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**REVIEW/REVISION HISTORY:**

Effective: 1/31/98  
Revised: 2/12/01  
Revised: 6/1/05  
Revised: 9/22/06 AB 06-011  
Revised: 10/2/06  
Revised: 2/27/09  
Revised: 11/7/11

**SUMMARY OF REVISION/REVIEW:**


I.A. - Adjusted Education Services Administrator's delegated responsibilities  
I.A.1. and IV.A. - Added offender risk level to criteria  
I.B.2. - Removed review of local quarterly class schedule from Superintendent/designee duties  
II.B. - Removed transition programs/services and life skills programs from available services  
III.B.2. - Added that offenders will be referred based on the Referral Guide for Offender Programs, considering risk and need areas and prior completion of offender change programs  
III.B.3. - Added that offenders that have completed GED/vocational education can be assigned to full-time employment  
IV.A., V.A.7., and VI.C.4. - Added deportation and citizenship status as basis for prioritizing referral/placement  
Added IV.F. and G. regarding callout and RPM  
V.A.4. and VI.A.1. - Adjusted that requests will be documented in the offender's electronic file  
V.B.1. - Added need in the Education domain to placement priorities  
VI.C. - Added priorities for vocational skills training placement  
VI.E. and F.1. - Added clarifying language  
Attachment 1 - Updated per credit fees

**APPROVED:**

Signature on file

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

9/26/11  
\_\_\_\_\_  
Date Signed

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## REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 28A.193.020](#); [RCW 72.09.100](#); [RCW 72.09.460](#); [ACA 4-4430](#); [ACA 4-4464](#); [ACA 4-4465](#); [ACA 4-4466](#); [ACA 4-4467](#); [ACA 4-4468](#); [ACA 4-4469](#); [ACA 4-4470](#); [ACA 4-4471](#); [ACA 4-4472](#); [ACA 4-4473](#); [ACA 4-4474](#); [ACA 4-4475](#); [ACA 4-4476](#); [ACA 4-4477](#); [ACA 4-4478](#); [ACA 4-4479](#); [ACA 4-4480](#); [DOC 200.000 Trust Accounts for Offenders](#); [DOC 320.500 Youthful Offender Program](#); [DOC 500.100 Correspondence Education for Offenders](#); [DOC 690.400 Offenders with Disabilities](#); [Americans with Disabilities Act \(ADA\)](#); [Family Educational Rights and Privacy Act \(FERPA\)](#); [Individuals with Disabilities Education Act \(IDEA\)](#)

## POLICY:


- I. The Department's philosophy and goals for offender education and vocational programs are to improve offender functioning in literacy, employment, communication and life skills, and community transition. The Department, working with the Washington State Board of Technical and Community Colleges and other contractors, develops education and vocational programs to prepare offenders for higher skills work programs and to qualify for living wage jobs upon release. [4-4464] [4-4467] [4-4469]
- II. The Department will provide vocational programs that develop the skills needed for facilities and Correctional Industries jobs and are accepted by community based training programs to allow the offender to transfer and complete the programs upon release, if necessary. [4-4467] [4-4469]
- III. Academic and vocational programs are accredited, recognized, certified, or licensed by the state or other acceptable organization. [4-4470]
- IV. Offenders may be required to participate in a combination of work, education, and vocational programs.

## DIRECTIVE:

- I. Authority and Responsibilities
  - A. The Educational Services Administrator will have delegated responsibility for coordinating the Department's education system, which will include:
    1. Analyzing program needs annually and developing a recommended statewide service delivery plan by facility and by program, based on offender risk and need and demographics as identified at the facility level, and with input from community partners in academic and vocational education. [4-4430] [4-4469]

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2. Collecting and reporting data, including offender achievement and use of resources.
  3. Developing the program budget and monitoring expenditures.
  4. Coordinating with each Superintendent/designee to monitor the use of resources and track the accuracy and timeliness of Resource Program Management (RPM) data.
  5. Ensuring that vocational programs provided enhance offender employability upon release.
  6. Conducting quarterly contract compliance reviews to ensure delivery of contracted services.
- B. The Superintendent/designee will monitor educational program operations at the facility level, which will include:
1. Monitoring programs so that they meet the following expectations:
    - a. Program providers comply with the contract provisions.
    - b. Educational programs are provided at times when the majority of offenders can participate. [4-4477]
    - c. Work with entity charged with RPM data entry to make sure data is accurate and timely.
  2. Providing input on the statewide annual delivery plan regarding any changes in offender education needs at the facility so that necessary programs and services are available in the context of a coordinated educational system. [4-4430]
  3. Walking through all programming areas at least monthly to ensure classroom work areas meet Department security expectations.
    - a. All classrooms are set up to enhance security and ensure appropriate use of computers.
      - 1) Printers and input devices, not including keyboards and mice, are stationed at the instructor's desk and/or in a secure area.

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2) Classrooms are set up so the instructor can view input screens and work process/product for all students and Teaching Assistants.

4. Monitoring provider equipment, furniture, and software inventory lists for accuracy.
5. Monitoring provider furnishings and equipment and replacing as needed.
6. Requiring education providers to organize formal recognition of educational achievements (e.g., graduation ceremonies). [4-4470] [4-4480]
7. Implementing incentives for program participation, such as Earned Release Time and vocational assignments. [4-4480]

C. [4-4471] The Washington State Board of Technical and Community Colleges will ensure and be responsible for a system whereby the academic and vocational training programs are assessed against stated objectives by qualified individuals, professional groups, and trade associations at least every 3 years.


1. Education courses will have a written, standardized, competency based curriculum which is supported by appropriate classroom materials. [4-4466]
2. All academic and vocational education personnel are certified by the college or other comparable authority. [4-4472]
3. Academic and vocational personnel policies and practices are in accordance with unions representing academic employees, local jurisdictions, or other appropriate jurisdictions. [4-4473]

## II. Programs

A. The specific program offerings at each facility will be drawn from the Department's approved list of programs. [4-4465] [4-4468]

B. [4-4464] Services available for offenders who are 18 and over should include:

1. Basic Skills Programs (i.e., Adult Basic Education, General Educational Development (GED), and English as a Second Language),
2. Vocational Skills Training (i.e., a series of courses or classes necessary to achieve a proficiency standard or obtain a certificate),
3. Functional Social Skills Programs, including communication skills, coordinated with other facility services, and [4-4478]

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4. Post-secondary education per DOC 500.100 Correspondence Education for Offenders.

C. Services for offenders under the age of 18 will be provided per DOC 320.500 Youthful Offender Program.

D. Enrollment in education programs should be planned as a component of the offender's Custody Facility Plan to allow time for completion.

III. [4-4474] Offender Assessment and Referral

A. Offenders will be tested at the Reception Diagnostic Centers (RDCs) to determine basic academic skill levels.

B. Education staff and Counselors will:


1. Review the offender's education assessment information and education program history included in the Custody Facility Plan to determine his/her need for services and provide counseling to support the offender's educational and vocational goals.

2. [4-4465] [4-4468] Refer offenders to educational and vocational services consistent with the Custody Facility Plan and the Referral Guide for Offender Programs, and considering the offender's risk and need areas, including:

- a. Risk and need levels,
- b. Reported education history,
- c. Verified education history,
- d. Expected release date,
- e. Vocational skill level,
- f. Work experience,
- g. Prior participation in Department provided education and work programs, and
- h. Prior completion of offender change programs.

3. Ensure that offenders do not discontinue education programming for full-time employment and help offenders manage work schedules to accommodate education programming. Offenders that have completed GED and/or vocational education can be assigned to full-time employment.


IV. General Program Operations

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- A. Referrals will be prioritized based on risk level, offender need, expected release date, deportation and citizenship status, and availability of program resources.
- B. Education staff and Counselors will assess the offender's ability to achieve educational gains from a particular program. Counselors will document the assessment and determination in the offender's electronic file and the Custody Facility Plan.
- C. The education program allows for flexible scheduling that allows offenders to enter at any time and proceed at their own pace. [4-4476]
- D. The Superintendent may excuse or defer the enrollment of an offender based on security considerations, the offender's conduct, or the availability of a suitable alternative program.
- E. The education program will meet Americans with Disabilities Act (ADA) requirements regarding reasonable accommodations for offenders with disabilities. [4-4464] [4-4475]
- F. Appointments that are not tracked in RPM (e.g., registration, testing, education orientation, advising, graduation, etc.) will be scheduled using the callout system.
- G. Staff maintaining and tracking education programs in RPM will ensure the accuracy of schedules and locations for each class and document the information in the callout system.

V. Basic Skills Program Operations

- A. Assessment, Referrals, and Participation
  - 1. Offender education levels will be assessed at the RDCs. The assessment results will be used when referring offenders to basic skills programs and any initial pre-test, if enrolled.
  - 2. Facility education staff will have sole authority to change the status of system generated basic skills referrals.
  - 3. Facility education staff will review all records for offenders who have not completed an assessment at Reception as noted by an "I" referral. Each offender will be interviewed and assessed for placement, as appropriate.
  - 4. Life Without Parole (LWOP) offenders cannot be required to take basic skills education classes. LWOP offenders who wish to participate in basic skills education may submit a written request to their Counselor. The original request will be documented in the offender's electronic file.

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5. Offenders are expected to participate in a minimum of 12 hours of instruction per week or each session the class is scheduled, whichever is greater, unless the offender has limited capacity or is required to participate in other programs (e.g., chemical dependency, sex offender treatment).
6. An offender with physical, mental, medical, or health issues may be exempted from the mandatory basic skills enrollment by the Counselor and education staff, with input from medical and mental health staff as appropriate. The reason(s) should be noted on the exemption referral.
7. Offenders whose citizenship has been established as other than the United States will be placed in the lowest priority for basic skills and English as a Second Language classes.

**B. Placement Priorities**

1. Offenders will be reviewed for basic skills programs and placed in the following order:
  - a. Offenders who are under the age of 22 and have not obtained a high school diploma or GED certificate, who have a high need in the Education domain and are less than 4 years to Earned Release Date (ERD). The program must address needs identified in the Custody Facility Plan.
  - b. Offenders who are 22 or over and do not have a verified high school diploma or GED certificate, who have a high or medium need in the Education domain and less than 4 years to ERD.
  - c. Offenders without a verified high school diploma or GED certificate, who have a low need in the Education domain and greater than 4 years to ERD.
  - d. Offenders who have obtained a high school diploma or GED certificate but score below the ninth grade level.

**C. Documentation and Fees**

1. Facility education staff will document verification that an offender has received a high school diploma or GED certificate in the offender's electronic file. Pending verification, mandatory enrollment in basic skills may be delayed.

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2. No fees are charged for basic academic skills instruction. [4-4470]

## VI. Vocational Skills Training Operations

A. Counselors will screen offenders for referral to vocational programs according to the Custody Facility Plan. The offender's current job skills, expected stay in the facility, and experience must be identified and considered before a referral is made. The offender's willingness to complete the program will also be considered.

1. LWOP offenders may participate in vocational skills training required for a work program, provided they pay the costs identified in Offender Financial Responsibility (Attachment 1). LWOP offenders who wish to participate in vocational skills training may submit a written request to their Counselor. The original request will be documented in the offender's electronic file.


B. Basic education assessments should be considered when making referrals for vocational skills training.

1. Offenders may enroll in general education support courses, as needed, to meet minimum requirements for a vocational skills training program.
2. Offenders may take time off from a vocational program in order to enroll in and complete general education support courses.


C. Priorities for vocational skills training will be as following:

1. Priority 1 – High Violent and High Non-Violent offenders who have a high level in the Community Employment domain and less than 7 years to ERD.
2. Priority 2 – High Violent, High Non-Violent, and Moderate Risk offenders who have a high or medium level in the Community Employment domain and less than 7 years to ERD. Moderate Risk offenders can be moved to Priority 1 if all other identified need areas have been addressed.
3. Priority 3 – Low Risk offenders who have a high, medium or low level in the Community Employment domain and less than 7 years to ERD. Low Risk offenders can be moved to a higher priority if all other identified need areas have been addressed.
4. Offenders whose citizenship has been established as other than the United States will be the lowest priority for vocational skills training.



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- D. Vocational skills training programs offered at different facilities that prepare offenders for the same jobs will be standardized to allow for offender completion if transferred. Vocational holds will be considered for an offender who is within 6 months of completing their vocational training program, if transferring to a facility which does not offer the program.
- E. With the exception of LWOP offenders, no fees will be charged for any vocational program that is less than 45 credits or for the first one year state certified vocational program that an offender completes through the Department's vocational program.
- F. Offenders who have already received an Associate's degree or a one year vocational state certificate while incarcerated with the Department may request to enroll in subsequent programs.
  - 1. Counselors will decide whether subsequent vocational programs are related to the offender's work program or community employment. The Counselor will document in the offender's electronic file that the offender meets the Department's priority criteria for vocational program assignment.
  - 2. The decision that the offender will pay all or part of the cost will be documented in the offender's electronic file.
    - a. Offenders are not required to pay costs for participation in subsequent vocational programs if the program is associated with their work program or community employment.
    - b. If a subsequent vocational program is not associated with the offender's work program or community employment, the offender is required to pay the tuition as identified in Offender Financial Responsibility (Attachment 1).
    - c. An offender's ability to pay will be determined by the monthly income and balance of available funds in the offender's account. Monthly income will be determined by taking the average of the offender's most recent 3 months' wages, gratuities, and deposits, regardless of the source. Offenders without a monthly income, but having a balance of funds available, will pay a portion based on the average balance of the most recent 3 months, leaving not less than \$10.00 in the account. The portion paid by the offender is determined using the per credit hour fee set by the Washington State Board for Community and Technical Colleges.

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- d. Offenders will not be permitted to incur education debt. Tuition and fees will be made payable to the Department for deposit into the General Fund. Payment will be made prior to participation in class. Family members or third parties may provide payment for tuition and fees. These funds may be transferred from the offender's education sub-account. Facility procedures will be developed in conjunction with DOC 200.000 Trust Accounts for Offenders for payment of tuition and communication with education providers.
  - e. If an offender who has fully or partially paid for a subsequent vocational program is transferred due to negative behavior, s/he will not receive a refund. If the transfer is not due to negative offender behavior, a refund will be made according to the education provider's scale for refunds.
3. An offender enrolled in his/her first vocational program, who completes 2 courses, will not be allowed to change vocational programs unless transferred to another facility where the program is not available.
  4. An offender who is participating in a vocational skills training program will not be paid during regularly scheduled class time.

#### VII. Offender Responsibility

- A. Offenders will maintain attendance and behavior as required by the facility and education provider. Failure to participate in programs may result in disciplinary action.
- B. Offenders will maintain measurable progress consistent with program standards. Offenders who have received maximum benefit from the program, as determined by assessed ability, may be exempted from further participation without loss of privileges. The provider will notify the offender's Counselor.
- C. Attendance, progress, and achievements will be documented in the offender's educational file.

#### VIII. [4-4479] Education Records

- A. Education providers will maintain each offender's educational file per accepted education practice and governing law, and make entries into the offender's electronic file consistent with Department policy and the Interagency Agreement.
- B. Disclosure of any information concerning an offender will comply with the Family Educational Rights and Privacy Act (FERPA).

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IX. Correspondence Education

- A. Education services are available through correspondence education consistent with DOC 500.100 Correspondence Education for Offenders.

**DEFINITIONS:**

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

**ATTACHMENTS:**

[Offender Financial Responsibility \(Attachment 1\)](#)

**DOC FORMS:**

None