



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON**

REVISION DATE  
6/1/13

PAGE NUMBER  
1 of 7

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

**SUMMARY OF REVISION/REVIEW:**


III.A.4. - Added behavior criteria to items considered by FRMT when determining eligibility  
 Added III.D.3. that offenders with violent offenses must have no potential victim contact or community ties that may compromise security  
 V.A. - Adjusted language throughout for clarification  
 V.C. - Removed requirement that Crew Supervisors/escorts be provided with offender emergency medical information  
 V.F. - Removed unnecessary language  
 VI.A.8. and VII.A.3. - Added staff compromise content to training requirements  
 Added VI.A.13. that outdoor heat exposure will be covered in off-site Crew Supervisor training  
 Added VI.B. and VII.A.6. that PREA training must be completed before having offender contact  
 Replaced attachment with form usage

**APPROVED:**

Signature on file

\_\_\_\_\_  
**BERNARD WARNER**, Secretary  
 Department of Corrections

5/13/13  
 \_\_\_\_\_  
 Date Signed

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**REFERENCE:**


DOC 100.100 is hereby incorporated into this policy; [RCW 72.01.365](#); [RCW 72.01.370](#); [RCW 72.09.100](#); [RCW 72.64.050](#); [WAC 296-307-13025](#); [WAC 296-800-170](#); DOC 410.360 Escape Preparedness and Response; [DOC 420.110 Escorted Leaves, Furloughs, and Special Transports for Offenders](#); DOC 420.150 Counts; [DOC 420.310 Searches of Offenders](#); DOC 420.330 Searches of Vehicles; DOC 780.200 Department of Natural Resources Emergency Response Class IV; [DOC 850.030 Employee Relationships/Contacts with Offenders](#); [DOC 890.170 Outdoor Heat Exposure Plan](#); [Safety Program Manual](#); PREA Standards 115.32(a)-(c)

**POLICY:**


- I. The Department will authorize eligible offenders to temporarily leave the facility grounds, under supervision, to participate in approved work. This will provide offenders with the opportunity to develop good work habits, expand their work skills and abilities, and provide a service to the community.
- II. The Department has established selection procedures and security requirements for offender crews working off Department facility grounds.

**DIRECTIVE:**

- I. General Requirements
  - A. Superintendents will designate an employee to coordinate the management of all off-site work crew projects.
  - B. Coordinators will ensure the requirements of this policy are met.
  - C. Superintendents will ensure that participating units of local government are reimbursed for insurance premiums for general liability and workers' compensation. The Superintendent will coordinate this effort with Correctional Industries when appropriate.
  - D. Use of offenders on work crew projects will not result in the displacement of the requesting agency's staff.
- II. Agreements
  - A. When an employer first requests an off-site offender crew and the facility agrees, the employee designated to manage work crews at the facility will contact the Contracts and Legal Affairs Unit for assistance drafting the required Class IV Master Work Crew Contract/Agreement to detail the responsibilities of each party.

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1. Once a Master Work Crew Contract/Agreement is in place for an employer, each subsequent work project for that employer will require a Work Project Description, which may be completed at the facility and signed by the Superintendent/designee.
  2. Once signed by both parties, the employee designated to manage work crews at the facility will forward all original, signed Work Project Descriptions to the Contracts and Legal Affairs Unit for retention in the legal file for the Master Contract/Agreement.
- B. Employer responsibilities covered in the contract/agreement will include:
1. Orienting offender workers to the scope of the work being conducted.
  2. Providing the necessary tools and equipment required to complete the project.
    - a. The Department may provide hard hats, work gloves, eye and ear protection, and/or other tools as necessary.
  3. Training offender workers on the safe use and handling of all tools/equipment necessary to complete the project.
  4. Maintaining oversight of the project until completed.
  5. Providing a first aid qualified representative who is available for the duration of the project.
    - a. A qualified Department employee may serve as the representative when specified in the agreement.
- C. Contracts/agreements will not be established for the following activities:
1. Work requiring use of self-contained breathing apparatus.
  2. Work involving handling of fireworks or explosives.
  3. Work where there is exposure to X-ray or radioactive isotopes.
  4. Work involving energized lines.
  5. Demolition or any other work where there is known or suspected asbestos-containing material, except by Class II offenders certified in asbestos abatement who are supervised by Correctional Industries.

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6. Work requiring the use of hazardous chemicals (e.g., pesticides and herbicides), unless the local government/non-profit agency has certified to the Department that it is in compliance with WAC 296-307-13025 and WAC 296-800-170.

### III. Offender Eligibility

- A. Only offenders approved by a multidisciplinary Facility Risk Management Team (FRMT) through the classification review process will be eligible to participate in this program per RCW 72.09 and DOC 300.380 Classification and Custody Facility Plan Review. The following will be considered:
  1. Offender's Custody Facility Plan and how it is addressing risks and needs,
  2. Medical suitability,
  3. Facility review for predatory violence or predatory sexual offending,
  4. Behavioral criteria specific to the program area, and
  5. Completion of a current DOC 02-373 Job Screening Checklist or DOC 02-374 Screening Committee Incoming Transport Review Checklist.
- B. Offenders assigned to a minimum security facility may be eligible for off-site crews. Offenders with a history of sexual offenses and/or sexual motivation behavior must be approved by the Superintendent.
- C. Offenders are not eligible for off-site work crews if they have a felony detainer/warrant or pending Immigration and Customs Enforcement (ICE) detainer.
- D. Offenders committed for a violent offense, excluding drug offenses, must also have no:
  1. Escape history within the past 10 years, and
  2. Infractions related to violent behavior within the past year.
  3. Potential victim contact or community ties that may compromise security.


### IV. Offender Work Crew Orientation

- A. Crew Supervisors will provide offenders with an initial orientation that includes expectations established in DOC 05-764 Offender Expectations Declaration.
- B. Offenders will sign and agree to abide by the expectations using DOC 05-764 Offender Expectations Declaration.

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V. Security Requirements

- A. Superintendents will ensure that offender work crews are 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:
1. Examination of lunch boxes/thermoses, and/or
  2. Random urinalysis (UA)/breathalyzer (BA) testing.
- B. Facilities will maintain the following information on each off-site work crew:
1. Cell phone/pager contact number and/or radio call sign of crew personnel,
  2. Any special information/circumstance,
  3. Directions to location,
  4. Work-site point of contact name and phone number,
  5. Local law enforcement notification numbers,
  6. Offender name(s) and DOC number(s),
  7. Date of trip,
  8. Time of departure,
  9. Time of return,
  10. Destination, and
  11. Name of escort supervisor.
- C. Crew Supervisors/escorts will be provided with:
1. An appropriate means of communication,
  2. Appropriate safety equipment, including blood/body fluid spill and first aid kit, and
  3. Other equipment and supplies, as needed.
- D. Offenders/work crews will comply with DOC 420.110 Escorted Leaves, Furloughs, and Special Transports for Offenders.
1. Offenders will be in visual or auditory contact of an approved escort at all times. Auditory contact should only be used when circumstances do not permit visual contact.
  2. The Superintendent will approve all escorts, which will include:
    - a. An experienced, permanent status Department employee, or
    - b. A screened and approved staff of the contracting agency.
- E. Project fires or other natural disasters will be responded to per DOC 780.200 Department of Natural Resources Emergency Response Class IV.

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- F. Crew Supervisors/escorts will be accountable for the offenders under their supervision at all times. They will conduct counts per DOC 420.150 Counts and local procedures. Offenders should not be taken into public stores, restaurants, etc.
- G. Off-site work crews will normally return to their sending facility at the end of each workday.

#### VI. Crew Supervisor/Member Training

- A. Each off-site Crew Supervisor will be provided training that includes, at a minimum:
  - 1. The elements of this policy,
  - 2. Communication,
  - 3. Counts,
  - 4. Tool control,
  - 5. Emergency Response Procedures, including escape response,
  - 6. Medical/first aid response,
  - 7. Workplace safety, as provided to the offender worker(s) by the unit project supervisor,
  - 8. Offender manipulation and/or staff compromise,
  - 9. Ethics,
  - 10. Offender supervision,
  - 11. Standard (Universal) Precautions,
  - 12. Roadside assistance procedures, and
  - 13. Outdoor heat exposure.
- B. All Crew Supervisors and crew members will attend Prison Rape Elimination Act (PREA) training before having any contact with offenders.
- C. Each Crew Supervisor will be provided a current Post Order and Post Operations Manual.

#### VII. Non-Department Staff Training

- A. Approved contract agency staff will receive initial and annual training that includes, at a minimum:
  - 1. The elements of this policy,
  - 2. Offender supervision,
  - 3. Offender manipulation and staff compromise,
  - 4. Counts, and
  - 5. Emergency Response Procedures, including escape response, and

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6. Prison Rape Elimination Act (PREA) training, which must be completed before having any contact with offenders.

B. Non-Department staff will be provided a copy of DOC 850.030 Employee Relationships/Contacts with Offenders and will sign DOC 03-443 Non-Department Staff Acknowledgment for Off-Site Work Crews.

#### VIII. Emergencies

A. If an emergency occurs, the Crew Supervisor will ensure the steps in the first phases of response are completed (i.e., detect and notify, call 911 for immediate assistance from law enforcement or emergency medical services, isolate and contain, and immediately contact the Shift Commander).

B. If an offender cannot be accounted for, the Shift Commander will initiate the Escape Response Emergency Checklist per DOC 410.360 Escape Preparedness and Response.

#### 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:

[DOC 02-373 Job Screening Checklist](#)

[DOC 02-374 Screening Committee Incoming Transport Review Checklist](#)

[DOC 03-443 Non-Department Staff Acknowledgment for Off-Site Work Crews](#)

[DOC 05-764 Offender Expectations Declaration](#)