



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/REENTRY**  
FACILITY/SPANISH MANUAL

REVISION DATE  
7/17/23

PAGE NUMBER  
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NUMBER  
**DOC 420.140**

**POLICY**

TITLE  
**HOUSING AND CELL/ROOM ASSIGNMENT**

**REVIEW/REVISION HISTORY:**

- Effective: 8/24/07
- Reviewed: 10/15/08
- Revised: 1/10/11
- Revised: 12/1/13
- Revised: 11/17/15
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- Revised: 7/17/23

**SUMMARY OF REVISION/REVIEW:**


Major changes to include updated title, single cell assignment processes, and incorporation of content from DOC 490.700 Transgender, Intersex, and/or Non-Binary Individuals. Read carefully!

**APPROVED:**

Signature on file

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

6/21/23  
\_\_\_\_\_  
Date Signed

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**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; DOC 100.500 Non-Discrimination for Individuals; DOC 320.180 Separation and Facility Prohibition Management; DOC 470.500 Security Threat Groups; DOC 490.820 Prison Rape Elimination Act (PREA) Risk Assessments and Assignments; DOC 490.700 Transgender, Intersex, and/or Non-Binary Individuals; [Employee Manual for the Identification, Treatment, and Correctional Management of Transgender, Intersex, and Non-binary Individuals](#)

**POLICY:**

- I. Housing practices and decisions are made consistent with DOC 100.500 Non-Discrimination for Individuals and all applicable federal and state laws, regulations, and Executive Orders.
- II. Safety, security, and treatment and rehabilitative needs will be considered when making facility, unit, and cell/room assignments.
- III. Management will ensure that racial segregation is not an unintended consequence of the threat assessment process.

**DIRECTIVE:**

- I. General Requirements
  - A. Incarcerated individuals will be provided the opportunity to contact employees, contract staff, or volunteers to:
    1. Identify individuals or gangs/Security Threat Groups (STGs) who present a risk of violence if assigned to the same cell/room, and/or
    2. Provide information believed to affect the safety of the occupants of a cell/room.
  - B. Housing assignments will be made based on available information, including:
    1. Security issues
    2. Gang/STG affiliation per DOC 470.500 Security Threat Groups
    3. Medical, mental health, or American Disabilities Act (ADA) needs
    4. Length of incarceration/supervision
    5. Height, weight, and age



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6. Hygienic self-discipline
  7. Risk assessment and housing assignment requirements per DOC 490.820 Prison Rape Elimination Act (PREA) Risk Assessments and Assignments and DOC 490.700 Transgender, Intersex, and/or Non-Binary Individuals
  8. Known sexual or romantic relationship with another incarcerated individual
  9. Self-disclosed concerns of the incarcerated individual
  10. Refusal to provide information or providing false information to influence a cell/room assignment
  11. Intelligence reports of vulnerability, impulsive behavior, or predatory behavior
  12. Assessment of personality and interpersonal skills and ability to cope with cell/room cohabitants with a wide range of value deficits and impulsivity
  13. Separation concerns per DOC 320.180 Separation and Facility Prohibition Management
  14. Distance to facility services
  15. Commitment offense
  16. Criminal history
  17. Incarceration history, including behavior and written/verbal statements
  18. Predatory/victimization issues
- C. All individuals will be assigned the first available and appropriate bed.
- II. Responsibilities
- A. Each Superintendent will designate an employee(s) who will be responsible for the cell/room assignments within the Prison.
  - B. The Reentry Center Manager/designee will be responsible for the cell/room assignments within the Reentry Center.
- III. Single Cell Screening and Assignment
- A. Individuals will be screened for single cell assignment:

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1. Within one business day after admission to any Prison.
    - a. This does not apply for individuals transferred from one facility to another.
  2. When recommended by Health Services for a medical, mental health or Americans with Disabilities Act (ADA) issue (e.g., vulnerable adult, recovery from surgery, infectious disease).
    - a. Health Services will notify the case manager to initiate a single cell screening with a recommended timeframe, if applicable.
  3. When it is determined that single cell assignment is no longer necessary and/or an established timeframe has lapsed (e.g., current single cell assignment previously approved for 3 months).
  4. For cause or if, during any period of incarceration in a congregate correctional facility, an individual commits a violent act resulting in, great bodily harm, the death, or a documented aggravated sexual assault of another incarcerated individual (e.g., a guilty finding for a 501, 502, 521, 635, 637 WAC violation), or similar incident(s) occurring in another jurisdiction.
    - a. For the purpose of single cell screening, documented aggravated sexual assault is defined as a guilty finding for a 635 WAC violation or felony conviction of any offense that includes sexual motivation related to an incident that occurred in a confinement facility.
    - b. Great bodily harm must be determined by Health Services by sending a request for assessment to [dochqsinglecellreview@doc1.wa.gov](mailto:dochqsinglecellreview@doc1.wa.gov).
- B. Case managers will complete the top portion of DOC 02-028 Single Cell Screening and Assignment for each individual.
- C. If the case manager determines single cell assignment should be considered, a facility Multidisciplinary Team (MDT) will meet to:
1. Include the Superintendent/Reentry Center Manager or designee with the rank of Correctional Program Manager (CPM) or higher rank to serve as Chair and the:
    - a. CPM
    - b. Captain

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- c. Medical provider
- d. Mental health professional
- e. Intelligence and Investigations lead

- 2. Review and document on the DOC 02-028 Single Cell Screening and Assignment with a narrative specific to the MDT's recommendation.

D. The Headquarters Single Cell Committee will meet to:

- 1. Include the Classification and Case Management Administrator or designee with the rank of Statewide Classification Manager or higher rank to serve as Chair and the:
  - a. Chief Medical Officer/designee
  - b. Director of Mental Health/designee
  - c. Custody/Security Specialist
  - d. Deputy Assistant Secretary for Women's Prisons/designee when the single cell recommendation involves the Women's Prison division
- 2. Considering the factors in Single Cell Considerations (Attachment 1).
- 3. Review and document on the DOC 02-028 Single Cell Screening and Assignment with a narrative specific to the committee's recommendation.

E. If the Single Cell Screening Committee and facility MDT have conflicting recommendations, the Senior Director for Comprehensive Case Management Services will make the final decision for single cell assignment.


F. All single cell reviews/assignments will be documented in the Single Cell Screening section of the individual's electronic file.

G. During emergencies, the Incident Commander may initiate temporary, time-limited exceptions to single cell assignments.

H. Single cell assignment decisions may not be appealed.

#### IV. Housing for Transgender, Intersex, and/or Non-Binary Individuals

- A. If an arriving individual who identifies as transgender and/or non-binary or is intersex does not have a PREA Risk Assessment and DOC 02-384 Housing Protocol for Transgender, Intersex, and Non-binary Individuals on file, the individual will be evaluated by appropriate personnel and temporarily assigned to


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the least restrictive housing pending final outcome of a facility MDT per DOC 490.700 Transgender, Intersex, and/or Non-Binary Individuals.

1. In Prisons, an individual who is at high risk for sexual victimization will be housed separately only if there is no available alternative means of separation from likely abusers.
  - a. Placement in general population is permitted with approval of the Deputy Assistant Secretary for Women’s Prisons/Gender Responsive Administrator.
    - 1) It must be documented in writing as a statement or on DOC 02-420 Preferences Request signed by the individual that they feel safe to remain in general population.
2. In Reentry Centers, the individual will be housed in a single person room or a room with an individual(s) assessed as “No Risk”.
3. Individuals in transit through a Reception Diagnostic Center (RDC) will be asked by the sending facility if they feel safe in general population while at the RDC, and ensure it is documented on DOC 02-420 Preferences Request.
  - a. If the individual does not feel safe, housing will be assigned to the least restrictive alternative available pending transfer to the assigned facility.
  - b. A referral to mental health will be made and/or follow-up will occur if necessary.
- B. If an individual requests to be transferred to a gender-affirming facility, the case manager will use the Employee Manual for the Identification, Treatment, and Correctional Management of Transgender, Intersex, and Non-binary Individuals per DOC 490.700 Transgender, Intersex, and/or Non-Binary Housing and Supervision.

V. Cell/Bed Moves

- A. The facility may initiate a cell/bed move for administrative reasons (e.g., safety/ security concerns, part of an incentive program, a privilege based on set criteria or specific program requirement).

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- B. Cell/bed courtesy moves may be requested by incarcerated individuals by completing DOC 21-595 Cell/Bed Change Request and submitting to the unit/facility designee.
1. Requesting individuals must:
    - a. Be housed at a facility for at least 30 days before requesting a cell/bed move.
    - b. Have no guilty findings for general infractions in the 60 days prior to the request.
    - c. Have no guilty findings for serious infractions in the 90 days prior to the request.
  2. All individuals who will be residing in the cell must sign DOC 21-595 Cell/Bed Change Request, indicating they agree to the move.
  3. Individuals may only request one cell/bed move every 6 months.

**DEFINITIONS:**

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

**ATTACHMENTS:**

Single Cell Considerations (Attachment 1)

**DOC FORMS:**

- DOC 02-028 Single Cell Screening and Assignment
- DOC 02-384 Housing Protocol for Transgender, Intersex, and Non-binary Individuals
- DOC 02-420 Preferences Request
- DOC 21-595 Cell/Bed Change Request