

Snohomish County Jail Guide

Entering Jail - What to Expect

The following information is designed to provide inmates with a brief overview of what to expect upon arrival and during their stay at the Snohomish County Jail. While this information is not all-inclusive, it is hoped that it will help to make transition to the jail environment as smooth as possible. Snohomish County Corrections is committed to providing a humane, safe and secure detention facility. It is our goal to provide a structured environment that allows inmates to satisfy their obligation to the Court. Inmate cooperation is important to achieve that goal.

Reporting to Jail

Individuals reporting to serve a court-ordered commitment or turning themselves in on an outstanding warrant should do so at the main jail facility reception desk at 3025 Oakes Avenue between 7 AM and 11 PM or at the inmate accounts window (at the east end of the jail lobby) between 8 AM and 6 PM. If possible, please bring with you a copy of any court commitment paperwork and picture identification.

What Inmates May Bring

In addition to court paperwork and picture identification, a person reporting to the Snohomish County Jail in Everett to serve a commitment may bring the following items (items should be brought in a paper bag as we don't allow backpacks, suitcases, etc.):

- 3 pairs of underwear (plain, no buttons)
- 3 pairs of socks
- 3 plain short-sleeved t-shirts (white only, no pockets, no logo's, no tank tops, no long sleeves)
- 3 bras (no under wire) (Women only)

- 1 pair thermal underwear (white or off-white only, no prints)
- Information on current prescription medication (See below)
- 2 pairs of eyeglasses (cloth cases only - no hard cases or metal hinges)
- Personal or legal papers
- 10 photographs no larger than four-by-six-inches (no Polaroid or pornographic photos)
- Money to purchase commissary items and services (if desired)

Prescription Medication

Inmates should only bring information regarding current prescription medications (medication name, pharmacy, doctor's name and number, etc.) and not the actual medication itself. Medications brought into the jail will not be dispensed but will be placed in the inmate's personal property and returned to them upon release. The jail medical department will instead contact the inmate's physician and/or pharmacy to verify a prescription is current and then fill the prescription within approximately 24 hours. Nursing staff are available around the clock to verify inmate medications and initiate appropriate medical care.

What Inmates Should Not Bring

Any items brought into the Snohomish County Jail that are not on the list above will be placed in the jail property room and returned to the inmate upon their release. This includes items that an inmate may need either getting to, or after release from jail, such as keys, wallets, cell phones, and shoes worn into the facility. Whenever possible it is recommended that any items not absolutely needed be left at home.

The following are examples of items inmates may not have in the jail:

- Keys
- Wallets
- Cell phones
- Jewelry (this includes wedding bands - if possible, all jewelry should be left at home)
- Shoes
- Sweatshirts
- Long-sleeve t-shirts
- Tank Tops

- Hair Ties (no scrunchies, rubber bands, etc.) - the only hair ties allowed must be purchased through the inmate commissary
- Books and magazines may not be brought into the facility by inmates or by family and friends of inmates; inmates may utilize the inmate library or may have books mailed to them; bibles and religious texts are available through the Chaplain's Office.

Jail Living Conditions

When people think of the living conditions inside a jail they usually envision large units surrounded by bars as is commonly depicted on television and in movies. There is almost no similarity between this image and what actually exists at the Snohomish County Jail.

Housing Modules

The housing areas at Snohomish County Corrections are direct supervision modules. The typical module consists of 32-40 cells surrounding a common day room. There is a fresh air unit adjacent to each module. There are no bars separating the inmates from the officers as the officer is stationed inside the module with the inmates. Experience has shown that this type of supervision is actually safer for staff and inmates than having a physical separation. The reasons for this are many, but the main reason it is safer is because the officers are in control of the module and are constantly aware of what is happening in the unit. They have received specialized training in communication skills and in the operation of the module. Having an officer in the module helps identify potential problems that can be dealt with before they develop into a major issue.

The majority of the modules in the main facility house two inmates in each cell. Most units are designed to operate at a ratio of one officer for sixty-four inmates. There are units that do have a lower inmate to officer ratio. These units house inmates with psychiatric or medical problems, inmates who are classified at a higher security level, or inmates who have other special needs.

Inmate Mail

Inmates may receive cards and letters while incarcerated in the Snohomish County Jail. All inmate mail must be sent through the U.S. Postal Service (or other postal carrier such as UPS or FedEx); inmate mail may not be dropped off at the jail by family or friends. All inmate mail should be addressed as follows:

Inmate Name and Global Subject Number (See the Jail Register for GSN #)
c/o Snohomish County Jail
3025 Oakes Ave.
Everett, WA 98201

Package Limitations

Inmates are limited to what they can have while incarcerated in the Snohomish County Jail. Care packages are not accepted. Greeting cards may be sent but must not have items glued or otherwise attached to them (such as ribbons, plastic, glitter, music chips, etc.). Photos may be sent but may not exceed 4-by-6-inches in size. No Polaroid or pornographic photos are allowed.

Book and Magazine Rules

Books and magazines may be sent to inmates only if they are sent from a publisher, warehouse retailer or online book seller. Books and magazines purchased and sent from a private bookseller or local retail store will not be accepted. All books must be paperback. Books and magazines may be denied by administration if found to contain nudity, sexual, or violent content.

Inmate Property

All personal property brought into the Snohomish County Jail will be searched. Please check the list of [what inmates may bring](#) into the facility; anything not on this list will be placed in the jail property room and returned to the inmate upon their release. Inmates should not bring anything of value to the jail.

Shortly after inmates arrive, they will be issued a property bin box to be kept in their cell. All personal property that is allowed in their cell such as mail, personal and legal papers, and

commissary items must be stored neatly in this box.

In addition to a property bin box, inmates are issued the following items:

- 1 inmate uniform
- 1 pair of plastic sandals
- 2 sheets
- 2 blankets
- 1 towel
- 1 each: comb, toothbrush, tube of toothpaste, deodorant, shampoo, bar of soap
- 1 inmate handbook

Inmates who are indigent (\$5.00 or less in their inmate account) will be allowed to order the basic hygiene items listed above once a week at county expense. Inmates who have \$5.01 or more in their inmate account will be required to order and pay for any additional hygiene items from the inmate commissary.

Release of Inmate Property

Inmates may release money and property within the first 72 hours of incarceration. It is the inmate who must initiate the request to release his or her property by filling out a property release form. No property will be released without an approved release form. After 72 hours, requests will not be allowed unless extenuating circumstances exist.

Inmates who have been convicted and sentenced to prison will be required to fill out a form authorizing a third party to pick up personal belongings. The person designated will have 30 days to collect property. If the property is unclaimed, it will be donated or disposed of per Washington State law.

Posting Bail

The Snohomish County Jail accepts bail on behalf of the court having jurisdiction over the charge an individual is booked on. The amount and type of bail is determined by the court.

How to Post Bail

On-site

Bail is accepted at the inmate account's window at the east end of the jail lobby at 3025 Oakes Avenue in North Everett. The inmate account's window is open between the hours of 7 a.m. and 11 p.m., seven days a week. After 10 p.m., please use the after-hours entrance located right next to the main jail lobby entrance. Bail on-site may be posted only with cash, cashier checks, or a bond from a bail bond company. Cashier checks must be made payable to "Snohomish County Bail Fund."

On-line or by phone

Cash bail payments can be made for an inmate using GovPayNet®. GovPayNet accepts major credit, debit and prepaid debit cards for cash bail 24/7 online or by phone (1-877-EZBAIL5). Cardholders will pay a service fee — seven percent of the bail total — at the time of the transaction.

Cardholders can make payments on their own behalf or on behalf of friends or family. They need to have the basic information about the inmate and the bail amount, information which can be found on the Snohomish County Jail Registry.

Bonding Companies

There are many bail bond companies authorized to write a bond in Snohomish County. The bail bond companies generally charge 8-15 percent of the bail amount. This is their fee for writing the bond and is not refundable. Snohomish County Corrections does not provide referrals to any specific bonding company.

Releases

Once bail has been posted it may take as much as 2 to 6 hours before the person in custody is released. Release times will vary depending on the day of the week, time of day, and how many other releases are pending at the time the bail is received. We appreciate your patience and understanding of the importance of taking steps to ensure that only the correct individuals are released.

Bail Reimbursement

All bail received at the Snohomish County Jail is forwarded to the court that ordered the bail. Please contact the court directly for all questions regarding bail refunds.

Inmate Accounts & Commissary

Snohomish County Corrections provides commissary services for the inmates incarcerated at our facility. The commissary provides the opportunity for inmates to purchase personal hygiene items, snacks, and some clothing items. Inmates pay for these items using monies deposited to their account. Inmates may also incur debt (i.e. medical, haircuts, etc). If money is deposited to an inmate's account that has debt, 60% is applied to the debt and 40% is applied to the inmate's account.

The proceeds from the commissary are deposited in an Inmate Welfare Fund. This fund is used to purchase recreational items for use by the inmates. It also pays for televisions, cable services, newspapers, etc. Salaries for staff that manage the commissary are also paid for out of this fund.

To put money in an inmate's account you may do so by phone, internet, through the U.S. mail or directly at the inmate accounts window in the reception area at the jail. For deposits made by phone, internet or mail you will need to know the inmate's global subject number which can be found in the Jail Registry.

Deposits by Phone / Internet

You may put money on an inmate's account via the phone or internet. This service is called Access Secure Deposits and is available 24 hours a day. To access this service, you may either call 866-345-1884 or visit the Access Corrections website. Access Secure Deposits allows you to make debit or credit card deposits that automatically post to an inmate's account within 5 minutes, 24 hours a day, 7 days a week. Access Secure Deposits charges a non-refundable fee for this service which is paid by the customer. Access Secure Deposits' online form requires that the inmates 7-digit global subject number be provided; this number can be found in the Jail Registry.

Deposits by Mail

Payments must be made in the form of a money order or cashier's check. Personal checks are not accepted and sending cash through the mail is discouraged. Money orders and cashier's checks must be made payable to Snohomish County Corrections, or SCC. Please do not put the inmate's name on the payable line of the money order / cashier's check; we will be unable to cash it. Instead, please clearly write the inmate name and global subject

number in the Note or Memo field on the money order / cashier's check so that the funds may be posted correctly. Please address funds to:

Inmate Name & Global Subject #
c/o Snohomish County Corrections
3025 Oakes Ave.
Everett, WA 98201

Inmate Account Window

Deposits of cash, cashier's checks or money orders are accepted between the hours of 7 a.m. and 11 p.m., 7 days a week at the Inmate Account window at the main jail facility at 3025 Oakes Avenue in Everett. Money orders and cashier's checks should be filled out as described above.

Inmate Rules & Rights

Shortly after arrival and booking, inmates will receive an inmate handbook. This handbook contains information about jail rules and services. Inmates are responsible for knowing the information in the handbook and abiding by all jail rules and policies.

In addition to the rules outlined in the handbook, inmates are expected to:

- Follow all staff directives and requests immediately
- Respect jail property and the property of others
- Maintain daily personal hygiene habits
- Behave in a cooperative and responsible manner
- Report any emergencies to staff immediately

Failure to follow facility rules will result in departmental disciplinary action which could include time in disciplinary lockdown, loss of good time or, in serious cases, criminal charges.

Inmate Rights

Inmates have the following rights while in jail:

- Access to the courts by letter or through their attorney
- Confidential access to their attorney or legal assistance
- Protection from abuse and corporal punishment

- Freedom from discrimination based on race, sex or religion
- Access to information on jail rules and regulations and consequences
- Access to communication (mail, phone, and visits)
- Access to basic medical care
- Protection from sexual assault or harassment

