



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/WORK RELEASE/FIELD**  
OFFENDER MANUAL

REVISION DATE  
6/14/10

PAGE NUMBER  
1 of 7

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

**SUMMARY OF REVISION/REVIEW:**

II.A.3. - Removed unnecessary language  
III.A. and IX.A.2. - Adjusted language for clarification

**APPROVED:**

Signature on file

\_\_\_\_\_  
**ELDON VAIL**, Secretary  
Department of Corrections

5/12/10  
\_\_\_\_\_  
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 320.150 Disciplinary Sanctions](#); [DOC 350.100 Earned Release Time](#); [DOC 350.200 Offender Transition and Release](#)

**POLICY:**

- I. The Department will provide a Work Ethic Program designed to reduce recidivism and lower the cost of corrections in compliance with RCW. The Work Ethic Program is a highly structured alternative to traditional Prison that requires offenders 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 offender 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 Offender Handbooks that clearly define mandatory behavioral expectations, work and program requirements, general rules, minimum standards, and facility operations.
- II. Eligibility
  - A. An offender is eligible for placement in the Work Ethic Program if the sentencing judge recommends it on the Judgment and Sentence and the offender 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

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controlled substances act, or a criminal solicitation to commit such a violation under RCW 9A.28 or RCW 69.50,

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 offenders 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. Offenders who do not score minimum custody will be considered for possible overrides to minimum custody. Offenders 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. Offenders meeting both the eligibility and placement criteria for the Work Ethic Program will be placed on a waiting list. Offenders in a deferred status will also be placed on the waiting list. Offenders 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. Offenders 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.

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1. During the last 2 weeks of the offender's placement in the Work Ethic Program, s/he will receive transitional training, including instructions regarding requirements and obligations to be met during community custody.

B. Offenders who successfully complete the facility portion of the program will be transferred to the community, or a Work Release if necessary, and the Work Ethic Program will continue while the offender is on community custody.

#### VI. Converted Time

A. For crimes committed before July 25, 1999:

1. At the time of an offender's Work Ethic Program transition, the Department will convert each day the offender was a Work Ethic Program participant to the equivalent of 3 days of standard total confinement.

a. In the event a Work Ethic Program offender 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 offenders 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. Offenders 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. Offenders may voluntarily withdraw from the Work Ethic Program.

B. Offenders 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,

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2. Development of physical or mental impairments which prevent offenders from completing required tasks, or
  3. Failure to follow the rules outlined in the Offender Handbook, Department policies and Work Ethic Program rules, or state and federal laws.
- C. Offenders will be terminated for a new conviction or felony detainer that violates the eligibility or placement criteria for Work Ethic Program.
- D. Offenders 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 offenders under community supervision will be managed per DOC 350.200 Offender Transition and Release.
- B. Work Ethic Program offenders violating condition(s) of supervision will be sanctioned per DOC 320.150 Disciplinary Sanctions. These offenders may be sanctioned to total or partial confinement at a Department facility. The Hearing Officer may sanction the offender to complete programming and impose a period of confinement up to the balance of the offender's remaining time of confinement. The Hearing Officer will also assign custody and recommend a placement to the Classification Chief or designee per DOC 300.380 Classification and Custody Facility Plan Review.
1. Work Ethic Program offenders 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 offender 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 offender 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 offender's Work Ethic Program status. Violation sanctions will be imposed as appropriate.
- D. If a Work Ethic Program offender escapes from total or partial confinement while serving a sanction, the offender will be immediately terminated from the facility

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status and returned to the caseload of the supervising Field Community Corrections Officer (CCO).

1. The CCO will process the offender's escape/abscond.
2. If the Community Corrections Hearing Officer terminates the offender's Work Ethic Program status, any subsequent infractions or escapes will be processed in the same manner as they would for any other confined offender.

#### IX. Post-Program Supervision

- A. Work Ethic Program offenders with time remaining on their sentences will routinely transfer directly from the Work Ethic Program to community custody consistent with DOC 350.200 Offender Transition and Release. In the event an acceptable release plan is not available, an offender may be released to a Work Release for housing. The offender will remain in Work Release only until a job and/or residence is secured and transition is approved by the assigned CCO. The Re-entry Specialist may assist the CCO.
  1. Work Ethic Program offenders temporarily housed in Work Release will be on residential status and subject to community custody disciplinary procedures. As a condition of residence, Work Ethic Program offenders will be expected to comply with all Work Release rules.
  2. While in Work Release, the Work Release CCO is the primary officer. The Work Release CCO and Field CCO will coordinate release plans. An Offender Release Plan (ORP) is not required for the release plan transitioning the offender from Work Release to the Field. Once the release plan is secured, the offender will be transitioned to the approved plan.
  3. Work Ethic Program offenders terminated from Work Release will be returned to the Prison where they were last housed. The Facility Risk Management Team will determine the offender's status in the Work Ethic Program.
- B. All Department policies and procedures related to community custody will apply to Work Ethic Program offenders on community custody.
- C. Work Ethic Program offenders 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

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25, 1999. In those cases, transfer to post-release supervision will be on their maximum date.

- D. Work Ethic Program offenders without community placement who have time remaining on their sentence at transition will transfer to community custody.
- E. Offenders without community placement sentences who have no time remaining on their sentence at transition will be discharged.
- F. Work Ethic Program offenders 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