



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
**WORK RELEASE
OFFENDER MANUAL**

REVISION DATE
6/22/15

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NUMBER
DOC 610.300

POLICY

TITLE
**HEALTH SERVICES FOR
WORK RELEASE OFFENDERS**

REVIEW/REVISION HISTORY:

- Effective: 12/15/89
- Revised: 5/20/03
- Revised: 12/22/04
- Revised: 6/21/05
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- Revised: 12/12/09
- Revised: 2/25/11
- Revised: 3/11/13
- Revised: 5/12/14
- Revised: 6/22/15

SUMMARY OF REVISION/REVIEW:

II.A. - Removed dental evaluation requirement

APPROVED:

Signature on file

G. STEVEN HAMMOND, PhD, MD, MHA
Chief Medical Officer

5/18/15

Date Signed

Signature on file

KEVIN BOVENKAMP,
Assistant Secretary for Health Services

5/19/15

Date Signed

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

5/26/15

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [ACA 4C-01](#); [ACA 4C-02](#); [ACA 4C-06](#); [ACA 4C-07](#); [ACA 4C-12](#); [ACA 4C-13](#); [ACA 4C-14](#); [ACA 5A-10](#); [DOC 200.000 Trust Accounts for Offenders](#); [DOC 280.500 Records Management of Official Offender Files](#); [DOC 300.550 Monitoring Graduated Community Access](#); [DOC 310.610 DNA Samples](#); [DOC 350.270 Extraordinary Medical Placement](#); [DOC 420.110 Escorted Leaves, Furloughs, and Special Transports for Offenders](#); [DOC 490.800 Prison Rape Elimination Act \(PREA\) Prevention and Reporting](#); [DOC 610.110 Transfer of Offenders for Health Reasons](#); [DOC 640.020 Offender Health Records Management](#); [DOC 650.020 Pharmaceutical Management](#); [DOC 650.080 Pharmaceutical Waste Management and Returning Viable Products](#); [Health Information and Patient Education Self-Help Guide](#); [Health Information Management Protocols](#); [Pharmaceutical Management and Formulary Manual](#); PREA Standards 115.283(d)-(f)

POLICY:

- I. [4C-01] Offenders who are on Work Release status will have unimpeded access to health care.

DIRECTIVE:

- I. Offender Responsibility
 - A. When health services are not provided by the Department, offenders will need to secure funding for their health care through appropriate means, such as basic health plans, the Veteran's Administration, their employer, or personal resources.
- II. Work Release Admissions
 - A. Before transferring to Work Release, offenders must have DNA testing per DOC 310.610 DNA Samples.
 - B. [4C-06] Qualified health services or health trained employees/contract staff will screen offenders using DOC 14-026 Work Release Health Screening. Rap House/Lincoln Park Work Release will use DOC 13-399 Health Screening for Work Release.
 - C. Facility employees/contract staff will review DOC 13-455 Transfer Summary for Work Release for pending health care issues or needs when the offender arrives.
 - D. All offenders entering a Work Release directly from the community will have a medical examination and, if needed, tuberculosis (TB) test no later than 14 days after arrival. [4C-07]

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1. The offender will have the health care provider complete DOC 13-373 Work Release Medical Examination and, if needed, DOC 14-046 Consent - TB Skin Test.
2. The Department will cover the cost of the exam/test through established agreements or contracts with the health care providers.

III. Medical Costs

- A. Health care expenses are the financial responsibility of the offender, with the exception of expenses for offenders at Rap House/Lincoln Park Work Release and any expenses for care provided to an alleged victim of sexual misconduct as defined by DOC 490.800 Prison Rape Elimination Act (PREA) Prevention and Reporting.
 1. Offenders who develop extensive health problems beyond their ability to pay, or who require extensive hospitalization or recuperation, may be transferred to a Prison for care per DOC 610.110 Transfer of Offenders for Health Reasons.
 - a. The Community Corrections Supervisor (CCS)/designee will contact Health Services at Headquarters to determine the most appropriate, cost effective option and placement.
 - 1) During business hours, the CCS/designee will call the Headquarters Health Services Unit and ask for a Utilization Management Nurse.
 - 2) During non-business hours, the CCS/designee will call the Statewide Physician-on-Call at (360) 725-8728.
 - a) If the Physician-on-Call cannot be reached, the CCS/designee will call any facility Medical Director, on-call Physician Assistant, Nurse Practitioner, or the Headquarters Duty Officer and ask to be connected to the Physician-on-Call.
 2. If a transfer to a Prison is not possible, the most cost effective care available will be used. The Department will pay in full the immediate costs of health care for indigent offenders, or the partial costs when offenders have exhausted funds to the point that they are indigent.
 - a. All payments must have prior approval from the Chief Medical Officer/designee. If a medical emergency prevents prior approval,

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the Chief Medical Officer/designee will be notified as soon as possible after the emergency.

- b. The offender's health care costs paid for by the Department will be added as debt to the offender's account for future repayment per DOC 200.000 Trust Accounts for Offenders.

- B. In the case of sexual misconduct, the Appointing Authority will authorize payment and coverage of medically necessary treatment and any identified mental health treatment.

- 1. A victim of sexual misconduct will not have debt added to his/her account for any medical or mental health treatment received as a result of reported sexual misconduct, whether or not s/he names the abuser or cooperates with any related investigation.

IV. Health Care Treatment

- A. [4C-02] The Chief Medical Officer is the designated Health Authority for Work Releases that do not have on-site medical services.
 - 1. At Rap House/Lincoln Park Work Release, the Registered Nurse is the designated Health Authority.
- B. Health services are only provided by health care professionals acting within the scope of activities authorized by law.
- C. Offenders will be given DOC 20-109 Point-to-Point Pass to attend approved health care appointments per DOC 300.550 Monitoring Graduated Community Access.
- D. When attending health care appointments, and/or medical examinations related to serious, infectious, or communicable diseases, offenders will take DOC 14-016 Community Health Care Report for the health care provider to complete. The offender will return the completed form to the Work Release.
- E. Facilities will ensure that all offenders who report being a victim of sexual misconduct have access to local community providers for medical treatment and mental health evaluation, as appropriate.
 - 1. If an offender is transported to a community health care facility, employees/contract staff will:

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- a. Notify the Work Release/Residential Program Administrator during business hours, or the Statewide Work Release Duty Officer after hours.
 - b. Ensure that the community health care facility personnel are notified of the reported misconduct.
 - c. Take steps to protect the victim upon return from the community health care facility.
- F. For offenders identified as the perpetrator in a substantiated allegation of sexual misconduct, employees/contract staff will submit a referral for a community mental health evaluation.
1. If the offender refuses to participate in the evaluation, s/he will be transferred to a Prison for evaluation and offered ongoing treatment as assess risk.
- G. Female offenders housed in a Work Release will have access to pregnancy management services. [4C-14]
1. If pregnancy is the result of sexual misconduct which took place while incarcerated, the offender will receive timely and comprehensive information and treatment related to lawful pregnancy-related services.
- H. For the purpose of handling emergencies, local procedures should provide for:
1. On-site emergency first aid and crisis intervention
 2. Use of nearby hospitals and/or other methods of obtaining assistance
 3. Emergency evacuation of an offender from the facility
 4. Use of emergency vehicles for immediate transfer of the offender
 5. A back-up plan in the event usual health care services are unavailable
 6. Documentation of any health services provided
- I. Emergency medical furloughs will be handled per DOC 420.110 Escorted Leaves, Furloughs, and Special Transports for Offenders.
- J. Extraordinary medical placements will be handled per DOC 350.270 Extraordinary Medical Placement.
- V. Medication
- A. Facility employees/contract staff will assume initial control over all medications.

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1. [4C-12] Issuable medication and Over the Counter (OTC) items, as defined in the Pharmaceutical Management and Formulary Manual, may be returned to the offender for self-administration.
 - a. All issuable medications must be maintained in their original packaging.
 - b. Sharing of medications is prohibited. Offenders sharing medications will be subject to a violation.
2. If necessary for security or safety reasons, all medications, including OTC items, may be kept behind the counter and given to the offender one dose at a time for self-administration. [4C-12]
3. An employee/contract staff will observe the offender self-administering non-issuable medication to verify issuance complies with a doctor's order/ prescription label. [4C-12]
4. [4C-13] Distribution of issuable medication and self-administration of non-issuable medication will be logged on DOC 14-047 Medication Log - Work Release.
 - a. At Rap House/Lincoln Park Work Release, issuance or administration will be logged on the Medication Administration Record (MAR).
- B. If a prescribed medication is not listed as issuable in the Pharmaceutical Management and Formulary Manual, it will be handled as non-issuable until a determination is made by a Department Pharmacist. This will be logged on DOC 14-047 Medication Log - Work Release.
 1. [4C-13] Logs will be audited monthly and documented by the auditing employee/contract staff's signature and date on the line below the final entry audited. Any discrepancies will be reported to the CCS immediately.
- C. Controlled substances must be placed in a locked cabinet. The CCS will be responsible for limiting access to the cabinet.
- D. Employees/contract staff will ensure needles and syringes are disposed of in appropriate containers.
- E. Disposal of pharmaceutical waste will be handled per DOC 650.080 Pharmaceutical Waste Management and Returning Viable Products.

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VI. On-site Health Services at Rap House/Lincoln Park Work Release

- A. Some on-site health services are provided at Rap House/Lincoln Park Work Release. All health services provided to offenders will be documented per the Health Information Management Protocols. Medications at Rap House/Lincoln Park Work Release will be managed per DOC 650.020 Pharmaceutical Management.
- B. When an offender is transferred to Rap House/Lincoln Park Work Release, his/her offender health record will be handled per DOC 280.500 Records Management of Official Offender Files.
- C. Current credentials and job descriptions will be maintained on file in the facility.

VII. Health Record Disclosure

- A. Health information may be disclosed to facility employees/contract staff on a need to know basis per DOC 640.020 Offender Health Records Management.

VIII. Health Education

- A. [5A-10] Offenders should have access to the following health information. Information on these and other topics may be found in the Health Information and Patient Education Self-Help Guide:
 - 1. Medical services and immunizations
 - 2. Personal hygiene
 - 3. Dental hygiene
 - 4. Nutrition
 - 5. Venereal disease
 - 6. HIV and AIDS
 - 7. TB and other communicable diseases
- B. Offenders who are victims of sexual misconduct which took place while incarcerated will receive information and access to services and treatment for sexually transmitted infections (STIs) and emergency contraception as medically appropriate.

DEFINITIONS:

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

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ATTACHMENTS:

None

DOC FORMS:

- [DOC 13-373 Work Release Medical Examination](#)
- [DOC 13-399 Health Screening for Work Release](#) [4C-06]
- [DOC 13-455 Transfer Summary for Work Release](#)
- [DOC 14-016 Community Health Care Report](#)
- [DOC 14-026 Work Release Health Screening](#) [4C-06]
- [DOC 14-046 Consent - TB Skin Test](#)
- [DOC 14-047 Medication Log - Work Release](#) [4C-13]
- [DOC 20-109 Point-to-Point Pass](#)