



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/WORK RELEASE
OFFENDER MANUAL

REVISION DATE
1/18/11

PAGE NUMBER
1 of 6

NUMBER
DOC 320.180

POLICY

TITLE
**SEPARATEE AND FACILITY PROHIBITION
MANAGEMENT**

REVIEW/REVISION HISTORY:

Effective: 8/23/99
Revised: 10/1/02
Revised: 4/14/08
Revised: 11/1/08
Revised: 1/18/11

SUMMARY OF REVISION/REVIEW:

I.B. - Adjusted that separatee status and facility prohibitions will be reviewed upon initial intake and at every scheduled classification review
II.A.1. - Added separation level definitions
Added II.C. that the Chief of Security and/or Investigative Operations will approve facility prohibitions for Intensive Management Unit
Added III.A.9. that an offender's known sexual or romantic relationship with another offender may justify separate/facility prohibition
V.A.1.a. - Added form usage
V.A.2. - Removed form usage


APPROVED:

Signature on file

ELDON VAIL, Secretary
Department of Corrections

12/9/10

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [ACA 4-4281](#); [DOC 300.380 Classification and Custody Facility Plan Review](#)

POLICY:


- I. [4-4281] The Department will ensure that offenders are assessed for separatee and facility prohibition issues to ensure staff and offender safety and facility security. The Department will attempt to place offenders in general population settings, consistent with good management practices and all applicable policies and procedures.
 - A. Separatee is defined as administrative separation of offenders who may be aggressors, victims of aggressors, or a threat to the orderly operation of a facility.
 - B. Facility prohibition is defined as precluding offenders from a facility assignment due to verified circumstances that exist that would put a staff or offender in jeopardy.

DIRECTIVE:

- I. General Requirements
 - A. The Superintendent/Community Corrections Supervisor (CCS) will establish processes to implement the usage of the separatee and facility prohibition Offender Management Network Information (OMNI) screens.
 1. The Superintendent will designate a staff at the Correctional Program Manager or Captain level or higher to manage the separatee/protection issues for the facility.
 2. The CCS will designate a staff to manage the separatee/protection issues for the facility.
 - B. Upon initial intake and at every regularly-scheduled classification review, each offender's separatee status and facility prohibitions will be reviewed using file information, offender interview, observations, and review of other pertinent records.
 - C. An offender's separatee status is confidential. At no time will an offender be given a list of his/her separatee concerns.
- II. Separatee and Facility Prohibition Status
 - A. Offenders will be separated in the least restrictive way.

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1. Separation levels include:
 - a. Cell - Offenders can have routine contact, but may not be assigned to the same cell,
 - b. Tier - Offenders can have routine contact, but should not be assigned to cells near each other,
 - c. Unit - Offenders can have incidental contact in programming and/or recreation areas,
 - d. Quadrant - Offenders might have contact in areas (e.g., Health Services building, etc.), but contact should be rare, incidental, and not predictable (e.g., an offender housed at AHCC-MSD could have a quadrant separatee housed at AHCC Main),
 - e. Facility - Offenders should not be housed at the same Prison/Work Release, but may be housed at a different facility within the same complex, and
 - f. State.
 2. Offenders may be separated through:
 - a. Program scheduling (e.g., work assignment, education, etc.),
 - b. Segregated housing or protective custody (i.e., administrative segregation of an offender based on specific verifiable information that s/he is at high risk of being assaulted or victimized based on the nature/notoriety of crime, physical/mental vulnerability, or situations arising during incarceration),
 - c. Facility transfer/prohibition, and
 - d. Out-of-state placement.
- B. Caution must be taken to ensure an offender is not attempting to avoid placement at a particular facility or work/program assignment. The separatee/protection and facility prohibition OMNI screens should be reviewed to verify a concern exists prior to recommending transfers to other facilities and/or assignment to jobs, education, or other programs.
- C. The Chief of Security and/or Chief of Investigative Operations will approve facility prohibitions for an Intensive Management Unit (IMU).

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III. Justification


A. The following non-inclusive list may justify a separatee or facility prohibition:

1. An offender requests a separation from a specific person(s) for a verifiable reason,
2. An offender's central file documents prior problems with another offender which will likely result in a physical confrontation,
3. An offender has demonstrated a pattern of being in fights as victim or aggressor,
4. An offender has threatened, harassed, and/or assaulted staff,
5. Offenders are crime partners, if one testified against the other,
6. Judgment and Sentence requires separation,
7. Staff observe an offender being pressured by or pressuring another identified offender(s),
8. An offender is identified by the Intelligence and Investigation Unit as targeted or pressured by security threat group(s),
9. An offender is known to be in a sexual or romantic relationship with another offender, or
10. Other reasons as approved by the Superintendent.

IV. Documentation/Verification

A. Separatee and facility prohibition concerns should be entered on the OMNI Offender Separation and Prohibited Placement screens upon validation, verification, and approval from the Superintendent/CCS/designee for entry.

1. Separatee/protection information is entered on the OMNI Offender Separation screen and will include:
 - a. Offender name, DOC number, facility number, and date of incident,
 - b. Reason for separation/protection, level of separation, and status,
 - c. Offenders who are a threat and offenders who are threatened,
 - d. Position number of staff who made the entry, and
 - e. Narrative messages regarding separatee/protection issues.


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2. Separations listed under “Community Placement”, which begin upon completion of the term of confinement, will not be entered on the OMNI Offender Separation screen.
3. Location fields with question marks denote the offender is no longer an active Department offender. If the status field is still active, the entry is still valid.
4. Facility prohibition information will be entered on the OMNI Prohibited Placement screens and will list the facility(ies) from which the offender is prohibited for security reasons (e.g., the offender is related to a staff, a staff is a victim of an offender’s offense, etc.).
 - a. Due to the sensitive nature of the information on this screen, viewing access will be limited.

B. The separatee/protection and facility prohibition the OMNI Offender Separation and Prohibited Placement screens should be updated to reflect conflicts prior to requesting an offender’s transfer to another facility. When an offender alleges a separatee is at the facility where the offender is approved for transfer, the Intelligence and Investigation Unit will investigate and chrono whether or not the concern is substantiated.

V. Review and Re-verification

- A. Offenders will be separated only as long as the need exists. Each offender’s separatee and/or facility prohibition status will be reviewed, re-verified, and documented during the offender’s scheduled review and as circumstances require.
 1. If risk no longer exists, or a non-aggressor offender requests reconsideration of separatee status, the OMNI Offender Separation screen separatee status may be changed from active to inactive.
 - a. This change should be documented using DOC 17-087 Request to Remove Separation.
 - b. Inactive status need not be verified annually.
 2. The offender’s Custody Facility Plan will document the Facility Risk Management Team recommendations of separatee conflicts and re-verification, and changes to the OMNI Offender Separation and Prohibited Placement screens.

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3. Verifications beyond current facility will be done through the Intelligence and Investigation Unit, if required.
- B. If separatee or facility prohibition conflicts arise at the time of a transfer, staff may need to request the offender be redirected to a different destination. Alternatively, a request may be submitted for a custody override per DOC 300.380 Classification and Custody Facility Plan Review.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

[DOC 17-087 Request to Remove Separation](#)