REVIEW/REVISION HISTORY:

Effective: 5/26/00
Revised: 3/31/05
Revised: 10/2/06
Revised: 10/30/07
Revised: 7/19/10
Revised: 10/17/11
Revised: 12/1/14
Revised: 1/1/16
Revised: 5/24/19

SUMMARY OF REVISION/REVIEW:

Major changes to include Class I industries and off-site work crew requirements. Read carefully!

APPROVED:

Signature on file

4/23/19

STEPHEN SINCLAIR, Secretary
Department of Corrections

Date Signed
REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 72.09; WAC 137-80; WAC 296-307-13025; WAC 296-901; DOC 700.000 Work Programs in Prisons; DOC 890.095 Asbestos Program; 18 USC 1761; Bureau of Justice Assistance Prison Industry Enhancement Certification Program (PIECP) guidelines; U.S. Bureau of Labor Statistics 2018 Standard Occupational Classification System

POLICY:

I. The Department has established procedures to balance the needs of industry operations, security interests of the facilities, and work programming needs by using a comprehensive, fair system that supports production and operating needs.

II. Selection procedures and security requirements have been established to authorize eligible workers to temporarily leave the facility grounds, under supervision, to participate in approved work projects.

III. Correctional Industries (CI) work programs are voluntary per RCW 72.09.100.

   A. Class I work programs are operated and managed by private sector industries, contracted through CI. Security supervision is provided by the Department.

   B. Class II work programs are operated and managed by CI, designed primarily to reduce the costs for goods and services for tax supported agencies and non-profit organizations.

DIRECTIVE:

I. General Requirements

   A. The CI Business Development Administrator will conduct a business impact analysis and threshold analysis prior to establishing a Class I contract to ensure the proposed work program will not compete unfairly with any Washington business per RCW 72.09.115.

   B. Descriptions for each position will be established using DOC 10-102 Correctional Industries Work Program Position Description based on the Standard Occupational Classification (SOC) code per U.S. Bureau of Labor Statistics 2018 Standard Occupational Classification System.

       1. The SOC code will be used to determine the Job Zone training period and the Return on Training Investment (RTI), which is 4 times the Job Zone training period.
a. RTI holds may be overridden by the Assistant Secretary for Reentry. Workers with a RTI hold will be transferred only as a last resort.

2. Newly established CI positions will be approved by the CI Workforce Development Administrator.

3. Class II positions will be established based on the most economical organizational structure to ensure efficiency.
   a. Level 4 positions will be limited to no more than 25% of the total number of compensation positions within a specific shop/industry, excluding positions with a Job Zone Rating of 3 or higher based on the SOC code.

C. Each operating shop/industry will have a written quality control procedure that provides for raw material, in-process, and final product inspection.

D. CI will be responsible for insurance premiums, general liability, and workers compensation.

II. Responsibilities

A. The CI General Manager will maintain a list of current, available work programs to include position titles, compensation levels, and education and skill requirements. The list will be updated as needed and forwarded:
   1. To the case manager/designee to make available to workers.
   2. Annually to the appropriate CI Assistant Director during the development of the budget forecast.

B. The case manager will:
   1. Work closely with CI during assignment and at each review to ensure the worker has sufficient time to complete the RTI.
   2. Inform the CI General Manager before a worker will be transferred to a different facility/level of custody.

C. Workers will give 2 weeks written notice to his/her case manager and work crew supervisor when voluntarily leaving a work program. Work crew supervisors may waive the notice and accept an immediate resignation.

III. Screening, Application, and Selection
A. DOC 10-031 Correctional Industries Application for Work Programs will be completed to express voluntary interest in CI work programs.

1. The case manager will complete DOC 10-114 Correctional Industries Program Recommendation Referral upon receipt of the application.

B. Workers will meet eligibility requirements per DOC 700.000 Work Programs in Prisons and the following to be considered for a CI work program position. Exceptions must be approved by the CI General Manager/designee and submitted to the Superintendent/designee or higher rank for consideration and approval.

1. Minimum requirements set by the shop/industry and documented on DOC 10-102 Correctional Industries Work Program Position Description.
   a. Workers must have or be enrolled to receive a high school diploma, General Educational Development (GED), or equivalent certificate when applying for a CI work program.
      1) Exceptions must be approved by the CI General Manager and their assigned Assistant Director.
   b. For workers on an approved waiting list, priority may be given for previous CI experience.

2. Additional requirements for Class II Level 3 positions:
   a. Must have completed or be enrolled in Makin’ It Work.

3. Additional requirements for Class II Level 4 positions:
   a. Must be in a Class II Level 3 position and possess either a vocational certificate relevant to the current position or a CI Certificate of Proficiency in the same job class.
   b. Must be nominated by their work crew supervisor and approved by the CI General Manager/designee.
   c. Must have completed or be enrolled in Makin’ It Work.
      1) Workers who are enrolled must attend the next available class to maintain a Level 4 position.
2) Exceptions may be granted by the CI Workforce Development Administrator, with the CI General Manager’s approval, due to availability and timing of the class.

C. Workers selected to work in Class I work programs should currently be working in a Class II position, if applicable. Workers in Level 3 and Level 4 Class II positions will be given priority for Class I work programs.

D. A fair and inclusive recruitment process will be established for each CI work program, including:
   1. The screening and assessment process.
   2. To the extent possible, maintaining workforce diversity in line with the facility’s population.
   3. Completing DOC 10-113 Correctional Industries Interview Results to document interviews and selections.

E. Workers terminated from CI for any reason will require the CI General Manager’s approval for a new CI assignment.

IV. Off-Site Work Crews

A. The CI Director will designate an employee to coordinate the management of all off-site (i.e., off facility grounds or outside the secure perimeter) work crew projects.

B. Projects will not include the following activities:
   1. The use of a respirator, unless under direct supervision of an appointed Respirator Program Administrator.
   2. Explosives, including fireworks.
   3. Exposure to X-ray or radioactive isotopes.
   4. Performing electrical work or working with energized lines, electrical wires, or within 10 feet of an exposed and energized line.
   5. Demolition, construction, or installation projects where known/suspected asbestos exist, unless the proposed project has been reviewed and approved by a designated competent person per DOC 890.095 Asbestos Program.
6. The use of hazardous chemicals (e.g., pesticides, herbicides), unless the private sector industry has certified to the Department they are compliant with WAC 296-307-13025 and WAC 296-901.

7. Work at any location where there is known/suspected hazardous materials or environmental hazards.

8. Logging or timbering activities, unless the project has been authorized by the CI General Manager/designee and is supervised and managed by CI.

C. The Superintendent will consult with the CI Director/designee before approving escorts, which will include an employee who has successfully completed Correctional Worker Core and CI off-site orientation/training.

D. The CI General Manager/designee will ensure qualified employees/contract staff are provided to:
   1. Oversee, coordinate, and supervise the project until completed.
   2. Assign workers to complete the project and provide clear direction, expectations, and the scope/description of work.
   3. Provide the necessary equipment, tools, and Personal Protective Equipment (PPE) required to complete the project.

E. Work crew supervisors will:
   1. Complete and maintain DOC 21-666 Off-Site Work Crew Daily Log and an informal count sheet. A copy will be turned in daily to the CI General Manager/designee and forwarded to the shift office.
   2. Ensure local procedures (e.g., pick-up/drop times, notifications/callouts, meals) are followed while housing a work crew at an away facility.
   3. Provide an initial CI Orientation/New Hire Packet that includes a site-specific behavior agreement, workplace allowable items list, and all required forms. All forms must be read and signed before beginning any project/assignment.
   4. Be provided a CI Off-Site Crew Operations Manual, which will be reviewed/revised annually by the Work Program Security Manager. The manual will be maintained on the CI SharePoint site.
a. The manual acknowledgement sheet will be signed monthly to indicate the work crew supervisor has read and understands the responsibilities and duties listed in the manual.

F. Off-site work crews will:

1. Comply with the security requirements identified in DOC 700.000 Work Programs in Prisons.

2. Be supervised by a work crew supervisor as follows:
   a. A Correctional Officer will be assigned for Class I projects.
   b. A CI work crew supervisor will be assigned for Class II projects.

3. Remain in visual or auditory contact of the work crew supervisor at all times.
   a. Exceptions for Class I projects and Class II Service Delivery Division may be authorized by the Work Program Security Manager due to extraordinary circumstances and will be documented on DOC 21-666 Off-Site Work Crew Daily Log.

G. Work crews should not be taken into public places (e.g., stores, restaurants, restrooms) unless allowed per the CI Off-Site Crew Operations Manual.

V. Compensation

A. Compensation Rates for Class I Work Programs

1. Compensation for Class I work programs will be determined per the private sector industry contract, established by the Employment Security Department (ESD) and approved by the CI Director per RCW 72.09.100 and RCW 72.09.115.

   a. Class I compensation rates may not be reduced below the rates established by the ESD.

B. Compensation Rates for Class II Work Programs

1. The hourly compensation rates for Range 1 are as follows:

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<tr>
<td>4</td>
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<tr>
<td>2</td>
<td>$0.90 - 1.05</td>
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</table>
1. $0.70 - 0.85
   Probation $0.65

2. The hourly compensation rates for Range 2, limited to off-site work crews, are as follows:

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<tr>
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3. Compensation for braille transcribers will be determined per the appropriate established contract.

4. New workers must serve at least a full calendar month in the probationary period at the probation compensation rate.

5. Compensation may be increased in $0.05 increments within the skill level, up to the maximum allowable for that level.
   a. Compensation increases require work crew supervisor approval.
   b. Increases of more than $0.05 within the skill level require CI General Manager approval.

6. Upon completion of the probationary period, workers may be promoted to a higher skill level appropriate to their abilities and work experience, as determined by their work crew supervisor, if the higher level of compensation is available per the approved job shop schedule.
   a. The work crew supervisor will request the promotion using the Performance Evaluation in the electronic file.
   b. Promotions require the CI General Manager’s approval.
   c. If approved, the worker will start at the beginning compensation rate of the higher level.

C. Compensation for Overtime Hours and Non-Work Time

1. Workers will only be compensated for hours worked or in training.
a. Class I workers will be compensated for time spent in approved training as required by the private sector industry contract/CI General Manager. Workforce development initiatives (e.g., Makin’ It Work, mock interview preparation, community connections) will be compensated at the highest Class II Level 4 rate.

b. Class II workers will be compensated for time spent in mandatory training required by the CI Workforce Development Administrator or in approved workforce development initiatives.

c. Workers will be compensated at the rate of time and one half for all work performed and mandatory training in excess of the 40 hour work week.

2. Workers will not be compensated if operations are closed for any reason.

VI. Suspensions and Terminations

A. Assignment to a CI work program may be suspended/dismissed based on security concerns including, but not limited to, an alleged violation or a pending investigation per DOC 700.000 Work Programs in Prisons.

1. The CI General Manager’s approval is required for temporary suspension.

2. If there is an inconclusive determination, the Superintendent will make the final decision.

B. A worker can be terminated for any reason during their probationary period with the approval of the CI General Manager and may not be considered a disciplinary action.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

DOC 10-031 Correctional Industries Application for Work Programs
DOC 10-102 Correctional Industries Work Program Position Description
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<td>DOC 710.400</td>
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**TITLE**
CORRECTIONAL INDUSTRIES WORK PROGRAMS

DOC 10-113 Correctional Industries Interview Results  
DOC 10-114 Correctional Industries Program Recommendation Referral  
DOC 21-666 Off-Site Work Crew Daily Log