



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
OFFENDER MANUAL

REVISION DATE
1/19/15

PAGE NUMBER
1 of 6

NUMBER
DOC 500.100

POLICY

TITLE
CORRESPONDENCE EDUCATION FOR OFFENDERS

REVIEW/REVISION HISTORY:

Effective: 2/28/00
 Revised: 6/6/05
 Revised: 9/13/07
 Revised: 3/4/09
 Revised: 9/26/11
 Revised: 1/19/15

SUMMARY OF REVISION/REVIEW:

Added III.D.1. that course supplies must meet facility security requirements
 IV.A. - Added that the mailroom will be notified that the offender may receive textbooks and other materials
 IV.C. and VII.A. - Adjusted system reference
 Added V.A.1. that used books will be allowed if they are sent directly from the approved accredited educational institution's bookstore
 Added V.C.2. on exam routing and monitoring
 V.C.3. - Added language for clarification

APPROVED:

Signature on File

BERNARD WARNER, Secretary
 Department of Corrections

12/10/14

 Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER MANUAL		
	REVISION DATE 1/19/15	PAGE NUMBER 2 of 6	NUMBER DOC 500.100
	TITLE CORRESPONDENCE EDUCATION FOR OFFENDERS		

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 72.09.460](#); [RCW 72.09.480](#); [DOC 200.000 Trust Accounts for Offenders](#); [DOC 350.100 Earned Release Time](#); [DOC 440.000 Personal Property for Offenders](#); [DOC 500.000 Education and Vocational Programs for Offenders](#); [DOC 590.300 Resource Program Management](#)

POLICY:

- I. The Department has a process for offenders to participate in self-paid post-secondary academic, vocational, and theology programs through correspondence education involving an educational course or series of classes necessary to obtain or achieve a proficiency standard. Courses are completed through the mail with an accredited educational institution that meets all criteria necessary to gain accreditation recognized by the U.S. Department of Education and the Council for Higher Education Accreditation, or one of the accrediting commissions or councils listed in this policy.

DIRECTIVE:

- I. Offender Eligibility
 - A. Offenders must have a verified high school diploma or General Educational Development (GED) certificate to be eligible for participation in a correspondence course of study.
 - B. The offender must apply for a correspondence program under the supervision of his/her assigned Counselor, in cooperation with the facility Education Department.
- II. Approval Process
 - A. The offender will complete page one of DOC 20-305 Correspondence Study Request and submit the form to his/her Counselor.
 - B. The Counselor will interview the offender and verify his/her high school diploma or GED.
 - C. The Counselor will determine if the correspondence program:
 1. Relates to the offender's Custody Facility Plan,
 2. Will fit into time structure, and
 3. Is not a security threat.
 - D. If the Counselor pre-approves the offender's correspondence education request, the Counselor will complete the applicable section of DOC 20-305

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY PRISON OFFENDER MANUAL</p>		
	<p>REVISION DATE 1/19/15</p>	<p>PAGE NUMBER 3 of 6</p>	<p>NUMBER DOC 500.100</p>
	<p>TITLE CORRESPONDENCE EDUCATION FOR OFFENDERS</p>		

Correspondence Study Request and submit it to the facility Education Department.

- E. A designated education employee/contract staff will interview the offender to establish clear education goals and objectives, and complete the applicable section of DOC 20-305 Correspondence Study Request and return it to the offender's Counselor.
- F. The Counselor will verify the educational institution is accredited by one of the following accrediting commissions or councils:
 1. Middle States Commission on Higher Education,
 2. New England Association of Schools and Colleges' Commission on Institutions of Higher Education or Commission on Technical and Career Institutions,
 3. North Central Association of Colleges and Schools' Higher Learning Commission,
 4. Northwest Commission on Colleges and Universities,
 5. Southern Association of Colleges and Schools' Commission on Colleges,
 6. Western Association of Schools and Colleges' Senior College and University Commission or Accrediting Commission for Community and Junior Colleges,
 7. Distance Education and Training Council's Accrediting Commission,
 8. Accrediting Council for Independent Colleges and Schools, or
 9. The Association of Theological Schools' Commission on Accrediting.

III. Payment

- A. Payment must be made in full to the accredited educational institution before the correspondence course begins. The payment options are as follows:
 1. An offender enrolling in correspondence courses may pay the accredited educational institution directly through his/her offender banking account.
 2. A family member, or third party approved by the Counselor, may make payment by depositing the money into the offender's education subaccount.
 3. A family member, or third party approved by the Counselor, may make the payment directly to the accredited educational institution, in which case:
 - a. The Counselor will verify the status of the offender's account and review and approve all requests for a family member or approved

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER MANUAL		
	REVISION DATE 1/19/15	PAGE NUMBER 4 of 6	NUMBER DOC 500.100
	TITLE CORRESPONDENCE EDUCATION FOR OFFENDERS		

third party to pay for tuition and books to ensure payment is voluntary and not coerced.

b. Proof of payment, by whom, and for whom must be submitted to the Counselor before the course begins.

- B. Offenders may receive funds from outside sources (e.g., family, education grant) to cover program costs. These funds are not subject to the mandatory deductions for payment of fee-based education or vocational programs.
- C. The Counselor will review and complete the Counselor Final Approval section of DOC 20-305 Correspondence Study Request.
- D. Offenders are responsible for purchasing all books, materials, and supplies associated with the correspondence program, and for the mailing costs of returning homework and other correspondence to the accredited educational institution.
 - 1. All course required supplies (e.g., calculators, compasses, protractors) must meet the facility security requirements.

IV. Provider/Offender Agreement

- A. The Counselor will review DOC 20-309 Correspondence Education College Provider/Offender Agreement with the offender, ensure the offender signs it, and send a copy to the correspondence education college provider. The Counselor will also notify the Property Sergeant and mailroom that the offender may receive the textbooks and other authorized instructional materials.
- B. The Counselor must receive confirmation from the correspondence program faculty before the correspondence course can begin.
- C. The Counselor will notify the offender that s/he has been cleared to begin the correspondence education program and will make a referral in Offender Management Network of Information (OMNI) Programs.

V. Security

- A. Property obtained as a result of enrolling in a correspondence program will be managed per local procedures.
 - 1. Used books will be allowed if they are sent directly from the approved accredited educational institution's bookstore.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER MANUAL		
	REVISION DATE 1/19/15	PAGE NUMBER 5 of 6	NUMBER DOC 500.100
	TITLE CORRESPONDENCE EDUCATION FOR OFFENDERS		

- B. All correspondence education property will be thoroughly searched before it is given to the offender per DOC 440.000 Personal Property for Offenders.
- C. DOC 20-309 Correspondence Education College Provider/Offender Agreement stipulates how contact will be made.
 - 1. The correspondence program faculty must be given information regarding proper procedures for corresponding with offenders.
 - 2. Exams will be sent to the facility Education Department to be monitored. Once completed, an education employee/contract staff will send the completed exam to the correspondence education provider.
 - 3. Correspondence program faculty are not allowed to accept collect calls from the offender, but calls can be made by the Counselor or designated education employee/contract staff on the offender's behalf, if deemed appropriate. All other contacts must be made by mail per local procedures and will not be considered legal mail.
 - a. Violation of these contact rules will result in termination of the correspondence program, and the offender will be infractioned.

VI. Program Changes

- A. Before completion of a fee-based education or vocational program, the offender may apply by letter to the Superintendent/designee for permission to change his/her program.
- B. The Superintendent/designee may approve the request to change programs of study based solely on the following criteria:
 - 1. The offender has been transferred to another facility for reasons unrelated to disciplinary issues or a higher custody level, and the offender's current program cannot be supported at the new facility.
 - 2. The offender entered the program with an undeclared major and wishes to declare a major. No offender may apply for more than one change to his/her major and receive the exemption from mandatory deductions.
 - 3. The offender is able to access a similar program through a different accredited education provider at a reduced cost.
 - 4. The accredited educational institution is terminating the offender's current program.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER MANUAL		
	REVISION DATE 1/19/15	PAGE NUMBER 6 of 6	NUMBER DOC 500.100
	TITLE CORRESPONDENCE EDUCATION FOR OFFENDERS		

VII. Tracking

- A. The Counselor will track DOC 20-305 Correspondence Study Request and the assignment in OMNI Programs once the offender is enrolled in a correspondence program.
- B. The Counselor will chrono details of the correspondence program in the offender's electronic file.

VIII. Earned Time

- A. Offenders who participate in approved correspondence programs may be eligible for earned time per DOC 350.100 Earned Release Time.

IX. Facility Resources

- A. The Superintendent/designee, in consultation with the facility Education Director, will determine the availability and/or use of facility resources for educational purposes (e.g., computers, VCRs, employee/contract staff serving as test proctors).
- B. The Superintendent/designee will determine what library resources will be available.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

[DOC 20-305 Correspondence Study Request](#)

[DOC 20-309 Correspondence Education College Provider/Offender Agreement](#)