



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/FIELD
FACILITY/SPANISH MANUAL

REVISION DATE
9/30/22

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POLICY

TITLE
VETERANS SERVICES

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SUMMARY OF REVISION/REVIEW:

Major changes to include updating terminology and reorganization of content. Read carefully!


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

8/18/22

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; DOC 200.000 Trust Accounts for Incarcerated Individuals; DOC 300.380 Classification and Custody Facility Plan Review; DOC 420.140 Cell/Room Assignment; DOC 440.000 Personal Property for Offenders; DOC 450.100 Mail for Individuals in Prison; DOC 490.820 Prison Rape Elimination Act (PREA) Risk Assessments and Assignments; Veteran Compensation and Pension Examination Job Aid

POLICY:

- I. The Department is committed to identifying veterans to assist with providing access to services and reentry needs and supporting successful transition into the community.
- II. Prisons may establish a Veterans Unit(s) for qualified individuals to enhance overall behavior and personal wellbeing by providing an opportunity to house with other veterans. Assignment to Veterans Units will be voluntary.

DIRECTIVE:


- I. Responsibilities
 - A. Each Superintendent will designate a facility employee(s) as the Veterans Point of Contact (POC), who will:
 1. Facilitate monthly meetings to discuss resources, reentry, and additional veteran-related activities (e.g., arrange meeting space, distribute information about outside providers, provide flyers).
 2. Coordinate meetings for veterans with:
 - a. Veteran Service Officers (VSOs) for veterans receiving benefits, and
 - b. Veteran's stakeholders (e.g., Healthcare for Reentry Veterans Specialist, Incarcerated Veteran Reintegration Services Program).
 - B. The Research and Data Analytics Unit at Headquarters will provide:
 1. Monthly reports to the Veterans POC, Field Administrators, and Reentry Systems Administrator/designee on the local veteran population, including the veteran population on community supervision (e.g., self-reported).
 2. Quarterly reports from the public assistance reporting system to the Veterans Service Manager to identify veterans receiving benefits.
 - C. The Reentry Systems Administrator/designee will:

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1. Review reports from the Research and Data Analytics Unit and ensure the Military Service section under Personal Characteristics in a veteran's electronic file is current.
2. Ensure information is up-to-date with the Research and Data Analytics Unit so the POC receives veteran-related information and reports.
3. Coordinate with the Department of Veterans' Affairs, VSOs, facility Veteran POCs, and incarcerated veterans to review benefits.
 - a. The case manager and Veterans POC will be notified of a veteran receiving benefits.
4. Coordinate with Department of Veterans' Affairs, Veteran Service Officers, and incarcerated veterans who are within 30 days of their Earned Release Date or transfer to partial confinement to review benefits.

II. Identification of Individuals Eligible for Veterans Services

- A. Individuals will be eligible for Veterans Services if they are considered a veteran under 38 U.S.C. § 101(21) or have served at least one day of active duty in the U.S. military, including National Guard and Reserves.
- B. Individuals will be provided DOC 20-414 Intake Questionnaire at reception. If an individual indicates prior military service, the Reception Diagnostic Center case manager will:
 1. Update the Military Service section of the Personal Characteristics screen in the electronic file.
 2. Determine if a DD 214 Certificate of Release or Discharge from Active Duty/NGB 22 or other qualifying document is on file and alert the Veterans POC if there is no document on file.
- C. As necessary, case managers/Veterans POC will assist veterans or eligible individuals by completing the application to request DD 214 Certificate of Release or Discharge from Active Duty/NGB 22 or other qualifying document.
 1. Update the Application Sent fields in the Military Service section of the Personal Characteristics screen in the electronic file.
- D. Individuals in a Prison are not allowed to keep their DD 214 Certificate of Release or Discharge from Active Duty/NGB 22 or other qualifying document in their cell or on their person per DOC 440.000 Personal Property for Offenders.

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1. When a DD 214 Certificate of Release or Discharge from Active Duty/NGB 22 or other qualifying document is received by a Prison, the mailroom will immediately forward it to the facility Records Office. Facility records employees will:
 - a. Scan the form into the electronic imaging file using the OA10 code and file it in the central file.
 - b. Document receipt of the DD 214/NGB 22 or other qualifying document by creating a chronological entry and notify the individual's case manager.
 - 1) The certificate will be provided to the individual upon release or transfer to partial confinement.
2. The case manager will update the Military Service section of the Personal Characteristics screen in the electronic file and notify the individual.
3. Mail from the Veteran's Administration or other veteran related agencies that is addressed incorrectly will be forwarded to the Reentry Division at Headquarters per DOC 450.100 Mail for Individuals in Prison.

III. Veterans Benefits

- A. Awards of U.S. Department of Veterans Affairs benefits for veterans and beneficiaries are subject to adjustment or discontinuance while the individual is incarcerated per DOC 200.000 Trust Accounts for Incarcerated Individuals.
 1. Veterans who need compensation benefits for service related disability may request and participate in a compensation and pension medical examination per the Veteran Compensation and Pension Examination Job Aid.

IV. Establishing Veterans Units

- A. Superintendents who wish to establish a dedicated Veterans Unit(s) will submit a formal request to the applicable Assistant Secretary for Prisons.
 1. Requests will identify where the proposed unit would be established within the facility and why the unit would be beneficial to facility operations.
 2. Facilities seeking to establish a Veterans Unit will:
 - a. Make support resources and programs available that are designed to address the needs of incarcerated veterans (e.g., American


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Legion post membership, Post-Traumatic Stress Disorder counseling, anger management, Cognitive Behavioral Therapy, Dialectical Behavioral Therapy).

- b. Assist incarcerated veterans in accessing applicable federal and state resources and benefits, specifically for:
 - 1) Transition and release
 - 2) Health and wellbeing
 - 3) Establishing healthy community ties
 - 4) Job readiness
3. If approved, the Superintendent will designate a Correctional Unit Supervisor (CUS)/designee responsible for the day-to-day operations of the Veterans Unit and:
 - a. Ensure employees, contract staff, volunteers, and veterans adhere to the process and procedures of the unit.
 - b. Develop, publish, and maintain a schedule of all unit activities.
 - c. Be active in the development and delivery of the unit's daily programs and/or activities, including ensuring that unit personnel coordinate and engage with outside resources to support the facility's incarcerated veteran population.
4. Within 6 months of establishing a Veterans Unit, the veterans assigned to the unit will submit a mission statement and unit rules to the Veterans Unit CUS for approval.
 - a. The CUS and veterans will review the mission statement and unit rules annually and update them as necessary.

V. Eligibility, Application, and Screening

- A. To be eligible for assignment to a Veterans Unit, individuals must:
 1. Have a DD 214 Certificate of Release or Discharge from Active Duty/NGB 22 or other qualifying document on file verifying that the discharge was anything other than a dishonorable discharge.
 2. Have no guilty findings for an infraction for 6 months.

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a. Individuals with a general infraction finding(s) in the prior 6 months can be approved subject to approval through a Facility Risk Management Team (FRMT) chaired by the Veterans Unit CUS.

3. Not be actively involved with a Security Threat Group (STG).

B. Assignment to the Veterans Unit is voluntary and will be made consistent with assigned custody level on a space available basis.

1. Individuals who are interested in assignment to the Veterans Unit will submit DOC 02-391 Veterans Unit Application to the CUS through their assigned case manager for review.

2. The CUS will screen applicants and:

a. Follow DOC 420.140 Cell/Room Assignment and DOC 490.820 Prison Rape Elimination Act (PREA) Risk Assessments and Assignments when determining suitability and cell assignments.

b. Review the electronic file for custody levels, infraction history, STG involvement, and health concerns. Any overrides require approval per DOC 300.380 Classification and Custody Facility Plan Review.

c. Ensure that a qualifying DD 214 Certificate of Release or Discharge from Active Duty/NGB 22 or other qualifying document is on file.

3. The Veterans Unit CUS, case managers, Sergeant, and mental health provider may conduct in-person interviews with applicants to determine suitability.

VI. Veterans Unit Expectations and Operations


A. Veterans accepted into the unit will be expected to:

1. Sign an acknowledgment form agreeing to comply with:

- a. This policy and the facility's related operational memorandum.
- b. Unit rules and the established mission statement.

2. Adhere to facility rules.


3. Make a personal commitment to maintaining good health and fitness to the best of their ability.

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- B. Individuals in the Veterans Unit will also have opportunities to participate in the following activities:
1. Raising and lowering of colors on a dedicated flagpole, performed daily by a select group of veterans.
 2. Presenting colors at significant incarcerated individual events, performed by a select group of veterans, under the supervision of employees/ contract staff/volunteers.
 3. Participating in a voluntary, structured fitness program facilitated by unit employees.
 4. Organizing Veterans Day and/or other holiday celebrations for individuals in general population.
 5. Displaying the military seal from the branch in which they served on:
 - a. Their cell door, and
 - b. A non-permanent identifier (i.e., sticker, card) attached to their identification card.
 6. Facilitating fund raisers to support resources needed by the unit.
 7. Planning a yearly event and meal with Superintendent approval. The event will be paid from by funds available in the Veterans Account.
- C. Veterans throughout the facility will have access to any veteran-related counseling and programming available to individuals in the Veterans Unit.

VII. Removal

- A. Any veteran who fails to adhere to the Veterans Unit requirements will be reviewed by an FRMT.
1. The team will be chaired by the Veterans Unit CUS and include:
 - a. Veterans Unit Sergeant,
 - b. Case manager, and
 - c. Other relevant employees.
 2. A veteran may be removed from the unit for:
 - a. Continued poor general conduct,
 - b. Receiving an infraction, and/or

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- c. Failing to comply with this policy, the facility's related operational memorandum, or the unit rules.
- 3. The FRMT will determine if the veteran should be allowed to continue living in the unit or be removed.
 - a. Individuals removed from the unit will be required to reapply to be considered for placement in any Veterans Unit.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

DOC 02-391 Veterans Unit Application
 DOC 20-414 Intake Questionnaire