

# Improving Public Safety by Positively Changing Lives

## Program Space Inventory Project

Fact Sheet  
October 2024



### Sponsor

**Danielle Armbruster**  
Assistant Secretary

### Process Owner

**Sarah Sytsma**  
Deputy Assistant Secretary  
Reentry

### Project Manager

**Kelsey Eagan**

### Project Team

Program Administrators  
Prison Staff

## Reentry Program Inventory Project

The Reentry Division Program Inventory project will help create a picture of each facility's activities in all program areas, including programs offered, locations, times, and days of the week. This project will also reintroduce and implement the Program Governance Committee which will be utilized to approve new program offerings at all facilities. This project will ensure that programming space and times are being utilized in an efficient way.

## Project Overview

### Purpose:

- Provide program approval standardization statewide
- Identify program space constraints
- Identify what programs are being offered, by whom, where/location, and when
- Identify common or systemic issues/solutions

### Objective:

- Program process standardization statewide
- Creating a program governance policy
- Identify programming space and times not currently being used to full capacity
- Identify current programming
- Identify priority based on the following:
  - Program Space
  - Program Priority

### Includes:

- Creating policy
- Implementing a new statewide process
- Creating a program governance committee
- Identifying available locations and times for programming at all facilities
- Updating schedules for fewer conflicts & best use of space
- Follow up with prison staff and program providers

### Information:

Central to the project will be site visits designed to better guide and influence policy development and ultimately inform practices that lead to maximizing use of treatment, programming, and safety for incarcerated individuals while simultaneously identifying process-related concerns and obstacles (systemic or local). The extent to which we can achieve this directly influences our overall ability to provide quality rehabilitative services to the maximum number of

participants possible, thus contributing to our goals of reducing recidivism and successful community reentry for individuals.

**During these site visits, the team will identify:**

- Program space constraints (Are the rooms full? Are there spaces and times not being used?)
- Program offerings (By whom? Location? When?)
- Common or systemic issues/solutions (schedule conflicts, etc.)
- What criteria classification and facility personnel use to determine program placement and order of programming/treatment
- What operations/procedures are needed to support this work, and what business rules need to be in place

*Example of Program & Space Inventory:*

|            | Time      | Monday         | Tuesday             | Wednesday           | Thursday            | Friday              | Saturday            | Sunday         |                |
|------------|-----------|----------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------|----------------|
| Recreation | E105      | 1300-1600      | Regalia             | Regalia             | Regalia             | Regalia             | Regalia             | Regalia        |                |
|            | E106      | 1300-1600      | CD                  | CD                  | CD                  | EBOM                | EBOM                |                |                |
|            | E107A     | 1300-1600      | CD                  | CD                  | CD                  | EBOM                | EBOM                |                |                |
|            | E107B     | 1300-1600      | CD                  | CD                  | CD                  | EBOM                | EBOM                |                |                |
| E108       | 1300-1600 | T4C-4          | T4C-5               | T4C-4               | T4C-5               | Orientation         | AA                  |                |                |
| SOT        | E2-103    | 1300-1600      | Study Hall          | Study/CCB-4th       | Study/SAM           | Study/CCB-4th       | Study Hall          |                |                |
|            | E2-104    | 1300-1600      |                     | E Room (2 & 4th)    |                     |                     |                     |                |                |
|            | E2-105    | 1300-1600      | SOTP                | SOTP                | SOTP                | SOTP                | SOTP                |                |                |
|            | E2-106    | 1300-1600      | SOTP                | SOTP                | SOTP                | SOTP                |                     |                |                |
|            | E2-107    | 1300-1600      |                     | SOTP                | SOTP                | SOTP                | SOTP                |                |                |
|            | E2-108    | 1300-1600      | SOTP                | SOTP                | SOTP                | SOTP                |                     |                |                |
|            | E2-109    | 1300-1600      | SOTP                | SOTP                | SOTP                | SOTP                |                     |                |                |
|            | E2-110    | 1300-1600      |                     |                     | SOTP                | SOTP                | SOTP                |                |                |
|            | E2-111    | 1300-1600      | SOTP                | SOTP                | SOTP                |                     |                     |                |                |
|            | RAC 100   | 1300-1600      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs | Religious Prgs |
|            | RAC 103   | 1300-1600      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs | Religious Prgs |
| RAC 105    | 1300-1600 | Religious Prgs | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs |                |
| RAC 109    | 1300-1600 | Religious Prgs | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs |                |
| Education  | G 103     | 1300-1600      | EBOM                | T4C-5               | EBOM                | T4C-6               | EBOM                |                |                |
|            | G 105     | 1300-1600      | Stress & Anger Mgt  | Stress & Anger Mgt  | Stress & Anger Mgt  | Stress & Anger Mgt  | Stress & Anger Mgt  |                |                |
|            | G 117     | 1300-1600      | InterActive Media   | InterActive Media   | InterActive Media   | InterActive Media   | InterActive Media   |                |                |
|            | G 123     | 1300-1600      | EBOM                | GED Testing         | GED Testing         | EBOM                | EBOM                |                |                |
|            | G 127     | 1300-1600      | Tec Support Classes | Tec Support Classes | Tec Support Classes | Tec Support Classes | Tec Support Classes |                |                |
|            | G 130     | 1300-1600      | Bookkeeping         | Bookkeeping         | Bookkeeping         | Bookkeeping         | Bookkeeping         |                |                |
|            | G 131     | 1300-1600      | EBOM                | EBOM                | EBOM                | EBOM                | EBOM                |                |                |
|            | G 134     | 1300-1600      | GED/ABE             | GED/ABE             | GED/ABE             | GED/ABE             | GED/ABE             |                |                |
|            | G 135     | 1300-1600      | GED/ABE             | GED/ABE             | GED/ABE             | GED/ABE             | GED/ABE             |                |                |
|            | G 138     | 1300-1600      | GED/ABE             | GED/ABE             | GED/ABE             | GED/ABE             | GED/ABE             |                |                |
| Visiting   | 1300-1600 | Visiting       |                     |                     |                     | Visiting            | Visiting            | Visiting       |                |
|            | Time      | Monday         | Tuesday             | Wednesday           | Thursday            | Friday              | Saturday            | Sunday         |                |
| Recreation | E105      | 1820-2115      | Regalia             | Regalia             | Regalia             | Regalia             | Regalia             | Regalia        |                |
|            | E106      | 1820-2115      | Relationship Works  |                     |                     |                     |                     |                |                |
|            | E107A     | 1820-2115      | EBOM                | T4C-7               | EBOM                | T4C-7               |                     |                |                |
|            | E107B     | 1820-2115      | CD                  | CD                  | CD                  | EBOM                |                     |                |                |
| E108       | 1820-2115 | AALP           | Toatmasters         | AA                  | NA                  |                     |                     |                |                |
| SOT        | E2-103    | 1820-2115      |                     |                     |                     |                     |                     |                |                |
|            | E2-104    | 1820-2115      |                     |                     |                     |                     |                     |                |                |
|            | E2-105    | 1820-2115      |                     |                     |                     |                     |                     |                |                |
|            | E2-106    | 1820-2115      |                     |                     |                     |                     |                     |                |                |
|            | E2-107    | 1820-2115      |                     |                     |                     |                     |                     |                |                |
|            | E2-108    | 1820-2115      | SOTP                | SOTP                | SOTP                | SOTP                | SOTP                |                |                |
|            | E2-109    | 1820-2115      |                     |                     |                     |                     |                     |                |                |
|            | E2-110    | 1820-2115      |                     |                     |                     |                     |                     |                |                |
|            | E2-111    | 1820-2115      |                     |                     |                     |                     |                     |                |                |
|            | RAC 100   | 1820-2115      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs | Religious Prgs |
|            | RAC 103   | 1820-2115      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs | Religious Prgs |
| RAC 105    | 1820-2115 | Religious Prgs | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs |                |
| RAC 109    | 1820-2115 | Religious Prgs | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs      | Religious Prgs |                |

For more information:

Kelsey Eagan, Project Manager, [kelsey.eagan@doc1.wa.gov](mailto:kelsey.eagan@doc1.wa.gov)