



As required by [RCW 72.65.220](#), The Washington State Department of Corrections (DOC) will hold virtual public hearings to consider the potential siting of work release facilities. The hearings are open to the public.

## Ground Rules

- The virtual public hearing meeting will be recorded (audio and video). By joining the meeting, an attendee consents to having the meeting recorded. At the start of the meeting, DOC will inform all attendees that the meeting will be recorded.
- Upon entry to the meeting, all attendees' microphone and video (if applicable) will automatically be disabled and remain disabled throughout the meeting, except when it's an attendee's turn to provide oral comment if they have pre-registered and/or decide during the meeting that they would like to provide oral comment (more info/instructions below under "Oral Comments").
- Attendees may choose to turn on live captions during the meeting. Instructions will be provided during the meeting.
- The meeting chat box will be enabled for all attendees throughout the meeting, however, it will only be monitored by DOC specifically for attendees who did not pre-register to provide oral comment but decide during the meeting that they want to provide oral comment (more info/instructions below under "Oral Comments"). Written comments may be submitted via the chat box during the meeting, but will only be included as part of the public record if the written comment is accompanied by a *full name and physical address* (more info below under "Written Comments"). Any chats that *do not* include a full name and physical address will not be considered a written comment and therefore, will not be included as part of the public record. Aside from chats indicating the attendee wants to provide oral comment, no chats entered into the chat box will be addressed during the meeting.
- No responses to comments, questions, concerns, or chats entered in the chat box will be provided during the hearing. Hearings are a one-way conversation.
- All oral and written comments will be considered in the decision-making process and will be included as part of the public record.
- DOC asks that all attendees and comments (written and oral) be courteous and respectful.

## Oral Comments

### ***For attendees who have pre-registered to provide oral comment***

- Attendees who have pre-registered to provide oral comment during the meeting will be added to the queue. The Meeting Facilitator will call upon these attendees when it is their turn to provide oral comment.

### ***For attendees who did not pre-register to provide oral comment, but decide during the meeting to provide oral comment***

- Attendees who did not pre-register to provide oral comment but decide during the meeting that they want to provide oral comment should utilize the meeting chat box to be added to the queue. To be added to the queue, an attendee **must enter** the following information in the chat box:

*Full name*

*Physical address*

*I would like to make an oral comment.*

### ***Making oral comments during the hearing***

- The Meeting Facilitator will begin calling upon the queue of attendees who pre-registered to provide oral comment and then the queue of attendees who did not pre-register, but decided during the meeting they want to provide oral comment and have submitted the requested information in the chat box.
- When an attendee is called upon by the Meeting Facilitator, the attendee's microphone and video (if applicable) will be enabled by the DOC Meeting Organizer. The attendee will then need to turn on their microphone ("unmute" themselves) and may choose to turn on their video (if applicable). If the attendee is joining by phone, there will be keypad commands given during the meeting that will allow the attendee to turn on their microphone ("unmute" themselves).
- In their oral comment, an attendee **must include**:
  - *Full name*
  - *Physical address*
- The attendee will be allowed three minutes (180 seconds) to provide their oral comment. When 30 seconds remain of an attendee's 180 second time allotment, a reminder will be given by the Meeting Facilitator. Attendees are requested to be courteous of the time limit and avoid speaking longer than 180 seconds. After 180 seconds, an attendee's microphone and video (if applicable) may be disabled by the Meeting Organizer.
- Attendees providing public comment will not be permitted to cede their allotted time to another attendee.

### **Written Comments**

- Written comments will be collected prior to the meeting via the Work Release Expansion registration form and included as part of the public record.
- All written comments that are submitted via the chat box during the meeting require *full name and physical address* in order to be included as part of the public record.
- Any comments that are submitted via the chat box that are *not* accompanied by a full name and physical address will not be considered a written comment and therefore, will not be included as part of the public record.