



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/RAP/LINCOLN PARK WORK RELEASE**  
OFFENDER MANUAL

REVISION DATE  
12/22/14

PAGE NUMBER  
1 of 4

NUMBER  
**DOC 610.110**

**POLICY**

TITLE  
**TRANSFER OF OFFENDERS FOR HEALTH REASONS**

**REVIEW/REVISION HISTORY:**

Effective: 12/15/89	Revised: 11/26/07
Revised: 10/4/99	Revised: 5/14/09
Revised: 7/24/03	Revised: 3/26/12
Revised: 8/16/06	Revised: 12/1/12
Revised: 12/22/06 AB 06-01	Revised: 12/22/14

**SUMMARY OF REVISION/REVIEW:**

II.A.1.a. - Adjusted to require a Headquarters Classification representative on inter-facility transfer conference calls  
Added II.D. and III.D. on transferring the offender health record

**APPROVED:**

Signature on file

\_\_\_\_\_  
**G. STEVEN HAMMOND**, PhD, MD, MHA  
Chief Medical Officer

11/18/14  
\_\_\_\_\_  
Date Signed

Signature on file


\_\_\_\_\_  
**KEVIN BOVENKAMP**,  
Assistant Secretary for Health Services

11/19/14  
\_\_\_\_\_  
Date Signed

Signature on file

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

11/20/14  
\_\_\_\_\_  
Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/RAP/LINCOLN PARK WORK RELEASE</b> <b>OFFENDER MANUAL</b>		
	<b>REVISION DATE</b> 12/22/14	<b>PAGE NUMBER</b> 2 of 4	<b>NUMBER</b> <b>DOC 610.110</b>
	<b>TITLE</b> <b>TRANSFER OF OFFENDERS FOR HEALTH REASONS</b>		

## REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [ACA 4-4348](#); [ACA 4-4414](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); [DOC 420.110 Escorted Leaves, Furloughs, and Special Transports for Offenders](#); [DOC 630.500 Mental Health Services](#); [DOC 640.020 Offender Health Records Management](#); [Health Information Management Protocols](#); [Mental Health Transfer Procedure](#)

## POLICY:

- I. The Department has established guidelines governing the intersystem and intrasystem transfer of offenders for health reasons.
- II. Urgent/emergent transfers for mental health reasons, transfers of offenders to and from Mental Health Residential Treatment Units, and transfers of offenders with PULHES "S" codes of 3 or higher will be made per the requirements in DOC 630.500 Mental Health Services and the Mental Health Transfer Procedure.

## DIRECTIVE:

- I. Determination of Need for Transfer
  - A. The facility Health Authority/designee and/or Facility Medical Director (FMD)/designee will determine if an offender's condition requires an emergent or non-emergent transfer to another facility.
  - B. Transfer decisions will be based on the following:
    1. Required medical or dental treatment is beyond the scope of the current facility's resources.
    2. Availability of required services or treatment prescribed or identified by the responsible practitioner.
    3. Availability of required living accommodations.
    4. Medical indications that transfer would worsen the condition.
- II. Transfer Procedure
  - A. Non-Emergent Transfers
    1. To initiate a non-emergent transfer, the FMD/designee will bring the information to a weekly medical inter-facility transfer conference call.
      - a. A Headquarters classification employee will participate in the conference call to help determine the appropriateness of the transfer based on custody level and facility resources.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/RAP/LINCOLN PARK WORK RELEASE</b> OFFENDER MANUAL		
	<b>REVISION DATE</b> 12/22/14	<b>PAGE NUMBER</b> 3 of 4	<b>NUMBER</b> <b>DOC 610.110</b>
	<b>TITLE</b> <b>TRANSFER OF OFFENDERS FOR HEALTH REASONS</b>		


2. The Chief Medical Officer/designee will consult with the FMDs/designees to determine the most medically appropriate placement, method of transfer, and any special requirements for the offender.
3. The sending and receiving FMDs/designees will notify the respective facility Health Authorities, who will notify their respective Superintendents/designees and other appropriate employees/contract staff of the transfer.
4. If the proposed receiving facility wishes to appeal a transfer decision, the Superintendent/designee must present the appeal to the Assistant Secretary for Prisons/designee and Chief Medical Officer/designee for joint resolution.

**B. Emergent Transfers**

1. [4-4348] Offenders in need of immediate health services beyond the resources available in the facility, as determined by the primary health care provider, will be transferred under appropriate security requirements to a facility where the services are available.
2. Emergent transfers will be approved by creating a transfer order in the offender's electronic file at the request of appropriate facility employees/contract staff.
3. The Health Authority will communicate only necessary aspects of the health-related emergency and the proposed time of transfer to the Transport Officers.
4. Appropriate health services employees/contract staff from the sending facility will communicate necessary clinical information to appropriate health services employees/contract staff at the receiving facility.
  - a. When possible, if the transfer requires infirmary care and is likely to be long term (i.e., longer than 30 days), the offender will not be transferred to Washington Corrections Center (WCC).

**C. [4-4414] All transfers require a completed DOC 13-380 Transfer/Release of Offender or DOC 13-455 Transfer Summary for Work Release, as applicable.**

1. Health services employees/contract staff will identify for Transport Officers when special precautions for communicable disease are required during transport.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<p>APPLICABILITY <b>PRISON/RAP/LINCOLN PARK WORK RELEASE</b> OFFENDER MANUAL</p>		
	<p>REVISION DATE 12/22/14</p>	<p>PAGE NUMBER 4 of 4</p>	<p>NUMBER <b>DOC 610.110</b></p>
	<p>TITLE <b>TRANSFER OF OFFENDERS FOR HEALTH REASONS</b></p>		

- D. The offender health record will be transferred with the offender per DOC 640.020 Offender Health Records Management.

### III. Return of Offender to Sending Facility

- A. Unless otherwise specified, an offender who is transferred to another facility for health services that are expected to last less than 6 months will be returned to the sending facility when care/treatment is completed.
- B. If the health services are expected to last more than 6 months, further classification action must be initiated at the facility where the offender is being treated.
- C. A transfer order will be initiated in the offender's electronic file to return the offender to the sending facility when a health clearance is given.
- D. The offender health record will be transferred with the offender per DOC 640.020 Offender Health Records Management.

### IV. Custody Status

- A. If a transfer is for health reasons only and is likely to last less than 6 months, the offender's custody designation will not be demoted when s/he is transferred from a minimum security facility to one with a higher custody level.

### DEFINITIONS:

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

### ATTACHMENTS:

None

### DOC FORMS:

[DOC 13-380 Transfer/Release of Offender](#) [4-4414]  
[DOC 13-455 Transfer Summary for Work Release](#)