



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON**  
FACILITY/SPANISH MANUALS

REVISION DATE  
7/6/23

PAGE NUMBER  
1 of 4

NUMBER  
**DOC 420.155**

**POLICY**

TITLE  
**MOVEMENT IN PRISONS**

**REVIEW/REVISION HISTORY:**

- Effective: 2/15/06
- Reviewed: 2/15/07
- Revised: 4/2/08
- Revised: 2/13/09
- Revised: 3/4/10
- Revised: 12/13/10
- Revised: 10/17/11
- Revised: 1/2/13
- Revised: 8/18/14
- Revised: 1/24/22
- Revised: 7/6/23

**SUMMARY OF REVISION/REVIEW:**

I.A.1. - Adjusted language for clarification  
Added Restricted Movement to Definitions section

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

6/9/23

\_\_\_\_\_  
Date Signed

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**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; DOC 320.255 Restrictive Housing; DOC 320.260 Secured Housing Units

**POLICY:**

- I. Movement of incarcerated individuals in Prisons will be regulated to maintain facility control and security.
- II. The Superintendent/designee will be responsible for facility movement.

**DIRECTIVE:**

- I. Scheduled Movement of Individuals
  - A. Each facility will use the statewide callout system for scheduled movement, which identifies periods of time that individuals are authorized to move from one location to another, except within Intensive Management Units (IMUs), Intensive Treatment Units (ITUs), Segregation, Mental Health Segregation, or Secured Housing.
    1. Each facility will develop procedures detailing how scheduled movements will be conducted (e.g., movements to/from living units, program/work areas, and activity/event areas).
    2. Movement within IMUs, ITUs, Segregation, Mental Health Segregation, or Secured Housing will be restricted per DOC 320.255 Restrictive Housing and DOC 320.260 Secured Housing Units.
  - B. The movement schedule will be posted in appropriate locations within the facility, including the living units.
  - C. Employee, contract staff, and volunteer names will not be displayed on callout reports or in the callout system.
- II. Statewide Callout System
  - A. Responsibilities
    1. The Callout Administrator/designee will oversee the statewide callout system.
    2. The Superintendent will designate a facility Callout Coordinator who will:

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- a. Grant security access to the statewide callout system,
    - 1) Employees/contract staff/volunteers will complete DOC 08-082 Callout Systems Access Request for access to the statewide callout system.
  - b. Provide callout system training,
  - c. Act as the contact person for callout related issues, and
  - d. Ensure compliance of the callout system.
- B. The statewide callout system will automatically fill with the following information from the electronic file:
1. Incarcerated individual and facility demographics
  2. Programs
  3. Medical appointments
- C. The callout system will be updated and posted on a daily basis.
1. Movements will be entered in the electronic file at least daily, by the end of each shift when possible, to ensure callout accuracy.
- D. Daily callout lists will be published to identify individuals who are scheduled for appointments, programs, events, meetings, work, and activities. Lists will include the time, reason, and location of the appointment/activity.
- E. Processes will be established to notify appropriate employees/contract staff when an individual does not report to a scheduled callout or appointment.
- III. Non-Scheduled Movement
- A. Non-scheduled movements require Shift Commander/designee approval and should be kept to a minimum. Processes will be established to conduct non-scheduled movement.
- IV. Limited Movement
- A. Written procedures will be developed for the following limited movement situations:
    1. Recall
    2. Restricted movement
    3. Movement of incarcerated individuals and work crews during limited visibility
    4. Lockdown

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5. Stop in place (i.e., emergency incidents)
  6. Formal count
- B. The procedures must include information regarding who can authorize and who can rescind limited movement procedures and where specific procedures can be located.

**DEFINITIONS:**

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

**ATTACHMENTS:**

None

**DOC FORMS:**

DOC 08-082 Callout Systems Access Request