



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
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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
FACILITY/SPANISH MANUALS

REVISION DATE
6/6/24

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NUMBER
DOC 200.000

POLICY

TITLE
**TRUST ACCOUNTS FOR
INCARCERATED INDIVIDUALS**

REVIEW/REVISION HISTORY:

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SUMMARY OF REVISION/REVIEW:

Major changes to include updated information, removal of repetitive language, and reorganization of content. Read carefully!


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

5/21/24

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 7.68](#); [RCW 9.94A.760](#); [RCW 9.94A.780](#); [RCW 10.82.090](#); [RCW 51.32.080](#); [RCW 63.42.030](#); [RCW 72.09](#); [RCW 72.11](#); [RCW 72.65](#); [WAC 137-36-040](#); DOC 420.110 Escorted Leaves and Furloughs; DOC 440.000 Personal Property for Incarcerated Individuals; DOC 620.200 Death of Incarcerated Individuals; [25 U.S.C. § 16](#); [28 U.S.C. § 1915](#); [42 U.S.C. § 1983](#); [Reentry Center Handbook](#)

POLICY:

- I. The Department has established procedures for trust account operations for individuals in Prisons and Reentry Centers (e.g., received from another state, state agency, county, tribal, or federal jurisdiction) to ensure accountability in alignment with laws, policies, and procedures published by the Washington State Office of Financial Management.

DIRECTIVE:


- I. General Requirements
 - A. All funds of incarcerated individuals will be consolidated into one account by facility/region in a non-interest-bearing checking account in a local bank.
 1. Business Services employees will prepare bank account reconciliations monthly and post a signed copy on the Business Services SharePoint site.
 - B. Funds held in trust for individuals will be documented, tracked, and maintained in the Trust Accounting System (TAS).
 - C. An individual's account will be divided up into subaccounts per Attachment 3.
 - D. An individual may not send funds to or receive funds from other individuals under the Department's jurisdiction, including those under community supervision, and/or another individual's family or friends.
- II. Deposits
 - A. Funds received for deposit must be drawn on a U.S. financial institution and must be deposited to an individual's trust account in total.
 1. International currency or wires (e.g., Canadian) will not be processed and any funds/items received will be returned to the sender at the individual's expense. Individuals will be notified using DOC 06-080 Deposit Rejection Notice.
 2. Funds will be deposited into a subaccount designated by the sender.

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- a. If the sender does not specify a subaccount for the deposit, it will be posted to the spendable subaccount.
- B. Payments made electronically by a third party for escorted leaves/funeral/deathbed visit expenses will be passed through the savings subaccount to the Department for reimbursement and are exempt from mandatory deductions.
- C. Individuals can only return education, medical, postage, or commissary subaccount funds.
 1. Funds deposited may only be returned to the original sender.
 2. The individual will submit a kite and/or withdrawal request on DOC 06-074 Check Request or 06-075 Request to Transfer Funds to their case manager within 14 days of the receipt of funds.
 - a. The 14 days may be extended with approval from the Trust Accounting Manager.
 3. The case manager will forward the request to the Business Office for approval.
- D. Tribal distributions (i.e., deposits) are only accepted and processed at Headquarters.

III. Deposits to Multiple Individuals

- A. One person may only deposit to more than one individual's trust account, or to any other account maintained by an approved vendor (e.g., media account), with prior approval from the Superintendent/designee on DOC 06-014 Multiple Incarcerated Individual Funding Request.
 1. If funds are not previously approved, deposits to trust accounts will be placed on hold and the individuals will be notified on DOC 06-080 Deposit Rejection Notice of their right to request review.
 - a. The review request must be submitted in writing within 10 days of notification to the Superintendent/designee(s), who may:
 - 1) Allow some or all of the funds be returned to the sender at the receiving individual's expense.
 - 2) Release the funds to one or more of the individuals.

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- 3) Declare some or all of the funds as contraband for deposit to the Incarcerated Individual Betterment Fund.
 - b. At the Superintendent/designee's discretion, the sender may be contacted by an employee, provided the individual has been informed of the right to request review.
 - 1) The sender has no rights concerning the disposition of the funds and the Superintendent/designee will make the final decision regarding disposition.
 - c. The Superintendent/designee will forward the completed rejection notice to the Business Office.
2. If deposits are made to multiple accounts maintained by an approved vendor without prior Superintendent/designee approval, the Department may suspend/terminate the sender's ability to access those accounts.
3. The individual is responsible for informing the sender of deposit restrictions.

IV. Deductions from Deposits

- A. Deductions from deposits will be processed per Attachment 1.
 1. An individual's spendable subaccount balance will not be reduced to less than the indigence level per RCW 72.09.015.

V. Withdrawals/Access to Funds

- A. Individuals will complete DOC 06-074 Check Request or 06-075 Request to Transfer Funds to request withdrawals from their accounts.
 1. To request access to mandatory savings, an individual must submit a completed DOC 06-071 Mandatory Savings Account Access to the assigned case manager.
- B. Withdrawals in process from an individual's account may reduce the spendable subaccount balance below the indigence standard and/or to zero.
- C. When out to trial, an individual may request funds from the spendable subaccount balance be transferred to the county jail.

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- D. If a withdrawal check remains uncashed after 180 days, the funds will be returned to the subaccount from which it was drawn or transferred to the Community Services Revolving Fund (CSRF) as unclaimed property.

VI. Stop Payment/Reissue Check


- A. Individuals will use DOC 06-077 Request to Reissue/Cancel Check to request a stop payment be issued or a check cancelled.
 - 1. If a stop payment is not issued, a check must be outstanding for at least one month before it will be cancelled and reissued upon request.
 - a. Business Services employees will verify the check has not cleared before cancelling it. A hold will be placed on the funds for 2 business days after the cancellation and then a check will be reissued in the same amount to the same payee.

VII. Reentry Centers


- A. Except gift cards and financial aid pay cards, all funds (e.g., paycheck, student aid, gifts, tax returns) receipted on behalf of an individual residing in a Reentry Center will be posted to the individual's trust account in TAS.
 - 1. Deposits will be reported to the appropriate Business Office for posting using DOC 06-072 Reentry Center Transmittal of Funds.
 - 2. With Reentry Center Manager (RCM) approval, an individual's final paycheck may be withheld from TAS if the individual has reentry and/or emergency expenses and has repaid any CSRF loan in full.
- B. Room and board charges for Reentry Centers are set by the Secretary at the average cost to house an individual and will be withdrawn daily unless waived by the RCM to accommodate an individual's inability to work or their participation in an educational/vocational activity.
- C. CSRF loans are available per Attachment 3 to supplement an individual's trust account for seeking employment or purchasing work-related clothes/equipment.
- D. More information for an individual's financial activity in a Reentry Center can be found in the Reentry Center Handbook.

VIII. Contracts and Outside Accounts

- A. Individuals have the right to:

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1. Maintain their lawful financial and/or business interests held outside of total/partial confinement if safety/security is not compromised. Individuals may:
 - a. Sign documentation related to their outside financial/business interests.
 - b. Request funds from an outside account be forwarded to their trust account.
 - c. Request payments to creditors when sufficient funds are available to cover the request and postage.
 - d. Not withdraw money from their trust account to establish or deposit to outside accounts, investments, or certificates of deposit.
 - 1) Individuals may establish a checking/savings account up to 30 days before release from total/partial confinement when assisted by a Reentry Navigator.
 - a) The amount authorized will be the minimum required by the financial institution to open an account and will not exceed \$50.00.
 - e. Not use credit cards while in total/partial confinement.
 2. Enter into a lawful contract while in total/partial confinement. The Department is not obligated to honor or comply with any individual's contract.
- B. Individuals are not allowed to profit from their crime(s) per RCW 7.68.200-340.
1. Property, including any right or interest, acquired by an individual convicted of a crime is subject to seizure and forfeiture.
 - a. Property includes, but is not limited to the acquisition of any property or money paid for work/service or contract interest in any reenactment, depiction, or account of the crime in:
 - 1) A movie
 - 2) A book, magazine/newspaper article, or other publication
 - 3) An audio recording
 - 4) A radio or television presentation
 - 5) Live entertainment

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- 6) Any expression of the individual's thoughts, feelings, opinion, or emotions regarding the crime

IX. Transfer to Community/Release

- A. All deductions will apply per RCW 72.09.480 upon transfer to the Community Parenting Alternative/Graduated Reentry Program or release to the community.
- B. The individual will receive a minimum of \$100.00 from the individual's trust balance, provided the funds are available.
 1. The remaining subaccount balances will be used when the savings/ Reentry Center savings subaccount combined are less than \$100.00.
 2. Before release, the Business Office will ensure additional deposits have not posted to the individual's account after release funds are drawn.
- C. At the discretion of the Superintendent/RCM or designee, a maximum of \$50.00 may be placed on hold to cover costs not yet received by the Business Office, provided the individual has at least \$100.00 of funds upon release.
- D. Debt owed to the Department will be collected and calculated after deductions required by statute are withdrawn from subaccounts.
 1. The savings and Reentry Center savings subaccounts are only subject to debt collection when an individual's combined subaccount balance is \$5.00 or less.
- E. Remaining balances from funds held or deposits posted to an individual's trust account after release will be applied to outstanding Department debt before mailing the remaining funds to the release address no later than 30 days after release.

X. Unclaimed Property

- A. Accounts/funds of individuals who are on escape status, or whose address is unknown, will be forwarded to Business Services. Any remaining debt owed to the Department will be paid, the account will be closed, and the balance of funds will be deposited to the CSRF as unclaimed property.
 1. Within 5 years of deposit to the CSRF, an individual may request funds held in the CSRF be returned by completing DOC 09-012 Request for Unclaimed Property.

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- B. Property of deceased individuals will be handled per DOC 620.200 Death of Incarcerated Individuals.
1. All deductions will apply when funds are released to any person authorized as the successor.

DEFINITIONS:

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

ATTACHMENTS:

- Deductions (Attachment 1)
- Life Expectancy Table (Attachment 2)
- Subaccounts (Attachment 3)

DOC FORMS:

- DOC 06-014 Multiple Incarcerated Individual Funding Request
- DOC 06-070 Mandatory Savings Account Exemption
- DOC 06-071 Mandatory Savings Account Access
- DOC 06-072 Reentry Center Transmittal of Trust Funds
- DOC 06-073 Request for Advance and Promissory Note
- DOC 06-074 Check Request
- DOC 06-075 Request to Transfer Funds
- DOC 06-076 Education Subaccount Withdrawal Request
- DOC 06-077 Request to Reissue/Cancel Check
- DOC 06-080 Deposit Rejection Notice
- DOC 07-011 Request for Information Regarding Tribal Deposits
- DOC 09-012 Request for Unclaimed Property

DEDUCTIONS

Per RCW 72.09 and 28 U.S.C. § 1915, deductions will be taken from qualifying deposits at the time the deposit is posted to an individual's trust account. Deductions are subject to the priorities established in RCW 72.11.030.

- Depending on the source of the funds, Tribal distributions may be exempt from deductions per federal law.
 - The source must be provided by a recognized officer of the tribe in a letter, email, or documented on the face of the check and/or on DOC 07-011 Request for Information Regarding Tribal Deposits.

DEDUCTIONS PER RCW 72.09.111 AND RCW 72.09.480

Legal Financial Obligations (LFOs) - will occur until the individual has met obligations or the Department's authority to collect has expired.

- The Department will collect any amounts owed for LFOs per RCW 72.11, regardless of any wording in the Judgment and Sentence deferring collection until after release.
- The individual's LFO balance is subject to an interest assessment by the county clerk per RCW 10.82.090.
- LFOs will be forwarded to the appropriate county clerk on a semi-monthly basis.

Savings (SAV) - deductions will be posted to the savings subaccount in the Trust Accounting System (TAS).

Crime Victim Compensation (CVC) - deductions will be deposited in the state treasury Crime Victims' Compensation Account.

Division of Child Support (DCS) - deductions will be sent to DCS if an individual has an outstanding child support obligation as identified by DCS

Cost of Incarceration (COI) - used to support the Department's Correctional Industries work programs for individuals.

- A COI deduction is not considered part of an individual's LFO.

Civil Judgments (CIVJDG) - court-ordered monetary damages awarded to a Department employee for an assault caused by an individual under the Department's jurisdiction while the employee was acting in the course and scope of employment

DEDUCTIONS PER RCW 72.09.450

- The Department will collect debt in the priority order established in TAS.
- The Community Services Revolving Fund (CSRF) loan balance collections will be forwarded to the LFO Accounting Section for disposition.
- An individual's funds transferred from a Prison to a Reentry Center will be applied to an individual's outstanding CSRF loan balance upon receipt at the Reentry Center. Funds will only be transferred from the following subaccounts, in the order listed:

DEDUCTIONS

- Reentry Center savings account
- Education subaccount
- Spendable subaccount
- If an individual is returned to Prison from a Reentry Center, CSRF and room and board debt owing to the Department will be collected. Funds will only be used from the following subaccounts, in the order listed:
 - CSRF subaccount
 - Reentry Center savings subaccount
 - Education subaccount
 - Spendable subaccount
- Debt balances not collected at the time of release will remain on the individual's account indefinitely.
- Indigent commissary returns will be applied to any existing indigent debt before returning funds to the individual's trust account, regardless of whether the original sale created the indigent debt.
- Refunds of health care services copayments will be applied to any existing copayment debt before returning funds to the individual's trust account, regardless of whether the refunded copayment created the copayment debt.
- An outside party may pay an individual's debt(s). If not indicated by the outside party, debt will be paid in the priority order specified in this attachment and TAS.
 - The check/money order must be made payable to the individual and indicate on the front that the funds are for debt repayment. Personal checks will be accepted at Headquarters and designated Reentry Centers only.
 - Any amount exceeding the debt balance will be processed as an "Other Deposit".

DEDUCTIONS PER 28 U.S.C. § 1915

- The Prison Litigation Reform Act (PLRA) allows an individual to proceed with a court action without prepayment of required filing fees. A PLRA obligation is established on an individual's account when the Department is notified by a U.S. District Court of filing fees due. The amount of the filing fee is established by the U.S. District Court and deducted fees are forwarded to the court per the PLRA.
- Each PLRA obligation will be deducted simultaneously per the Deduction Matrix until paid in full.
- Initial PLRA filing fees may reduce the individual's spendable subaccount balance below the indigence standard and/or to zero.
- For Workers' Compensation benefits paid per RCW 51.32.080 only, Debt and Prison Litigation Reform Act (PRLA) will only collect after the Legal Financial Obligation (LFO) has been paid in full or the Department's authority to collect has expired.

DEDUCTIONS

DEDUCTION MATRIX

TYPE OF DEPOSIT	LFO	CVC	SAVINGS	DCS	COI	PLRA	CIVJDG	DEBT
Class I compensation	20%	5%	10%	-	20%	20%	20%	-
Class II compensation	20%	5%	10%	15%	15%	20%	15%	20%
Class III compensation	-	5%	-	15%	-	20%	15%	20%
Class IV compensation	-	-	-	15%	5%	20%	15%	20%
Reentry Center paycheck	10%	-	12%	-	-	20%	-	20%
Workers' Compensation benefits	100%	5%	10%	-	20%	20%	-	20%
Lawsuit settlement	20%	5%	10%	-	20%	20%	20%	20%
Lawsuit settlement - Life Without Parole (LWOP)	20%	5%	-	20%	20%	20%	20%	20%
Inheritance	20%	5%	10%	100%	20%	20%	20%	20%
Other deposit not listed above	20%	5%	10%	20%	20%	20%	20%	20%
Protected tribal funds	-	-	-	-	-	20%	-	-
Veterans Affairs/Social Security Administration benefits	-	-	-	-	-	20%	-	-
42 U.S.C. 1983 lawsuit settlements	20%	-	-	-	-	20%	20%	20%

The following deposits are exempt from deductions:

- Education subaccount
- Medical subaccount
- Postage subaccount
- Escorted leave/funeral/deathbed visit
- CSRF subaccount
- Commissary subaccount
- Release funds subaccount
- Voided checks
- Vendor refunds when the purchase originated from the individual's trust account.
- United Parcel Service (UPS) or Federal Express (FedEx) property settlements when damaged during shipment from or between Department facilities
- Personal property tort claims received from the Washington State Department of Enterprise Services (DES) stamped as exempt
 - Personal injury or personal restraint tort claims awarded are subject to full deductions.

LIFE EXPECTANCY TABLE

Age	Expected Life Remaining		Life Expectancy	
	M	F	M	F
18	57	63	75	81
19	56	62	75	81
20	56	61	76	81
21	55	60	76	81
22	54	59	76	81
23	53	58	76	81
24	52	57	76	81
25	51	56	76	81
26	50	55	76	81
27	49	54	76	81
28	48	53	76	81
29	47	52	76	81
30	46	51	76	81
31	45	50	76	81
32	44	49	76	81
33	43	48	76	81
34	42	47	76	81
35	42	46	77	81
36	41	45	77	81
37	40	44	77	81
38	39	43	77	81
39	38	42	77	81
40	37	41	77	81
41	36	40	77	81
42	35	39	77	81
43	34	39	77	82
44	33	38	77	82
45	32	37	77	82
46	32	36	78	82
47	31	35	78	82
48	30	34	78	82
49	29	33	78	82
50	28	32	78	82
51	27	31	78	82

Age	Expected Life Remaining		Life Expectancy	
	M	F	M	F
52	26	30	78	82
53	26	29	79	82
54	25	29	79	83
55	24	28	79	83
56	23	27	79	83
57	22	26	79	83
58	22	25	80	83
59	21	24	80	83
60	20	23	80	83
61	19	23	80	84
62	19	22	81	84
63	18	21	81	84
64	17	20	81	84
65	16	19	81	84
66	16	19	82	85
67	15	18	82	85
68	14	17	82	85
69	14	16	83	85
70	13	16	83	86
71	13	15	84	86
72	12	14	84	86
73	11	14	84	87
74	11	13	85	87
75	10	12	85	87
76	10	12	86	88
77	9	11	86	88
78	9	11	87	89
79	8	10	87	89
80	8	9	88	89
81	7	9	88	90
82	7	8	89	90
83	6	8	89	91
84	6	7	90	91
85	6	7	91	92

Age	Expected Life Remaining		Life Expectancy	
	M	F	M	F
86	5	6	91	92
87	5	6	92	93
88	5	6	93	94
89	4	5	93	94
90	4	5	94	95
91	4	5	95	96
92	4	4	96	96
93	4	4	97	97
94	3	4	97	98
95	3	4	98	99
96	3	3	99	99
97	3	3	100	100
98	3	3	101	101
99	3	3	102	102
100	2	3	102	103
101	2	3	103	104
102	2	3	104	105
103	2	2	105	105
104	2	2	106	106
105	2	2	107	107
106	2	2	108	108
107	2	2	109	109
108	2	2	110	110
109	2	2	111	111
110	2	2	112	112
111	2	2	113	113
112	2	2	114	114
113	2	2	115	115
114	2	2	116	116
115	2	2	117	117
116	2	2	118	118
117	1	1	118	118
118	1	1	119	119
119	1	1	120	120

Steps to determine exemption from mandatory savings and/or deductions from savings:

1. Determine the individual's age at the Earned Release Date (ERD)

Example 1: DOB 9/4/1957
 ERD 2/15/2045
 (2044-1957) = 87

Example 2: DOB 9/4/1957
 ERD 10/15/2045
 (2045-1957) = 88

2. Determine life expectancy: Match the individual's current age on the table to the number in the "Life Expectancy" column based on the individual's biological sex.

An individual is eligible when life expectancy is less than the individual's age at the ERD.

SUBACCOUNTS

Determining Indigency - The balance of the spendable subaccount and the commissary subaccount added together, across all Trust Accounting System caseloads, will be used to determine an individual's indigent status.

Deposits to subaccounts - Deposits are subject to mandatory deductions identified in Attachment 1.

Subject to collection - The spendable, savings, postage, education, medical, and commissary subaccounts are subject to collection by the Department of Social and Health Services (DSHS) Division of Child Support, the county clerk, and/or a restitution recipient.

An individual's trust account is comprised of the following subaccounts:

Spendable subaccount - the amount of funds available for use by the individual

- Individuals cannot request a transfer of funds to/from other subaccounts to the spendable balance.

Commissary subaccount - can only be used to purchase items from the commissary

- If the funds in the commissary subaccount do not cover the purchase, the balance will be taken from the spendable subaccount.
- The amount received on a monthly basis is subject to deductions and may not exceed the monthly allowance for commissary purchases as allowed by the Department and posted in the Trust Accounting System (TAS).

Postage subaccount - can only be used to pay for postage and/or shipping needs

- If the postage subaccount funds do not cover the request, the balance will be taken from the commissary subaccount and/or the spendable subaccount.
- The postage subaccount may be used to ship personal property per DOC 440.000 Personal Property for Incarcerated Individuals.
 - The postage subaccount may not be used to pay for the shipping and handling portion of the original purchase costs.

Education subaccount - can only be used to pay for approved educational/vocational programs and/or associated costs (e.g., tuition, fees, books)

- Funds may be posted to the education subaccount without the individual being enrolled in an approved program.
- Disbursements from an individual's education subaccount require Superintendent/Reentry Center Manager (RCM).
 - Individuals in Prisons will submit DOC 06-076 Education Subaccount Withdrawal Request to the assigned case manager, who will forward the form to the Correctional Program Manager (CPM).
 - In conjunction with the Education Department, the CPM will review and verify the individual's participation in an approved program, then forward the form to the Superintendent/designee for final approval.

SUBACCOUNTS

- Individuals in Reentry Centers will submit DOC 06-074 Check Request to the assigned case manager/RCM/designee.
 - The RCM/designee will verify the individual's participation in an approved program and have final approval.

Medical subaccount - can only be used to pay for health services copayments, purchase eyeglasses, and over the counter medications.

- Copayments will be withdrawn from the medical subaccount when sufficient funds are available. When sufficient funds are not available, copayment debt will be established as follows:
 - For indigent individuals, the medical subaccount will be reduced to zero and a copayment debt will be established for the difference, up to the amount of the charge.
 - For individuals who are not indigent, the medical subaccount will be reduced to zero and the difference will be taken from the commissary subaccount and/or the spendable subaccount. If the commissary/spendable subaccount lacks sufficient funds, a copayment debt will be established for the difference, up to the amount of the charge.

Community Services Revolving Fund (CSRF) subaccount - Funds loaned from the CSRF at the request of the RCM to assist an individual housed at a Reentry Center in seeking employment or purchasing work-related clothes or equipment.

- The maximum allowable loan request is \$300.00.
 - Requests for individuals whose total outstanding CSRF loans exceed \$300.00 require approval from the Reentry Center Administrator.
- The individual must sign DOC 06-073 Request for Advance and Promissory Note before the loan is completed.
- The individual will request funds using DOC 06-074 Check Request.

Savings subaccount - Savings are mandatory and will accumulate per RCW 72.09.111 and RCW 72.09.480 to assist individuals with transition to the community.

- An individual may be exempt from the requirement to have a savings subaccount and the associated savings deduction per RCW 72.09.480(10) when approved on DOC 06-070 Mandatory Savings Account Exemption.
 - The individual must be diagnosed with a terminal illness verified by Health Services and/or the Earned Release Date (ERD) is determined to be beyond life expectancy per Attachment 2.
- Individuals sentenced to Life Without Parole (LWOP) will be exempt from deductions to a savings subaccount.
 - Pre-existing savings in a savings subaccount will be transferred to the individual's spendable subaccount if additional sentencing results in LWOP.

SUBACCOUNTS

- Business Services will be notified at hqlfo-cosunit@doc1.wa.gov when an individual's LWOP sentence is vacated or reduced to reinstate the savings allocation when appropriate.
- Deposits may not be made by anyone to an individual's savings subaccount.

Reentry Center savings subaccount - Individuals in a Reentry Center receiving a paycheck will have a portion of their paychecks deducted to an individual's Reentry Center savings subaccount.

- If the individual is returned to Prison, the Reentry Center savings will be applied to debt.
- Voluntary deposits to the Reentry Center savings subaccount are not allowed.

Release funds subaccount - Individuals transferring to partial confinement to assist individuals with transition to the community.

- Release funds are exempt from deductions.

Access to savings subaccounts - The savings subaccounts will only be available to an individual:

- During confinement to pay for accredited postsecondary educational expenses.
- Before release from confinement to pay for one of the following reentry expenses, unless approved by the Secretary/designee:
 - Approved educational/vocational courses and programs
 - Vocational tools and equipment
 - A class fee/tuition for an upcoming class that must be paid before release
 - Necessary medical equipment to replace Department-owned equipment that will not leave the facility upon release (e.g., medical supplies, wheelchairs, canes, walkers, oxygen)
 - Additional funds for transportation beyond the state-provided bus ticket (e.g., plane or train tickets)
 - Funds to secure housing (e.g., first month's rent, deposit)
 - Payment for warrants or traffic offenses that must be cleared upon release
 - Funds for court-ordered classes required before reuniting with children
 - Union dues
 - Recertification or licensing fees
 - Approved outside medical services
 - Funds in lieu of a Community Services Revolving Fund loan
 - Funds to pay existing Legal Financial Obligations
 - Eyeglasses (e.g., prescription, over the counter reading)
- If the Secretary/designee determines an emergency exists for the individual, including:
 - Medical needs or death of an immediate family member
 - Providing essential support during or relating to a natural disaster affecting an immediate family member
 - Escorted funeral/deathbed trip



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DOC 200.200

POLICY

TITLE
INCARCERATED INDIVIDUAL BETTERMENT FUND

REVIEW/REVISION HISTORY:

- Effective: 11/7/85 DOC 210.050
- Revised: 2/24/92
- Revised: 7/1/92
- Revised: 3/15/96 DOC 200.200
- Revised: 8/7/96
- Revised: 8/6/99
- Revised: 1/5/05
- Revised: 6/13/05
- Revised: 11/19/06
- Revised: 1/10/08
- Reviewed: 1/7/09
- Revised: 9/8/10
- Revised: 8/19/11
- Revised: 9/16/13
- Revised: 7/1/16
- Revised: 6/2/20
- Revised: 2/8/22

SUMMARY OF REVISION/REVIEW:

III.B.9., III.C.3., and III.D. - Adjusted language for clarification
III.D.1. - Adjusted for person-centered language


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

1/26/22

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 43.88.195](#); [RCW 72.09.095](#); [RCW 72.09.470](#); [RCW 74.18.230](#); [WAC 67-35-160](#); [WAC 137-36-040](#); DOC 200.050 Purchasing; DOC 200.190 Vending Machines; DOC 210.060 Donations; DOC 540.200 Movie/Video Selection; [Office of Financial Management State Administrative and Accounting Manual](#)

POLICY:

- I. The Department has established an Incarcerated Individual Betterment Fund per RCW 43.88.195. Assets of the betterment fund will be used solely for incarcerated individual betterment activities that enhance the security and orderly operation of a facility by reducing idleness, encouraging positive development of family and community ties, and authorized expenses for incarcerated individuals.

DIRECTIVE:

I. General Requirements

- A. The betterment fund will be maintained per the Office of Financial Management State Administrative and Accounting Manual (SAAM).
- B. Revenue and expenditures will be documented and measured for tracking financial status and determining budgets.
 1. Two Statewide Family Council members with relevant experience (e.g., budget, finance, accounting) will be invited to attend and provide input during the review process for the agency budget.
 2. The betterment fund financial status will be publicly reviewed quarterly.
- C. Unspent budgeted funds from the previous fiscal year will revert back into the betterment fund balance.
- D. The Secretary will review and approve the final budget for the betterment fund each fiscal year.
- E. The betterment fund financial report will be updated and submitted quarterly for posting on the Department’s website.

II. Source of Revenue/Funds

- A. Authorized revenue for the betterment fund are:



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1. Commissions received as the result of the Incarcerated Individual Technology Services Contract,
2. Contracted visit room vending machine commissions,
3. Donations per DOC 210.060 Donations,
4. Interest earned on the betterment fund,
5. Recycling,
6. Proceeds from coin-operated lockers when the lockers were purchased by the betterment fund
7. Contraband funds per WAC 137-36-040, and
8. Surplus property proceeds when the original funding was provided from the betterment fund.

B. Funds will not be authorized as betterment fund revenue from:

1. Recoveries of expenditures (e.g., recreation fees, refunds of returned purchases, photo coupon sales),
2. Revenue generating activity items that are accounted for in an enterprise fund (e.g., car washes, hobby craft sales), or
3. Revenue generated from vending machines not accessible to incarcerated individuals (e.g., in administrative offices) per DOC 200.190 Vending Machines.

C. The Local Business Advisor will send a request to the Betterment Fund Administrator to make a determination when considering other funds.

III. Expenditures

A. All purchases made from the Incarcerated Individual Betterment Fund will comply with requirements and purchasing authorities, including procurement through the Department of Enterprise Services when required per DOC 200.050 Purchasing.

B. Authorized expenditures from the betterment fund includes:

1. Betterment supplies and equipment,
2. Extended Family Visit (EFV) Program expenses (e.g., furniture, kitchen supplies),
3. Non-cultural, family-centered activities and/or events or programs that encourage stronger family relations,



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4. Law Library books, subscriptions, and salaries and benefits for employees working in the Law Library,
5. Recreation and hobby expenses, including:
 - a. Supplies (e.g., board games, sports balls),
 - b. Awards and prizes up to \$1.00 in value per individual per fiscal year,
 - c. Repairs to recreational equipment (e.g., reupholstering weight bench, refinishing pool table),
 - d. Staffing, only as authorized in the fiscal year spending plan, and
 - e. Small, common use hobby craft tools, which are not individually owned, or individual raw material supplies.
6. Up to \$5.00 in purchases per individual per fiscal year for cultural activities/events, as part of facility unrestricted funding,
 - a. Facilities may spend up to an additional \$2.00 per individual per fiscal year to enhance holiday meals served in the dining room.
7. Television system expenses, including:
 - a. Cable/satellite television service (e.g., monthly cable fees).
 - b. Televisions for dayrooms or for rent as part of a rental program, if available.
 - c. Public performance licenses to allow public viewing of non-educational/self-help videos at Reception Diagnostic Centers per DOC 540.200 Movie/Video Selection.
8. Earned Incentive Program awards (e.g., hygiene/food items), if applicable,
9. Unit ancillary expenses (e.g., housewares, barbershop supplies, Reentry Center furniture), for dayrooms,
10. Visit room supplies for children (e.g., games, books, furniture, wall art) in common areas,
11. Approved, infrequent special enhancement projects (e.g., EFV units, gym floor refinishing), and

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12. Other expenses listed in the approved spending plan.
- C. Funds from the betterment fund will not be used for:
1. Expenses on behalf of any individual or group, to the exclusion of the majority of the population, except for approved family-centered programs/ events,
 2. Tort claims,
 3. Magazine/newspaper subscriptions, except newspapers for a Reentry Center or Reception Diagnostic Center,
 4. Newsletters,
 5. League, tournament, or referee fees,
 6. Hobby craft supplies used or owned by incarcerated individuals,
 7. Employee salary expenses, except those identified in the approved spending plan,
 8. Regular adult use furniture for visit areas,
 9. Typewriters and related supplies used by incarcerated individuals,
 10. Incarcerated worker's wages, legal services, or copies/supplies for the Law Library,
 11. Non-educational/self-help video/film rentals for Reception Diagnostic Centers,
 12. Holiday packages/gifts, including posting money to incarcerated individual accounts,
 13. Loans,
 14. Monetary awards for an earned incentive program, or
 15. Purchases of premium movie channels (e.g., Home Box Office (HBO), Showtime).
- D. Superintendents and the Reentry Center Administrator may consider requests made by incarcerated individuals for the spending of funds.

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1. Requests will only be authorized when they are identified in the approved spending plan. Management decisions regarding the betterment fund are final.

E. The Secretary will approve all requests to modify the final budget during the fiscal year.

IV. Crime Victims Compensation Fund

A. Each month, the Betterment Fund Administrator will transfer 25 percent of all revenue received to the Crime Victims' Compensation Fund per RCW 72.09.095.

V. Audit Requirements

A. Betterment fund subaccounts are subject to internal audit. The Audit Director will determine the nature, timing, and scope of these audits per SAAM 20.40 and internal procedures.

B. The betterment fund is subject to audit by the Washington State Auditor's Office.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None



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POLICY

TITLE
PRISON COMMISSARY

REVIEW/REVISION HISTORY:

Effective: 1/16/02
 Revised: 8/21/06
 Revised: 10/1/11
 Revised: 5/15/13
 Revised: 8/13/20
 Revised: 12/20/21
 Revised: 9/18/24

SUMMARY OF REVISION/REVIEW:

Policy Statement I., II.A.3., II.C., II.E., III.C., III.F.1.a. & b., III.F.2., and IV.B. - Adjusted language for clarification
 Removed I.B. that a commissary package will typically consist of a bag containing the order and a blank order form
 II.C.1. and III.D. - Removed unnecessary language


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

8/21/24

 Date Signed

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	TITLE PRISON COMMISSARY		

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; DOC 200.000 Trust Accounts for Incarcerated Individuals; DOC 440.080 Hygiene and Grooming for Incarcerated Individuals; DOC 650.040 Over the Counter Commissary Items; [Records Retention Schedule](#)

POLICY:

- I. The Department has established procedures to operate commissaries in Prisons that provide incarcerated individuals the opportunity to purchase personal items that are not issued by the facility.

DIRECTIVE:


- I. General Requirements
 - A. Space will be provided for a commissary, or provisions will be made for a commissary service.
 - B. The Correctional Industries (CI) Statewide Incarcerated Individual Program Manager will ensure commissary is delivered a minimum of 2 times per month based on the availability of delivery employees at the facility.
- II. Selection of Items for Sale
 - A. The commissary will stock items offered for sale to individuals, designated by custody level.
 1. Individuals will have an opportunity to provide input in the selection of commissary items.
 2. The Chief of Security Management/designee will review and advise on items that should not be stocked due to security or safety reasons.
 3. The Commissary Purchasing Specialist and CI Statewide Incarcerated Individual Services Program Manager will review items that should not be stocked for practical reasons (e.g., short shelf life, slow turnover rate).
 - B. The commissary will only stock Over The Counter (OTC) healthcare items identified in DOC 650.040 Over the Counter Commissary Items.
 1. OTC healthcare items must be sold in the original packaging and quantity, with labeling that satisfies all legal requirements for sale directly to consumers.

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- C. The CI Purchasing Specialist will publish price lists at least quarterly.
 - 1. Prices and products are subject to change without notice.
- D. The commissary may have sales on discounted, discontinued, or slow-moving inventory items as necessary.
- E. Individuals identified as indigent may only purchase and be provided personal hygiene items per DOC 440.080 Hygiene and Grooming for Incarcerated Individuals.

III. Sales

- A. Sale of commissary items will be made exclusively to the incarcerated population.
- B. The individual will sign to acknowledge receipt of goods at the time of delivery. Signed receipts will be returned to the commissary and retained per the Records Retention Schedule.
- C. Items will be charged to the appropriate subaccount per DOC 200.000 Trust Accounts for Incarcerated Individuals. Cash, scrip, or checks will not be accepted.
- D. Envelopes, personal hygiene, and OTC healthcare items will take priority over all other commissary requests.
- E. With Chief of Security Management approval, the Superintendent/designee may establish order limits on maximum dollar amounts, frequency, and quantity.
- F. CI has established an exchange or credit system for the following. No other credits will be given without CI Commissary Manager/designee approval:
 - 1. Merchandise determined at time of delivery to be damaged/defective.
 - a. Individuals will only be eligible for an exchange/credit if the bag is opened in the presence of the delivery employee/contract staff.
 - b. Damaged/defective orders/items will be destroyed or donated.
 - 2. Individuals unable to accept delivery due to current location and/or custody restrictions (e.g., Administrative Segregation, infirmary, temporary absence, transferred/released).

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- a. When proof of delivery cannot be established for an order, employees will follow requirements in CI Standard Operating Procedures located on the CI SharePoint site.

IV. Accounting

- A. CI will be responsible for maintaining an accounting system and appropriate reports as required by Washington State Office of Financial Management.
- B. CI accounts will be audited by the Washington State Auditor’s Office.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None



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6/6/24

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NUMBER
DOC 210.025

POLICY

TITLE
RELEASE MONEY/TRANSPORTATION FUNDS

REVIEW/REVISION HISTORY:

- Effective: 10/1/85
- Revised: 10/1/02
- Revised: 4/4/07
- Revised: 5/29/08
- Revised: 7/1/10
- Revised: 3/25/11
- Revised: 11/1/12
- Revised: 5/23/19
- Revised: 9/29/21
- Revised: 7/3/23
- Revised: 6/6/24

SUMMARY OF REVISION/REVIEW:

Updated to align with statutory updates. Read carefully!


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

6/4/24

Date Signed

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	TITLE RELEASE MONEY/TRANSPORTATION FUNDS		

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 72.02.100](#); [RCW 72.09.270](#)

POLICY:

- I. The Department has established guidelines for providing funds for necessary personal/living (i.e., release money) and transportation expenses to individuals releasing to the community.
- II. Release funds will only be provided one time per sentence to any person serving a term of confinement in a Washington State correctional facility.

DIRECTIVE:

- I. Release Money
 - A. Individuals releasing to the community from a Prison or transferring to partial confinement (i.e., Graduated Reentry, Community Parenting Alternative, Reentry Center) will be provided release money in the amount authorized per RCW 72.02.100.
 1. The following types of releases are not eligible to receive release funds:
 - a. Community custody sanction of 30 days or less
 - b. Detainer to another jurisdiction (e.g., detainer civil commitment)
 - c. Community Custody Placement (CCP) Return/Community Custody Inmate (CCI) termination with no new sentence
 - d. Drug Sentencing Alternative (DOSA) Reclassification with no new sentence unless reclassified as the result of a 762 infraction
 - e. Partial confinement termination with no new sentence when transferred to partial confinement on or after June 6, 2024
 - f. Parole/Community Custody Board (CCB)/Juvenile Board (JUVBRD) revokes with no new sentence
 - B. An additional \$60 may be approved by the Superintendent/Reentry Center Manager for Pre-Sentencing Reform Act (PAR) individuals.
 - II. Requests


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- A. The case manager/designee will submit DOC 19-058 Release of Funds when requesting:
 - 1. Release money, unless the individual is transferring to a Reentry Center
 - 2. Transportation funds
 - 3. Immediate release/resentencing resources
- B. Requests should be submitted to the Business Office at least 30 days before the Earned Release Date (ERD).
- C. The case manager/designee will notify the Business Office if the ERD changes/is cancelled for any reason.

III. Transportation Funds

- A. The following are eligible for transportation funds:
 - 1. Individuals eligible for release money,
 - 2. Community Custody Violators identified as indigent in the Trust Accounting System (TAS),
 - 3. PAR individuals whose parole has been reinstated and identified as indigent in the TAS, and
 - 4. Individuals with special needs and pre-approved transportation arrangements approved by a Facility Risk Management Team.
- B. Transportation funds will be used to provide transportation per the individual's release plan.
- C. The case manager/designee may authorize transportation funds by the safest, most direct method of public transportation, not to exceed the amount authorized per RCW 72.02.100.
 - 1. Additional funds will be deducted from the individual's trust account or provided by a third party.
 - a. Any funds unpaid will become debt.
 - b. Certified check/money orders will be payable to the Department of Corrections.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

DOC 19-058 Release of Funds



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DOC 210.060

POLICY

TITLE

DONATIONS

REVIEW/REVISION HISTORY:

- Effective: 11/7/85
- Revised: 11/3/03
- Revised: 5/9/06
- Reviewed: 5/9/07
- Reviewed: 9/3/08
- Reviewed: 3/25/09
- Reviewed: 7/23/10
- Revised: 5/1/12
- Revised: 5/20/13
- Revised: 7/1/14
- Reviewed: 2/13/20
- Revised: 9/6/21
- Revised: 9/29/21

SUMMARY OF REVISION/REVIEW:

I.A.2. - Updated terminology


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

9/22/21

Date Signed

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	TITLE <p style="text-align: center;">DONATIONS</p>		

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; DOC 235.000 Fixed Asset Inventory; DOC 235.010 Consumable Assets Inventory; [State Administrative and Accounting Manual](#)

POLICY:

- I. The Department will receive donations in a manner that will best serve the legal interests of the donor and the Department. The Department will determine whether donations and/or their restrictions are compatible with state ethics laws and Department interests, policies, and operations. Donations will be handled per the State Administrative and Accounting Manual.
- II. Usefulness, availability of storage space, and potential security risks of proposed donations will be considered before acceptance.

DIRECTIVE:

- I. General
 - A. Donations from the public or organizations will be submitted on DOC 21-966 Donation Approval Request and must be reviewed and approved by the appropriate facility/office authority or designee as follows:
 1. Prisons - Superintendent
 2. Reentry Centers - Reentry Center Community Corrections Supervisor
 3. Field Offices - Community Corrections Supervisor
 4. Headquarters - Assistant Secretary for Administrative Operations.
 - B. How donations are used may be restricted by the donor. Donors should be asked to specify at least a general purpose for the donation.
 1. When no purpose is specified, the facility/office authority will determine how the donation will be used.
- II. Monetary Donations
 - A. Donations will be accounted for in the Miscellaneous Program Account 759.
 - B. Donations to clubs or other groups made by incarcerated individuals will be made using DOC 06-075 Request to Transfer Funds.
 1. Once transferred to account 759, donations are non-refundable.
- III. Receipt of Donations

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- A. Receipt of donations from the public or organizations will be acknowledged in a timely manner by letter from the facility/office authority.
 - 1. The letter will:
 - a. Express appreciation for the donation,
 - b. Describe the donation,
 - c. Document the date the donation was received, and
 - d. State or confirm the dollar value for a donation that is not monetary.

- B. The Local Business Advisor will:
 - 1. Determine if the donation should be included in inventory per DOC 235.000 Fixed Asset Inventory or DOC 235.010 Consumable Assets Inventory, and
 - 2. Maintain documentation of donations received.

IV. Donations for Non-Department Use

- A. Programs that receive and process donations for non-Department use (e.g., the Free Materials Distribution program) must be approved by the Secretary.
 - 1. The Secretary may assign a handling fee for donated materials passed on to non-Department recipients.
 - 2. Excluding direct costs, handling fees will be deposited in the Incarcerated Individual Betterment Fund.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

DOC 06-075 Request to Transfer Funds
DOC 21-966 Donation Approval Request



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NUMBER
DOC 240.100

POLICY

TITLE
FOOD SERVICES PROGRAM

REVIEW/REVISION HISTORY:

- Effective: 5/9/00
- Revised: 11/14/01
- Revised: 5/13/03
- Revised: 9/26/05
- Revised: 10/2/06
- Revised: 12/10/07
- Revised: 2/27/09 AB 09-007
- Revised: 4/10/09
- Revised: 2/1/10
- Revised: 4/19/10
- Revised: 4/1/12
- Revised: 6/21/12
- Revised: 2/17/14
- Revised: 4/6/15
- Revised: 5/23/19
- Revised: 11/15/21

SUMMARY OF REVISION/REVIEW:

I.C.1. - Adjusted for person-centered language


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

11/1/21

Date Signed

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	TITLE FOOD SERVICES PROGRAM		

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 43.19](#); [WAC 246-215](#); [WAC 246-217](#); DOC 200.050 Purchasing; DOC 200.200 Incarcerated Individual Betterment Fund; DOC 220.010 Contracts; DOC 560.200 Religious Programs; DOC 610.040 Health Screenings and Assessments; DOC 610.240 Therapeutic Diets; [Dietary Guidelines for Americans](#); [National Institutes of Health Dietary Reference Intakes](#); [Governor's Executive Order 13-06](#); [Records Retention Schedule](#)

POLICY:

- I. The Department has established Food Services programs to provide cost-effective, healthy, and quality meals in compliance with health and safety requirements.
- II. Under no circumstance will food be used as a disciplinary measure.

DIRECTIVE:

- I. General Requirements
 - A. Purchases will be made per DOC 200.050 Purchasing and DOC 220.010 Contracts. Supplies will be purchased using DOC 20-430 Kitchen Equipment Purchase Request.
 1. When possible, employees/contract staff will purchase Washington-grown food and consider wholesale and favorable prices.
 - B. Operations, including preparation and service, will be supervised by full-time employees/contract staff who are experienced in food service management.
 1. Food services employees/contract staff are required to maintain a current food worker card per WAC 246-217.
 - C. Facility schedule and design, security concerns, and supervision requirements will determine how dining areas are operated.
 1. Space will be large enough for serving and group dining. Space may be limited due to safety/security concerns.
 2. At least 20 minutes of dining time will be provided for each meal.
 3. Loitering will not be allowed.
 - D. Food preparation areas will be determined based on population size, preparation requirements, and meal distribution.

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1. Toilet and washbasin facilities will be available in the vicinity of the food preparation area.

E. Food preparation, storage, temperature control, and facility and equipment sanitation will be handled per WAC 246-215.

1. Sanitary, temperature-controlled facilities for storing all foods are required. Refrigerated foods will be labeled with the contents and date of preparation and discarded when past the safe storage period.

2. Employees/contract staff will check and document refrigerator, freezer, and water temperatures daily.

3. Prison food services facilities and equipment will be inspected by a regulatory authority to ensure food served complies with Department of Health and Hazard Analysis and Critical Control Point (HACCP) standards.

a. Corrective action plans will be developed to correct any deficiencies.

4. Reentry center employees/contract staff will conduct weekly inspections of all food services areas, including dining and food preparation areas and equipment.

II. Prison Requirements

A. Menus


1. The Food Service Administrator/designee is responsible for the statewide menu planning process, including recommendations for facility Food Services budgets/purchases.

a. Recommendations will consider costs, nutritional requirements, and meal preferences.

2. Cycle Menus will be prepared by the Food Service Administrator/designee and Registered Dietitian and forwarded to Food Service Managers to assist in ensuring food service requirements are met. The Cycle Menus will include:

a. Menus for mainline, mainline alternative, milk mainline alternative (MMAD), Kosher, and Halal,


b. Religious guidelines,

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- c. Production worksheets (i.e., electronic tracking system for menus served),
 - d. Portions for each meal,
 - e. Nutritional analysis, and
 - f. Ordering guide.
3. Cycle Menus will be based on Guidelines for Mainline Meals (Attachment 1) and aim to align with Executive Order 13-06 and the Dietary Guidelines for Americans established by the United States Department of Agriculture (USDA) and Department of Health and Human Services.
- a. Dietary allowances will be reviewed annually and approved by the Food Service Administrator and Registered Dietitian to ensure they meet the nationally recommended allowances for basic nutrition.
4. Food services employees/contract staff will plan menus in advance and follow the Cycle Menus. Food flavor, texture, temperature, appearance, and palatability will be taken into consideration when planning and preparing meals.
5. At least 3 meals, 2 of them hot, will be provided at regular times during each 24 hour day, with no more than 14 hours between the evening meal and breakfast. Holiday, weekend, religious, Place Safety Muster, and off-site work crew variations will be allowed, as long as basic nutritional goals are met and facility programming is not disrupted.
- a. Food Service Managers/designees will ensure accurate records are maintained of all meals served (i.e., Menus as Served or production worksheets) per the Records Retention Schedule.
 - b. In the case of an emergency, the reason and alteration of planned meals must be documented on Menus as Served or production worksheets.
 - c. Except for work crews, serving of boxed meals on a routine and predictable basis (e.g., serving the entire population boxed breakfast 5-7 days per week, boxed lunches 5 days per week) requires Assistant Secretary for Prisons approval.

B. Modified Diets


- 1. Therapeutic diets will be provided as prescribed per DOC 610.240 Therapeutic Diets.

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2. Religious diets will be approved per DOC 560.200 Religious Programs.
3. Eating a mainline diet instead of an approved therapeutic or religious diet will result in a 103 violation.
 - a. If found guilty, the Registered Dietitian/health care provider or Religious Coordinator will be notified to communicate with the individual to determine if the diet should be modified or terminated.
 - b. If the diet is modified or terminated, the diet will be updated in the individual's electronic file and as follows:
 - 1) The Registered Dietitian/health care provider will complete a Health Status Report, or
 - 2) The Religious Coordinator will complete DOC 20-428 Religious Diet Request.
 - c. Food Services will be notified of any changes to an approved diet.

C. Health and Safety

1. Food produced by Correctional Industries will be inspected and approved by the appropriate government agency.
2. Food grown or produced at facilities will be inspected by food services employees before use.
3. Before beginning assignment to Food Services, incarcerated individuals will:
 - a. Receive a medical examination conducted per DOC 610.040 Health Screenings and Assessments.
 - b. Be provided training consistent with DOC 20-431 Food Services Training Record, which will be maintained in the Food Services area and documented in the individual's electronic file.
4. Food Service Managers/designees will monitor food services workers daily for health and cleanliness (e.g., visual signs of illness, infections, or skin lesions), and instruct workers to wash their hands upon reporting to duty and after using toilet facilities.
 - a. Workers who appear to present conditions that may preclude continued assignment to Food Services will be referred to Health


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Services or the designated Health Care Manager for assessment or referral (e.g., treatment, new assignment).

- b. The Superintendent, Food Service Administrator, Chief Medical Officer, and Facility Medical Director should be contacted immediately if there is suspicion of a food borne illness.

D. Meals for Religious, Cultural/Diversity, and Family Centered Events

1. Meals for religious, cultural/diversity, and family centered events will be:
 - a. Taken from the statewide event guidelines and aim to meet evidence based nutritional standards per Executive Order 13-06.
 - b. Dependent on available resources.
 - 1) Use of betterment funds may be approved per DOC 200.200 Incarcerated Individual Betterment Fund.
 - c. Designed and proposed in cooperation with the Headquarters Correctional Program Manager for Religious Programs and appropriate religious/cultural authority.
 - d. Finalized and provided by the Food Service Administrator in consultation with Food Service Managers/designees and approved by the Headquarters Correctional Program Manager for Religious Programs.
 - e. Served to all participating incarcerated individuals, regardless of diet.
 - f. Available for purchase by outside guests participating in the event.
2. If requested, special menu items (i.e., meal enhancements) and light refreshments must be funded by the participants and/or the sponsoring cultural/diversity or religious faith group 45 days in advance of the event.
 - a. Deliveries and donations must be coordinated with Food Service Managers/designees.
 - b. Food Service Managers/designees will order enhancements/refreshments once payment is made.
 - c. Refreshments will include a juice beverage and one of the following:

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- 1) Pastries,
- 2) Raw vegetables and dressing, or
- 3) Fruit.

d. Donated foods will:

- 1) Only be accepted for the enhancement food item.
- 2) Only be accepted from a vendor, distributor, or retailer approved by the Food and Drug Administration or USDA.
- 3) Comply with HACCP requirements and temperature and time guidelines.
- 4) Be delivered in a refrigerated/freezer truck, when appropriate.
- 5) Be shelf-stable or frozen, and packaged consistent with facility preparation needs.

3. A calendar of religious, cultural/diversity, and family centered events will be forwarded to the Food Service Manager by December 20 for the following year.


III. Reentry Center Requirements

A. Reentry Centers with food services provided by an outside person or agency will maintain written verification that the outside provider complies with state and local regulations regarding food service.

1. Food preparation, storage, and service requirements will not apply to facilities with pre-packaged, self-serve meals supplied by an outside provider.

B. Reentry Center employees/contract staff will:

1. Provide at least 3 meals, 2 of them hot, at regular times during each 24 hour day, with no more than 14 hours between the evening meal and breakfast. Holiday, weekend, and religious variations will be allowed as long as basic nutritional goals are met and facility programming is not disrupted.
2. Have menus reviewed annually by the Registered Dietitian to ensure they meet the National Institutes of Health Dietary Reference Intakes established by the National Institutes of Health.

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3. Provide therapeutic diets as required by a completed Health Status Report or prescribed by a qualified medical provider.

a. Documentation will be provided to the Food Service Manager. Therapeutic diets will be reviewed annually by the Registered Dietitian, or more often as clinically indicated.

4. Provide religious diets per DOC 560.200 Religious Programs.

C. The Community Corrections Supervisor/designee will approve menus for religious, cultural/diversity, and family centered events.

1. A calendar of events will be forwarded to the Food Service Manager by December 20 for the following year.

IV. Meals for Employees, Contract Staff, and Guests

A. Facilities have the option of providing meals to employees, contract staff, and guests, at a reasonable price, as determined by the Secretary.

B. Meals at no cost will be provided to:

1. Employees assigned to work overtime.

2. Reentry Center contract staff, except at Tri-Cities Reentry Center, based on the applicable contract.

DEFINITIONS:

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

ATTACHMENTS:

Guidelines for Mainline Meals (Attachment 1)

DOC FORMS:

DOC 20-428 Religious Diet Request

DOC 20-430 Kitchen Equipment Purchase Request

DOC 20-431 Food Services Training Record

GUIDELINES FOR MAINLINE MEALS

Mainline menus will be for the population majority.

Description: Pork free, moderate spice, and target matrix below

	Recommended Adult Female	Recommended Adult Male
Calories	1,800 – 2,100 calories	2,600 – 2,900 calories
Protein (grams)	10% - 20%	10% - 20%
Carbohydrate (grams)	50% - 60%	50% - 60%
Dietary Fiber (grams)	28g	38g
Sugar (grams)	< 10% of daily calories	< 10% of daily calories
Fat (grams)	25-35% of calories	25-35% of calories
Saturated Fat (grams)	<10% of calories	<10% of calories
Calcium (mg)	1,000 mg	1,000 mg
Iron (mg)	18 mg	8 mg
Sodium (mg)	2300 mg	2300 mg
Vitamin D (IU)	800 IU	800 IU
Potassium (mg)	4700 mg	4700 mg



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POLICY

TITLE
RESEARCH REVIEW AND USE

REVIEW/REVISION HISTORY:

- Effective: 1/15/97
- Revised: 9/10/99
- Revised: 3/2/01
- Revised: 8/27/02
- Revised: 12/29/06
- Revised: 1/23/09
- Reviewed: 1/29/10
- Revised: 12/1/10
- Revised: 1/14/14
- Revised: 3/12/19
- Revised: 6/11/20
- Revised: 8/13/21
- Revised: 12/14/22

SUMMARY OF REVISION/REVIEW:

Policy statement I. & II, Directive I.A.-C., II.B.3., IV.A.1., IV.A.3. - Adjusted language for clarification
 Removed I.E. that more information is located on the internal website
 II.A. - Updated RDA unit responsibilities
 II.B., and III.E. - Added clarifying language
 Added III.A. that a request for research must be submitted with supporting/applicable documents
 Removed III.D. that projects by external partnerships/funding are encouraged
 Added IV.A.2. that employees/contract staff may volunteer to participate and may receive compensation when approved


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

11/9/22

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 42.48](#); DOC 200.065 Grant Administration; DOC 220.010 Contracts; [45 CFR 46](#); [Washington State Agency Policy on Protection of Human Research Subjects](#)

POLICY:


- I. The Department has established guidelines and procedures for Department research projects and use of Department data (e.g., Personal Health Information, Personally Identifiable Information, administrative) to safeguard the rights and welfare of incarcerated individuals (i.e., total/partial confinement) subject to research, its employees/contract staff/volunteers, or when personal records are disclosed for research purposes.
- II. The Washington State Institutional Review Board (WSIRB) has been designated as the review board of record to provide regulatory review, approval, and oversight of research for the Department per RCW 42.48 and Washington State Agency Policy on Protection of Human Research Subjects.

DIRECTIVE:

- I. General Requirements
 - A. Internal and external research projects must align with and support the Department’s programs, services, operations, mission, and/or strategic goals and comply with state and federal guidelines and standard scientific rigor (e.g., thorough, appropriate, methodical) to be approved.
 1. Permission to conduct research may be rescinded, suspended, or denied if activities are inconsistent with those approved or are in violation of state or federal law, an established contract, or Department policy. Violations may result in notification to the WSIRB and/or sponsoring institution.
 - B. No facility/office, unit contractor, volunteer, or anyone representing the Department will permit or participate in research without appropriate approval(s).
 - C. Incarcerated individuals participating in outside research may continue if it is compliant with current Department policies and state and federal guidelines.
 - D. Upon request, persons conducting research will provide documentation that the research is approved and authorized.
- II. General Responsibilities

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- A. The Research and Data Analytics (RDA) Unit will coordinate, track, collaborate, and assist in external and internal research projects and data requests by:
1. Providing consultation on scope, protocols, questions, methodology, data variables, timeline, and proposed deliverables (e.g., presentations, reports, debriefs, analyses, manuscripts).
 2. Reviewing Department human subject data and research requests to determine if WSIRB review is required and ensure compliance with federal and state research regulatory and reporting requirements.
 3. Maintaining a research guide, procedures, and checklists to guide and document the research review and determination processes.
 4. Establishing and maintaining contracts per DOC 220.010 Contracts.
 - a. Contracts that include research components will:
 - 1) Specify known or reasonably ascertained data variables in data share agreements.
 - 2) Research activities must be described in a statement of work.
 5. Reviewing reports, presentations, and contract deliverables before publication or dissemination per contract agreements.
- B. The Research Review Committee (RRC), chaired by the RDA Director/designee, will consist of representatives from each division and will:
1. Review and prioritize proposals for research, including research proposed in grant applications that require use of or access to Department resources.
 - a. Criteria for review include:
 - 1) Feasibility
 - 2) Scientific rigor
 - 3) Risk
 - 4) Alignment with Department priorities
 2. Assess division resources required for completion of proposed research.
 3. Vote on whether each proposal will be recommended to executive leadership.

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4. Determine need to review and present projects that only require administrative actions (e.g., extension of contract, modification to WSIRB application).

III. Requests for Research

- A. Persons may submit a request for research and/or data using DOC 05-047 Project Request Application and attaching any supporting/applicable documents.
- B. Requests will be reviewed by a designated RDA employee(s). The RDA Unit will determine if the request moves forward based on Department priorities (e.g., legislation, public safety, available resources).
- C. Research requests require approval from the RRC, executive leadership, and WSIRB. The requester must pay any WSIRB and/or RDA fees.
- D. Grant partnerships with a research/data component must be coordinated with the RDA and Grants Unit to ensure available resources and to determine the timeline and associated costs.
 1. Research/data components funded by a grant will only be accepted with appropriate approvals.
 2. Grants will be approved and implemented per DOC 200.065 Grant Administration.

IV. Research Participation

- A. Research must comply with the requirements outlined in 45 CFR 46.
 1. Research involving incarcerated individuals have the following additional requirements per Subpart C:
 - a. Medical experiments, pharmaceutical testing, and cosmetic research are prohibited.
 - b. Individuals may volunteer to participate in approved research projects, but will not receive compensation (e.g., reward, favor, reduction of time, written/implied benefit) for participating.
 2. Employees/contract staff may volunteer to participate in approved research projects may receive compensation when approved.
 3. Incarcerated individuals, employees, or contract staff may refuse to participate in research at any time. Negative consequences (e.g., loss of

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earned time, disciplinary action, termination of employment) will not be imposed for refusing to participate.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

DOC 05-047 Project Request Application



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POLICY

TITLE
PUBLIC DISCLOSURE OF RECORDS

REVIEW/REVISION HISTORY:

- Effective: 3/1/83 DOC 150.000
- Revised: 4/15/85
- Revised: 10/1/85 DOC 280.510
- Revised: 3/15/96
- Revised: 3/30/01
- Revised: 6/20/01
- Revised: 2/14/06 AB 06-003
- Revised: 3/13/07
- Revised: 3/25/08 AB 08-006
- Reviewed: 9/24/08
- Revised: 8/14/09
- Revised: 1/3/11
- Revised: 3/11/22

SUMMARY OF REVISION/REVIEW:


Major changes to include updated terminology throughout. Read carefully!

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

2/11/22
Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 4.24.550](#); [RCW 10.97](#); [RCW 40.24](#), [RCW 42.52](#); [RCW 42.56](#); [RCW 70.02](#); [RCW 71.05](#); [RCW 71.09](#); [WAC 137-08](#); DOC 130.200 Lawsuit Processing/Liability Protection; DOC 590.500 Legal Access for Incarcerated Individuals; DOC 640.020 Health Records Management; [Collective Bargaining Agreements](#); [Governor’s Executive Order 16-01](#); [Records Retention Schedule](#)

POLICY:


- I. The Department has a process to respond to requests for the disclosure of public records per RCW 42.56 Public Records Act and will ensure that the release of records is consistent with state and federal laws and regulations.
- II. This policy does not apply to discovery requests or requests for photocopies of documents already in an incarcerated individual’s possession.
 - A. Requests by incarcerated individuals for copies of legal pleadings and exhibits being submitted to the court and opposing party regarding current conviction, conditions of confinement, and/or challenges to the sentence will be conducted per DOC 590.500 Legal Access for Incarcerated Individuals.
- III. The handling, maintenance, and privacy of public records will meet the requirements of RCW 10.97, RCW 42.56, WAC 137-08, and Governor’s Executive Order 00-03.
 - A. Preservation of documents and electronic media will be conducted per DOC 130.200 Lawsuit Processing/Liability Protection and the Records Retention Schedule.

DIRECTIVE:

- I. Responsibility
 - A. The Public Records Unit will:
 1. Create and communicate Department wide procedures for processing public records requests.
 2. Train Department employees, contract staff, and volunteers.
 3. Provide consultation to Public Records Coordinators (PRCs) regarding public records request response and process issues.
 4. Maintain a current list of PRCs and their backups for each division.

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5. Coordinate with the Office of the Attorney General for public record issues, as needed.
 6. Implement legislation and case law that directly affects the Department public records disclosure process.
 7. Implement and record statewide public records statistics and report statistics to extended leadership and others as required.
- B. PRCs will be designated by the:
1. Superintendent for each Prison,
 2. Regional Administrator for each region, and
 3. Appropriate Assistant Secretary for each division.
- C. The PRCs will:
1. Identify and gather records within their assigned area of responsibility.
 2. Attend training provided by the Public Records Unit and train appropriate employees, contract staff, and volunteers in their local facility/section, as needed.
 3. Track and report required data fields in the Department's public record tracking system for their area of responsibility.
 4. Follow up with anyone who has not responded to an assigned request(s) for records and inform the Public Records Unit if there is someone else who might have responsive records or other locations that should be searched to ensure complete response.
 5. Provide the Public Records Unit with all records regarding the search and gathering of records from their area of responsibility.
- D. All employees and contract staff will:
1. Search records within their area of responsibility upon request of the Public Records Unit or the PRC.
 - a. An adequate search must be conducted to locate all responsive records.
 - b. Employees/contract staff may be required to attest and verify by affidavit that they have conducted a search for responsive records.

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2. Submit responses per deadlines established by the Public Records Unit or PRC.
 3. Track and document time spent searching for and/or providing responsive records any time a search for records is conducted.
 - a. Documentation will be completed in the public record tracking system or by completing DOC 01-002 Public Records Search and submitting it to the PRC or Public Records Unit
 4. Retain records provided to the Public Records Unit and/or PRC per the Record Retention Schedule.
- E. Failure or refusal to perform assigned responsibilities may result in disciplinary action, up to and including termination.

II. Public Records Requests

- A. Public records requests, other than requests from incarcerated individuals to inspect their central file or health record, must be submitted in writing to the Department of Corrections Public Records Unit at P.O. Box 41118, Olympia, WA 98504, or by using the Department's online records portal. The written request must include the:
 1. Requestor's name and contact information,
 2. Date of the request, and
 3. Records requested.
- B. Incarcerated individuals may request to inspect their own central file by completing and submitting DOC 05-066 Public Records Request to the facility/local Records Unit.
 1. Incarcerated individuals may submit a request to examine or obtain a copy of information in their health record per DOC 640.020 Health Records Management and is not considered a public records request.
- C. Department employees/contract staff must use personal time and resources to request public records. Use of state time and/or resources may result in disciplinary action.

III. Initial Response to Requests


- A. Within 5 business days of the Department's receipt of a request, the assigned employee will respond to the requestor in writing by:

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1. Producing the requested records to the requestor,
 2. Providing a website hyperlink to the requested records,
 3. Acknowledging receipt of the request and providing a reasonable estimate of when records may be made available, or
 - a. Additional time may be needed for the Department to respond to a request, based on the need to:
 - 1) Clarify any portion of the request while continuing to respond to any portion of the request that is clear,
 - 2) Locate and assemble the requested records,
 - 3) Notify the persons affected by the request,
 - 4) Determine whether any of the responsive records or information contained in the responsive records are exempt from disclosure, or
 - 5) Other Department public records workload.
 4. Denying the request, which must include:
 - a. For pages withheld in their entirety, the page numbers within the responsive records where content was withheld.
 - b. Citation of the statute(s) that allows redaction or withholding of the record, in whole or in part, and
 - 1) For content that is redacted, the black redaction boxes will indicate which exemption was cited.
 - 2) All redactions and withholding will correspond with linking (i.e., language that explains how the exemption applies) and statutory language on DOC 01-008 Agency Denial/Exemption Log.
 - c. How the exemption applies to the information withheld.
- B. The Department is not required to create records in response to a public records request.

IV. Fees

- A. The Department does not charge a fee for inspecting or locating public records.

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1. Except requests by incarcerated individuals to inspect their own central file, the opportunity to inspect is only available at Department Headquarters consistent with WAC 137-08-120.
- B. The assigned employee will notify the requestor of any costs associated with copying and mailing records in paper and electronic format that can be charged to the requestor per RCW 42.56.070.
- C. Responsive records may be provided in installments per RCW 42.56.120(4). Each installment must be paid for or inspected prior to processing the next installment of records.
- D. Payment will be requested in the form of a check or money order and must be received before copies are sent.
 1. Incarcerated individuals may submit DOC 06-075 Request to Transfer Funds to the local facility business office to pay for a public records request.
 2. The sender's name and address must be present and legible on the check or money order.
 - a. Checks or money orders sent on behalf of an incarcerated individual's request must reference the:
 - 1) Individual's full name and DOC number, and
 - 2) Public records request tracking number.
 3. Any refunds will be made to the payor listed on the money order/check.
- E. The Department will administratively close a request if a requestor fails to pay for records within 30 days of the records being made available, or a 10 percent deposit when requested.
- V. Providing Records
 - A. All public records copies and correspondence will be sent through the United States Postal Service, unless the requestor:
 1. Is incarcerated and:
 - a. Designates a non-incarcerated third party to receive the records, or
 - b. Signs for and picks up the individual's own health records at the facility in which the individual is currently housed.

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2. Is not incarcerated and:

- a. Copies are available and provided at the time of inspection,
- b. Records are provided electronically, or
- c. The requestor picks up the records in person.

B. Responses may be provided in electronic format at the Department's discretion if electronic release is possible and prudent given available Department resources.

1. If a file is too large to email to the requestor, it cannot be split into multiple documents or emails to surpass the file size limit.

C. Multiple copies of responsive records are not provided in response to a public records request. If multiple copies are requested, it will be treated as a new public records request.

VI. Documentation


A. Documentation of each public records request will be maintained per the Records Retention Schedule, and will include copies of:

1. The original request and all correspondence between the requestor and anyone in the Department,
 - a. Any supporting documents indicating who was contacted and the response received.
2. Records provided in their original format,
3. Any records redacted or withheld, including the related denial/exemption log, and
4. Any supporting documents indicating who was contacted and the response received.

VII. Notification

A. Per RCW 42.56.540, the Department may notify affected persons that their name appears in, or is the subject of, a record(s) responsive to a public records request and they may seek an injunction to stop the release of some or all identified records.

1. Notification will be made when required by law, contract, or the applicable Collective Bargaining Agreement.

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2. Notification should provide adequate time to seek a protective order per RCW 42.56.540 and should not delay the processing of the request.

VIII. Appeal Process

- A. If the requestor disagrees with how a request is processed, the requestor may appeal to the Department Appeals Officer for review. The appeal will be reviewed and affirmed, or the handling of the request will be reversed with a communication regarding the decision sent to the assigned employee and the requestor.
- B. Appeals will not be considered if submitted 12 months or more after the Department's last response or production of records.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

DOC 01-002 Public Records Search
 DOC 01-008 Agency Denial/Exemption Log
 DOC 05-066 Public Records Request
 DOC 06-075 Request to Transfer Funds



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POLICY

TITLE
**ACCESS TO INFORMATION TECHNOLOGY
SYSTEMS AND DATA FOR INDIVIDUALS**

REVIEW/REVISION HISTORY:

Effective: 12/31/96
 Revised: 11/4/04
 Revised: 4/15/08
 Reviewed: 3/17/09
 Revised: 1/3/11
 Revised: 4/15/11
 Revised: 4/16/20
 Revised: 2/11/22
 Revised: 8/9/23

SUMMARY OF REVISION/REVIEW:

I.A., II.B.2., II.A., III.B., III.D., and III.D.2. - Adjusted language for clarification
 I.B. III.A., and III.D.1. - Added clarifying language
 I.B1. - Removed unnecessary language
 Added I.B.9. that Bluetooth devices must be approved through the IT service request process


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

7/7/23

 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; DOC 280.100 Acceptable Use of Technology; DOC 280.310 Information Technology Access and Security; DOC 280.515 Data Classification and Sharing; Incarcerated Individual Electronic Data File Transfer to Department (DOC) Network Procedures

POLICY:

- I. The Department has established guidelines for individuals under the Department's jurisdiction to access Information Technology (IT) systems or data.

DIRECTIVE:


- I. General Requirements

- A. Individuals will only be granted access to IT systems or data designated for approved uses (e.g., employment, education, work programs, reentry, hearings, kiosks).

1. Individuals will not be given more privilege than is necessary.
2. Access by individuals in Prison will be physically supervised by employees/contract staff assigned to the area where the IT system/data is located.

- B. Unless approved, individuals are prohibited from:

1. Direct or indirect access, either physically or electronically, to IT systems or data, including employee/contract staff workstations.
2. Using media players in Prisons other than in the recreational yard or assigned living unit. Exceptions may be approved by the Superintendent for individuals that do not have access in the living unit.
3. Accessing the internet, portable storage devices, or any system on the State Government Network (SGN) except kiosks.
 - a. In Prisons, Law Librarians may use portable storage devices to transfer legal data for printing.
 - b. In Reentry Centers, individuals may use the internet and portable storage devices not connected to the SGN for job-related purposes only (e.g., resumes, searches, applications).

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4. Connecting media players to any Department IT system, except kiosks designated for media player use.
5. Performing repairs/modifications to any Department IT system/application.
6. Having elevated privileges (e.g., Administrator) or access to groups with elevated access to any Department IT system/application.
7. Personal use of state-owned IT systems.
8. Accessing personally-owned IT systems in Prison.
9. Using Bluetooth devices unless approved through the IT service request process.

II. Reentry Centers


- A. Reentry Centers will assign one Department-owned, nonencrypted portable storage device to each individual for job-related purposes only. Portable storage devices will be maintained by designated employees/contract staff in a secure location and comply with DOC 280.100 Acceptable Use of Technology.
 1. Devices will be clearly marked with the name and DOC number.
 2. Only one device will be assigned per individual.
 3. Devices will be returned to the designated employee/contract staff at the end of the approved time.
- B. The Assistant Secretary for Reentry/designee will establish procedures for the acceptable use, logging, auditing, and monitoring of IT systems/data, including the issuance/control of portable storage devices.

III. System Security

- A. Employees/contract staff/volunteers will follow Department-approved electronic security protocols (e.g., password protection, Department authorized credentials) and ensure necessary physical barriers (e.g., locked offices, boxes, or computer screens) to prevent unauthorized access.
- B. Unless approved in Prisons, IT systems designated for use by individuals will be on closed systems (i.e., internal network) with no external access (e.g., internet, email, electronic bulletin boards) or capability to transfer data through portable storage devices to an external IT system.

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- C. IT systems designated for use by individuals under the Department’s jurisdiction (e.g., kiosk) will only be connected to the SGN when approved by the Superintendent/Reentry Center Manager (RCM) and Chief Information Officer/designee.
 - D. IT systems connected to the Off State Network (OSN)/Local Area Network (LAN)/SGN will only be supported by Department IT employees/contract staff or authorized vendors (e.g., community college IT).
 - 1. IT systems supported by the Department will have an approved, hardened DOC image with group policies to prevent compromise/modification.
 - 2. IT systems supported by authorized vendors will use supported base images, including approved antivirus software and security patches.
 - 3. Employees/contract staff may request for an IT system, including leased systems, to be reimaged through the IT service request process.
 - 4. Vendors requiring physical access to IT systems will be controlled to prevent unauthorized use per DOC 280.310 Information Technology Access and Security.
 - E. In Prisons, the Chief Information Officer/designee may approve employees/contract staff to use Department-owned portable storage devices to transfer data from the OSN to the SGN through the IT service request process.
 - 1. Category 3 and 4 data per DOC 280.515 Data Classification and Sharing and data containing macros/programming code (e.g., spreadsheets, databases) will not be transferred to the SGN.
 - 2. Employees/contract staff transferring data will follow Incarcerated Individual Electronic Data File Transfer to Department (DOC) Network Procedures located on the Department’s internal website.
- IV. Reporting and Compliance Monitoring
- A. If unauthorized/suspicious data is found on IT systems designated for use by individuals under the Department’s jurisdiction, employees/contract staff will notify the Cyber Security Unit through the IT service request process.
 - B. Biannually, Cyber Security Unit employees/contract staff will conduct random searches of IT systems dedicated for use by individuals under the Department’s jurisdiction.

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- C. Every 6 months, Cyber Security Unit employees/contract staff will audit selected facilities to ensure compliance with this policy.
- D. Findings will be reported in writing to the Superintendent/RCM and Chief Information Security Officer, including any unauthorized/suspicious access or data, deficiencies, and action for noncompliance.
 - 1. The Intelligence and Investigations Unit will be notified for unauthorized/suspicious data found on IT systems.
 - 2. Reports will be maintained per the Records Retention Schedule.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Data, Direct Use, Indirect Use, Information Technology System, Local Area Network (LAN), Portable Storage Device, State Government Network (SGN). Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

None