



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
FACILITY/SPANISH MANUAL

REVISION DATE
10/11/21

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NUMBER
DOC 310.140

POLICY

TITLE
INCARCERATED VETERANS

REVIEW/REVISION HISTORY:

Effective: 4/7/14
Revised: 9/15/14
Revised: 10/11/21

SUMMARY OF REVISION/REVIEW:

Updated terminology throughout
Policy Statement I. & II., Directive I.A.2., I.B.1., II.C.2.a., and III.C.1. & 2. - Adjusted language
for clarification
I.A., I.B. - Added clarifying language
Removed I.A.3. that the Veterans POC will keep contact information up to date with the
Research Unit
Added I.A.3 that the Veterans POC will ensure the electronic file is accurate and current


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

9/27/21

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; DOC 300.380 Classification and Custody Facility Plan Review; DOC 420.140 Cell/Room Assignment; DOC 490.820 Prison Rape Elimination Act (PREA) Risk Assessments and Assignments

POLICY:


- I. The Department is committed to identifying incarcerated veterans to assist with reentry needs and support a 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.
 2. Review reports from the Research and Data Analytics Unit and update veteran electronic files as necessary.
 3. Ensure the Military Service section under Personal Characteristics in a veteran’s electronic file is accurate and current.
 - B. The Research and Data Analytics Unit at Headquarters will:
 1. Provide quarterly reports to the Veterans POC on the local veteran population, including all justice involved veterans (e.g., self-reported).
 2. Use quarterly reports from the Department of Veteran Affairs Public Assistance Reporting System (PARIS) to identify veterans in overpayment status.
- II. Identification of Incarcerated Veterans
 - A. Individuals will have the opportunity to identify themselves as veterans at reception using DOC 20-414 Intake Questionnaire. If an individual indicates prior military service, the Reception Diagnostic Center (RDC) case manager will:

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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 is on file and alert the Veterans POC if there is no document on file.
- B. As necessary, case managers will assist veterans by completing the online application to request DD 214 Certificate of Release or Discharge from Active Duty. The case manager will:
1. Forward the signature form to the facility Records Office, which will scan the form into the electronic imaging file using the OA-09 code.
 2. Update the Application Sent fields in the Military Service section of the Personal Characteristics screen in the electronic file.
- C. When a DD 214 Certificate of Release or Discharge from Active Duty is received, the mailroom will immediately forward it to the facility Records Office. Individuals are not allowed to keep their DD 214 Certificate of Release or Discharge from Active Duty in their cells or on their persons while in Prison. Facility records employees will:
1. Update the Military Service section of the Personal Characteristics screen in the electronic file.
 2. Scan the form into the electronic imaging file using the OA-10 code and file it in the central file.
 - a. The certificate will be given to the individual upon release or transfer to partial confinement.
- D. When an individual is identified as receiving Veterans Administration benefits through the quarterly Department of Veteran Affairs PARIS match, the Veterans POC will submit [Department of Veteran Affairs 21-4193 Notice to Department of Veterans Affairs of Veteran or Beneficiary Incarcerated in Penal Institution](#) if the individual is identified by the Research and Data Analytics Unit as being in overpayment status.
1. The Veterans POC will complete the form, noting the DOC number next to the individual's name.
 2. Facility records employees will:
 - a. Scan the completed form into the electronic imaging file using the OA-11 code,


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- b. Mail the form to the Department of Veterans Affairs, and
- c. Update the Military Service section of the Personal Characteristics screen in the electronic file.


III. Veterans Units

A. Superintendents who wish to establish a dedicated Veterans Unit(s) will submit a formal request to the 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 special needs of incarcerated veterans.
 - b. Assist incarcerated veterans in accessing their federal and state resources and benefits, specifically in the areas of:
 - 1) Transition and release
 - 2) Health and well-being
 - 3) Establishing healthy community ties
 - 4) Job readiness
3. If approved, the Superintendent will designate a Correctional Unit Supervisor (CUS) responsible for the day-to-day operations of the Veterans Unit, who will:
 - 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. Ensure that the operation of the unit is maintained.
 - d. 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 designated unit CUS for approval.

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- a. The Veterans Unit CUS and veterans will review the mission statement and unit rules annually and update them as necessary.
- B. To be eligible for assignment to a Veterans Unit, individuals must:
1. Have a DD 214 Certificate of Release or Discharge from Active Duty on file verifying that the discharge was anything other than a dishonorable discharge.
 2. Have no guilty findings for an infraction for 6 months.
 3. Not be actively involved with a Security Threat Group (STG).
- C. 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 Veterans Services Manager at Headquarters through their assigned case manager for review.
 2. The Veterans Services Manager will distribute applications to the appropriate Veterans Unit CUS/designee, who will screen the applicant, 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 is on file.
 3. The Veterans Unit CUS, unit case managers, unit Sergeant, and mental health provider may conduct in-person interviews with applicants to determine suitability.
- D. 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.

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- b. Unit rules and the established mission statement.
 2. Remain free of a guilty finding for major infractions.
 3. Make a personal commitment to maintaining good health and fitness to the best of their ability.
- E. 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.
- F. Veterans throughout the facility will have access to any veteran-related counseling and programming available to individuals in the Veterans Unit.
- G. Any veteran who fails to adhere to the Veterans Unit requirements will be reviewed by a Facility Risk Management Team.
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