

# APPLICABILITY PRISON

TITLE

FACILITY/SPANISH MANUAL

REVISION DATE PAGE NUMBER 10/6/23 1 of 4

NUMBER **DOC 700.100** 

# **POLICY**

CLASS III WORK PROGRAMS

#### **REVIEW/REVISION HISTORY:**

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

### **SUMMARY OF REVISION/REVIEW:**

Removed Policy Statement I	<ol> <li>as covered</li> </ol>	by ot	her policy	/ content
IV.A Adjusted monthly com	npensation lin	nit		

IV.A.1. and IV.B. - Added clarifying language

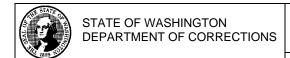
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Signature on file

CHERYL STRANGE, Secretary Department of Corrections

9/22/23

Date Signed



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#### REFERENCES:

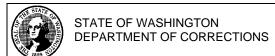
DOC 100.100 is hereby incorporated into this policy; <u>RCW 72.09</u>; <u>WAC 137-80</u>; DOC 220.010 Contracts; DOC 670.000 Communicable Disease, Infection Prevention, and Immunization Program; DOC 700.000 Work Programs in Prisons; <u>26 USC 501(c)(3) & (4)</u>

#### **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.

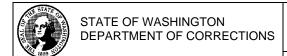
### III. Health Care Assignment

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

**ATTACHMENTS:** 

None

**DOC FORMS:** 

None