



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
FACILITY/SPANISH MANUAL

REVISION DATE
10/6/23

PAGE NUMBER
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NUMBER
DOC 710.400

POLICY

TITLE
**CORRECTIONAL INDUSTRIES
WORK PROGRAMS**

REVIEW/REVISION HISTORY:

- Effective: 5/26/00
- Revised: 3/31/05
- Revised: 10/2/06
- Revised: 10/30/07
- Revised: 7/19/10
- Revised: 10/17/11
- Revised: 12/1/14
- Revised: 1/1/16
- Revised: 5/24/19
- Revised: 10/6/23

SUMMARY OF REVISION/REVIEW:

Major changes to include updated compensations rates. Read carefully!

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

9/22/23
Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 72.09](#); [WAC 137-80](#); [WAC 296-307](#); [WAC 296-901](#); DOC 700.000 Work Programs in Prisons; DOC 890.095 Asbestos Program; [18 USC 1761](#); [U.S. Bureau of Labor Statistics 2018 Standard Occupational Classification System](#)

POLICY:

- I. The Department has established procedures to balance the needs of industry operations, security interests of the facilities, and work programming needs by using a comprehensive, fair system that supports production and operating needs.
- II. Selection procedures and security requirements have been established to authorize eligible workers to temporarily leave the facility grounds, under supervision, to participate in approved work projects.
- III. Correctional Industries (CI) work programs are voluntary per RCW 72.09.100.
 - A. Class I work programs are operated and managed by private sector industries, contracted through CI. Security supervision is provided by the Department.
 - B. Class II work programs are operated and managed by CI, designed primarily to reduce the costs for goods and services for tax-supported agencies and non-profit organizations.

DIRECTIVE:

- I. General Requirements
 - A. The CI Assistant Director will conduct a business impact threshold analysis prior to establishing a Class I contract to ensure the proposed work program will not compete unfairly with any Washington business per RCW 72.09.115.
 - B. Descriptions for each position will be established using DOC 10-102 Correctional Industries Work Program Position Description based on the Standard Occupational Classification (SOC) code per U.S. Bureau of Labor Statistics 2018 Standard Occupational Classification System.
 1. The SOC code will be used to determine the Job Zone training period and the Return on Training Investment (RTI).
 - a. RTI holds may be overridden by the Assistant Secretary for Reentry. Workers with an RTI hold will be transferred only as a last resort.

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2. New CI positions will be approved by the CI Workforce Development Manager.
3. Class II positions will be established based on the industry's need to ensure efficiency.
 - a. Except for positions with a Job Zone Rating of 3 or higher, Level 4 positions will be limited to no more than 25% of the total number of budgeted positions within a specific shop/industry.

II. Responsibilities


- A. CI will be responsible for insurance premiums, general liability, and workers' compensation.
- B. The CI General Manager will maintain a list of job shop schedules to include position titles, SOC codes, compensation levels, and desired education and skills. The list will be updated as needed and forwarded to the:
 1. Case manager/designee to make available to workers, and
 2. Appropriate CI Assistant Director annually during the development of the budget forecast.
- C. The case manager/designee will:
 1. Work closely with CI during assignment and at each review to ensure the worker has sufficient time for the RTI to be completed.
 2. Inform the CI General Manager before a worker is transferred to a different facility/level of custody.
- D. Workers will complete DOC 10-031 Correctional Industries Application for Work Programs to express voluntary interest in CI work programs.
 1. The case manager will complete DOC 10-114 Correctional Industries Work Program Recommendation Referral when the application is received.
- E. Workers will give 2 weeks written notice to their case manager and work crew supervisor when voluntarily leaving a work program. Work crew supervisors may waive the notice and accept an immediate resignation.

III. Eligibility

- A. Workers will:

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1. Meet eligibility requirements per DOC 700.000 Work Programs in Prisons.
 - a. Exceptions must be approved by the CI General Manager/designee and submitted to the Superintendent/designee or higher rank.
 2. Meet minimum requirements set by the shop/industry and documented on DOC 10-102 Correctional Industries Work Program Position Description.
 3. Have received or be enrolled in a high school diploma, General Educational Development or equivalent certificate when applying for a CI work program.
 - a. Exceptions must be approved by the CI General Manager and their assigned Assistant Director.
- B. For Class II Level 3 positions, workers must have completed or be enrolled in Makin' It Work.
- C. Additional requirements for Class II Level 4 positions:
1. Must be in a Class II Level 3 position and possess either a vocational certificate relevant to the current position or a CI Certificate of Proficiency in the same SOC code/job class.
 2. Must be nominated by their work crew supervisor and approved by the CI General Manager/designee.
 3. Must have completed or be enrolled in Makin' It Work.
 - a. Workers who are enrolled must attend the next available class to maintain a Level 4 position.
 - b. Exceptions may be granted by the CI Workforce Development Manager, with the CI General Manager's approval, due to availability and timing of the class.
- IV. Selection
- A. A fair and inclusive selection process will be established for each CI work program, including:
1. The screening and assessment process.
 2. To the extent possible, maintaining workforce diversity in line with the facility's population.

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3. Documentation of interviews and selections on DOC 10-113 Correctional Industries Interview Results.
 4. For workers on an approved waiting list, priority may be given for previous CI experience.
- B. Workers selected to work in Class I work programs should currently be working in a Class II position, if applicable. Workers in Level 3 and Level 4 Class II positions will be given priority for Class I work programs.
- V. Offsite Work Crews
- A. The CI Director will designate an employee to coordinate the management of all offsite (i.e., off facility grounds) work crew projects.
 - B. Projects will not include the following activities:
 1. The use of a respirator, unless under direct supervision of an appointed Respirator Program Administrator.
 2. Explosives, including fireworks.
 3. Exposure to X-ray or radioactive isotopes.
 4. Performing electrical work on energized lines/wires, or within 10 feet of an exposed and energized line.
 5. Demolition, construction, or installation projects where known/suspected asbestos exists, unless the proposed project has been reviewed and approved by a designated competent person per DOC 890.095 Asbestos Program.
 6. The use of hazardous chemicals (e.g., pesticides, herbicides) unless the private sector industry has certified to the Department they are compliant with WAC 296-307 and WAC 296-901.
 7. Work at any location where there is known/suspected hazardous materials or environmental hazards determined by the work crew supervisor in collaboration with the CI Safety Manager.
 8. Logging or timbering activities unless the project has been authorized by the CI General Manager/designee and is supervised and managed by CI.

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- C. The Superintendent will consult with the CI Director/designee before approving escorts, which will include an employee who has successfully completed Correctional Worker Core and CI offsite orientation/training.
- D. The CI General Manager/designee will ensure qualified employees/contract staff are provided to:
 - 1. Oversee, coordinate, and supervise the project until completed.
 - 2. Assign workers to complete the project and provide clear direction, expectations, and the scope/description of work.
 - 3. Provide the necessary equipment, tools, and Personal Protective Equipment required to complete the project.
- E. Work crew supervisors will:
 - 1. Complete and maintain DOC 21-666 Offsite Work Crew Daily Log and an informal count sheet. A copy will be turned in daily to the CI General Manager/designee and forwarded to the shift office or designated location.
 - 2. Ensure local procedures (e.g., pick-up/drop times, notifications/callouts, meals) are followed while housing a work crew at an away facility.
 - 3. Provide an initial CI Orientation/New Hire Packet to each worker that includes a site-specific behavior agreement, workplace allowable items list, and all required forms. Forms must be read and signed before beginning any project/assignment.
 - 4. Be provided a CI Offsite Crew Operations Manual, which will be reviewed/ revised annually by the Work Program Security Manager and maintained on the CI SharePoint site.
 - a. The manual acknowledgement sheet will be signed monthly to indicate the work crew supervisor has read and understands the responsibilities and duties listed in the manual.
- F. Offsite work crews will:
 - 1. Comply with the security requirements identified in DOC 700.000 Work Programs in Prisons.
 - 2. Be supervised by a work crew supervisor as follows:
 - a. A Correctional Officer will be assigned for Class I projects.



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- b. A CI work crew supervisor will be assigned for Class II projects.
- 3. Remain in visual or auditory contact of the work crew supervisor.
 - a. Exceptions for Class I projects and Class II Service and Delivery Division may be authorized by the Work Program Security Manager and will be documented on DOC 21-666 Offsite Work Crew Daily Log.
- G. Work crews will only be taken into public places (e.g., stores, restaurants, restrooms) per 700.000 Work Programs in Prison unless allowed per the CI Offsite Crew Operations Manual.

VI. Compensation

- A. Workers will only be compensated for hours worked or in CI sponsored training.
 - 1. Class I workers will be compensated for time spent in approved training as required by the private sector industry contract/CI General Manager.
 - a. Workforce development initiatives (e.g., Makin' It Work, mock interview preparation, community connections) will be compensated at the Class II Level 4 rate.
 - 2. Class II workers will be compensated for time spent in mandatory training required by the CI Workforce Development Manager or in approved workforce development initiatives.
 - 3. Workers will be compensated at the rate of time and one half for all work performed and mandatory training in excess of the 40 hour work week.
- B. Compensation rates for Class I work programs will be determined per the private sector industry contract, established by the Employment Security Department (ESD), and approved by the CI Director per RCW 72.09.100 and RCW 72.09.115.
 - 1. Class I compensation rates may not be reduced below the rates established by the ESD.
- C. Rates for Class II work programs are hourly as follows:
 - 1. Range 1

Level	Compensation Rate
4	\$1.85



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3	\$1.50
2	\$1.20
1	\$1.00
Probation	\$0.80

2. Range 2 (i.e., offsite work crews)

Level	Compensation Rate
4	\$2.85
3	\$2.25
2	\$2.00
1	\$1.50
Probation	\$1.25

3. Compensation for braille transcribers will be determined per the appropriate established contract.
4. New workers must serve at least a full month in the probationary period at the probation compensation rate.
5. After completing the probationary period, workers may be promoted to a higher skill level determined by their work crew supervisor, if the higher level of compensation is available per the approved job shop schedule.
 - a. The work crew supervisor will request the promotion using the Performance Evaluation in the electronic file or on DOC 10-121 Performance Evaluation.
 - b. Promotions require the CI General Manager's approval.
6. Workers will not be compensated if operations are closed/delayed for any reason.

VII. Suspensions and Terminations

- A. Assignment to a CI work program may be suspended/terminated per DOC 700.000 Work Programs in Prisons.
 1. The CI General Manager's approval is required for temporary suspension.
- B. A worker's CI assignment can be terminated for any reason during their probationary period with the approval of the CI General Manager and may not be considered a disciplinary action.

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- C. The CI General Manager must approve a new CI assignment/referral for workers who have their participation in a CI program terminated.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

- DOC 10-031 Correctional Industries Application for Work Programs
- DOC 10-102 Correctional Industries Work Program Position Description
- DOC 10-113 Correctional Industries Interview Results
- DOC 10-114 Correctional Industries Work Program Recommendation Referral
- DOC 10-121 Performance Evaluation
- DOC 21-666 Offsite Work Crew Daily Log