

be detrimental to the funds or in any way be contrary to the best interests of the state trust and retirement funds. [Statutory Authority: RCW 43.33A.110. 81-23-012 (Order 81-1), § 287-04-030, filed 11/10/81.]

WAC 287-04-040 Conflict of employment. No board or staff member shall accept employment which will adversely affect the performance of that member's official duties, discredit the board or result in a conflict of interest. [Statutory Authority: RCW 43.33A.110. 81-23-012 (Order 81-1), § 287-04-040, filed 11/10/81.]

Chapter 287-06 WAC STATE ENVIRONMENTAL POLICY ACT-- INTERPRETATION

WAC
287-06-010 Exemption from provisions of WAC 197-10-800.

WAC 287-06-010 Exemption from provisions of WAC 197-10-800. The state investment board has reviewed its authorized activities and found them all to be exempt from the provisions of Title 197 WAC. This statement is adopted in compliance with the requirement that the board adopt guidelines consistent with Title 197 WAC. [Statutory Authority: RCW 43.21C.120. 81-23-012 (Order 81-1), § 287-06-010, filed 11/10/81.]

Title 289 WAC JAIL COMMISSION

Chapters

289-12	Physical plant standards.
289-13	Jail construction funding procedures.
289-14	Custodial care standards--Administration.
289-15	Custodial care standards--Safety.
289-16	Custodial care standards--Operations.
289-18	Custodial care standards--Security.
289-19	Custodial care standards--Prisoner conduct.
289-20	Custodial care standards--Health and welfare.
289-22	Custodial care standards--Services and programs.
289-24	Custodial care standards--Communications.
289-30	Custodial care standards--Enforcement procedures.

Chapter 289-12 WAC PHYSICAL PLANT STANDARDS

WAC
289-12-030 New facilities.
289-12-035 Guidelines for review of plans not meeting physical plant standards.

WAC 289-12-030 New facilities. (1) Initial planning for new facilities. The design planning of all new detention and correctional facilities shall include:

(a) Obtaining the participation of the community and surrounding governing units in site selection and planning; and

(b) Analyzing the present and future qualitative function and quantitative workload of the proposed facility, giving optimum consideration to alternatives to confinement.

(2) Specific physical plant standards. (Detention and correctional facilities except as otherwise noted.)

(a) Functional areas.

(i) Sleeping and living areas shall be designed to provide adequate confinement, reasonable prisoner to prisoner privacy, sight and sound surveillance and protection for prisoners and staff. For such purposes, the following are the design criteria for state funding of new construction or renovation of detention and correctional facilities. Modifications thereto shall be considered under the provisions of WAC 289-12-035.

(A) Single occupancy cells: Seventy-two square feet or larger with not less than eight foot ceilings. A single occupancy cell should contain not less than fifty square feet of clear floor space.

(B) Day room areas: A minimum of thirty-five square feet per prisoner, but not less than a total of one hundred forty-four square feet.

(C) Dormitories, when included: A minimum and maximum capacity of eight to ten males or four to ten females and sixty square feet of floor space per prisoner in semi-private sleeping areas, including day room space, and not less than ten foot ceilings if double bunks are used.

(ii) Program, recreation and exercise areas. Detention and correctional facilities shall provide adequate indoor program and recreation area(s) and a multipurpose outdoor exercise and activity area with toilet facilities.

(iii) Kitchen and dining facilities.

(A) When kitchen facilities are included, such facilities shall be adequate for the sanitary preparation of three nutritionally balanced meals per day and shall meet the requirements of chapter 248-84 WAC.

(B) Dining area(s) shall allow conversational opportunities in adequate surroundings. Meals shall not be served in cells, except where necessary for the health, security and/or well-being of prisoners and staff.

(iv) Examining room, infirmary and medical isolation.

(A) Detention and correctional facilities shall provide space to be used as a medical examining room. This space may be multipurpose, but when used as an examining room it shall provide sight and sound privacy and be equipped with natural spectrum fluorescent lighting, a handwashing lavatory with a gooseneck spout, either foot, knee, push plate, electric eye beam, or equivalent faucet controls, and sufficient lockable storage for medical equipment and supplies.

(B) When an infirmary is located within the facility, infirmary space shall allow a minimum of three feet between the perimeter of each bed and walls, beds, and

any fixed obstruction: *Provided*, That this three foot requirement does not apply to the distance between the head of a bed and the wall. The infirmary shall be equipped with its own lavatory, toilet, shower and bathtub.

(C) If medical isolation facilities are located within the jail such facilities shall conform to applicable standards of WAC 248-18-530 and 248-18-718.

(v) Visitation and confidential consultation.

(A) Space for visitation shall be included in detention and correctional facilities. Such space shall allow surveillance and the degree of control over physical contact deemed necessary by jail management for visible control, and shall simultaneously provide adequate seating for prisoners and their visitor(s).

(B) Detention and correctional facilities shall provide adequate facilities for confidential consultation(s).

(vi) Laundry. If laundry facilities are provided within the jail, such facilities shall be adequate for sanitary washing and drying of the jail laundry. Separate areas should be arranged for storage and sorting of soiled laundry and for the sorting, folding and storage of clean laundry.

(vii) Storage. Detention and correctional facilities shall include one or more secure storage area(s) for the storage of prisoner personal clothing and property and for necessary jail equipment and supplies.

(viii) Supervisory stations.

(A) Sufficient space and equipment for the facility supervisor shall be provided in an area secure from prisoner access. An adequate control room shall be secure from any unauthorized access and it shall be capable of controlling access to the facility by the general public.

(B) Sight and sound surveillance equipment, where used, shall be monitored in the control room and remote control operating devices shall also be in the control room. The control room shall be equipped with a sink and toilet.

(ix) Booking and reception areas. The booking area(s) shall include, but not be limited to, restroom facilities with shower, a "strip search" room, holding cell(s) (may be multiple occupancy), telephone, and space for photographing, fingerprinting, delousing, intoxication determinations and health screening.

(b) Structural criteria. Subject to appropriate modifications on a case-by-case basis under the provisions of WAC 289-12-035, the following structural criteria shall apply to all state funded new construction or remodeling of detention and correctional facilities:

(i) Building codes. All standards contained in the current Washington State Building Code established by RCW 19.27.030, the electrical wiring provisions of chapter 19.28 RCW, and more restrictive local standards shall be followed in all new jail construction.

(ii) Materials for walls, floors and ceilings. In all jail facilities, walls, floors and ceilings shall be constructed with materials adequate to attain the degree of security required for each area of the facility. Such materials shall be easily cleanable, provide minimum sound transmission and fire protection. Polyurethane, neoprene or similar type materials shall not be used in padded cells.

All paint used in a jail facility shall be fire resistant and nontoxic.

(iii) Entrances and exits.

(A) Detention and correctional facilities shall have two secure vestibules for ingress and egress.

(B) Elevators shall have no less than six feet by eight feet inside dimensions.

(C) A secure area shall be provided for loading and unloading prisoners.

(iv) Windows and/or skylights. Windows and/or skylights shall be sufficient to provide natural light to all living areas, yet locations shall assure security from escape and introduction of contraband.

(v) Noise level. Noise level shall conform to the requirements of chapter 173-60 WAC (Maximum environmental noise levels).

(c) Utilities. Subject to the appropriate modifications on a case-by-case basis under the provisions of WAC 289-12-035, the following criteria for utilities will apply to all state funded new construction or remodeling of detention and correctional facilities:

(i) Prisoner living areas, inspection corridors, and vestibules shall have secure lights with outside switch control. No electrical conduit shall be accessible from any cell, though each living unit may contain outlets and switches, provided they are unilaterally controllable by staff.

(ii) Lighting. Illumination at all times shall be adequate for security and surveillance, and daytime and evening illumination shall be sufficient to permit prisoners to read in their cells (thirty foot candles at thirty inches minimum, one hundred foot candles at thirty inches for medical examining areas, fifty foot candles at thirty inches for work areas).

(iii) Water supply. There shall be an adequate supply of sanitary hot and cold water available at all times to prisoners. Hot water for general use shall be adequate.

(iv) Plumbing—Toilets, lavatories, showers and floor drains.

(A) There shall be at least one toilet and lavatory for every eight prisoners. Separate facilities shall be provided for each sex.

(B) A minimum of one shower head shall be provided for every ten prisoners.

(C) Floor drains shall be constructed to serve all cells, dormitories and other areas where necessary to facilitate cleaning. Floor drains shall be located outside the cell space to reduce the incidence of tampering and flooding. Plumbing connection and pipes shall be secure from uncontrolled access by prisoners.

(v) Heating, ventilation and air conditioning.

(A) The systems shall maintain mean temperatures between sixty-five and eighty-five degrees F.

(B) The ventilating system shall provide for the number of air changes per hour as specified in the Uniform Building Code.

(d) Support systems.

(i) Fire detection and suppression. All jails shall have smoke and fire detection and alarm equipment. Fire alarm systems shall conform to all state and local fire regulations. Sprinklers shall not be required within cells

and conflicting requirements of local code provisions are preempted, when all other applicable code provisions relating to fire safety are met and an effective smoke control system is incorporated in the facility design.

(ii) Emergency power. All detention and correctional facilities shall be equipped with emergency power sources with sufficient capacity to maintain communications and alarm systems, to move one jail elevator, where one exists, to provide minimum lighting within the facility and perimeter and for the preparation of a light meal.

(3) Minimum security facilities. Jail facilities shall be constructed to totally separate areas for housing prisoners who are allowed to go outside the jail regularly from all other prisoner areas.

(4) Holding facilities. Holding facilities shall be secure. Such facilities shall have adequate lighting, heat, ventilation and fire detection and suppression equipment. Each holding facility cell shall be equipped with a bed, toilet, lavatory and a drinking fountain. A telephone shall be accessible.

(5) Work release. Work release facilities shall provide safe, healthful, reasonably comfortable living conditions with necessary ancillary services and the required security. [Statutory Authority: Chapter 70.48 RCW. 82-20-094 (Order 30), § 289-12-030, filed 10/6/82. Statutory Authority: RCW 70.48.050(5) and 70.48.070(4). 82-08-051 (Order 24), § 289-12-030, filed 4/2/82. Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-12-030, filed 6/27/79.]

WAC 289-12-035 Guidelines for review of plans not meeting physical plant standards. (1) Purpose. It is the purpose of this rule, in response to chapter 12, Laws of 1981 2nd ex. sess., to establish guidelines for the review and approval of plans which do not meet the previously-adopted physical plant standards set forth above but which may still satisfy minimal constitutional standards.

(2) General guidelines. In light of recent supreme court decisions, plans for new and/or remodeled state-funded detention or correctional facilities may be submitted to the commission for approval even though such plans contain modifications to the physical plant standards cited above. Such modifications to physical plant standards may include but are not necessarily limited to the following:

(a) Less than 72 square feet per prisoner in single occupancy cells;

(b) Less than 50 square feet per prisoner in dormitories;

(c) Less than 35 square feet per prisoner in dayrooms; and

(d) Multiple occupancy cells of more than one prisoner.

(3) Criteria for review. Based on recent supreme court decisions, the commission's review of plans submitted which contain requests for significant modifications from the physical plant standards shall take into consideration the following elements:

(a) The reasonableness of the proposed square footage per prisoner under (2)(a) through (2)(d) above;

(b) The length of prisoner stay in living areas designed to less than square footage required by WAC 289-12-030;

(c) Amount of out-of-cell opportunities, including but not limited to recreational, educational, and work programs;

(d) Whether modifications being proposed under (2) above will permit adequate classification and segregation of prisoners; and

(e) Whether other areas of the jail incorporate adequate space for necessary support activities and services, for which purpose the jail commission's "jail architectural programming guidelines" shall continue to be the general reference.

(4) Procedures for review. (a) Governing unit requests for approval of plans which include modifications to the physical plant standards as set forth in subsection (2), shall be submitted and approved or denied in accordance with established funding procedures set forth in chapter 289-13 WAC;

(b) Plans submitted by a governing unit for review and approval of modifications to the physical plant standards shall include a detailed statement that contains a sufficient amount of information on items (3)(b) through (3)(e) above to make a determination of adequacy on the plans;

(c) Governing unit requests for approval of plans will be scheduled for public meeting review and approval or disapproval by the full commission.

(5) Approval of plans submitted under this section will be based upon the established funded capacity and maximum budget for specific projects. No plan will be approved under this section which is not supported by a written showing of either (a) reduced construction costs or (b) no increase in construction costs but significant operational savings to the governing unit. [Statutory Authority: 1981 2nd ex.s. c 12, RCW 70.48.050(5), 70.48.060(3) and 70.48.070(4). 82-11-069 (Order 27), § 289-12-035, filed 5/17/82.]

Chapter 289-13 WAC

JAIL CONSTRUCTION FUNDING PROCEDURES

WAC	
289-13-070	Final review of funding applications—Level of funding.
289-13-075	Additional funding.
289-13-090	Repealed.
289-13-105	Repealed.
289-13-110	Authorization to proceed—Time limits.
289-13-120	Schematic design package—Contents.
289-13-140	Repealed.
289-13-150	Final plans and specifications—Form of submission.
289-13-170	Contractor affirmative action plan.
289-13-180	Bid data and document requirements following bid opening.
289-13-190	Final allotment of state funds.
289-13-240	Proportionate allocation of funding.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

289-13-090	Reimbursement of qualifying applicants. [Statutory Authority: Chapter 70.48 RCW. 80-04-113 (Order
------------	---

- 6), § 289-13-090, filed 4/2/80. Statutory Authority: Chapter 70.48 RCW and 1979 ex.s. c 232, 79-11-002 (Order 4), § 289-13-090, filed 10/4/79.] Repealed by 82-01-090 (Order 20), filed 12/22/81. Statutory Authority: Chapter 70.48 RCW.
- 289-13-105 Appeals from funding decisions. [Statutory Authority: Chapter 70.48 RCW. 80-15-027 (Order 8), § 289-13-105, filed 10/8/80.] Repealed by 82-01-090 (Order 20), filed 12/22/81. Statutory Authority: Chapter 70.48 RCW.
- 289-13-140 Final plans and specifications—Bid and contract provisions. [Statutory Authority: Chapter 70.48 RCW. 80-04-113 (Order 6), § 289-13-140, filed 4/2/80.] Repealed by 82-01-090 (Order 20), filed 12/22/81. Statutory Authority: Chapter 70.48 RCW.

WAC 289-13-070 Final review of funding applications—Level of funding. (1) A governing unit will be awarded only the minimum amount necessary to fully implement the physical plant standards in the particular detention or correctional facility which is being considered based upon the approved capacity set by the commission under WAC 289-13-060.

(2) The following elements will be considered in determining the necessary minimum cost of construction or substantial remodeling projects:

(a) Prime architect and engineer fees, including the total cost of services performed by the architect and engineer who are responsible for the facility design, and any subcontracts for design specialists necessary for the development of the project: *Provided*, That the applying governing unit must submit a description of its consultant selection process which must, except where a contract for such services was executed prior to June 1, 1979, substantially comply with the consultant selection process adopted by the department of general administration, division of engineering and architecture as adapted to the particular governing unit's organization and structure: *Provided further*, That the commission will provide to each governing unit a list of known minority and female architect and engineer firms to which an announcement of each governing unit's selection process shall be sent, and all such firms shall be given a full and equal opportunity to participate in any such process commenced following receipt of such list: *Provided further*, That no reimbursement shall be made for fees of any prime architect selected following the effective date of this rule who does not have in effect an affirmative action plan which includes, at a minimum, the same goals as the governing unit's plan with regard to its own employment practices or, if no such governing unit plan exists, which meets or exceeds the participation standard set within WAC 289-13-170(1)(b): *Provided further*, That all prime architects whose fees are submitted for reimbursement hereunder shall submit a copy of the firm's affirmative action plan, or a statement with regard to its affirmative action practices regardless of the time it was selected. All such fees shall generally be evaluated in accordance with the prime architect and engineer fee schedule set forth in the state of Washington capital budget instructions for the 1979-81 biennium.

(b) Initial architectural consultant fees required to prepare preliminary jail facility plans for presentation to

the commission, upon demonstration of the necessity for such services apart from the work normally associated with the prime architect and engineer: *Provided*, That the applying governing unit provides adequate indication of a consultant selection process free of conflict of interest and which insures the selection of a qualified person or firm. All such fees shall be evaluated on the basis of a fee schedule to be developed by the commission. Service by a person or firm as an initial architectural consultant does not preclude such person or firm's selection as the prime architect for a particular jail facility.

(c) Site survey and soil testing as necessary prior to construction.

(d) Construction costs, including, but not specifically limited to:

(i) Necessary earthwork integral to the construction of the jail itself;

(ii) Drainage, water and sewer work;

(iii) Necessary fire protection design features, including fire extinguishing and alarm systems;

(iv) Walkways and driveways;

(v) Service vehicle and visitor parking;

(vi) Power, lighting, and telephone connections to jail building and related equipment, as well as all interior wiring and permanent power, lighting, and telephone equipment;

(vii) Necessary security features which constitute permanent fixtures of the structure, including:

(A) Standard security hardware;

(B) Electronically controlled gates and doors as conditions require (with mechanical override);

(C) Electronically controlled door locking devices for prisoner rooms operated from centralized consoles;

(D) Closed circuit television (C.C.T.V.), surveillance systems where required, EXCEPT THAT C.C.T.V. will not be funded for general prisoner population cells or dormitories;

(E) Intercom and telephone systems connecting all major control points and monitored through central control telephone system for secure noncontact visitation; and

(F) Equipment and systems to control vandalism in such areas as water supply, mechanical and electrical fixtures.

(x) Standard permanent jail fixtures, including but not limited to bunks, tables, toilets, showers, sinks, and other such necessary furnishings for cells, dormitories, dayrooms, and dining and visitor areas;

(xi) Minimum laundry and kitchen appliances and equipment where adequate justification for such appliances and equipment is demonstrated;

(xii) Minimum furnishings and equipment for medical examining area and, where justified, for infirmary, as required under WAC 289-12-030(2)(a)(iv)(A) and (B);

(xiii) Separate staff facilities within the architectural guidelines to be adopted by the commission.

(3) Energy conservation design features which may increase initial construction or remodeling costs shall not be precluded from consideration for state funding when properly supported by a life cycle cost analysis as required by chapter 39.35 RCW.

(4) Costs which will not be considered for state funding purposes include:

(a) Any architect and engineering fees or other costs that are not directly related to and specifically required for jail construction and/or remodeling to comply with the physical plant standards and the rules adopted herein;

(b) Site acquisition and site preparation, including surveys and soil testing, clearing, disposal of debris and demolition of existing structures;

(c) Landscaping, art works, or any decorative features of design or construction which are not necessary costs of jail construction or substantial remodeling to meet the physical plant standards;

(d) Movable equipment and furnishings, e.g., shelves, desks, conference tables, and file cabinets;

(e) Court room or facilities solely related to court activities;

(f) Any portion of elevator construction cost not related to jail operation: *Provided*, That where an elevator serves a jail facility as well as other portions of a courthouse, criminal justice facility or other multistoried structure in which the jail is located, such cost shall be prorated;

(g) The cost for construction of skybridges or tunnels that connect the jail with any structure other than another portion of the jail: *Provided*, That following completion of design development and a cost analysis based thereon, a governing unit may request approval of the inclusion of such a structure to provide a secure connection between the jail and related criminal justice facilities, within the maximum level of funding previously established for the project, and the director is authorized to grant such approval subject to said budget restriction;

(h) Any other design features, equipment, or furnishings not specifically required to implement the mandatory physical plant standards at minimum cost in a specific facility.

(5) The commission will adopt and distribute to each governing unit, not later than October 15, 1979, specific architectural guidelines which shall govern its review of all projects accepted for final consideration. Such guidelines will specify the total square footage of ancillary areas which will generally be funded within jails in addition to the necessary cells, dormitories, and day room areas required under the physical plant standards for the specific capacity set by the commission, expressed in ranges and subject to appropriate adjustment by the commission in each specific case.

(6) Detention and correctional facilities shall be funded on the basis of a ratio of sixty percent single cells to forty percent dormitory cells under the specific capacity set by the commission, EXCEPT THAT the commission may grant exceptions to such requirement when a request for such exception is contained in the final application and is adequately supported by the specific circumstances set forth therein.

(7) In allocating funds for jail construction and/or substantial remodeling the commission shall review all projects submitted to ensure that the number of square

feet allowed per bed is generally consistent for facilities of similar size and classification within either major urban, medium urban, or rural counties.

(8) The level of funding for the construction and/or substantial remodeling of detention and correctional facilities for which their governing units appropriated and spent or encumbered funds after February 16, 1974, and before June 23, 1977 and for which a funding application has been filed in accordance with WAC 289-13-020(3) shall be determined in accordance with the above provisions and in the same manner as all other jail funding applications.

(9) Upon completion of its review of each detention and correctional facility funding application accepted for consideration, the commission shall authorize a specific funding level for each facility based upon current costs and give written notice to each applying governing unit of that determination. Actual allocation and disbursement of proceeds from the sale of bonds deposited in the local jail improvement and construction account to any governing unit or units shall be governed by the provisions of WAC 289-13-080 relating to funding priorities and rules to be adopted relating to funding level adjustments. [Statutory Authority: RCW 70.48.260 and 70.48.060(3). 82-11-071 (Order 29), § 289-13-070, filed 5/17/82. Statutory Authority: Chapter 70.48 RCW. 82-01-090 (Order 20), § 289-13-070, filed 12/22/81. Statutory Authority: RCW 70.48.060. 81-03-029 (Order 9), § 289-13-070, filed 1/12/81. Statutory Authority: Chapter 70.48 RCW and 1979 ex.s. c 232. 79-11-002 (Order 4), § 289-13-070, filed 10/4/79.]

WAC 289-13-075 Additional funding. (1) The director shall have authority to and will reimburse all reasonable expenditures which are necessary to design and build a functional jail facility meeting minimum state physical plant standards where such item does not increase the maximum project budget, including contingency allowance.

(2) It is recognized that specific costs which may be subject to reimbursement under the policy stated above may include the following:

(a) Design

Reimbursable architect costs charged in addition to the basic fee.

Special design studies not normally included in the standard AIA contract but reasonably necessary to complete jail design.

Design costs related to additional work ordered as a result of change orders.

Prime A/E fees previously incurred which were for design work directly applicable to the project and do not increase total fees to be paid beyond maximum set.

Increased design fees for development of drawings for phased construction when not included within basic design contract.

(b) Project management services

The purchase of project management services which saves rather than increases the cost of the project should

be subject to reimbursement upon proper documentation. Project management refers to concentrated and intensive coordination and oversight of the project such as is frequently employed to effect phased construction techniques which may not normally be undertaken by the governing unit's own supervising officials.

(c) Specific consultant costs necessary to prepare
Environmental impact statement
Life cycle cost analysis
And similar studies necessary

(d) None of the above enumerated expenses legitimately connected to proper design and construction of a jail facility meeting minimum state standards shall categorically be excluded from consideration for adjustment of project budgets from available contingency allowance except that such adjustment shall not be considered prior to submission of the complete schematic design package and will be granted only upon adequate documentation.

(3) Use of contingency. Unused contingency allowance will not be relinquished without specific action by the commission. This question will be reviewed prior to the end of each biennium at which time governing units will be given notice and an opportunity to comment on any proposed policy. In no case, however, shall such contingency become part of the authorized project budget without specific request and review and approval by the director and/or the commission.

(4) Transfer of moneys between budget items. At the time each project is authorized to proceed to schematic design, a simple budget corresponding to the elements considered in the maximum level of funding analysis will be established and each jurisdiction will have an opportunity to review those budget items and to request adjustments in them.

(5) Those budget categories which were based directly upon the estimates given in the application, and which were not challenged in the maximum level of funding analysis already made, shall be available for transfer to another budget category up to an amount not to exceed five percent of the funds assigned to such category. Included in this category are: Initial A/E fees, equipment, site preparation, and site costs. The same judgment would appear with regard to adjustments to construction costs made specifically upon detailed information provided by the applicant because of flood plane or other unique circumstances. However, other budget categories reflect the general maximum level of funding analysis and should be subject to adjustment upon reasonable documentation as the project proceeds in accordance with commission rules. Review of this policy will be conducted before the end of the current biennium to determine whether any adjustments should be made. [Statutory Authority: Chapter 70.48 RCW. 82-01-090 (Order 20), § 289-13-075, filed 12/22/81. Statutory Authority: RCW 70.48.060. 81-03-029 (Order 9), § 289-13-075, filed 1/12/81.]

WAC 289-13-090 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-13-105 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-13-110 Authorization to proceed--Time limits. (1) Schematic drawings. Issuance of the commission's decision to encumber funds for specific projects under WAC 289-13-100 shall constitute formal authorization to the specified governing units to proceed to prepare schematic drawings and adjusted cost estimates based thereon which shall be submitted to the director for approval within four months or such longer period as shall be designated in the authorization, for good cause shown. At the time schematic drawings are submitted or, alternatively, at the time design development drawings and cost estimates are submitted, the director shall be authorized to adjust the prior funding decisions by no greater than three percent of the contingency allowance and/or up to all of the inflation adjustment included in the project budget, where applicable. Requests for greater adjustments and requests for increases which are denied by the director shall be submitted to the commission for review.

(2) Final plans and specifications. Following approval of schematic drawings and adjusted cost estimates as provided in subsection (1) of this section, the director shall issue authorization to governing units for which funds have been encumbered to proceed to prepare final plans and specifications, and each such governing unit shall submit final plans for review and approval by the director within six months of such authorization or such longer period as may be set at the time the project budget was established and authorization to proceed given by the director. Failure to meet such schedule shall result in removal of the project from those for which existing funding is encumbered: *Provided*, That upon showing of good cause, the director may extend such deadline by no longer than six months: *Provided further*, That the director may adjust the last previously authorized level of funding at this stage by an amount which shall not cause the total contingency adjustment to date to exceed six percent and/or the balance of any inflation adjustment specified in the project budget, where applicable, and any larger requests or any requests for increases which are denied by the director will be submitted to the commission for review: *Provided further*, That the director may authorize a project to proceed to bid notwithstanding submission of a dispute with regard to contingency adjustment to the commission for determination.

(3) Bidding. Any governing unit for which funds have been encumbered hereunder shall advertise for bids for construction of the project within two months of the issuance date of the document approving its final plans and authorizing it to proceed. In the event of failure by a governing unit to advertise for bids within the time limit herein specified, the authorization herein described shall be declared null and void and the funds reserved thereunder shall revert to the state fund from which the reservation was made and become available for reservation or allotment toward the financing of such other jail project or projects as the commission shall determine:

Provided, That an extension of time may be granted by the director when failure to act within the specified time is due to conditions judged by him to be beyond the control of the governing unit: *Provided further*, That in the event final plans and specifications for the project have been completed and advancement of the project is precluded by conditions beyond the control of the governing unit, it nonetheless may request consideration of state assistance in costs of architectural and engineering services incurred through preparation of final plans and specifications, pending the availability of additional state jail bond moneys: *Provided*, That such reimbursement shall be subject to the provisions of WAC 289-13-070(2)(a).

(4) Further adjustments to budget or timetable. Following receipt, review, and acceptance of a bid for jail construction work in accordance with state law and local ordinances, the governing unit shall submit such bid to the director for authorization to proceed to construction should such bid require any adjustment of the project timetable or budget. At this time the director is authorized to grant extensions or modifications of the project timetable and to adjust the project budget up to the full amount of the project contingency allowance established at the time of the original funding notice. Any dispute with regard to the director's determination of allowable contingency adjustment shall be submitted to the commission for determination. When the bid does require any such adjustment, the governing unit shall provide a copy of the accepted bid and proceed to construction of the project without further review by the director. Any request for timetable adjustment which would extend commencement of construction of a project beyond eighteen months will be referred to the commission for approval.

(5) Construction review. During the course of construction, any substantial change from the construction drawings shall be submitted to the director for review and approval whenever compliance with state physical plant standards is affected or any further adjustment in the previously approved budget may be sought as a result of such change. The director is authorized to approve adjustments in the project budget during the course of construction based upon appropriate documentation of the necessity therefor not to exceed the remaining balance within the twelve percent contingency allowance established at the time of the notice of funding: *Provided*, That submission of change orders which do not substantially alter the project as approved and which do not require adjustment of the approved project budget will be submitted to the director but will not require specific approval: *Provided further*, That the failure to submit a change order for approval prior to completion of the work in question shall not preclude later approval and, when appropriate, adjustment of the project budget. [Statutory Authority: Chapter 70.48 RCW. 82-01-090 (Order 20), § 289-13-110, filed 12/22/81; 81-11-068 (Order 14), § 289-13-110, filed 5/20/81. Statutory Authority: RCW 70.48.060. 81-03-029 (Order 9), § 289-13-110, filed 1/12/81. Statutory

Authority: Chapter 70.48 RCW. 80-04-113 (Order 6), § 289-13-110, filed 4/2/80.]

WAC 289-13-120 Schematic design package—Contents. The materials submitted with schematic drawings of a project authorized to proceed under WAC 289-13-110(1) shall include the following and such other supporting documents as prescribed by the director at the time of issuance of such authorization:

- (1) Complete set of schematic drawings.
- (2) Signed or certified copy of contract between governing unit and the architect. (A separate contract is required for each specific project).
- (3) Opinion by prosecuting attorney or other legal counsel relating to fee simple title including legal description of site: *Provided*, That where title is not established in fee simple, such counsel's statement shall describe the process and schedule for obtaining such title.

(4) A statement verifying that all preliminary government agency reviews and/or approvals required by local ordinance or state statute have been secured. [Statutory Authority: Chapter 70.48 RCW. 82-01-090 (Order 20), § 289-13-120, filed 12/22/81; 80-04-113 (Order 6), § 289-13-120, filed 4/2/80.]

WAC 289-13-140 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-13-150 Final plans and specifications—Form of submission. (1) The governing unit shall submit one copy of the final plans and specifications to the commission for review and approval together with one copy each of the supporting documents listed below:

- (a) Form for certification of construction documents and final cost estimate of project, completed and signed by architect(s).
- (b) Statement that all governmental agency approvals required by local ordinance or state statute prior to construction have been secured or a statement indicating such approval will be secured prior thereto.
- (c) Signed statement by architect(s) of analysis of square foot area.
- (d) Such other documentation as shall be specified by the director in authorizing preparation of final plans and specifications.

(2) The governing unit shall obtain approval of final plans and specifications by the director prior to the call for bids on any project to be financed in part or all by state funds. [Statutory Authority: Chapter 70.48 RCW. 82-01-090 (Order 20), § 289-13-150, filed 12/22/81; 80-04-113 (Order 6), § 289-13-150, filed 4/2/80.]

WAC 289-13-170 Contractor affirmative action plan. (1) Each person or firm submitting a bid for jail work shall include with such bid an affirmative action plan which shall fully meet the requirements of affirmative action guidelines which have been formally adopted by the governing unit in question: *Provided*, That in all cases where the governing unit calling for bids has not

established affirmative action plan guidelines, each person or firm submitting a bid shall include with such bid an affirmative action plan which shall include:

(a) Identification of women and minority group firms available to participate in the jail project and the women and minority group workforce available for employment by the contractor and subcontractors.

(b) The minimum participation by such firms and individuals which can reasonably be achieved in the particular project, which shall be:

(i) in the case of all construction subcontracts, a total dollar amount awarded to minority-owned firms which represents the same proportion of the total construction budget as minority group members represent in the governing unit's population as determined from the 1980 census, and/or the most accurate available information, and, in the case of female-owned firms, no less than fifteen percent of the total subcontracts expressed in dollars; and

(ii) in the case of prime contractor employees, no less minority group employees as a proportion of total employees than minority group members represent in the governing unit's population as determined from the 1980 census and/or the most accurate available information, and, in the case of women, no less than fifteen percent of the total workforce.

(c) A detailed plan for meeting these goals within the construction timetable set forth in the bid.

(2) Approval of such affirmative action plan by a subcommittee of the commission established for such purpose shall be a prerequisite to the director's authority to authorize awarding of a bid to such contractor under WAC 289-13-180 in all cases in which the plan submitted with the bid differs in any substantial degree from the governing unit's requirements or the plan requirements outlined above, whichever are applicable.

(3) For purposes of this section, "minority group members" means: Ethnic persons residing in the United States, including American Indians, Asian Pacific Americans, Black Americans, Mexican Americans and Native Americans, but does not include nonethnic women. The term "women" includes both ethnic and nonethnic women. [Statutory Authority: RCW 70.48.060(3), 81-18-078 (Order 17), § 289-13-170, filed 9/2/81; 81-03-029 (Order 9), § 289-13-170, filed 1/12/81. Statutory Authority: Chapter 70.48 RCW. 80-04-113 (Order 6), § 289-13-170, filed 4/2/80.]

WAC 289-13-180 Bid data and document requirements following bid opening. (1) After bids have been opened, the governing unit shall by resolution designate the successful bidder or bidders and transmit to the commission one copy each of the documents listed below:

(a) Statement of project cost signed by the chairman of the board of county commissioners, county executive, or mayor.

(b) Certified copy of each advertisement for bids.

(c) Certified tabulated statement of all bids received including bids on alternates, if any, with complete firm

names and addresses of bidders. Each alternate listed must be designated by number and descriptive title conforming to the number and title set forth in the specifications. The certification must be made by the architect or authorized representative of the governing unit.

(d) Copies of all addenda to specifications.

(e) A copy of the successful bid or bids.

(2) Authorization required for contract award.

A contract, or contracts, for construction of a jail project approved by the commission for state financing from available state funds may not be entered into by the governing unit until authorization therefor has been received from the director. [Statutory Authority: Chapter 70.48 RCW. 82-01-090 (Order 20), § 289-13-180, filed 12/22/81; 80-04-113 (Order 6), § 289-13-180, filed 4/2/80.]

WAC 289-13-190 Final allotment of state funds.

Upon analysis of bids received, determination of the amount of state funds allowable under statutory provisions and commission rules and determination that funds are available for state funding of all or part of the proposed project, the director will make a final allotment of state funds for specified costs of construction and architectural and engineering services and authorize the governing unit to award contracts. Such allotment may include all or part of the designated contingency allowance: *Provided*, That such allotment and authorization shall be subject to the conditions and regulations herein in subsections (1), (2) and (3) set forth:

(1) Negotiation of jail building contracts. The director shall approve for financing only those contracts where the original contract price for the construction has been established by competitive bids and where the contract contains an acceptable affirmative action plan as required by WAC 289-13-170.

(2) Any part of a final allotment of state funds not required for completion of a jail building project in accordance with the financial program as set forth in the authorization document shall revert to the state fund from which the allotment was made and used for other approved projects.

(3) Award of contract or contracts.

(a) Once such authorization has been given, the governing unit shall have ninety days within which to enter into said contract in order to retain its allotment status.

(b) Immediately following the awarding of contract or contracts, governing unit shall forward one signed or certified copy of each such construction contract to the commission. [Statutory Authority: Chapter 70.48 RCW. 82-01-090 (Order 20), § 289-13-190, filed 12/22/81; 81-11-068 (Order 14), § 289-13-190, filed 5/20/81; 80-04-113 (Order 6), § 289-13-190, filed 4/2/80.]

WAC 289-13-240 Proportionate allocation of funding.

(1) State funded jail projects involving two or more governing units. For purposes of meeting the direction of RCW 70.48.090(2), the state jail commission has determined and hereby formally establishes as follows the proportionate allocation of funding and beds for all state-funded jail projects which were authorized funding

on the basis of anticipated joint jail operation agreements: *Provided*, That all participating governing units whose jail population projection represents less than 5% of the total funded capacity of a particular project have been included within the population for the governing unit primarily responsible for the jail facility. Note: The governing unit primarily responsible for operating the facility is listed first in each instance.

Governing Unit	Beds	Funding
Benton County	87	\$ 4,415,987
City of Kennewick	9	456,826
City of Richland	13	659,860
Total	109	\$ 5,532,673
Chelan County	56	\$ 3,177,419
City of Wenatchee	47	2,666,762
Douglas County	14	794,355
Total	117	\$ 6,638,536
Clark County	232	\$ 9,108,772
City of Vancouver	68	2,669,812
Total	300	\$11,778,584
Cowlitz County	91	\$ 989,206
City of Longview	20	217,143
Total	111	\$ 1,206,349
Franklin County	62	\$ 4,605,092
City of Pasco	40	2,969,072
Total	102	\$ 7,574,164
Grant County	65	\$ 4,322,876
Adams County	10	400,000
Total	75	\$ 4,722,876
Island County	46	\$ 3,518,681
San Juan County	4	305,972
Total	50	\$ 3,824,653
Jefferson County	23	\$ 1,663,247
City of Port Townsend	2	156,498
Total	25	\$ 1,819,745
King County	910	\$44,741,556
City of Seattle	315	15,487,462
Total	1225	\$60,229,018
Kittitas County	40	\$ 2,506,518
City of Ellensburg	5	309,794
Total	45	\$ 2,816,312
Klickitat County	24	\$ 2,185,675
City of Goldendale	3	273,209
City of White Salmon	1.5	136,605
City of Bingen	1.5	136,605
Total	30	\$ 2,732,094
Lewis County	63	\$ 4,765,680
City of Centralia	5	364,223
Total	68	\$ 5,129,794
Lincoln County	14	\$ 1,138,642
City of Davenport	1	81,332
Total	15	\$ 1,219,974
Mason County	40	\$ 3,287,598
City of Shelton	5	414,652
Total	45	\$ 3,702,250
Pierce County	342	\$17,278,025
City of Tacoma	38	1,919,781
Total	380	\$19,197,806
Skagit County	68	\$ 5,822,440
City of Mount Vernon	5	428,121
City of Anacortes	2	171,248
Total	75	\$ 6,421,809
Snohomish County	300	\$14,269,379
City of Everett	37	1,759,890
Total	337	\$16,029,269
Spokane County	357	\$19,038,667
City of Spokane	34	1,814,199
Total	391	\$20,852,866
Walla Walla County	39	\$ 2,777,378
City of Walla Walla	5	336,275
Total	44	\$ 3,113,653

Governing Unit	Beds	Funding
Yakima County	235	\$ 9,812,117
City of Yakima	40	1,670,147
Total	275	\$11,482,264

(2) Depreciation of proportionate allocation of funding. The proportionate allocation of funding identified under subsection (1) of this rule for particular jurisdictions shall be subject to review and a proportionate decrease on the written request of any of the affected governing units (a) whenever less than the maximum level of funding is expended over the life of the construction; and (b) on an annual basis for ten years from the date of completion of construction of each project applying a twenty-year straight-line depreciation schedule; and (c) when significant changes have occurred in the legal or demographic assumptions on which proportionate allocation of beds and funding have been made which can reasonably be anticipated to prevail throughout the life of the ten-year period. [Statutory Authority: RCW 70.48.060 and 70.48.090(2). 82-24-067 (Order 31), § 289-13-240, filed 12/1/82.]

**Chapter 289-14 WAC
CUSTODIAL CARE STANDARDS--
ADMINISTRATION**

WAC

289-14-005	Introduction to custodial care standards.
289-14-010	Emergency suspension of custodial care standards.
289-14-020	Repealed.
289-14-030	Repealed.
289-14-100	General administration. (Holding facilities.)
289-14-120	Training. (Holding facilities.)
289-14-130	Records. (Holding facilities.)
289-14-200	General administration. (Detention and correctional facilities.)
289-14-210	Determination of staff positions. (Detention and correctional facilities.)
289-14-220	Training. (Detention and correctional facilities.)
289-14-230	Records. (Detention and correctional facilities.)

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

289-14-020	Staffing. [Statutory Authority: RCW 70.48.050(1), 79-07-067 (Order 2), § 289-14-020, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.
289-14-030	Records. [Statutory Authority: RCW 70.48.050(1), 79-07-067 (Order 2), § 289-14-030, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.

WAC 289-14-005 Introduction to custodial care standards. (1) The provisions of chapters 289-14 through 289-24 WAC incorporate custodial care standards applicable to holding, detention or correctional facilities as defined under WAC 289-02-020. Each standard is mandatory for the classification to which it applies unless specifically labeled as advisory or not applicable.

(2) Within each chapter, paragraphs numbered from 010 to 099 are introductory or definitional in nature and apply to all jails unless otherwise noted. Paragraphs numbered from 100 to 199 apply to holding facilities.

Paragraphs numbered from 200 to 299 apply to detention and correctional facilities unless otherwise noted. For this purpose, "holding" and "detention" and "correctional" facilities are defined as set forth in WAC 289-02-020. For purposes of the holding facility standards, a distinction is made between different maximum time periods persons are held within such facility, including thirty-day facility, seventy-two hour facility, and six-hour facility.

(3) The adoption of the mandatory custodial care standards is intended to meet minimum legal requirements relating to prisoner health, welfare, and security and does not preclude the adoption of more stringent requirements not in conflict with such standards by the governing authority, chief law enforcement officer, or department of corrections responsible for a particular jail. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-14-005, filed 3/24/81. 81-07-057 (Order 10), § 289-14-005, filed 3/18/81. Statutory Authority: Chapter 70.48 RCW and 1979 1st ex.s. c 232. 79-12-058 (Order 5), § 289-14-005, filed by 11/28/79. Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-14-005, filed 6/27/79.]

WAC 289-14-010 Emergency suspension of custodial care standards. Nothing in these standards shall be construed to deny the power of any department of corrections or chief law enforcement officer to temporarily suspend any standard herein prescribed in the event of any emergency which threatens the safety or security of any jail, prisoners, staff, or the public. Only such standards as are directly affected by the emergency may be suspended and the department of corrections or chief law enforcement officer shall notify the state jail commission within three business days of such suspension: *Provided*, That suspension of standards relating to overcrowding is subject to the additional requirements of WAC 289-15-120 and 289-15-220. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-14-010, filed 3/18/81. Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-14-010, filed 6/27/79.]

WAC 289-14-020 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-14-030 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-14-100 General administration. (Holding facilities.) There shall be written policies and procedures which shall be made available to each authorized person who is responsible for the confinement of a prisoner in the facility. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-14-100, filed 3/24/81.]

WAC 289-14-120 Training. (Holding facilities.)
(1) All authorized persons responsible for the confinement of a prisoner shall receive an orientation to the policies and procedures of the facility relative to their

duties. On the job training shall be provided as deemed appropriate by the chief law enforcement officer.

(2) All jail staff whose primary responsibility is the supervision of prisoners shall successfully complete the Washington state criminal justice training commission basic correctional academy within the first year of their employment unless such training has already been received. (30 day) (Not applicable - 72 hour, 6 hour). [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-14-120, filed 3/24/81.]

WAC 289-14-130 Records. (Holding facilities.)

(1) Confidentiality. All holding facility personnel shall be advised of the statutory provisions for confidentiality of jail records under RCW 70.48.100(2).

(2) Individual prisoner records.

(a) An individual file or record shall be kept for each prisoner.

(b) If formal booking occurs in the facility, the information should be recorded on a booking form. WAC 289-14-130(2)(b) ADVISORY

(3) Medical.

(a) Any prisoner medical information other than that included in the prisoner's individual file under WAC 289-14-130(2)(a) shall be maintained separately to the extent necessary to maintain confidentiality. (30 day, 72 hour) (Not applicable - 6 hour)

(b) Any medical problems experienced by a prisoner while in the facility shall be recorded and such records maintained. Information concerning medical problems shall be transmitted at the time the prisoner is transported to another jail, hospital, or other facility.

(4) Prisoner population accounting. Each holding facility shall keep a jail register as required by RCW 70.48.100.

(5) Infraction and disciplinary. Written records shall be maintained for all incidents which result in major property damage or bodily harm.

(6) Incident reports. The jail commission shall be notified within seven business days of any death, completed escape from the secure area of the facility or serious fire. Reports of such incidents shall be retained.

(7) Activity log. A log of daily activity should be kept within the facility. WAC 289-14-130(7) ADVISORY

(8) Personnel. Performance and training records should be maintained for each staff member employed by the facility. WAC 289-14-130(8) ADVISORY. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-14-130, filed 3/24/81.]

WAC 289-14-200 General administration. (Detention and correctional facilities.) (1) The department of corrections or the chief law enforcement officer of all jails shall develop and maintain an organizational chart and an operations manual of policies and procedures.

(2) Such chart and manual shall be reviewed by all staff and such review noted by signature prior to any assignment.

(3) All jail policies and procedures should be reviewed and revised as appropriate on a continuing basis but at

least yearly. WAC 289-14-200(3) **ADVISORY.** [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-14-200, filed 3/18/81.]

WAC 289-14-210 Determination of staff positions. (Detention and correctional facilities.) (1) Written job descriptions shall define the responsibilities and designate the qualifications for each staff position.

(2) Qualifications for correctional officers who have direct responsibility over prisoners and who are hired on or after the effective date of these minimum standards shall include, but not be limited to, a high school diploma, or equivalent.

(3) All jail staff shall be selected in accordance with chapter 41.14 RCW and/or other applicable legal requirements and shall be retained upon proven ability to perform.

(4) Appropriate physical fitness standards should be set and enforced for all jail staff. WAC 289-14-210(4) **ADVISORY.** [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-14-210, filed 3/18/81.]

WAC 289-14-220 Training. (Detention and correctional facilities.) (1) All jails shall provide preservice orientation to each newly hired jail staff member prior to being assigned to duty, regardless of his or her previous training or experience prior to the assignment of any jail duties. Such training may be provided either by existing jail staff or other qualified persons, and must be verified by a written outline, and shall include, but not necessarily be limited to:

(a) Review and understanding of all policies and procedures relating to his/her job responsibilities, specifically;

- (i) Agency organization;
- (ii) Admission and release procedures;
- (iii) Security and safety procedures;
- (iv) Contraband control, definition of, etc.;
- (v) Prisoner discipline;
- (vi) Medical and mental health procedures;
- (vii) Use of force;

(viii) Confidentiality of jail records (RCW 70.48.100(2)).

(b) Review of the Washington criminal justice system and the current Washington state jail commission custodial care standards as they relate to jail duties.

(c) Identification and understanding of the function of agencies whose authority may extend to the jail's prisoners.

(d) Appropriate training and qualification in the use of weapons when jail duties include possession or carrying of a firearm.

(2) All persons directly responsible for the supervision of prisoners shall successfully complete the Washington state criminal justice training commission basic correctional academy within the first year of their employment, as required by WAC 139-36-010 unless such training has already been received.

(3) Staff training shall further include such training as required by WAC 289-20-230.

(4) All jails should provide at least twenty hours of in-service training to each correctional officer each year (following academy training for purposes of updating training previously received). WAC 289-14-220(4) **ADVISORY.** [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-14-220, filed 3/18/81.]

WAC 289-14-230 Records. (Detention and correctional facilities.) The department of corrections or chief law enforcement officer for each jail shall establish a records system which shall comply with the requirements of this section.

(1) **Fiscal.** Each detention and correctional facility shall maintain fiscal records which clearly indicate facility operation and maintenance costs according to generally accepted accounting principles. Such records shall separate specific jail functions from other departmental functions.

(2) **Confidentiality.** All jail facility personnel shall be advised of the statutory provisions for confidentiality of jail records under RCW 70.48.100(2).

(3) **Individual prisoner records.** The information required by the booking and release form provided by the commission shall be obtained for each booking and release. Such information as prescribed by the commission will be retained in written form or within computer records. Other information retained in each prisoner's jail record shall include, but not be limited to, court orders, personal property receipts, infraction reports, reports of disciplinary actions and/or unusual occurrences, and, in case of death, disposition of prisoner's property and remains.

(a) **Medical.** Health care records shall be maintained separately in accordance with WAC 289-20-250 to the extent necessary to maintain their confidentiality.

(b) **Prisoner access.** Each prisoner shall be permitted reasonable access to his jail record, or reasonable access to information contained therein. Provided that such access may be limited only on substantial grounds of institutional security.

(c) **Transfer.** When a prisoner is transferred to another facility, copies or summaries of all health records shall be transferred to the receiving facility, provided that the requirements of WAC 289-20-250 regarding confidentiality are followed. Applicable court orders shall be transferred. Summaries or copies of disciplinary records shall be transferred where such information may serve a substantial governmental interest in the safety or security of the receiving institution.

(4) **Population reports.** Each jail shall complete and submit monthly reports on its population on forms provided by the jail commission.

(5) **Population accounting.** Each jail should, in addition, maintain an ongoing and a permanent accounting of its population by its own confinement categories, location, or classification within the jail. WAC 289-14-230(5) **ADVISORY.**

(6) **Jail register.** Each jail shall maintain an accurate jail register as required by RCW 70.48.100.

(7) Infraction and disciplinary. Each department of corrections or chief law enforcement officer shall maintain a written record of all incidents which result in substantial property damage or bodily harm, or serious threat of substantial property damage or bodily harm. Major infraction reports and disciplinary actions under chapter 289-16 WAC shall become part of the prisoner's jail record.

(8) Incidents and emergencies. All serious incidents and emergencies shall be recorded on forms provided by the commission. For purposes of this section, the term "serious incidents and emergencies" includes, but is not limited to any death which occurs within a jail, attempted suicides, epidemics, completed escapes, any completed assault upon staff or prisoners, serious fires, flooding or other natural disasters or riots.

(9) Incident reports. An incident report on any death, completed escape, or serious fire shall be submitted to the jail commission on the form provided by the commission. All such incident reports for a given month shall be submitted on a monthly basis with the monthly population accounting form. A copy of all incident reports shall be retained at the jail.

(10) Activity log. All jails should keep a log of daily activity within the facility for future accountability. WAC 289-14-230(10) ADVISORY.

(11) Personnel training. Training records shall be maintained for each staff member employed by a detention or correctional facility.

(12) Personnel performance. Performance records should be maintained for each staff member employed by a detention or correctional facility. WAC 289-14-230(12) ADVISORY. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-14-230, filed 3/18/81.]

Chapter 289-15 WAC

CUSTODIAL CARE STANDARDS--SAFETY

WAC

289-15-100	Emergency procedures. (Holding facilities.)
289-15-110	Fire prevention and suppression. (Holding facilities.)
289-15-120	Overcrowding. (Holding facilities.)
289-15-130	Use of force. (Holding facilities.)
289-15-200	Emergency procedures. (Detention and correctional facilities.)
289-15-210	Fire prevention and suppression. (Detention and correctional facilities.)
289-15-220	Overcrowding. (Detention and correctional facilities.)
289-15-225	Maximum capacities.
289-15-230	Use of force. (Detention and correctional facility.)

WAC 289-15-100 Emergency procedures. (Holding facilities.) (1) The department of corrections or chief law enforcement officer shall establish and maintain written emergency procedures as appropriate for the specific facility.

(2) The emergency plan shall outline the responsibilities of jail facility staff, evacuation procedures, and subsequent disposition of the prisoners after removal from the area or facility.

(3) Emergency plans shall always be available to the authorized person in charge of the jail.

(4) All personnel should be trained in the emergency procedures. WAC 289-15-100(4) ADVISORY [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-15-100, filed 3/24/81.]

WAC 289-15-110 Fire prevention and suppression. (Holding facilities.) The department of corrections or chief law enforcement officer shall establish and maintain a written fire prevention, suppression, and evacuation plan. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-15-110, filed 3/24/81.]

WAC 289-15-120 Overcrowding. (Holding facilities.) No prisoner shall be required to sleep on a mattress on the floor in excess of seventy-two hours, or directly on the floor for any period of time, unless there are reasonable grounds to believe that such provisions are necessary to prevent the prisoner from damaging property, inflicting bodily harm to himself or others, or substantially compromising the security of the jail. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-15-120, filed 3/24/81.]

WAC 289-15-130 Use of force. (Holding facilities.) (1) Only lawful and reasonable force to the person of a prisoner shall be used.

(2) A record of the use of such force shall be made. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-15-130, filed 3/24/81.]

WAC 289-15-200 Emergency procedures. (Detention and correctional facilities.) (1) The department of corrections or the chief law enforcement officer shall formulate written emergency procedures relative to escapes, riots, rebellions, assaults, injuries, suicides or attempted suicides, outbreak of infectious disease, fire, acts of nature, and any other type of major disaster or disturbance. The emergency plan shall outline the responsibilities of jail facility staff, evacuation procedures, and subsequent disposition of the prisoners after removal from the area or facility. Such plan shall be formulated in cooperation with the appropriate supporting local government units.

(2) Emergency plans shall always be available to the officer in charge of the jail, and all personnel shall be aware of, and trained in, the procedures. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-15-200, filed 3/18/81.]

WAC 289-15-210 Fire prevention and suppression. (Detention and correctional facilities.) (1) The department of corrections or chief law enforcement officer shall consult with the local fire department having jurisdiction over the facility in developing a written fire prevention and suppression plan which shall include, but not be limited to:

(a) A fire prevention plan to be part of the operations manual of policies and procedures;

(b) A requirement that staff are alert to fire hazards during their daily rounds.

(c) Fire prevention inspections at least semi-annually by the fire department having jurisdiction.

(d) Recommendations resulting from inspections should be promptly implemented WAC 289-15-210(1)(d) ADVISORY; and

(e) A regular schedule for inspections, testing and servicing fire suppression equipment.

(2) Results of all fire department inspections shall be kept on file at the jail, together with records of actions taken to comply with recommendations from such reports. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-15-210, filed 3/18/81.]

WAC 289-15-220 Overcrowding. (Detention and correctional facilities.) (1) Purpose. The purpose of this section is to provide a means for determining and setting maximum population figures for local detention and correctional facilities. In so doing, the commission recognizes that each facility is unique and that the establishment of rigid criteria for defining and identifying overcrowding in most existing facilities would be unworkable. However, overcrowding remains a concern of constitutional dimensions within local jails and must be addressed. It is the purpose of these standards to provide a firm approach to preventing overcrowding in new jail facilities and to create a workable and flexible process for addressing overcrowding in existing jails.

(2) No prisoner shall be required to sleep directly on the floor for any length of time, or on a mattress on the floor in excess of one 72-hour period, unless there are reasonable grounds to believe that such provisions are necessary to prevent the prisoner from damaging property, inflicting bodily harm to himself or others or substantially compromising the security of the jail.

(3) Existing jails. (a) The director of the local department of corrections or chief law enforcement officer shall propose a maximum capacity for each detention or correctional facility within his or her jurisdiction. This capacity shall reflect a judgment as to the maximum number of prisoners who may be housed within the facility in question in a humane fashion. Notice of such proposed maximum capacity shall be delivered to the state jail commission within 30 days of the final adoption of this revision to this standard. The proposed maximum capacity shall be the maximum capacity of the facility unless revised by the commission.

(b) Within 45 days of the receipt by the jail commission of notice of a proposed maximum capacity for a given facility, the commission shall schedule a public meeting to concur in or revise those capacity figures, pursuant to RCW 34.04.025 through 34.04.058. A written notice of such meeting shall be provided by the director to all known interested parties at least 20 days in advance of such meeting. It shall be the responsibility of the jail commission to establish cause for revising the maximum capacities proposed by the governing unit in question. The commission's concurrence in or revision of proposed maximum capacities shall take into account a detailed analysis of the following factors:

(i) The average amount of cell and day room space which would be available to each prisoner at maximum capacity;

(ii) The number of hours each day prisoners in the area have access to day rooms;

(iii) If the day room access is less than 12 hours each day, the amount of space per prisoner in the cell area;

(iv) The classification and types of prisoners held;

(v) The average length of stay of prisoners held;

(vi) The maximum length of actual stay of prisoners held;

(vii) The nature and amount of physical exercise available to prisoners;

(viii) The amount of access to visitation;

(ix) The amount of other out-of-living area time available to prisoners;

(x) Description of other services and programs available to prisoners, especially those covered by custodial care standards; and

(xi) The number of incidents occurring in the jail in the previous 12 months, classified by the categories of the population accounting form.

(c) In appropriate cases, the commission may establish a maximum capacity figure for an existing jail on an interim basis, when further study as to the circumstances appears necessary to make a final decision, in which case a date no more than six months in the future, shall be specified for a final determination with regard to maximum capacity.

(4) New facilities. The commission shall establish a maximum capacity for each newly constructed detention or correctional facility which is funded at the total fundable capacity set by the commission. Such maximum capacity shall be based upon the physical plant standards set forth in chapter 289-12 WAC.

(5) Overcrowding. (a) The maximum capacity may only be exceeded to the extent that the average daily population for any calendar month does not exceed the established maximum capacity.

(b) Any holding of prisoners beyond the established maximum capacity in a given calendar month, shall be reported by mailing the monthly population accounting form to the director by the department of corrections or chief law enforcement officer within the first five business days following the month. Each such case [or] [of] overcrowding shall be referred to the commission for possible enforcement action under chapter 289-30 WAC.

(c) Any report of conditions of overcrowding required under this section shall be considered as a notice of an emergency suspension of standards within the meaning of WAC 289-14-010.

(d) An emergency suspension of the overcrowding standard established under this section must be approved by the director.

(e) No emergency suspension of the standards relative to established maximum capacities within any calendar month shall be approved except when the following conditions are met:

(i) Any related suspension of other custodial care standards is also specifically approved;

(ii) All existing diversion programs have been fully utilized;

(iii) All prisoners being held for other jurisdictions have been transferred to those jurisdictions to the extent possible;

(iv) All facilities within adjacent counties have been utilized to the fullest extent reasonably practical and permissible by their classifications; and

(v) The jurisdiction provides the commission within 45 days with a plan setting forth alternatives to incarceration which will be examined and implemented.

(f) Each department of corrections or chief law enforcement officer shall establish, with the cooperation of the presiding judge of the superior court, a procedure for release of prisoners before the end of their term when overcrowding occurs as herein defined.

(g) In the event of overcrowding caused in part by the existence of state prisoners, the director shall contact the state department of corrections in an effort to have such prisoners removed.

(h) In the event of overcrowding caused in part by the existence of federal prisoners, the director shall contact the appropriate federal agency in an effort to have such prisoners removed. [Statutory Authority: Chapter 70.48 RCW. 82-01-091 (Order 21), § 289-15-220, filed 12/22/81; 81-08-001 (Order 12), § 289-15-220, filed 3/19/81.]

Reviser's note: RCW 34.04.058 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 289-15-225 Maximum capacities. Pursuant to WAC 289-15-220, the maximum capacity of each detention and correctional facility within the state of Washington is established at the figure indicated below.

Detention Facilities

Auburn (22)
Bremerton (23)
Ferry County (10)
Forks (11)
Issaquah (6)
Olympia (temporary)(19-interim)
Pend Oreille County (18)
Richland (23)

Correctional Facilities

Benton County (36-interim)
Chelan County (60-interim)
Clallam County (102)
Clark County (148-interim)
Cowlitz County (91)
Franklin County (78-interim)
Grant County (65-interim)
Grays Harbor County (54)
Island County (29)
Jefferson County (18)
Kent (20)
King County (1065-interim)
Kitsap County (101)
Kittitas County (52-interim)
Klickitat County (36)
Lewis County (68-interim)
Lincoln County (8)
Mason County (37-interim)
Okanogan County (55-interim)
Pacific County (14)
Pierce County (263)
Skagit County (40-interim)
Skamania County (17)
Snohomish County (128)
Spokane County (352)
Thurston County (110-interim)
Walla Walla County (24)
Whatcom County (92-interim)
Whitman County (21)
Yakima County (215-interim)

[Statutory Authority: RCW 70.48.050(1)(a) and 70.48.070(4). 82-11-070 (Order 28), § 289-15-225, filed 5/17/82.]

WAC 289-15-230 Use of force. (Detention and correctional facility.) Only lawful and reasonable force to the person of a prisoner shall be used. A record of the use of such force shall be made. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-15-230, filed 3/18/81.]

Chapter 289-16 WAC

CUSTODIAL CARE STANDARDS--OPERATIONS

WAC

289-16-010	Repealed.
289-16-020	Repealed.
289-16-030	Repealed.
289-16-040	Repealed.
289-16-100	Admissions. (Holding facilities.)
289-16-110	Preclassification procedures. (Holding facilities.)
289-16-120	Orientation. (Holding facilities.)
289-16-130	Classification/segregation. (Holding facilities.)
289-16-140	Good time. (Holding facilities.)
289-16-150	Release and transfer. (Holding facilities.)
289-16-160	Transportation. (Holding facilities.)
289-16-200	Admissions. (Detention and correctional facilities.)
289-16-210	Preclassification procedures. (Detention and correctional facilities.)
289-16-220	Orientation. (Detention and correctional facilities.)
289-16-230	Classification/segregation. (Detention and correctional facilities.)
289-16-240	Good time. (Detention and correctional facilities.)
289-16-250	Release and transfer. (Detention and correctional facilities.)
289-16-260	Transportation. (Detention and correctional facilities.)

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

289-16-010	Admissions. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-16-010, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.
289-16-020	Classification/segregation. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-16-020, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.
289-16-030	Release and transfer. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-16-030, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.
289-16-040	Transportation. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-16-040, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.

WAC 289-16-010 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-16-020 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-16-030 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-16-040 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-16-100 Admissions. (Holding facilities.)

(1) Authorized confinement. No prisoner shall be confined without proper legal authority.

(2) Telephone. Each prisoner, within a reasonable period of time after completion of booking, shall be advised of his right to, and be allowed to complete, at least two local or collect calls to persons of his choice who may be able to come to his assistance. If the prisoner chooses not to place the calls allowed, this information shall be noted on the booking form: *Provided*, That appropriate protection of access to an attorney shall be maintained for prisoners without funds.

(3) Language problems. Reasonable provisions for communication with non-English speaking, handicapped and illiterate prisoners shall be provided.

(4) Booking process. The booking process shall be completed promptly unless extenuating circumstances necessitate delay.

(5) Search. Each prisoner shall be searched for contraband in such a manner as staff determine is necessary to protect the safety of prisoners, staff, and institutional security. Such search shall be conducted in a professional manner which protects the prisoner's dignity to the extent possible.

(6) Strip search. Only an authorized person of the same sex as that of the prisoner shall conduct a strip search. Such search shall be conducted in a private area.

(7) Body vermin. Any person with body vermin shall be treated appropriately.

(8) Medical complaints. Complaints of illness or injury expressed or detected during booking shall be acted upon promptly by the staff person on duty and the prisoner shall be provided medical treatment as necessary.

(9) Communicable diseases. Prisoners suspected of having a communicable disease detrimental to the health of the other prisoners shall be segregated.

(10) Prisoner property. At the time of booking, if the prisoner's personal property is taken from him, the authorized jail staff shall record and store such items, and issue the prisoner a receipt.

(11) Bedding and personal care items. At a reasonable time after completion of booking, each prisoner shall be issued clean bedding, as well as such personal care items as required under WAC 289-20-180.

(12) Writing paper. Upon prisoner request, a reasonable supply of writing material shall be furnished. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-16-100, filed 3/24/81.]

WAC 289-16-110 Preclassification procedures. (Holding facilities.)

Prior to classification, reasonable precautions shall be taken to insure the safety and welfare of prisoners and the security of the institution. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-16-110, filed 3/24/81.]

WAC 289-16-120 Orientation. (Holding facilities.) As soon as reasonable after booking, the prisoner shall

be advised of any facility rules and regulations. His questions shall be answered. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-16-120, filed 3/24/81.]

WAC 289-16-130 Classification/segregation. (Holding facilities.)

(1) Classification procedures. Written classification procedures shall be included in the policies and procedures.

(2) Classification. The department of corrections or chief law enforcement officer, or his designee, shall be responsible for classification in accordance with written procedures.

(3) Classification training. At least one staff person per shift shall be trained in the facility's classification procedures and shall be responsible for classification. (30 day, 72 hour) (Not applicable - 6 hour)

(4) Classification criteria. To the extent possible in the available physical plant, the following classification criteria shall be used. If (4)(a) through (d) cannot be enforced, arrangements shall be made to immediately transfer the prisoners involved to another facility which can segregate and supervise them.

(a) The primary criteria for classification shall be safety of the prisoner and the security of the institution.

(b) Juvenile.

(i) No juvenile shall be held in a jail without sight and sound separation from adult prisoners. For purposes of this standard, a juvenile is a person under the chronological age of eighteen, who has not been remanded to superior court jurisdiction: *Provided*, That no person under the chronological age of sixteen shall be held in a jail in which adult prisoners are also being held: *Provided further*, That this standard does not preclude or prohibit the housing of remanded pretrial prisoners under the chronological age of eighteen within juvenile detention facilities rather than city or county adult detention facilities.

(ii) All governing units are advised of the provisions of the Juvenile Justice and Delinquency Prevention Act of 1974 (Public Law 93-415) as amended by the Juvenile Justice Amendments of 1980 (Public Law 96-509) which provide that no juveniles be housed in adult detention facilities after 1985, denies certain federal funds to states which do not comply with this requirement, and directs that guidelines shall be established for meeting this requirement over the five-year period. WAC 289-16-130(4)(b)(ii) ADVISORY

(c) Females shall be segregated from visual and physical contact with male prisoners except under continual supervision of a staff person.

(d) Special problem prisoners who endanger the health or safety of other prisoners (or themselves) shall be segregated and closely supervised.

(e) Prisoners on work release and weekend confinement programs, and any other prisoners who have regular contact outside the jail should be segregated from other prisoner categories (30 day, 72 hour). WAC 289-16-130(4)(e) ADVISORY (Not applicable - 6 hour)

(f) Factors to be considered in classification shall include, but are not limited to, age, type of crime, pretrial

versus post trial status, and offender sophistication.
[Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-16-130, filed 3/24/81.]

WAC 289-16-140 Good time. (Holding facilities.)

The director of the department of corrections or the chief law enforcement officer should develop written policies regarding time off for good behavior. Such policies should insure that good time, when authorized by sentencing courts, is given on a consistent basis, and in accordance with RCW 70.48.210 and 9.92.150. (30 day) WAC 289-16-140 ADVISORY (Not applicable - 72 hour, 6 hour). [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-16-140, filed 3/24/81.]

WAC 289-16-150 Release and transfer. (Holding facilities.) (1) Release.

(a) The releasing officer shall determine prisoner identity and ascertain that there is legal authority for the release.

(b) The information required on the release forms shall be recorded for each prisoner released from the facility (30 day, 72 hour). (Not applicable - 6 hour)

(c) All prisoners being released shall sign a witnessed receipt for personal property returned.

(2) Transfer. In addition to the release procedures designated above, the releasing officer shall determine that the receiving unit or person has the authority to accept custody. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-16-150, filed 3/24/81.]

WAC 289-16-160 Transportation. (Holding facilities.)

When jail facility staff are responsible for prisoner transportation and when the prisoner is still in the custody and under the supervision of the jail, the department of corrections or chief law enforcement officer shall develop and maintain written instructions which insure the safety of the prisoners and staff. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-16-160, filed 3/24/81.]

WAC 289-16-200 Admissions. (Detention and correctional facilities.) (1) General.

(a) The receiving officer shall determine that the arrest and confinement of each prisoner is being accomplished by a duly authorized officer, and a copy of all

documents that purport to legally authorize the confinement shall become part of the prisoner's jail record.

(b) If only one jail facility officer is on duty, the delivery officer shall remain until the prisoner is locked into the confinement area.

(c) The information required by the commission shall be recorded for each prisoner booked into the facility.

(d) Each prisoner, after completion of booking, shall be advised of his right to, and be allowed to complete, at least two local or collect calls to persons of his choice who may be able to come to his assistance. If the prisoner chooses not to place the calls allowed, this information shall be noted on the booking form.

(e) Reasonable provisions for communicating with non-English speaking, handicapped and illiterate prisoners shall be provided concerning the booking process, rules of the facility, privileges and other information pertinent to his rights and well-being while confined.

(f) The booking process shall be completed promptly unless the physical or mental condition of the prisoner necessitates delay.

(2) Search/examination.

(a) Each prisoner shall be searched for contraband in such a manner as responsible staff determine is necessary to protect the safety of prisoners, staff, and institutional security. Such search should be conducted in a private area and in a professional manner which protects the prisoner's dignity to the extent possible.

(b) When a strip search is conducted, it shall be performed by a staff person of the same sex as the prisoner.

(c) When a strip search of a prisoner is conducted, it should include a thorough visual check for birthmarks, wounds, sores, cuts, bruises, scars and injuries; "health tags;" and body vermin. Less complete searches should include the same checks to the extent possible. WAC 289-16-200(2)(c) ADVISORY.

(d) All physical markings and "health tag" identifications shall be recorded and made available to the appropriate jail employees and the medical professionals responsible for care of the prisoner under chapter 289-20 WAC.

(e) Particularly when force has been used during arrest, all visible injuries should be photographed. WAC 289-16-200(2)(e) ADVISORY.

(f) Any person with body vermin shall be treated appropriately in accordance with chapter 289-20 WAC.

(g) Complaints of illness or injury expressed or observed during booking shall be checked promptly in accordance with the medical procedure established under WAC 289-20-220.

(h) A prisoner suspected of having a communicable disease as defined in WAC 289-02-020(17) shall be isolated without delay. Arrangements shall be made for his immediate transfer to a facility equipped to handle the suspected disease, unless the admitting facility can safely and effectively segregate and maintain the medically prescribed treatment.

(3) Personal property. The admitting officer shall record and store the prisoner's personal property and issue the prisoner a witnessed receipt.

(4) Prisoner weight. Each prisoner's weight should be measured and recorded upon admission. WAC 289-16-200(4) **ADVISORY**.

(5) Photographs and fingerprints.

(a) Front and side-view identification photographs of each prisoner should stipulate the arresting agency or the booking agency and the date of arrest or the date of the photograph. WAC 289-16-200(5)(a) **ADVISORY**.

(b) Copies of fingerprints shall be forwarded to the proper state and federal authorities.

(6) Issuances.

(a) Each jail should establish its own policy on prisoners' use of personal clothing or jail uniforms. WAC 289-16-200(6)(a) **ADVISORY**.

(b) At a reasonable time after the completion of booking, each prisoner shall be issued clean bedding, as well as such personal care items as required under WAC 289-20-280.

(c) Upon prisoner request, a reasonable supply of writing material shall be furnished. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-16-200, filed 3/18/81.]

WAC 289-16-210 Preclassification procedures. (Detention and correctional facilities.) (1) Prior to classification, reasonable precautions shall be taken to insure the safety and welfare of prisoners and the security of the institution.

(2) Prisoners who, upon screening, appear to have serious and potentially dangerous problems with drugs, including alcohol, or signs of serious mental illness, shall be closely observed. Persons qualified and trained to evaluate such prisoners shall be contacted without delay.

(3) Any prisoner suspected of being assaultive shall be housed separately prior to classification except where continual direct observation is maintained.

(4) No prisoner known or suspected to be a danger to himself may be housed alone without continual direct observation. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-16-210, filed 3/18/81.]

WAC 289-16-220 Orientation. (Detention and correctional facilities.) (1) As soon after booking as possible each prisoner shall receive an oral or written orientation, consistent with the provisions of WAC 289-16-200(1)(f). The orientation shall provide information regarding the prisoner's confinement including, but not limited to:

(a) Rules of prisoner conduct; including possible disciplinary sanctions, as provided in WAC 289-19-210;

(b) Procedures and conditions regarding classification and reclassification, as provided in WAC 289-16-230;

(c) Staff expectations of prisoner responsibilities, including if applicable, cleaning of prisoner living areas;

(d) Prisoner rights and privileges;

(e) The means of access to health care as required by WAC 289-20-220, and other services;

(2) An opportunity to ask and receive answers to questions shall be provided within a reasonable time. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-16-220, filed 3/18/81.]

WAC 289-16-230 Classification/segregation. (Detention and correctional facilities.) (1) Classification.

(a) The department of corrections or chief law enforcement officer shall establish written classification and reclassification procedures which shall be included in the manual of policies and procedures.

(b) A classification committee, or individual shall be designated as responsible for classification of prisoners confined in the facility in accordance with such written procedures: *Provided*, That this does not preclude designation of alternate persons to serve in such individuals' absence: *Provided further*, That certain classification functions, such as initial cell assignment, may be delegated, in writing, to staff not assigned to classification functions.

(c) It is recommended that no less than two facility staff members be responsible for classification determinations when reasonably possible. WAC 289-16-230(1)(c) **ADVISORY**.

(d) For each prisoner confined in a detention or correctional facility, those responsible for classification shall determine the degree of security required, housing assignment, program eligibility, and regulations for association within and outside the confinement area.

(2) Classification procedures.

(a) Each prisoner confined in a detention or correctional facility shall be interviewed by the persons responsible for classification determinations or other designated staff. Where designated staff conduct the interviews, the information shall be reported to the classification committee, or person responsible in a uniform manner.

(b) Each prisoner shall be classified as soon as reasonably possible.

(c) The prisoner shall be promptly informed of any classification housing assignment decision other than "general population," and of his right to have that decision reviewed upon making a request. Such notice shall also be given with regard to any reclassification action.

(d) A prisoner who is dissatisfied with his housing assignment shall be entitled to a review of the decision by the department of corrections or chief law enforcement officer upon making a written request, and shall be promptly informed of this right. Such request shall be reviewed by the department of corrections, chief law enforcement officer, or a designated staff member supervisory to the classification committee, within 72 hours of its receipt by staff. The prisoner shall receive a written decision of the review of such assignment, including reason(s).

(3) Criteria for prisoner classification.

(a) The primary criteria for classification shall be the safety of the prisoner and the security of the institution.

(b) Juveniles.

(i) No juvenile shall be held in a jail without sight and sound separation from adult prisoners. For purposes of this standard, a juvenile is a person under the chronological age of eighteen, who has not been remanded to superior court jurisdiction: *Provided*, That no person under the chronological age of sixteen shall be held in a jail in which adult prisoners are also being held: *Provided further*, That this standard does not preclude or prohibit the housing of remanded pretrial prisoners under the chronological age of eighteen within juvenile detention facilities rather than city or county adult detention facilities.

(ii) All governing units are advised of the provisions of the Juvenile Justice and Delinquency Prevention Act of 1974 (Public Law 93-415) as amended by the Juvenile Amendments of 1980 (Public Law 96-509) which provide that no juveniles be housed in adult detention facilities after 1985, denies certain federal funds to states which do not comply with this requirement, and directs that guidelines shall be established for meeting this requirement over the five-year period. WAC 289-16-230(3)(b)(ii) **ADVISORY**.

(c) Females shall be segregated from visual communication and physical contact with male prisoners except under [the] direct supervision of a staff person.

(d) Special problem prisoners who endanger the health and safety of other prisoners (or themselves) shall be segregated and closely supervised.

(e) Prisoners on work release or weekend confinement programs, and any other prisoners who have regular contact outside the jail shall be segregated from other prisoner categories.

(f) Factors to be considered in classification shall include, but are not limited to, age, type of crime, pretrial versus post-trial status, and offender sophistication.

(4) Administrative segregation.

(a) Written classification procedures shall include provisions for the separation of certain prisoners for their own protection, for purposes of investigation, and for the security of the facility.

(b) Written documentation shall be maintained for each case of administrative segregation. [Statutory Authority: Chapter 70.48 RCW. 81-08-001 (Order 12), § 289-16-230, filed 3/19/81; 81-07-057 (Order 10), § 289-16-230, filed 3/18/81.]

Reviser's note: RCW 34.04.058 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 289-16-240 Good time. (Detention and correctional facilities.) The director of the department of corrections or the chief law enforcement officer should

develop written policies regarding time off for good behavior. Such policies should insure that good time when authorized by sentencing courts, is given on a consistent basis, and in accordance with RCW 70.48.210 and 9.92.150. **ADVISORY.** [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-16-240, filed 3/18/81.]

WAC 289-16-250 Release and transfer. (Detention and correctional facilities.) (1) Release.

(a) The releasing officer shall positively determine prisoner identity and ascertain that there is legal authority for the release.

(b) The information required on the release forms provided by the commission shall be recorded for each prisoner released from the facility.

(c) All prisoners being released shall sign a witnessed receipt for personal property returned.

(d) Each prisoner discharged should receive a visual body check to detect changes from his admitting physical record. WAC 289-16-250(1)(d) **ADVISORY.**

(2) Transfer. In addition to the release procedures designated above, the releasing officer shall determine that the receiving unit or person has the authority to accept custody. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-16-250, filed 3/18/81.]

WAC 289-16-260 Transportation. (Detention and correctional facilities.) When jail facility staff are responsible for prisoner transportation and when the prisoner is still in the custody and under the supervision of the jail, the department of corrections or the chief law enforcement officer of each detention and correctional facility shall develop and maintain written instructions which insure the safety of the prisoners and staff shall be maintained. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-16-260, filed 3/18/81.]

Chapter 289-18 WAC

CUSTODIAL CARE STANDARDS--SECURITY

WAC

289-18-010	Repealed.
289-18-020	Repealed.
289-18-030	Repealed.
289-18-040	Repealed.
289-18-050	Repealed.
289-18-100	Staffing. (Holding facilities.)
289-18-110	Supervision and surveillance. (Holding facilities.)
289-18-120	Critical articles. (Holding facilities.)

289-18-200	Staffing. (Detention and correctional facilities.)
289-18-210	Supervision and surveillance. (Detention and correctional facilities.)
289-18-220	Critical articles. (Detention and correctional facilities.)

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

289-18-010	Supervision and surveillance. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-18-010, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.
289-18-020	Critical articles. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-18-020, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.
289-18-030	Emergency procedures. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-18-030, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.
289-18-040	Emergency suspension of custodial care standards. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-18-040, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.
289-18-050	Discipline. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-18-050, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.

WAC 289-18-010 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-18-020 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-18-030 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-18-040 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-18-050 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-18-100 Staffing. (Holding facilities.)

(1) General staffing. At all times at least one staff member shall be awake, alert, and directly responsible for supervision and surveillance: *Provided*, That this section does not require the presence of such staff when no prisoners are being housed or booked in the facility.

(2) Same sex staffing. A jail staff member of the same sex as the prisoner shall be available in a reasonable time for all custodial activities which involve intimate physical contact or activities which are commonly afforded reasonable protection against opposite sex observation or supervision except where the health, safety, and security of the individual or the staff member would be jeopardized: *Provided*, That personal observation of prisoners for this or other sections of these standards may be by opposite sex staff so long as opposite sex privacy concerns are given appropriate protection.

(3) Surveillance.

(a) There shall be continual sight and/or sound surveillance of all prisoners.

(b) Such surveillance may be by remote means, provided there is the ability of staff to respond face-to-face to any prisoner within three minutes: *Provided*, That special problem prisoners are subject to the more stringent personal observation and supervision requirements of other sections.

(c) Each prisoner shall be personally observed by staff at various times. All prisoner checks shall be recorded in writing and retained in the jail records.

(d) In the absence of unusual behavior or other concerns for prisoner security and health, personal observation of prisoners by staff may be reduced to, but should not be less frequent than, at least once within every sixty minute period. WAC 289-18-100(3)(d) ADVISORY. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-18-100, filed 3/24/81.]

WAC 289-18-110 Supervision and surveillance. (Holding facilities.)

(1) Prisoner identification. All holding facilities shall establish a means of identifying prisoners.

(2) Perimeter security. Perimeter security shall be maintained within existing physical plant limitations.

(3) Security devices. Minimum necessary security devices shall be maintained in proper working condition at all times.

(4) Prisoner authority. No prisoner shall be permitted to have authority over other prisoners.

(5) Prisoner counts. A system should be maintained for taking and recording prisoner counts as necessary. WAC 289-18-110(5) ADVISORY

(6) Contraband control. All holding facilities shall establish and maintain a written procedure regarding searches of prisoners, visitors, and the facility to prevent the introduction of contraband. All jails which permit visiting shall post a sign displaying the penalty for the introduction of contraband. (RCW 9A.76.010, 9A.76.140, 9A.76.150, 9A.76.160.) [Statutory Authority:

Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-18-110, filed 3/24/81.]

WAC 289-18-120 Critical articles. (Holding facilities.) (1) All holding facilities shall establish written procedures to insure that weapons shall be inaccessible to prisoners at all times.

(2) Weapon lockers should be located outside of booking and confinement areas. WAC 289-18-120(2) **ADVISORY**

(3) Whenever possible, keys to weapon lockers should be located outside of booking and confinement areas. WAC 289-18-120(3) **ADVISORY**

(4) Keys and locking devices.

(a) Key regulations shall be established by the department of corrections or chief law enforcement officer and read and initialed by all staff.

(b) A control point shall be designated for key cataloging and logging the distribution of keys.

(c) There shall be at least two sets of jail facility keys, one set in use and the other stored securely but easily accessible to staff for use in the event of an emergency.

(d) All keys not in use shall be stored in a secure area inaccessible to prisoners.

(e) Emergency keys shall be marked and placed where they may be quickly identified in case of an emergency.

(f) Keys shall be accounted for at all times.

(g) Jail facility keys shall never be issued to a prisoner.

(h) If electronic devices are used in place of keys, there shall be key or other manual override capabilities available for immediate use in case of an emergency and/or failure of the system.

(5) The department of corrections or the chief law enforcement officer shall establish and maintain written procedures regarding storage of protective equipment and dangerous kitchen utensils, if applicable. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-18-120, filed 3/24/81.]

WAC 289-18-200 Staffing. (Detention and correctional facilities.) General staffing.

(1) At all times in all jails, at least one staff member shall be awake, alert, and directly responsible for supervision and surveillance.

(2) At all times a staff member of the same sex as the prisoner(s) shall be on duty or available within a reasonable time, which staff member shall be directly responsible for supervision which involves intimate physical contact or activities commonly afforded reasonable protection against opposite sex observation or supervision: *Provided*, That this does not preclude jail staff from performing nonjail-related functions or being relieved from direct duties and remaining on call: *Provided*

further, That personal observation of prisoners for purposes of this or other sections of these standards may be by opposite sex staff as long as opposite sex privacy concerns are given appropriate protection.

(3) There shall be continual sight and/or sound surveillance of all prisoners.

(4) Such surveillance may be by remote means, provided there is the ability of staff to respond face-to-face to any prisoner within three minutes: *Provided*, That special problem prisoners are subject to the more stringent personal observation and supervision requirements of other sections.

(5) In the absence of unusual behavior or other concerns for prisoner security and health, personal observation of prisoners by staff may be reduced to, but shall not be less frequent than, at least once within every sixty minute period.

(6) Personal staff observations of prisoners should be recorded in writing and retained in the jail records. WAC 289-18-200(6) **ADVISORY**.

(7) Staff should be alert to prisoner depression, dissonance, family rejection, loneliness, resistance to staff or programs, and the effects of use of substances prohibited by facility rules or by law. When such symptoms are discovered, such persons should be closely observed. WAC 289-18-200(7) **ADVISORY**. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-18-200, filed 3/18/81.]

WAC 289-18-210 Supervision and surveillance. (Detention and correctional facilities.) (1) General security.

(a) All jails shall establish a positive means of identifying prisoners.

(b) Perimeter security shall be maintained.

(c) Security devices shall be maintained in proper working condition at all times.

(d) No prisoner shall be permitted to have authority over other prisoners.

(2) Prisoner counts. Detention and correctional facilities shall develop a system for taking and recording prisoner counts. This procedure shall be followed at shift changes and at other regular or irregular times.

(3) Contraband control.

(a) Any item or person entering or leaving a jail shall be subject to search.

(b) When housed in a jail facility, work release prisoners and prisoners who have regular contact outside the jail shall not be permitted contact with other prisoner classifications or entrance to areas frequented by other prisoners.

(c) There shall be irregularly scheduled searches for contraband in detention and correctional facilities and all areas frequented by prisoners.

(d) Conspicuously posted signs shall display the statutory penalty for giving or arranging to give anything to a prisoner without official authorization (RCW 9A.76-.010, 9A.76.140, 9A.76.150, 9A.76.160). Non-English

speaking visitors shall be informed of the statutory penalty either verbally or by posted signs in the appropriate language. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-18-210, filed 3/18/81.]

WAC 289-18-220 Critical articles. (Detention and correctional facilities.) (1) All detention and correctional facilities shall establish written procedures to insure that weapons shall be inaccessible to prisoners at all times.

(2) Weapon lockers shall be located outside of booking and confinement areas.

(3) Whenever possible, keys to weapon lockers should be located outside of booking and confinement areas. **ADVISORY.**

(4) Keys and locking devices.

(a) Key regulations shall be established by the department of corrections or chief law enforcement officer and read and initialed by all staff.

(b) A control point shall be designated for key cataloging and logging the distribution of keys.

(c) There shall be at least two sets of jail facility keys, one set in use and the other stored securely but easily accessible to staff for use in the event of an emergency.

(d) All keys not in use shall be stored in a secure key locker inaccessible to prisoners.

(e) Emergency keys shall be marked and placed where they may be quickly identified in case of an emergency.

(f) Keys to locks on doors inside the security area of a jail should be on a separate ring from keys to locks on doors or gates to the outside of the jails. At no time should both rings be carried by a person inside the jail simultaneously. **WAC 289-18-220(4)(f) ADVISORY.**

(g) Keys shall be accounted for at all times and the distribution certified at each shift change.

(h) Jail facility keys shall never be issued to a prisoner.

(i) If electronic devices are used in place of keys, there shall be key or other manual override capabilities available for immediate use in case of an emergency and/or a failure of the system.

(5) Protective equipment. Protective equipment, tear gas, and any other chemical suppressing agent shall be kept in a secure area, inaccessible to prisoners and unauthorized persons, but quickly accessible to officers of the facility.

(6) Kitchen utensils, tools, and toxic substances.

(a) Dangerous kitchen utensils and tools shall be marked for identification, recorded, and kept in a secure place.

(b) Toxic substances shall be kept in locked storage, and use of toxic substances shall be strictly supervised. Such substances, including cleaning supplies, shall be stored in a separate area from food supplies. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-18-220, filed 3/18/81.]

Chapter 289-19 WAC CUSTODIAL CARE STANDARDS--PRISONER CONDUCT

WAC

289-19-010	Introduction.
289-19-100	Prisoner rights. (Holding facilities.)
289-19-110	Prisoner rules of conduct. (Holding facilities.)
289-19-120	Discipline. (Holding facilities.)
289-19-130	Grievance procedures. (Holding facilities.)
289-19-200	Prisoner rights. (Detention and correctional facilities.)
289-19-210	Prisoner rules of conduct. (Detention and Correctional facilities.)
289-19-220	Discipline. (Detention and correctional facilities.)
289-19-230	Grievance procedures. (Detention and correctional facilities.)

WAC 289-19-010 Introduction. It is assumed that disciplinary procedures are usually not applicable to six-hour holding facilities, but where any disciplinary rules or sanctions exist, the facility must comply with the applicable provisions of this chapter. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-19-010, filed 3/24/81.]

WAC 289-19-100 Prisoner rights. (Holding facilities.) Each holding facility should establish a written statement of prisoner rights, to be reviewed at the time of orientation, which should include, but not be limited to, access to courts, confidential access to attorneys and/or legal assistance, protection from abuse and corporal punishment, freedom from discrimination based on race or sex, access to information on facility rules and regulations and sanctions, communication such as telephone calls, and access to necessary medical care. (30 day, 72 hour) **WAC 289-19-100 ADVISORY.** (6 hour - see WAC 289-16-120). [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-19-100, filed 3/24/81.]

WAC 289-19-110 Prisoner rules of conduct. (Holding facilities.) (1) Rules established.

(a) The department of corrections or chief law enforcement officer shall establish uniform rules and disciplinary sanctions to guide the conduct of all prisoners which rules shall designate major and minor infractions. (30 day, 72 hour)

(b) Appropriate rules relating to the imposition of discipline, if any, shall be established in writing. (6 hour)

(2) Prisoners informed.

(a) Printed rules and possible disciplinary sanctions shall be given to each prisoner and/or posted conspicuously within the jail or conveyed orally to each prisoner. Reasonable efforts shall be made to inform non-English speaking prisoners. (30 day, 72 hour)

(b) Prisoners shall be informed of facility rules and sanctions, if any are established. (6 hour)

(3) Major infractions. If major infractions are handled within the facility, rather than as criminal proceedings, the following shall apply:

(a) All major infractions of the rules shall be reported in writing to the supervisor prior to shift change by the staff member observing or discovering the act. Such reports shall become a part of the prisoner's jail record.

(b) Disciplinary committee.

(i) The director of the department of corrections or the chief law enforcement officer or such person's designee or designees shall hear and decide all charges of major violation of facility rules and impose sanctions. (30 day) (Not applicable - 72 hour, 6 hour)

(ii) It is recommended, but not required, that there be a committee of two or more staff to perform the function of disciplinary committee. (30 day) WAC 289-19-110(3)(b)(ii) ADVISORY. (Not applicable - 72 hour, 6 hour)

(iii) Any facility staff member involved in a charge shall not be allowed to participate as a hearing officer with respect to that charge. (30 day) (Not applicable - 72 hour, 6 hour)

(c) Disciplinary procedures.

(i) Any charge pending against a prisoner shall be acted on as soon as possible and no later than forty-eight hours (exclusive of Saturdays, Sundays, and holidays) after observation or discovery of the infraction. (30 day) (Not applicable - 72 hour, 6 hour)

(ii) At least twenty-four hours prior to hearing, the prisoner shall receive a copy of the written infraction report made in conformance with WAC 289-19-110(3)(a). If the prisoner is illiterate, the infraction report shall be read to him. (30 day) (Not applicable - 72 hour, 6 hour)

(iii) The prisoner alleged to have committed a major infraction shall have, and be promptly advised of, the following rights:

(A) The prisoner shall have the right to be present at all stages of the hearing, except during the decisional deliberations;

(B) The prisoner shall be allowed to appear on his own behalf, to present witnesses, and to present documentary evidence unless the exercise of such rights would be unduly hazardous to institutional safety or correctional goals, in which case the prisoner shall be given a written statement of the reasons for such judgments and the prisoner's record shall contain a statement with regard to such grounds;

(C) A prisoner who is unable to represent himself in such a hearing shall be informed of his right to be assisted by another person in understanding and participating in the proceedings;

(D) The prisoner shall be advised of the decision in a written notice giving the reasons for the disciplinary action, if any, and evidence relied on; and

(E) The prisoner shall be permitted to appeal the disciplinary hearing decision to the department of corrections or the chief law enforcement officer or his or her designee in accordance with appeal procedures established by each facility and included in the printed procedures established by each facility and included in the printed rules. (30 day) (Not applicable - 72 hour, 6 hour)

(iv) All disciplinary proceedings shall be recorded. (30 day) (Not applicable - 72 hour, 6 hour)

(v) There shall be a finding of guilt based on the preponderance of evidence before imposition of a sanction. (30 day) (Not applicable - 72 hour, 6 hour)

(4) Minor infractions. Minor infractions may be handled by any staff person by reprimand, warning, or minor sanction as defined by local rules. Such incidents may become part of the prisoner's record only with the approval of the supervisor and verbal notification to the prisoner. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-19-110, filed 3/24/81.]

WAC 289-19-120 Discipline. (Holding facilities.)

(1) Corrective action or forms of discipline.

(a) When punitive measures are imposed, such measures shall be in accordance with law, and recommended sanctions, and appropriate to the severity of the infraction.

(b) Acceptable forms of discipline shall include, but not be limited to, the following:

(i) Loss of privileges;

(ii) Removal from work detail or other assignment;

(iii) Recommendation of forfeiture of "good time" credit;

(iv) Transfer to the maximum security or segregation section. (30 day, 72 hour) (Not applicable - 6 hour)

(2) Limitations on punishment.

(a) No prisoner or group of prisoners shall be given authority to administer punishment to any other prisoner or group of prisoners.

(b) Deprivation of regular feeding, clothing, bed, bedding, or normal hygienic implements and facilities shall not be used as a disciplinary sanction.

(c) Correspondence privileges shall not be denied or restricted, except in cases where the prisoner has violated correspondence regulations. In no case shall the correspondence privilege with any member of the bar, holder of public office, the courts, or the department of corrections or chief law enforcement officer be suspended.

(d) Restrictions on visitation.

(i) Visitation privileges should not be denied or restricted as a sanction for infractions of rules of the institution unrelated to visitation. WAC 289-19-120(2)(d)(i) ADVISORY.

(ii) Under no circumstances shall attorney-client visits be restricted.

(e) No prisoner shall be held in disciplinary segregation for more than five consecutive days without review

by the disciplinary hearing body or chief law enforcement officer or his or her designee, and in no event shall a prisoner be held in disciplinary segregation for more than ten consecutive days as the result of any one hearing. (30 day) (Not applicable - 72 hour, 6 hour)

(f) Corporal punishment and physical restraint (e.g., handcuffs, leather restraints, and strait jackets) shall not be used as sanctions. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-19-120, filed 3/24/81.]

WAC 289-19-130 Grievance procedures. (Holding facilities.) The department of corrections or chief law enforcement officer for each jail should develop and maintain procedures for the collection of prisoner grievances. Such procedures should provide for persons to whom grievances are to be directed, for timely review of grievances, and for notification of action taken regarding the grievance. (30 day, 72 hour) WAC 289-19-130 ADVISORY. (Not applicable - 6 hour). [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-19-130, filed 3/24/81.]

WAC 289-19-200 Prisoner rights. (Detention and correctional facilities.) Each detention and correctional facility should establish a written statement of prisoner rights, to be reviewed at the time of orientation, which should include, but not be limited to, access to courts, confidential access to attorneys and/or legal assistance, protection from abuse and corporal punishment, freedom from discrimination based on race or sex, access to information on facility rules and regulations and sanctions, communication such as telephone calls, and access to necessary medical care. ADVISORY. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-19-200, filed 3/18/81.]

WAC 289-19-210 Prisoner rules of conduct. (Detention and Correctional facilities.) (1) The department of corrections or chief law enforcement officer shall establish uniform rules and disciplinary sanctions to guide the conduct of all prisoners, which rules shall designate major and minor infractions.

(2) Printed rules and possible disciplinary sanctions shall be given to each prisoner and/or posted conspicuously throughout the jail. Non-English speaking prisoners shall be informed of the rules either orally, in writing, or by posted signs in the appropriate language.

(3) All major infractions of the rules shall be reported in writing to the supervisor prior to shift change by the staff member observing or discovering the act. Such reports shall become a part of the prisoner's jail record.

(4) Minor infractions. Minor violations of the rules may be handled informally by any staff member by reprimand, warning, or minor sanction as defined by local rules. Such incidents may become part of the prisoner's record only with the approval of the supervisor and verbal notification to the prisoner. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-19-210, filed 3/18/81.]

WAC 289-19-220 Discipline. (Detention and correctional facilities.) (1) Disciplinary committee.

(a) The director of the department of corrections or the chief law enforcement officer or such person's designee or designees, shall hear and decide all charges of major violation of facility rules and impose sanctions.

(b) It is recommended, but not required, that there be a committee of two or more staff to perform the function of disciplinary committee. WAC 289-19-220(1)(b) ADVISORY.

(c) Any facility staff member involved in a charge shall not be allowed to participate as a hearing officer with respect to that charge.

(2) Disciplinary procedures.

(a) Any charges pending against a prisoner shall be acted on as soon as possible and no later than forty-eight hours (exclusive of Saturdays, Sundays, and holidays) after observation or discovery of the infraction.

(b) At least twenty-four hours prior to hearing, the prisoner shall receive a copy of the written infraction report made in conformance with WAC 289-19-210(3). If the prisoner is illiterate, the infraction report shall be read to him.

(c) The prisoner alleged to have committed a major infraction shall have, and be promptly advised of, the following rights:

(i) The prisoner shall have the right to be present at all stages of the hearing, except during the decisional deliberations;

(ii) The prisoner shall be allowed to appear on his own behalf, to present witnesses, and to present documentary evidence unless the exercise of such rights would be unduly hazardous to institutional safety or correctional goals, in which case the prisoner shall be given a written statement of the reasons for such judgments and the prisoner's record shall contain a statement with regard to such grounds;

(iii) A prisoner who is unable to represent himself in such a hearing shall be informed of his right to be assisted by another person in understanding and participating in the proceedings;

(iv) The prisoner shall be advised of the decision in a written notice giving the reasons for the disciplinary action, if any, and evidence relied on; and

(v) The prisoner shall be permitted to appeal the disciplinary hearing decision to the department of corrections or the chief law enforcement officer or his or her designee in accordance with appeal procedures established by each facility and included in the printed rules.

(d) All disciplinary proceedings shall be recorded.

(e) There shall be a finding of guilt based on the preponderance of evidence before imposition of a sanction.

(f) The above provisions do not preclude imposition of administrative segregation, according to procedures required by WAC 289-16-230(4), or other appropriate limitations on freedom of the prisoner involved prior to such disciplinary proceeding: *Provided*, That every such restriction shall be in accordance with the other provisions in these standards: *Provided further*, That any such

restrictions shall be based on legitimate grounds of institutional security or prisoner safety, and such action shall be noted in the prisoner's records.

(3) Corrective action or forms of discipline.

(a) Nonpunitive corrective action should be the first consideration in all disciplinary proceedings. WAC 289-19-220(3)(a) **ADVISORY**.

(b) When punitive measures are imposed, such measures shall be in accordance with law, and recommended sanctions, appropriate to the severity of the infraction, and based on considerations of the individual involved.

(c) Acceptable forms of discipline shall include the following:

(i) Loss of privileges;

(ii) Removal from work detail or other assignment;

(iii) Recommendation of forfeiture of "good time" credit;

(iv) Transfer to the maximum security or segregation section.

(4) Limitations on punishment.

(a) No prisoner or group of prisoners shall be given authority to administer punishment to any other prisoner or group of prisoners.

(b) Deprivation of regular feeding, clothing, bed, bedding, or normal hygienic implements and facilities shall not be used as a disciplinary sanction.

(c) Correspondence privileges shall not be denied or restricted, except in cases where the prisoner has violated correspondence regulations. In no case shall the correspondence privilege with any member of the bar, holder of public office, the courts or the department of corrections or chief law enforcement officer be suspended.

(d) Restrictions on visitation.

(i) Visitation privileges should not be denied or restricted as a sanction for infractions of rules of the institution unrelated to visitation. WAC 289-19-220(4)(d)(i) **ADVISORY**.

(ii) Under no circumstances shall attorney-client visits be restricted.

(e) No prisoner shall be held in disciplinary segregation for more than five consecutive days without review by the disciplinary hearing body or chief law enforcement officer or his or her designee, and in no event shall a prisoner be held in disciplinary segregation for more than ten consecutive days as the result of any one hearing.

(f) Corporal punishment and physical restraint (e.g., handcuffs, leather restraints, and strait jackets) shall not be used as sanctions. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-19-220, filed 3/18/81.]

WAC 289-19-230 Grievance procedures. (Detention and correctional facilities.) The department of corrections or chief law enforcement officer for each jail should develop and maintain procedures for the collection of prisoner grievances. Such procedures should provide for persons to whom grievances are to be directed, for timely review of grievances, and for written notification of action taken regarding the grievance. **ADVISORY**.

[Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-19-230, filed 3/18/81.]

Chapter 289-20 WAC

CUSTODIAL CARE STANDARDS—HEALTH AND WELFARE

WAC

289-20-010	Repealed.
289-20-020	Repealed.
289-20-030	Repealed.
289-20-040	Repealed.
289-20-050	Repealed.
289-20-100	Written procedures for medical services. (Holding facilities.)
289-20-105	Health care policies and procedures. (Holding facilities.)
289-20-110	Health screening. (Holding facilities.)
289-20-120	Access to health care. (Holding facilities.)
289-20-130	Health care training. (Holding facilities.)
289-20-140	Medications control. (Holding facilities.)
289-20-150	Health care records. (Holding facilities.)
289-20-160	Special medical issues. (Holding facilities.)
289-20-165	Access to facilities. (Holding facilities.)
289-20-170	Food. (Holding facilities.)
289-20-180	Clothing, bedding and personal items. (Holding facilities.)
289-20-190	Sanitation. (Holding facilities.)
289-20-200	Responsible physician and licensed staff. (Detention and correctional facilities.)
289-20-205	Health care policies and procedures. (Detention and correctional facilities.)
289-20-210	Health screening. (Detention and correctional facilities.)
289-20-220	Access to health care. (Detention and correctional facilities.)
289-20-230	Health care training. (Detention and correctional facilities.)
289-20-240	Medications control. (Detention and correctional facilities.)
289-20-250	Health care records. (Detention and correctional facilities.)
289-20-260	Special medical issues. (Detention and correctional facilities.)
289-20-265	Access to facilities. (Detention and correctional facilities.)
289-20-270	Food. (Detention and correctional facilities.)
289-20-280	Clothing, bedding and personal items. (Detention and correctional facilities.)
289-20-290	Sanitation. (Detention and correctional facilities.)

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

289-20-010	Health care. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-20-010, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.
289-20-020	Food. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-20-020, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.
289-20-030	Clothing, bedding and personal items. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-20-030, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.
289-20-040	Sanitation. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-20-040, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.

289-20-050 Fire suppression. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-20-050, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.

WAC 289-20-010 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-20-020 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-20-030 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-20-040 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-20-050 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-20-100 Written procedures for medical services. (Holding facilities.) (1) There shall be on file, in the jail, a written procedure which provides that necessary medical services will be provided twenty-four hours a day by one or more of the following:

- (a) A licensed physician.
- (b) A health care professional supervised by a licensed physician.
- (c) A hospital or clinic.

(2) Security. All providers of medical services in holding facilities shall observe the security regulations which apply to jail personnel.

(3) Licensing and certifications. Medical services shall be provided only by licensed or certified health care providers. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-20-100, filed 3/24/81.]

WAC 289-20-105 Health care policies and procedures. (Holding facilities.) Written standard operating procedures shall consist of but not be limited to the following:

- (1) Receiving screening;
- (2) Nonemergency medical services;
- (3) Deciding the emergency nature of illness or injury;
- (4) First-aid;
- (5) Notification of next of kin or legal guardian in case of serious illness, injury or death;
- (6) Screening, referral and care of mentally ill and retarded inmates, and prisoners under the influence of alcohol and other drugs;
- (7) Detoxification procedures; and
- (8) Pharmaceuticals. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-20-105, filed 3/24/81.]

WAC 289-20-110 Health screening. (Holding facilities.) (1) Receiving screening shall be performed on all prisoners upon admission to the facility, and the findings recorded on a printed screening form.

(2) If the results of receiving screening indicate a medical problem that may be detrimental to the health

or safety of the prisoner, but is of a nonemergency nature, then the prisoner shall be seen within a reasonable time by a physician or nurse to determine the need for further diagnosis or treatment. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-20-110, filed 3/24/81.]

WAC 289-20-120 Access to health care. (Holding facilities.) (1) Written procedures for gaining access to medical services shall be given to each prisoner at the time of admission and/or posted conspicuously in the jail. (30 day, 72 hour) (6 hour - WAC 289-20-120(1) ADVISORY)

(2) Prisoner complaints of injury or illness, or staff observations of such shall be acted upon by staff as soon as reasonably possible. Prisoners shall be provided with medical diagnosis or treatment as necessary.

(3) Work release prisoners should be allowed to see their own physician. (30 day, 72 hour) WAC 289-20-120(3) ADVISORY (Not applicable - 6 hour)

(4) Emergency care.

(a) Standard first-aid kits shall be conveniently available to all jails.

(b) Emergency medical and dental care shall be available on a twenty-four hour basis in accordance with a written plan which includes:

- (i) Arrangements for the emergency evacuation of the prisoner from the jail;
- (ii) Arrangements for the use of an emergency medical vehicle;

(iii) Arrangements for the use of one or more designated hospital emergency rooms or other appropriate health facilities;

(iv) Arrangements for emergency on-call physician and dentist services when an emergency health facility is not located in a nearby community;

(v) Arrangements for emergency mental illness care for prisoners. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-20-120, filed 3/24/81.]

WAC 289-20-130 Health care training. (Holding facilities.) (1) Jail personnel shall be trained in standard first-aid equivalent to that defined by the American Red Cross and usual emergency care procedures prior to employment or during the probationary period. Written standard operating procedures and training of staff shall include but not be limited to:

- (a) Awareness of potential medical emergency situations;
 - (b) Notification or observation-determination that a medical emergency is in progress;
 - (c) First-aid and resuscitation;
 - (d) Call for help; and
 - (e) Transfer to appropriate medical provider.
- (2) At least one person per shift shall have training in receiving screening.

(3) At least one person available per shift shall have training in basic life support cardiopulmonary resuscitation (CPR).

(4) All persons delivering medication shall be properly trained. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-20-130, filed 3/24/81.]

WAC 289-20-140 Medications control. (Holding facilities.) (1) If stock prescriptive medication is maintained within the holding facility, standard operating procedures for the proper management of pharmaceuticals shall include:

(a) A formulary specifically developed for the facility when stock medications are maintained within the jail. Such formulary shall be in accordance with WAC 360-16-070 (clinic dispensary);

(b) A policy that jails with an on-site pharmacy shall adhere to regulations established by the state board of pharmacy. Such policy shall require, as a minimum, a consulting pharmacist for the operation of the pharmacy or the dispensing shall be done by each prescribing physician in person (WAC 360-16-070);

(c) A policy regarding the prescription of all medications with particular attention to behavior modifying medications and those subject to abuse;

(2) The standard operating procedures for medication dispensing and administration shall include, but not be limited to, policies regarding:

(a) Nonmedical jail personnel delivering medication(s) to prisoners;

(b) Disposition of medication(s) brought in by prisoners at the time of admission to the facility;

(c) The medications system, which shall insure that all medications shall be kept in containers which have been labeled securely and legibly by a pharmacist or the prescribing physician, or in their original container labeled by their manufacturer. Medications shall not be transferred from the original container except for the preparation of a dose administration;

(d) Safeguards with regard to delivery of medications to prisoners; and

(e) Disposition of unused medication(s).

(3) The standard operating procedures should include a policy regarding the maximum security storage and weekly inventory of all controlled substances, nonprescription medication(s), and any syringes, needles and surgical instruments. (30 day, 72 hour) WAC 289-20-140(3) ADVISORY (Not applicable - 6 hour)

(4) The person delivering medication shall be accountable for following the order of the prescribing physician. (30 day, 72 hour) (Not applicable - 6 hour). [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-20-140, filed 3/24/81.]

WAC 289-20-150 Health care records. (Holding facilities.) (1) Prisoner file maintenance.

(a) Prisoner medical files shall contain the completed receiving screening form, all findings, diagnoses, treatments, dispositions, prescriptions and administration of medications, notes concerning patient education, notations of place, date and time of medical encounters and terminations of treatment from long term or serious medical or psychiatric treatment, if applicable. (30 day)

(b) A record of the date, time, place and name of the health care provider shall be retained on file at the jail if any health care services are provided to prisoners. (72 hour, 6 hour)

(2) Prisoner file confidentiality.

(a) Medical records shall be maintained separately from other jail records to the extent necessary to protect their confidentiality.

(b) Medical records shall not be released to other persons or agencies without the written authorization of the prisoner.

(3) The responsible physician or medical care provider shall communicate information obtained in the course of medical screening and care to jail authorities when necessary for the protection of the welfare of the prisoner or other prisoners, management of the jail, or maintenance of jail security and order. (30 day)

(4) Information regarding known serious health problems shall be communicated to any transferring officer or receiving jail or correctional institution at the time of transfer. (72 hour, 6 hour)

(5) The person delivering medications shall record the actual date and time of the delivery. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-20-150, filed 3/24/81.]

WAC 289-20-160 Special medical issues. (Holding facilities.) (1) Informed consent. All examinations, treatments and procedures affected by informed consent standards in the community shall likewise be observed for prisoner care.

(2) Special medical.

(a) Jail staff suspecting prisoner mental illness shall notify the appropriate mental health authorities.

(b) Appropriate medically supervised treatment in accordance with written procedures established under WAC 289-20-105 shall be given in the jail to prisoners determined to be mentally ill or under the influence of alcohol, opiates, barbiturates, and similar drugs when such care is not provided in a community health facility. (30 day, 72 hour) (Not applicable - 6 hour). [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-20-160, filed 3/24/81.]

WAC 289-20-165 Access to facilities. (Holding facilities.) (1) Regular bathing (shower) shall be permitted at least twice each week. (30 day) (Not applicable - 72 hour, 6 hour)

(2) Each prisoner shall have access to toilet, sink, drinking water, and adequate heat and ventilation. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-20-165, filed 3/24/81.]

WAC 289-20-170 Food. (Holding facilities.) (1) Meal service.

At least three meals a day shall be served at regular intervals. The morning meal shall be served within fourteen hours of the previous day's evening meal. (30 day, 72 hour) (Not applicable - 6 hour)

(2) Nutritional and caloric intake.

(a) Jail meals shall be nutritious, and provide for appropriate caloric intake.

(b) Jail menus shall be reviewed by the local county health department, the county extension service, or other qualified nutrition consultant to insure that diets approximate the dietary allowances specified. (30 day) (Not applicable - 72 hour, 6 hour)

(c) Medically ordered diets shall be strictly observed. [Statutory Authority: RCW 70.48.050(1)(a). 81-22-068 (Order 19), § 289-20-170, filed 11/4/81. Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-20-170, filed 3/24/81.]

WAC 289-20-180 Clothing, bedding and personal items. (Holding facilities.) (1) Clothing.

(a) Provisions shall be made for separate insect proof clothing storage to prevent migration of lice from infested clothing. (30 day, 72 hour) (Not applicable - 6 hour)

(b) Each jail shall insure that prisoners' outer garments are laundered and made available to them at least once a week, and that prisoners' undergarments and socks are laundered and made available to them at least twice a week. (30 day) (Not applicable - 72 hour, 6 hour)

(2) Bedding.

Prisoners shall be issued clean bedding within a reasonable time. Bedding shall include, but not be limited to:

(a) A mattress which shall have a washable surface which shall be sanitized at least semi-annually or more often if needed;

(b) A mattress cover or sheet which shall be washed weekly or more often as needed, and always before reissue;

(c) A blanket which shall be washed at frequent intervals to maintain a clean condition, and always before reissue.

(3) Personal care items.

(a) Personal care items issued to each prisoner held in excess of six hours shall include, but not be limited to, soap and towel. Female prisoners shall be supplied with necessary feminine hygiene items. (30 day, 72 hour) (Not applicable - 6 hour)

(b) Toothpaste, toothbrush and comb shall be provided for all prisoners held in excess of twelve hours. Such items shall be available for purchase or shall be issued as needed: *Provided*, That indigent prisoners shall have access to these minimum items without cost. (30 day, 72 hour) (Not applicable - 6 hour)

(c) Each prisoner should be permitted to have a reasonable number of additional personal items, the possession of which does not substantially impede jail management or security. (30 day, 72 hour) WAC 289-20-180(3)(c) ADVISORY (Not applicable - 6 hour). [Statutory Authority: RCW 70.48.050(1)(a). 81-22-068 (Order 19), § 289-20-180, filed 11/4/81. Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-20-180, filed 3/24/81.]

WAC 289-20-190 Sanitation. (Holding facilities.)

(1) General sanitation.

(a) All jails shall be kept in a clean and sanitary condition, free from any accumulation of dirt, filth, rubbish, garbage, or other matter detrimental to health.

(b) When the facility is occupied, the housekeeping program shall include a daily general sanitation inspection and daily removal of trash and garbage. (30 day) (Not applicable - 72 hour, 6 hour)

(c) Each prisoner shall clean his own living area daily.

(2) Insects, rodents, and pets.

(a) Insects and rodents shall be eliminated by safe and effective means.

(b) Pets shall not be allowed in jail facilities.

(3) Laundry. Each jail shall arrange for adequate laundry services. (30 day, 72 hour) (Not applicable - 6 hour). [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-20-190, filed 3/24/81.]

WAC 289-20-200 Responsible physician and licensed staff. (Detention and correctional facilities.) (1)

The facility shall have a designated health authority with responsibility for health care services pursuant to a written agreement, contract, or job description. The health authority may be a physician, health administrator or agency. When this authority is other than a physician, final medical judgments shall rest with a single designated responsible physician licensed in the state of Washington.

(2) Matters of medical and dental judgment shall be the sole province of the responsible physician and dentist respectively; security regulations applicable to facility personnel shall also apply to health personnel.

(3) The responsible physician or medical authority should submit a quarterly report on the health delivery system and health environment and an annual statistical summary to the chief law enforcement officer or department of corrections. WAC 289-20-200(3) ADVISORY.

(4) State licensure and/or certification requirements and restrictions shall apply to health care personnel.

(5) All medical personnel shall practice within the scope of their license. Where applicable, treatment shall be performed pursuant to a written standing or direct order.

(6) Verification of current licensing and certification credentials should be on file in the jail. WAC 289-20-200(6) ADVISORY. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-20-200, filed 3/18/81.]

WAC 289-20-205 Health care policies and procedures. (Detention and correctional facilities.) (1)

Written standard operating procedures approved by the responsible physician and governing unit or official designated by it shall consist of but not be limited to the following:

(a) Receiving screening;

(b) Health appraisal data collection; WAC 289-20-205(1)(b) ADVISORY

(c) Nonemergency medical services;

(d) Deciding the emergency nature of illness or injury;

(e) Availability of dental referral examination, and treatment;

(f) Provision of medical and dental prostheses;

(g) First aid;

(h) Notification of next of kin or legal guardian in case of serious illness, injury or death;

(i) Providing chronic care;

(j) Providing convalescent care;

(k) Providing medical preventive maintenance; WAC 289-20-205(1)(k) ADVISORY

(l) Screening, referral and care of mentally ill and retarded inmates, and prisoners under the influence of alcohol and other drugs;

(m) Implementing the special medical program;

(n) Delousing procedures;

(o) Detoxification procedures; and

(p) Pharmaceuticals.

(2) The work of qualified medical personnel shall be governed by written job descriptions which shall be approved by the responsible physician. [Statutory Authority: RCW 70.48.050(1) and 70.48.070(4). 82-04-088 (Order 22), § 289-20-205, filed 2/3/82. Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-20-205, filed 3/18/81.]

WAC 289-20-210 Health screening. (Detention and correctional facilities.) (1) Receiving screening shall be performed on all prisoners upon admission to the facility before being placed in the general population or housing area, and the findings recorded on a printed screening form approved by the jail commission. The screening shall include inquiry into:

(a) Current illnesses and health problems including those specific to women;

(b) Medications taken and special health requirements;

(c) Screening of other health problems designated by the responsible physician;

(d) Behavioral observation, including state of consciousness and mental status;

(e) Notation of body deformities, trauma markings, bruises, lesions, ease of movement, jaundice, and other physical characteristics;

(f) Condition of skin and body orifices, including rashes and infestations; and

(g) Disposition/referral of inmates to qualified medical personnel on an emergency basis.

(2) The health appraisal data collection should be completed for each prisoner within fourteen days after admission to the facility in accordance with the adopted standard operating procedures: *Provided*, That this subsection does not apply to prisoners who are able to receive medical care in the community. WAC 289-20-210(2) ADVISORY

(3) Such health appraisal should include, at a minimum, a physical assessment by a licensed health care provider, recording of vital signs and a general review of mental status: *Provided*, That such appraisal is not intended to be a standard "annual physical" but rather such minimum physical and mental status review as is necessary to detect any major problems. As appropriate,

laboratory and diagnostic tests to detect communicable disease, including venereal diseases and tuberculosis, and other tests and appraisals should be included within such appraisal. WAC 289-20-210(3) ADVISORY

(4) Health history and vital signs should be collected by medically trained or qualified medical personnel who are properly licensed, registered or certified as appropriate to their qualifications to practice. Collections of all other health appraisal data should be performed only by qualified medical personnel. Review of the results of the medical examination, tests, and identification of problems should be made by a physician or designated qualified medical personnel. All health appraisal data should be recorded on the health data forms approved by the responsible physician. WAC 289-20-210(4) ADVISORY [Statutory Authority: RCW 70.48.050(1) and 70.48.070(4). 82-04-088 (Order 22), § 289-20-210, filed 2/3/82. Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-20-210, filed 3/18/81.]

WAC 289-20-220 Access to health care. (Detention and correctional facilities.) (1) If medical services are delivered in the jail, adequate equipment supplies and materials shall be provided for the performance of primary health care delivery.

(2) At the time of admission to the facility, prisoners shall receive a written communication consistent with the provisions of WAC 289-16-010(1)(f), explaining the procedures for gaining access to medical services.

(3) Prisoners' medical complaints shall be collected daily and acted upon by the medically trained personnel. An appropriate priority shall be established and treatment by qualified medical personnel follow.

(4) Work release prisoners should be allowed to see their own physicians outside of the jail and to receive consistent care within the jail.

(5) Sick call.

(a) Sick call shall be conducted by a physician and/or other qualified medical personnel and shall be available to each prisoner as follows:

(i) In facilities of less than fifty prisoners, at least once per week at a minimum;

(ii) Facilities of fifty to two hundred prisoners at least three times per week; and

(iii) Facilities of over two hundred prisoners at least five times per week: *Provided*, That the average daily population may be calculated exclusive of work release prisoners when they receive their care in the community.

(b) When sick call is not conducted by a physician, the responsible physician shall arrange for the availability of a physician at least once each week to respond to prisoner complaints regarding services which they did or did not receive from other medical providers; further, regardless of complaints, the responsible physician shall review the medical services delivered, as follows:

(i) At least once per month in jails with less than fifty prisoners;

(ii) At least every two weeks in facilities of fifty to two hundred prisoners; and

(iii) At least weekly in facilities of over two hundred prisoners.

(6) Medical and dental prostheses shall not be denied when the health of the inmate-patient would otherwise be adversely affected as determined by the responsible physician.

(7) Emergency care.

(a) First aid kit(s) shall be conveniently available in all jails.

(b) The responsible physician should approve the contents, number, location and procedure for periodic inspection of the kit(s). WAC 289-20-220(7)(b) ADVISORY

(c) Emergency medical and dental care shall be available on a twenty-four hour basis in accordance with a written plan which includes:

(i) Arrangements for the emergency evacuation of the prisoner from the jail;

(ii) Arrangements for the use of an emergency medical vehicle;

(iii) Arrangements for the use of one or more designated hospital emergency rooms, other appropriate health facilities, or on-call physician and dentist services. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-20-220, filed 3/18/81.]

WAC 289-20-230 Health care training. (Detention and correctional facilities.) (1) Jail personnel shall be trained in standard first-aid equivalent to that defined by the American Red Cross and usual emergency care procedures prior to employment or during the probationary period. Written standard operating procedures and training of staff shall incorporate the following steps:

(a) Awareness of potential medical emergency situations;

(b) Notification or observation determination that a medical emergency is in progress;

(c) "First aid" and resuscitation;

(d) Call for help; and

(e) Transfer to appropriate medical provider.

(2) At least one person per shift within sight or sound of the prisoner shall have training in receiving screening and basic life support cardiopulmonary resuscitation (CPR).

(3) Jail personnel shall be given training regarding the recognition of general symptoms of mental illness and retardation.

(4) All persons responsible for the delivery of medications shall have training regarding the medical, security, and legal aspects of such activity. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-20-230, filed 3/18/81.]

WAC 289-20-240 Medications control. (Detention and correctional facilities.) (1) The jail's standard operating procedures for the proper management of pharmaceuticals shall include:

(a) A formulary specifically developed for the facility when stock medications are maintained within the jail. Such formulary shall be in accordance with WAC 360-16-070 (clinic dispensary);

(b) A policy that jails with an on-site pharmacy shall adhere to regulations established by the state board of pharmacy. Such policy shall require, as a minimum, a consulting pharmacist for the operation of the pharmacy or the dispensing shall be done by each prescribing physician in person (WAC 360-16-070);

(c) A policy regarding the prescription of all medications with particular attention to behavior modifying medications and those subject to abuse;

(d) A policy regarding medication dispensing and administration which shall include, but not be limited to:

(i) Nonmedical jail personnel delivering medication(s) to prisoners;

(ii) Disposition of medication(s) brought in by prisoners at the time of admission to the facility;

(iii) Packaging of medication(s): The medications system shall insure that all medications are kept in containers which have been labeled securely and legibly by a pharmacist or the prescribing physician, or in their original container labeled by their manufacturer. Medications shall not be transferred from the original container except for the preparation of a dose administration;

(iv) Safeguards with regard to delivery of medications to prisoners; and

(v) Disposition of unused medication(s).

(e) A policy regarding the maximum security storage and weekly inventory of all controlled substances, non-prescription medication(s), syringes, needles and surgical instruments. Jails that do not have an on-site pharmacy shall provide for a consulting pharmacist to determine that medication(s) have been properly managed.

(2) The person delivering medication(s) shall be accountable for following the orders of medical staff. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-20-240, filed 3/18/81.]

WAC 289-20-250 Health care records. (Detention and correctional facilities.) (1) The responsible physician shall be responsible for maintaining patient medical record files. Such files shall contain the completed receiving screening form, health appraisal data collection forms, all findings, diagnoses, treatments, dispositions, prescriptions and administration of medications, notes concerning patient education, notations of place, date and time of medical encounters and terminations of treatment from long term or serious medical or psychiatric treatment.

(2) The responsible physician shall insure the confidentiality of each prisoner's medical record file and such file shall be maintained separately to the extent necessary to maintain their confidentiality.

(3) The responsible physician or medical staff designated by him shall communicate information obtained in the course of medical screening and care to jail authorities when necessary for the protection of the welfare of the prisoner or other prisoners, management of the jail, or maintenance of jail security and order.

(4) A copy or summary of the medical record file shall routinely be sent to any jail or correctional institution to which a prisoner is transferred at the time of

such transfer. A copy of such file or parts thereof shall also be transmitted upon the written authorization of a prisoner to designated physicians and medical facilities.

(5) The person delivering medications shall record the actual time of the delivery in a manner and on a form approved by the responsible physician. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-20-250, filed 3/18/81.]

WAC 289-20-260 Special medical issues. (Detention and correctional facilities.) (1) Informed consent.

(a) All examinations, treatments and procedures affected by informed consent standards in the community shall likewise be observed for prisoner care.

(b) No prisoner shall be given medical treatment against his will except as necessary to prevent the spread of communicable disease, to relieve imminent danger to the life of the prisoner, or, in the case of serious mental disorders, to prevent imminent danger to the life of his or her person or to the lives of others. All procedures required by chapter 71.05 RCW shall be followed in any case of involuntary commitment or involuntary treatment of mentally ill persons within jails.

(c) In the case of minors, the informed consent of parent, guardian or legal custodian applies where required by law.

(d) In all cases, the responsible physician shall give a clear statement to the prisoner patient of his diagnosis and treatment.

(2) Special medical.

(a) Jail staff shall report any symptoms of prisoner mental illness or retardation to medical personnel for appropriate evaluation and treatment.

(b) A special program shall exist for prisoners requiring close medical supervision. A written individual treatment plan for each of these patients shall be developed by a physician which includes directions to medical and nonmedical personnel regarding their roles in the care and supervision of these patients.

(c) Programs for the prevention of suicide, to include early identification of risk, appropriate diagnosis and referral, and close observation as required by WAC 289-18-200(1)(c) and (d), should be developed by medical staff. **ADVISORY**

(d) Appropriate medically supervised treatment in accordance with written procedures established under WAC 289-20-205(1)(l) shall be given in the jail to prisoners determined to be mentally ill or under the influence of alcohol, opiates, barbiturates and similar drugs when such care is not provided in a community health facility.

(e) Reasonable physical restraint when necessary for medical reasons shall be medically directed, except that in an emergency reasonable physical restraint may be used to control a grossly disturbed or violent prisoner, but the review and direction of the health care staff or local mental health professionals shall be promptly obtained. [Statutory Authority: RCW 70.48.050(1)(a). 81-22-068 (Order 19), § 289-20-260, filed 11/4/81. Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-20-260, filed 3/18/81.]

WAC 289-20-265 Access to facilities. (Detention and correctional facilities.) (1) Regular bathing (shower) shall be permitted at least twice each week.

(2) Each prisoner shall have access to toilet, sink, drinking water, and adequate heat and ventilation. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-20-265, filed 3/18/81.]

WAC 289-20-270 Food. (Detention and correctional facilities.) (1) General food requirements.

(a) At least three meals a day shall be served at regular intervals. The morning meal shall be served within fourteen hours of the previous day's evening meal.

(b) Jails may arrange for prepared meal service or serve frozen packaged meals, provided these meals conform to the other requirements of this section.

(c) Meals shall be served in a reasonable manner, hot food served hot, cold food served cold.

(2) Nutritional and caloric intake.

(a) Jail menus shall be reviewed by the local county health department, the county extension service, or other qualified nutrition consultant to insure that diets approximate the dietary allowances specified.

(b) Diets ordered by medical staff shall be strictly observed. [Statutory Authority: RCW 70.48.050(1)(a). 81-22-068 (Order 19), § 289-20-270, filed 11/4/81. Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-20-270, filed 3/18/81.]

WAC 289-20-280 Clothing, bedding and personal items. (Detention and correctional facilities.) (1) Clothing.

(a) Provision shall be made for separate insect proof clothing storage to prevent migration of lice from infested clothing.

(b) Each jail shall insure that prisoners' outer garments are laundered and made available to them at least once a week, and that prisoners' undergarments and socks are laundered and made available to them at least twice a week.

(c) Detention and correctional facilities shall, if necessary, clean and sanitize personal clothing prior to storage.

(2) Bedding.

(a) Each prisoner shall be issued clean bed linens for the first night's detention and at least once a week thereafter. Bed linens shall include:

(i) One detachable cloth mattress cover and one sheet; or

(ii) Two sheets; or

(iii) One double sized sheet.

(b) Mattresses shall have a washable surface and shall be sanitized at least semiannually.

(c) Blankets shall be issued upon arrival and shall be washed at frequent intervals to maintain a clean condition, but at least once every sixty days, and always before reissue.

(3) Personal care items.

(a) Personal care items issued to each prisoner in detention and correctional facilities shall include, but not

be limited to soap and towel. Female prisoners shall be supplied with necessary feminine hygiene items.

(b) Toothpaste or powder, toothbrush and comb shall be provided for all prisoners. Such items shall be available for purchase or shall be issued at booking and as needed thereafter: *Provided*, That prisoners without funds shall have access to these minimum items without cost.

(c) Each prisoner should be permitted to have a reasonable number of additional personal items, the possession of which does not substantially impede jail management or security. WAC 289-20-280(3)(c). **ADVISORY** [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-20-280, filed 3/18/81.]

WAC 289-20-290 Sanitation. (Detention and correctional facilities.) (1) General.

(a) All jails shall be kept in a clean and sanitary condition, free from any accumulation of dirt, filth, rubbish, garbage, or other matter detrimental to health.

(b) Jail staff shall insure that each prisoner shall clean his own living area daily. Convicted prisoners may be required to clean other space within the confinement area and pretrial detainees may be permitted to do so voluntarily.

(2) Insects, rodents, and pets.

(a) Insects and rodents shall be eliminated by safe and effective means. Prisoners shall be removed from areas in which insecticides and rodenticides are being used.

(b) Pets shall not be allowed in jail facilities.

(3) Laundry. Each jail shall arrange for adequate laundry services. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-20-290, filed 3/18/81.]

Chapter 289-22 WAC

CUSTODIAL CARE STANDARDS--SERVICES AND PROGRAMS

WAC

289-22-010	Repealed.
289-22-020	Repealed.
289-22-100	Services. (Holding facilities.)
289-22-110	Programs. (Holding facilities.)
289-22-200	Services. (Detention and correctional facilities.)
289-22-210	Programs. (Detention and correctional facilities.)

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

289-22-010	Services. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-22-010, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.
289-22-020	Programs. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-22-020, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.

WAC 289-22-010 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-22-020 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-22-100 Services. (Holding facilities.)

(1) Commissary.

(a) The department of corrections or chief law enforcement officer of each holding facility shall either establish, maintain, and operate a commissary, or provide prisoners with a list of approved items to be purchased at cost at least once a week at local stores. (30 day)

(b) The department of corrections or chief law enforcement officer may provide prisoners with a list of approved items to be purchased at cost. (72 hour) WAC 289-22-100(1)(b) **ADVISORY.** (Not applicable - 6 hour)

(c) Commissary items shall include books, periodicals, and newspapers.

(d) Proceeds from a jail facility store shall be used for operation and maintenance of the commissary service and/or prisoner welfare expenses. (30 day) (Not applicable - 72 hour, 6 hour)

(e) If jail rules do not permit prisoners to keep money on their persons, payments for commissary purchases shall be made by debit on a cash account maintained for the prisoner. All expenditures from a prisoner's account shall be accurately recorded and receipted. (30 day, 72 hour) (Not applicable - 6 hour)

(2) Basic hair care. Reasonable arrangements should be made to provide basic hair care. (30 day) WAC 289-22-100(2) **ADVISORY.** (Not applicable - 72 hour, 6 hour)

(3) Reading materials. Each jail should provide for reading materials and library services. WAC 289-22-100(3) **ADVISORY**

(4) Legal assistance.

(a) When adequate professional legal assistance is not available to prisoners for purposes of preparing and filing legal papers, a jail shall provide access to necessary law books and reference materials. (30 day) (Not applicable - 72 hour, 6 hour)

(b) Facility rules shall not prohibit one prisoner from assisting another in the preparation of legal papers. (30 day) (Not applicable - 72 hour, 6 hour)

(5) Religious services.

(a) Upon reasonable request from a prisoner, the jail facility staff shall arrange for confidential religious consultation. (30 day) (72 hour - WAC 289-22-100(5)(a) **ADVISORY**) (Not applicable - 6 hour)

(b) Holding facilities with an average daily population of twenty-five or more should arrange for weekly religious services. (30 day) WAC 289-22-100(5)(c) **ADVISORY** (Not applicable - 72 hour, 6 hour)

(c) Prisoners should be permitted to observe religious holidays and receive sacraments of their faith. (30 day) WAC 289-22-100(5)(d) **ADVISORY** (Not applicable - 72 hour, 6 hour).

(d) Attendance at religious services shall be voluntary. (30 day) (Not applicable - 72 hour, 6 hour)

(6) Counseling, guidance, and ancillary services.

(a) Counseling services should be available to provide prisoners in holding facilities with an opportunity to discuss their problems. (30 day, 72 hour) WAC 289-22-100(6)(a) **ADVISORY.** (Not applicable - 6 hour)

(b) The department of corrections or chief law enforcement officer may utilize volunteer counseling resources available in the community, provided that the security of the facility is not jeopardized. (30 day, 72 hour) WAC 289-22-100(6)(b) ADVISORY. (Not applicable - 6 hour)

(c) Prisoners are not required to receive counseling services unless ordered by the appropriate court or the disciplinary review body. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-22-100, filed 3/24/81.]

WAC 289-22-110 Programs. (Holding facilities.)

(1) Each prisoner should be allowed an opportunity for physical exercise. WAC 289-22-110(1) ADVISORY.

(2) Work programs. The department of corrections or chief law enforcement officer may establish work programs. (30 day) WAC 289-22-110(2) ADVISORY. (Not applicable - 72 hour, 6 hour)

(3) Participation in work programs by pretrial detainees shall be voluntary.

(4) Education or training programs. The department of corrections or chief law enforcement officer may allow the prisoner to contact or be contacted by community representatives of education or training programs. (30 day, 72 hour) WAC 289-22-110(4) ADVISORY. (Not applicable - 6 hour)

(5) Leisure time activity programs. Holding facilities should provide opportunities for all prisoners to participate in leisure time activities. WAC 289-22-110(5) ADVISORY. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-22-110, filed 3/24/81.]

WAC 289-22-200 Services. (Detention and correctional facilities.) (1) Commissary.

(a) The department of corrections or chief law enforcement officer of each detention and correctional facility shall either establish, maintain, and operate a commissary, or provide prisoners with a list of approved items to be purchased at least once a week at local stores.

(b) Commissary items shall include books, periodicals, and newspapers, or the facility shall make arrangements to order any such items from publishers and/or local newsstands.

(c) Proceeds from a jail facility store shall be used for operation and maintenance of the commissary service and/or prisoner welfare expenses.

(d) If jail rules do not permit prisoners to keep money on their persons, payments for commissary purchases shall be made by debit on a cash account maintained for the prisoner. All expenditures from a prisoners account shall be accurately recorded and receipted.

(2) Basic hair care. All jails shall make reasonable arrangements to provide basic hair care.

(3) Library services. In conjunction with state and/or local library service units, each jail shall make provision for library services.

(4) Legal assistance.

(a) When adequate professional legal assistance is not available to prisoners for purposes of preparing and filing legal papers, a jail shall provide access to necessary law books and reference materials.

(b) Facility rules shall not prohibit one prisoner from assisting another in the preparation of legal papers.

(5) Religious services.

(a) Upon request from a prisoner, the jail facility shall arrange religious services or confidential religious consultation.

(b) Detention and correctional facilities with an average daily population of twenty-five or more shall arrange for weekly religious services.

(c) Prisoners should be permitted to observe religious holidays and receive sacraments of their faith. WAC 289-22-200(5)(c) ADVISORY.

(d) Attendance at religious services shall be voluntary, and prisoners who do not wish to hear or participate shall not be exposed to such services.

(6) Counseling, guidance, and ancillary services.

(a) Counseling services should be available to provide prisoners in detention and correctional facilities with an opportunity to discuss their problems, interests, and program. WAC 289-22-200(6)(a) ADVISORY.

(b) The department of corrections or chief law enforcement officer may utilize volunteer counseling resources available in the community. WAC 289-22-200(6)(b) ADVISORY.

(c) Professionals should serve in an advisory capacity when jail facility personnel or community volunteers engage in counseling. WAC 289-22-200(6)(c) ADVISORY.

(d) Counselors may submit written recommendations to the chief law enforcement officer or disciplinary review body. WAC 289-22-200(6)(d) ADVISORY.

(e) Prisoners shall not be required to receive counseling services unless ordered by the appropriate court or the disciplinary review body.

(f) Prisoners being discharged should receive assistance in obtaining employment, housing, acceptable clothing, and transportation. WAC 289-22-200(6)(f) ADVISORY. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-22-200, filed 3/18/81.]

WAC 289-22-210 Programs. (Detention and correctional facilities.) (1) Each prisoner shall be allowed three hours per week of physical exercise, to be scheduled on no less than three separate days. If weather does not permit outdoor exercise, it shall be provided indoors. Indoor or outdoor exercise areas shall be equipped with appropriate equipment and supplies to permit varied exercise or recreation.

(2) Work programs. The department of corrections or chief law enforcement officer may establish work programs. WAC 289-22-210(2) ADVISORY.

(3) Participation in work programs by pretrial detainees shall be voluntary.

(4) Education and training programs.

(a) The department of corrections or chief law enforcement officer should arrange for the development of an education and training program, utilizing local school

districts, colleges, trade schools, unions, industry, interested citizens, and other available community, state, and federal resources. WAC 289-22-210(4)(a) ADVISORY.

(b) Paid staff member(s) should have designated responsibility for supervision of the education and training programs. WAC 289-22-210(4)(b) ADVISORY.

(c) Approved correspondence courses should be available at the prisoner's request and expense. WAC 289-22-210(4)(c) ADVISORY.

(d) Jails should provide courses to prepare qualified prisoners for the "General Education Development" test, and provide the opportunity to take the test. WAC 289-22-210(4)(d) ADVISORY.

(5) Leisure time activity programs.

(a) Detention and correctional facilities should provide opportunities for all prisoners to participate in leisure time activities of their choice and abilities. Such activities may include athletic programs, hobbies and crafts, table games, radio and television, motion pictures, cards, puzzles, checkers and chess. WAC 289-22-210(5)(a) ADVISORY.

(b) Volunteers may be used to plan and supervise exercise programs and other leisure time activities, but paid staff member(s) should have designated responsibility for supervision of such programs. WAC 289-22-210(5)(b) ADVISORY.

(6) Alternative to confinement programs. With the concurrence of the department of corrections, or chief law enforcement officer, the disciplinary hearing body may recommend an alternative to confinement to the court of jurisdiction. WAC 289-22-210(6) ADVISORY. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-22-210, filed 3/18/81.]

289-24-040 Mail. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-24-040, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.

289-24-050 Visitation. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-24-050, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.

WAC 289-24-010 Introduction. It is assumed that mail will usually not be sent or received in 72 hour or 6 hour holding facilities, but facilities which do handle mail must comply with the applicable provisions in this chapter. [Statutory Authority: Chapter 70.48 RCW. Readopted by 81-08-014 (Order 13), § 289-24-010, filed 3/24/81; prior: Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-24-010, filed 6/27/79.]

WAC 289-24-020 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-24-030 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-24-040 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-24-050 Repealed. See Disposition Table at beginning of this chapter.

WAC 289-24-100 Telephone usage. (Holding facilities.) (1) The governing unit shall establish and post rules which specify regular telephone usage times and the maximum length of calls (not to be less than five minutes). (30 day) (72 hour, 6 hour - WAC 289-24-100(1) ADVISORY)

(2) Telephone usage hours shall include time during the normal work day and time during the evening, at least once a week per prisoner: *Provided*, That established social telephone usage shall not preclude reasonable access to a telephone to contact the prisoner's attorney or legal representative.

(3) Long distance calls shall be at the prisoner's expense or collect: *Provided*, That appropriate protection of access to an attorney shall be maintained for prisoners without funds.

(4) Location of telephone facilities shall insure reasonable privacy, and telephone conversations shall not be monitored, tape recorded, or spot-checked except by court order.

(5) Reasons for calls shall be the personal concern of the prisoner, except in consideration of requests for emergency calls beyond normal telephone hours. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-14-100, filed 3/24/81.]

WAC 289-24-110 Mail. (Holding facilities.) (1) Newspapers, books, periodicals, other printed materials, and photographs.

**Chapter 289-24 WAC
CUSTODIAL CARE STANDARDS--
COMMUNICATIONS**

WAC	
289-24-010	Introduction.
289-24-020	Repealed.
289-24-030	Repealed.
289-24-040	Repealed.
289-24-050	Repealed.
289-24-100	Telephone usage. (Holding facilities.)
289-24-110	Mail. (Holding facilities.)
289-24-120	Visitation. (Holding facilities.)
289-24-200	Telephone usage. (Detention and correctional facilities.)
289-24-210	Mail. (Detention and correctional facilities.)
289-24-220	Visitation. (Detention and correctional facilities.)

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

289-24-020	Communication with staff. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-24-020, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.
289-24-030	Telephone usage. [Statutory Authority: RCW 70.48.050(1). 79-07-067 (Order 2), § 289-24-030, filed 6/27/79.] Repealed by 81-07-057 (Order 10), filed 3/18/81. Statutory Authority: Chapter 70.48 RCW.

(a) Prisoners shall generally be permitted to receive books, newspapers, periodicals and other printed materials or photographs which may lawfully be delivered through the United States mails. Such materials shall be denied a prisoner only if such denial furthers a substantial governmental interest in jail security or the welfare of prisoners or staff. (30 day) (Not applicable - 72 hour, 6 hour)

(b) If such materials are withheld from a prisoner:

(i) The prisoner shall receive written notice that the publication is being denied, accompanied by an explanation of the reason(s) for the denial;

(ii) The affected prisoner shall be promptly informed of his right to have such decision reviewed by the disciplinary hearing body, the department of corrections, or the chief law enforcement officer upon written request;

(iii) A written decision of the review of the denial, including reason(s), shall be given to the prisoner requesting review. (30 day) (Not applicable - 72 hour, 6 hour)

(2) Correspondence.

(a) General.

(i) Incoming or outgoing mail shall be retained no more than one business day. (30 day) (Not applicable - 72 hour, 6 hour)

(ii) Except in the case of prisoners without funds, prisoners shall be permitted to mail out any number of letters including letters to attorneys, the courts, and elected federal, state, county and city officials. Prisoners without funds shall be permitted to mail up to three letters per calendar week at public expense: *Provided*, That no limit may be set on the number of letters which may be sent to the prisoner's attorney or to the courts. (30 day) (Not applicable - 72 hour, 6 hour)

(iii) No restrictions shall be placed on the number of letters a prisoner may receive or on the persons with whom he may correspond, except by order of a court of competent jurisdiction, or as provided under (c) of this subsection. (30 day) (Not applicable - 72 hour, 6 hour)

(iv) These rules shall not preclude a prisoner being required to place his name and return post office address on outgoing mail. (30 day) (Not applicable - 72 hour, 6 hour)

(b) Opening or censoring mail.

(i) No general restriction of the number of letters prisoners may receive or of classes of persons with whom they may correspond shall be made by facility rule or policy. (30 day) (Not applicable - 72 hour, 6 hour)

(ii) Incoming mail shall not be censored, but may be opened and inspected for contraband, cash, and checks and may be perused for content when the responsible staff person designated by the department of corrections or chief law enforcement officer has reasonable grounds to believe that the content of a letter may present a clear and present danger to institutional security, or violates state or federal law. Whenever mail is not delivered by the jail staff directly to the prisoner to whom it is addressed, it shall be resealed. (30 day) (Not applicable - 72 hour, 6 hour)

(iii) Except by order of a court of competent jurisdiction, outgoing mail shall not be opened unless the responsible staff person designated by the department of

corrections or chief law enforcement officer has reasonable grounds to believe that the content of a letter may present a clear and present danger to institutional security, or violates state or federal law. (30 day) (Not applicable - 72 hour, 6 hour)

(c) Notice of disapproval of prisoner mail.

(i) If a prisoner is prohibited from sending a letter, the letter and a written and signed notice stating the reason for disapproval, and indicating the portion(s) of the letter causing disapproval, shall be given the prisoner. (30 day) (Not applicable - 72 hour, 6 hour)

(ii) When a prisoner is prohibited from receiving a letter, the letter and a written signed notice stating the reason(s) for denial and indicating the portion(s) of the letter causing the denial shall be given the sender. The prisoner shall be given notice in writing that the letter has been prohibited, indicating the reason(s) and the sender's name. (30 day) (Not applicable - 72 hour, 6 hour)

(iii) When a prisoner is prohibited from sending or receiving mail, the affected prisoner is entitled to have such decision reviewed by the disciplinary hearing body, the department of corrections, or the chief law enforcement officer upon written request and shall be promptly informed of this right. (30 day) (Not applicable - 72 hour, 6 hour)

(iv) A written decision of the review of such denial shall be promptly delivered to the prisoner. (30 day) (Not applicable - 72 hour, 6 hour)

(d) Limitations.

(i) Incoming mail of postconviction prisoners that is clearly marked as coming from an attorney, court, or elected federal, state, county or city officials shall be opened only in the presence of the addressee. (30 day) (Not applicable - 72 hour, 6 hour)

(ii) Mail to or from attorneys, courts, or elected federal, state, county or city officials shall not be read. (30 day) (Not applicable - 72 hour, 6 hour)

(iii) There shall be no additional restrictions on prisoner correspondence for disciplinary or punishment purposes, unless the prisoner has violated rules as to correspondence. Upon proper showing of the alleged violation, the prisoner's mail may be restricted for a limited time, but such restriction shall not apply to attorney-client mail or correspondence with the courts. (30 day) (Not applicable - 72 hour, 6 hour)

(3) Packages. If a facility allows prisoners to send or receive packages;

(a) All packages shall be opened and inspected. (30 day) (Not applicable - 72 hour, 6 hour)

(b) Packages may be received only if the contents conform to rules adopted by the department of corrections or chief law enforcement officer, and a witnessed receipt for permissible items shall be promptly delivered to the prisoner, unless such package is opened in the presence of the prisoner and all items are given directly to him. (30 day) (Not applicable - 72 hour, 6 hour)

(c) Outgoing. Outgoing packages of prisoner's personal property shall be inspected to insure ownership and compliance with United States postal regulations. (30 day) (Not applicable - 72 hour, 6 hour)

(4) Contraband.

(a) Items which are not permitted by jail rules may be destroyed upon the prisoner's written request, placed in the prisoner's personal property box, or returned collect to the sender. (30 day) (Not applicable - 72 hour, 6 hour)

(b) Permissible items received in the mail, including money or checks, shall be recorded by a staff member and notification thereof given to the prisoner. (30 day) (Not applicable - 72 hour, 6 hour)

(c) Contraband, as defined in RCW 9A.76.010, shall be turned over to the proper authorities, for handling as evidence, for disciplinary action or possible prosecution under RCW 9A.76.140, 9A.76.150, or 9A.76.160, or other applicable statute(s). (30 day) (Not applicable - 72 hour, 6 hour). [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-24-110, filed 3/24/81.]

WAC 289-24-120 Visitation. (Holding facilities.)

(1) Security.

(a) Open visitation should be provided for those prisoners determined to present a minimal degree of risk to the safety and security of the institution. (30 day) WAC 289-24-120(1)(a) ADVISORY. (Not applicable - 72 hour, 6 hour)

(b) The degree of security required for each prisoner during visitation shall be determined by the person or persons responsible for classification under WAC 289-16-130. (30 day, 72 hour) (Not applicable - 6 hour)

(2) Social visits.

The department of corrections or chief law enforcement officer shall establish and post rules which permit reasonable opportunities for social visits for each prisoner and specifying times therefor. (30 day) (72 hour - WAC 289-24-120(2) ADVISORY) (Not applicable - 6 hour)

(3) Business and professional visits.

(a) Each prisoner shall be allowed confidential visits from his attorney or legal assistants and his pastor at reasonable hours.

(b) The department of corrections or chief law enforcement officer should allow confidential visits from business, educational and law enforcement professionals. (30 day, 72 hour) WAC 289-24-120(3)(b) ADVISORY. (Not applicable - 6 hour)

(4) Visitor regulations.

(a) Signs giving notice that all visitors and their accompanying possessions are subject to search shall be conspicuously posted.

(b) Any person may refuse a search but, subsequent to such refusal, may then be denied entrance.

(c) Other reasons for denying entrance to visitors shall include, but not to be limited to:

(i) An attempt, or reasonable suspicion of an attempt, to bring contraband into the facility.

(ii) Obvious influence or effect of alcohol or controlled substances.

(iii) Request from the prisoner's physician.

(iv) Request from the prisoner.

(v) Reasonable grounds to believe a particular visit would present a substantial danger to jail security, or management, or to the welfare of prisoners, staff, or other visitors.

(d) If a visitor is refused admittance during regular visiting hours;

(i) The prisoner shall receive notice of the refusal stating the reasons therefor.

(ii) The affected prisoner is entitled to have such decision reviewed by the disciplinary hearing body, the department of corrections, or the chief law enforcement officer upon written request and shall be promptly informed of this right.

(iii) A written decision of the reviewing body's determination stating the reason(s) therefor, shall be furnished the prisoner who requested such review. [Statutory Authority: Chapter 70.48 RCW. 81-08-014 (Order 13), § 289-24-120, filed 3/24/81.]

WAC 289-24-200 Telephone usage. (Detention and correctional facilities.)

(1) The governing unit shall establish and post rules which specify regular telephone usage times and the maximum length of calls (not to be less than five minutes).

(2) Telephone usage hours shall include time during the normal work day and time during the evening, at least once a week per prisoner: *Provided*, That established social telephone usage hours shall not preclude reasonable access to a telephone to contact the prisoner's attorney or legal representative.

(3) Calls shall be at the prisoner's expense or collect: *Provided*, That appropriate protection of access to an attorney shall be maintained for prisoners without funds.

(4) Location of telephone facilities shall insure reasonable privacy, and telephone conversations shall not be monitored, tape recorded, or spot-checked except by court order.

(5) Reasons for calls shall be the personal concern of the prisoner, except in consideration of requests for emergency calls beyond normal telephone hours. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-24-200, filed 3/18/81.]

WAC 289-24-210 Mail. (Detention and correctional facilities.)

(1) Newspapers, books, periodicals, other printed materials, and photographs.

(a) Prisoners shall generally be permitted to subscribe to and otherwise receive books, newspapers, periodicals and other printed materials or photographs which may lawfully be delivered through the United States mails. Such materials shall be denied a prisoner only if such denial furthers a substantial governmental interest in jail security or the welfare of prisoners or staff.

(b) When such materials are withheld from a prisoner:

(i) The prisoner shall receive immediate written notice that the publication is being denied, accompanied by an explanation of the reason(s) for the denial;

(ii) The affected prisoner shall be promptly informed of his right to have such decision reviewed by the disciplinary hearing body, the department of corrections, or the chief law enforcement officer upon written request;

(iii) A written decision of the review of the denial, including reason(s), shall be given to the prisoner requesting review.

(2) Correspondence.

(a) General.

(i) Incoming or outgoing mail shall be retained no more than one business day.

(ii) Except in the case of prisoners without funds, prisoners shall be permitted to mail out any number of letters. Prisoners without funds shall be permitted to mail up to three letters per calendar week at public expense or with postage purchased from the prisoner welfare fund, provided upon proper showing the number may be increased. Each prisoner shall be permitted to mail out any number of letters to his attorney, and the courts.

(iii) No restriction shall be placed on the number of letters a prisoner may receive or on the persons with whom he may correspond, except by court order of a court of competent jurisdiction, or as provided under (c) of this subsection.

(iv) These rules shall not preclude a prisoner being required to place his name and a return post office address on outgoing mail.

(b) Opening or censoring mail.

(i) No general restriction of the number of letters prisoners may receive or of classes of persons with whom they may correspond shall be made by facility rule or policy.

(ii) Incoming mail shall not be censored, but may be opened and inspected for contraband, cash and checks and may be perused for content when the responsible staff person designated by the department of corrections or chief law enforcement officer has reasonable grounds to believe that the content of a letter may present a clear and present danger to institutional security, or violates state or federal law. Whenever mail is not delivered by the jail staff directly to the prisoner to whom it is addressed, it shall be resealed.

(iii) Except by order of a court of competent jurisdiction, outgoing mail shall not be opened unless the responsible staff person designated by the department of corrections or chief law enforcement officer has reasonable grounds to believe that the content of a letter may present a clear and present danger to institutional security, or violates state or federal law.

(c) Notice of disapproval of prisoner mail.

(i) When a prisoner is prohibited from sending a letter, the letter and a written and signed notice stating the reason for disapproval, and indicating the portion(s) of the letter causing disapproval, shall be given the prisoner.

(ii) When a prisoner is prohibited from receiving a letter, the letter and a written signed notice stating the reason(s) for denial and indicating the portion(s) of the letter causing the denial shall be given the sender. The

prisoner shall be given notice in writing that the letter has been prohibited, indicating the reason(s) and the sender's name.

(iii) When a prisoner is prohibited from sending or receiving mail, the affected prisoner is entitled to have such decision reviewed by the disciplinary hearing body, the department of corrections, or the chief law enforcement officer upon written request and shall be promptly informed of this right.

(iv) A written decision of the review of such denial shall be promptly delivered to the prisoner.

(d) Limitations.

(i) Incoming mail of postconviction prisoners that is clearly marked as coming from an attorney, court, or elected federal, state, county or city official, shall be opened only in the presence of the addressee.

(ii) Mail to or from attorneys, courts or elected federal, state, county, or city officials shall not be read.

(iii) There shall be no additional restrictions on prisoner correspondence for disciplinary or punishment purposes, unless the prisoner has violated rules as to correspondence. Upon proper showing of the alleged violation, the prisoner's mail may be restricted for a limited time, but such restriction shall not apply to attorney-client mail or correspondence with the courts.

(3) Packages.

(a) Incoming.

(i) If a facility allows prisoners to receive packages, all packages shall be opened and inspected.

(ii) Packages may be received only if the contents conform to rules adopted by the department of corrections or chief law enforcement officer, and a witnessed receipt for permissible items shall be promptly delivered to the prisoner, unless such package is opened in the presence of the prisoner and all items are given directly to him.

(b) Outgoing. Outgoing packages of prisoner's personal property shall be inspected to insure ownership and compliance with United States postal regulations.

(4) Contraband. Items which are not permitted by jail rules may be destroyed upon the prisoner's written request, placed in the prisoner's personal property box, or returned collect to the sender. A receipt for permissible items received in the mail, including money or checks shall be signed by a staff member and a copy thereof promptly delivered to the prisoner. Contraband, as defined in RCW 9A.76.010, shall be turned over to the proper authorities, for handling as evidence, for disciplinary action or possible prosecution under RCW 9A.76.140, 9A.76.150, 9A.76.160, or other applicable statute(s). [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-24-210, filed 3/18/81.]

WAC 289-24-220 Visitation. (Detention and correctional facilities.) (1) General.

(a) Open visitation should be provided for those prisoners determined to present a minimal degree of risk to the safety and security of the institution. WAC 289-24-220(1)(a) ADVISORY.

(b) The degree of security required for each prisoner during visitation shall be determined by the person or

persons responsible for classification under WAC 289-16-230.

(2) Social visits.

(a) The department of corrections or chief law enforcement officer shall establish and post rules governing social visits and specifying times therefor.

(b) Each prisoner shall be allowed a minimum of three hours total visitation per week.

(c) Immediate family, i.e., wives, husbands, children, parents, brothers, sisters, grandparents, aunts, and uncles, and any person so related through marriage, shall be given preference for allowed visitation time unless the prisoner specifies otherwise.

(d) Except for immediate family members, visitors seventeen years of age and under shall be accompanied by a parent or guardian.

(e) The department of corrections or chief law enforcement officer or his designee may grant special visitation privileges to visitors who have traveled long distances, to visitors for hospitalized prisoners, and for other unusual circumstances.

(3) Business and professional visits.

(a) Each prisoner shall be allowed confidential visits from his attorney or legal assistants and his pastor.

(b) By prior arrangement with the department of corrections or the chief law enforcement officer or his designee, a prisoner shall be allowed confidential visits for business or educational reasons.

(c) Law enforcement professionals shall be allowed to interview prisoners at reasonable times and with prior notice, unless it appears circumstances do not permit delay.

(4) Visitor regulations.

(a) Signs giving notice that all visitors and their accompanying possessions are subject to search shall be conspicuously posted at the entrances to the facility and at the entrance to the visiting area.

(b) Any person may refuse a search but, subsequent to such refusal, may then be denied entrance.

(c) Other reasons for denying entrance to visitors shall include but not be limited to:

(i) An attempt, or reasonable suspicion of an attempt to bring contraband into the facility;

(ii) Obvious influence or effect of alcohol or controlled substances;

(iii) Request from the prisoner's physician;

(iv) Request from the prisoner;

(v) Reasonable grounds to believe a particular visit would present a substantial danger to jail security or management or the welfare of prisoners, staff, or other visitors.

(d) Whenever a visitor is refused admittance during regular visiting hours, the prisoner shall receive notice of the refusal stating the reasons therefor. The affected prisoner is entitled to have such decision reviewed by the disciplinary hearing body, the department of corrections, or the chief law enforcement officer upon written request and shall be promptly informed of this right. A written decision of the reviewing body's determination stating the reason(s) therefor, shall be furnished the

prisoner who requested such review. [Statutory Authority: Chapter 70.48 RCW. 81-07-057 (Order 10), § 289-24-220, filed 3/18/81.]

Chapter 289-30 WAC

CUSTODIAL CARE STANDARDS ENFORCEMENT PROCEDURES

WAC

289-30-060 Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

289-30-060 Order of closure or partial closure. [Statutory Authority: Chapter 70.48 RCW. 81-07-058 (Order 11), § 289-30-060, filed 3/18/81.] Repealed by 81-18-079 (Order 18), filed 9/2/81. Statutory Authority: RCW 70.48.050.

WAC 289-30-060 Repealed. See Disposition Table at beginning of this chapter.