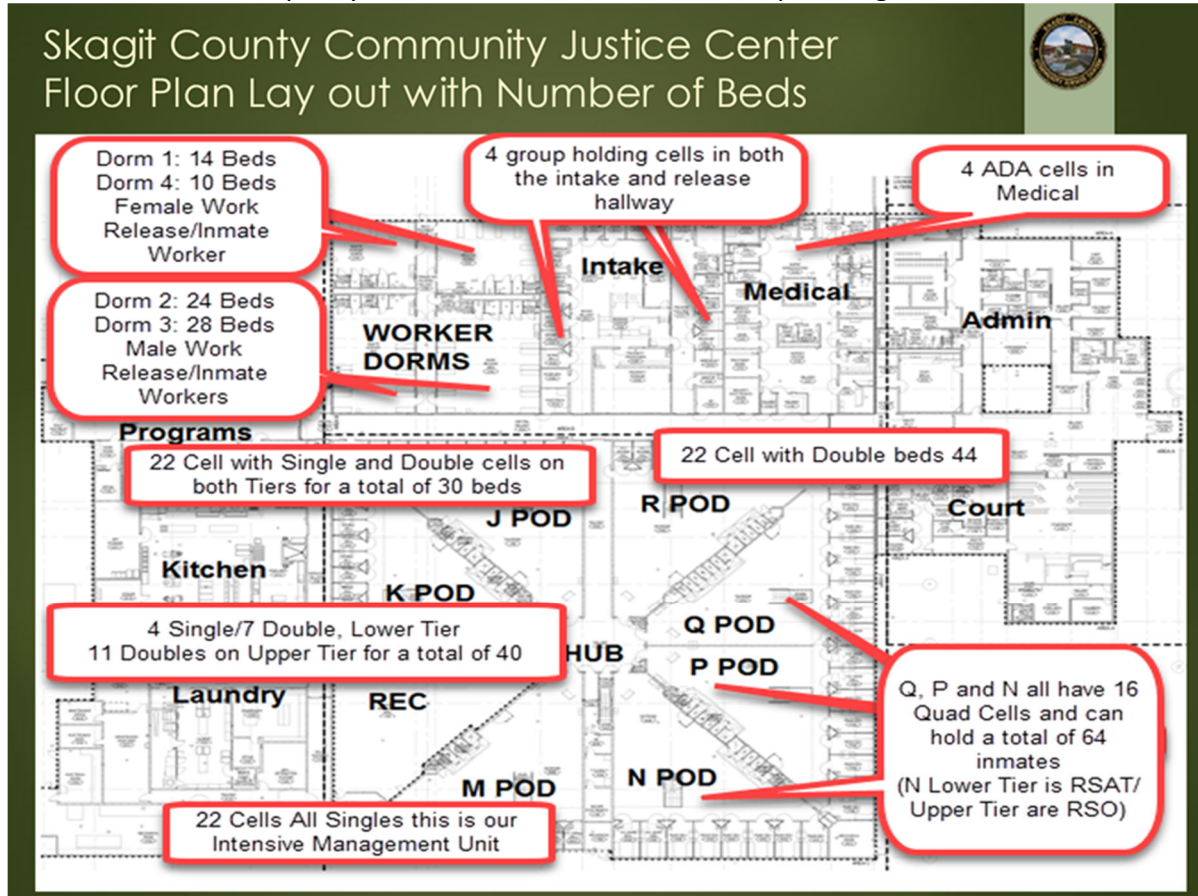


1. For the Proposers Certification, are you requiring the notarization to be performed in Washington State?
 - a. **We do not require notarization in Washington State.**
2. Can you provide a general layout (non-security related) as to the jail housing configuration and maximum occupancy in each area? This will assist in planning an installation evaluation.



3. In order to provide you with a sample of a paperless Request, can you tell me how many levels of appeal you use in your current system? Do you charge co-pays for medical services?
 - a. **INMATE GRIEVANCES –**
 - All inmates have a grievance procedure available to express issues and concerns without fear of reprisal.
 - Grievances will not be accepted if they are challenging the rules and policies themselves, state or local laws, court decisions and/or probation/parole actions.
 - **Grievances containing obscene language, name calling, or sexual connotations will not be accepted.**
 - Inmate grievances must be electronically submitted through the Inmate Communication System.
 - Abuse of the grievance process **will not** be tolerated.
 - Responses to all grievances will be made in a timely manner.

- The inmate must attempt to resolve all issues at the lowest possible level.
- Grievances **must** be filed by the inmate within 14 days of the complaint or issue.
- Inmates may not file a grievance on behalf of another inmate.
- Inmates must attempt to resolve any issue with Corrections staff first.
- Grievances or appeals must contain specific information as to the nature of the grievance or appeal.
- All inmates requesting a hearing **must document ALL efforts** to resolve the complaint or problem with staff prior to the filing of the grievance.
- Appeals must be done in writing within 24 hours of the Hearing Decision.
- **Appeals must state clearly the reason for the appeal and ALL efforts to resolve the issue prior to the appeal request.**
- Appeals must then be routed to the Classifications Sergeant.
- When all of the above listed steps have been exhausted, an inmate may, in writing within 24 hours, appeal the final decision of the Classification Sergeant. An inmate may only circumvent this process if they can articulate a reason why following standard channels might place them in harm's way.

The inmate then can push the appeal to the Administrative Lieutenant, then to the Chief of corrections, this is the final appeal decision.

#3 continued: (from our inmate handbook)

If you are in need of medical, mental health or dental care, you can ask to be seen and treated by our Medical Staff, a nurse will come speak with you within 24 hours. To do this choose the Medial option on the phone kiosk (Notated with a **RED CROSS SYMBOL - +**) and fill out a Sick Call request. While you are in custody, our Medical/Mental Health/Dental Providers, for continuity of care, must approve all prescriptions from a private doctor. If you do not agree with the medical care provided, you may file a grievance with the Medical Manager. A written response to your grievance will be provided.

There are no charges/fees for medical, mental health, dental or prescriptions provided here in the jail by jail medical staff.

You **are responsible** for the cost of any offsite care, such as, but not limited to, ER visits, doctor visits outside of the jail, specialty care, etc. that you may receive. Monies in your account will be charged at 40% to cover those debts. At release, 100% of the monies in your account will be held and credited towards any debts still remaining on your account. Debts will stay on your account and if re-incarcerated at a later date, any money on your account will be held based on the amounts listed above and applied toward any debts remaining.

4. Are you offering a walk-through prior to submission of this RFP?
 - a. There is a walkthrough scheduled for October 16, 2023. Please see walkthrough letter here:
<https://inside.skagit.local/Rfp/Documents/2023InmateCom/Walkthrough.pdf>