



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON

REVISION DATE
5/24/19

PAGE NUMBER
1 of 4

NUMBER
DOC 700.400

POLICY

TITLE
CLASS IV OFF-SITE WORK CREW

REVIEW/REVISION HISTORY:

- Effective: 7/11/03 DOC 420.055
- Revised: 1/3/06 AB 05-003
- Revised: 4/29/08 DOC 700.400
- Revised: 7/9/08 AB 08-017
- Revised: 9/8/10
- Revised: 2/9/11
- Revised: 10/17/11
- Revised: 6/1/13
- Revised: 5/24/19

SUMMARY OF REVISION/REVIEW:

Major changes to include clarification for standard and good-will projects. 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 72.01.365](#); [RCW 72.01.370](#); [RCW 72.09.100](#); [WAC 296-800-160](#); [DOC 220.010 Contracts](#); [DOC 700.000 Work Programs in Prisons](#); DOC 780.200 Department of Natural Resources Emergency Response Class IV (RESTRICTED); [26 USC 501\(c\)\(3\) & \(4\)](#)

POLICY:

- I. The Department has established selection procedures and security requirements per DOC 700.000 Work Programs in Prisons to authorize eligible workers to temporarily leave the facility grounds, under supervision, to participate in approved work. This will provide the opportunity to develop good work habits, expand work skills and abilities, and provide a service to the community.
- II. Department of Natural Resources work crews are managed under separate intergovernmental and local agreements. Emergent incidents (e.g., forest fire suppression, flooding) will be operated per DOC 780.200 Department of Natural Resources Emergency Response Class IV (RESTRICTED).
- III. Class IV work programs will be operated by the Department and will be designed and managed to provide services at a reduced cost to recipients in the community, of public agencies, or of public benefit non-profit organizations, registered and authorized by the Internal Revenue Service as either a 501(c)(3) charitable organization or 501(c)(4) social welfare organization.

DIRECTIVE:

- I. General Requirements
 - A. Class IV projects may be initiated by the Department or provided at the request of the recipient.
 - B. Use of workers will not result in the displacement of the requesting recipient's personnel.
- II. Agreements
 - A. Agreements for Class IV projects will be established and maintained per DOC 220.010 Contracts.
 - B. Standard Class IV projects require a Master Work Crew Contract/Agreement and will be paid for by the recipient of the services.

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1. Each work project will require a Work Project Description signed by both the Superintendent and recipient.
 2. Completed Work Project Descriptions will be forwarded to the Contracts and Legal Affairs Unit for retention.
- C. Class IV good-will projects require a Project Agreement and will be paid for by the Department.
1. Once signed by both the Superintendent and recipient, completed Work Project Descriptions will be forwarded to the Contracts and Legal Affairs Unit within 2 days for retention.
- D. A job safety analysis and/or hazard assessment will be completed using DOC 03-247 Hazard Assessment Certification and Personal Protective Equipment (PPE) Selection Worksheet or similar before work begins.
1. If an assessment has previously been done, and the work is similar and complies with the hazard assessment requirements per WAC 296-800-160, the Superintendent/designee may waive the assessment based on facility experience with the project type and/or site.
- E. Work crew supervisors will maintain a copy of the signed Work Project Description/Project Agreement at the project site.
- III. Work Crew Orientation
- A. Work crew supervisors will:
1. Provide workers an initial orientation that includes expectations established in DOC 05-764 Work Crew Expectations Declaration.
 2. Ensure workers sign and agree to the expectations using DOC 05-764 Work Crew Expectations Declaration.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:



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[DOC 03-247 Hazard Assessment Certification and Personal Protective Equipment \(PPE\) Selection Worksheet](#)
[DOC 05-764 Work Crew Expectations Declaration](#)