



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**WORK RELEASE**

REVISION DATE  
8/1/14

PAGE NUMBER  
1 of 5

NUMBER  
**DOC 110.110**

**POLICY**

TITLE  
**WORK RELEASE MANAGEMENT EXPECTATIONS**

**REVIEW/REVISION HISTORY:**

Effective: 8/21/06  
Revised: 3/26/07 AB 07-005  
Reviewed: 8/21/07  
Revised: 7/23/08  
Reviewed: 5/20/09  
Revised: 8/16/10  
Revised: 12/1/12  
Revised: 8/1/14

**SUMMARY OF REVISION/REVIEW:**


I.D. - Removed tour requirement for the Assistant Secretary for Community Corrections  
IV.C. - Added clarifying language on quarterly joint meetings

**APPROVED:**

Signature on file

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

6/30/14  
\_\_\_\_\_  
Date Signed

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## REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [ACA 2A-01](#); [ACA 2A-02](#); [ACA 2A-03](#); [ACA 2A-04](#); [ACA 2A-05](#); [ACA 2A-09](#); [ACA 2A-11](#); [ACA 5A-07](#); [ACA 5A-11](#); [ACA 5A-12](#); [ACA 5A-13](#); [ACA 5A-20](#); [ACA 6A-05](#); [ACA 6A-12](#); [ACA 7D-01](#); [ACA 7D-02](#); [ACA 7D-34](#); [ACA 7D-35](#); [ACA 7D-36](#); [ACA 7F-05](#); [ACA 7F-07](#); DOC 400.100 Incident and Significant Event Reporting; PREA Standard 115.215(d)

## POLICY:

- I. Work Releases will be administered efficiently, professionally, and responsibly within the community.

## DIRECTIVE:


- I. Management Responsibilities
  - A. The Community Corrections Supervisor (CCS) will:
    1. [2A-01] [2A-02] Control and monitor facility access and egress.
      - a. All visitors and all employees, contract staff, volunteers, and offenders not permanently assigned to the facility will be logged in and out using DOC 10-125 Check In/Out Sheet.
    2. Modify his/her work schedule to routinely assess operations at the facility and interact with employees and contract staff on all 3 shifts at least once quarterly.
    3. Annually review staffing levels to ensure adequate staffing plans are in place. [2A-03]
      - a. [2A-05] When both males and females are housed in the facility, at least one male and one female employee/contract staff should be available at all times, within resources provided and in accordance with local collective bargaining agreements.
        - 1) When a shift has a staffing level of one, the CCS will develop a duty roster to ensure opposite gender staffing availability based on need.
        - 2) The CCS will develop a contingency plan for other instances in which both a male and female employee/contract staff are not available.

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4. Ensure offenders are not subject to sexual harassment. [6A-05]
5. Establish measurable goals and objectives that are reviewed at least annually and updated as needed. [7D-01]
6. [7D-02] Implement an internal system for assessing achievement of goals and objectives that documents findings.
  - a. Program changes will be implemented in response to annual assessments, as needed.
7. Identify and implement activities that contribute to the community. [7F-07]
8. Develop a local process for counts that will include at least 3 counts per day. [2A-11]
9. Ensure employees/contract staff who are the opposite gender of the offenders housed at the facility:
  - a. Announce their presence before entering floors or wings where offenders live, and
  - b. Knock and announce their presence before entering an offender's room.
- B. The CCS/designee will maintain and update the Community Resource Book with organizations that will serve offenders. [5A-12] [5A-20]
- C. The Statewide Programs/Work Release Administrator or designee will tour a Work Release and meet with employees and contract staff quarterly between the hours of 6:00 p.m. and 7:00 a.m.

## II. Documentation

- A. [2A-09] The CCS will establish processes for recording routine operations and unusual incidents that occur at all locations in the facility, including:
  1. A permanent facility log,
  2. Shift logs and/or reports for unusual incidents, and
  3. Incident Management Reporting System (IMRS) reports for emergency and/or significant events per DOC 400.100 Incident and Significant Event Reporting.


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### III. Employee/Contract Staff Assistance

- A. [7D-36] Each facility will have employees/contract staff on duty 24 hours a day to respond to offender needs. [2A-04] Employees/contract staff will monitor offender behavior and movement, provide for security, and enforce policies. Each facility will provide methods/opportunities for 2-way communication between offenders and all levels of employees and contract staff.
- B. Each offender will be assigned a Community Corrections Officer (CCO) to assist with successful re-entry into the community. [5A-07] [5A-13]
- C. [5A-07] Each offender will meet with his/her CCO for counseling as necessary. Counseling will be consistent with the offender's Custody Facility Plan including, but not limited to:
  1. Referrals for housing assistance, [5A-13]
  2. Employment and training, and [5A-20]
  3. Treatment programs.
- D. [5A-20] Employees/contract staff will use community resources, either through referrals for service or by contractual agreement, to provide offenders with services to meet their program needs. [5A-11] Facilities will coordinate with community resources and provide access to employment services to assist in job placement.

### IV. Communication

- A. A facility advisory board representative of the community in which the facility is located will meet at least annually. [7F-05] The CCS and contract Director will be expected to attend. The minutes of the meeting will be maintained at the facility with a copy routed to the Statewide Programs/Work Release Administrator.
- B. The CCS will attend Statewide Work Release Management meetings at least annually to facilitate communication, review policy, and ensure conformity to legal and fiscal requirements. [7D-34] A copy of the meeting minutes will be maintained at the facility.
- C. The CCS will facilitate regular monthly meetings with assigned Department employees. The CCS and contract Director will also facilitate quarterly joint meetings to ensure all facility employees and contract staff, regardless of work schedules, have the opportunity to receive training and updated policies/procedures and to provide feedback to the on-site management team. [7D-35] A copy of the meeting minutes will be maintained at the facility.

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- D. Each facility will post an approved, ACA formatted Offender Handbook on InsideDOC to make these handbooks available to Prisons.
- E. Each facility that has an interagency contract to accept offenders will ensure that admission policies are available to relevant agencies. [6A-12]

#### **DEFINITIONS:**

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

#### **ATTACHMENTS:**

None

#### **DOC FORMS:**

[DOC 10-125 Check In/Out Sheet](#)