



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/WORK RELEASE**  
OFFENDER/SPANISH MANUALS

REVISION DATE  
8/27/12

PAGE NUMBER  
1 of 8

NUMBER  
**DOC 310.000**

**POLICY**

TITLE  
**ORIENTATION FOR OFFENDERS**

**REVIEW/REVISION HISTORY:**

Effective: 3/13/00  
 Revised: 10/21/04  
 Revised: 11/19/06  
 Revised: 3/11/08  
 Revised: 5/22/08 AB 08-011  
 Revised: 6/21/09  
 Revised: 1/25/10  
 Revised: 8/27/12

**SUMMARY OF REVISION/REVIEW:**


II.B. - Added orientation content requirements  
 Added II.D. that staff responsible for orientation will identify and model acceptable behavior  
 III.B. - Added clarifying language  
 Added III.B.3. that offenders will complete emergency contact form during Work Release orientation  
 Removed H.6. on notifying Department/Program Managers of program changes to include in the orientation packet

**APPROVED:**

Signature on file

\_\_\_\_\_  
**BERNARD WARNER**, Secretary  
 Department of Corrections

7/24/12  
 \_\_\_\_\_  
 Date Signed

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## REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [ACA 4-4228](#); [ACA 4-4285](#); [ACA 4-4287](#); [ACA 4-4288](#); [ACA 4-4290](#); [ACA 4-4292](#); [ACA 4-4344](#); [ACA 4-4499](#); [ACA 3A-02](#); [ACA 3A-03](#); [ACA 3A-04](#); [ACA 3A-05](#); [ACA 3A-06](#); [ACA 7D-07](#); [DOC 450.500 Language Services for Limited English Proficient \(LEP\) Offenders](#); [DOC 490.800 Prevention and Reporting of Sexual Misconduct](#); [DOC 490.850 Response to and Investigation of Sexual Misconduct](#); Prison Rape Elimination Act of 2003; Statewide Offender Orientation Handbook; Work Release Orientation Manual

## POLICY:

- I. Offenders sentenced to the Department, except Inmates Sentenced to the Death Penalty (ISDPs), will undergo an initial reception, admission, and orientation process at Washington Corrections Center (WCC) or Washington Corrections Center for Women (WCCW) Reception Diagnostic Centers (RDCs).
- II. Offenders arriving at or transferred to a facility other than an RDC will receive an orientation delivering facility specific information about the parent facility, including procedures, rules, and regulations unique to its purpose, physical plan, and security status. [4-4290]

## DIRECTIVE:

- I. Admission
  - A. All newly received offenders will participate in a program of interviews, testing, and other activities related to the admission process at the receiving facility.
    1. Initial reception and orientation will be completed within 4 weeks of admission to the RDC, except when medical, mental health, or behavioral issues preclude completion of this process. [4-4287]
    2. When necessary for health reasons, offenders may be admitted to a non-RDC.
  - B. The admission process will, at a minimum, include:
    1. Determination that the offender is legally committed to the Department, [4-4285]
    2. A thorough search of the offender and his/her possessions, [4-4285]
    3. Disposition of personal property, [4-4285]
    4. Shower and shampoo, if needed, [4-4285]
    5. Issue of clean, laundered state clothing, [4-4285]



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6. Photographing and fingerprinting, including notation of identifying marks or other unusual physical characteristics, [4-4285]
7. Medical, dental, and mental health screening, [4-4285]
8. DNA testing, when applicable,
9. Assignment to a housing unit, [4-4285]
10. Recording basic personal data and information, including emergency contact designation on DOC 20-390 Emergency Contact/Offender, [4-4285]
11. Assignment of a DOC number, if needed, and [4-4285]
12. Assignment of an Inmate Personal Identification Number (IPIN).

C. Initial classification will be documented in the offender’s electronic file.


II. Prison Orientation

A. All offenders arriving at or transferred to a Prison will receive:


1. A facility specific orientation packet on the date of arrival, and [4-4499]
2. An orientation to the new facility within one week of arrival, except when medical, mental health, or behavioral issues preclude completion of this process. [4-4290]

B. Offenders will receive orientation information, both orally and in writing, in a manner that is clearly understood by offenders. The orientation will, at a minimum, include:

1. Information on educational, religious, work, recreation, health care, grievance and other facility programs. [4-4344]
2. Facility rules and regulations.
3. Processes for communicating with all levels of staff.
4. Information on any sustainability efforts within the Department and how offenders can participate.
5. Information on the Prison Rape Elimination Act (PREA), including:
  - a. DOC 490.800 Prevention and Reporting of Sexual Misconduct, DOC 490.850 Response to and Investigation of Sexual Misconduct, related operational memorandums, the Prison Rape Elimination Act of 2003, and other applicable state or federal laws, including potential criminal penalties,
  - b. Department zero tolerance stance,

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- c. Definitions and examples of prohibited and/or illegal behaviors that might constitute sexual misconduct,
  - d. Self-protection strategies,
  - e. Prevention and intervention,
  - f. Offender sexual harassment,
  - g. Examples of conduct, circumstances, and behaviors that may be precursors to sexual misconduct,
  - h. Various ways sexual misconduct may be reported,
  - i. That all allegations of sexual misconduct are taken seriously and investigated thoroughly,
  - j. Confidentiality in cases of sexual misconduct,
  - k. Treatment and counseling,
  - l. Staff requirement to report allegations,
  - m. Protection against retaliation, and
  - n. Disciplinary actions for making false allegations.
- C. Staff will conduct the orientation by reviewing the contents of the orientation packets and responding to offender questions. [4-4288]
- D. Staff responsible for orientation will represent the facility by identifying and modeling acceptable behavior.
- E. Each offender will sign DOC 21-992 New Offender Orientation Checklist to acknowledge receipt of orientation and the Statewide Orientation Handbook or facility specific handbook. [4-4228] [4-4285] [4-4288] Staff will log the orientation in the offender's electronic file.
- F. When a literacy or language problem exists, staff will assist the offender in understanding the material per DOC 450.500 Language Services for Limited English Proficient (LEP) Offenders. [4-4228] [4-4288]
- G. [4-4228] [4-4288] [4-4344] Spanish speaking offenders will attend a Spanish version of the orientation program. The Spanish orientation will notify offenders of the Spanish translated materials and services that are available.


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H. Each facility will develop processes for non-Spanish speaking Limited English Proficiency offenders, including those requiring sign language interpretation, to receive orientation in a language they understand per DOC 450.500 Language Services for Limited English Proficient (LEP) Offenders. [4-4288] [4-4344] This orientation will include information on:


1. Disciplinary hearings,
2. Classification,
3. Grievance program, [4-4344]
4. Access to medical, dental, and mental health services, [4-4344]
5. PREA,
6. Administrative Segregation,
7. Searches,
8. Unit rules, and
9. Fire evacuation procedures.

I. Orientation Handbook/Handouts

1. Offenders will receive the Statewide Offender Orientation Handbook and other orientation handouts, which will include information on:
  - a. Chargeable offenses, including penalties and disciplinary procedures, [4-4228]
  - b. Good/earned time credits,
  - c. Classification,
  - d. Grievance program,
  - e. Administrative Segregation,
  - f. Legal access,
  - g. Religious freedom,
  - h. Searches,
  - i. Offender trust accounts, [4-4292]
  - j. [4-4285] [4-4499] Visits, including:
    - 1) Facility address/phone number, directions to facility, and information about local transportation,
    - 2) Days and hours of visitation,
    - 3) Approved dress code and identification requirements for visitors,
    - 4) Items authorized in visitation room,
    - 5) Special rules for children,

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- 6) Authorized items that visitors may bring to give offender (e.g., funds, pictures),
  - 7) Special visits (e.g., family emergencies).
  - k. Medical, dental, and mental health services, including co-pay,
  - l. Telephone use,
  - m. Fire and safety,
  - n. Facility programs and availability,
  - o. Mail, [4-4285]
  - p. Commissary ordering procedures,
  - q. Processes for communicating with staff,
  - r. Movement,
  - s. Property, clothing, and laundry, [4-4292]
  - t. Identification requirements, and
  - u. PREA.
2. Facility specific orientation information/handouts will supplement the Statewide Offender Orientation Handbook and orientation materials. This supplement will:
    - a. Include only site specific information, not repeating information in the Statewide Offender Orientation Handbook.
    - b. Not exceed 20 pages.
  3. Offenders attending the Spanish orientation will receive the orientation handbook/handouts translated into Spanish by the Department certified Spanish translator. [4-4228] In addition to the information in the English handouts, Spanish versions of handouts must include information on:
    - a. Requesting translation services.
    - b. Enrolling in English as a Second Language (ESL) classes, if available.
  4. At RDC orientation, offenders will have the opportunity to mail an informational handout to their spouse/state registered domestic partner/ family one time, with the cost of the mailing provided by the Offender Welfare Betterment Fund. [4-4285]
  5. The orientation handbook/handouts will be reviewed at least annually and updated as needed. [4-4292] The Spanish orientation packet will be updated whenever the English version is updated.

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- a. An RDC will review the Statewide Offender Orientation Handbook annually.
- b. Each facility will review their site specific handbooks annually.
- c. If there are major changes in a facility process covered in the orientation packet, the facility should publish the changes and promptly post them in living units. [4-4292]

### III. Work Release Orientation

- A. [3A-02] [3A-03] [3A-04] All Work Releases will use the approved Work Release Orientation Manual and incorporate facility specific requirements, rules, and regulations. The manual will be provided to offenders immediately upon arrival and maintained at the front duty station for staff access, reviewed at least annually, and updated as needed.
- B. [3A-04] Offenders will receive an orientation within 48 hours of arrival, which will include review of the local orientation manual.
  1. Offenders are notified of all appropriate policies and procedures that affect them, including payment of fees, disciplinary actions, financial assistance, telephone use, and PREA. [3A-06]
  2. DOC 05-512 Work Release Orientation Checklist will be used to document the orientation, and the offender's signature will verify that s/he received the required information. [3A-03]
  3. Offenders will complete DOC 20-390 Emergency Contact/Offender.
- C. Offenders will receive written orientation materials, which will be translated for offenders who do not understand English. [3A-03] [3A-04] [3A-05]
- D. Orientation must occur before offenders receive permission to leave the facility.
- E. When a literacy or communication problem exists, staff will assist the offender in understanding the material. [3A-04] [3A-05]
- F. Intake staff will interview the offender and complete DOC 05-116 Offender Intake Information. [7D-07] Staff will maintain forms at the duty station.

### DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.



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**ATTACHMENTS:**

None

**DOC FORMS:**

[DOC 05-116 Offender Intake Information](#) [7D-07]

[DOC 05-512 Work Release Orientation Checklist](#) [3A-06]

[DOC 20-390 Emergency Contact/Offender](#)

[DOC 21-992 New Offender Orientation Checklist](#) [4-4285] [4-4288] [4-4344]