



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/REENTRY
FACILITY/SPANISH MANUAL

REVISION DATE
5/28/25

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NUMBER
DOC 320.180

POLICY

TITLE
**SEPARATION, PROHIBITION, AND
RISK MITIGATION MANAGEMENT**

REVIEW/REVISION HISTORY:

- Effective: 8/23/99
- Revised: 10/1/02
- Revised: 4/14/08
- Revised: 11/1/08
- Revised: 1/18/11
- Revised: 3/9/21
- Revised: 2/10/22
- Revised: 7/17/23
- Revised: 5/28/25

SUMMARY OF REVISION/REVIEW:

Major changes to include title change and risk mitigation designation. Read carefully!


APPROVED:

Signature on file

TIM LANG, Secretary
Department of Corrections

5/4/25

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 42.56.240](#); [RCW 72.09.745](#); DOC 300.380 Classification and Custody Facility Plan Review; DOC 470.500 Security Threat Groups

POLICY:

- I. The Department has established guidelines to assess incarcerated individuals for separation, prohibition, and risk mitigation designation concerns to ensure safety and facility security.
 - A. Separation is defined as administrative separation of individuals who may be aggressors, victims of aggressors, or a threat to the orderly operation of a facility.
 - B. Facility/state prohibition is defined as precluding individuals from a facility/state assignment due to verified circumstances that would put anyone in jeopardy.
 - C. Risk mitigation designation is defined as:
 1. Protective custody (i.e., individuals with victimization indicators that cannot be mitigated in general population at a major facility), and
 2. Safe harbor (i.e., individuals with validated threats of violence from a gang/Security Threat Group (STG)).
 - a. Gang/STG membership is assessed and monitored per DOC 470.500 Security Threat Groups.
- II. The Department will attempt to place individuals in settings consistent with good management and risk mitigation practices, and in the least restrictive custody setting required to maintain safe, orderly, and effective correctional practices.

DIRECTIVE:

- I. General Requirements
 - A. An individual's separation, prohibition, and risk mitigation designation may be confidential to the extent permissible per RCW 42.56.240 and RCW 72.09.745.
 1. Employees/contract staff may discuss information on a need-to-know basis to facilitate classification decisions and/or determine the need for continued separation.

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2. Case managers, investigative employees, or employees designated by the Superintendent will discuss the need for continued separation with the individual.

B. Separation status, facility/state prohibitions, and risk mitigation designations will be reviewed using file information, interviews with the individual, observations, verifiable input from employees/contract staff, and review of pertinent records.

II. General Responsibilities

A. The Superintendent/Reentry Center Manager (RCM) will:

1. Establish processes to implement the use of separations, facility prohibitions, and risk mitigation designations.

2. Designate an employee/contract staff to manage the separation/prohibition/risk mitigation designation issues for the facility.

a. A Correctional Program Manager/Captain or higher rank will be designated in Prisons.

B. The Classification and Case Management Administrator will chair the Facility/State Separation and Prohibition (FASSAP) Committee, which will:

1. Consist of the following or their designee:


- a. Headquarters Operations/Logistics Classification Manager
- b. Chief of Investigative Operations
- c. Mission Housing Administrator

2. Coordinate with applicable facility employees/contract staff to periodically review current prohibitions for continued placement.

3. Offer Superintendents/RCMs or their designees the opportunity to present requests and supporting documentation.

C. The Chief of Investigative Operations/designee will chair the Safe Harbor Committee, which will consist of the:

- 1. Special Investigative Services Investigator
- 2. Intelligence and Investigations Unit Investigator
- 3. Classification and Case Management Administrator/designee
- 4. Headquarters Classification Corrections Specialist 4
- 5. Superintendent/designee

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6. Mission Housing Administrator/designee

D. The Classification and Case Management Administrator/designee will chair the Protective Custody Review Committee, which will consist of the following:

1. Chief of Investigative Operations/designee
2. Headquarters Classification Corrections Specialist 4
3. Administrative Segregation Corrections Specialist 2
4. Mental health professional
5. Stakeholders identified by the chair
6. Correctional Program Manager/designee for Baker/Adams/Rainier units

a. The Correctional Mental Health Unit Supervisor for Baker/Adams/Rainier units may attend.

E. Each committee will meet weekly to address requests unless emergent.

III. Separation and Facility/State Prohibitions

A. Separation levels include:

1. Cell/room - Individuals can have routine contact, but may not be assigned to the same cell
2. Tier - Individuals can have routine contact, but should not be assigned to cells near each other
3. Unit - Individuals can have incidental contact in programming and/or recreation areas
4. Quad - Individuals might have contact in areas (e.g., Health Services building), but contact should be rare, incidental, and not predictable (e.g., an individual housed at AHCC-MSU could have a quad separation housed at AHCC Main)
5. Facility - Individuals should not be housed at the same Prison or Reentry Center, but may be housed at a different facility within the same complex
6. State - Individuals should be placed out-of-state

B. Individuals may be separated through program scheduling (e.g., work assignment, education) or placement in restrictive housing.

C. Screening of an individual for protection/threat concerns will be documented on DOC 17-087 Separation/Prohibition Addition/Removal and conducted:



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1. Within one business day of admission/facility assignment change transfer.
2. During any classification review when a Custody Facility Plan is completed.
3. When the need is verified through:
 - a. Police report
 - b. Court document
 - c. Department/jail reports
 - d. Media reports
 - e. Department investigative services
 - f. Other Department documents (e.g., serious infraction/incident report)
- D. For cell/room, tier, unit, or quad separations, the case manager will submit the request to the Superintendent/RCM or designee, who will remove separations that are no longer valid and approve/deny new entries.
- E. For facility/state prohibitions, the Superintendent/RCM or designee will submit the request, along with all related information (e.g., investigative information, professional summary), to the FASSAP Committee for approval/denial.
 1. The Superintendent/RCM or their designee may contact the Headquarters Classification Unit if there are concerns based on new information, or suspicion that an error has been made.
 - a. The Classification and Case Management Administrator/designee will resolve the dispute or refer the case to the Senior Director for Comprehensive Case Management for review.
- F. Separation information will be entered into the Separation section of the individual's electronic file, which will include:
 1. The individual's name, DOC number, facility, and date of incident
 2. Reason for separation, level of separation, and status
 3. Individuals who are a threat and individuals who are threatened
 4. Employee/contract staff who made the entry
 5. Narrative statements identifying specific separation issues
- G. Facility/state prohibition information will be entered into the Prohibited Placement section of the individual's electronic file and will list the facility(ies)/state(s) from which the individual is prohibited for security reasons.


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IV. Risk Mitigation Designation

- A. Employees/contract staff will report potential protective custody concerns using DOC 21-169 Protective Custody Review.
- B. Individuals who do not feel safe due to specific gang/STG concerns may request safe harbor status using DOC 21-168 Safe Harbor Statement.
 - 1. Individuals who participate in the gang/STG debriefing process will not require approval by the Safe Harbor Committee. The gang/STG Coordinator will provide the Safe Harbor Committee Chair with supporting documentation.
- C. Decisions will be documented in the individual's electronic file, including the reason for each committee member's decision.
 - 1. Individuals may appeal the committee's decision within 10 business days of being notified using DOC 21-170 Risk Mitigation Designation Appeal.
 - a. Decisions made in response to an appeal will be final.
- D. Individuals approved for risk mitigation designation should only be housed where threats of victimization have been mitigated and/or limited gang/STGs are present.
- E. Individuals assigned a risk mitigation designation at the time of release, and are returned to confinement, will be reassessed through the classification process.
- F. Employees/contract staff will refer to the Risk Mitigation Designation Job Aid located on the Department's internal website for more information.

V. Review and Re-verification

- A. Individuals will be separated only as long as the need exists. Each individual's active separation and/or facility prohibition status will be reviewed, re-verified, and documented during the individual's regularly scheduled review and as circumstances require.
 - 1. Inactive status does not need to be verified annually.
 - 2. The individual's Custody Facility Plan will document the Facility Risk Management Team recommendations of separation conflicts and re-verification, and changes in the Separation and Prohibited Placement sections in the electronic file.

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3. Verifications beyond the current facility will be done through the Intelligence and Investigation Unit, if required.
- B. If risk no longer exists, or the non-aggressor requests reconsideration of separation status, the separation status may be changed from active to inactive and documented on DOC 17-087 Separation/Prohibition Addition/Removal.
 - C. Risk mitigation designation will be reviewed as necessary, including claims of self-defense, to ensure the individual is housed appropriately.
 1. The individual may be administratively removed from risk mitigation designation if the applicable committee determines that:
 - a. There is no longer a threat to the individual,
 - b. The individual has predatory or violent behavior, or
 - c. The individual is participating in gang/STG activities.
 2. A Custody Facility Plan change will be initiated if the individual is removed from risk mitigation designation status.
 - D. The individual's electronic file should be reviewed to verify if a concern exists and updated if needed before recommending transfers and/or program assignments.
 1. Caution must be taken to ensure an individual is not attempting to avoid placement at a particular facility or work/program assignment.
 - E. If a conflict arises at the time of a transfer, employees/contract staff may request the individual be redirected to a different facility or a custody override per DOC 300.380 Classification and Custody Facility Plan Review.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

- DOC 17-087 Separation/Prohibition Addition/Removal
- DOC 21-168 Safe Harbor Statement
- DOC 21-169 Protective Custody Review
- DOC 21-170 Risk Mitigation Designation Appeal