



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/WORK RELEASE

REVISION DATE
11/5/20

PAGE NUMBER
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DOC 400.020

POLICY

TITLE
FACILITY CAPACITY MANAGEMENT AND SPACE STANDARDS

REVIEW/REVISION HISTORY:

Effective: 3/9/01
 Revised: 11/22/06
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 Revised: 3/1/10
 Revised: 7/18/11
 Revised: 8/1/12
 Revised: 9/14/15
 Revised: 11/5/20

SUMMARY OF REVISION/REVIEW:

Major changes to include updating applicability and terminology throughout. Read carefully!

APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
 Department of Corrections

10/1/20

 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [DOC 250.400 Space Use Standards](#); [DOC 490.700 Transgender, Intersex, and/or Gender Non-Conforming Housing and Supervision](#); [DOC 690.400 Individuals with Disabilities](#)

POLICY:

- I. The Department will ensure that facility design and construction complies with applicable codes and standards. Facility design should encourage positive interactions between employees/contract staff and individuals.
- II. Guidelines for facility space standards will comply with DOC 250.400 Space Use Standards.

DIRECTIVE:

- I. Facility Security Level Designation
 - A. The facility security level designation is based on criteria defined in the Custody Staffing Model maintained by the Prisons Staffing Manager. The security level designation will be considered when designing new facilities.
 - B. Security level requirements apply to living units, facility perimeter, and movement controls within the facility.
 1. Living units with different custody levels may exist within the same perimeter. No living unit may be used for a custody level higher than the facility's perimeter.
 2. Security level designations are:
 - a. Security Level 5 - Maximum Custody
 - b. Security Level 4 - Close Custody
 - c. Security Level 3 - Medium Custody
 - d. Security Level 2 - Minimum Custody
 - e. Security Level 1 - Community-Based, Partial Confinement
 - C. A unit/facility's security level designation may not be adjusted without Assistant Secretary for Prisons/Reentry approval.
 1. Superintendents/Community Corrections Supervisors may request an audit of a unit/facility's security designation when the mission of the facility has changed or is planning to change.

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II. Facility Capacity

- A. The capacity of a facility will be based on multiple factors including the original design and occupancy, construction, modifications/renovations, local building codes and ordinances, and applicable operational limitations.
- B. Capacity is categorized and defined as follows:
 1. Operational Capacity - The number of incarcerated individuals a facility can safely, effectively, humanely, environmentally, and/or legally house individuals within existing resources. Operational capacity will be the benchmark number for determining facility/agency capacity.
 2. Physical Capacity - The number of physical beds a facility currently has including beds that are closed, offline, and/or not routinely used.
 3. Closed Beds - The number of beds a facility has that are closed and not intended to be occupied by incarcerated individuals.
 4. Non-Capacity Beds - Beds that are not included in a facility's operational capacity including segregation, close observation, infirmary, and community supervision violator beds.
 5. Emergency Beds - The number of beds a facility has that are not routinely occupied by incarcerated individuals (e.g., warm closed, offline, repurposed) but may be used in an emergency.
- C. Capacity Management
 1. The Assistant Secretary for Prisons/Reentry has the authority to make decisions regarding living unit security classifications, services, and programs.
 2. Living units used for housing of maximum and protective custody individuals will be counted in the operational capacity of a facility.
 3. Living units used for transitional housing for individuals requiring medical treatment, mental health observations, segregation related to the disciplinary process, or community supervision violators will not be counted in the operational capacity of a facility.
- D. Facility Capacity Change Process
 1. Capacity may be amended when required as follows:

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- a. The Superintendent/Community Corrections Supervisor will submit a request for capacity modification using DOC 15-030 Capacity Modification Request to the Capacity and Transportation Administrator.
- b. The Capacity and Transportation Administrator will review the proposed changes, recommend support/denial, and forward the request to the Deputy Director/Senior Administrator.
- c. The Deputy Director/Senior Administrator will:
 - 1) Deny and return the proposal to the Superintendent/Community Corrections Supervisor, or
 - 2) Approve and forward the proposal to the Assistant Secretary for Prisons/Reentry for review and approval in consultation with the:
 - a) Health Services Deputy Director,
 - b) Budget Director,
 - c) Capital Planning & Development Director,
 - d) Prison Rape Elimination Act (PREA) Coordinator,
 - e) Capacity & Transportation Administrator, and
 - f) Enterprise Capacity Manager.
- d. The Assistant Secretary for Prisons/Reentry has final approval. If approved, the Assistant Secretary for Prisons/Reentry will:
 - 1) Sign and date the proposal, and forward to the:
 - a) Deputy Secretary,
 - b) Deputy Director/Senior Administrator,
 - c) Superintendent/Community Corrections Supervisor,
 - d) Health Services Deputy Director,
 - e) Headquarters Classification Unit,
 - f) Budget Director,
 - g) PREA Coordinator,
 - h) Research and Data Analytics Director,
 - i) Americans with Disabilities Act Compliance Manager,
 - j) Capacity & Transportation Administrator,
 - k) Capital Planning & Development Director, and
 - l) Enterprise Capacity Manager

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2) Maintain the approved proposal in a historical file of authorized capacity changes.

2. For approved proposals, the Capacity and Transportation Administrator will submit a request for capacity modification through the Information Technology (IT) service request process.
 - a. The IT Business Unit will ensure the revised capacity number and bed details are updated in the electronic filing system.
 - b. The Budget Director/designee will ensure the Capacity Needs Assessment Model and Daily Operational Capacity Tool are updated.

III. Special Population Needs

- A. Single cell occupancy will be available to individuals meeting one or more of the following criteria:
 1. Severe medical disability
 2. Serious mental illness
 3. Sexual predator
 4. Likely to be exploited or victimized by others
 5. Maximum custody
 6. Other special needs
- B. Facility/program placement will comply with DOC 690.400 Individuals with Disabilities.
- C. Facility/program placement for individuals who identify as transgender, intersex, and/or gender non-conforming will comply with DOC 490.700 Transgender, Intersex, and/or Gender Non-Conforming Housing and Supervision.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

[DOC 15-030 Capacity Modification Request](#)