



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON**

REVISION DATE  
10/14/21

PAGE NUMBER  
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NUMBER  
**DOC 330.605**

**POLICY**

TITLE

**BOARDER AGREEMENTS**

**REVIEW/REVISION HISTORY:**

Effective: 6/3/13  
Revised: 10/14/20  
Revised: 10/14/21

**SUMMARY OF REVISION/REVIEW:**


Updated terminology throughout

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

9/30/21  
Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 10.77](#); [RCW 39.34](#); [RCW 71.05](#); [RCW 71.09](#); DOC 220.010 Contracts; DOC 310.000 Orientation; DOC 400.100 Incident and Significant Event Reporting (RESTRICTED); [Washington DOC Health Plan](#); [Records Retention Schedule](#)

**POLICY:**


- I. The Department will establish and maintain agreements to maximize existing resources and provide adequate housing and/or health care for boarders from other jurisdictions with documented medically necessary health care needs and/or safety and security issues that cannot be reasonably addressed by the sending jurisdiction (i.e., city, county, or state).
  - A. Boarders include individuals convicted of a crime(s) and those being held on pretrial status.
  - B. The Department will only accept boarders from sending jurisdictions when an agreement is in place. Sending jurisdictions may request to establish an agreement per DOC 220.010 Contracts.
- II. Exceptions to this policy must be approved by the Secretary/designee.

**DIRECTIVE:**

- I. Screening
  - A. Only boarders with documented medically necessary health care needs and/or safety and security issues that cannot be reasonably addressed by the sending jurisdiction may be considered for transfer to a Department facility.
    1. The following boarders will not be considered for acceptance under any agreement:
      - a. Confined by a court-ordered mental health evaluation per RCW 10.77.
        - 1) Boarders confined in a Department facility and ordered to complete a mental health evaluation must be immediately returned to the sending jurisdiction until released by the court.

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- b. Medical/mental health needs can be reasonably addressed within available local/state resources, as determined by health services employees/contract staff.
  2. On a case-by-case basis, the following boarders may be declined:
    - a. Under the age of 18.
    - b. On suicide watch/precautions without a mental health evaluation or an assessment from a qualified professional clarifying the specific need for mental health services that are unavailable within local/state resources.
      - 1) The need for a suicide watch/precautions alone does not qualify as the provision of mental health services.
    - c. Being held on misdemeanor or gross misdemeanor charges/convictions only.
- B. Requests to transfer a boarder to a Department facility must be submitted via email to [DOC Boarder Request](#) and include all available documents listed in DOC 07-035 Boarder Agreement Transfer Packet Checklist.
- C. The Nurse Desk will review DOC 14-049 Boarder Health History Screening and health records received for medical/mental health needs.
  1. If there are concerns, the Nurse Desk will notify the Chief of Classification/designee, who will contact the sending jurisdiction if the Department is unable to accept the boarder.
- D. The Chief of Classification/designee will distribute the packet to the Boarder Agreement Panel for consideration.
  1. The Panel will consist of the following or their designees:
    - a. Assistant Secretary for Prisons
    - b. Assistant Secretary for Reentry
    - c. Superintendent of receiving facility
    - d. Chief Medical Officer, when applicable
    - e. Chief of Psychiatry, when applicable
    - f. Litigation Administrator, when applicable
- E. If the Panel denies the request, the Chief of Classification/designee will:
  1. Notify the sending jurisdiction of the reasons for the denial.

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2. Maintain electronic copies of all denial letters, request documents, and other related records per the Records Retention Schedule.

F. If the Panel approves the request, the Chief of Classification/designee will forward the Panel's recommendation to the Secretary/designee for review and approval.

1. If approved, the Chief of Classification/designee will provide an acceptance letter to the sending jurisdiction.

## II. Department Confinement

A. The Chief of Classification/designee will notify the following in writing of the pending transfer:

1. Sending jurisdiction
2. Receiving facility's Superintendent, Health Care Manager, Local Business Advisor, and Records Unit
3. Nurse Desk
4. Correctional Records Administrator
5. Purchasing and Accounts Payable Manager
6. Medical Program Specialist in the Medical Disbursement Unit


B. A copy of DOC 14-049 Boarder Health History Screening and health records will be provided to the receiving Facility Medical Director (FMD).

C. The receiving facility will coordinate the transfer with the sending jurisdiction. Facility records employees will notify Health Services of the arrival date and time.


1. Sending jurisdictions will retain jurisdiction over a transferred boarder.

2. Boarders may be transferred with one set of personal clothing and the following personal property:

- a. Dentures
- b. Prescription eyeglasses
- c. Wedding ring, without diamonds, stones, or a raised surface that poses a security concern
- d. Telephone/address book
- e. One 10" x 12" x 18" box of legal documents/papers
- f. Approved Durable Medical Equipment (DME)
- g. 3 day supply of medications prescribed by the sending jurisdiction's medical authority

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3. Boarders will be assigned to a Level 3 or higher (i.e., major) facility as appropriate for safety, security, and medical concerns. Boarders will be placed on Administrative Segregation (Ad Seg) status and only be housed in Restrictive Housing, as appropriate.
- D. Orientation will be provided per DOC 310.000 Orientation.
1. Boarders are required to follow all Department and facility specific rules and are subject to disciplinary action by the Department for any violations.
  2. Boarders will receive the opportunity to access health care, religious, and emergent services similar to those provided to individuals under Department jurisdiction.
  3. Boarders will have meaningful access to the courts and judicial processes, including access to legal materials and private consult with counsel.
  4. Boarders will be eligible to receive visits from immediate family only.
  5. Programming and treatment opportunities are not available to boarders.
- E. The sending jurisdiction may request specific information regarding the boarder from the Chief of Classification/designee, who will coordinate with the facility to provide the requested information.
- F. Notification of medical appointments and related documentation will be provided to facility health services employees/contract staff and the Nurse Desk.
- G. Notification of court dates and related documentation will be provided to facility records employees and the Superintendent.
- H. The Assistant Secretary for Reentry will notify the Secretary/designee and sending jurisdiction of any incidents and significant events reported per DOC 400.100 Incident and Significant Event Reporting (RESTRICTED) and provide applicable documentation.
1. In an emergency, the Shift Commander will notify the sending jurisdiction.
- I. Boarders will be provided with extraordinary medical care as defined per the Washington DOC Health Plan, if needed.
1. Some services require approval by the FMD and/or the Department's Care Review Committee (CRC). Health services employees/contract staff will obtain pre-authorization from the sending jurisdiction for services approved by the FMD/CRC.

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2. Authorization will be documented in the Health Services section of the boarder's electronic file.
3. If pre-authorization for emergency services cannot be obtained, medically necessary care will be provided, and the Nurse Desk will notify the sending jurisdiction as soon as practical. Notification must be made no more than 4 hours after transporting the boarder to a medical facility and before hospital admission.
  - a. If admitted to a hospital, the sending jurisdiction will be notified to provide security and supervision for the boarder as soon as practical.

### III. Return to Sending Jurisdiction

- A. The receiving Superintendent may make a recommendation(s) to the Chief of Classification/designee regarding the boarder's suitability to remain in a Department facility.
- B. The Chief of Classification/designee will request a boarder be returned to the sending jurisdiction if at any time the boarder:
  1. Does not meet the screening criteria.
    - a. Boarders not returned within 7 days of the request will be transported by the Department to the sending jurisdiction.
  2. Has an active court-ordered mental health evaluation per RCW 10.77.
  3. Has been found mentally ill per RCW 71.05.
  4. Has been classified as a sexually violent predator per RCW 71.09.
- C. Boarders will be returned to the sending jurisdiction no later than 48 hours before the boarder's scheduled release date.
  1. Before release, if a boarder is housed in a medical/mental health unit, the FMD/designee or Nurse Desk will coordinate the release with the sending jurisdiction to ensure continuity of care.
- D. At any time, the sending jurisdiction may return the boarder or transfer the boarder to another jurisdiction after informing the Chief of Classification/designee.

### IV. Reimbursement and Reporting

- A. The Department will be reimbursed for costs associated with:

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1. Transportation
  2. Legal services
  3. Extraordinary medical care
  4. Other non-routine expenses
- B. Reimbursement will comply with Office of Financial Management guidelines and applicable agreements/compacts and treaties, memorandums of understanding, local ordinances, and state and federal laws.
- C. The Headquarters Financial Coordination Unit/designee will bill the sending jurisdiction monthly.
1. The Headquarters Medical Disbursement Unit will forward medical billings and pre-authorization documentation to the Headquarters Financial Coordination Unit/designee.
  2. The facility Local Business Advisor will compile custody and transportation costs and forward them to the Headquarters Financial Coordination Unit/designee.
- D. The Chief of Classification/designee will provide:
1. Monthly reports to the sending jurisdiction on the number of boarders housed. Copies of the reports will be provided to the Accounts Payable Unit and Violator Desk.
  2. Quarterly reports to the Assistant Secretary for Reentry, including:
    - a. Transfers approved and denied, including reason(s)
    - b. Sending jurisdictions with agreements
    - c. Length of confinement for each boarder
- E. Boarder days will be calculated beginning on the day the Department takes custody and end at midnight on the day:
1. Immediately preceding the day the boarder is released/returned to the sending jurisdiction, or
  2. The boarder is sentenced to the Department.

**DEFINITIONS:**

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Immediate Family. Other words/terms appearing in this policy may also be defined in the glossary.



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**ATTACHMENTS:**

None

**DOC FORMS:**

DOC 07-035 Boarder Agreement Transfer Packet Checklist

DOC 14-049 Boarder Health History Screening