



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
FACILITY/SPANISH MANUAL

REVISION DATE
10/6/23

PAGE NUMBER
1 of 4

NUMBER
DOC 700.100

POLICY

TITLE
CLASS III WORK PROGRAMS

REVIEW/REVISION HISTORY:

- Effective: 5/17/00
- Revised: 7/3/06
- Revised: 7/3/07
- Revised: 8/6/08
- Reviewed: 6/12/09
- Revised: 10/17/11
- Revised: 1/1/16
- Revised: 5/24/19
- Revised: 12/16/21
- Revised: 10/6/23

SUMMARY OF REVISION/REVIEW:

Removed Policy Statement II. as covered by other policy content
IV.A. - Adjusted monthly compensation limit
IV.A.1. and IV.B. - Added clarifying language

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

9/22/23

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 72.09](#); [WAC 137-80](#); DOC 220.010 Contracts; DOC 670.000 Communicable Disease, Infection Prevention, and Immunization Program; DOC 700.000 Work Programs in Prisons; [26 USC 501\(c\)\(3\) & \(4\)](#)

POLICY:

- I. The Department will operate Class III work programs to provide basic work training and experience for work within Correctional Industries (CI) and the community.

DIRECTIVE:

- I. General Requirements
 - A. Workers will be referred for work programs per DOC 700.000 Work Programs in Prisons.
 - B. Priority will be given to filling vacant facility support positions that are vital to facility operations.
 1. If a worker is suspended due to a reduction in work, an equivalent position will be offered when work becomes available.
 - C. Workers will only be assigned to more than the equivalent of one full-time position when there are more positions than workers.
 - D. Workers will receive disease/infection prevention training and immunizations per DOC 670.000 Communicable Disease, Infection Prevention, and Immunization Program.
 - E. Contracts are only required for work programs providing services to a public-benefit nonprofit organization, registered and authorized by the Internal Revenue Service (IRS) as either a 501(c)(3) charitable organization or 501(c)(4) social welfare organization.
 1. Contracts will be established and maintained per DOC 220.010 Contracts.
- II. Program Classification
 - A. Facilities will use site specific program descriptions for work assignments. Program descriptions require Correctional Program Manager approval and will be maintained at the facility and available for worker access.

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- B. Levels within each program (e.g., Clerk 1, Clerk 2, Clerk 3) may be developed, but are not required.

III. Health Care Assignment

- A. Workers, under employee/contract staff supervision, may perform duties related to health services consistent with their level of training, including:

1. Peer support and education.
2. Assisting impaired incarcerated individuals on a one-on-one basis with activities of daily living (e.g., access assistant).
3. Serving as a companion or buddy, if qualified and trained through a formal program that is part of end-of-life care or a suicide prevention plan.
4. Operating diagnostic or therapeutic equipment.
 - a. Workers must be under direct supervision by specially trained employees/contract staff in a vocational training program.

- B. Workers will not be used to provide the following duties:

1. Performing direct patient care services
2. Scheduling health care appointments
3. Determining access of patients to health care services
4. Handling or having access to surgical instruments, syringes, needles, medications, or health records

IV. Compensation

- A. Workers will only be compensated for hours worked. Compensation must be supported within facility budgeted funds and will not exceed \$40 per week.

1. Compensation for workers assigned to blood/body fluid or potentially infectious material cleanup may exceed the weekly allowance but will not exceed \$2.40 for each cleanup.

- B. Exceptions to compensation, including flat rate compensation assignments, require written, advance approval from the appropriate Assistant Secretary for Prisons/designee.

DEFINITIONS:



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

ATTACHMENTS:

None

DOC FORMS:

None