



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON**  
OFFENDER/SPANISH MANUALS

EFFECTIVE DATE  
8/4/21

PAGE NUMBER  
1 of 5

NUMBER  
**DOC 320.210**

**POLICY**

TITLE  
**ENHANCED CLOSE CUSTODY UNIT**

**REVIEW/REVISION HISTORY:**

Effective: 8/4/21

**SUMMARY OF REVISION/REVIEW:**

New policy. Read carefully!

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

7/16/21  
\_\_\_\_\_  
Date Signed

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**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; DOC 300.380 Classification and Custody Facility Plan Review; DOC 320.200 Administrative Segregation; DOC 320.255 Restrictive Housing; DOC 420.250 Use of Restraints; DOC 420.140 Cell/Room Assignment

**POLICY:**

- I. The Department has established procedures for an Enhanced Close Custody Unit (ECCU) for the assignment of incarcerated individuals that have exhibited behavioral problems (e.g., gang affiliations/involvement strong-arming/intimidation tactics, determined a threat to security or the orderly operation of a facility) to an area designated to provide increased security and observation without placing them in a Restrictive Housing environment.

**DIRECTIVE:**

- I. General Requirements
  - A. In consultation with the Mission Housing Administrator (MHA), facilities may request to establish an ECCU allowing the close monitoring of individuals while engaging them in intervention strategies and programming to encourage positive behavioral patterns.
    1. The Mission Housing Administrator will send the request to the Operational Capacity and Transportation Administrator and the Budget Capacity Manager if the ECCU would change the unit/facility capacity/non-capacity bed designations.
  - B. Each facility approved to establish an ECCU will designate an ECCU Coordinator, who will:
    1. Maintain a unit schedule and post it in an area accessible to individuals assigned to the unit.
    2. Ensure a unit handbook and unit requirements are maintained and available to individuals assigned to the ECCU.
  - C. Restraints are required for movement outside of the ECCU per DOC 420.250 Use of Restraints.
- II. Referral

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- A. Individuals will be referred through the Administrative Segregation (Ad-Seg) process per DOC 320.200 Administrative Segregation, except when they are housed in a general population setting.
1. Individuals referred from general population will be placed on Ad-Seg status until a decision is made by the ECCU Multidisciplinary Team (MDT).
  2. Segregation Management Placement Detail will be documented as "Other" and the Narrative section will be documented as "Pending screening for Enhanced Close Custody Unit" in the individual's electronic file.
  3. Individuals will be referred by the Ad-Seg Corrections Specialist 2 (CS2) from the requesting unit/facility, with approval from the Correctional Program Manager (CPM) or higher.
  4. The Ad-Seg CS2 from the sending unit/facility will email the Ad-Seg CS2 at the receiving unit/facility to request screening.
  5. The Ad-Seg CS2 from the receiving facility will make a Chronological Entry (chrono) documenting the referral.

III. Enhanced Close Custody Unit Multidisciplinary Team

A. The ECCU MDT will:

1. Be chaired by the CPM and include:
  - a. Intensive Management Unit (IMU) CUS/designee
  - b. Ad-Seg Hearing Officer
  - c. A representative from Headquarters Special Investigation Services (SIS)
  - d. A representative from Intelligence and Investigation Unit (IIU)
  - e. CUS/designee from referring unit/facility
  - f. Headquarters Offender Classification Manager of Operations/designee
  - g. A representative from Mental Health, if applicable
  - h. Facility American Disabilities Act (ADA) Coordinator, if applicable
2. Decisions will be documented as a chrono in the individual's electronic file.
3. Review referrals on a weekly basis and make a determination whether an individual will be assigned to an ECCU.

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4. Screen eligible individuals for cell assignments per DOC 420.140 Cell/ Room Assignment to include screening for compatibility with other individuals assigned to the assigned ECCU.
5. Document participating members and decisions in the individual's Custody Facility Plan (CFP) identifying the purpose as "Other - Enhanced Close Custody Unit".

#### IV. Participation

- A. Individuals will be allowed out of their cell without restraints during scheduled dayrooms, mainline, showers, and recreation.
  1. Up to 6 individuals will be allowed out of their cell at any given time without restraints.
  2. Employees will work in pairs when entering the ECCU while incarcerated individuals are unrestrained.
- B. All structured programming will occur in designated areas.
  1. Attendance in groups, interaction with others, out of cell activities, and overall behavior will be monitored and documented in the individual's electronic file as a Behavior Observation Entry (BOE) and on DOC 21-472 Behavior and Programming Plan.

#### V. Reviews

- A. The Facility Risk Management Team (FRMT) will conduct informal reviews using the BPP every 60 days.
- B. Formal reviews will be conducted every 6 months.
  1. Individuals will be encouraged to attend all classification reviews and will receive a copy of their BPP and CFP.

#### VI. Custody Promotion/Transfer

- A. Recommendations for custody promotions must be submitted as a Plan Change Review per DOC 300.380 Classification and Custody Facility Plan Review.
- B. The CFP will be submitted to the Headquarters Classification Manager of Operations/designee from the ECCU MDT.

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- C. When approved for promotion to a lower custody, individuals may remain in the ECCU until a cell or transfer becomes available.
- D. The case manager will ensure that transfer orders are created immediately and monitored to ensure the individual gets transferred/promoted.

VII. Security Enhancement Plan (SEPs)

- A. SEPs may be developed using DOC 21-638 Security Enhancement Plan for individuals whose behavior warrants additional precautions to enhance employee/contract staff safety.
  - 1. Plans will focus on out-of-cell movement within the unit and assigned cell location.

**DEFINITIONS:**

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

**ATTACHMENTS:**

None

**DOC FORMS:**

DOC 21-472 Behavior and Programming Plan  
DOC 21-638 Security Enhancement Plan