



FAMILY COUNCIL MEETING MINUTES

Location: Olympic Corrections Center TEAMS

Date: 2/8/24

Time: 1pm

Teleconference details: Microsoft Teams Meeting

MEETING ATTENDEES

CPM Jamie Kerschner
Department/facility co-chair

Schyler Robinson
Family co-chair

CPPC Elena Friesz
Facility/council secretary

N/A
Family secretary, if applicable

Members present: Paloma Valero

Non-council member attendees: Jackie Ahrens, Health Services - Nick Riggan, Accounting - Ginger Price, Captain and Heather Bates OMBUDS

AGENDA

Old business

Topic	Discussion/Key points	Next steps
Food Quality	Food is very poor quality, sometimes not cooked all the way or overcooked like everything is dumped and microwaved so to speak. Fresh fruits and vegetables, seasonal. Serving Food that won't go to waste. With nutritional value. From what I'm hearing it's not even edible. Most of the time food is getting wasted.	<i>We do not have the autonomy to create menus. I think there are a few meals throughout the week that are prepared from scratch (biscuits and gravy, a favorite but lacking in nutrition value) however, most of the meals served, follows the state approved menu. The Food Service Administrator and Registered Dietitian are responsible for the plan and distribution of Cycle Menus. CI prepares and pre-packages dinner meals. Fruits and vegetables are ordered through and an approved vendor (same delivery services used by grocery stores). The only thing we can do from the facility level is communicate concerns and recommendations received through our food service committee that is facilitated by the Food Manager to report to CI.</i>
DNR Clothing	The quality of the clothing, gloves, boots etc. that they have for work are not adequate.	<i>I have asked our business and warehouse managers to</i>

	<p>Boots are not waterproof, nor are the gloves safe and waterproof. Working with cold wet feet, wet, hands, and chilled to the bone. They're out there working hard doing a service and deserve to have the proper gear for the environment. It's freezing out there. It's almost unbearable unless they are moving around. But for example, imagine taking a walk in the rain; you build up body heat and then when you stop, it's cold and miserable.</p>	<p><i>investigate the clothing issues (underclothing). LBA Riggan: DOC has a contract with CI to only purchase clothing through the contract.</i></p> <p><i>The boots are industry standard but requires ongoing maintenances, applying boot grease. Will give instructions on how to take care of boots and applying boot grease.</i></p> <p><i>I was informed that they are being issued white ox gloves for PTC and DNR issues rubber(ish) gloves for planting.</i></p>
Bead Vendors	<p>Only one company bead to order from. Beads are small items and not heavy for mailing. Yet a small 64\$ order cost me \$18.50 for shipping. Is there any way that the DOC can approve a company that does not charge so much in shipping?</p>	<p><i>Service/Supply vendors are not selected at the facility level due to the impact it would have on all facilities (security levels, availability, product warranty). I am not aware of any vendor changes, but I did email Tracy Schneider for response.</i></p>
Rodent Control	<p>There have been reports of mice getting into lockers, running in the units at night getting into food, etc... Reported to the Correctional Officers.</p>	<p><i>We have traps for rodent control. Individuals should notify staff to get the traps. There is also a responsibility for good housekeeping helping mitigate the issue.</i></p>
Visiting	<p>Weekdays for visiting. A lot of people must work on the weekends and the drive out there is very long. It usually means a day must be taken off. With the economy right now I don't think lots of people can afford to take a day off without financial hardship.</p>	<p><i>We are not staffed to conduct visits on weekdays and of equal consideration is use of the visit area and facility routines.</i></p>
LFC 2024 Meetings	<p>2024 OCC Local Family Council Meet</p>	<p><u>Hard copy attached.</u> Olympic Corrections Center (OCC) Washington State Department of Corrections</p>
LFC Meetings, Religious, Family Center & Culture Events	<p>2024 OCC Religious- Cultural-</p>	<p><u>Hard Copy attached.</u> Olympic Corrections Center (OCC) Washington State Department of Corrections</p>

Round table follow up from old business (below) Boot purchasing	May families purchase boots for loved ones working on DNR and Community Service Crews? Are there instructions on to how care for boots such waterproofing.	Answered below <i>Sergeant Hull has incorporated footwear care/maintenance into the DNR orientation.</i>
Dingy Clothing	Correctional Industries uses an approved detergent.	

New business

Topic	Discussion/Key points	Next steps
Commissary	How can feedback be given to the commissary to have items added? Specifically, a 3 or 4-blade razor. A response is rarely received from commissary, and it goes to the warehouse at the facility, they would like to give feedback for a statewide change.	<i>Commissary items are added to the inventory through a request process. When CI receives multiple requests for specific items, they look to replace them with same as slower moving items. I asked about the security considerations for the 3 or 4-blade razor and was informed by Mr. Marshall that his department would not have any security related concerns. CI does not have a kiosk, so input must come through paper KITES at this time. We can look to implement a centralized request process here at OCC.</i>
Vending Machines	During some visits that some have attended, there has been an issue with the vending machine not working. Especially the one with the cold food items, burgers, and pizza items. What is the process of having vending machines fixed and how long does that take?	<i>Peninsula Bottling is the only vendor that services our area (Westend of Jefferson County). They come out to OCC weekly to restock and/or repair machine The cold vending machine is repaired and is in working.</i>
Events	During the December event, some were asked to leave due to overcrowding. Why were people asked to leave so people who arrived after check-in were allowed to attend the event? It seemed unfair to the one who arrived on time, might have taken the day off, traveled, or didn't have children to be asked to leave. In the future, can the other area next to the visitor room be opened so people do not have to leave?	<i>This was a learning curve coming from post covid. Pre-covid there was not much interest in the winter event/activities due to weather and road conditions being a deterrent. The visiting area is only allowed so many people in the room with using the overflow of the outer dining hall. This was unfortunate guests had to leave early during the event. In the future any planned event will be on a</i>

		<i>Friday and not conflict with the regular visiting hours. The residents will have to sign up and include the approved visitors that will be attending.</i>
Work Boots	At the last LFC, it was asked if it was possible for family members to purchase boots for their loved ones on DNR. Is there an update on that?	<i>Families cannot purchase boots. DNR is contemplating purchasing cork-boots for planting and PCT work.</i>

Roundtable open discussion

Topic	Discussion/Key points	Next steps
Gas and Travel reimbursement	We will follow up to see if this information and application are more easily found.	<i>On 2/12/24 sent Co-Chair Skyler Robinson an email indicating the lodging and travel voucher information is now on each facilities site. This is the application link below https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fdoc.wa.gov%2Fdocs%2Fforms%2F06-003.docx&wdOrigin=BROWSE_LINK</i>
Mail rejections	Seems to be a high rate of mail rejections recently.	<i>Hard copy attached. Mail for individuals in Prison 450.100 policy was updated on 12/31/23. The policy will be sent to the Co-Chair to share with the LFC.</i>
Video Visiting	Contact information	<i>Suggestion to make contact Securus to make sure your information on application and the version Securus contact such name as being an example being Jonathan versus John. Information on your visiting record must be the same as your Securus.</i>

Next meeting location: Microsoft TEAMS Date: 4/11/24 Time: 1pm

Comments: The facility population would like to thank Mrs.Friesz for the fettuccine fundraising. They all truly enjoyed it and are looking forward to more fundraisers. We all appreciate what you do for the facility and the events you put on.

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Family Council Co-chairs



OCC Local Family Council Meeting Schedule 2024

Meeting Dates

February 8th Microsoft Teams at 1pm

Thursday, April 11th Microsoft Teams at 1pm

Saturday, June 8th at facility in person w/tour

TEAMS option to join.

Thursday, August 8th Microsoft Teams at 1pm

Saturday, October 12th at facility in person w/tour

TEAMS option to join.

Thursday, December 7th Microsoft Teams at 1pm

Location & Time for in person:

Olympic Corrections Center

Admin Conference Room 2:30 p.m. – 3:30 p.m.

For in person meetings are after visitation.

2024 OLYMPIC CORRECTIONS CENTER Events Calendar



FAMILY COUNCIL MEETINGS, RELIGIOUS, FAMILY-CENTERED EVENTS & CULTURAL

Family Council Contact: [Elena Friesz](mailto:emfriesz@doc1.wa.gov)
 Religious Events Contact: [Victor Marshall](mailto:Victor.Marshall@doc1.wa.gov)

Family-Centered Events Contact: [Elena Friesz](mailto:emfriesz@doc1.wa.gov)
 Cultural Events Contact: [Victor Marshall](mailto:Victor.Marshall@doc1.wa.gov)

KEY
Family Friendly
Family Council
Religious Event
Cultural Event
Other

DATE	EVENT	DESCRIPTION	HOW TO SIGN UP	TIME	LOCATION
JANUARY					
FEBRUARY					
FEBRUARY 8th	OCC LFC	Microsoft TEAMS Meeting	emfriesz@doc1.wa.gov 360-374-7012	1pm PST	Virtual
FEBRUARY 9th Hoh Unit	Sweetheart Day	Adult Focus Sweetheart Game, Food & Crafts	Kiosk CPPC-M01	0900-1430	Visit room
FEBRUARY 16th Ozette Unit	Sweetheart Day	Adult Focus Sweetheart Game, Food & Crafts	Kiosk CPPC-M01	0900-1430	Visit room
MARCH					
MARCH 30th	Christian	Christian Event	Kiosk Religious Coordinator	0900-1430	TC Gym
APRIL					
APRIL 11th	OCC LFC	Microsoft TEAMS Meeting	emfriesz@doc1.wa.gov 360-374-7012	1pm PST	Virtual
APRIL 19th	Spring Crafts	Child Focus Crafts & Food	Kiosk CPPC-M01	0900-1430	Visit room
MAY					
MAY 10th	Significant Person	Pot flowers, paint rocks, food	Kiosk CPPC-M01	0900-1430	Visit room
MAY 15th	Buddhist	Buddhist Event	Kiosk Religious Coordinator	TBD	Chapel
JUNE					
JUNE 8th	OCC LFC	In-Person/AreaTour/TEAMS	emfriesz@doc1.wa.gov 360-374-7012	1430-1530	Admin Conf.
JUNE 14th	Fishing & BBQ	Family fun day	Kiosk CPPC-M01	0900-1500	Admin/Visits
JUNE 15th	Juneteenth	Juneteenth Event	Kiosk Religious Coordinator	1200-1530	TC Gym
JUNE 17th	Eid al-Adha	Muslim Event	Kiosk Religious Coordinator	1230-1530	Chapel
JULY					
AUGUST					
AUGUST 3rd	Christian Motorcycle Club	Christian Event	Kiosk CPPC-M01	1000-1430	Ozette Ballfield
AUGUST 8th	OCC LFC	Microsoft TEAMS Meeting	emfriesz@doc1.wa.gov 360-374-7012	1pm PST	Virtual
AUGUST 23rd	Back to School	Outdoor games, food & children receive back pack	Kiosk CPPC-M01	1000-1430	Clearwater Ballfield
AUGUST 17th	API	API Event	Kiosk Religious Coordinator	1000-1430	TC Gym
SEPTEMBER					
Pending	Pending	Pending			
SEPTEMBER 21st	Pow Wow	Native American Event	Kiosk Religious Coordinator	0930-1430	Clearwater Ballfield
OCTOBER					
OCTOBER 12th	OCC LFC	In-Person/AreaTour/TEAMS	emfriesz@doc1.wa.gov 360-374-7012	1430-1530	Admin Conf.
NOVEMBER					
NOVEMBER 2nd	Pagan (Asatru/Wicca) Event	Religious	Kiosk Religious Coordinator	1330-1530	TC Gym
DECEMBER					
DECEMBER 7th	OCC LFC	Microsoft TEAMS Meeting	emfriesz@doc1.wa.gov 360-374-	1pm PST	Virtual
DECEMBER 13th	Winter Event	Craft, food & fun	emfriesz@doc1.wa.gov 360-374-7012	0900-1430	Visit room
DECEMBER 21st	Christian Event	Asatru Event	Kiosk Religious Coordinator	1130-1430	Asatru Yard
DECEMBER 28th	Pagan (Asatru/Wicca) Event	Religious	Kiosk Religious Coordinator	TBD	TC Gym



Department of Corrections WASHINGTON STATE

LODGING AND TRANSPORTATION ASSISTANCE PROGRAM APPLICATION FOR REIMBURSEMENT

Visitors who live over 150 miles from where their loved ones are housed may submit this request for lodging and transportation assistance. This program is funded through the Incarcerated Individual Betterment Fund.

Incarcerated individual name _____ DOC number _____ Facility _____

Which program are you applying for (Check 1 box):

<input type="checkbox"/> Lodging Assistance I will pay for hotel stay in full and will submit a copy of the paid hotel receipt for reimbursement after my stay. I understand I may choose any hotel with this option.	<input type="checkbox"/> Transportation Assistance/Gas Reimbursement I request a reimbursement of \$50 towards the cost of gas associated with this visit. I will submit a copy of a gas receipt dated the day prior or after the day of visit.
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VISITOR INFORMATION				
Participant's information must be current in the Visitation Program. To update your information, send email to dochqvisitunit@DOC1.WA.GOV .				
Name (Last, First, MI)	Date of birth (mm/dd/yyyy) / /	Relationship as listed with Visitation		
Street address (Must match Visitation Program and valid ID card)	City	State	Zip	
Email address	Distance (Residence to facility in miles)	Date visit scheduled / /	Contact phone number () -	
THIS SECTION FOR LODGING AND TRANSPORTATION ASSISTANCE PROGRAM ONLY				
Hotel/motel name	Stay scheduled for / /	Confirmation number (required)		
Hotel/motel address				

YOU MUST AGREE TO THE FOLLOWING TO BE CONSIDERED FOR PARTICIPATION IN EITHER PROGRAM.	Agree
My name and address are current with the Visitation Program.	<input type="checkbox"/>
My address is at least 150 miles away from the correctional facility I will be visiting.	<input type="checkbox"/>
In the event I apply for and am approved for either Lodging Assistance or Transportation Assistance and visitation is cancelled last minute due to an emergency such as lockdown, I understand that the Department will pay the \$50.00 as agreed upon.	<input type="checkbox"/>
I understand that I will be denied future use of funding assistance if attempted abuse is determined (stays but does not visit the facility, attempts to use various visitor names to apply within a 30-day window, etc.).	<input type="checkbox"/>
I understand that this application must be completed in full, submitted, and approved prior to my stay to qualify for the \$50.00 reimbursement under either program.	<input type="checkbox"/>
I understand that only one visitor from an approved visit list is authorized to use this program each month. More than one request may result in a denial for the month.	<input type="checkbox"/>
I understand that I may only select one reimbursement program per month – either the Lodging Assistance OR the Transportation Assistance program.	<input type="checkbox"/>

LODGING AND TRANSPORTATION ASSISTANCE PROGRAM

If I cancel my reservation, I will email the dochqlap@doc.wa.com mailbox prior to my stay and this will not disqualify my loved one from scheduling another visit during the approved time.	<input type="checkbox"/>
If my reservation is cancelled or if I do not show for an existing reservation, I understand that I am fully responsible for any costs charged as agreed upon with the designated hotel when I made my reservation.	<input type="checkbox"/>
I understand that my participation in this program is representative of families with incarcerated loved ones. As such, I will conduct myself in a manner that complies with the hotel/motel rules as to not compromise the relationship between the correctional facility, community hotel/motels, and families.	<input type="checkbox"/>

Comments: _____

I understand that providing any inaccurate or misleading information and/or failure to agree to any of the terms above may result in the inability to participate in the program in the future.

Visitor's signature
(May sign electronically if submitting via personal email)

Date

Submit the completed form to DOCHQLAP@DOC1.wa.gov.

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Family Services Unit, Imaging file **COPY** - Accounting



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POLICY

REVIEW/REVISION HISTORY:

Effective: 2/1/83 DOC 450.020	Revised: 7/30/07 AB 07-022
Revised: 9/1/83	Revised: 9/12/07 AB 07-028
Revised: 10/24/83	Revised: 5/19/08
Revised: 2/20/84	Revised: 8/11/08 AB 08-022
Revised: 11/6/87	Revised: 10/1/09
Revised: 1/1/92 DOC 450.100	Revised: 12/31/09
Revised: 11/1/92	Revised: 9/1/10
Revised: 11/1/93	Revised: 7/25/11
Revised: 12/27/93	Revised: 8/15/14
Revised: 11/1/94	Revised: 7/1/15
Revised: 1/10/99	Revised: 11/21/15
Revised: 1/5/00	Revised: 12/27/17
Revised: 5/1/04	Revised: 1/20/20
Revised: 1/22/07	Revised: 9/8/20
Revised: 4/26/07 AB 07-013	Revised: 2/9/22
Revised: 6/7/07 AB 07-016	Revised: 12/31/23

SUMMARY OF REVISION/REVIEW:

Major changes to include updating requirements, process changes, and reorganization of content. Read carefully!

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

12/6/23

Date Signed



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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 72.02.260; RCW 72.09.450; WAC 137-36; WAC 137-48; DOC 200.000 Trust Accounts for Incarcerated Individuals; DOC 320.255 Restrictive Housing; DOC 320.260 Secured Housing Units; DOC 420.375 Contraband and Evidence Handling (RESTRICTED); DOC 440.000 Personal Property in Prisons; DOC 450.120 Packages for Individuals in Prison; DOC 450.050 Prohibited Contact; DOC 450.300 Visits for Incarcerated Individuals; DOC 460.000 Disciplinary Process for Prisons; DOC 460.050 Disciplinary Sanctions; DOC 500.100 Correspondence Education in Prisons; DOC 590.500 Legal Access for Incarcerated Individuals; USPS Domestic Mail Manual; IRS Blue Bag Program

POLICY:

- I. The Department recognizes the importance of mail and its role in supporting community connections as a critical component of success in reentry.
- II. The Department has established procedures to maintain safety and security governing mail to/from incarcerated individuals.
- III. Allowances and limits outlined in this policy may be restricted per DOC 320.255 Restrictive Housing and DOC 320.260 Secured Housing Units.
- IV. It is a federal offense to attempt to or use the United States Postal Service (USPS) or a private/commercial carrier to introduce contraband or illegal drugs into a correctional facility.

DIRECTIVE:

- I. General Requirements
 - A. Correspondence between incarcerated individuals and their correspondents will be limited to the USPS, United Parcel Service (UPS), Federal Express (FedEx), and the contracted electronic messages service provider.
 - B. Individuals will be responsible for informing their correspondents of the rules governing mail for incarcerated individuals, which can be reviewed on the Family & Visitors Send Something section of the Department's external website.
 - C. The Superintendent/designee may place limits on the volume, length, content, or source of mail when necessary to maintain safety and security.
 - D. An individual's writing privileges to a person or group may be restricted when:
 1. Court ordered



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2. Prohibited per DOC 450.050 Prohibited Contact
 3. Sanctioned per DOC 460.050 Disciplinary Sanctions
 4. Requested by a person/group in writing
 5. The recipient is a minor and the minor's parent or guardian has submitted a written request that the privilege be terminated
 6. Specific cause exists as supported by criteria in this policy
- E. Excluding weekends, holidays, or emergency situations, approved mail will be processed within:
1. 2 business days for first class mail
 2. 7 business days for electronic messages
 3. 7 business days for mail requiring investigative review
 4. 10 business days for publications
 5. 5 business days for all other mail
- F. Individuals will not process, distribute, and/or possess another individual's mail.
- G. Packages will be processed per DOC 450.120 Packages for Individuals in Prison.
- H. Employees will retain confidentiality of mail/electronic messages unless the material is needed for administrative purposes.
- II. Envelopes and Postage
- A. Incarcerated individuals will use pre-franked envelopes purchased from the commissary or Correctional Industries, or may use direct return envelopes (e.g., metered, pre-paid, pre-addressed) if they are received from vendors, organizations, legal entities, or public agencies for the purpose of direct return mail.
1. Indigent individuals may receive 10 first class pre-franked envelopes per month.
 2. Attempts to use an altered envelope for outgoing mail will result in the envelope and its contents being confiscated as contraband.
 3. Direct return mail envelopes do not require pre-paid postage for an individual to receive and use it for the return of educational correspondence course materials.
- B. Individuals will complete DOC 02-003 Postage Transfer and submit it with their letter/package to cover postage, fees, and shipping costs for:



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1. USPS special services
 2. Authorized greeting cards
 3. Oversized/overweight envelopes
 4. Packages, including shipping insurance
 5. Direct return mail envelopes to return educational correspondence course material
- C. Other than noted above, postage transfer submissions submitted with letters/packages that do not have pre-franked/pre-paid postage will be returned to the individual.
- D. Except for USPS specialized services, postage debt may be incurred for outgoing legal mail or mail being sent to the Office of the Corrections Ombuds.
1. Postage debt does not include USPS specialized services or electronic messaging.
- E. Mail arriving at the facility with postage due will be returned to the sender.
- F. Electronic stamps will be purchased electronically through the electronic message provider.
- III. Inspection
- A. Superintendents will designate employees to inspect and read mail to prevent sending/receiving contraband or other material that threatens facility order or security, and/or criminal activity.
1. Legal mail is subject to inspection and will be conducted per Legal Mail (Attachment 1).
- B. Employees will take care not to damage mail when opening for inspection. Markings with the intention of identifying the individual's DOC number, housing, and/or authorized stamping of the envelope are acceptable.
1. Individuals will be notified when mail is received damaged, or the employee unintentionally damages mail during inspection/markings.
- C. Mail will be rejected based on legitimate penological interests and per Unauthorized Mail (Attachment 4).
- D. Contraband or illegal items/drugs uncovered during inspections will be handled per DOC 420.375 Contraband and Evidence Handling (RESTRICTED). The Mailroom Supervisor will ensure:



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1. The rejection process is initiated,
 2. Original documents are placed in evidence with a copy maintained with the rejection notice in the mailroom, and
 3. The disciplinary process is initiated per DOC 460.000 Disciplinary Process for Prisons, as appropriate, and any sanction(s) imposed is enforced.
- E. Opinions critical of Department policy or personnel will not be censored.
- F. Cashier's checks and money orders must include the individual's name and DOC number.
1. If the check/money order is missing the DOC number, mailroom employees will ensure the DOC number is written on the check/money order if the individual's name matches the addressed envelope before forwarding to the facility Business Office for deposit per DOC 200.000 Trust Accounts for Incarcerated Individuals.

IV. Incoming Mail

- A. Employees will facilitate the delivery of mail and make a reasonable effort to find an intended recipient whenever possible. The individual's identity will be verified prior to delivery.
- B. Except for books, all incoming mail and publications will be date stamped the day received in the mailroom.
- C. Incoming mail must include:
1. The incarcerated individual's full legal name and DOC number. An Also-Known-As (i.e., AKA) name may be included below the legal name.
 - a. Mail that does not include the individual's full legal name and/or DOC number and received from the:
 - 1) Health Care Authority, the Washington Health Benefits Exchange, or a state approved managed care plan will be held and the Headquarters Medical Disbursement Unit will be contacted for information/direction.
 - 2) Veteran's Administration will be forwarded to the Reentry Division at Headquarters.



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2. A return address per USPS Domestic Mail Manual, including an identifiable last name or name of a business/organization.
 - a. Address labels for incoming mail are allowed unless the facility can document an ongoing security concern.
 - b. Mail that does not contain an identifiable sender (e.g., last name or the name of a business/organization is missing/unclear) will not be opened and will be returned to the address without a rejection notice issued.
 - c. Mail with no return address will be rejected and any funds included with the mail will be deposited in the Betterment Fund.
- D. Mailroom employees will remove identifying documentation (e.g., social security card, marriage/birth/death certificate) and forward them to designated employees for processing/retention. The individual will receive a receipt for the removed item(s) and a notice of its disposition.
- E. In lieu of the original, photocopies of the envelope and/or contents may be provided to the individual for safety and security reasons. Providing photocopies does not require a mail rejection notice.
 1. Copies will not be made of photographs received on photo paper.
- F. Individuals may receive photographs if they meet the following criteria:
 1. The DOC number must be written in ink upon receipt by the individual on the back center of each photograph.
 2. For the purpose of this policy, pictures contained in newspaper or magazine clippings/articles are not considered photographs.
 3. Photographs are limited to the following in one mailing. Excess photographs/pages will be rejected.
 - a. Up to 25 photographs total (i.e., separate or multiple photos on a sheet).
 - 1) Each photograph must be no less than 3" by 5" and no larger than 8½" x 11".
 - 2) Polaroids, stickers, and layered photos are not allowed.



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- b. Up to 20 bound pages with multiple photographs sent directly from a vendor (e.g., Shutterfly, Snapfish) containing photos no less than 3" x 5".
 4. Photographs received through an electronic message must be a single image (e.g., no collages or superimposed images).
 - G. Audio recordings and devices received through the mail must be sent from the Washington Talking Book and Braille Library.
 - H. Batch/bulk mailings must meet penological objectives and each item must be individually labeled with the individual's name, DOC number, and cell/room assignment.
 1. Batch/bulk mailings may be accepted or rejected in whole as one mailing.
 - I. Tribal governments and Alaska Native villages (i.e., Indian Tribal Entity) may send paper ballots to incarcerated enrolled members for their governmental matters (e.g., elections).
 1. The Department will not be responsible for the validity of, tracking, or maintaining any ballot cast by an individual or the individual's eligibility to vote.
 - J. For incoming certified/return receipt/signature confirmation mail, designated employees will:
 1. Sign and date the receipt when requested by the delivering agent,
 2. Inspect the mail and record it in the legal mail log,
 3. Ensure the mail is delivered to the individual, and
 4. Have the individual sign the log upon receipt.
- V. Outgoing Mail
- A. Outgoing mail sent via USPS must have a complete return address that includes the individual's full legal name, DOC number, cell/room assignment, and the name and address of the facility.
 1. An AKA name may be included below the legal name.
 - B. Individuals will be provided an opportunity to correct noncompliant outgoing mail in lieu of a rejection as long as the contents do not pose a safety or security concern or subject the individual to a violation.



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1. Mailroom employees will send the mail back with a notice that identifies why the mail cannot be sent out.
 - C. Envelopes will be stamped with the following or similar message: "This was mailed by an individual confined at a Washington State Department of Corrections facility. Its contents are uncensored."
 - D. Address labels for outgoing mail are only allowed on pre-addressed envelopes used for direct return mail.
 - E. Individuals will use DOC 21-473 Kite, the kiosk, or USPS to correspond with employees, contract staff, and volunteers.
- VI. Electronic Messages
- A. Individuals must agree to the terms of service to use the electronic messaging system.
 1. Individuals found to be using another individual's account, conspiring/ attempting to introduce contraband, or allowing another individual to use their account will be subject to disciplinary action and the possible suspension of all involved electronic messaging accounts.
 - B. Videograms (i.e., prerecorded video attached to an electronic message) may not contain content from third-party sites or previously recorded material from external sources (e.g., television, Facebook).
- VII. The Office of the Corrections Ombuds Mail
- A. Mail to/from the Office of the Corrections Ombuds will be treated as privileged and confidential.
 - B. Employees will follow the Office of the Corrections Ombuds guidelines when processing mail to/from the Office of the Corrections Ombuds and incarcerated individuals.
 1. Mail will arrive in a light green envelope.
 2. Incoming mail will be opened in the individual's presence, inspected, and issued by designated employees.
 - a. The individual may request a copy of the envelope, but the employee will maintain the original for disposal.
 3. Outgoing mail must:



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- a. Not be opened by employees.
- b. Have a return address belonging to the sender.
- c. Clearly show the correct address for the Office of the Corrections Ombuds.

4. Employees will not document (e.g., mail log) sending, receiving, or issuing mail to/from the Office of the Corrections Ombuds.

VIII. Legal Mail

- A. Incarcerated individuals have the ability to correspond by means of legal mail, which must meet requirements per Legal Mail (Attachment 1).
- B. Mail received that does not qualify as legal mail will be processed as general incoming mail.

IX. Mail not Written in English

- A. Incoming and outgoing correspondence written in a language other than English, including correspondence written in more than one language, will be reviewed by an employee who is a Department-certified translator, when available.
 1. If an employee who is a Department-certified translator is unavailable, the mail will be sent to the contracted vendor for translation.
 2. An online translation service will be used for electronic messages.

X. Rejecting Mail

- A. Employees/contract staff/volunteers are strictly prohibited from using mail rejections as a form of retaliation against individuals and/or their correspondents.
- B. Rejected mail/electronic messages will be processed per Mail Rejection Process (Attachment 2).

XI. Publications

- A. Individuals may receive publications (e.g., books, magazines) and appeal rejections per Publication Guidelines (Attachment 3).

XII. Forwarding Mail

- A. Individuals will be responsible for informing their correspondents, including publishers, of a change of address.



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- B. Facilities will forward first class mail, consistent with the USPS Domestic Mail Manual, for a period of 90 days.
1. Legal mail will be forwarded daily and all other mail at least weekly.
 - a. Mailroom employees will log forwarded legal mail and the addresses where they were sent.
 2. Mail for individuals out to court will be forwarded to the jail where they are being held.
 3. Legal mail for individuals transferred to a community health care facility will be delivered if they are able to personally accept it. Otherwise, it will be returned to sender marked "Incarcerated Individual Temporarily/ Currently Unable to Accept Mail".
 - a. All other mail for individuals transferred to a community health care facility will be held in the facility mailroom until they return.
 4. If first class mail is unopened, the new address will be noted on the envelope and returned to the USPS for forwarding. State funds will not be used to forward unopened mail.
 5. Opened first class mail will be placed in an envelope and mailed to the new address at the facility's expense.
- C. Publications received through the USPS will be forwarded when allowed per USPS Domestic Mail Manual.
- D. Non-profit mail will not be forwarded per USPS Domestic Mail Manual and will be discarded.

XIII. Mail Between Incarcerated Individuals

- A. Mail between individuals confined in any correctional facility will only be allowed when authorized by both Superintendents/facility administrators/designees.
1. Mail can only be written material, photos, or cards and cannot contain property items (e.g., hobby craft).
 - a. Photos may only contain the approved corresponding individuals.
 - b. Only pre-manufactured greeting cards are permitted.
 2. An individual may communicate with a Special Commitment Center resident, which is not considered a correctional facility.



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- B. Incarcerated individuals must meet at least one of the following requirements to be allowed to communicate with another incarcerated individual:
1. Are members of the same immediate family,
 2. Have a child together, as proven through a birth certificate and only if both individuals still have parental rights, and/or
 3. Are co-parties in an active legal case, or one individual is providing a witness statement in the other individual's active legal case.
 - a. Communication between authorized individuals must be legal in nature and will not be treated as legal mail.
- C. The requesting individual will complete and submit DOC 21-746 Approval for Mail between Incarcerated Individuals to the case manager with any supporting documentation.
1. The case manager will verify the request meets policy requirements and forward the request with any supporting documentation to the Superintendent/designee for a final decision.
 2. Approvals may be accepted by any receiving facility upon an individual's transfer at the discretion of the Superintendent/designee.
 3. Approvals for legal-related correspondence will not be handled as legal mail and will expire when:
 - a. Confirmation is received from the Attorney General's Office that the case has been resolved/closed or witness statements have been received, or
 - b. When either co-party releases from custody.
 4. Approvals may be revoked at any time by the Superintendent/facility administrator/designee.

XIV. Mail Records

- A. The Superintendent/designee will designate an employee(s) to manage mail delivery, receipt, and regulations, and maintain a continuous, chronological mail log. The log will:
1. Be maintained in the mailroom, living unit office, or mail sorting area for the following types of incoming/outgoing mail:



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- a. Packages
 - b. Mail and publication rejections
 - c. Legal mail and certified/return receipt/signature confirmation mail
 - d. Items of monetary value (e.g., money order, cash, cashier's check)
2. For legal mail, be documented on DOC 21-286 Legal Mail Log or similar log, including:
- a. Source
 - b. Destination
 - c. Date received/sent
 - d. Description
 - e. Printed name and signature of employee distributing the mail
 - f. Signature of individual receiving/sending the mail

XV. Quality Assurance

- A. Quality assurance checks of electronic records relating to mailroom activities will be performed weekly.
- B. Onsite quality assurance checks will be performed yearly or as necessary at each facility mailroom. An auditing tool will be used and an action plan developed when necessary.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Contraband, Immediate Family, Indigent, Legal Mail, Legal Pleadings, Letters, Mail, Packages, and Retaliation. Other words/terms appearing in this policy may also be defined in the glossary section.

ATTACHMENTS:

Legal Mail (Attachment 1)
Mail Rejection Process (Attachment 2)
Publication Guidelines (Attachment 3)
Unauthorized Mail (Attachment 4)

DOC FORMS:

DOC 02-003 Postage Transfer
DOC 05-525 Rejection Notice
DOC 13-508 Accommodation Status Report
DOC 21-286 Legal Mail Log



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MAIL FOR INDIVIDUALS IN PRISON

DOC 21-473 Kite

DOC 21-746 Approval for Mail between Incarcerated Individuals

DOC 21-757 Publication Rejection Appeal

UNAUTHORIZED MAIL

Mail to or from incarcerated individuals, including publications and electronic messages/attachments may be rejected for any of the following reasons:

- 1. Establishes or attempts to establish prohibited contact per DOC 450.050 Prohibited Contact or victim/witness information**
- 2. Violates or plans to violate:**
 - a) Sentencing conditions**
 - b) Court order**
 - c) Disciplinary sanction**
 - d) State/federal law**
 - e) Washington Administrative Code (WAC)**
 - f) Department policy**
 - g) Facility procedures**
- 3. Depicts, displays, or describes:**
 - a) Procedures for constructing or using weapons, ammunition, bombs, and/or other destructive devices or includes life-sized photograph(s)/graphic illustrations of these items**
 - b) Instructions on martial arts, fighting/self-defense techniques, and/or how to disable/disarm others**
 - c) Technical/detailed information on security systems, equipment, and practices and operations used in the correctional field**
- 4. Mail that contains/appears to contain:**
 - a) Written or typed material not specifically relevant to an incarcerated individual (e.g., internet printouts, photocopies, song lyrics) currently assigned to a Reception Diagnostic Center**
 - b) Stickers/labels or a blank greeting card/postcard**
 - c) Any item that is padded, laminated/layered, musical, and/or exceeds 12" x 18" storage dimensions without the item being folded**
 - d) Pre-franked envelopes and/or non-cancelled postage stamps without prior approval from the Superintendent/designee**
 - e) Cash or personal check(s)**
 - f) Items that could be easily misidentified (e.g., written or drawn in crayon or gel pen, excessive ink)**
 - g) Sending contraband in/out of the facility**
 - h) Escape plans and/or other information related to escape**
 - i) Detailed maps/charts within 50 miles of a Washington State Department of Corrections facility except those received by facility libraries**

UNAUTHORIZED MAIL

- j) Sexually explicit materials which are defined as:**
 - 1) Any image intended for sexual gratification and which depicts:**
 - (a) Visible female areola and/or female breast nipple(s) or visible genitals/anus (e.g., under or through translucent/thin materials providing physical detail)**
 - (b) A sex act involving contact/penetration of sexual organs, anus, or mouth by the body part of another or an inanimate object, masturbation, or portrayal of actual or simulated human excretory functions including urination, defecation, or ejaculation**
 - 2) Any image or written material intended for sexual gratification and which depicts or describes:**
 - (a) Sadistic/masochistic abuse, bondage, bestiality, incest, and/or participant who appears to be nonconsenting, dominated, degraded, humiliated, or in a submissive role, and/or a participant who appears to be acting in a forceful, threatening, dominating or violent manner, or**
 - (b) A minor, or model or cartoon/anime depicting a minor, in a sexually suggestive setting/pose/attire**
- k) Information that could create a risk of physical harm to the individual or another person if the communication were allowed**
- l) Threats or advocates violence or hatred against others and/or the overthrow of authority**
- m) Code or intentionally using any method in an attempt to defeat electronic messaging security features, or displaying hand signs of an unknown representation**
- n) Security Threat Group/gang language, markings, symbols, and other material which threatens the safety and security of the facility, as verified through the Intelligence and Investigations Unit or designated employee(s) at Level 2 stand-alone facilities**
- o) Specific identifying information (e.g., social security number, date of birth) or details of a crime relating to another individual(s) currently incarcerated in Washington State**
- p) More than 25 photographs or photograph(s) does not meet size requirements**
- q) Duplicate copies of the same photograph or publication/subscription**
- r) Photographs of an individual currently incarcerated unless authorized through approved correspondence or is a member of the individual's immediate family**
- s) Unauthorized audio/video recording, including public disclosure Compact Disks (CDs)**

UNAUTHORIZED MAIL

- t) Clipping(s)/copies of copyrighted material, including books
 - 1) Single clippings or printouts from public domain websites are allowed
 - u) Used publications not sent from an approved nonprofit organization or publications that have been altered (e.g., pages torn/removed, additional/unnecessary markings)
 - v) A metal and/or inflexible binder
 - w) Solicitations or games of chance (e.g., sweepstakes, contests, lottery tickets)
 - 1) Publications containing a sweepstakes or contest entry will not be rejected, but individuals will not be allowed to participate/enter
 - x) Correspondence/property for or from a third party (i.e., correspondence to/from a person other than the original sender and recipient where the correspondence could be deemed to be a threat to legitimate penological objectives, or attempts to violate state/federal law, WAC, or Department policy)
 - y) Information considered to be a threat to the safety and security of the facility
5. Attempts or conveys unauthorized correspondence between incarcerated individuals
 6. Coerces or demands money or anything of value
 7. Requests/directs another person to provide money or anything of value to a third party
 8. Advocates that a class/group is inferior and makes them the object of ridicule and/or scorn
 9. A publication(s) is not in English and is under review by the Headquarters Correctional Manager to determine if it complies with Department policy and/or facility procedure
 10. Incoming mail meets the requirements for legal mail, but upon issuing to the individual is determined to be general correspondence
 11. The return address on the outer envelope has been verified to be fraudulent or the customer's name in an electronic messaging system is incomplete/inaccurate
 12. Misuses state resources by using blank forms for a purpose other than their intended use or misuse of Department-issued computers/equipment
 13. An electronic videogram does not comply with mail requirements or otherwise contains a display of nudity/partial nudity, behavior/actions that are sexual in nature, illegal drugs or related paraphernalia, weapons, graphics, or paraphernalia associated with any Security Threat Group/gang, or unlawful activity
 14. An outgoing photograph in the electronic messaging system clearly displays an employee/contract staff/volunteer or intentional inclusion of another incarcerated individual(s)

2024 OLYMPIC CORRECTIONS CENTER Events Calendar



FAMILY COUNCIL MEETINGS, RELIGIOUS, FAMILY-CENTERED EVENTS & CULTURAL

Family Council Contact: [Elena Friesz](#)
 Religious Events Contact: [Victor Marshall](#)

Family-Centered Events Contact: [Elena Friesz](#)
 Cultural Events Contact: [Victor Marshall](#)

KEY
Family Friendly
Family Council
Religious Event
Cultural Event
Other

DATE	EVENT	DESCRIPTION	HOW TO SIGN UP	TIME	LOCATION
JANUARY					
FEBRUARY					
FEBRUARY 9th Hoh Unit	Sweetheart Day	Adult Focus Sweetheart Game, Food & Crafts	Kiosk CPPC-M01	0900-1430	Visit room
FEBRUARY 16th Ozette Unit	Sweetheart Day	Adult Focus Sweetheart Game, Food & Crafts	Kiosk CPPC-M01	0900-1430	Visit room
FEBRUARY 8th	OCC LFC	Microsoft TEAMS Meeting	emfriesz@doc1.wa.gov 360-374-7012	1pm PST	Virtual
MARCH					
MARCH 30th	Christian	Christian Event	Kiosk Religious Coordinator	0900-1430	TC Gym
APRIL					
APRIL 19th	Spring Crafts	Child Focus Crafts & Food	Kiosk CPPC-M01	0900-1430	Visit room
APRIL 11th	OCC LFC	Microsoft TEAMS Meeting	emfriesz@doc1.wa.gov 360-374-7012	1pm PST	Virtual
MAY					
MAY 10th	Significant Person	Pot flowers, paint rocks, food	Kiosk CPPC-M01	0900-1430	Visit room
JUNE					

JUNE 14th	Fishing & BBQ	Family fun day	Kiosk CPPC-M01	0900-1500	Admin/Visits
JUNE 8th	OCC LFC	In-Person/AreaTour/TEAMS	emfriesz@doc1.wa.gov 360-374-7012	1430-1530	Admin Conf.
JUNE 15th	Juneteenth	Juneteenth Event	Kiosk Religious Coordinator	1200-1530	TC Gym
JUNE 17th	Eid al-Adha	Muslim Event	Kiosk Religious Coordinator	1230-1530	Chapel
JULY					
AUGUST					
PENDING TBD	Back to School	Outdoor games, food & children receive backpack	Kiosk CPPC-M01	TBD	Clearwater Ballfield
AUGUST 8th	OCC LFC	Microsoft TEAMS Meeting	emfriesz@doc1.wa.gov 360-374-7012	1pm PST	Virtual
TBD	Buddhist	Buddhist Event	Kiosk Religious Coordinator	1300-1530	Chapel
TBD	API	API Event	Kiosk Religious Coordinator	1000-1430	TC Gym
SEPTEMBER					
Pending	Pending	Pending			
SEPTEMBER 21st	Pow Wow	Native American Event	Kiosk Religious Coordinator	0930-1430	Clearwater Ballfield
OCTOBER					
Pending	Pending	Pending			
OCTOBER 12th	OCC LFC	In-Person/AreaTour/TEAMS	emfriesz@doc1.wa.gov 360-374-7012	1430-1530	Admin Conf.
NOVEMBER					
Pending	Pending	Pending			
NOVEMBER 2nd	Wiccan	Wiccan Event	Kiosk Religious Coordinator	1330-1530	TC Gym
DECEMBER					

Pending	Pending	Pending			
DECEMBER 7th	OCC LFC	Microsoft TEAMS Meeting	emfriesz@doc1.wa.gov 360-374-7012	1pm PST	Virtual
DECEMBER 21st	Asatru	Asatru Event	Kiosk Religious Coordinator	1130-1430	Asatru Yard