



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/REENTRY
FACILITY/SPANISH MANUAL

REVISION DATE
1/9/25

PAGE NUMBER
1 of 3

NUMBER
DOC 470.450

POLICY

TITLE

AUDIO MONITORING

REVIEW/REVISION HISTORY:

Effective: 7/1/96 DOC 420.450
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 Reviewed: 5/2/16
 Revised: 2/3/20
 Revised: 1/9/25

SUMMARY OF REVISION/REVIEW:

Major changes. Read carefully!

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

12/5/24

 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 5.60.060\(3\)](#); [RCW 9.73.095](#); DOC 450.200 Telephone Use by Incarcerated Individuals; DOC 590.500 Legal Access for Incarcerated Individuals

POLICY:

- I. Expectations of privacy within Department facilities may be restricted. The Department may monitor and/or record non-telephonic conversations at Department facilities to enhance safety and security (e.g., reduce criminal activities).

DIRECTIVE:

- I. General Requirements
 - A. Notice of Sound Monitoring (Attachment 1) will be posted at the entrance of the facility and other noticeable locations to give visitors, employees, contract staff, and volunteers reasonable notification that their conversations may be monitored and recorded.
 - B. Telephone use will be monitored per DOC 450.200 Telephone Use by Incarcerated Individuals.
- II. Monitoring Operations
 - A. Employees, contract staff, and volunteers will remain alert and aware of activities and conversations occurring in their proximity and/or area of control and responsibility.
 - B. Employees operating control points with an intercom(s) may monitor conversations in living units, cells/rooms, dormitories, and common spaces.
 - C. To protect the constitutional rights of incarcerated individuals, confidential and privileged attorney-client and Office of Corrections Ombuds (OCO) conversations and confessional conversations with members of the clergy will not be monitored or recorded.
 1. The attorney, OCO, or clergy member will ensure conversations occur in areas that are not monitored.
 - a. Attorney visits will be conducted per DOC 590.500 Legal Access for Incarcerated Individuals.

III. Recording Operations



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- A. Recordings of non-telephonic conversation (e.g., intercoms) require written approval by the Superintendent/Reentry Center Administrator who will brief the Deputy Director and appropriate Assistant Secretary. Approval is not required if the recording is:
 - 1. Required by law (e.g., court hearing),
 - 2. Authorized by policy (e.g., disciplinary hearing, administrative hearing), or
 - 3. Authorized by consent of all parties involved (e.g., administrative interviews, media interviews).
- B. Only the Superintendent/Reentry Center Administrator/designee will have access to recordings.
- C. The content of any master/copy of audio recordings is confidential and will only be divulged as necessary.
- D. Recordings will be kept for one year after the recording, unless:
 - 1. In response to a court order,
 - 2. For use in an ongoing investigation, prosecution of a crime, or civil commitment proceedings, or
 - 3. As necessary for the orderly operation of the facility.

DEFINITIONS:

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

ATTACHMENTS:

Notice of Sound Monitoring (Attachment 1)

DOC FORMS:

None