



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
OFFENDER MANUAL

REVISION DATE
5/24/19

PAGE NUMBER
1 of 4

NUMBER
DOC 700.100

POLICY

TITLE
CLASS III WORK PROGRAMS

REVIEW/REVISION HISTORY:

Effective: 5/17/00
 Revised: 7/3/06
 Revised: 7/3/07
 Revised: 8/6/08
 Reviewed: 6/12/09
 Revised: 10/17/11
 Revised: 1/1/16
 Revised: 5/24/19

SUMMARY OF REVISION/REVIEW:

Major changes to include contract requirements for 501(c)(3) and 501(c)(4) organizations and compensation for blood/body fluid or potentially infectious material cleanup. Read carefully!


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
 Department of Corrections

4/23/19

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 72.09](#); [WAC 137-80](#); [DOC 220.010 Contracts](#); [DOC 670.000 Communicable Disease, Infection Prevention, and Immunization Program](#); [DOC 700.000 Work Programs in Prisons](#); [DOC 700.130 Electrical Construction and Maintenance](#); [DOC 700.350 Offender Dog/Cat Programs](#); [26 USC 501\(c\)\(3\) & \(4\)](#)

POLICY:

- I. The Department will operate Class III work programs to provide basic work training and experience for work within Correctional Industries (CI) and the community.
- II. Work programs per DOC 700.130 Electrical Construction and Maintenance and DOC 700.350 Offender Dog/Cat Programs are considered Class III work programs.

DIRECTIVE:

- I. General Requirements
 - A. Workers will be referred for work programs per DOC 700.000 Work Programs in Prisons.
 - B. Priority will be given to filling vacant facility support positions that are vital to facility operations.
 1. If a worker is suspended due to a reduction in work, an equivalent position will be offered when work becomes available.
 - C. Workers will not be assigned to more than the equivalent of one full-time position, unless there are more positions than workers.
 - D. Workers will receive disease/infection prevention training and immunizations per DOC 670.000 Communicable Disease, Infection Prevention, and Immunization Program.
 - E. Contracts are only required for work programs providing services to a public-benefit nonprofit organization, registered and authorized by the Internal Revenue Service (IRS) as either a 501(c)(3) charitable organization or 501(c)(4) social welfare organization.
 1. Contracts will be established and maintained per DOC 220.010 Contracts.
- II. Program Classification

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- A. Facilities will use site specific program descriptions for work assignments. Program descriptions require Correctional Program Manager approval and will be maintained at the facility and available for worker access.
- B. Levels within each program (e.g., Clerk 1, Clerk 2, Clerk 3) may be developed, but are not required.

III. Health Care Assignment

- A. Workers, under employee/contract staff supervision, may perform duties related to health services consistent with their level of training, including:
 - 1. Peer support and education.
 - 2. Assisting impaired incarcerated individuals on a one-on-one basis with activities of daily living (e.g., access assistant).
 - 3. Serving as a companion or buddy, if qualified and trained through a formal program that is part of end-of-life care or a suicide prevention plan.
- B. Workers will not be used to provide the following duties:
 - 1. Performing direct patient care services.
 - 2. Scheduling health care appointments.
 - 3. Determining access of patients to health care services.
 - 4. Handling or having access to surgical instruments, syringes, needles, medications, or health records.
 - 5. Operating diagnostic or therapeutic equipment except under direct supervision by specially trained employees/contract staff in a vocational training program.

IV. Compensation

- A. Workers will only be compensated for hours worked. Compensation must be supported within facility budgeted funds and will not exceed \$55 per month.
- B. Exceptions to compensation, including flat rate compensation assignments, require written, advance approval from the Assistant Secretary for Prisons/designee.



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1. Compensation for workers assigned to blood/body fluid or potentially infectious material cleanup will not exceed \$2.40 for each cleanup.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None