



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
OFFENDER MANUAL

REVISION DATE
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POLICY

TITLE
WORK PROGRAMS IN PRISONS

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SUMMARY OF REVISION/REVIEW:

IV.A. - Adjusted language for clarification
 Added Drug-Related Violation to Definitions


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
 Department of Corrections

8/20/19

 Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER MANUAL		
	REVISION DATE 9/3/19	PAGE NUMBER 2 of 11	NUMBER DOC 700.000
	TITLE WORK PROGRAMS IN PRISONS		

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A.030](#); [RCW 51](#); [RCW 72.09](#); [WAC 137-80](#); [DOC 100.500 Offender Non-Discrimination](#); [DOC 200.000 Trust Accounts for Offenders](#); [DOC 230.500 Vehicle Use](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); DOC 410.050 Emergency Management Plan (RESTRICTED); DOC 410.360 Escape Preparedness and Response (RESTRICTED); DOC 420.150 Counts (RESTRICTED); [DOC 420.310 Searches of Offenders](#); DOC 420.330 Searches of Vehicles; DOC 420.375 Contraband and Evidence Handling (RESTRICTED); [DOC 490.800 Prison Rape Elimination Act \(PREA\) Prevention and Reporting](#); [DOC 610.650 Outpatient Services](#); [DOC 700.100 Class III Work Programs](#); [DOC 700.350 Offender Dog/Cat Programs](#); [DOC 700.400 Class IV Off-Site Work Crew](#); [DOC 710.400 Correctional Industries Work Programs](#); DOC 780.200 Department of Natural Resources Emergency Response Class IV (RESTRICTED); [DOC 850.030 Relationships/Contacts with Offenders](#); [DOC 890.000 Safety Program](#); [DOC 890.130 Job Safety Analysis, Hazard Assessments, and Personal Protective Equipment](#); [DOC 890.170 Outdoor Heat Exposure Plan](#); [DOC 890.620 Emergency Medical Treatment](#); [Health Status Reports](#); [Records Retention Schedule](#); [U.S. Bureau of Labor Statistics 2018 Standard Occupational Classification System](#)

POLICY:

- I. The Department has established work programs in Prisons as defined per RCW 72.09.100 to provide incarcerated individuals an opportunity to learn job skills and develop good work habits and attitudes.
- II. Any worker in a work program, except within Class III, is eligible to receive industrial insurance benefits per RCW 51 and WAC 137-80.
- III. Work programs are privileges and may be restricted based on risk, behavior, and/or other factors reviewed by multidisciplinary screening committees or Facility Risk Management Teams (FRMTs) per RCW 72.09 and DOC 300.380 Classification and Custody Facility Plan Review.

DIRECTIVE:


- I. General Requirements
 - A. Work program opportunities will be provided in Correctional Industries (CI), facility maintenance, operations, public works, and community projects.
 1. All eligible individuals will be given equal consideration for assignment into a position for which they are qualified. Individuals will not be discriminated against per DOC 100.500 Offender Non-Discrimination.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER MANUAL		
	REVISION DATE 9/3/19	PAGE NUMBER 3 of 11	NUMBER DOC 700.000
	TITLE WORK PROGRAMS IN PRISONS		


- B. The advice and assistance of labor, business, community colleges, and industrial organizations will be used to assist work programs in providing skills relevant to the job market.
- C. Descriptions for each position will be established based on the Standard Occupational Classification (SOC) code per U.S. Bureau of Labor Statistics 2018 Standard Occupational Classification System.
- D. Workers will be compensated for work performed (e.g., monetary compensations, special housing, extra privileges, earned time credits), except per DOC 700.350 Offender Dog/Cat Programs.
 - 1. Similar work program assignments and skills will receive similar compensation. Differences in compensation will be proportionate to differences in the difficulty, responsibility, and qualification requirements of the work within each designated class.
 - 2. Monetary compensation will be subject to deductions per DOC 200.000 Trust Accounts for Offenders.
 - 3. Unless specified per an established contract, assignment compensation will be approved by:
 - a. The CI Director for Class I and II.
 - b. The Secretary/designee for Class III and IV.
- E. Work programs will comply with the appropriate policies:
 - 1. CI Class I and II per DOC 710.400 Correctional Industries Work Programs.
 - 2. Class III per DOC 700.100 Class III Work Programs.
 - 3. Class IV per DOC 700.400 Class IV Off-Site Work Crew and DOC 780.200 Department of Natural Resources Emergency Response Class IV (RESTRICTED).
- F. Documentation related to work programs will be retained per the Records Retention Schedule.

II. General Responsibilities

- A. Facilities will develop and maintain a written plan for full-time work program assignments for all individuals in general population, including annual targets for the facility.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER MANUAL		
	REVISION DATE 9/3/19	PAGE NUMBER 4 of 11	NUMBER DOC 700.000
	TITLE WORK PROGRAMS IN PRISONS		

1. Reception Diagnostic Centers will only develop and maintain a plan if individuals awaiting transfer to another facility stay beyond 90 days.
- B. The Superintendent will:
1. Designate an employee(s) to monitor and coordinate work programs, including off-site (i.e., off facility grounds or outside the secure perimeter) work crews.
 2. Designate a CI facility liaison to ensure each CI work program has a ready pool of screened applicants and CI workforce demographics reflect the demographics of the facility population.
 3. Be responsible for establishing work hour availability.
 - a. To the extent possible, schedules will maximize the availability of workers during the workday and minimize interruptions in production. The workday will be similar to the workday in the community.
 - b. Programming schedules will be considered when establishing work schedules.
- C. Work crew supervisors will:
1. Be accountable for the workers under their supervision at all times.
 2. For Class I, II, and IV, be provided a current Post Order and/or Operations Manual, or Essential Job Duties for Department of Natural Resources (DNR) work crews.
 3. Maintain a daily log, including attendance and wellness/injury checks for workers.
 4. Conduct counts per DOC 420.150 Counts (RESTRICTED) and local procedures.
 5. Set expectations for work performance and behaviors, including correcting/preventing unacceptable behavior and/or poor work performance, when possible.
 6. Document substandard performance before a worker is removed from the work program, unless removed from a CI position during the probationary period.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER MANUAL		
	REVISION DATE 9/3/19	PAGE NUMBER 5 of 11	NUMBER DOC 700.000
	TITLE WORK PROGRAMS IN PRISONS		

D. CI employees will coordinate with the Superintendent of each facility having an industries program(s).

III. Eligibility and Selection

A. All incarcerated individuals are expected to participate in authorized work, education, and/or other programs ordered by the sentencing court/paroling authority or required by statute. Failure to participate in programs may result in administrative action.

1. The percentage of Life Without Parole (LWOP) workers assigned to CI will be limited to the extent possible and not exceed the percentage of LWOP assigned to general population at the facility.

a. The CI General Manager will coordinate with facilities when assigning LWOP workers.

2. Workers with an Earned Release Date of more than 120 months will not exceed 10 percent of workers assigned in a Class I industry per RCW 72.09.460.

B. Screening and Referrals

1. Individuals will be referred for work programs based on local procedures and/or classification reviews per DOC 300.380 Classification and Custody Facility Plan Review.


2. The case manager will submit work program referrals per the most recent Incoming Transport/Job Screening checklist in the individual's electronic file.

a. Screenings will expire 2 years after multidisciplinary FRMT approval.


b. The case manager will initiate a new Incoming Transport/Job Screening checklist before the current screening expires.

3. If a worker engages in behaviors that may impact safety/security, a multidisciplinary FRMT will update any previously approved referrals.

C. To be eligible for Class I, II, and IV work programs, workers must meet the following requirements. Exceptions must be approved by the Superintendent/designee or higher rank.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY PRISON OFFENDER MANUAL</p>		
	<p>REVISION DATE 9/3/19</p>	<p>PAGE NUMBER 6 of 11</p>	<p>NUMBER DOC 700.000</p>
	<p>TITLE WORK PROGRAMS IN PRISONS</p>		


1. A minimum of 12 months since disposition of a guilty finding for any Category A violation or drug-related violation.
 2. A minimum of 6 months since disposition of a guilty finding for any other serious violation.
 3. No pending dispositions for a serious violation.
 4. A minimum of 2 years since any escape.
 5. Additional eligibility requirements for CI per DOC 710.400 Correctional Industries Work Programs.
- D. To be eligible for off-site work crews, workers:
1. Must be assigned MI2 or MI1 custody level.
 2. For Class III and IV, with a history of a sexual offense(s) and/or sexual motivation behavior must be approved by the Superintendent.
 3. May not have a disposition of a guilty finding for introduction of contraband or a drug-related violation for a minimum of 1 year.
 4. May not have a felony detainer/warrant or pending Immigration and Customs Enforcement detainer.
 5. Sentenced for a violent or serious violent offense may not have:
 - a. Escape history within the past 10 years,
 - b. Violations related to violent behavior within the past year, and
 - c. Potential for victim contact or community ties that may compromise security.
- E. Workers will notify their work crew supervisor of all work restrictions/limitations and medications brought to the worksite.
1. A current Health Status Report and/or DOC 13-508 Accommodation Status Report must be in the electronic file indicating the restriction(s)/ limitation(s), which will be re-evaluated per the appropriate protocol.
- F. Work Program Assignment
1. Assignment to work programs will be limited to:

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER MANUAL		
	REVISION DATE 9/3/19	PAGE NUMBER 7 of 11	NUMBER DOC 700.000
	TITLE WORK PROGRAMS IN PRISONS		


- a. 7 years for CI within a specific shop (i.e., Class II) or industry (i.e., Class I).
 - b. 2 years for the same facility program area within Class III and IV positions, except positions approved by the Assistant Secretary for Prisons/designee.
 - 1) The Superintendent/designee may approve an extension(s) not to exceed a total of 2 additional years.
 - c. One year for positions with limited visibility or employee presence, except Class IV positions.
2. Workers who have worked the maximum assignment limits must wait at least 2 years before returning to a position in the same shop/industry or facility program area.
 3. DOC 20-235 Work Program Assignment/Change/Termination will be used to assign workers, change assignments, and suspend/remove workers from assignments.

IV. Off-Site Work Crew Security Requirements


- A. The Superintendent will determine transportation standards (e.g., staffing, vehicle/equipment requirements) for off-site work crews.
 1. Transportation standards for DNR work crews are outlined in DOC 780.200 Department of Natural Resources Emergency Response Class IV (RESTRICTED).
 2. Escorts will include a properly trained Department employee or screened and approved personnel of the contracting agency.
- B. Work crews will:
 1. Be processed in and out of facilities to prevent contraband from leaving or entering the facilities. Searches will be conducted per DOC 420.310 Searches of Offenders and DOC 420.330 Searches of Vehicles. Other steps may include:
 - a. Examination of lunch boxes/thermoses,
 - b. Random urinalysis/breathalyzer testing, and/or
 - c. Random/suspicious searches.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER MANUAL		
	REVISION DATE 9/3/19	PAGE NUMBER 8 of 11	NUMBER DOC 700.000
	TITLE WORK PROGRAMS IN PRISONS		

2. Return to their sending facility at the end of each workday, unless prior arrangements and proper notifications have been made to house the crew at an approved location. Alternate housing should only be used when the project location and duration create a need to do so.
 - a. Overnight absences are not allowed for Class III work crews.
- C. The following information will be maintained for each work crew:
1. Name of work crew supervisor(s),
 2. Cell phone number(s),
 3. Destination(s) address, agency name(s), and general location(s),
 4. Work-site point of contact and phone number, if available,
 5. Worker name(s) and DOC number(s),
 6. Date of trip, and
 7. Estimated time of departure and return.
- D. Work crew supervisors will:
1. Complete and maintain DOC 21-666 Off-Site Work Crew Daily Log and an informal count sheet. Both will be turned in daily to the shift office or designated location.
 - a. Logs for DNR work crews will be completed and maintained per DOC 780.200 Department of Natural Resources Emergency Response Class IV (RESTRICTED).
 2. Be provided with:
 - a. A cell phone/radio issued by the Department,
 - b. Copies of DOC 21-574 Control Card or Gate Card,
 - c. Emergency equipment per DOC 230.500 Vehicle Use, and
 - d. Other equipment, supplies, and rescue medication(s), as needed.
- E. Work crews should not be taken into public places (e.g., stores, restaurants, restrooms) unless emergent or required per approved assignment.
- F. Contraband and/or unscheduled/emergent stops will be documented on DOC 21-917 Incident Report and immediately reported to the Shift Commander/CI General Manager. The work crew supervisor will consult with the Shift Commander/CI General Manager to determine immediate need to return to the facility.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER MANUAL		
	REVISION DATE 9/3/19	PAGE NUMBER 9 of 11	NUMBER DOC 700.000
	TITLE WORK PROGRAMS IN PRISONS		


1. Evidence will be handled per DOC 420.375 Contraband and Evidence Handling (RESTRICTED).
- G. If an emergency occurs, work crew supervisors will ensure the steps in the initial phases of response are completed per DOC 410.050 Emergency Management Plan (RESTRICTED).
- H. If a worker is missing and cannot be accounted for in a timely manner, the work crew supervisor will immediately call 911, and then notify the Shift Commander and, if applicable, the CI General Manager.
1. The Shift Commander will initiate the Escape Response Emergency Checklist per DOC 410.360 Escape Preparedness and Response (RESTRICTED).
- I. The Superintendent will designate a supervisor(s) to monitor and conduct security audits, randomly or at the direction of a Department administrator. Security audits will be documented on DOC 21-660 Off-Site Work Crew Security Audit.
1. CI audits will be completed by the Work Program Security Manager/designee.
- V. Performance Evaluations and Dismissals
- A. Overall performance and work ethic (e.g., technical skills, behavior) will be evaluated at least annually by the work crew supervisor for each worker in the Program Evaluation section of the electronic file or using DOC 10-121 Performance Evaluation.
1. Evaluations will be completed upon request by employees/contract staff or when there are changes in assignment (e.g., transfer, removal).
 2. The evaluation will be discussed with and signed by the worker and work crew supervisor. Evaluations will be maintained in the workers' supervisor file.
 - a. For CI positions, the CI General Manager will ensure a performance evaluation is documented.
- B. Assignment to a work program may be suspended/terminated based on security/disruption concerns resulting from, but not limited to, an alleged violation or pending investigation.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER MANUAL		
	REVISION DATE 9/3/19	PAGE NUMBER 10 of 11	NUMBER DOC 700.000
	TITLE WORK PROGRAMS IN PRISONS		

1. A guilty finding for a Category A serious violation or drug-related violation will be grounds for immediate termination.
2. A guilty finding for any other serious violation will be reviewed by a FRMT to determine appropriate actions, including:
 - a. Continued work in the assigned work area
 - b. Transfer to a different work assignment
 - c. Suspension/removal from the work program
3. Removal from mandatory programming may be subject to a loss of earned time and/or programming points.

VI. Training

- A. Site-specific safety training and orientation, including the safe use and handling of all tools/equipment, will be provided per DOC 890.000 Safety Program.
 1. Training on Personal Protective Equipment will be provided per DOC 890.130 Job Safety Analysis, Hazard Assessments, and Personal Protective Equipment.
- B. Off-site work crew supervisors will be provided the following initial and annual training:
 1. Communication and reporting requirements/protocol
 2. Count procedures and documentation requirements
 3. Tool control and accountability
 4. Emergency Response Procedures to include escape
 5. Medical/first aid response
 6. Manipulation and/or employee compromise
 7. Ethics
 8. Effective supervision
 9. Vehicle use and roadside assistance procedures
 10. Outdoor heat exposure per DOC 890.170 Outdoor Heat Exposure Plan
 11. Prison Rape Elimination Act (PREA) training per DOC 490.800 Prison Rape Elimination Act (PREA) Prevention and Reporting.
 - a. PREA training must be completed before having contact with workers.
- C. Non-Department personnel:
 1. Will be provided an initial orientation and annual training, including:

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER MANUAL		
	REVISION DATE 9/3/19	PAGE NUMBER 11 of 11	NUMBER DOC 700.000
	TITLE WORK PROGRAMS IN PRISONS		

- a. Counts
 - b. PREA information
 - c. Manipulation and supervision
 - d. Emergency and escape procedures
 - e. A copy of DOC 850.030 Relationships/Contacts with Offenders
2. Must sign DOC 03-443 Non-Department Personnel Acknowledgment for Off-Site Work Crews before having contact with workers.

VII. Work-Related Accidents/Injuries

- A. Accidents/injuries will be reported per DOC 890.000 Safety Program. Medical emergencies will be responded to per DOC 890.620 Emergency Medical Treatment.
- B. Workers removed from a worksite must be cleared by Health Services employees before returning to work. Ongoing health care services may be provided per DOC 610.650 Outpatient Services.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

[DOC 03-443 Non-Department Personnel Acknowledgment for Off-Site Work Crews](#)
[DOC 10-121 Performance Evaluation](#)
[DOC 13-508 Accommodation Status Report](#)
[DOC 20-235 Work Program Assignment/Change/Termination](#)
[DOC 21-574 Control Card](#)
[DOC 21-660 Off-Site Work Crew Security Audit](#)
[DOC 21-666 Off-Site Work Crew Daily Log](#)
[DOC 21-917 Incident Report](#)