POLICY

FAMILY CENTERED SERVICES

REVIEW/REVISION HISTORY:

Effective: 11/12/02
Revised: 6/1/07
Revised: 6/20/11
Revised: 9/1/13
Revised: 8/1/15

SUMMARY OF REVISION/REVIEW:

Removed content covered in DOC 530.155 Family Councils
III.E. - Adjusted system reference
V.A.1. - Adjusted process for reviewing proposals to use the Family Friendly portion of the OBF

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

7/20/15 Date Signed
POLICY

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 72.09.270; RCW 72.09.495; DOC 200.200 Offender Betterment Fund (OBF); DOC 450.300 Visits for Prison Offenders; DOC 450.310 Visits and Social Outings for Work Release Offenders; DOC 530.155 Family Councils; Department Strategic Plan

POLICY:

I. The Department acknowledges the benefits of maintaining family relationships during incarceration/supervision and will encourage participation in family centered programs, activities, and events that are evidence-based and/or promising practices and:

   A. Support reunification efforts,
   B. Contribute to a reduction in intergenerational incarceration,
   C. Mitigate risk and target criminogenic needs,
   D. Assist in the development of positive family and community ties, and
   E. Foster and develop healthy interaction and relationship building skills between offenders and their families.

II. Family centered programs will conform to the Department Strategic Plan and related state mandates consistent with offender change principles. Services will be provided within available resources, and participation will comply with security, safety, and health requirements.

III. For the purposes of this policy, family will be defined as spouse/state registered domestic partner, significant other, parent, stepparent, legal guardian, parent surrogate, brother, sister, half or step-brother or sister, child, stepchild, foster child, grandparent, grandchild, and dependent who might not be in a direct lineal relationship.

IV. Family councils will be maintained per DOC 530.155 Family Councils to advise the Department on opportunities to strengthen the family and enhance successful reentry to community and family.

V. The Department will actively encourage a collaborative working relationship with social services and other community-based organizations committed to assisting offenders and their families.

DIRECTIVE:

I. Responsibilities

   A. The Family Services Manager will:
1. Manage family centered programs, activities, and events throughout the Department.

2. Review and approve Offender Betterment Fund (OBF) family centered funding allocations.

3. Periodically review contracts that impact services for families, in cooperation with the appropriate Contracts Manager.

B. Superintendents/Field Administrators will support, encourage, and implement family centered programs at the local level.

1. Family Services Specialists will facilitate family centered programming in the community, as well as work with Volunteer Specialists for programming in Prisons.

II. General Requirements

A. Within available resources and contracts with service providers, and while maintaining security, safety, health, and order, the Department will provide positive programming opportunities to offenders and their approved family members. Programs will be evidence-based and/or promising practices, within available resources, and will include:

1. Exploring and developing activities that allow family member attendance/participation, such as:
   a. Planning and providing for family reunification
   b. Special family centered religious services
   c. Parent/grandparent/child activities
   d. Recreational activities
   e. Holiday celebrations
   f. Cultural events
   g. Achievement ceremonies

2. Ensuring resource networking and partnering with community-based organizations and business groups to provide family centered programs in the community or at a Department facility/office.

3. Providing marriage/relationship enrichment programming.

B. Community Corrections and Family Services Specialists will maintain lists of local resources and provide referral information at the request of offenders and/or their families.
1. Information regarding local resources will be provided at intake and at any time during supervision.

2. DOC 09-485 Authorization for Release of Custodial Information must be completed before information is provided to family members related to offender program needs.

3. All information provided to offenders and/or their family members will be documented in the offender's electronic file.

III. Programs, Activities, and Events

A. Programs, activities, and events will include family participants, if appropriate.

B. When feasible, programs will continue from Prison into the community.
   1. Participation before release will be documented in the Offender Release Plan when one is required.

C. Programs, activities, and events will provide an opportunity to strengthen the family unit and develop fundamental skills.
   1. Parenting classes will be made available and delivered by qualified facilitators within available resources.
   2. Programs that encourage educational development for children will be offered at all Prisons and may be offered at Work Releases, Field Offices, and Community Justice Centers where resources allow.
   3. All Prisons will offer skill building activities during regular visit hours at least once a quarter within available resources.

D. Family centered programs, activities, and events will be offered outside of the regular visit program in Prisons at least 2 times per calendar year. The facility/site will establish and post an annual calendar of events.
   1. Eligibility
      a. Participating offenders must remain serious infraction free for 90 days before sign up and through the program, activity, or event date.
      b. Participation must not conflict with the offender's Judgment and Sentence requirements or any known court orders.
c. In Prisons and Work Releases, participating family members will be limited to those on the offender’s approved visitor list at the time of sign up. Family member participation will comply with DOC 450.300 Visits for Prison Offenders and DOC 450.310 Visits and Social Outings for Work Release Offenders.

2. The Superintendent/Community Corrections Supervisor (CCS) or designee will approve food expenses based on OBF availability.
   a. A statewide menu will be coordinated through the Department Food Program Manager.
      1) Optional items will be determined by a review committee that includes Food Services and event participants.
   b. If a program/activity/event lasts 3 hours or more, participants will be provided a meal or snack. Vending machines may be accessed during events.

3. Community-based organizations and partners will be invited to support and participate in these programs, activities, and events.

E. The Superintendent/CCS or designee will ensure that offender participation in family centered programs or activities is entered into OMNI Programs or the appropriate callout system.
   1. Certificates of completion will be entered on the OMNI Programs Certificate screen.

IV. Information Sharing
   A. The Department is committed to help ensure that families receive accurate and current information.
      1. Information on family centered programs, services, and activities will be posted on the Department’s website.
   B. Department employees, contract staff, and volunteers will respond to family inquiries and provide general information related to incarceration, Work Release, or supervision.
      1. Community Corrections employees can access Information Sharing Guidelines on the Community Corrections Division SharePoint site.
V. Funding

A. A portion of the OBF will be used to fund family centered programs, activities, and events at Department facilities/offices and in the community.

1. Recommendations

   a. The Family Services Unit will distribute a Call for Proposals (CFP) for the Family Friendly portion of the OBF by April 1 each year for the following fiscal year (i.e., July 1 through June 30).

   b. Each Appointing Authority will submit proposals to the Family Services Manager by April 30.

   c. A committee consisting of a family council representative and representation from Prisons, Community Corrections, and Family Services will meet to review the proposals and make recommendations.

   d. The committee will forward its recommendations to the Secretary for final approval.

   e. The Family Services Manager will send funding notices by June 1.

2. Allocation

   a. Funds will be allocated and managed per DOC 200.200 Offender Betterment Fund (OBF).

   b. Funding recipients will report expenditures to the Family Services Manager and Headquarters Offender Betterment Fund Administrator each quarter.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

DOC 09-485 Authorization for Release of Custodial Information