



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
FACILITY/SPANISH MANUAL

REVISION DATE
7/3/24

PAGE NUMBER
1 of 12

NUMBER
DOC 700.000

POLICY

TITLE
WORK PROGRAMS IN PRISONS

REVIEW/REVISION HISTORY:

- Effective: 10/10/06
- Revised: 11/20/07
- Reviewed: 11/10/08
- Revised: 3/1/10
- Revised: 7/27/10
- Revised: 9/1/10
- Revised: 3/7/11
- Revised: 10/17/11
- Revised: 12/19/11
- Revised: 1/1/16
- Revised: 5/24/19
- Revised: 9/3/19
- Revised: 2/2/22
- Revised: 7/3/24

SUMMARY OF REVISION/REVIEW:

Added I.A. that Facilities will be responsible for equipment purchases, maintenance, and replacement for all laundry and food services operations
 Added I.C. that peer-to-peer instruction for work programs must have designated employees, contract staff, and/or volunteers present in the room/area throughout the scheduled callout for each work program
 Added I.D. that if supervision cannot be facilitated, a work program will be cancelled for that period unless containing life-sustaining needs
 I.H., III.D.5.b., and IV.C.5. - Adjusted language for clarification
 Removed I.J. as unnecessary requirement covered by other policy
 Added II.C.4.a. that supervisors will account for individuals working outside the secure perimeter once each hour
 I.H.2. and III.F.3. - Added clarifying language
 Added V.B.4. that the Superintendent will make the final decision for inconclusive determinations for suspensions/terminations


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

6/11/24

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A.030](#); [RCW 51](#); [RCW 72.09](#); [WAC 137-80](#); DOC 100.500 Non-Discrimination for Individuals; DOC 200.000 Trust Accounts for Incarcerated Individuals; DOC 230.500 Vehicle Use; DOC 300.380 Classification and Custody Facility Plan Review; DOC 410.050 Emergency Management Plan (RESTRICTED); DOC 410.360 Escape Preparedness and Response (RESTRICTED); DOC 420.150 Counts (RESTRICTED); DOC 420.310 Searches of Incarcerated Individuals; DOC 420.330 Searches of Vehicles (RESTRICTED); DOC 420.375 Contraband and Evidence Handling (RESTRICTED); DOC 490.800 Prison Rape Elimination Act (PREA) Prevention and Reporting; DOC 610.650 Outpatient Services; DOC 670.000 Communicable Disease, Infection Prevention, and Immunization Program; DOC 700.100 Class III Work Programs; DOC 700.350 Dog and Cat Programs in Prisons; DOC 700.400 Class IV Offsite Work Crew; DOC 710.400 Correctional Industries Work Programs; DOC 780.200 Department of Natural Resources Emergency Response Class IV (RESTRICTED); DOC 850.030 Relationships/Contacts with Individuals; DOC 890.000 Safety Program; DOC 890.130 Job Safety Analysis, Hazard Assessments, and Personal Protective Equipment; DOC 890.170 Outdoor Heat Exposure Plan; DOC 890.620 Emergency Medical Treatment; [U.S. Bureau of Labor Statistics 2018 Standard Occupational Classification System](#)

POLICY:

- I. The Department has established work programs in Prisons as defined per RCW 72.09.100 to provide incarcerated individuals an opportunity to learn job skills and develop good work habits and attitudes.
- II. Any worker in a work program, except within Class III, is eligible to receive industrial insurance benefits per RCW 51 and WAC 137-80.
- III. Work programs are privileges and may be restricted based on risk, behavior, and/or other factors reviewed by multidisciplinary screening committees or Facility Risk Management Teams (FRMTs) per RCW 72.09 and DOC 300.380 Classification and Custody Facility Plan Review.

DIRECTIVE:

- I. General Requirements
 - A. Facilities will be responsible for equipment purchases, maintenance, and replacement for all laundry and food services operations.
 - B. Work program opportunities will be provided in Correctional Industries (CI), facility maintenance, operations, public works, and community projects.

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1. All eligible individuals will be given equal consideration for assignment into a position for which they are qualified. Individuals will not be discriminated against per DOC 100.500 Non-Discrimination for Individuals.

- C. Peer-to-peer instruction for work programs must have designated employees, contract staff, and/or volunteers present in the room/area throughout the scheduled callout for each work program.


- D. When appropriate supervision cannot be facilitated, a work program will be cancelled for that period.
 1. The Shift Commander will ensure coverage is provided for work programs containing life-sustaining needs (e.g., living animal work program).

- E. The advice and assistance of labor, business, community colleges, and industrial organizations will be used to assist work programs in providing skills relevant to the job market.

- F. Descriptions for each position will be established based on the Standard Occupational Classification code per U.S. Bureau of Labor Statistics 2018 Standard Occupational Classification System.

- G. Workers will be compensated for work performed (e.g., monetary compensations, special housing, extra privileges, earned time credits), except per DOC 700.350 Dog and Cat Programs in Prisons.
 1. Similar work program assignments and skills will receive similar compensation. Differences in compensation will be proportionate to differences in the difficulty, responsibility, and qualification requirements of the work within each designated class.
 2. Monetary compensation will be subject to deductions per DOC 200.000 Trust Accounts for Incarcerated Individuals.
 3. Unless specified per an established contract, assignment compensation will be approved by:
 - a. The CI Director for Class I and II.
 - b. The Secretary/designee for Class III and IV.

- H. Work programs will comply with one of the following policies as appropriate:
 1. CI Class I and II per DOC 710.400 Correctional Industries Work Programs

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2. Class III per DOC 700.100 Class III Work Programs or DOC 700.350 Dog and Cat Programs

3. Class IV per DOC 700.400 Class IV Offsite Work Crew and DOC 780.200 Department of Natural Resources Emergency Response Class IV (RESTRICTED)

I. Workers will receive disease/infection prevention training and immunizations per DOC 670.000 Communicable Disease, Infection Prevention, and Immunization Program.

II. General Responsibilities

A. Facilities will develop and maintain a written plan for full-time work program assignments for all individuals in general population, including annual targets for the facility.

1. Reception Diagnostic Centers will only develop and maintain a plan if individuals awaiting transfer to another facility stay beyond 90 days.

B. The Superintendent will:

1. Designate an employee(s) to monitor and coordinate work programs, including offsite (i.e., off facility grounds or outside the secure perimeter) work crews.

2. Designate a CI facility liaison to ensure each CI work program has a ready pool of screened applicants and CI workforce demographics reflect the demographics of the facility population.


3. Be responsible for establishing work hour availability.

a. To the extent possible, schedules will maximize the availability of workers during the workday and minimize interruptions in production. The workday will be similar to the workday in the community.

b. Programming schedules will be considered when establishing work schedules.

C. Work crew supervisors will:


1. Be accountable for the workers under their supervision at all times.

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2. For Class I, II, and IV, be provided a current Post Order and/or Operations Manual, or Essential Job Duties for Department of Natural Resources (DNR) work crews.
 3. Maintain a daily log, including attendance and wellness/injury checks for workers.
 4. Conduct counts per DOC 420.150 Counts (RESTRICTED) and local procedures.
 - a. Work crew supervisors will account for individuals working outside the secure perimeter no less than once each hour.
 5. Set expectations for work performance and behaviors, including correcting/preventing unacceptable behavior and/or poor work performance, when possible.
 6. Document substandard performance before a worker is removed from the work program, unless removed from a CI position during the probationary period.
- D. CI employees will coordinate with the Superintendent of each facility having an industries program(s).

III. Eligibility and Selection

- A. All incarcerated individuals are expected to participate in authorized work, education, and/or other programs ordered by the sentencing court/parole authority or required by statute. Failure to participate in programs may result in administrative action.
 1. The percentage of Life Without Parole (LWOP) workers assigned to CI will be limited to the extent possible and not exceed the percentage of LWOP assigned to general population at the facility.
 - a. The CI General Manager will coordinate with facilities when assigning LWOP workers.
 2. Workers with an Earned Release Date of more than 120 months will not exceed 10 percent of workers assigned in a Class I industry per RCW 72.09.460.
- B. Screening and Referrals

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1. Individuals will be referred for work programs based on local procedures and/or classification reviews per DOC 300.380 Classification and Custody Facility Plan Review.
 2. The case manager will submit work program referrals per the most recent Incoming Transport/Job Screening checklist in the individual's electronic file.
 - a. Screenings will expire 2 years after multidisciplinary FRMT approval.
 - b. The case manager will initiate a new Incoming Transport/Job Screening checklist before the current screening expires.
 3. If a worker engages in behaviors that may impact safety/security, a multidisciplinary FRMT will update any previously approved referrals.
- C. To be eligible for Class I, II, and IV work programs, workers must meet the following requirements. Exceptions must be approved by the Superintendent/designee or higher rank.
1. A minimum of 12 months since disposition of a guilty finding for any Category A violation or drug-related violation.
 2. A minimum of 6 months since disposition of a guilty finding for any other serious violation.
 3. No pending dispositions for a serious violation.
 4. A minimum of 2 years since any escape.
 5. Additional eligibility requirements for CI per DOC 710.400 Correctional Industries Work Programs.
- D. To be eligible for offsite work crews, workers:
1. Must be assigned MI2 or MI1 custody level.
 2. For Class III and IV, with a history of a sexual offense(s) and/or sexual motivation behavior must be approved by the Superintendent.
 3. May not have a disposition of a guilty finding for introduction of contraband or a drug-related violation for a minimum of 1 year.

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4. May not have a felony detainer/warrant or pending Immigration and Customs Enforcement detainer.
5. Sentenced for a violent or serious violent offense may not have:
 - a. Escape history within the past 10 years,
 - b. Violations related to violent behavior within the past year, or
 - c. Potential for victim contact or community ties that may compromise security.


E. Workers will notify their work crew supervisor of all work restrictions/limitations and medications brought to the worksite.

1. A current Health Status Report and/or DOC 13-508 Accommodation Status Report must be in the electronic file indicating the restriction(s)/limitation(s), which will be re-evaluated per the appropriate protocol.


F. Work Program Assignment

1. Assignment to work programs will be limited to:
 - a. 7 years for CI within a specific shop (i.e., Class II) or industry (i.e., Class I).
 - b. 2 years for the same facility program area within Class III and IV positions, except positions approved by the Assistant Secretary for Prisons/designee.
 - 1) The Superintendent/designee may approve an extension(s) not to exceed a total of 2 additional years.
 - c. One year for positions with limited visibility or employee presence, except Class IV positions.
2. Workers who have worked the maximum assignment limits must wait at least 2 years before returning to a position in the same shop/industry or facility program area.
3. DOC 20-235 Work Program Assignment/Change/Termination will be used to assign new workers, change assignments, and suspend/remove workers from assignments.

IV. Offsite Work Crew Security Requirements

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- A. The Superintendent will determine transportation standards (e.g., staffing, vehicle/equipment requirements) for offsite work crews.
 - 1. Transportation standards for DNR work crews are outlined in DOC 780.200 Department of Natural Resources Emergency Response Class IV (RESTRICTED).
 - 2. Escorts will include a properly trained Department employee or screened and approved personnel of the contracting agency.
- B. Work crews will:
 - 1. Be processed in and out of facilities to prevent contraband from leaving or entering the facilities. Searches will be conducted per DOC 420.310 Searches of Incarcerated Individuals and DOC 420.330 Searches of Vehicles (RESTRICTED). Other steps may include:
 - a. Examination of lunch boxes/thermoses,
 - b. Random urinalysis/breathalyzer testing, and/or
 - c. Random/suspicious searches.
 - 2. Return to their sending facility at the end of each workday unless prior arrangements and proper notifications have been made to house the crew at an approved location. Alternate housing should only be used when the project location and duration create a need to do so.
 - a. Overnight absences are not allowed for Class III work crews.
- C. The following information will be maintained for each work crew:
 - 1. Name of work crew supervisor(s)
 - 2. Cell phone number(s)
 - 3. Destination(s) address, agency name(s), and general location(s)
 - 4. Worksite point of contact and phone number, if available
 - 5. Name, DOC number, and photo of each worker
 - 6. Date of trip
 - 7. Estimated time of departure and return
- D. Work crew supervisors will:
 - 1. Complete and maintain DOC 21-666 Offsite Work Crew Daily Log and an informal count sheet. Both will be turned in daily to the shift office or designated location.

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a. Logs for DNR work crews will be completed and maintained per DOC 780.200 Department of Natural Resources Emergency Response Class IV (RESTRICTED).

2. Be provided with:

- a. A cell phone/radio issued by the Department,
- b. Copies of DOC 21-574 Control Card or Gate Card,
- c. Emergency equipment per DOC 230.500 Vehicle Use, and
- d. Other equipment, supplies, and rescue medication(s), as needed.

E. Work crews should only be taken into public places (e.g., stores, restaurants, restrooms) in an emergency or as required per approved assignment.

F. Contraband and/or unscheduled/emergent stops will be documented on DOC 21-917 Incident Report and immediately reported to the Shift Commander/CI General Manager. The work crew supervisor will consult with the Shift Commander/CI General Manager to determine immediate need to return to the facility.

1. Evidence will be handled per DOC 420.375 Contraband and Evidence Handling (RESTRICTED).

G. If an emergency occurs, work crew supervisors will ensure the steps in the initial phases of response are completed per DOC 410.050 Emergency Management Plan (RESTRICTED).


H. If a worker is missing and cannot be accounted for in a timely manner, the work crew supervisor will immediately call 911, and then notify the Shift Commander and, if applicable, the CI General Manager.

1. The Shift Commander will initiate the Escape Response Emergency Checklist per DOC 410.360 Escape Preparedness and Response (RESTRICTED).

I. The Superintendent will designate a supervisor(s) to monitor and conduct security audits, randomly or at the direction of a Department administrator. Security audits will be documented on DOC 21-660 Offsite Work Crew Security Audit.

1. CI audits will be completed by the Work Program Security Manager/designee.

V. Performance Evaluations and Dismissals


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- A. Overall performance and work ethic (e.g., technical skills, behavior) will be evaluated at least annually by the work crew supervisor for each worker in the Program Evaluation section of the electronic file or using DOC 10-121 Performance Evaluation.
 - 1. Evaluations will be completed upon request by employees/contract staff or when there are changes in assignment (e.g., transfer, removal).
 - 2. The evaluation will be discussed with and signed by the worker and work crew supervisor. Evaluations will be maintained in the workers' supervisor file.
 - a. For CI positions, the CI General Manager will ensure a performance evaluation is documented.

- B. Assignment to a work program may be suspended/terminated based on security/disruption concerns resulting from, but not limited to, an alleged violation or pending investigation.
 - 1. A guilty finding for a Category A serious violation or drug-related violation will be grounds for immediate termination.
 - 2. A guilty finding for any other serious violation will be reviewed by a FRMT to determine appropriate actions, including:
 - a. Continued work in the assigned work area
 - b. Transfer to a different work assignment
 - c. Suspension/removal from the work program
 - 3. Removal from mandatory programming may be subject to a loss of earned time and/or programming points.
 - 4. If there is an inconclusive determination regarding a voluntary work program assignment, the Superintendent will make the final decision.

VI. Training

- A. Site-specific safety training and orientation, including the safe use and handling of all tools/equipment, will be provided per DOC 890.000 Safety Program.
 - 1. Training on Personal Protective Equipment will be provided per DOC 890.130 Job Safety Analysis, Hazard Assessments, and Personal Protective Equipment.

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B. Offsite work crew supervisors will be provided the following initial and annual training:

1. Communication and reporting requirements/protocol
2. Count procedures and documentation requirements
3. Tool control and accountability
4. Emergency Response Procedures to include escape
5. Medical/first aid response
6. Manipulation and/or employee compromise
7. Ethics
8. Effective supervision
9. Vehicle use and roadside assistance procedures
10. Outdoor heat exposure per DOC 890.170 Outdoor Heat Exposure Plan
11. Prison Rape Elimination Act (PREA) training per DOC 490.800 Prison Rape Elimination Act (PREA) Prevention and Reporting.
 - a. PREA training must be completed before having contact with workers.


C. Non-Department personnel:

1. Will be provided an initial orientation and annual training, including:
 - a. Counts
 - b. PREA information
 - c. Manipulation and supervision
 - d. Emergency and escape procedures
 - e. A copy of DOC 850.030 Relationships/Contacts with Individuals
2. Must sign DOC 03-443 Non-Department Personnel Acknowledgment for Offsite Work Crews before having contact with workers.

VII. Work-Related Accidents/Injuries

- A. Accidents/injuries will be reported per DOC 890.000 Safety Program. Medical emergencies will be responded to per DOC 890.620 Emergency Medical Treatment.
- B. Workers removed from a worksite must be cleared by Health Services employees/contract staff before returning to work. Ongoing health care services may be provided per DOC 610.650 Outpatient Services.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

- DOC 03-443 Non-Department Personnel Acknowledgment for Offsite Work Crews
- DOC 10-121 Performance Evaluation
- DOC 13-508 Accommodation Status Report
- DOC 20-235 Work Program Assignment/Change/Termination
- DOC 21-574 Control Card
- DOC 21-660 Offsite Work Crew Security Audit
- DOC 21-666 Offsite Work Crew Daily Log
- DOC 21-917 Incident Report



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POLICY

TITLE
CLASS III WORK PROGRAMS

REVIEW/REVISION HISTORY:

- Effective: 5/17/00
- Revised: 7/3/06
- Revised: 7/3/07
- Revised: 8/6/08
- Reviewed: 6/12/09
- Revised: 10/17/11
- Revised: 1/1/16
- Revised: 5/24/19
- Revised: 12/16/21
- Revised: 10/6/23

SUMMARY OF REVISION/REVIEW:

Removed Policy Statement II. as covered by other policy content
IV.A. - Adjusted monthly compensation limit
IV.A.1. and IV.B. - Added clarifying language


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

9/22/23

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 72.09](#); [WAC 137-80](#); DOC 220.010 Contracts; DOC 670.000 Communicable Disease, Infection Prevention, and Immunization Program; DOC 700.000 Work Programs in Prisons; [26 USC 501\(c\)\(3\) & \(4\)](#)

POLICY:

- I. The Department will operate Class III work programs to provide basic work training and experience for work within Correctional Industries (CI) and the community.

DIRECTIVE:

- I. General Requirements
 - A. Workers will be referred for work programs per DOC 700.000 Work Programs in Prisons.
 - B. Priority will be given to filling vacant facility support positions that are vital to facility operations.
 - 1. If a worker is suspended due to a reduction in work, an equivalent position will be offered when work becomes available.
 - C. Workers will only be assigned to more than the equivalent of one full-time position when there are more positions than workers.
 - D. Workers will receive disease/infection prevention training and immunizations per DOC 670.000 Communicable Disease, Infection Prevention, and Immunization Program.
 - E. Contracts are only required for work programs providing services to a public-benefit nonprofit organization, registered and authorized by the Internal Revenue Service (IRS) as either a 501(c)(3) charitable organization or 501(c)(4) social welfare organization.
 - 1. Contracts will be established and maintained per DOC 220.010 Contracts.
- II. Program Classification
 - A. Facilities will use site specific program descriptions for work assignments. Program descriptions require Correctional Program Manager approval and will be maintained at the facility and available for worker access.

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- B. Levels within each program (e.g., Clerk 1, Clerk 2, Clerk 3) may be developed, but are not required.

III. Health Care Assignment

- A. Workers, under employee/contract staff supervision, may perform duties related to health services consistent with their level of training, including:
 - 1. Peer support and education.
 - 2. Assisting impaired incarcerated individuals on a one-on-one basis with activities of daily living (e.g., access assistant).
 - 3. Serving as a companion or buddy, if qualified and trained through a formal program that is part of end-of-life care or a suicide prevention plan.
 - 4. Operating diagnostic or therapeutic equipment.
 - a. Workers must be under direct supervision by specially trained employees/contract staff in a vocational training program.
- B. Workers will not be used to provide the following duties:
 - 1. Performing direct patient care services
 - 2. Scheduling health care appointments
 - 3. Determining access of patients to health care services
 - 4. Handling or having access to surgical instruments, syringes, needles, medications, or health records

IV. Compensation

- A. Workers will only be compensated for hours worked. Compensation must be supported within facility budgeted funds and will not exceed \$40 per week.
 - 1. Compensation for workers assigned to blood/body fluid or potentially infectious material cleanup may exceed the weekly allowance but will not exceed \$2.40 for each cleanup.
- B. Exceptions to compensation, including flat rate compensation assignments, require written, advance approval from the appropriate Assistant Secretary for Prisons/designee.

DEFINITIONS:



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CLASS III WORK PROGRAMS

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 700.130

POLICY

TITLE
ELECTRICAL CONSTRUCTION AND MAINTENANCE

REVIEW/REVISION HISTORY:

Effective: 2/11/04
Revised: 9/27/07
Revised: 7/17/09
Revised: 8/1/14
Revised: 5/24/19
Revised: 10/31/23

SUMMARY OF REVISION/REVIEW:

Policy Statement I. and Directive IV.A.3. - Adjusted language for clarification
II.B., and III.C. - Added clarifying language


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

10/3/23

Date Signed

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	<p>TITLE ELECTRICAL CONSTRUCTION AND MAINTENANCE</p>		

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 19.28](#); [RCW 49.17](#); [WAC 296-45](#); [WAC 296-46B](#); DOC 700.100 Class III Work Programs; DOC 890.140 Electrical Safety

POLICY:

- I. The Department will ensure that all electrical work performed by employees and work crews is conducted in compliance with applicable local, state, and federal laws, regulations, and procedures governing electrical installation, maintenance, licensing, inspection, and safety.
- II. Electrical construction and maintenance work programs in Prisons will be considered Class III work programs per DOC 700.100 Class III Work Programs.

DIRECTIVE:

- I. General Requirements
 - A. Labor and Industries (L&I) certified electricians/trainees and qualified persons performing electrical work will comply with DOC 890.140 Electrical Safety.
 1. Work crews will be L&I certified electricians/trainees and only perform electrical work at Department-owned or leased facilities and offices per applicable contracts/agreements.
- II. General Responsibilities
 - A. The Electrical Administrator will be responsible for statewide oversight of electrical compliance, maintenance, and administration of work crew training.
 - B. Facility/Plant Managers will ensure electrical work is supervised by an electrical supervisor, who is an L&I certified electrician.
- III. Electrical Work
 - A. While performing electrical work, the ratio of L&I certified electrician employees to trainees will be:
 1. 1:1 for new construction/installation, and
 2. 1:2 for maintenance/specialty work.
 - B. The following work is not regulated by L&I and may be performed without L&I certification:



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1. Changing light fixture lamps, excluding ballasts
 2. Transporting ladders and electrical parts/equipment
 3. Inventories of electrical parts/equipment
 4. Cleaning up in electrical shops, and
 5. Maintenance work on portable, plug-in appliances performed in an appliance maintenance repair shop.
 - a. An L&I certified electrician employee will verify that the repaired appliance meets the manufacturer's specifications and poses no electrical hazard before the appliance is returned to service.
- C. Work crews must be under direct supervision of an L&I certified electrician employee at least 75 percent of their working hours. The L&I certified electrician employee must be onsite to provide instruction and assistance during the other 25 percent of their working hours.
1. An electrical supervisor may assign more than 2 trainees to perform work not regulated by L&I, provided the required ratio of L&I certified electrician employees to trainees is maintained while performing electrical work.

IV. Fees and Training Costs

- A. Facilities will pay the cost for L&I training certificates and certificate renewals.
 1. For workers entering Prison with a valid electrical certificate of competency, the facility's operating budget will be used to cover the following costs:
 - a. L&I fee for certified electrician certificate renewals, and
 - b. Continuing Education Unit training for recertification.
 2. Workers with a valid electrical certificate will be assigned to work in the electrical shop when possible.
 3. Facilities are not obligated to pay fees if the worker does not work, refuses to work, or is removed from programming in the electrical shop.
- B. Facilities may provide basic electrical classroom training for trainee recertification.
- C. All L&I documents will be routed through the Electrical Administrator.

DEFINITIONS:



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DOC 700.130

POLICY

TITLE
ELECTRICAL CONSTRUCTION AND MAINTENANCE

The following words/terms are important to this policy and defined in the glossary section of the Policy Manual: Labor and Industries (L&I) Certified Electricians and Qualified Persons. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

None



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9/10/21

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DOC 700.350

POLICY

TITLE
DOG AND CAT PROGRAMS IN PRISONS

REVIEW/REVISION HISTORY:

Effective: 7/1/14
Revised: 1/1/16
Revised: 9/10/21

SUMMARY OF REVISION/REVIEW:

Major changes to include updating terminology, removing content covered by contract with partner organizations, and a reorganization of information. Read carefully!

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

8/6/21

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 72.09.100](#); [WAC 137-80](#); DOC 150.100 Public Information; DOC 150.150 Visits and Tours of Department Facilities and Offices; DOC 460.000 Disciplinary Process for Prisons; DOC 490.100 Incarcerated Volunteers; DOC 530.100 Volunteer Program; DOC 700.100 Class III Work Programs; DOC 850.025 Outside Employment/Volunteer Activities; DOC 890.000 Safety Program

POLICY:

- I. The Department has established dog and cat programs to provide education and training opportunities for incarcerated individuals to facilitate successful return to the community while improving behavior and a sense of responsibility.
- II. Programs will focus on:
 - A. Socialization and basic training for dogs or cats to increase adoptability, or
 - B. Therapy and/or service training for dogs to provide assistance for program clients.

DIRECTIVE:

- I. General Requirements
 - A. In coordination with the Canine Program Manager, each Superintendent may establish a dog and/or cat program and determine if positions are compensated or voluntary per DOC 490.100 Incarcerated Volunteers or DOC 700.100 Class III Work Programs.
 1. The Superintendent will designate a Program Coordinator responsible for day-to-day program operations at the facility.
 - B. Dog/cat programs will be operated by a partner organization that is a public benefit non-profit organization (e.g., local/county shelter facilities) with experience in dog/cat training, care, and adoption.
 1. Each facility will have a written contract in place with the partner organization. The Program Coordinator will work with Contracts and Legal Affairs to review the contract content and establish the scope of work.
 2. All dogs and cats entering the program will be the property and responsibility of the partner organization.
 3. The Department will not be liable for any injury to the dog/cat while on facility grounds.

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- C. Partner organization personnel, including facility employees volunteering onsite with the program, will be screened per DOC 530.100 Volunteer Program.
 - 1. Facility employees who volunteer off-site with the program’s partner organization must report their service per DOC 850.025 Outside Employment/Volunteer Activities.
 - 2. To avoid conflict of interest and Fair Labor Standards Act issues, the Program Coordinator will not serve as a volunteer for the partner organization.
- D. Department employees will not use state time and/or resources to provide volunteer services or support to the partner organization (e.g., training of dogs/ cats, creating/revising announcements or advertising, maintaining online sites or social media, conducting fundraisers), except when required as part of official duties.
- E. Facility employees, contract staff, volunteers, and incarcerated individuals must request permission to touch any dog or cat from the assigned individual managing the animal.
- F. Any program-related interviews, photographs, and/or audio/video recording of Department employees or incarcerated individuals will be coordinated with the facility’s Public Information Officer and will comply with DOC 150.100 Public Information.
- G. The Superintendent, Program Coordinator, and partner organization trainer may approve, deny, and/or remove any dog or cat entering/participating in the program.
- H. Incarcerated individuals participating in the program are required to comply with the partner organization and any facility program rules.
- I. Program dogs and cats will not reside permanently within any facility.

II. Responsibilities

- A. The Canine Program Manager will oversee dog and cat programs, and:
 - 1. Review program contracts prior to finalization.
 - 2. Assist with the planning and implementation of programs and act as a resource to partner organization personnel.
 - 3. Conduct facility visits to observe the programs as needed.

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4. Review allegations of mistreatment of program dogs/cats.
5. Meet quarterly with Program Coordinators to identify program needs, discuss barriers, and ensure compliance with program requirements.

B. The Program Coordinator will:

1. Ensure compliance with policy and facility procedures.
2. Coordinate with the Canine Program Manager and the program's partner organization for program development, implementation, operation, training, and program schedules/activities.
3. Coordinate with the partner organization to develop and maintain training materials for incarcerated participants.
4. Maintain safety and security procedures governing incarcerated participants and program dogs/cats.

III. Eligibility, Application, and Screening

- A. Incarcerated individuals who have documented abuse toward an animal will not be eligible to participate in a dog/cat program.
- B. Incarcerated individuals may apply to participate in a dog/cat program by completing the facility's program application.
- C. A review must be conducted for all participants by a multidisciplinary Facility Risk Management Team and will include a representative from mental health to screen applicants for suitability.

IV. Dog/Cat Care and Hygiene


- A. Each facility that has a dog/cat program will establish procedures for the care and hygiene of dogs/cats, which will include:
 1. Guidelines for housing/care
 2. Feeding and food storage
 3. Medication
 4. Grooming and bathing
 5. Laundry procedures
 6. Designating exercise, training, and break areas
 7. Equipment and supply accountability
 8. Disposal of dog/cat waste

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- B. All socialization and basic training dogs and cats will be housed one dog or cat per cell or room except for puppies/kittens under 3 months of age, who may be housed together.
- C. The cell/room where a dog or cat is housed will be clearly identified and caution should be used when entering.
- D. Incoming dogs/cats will be provided with a crate to ensure their safety and limit damage during the incarcerated participant's sleep hours. Crates for all other dogs/cats should be available on an as needed basis.
 - 1. Cats must be provided with a crate to facilitate transport as needed or in the event of an emergency.

V. Observed or Alleged Mistreatment

- A. In the event of observed or alleged mistreatment of a dog/cat:
 - 1. Appropriate notifications and reports will be completed to include DOC 21-917 Incident Report and a report in the Incident Management Reporting System (IMRS).
 - a. The reports will be forwarded to the Canine Program Manager for review.
 - 2. The dog/cat may be removed from the incarcerated participant's care for examination by partner organization staff/volunteers to determine the animal's physical injury and mental stress.
 - a. Based on the results of the examination, the dog/cat will be transported for treatment or reassigned to another participant's care pending the outcome of an investigation.
 - 3. A facility employee not involved in the program will be assigned to investigate.
 - a. If the investigator concludes that the complaint was unsubstantiated or unfounded, the participant may be reinstated into the program and the dog/cat returned to the participant's care.
 - b. If the investigator concludes that misconduct occurred, the participant will be:
 - 1) Immediately terminated from the program and removed from the cell/room where the animal is housed,

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- 2) Restricted from participating in any Department dog/cat program, and
- 3) Subject to infraction per DOC 460.000 Disciplinary Process for Prisons and referral for prosecution when appropriate.

VI. Damage or Injury Caused by a Dog/Cat

- A. Incarcerated participants will be responsible for all personal property within their living areas.
- B. If a dog/cat damages state-owned property, the state will assume the cost of replacement or repair.
 1. Restitution for damage resulting from negligence by an incarcerated participant may be sought through the disciplinary process.
- C. All injuries caused by a dog/cat will be reported per DOC 890.000 Safety Program and all appropriate notifications and reports will be completed to include submitting DOC 21-917 Incident Report and a report in IMRS.
 1. Injured incarcerated individuals will seek medical attention through Health Services.
 2. Injured employees and program staff/volunteers may seek medical care through their health care provider.
 3. In the event of a dog/cat bite, the Program Coordinator will file any necessary reports with city/county authorities, notify the Canine Program Manager, and an employee will be assigned to investigate the incident.
 - a. While under investigation, the animal will be removed from the facility.
 - b. The investigation will be conducted by an employee that is not involved in the program.
 - c. The Program Coordinator will notify the Canine Program Manager of the outcome.
 - d. Based on the findings, the dog/cat may be returned to the program.

VII. Emergency Procedures

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- A. The Program Coordinator will ensure that an emergency contact list is current and easily accessible to include:
 - 1. Emergency and/or afterhours veterinary service phone number, address, and directions, and
 - 2. Contact information for the Program Coordinator/designee and partner organization personnel.
- B. Each program will develop written emergency procedures to address:
 - 1. Injury to any individual by a dog/cat,
 - 2. Health-related emergencies involving a dog/cat,
 - 3. Temporary removal of a dog/cat(s) from a unit, and
 - 4. A full evacuation of all dogs/cats from the facility.

VIII. Adoption/Final Placement

- A. All adoption materials will list the partner organization as the official contact and will not include Department phone numbers or email addresses.
- B. The adoption of dogs/cats will not take place within the secure perimeter of the facility unless the following requirements are met:
 - 1. The partner organization obtains written approval in advance from the Superintendent through the Program Coordinator.
 - 2. New owners and other guests entering the facility must be processed per DOC 150.150 Visits and Tours of Department Facilities and Offices.
 - 3. Program staff/volunteers must be onsite to complete paperwork, hand off the dog/cat, and manage the transfer.
 - 4. Adopted dogs and cats must remain under adult control at all times.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

DOC 21-917 Incident Report



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POLICY

TITLE
**CORRECTIONAL INDUSTRIES
WORK PROGRAMS**

REVIEW/REVISION HISTORY:

- Effective: 5/26/00
- Revised: 3/31/05
- Revised: 10/2/06
- Revised: 10/30/07
- Revised: 7/19/10
- Revised: 10/17/11
- Revised: 12/1/14
- Revised: 1/1/16
- Revised: 5/24/19
- Revised: 10/6/23

SUMMARY OF REVISION/REVIEW:

Major changes to include updated compensations rates. Read carefully!


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

9/22/23

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 72.09](#); [WAC 137-80](#); [WAC 296-307](#); [WAC 296-901](#); DOC 700.000 Work Programs in Prisons; DOC 890.095 Asbestos Program; [18 USC 1761](#); [U.S. Bureau of Labor Statistics 2018 Standard Occupational Classification System](#)

POLICY:

- I. The Department has established procedures to balance the needs of industry operations, security interests of the facilities, and work programming needs by using a comprehensive, fair system that supports production and operating needs.
- II. Selection procedures and security requirements have been established to authorize eligible workers to temporarily leave the facility grounds, under supervision, to participate in approved work projects.
- III. Correctional Industries (CI) work programs are voluntary per RCW 72.09.100.
 - A. Class I work programs are operated and managed by private sector industries, contracted through CI. Security supervision is provided by the Department.
 - B. Class II work programs are operated and managed by CI, designed primarily to reduce the costs for goods and services for tax-supported agencies and non-profit organizations.

DIRECTIVE:

- I. General Requirements
 - A. The CI Assistant Director will conduct a business impact threshold analysis prior to establishing a Class I contract to ensure the proposed work program will not compete unfairly with any Washington business per RCW 72.09.115.
 - B. Descriptions for each position will be established using DOC 10-102 Correctional Industries Work Program Position Description based on the Standard Occupational Classification (SOC) code per U.S. Bureau of Labor Statistics 2018 Standard Occupational Classification System.
 1. The SOC code will be used to determine the Job Zone training period and the Return on Training Investment (RTI).
 - a. RTI holds may be overridden by the Assistant Secretary for Reentry. Workers with an RTI hold will be transferred only as a last resort.

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2. New CI positions will be approved by the CI Workforce Development Manager.
3. Class II positions will be established based on the industry's need to ensure efficiency.
 - a. Except for positions with a Job Zone Rating of 3 or higher, Level 4 positions will be limited to no more than 25% of the total number of budgeted positions within a specific shop/industry.

II. Responsibilities

- A. CI will be responsible for insurance premiums, general liability, and workers' compensation.
- B. The CI General Manager will maintain a list of job shop schedules to include position titles, SOC codes, compensation levels, and desired education and skills. The list will be updated as needed and forwarded to the:
 1. Case manager/designee to make available to workers, and
 2. Appropriate CI Assistant Director annually during the development of the budget forecast.
- C. The case manager/designee will:
 1. Work closely with CI during assignment and at each review to ensure the worker has sufficient time for the RTI to be completed.
 2. Inform the CI General Manager before a worker is transferred to a different facility/level of custody.
- D. Workers will complete DOC 10-031 Correctional Industries Application for Work Programs to express voluntary interest in CI work programs.
 1. The case manager will complete DOC 10-114 Correctional Industries Work Program Recommendation Referral when the application is received.
- E. Workers will give 2 weeks written notice to their case manager and work crew supervisor when voluntarily leaving a work program. Work crew supervisors may waive the notice and accept an immediate resignation.

III. Eligibility


- A. Workers will:

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1. Meet eligibility requirements per DOC 700.000 Work Programs in Prisons.
 - a. Exceptions must be approved by the CI General Manager/designee and submitted to the Superintendent/designee or higher rank.
 2. Meet minimum requirements set by the shop/industry and documented on DOC 10-102 Correctional Industries Work Program Position Description.
 3. Have received or be enrolled in a high school diploma, General Educational Development or equivalent certificate when applying for a CI work program.
 - a. Exceptions must be approved by the CI General Manager and their assigned Assistant Director.
- B. For Class II Level 3 positions, workers must have completed or be enrolled in Makin' It Work.
- C. Additional requirements for Class II Level 4 positions:
1. Must be in a Class II Level 3 position and possess either a vocational certificate relevant to the current position or a CI Certificate of Proficiency in the same SOC code/job class.
 2. Must be nominated by their work crew supervisor and approved by the CI General Manager/designee.
 3. Must have completed or be enrolled in Makin' It Work.
 - a. Workers who are enrolled must attend the next available class to maintain a Level 4 position.
 - b. Exceptions may be granted by the CI Workforce Development Manager, with the CI General Manager's approval, due to availability and timing of the class.

IV. Selection

- A. A fair and inclusive selection process will be established for each CI work program, including:
 1. The screening and assessment process.
 2. To the extent possible, maintaining workforce diversity in line with the facility's population.

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3. Documentation of interviews and selections on DOC 10-113 Correctional Industries Interview Results.

4. For workers on an approved waiting list, priority may be given for previous CI experience.


B. Workers selected to work in Class I work programs should currently be working in a Class II position, if applicable. Workers in Level 3 and Level 4 Class II positions will be given priority for Class I work programs.

V. Offsite Work Crews

A. The CI Director will designate an employee to coordinate the management of all offsite (i.e., off facility grounds) work crew projects.

B. Projects will not include the following activities:

1. The use of a respirator, unless under direct supervision of an appointed Respirator Program Administrator.
2. Explosives, including fireworks.
3. Exposure to X-ray or radioactive isotopes.
4. Performing electrical work on energized lines/wires, or within 10 feet of an exposed and energized line.
5. Demolition, construction, or installation projects where known/suspected asbestos exists, unless the proposed project has been reviewed and approved by a designated competent person per DOC 890.095 Asbestos Program.
6. The use of hazardous chemicals (e.g., pesticides, herbicides) unless the private sector industry has certified to the Department they are compliant with WAC 296-307 and WAC 296-901.
7. Work at any location where there is known/suspected hazardous materials or environmental hazards determined by the work crew supervisor in collaboration with the CI Safety Manager.
8. Logging or timbering activities unless the project has been authorized by the CI General Manager/designee and is supervised and managed by CI.

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- C. The Superintendent will consult with the CI Director/designee before approving escorts, which will include an employee who has successfully completed Correctional Worker Core and CI offsite orientation/training.
- D. The CI General Manager/designee will ensure qualified employees/contract staff are provided to:
 - 1. Oversee, coordinate, and supervise the project until completed.
 - 2. Assign workers to complete the project and provide clear direction, expectations, and the scope/description of work.
 - 3. Provide the necessary equipment, tools, and Personal Protective Equipment required to complete the project.
- E. Work crew supervisors will:
 - 1. Complete and maintain DOC 21-666 Offsite Work Crew Daily Log and an informal count sheet. A copy will be turned in daily to the CI General Manager/designee and forwarded to the shift office or designated location.
 - 2. Ensure local procedures (e.g., pick-up/drop times, notifications/callouts, meals) are followed while housing a work crew at an away facility.
 - 3. Provide an initial CI Orientation/New Hire Packet to each worker that includes a site-specific behavior agreement, workplace allowable items list, and all required forms. Forms must be read and signed before beginning any project/assignment.
 - 4. Be provided a CI Offsite Crew Operations Manual, which will be reviewed/ revised annually by the Work Program Security Manager and maintained on the CI SharePoint site.
 - a. The manual acknowledgement sheet will be signed monthly to indicate the work crew supervisor has read and understands the responsibilities and duties listed in the manual.
- F. Offsite work crews will:
 - 1. Comply with the security requirements identified in DOC 700.000 Work Programs in Prisons.
 - 2. Be supervised by a work crew supervisor as follows:
 - a. A Correctional Officer will be assigned for Class I projects.



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- b. A CI work crew supervisor will be assigned for Class II projects.
- 3. Remain in visual or auditory contact of the work crew supervisor.
 - a. Exceptions for Class I projects and Class II Service and Delivery Division may be authorized by the Work Program Security Manager and will be documented on DOC 21-666 Offsite Work Crew Daily Log.
- G. Work crews will only be taken into public places (e.g., stores, restaurants, restrooms) per 700.000 Work Programs in Prison unless allowed per the CI Offsite Crew Operations Manual.

VI. Compensation

- A. Workers will only be compensated for hours worked or in CI sponsored training.
 - 1. Class I workers will be compensated for time spent in approved training as required by the private sector industry contract/CI General Manager.
 - a. Workforce development initiatives (e.g., Makin' It Work, mock interview preparation, community connections) will be compensated at the Class II Level 4 rate.
 - 2. Class II workers will be compensated for time spent in mandatory training required by the CI Workforce Development Manager or in approved workforce development initiatives.
 - 3. Workers will be compensated at the rate of time and one half for all work performed and mandatory training in excess of the 40 hour work week.
- B. Compensation rates for Class I work programs will be determined per the private sector industry contract, established by the Employment Security Department (ESD), and approved by the CI Director per RCW 72.09.100 and RCW 72.09.115.
 - 1. Class I compensation rates may not be reduced below the rates established by the ESD.
- C. Rates for Class II work programs are hourly as follows:

- 1. Range 1

Level	Compensation Rate
4	\$1.85

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3	\$1.50
2	\$1.20
1	\$1.00
Probation	\$0.80


2. Range 2 (i.e., offsite work crews)

Level	Compensation Rate
4	\$2.85
3	\$2.25
2	\$2.00
1	\$1.50
Probation	\$1.25

3. Compensation for braille transcribers will be determined per the appropriate established contract.
4. New workers must serve at least a full month in the probationary period at the probation compensation rate.
5. After completing the probationary period, workers may be promoted to a higher skill level determined by their work crew supervisor, if the higher level of compensation is available per the approved job shop schedule.
 - a. The work crew supervisor will request the promotion using the Performance Evaluation in the electronic file or on DOC 10-121 Performance Evaluation.
 - b. Promotions require the CI General Manager's approval.
6. Workers will not be compensated if operations are closed/delayed for any reason.

VII. Suspensions and Terminations

- A. Assignment to a CI work program may be suspended/terminated per DOC 700.000 Work Programs in Prisons.
 1. The CI General Manager's approval is required for temporary suspension.
- B. A worker's CI assignment can be terminated for any reason during their probationary period with the approval of the CI General Manager and may not be considered a disciplinary action.

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- C. The CI General Manager must approve a new CI assignment/referral for workers who have their participation in a CI program terminated.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

- DOC 10-031 Correctional Industries Application for Work Programs
- DOC 10-102 Correctional Industries Work Program Position Description
- DOC 10-113 Correctional Industries Interview Results
- DOC 10-114 Correctional Industries Work Program Recommendation Referral
- DOC 10-121 Performance Evaluation
- DOC 21-666 Offsite Work Crew Daily Log



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NUMBER
DOC 790.100

POLICY

TITLE
WORK ETHIC PROGRAM

REVIEW/REVISION HISTORY:

- Effective: 9/1/94
- Revised: 12/1/95
- Revised: 4/15/96
- Revised: 6/15/00
- Revised: 9/12/07
- Revised: 12/26/08
- Revised: 6/14/10
- Revised: 1/24/22

SUMMARY OF REVISION/REVIEW:

Updated terminology throughout
Policy Statement I. - Added clarifying language


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

1/11/22

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A.690](#); [RCW 9A.28](#); [RCW 69.50](#); DOC 300.380 Classification and Custody Facility Plan Review; DOC 350.100 Earned Release Time; DOC 350.200 Transition and Release; DOC 460.050 Disciplinary Sanctions

POLICY:

- I. The Department will provide a Work Ethic Program designed to reduce recidivism and lower the cost of corrections in compliance with Revised Code of Washington (RCW). The Work Ethic Program is a highly structured alternative to traditional Prison that requires individuals to complete a comprehensive array of real world job and vocational experiences, character building work ethic training, life management skills development, substance abuse rehabilitation, counseling, and education.

DIRECTIVE:

- I. Program Description
 - A. The individual is actively involved in intensive programming up to 16 hours a day, 7 days a week. The Superintendents at Coyote Ridge Corrections Center (CRCC) and Washington Corrections Center for Women (WCCW) will publish handbooks that clearly define mandatory behavioral expectations, work and program requirements, general rules, minimum standards, and facility operations.
- II. Eligibility
 - A. An individual is eligible for placement in the Work Ethic Program if the sentencing judge recommends it on the Judgment and Sentence and the individual meets the following criteria:
 1. Is sentenced to a term of total confinement of not less than 12 months and one day or more than 36 months,
 2. Has no current or prior conviction, including juvenile, for any sex or violent offense,
 3. Is not currently subject to a sentence for, or being prosecuted for, a violation of felony driving while under the influence of intoxicating liquor or any drug, a violation of physical control of a vehicle while under the influence of intoxicating liquor or any drug, a violation of the uniform controlled substances act, or a criminal solicitation to commit such a violation under RCW 9A.28 or RCW 69.50,

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4. Has neither completed nor been terminated from the Work Ethic Program during a previous incarceration,
5. Is not currently subject to a sentence for, or being prosecuted for, any drug offenses or criminal solicitation to commit a drug offense, and
6. Is not subject to a deportation detainer or order.

III. Placement


- A. The Department will place eligible individuals in the Work Ethic Program, subject to capacity, unless they have:
 1. Physical or mental impairments that would prevent participation in and/or completion of the Work Ethic Program,
 2. Refused to agree to the terms and conditions of the Work Ethic Program, or
 3. A concurrent or consecutive sentence that has an Earned Release Date exceeding the projected Work Ethic Program transition date.
- B. Work Ethic Program participants must have minimum custody (i.e., MI2 or MI1) prior to entry into the program and must maintain minimum custody throughout placement in the program. Individuals who do not score minimum custody will be considered for possible overrides to minimum custody. Individuals not receiving an override will be placed on a deferred status and will be reconsidered for placement once they earn minimum custody.

IV. Waiting List

- A. Individuals meeting both the eligibility and placement criteria for the Work Ethic Program will be placed on a waiting list. Individuals in a deferred status will also be placed on the waiting list. Individuals will be admitted to and moved through the Work Ethic Program in groups. The waiting list will be used for making assignments to groups.

V. Duration

- A. Individuals will participate in the Work Ethic Program for at least 120 days but not more than 180 days from the date of transfer into the program.
 1. During the last 2 weeks of the placement in the Work Ethic Program, the individual will receive transitional training, including instructions regarding requirements and obligations to be met during community custody.

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- B. Individuals who successfully complete the facility portion of the program will be transferred to the community, or a Reentry Center if necessary, and the Work Ethic Program will continue while the individual is on community custody.

VI. Converted Time

- A. For crimes committed before July 25, 1999:
 - 1. At the time of an individual's Work Ethic Program transition, the Department will convert each day the individual was a Work Ethic Program participant to the equivalent of 3 days of standard total confinement.
 - a. In the event a Work Ethic Program individual does not have sufficient days remaining on the sentence to allow a full one-to-three conversion of time, all remaining time will be converted.
 - 2. Work Ethic Program individuals will receive credit off their maximum term for pre-admission jail time.
 - 3. Work Ethic Program graduates will be awarded day-for-day credit toward their maximum term for days served during Department incarceration while not in the Work Ethic Program.
- B. For crimes committed on or after July 25, 1999, earned time will be awarded consistent with DOC 350.100 Earned Release Time.
- C. Individuals who voluntarily leave or are involuntarily terminated from the Work Ethic Program will be eligible to earn good conduct time and earned time consistent with DOC 350.100 Earned Release Time for the remainder of their incarceration.

VII. Withdrawal/Termination

- A. Individuals may voluntarily withdraw from the Work Ethic Program.
- B. Individuals may be terminated for the following reasons:
 - 1. Classification to medium, close, or maximum custody for behavioral reasons, unless granted an override per DOC 300.380 Classification and Custody Facility Plan Review,
 - 2. Development of physical or mental impairments which prevent individuals from completing required tasks, or

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3. Failure to follow the rules outlined in the handbook, Department policies and Work Ethic Program rules, or state and federal laws.

C. Individuals will be terminated for a new conviction or felony detainer that violates the eligibility or placement criteria for Work Ethic Program.

D. Individuals who are terminated from the Work Ethic Program may appeal, in writing, to the program facility Superintendent within 30 days of termination. The Superintendent should respond within 30 days of receipt of the appeal.

VIII. Violations of Community Supervision

A. Work Ethic Program individuals under community supervision will be managed per DOC 350.200 Transition and Release.

B. Work Ethic Program individuals violating condition(s) of supervision will be sanctioned per DOC 460.050 Disciplinary Sanctions. These individuals may be sanctioned to total or partial confinement at a Department facility. The Hearing Officer may sanction the individual to complete programming and impose a period of confinement up to the balance of the individual's remaining time of confinement. The Hearing Officer will also assign custody and recommend a placement to the Chief of Classification or designee per DOC 300.380 Classification and Custody Facility Plan Review.


1. Work Ethic Program individuals serving a violation sanction will remain under the jurisdiction of community corrections while serving a sanction in either total or partial confinement.

C. If a Work Ethic Program individual commits a serious infraction(s) while serving a sanction, the facility Hearing Officer will conduct a disciplinary hearing to address the infraction(s). If the individual is found guilty, the Hearing Officer may impose any appropriate sanction other than loss of good conduct time.

1. Following a finding of guilt, a Community Corrections Hearing Officer will be contacted to address the infractions as violations of the individual's Work Ethic Program status. Violation sanctions will be imposed as appropriate.

D. If a Work Ethic Program individual escapes from total or partial confinement while serving a sanction, the individual will be immediately terminated from the facility status and returned to the caseload of the supervising Field case manager.

1. The case manager will process the individual's escape/abscond.

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2. If the Community Corrections Hearing Officer terminates the individual's Work Ethic Program status, any subsequent infractions or escapes will be processed in the same manner as they would for any other confined individual.

IX. Post-Program Supervision

- A. Work Ethic Program individuals with time remaining on their sentences will routinely transfer directly from the Work Ethic Program to community custody consistent with DOC 350.200 Transition and Release. In the event an acceptable release plan is not available, an individual may be released to a Reentry Center for housing. The individual will remain in a Reentry Center only until a job and/or residence is secured and transition is approved by the assigned case manager. The Reentry Specialist may assist the case manager.
 1. Work Ethic Program individuals temporarily housed in a Reentry Center will be on residential status and subject to community custody disciplinary procedures. As a condition of residence, Work Ethic Program individuals will be expected to comply with all Reentry Center rules.
 2. While in a Reentry Center, the Reentry Center case manager is the primary officer. The Reentry Center case manager and Field case manager will coordinate release plans. A release plan is not required for the release plan transitioning the individual from a Reentry Center to the Field. Once the release plan is secured, the individual will be transitioned to the approved plan.
 3. Work Ethic Program individuals terminated from a Reentry Center will be returned to the Prison where they were last housed. The Facility Risk Management Team will determine the individual's status in the Work Ethic Program.
- B. All Department policies and procedures related to community custody will apply to Work Ethic Program individuals on community custody.
- C. Work Ethic Program individuals with community placement sentences who have less than one year remaining on their sentence at the time of transfer to community custody will be transferred to post-release supervision at their adjusted maximum sentence date, except for crimes committed on or after July 25, 1999. In those cases, transfer to post-release supervision will be on their maximum date.
- D. Work Ethic Program individuals without community placement who have time remaining on their sentence at transition will transfer to community custody.



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- E. Individuals without community placement sentences who have no time remaining on their sentence at transition will be discharged.
- F. Work Ethic Program individuals will be required to continue with an Individual Behavioral Management Plan while under community supervision.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None