



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
OFFENDER/SPANISH MANUALS

REVISION DATE
11/17/14

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DOC 310.150

POLICY

TITLE
**RECEPTION, INITIAL CLASSIFICATION, AND
CUSTODY FACILITY PLAN**

REVIEW/REVISION HISTORY:

Effective: 11/26/06
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Revised: 11/17/14

SUMMARY OF REVISION/REVIEW:

I.A.1. and II.D. & E. - Adjusted deciding authority
I.C.1. - Adjusted timeframe for sexual vulnerability/aggression screening
I.C.4. and II.B.3.d. - Removed unnecessary language
I.C.10.a. - Added responsibility for completing the CCR and static risk assessment scoring
Added I.C.10.b. on the CCR narrative
I.C.11.a. & b. and II.B.3.c. - Added clarifying language
Removed I.D. as unnecessary
II.B. - Added Attachment 3 on other history of violence
II.B.1. & 2. - Adjusted point ranges for custody placement
II.B.3.a. - Adjusted list of offenses
Added II.B.3.b. on other sexually motivated offenses
III.A.1. - Adjusted system reference
Several changes to Attachment 1


APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

10/14/14

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A.533](#); [RCW 72.09.270](#); [ACA 4-4286](#); [ACA 4-4296](#); [ACA 4-4298](#); [ACA 4-4299](#); [ACA 4-4305](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); [DOC 300.500 Work Release Screening](#); [DOC 310.000 Orientation for Offenders](#); [DOC 320.400 Risk and Needs Assessment Process](#); [DOC 350.200 Offender Transition and Release](#); [DOC 610.040 Health Screenings, Appraisals, and Status](#); [DOC 630.500 Mental Health Services](#); [DOC 670.500 Chemical Dependency Treatment Services](#)

POLICY:


- I. The Reception Diagnostic Centers (RDCs) at Washington Corrections Center and Washington Corrections Center for Women (WCCW) will use objective initial classification processes to assign each offender a custody level which places him/her in the least restrictive facility while providing for community and facility safety. The system is designed to help offenders understand how criminal history and conduct affect custody designation and facility placement.
- II. The Department will obtain information for each offender sentenced to its jurisdiction in order to provide necessary assistance during incarceration. Information will be used for risk and needs assessments and classification, to develop a Custody Facility Plan, and to provide the Department with the necessary information concerning the offender.
 - A. To the extent resources are available, the RDCs will complete screening and risk and needs assessments, and develop a Custody Facility Plan and placement recommendations. This excludes offenders who enter Prison to serve time related to a violation of a sentenced condition of supervision.

DIRECTIVE:

- I. Reception
 - A. Admission and orientation will be conducted per DOC 310.000 Orientation for Offenders.
 1. Male offenders will be received at the Washington Corrections Center. Exceptions may be made by the Senior Administrator of Operations for Offender Change/designee for offenders sentenced to death or diagnosed with an exceptional medical condition, and in other circumstances based on the level of security or care required.
 2. Female offenders will be received at WCCW unless otherwise determined by the Secretary/designee.

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- B. Offenders will be assigned a Counselor for the initial classification. [4-4299]
- C. [4-4286] Newly committed offenders will be screened and assessed, to include, but not be limited to:
1. Screening for potential vulnerabilities or tendencies to act out with sexual aggression completed upon arrival using DOC 13-349 Intersystem Mental Health Screening, the results of which will be considered when making housing assignments
 2. Medical, dental, and mental health screening per DOC 610.040 Health Screenings, Appraisals, and Status and DOC 630.500 Mental Health Services
 3. Chemical dependency screening per DOC 670.500 Chemical Dependency Treatment Services and chemical dependency assessment, if indicated
 4. Offender self-report information collected using DOC 20-414 Offender Self Report Intake Personal Information
 5. Family and community support
 6. Religious background and interests
 7. Social history
 8. Security Threat Group status
 9. Pre-institutional assessment information (e.g., medical issues at jail) [4-4298]
 10. Static Risk Assessment
 - a. The Headquarters Criminal Conviction Record (CCR) Unit will complete the CCR and the static risk assessment scoring per DOC 320.400 Risk and Needs Assessment Process.
 - 1) The CCR will include legal aspects of the case and rely upon:
 - a) The Judgment and Sentence,
 - b) Washington Crime Information Center (WACIC) and National Crime Information Center (NCIC) sheets,
 - c) District and Municipal Court Information System (DISCIS),

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- d) Superior Court Management and Information System (SCOMIS),
- e) Prosecuting Attorney's statement, if available, and
- f) All other available information in the Department's records system.

b. The assigned Counselor will add the narrative to the CCR for the current offense.

- 1) If the information necessary to complete the narrative is not available, the Counselor will note in the narrative: "Official version not available at this time".

11. Offender Needs Assessment (ONA)

- a. The assigned Counselor will review the offender's electronic and central files to obtain information necessary to accurately complete the ONA.
- b. Upon completion of a file review, the Counselor will interview the offender and update the ONA as necessary. The offender will not be given a copy of the ONA questions.

II. Initial Classification

- A. Pending initial classification, all offenders, including re-admissions, will be designated Close custody.
- B. Initial Custody Designation will be scored using Instructions for Initial Custody Designation (ICD) (Attachment 1), the Other History of Violence list (Attachment 3), and the Custody Facility Plan – Initial review. [4-4296] Classification employees will document the scoring on DOC 20-422 Prison Initial Classification Worksheet or in the offender's electronic file and ensure the score is correct.
 - 1. Close Custody: Custody Review Score 0-34 points requires placement at a Level 4 facility.
 - a. Inmates Sentenced to the Death Penalty (ISDPs) will initially be housed in an Intensive Management Unit (IMU) on Intensive Management Status at the Washington State Penitentiary (WSP) or WCCW for a minimum of one year. Custody will not be changed unless directed by Headquarters and will not be less restrictive than Close.



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- b. Offenders sentenced to Life Without Parole (LWOP), or whose sentence structure puts her/his Earned Release Date (ERD) past their reasonable life expectancy of 80 years for males or 85 years for females(i.e., de facto LWOP), will be placed in a Close custody unit unless otherwise approved in writing by the Assistant Secretary for Prisons/designee.
2. Medium Custody: Custody Review Score 35-47 points requires placement at a Level 3 facility.
3. Minimum 3 (MI3) Custody: Custody Review Score 48 and above, with over 4 years to ERD, requires placement at a Level 3 facility.
 - a. An offender with a current or prior offense listed below will be assigned MI3 pending Headquarters Community Screening Committee (HCSC) review:
 - 1) Murder 1 and 2
 - 2) Assault 1
 - 3) Assault of a Child 1 and 2
 - 4) Homicide by Abuse
 - 5) Manslaughter
 - 6) Rape 1 and 2
 - 7) Attempt/Criminal Solicitation of Rape 1 and 2
 - 8) Rape of a Child 1 and 2
 - 9) Child Molestation 1 and 2
 - 10) Incest
 - 11) Assault 2 with sexual motivation
 - 12) Kidnapping 1 and 2
 - 13) Indecent Liberties with forcible compulsion
 - b. An offender committed for any other sexually motivated offense will be referred to the HCSC for assignment to more restrictive than MI3 custody, if after the review of the criminal descriptions or plea bargain agreement the Correctional Unit Supervisor or Headquarters Classification requests higher review.
 - c. An offender under the jurisdiction of the Indeterminate Sentence Review Board (ISRB) or the Community Custody Board (CCB) who has not been found parolable or conditionally releasable will be assigned custody not less restrictive than MI3.
 - d. An offender who has an Immigration and Customs Enforcement detainer will be assigned custody not less restrictive than MI3.

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- e. An offender with a mental health concern will be assigned custody not less restrictive than MI3 pending evaluation to determine if s/he:
 - 1) Has demonstrated serious mental health problems (e.g., has been on suicide or intensive watch, actively psychotic, or self mutilating) within the past 90 days, or
 - 2) Is developmentally disabled and has unique management requirements relating to mental health.
- f. An offender with an outstanding felony detainer will be assigned MI3 pending clarification of the circumstances and Facility Risk Management Team decision.
- g. An offender assigned MI3 custody for medical, mental health, or dental reasons may be reclassified if his/her condition improves.
- 4. MI2 Custody: Custody Review Score 48 and above, with less than 4 years to ERD, may be placed in a Level 2 facility.
 - a. An offender with health limitations will not be precluded from placement in a lower security facility if his/her health needs can be met.
 - 1) When an offender has specific health needs or accommodation requirements, the Counselor will request health services employees/contract staff or the facility Americans with Disabilities Act (ADA) Coordinator to assist in making a placement decision.
 - 2) When placement is determined that will meet the offender's specific needs, or if unable to find placement, the Counselor will document the determination in the Custody Facility Plan or in a chrono entry in the offender's electronic file.
 - 3) If the needs cannot be met, the offender will be placed at a major facility and assigned custody not less restrictive than MI3.
- 5. MI1 Custody: Custody Review Score 48 and above, with less than 6 months to ERD and meets the criteria in DOC 300.500 Work Release Screening, may be placed in a Work Release.

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- a. Any offender sentenced with a weapons enhancement under RCW 9.94A.533 is not eligible for Work Release until the mandatory portion of the sentence is completed.
- b. If an offender declines Work Release placement, s/he will be assigned MI2 using an override reason that reflects refusal.


- C. An override may be recommended if the facts of the case, including the offender's conviction, program needs, and time structure, suggest a level other than the scored custody. Justification for override will be documented in the Counselor Comments and Recommendations section of the Custody Facility Plan or in a chrono entry in the offender's electronic file, and the reason will be specified per Attachment 2.
- D. The Senior Administrator of Operations for Offender Change's designee will make the offender's initial custody level designation and facility assignment.
- E. The offender may appeal his/her initial custody assignment to the Senior Administrator of Operations for Offender Change/designee. The Senior Administrator's decision on the appeal is final.

III. Offender Custody Facility Plan

- A. The RDC Counselor will initiate a Custody Facility Plan, to include offender information, purpose of the report, community support, and program needs. For offenders who have 48 months or less to serve, the Custody Facility Plan will include the next expected (i.e., targeted) custody reduction and placement. The Counselor will ensure:
 1. Program needs are identified and referrals are made for statewide programs in Offender Management Network Information (OMNI) Programs, and
 2. A copy of the Custody Facility Plan will be offered to the offender.

IV. [4-4305] Additional Assessment and Referrals

- A. The Counselor will identify offenders who may need additional assessment(s) based on offense history, or other behavioral characteristics or history, who may be candidates for:
 1. Transition Services according to DOC 350.200 Offender Transition and Release,
 2. Civil commitment as a Sexually Violent Predator,

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3. Medical or mental health services in the community,
4. Civil commitment due to a mental illness,
5. Notification to law enforcement or mental health provider(s) due to mental illness and violent offense history, or current threat,
6. Specialized treatment programs during incarceration, such as Sex Offender Treatment Program and co-occurring disorder program,
7. Drug abuse, mental illness, and special needs,
8. End of Sentence Review, and/or
9. Specialized housing or services due to impaired judgment or intellectual/physical functioning.

DEFINITIONS:

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

ATTACHMENTS:

- [Instructions for Initial Custody Designation \(ICD\) \(Attachment 1\)](#) [4-4296]
- [Override Reasons/Decisions for Custody Assignments \(Attachment 2\)](#)
- [Other History of Violence \(Attachment 3\)](#)

FORMS:

- [DOC 13-349 Intersystem Mental Health Screening](#)
- [DOC 20-414 Offender Self Report Intake Personal Information](#)
- [DOC 20-422 Prison Initial Classification Worksheet](#)