized amount of otherwise authorized clothing, bedding, or issued supplies.

6 Trespassing

- C3.6.0 Out-of-bounds; being in another offender's cell.
- G1.6.1 Out-of-bounds; being in an area where the presence of the inmate is unauthorized.

15 Unlawful Imprisonment / Kidnapping

- A1.15.0 Taking or holding any person hostage.

20 Violation of Court, Administrative, Medical, Lawful Orders

- A2.20.0 Committing an act that would constitute a felony and that is not otherwise included in these rules.
- B3.20.1 Violating conditions of a furlough.
- B3.20.2 Violation of signed or signed amended work release rules.
- B3.20.3 Unauthorized/unaccounted time in the community or being in an unauthorized location in the community.
- B3.20.4 Refusing or failing to submit to testing required by policy, statute, or court order, such as DNA blood tests when ordered to do so by a staff member.
- B3.20.5 Operating a motor vehicle without permission or in an unauthorized manner or location.
- B3.20.6 Committing any act that would constitute a misdemeanor and that is not otherwise included in

these rules.

- C2.20.7 Being found guilty of three or more general infractions arising out of separate incidents within a 6-month period.
- C2.20.8 Being tattooed while incarcerated, tattooing another, or possessing tattoo paraphernalia.
- C3.20.9 Failing to comply with any administrative or post-hearing sanction imposed for committing any general or serious infraction.
- C3.20.10 Failure to follow a medical directive and/or documented medical recommendations resulting in injury.
- G1.20.11 Refusing or failing to obey a lawful order, oral or written, of any staff member.
- G1.20.12 Failure to follow any written rules or policies adopted by the facility and not specified within this chapter.
- G1.20.13 Failure to follow the written jail dress code.
- G1.20.14 Looking into the Controlroom, Juvenile Office, or Staff Office
- G1.20.15 Failure to keep your person or your quarters in accordance with facility rules or policies.
- G1.20.16 Using any equipment or machinery when not specifically authorized or contrary to instructions or safety standards.
- G1.20.17 Smoking and possession of tobacco products where prohibited.

16 Weapons

- A1.16.0 Possession, manufacture, or introduction of any gun, firearm, weapon, sharpened instrument, knife, or poison or any component thereof.