




STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
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December 16, 2021

TO: Community Corrections Staff

FROM: Mac Pevey, Assistant Secretary 
Community Corrections Division

SUBJECT: Operational Changes in Response to COVID-19 (Revised)

This memo supersedes the memos dated March 19, 2020, July 26, 2021, and October 22, 2021 all with the same subject line.

The COVID-19 pandemic and response has challenged our Department and the Community Corrections Division (CCD) in ways we could have never imagined. Through the uncertainty and challenges, one thing has remained constant - the resiliency and dedication of our staff. As we move towards our next phase of reopening, I sincerely thank you all for your efforts. We simply would not have been able to do this without your patience and fortitude during these trying times. This next phase of Safe Start returns CCD to policy standards, where possible, while also protecting the health and safety of our staff, stakeholders, and those under our supervision.

The Agency Safe Start plan provides guidance during the pandemic and our reopening phases. Included in this plan are reminders regarding our vital adherence to the [WA DOC COVID-19 Active/Passing Screening Questionnaire](#) and current [WA State DOC Personal Protective Equipment \(PPE\) Matrix](#). Please continue to work diligently to comply with these requirements.

The following operational changes are effective January 1, 2022

Health & Safety:

Your health and safety are the Department's top priority. It is important for you to communicate and problem solve any concerns with your supervisor. Protections for high-risk employees will continue to be evaluated. Please continue to be an active participant in your own health and wellness. As we enter this more complete reopening, certain case management activities will remain altered for everyone's protection.

If a supervised individual has suspected or confirmed COVID-19 and a required monthly contact is still outstanding, the CCO will staff a resolution with their CCS. The resolution could include the use of other means (telephone, video conferencing, etc.) to complete the contact, but face-to-face interactions are favored.

Additionally, supervised individuals may be untruthful regarding their COVID-19 symptoms or close contacts. While safety is paramount, we cannot allow supervised individuals to dictate their supervision by providing false COVID-19 information during the pandemic. Staff are encouraged to complete thorough investigations when these issues arise and work with their CCS to verify information, investigate possible violations, and problem solve solutions. As you would in any case, please thoroughly document your observations and case management activities.

When any face-to-face contacts (office or field) are conducted, the current protocols specific to PPE, cleaning, masking, and social distancing will be followed. Staff will always be masked while completing any contacts, including while in a DOC vehicle with a partner. If COVID-19 concerns are present during any face-to-face contacts, staff are encouraged to conduct the contact outside in the open air.

Telework:

In most instances there will be a reduced allowance for telework, with a maximum of one day per week, as we continue to staff up offices to meet operational need in engaging individuals under supervision. Telework can be granted based on the business needs of the office/unit as determined by the CCS per DOC Policy 830.300.

Contact Standards, Office Contacts, Field Work and Supervision Activities:

Contact standards will be completed per the attached revised DOC Policy 380.200 Community Supervision of Offenders – Attachment 1 “Minimum Contact Standards”.

Transports:

Transports will be conducted per DOC Policy 420.100 Transportation Standards. In the event a CCD violator is suspected to be or confirmed COVID-19 positive as determined by a medical practitioner, staff will contact the HQ Nurse Desk immediately and follow current PPE protocols.

CCD staff can respond to meet law enforcement for a transfer of custody following a law enforcement-initiated arrest with CCS permission. Staff can also complete hospital watches, including assuming hospital watches for law enforcement, with CCS permission. These activities are considered higher risk and require strict adherence to the [WA State DOC Personal Protective Equipment \(PPE\) Matrix](#).

Violation Response:

Statewide violator capacity remains low, as most jail have limitations given their own challenges in managing the pandemic. CCD staff are encouraged to mitigate violation responses per DOC Policy 460.130 when appropriate. CCSs are encouraged to consider violator capacity when approving/denying the arrest of a supervised individual.

Warrant Apprehension Activities:

Five (5) day warrant checks as specified in DOC Policy 350.750 will not be completed, as this is not a statutorily driven activity. Additionally, organized warrant sweeps within field offices remain suspended due to violator capacity. Specific and targeted warrant apprehensions may be conducted with pre-planning and prior CCS authorization when the Department has received credible information regarding an absconder's whereabouts.

Community Work Crews:

The operation of our community-based work crews will resume with limited capacity. Work crew activities are restricted to outdoor, open air sites (litter crews, landscaping, etc.). The current protocols specific to PPE, cleaning, masking, and social distancing will be followed.

Cognitive Behavioral Interventions:

Thinking for a Change (T4C) restarts with limited capacity to promote distancing and safety. All participants (students and instructors) will be masked during class. Prior to entry into the classroom, all supervised individuals will be required to pass COVID-19 active screening protocols. All PPE protocols must be followed.

Training:

In-person training can resume. This includes Control and Impedence Tactics (CIT), First Aid/CPR, and all other in-person training. Careful consideration will be given to each training to maximize the health and safety of all involved. Additionally, monthly CCD Firearms Academies are slated to begin in February 2022 until the wait list can be exhausted.

Drug Testing:

Drug testing requirements return fully to policy standards for all supervised individuals in accordance with DOC Policy 420.380 – Drug/Alcohol Testing. Oral swab testing remains authorized if not safe to conduct a UA. Breathalyzer testing resumes with the use of distancing, open air collection, and barriers as appropriate to mitigate COVID risk.

Best Practices:

Staff are still encouraged to be proactive and practice universal precautions.

- Stay home when you are sick. This is very important for all illnesses, but especially for the duration of a respiratory illness.
- Wear a mask.
- Wash your hands and use alcohol-based sanitizer frequently.
- Avoid touching your mouth, nose, and eyes with unwashed hands.
- Cover your coughs and sneezes by coughing into your elbow or a tissue.

- Frequently clean and disinfect high-touch and common surfaces.
- Enhance social distancing. (More than 6 feet)
- Stay away from people who are sick.
- If you have coronavirus symptoms, i.e., fever, cough, and shortness of breath, contact your health care provider about what your next steps may be. Please also notify your supervisor and/or Human Resources so the agency can take any necessary steps.

Your CCD Leadership Team is continuing to meet regularly during this time and adjustments to these operations will be made as the situation evolves. If you have questions about any of these items or other concerns, please staff those questions with your supervisor and, if necessary, send them to the [DOC COVID19](#) mailbox.

Please continue to take care of yourself and each other. Your personal safety and wellness are important.

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