

FACILITY/SPANISH MANUAL

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NUMBER **DOC 420.140** 

# **POLICY**

TITLE

### HOUSING AND CELL/ROOM ASSIGNMENT

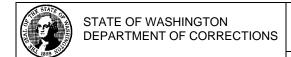
### **REVIEW/REVISION HISTORY:**

Effective: 8/24/07
Reviewed: 10/15/08
Revised: 1/10/11
Revised: 12/1/13
Revised: 11/17/15
Revised: 9/23/21
Revised: 7/17/23

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

Major changes to include updated title, single cell assignment processes, and incorporation of content from DOC 490.700 Transgender, Intersex, and/or Non-Binary Individuals. Read carefully!

APPROVED:		
Signature on file		
	6/21/23	
CHERYL STRANGE, Secretary	Date Signed	
Department of Corrections		



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#### **REFERENCES:**

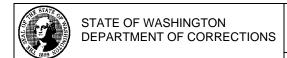
DOC 100.100 is hereby incorporated into this policy; DOC 100.500 Non-Discrimination for Individuals; DOC 320.180 Separation and Facility Prohibition Management; DOC 470.500 Security Threat Groups; DOC 490.820 Prison Rape Elimination Act (PREA) Risk Assessments and Assignments; DOC 490.700 Transgender, Intersex, and/or Non-Binary Individuals; <a href="Employee Manual for the Identification, Treatment, and Correctional Management of Transgender, Intersex, and Non-binary Individuals">Individuals</a>

### **POLICY:**

- I. Housing practices and decisions are made consistent with DOC 100.500 Non-Discrimination for Individuals and all applicable federal and state laws, regulations, and Executive Orders.
- II. Safety, security, and treatment and rehabilitative needs will be considered when making facility, unit, and cell/room assignments.
- III. Management will ensure that racial segregation is not an unintended consequence of the threat assessment process.

#### **DIRECTIVE:**

- I. General Requirements
  - A. Incarcerated individuals will be provided the opportunity to contact employees, contract staff, or volunteers to:
    - 1. Identify individuals or gangs/Security Threat Groups (STGs) who present a risk of violence if assigned to the same cell/room, and/or
    - Provide information believed to affect the safety of the occupants of a cell/ room.
  - B. Housing assignments will be made based on available information, including:
    - 1. Security issues
    - 2. Gang/STG affiliation per DOC 470.500 Security Threat Groups
    - 3. Medical, mental health, or American Disabilities Act (ADA) needs
    - 4. Length of incarceration/supervision
    - 5. Height, weight, and age



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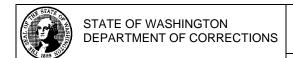
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- 6. Hygienic self-discipline
- 7. Risk assessment and housing assignment requirements per DOC 490.820 Prison Rape Elimination Act (PREA) Risk Assessments and Assignments and DOC 490.700 Transgender, Intersex, and/or Non-Binary Individuals
- 8. Known sexual or romantic relationship with another incarcerated individual
- 9. Self-disclosed concerns of the incarcerated individual
- 10. Refusal to provide information or providing false information to influence a cell/room assignment
- 11. Intelligence reports of vulnerability, impulsive behavior, or predatory behavior
- 12. Assessment of personality and interpersonal skills and ability to cope with cell/room cohabitants with a wide range of value deficits and impulsivity
- 13. Separation concerns per DOC 320.180 Separation and Facility Prohibition Management
- 14. Distance to facility services
- 15. Commitment offense
- 16. Criminal history
- 17. Incarceration history, including behavior and written/verbal statements
- 18. Predatory/victimization issues
- C. All individuals will be assigned the first available and appropriate bed.

## II. Responsibilities

- A. Each Superintendent will designate an employee(s) who will be responsible for the cell/room assignments within the Prison.
- B. The Reentry Center Manager/designee will be responsible for the cell/room assignments within the Reentry Center.
- III. Single Cell Screening and Assignment
  - A. Individuals will be screened for single cell assignment:



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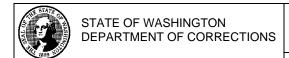
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- 1. Within one business day after admission to any Prison.
  - a. This does not apply for individuals transferred from one facility to another.
- 2. When recommended by Health Services for a medical, mental health or Americans with Disabilities Act (ADA) issue (e.g., vulnerable adult, recovery from surgery, infectious disease).
  - a. Health Services will notify the case manager to initiate a single cell screening with a recommended timeframe, if applicable.
- 3. When it is determined that single cell assignment is no longer necessary and/or an established timeframe has lapsed (e.g., current single cell assignment previously approved for 3 months).
- 4. For cause or if, during any period of incarceration in a congregate correctional facility, an individual commits a violent act resulting in, great bodily harm, the death, or a documented aggravated sexual assault of another incarcerated individual (e.g., a guilty finding for a 501, 502, 521, 635, 637 WAC violation), or similar incident(s) occurring in another jurisdiction.
  - a. For the purpose of single cell screening, documented aggravated sexual assault is defined as a guilty finding for a 635 WAC violation or felony conviction of any offense that includes sexual motivation related to an incident that occurred in a confinement facility.
  - Great bodily harm must be determined by Health Services by sending a request for assessment to dochqsinglecellreview@doc1.wa.gov.
- B. Case managers will complete the top portion of DOC 02-028 Single Cell Screening and Assignment for each individual.
- C. If the case manager determines single cell assignment should be considered, a facility Multidisciplinary Team (MDT) will meet to:
  - 1. Include the Superintendent/Reentry Center Manager or designee with the rank of Correctional Program Manager (CPM) or higher rank to serve as Chair and the:
    - a. CPM
    - b. Captain



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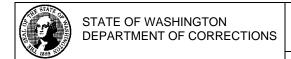
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- c. Medical provider
- d. Mental health professional
- e. Intelligence and Investigations lead
- 2. Review and document on the DOC 02-028 Single Cell Screening and Assignment with a narrative specific to the MDT's recommendation.
- D. The Headquarters Single Cell Committee will meet to:
  - Include the Classification and Case Management Administrator or designee with the rank of Statewide Classification Manager or higher rank to serve as Chair and the:
    - a. Chief Medical Officer/designee
    - b. Director of Mental Health/designee
    - c. Custody/Security Specialist
    - d. Deputy Assistant Secretary for Women's Prisons/designee when the single cell recommendation involves the Women's Prison division
  - 2. Considering the factors in Single Cell Considerations (Attachment 1).
  - 3. Review and document on the DOC 02-028 Single Cell Screening and Assignment with a narrative specific to the committee's recommendation.
- E. If the Single Cell Screening Committee and facility MDT have conflicting recommendations, the Senior Director for Comprehensive Case Management Services will make the final decision for single cell assignment.
- F. All single cell reviews/assignments will be documented in the Single Cell Screening section of the individual's electronic file.
- G. During emergencies, the Incident Commander may initiate temporary, timelimited exceptions to single cell assignments.
- H. Single cell assignment decisions may not be appealed.
- IV. Housing for Transgender, Intersex, and/or Non-Binary Individuals
  - A. If an arriving individual who identifies as transgender and/or non-binary or is intersex does not have a PREA Risk Assessment and DOC 02-384 Housing Protocol for Transgender, Intersex, and Non-binary Individuals on file, the individual will be evaluated by appropriate personnel and temporarily assigned to



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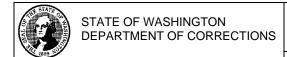
# HOUSING AND CELL/ROOM ASSIGNMENT

the least restrictive housing pending final outcome of a facility MDT per DOC 490.700 Transgender, Intersex, and/or Non-Binary Individuals.

- 1. In Prisons, an individual who is at high risk for sexual victimization will be housed separately only if there is no available alternative means of separation from likely abusers.
  - Placement in general population is permitted with approval of the Deputy Assistant Secretary for Women's Prisons/Gender Responsive Administrator.
    - It must be documented in writing as a statement or on DOC 02-420 Preferences Request signed by the individual that they feel safe to remain in general population.
- 2. In Reentry Centers, the individual will be housed in a single person room or a room with an individual(s) assessed as "No Risk".
- 3. Individuals in transit through a Reception Diagnostic Center (RDC) will be asked by the sending facility if they feel safe in general population while at the RDC, and ensure it is documented on DOC 02-420 Preferences Request.
  - If the individual does not feel safe, housing will be assigned to the least restrictive alternative available pending transfer to the assigned facility.
  - b. A referral to mental health will be made and/or follow-up will occur if necessary.
- B. If an individual requests to be transferred to a gender-affirming facility, the case manager will use the Employee Manual for the Identification, Treatment, and Correctional Management of Transgender, Intersex, and Non-binary Individuals per DOC 490.700 Transgender, Intersex, and/or Non-Binary Housing and Supervision.

### V. Cell/Bed Moves

A. The facility may initiate a cell/bed move for administrative reasons (e.g., safety/ security concerns, part of an incentive program, a privilege based on set criteria or specific program requirement).



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- B. Cell/bed courtesy moves may be requested by incarcerated individuals by completing DOC 21-595 Cell/Bed Change Request and submitting to the unit/facility designee.
  - 1. Requesting individuals must:
    - a. Be housed at a facility for at least 30 days before requesting a cell/bed move.
    - b. Have no guilty findings for general infractions in the 60 days prior to the request.
    - c. Have no guilty findings for serious infractions in the 90 days prior to the request.
  - 2. All individuals who will be residing in the cell must sign DOC 21-595 Cell/Bed Change Request, indicating they agree to the move.
  - 3. Individuals may only request one cell/bed move every 6 months.

#### **DEFINITIONS:**

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

### **ATTACHMENTS:**

Single Cell Considerations (Attachment 1)

### **DOC FORMS:**

DOC 02-028 Single Cell Screening and Assignment

DOC 02-384 Housing Protocol for Transgender, Intersex, and Non-binary Individuals

DOC 02-420 Preferences Request

DOC 21-595 Cell/Bed Change Request