

Responsibility for Policy

Policy Number	Title	Policy Owner
100.050	Quality Management, Accountability, and Performance	Jim Dunivan
100.100	Policy Development and Implementation	Billie Peterson
100.500	Offender Non-Discrimination	Danielle Armbruster
100.560	Non-Discrimination and Accessibility for Visitors/Guests with Disabilities	Sara Kariko
110.100	Prison Management Expectations	Rob Herzog
110.110	Work Release Management Expectations	Theo Lewis
110.300	Correspondence Guidelines	Jeremy Barclay
110.500	Appointing Authority Status and Succession Plan	Melia Olsen
120.120	Internal Audit	Liana Dupont-Smith
120.200	Enterprise Risk Management	Kathy Gastreich
120.500	Tort Claims by Offenders	Kathy Gastreich
130.010	Attorney General Opinion and Advice	Clela Steelhammer
130.200	Lawsuit Processing/Liability Protection	Kathy Gastreich
130.410	Legal Services for Offenders	Debra Eisen
140.010	Legislative Communication	Alex MacBain
140.500	Ombuds	Carlos Lugo
150.100	Public Information and Media Relations	Jeremy Barclay
150.120	Social Media	Jeremy Barclay

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150.150	Visits and Tours of Department Facilities and Offices	Rob Herzog
150.200	Publications Standards and Department Logo	Jeremy Barclay
190.300	Reporting State Employee Misconduct (Whistleblower)	Liana Dupont-Smith
190.500	Smoking Policy	Rob Herzog
190.610	Commute Trip Reduction	Mike Steenhout
190.800	Wellness	Melia Olsen
200.000	Trust Accounts for Offenders	Dan Lewis
200.010	Recovery of Overpayments to Employees	Jean Hardcastle
200.050	Purchasing	Anita Kendall
200.055	Sustainable Purchasing	Anita Kendall
200.060	Strategic Planning and Financial Management	Mike Steenhout
200.065	Grant Administration	Mike Steenhout
200.190	Vending Machines	Anita Kendall
200.200	Offender Betterment Fund (OBF)	Cathy Ding
200.210	Offender Commissary	Danielle Armbruster
200.330	General Financial Standards	Dianne Doonan
200.335	Purchase Card	Anita Kendall
200.380	Legal Financial Obligations and Cost of Supervision	Melanie Smith
200.900	Travel Regulations	Anita Kendall

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205.000	Petty Cash Procedures	Anita Kendall
210.025	Gate Money/Transportation Funds/Pre-paid Phone Calls	Dan Lewis
210.060	Donations	Dan Lewis
210.100	Print Management	Anita Kendall
210.115	Forms Management	Billie Peterson
220.010	Contracts	Debra Eisen
230.500	Vehicle Use	Anita Kendall
230.510	Vehicle Acquisition, Maintenance, and Disposal	Steve Wagaman
235.000	Fixed Asset Inventory	Dianne Doonan
235.010	Consumable Assets Inventory	Dianne Doonan
240.100	Food Services Program	Bryan King
240.800	Meals, Beverages, and/or Light Refreshments with Meetings	Mike Steenhout
250.200	Emergency Generator Use and Maintenance	Tom Fithian
250.250	Refrigerants	Kathy Gastreich
250.400	Space Use Standards	Nanette Graham
250.500	Work Release Physical Plant	Theo Lewis
260.050	Research Review and Use	Bessie Georgoulas-Sherry
270.000	Critical Areas Protection	Nanette Graham
270.010	Coordination of the State Environmental Policy Act (SEPA)	Nanette Graham

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270.050	Art in Public Places	Nanette Graham
280.100	Acceptable Use of Technology	Allan Soper
280.250	Acquisition, Disposal, and Licensing of Information Technology	Karen Yandle
280.300	Information Technology (IT) Disaster Recovery	Allan Soper
280.310	Information Technology Security	Allan Soper
280.500	Records Management of Official Offender Files	Dianne Ashlock
280.510	Public Disclosure of Records	Denise Vaughan
280.515	Electronic Data Classification	Allan Soper
280.525	Records Management	Dianne Ashlock
280.530	Supervision Files for Community Offenders	Kim Dewing
280.825	Technology Governance	Allan Soper
280.925	Offender Access to Electronic Data	Allan Soper
290.055	Sustainable Practices	Julie Vanneste
290.100	Patents, Copyrights, and Royalties	Debra Eisen
290.300	Moving Expenses	Anita Kendall
300.000	Continuous Case Management	Mark Kucza
300.010	Behavior Observations	Mark Kucza
300.380	Classification and Custody Facility Plan Review	John Campbell
300.500	Work Release Screening	Theo Lewis

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300.550	Monitoring Graduated Community Access	Theo Lewis
310.000	Orientation	Dan White
310.010	Assignments	Donta Harper
310.100	Intake	Donta Harper
310.140	Incarcerated Veteran Offenders	Tim Thrasher
310.150	Reception, Initial Classification, and Custody Facility Plan	John Campbell
310.300	Skill Building Unit	Tim Thrasher
310.610	DNA Samples	Eleanor Vernell
320.010	Pre-Sentence Investigations and Risk Assessment Reports Ordered by the Court	Dave Thomson
320.100	Indeterminate Sentence Review Board (Board)	Kecia Rongen
320.105	Pre-Sentencing Reform Act (SRA) Hearings	Kecia Rongen
320.110	Community Custody Board (CCB) Hearings	Kecia Rongen
320.120	Juvenile Board Offenders	John Campbell
320.145	Violator Confinement in Department Facilities	Dave Phillips
320.160	Tolling of Supervision in the Community	Dianne Ashlock
320.165	Community Custody Violator Sanction to Work Release	Theo Lewis
320.180	Separatee and Facility Prohibition Management	John Campbell
320.200	Administrative Segregation	Tim Thrasher
320.250	Maximum (MAX) Custody Placement/Transfer/Release	Tim Thrasher

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320.255	Restrictive Housing	Tim Thrasher
320.260	Secured Housing Units	Tim Thrasher
320.265	Close Observation Areas	Sara Kariko
320.400	Risk and Needs Assessment Process	Mark Kucza
320.500	Youthful Offender Program	John Campbell
330.600	Prisons Compact	John Campbell
330.605	Intrastate Boarder Agreements	John Campbell
330.700	International Transfer of Offenders	John Campbell
350.100	Earned Release Time	Mark Kucza
350.200	Offender Transition and Release	Danielle Armbruster
350.210	Transition Resources for Offenders	Danielle Armbruster
350.240	Ten Day Release	Dianne Ashlock
350.255	Registration Notification	Jacob Bezanson
350.270	Extraordinary Medical Placement	John Campbell
350.300	Mutual Re-Entry Program	John Campbell
350.380	Discharge, Termination, and Closure of Supervision	Jeff Frice
350.500	End of Sentence Review/Sexually Violent Predator Civil Commitment	Jacob Bezanson
350.550	Reporting Abuse and Neglect/Mandatory Reporting	Sheila Lewallen
350.600	Law Enforcement Notification	Dianne Ashlock

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350.700	Deportation of Alien Offenders	Dianne Ashlock
350.750	Warrants, Detainers, and Holds	Dianne Ashlock
380.200	Community Supervision of Offenders	Autumn Witten
380.240	Field Work Protocols	Ron Pedersen
380.260	Social Media and Electronic Device Monitoring for Supervision	Donta Harper
380.300	Supervision of Offenders on Conditional Release, Insanity Acquittal, and Supervised Appeal	Brandon Duncan
380.370	Sexually Violent Predator/Less Restrictive Alternative	Brandon Duncan
380.420	Firearm Possession by Offenders	Jeff Frice
380.450	Electronic Monitoring	Dave Phillips
380.540	Personal Vehicle Use by Offenders	Theo Lewis
380.550	Driver's License/Washington State Identification Cards for Offenders	Danielle Armbruster
380.600	In-State Transfers for Community Offenders	Kelly Miller
380.605	Interstate Compact	Tanja Gilmore
380.650	Travel for Community Offenders	Kurt Smith
390.300	Victim Services	Sheila Lewallen
390.310	Victims' Council	Sheila Lewallen
390.350	Facilitated Communication Between Victims and Offenders	Sheila Lewallen
390.570	Supervising Special Sex Offender Sentencing Alternative (SSOSA) Offenders	Cathi Harris
390.580	Family and Offender Sentencing Alternative (FOSA)	Susan Leavell

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390.585	Community Parenting Alternative	Susan Leavell
390.600	Imposed Conditions	Steve Johnson
400.020	Facility Capacity Management and Space Standards	Rob Herzog
400.025	Identification Cards	Al Smack
400.030	Security Guidelines for Wireless Portable Technology in Facilities	Tom Fithian
400.110	Reporting and Reviewing Critical Incidents	Kathy Gastreich
400.230	Badges and Identification Apparel	Tom Fithian
400.280	Legal Name Change	Al Smack
400.320	Terrorism Activity	Ruben Rivera
400.360	Polygraph Testing of Offenders	Dave Phillips
400.410	Assignments to Specialized Units	Eleanor Vernell
420.080	Escape from Work Release	Theo Lewis
420.110	Escorted Leaves, Furloughs, and Special Transports for Offenders	Tom Fithian
420.115	Special Escorted Leave for Funerals/Deathbed Visits on Tribal Lands	Tom Fithian
420.120	Facility Access Searches and Allowable Items	Al Smack
420.140	Cell/Room Assignment	Tom Fithian
420.155	Offender Movement	Tom Fithian
420.310	Searches of Offenders	Tom Fithian
420.311	Dry Cell Search/Watch	Tom Fithian

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420.312	Body Cavity Search	Tom Fithian
420.320	Searches of Facilities	Al Smack
420.325	Searches and Contraband for Work Release	Theo Lewis
420.340	Searching and Detaining Facility Visitors	Tom Fithian
420.360	Searches by Canines	Tom Fithian
420.365	Evidence Management for Work Release	Theo Lewis
420.380	Drug/Alcohol Testing	Belinda Stewart
420.390	Arrest and Search	Dave Thomson
420.395	Evidence/Property Procedures for Field	Dave Ganas
440.000	Personal Property for Offenders	Tom Fithian
440.010	Personal Property for Work Release Offenders	Theo Lewis
440.020	Transport of Offender Property	Tom Fithian
440.050	State Issued Clothing/Linen	Tom Fithian
440.080	Hygiene and Grooming for Offenders	Tom Fithian
450.050	Prohibited Contact	Belinda Stewart
450.100	Mail for Prison Offenders	Belinda Stewart
450.110	Mail for Work Release Offenders	Theo Lewis
450.120	Packages for Offenders	Tom Fithian
450.200	Telephone Use by Incarcerated Individuals	Ruben Rivera

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450.300	Visits for Incarcerated Individuals	Belinda Stewart
450.310	Visits and Social Outings for Work Release Offenders	Theo Lewis
450.320	Contact, Visitation, and Unification/Reunification with Minors	Donta Harper
450.500	Language Services for Limited English Proficient (LEP) Offenders	Belinda Stewart
460.000	Disciplinary Process for Prisons	Michelle Walker
460.050	Disciplinary Sanctions	Michelle Walker
460.130	Response to Violations and New Criminal Activity	Autumn Witten
460.135	Disciplinary Procedures for Work Release	Theo Lewis
460.140	Hearings and Appeals	Tom Layne
470.150	Confidential Offender Information	Ruben Rivera
470.300	Special Investigations Services	Ruben Rivera
470.450	Audio Monitoring	Ruben Rivera
470.500	Security Threat Group Member Validation and Tracking	Ruben Rivera
470.540	Group Violence Reduction Strategy	Eleanor Vernell
490.100	Offender Volunteers	Eleanor Vernell
490.800	Prison Rape Elimination Act (PREA) Prevention and Reporting	Beth Schubach
490.820	Prison Rape Elimination Act (PREA) Risk Assessments and Assignments	Beth Schubach
490.850	Prison Rape Elimination Act (PREA) Response	Beth Schubach
490.860	Prison Rape Elimination Act (PREA) Investigation	Beth Schubach

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500.000	Education and Vocational Programs for Offenders	Loretta Taylor
500.100	Correspondence Education for Offenders	Loretta Taylor
510.010	Library Services	Belinda Stewart
530.100	Volunteer Program	Belinda Stewart
530.150	Family Centered Services	Carrie Kendig
530.155	Family Councils	Scott Russell
530.300	Reentry Voluntary Assistance for Released Offenders With No Supervision	Danielle Armbruster
540.105	Recreation Program for Offenders	Belinda Stewart
540.150	Nature Imagery Program	Tim Thrasher
540.200	Movie/Video Selection	Belinda Stewart
550.100	Offender Grievance Program	Belinda Stewart
560.100	Privileged Communication and Chaplains Responsibilities	Belinda Stewart
560.200	Religious Programs	Belinda Stewart
570.000	Sex Offender Treatment and Assessment Programs	Cathi Harris
580.000	Substance Use Disorder Treatment Services	Dawn Williams
580.655	Drug Offender Sentencing Alternative	Dawn Williams
590.100	Extended Family Visiting	Belinda Stewart
590.200	Offender Marriages and State Registered Domestic Partnerships	Belinda Stewart
590.300	Resource Program Management	Loretta Taylor

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590.320	Residential Parenting Program	Eleanor Vernell
590.350	Offender Change Programs	Danielle Armbruster
590.370	Gender Responsiveness	Victoria Dalseg
590.500	Legal Access for Incarcerated Individuals	Belinda Stewart
600.000	Health Services Management	Sara Kariko
600.020	Offender-Paid Health Care	Sara Kariko
600.025	Health Care Co-Payment Program	Sara Kariko
610.010	Offender Consent for Health Care	Sara Kariko
610.025	Medical Management of Offenders in Cases of Alleged Sexual Abuse or Assault	Sara Kariko
610.040	Health Screenings and Assessments	Sara Kariko
610.110	Transfer of Offenders for Health Reasons	Sara Kariko
610.240	Therapeutic Diets	Sara Kariko
610.300	Health Services for Work Release Offenders	Sara Kariko
610.600	Infirmery/Special Needs Unit Care	Sara Kariko
610.650	Outpatient Services	Sara Kariko
620.010	Advance Directives	Sara Kariko
620.020	Non-Consensual Blood Draws	Sara Kariko
620.100	Force Feeding of Offenders	Sara Kariko
620.200	Death of Offenders	Sara Kariko

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620.300	Offender Organ/Blood Donations	Sara Kariko
620.380	Offender Medical Cannabis Use	Sara Kariko
630.500	Mental Health Services	Sara Kariko
630.520	Mental Health Advance Directives	Sara Kariko
630.540	Involuntary Antipsychotic Administration	Sara Kariko
630.550	Suicide Prevention and Response	Sara Kariko
630.590	Offender Reentry Community Safety (ORCS) Program Review	Sara Kariko
640.020	Offender Health Records Management	Sara Kariko
640.050	Mental Health and Chemical Dependency Information Sharing	Sara Kariko
650.035	Medications for Transfer and Release	Sara Kariko
650.040	Over the Counter (OTC) Health Related Commissary Items	Sara Kariko
670.000	Communicable Disease, Infection Prevention, and Immunization Program	Sara Kariko
670.020	HIV Infection and AIDS	Sara Kariko
690.400	Offenders with Disabilities	Sara Kariko
700.000	Work Programs for Offenders	Sarah Sytsma
700.100	Class III Offender Employment and Compensation	Scott Russell
700.130	Electrical Construction and Maintenance	Nanette Graham
700.350	Offender Dog/Cat Programs	Barb Davenport
700.400	Class IV Off-Site Work Crew	Scott Russell

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700.500	Community Restitution Program	Donta Harper
710.400	Correctional Industries Class II Employment	Sarah Sytsma
790.100	Work Ethic Program	Rob Herzog
800.005	Personnel Files	Melia Olsen
800.010	Ethics	Liana Dupont-Smith
800.020	Use of State Resources	Liana Dupont-Smith
810.005	Diversity/Inclusion/Non-Discrimination	Melia Olsen
810.010	Alcohol and Controlled Substance Testing for CDL Drivers	Melia Olsen
810.015	Criminal Record Disclosure and Fingerprinting	Melia Olsen
810.020	Employee Contact Information	Melia Olsen
810.150	Washington Management Service	Melia Olsen
810.200	Washington General Service Employee Appointments	Melia Olsen
810.800	Recruitment, Selection, and Promotion	Melia Olsen
810.810	Layoff - Washington General Service	Melia Olsen
810.815	Layoff - Washington Management Service	Melia Olsen
820.005	Washington General Service Salary Determination	Melia Olsen
820.200	Position Management	Melia Olsen
820.450	Dual Language Staffing, Certification, and Compensation	Melia Olsen
825.010	Hours of Work and Overtime	Melia Olsen

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830.005	Damage to Employee Clothing and Jewelry	Kathy Gastreich
830.030	Shared Leave	Melia Olsen
830.050	Voluntary Employees' Beneficiary Association - Medical Expense Plan	Jean Hardcastle
830.100	Leave	Melia Olsen
830.120	Family and Medical Leave	Melia Olsen
830.180	Assault Benefits for Employees	Melia Olsen
830.200	Workers' Compensation/Return to Work Program	Melia Olsen
830.300	Telecommuting and Alternate Work Sites	Melia Olsen
840.100	Disability Accommodation and Separation	Melia Olsen
850.010	Administrative Investigations	Melia Olsen
850.015	Staff Counseling and Employee Assistance	Melia Olsen
850.025	Outside Employment/Volunteer Activities	Liana Dupont-Smith
850.030	Relationships/Contacts with Offenders	Melia Olsen
850.110	Performance and Development Plans	Melia Olsen
850.125	Workplace Violence	Melia Olsen
850.150	Drug and Alcohol Free Workplace	Melia Olsen
850.200	Employment/Volunteering of Relatives/Household Members	Melia Olsen
850.625	Sexual Harassment	Melia Olsen
850.805	Employee Grievances	Melia Olsen

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860.200	Recognition Program	Tami Kampbell
870.005	Membership in Professional and Non-Profit Organizations	Melia Olsen
870.400	Personal Appearance/Uniform Standards	Rob Herzog
870.440	Dress Uniform and Honor Guard	Tom Fithian
880.100	Corrections Training and Development	Melia Olsen
880.130	Tuition Reimbursement	Mike Steenhout
880.135	Health Services Continuing Education Reimbursement	Sara Kariko
890.000	Safety Program	Kathy Gastreich
890.020	Confined Space Program	Kathy Gastreich
890.030	Hazardous/Dangerous Waste Management	Nanette Graham
890.070	Chemical Control and HAZCOM	Kathy Gastreich
890.090	Respirator Program	Kathy Gastreich
890.095	Asbestos Program	Nanette Graham
890.110	Fall Protection Program	Kathy Gastreich
890.120	Lockout/Tagout Program	Kathy Gastreich
890.130	Job Safety Analysis, Hazard Assessments, and Personal Protective Equipment	Kathy Gastreich
890.140	Electrical Safety	Kathy Gastreich
890.170	Outdoor Heat Exposure Plan	Kathy Gastreich
890.200	Employee Occupational Health Records	Melia Olsen

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890.380	Fire Prevention Plan	Kathy Gastreich
890.600	Bloodborne Pathogen (BBP) Protection and Exposure Response	Melia Olsen
890.610	Tuberculosis (TB) Program for Employees, Contract Staff, and Volunteers	Melia Olsen
890.620	Emergency Medical Treatment	Sara Kariko