



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
P.O. Box 41100 • Olympia, Washington 98504-1100

October 6, 2023

TO: All Restrictive Housing Unit Staff

FROM: Don Holbrook, Assistant Secretary [Signature on file]  
Men's Prisons Division

Jeannie Darneille, Assistant Secretary [Signature on file]  
Women's Prisons Division

**SUBJECT: Restrictive Housing Unit Policy Exceptions**

The need to utilize Restrictive Housing, Administrative Segregation, and Maximum custody areas continues as we transition from the world that knew COVID-19 as a global pandemic and toward the Agency's commitment to transform our use of Solitary Confinement. Due to capacity limitations at appropriate custody levels; transfer order wait times and classroom programming waiting lists continue to grow. The exceptions to policies regarding access to some privileges (currently identified in DOC Policies, [320.200 Administrative Segregation](#), [320.250 Maximum Custody Placement/Transfer/Release](#), and [320.255 Restrictive Housing](#)) are being maintained pending their incorporation into the identified policies in the near future.

**Effective September 1, 2023, until further notice**, the following policy exceptions for the policies noted above will be in place:

Administrative Segregation:

- Incarcerated individuals may receive a radio immediately after initial review, pending any concerns by the Facility Risk Management Team. Such concerns shall include violence outside of an average one-on-one fight or introduction of contraband. In situations where an individual is not immediately provided a radio, the Correctional Unit Supervisor (CUS) will determine if a radio should be provided following 30 days of initial placement based on behavior within the unit. It is the responsibility of the individual to send a kite to the CUS requesting consideration after the 30-day period. **Decisions are not appealable.**
- For units with television capability, individuals placed in Administrative Segregation that are provided a radio immediately upon initial review completion will be eligible to receive a television 30 days after placement, based on behavior.

Restricted Housing Level 2:

- When the individual obtains Restrictive Housing Level 2 (30 days after placement) they may order up to \$10.00 in food items from the approved commissary list. The order may be up to \$20.00 total, to include hygiene items.

Restricted Housing Level 3:

- When an individual obtains Restrictive Housing Level 3 (60 days after placement) they may order up to \$25.00 in food items from approved commissary list. The order may be up to \$35.00 total, to include hygiene items.

All Restricted Housing:

- Individuals are allowed to have 20 personal photographs in their possession.

These expectations will continually be monitored. These items are privileges and due to documented behavioral issues they may be revoked at any time by the CUS. Consistent with [DOC 320.250 Maximum Custody Placement/Transfer/Release](#).

Demotions and denials regarding Restrictive Housing Levels 1, 2 & 3, the incarcerated person may submit a written appeal of the CUS's decision within 48 hours of receipt of the written decision to the Correctional Program Manager (CPM). The CPM decision is final.

Please direct any questions concerning these policy exceptions to Kevin Bowen, Mission Housing Administrator.

cc: Eric Jackson, Deputy Assistant Secretary  
James Key, Deputy Assistant Secretary  
Jeff Uttecht, Deputy Assistant Secretary  
Jo Wofford, Deputy Assistant Secretary  
All Superintendents  
Billie Peterson, Policy Program Manager