



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON

REVISION DATE
12/27/21

PAGE NUMBER
1 of 3

NUMBER
DOC 400.410

POLICY

TITLE
ASSIGNMENTS TO SPECIALIZED UNITS

REVIEW/REVISION HISTORY:

Effective: 10/1/85
 Revised: 6/12/00
 Revised: 12/23/04
 Revised: 7/9/07
 Revised: 3/10/09
 Reviewed: 9/27/10
 Revised: 9/1/15
 Revised: 9/10/18
 Revised: 12/27/21

SUMMARY OF REVISION/REVIEW:

Policy Statement I., Directive I.A.1., I.C. & D., and I.F. - Adjusted language for clarification
 III.B. - Removed designee

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

11/30/21

 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; DOC 850.110 Performance and Development Plans; DOC 890.090 Respirator Program; [Teamsters CBA Article 19](#)

POLICY:

- I. The Department has established selection and evaluation criteria for employees assigned to specialized units (i.e., Restrictive Housing, mental health units) 3 or more days a week.

DIRECTIVE:

- I. Selection
 - A. Selection criteria for employees assigned to specialized units will include, but not be limited to, employees who have:
 1. Attained permanent status unless approved in writing by the appropriate Deputy Assistant Secretary.
 2. Had no reductions in pay, suspensions, or demotions within the last year, as documented in the personnel file.
 3. No pending disciplinary action involving reduction in pay, suspension, or demotion.
 4. Demonstrated the following characteristics:
 - a. Fairness and respect for all individuals
 - b. Sound decision-making practices
 - c. Technical skills for the post
 - d. Advanced communication skills
 - e. Teamwork
 - f. Initiative in accepting responsibility
 - B. Respirator use is mandatory in identified posts/positions per DOC 890.090 Respirator Program.
 - C. The employee's supervisory file, previous assignment experience, and evaluations for the previous 2 years will be reviewed during the selection process.
 - D. Assignments to specialized units require Superintendent approval using DOC 03-120 Specialized Unit Assignment Review.

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- E. Employees not selected for a position they have bid on will be provided the reason(s) in writing.
- F. Superintendents may request an exception to selection criteria based on staffing needs through the appropriate Deputy Assistant Secretary.

II. Annual Reviews

- A. Employees assigned to specialized units will be evaluated annually using the Performance and Development Plan (PDP) per DOC 850.110 Performance and Development Plans. The PDP will specifically address these additional items:
 - 1. Contribution to the unit's objectives
 - 2. Motivation
 - 3. Teamwork
 - 4. Overall knowledge of unit operations
 - 5. Tolerance for stress
 - 6. Performance of specific tasks assigned
 - 7. Desire to continue working in the unit
 - 8. Communication skills

III. Reassignments

- A. Employees assigned to a specialized unit who wish to be reassigned may request removal from the assignment through their chain of command.
- B. The Superintendent may remove employees assigned to a specialized unit for failing to meet acceptable standards.
 - 1. Employees removed from specialized units must wait a minimum of 6 months before being eligible for another specialized unit assignment.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

DOC 03-120 Specialized Unit Assignment Review