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

4/23/19

STEPHEN SINCLAIR, Secretary
Department of Corrections

Date Signed
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
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.
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