



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
PRISONS DIVISION
P. O. Box 41118 • Olympia, Washington 98504-1118

April 17, 2020

TO: All Superintendents

FROM: Julie Martin, Deputy Secretary *J. Martin*
Robert Herzog, Assistant Secretary *R. Herzog*

SUBJECT: Duty Options for High Risk Employees

We understand there are unique challenges to finding telework opportunities in the Prisons Division. Attached is a list of the many creative ideas being considered at our facilities.

Please review and distribute the list to your managers and supervisors. These alternative work assignment ideas may provide suitable options for our high risk employees. We all need to do our best to support employees who self-identify as high risk and provide opportunities to limit their exposure to others.

Questions can be directed to your local human resources or DOCHumanResources@doc.wa.gov.

Attachment: Prisons Alternate Work Duty Ideas

cc: HR Managers

Prisons Alternate Work Duty Ideas

- 1) Community watch (perimeter watch without weapons at camp)
- 2) JPay screener
- 3) Policy compliance monitor
- 4) Public Access assistant
- 5) Rapid Hiring interviewer
- 6) COVID-19 STAFF screeners (Medical)
- 7) Property/Mailroom assistant
- 8) Video visit screeners
- 9) Clerical with limited assignments (i.e. mail runner admin to admin)
- 10) CePrisons access answer kites
- 11) ICP runner
- 12) Sanitation
- 13) Audit Policy Manuals
- 14) Assist in the Shift Office/Operations
- 15) Mail runs between facility and those working offsite
- 16) Sew masks, gowns and booties with materials provided by facility
- 17) Work in the warehouse, inventory, process orders, deliver orders
- 18) Update position descriptions (This should be done by a supervisor, not others)
- 19) Complete LMS and annual in-service
- 20) Review and update Post Orders
- 21) Cleaning outside grounds
- 22) Archiving documents-scanning historical documents to electronic copies
- 23) Conduct investigations and follow up on grievances by phone, if trained to do so
- 24) Literature Reviewer for ICP
- 25) For classification staff can use no contact booths
- 26) Situational cross training for staff that would reduce contact with the population
- 27) Support for Grievance
- 28) Identify isolated custody posts and ask for volunteers who would be willing to swap posts for the duration of the COVID-19 incident
- 29) Temporary bid exchange for a time period
- 30) Look at part time telework options (for those positions that have some work)
- 31) Ask employee for suggestions, they might have creative thoughts