



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
P. O. Box 41126 • Olympia, Washington 98504-1126

April 1, 2020

**TO:** Community Corrections Staff

**FROM:** Mac Pevey, Assistant Secretary  
Community Corrections Division

**SUBJECT: Protocols for Transport, Property Management and Safety in Response to COVID-19**

Although there have been some changes to operations as it relates to the supervision of individuals in the community, UA/BA monitoring and field contacts, we understand there are individuals who are going to continue to violate conditions of supervision that will need to be addressed.

In an attempt to establish some clear protocols during this challenging time, we have collaborated with the Attorney General's Office, Washington Federation of State Employees (WFSE) and DOC Leadership to develop the following guidelines for transports, property management and safety.

### **Transport Protocol**

1. At the time of arrest and/or **prior** to transporting a supervised individual from a field office or county jail to a DOC prison facility, CCOs will:
  - Complete [DOC 420.390 Attachment 1 - Arrest Screening Guide](#)
  - Ask the individual the required COVID-19 active screening questions
2. If all of the responses to the active screening questions are **NO**, the CCO will not need to contact the DOC Nurse Desk. If there are no local jail options, the CCO/CCS will call the Violator Desk for direction and placement into the nearest prison facility and request transport authorization from the Shift Lieutenant.
3. If there is a **YES** answer to any of the active screening questions, the CCO will call the DOC Nurse Desk at 360-725-8733 to staff the case.
  - **Consider medical mitigation and do not arrest.**
  - Assure appropriate safety protocols and use of Personal Protective Equipment (PPE) are followed while awaiting guidance.
    - i. Nurse Desk staff will contact a DOC medical practitioner for guidance on the management of patients when needed.

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- The Nurse Desk will determine which prison has bed availability depending on symptoms and inform the CCO.
  - i. The Nurse Desk staff will contact the receiving facility's medical and/or nursing staff on incoming transport and provide a medical report.
  - ii. If the individual is symptomatic, CCOs will utilize Prison Transport COs until such time staff receive appropriate PPE equipment. (Prison Transport Directive Attached)
- If the individual is taken into custody, Prison Transport officers will take the individual's temperature prior to allowing the individual to enter the vehicle.

### **Property Protocol**

The arrested individual's property will be retained by the arresting CCO with the exception of release clothing and identification.

- Please use proper PPE and safety equipment when managing individual's property.

### **Safety**

The CCO will:

- Maintain proper social distancing while pending nurse consultation and placement information;
- Wear gloves and a surgical mask;
- Place a surgical mask on the detained individual;
- During business hours contact the Violator Desk and after hours contact the Shift Lt or call for a Prison Transport, as they have the necessary and proper protective equipment for close custody transports.

### **Transport Vehicle Sanitation Protocol**

- All transport vehicles **WILL BE** disinfected at the end of each day and also during the course of the day between transports in the event the vehicle is empty.
  - This means that if you are transporting to a location and then are scheduled to pick up at another location, the van will be disinfected prior to placing individual in the transport vehicle.
  - Disinfecting the transport vehicle should consist of wiping all hard surfaces (door handles, arm rests, seat belts, and partitions etc.) with Clorox/Lysol/Bleach wipes. If the vehicle contains hard seats, these should also be wiped down. If you have cloth seats, standard Lysol or other disinfectant spray should be used.
- All restraints **WILL BE** wiped down with Clorox/Lysol/Bleach or other disinfectant spray after each application and also at the end of the day.
- If you observe/believe the individual is symptomatic, the individual will have a mask applied during transport for precautionary measures. **NOTE:** This does not mean that they have the virus, but to avoid cross-contamination of any illness.

- A standard dust type mask is applicable in this situation. It does not require an N-95. The mask is to stop the airborne droplets if the individual sneezes or coughs.

If you have questions about these items or other concerns, please staff those questions with your supervisor and, if necessary, send them to the [DOC COVID19 mailbox](#) for response.

I urge you to take care of yourself and your family during this time that is challenging all of us. Your personal safety and wellness are important.

MP:ks.md

Attachment

cc: Executive Strategy Team  
Bonnie Francisco, Area Human Resource Manager  
Nancy Waldo, Labor Relations Consultant  
Billie Peterson, Policy Program Manager  
Charlotte Headley, Chief of Security Operations  
Janelle Guthrie, Communications Director  
Ton Johnson, WFSE Labor Advocate  
DOC Nurse Desk  
DOC COVID19 Mailbox

**From:** [Fithian, Tomas P. \(DOC\)](#)  
**To:** [DOC DL ALL PRISON SHIFT COMMANDERS](#)  
**Cc:** [DOC DL ALL SUPERINTENDENTS](#); [DOC DL ALL CAPTAIN STAFF](#); [DOC DL DUTY OFFICER ROSTER](#); [Williams, Tammy M. \(DOC\)](#); [Biller, Susan M. \(DOC\)](#); [Miller, Greg K. \(DOC\)](#); [Armbruster, Danielle E. \(DOC\)](#); [Herzog, Robert L. \(DOC\)](#); [Skipworth, Kristine M. \(DOC\)](#); [Kariko, Sara S. \(DOC\)](#)  
**Subject:** CCD Violators - Transport Directive  
**Date:** Friday, March 6, 2020 4:28:58 PM

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In the event a CCD violator (after arrest) is taken to a community health facility and the individual is determined to be suspected or confirmed COVID-10 positive **as determined by a medical practitioner**, the CCO will notify the HQ Nurse Desk per standard protocol.

Due to the COVID-19 Guidelines version 3-6-2020 sent to all HS and Prisons staff, **Prisons correctional officers** will be required to transport the violator from the medical facility/jail to a DOC facility as directed by the Nurse Desk.

This immediate change in practices is required to be in compliance with the COVID-19 guidelines which require respirators and disposal suits and additional protections for transportation purposes. CCD is not currently equipped with the necessary items and CCD employees are not currently respirator qualified.

Again, this is only for those violators whom a medical practitioner has determined to be suspected or confirmed COVID-19 as communicated to the HQ Nurse Desk.

**Tomas P. Fithian**

Deputy Director

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