



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/REENTRY/FIELD
FACILITY MANUAL

REVISION DATE
1/24/22

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NUMBER
DOC 790.100

POLICY

TITLE
WORK ETHIC PROGRAM

REVIEW/REVISION HISTORY:

- Effective: 9/1/94
- Revised: 12/1/95
- Revised: 4/15/96
- Revised: 6/15/00
- Revised: 9/12/07
- Revised: 12/26/08
- Revised: 6/14/10
- Revised: 1/24/22

SUMMARY OF REVISION/REVIEW:


Updated terminology throughout
Policy Statement I. - Added clarifying language

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

1/11/22
 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A.690](#); [RCW 9A.28](#); [RCW 69.50](#); DOC 300.380 Classification and Custody Facility Plan Review; DOC 350.100 Earned Release Time; DOC 350.200 Transition and Release; DOC 460.050 Disciplinary Sanctions

POLICY:

- I. The Department will provide a Work Ethic Program designed to reduce recidivism and lower the cost of corrections in compliance with Revised Code of Washington (RCW). The Work Ethic Program is a highly structured alternative to traditional Prison that requires individuals to complete a comprehensive array of real world job and vocational experiences, character building work ethic training, life management skills development, substance abuse rehabilitation, counseling, and education.

DIRECTIVE:

- I. Program Description
 - A. The individual is actively involved in intensive programming up to 16 hours a day, 7 days a week. The Superintendents at Coyote Ridge Corrections Center (CRCC) and Washington Corrections Center for Women (WCCW) will publish handbooks that clearly define mandatory behavioral expectations, work and program requirements, general rules, minimum standards, and facility operations.
- II. Eligibility
 - A. An individual is eligible for placement in the Work Ethic Program if the sentencing judge recommends it on the Judgment and Sentence and the individual meets the following criteria:
 1. Is sentenced to a term of total confinement of not less than 12 months and one day or more than 36 months,
 2. Has no current or prior conviction, including juvenile, for any sex or violent offense,
 3. Is not currently subject to a sentence for, or being prosecuted for, a violation of felony driving while under the influence of intoxicating liquor or any drug, a violation of physical control of a vehicle while under the influence of intoxicating liquor or any drug, a violation of the uniform controlled substances act, or a criminal solicitation to commit such a violation under RCW 9A.28 or RCW 69.50,

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4. Has neither completed nor been terminated from the Work Ethic Program during a previous incarceration,
5. Is not currently subject to a sentence for, or being prosecuted for, any drug offenses or criminal solicitation to commit a drug offense, and
6. Is not subject to a deportation detainer or order.

III. Placement


- A. The Department will place eligible individuals in the Work Ethic Program, subject to capacity, unless they have:
 1. Physical or mental impairments that would prevent participation in and/or completion of the Work Ethic Program,
 2. Refused to agree to the terms and conditions of the Work Ethic Program, or
 3. A concurrent or consecutive sentence that has an Earned Release Date exceeding the projected Work Ethic Program transition date.
- B. Work Ethic Program participants must have minimum custody (i.e., MI2 or MI1) prior to entry into the program and must maintain minimum custody throughout placement in the program. Individuals who do not score minimum custody will be considered for possible overrides to minimum custody. Individuals not receiving an override will be placed on a deferred status and will be reconsidered for placement once they earn minimum custody.

IV. Waiting List

- A. Individuals meeting both the eligibility and placement criteria for the Work Ethic Program will be placed on a waiting list. Individuals in a deferred status will also be placed on the waiting list. Individuals will be admitted to and moved through the Work Ethic Program in groups. The waiting list will be used for making assignments to groups.

V. Duration

- A. Individuals will participate in the Work Ethic Program for at least 120 days but not more than 180 days from the date of transfer into the program.
 1. During the last 2 weeks of the placement in the Work Ethic Program, the individual will receive transitional training, including instructions regarding requirements and obligations to be met during community custody.

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- B. Individuals who successfully complete the facility portion of the program will be transferred to the community, or a Reentry Center if necessary, and the Work Ethic Program will continue while the individual is on community custody.

VI. Converted Time

- A. For crimes committed before July 25, 1999:
 - 1. At the time of an individual's Work Ethic Program transition, the Department will convert each day the individual was a Work Ethic Program participant to the equivalent of 3 days of standard total confinement.
 - a. In the event a Work Ethic Program individual does not have sufficient days remaining on the sentence to allow a full one-to-three conversion of time, all remaining time will be converted.
 - 2. Work Ethic Program individuals will receive credit off their maximum term for pre-admission jail time.
 - 3. Work Ethic Program graduates will be awarded day-for-day credit toward their maximum term for days served during Department incarceration while not in the Work Ethic Program.
- B. For crimes committed on or after July 25, 1999, earned time will be awarded consistent with DOC 350.100 Earned Release Time.
- C. Individuals who voluntarily leave or are involuntarily terminated from the Work Ethic Program will be eligible to earn good conduct time and earned time consistent with DOC 350.100 Earned Release Time for the remainder of their incarceration.

VII. Withdrawal/Termination

- A. Individuals may voluntarily withdraw from the Work Ethic Program.
- B. Individuals may be terminated for the following reasons:
 - 1. Classification to medium, close, or maximum custody for behavioral reasons, unless granted an override per DOC 300.380 Classification and Custody Facility Plan Review,
 - 2. Development of physical or mental impairments which prevent individuals from completing required tasks, or

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3. Failure to follow the rules outlined in the handbook, Department policies and Work Ethic Program rules, or state and federal laws.

C. Individuals will be terminated for a new conviction or felony detainer that violates the eligibility or placement criteria for Work Ethic Program.

D. Individuals who are terminated from the Work Ethic Program may appeal, in writing, to the program facility Superintendent within 30 days of termination. The Superintendent should respond within 30 days of receipt of the appeal.

VIII. Violations of Community Supervision

A. Work Ethic Program individuals under community supervision will be managed per DOC 350.200 Transition and Release.

B. Work Ethic Program individuals violating condition(s) of supervision will be sanctioned per DOC 460.050 Disciplinary Sanctions. These individuals may be sanctioned to total or partial confinement at a Department facility. The Hearing Officer may sanction the individual to complete programming and impose a period of confinement up to the balance of the individual's remaining time of confinement. The Hearing Officer will also assign custody and recommend a placement to the Chief of Classification or designee per DOC 300.380 Classification and Custody Facility Plan Review.


1. Work Ethic Program individuals serving a violation sanction will remain under the jurisdiction of community corrections while serving a sanction in either total or partial confinement.

C. If a Work Ethic Program individual commits a serious infraction(s) while serving a sanction, the facility Hearing Officer will conduct a disciplinary hearing to address the infraction(s). If the individual is found guilty, the Hearing Officer may impose any appropriate sanction other than loss of good conduct time.

1. Following a finding of guilt, a Community Corrections Hearing Officer will be contacted to address the infractions as violations of the individual's Work Ethic Program status. Violation sanctions will be imposed as appropriate.

D. If a Work Ethic Program individual escapes from total or partial confinement while serving a sanction, the individual will be immediately terminated from the facility status and returned to the caseload of the supervising Field case manager.

1. The case manager will process the individual's escape/abscond.

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2. If the Community Corrections Hearing Officer terminates the individual's Work Ethic Program status, any subsequent infractions or escapes will be processed in the same manner as they would for any other confined individual.

IX. Post-Program Supervision

- A. Work Ethic Program individuals with time remaining on their sentences will routinely transfer directly from the Work Ethic Program to community custody consistent with DOC 350.200 Transition and Release. In the event an acceptable release plan is not available, an individual may be released to a Reentry Center for housing. The individual will remain in a Reentry Center only until a job and/or residence is secured and transition is approved by the assigned case manager. The Reentry Specialist may assist the case manager.
 1. Work Ethic Program individuals temporarily housed in a Reentry Center will be on residential status and subject to community custody disciplinary procedures. As a condition of residence, Work Ethic Program individuals will be expected to comply with all Reentry Center rules.
 2. While in a Reentry Center, the Reentry Center case manager is the primary officer. The Reentry Center case manager and Field case manager will coordinate release plans. A release plan is not required for the release plan transitioning the individual from a Reentry Center to the Field. Once the release plan is secured, the individual will be transitioned to the approved plan.
 3. Work Ethic Program individuals terminated from a Reentry Center will be returned to the Prison where they were last housed. The Facility Risk Management Team will determine the individual's status in the Work Ethic Program.
- B. All Department policies and procedures related to community custody will apply to Work Ethic Program individuals on community custody.
- C. Work Ethic Program individuals with community placement sentences who have less than one year remaining on their sentence at the time of transfer to community custody will be transferred to post-release supervision at their adjusted maximum sentence date, except for crimes committed on or after July 25, 1999. In those cases, transfer to post-release supervision will be on their maximum date.
- D. Work Ethic Program individuals without community placement who have time remaining on their sentence at transition will transfer to community custody.



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- E. Individuals without community placement sentences who have no time remaining on their sentence at transition will be discharged.
- F. Work Ethic Program individuals will be required to continue with an Individual Behavioral Management Plan while under community supervision.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None