



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON**  
FACILITY/SPANISH MANUALS

REVISION DATE  
2/2/22

PAGE NUMBER  
1 of 8

NUMBER  
**DOC 310.150**

**POLICY**

TITLE  
**RECEPTION, INITIAL CLASSIFICATION, AND  
CUSTODY FACILITY PLAN**

**REVIEW/REVISION HISTORY:**

Effective: 11/26/06  
 Revised: 8/4/08  
 Revised: 11/17/14  
 Revised: 12/3/19  
 Revised: 2/2/22

**SUMMARY OF REVISION/REVIEW:**


Updated terminology throughout  
 Attachment 1, Directive II.G.1.a., and II.G.2.a. - Adjusted timeframe from 4 to 6 years  
 I.C. - Added clarifying language  
 Added I.C.10. that a form will be completed if applicable  
 II.C.2.-5, II.G.2.b., and II.G.3.a.1) - Adjusted for person-centered language

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
 Department of Corrections

1/20/22  
 \_\_\_\_\_  
 Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 9A](#); [RCW 9.41.225](#); [RCW 9.68A.101](#); [RCW 9.82.010](#); [RCW 9.94A](#); [RCW 10.95.020](#); [RCW 46.61.520](#); [RCW 46.61.522](#); [RCW 69.50.406](#); [RCW 70.245.200](#); [RCW 70.74](#); [RCW 72.09.270](#); [RCW 79A.60.050](#); DOC 300.380 Classification and Custody Facility Plan Review; DOC 300.500 Reentry Center Screening; DOC 310.000 Orientation; DOC 320.180 Separation and Facility Prohibition Management; DOC 320.400 Risk and Needs Assessment Process; DOC 470.500 Security Threat Group Member Validation and Tracking; DOC 490.820 Prison Rape Elimination Act (PREA) Risk Assessments and Assignments; DOC 580.000 Substance Use Disorder Treatment Services; DOC 610.040 Health Screenings and Assessments; DOC 630.500 Mental Health Services

**POLICY:**


- I. The Department has established guidelines to obtain information for each individual sentenced to its jurisdiction in order to provide necessary assistance during incarceration, including information for risk and needs assessments, classification, and developing a Custody Facility Plan (CFP).
  - A. To the extent resources are available, Reception Diagnostic Center (RDC) employees at Washington Corrections Center (WCC) and Washington Corrections Center for Women (WCCW) will complete screening, risk and needs assessments, and develop a CFP with placement recommendations. This excludes individuals who have violated a condition(s) of community supervision, unless reclassified/returned per RCW 9.94A.633.
- II. Objective initial classification processes will be used to assign custody levels for facility placement. Individuals will be placed in the least restrictive facility while providing for community and facility safety.

**DIRECTIVE:**

- I. Reception
  - A. Unless approved by the Chief of Classification/designee (e.g., employee conflicts, exceptional medical placement, security concerns):
    1. Males will be received at WCC, and
    2. Females will be received at WCCW.
  - B. Admission and orientation will be conducted per DOC 310.000 Orientation.

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- C. Newly committed individuals will be screened and assessed within 24 hours of arrival, to include, but not be limited to:
1. Prison Rape Elimination Act risk assessments to determine housing and programming assignments per DOC 490.820 Prison Rape Elimination Act (PREA) Risk Assessments and Assignments
  2. Medical, dental, and mental health screening per DOC 610.040 Health Screenings and Assessments and DOC 630.500 Mental Health Services
  3. Substance use disorder screening and assessment per DOC 580.000 Substance Use Disorder Treatment Services, if appropriate
  4. Family and community support
  5. Separation and facility prohibition issues per DOC 320.180 Separation and Facility Prohibition Management
  6. Security Threat Group affiliation per DOC 470.500 Security Threat Groups Member Validation and Tracking
  7. Pre-commitment/readmission assessment information (e.g., medical/behavior issues at jail)
  8. Completion of DOC 13-457 Intellectual Disability Review for individuals identified as intellectually disabled by the Department of Social and Health Services' Developmental Disabilities Administration
  9. Risk and needs assessment per DOC 320.400 Risk and Needs Assessment Process
    - a. The individual will not be provided a copy of the interview questions.
  10. Completion of DOC 20-440 Native American Heritage Questionnaire, if applicable
- D. A case manager will be assigned to each individual for the initial classification, who will:
1. Initiate the CFP, to include personal information, purpose of the report, community support, and program needs,
    - a. Information reported from the individual will be documented on DOC 20-414 Intake Questionnaire.

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b. For individuals who have 48 months or less to serve, the CFP will include the next expected (i.e., targeted) custody reduction and placement.

2. Ensure a copy of the CFP is offered to the individual, and

3. Refer individuals to specialty services, as needed (e.g., End of Sentence Review, transition services, treatment, specialized housing).

## II. Initial Classification and Eligibility

A. Pending initial classification, individuals will be designated Close custody.

B. For classification purposes, convictions for any offense classified as attempted, conspiracy, or solicitation will be treated the same as a conviction for the offense itself.

C. Initial classification will be based on the Initial Custody Designation (ICD) score. An ICD will be calculated in the electronic file based on:

1. Crime category, which will be assigned based on the current, most serious offense as follows:

a. 0 points - Category A

b. 5 points - Category B

c. 10 points - Category C

d. 20 points - Category D

e. 20 points - Individuals under Indeterminate Sentence Review Board (Board) jurisdiction or reclassified/returned per RCW 9.94A.633.


2. History of violence,

a. A deduction of up to 15 points if the individual has received a guilty finding as follows:


1) For any of the following violations within 7 years will result in a deduction of 10 points: 501, 502, 511, 521, 553, 601, 602, 604, 611, 612, 613, 633, 635, 636, 637, 650, 651, 704, 711, 853, 870, or 871.

2) For any conviction listed in History of Violence (Attachment 1) that was not scored in the current crime category will result in a deduction of 5 points.


3. Detainers,

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- a. Individuals will receive a deduction of 10 points for any felony detainer.
- 4. Escape history, and
  - a. Individuals will receive a deduction of 6 points for escape history within 10 years from the date of offense.
    - 1) Individuals will not have points deducted if the only current offense is escape.
- 5. Age.
  - a. Individuals under the age of 29 at the time of initial classification will receive a deduction of 6 points.
- D. Deviations from the ICD require an override (e.g., conviction, program needs, time structure). Authorized override codes and approving authority for each are identified in Attachment 2 and will be documented in the case manager Comments and Recommendations section of the CFP.
- E. Close Custody: ICD 0-34
  - 1. Indicates placement at a Level 4 facility.
  - 2. Unless otherwise approved by the Secretary/designee, Close custody will be assigned for:
    - a. A minimum of 2 years for individuals committed for Murder 1 or sentenced to Life Without Parole (LWOP).
      - 1) After the 2 year mandatory period, individuals sentenced to LWOP may only be promoted and approved for transfer by the Headquarters Community Screening Committee (HCSC).
    - b. One year from the Department time start for individuals committed for Murder 2.
- F. Medium Custody: ICD 35-47
  - 1. Indicates placement at a Level 3 facility.
- G. Minimum (MI) Custody: ICD 48 and above

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1. MI3 Custody: Indicates placement at a Level 3 facility. Individuals:
  - a. With over 6 years to Earned Release Date (ERD).
  - b. With a current or prior offense listed below will be assigned MI3 pending HCSC review:
    - 1) Murder 1 and 2
    - 2) Assault 1
    - 3) Assault of a Child 1 and 2
    - 4) Homicide by Abuse
    - 5) Manslaughter 1 and 2
    - 6) Rape 1 and 2
    - 7) Attempt/Criminal Solicitation of Rape 1 and 2
    - 8) Rape of a Child 1 and 2
    - 9) Child Molestation 1 and 2
    - 10) Incest
    - 11) Assault 2 with sexual motivation
    - 12) Kidnapping 1 and 2
    - 13) Indecent Liberties with forcible compulsion
    - 14) Arson 1
  - c. Committed for any other sexually motivated offense may be referred by the Headquarters Classification Unit to the HCSC for assignment to a more restrictive custody than MI2 (e.g., after review of criminal descriptions/plea bargain agreement).
  - d. Under Board jurisdiction and has not been found eligible for parole/release will not be assigned a less restrictive custody than MI3.
  - e. Who has an Immigration and Customs Enforcement detainer and/or an extraditable felony detainer will not be assigned a less restrictive custody than MI3.
    - 1) Any felony warrant, including notification only, prohibits MI1 assignment.
  - f. Assigned MI3 custody for medical, mental health, or dental reasons may be assigned a less restrictive custody level as determined by health services employees/contract staff.
2. MI2 Custody: Indicates placement in a Level 2 facility. Individuals with:
  - a. Less than 6 years to ERD.

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- b. Health limitations will only be placed in a lower security facility when their health needs can be met.
- 3. MI1 Custody:
  - a. Individuals with less than 6 months to ERD and meet the criteria in DOC 300.500 Reentry Center Screening may be placed in a Reentry Center.
    - 1) Any individual sentenced with a mandatory minimum term of confinement per RCW 9.94A.533 will only be eligible for Reentry Center placement when the mandatory portion of the sentence is completed.
    - b. Individuals who decline Reentry Center placement will be assigned MI2 using the Refuses Placement (RPL) override.
- H. The Headquarters Classification Unit will complete the ICD and approve facility assignment.
- I. Initial custody level assignment may be appealed to the Chief of Classification/designee. Facility placement decisions cannot be appealed.
  - 1. Appeals must be submitted using DOC 07-037 Classification Appeal within 72 hours of being notified of the decision.
  - 2. The Chief of Classification/designee appeal decision is final.
- J. Additional classification reviews, including scoring factors for the Custody Review Score (CRS), will be conducted per DOC 300.380 Classification and Custody Facility Plan Review.

**DEFINITIONS:**

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Escape History. Other words/terms appearing in this policy may also be defined in the glossary.

**ATTACHMENTS:**

- History of Violence (Attachment 1)
- Override Reasons/Decisions for Custody Assignments (Attachment 2)

**FORMS:**



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- DOC 07-037 Classification Appeal
- DOC 13-457 Intellectual Disability Review
- DOC 20-414 Intake Questionnaire
- DOC 20-440 Native American Heritage Questionnaire