



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1100

The Department of Corrections will be updating this document, if applicable, with the most current policy updates on the third Monday of each month. This will be a temporary solution to ensure access to department policies while the department continues to work to find a permanent solution to host current agency policies on Securus tablets.



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/REENTRY/FIELD
FACILITY/SPANISH MANUAL

REVISION DATE
7/17/23

PAGE NUMBER
1 of 4

NUMBER
DOC 100.500

POLICY

TITLE
NON-DISCRIMINATION FOR INDIVIDUALS

REVIEW/REVISION HISTORY:

- Effective: 5/2/83
- Revised: 10/1/85
- Revised: 2/24/92
- Revised: 4/28/04
- Revised: 12/13/06
- Revised: 11/20/08
- Revised: 11/9/09
- Revised: 12/21/09
- Revised: 11/8/10
- Revised: 1/21/13
- Reviewed: 12/16/15
- Revised: 4/5/22
- Revised: 7/17/23

SUMMARY OF REVISION/REVIEW:


Policy Statement II. - Added clarifying language
II.A. - Added employee, contract staff, and volunteer responsibilities including using preferred pronouns

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

5/30/23
Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 43.06C.040](#); [RCW 43.06C.060](#); [RCW 49.60](#); [RCW 70.84](#); [Governor’s Executive Order 96-04](#); DOC 550.100 Resolution Program; DOC 690.400 Individuals with Disabilities; [42 U.S.C. 1997](#)

POLICY:

- I. The Department prohibits discrimination, including harassment and retaliation, or unfair/illegal treatment of individuals under the Department’s jurisdiction on the basis of genetic information (e.g., national origin, ancestry, race, color), religion/creed, age, gender, gender expression, marital status or status as a state registered domestic partner, pregnancy, sexual orientation, political views, immigration/citizenship status, veteran/military status, or the presence or history of a physical/mental/sensory disability in any activity or its operations.
- II. The Department is committed to non-discrimination and has established procedures to promote an environment free from discrimination for all individuals under its jurisdiction to include housing, programming, and services provided.

DIRECTIVE:

- I. General Requirements
 - A. Discrimination of any kind, including retaliation for filing or participating in the investigation of discrimination, will not be tolerated.
 1. Employees, contract staff, and volunteers who fail to take prompt and immediate steps to prevent and/or report discrimination, or an act of retaliation, will be subject to appropriate corrective or disciplinary action, up to and including dismissal.
 - B. Individuals with disabilities will be provided reasonable accommodations per DOC 690.400 Individuals with Disabilities.
- II. Responsibilities
 - A. Employees, contract staff, and volunteers will:
 1. Follow all applicable non-discrimination federal and state laws, regulations, and Executive Orders.
 2. Help prevent discrimination from occurring by identifying practices or procedures that could have the effect of discrimination and take steps to eliminate the potential for discrimination.

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3. Immediately report observations of discrimination to a supervisor/manager.
4. Not intentionally invite or provoke discriminatory feelings, actions, or responses.
5. Prohibit discrimination when making housing/room/cell assignments and providing individuals with access to programs.
6. Address individuals by their preferred pronoun (e.g., she, her, he, his, they) as documented on DOC 02-420 Preferences Request and/or last name (e.g., "Individual Smith") when necessary.
 - a. A court order or legal name/gender change is not required to honor the individual's request.
 - b. Documented pronouns will be used in all verbal and written communications (e.g., entries in the electronic file, correspondence, incident reports, infractions).
 - 1) If unsure of the correct pronoun, the individual will be asked what the preference is.


B. Supervisors/managers will promote a safe and healthy environment free from discrimination and prevent discrimination from occurring by:

1. Ensuring direct reports, contract staff, and volunteers are aware of the expectations in this policy.
2. Promptly documenting, reporting, and responding to incidents of discrimination.

III. Reporting

A. Individuals who believe they have been discriminated against may file a complaint internally per DOC 550.100 Resolution Program.

1. Incarcerated individuals may also file a complaint through the:
 - a. Department of Justice Special Litigation Section for a harmful systemic pattern/practice, or
 - b. Office of Corrections Ombuds (OCO).

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- 1) Individuals must have reasonably pursued complaint resolution through the internal process before filing a complaint with the OCO per RCW 43.06C.040.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Retaliation. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

DOC 02-420 Preferences Request



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DOC 120.500

POLICY

TITLE
TORT CLAIMS BY INCARCERATED INDIVIDUALS

REVIEW/REVISION HISTORY:

Effective: 5/1/94
 Revised: 3/25/99
 Revised: 8/27/01
 Revised: 7/31/06
 Reviewed: 7/31/07
 Revised: 7/23/08
 Revised: 8/16/10
 Revised: 6/25/12
 Revised: 7/6/15
 Revised: 10/8/19
 Revised: 9/7/21
 Reviewed: 11/15/22

SUMMARY OF REVISION/REVIEW:

Reviewed only. No content changes.


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

11/9/22

 Date Signed

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	TITLE TORT CLAIMS BY INCARCERATED INDIVIDUALS		

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 4.92](#)

POLICY:

- I. All incarcerated individual tort claims alleging personal property damage/loss must be filed by the individual with the Washington State Department of Enterprise Services (DES) Risk Management Division. The Department does not assume responsibility for filing claims with the DES Risk Management Division.
- II. Payment of claims and judgments arising out of tortious conduct will only be made by the DES Risk Management Division. The DES Risk Management Division will authorize and direct the payment of monies from available fund resources.

DIRECTIVE:

- I. Responsibility
 - A. Employees, contract staff, volunteers, and incarcerated individuals are responsible for complying with Department policy and operational memorandums related to handling an individual's personal property.
 - B. Tort claim investigations are requested by the DES Risk Management Division and should be considered non-disclosable Privileged Work Product prepared in anticipation of litigation. Department employees, contract staff, and volunteers will cooperate with tort claim investigations and should only discuss tort claims with appropriate employees assigned to investigate the claims.
 - C. Each Superintendent and the Reentry Center Administrator will assign an employee responsible for managing facility tort claims.
 1. The Tort Claim Manager will:
 - a. Develop a procedure for processing tort claims.
 - b. Ensure [Washington State SF 210 Tort Claim Form Packet](#) is available to individuals upon request.
 - c. Ensure DOC 05-100 Tort Claim Log is maintained.
 - d. Ensure tort claim investigations are initiated and completed within 30 business days.

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- e. Review investigative reports and make appropriate recommendations to facility management.
 - f. If the investigation reveals another facility's involvement, ensure that a copy of the claim and any relevant investigation details are sent to that facility and the DES Risk Management Division.
2. In Prisons, the Tort Claim Manager will ensure coordination with the facility's Resolution Specialist and Legal Liaison Officer.

II. Processing of Tort Claims

- A. Individuals will complete Washington State SF 210 Tort Claim Form Packet and mail it to the DES Risk Management Division address noted on the form.
- B. Upon receipt, the DES Risk Management Division will review the claim and assign it to the appropriate office for investigation.
 1. Claims will be sent to the Tort Claim Manager electronically. The Tort Claim Manager is responsible for downloading claims within the designated timeframes.
 2. Non-property tort claims will be managed by the DES Risk Management Division.

III. Investigating Claims

- A. The Tort Claim Manager will:
 1. Initiate DOC 05-785 Personal Property Claim Investigation Report when assigning an investigation.
 2. Assign an employee who is not involved in the allegations to investigate the tort claim as quickly as possible.
- B. The investigator will:
 1. Contact and interview individuals with concrete evidence linking them to the claim. An explanation should be provided when named witnesses are not contacted.
 2. Review all related documentation.
 3. Submit DOC 05-785 Personal Property Claim Investigation Report to the Tort Claim Manager for review.



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- C. The Tort Claim Manager will forward the investigation report to the Superintendent or Reentry Center Administrator for approval.
- D. The investigation report will be sent to the DES Risk Management Division within 30 business days of receipt of the claim. An extension may be granted due to special circumstances.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

- DOC 05-100 Tort Claim Log
- DOC 05-785 Personal Property Claim Investigation Report



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DOC 150.100

POLICY

TITLE
PUBLIC INFORMATION

REVIEW/REVISION HISTORY:

- Effective: 3/31/89
- Revised: 1/31/98
- Revised: 12/27/00
- Revised: 8/28/06
- Revised: 10/23/06 AB 06-013
- Revised: 8/28/07
- Revised: 4/6/09
- Revised: 11/1/10
- Revised: 2/15/13
- Revised: 12/19/19
- Revised: 12/20/21

SUMMARY OF REVISION/REVIEW:

Updated terminology throughout
III.A.3. - Adjusted language for clarification


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

12/7/21

Date Signed

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	TITLE PUBLIC INFORMATION		

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 434-662-140](#); DOC 150.150 Visits and Tours of Department Facilities and Offices; DOC 280.310 Information Technology Security; DOC 400.030 Wireless Portable Technology in Prisons; DOC 450.100 Mail for Individuals in Prison; DOC 450.110 Mail for Individuals in Work/Training Release; DOC 450.200 Telephone Use by Incarcerated Individuals; DOC 450.300 Visits for Incarcerated Individuals; DOC 800.010 Ethics; [Houchins v. KQED, Inc., 438 U.S. 1 \(1978\)](#); [OCIO 188 - Accessibility](#); [Pell v. Procunier, 417 U.S. 817 \(1974\)](#) ; [Records Retention Schedule](#); [Rehabilitation Act, Section 508](#); [Rice v. Kempker 374 F. 3d 675 \(2004\)](#)

POLICY:

- I. The Department has established guidelines to provide accurate, timely, and relevant information to the public in alignment with the Department’s mission.
- II. The Department is committed to providing individuals with disabilities with access to/use of information, data, and content that is available to individuals without disabilities per section 508 of the Rehabilitation Act and OCIO Policy 188.

DIRECTIVE:

- I. Responsibilities
 - A. Communications Office employees will ensure accurate, clear, and consistent information is shared with the public by:
 1. Increasing public awareness, understanding, and support of the Department’s operations and strategies.
 2. Developing communication plans that provide guidance on the Department’s message and how it should be delivered.
 3. Briefing the Governor’s Communications Office on high-profile incidents and serve as Department spokesperson during these incidents.
 4. Preparing Public Information Officers (PIOs) and subject matter experts for news media interviews/responses.
 - B. PIOs will be designated by the following:
 1. Each Superintendent and Reentry Center Community Corrections Supervisor for their facility.
 2. Each Field Administrator for their respective sections.

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3. Indeterminate Sentence Review Board (Board) Chair for Board information.

C. PIOs will:

1. Serve as contacts for news media seeking routine public information, as appropriate.
2. Manage security screenings for reporters and photographers planning to visit Department facilities/offices. Visits and tours will be handled per DOC 150.150 Visits and Tours of Department Facilities and Offices.
3. Alert the Communications Office about incidents, events, and news media requests/coverage (e.g., interview incarcerated individuals, press tour).
 - a. The Communications Office will be consulted before authorizing interviews.
4. Submit draft copies of news releases and media advisories to the Communications Office for approval before release.


II. Requests to Interview Incarcerated Individuals

- A. Communication Office employees and/or the PIO will pre-screen incarcerated individuals for victim registrations and concerns before authorizing news media to interview incarcerated individuals.
- B. The full name or videos/images of an individual who has victim registrations and/or concerns will not be authorized for use.

III. Requests to Contact/Visit Incarcerated Individuals

- A. News media will have the same access to incarcerated individuals as the public. Contact may be made with eligible individuals housed in a Department facility:
 1. Through the mail per DOC 450.100 Mail for Individuals in Prison or DOC 450.110 Mail for Individuals in Work/Training Release, as applicable.
 2. By telephone per DOC 450.200 Telephone Use by Incarcerated Individuals.
 3. In-person, as either a general visit in Prison or a special visit in Reentry Centers per DOC 450.300 Visits for Incarcerated Individuals.

IV. Photographs and Video Footage on Department Facility/Office Grounds

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- A. The PIO/designee will notify employees, contract staff, volunteers, and individuals under Department jurisdiction in advance that news media will be onsite. All persons have the right to decline being photographed or video recorded.
- B. Use of recording devices and cameras must comply with DOC 280.310 Information Technology Security and DOC 400.030 Wireless Portable Technology in Prisons.
 - 1. Capturing video/images that may compromise security is prohibited (e.g., security cameras/mirrors, locks). Any person who publishes or broadcasts video/images that could compromise security may be prohibited from returning to the facility/office.

V. Social Media and Publishing Accounts/Websites

- A. Social media and publishing accounts/websites may be established to provide information to the public with Communications Director/designee approval and will only be used for official state business.
 - 1. Accounts/websites will not be used to promote/support an employee or contract staff's personal political/religious beliefs. Use must comply with DOC 800.010 Ethics.
 - 2. Website content will be retained per the Records Retention Schedule.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None



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DOC 190.500

POLICY

TITLE
NICOTINE, TOBACCO, AND VAPOR PRODUCTS

REVIEW/REVISION HISTORY:

- Effective: 1/1/89
- Revised: 3/1/04
- Revised: 11/1/04
- Revised: 1/19/07
- Reviewed: 1/31/08
- Reviewed: 12/9/08
- Reviewed: 10/26/09
- Revised: 3/18/11
- Revised: 7/1/12
- Revised: 2/7/17
- Revised: 7/27/21

SUMMARY OF REVISION/REVIEW:

Updated title and terminology throughout
Policy Statement I., Directive II.A. - Adjusted language for clarification
Added D.1.-3. requirements for chewing tobacco
II.A.3.a. - Removed unnecessary language


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

6/24/21

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 70.160](#); DOC 560.200 Religious Programs

POLICY:

- I. In an effort to provide a safe, healthy, and productive environment for employees, contract staff, volunteers, individual’s under the Department’s jurisdiction, and visitors, the use of tobacco and vapor products may only be used as authorized by this policy in Department-owned or leased offices, Prisons, Work/Training Releases, and vehicles.
- II. This policy is not applicable to employee residences at Washington State Penitentiary (WSP). This does not preclude the Appointing Authority from designating these residences as smoke free as they become vacant and before an employee assumes occupancy.

DIRECTIVE:

- I. General Requirements
 - A. Smoking/vaping or the use of any unauthorized tobacco products is not permitted in Department facilities, offices, or state vehicles.
 1. In locations where the Department leases space and is not the sole tenant, employees, contract staff, and volunteers may use the smoking area(s) designated by the building owner.
 2. Employees, contract staff, and volunteers who smoke/vape are required to select smoking areas that are unobtrusive and will maintain a professional appearance to the general public.
 - B. Smoking/vaping is prohibited within 25 feet of any facility or office entrance or vent intake.
 1. Ash cans should not be placed near any entrances.
 - C. Signs will be posted at entrances to Department facilities and offices to clearly identify them as smoke free areas.
 - D. Employees, contract staff, and volunteers will be permitted to use Nicotine Replacement Therapy (i.e., patch, gum, nasal spray, inhaler, lozenges) and chewing tobacco and will be allowed to have these products with them.

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1. Employees, contract staff, and volunteers are allowed one can of chewing tobacco for personal use inside the secure perimeter of Prisons and Work/Training Releases.
 - a. A container with a lid will be used for spitting and in possession of the user at all times. Contents will be disposed of by flushing or removing from facility grounds.
2. The use of chewing tobacco will not occur in any food preparation or dining area.

II. Prisons

- A. Possession of tobacco/vapor products and other smoking products not authorized by this policy will be permitted on facility grounds only as follows:
 1. Employees, contract staff, and volunteers will be allowed to smoke outside the secure perimeter of a Prison during their scheduled breaks and/or rest periods, or just before or after their scheduled work hours, in an area(s) designated by the Superintendent.
 - a. Smoking areas should be reasonably accessible and out of view of incarcerated individuals.
 - b. Facility management will implement procedures to ensure the smoking area is kept clean and that employees, contract staff, and volunteers remove their own cigarette butts to prevent the introduction of contraband tobacco into the facility.
 2. Employees, contract staff, volunteers, and visitors may secure tobacco/vaping products in their personal vehicles.
 - a. Superintendents may designate lockers to secure unauthorized tobacco/vapor products.
 3. Incarcerated individuals may have access to smoke-producing substances for religious practices and religious group use per DOC 560.200 Religious Programs.
- B. Offsite work crew officers and Department of Natural Resources crew supervisors may not smoke/vape in the presence of incarcerated individuals.



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- C. Disciplinary action may be initiated against employees, contract staff, or volunteers for the introduction/unauthorized possession of tobacco/vapor products or materials in a facility or on facility grounds.
- D. When practical, smoking cessation assistance will be provided without charge.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None