



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
OFFENDER/SPANISH MANUAL

REVISION DATE
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POLICY

TITLE
EDUCATION AND VOCATIONAL PROGRAMS IN PRISONS

REVIEW/REVISION HISTORY:

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SUMMARY OF REVISION/REVIEW:

Numerous changes. Read carefully!
Updated Attachment 1


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

7/10/19

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 28A.193.020](#); [RCW 72.09.100](#); [RCW 72.09.130](#); [RCW 72.09.460](#); [DOC 200.000 Trust Accounts for Offenders](#); [DOC 320.400 Risk and Needs Assessment Process](#); [DOC 320.500 Youthful Offender Program](#); [DOC 420.500 Tool Control \(RESTRICTED\)](#); [DOC 690.400 Offenders with Disabilities](#); [DOC 850.030 Relationships/Contacts with Offenders](#); [Americans with Disabilities Act \(ADA\)](#); [Family Educational Rights and Privacy Act \(FERPA\)](#); [Individuals with Disabilities Education Act \(IDEA\)](#)

POLICY:

- I. The Department aims to provide basic academic skills, vocational training, and workforce education programs designed to meet the individual's needs and enhance pathways for post-release employment and/or education.
 - A. Academic and vocational programs and/or personnel are accredited, recognized, certified, or licensed by the state or other acceptable organization or authority.
- II. The Department will focus on providing vocational programs that are labor market driven, developing skills needed for facility and Correctional Industries jobs, and are accepted by community based training programs to allow the individual to transfer and complete programs upon release, if necessary.
- III. The Department will offer Associate workforce degree education opportunities designed to prepare entry into the workforce.
- IV. Individuals may be required to participate in a combination of work, education, and vocational programs. Educational program participation will always be addressed as a priority.

DIRECTIVE:

- I. Responsibility
 - A. The Educational Services Administrator will coordinate the Department's education system and:
 1. Analyze program needs annually,
 2. Develop a program budget,
 3. Recommend a statewide service delivery plan,
 4. Monitor use of resources and expenditures,
 5. Monitor provider equipment and software inventory lists for accuracy,
 6. Conduct quarterly contract compliance reviews, and

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7. Ensure curriculum related projects that could be a potential security risk have prior written approval from the Security Management Unit.

II. Requirements

- A. Facilities will make available an approved programs list. Programs will be provided at times when the majority of the population is available and can participate.
- B. Programs offered at different facilities will be standardized when possible to allow for completion if transferred.
- C. Educational programs will meet Americans with Disabilities Act (ADA) requirements regarding reasonable accommodations for individuals with disabilities per DOC 690.400 Offenders with Disabilities.
- D. Disclosure of any information will comply with the Family Educational Rights and Privacy Act (FERPA).

III. Assessment and Referrals

- A. Incoming individuals will be tested to determine basic academic skill levels that will create a system generated referral. Education employees/contract staff will have sole authority to change the status of system referrals.
- B. Education employees/contract staff and case managers will:
 1. Review the education assessment and employment history included in the Custody Facility Plan to determine the individual's need for services and assist in developing a career and education plan.
 2. Refer individuals to educational and vocational services consistent with the Custody Facility Plan and the assessment conducted per DOC 320.400 Risk and Needs Assessment Process. Before a referral is made, the following will be identified and considered:
 - a. Risk and need levels
 - b. Reported and/or verified education history
 - c. Employment history
 - d. Job skills and experience
 - e. Vocational skill level
 - f. Expected release date
 - g. Custody level
 - h. Possible custody change

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- i. Judgement and Sentence conditions
- j. Prior participation or completion in Department provided education and work programs
- k. Availability of program resources
- l. Willingness to complete programs

3. Ensure that individuals assigned to education programming do not discontinue programming for full-time employment.

4. Provide help in managing work schedules to accommodate education programming.

C. Referrals will be prioritized based on risk level, individual needs, expected release date, and availability of program resources.

D. If employment is identified as high-need or high-risk, an educational course that leads to employment as a priority should be established.

IV. Program Enrollment

A. Facility education employees/contract staff will document verification that the individual has earned a high school diploma or high school equivalency certificate in the electronic file.

1. Pending verification, mandatory enrollment in basic skills programs may be delayed up to 60 days at the discretion of the education dean/director.


B. Life Without Parole (LWOP) individuals cannot be required to take basic skills education classes.

C. Individuals with physical, mental, medical, or health issues may be exempted from mandatory basic skills enrollment by the case manager and education employees/contract staff, with input from mental health/health services, as appropriate. Exemptions will be documented in the Case Management Plan.


D. Enrollment in education programs will be planned as a component of the Custody Facility Plan or Case Management Plan to allow time for completion.

E. Education programs available for individuals who are 18 and over will include:

1. Basic skills programs (i.e., Adult Basic Education, General Educational Development (GED), High School (HS) 21+, and English as a Second Language),

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2. Pre-college programs (i.e., developmental education courses needed to raise student's skills to college level), and
 3. Vocational and workforce education (i.e., a series of courses or classes necessary to achieve competency in a particular field and earn a certificate or degree),
 4. Post-secondary education including vocational certificate completion and associate workforce degrees.
 - a. LWOP individuals may not participate in an associate workforce degree program.
- F. Priority enrollment for basic skills programs will be for individuals with:
1. Less than 5 years to their Earned Release Date (ERD) and have not earned a high school diploma or high school equivalency certificate. The program must address needs identified in the Custody Facility Plan and Case Management Plan.
 2. More than 5 years to their ERD and do not have a verified high school diploma or high school equivalency certificate.
 3. A high school diploma or high school equivalency certificate, but score below the ninth grade level, or academic preparation is needed for college-level programs.
- G. Priority enrollment for vocational and workforce education will be in the following order:
1. High-risk or high-need with less than 7 years to ERD.
 2. Moderate and Low Risk who have less than 7 years to ERD.
 3. High and Moderate Risk who have more than 7 years to ERD.
 4. Low Risk who have more than 7 years to ERD or self-paying individuals.
- H. Based on facility need, individuals working in Class II Industries may be considered for a basic skills program upon approval.
- I. The Superintendent/designee may excuse or defer enrollment based on security considerations, conduct, or medical concerns.
- J. Services for individuals under the age of 18 will be provided per DOC 320.500 Youthful Offender Program.
- V. Holds

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- A. All hold requests must be submitted to the Education Services Administrator.
- B. Education holds will be considered for students enrolled in HS 21+ or Open Doors programs.
- C. Vocational and workforce education holds will be considered as follows:
 - 1. Associate workforce degree - Up to one year if pre-college math and English requirements are met.
 - 2. Associate degree - Up to 2 years (24 months) if enrolled as a Second Chance Pell student.
 - 3. One year certificate programs - Up to 2 quarters (6 months) if within 6 months of completion.
 - 4. Short term certificate program - Up to one quarter (3 months)
- D. Holds may be extended in extenuating circumstances or changed/removed by the Educational Services Administrator due to the safety and security of the facility.

VI. Participant Responsibility

- A. Individuals participating in education and/or vocational programs are expected to participate in a minimum of 12 hours of instruction per week or each session the class is scheduled, whichever is greater, unless the individual has limited capacity or is required to participate in other programs (e.g., substance abuse/sex offender/court-ordered treatment, cognitive behavior intervention).
 - 1. Failure to participate in assigned programming may result in disciplinary action, loss of earned time, and/or programming points.
 - 2. Students who refuse to participate in Department-funded educational programming will lose privileges to include access to employment, incentive programs, and future participation in programs.
 - 3. Students will meet with a multi-disciplinary team to review their refusal to participate in programs.
- B. An individual participating in a vocational skills training program will not be paid during regularly scheduled class time.
- C. Students will maintain attendance and behavior as required by the facility and education provider and demonstrate measurable progress consistent with


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program standards and meet the Satisfactory Academic Progress policies of the provider.

1. Employment will be adjusted or suspended if the student is unable to maintain satisfactory academic progress and attendance.
 2. An education/vocational performance evaluation will be documented at least once in a twelve-month period by the case manager in OMNI.
- D. Individuals who have received maximum benefit from the program, as determined by assessed ability, faculty, and dean/director, may be exempted from further participation without loss of privileges. The education provider will notify their case manager.


VII. Fees

- A. Fees are not charged for basic academic skills instruction.
- B. Individuals who have already earned an Associate's degree or a one-year state vocational certificate while incarcerated may request to enroll in subsequent programs and may be required to pay tuition per Student Financial Responsibility (Attachment 1).
 1. Individuals who have previously earned a degree and are unable to return to employment in that degree field may be eligible to participate in a Department-funded one-year state vocational certificate or associate workforce degree at no additional cost.
 - a. The decision that the student will pay all or part of the cost will be documented in the electronic file.
 2. Students are not required to pay costs for participation in subsequent vocational programs if the program is associated with their work program, current educational program, or community employment.
 - a. If a subsequent vocational program is not associated with the student's work program, current educational program, or community employment, tuition will be required per Student Financial Responsibility (Attachment 1).
 3. An individual's ability to pay tuition will be determined by the monthly income and balance of funds available in their account. Monthly income will be determined by taking the average of the most recent 3 months' wages, gratuities, and deposits, regardless of the source.


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- a. Individual's without a monthly income, but having a balance of funds available, will pay a portion based on the average balance of the most recent 3 months, leaving not less than \$10.00 in the account.
 - b. The portion paid by the individual is determined using the per credit hour fee set by the Washington State Board for Community and Technical Colleges.
4. Tuition and fees will be made payable to the Department for deposit into the General Fund. Payment will be made prior to participation in class. Education debt will not be permitted.
 - a. Family members or third parties may provide payment for tuition and fees. These funds may be transferred from the education sub-account.
 5. Facility procedures will be developed in conjunction with DOC 200.000 Trust Accounts for Offenders for payment of tuition and communication with education providers.
- A. With the exception of LWOP individuals, fees will not be charged to eligible individuals for Department-funded programs for a vocational program that is less than 45 credits, the first one-year state vocational certificate for which the Department does not offer a degree, or the first associate workforce degree.
 - B. LWOP individuals may participate in vocational skills training required for a work program, provided they pay the costs identified in Student Financial Responsibility (Attachment 1) and space is available. A written request to participate will be submitted to the case manager and education dean/director. The request will be documented in the electronic file.
 - C. A refund will not be provided if an individual who has fully or partially paid for a subsequent vocational program is transferred due to negative behavior. If the transfer is not due to negative behavior, a refund will be made according to the education provider's scale for refunds.
 - D. Department-funded students and third-party funded students may enroll in the same program courses. Costs must be paid by appropriate funds based on the percentage of enrollment.

IV. Program Operations

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- A. Education providers will supply a course curriculum outline to the facility. Courses will be supported by appropriate classroom materials.
 - B. Education providers will maintain an educational file on each student, to include documented attendance, progress, and achievements.
 - C. Classrooms and computer labs are set up to enhance security and ensure appropriate use of computers, equipment, and tools.
 - 1. Set up will be so the instructor can view input screens and work process/product for all students and teaching assistants either directly or through electronic monitoring.
 - 2. Printers, scanners, and input devices, not including keyboards and mice, will be secured at the instructor's desk and/or other secured area.
 - 3. Equipment and tools will be maintained and inventoried per DOC 420.500 Tool Control (RESTRICTED).
 - D. Classroom Assistants working in education will not have additional privileges.
 - E. Employees/contract staff maintaining and tracking education programs in OMNI will ensure the accuracy of schedules and locations for each class.
 - F. Appointments that are not tracked in OMNI (e.g., registration, testing, education orientation, advising, graduation) will be scheduled using the callout system.
 - G. The facility will assist education providers in organizing formal recognition of achievements (e.g., graduation ceremonies).
- V. Reentry
- A. Education employees/contract staff may assist with:
 - 1. Completing and submitting the Free Application for Federal Student Aid (FAFSA) application and Selective Service registration,
 - 2. Contacting previous colleges,
 - 3. Arranging conference calls (e.g., teleconference, Skype) with college admissions staff, and
 - 4. Issues with the financial aid application, Selective Service registration, and/or student loan default.

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- B. References for incarcerated individuals will be reviewed by the dean/director and follow DOC 850.030 Relationships/Contacts with Offenders.

VI. Data Collection

- A. OMNI Programs is used to track programs, sessions, providers, referrals, attendance, participation, evaluation, and certificates. The OMNI program will be used to generate data reports on:
1. Program activity,
 2. Program referral,
 3. Offenders without program assignments,
 4. Participation by program,
 5. Active program sessions,
 6. Certificates awarded, and
 7. Offender needs summary.
- B. Data will be used to determine future programs for each facility's population, risk, and needs. Input will be solicited from community partners in academic and vocational education.

DEFINITIONS:

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

ATTACHMENTS:

[Student Financial Responsibility \(Attachment 1\)](#)

DOC FORMS:

None