



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
**PRISON/WORK RELEASE/FIELD
OFFENDER MANUAL**

REVISION DATE
1/13/09

PAGE NUMBER
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NUMBER
DOC 590.350

POLICY

TITLE
OFFENDER CHANGE PROGRAMS

REVIEW/REVISION HISTORY:

Effective: 10/11/00
Revised: 7/28/05
Revised: 1/13/09

SUMMARY OF REVISION/REVIEW:


Major changes. Read carefully!

Signature on File

ELDON VAIL, Secretary
Department of Corrections

12/15/08

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [ACA 4-4428](#); [DOC 500.000 Education and Vocational Programs for Offenders](#); [DOC 590.300 Resource Program Management](#)

POLICY:

- I. The Department will identify and provide standardized offender change programs that are responsive to offender risk, need, and gender specific factors to reduce re-offending and increase success upon re-entry. Life without parole (LWOP) offenders may participate in offender change programs.
- II. The Department will use an established process to plan, develop, and approve offender change programs and conduct quality assurance reviews. The Department has a social service program that provides a range of resources appropriate to offender needs, including individual and family counseling, family planning and parental education, and community services. [4-4428]

DIRECTIVE:

- I. Program Approval Process
 - A. Pilot proposals will be submitted for approval using DOC 02-334 Offender Change Program Proposal.
 - B. Members of the Offender Change Programs Standards Committee, appointed by the Assistant Secretary for Offender Treatment and Re-entry Programs, will review and approve all offender change program proposals and monitor quality. This committee will include representatives from:
 1. Offender Treatment and Re-entry Programs,
 2. Prisons (i.e., Superintendents, including at least one from a female facility),
 3. Educational Services/State Board of Community and Technical Colleges,
 4. Community Corrections (i.e., Field Administrators),
 5. Community Partnership Program,
 6. Victim Advocacy,
 7. Research,
 8. Health Services/Mental Health,
 9. Hearings,
 10. Organizational Development, and
 11. Indeterminate Sentence Review Board (ISRB).

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- C. The Offender Change Programs Standards Committee will appoint a committee chair. The committee chair will be rotated among the committee members.

II. Program Review

- A. The Offender Treatment and Re-entry Programs Division will coordinate the local program reviews to obtain input from participants, facilitators, and stakeholders to identify the need for changes to the program content, format, or design.
- B. The Offender Change Programs Standards Committee will conduct a program review every 3 years on each offender change program.
1. The information gathered from program analysis, research, and feedback will be reviewed to determine the scope of change.
 - a. If the scope of change is minor (i.e., 30 percent or less), the initiating staff will revise the program and submit to the Offender Change Programs Standards Committee for approval, and then the materials will be revised and disseminated to facilitators.
 - b. If the scope of change is major (i.e., more than 30 percent), the initiating staff will present a summary of the scope of change to the Offender Change Programs Standards Committee for approval and identification of a workgroup to revise the program, including a plan for a training update for current facilitators, if needed.

III. Monitoring

- A. The Offender Treatment and Re-entry Programs Division will monitor standardized offender change programs provided by Department staff, contract staff, and volunteers intended to change offender behavior, thinking, or attitudes that may contribute to criminality or intended to assist in offender re-entry. Non-standardized programs should be submitted through the established process for consideration as a standard offender change program.
1. The Offender Treatment and Re-entry Programs Division will update the Resource Program Manager per DOC 590.300 Resource Program Management.
- B. The Offender Change Programs Standards Committee will:
1. Maintain a list of offender change programs offered, and
 2. Provide a schedule of regional offender change programs scheduled to be provided by a facilitator.

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IV. Training

- A. Organizational Development will assist Offender Treatment and Re-Entry Program staff to develop facilitator training, coordinate training events, and track training completions.
- B. Prior to facilitating a program, the staff, contractor, or volunteer must attend the facilitation training, gender responsive training, and the appropriate offender change program training.

V. Quality Assurance

- A. Offender Treatment and Re-entry Programs staff will facilitate a quality assurance process at sites where the program is offered.
- B. Master trainers and experienced facilitators will conduct quality assurance reviews.

VI. Data Collection

- A. The facilitator/designee will update RPM per DOC 590.300 Resource Program Management, if available.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

[DOC 02-334 Offender Change Program Proposal](#)