April 17, 2020

TO: All Superintendents

FROM: Julie Martin, Deputy Secretary
       Robert Herzog, Assistant Secretary

SUBJECT: Duty Options for High Risk Employees

We understand there are unique challenges to finding telework opportunities in the Prisons Division. Attached is a list of the many creative ideas being considered at our facilities.

Please review and distribute the list to your managers and supervisors. These alternative work assignment ideas may provide suitable options for our high risk employees. We all need to do our best to support employees who self-identify as high risk and provide opportunities to limit their exposure to others.

Questions can be directed to your local human resources or DOCHumanResources@doc.wa.gov.

Attachment: Prisons Alternate Work Duty Ideas

cc: HR Managers
Prisons Alternate Work Duty Ideas

1) Community watch (perimeter watch without weapons at camp)
2) JPay screener
3) Policy compliance monitor
4) Public Access assistant
5) Rapid Hiring interviewer
6) COVID-19 STAFF screeners (Medical)
7) Property/Mailroom assistant
8) Video visit screeners
9) Clerical with limited assignments (i.e. mail runner admin to admin)
10) CePrisons access answer kites
11) ICP runner
12) Sanitation
13) Audit Policy Manuals
14) Assist in the Shift Office/Operations
15) Mail runs between facility and those working offsite
16) Sew masks, gowns and booties with materials provided by facility
17) Work in the warehouse, inventory, process orders, deliver orders
18) Update position descriptions (This should be done by a supervisor, not others)
19) Complete LMS and annual in-service
20) Review and update Post Orders
21) Cleaning outside grounds
22) Archiving documents-scanning historical documents to electronic copies
23) Conduct investigations and follow up on grievances by phone, if trained to do so
24) Literature Reviewer for ICP
25) For classification staff can use no contact booths
26) Situational cross training for staff that would reduce contact with the population
27) Support for Grievance
28) Identify isolated custody posts and ask for volunteers who would be willing to swap posts for the duration of the COVID-19 incident
29) Temporary bid exchange for a time period
30) Look at part time telework options (for those positions that have some work)
31) Ask employee for suggestions, they might have creative thoughts