



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
**OFFICE OF THE SECRETARY**

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May 5, 2017

**TO:** David Schumacher,  
 Director Office of Financial Management

**FROM:** Stephen Sinclair, Secretary  
 Department of Corrections

**SUBJECT:** Contingency Planning For State Agency Operations on July 1

We have reviewed our operations using the criteria you provided and developed contingency plans should the operating and capital budgets fail to be passed by the legislature before July 1, 2017. Implementation of these plans will be complex and flexibility will be necessary as adjustments will certainly be required.

An estimated 5,136 Department of Corrections (DOC) staff will be working under these plans providing care and custody required by the constitution and meeting the requirements of federal law. Of that total, an estimated 85 personnel will be working at DOC headquarters. This includes 19 staff operating an emergency operations center on a 24-hour basis to ensure safe operations, 22 Information Technology staff maintaining data and voice networks and access to mission critical systems, and additional operational staff necessary for DOC. An estimated 3,383 DOC staff will be temporarily laid off.

**1. Services provided with funding from the transportation budget.**

a) None

**2. Services provided with funding that is non-appropriated includes:**

<b>Number of Staff</b>	<b>Description of Service</b>
3	Fund 206 – Cost of Supervision Staff collect and process of Cost of Supervision fees from supervised individuals in the community.
20	Fund 11K – Washington Auto Theft Prevention Security specialists for prison operations
384	Fund 401 – Correctional Industries (CI) Revolving Staff provide operations in prisons including critical institutional support such as food factories, close loop food, laundry services and manufacturing of incarcerated individual clothing.
23	Fund 800 – Institutional Welfare and Betterment Staff support prison recreation, law library, and family services staff.

Some of these non-appropriated funded staff could support other operations on a temporary basis.

### **3. Services based on constitutional mandates and federal law:**

#### **Limited Prison Operations – An estimated 4,689 Staff**

All DOC prison facilities will provide a constitutional level of care and custody for those incarcerated individuals under DOC jurisdiction and control as of midnight June 30, 2017. No new admissions will be accepted to DOC custody beginning July 1, and extending until budget authority is restored. During that time, counties will be required to hold any incarcerated individuals due to be transferred to DOC in their jails. Prison releases will continue during the shutdown to comply with the incarcerated individual's sentences; however release notifications to law enforcement and/or victims will cease. Incarcerated individuals who will be on community supervision, and must have an approved residence, will not release prior to having community field supervision available and/or up to their maximum expiration date.

Prison operations will be limited to safety and security, health care (including medical, mental, dental, chemical dependency treatment, and pharmaceutical services), food services, facility sanitation, religious services, incarcerated individual mail and telephone access, incarcerated individual grievances and access to the courts, core plant maintenance and systems (such as security electronics, water, electricity, waste water treatment facilities and steam plants), providing and laundering incarcerated individuals' clothing, access to recreation and exercise, and compliance with the Prison Rape Elimination Act (PREA). All prison facilities will operate with restricted incarcerated individuals' movement, reducing congregate activity. Incarcerated individuals' will have limited time out of their cells to provide for meals, hygiene needs, dayroom activities, and access to recreation yards.

Programming and activities will be limited to incarcerated individual work that supports the institutions such as food service, plant maintenance, custodial services and chemical dependency treatment. Additionally, Correctional Industries work programs are non-appropriated and will continue to operate.

An estimated 4,689 staff are necessary to provide limited prison operations, seven (7) days a week 24-hours a day. The largest categories of staff include over 3,200 custody staff and an estimated 760 health care services staff. Also included are staffing necessary for, but not limited to: substance abuse treatment, information technology, warehousing/purchasing, maintenance, PREA, safety, chaplains, records, and a limited level of management staff. This staffing is adequate for a short state shutdown, but will need to be adjusted depending on the duration. Continued operations at this staffing level and with limited incarcerated individuals' movement can lead to problems associated with idleness. Historic experience has shown increased incarcerated individuals' disciplinary actions, victimization, and violence occur when incarcerated individuals' idleness increases in conjunction with limited staffing.

### **Limited Stewardship of McNeil Island for DSHS operations – Approximately 33 Staff**

The DOC CI will be required to maintain the marine department to continue to provide ferry and barge traffic to the island. Maintenance staff will also be necessary to continue operating the water treatment and distribution system. These are both necessary to ensure continued operations of the Special Commitment Center on McNeil Island.

### **Limited Community Corrections Operations – Approximately 447 Staff**

Community supervision will be significantly limited with limited staffing; the only supervised individuals will be those under the Interstate Compact in accordance with federal law, supervised individuals under the Less Restrictive Alternative, supervised individuals in our Work Release facilities, and those designated for Extraordinary Medical Placement as approved by the Secretary. All other supervision will be suspended including contact standards, supervised individuals reporting, and the swift and certain response for violations.

### **Interstate Compact / Agreement on Detainers**

Our DOC community field offices will be locked with minimal staffing supervising the Interstate Compact supervised individuals and responding to new offenses and imminent threats. There will not be 24-hour monitoring and response to Global Positioning System alerts for sexually violent predators on conditional release or next business day response to alerts for level 2 or 3 sex offenders. The 24-hour warrants desk will be operated on a reduced basis. Supervised individuals in residential Drug Offender Sentencing Alternative beds and supervised individuals in the community receiving substance abuse treatment will continue treatment.

The DOC supervised individuals housed as of June 30, in local or tribal jails/correctional facilities will continue to serve their sanction time and will be released when their sanction is completed. Supervised individuals awaiting a scheduled hearing will also be held. Administrative hearings and appeals that were scheduled by June 30, 2017 will be completed. Hearings Officers and Community Corrections staff will complete all violation hearings for in-custody supervised individuals, following due process. Upon completion of the hearing processes, the identified staff will be temporarily laid off. Sufficient staff will remain on duty to facilitate the release of violators upon completion of their sanction and then will also be temporarily laid off. Outstanding Secretary's arrest warrants will be suspended.

### **Work Release**

Work Release will continue to operate as partial confinement, but with limited operations, given the population is under the care, control and custody of the state. The only approved passes to leave the facility will be for existing work. The constitutional level of care and custody will continue to be provided similar to prison. Releases will continue consistent with their sentence.

These limited community operations will require an estimated 447 staff. The largest category of staff includes an estimated 223 Community Corrections Officers supervising individuals, and an estimate 90 Work Release staff. Also included are staffing necessary for, but not limited to: hearings officers, community corrections supervisors, warrants desk to respond to law enforcement, and records.

**Limited Indeterminate Sentence Review Board (ISRB) Hearings – 4 Staff**

Hearings conducted by the ISRB will be limited to Community Custody Board individuals (certain serious sex offenses with a determinate plus sentences). These hearings are held in prison and determine whether the incarcerated individual is releasable. Four (4) staff will be necessary including two (2) Board members, a hearings investigator, and a records technician.

**4. Immediate response to issues of public safety**

An initial response to incidents such as prison disturbances, major criminal behavior in the community threatening public safety, or natural disaster would include the staffing included above; however additional personnel may be called in to work depending on the scope and nature of the issue. In addition, headquarters will have minimal ability to coordinate emergency response.

I sincerely hope these plans do not have to be put into action, but we stand ready to do so if necessary.

If you should have any questions regarding this submittal, please contact our DOC Chief Financial Officer, Sarian Scott, at (360) 725-8270 or via email at [sarian.scott@doc.wa.gov](mailto:sarian.scott@doc.wa.gov).

Sincerely,

  
Steve Sinclair  
Secretary

cc: Richard Pannkuk, Office of Financial Management (OFM) Senior Budget Analyst  
Trisha Newport, OFM Analyst  
Jody Becker, Deputy Secretary  
Sarian Scott, Chief Financial Officer