



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/REENTRY/FIELD**  
FACILITY/SPANISH MANUAL

REVISION DATE  
10/31/22

PAGE NUMBER  
1 of 7

NUMBER  
**DOC 530.150**

**POLICY**

TITLE  
**FAMILY-CENTERED SERVICES**

**REVIEW/REVISION HISTORY:**

Effective: 11/12/02  
 Revised: 6/1/07  
 Revised: 6/20/11  
 Revised: 9/1/13  
 Revised: 8/1/15  
 Revised: 10/31/22

**SUMMARY OF REVISION/REVIEW:**


Major changes to include removing repetitive content, updating terminology, and reorganization. Read carefully!

**APPROVED:**

Signature on file

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

10/10/22  
 \_\_\_\_\_  
 Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/REENTRY/FIELD</b> FACILITY/SPANISH MANUAL		
	<b>REVISION DATE</b> 10/31/22	<b>PAGE NUMBER</b> 2 of 7	<b>NUMBER</b> <b>DOC 530.150</b>
	<b>TITLE</b> <b>FAMILY-CENTERED SERVICES</b>		

**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 72.09.270](#); [RCW 72.09.495](#); DOC 200.200 Incarcerated Individual Betterment Fund ; DOC 450.300 Visits for Incarcerated Individuals; DOC 530.155 Family Councils; [Family Support and Navigational Guide](#)

**POLICY:**

- I. The Department acknowledges the benefits of maintaining family relationships during incarceration and will encourage participation in family-centered programs, activities, and events that ensure equitable access, are culturally sensitive, evidence-based, and:
  - A. Support reunification efforts,
  - B. Contribute to a reduction in intergenerational incarceration,
  - C. Mitigate risk and target criminogenic needs,
  - D. Assist in the development of positive family and community ties, and
  - E. Foster and develop healthy interaction and relationship building skills between incarcerated individuals and their families.
  
- II. Family-centered programs and services will be provided within available resources and participation will comply with security, safety, and health requirements in alignment with the [Department's Mission and Core Values](#).

**DIRECTIVE:**

- I. Responsibilities
  - A. The Family Services Unit will:
    1. Review, update, and maintain the Family Support and Navigational Guide on the Department's external website.
      - a. A review committee consisting of a family council representative/ designee(s), Community Partnership programs, Prison visit programs, and Family Services will meet annually to identify necessary changes and updates.
    2. Provide supplemental support and serve as a point of contact for families of incarcerated individuals and:
      - a. May assist in identifying and resolving challenges that families face resulting from a loved one's incarceration.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/REENTRY/FIELD</b> FACILITY/SPANISH MANUAL		
	<b>REVISION DATE</b> 10/31/22	<b>PAGE NUMBER</b> 3 of 7	<b>NUMBER</b> <b>DOC 530.150</b>
	<b>TITLE</b> <b>FAMILY-CENTERED SERVICES</b>		

- b. Will respond to family inquiries and provide general information related to incarceration, transition, release, or supervision in the community.
      - 1) DOC 09-485 Authorization for Release of Custodial Information must be completed before information is provided to family members related to an individual's program needs.
      - 2) Each request from and encounter with an individual and/or family member(s) will be documented in the individual's electronic file using the "FSU Contact" code.
  - 3. Research, identify, and implement of promising practices, parenting and relationship enrichment programs, workshops, and family-centered programs through:
    - a. Partnering and collaborating with community-based organizations and business groups.
    - b. Working with guardians and school districts to coordinate quality Parent-Teacher Conference experiences.
    - c. Gathering information from family by attending in-person visits at facilities at least quarterly.
    - d. Attending at least one family-centered event at each of the facilities to provide a brief introduction of the Family Services Unit, brochures with contact information, and answers to questions as appropriate.
    - e. Assisting the facility Community Partnership Program Coordinators (CPPCs) with identifying and facilitating opportunities (e.g., video greetings, workshops, programs) for individuals and/or their families.
- B. Superintendents/Reentry Center Administrators will support, encourage, and implement family-centered programs and activities at the local level which may include:
  - 1. Parenting classes/workshops
  - 2. Classes/activities/events/workshops that provide information on and/or strengthen/support:



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/REENTRY/FIELD**  
FACILITY/SPANISH MANUAL

REVISION DATE  
10/31/22

PAGE NUMBER  
4 of 7

NUMBER  
**DOC 530.150**

**POLICY**

TITLE  
**FAMILY-CENTERED SERVICES**

- a. Adult/adult relationships
- b. Adult/child relationship
- c. Marriage/relationship enrichment
- d. Financial management for families
- e. Aging/disability with loved ones
- f. Family reentry planning
- g. Dealing with trauma

- 3. Achievement ceremonies (e.g., graduations)
- 4. Video greetings programs
- 5. Special events

C. Local Family Council meetings will include discussions and planning on family friendly events and activities per DOC 530.155 Family Councils.

II. Eligibility

A. To participate in family-centered events, incarcerated individuals must remain free from a guilty finding for the following infractions and timeframes before the deadline for sign-up.

- 1. Category A for one year or as determined appropriate for the safety of visitors/participants.
- 2. Category B1 for 90 days.
- 3. Category B2 for 60 days.
- 4. All other serious infractions for 30 days.

B. Participation must not conflict with the individual's Judgment and Sentence requirements or any known court orders.

C. Participating family members must be on an individual's approved visitor list per DOC 450.300 Visits for Incarcerated Individuals at the time of sign-up.

III. Programs, Activities, and Events

A. Information on family-centered programs, activities, and events will be posted on the Family Support page of the Department's external website at <https://doc.wa.gov/family/support.htm>.



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/REENTRY/FIELD**  
FACILITY/SPANISH MANUAL

REVISION DATE  
10/31/22


PAGE NUMBER  
5 of 7

NUMBER  
**DOC 530.150**

**POLICY**

TITLE  
**FAMILY-CENTERED SERVICES**

- B. The Family Services Unit and CPPC contact information (e.g., business cards, brochures) will be available to families in the visit room and/or public access areas.
- C. Facilities will maintain and post an annual calendar of events throughout the facility, to include visit areas, and on the Department’s external website no later than July 31<sup>st</sup> and update the calendar as needed.
- D. Prisons will offer quarterly pro-social, skill building, and developmentally appropriate children’s activities (e.g., emotional intelligence, communication games) during regular visitation hours.
- E. A minimum of 4 family-centered programs, activities, and events funded by the Incarcerated Individual Betterment Fund will be offered each year that family members may attend.
  - 1. Events will last a minimum of 2 hours and no more than 6 hours.
  - 2. At least 2 programs/activities events will:
    - a. Be offered during or instead of the regular visit program in Prisons.
    - b. Focus on strengthening adult/child relationships.
  - 3. If a family program/activity/event lasts more than 3 hours, participants will be provided a meal or snack.
    - a. Vending machines, when available, may be accessed.
    - b. Food will be provided as determined in advance and coordinated by Family Services.
- F. Appropriate community-based organizations and partners will be encouraged to participate and provide support.
- G. Programs will continue from Prisons into the community, when available.
- H. Upon conclusion of each event, participating family members will have the opportunity to complete a survey. Results of the survey will be reviewed to identify strengths, effectiveness, needs, and opportunities to enhance programs.
- I. The Superintendent/Community Corrections Supervisor or their designee will ensure that participation by individuals in family-centered programs, events, or activities is entered into the individual’s electronic file using a Family Group code.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/REENTRY/FIELD</b> FACILITY/SPANISH MANUAL		
	<b>REVISION DATE</b> 10/31/22	<b>PAGE NUMBER</b> 6 of 7	<b>NUMBER</b> <b>DOC 530.150</b>
	<b>TITLE</b> <b>FAMILY-CENTERED SERVICES</b>		

J. The Family Services Manager will provide a quarterly report on Prison activities/ events throughout the state, including the following information:

1. The number of individual and family participants
2. The number of volunteers
3. Types and location of activities/events
4. Budget expense

IV. Funding

A. A portion of the Incarcerated Individual Betterment Fund will be used to fund family-centered programs, activities, and events at Department facilities/offices and in the community.

1. Family members may provide input or recommendations to elected Family Council representatives at the facility a loved one is housed during Local Family Council meetings or through the co-chairs.

B. The Family Services Unit Manager will distribute a request for funds for the Family Friendly portion of the Incarcerated Individual Betterment Fund by April 1 each year for the following fiscal year (i.e., July 1 - June 30).

1. Each Appointing Authority will submit proposals to the Family Services Unit Manager by April 30.

C. A committee consisting of a representative from a family council, Prisons, Community Corrections, and Family Services will meet annually to review funding proposals and make recommendations.

D. The committee will forward its recommendations to the Incarcerated Individual Betterment Fund Administrator for Secretary's final approval no later than May 30th.

E. Funds will be allocated and managed per DOC 200.200 Incarcerated Individual Betterment Fund and approved funding for family-centered programs, activities, and events will be presented at Local Family Council meetings.

**DEFINITIONS:**

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

**ATTACHMENTS:**

None



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/REENTRY/FIELD**  
FACILITY/SPANISH MANUAL

REVISION DATE  
10/31/22

PAGE NUMBER  
7 of 7

NUMBER  
**DOC 530.150**

**POLICY**

TITLE

**FAMILY-CENTERED SERVICES**

**DOC FORMS:**

DOC 09-485 Authorization for Release of Custodial Information