



# King County

1200 King County  
Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Meeting Agenda Law and Justice Committee

**Councilmembers:** *Larry Gossett, Chair; Kathy Lambert, Vice-Chair  
Claudia Balducci, Rod Dembowski, Reagan Dunn, Jeanne Kohl-Welles*

**Staff:** *Clif Curry, Lead Staff (206-477-0877)  
Marka Steadman, Committee Assistant (206-477-0887)*

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1:30 PM

Tuesday, June 14, 2016

Room 1001

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Pursuant to K.C.C. 1.24.035 A. and F., this meeting is also noticed as a meeting of the Metropolitan King County Council, whose agenda is limited to the committee business. In this meeting only the rules and procedures applicable to committees apply and not those applicable to full council meetings.

1. **Call to Order**

2. **Roll Call**

To show a PDF of the written materials for an agenda item, click on the agenda item below.

3. **Public Comment**

4. **Approval of Minutes**

[May 10, 2016 meeting pp. 3-4](#)

### Briefing

5. [Briefing No. 2016-B0107 pp. 5-40](#)

Initial Review of the Department of Adult and Juvenile Detention's Data and Programs Related to Addressing Racial Disproportionality and Disparities for Juveniles in the King County Criminal Justice System

*Pam Jones, Director, Juvenile Detention Division, Department of Adult and Juvenile Detention  
Anne Lee, Executive Director, TeamChild*

6. [Briefing No. 2016-B0127 pp. 41-98](#)

A review of the Department of Adult and Juvenile Detention's Process for Background Checks for Allowing Volunteers and Others Access to County Adult and Juvenile Correctional Facilities

*William Hayes, Director, Department of Adult and Juvenile Detention  
Corrina Hyatt, Commander, Kent Division, Department of Adult and Juvenile Detention*



*Sign language and communication material in alternate formats can be arranged given sufficient notice (206-1000).  
TDD Number 206-1024.*

*ASSISTIVE LISTENING DEVICES AVAILABLE IN THE COUNCIL CHAMBERS.*



## Discussion and Possible Action

7. [Proposed Ordinance No. 2016-0250](#) pp. 99-120

AN ORDINANCE relating to emergency jail housing; authorizing an emergency jail housing agreement between King County and Chelan county.

**Sponsors:** Mr. Gossett

*Clifton Curry, Council staff*

8. [Proposed Motion No. 2016-0261](#) pp. 121-126

A MOTION authorizing the department of adult and juvenile detention to accept a donation to the inmate welfare fund of religious materials valued at roughly four thousand five hundred dollars from the Islamic Center of Eastside, Bellevue Masjid.

**Sponsors:** Mr. Gossett

*Clifton Curry, Council staff*

## Briefing

9. [Briefing No. 2016-B0128](#) p. 127

Emergency Management: Insufficient Authority and Communication Hinder Emergency Preparedness and Response in King County

*Kymer Waltmunson, King County Auditor*

*Justin Anderson, Senior Management Auditor, King County Auditor's Office*

*Laina Poon, Principal Management Auditor, King County Auditor's Office*

## Other Business

10. **Grant Alerts** pp. 129-130

*- 2016-025 Kitchen Equipment Grant*

## Adjournment



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## Meeting Minutes

### Law and Justice Committee

*Councilmembers: Larry Gossett, Chair; Kathy Lambert,  
Vice-Chair  
Claudia Balducci, Rod Dembowski, Reagan Dunn, Jeanne  
Kohl-Welles*

*Staff: Clif Curry, Lead Staff (206-477-0877)  
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Tuesday, May 10, 2016

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#### DRAFT MINUTES

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1. **Call to Order**

*Chair Gossett called the meeting to order at 1:41 p.m.*

2. **Roll Call**

**Present:** 5 - Ms. Balducci, Mr. Dembowski, Mr. Gossett, Ms. Kohl-Welles and Ms. Lambert

**Excused:** 1 - Mr. Dunn

3. **Public Comment**

*The following individuals provided public comment:*

*Pearl Richard  
Alex Tsimerman*

4. **Approval of Minutes**

*Councilmember Lambert moved approval of the April 26, 2016, meeting minutes. There being no objections, the minutes were approved.*

### Briefing

**5. Briefing No. 2016-B0096**

Review of the King County Sheriff's Office's Data and Programs Related to Addressing Racial Disproportionality and Disparities in the King County Criminal Justice System.

*Greg Doss, Council staff, provided introductory comments. John Urquhart, King County Sheriff, briefed the Committee and answered questions from the members.*

**This matter was Presented**

**6. Briefing No. 2016-B0097**

Review of the Department of Adult and Juvenile Detention's Data and Programs Related to Addressing Racial Disproportionality and Disparities in the King County Criminal Justice System in the Adult Detention System.

*Clifton Curry, Council staff, briefed the Committee and answered questions from the members. Williams Hayes, Director, Department of Adult and Juvenile Detention, addressed the Committee and answered questions from the members.*

**This matter was Presented**

**7. Briefing No. 2016-B0098**

A briefing on the status of Puget Sound Emergency Radio Network (PSERN) implementation as required by Motion 14437.

*Rachelle Celebrezze, Council staff, briefed the Committee. David Mendel, Project Manager, Puget Sound Emergency Radio Replacement Network, addressed the Committee and answered questions from the members.*

**This matter was Presented**

### Other Business

*There was no further business to come before the Committee.*

### Adjournment

*The meeting was adjourned at 3:30 p.m.*

Approved this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Clerk's Signature



**King County**

**Law and Justice Committee**

**STAFF REPORT**

<b>Agenda Item:</b>	5	<b>Name:</b>	Clifton Curry
<b>Proposed No.:</b>	2016-B0107	<b>Date:</b>	June 14, 2016

**SUBJECT**

Initial Review of the Department of Adult and Juvenile Detention’s Data and Programs Related to Addressing Racial Disproportionality and Disparities for Juveniles in the King County Criminal Justice System.

**SUMMARY**

At the committee’s March 8<sup>th</sup> meeting, the Committee received an overview of plans to review racial disproportionality and disparities in the county’s criminal justice system. At the meeting, it was noted that King County had significantly reduced its secure detention populations, but had not impacted racial disparity in the county’s juvenile and adult justice systems. Nevertheless, staff noted that no other jurisdictions around the country appear to have been able reduce disparity in their systems using evidence-based best practices.

As a result of these conclusions, and because of continuing Council concerns related to disproportionality in the criminal justice system, staff developed a workplan to identify the scope of racial disparity in the county’s criminal justice system for both juveniles and adults; identify how the county’s criminal justice agencies are addressing disproportionality; and develop a framework to develop new approaches, programs, and other system improvements that could lead to reductions in disproportionality in the county. At its previous meetings, the Committee has received briefings from the Prosecuting Attorney’s Office, the Department of Public Defense, the Superior Court, and District Court to review their data and programs related to addressing racial disproportionality and disparities in the King County CJ system. At its May 10<sup>th</sup> meeting, the committee received an overview of the data related to adult disproportionality in Department of Adult and Juvenile Detention custody.

Today the Department of Adult and Juvenile Detention will provide data on the “current state” of its data and activities related to racial disparities in its operations and programs for its juvenile populations.

## **BACKGROUND**

Through the efforts of the County Council, Executive, and separately elected criminal justice officials, King County has taken significant steps to improve its criminal justice system for both adults and juveniles. The County has adopted policy frameworks for the use of secure detention while also establishing policy direction to develop alternatives to secure detention, as well as the need for treatment services in the community to reduce recidivism and improve public safety. As a result, even though the County's overall population has grown, the number of persons arrested, charges referred, charges filed, and the use of secure detention for adults and juveniles has declined significantly over the past 15 years.

In addition, King County has pursued an Equity and Social Justice Initiative and a King County Strategic Plan whose goals include the reduction of racial and economic disparity in the criminal justice system. Nevertheless, those goals have not been achieved. Because of shortcomings in the County's systems, and the need to inform a coordinated and comprehensive approach to reducing racial disparities in King County, the Chair of the Law and Justice Committee has asked staff to develop a workplan to shape a countywide approach to reducing racial disproportionality in the county's justice agencies. At the Committee's April 12<sup>th</sup> meeting members heard from the King County Prosecutor and Public Defender on these agency's data and programs related to racial disproportionality. At the committee's April 26<sup>th</sup> meeting the committee heard from the both the Superior and District Courts.

**Agency Background** The King County Department of Adult and Juvenile Detention (DAJD) has operated the county's juvenile detention system since 2002. The juvenile system had 1,815 admissions (bookings) in 2015, down from 2,111 admissions in 2014. The department houses an average of 56 pre- and post-adjudicated felons and misdemeanants every day (through May 2016).

Under state law, King County is required to operate a detention facility for juvenile offenders. Nevertheless, since 1999 the county has restricted admissions to its juvenile detention facility. Law enforcement agencies have minimum criteria that must be met before a youth can admitted to the county's juvenile detention facility at the Seattle Youth Service Center. The county has established "Juvenile Detention Intake Criteria" that identifies the circumstances in which a youth can be brought for admission to detention—which includes standards for what types of offenses the youth is being detained, prior and pending criminal history, and other specified circumstances (e.g., the youth cannot be identified and guardians notified). Law enforcement agencies must call Juvenile Probation Screening staff (part of the King County Superior Court, not DAJD) prior to bringing a youth to the Youth Services Center to determine if the youth is eligible for detention.

While detained, youth receive a medical assessment to determine if the youth is in crisis and needs immediate medical or mental health intervention. The youth also receives an assessment to determine the youth's appropriate placement in detention and any special

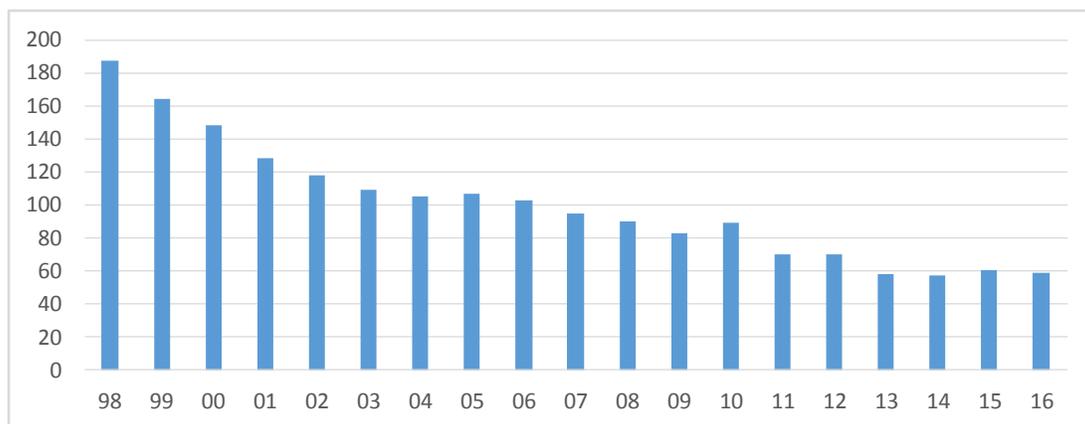
issues that may need to be addressed. During the week, detained youth attend school. The Seattle School District provides regular and special education. Detention (DAJD) staff work closely with probation (Superior Court) staff to keep probation advised when a youth is detained.

Juvenile detention also manages programs providing alternatives to secure detention for those youth who require monitoring but do not need to be detained in a secure setting. These programs include electronic home monitoring, day and evening reporting, group care and work crew.

**Data on Racial Disproportionality and System Disparities** The department, along with the Superior Court, the Department of Judicial Administration, Prosecutor’s Office, and the Office of Performance, Strategy and Budget, have maintained demographic data—including ethnicity, and gender—for juveniles with charges referred (that is, youth that have been arrested and their cases sent to the Prosecutor’s Office), charges filed, admissions to secure detention (booked), held in secure detention, and placed in alternatives to secure detention (see attached data). This data has been aggregated into reports since the county’s participation in the national Juvenile Detention Alternatives Initiative (JDAI) in 1999.

Overall, juvenile referrals, filings, and secure detention average daily population (ADP) has declined significantly since the adoption of the Juvenile Justice Operational Master Plan and JDAI. For example, the following chart shows the decline in ADP since 1998.

**Juvenile Secure Detention ADP**

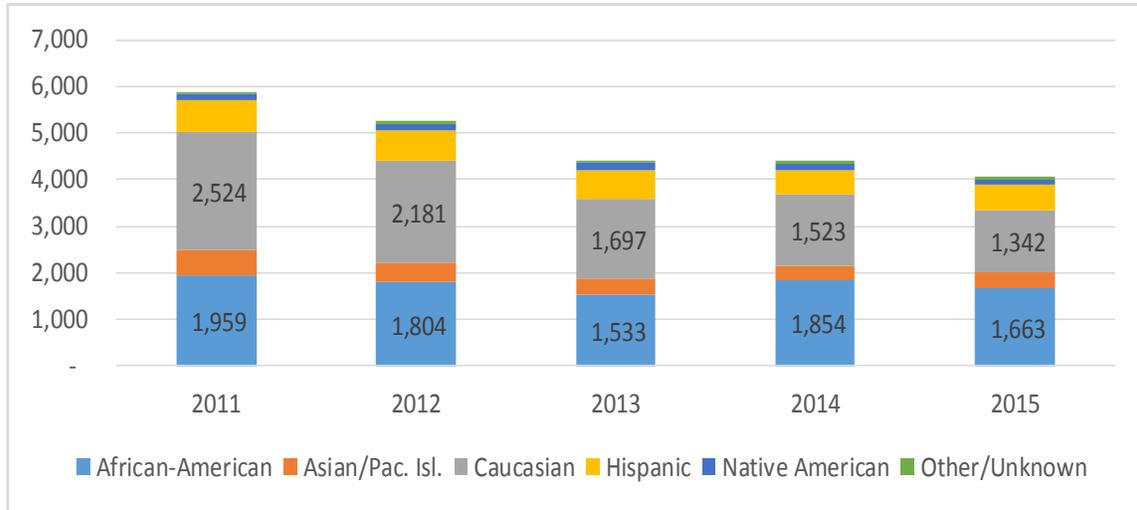


During this timeframe, the use of juvenile detention as measured by ADP has declined 68 percent, even though juvenile population significantly increased in the county during this time. The number of police referrals and charges filed during this timeframe has also decreased by similar margins. Nevertheless, from 1998 through 2015 youth of color have been significantly overrepresented in referrals, charged filed, and ADP.

The following graphs show juvenile offender demographic data for referrals from law enforcement agencies, criminal charges filed, and ADP for the period 2011 through 2015.

The first chart shows police referrals. Not all of these referrals are accompanied with admission into secure detention. In addition, this number does not include juvenile arrests that do not result in a referral.

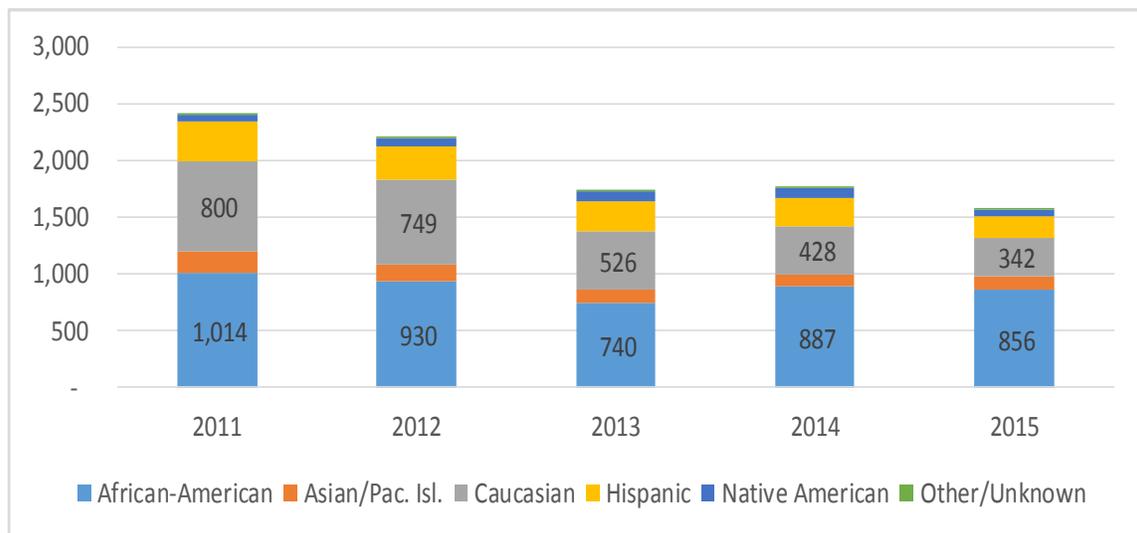
### Law Enforcement Referrals of Juvenile Offenders



During this period, referrals decreased from 5,889 in 2011 to 4,072 in 2015, a decline of 30.9 percent. However, racial disproportionality grew during the period where the referral of African-American youth increased from 33.3 percent of the total in 2011 to 40.8 percent in 2015.

The following graph shows the number of criminal filings, that is, where the Prosecutor's Office filed criminal charges—misdemeanor or felony—based on law enforcement referrals. This number does not include traffic related offenses or civil citations for juveniles.

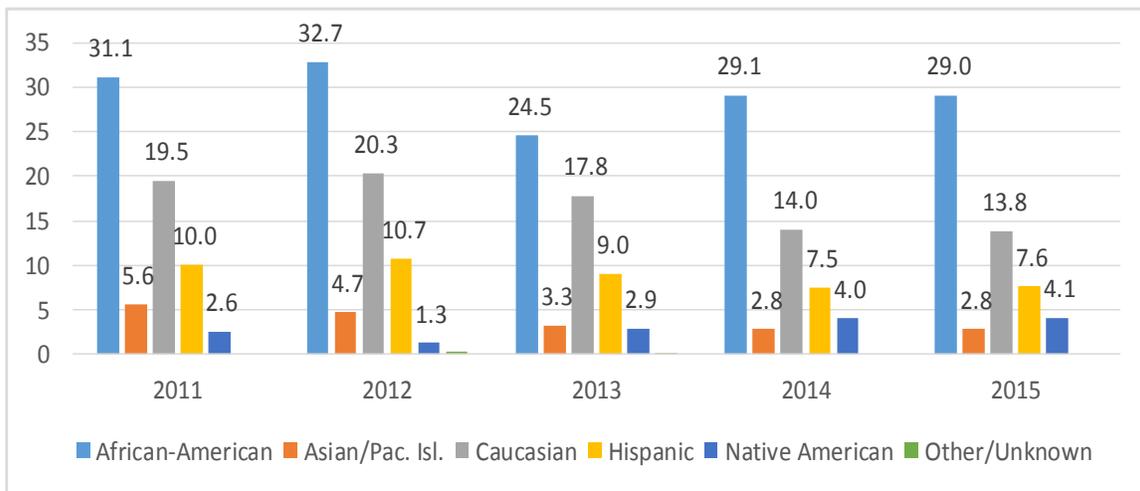
### Criminal Filings for Juveniles



Between 2011 and 2015, the total number of criminal charges filed declined by 34.4 percent. Nevertheless, similar to what was experienced with referrals, racial disproportionality grew during the period where filings for African-Americans increased from 42.1 percent of the total in 2011 to 54.2 percent in 2015. Furthermore, while numbers decreased for all groups, the number of filings for Caucasians declined by 57.3 percent, the decline for African-American filings dropped by just 34.4 percent.

According to 2014 demographic data from the U.S. Census, White youth, at 56.4 percent made up the bulk of juvenile population in the county. The county’s African American juvenile population made up an estimated 10.1 percent. The following table shows the demographic composition of the secure juvenile detention by ADP from 2011 through 2015.

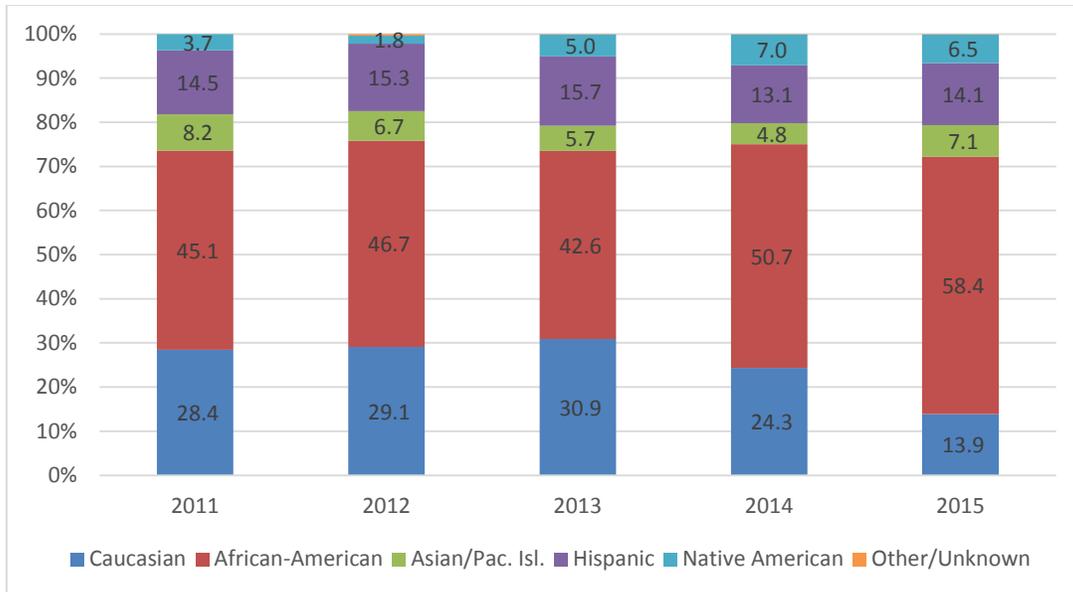
**Secure Juvenile Detention ADP**



This chart shows the general decline of overall ADP for youth in juvenile detention as measured by ADP.

The following chart, however, shows that throughout the period, the county has had disproportionate minority confinement of African Americans and other youth of color when compared to the population at large.

## Demographic Composition of the Secure Detention Population



In 2015, the percentage of African Americans of as part of the total secure detention ADP was 58.4 percent, and youth of color made up a total of 86.1 percent of the total. White youth as a percentage of the total ADP decreased from a high of 30.9 percent in 2013 to 13.9 percent in 2015.

It should be noted that data comparing the first quarter of 2015 to the same period for 2016 has shown some promising trends. Comparing January through March 2015 to 2016 total referrals have decreased by 16 percent, filings have decreased by 33 percent, and ADP has declined by about 2 percent. In each measure, the racial/ethnic disproportionality has also decreased for most groups. For example, referrals for African-Americans declined 17.9 percent in 2016 when compared to 2015 (where the proportion of the total referrals also declined from 42.7 percent to 41.8 percent). 2016 African-American filings declined by 36.9 percent (where the proportion of the total filings also declined from 52.7 percent to 49.7 percent). Finally, secure detention ADP also declined for African-Americans from 35.8 in 2015 to 30.7 in 2015 (lowering the disproportionality from 58.3 percent in 2015 to 51.6 percent).

**Current Programming.** In many ways, the county’s data for juvenile offenders is the most “robust” in the county and is made available to several juvenile justice oversight groups for use in formulating new policies and programs. These groups have used the data to develop and improve programs for youth. For example, the Family Intervention and Restorative Services (FIRS) program for diverting youth arrested for domestic violence came about after review of the composite juvenile data.

As noted above, the department operates the county's alternatives to secure detention programs. In addition, youth receive programming—such as mentoring—in addition to school while in detention. Further, the Superior Court, Prosecutor, and Judicial Administration operate a diversion programs for youth, along with therapeutic courts and family treatment/support services.

Representatives of the department have been invited to share with the committee any suggestions or thoughts they might have about the committee's effort to address the issue of racial disproportionality in the criminal justice system.

In addition, the Executive Director of TeamChild will brief members on her organization's perspectives on disproportionality in the juvenile justice system. TeamChild uses its legal expertise and community partnerships to break down barriers to community services in order to overcome the root causes of a youth's involvement in the juvenile justice system. TeamChild staff attorneys provide legal representation and advice to help youth assert their right to services that meet their basic needs. The staff attorneys also work directly with youth to identify goals and create a plan to achieve those goals. For example, TeamChild help children get back into school, find safe and stable housing, get healthcare and mental health services, and access other public support. Legal representation from TeamChild has been effective in reducing juvenile court involvement and improving access to education, healthcare, and housing. TeamChild staff also participate in task forces and workgroups in order to coordinate advocacy efforts and advance the rights of youth and TeamChild collaborates closely with other advocates working with vulnerable youth. TeamChild attorneys regularly provide technical assistance and consultation to other professionals working with youth, including public defenders, legal aid attorneys and other social service providers.

**INVITED:**

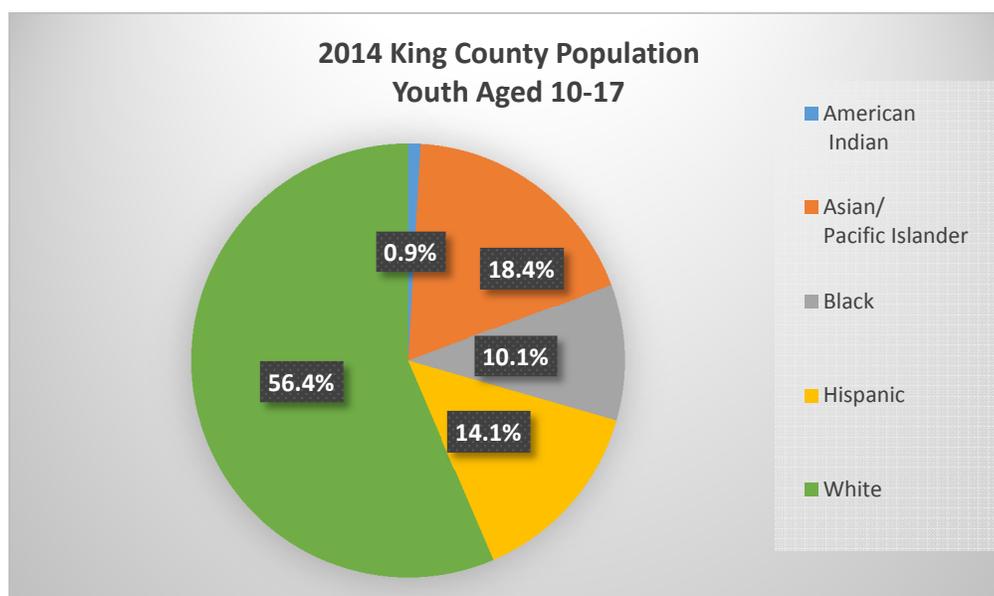
- Pam Jones, Juvenile Division Director, Department of Adult and Juvenile Detention
- Anne Lee, Executive Director, TeamChild

**ATTACHMENT:**

1. 2015 Referrals and Filings Disparity Analysis.
2. King County Juvenile Court Statistics, Referrals and Filings by Race/Ethnicity
3. King County Secure Juvenile Detention, Statistics by Race/Ethnicity
4. King County Juvenile Justice Statistics, Comparison of 2014 and 2015
5. King County Juvenile Justice Statistics, Comparison of 2015 to 2016 through March 31

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## 2015 Referrals and Filings Disparity Analysis



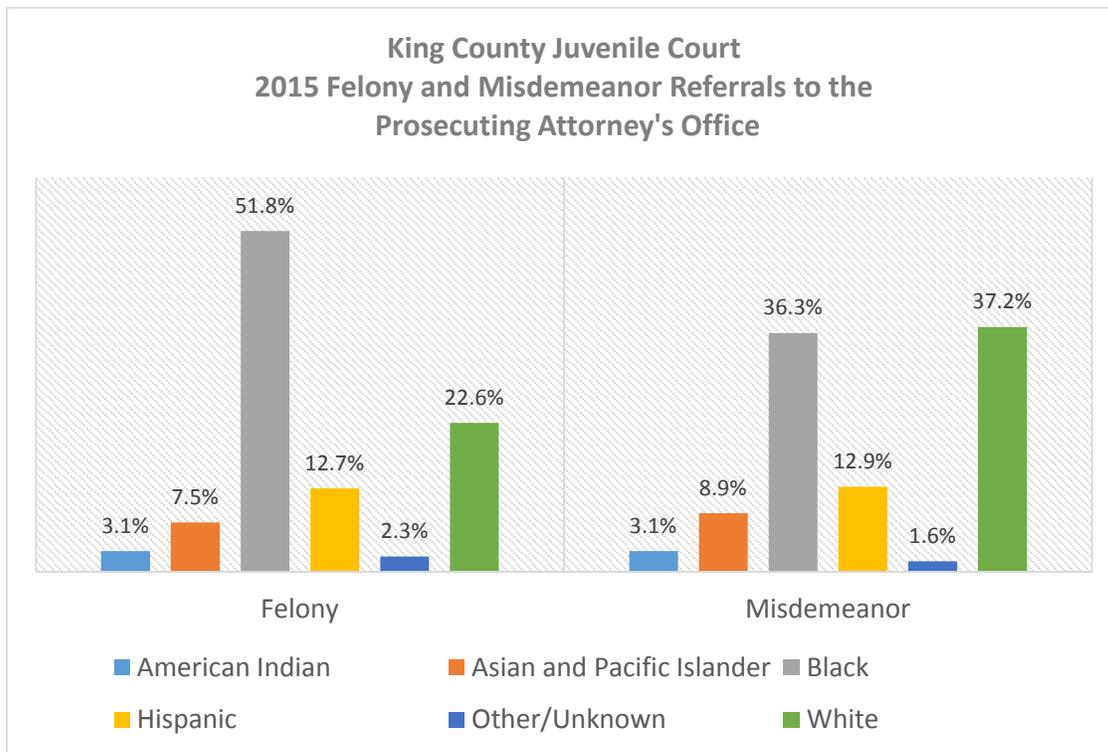
- White youth made up the bulk of the youth population in King County but only 33% of the referrals by law enforcement.
- In contrast, Black youth made up only 10% of the youth population but 42% of referrals.

### Referrals & Filings Overall

**Table 1. Referrals to the Prosecuting Attorney's Office in 2015**

Referrals to the Prosecuting Attorney's Office	American Indian	Asian/Pacific Islander	Black	Hispanic	Other/Unknown	White	Grand Total
Felony	34	81	561	137	25	245	1083
Gross Misdemeanor/Misdemeanor	91	260	1058	376	46	1084	2915
Other Violation		13	44	4		13	74
Grand Total	125	354	1663	517	71	1342	4072

- Black youth had the largest portion of referrals in 2015 (42%), followed by White (33%), and Hispanic youth (13%).
- Of those who reported, 96 referrals were of youth who self-identified as of being African (East, West, African), comprising 5.8% of the Black youth referrals.
- *Misdemeanor offenses* made up the bulk of all referrals to the Prosecuting Attorney's Office in 2015, accounting for 72% of all referrals from law enforcement.
- *Felony referrals* to the Prosecuting Attorney's Office made up 26.6% all of referrals in 2015.

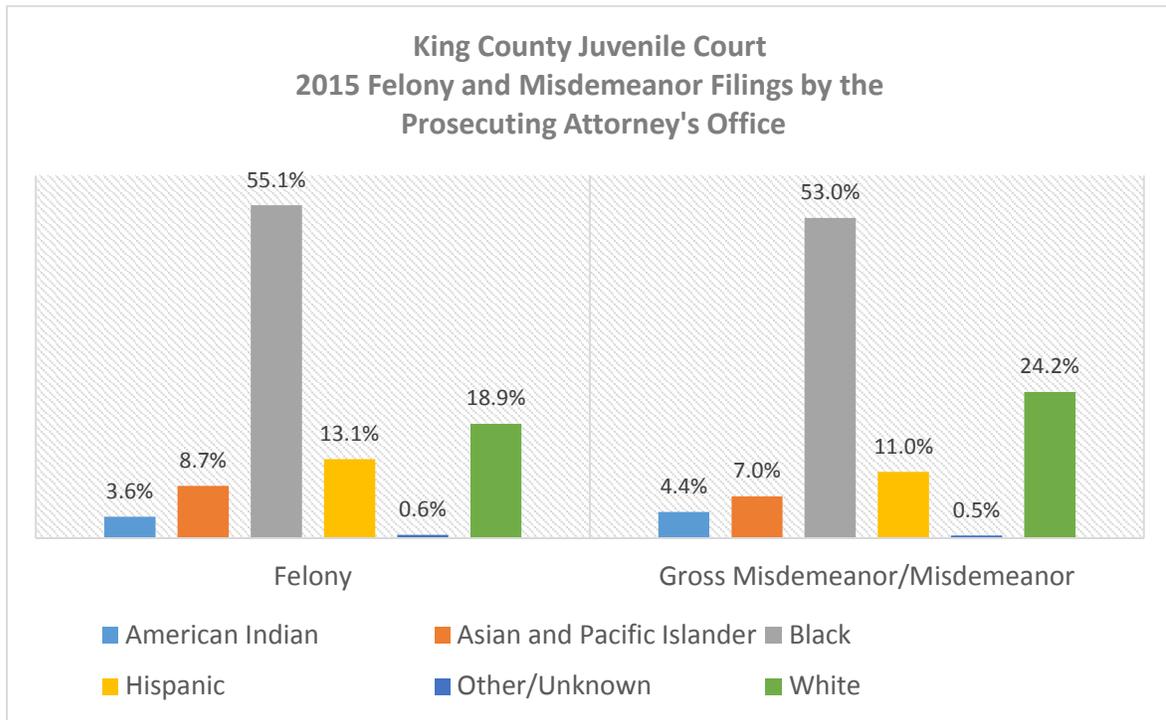


- Black and White youth near equally represented the lion share of misdemeanor referrals (36.3% and 37.2%, respectively).
- Referrals of Black youth accounted more than half of all felony referrals (52%).

**Table 2. Filings by the Prosecuting Attorney's Office in 2015**

Filings by the Prosecuting Attorney's Office	American Indian	Asian/Pacific Islander	Black	Hispanic	Other/Unknown	White	Grand Total
Felony	26	63	399	95	4	137	724
Gross Misdemeanor/Misdemeanor	37	59	449	93	4	205	847
Other Violation			8				8
Grand Total	63	122	856	188	8	342	1579

- Misdemeanor offenses made up the bulk of filings (54%) in 2015, while felony offenses made up approximately 46%.
- Filings on Black youth accounted for 54% of all filings in King County Juvenile Court, while representing only 10% of the county's youth population.



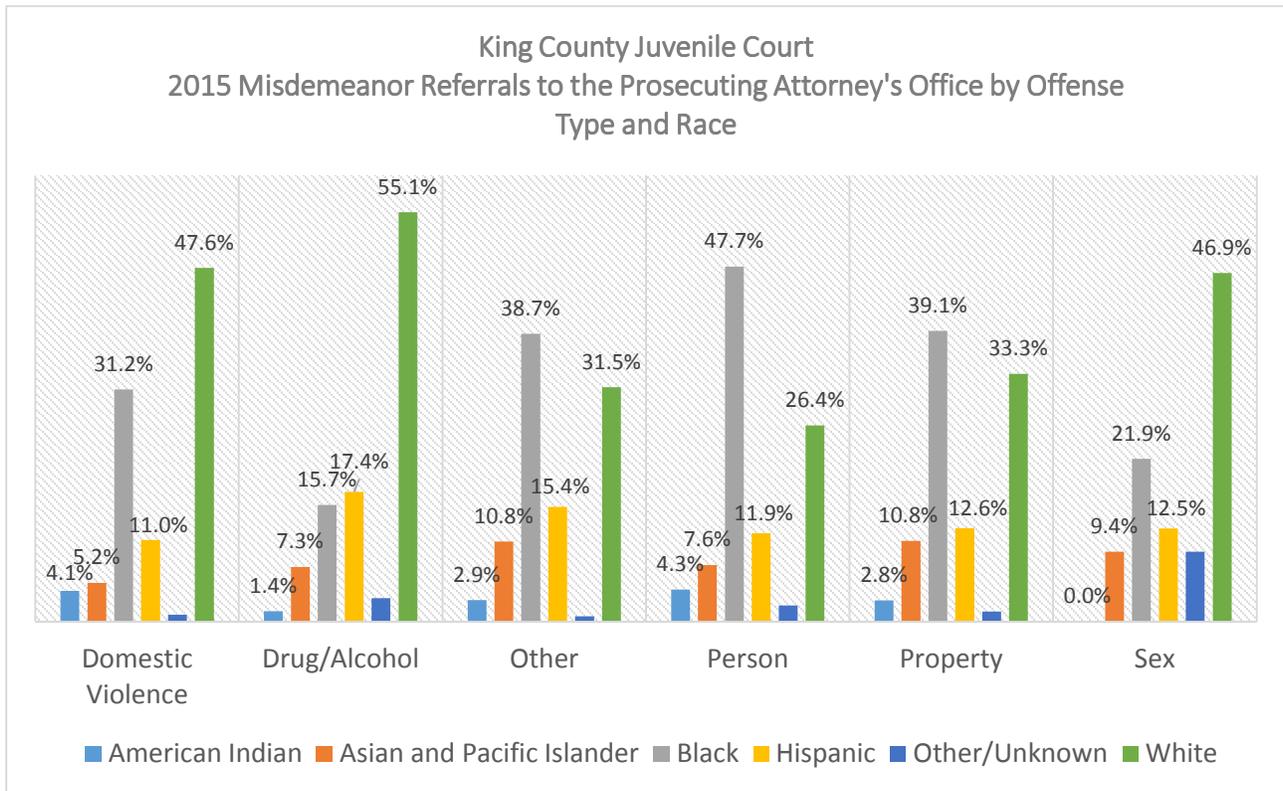
- Black youth represented the large majority of filings of both misdemeanor and felony offenses in 2015.
- Of those who self-identified, 6.4% of the filings on Black youth were those of East African or African ethnicity.
- All other racial/ethnic groups represented a substantially smaller number of filings.

### Referrals by Race and Offense Type

**Table 3. Misdemeanor Referrals to the Prosecuting Attorney's Office by Race and Offense Type in 2015**

Referral-Misdemeanor Offense	American Indian	Asian/Pacific Islander	Black	Hispanic	Other/Unknown	White	Total
Domestic Violence	23	29	174	61	5	265	557
Drug/Alcohol	4	21	45	50	9	158	287
Other	8	30	108	43	2	88	279
Person	18	32	201	50	9	111	421
Property	38	145	523	168	18	446	1338
Sex		3	7	4	3	15	32
Unknown						1	1
Totals	91	260	1058	376	46	1084	2915

- Property offenses made up the bulk (45%) of misdemeanor referrals in 2015, followed by Domestic Violence (19%) and Person crimes (14%).
- Sex offenses made up the smallest category of misdemeanor referrals (1%).



- White youth made up the greatest proportion of misdemeanor referrals for Domestic Violence, Drug/Alcohol, and Sex offenses.
- Black youth had the bulk of misdemeanor referrals for Person, Property, and Other offenses<sup>1</sup>.

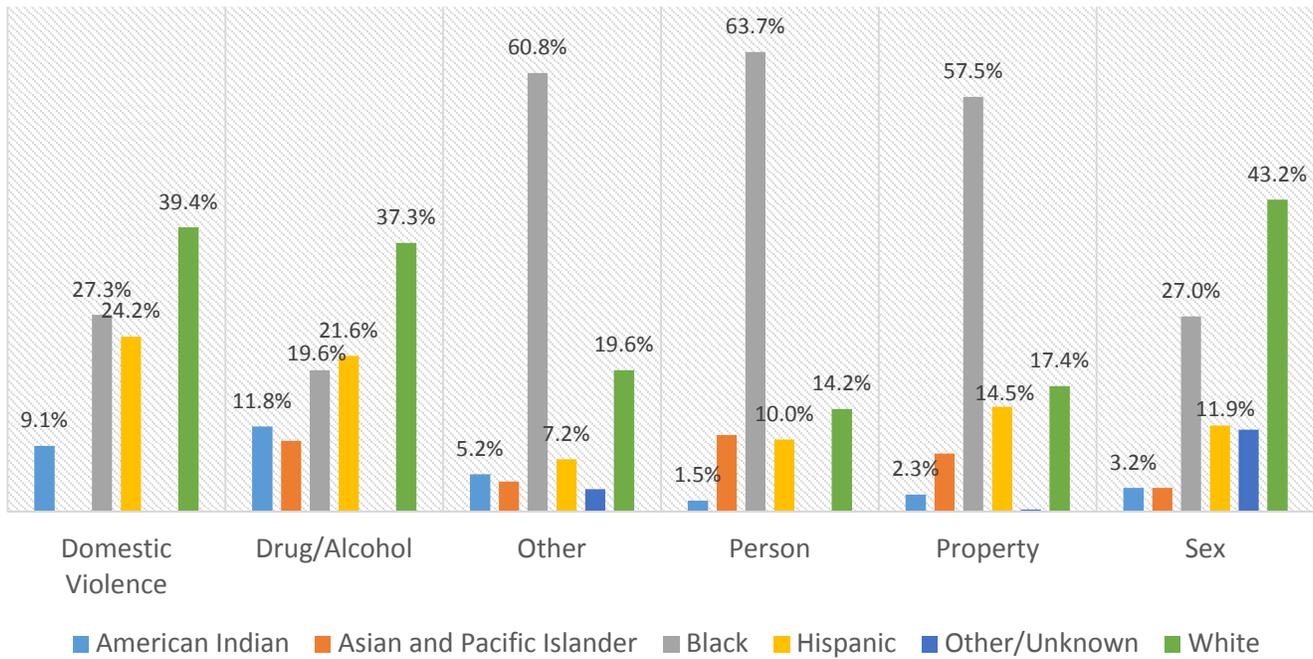
**Table 4. Felony Referrals to the Prosecuting Attorney's Office by Race and Offense Type in 2015**

Referral-Felony Offense	American Indian	Asian/Pacific Islander	Black	Hispanic	Other/Unknown	White	Total
Domestic Violence	3		9	8		13	33
Drug/Alcohol	6	5	10	11		19	51
Other	5	4	59	7	3	19	97
Person	5	35	211	33		47	331
Property	9	31	222	56	1	67	386
Sex	6	6	50	22	21	80	185
Totals	34	81	561	137	25	245	1083

- Property offenses made up the largest portion (36%) of felony referrals in 2015, followed directly by Person (31%). Domestic Violence made up the smallest category of felony referrals (3%).

<sup>1</sup> The majority of these offenses were: Obstructing a Public Servant, False Statement, and Weapon at School.

**King County Juvenile Court**  
**2015 Felony Referrals to the Prosecuting Attorney's Office by Offense Type and Race**



- White youth made up the largest portion of the following felony referral categories in 2015: Domestic Violence, Drug/Alcohol, and Sex offenses.
- Black youth accounted for the largest portion of all Person, Property, and Other<sup>2</sup> offenses.
- Hispanic youth had a similar amount of felony referrals for Drug/Alcohol and Domestic Violence as their Black youth counterparts.

**Filings by Race and Offense Type**

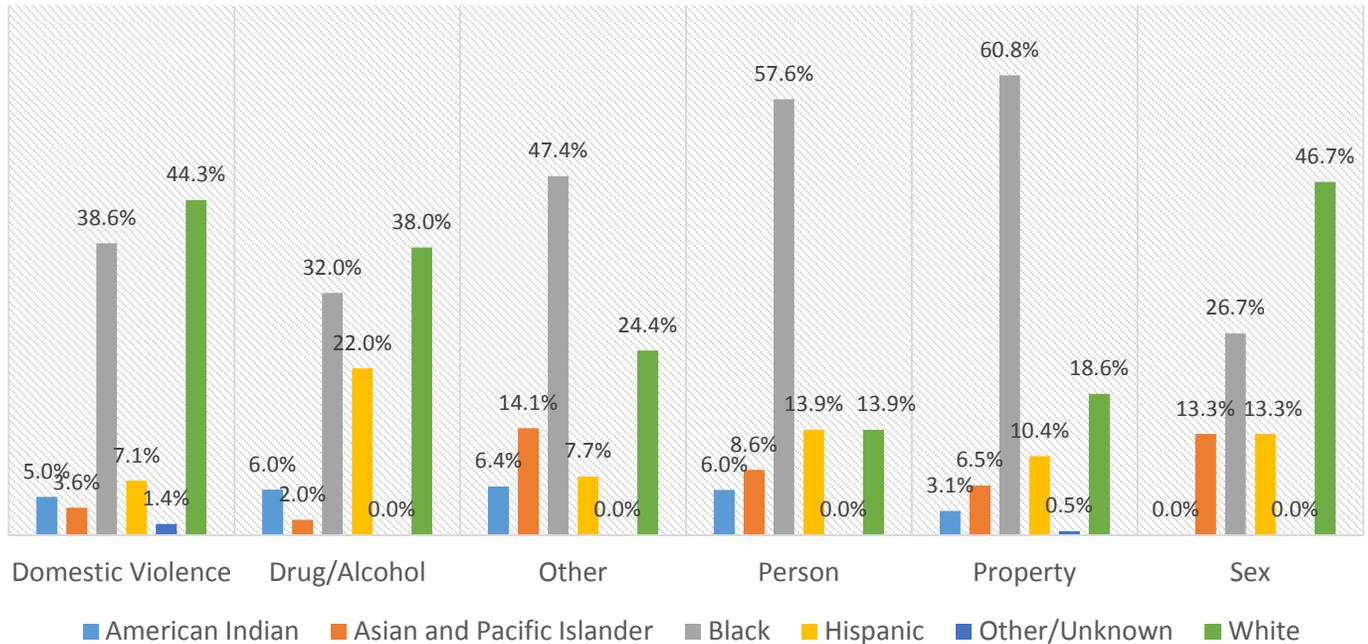
**Table 5. Misdemeanor Filings by the Prosecuting Attorney's Office by Race and Offense Type in 2015**

Filing-Misdemeanor Offense	American Indian	Asian/Pacific Islander	Black	Hispanic	Other/Unknown	White	Total
Domestic Violence	7	5	54	10	2	62	140
Drug/Alcohol	3	1	16	11		19	50
Other	5	11	37	6		19	78
Person	9	13	87	21		21	151
Property	13	27	251	43	2	77	413
Sex		2	4	2		7	15
Totals	37	59	449	93	4	205	847

- Property offenses accounted for 49% of the misdemeanor filings in 2015.

<sup>2</sup> The majority of these offenses were: Escape 2 and VUFA-2 Firearm.

**King County Juvenile Court**  
**2015 Misdemeanor Filings by the Prosecuting Attorney's Office by Offense Type and Race**



- Black youth comprised the largest chunk of filings of misdemeanor offenses overall (53%) and the largest within the following offense types: Person, Property, and Other<sup>3</sup> Offenses.
- White youth made up the great proportion of misdemeanor filings in Domestic Violence, Drug/Alcohol, and Sex offenses.
- Hispanic and White youth had same number of misdemeanor referrals ( $\underline{n} = 21$ ) for Person offenses.

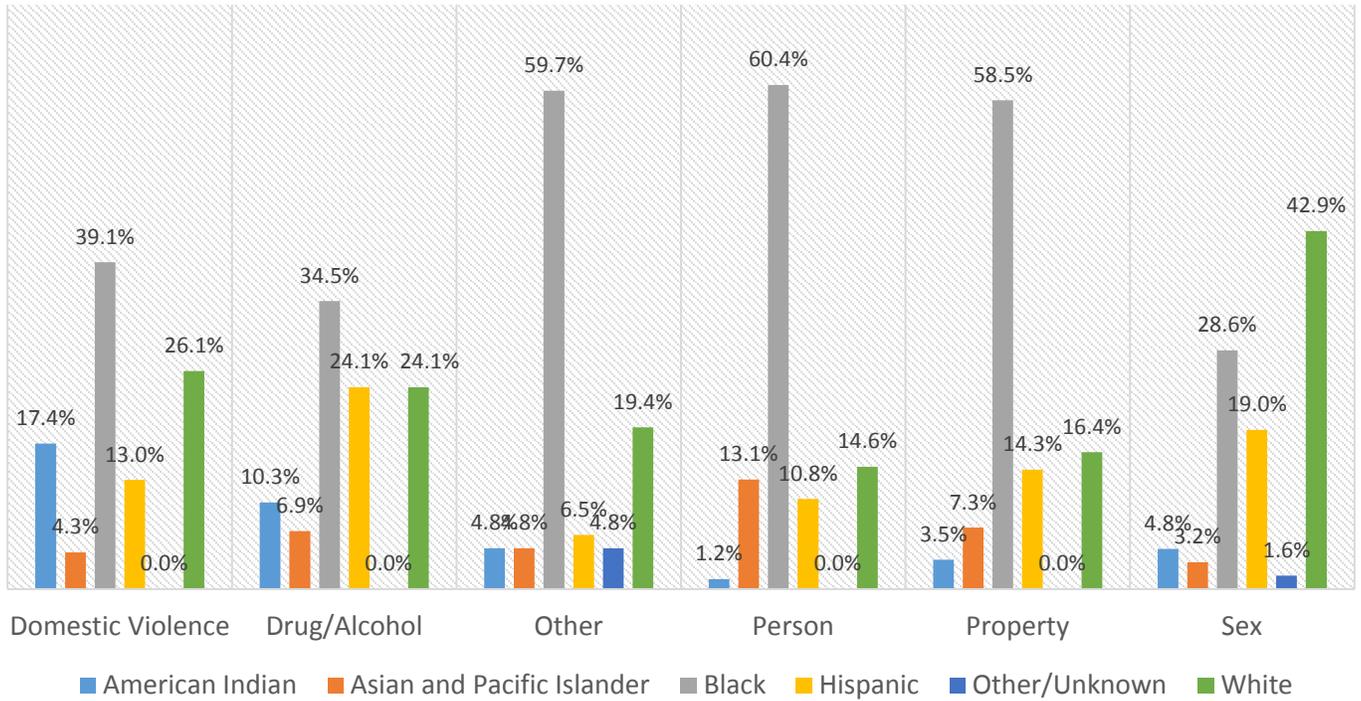
**Table 6. Felony Filings by the Prosecuting Attorney's Office by Race and Offense Type in 2015**

Filing-Felony Offense	American Indian	Asian/Pacific Islander	Black	Hispanic	Other/Unknown	White	Total
Domestic Violence	4	1	9	3		6	23
Drug/Alcohol	3	2	10	7		7	29
Other	3	3	37	4	3	12	62
Person	3	34	157	28		38	260
Property	10	21	168	41		47	287
Sex	3	2	18	12	1	27	63
Totals	26	63	399	95	4	137	724

- Person offenses and Property offenses made up the bulk of felony filings in 2015, representing 40% and 36%, respectively.
- Domestic Violence offenses contributed 3.2% of the total felony filings in 2015.

<sup>3</sup> 50% of the "Other" offenses were for Obstructing a Public Servant.

King County Juvenile Court  
2015 Felony Filings by the Prosecuting Attorney's Office by Offense Type and Race



- Black youth made up the largest portion of felony filings overall (55%) and in nearly every offense category.
- White youth surpassed Black youth in felony filings of Sex offenses only.
- For Felony Person filings, Asian/Pacific Islander and White youth had similar offender filings.
- Hispanic youth had similar felony filing patterns as White youth in Drug/Alcohol, Person, and Property categories.

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**King County Juvenile Court Statistics  
Referrals and Filings by Race/Ethnicity**

ATTACHMENT 2

**Referrals - Numbers**

Race/Ethnicity	Calendar Year																
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	
African American	2,756	2,340	2,402	2,579	2,424	2,493	2,544	2,593	2,575	2,522	2,156	1959	1804	1533	1854	1663	
Asian/Pacific Islander	986	768	780	791	745	750	612	666	644	609	605	523	411	348	304	354	
Caucasian	6,247	5,503	5,204	5,274	4,619	4,250	4,046	4,118	3,758	3,374	3,071	2524	2181	1697	1523	1342	
Hispanic	519	476	450	557	666	653	633	793	921	969	811	710	645	618	514	517	
Native American	228	185	188	205	210	223	189	162	174	210	142	106	133	161	142	125	
Other/Unknown	140	116	98	64	34	27	68	64	62	71	114	67	95	48	61	71	
<b>Total</b>	<b>10,876</b>	<b>9,388</b>	<b>9,122</b>	<b>9,470</b>	<b>8,698</b>	<b>8,396</b>	<b>8,092</b>	<b>8,396</b>	<b>8,134</b>	<b>7,755</b>	<b>6,899</b>	<b>5,889</b>	<b>5,269</b>	<b>4,405</b>	<b>4,398</b>	<b>4,072</b>	

**Referrals - Percentages**

Race/Ethnicity	Calendar Year																
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	
African American	25.3%	24.9%	26.3%	27.2%	27.9%	29.7%	31.4%	30.9%	31.7%	32.5%	31.3%	33.3%	34.2%	34.8%	42.2%	40.8%	
Asian/Pacific Islander	9.1%	8.2%	8.6%	8.4%	8.6%	8.9%	7.6%	7.9%	7.9%	7.9%	8.8%	8.9%	7.8%	7.9%	6.9%	8.7%	
Caucasian	57.4%	58.6%	57.0%	55.7%	53.1%	50.6%	50.0%	49.0%	46.2%	43.5%	44.5%	42.9%	41.4%	38.5%	34.6%	33.0%	
Hispanic	4.8%	5.1%	4.9%	5.9%	7.7%	7.8%	7.8%	9.4%	11.3%	12.5%	11.8%	12.1%	12.2%	14.0%	11.7%	12.7%	
Native American	2.1%	2.0%	2.1%	2.2%	2.4%	2.7%	2.3%	1.9%	2.1%	2.7%	2.1%	1.8%	2.5%	3.7%	3.2%	3.1%	
Other/Unknown	1.3%	1.2%	1.1%	0.7%	0.4%	0.3%	0.8%	0.8%	0.8%	0.9%	1.7%	1.1%	1.8%	1.1%	1.4%	1.7%	
<b>Total</b>	<b>100.0%</b>																

**Filings - Numbers**

Race/Ethnicity	Calendar Year																
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	
African American	1,663	1,352	1,451	1,570	1,353	1,478	1,541	1,486	1,416	1,533	1,288	1014	930	740	877	856	
Asian/Pacific Islander	519	357	379	406	311	365	273	300	243	308	249	182	148	115	108	122	
Caucasian	2,756	2,333	2,249	2,306	1,948	1,693	1,762	1,558	1,446	1,310	1,146	800	749	526	428	342	
Hispanic	271	268	243	286	302	339	379	370	462	579	479	339	296	260	249	188	
Native American	146	126	128	121	134	138	138	94	104	143	197	60	66	89	82	63	
Other/Unknown	45	31	29	17	11	9	11	11	14	17	25	12	13	8	2	8	
<b>Total</b>	<b>5,400</b>	<b>4,467</b>	<b>4,479</b>	<b>4,706</b>	<b>4,059</b>	<b>4,022</b>	<b>4,104</b>	<b>3,819</b>	<b>3,685</b>	<b>3,890</b>	<b>3,284</b>	<b>2,407</b>	<b>2,202</b>	<b>1,738</b>	<b>1,746</b>	<b>1,579</b>	

**Filings - Percentages**

Race/Ethnicity	Calendar Year																
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	
African American	30.8%	30.3%	32.4%	33.4%	33.3%	36.7%	37.5%	38.9%	38.4%	39.4%	39.2%	42.1%	42.2%	42.6%	50.2%	54.2%	
Asian/Pacific Islander	9.6%	8.0%	8.5%	8.6%	7.7%	9.1%	6.7%	7.9%	6.6%	7.9%	7.6%	7.6%	6.7%	6.6%	6.2%	8%	
Caucasian	51.0%	52.2%	50.2%	49.0%	48.0%	42.1%	42.9%	40.8%	39.2%	33.7%	34.9%	33.2%	34.0%	30.3%	24.5%	22%	
Hispanic	5.0%	6.0%	5.4%	6.1%	7.4%	8.4%	9.2%	9.7%	12.5%	14.9%	14.6%	14.1%	13.4%	15.0%	14.3%	12%	
Native American	2.7%	2.8%	2.9%	2.6%	3.3%	3.4%	3.4%	2.5%	2.8%	3.7%	3.0%	2.5%	3.0%	5.1%	4.7%	4%	
Other/Unknown	0.8%	0.7%	0.6%	0.4%	0.3%	0.2%	0.3%	0.3%	0.4%	0.4%	0.8%	0.5%	0.6%	0.5%	0.1%	1%	
<b>Total</b>	<b>100.0%</b>																

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**King County Secure Juvenile Detention  
Statistics by Race/Ethnicity**

ATTACHMENT 3

**Admissions**

Race/Ethnicity	Calendar Year																
	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
African American	2,009	1,719	1,731	1,497	1,391	1,476	1,346	1,554	1,539	1,585	1,526	1,358	1,250	977	976	894	994
Asian/Pacific Islander	567	438	435	351	289	354	303	337	258	235	265	239	234	173	155	140	132
Caucasian	2,831	2,626	2,601	2,181	1,992	1,856	1,728	1,683	1,549	1,405	1,199	1,092	983	819	753	687	568
Hispanic	211	239	265	248	224	244	262	340	317	412	423	420	407	339	305	287	294
Native American	183	142	157	147	121	109	122	175	166	132	104	121	101	66	68	120	116
Other/Unknown	110	73	37	35	27	21	14	8	15	7	13	8	8	4	10	11	7
<b>Total</b>	<b>5,911</b>	<b>5,237</b>	<b>5,226</b>	<b>4,459</b>	<b>4,044</b>	<b>4,060</b>	<b>3,775</b>	<b>4,097</b>	<b>3,844</b>	<b>3,776</b>	<b>3,530</b>	<b>3,238</b>	<b>2,983</b>	<b>2,378</b>	<b>2,267</b>	<b>2,139</b>	<b>2,111</b>

**Average Length of Stay**

Race/Ethnicity	Calendar Year																
	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
African American	13.01	13.88	12.49	11.82	11.66	10.37	11.12	11.01	11.42	10.79	10.43	11.36	12.60	12.54	12.81	10.69	11.55
Asian/Pacific Islander	13.54	13.87	8.96	9.67	10.81	8.94	12.06	9.50	8.76	8.96	7.88	8.95	12.06	12.46	12.20	9.83	7.60
Caucasian	10.51	10.97	10.15	9.07	9.55	9.54	9.63	8.45	8.62	8.78	9.43	8.15	9.26	9.96	10.66	10.14	9.70
Hispanic	12.56	13.83	11.25	11.02	11.87	12.36	11.16	11.25	12.67	8.68	10.34	11.33	13.40	12.46	12.95	11.90	10.57
Native American	14.48	10.72	10.24	10.75	12.32	16.02	11.14	11.08	15.18	9.60	10.17	11.02	11.12	11.58	6.38	9.22	12.36
Other/Unknown	20.75	7.94	6.84	8.55	7.34	7.57	3.13	4.62	7.31	24.59	6.28	4.69	1.99	1.55	12.22	10.07	2.49
<b>Total</b>	<b>12.04</b>	<b>12.26</b>	<b>10.87</b>	<b>10.21</b>	<b>10.57</b>	<b>10.13</b>	<b>10.49</b>	<b>9.85</b>	<b>10.36</b>	<b>9.69</b>	<b>9.87</b>	<b>10.08</b>	<b>11.48</b>	<b>11.59</b>	<b>11.89</b>	<b>10.54</b>	<b>10.69</b>

**Average Daily Population - Numbers**

Race/Ethnicity	Calendar Year																
	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
African American	68.9	62.7	56.8	46.9	42.8	40.5	39.4	46.0	45.6	44.5	40.5	39.3	39.9	31.1	32.7	24.2	29.1
Asian/Pacific Islander	19.9	15.4	10.5	9.1	8.4	8.5	9.6	8.7	5.2	5.8	5.4	5.6	7.7	5.6	4.7	3.3	2.8
Caucasian	79.0	76.1	67.2	53.0	51.0	45.9	44.1	37.1	35.4	31.6	29.0	23.1	24.2	21.0	20.8	18.3	14.0
Hispanic	6.9	8.5	7.5	7.5	6.9	7.5	8.0	10.3	9.7	9.3	11.7	11.6	14.6	9.8	10.6	8.3	7.5
Native American	7.1	4.2	4.4	4.3	4.1	4.4	3.1	5.2	6.6	3.4	2.9	3.4	2.9	2.0	1.2	3.0	4.0
Other/Unknown	6.1	1.6	0.6	0.8	0.5	0.4	0.1	0.1	0.3	0.4	0.2	0.1	0.0	0.0	0.3	0.3	0.0
<b>Total</b>	<b>187.9</b>	<b>168.5</b>	<b>147.0</b>	<b>121.6</b>	<b>113.8</b>	<b>107.2</b>	<b>104.3</b>	<b>107.4</b>	<b>102.8</b>	<b>94.9</b>	<b>89.7</b>	<b>83.2</b>	<b>89.4</b>	<b>69.5</b>	<b>70.3</b>	<b>57.4</b>	<b>57.4</b>

**Average Daily Population - Percentages**

Race/Ethnicity	Calendar Year																
	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
African American	36.7%	37.2%	38.6%	38.6%	37.6%	37.8%	37.8%	42.8%	44.4%	46.8%	45.2%	47.2%	44.6%	44.7%	46.6%	42.1%	50.7%
Asian/Pacific Islander	10.6%	9.1%	7.2%	7.5%	7.4%	8.0%	9.2%	8.1%	5.1%	6.1%	6.0%	6.8%	8.7%	8.0%	6.6%	5.8%	4.8%
Caucasian	42.0%	45.2%	45.7%	43.6%	44.8%	42.8%	42.2%	34.5%	34.5%	33.3%	32.3%	27.8%	27.1%	30.2%	29.6%	31.9%	24.3%
Hispanic	3.6%	5.0%	5.1%	6.1%	6.1%	7.0%	7.6%	9.6%	9.4%	9.8%	13.0%	14.0%	16.3%	14.1%	15.1%	14.4%	13.1%
Native American	3.8%	2.5%	3.0%	3.6%	3.6%	4.1%	3.0%	4.8%	6.4%	3.6%	3.2%	4.1%	3.3%	2.9%	1.7%	5.3%	7.0%
Other/Unknown	3.2%	0.9%	0.4%	0.7%	0.5%	0.4%	0.1%	0.1%	0.3%	0.4%	0.2%	0.1%	0.0%	0.0%	0.5%	0.5%	0.1%
<b>Total</b>	<b>100.0%</b>																

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## King County Juvenile Justice Statistics Comparison of 2014 and 2015

### Referrals by Gender

Gender	2014		2015		Difference	
	Number	Percentage	Number	Percentage	Number	Percentage
Female	1,423	32%	1,325	32.5%	-98	-6.9%
Male	2,975	68%	2,747	67.5%	-228	-7.7%
<b>Total</b>	<b>4,398</b>	<b>100%</b>	<b>4,072</b>	<b>100.0%</b>	<b>-326</b>	<b>-7.4%</b>

### Referrals by Race/Ethnicity

Race/Ethnicity	2014		2015		Difference	
	Number	Percentage	Number	Percentage	Number	Percentage
African American	1,854	42.2%	1,663	40.8%	-191	-10.3%
Asian/Pacific Islander	304	6.9%	354	8.7%	50	16.4%
Caucasian	1,523	34.6%	1,342	33.0%	-181	-11.9%
Hispanic	514	11.7%	517	12.7%	3	0.6%
Native American	142	3.2%	125	3.1%	-17	-12.0%
Other/Unknown	61	1.4%	71	1.7%	10	16.4%
<b>Total</b>	<b>4,398</b>	<b>100.0%</b>	<b>4,072</b>	<b>100.0%</b>	<b>-326</b>	<b>-7.4%</b>

### Filings by Gender

Gender	2014		2015		Difference	
	Number	Percentage	Number	Percentage	Number	Percentage
Female	444	25.4%	408	25.8%	-36	-8.1%
Male	1,302	74.6%	1,171	74.2%	-131	-10.1%
<b>Total</b>	<b>1,746</b>	<b>100.0%</b>	<b>1,579</b>	<b>100.0%</b>	<b>-167</b>	<b>-9.6%</b>

### Filings by Race/Ethnicity

Race/Ethnicity	2014		2015		Difference	
	Number	Percentage	Number	Percentage	Number	Percentage
African American	877	50.2%	856	54.2%	-21	-2.4%
Asian/Pacific Islander	108	6.2%	122	7.7%	14	13.0%
Caucasian	428	24.5%	342	21.7%	-86	-20.1%
Hispanic	249	14.3%	188	11.9%	-61	-24.5%
Native American	82	4.7%	63	4.0%	-19	-23.2%
Other/Unknown	2	0.1%	8	0.5%	6	300.0%
<b>Total</b>	<b>1,746</b>	<b>100.0%</b>	<b>1,579</b>	<b>100.0%</b>	<b>-167</b>	<b>-9.6%</b>

## King County Juvenile Justice Statistics Comparison of 2014 and 2015

### Referrals by Most Serious Offense Level

Offense Level	Calendar Year		Difference	
	2014	2015	Number	Percentage
Felony	1,137	1,083	-54	-4.7%
Gross Misd/Misdemeanor	3,183	2,915	-268	-8.4%
Other Violation	78	74	-4	-5.1%
<b>Total</b>	<b>4,398</b>	<b>4,072</b>	<b>-326</b>	<b>-7.4%</b>

### Referrals by Offense Type

Offense Type	Calendar Year		Difference	
	2014	2015	Number	Percentage
Domestic Violence	540	590	50	9.3%
Drug/Alcohol	412	338	-74	-18.0%
Other	502	450	-52	-10.4%
Person	819	752	-67	-8.2%
Property	1,939	1,724	-215	-11.1%
Sex	184	217	33	17.9%
Unknown	2	1	-1	-50.0%
<b>Total</b>	<b>4,398</b>	<b>4,072</b>	<b>-326</b>	<b>-7.4%</b>

### Filings by Most Serious Offense Level

Offense Level	Calendar Year		Difference	
	2014	2015	Number	Percentage
Felony	740	724	-16	-2.2%
Gross Misd/Misdemeanor	1,001	847	-154	-15.4%
Other Violation	5	8	3	60.0%
<b>Total</b>	<b>1,746</b>	<b>1,579</b>	<b>-167</b>	<b>-9.6%</b>

### Filings by Offense Type

Offense Type	Calendar Year		Difference	
	2014	2015	Number	Percentage
Domestic Violence	201	163	-38	-18.9%
Drug/Alcohol	105	79	-26	-24.8%
Other	205	148	-57	-27.8%
Person	417	411	-6	-1.4%
Property	756	700	-56	-7.4%
Sex	62	78	16	25.8%
Unknown	0	0	0	0.0%
<b>Total</b>	<b>1,746</b>	<b>1,579</b>	<b>-167</b>	<b>-9.6%</b>

## King County Juvenile Justice Statistics Comparison of 2014 and 2015

### Referrals by Race/Ethnicity

Race/Ethnicity	Calendar Year	
	2014	2015
African American	1,854	1,663
Asian/Pacific Islander	304	354
Caucasian	1,523	1,342
Hispanic	514	517
Native American	142	125
Other/Unknown	61	71
<b>Total</b>	<b>4,398</b>	<b>4,072</b>

### Filings by Race/Ethnicity - Percentage of Referrals Filed by Race

Race/Ethnicity	Calendar Year		Percentage of Referrals	
	2014	2015	2014	2015
African American	877	856	47.3%	51.5%
Asian/Pacific Islander	108	122	35.5%	34.5%
Caucasian	428	342	28.1%	25.5%
Hispanic	249	188	48.4%	36.4%
Native American	82	63	57.7%	50.4%
Other/Unknown	2	8	3.3%	11.3%
<b>Total</b>	<b>1,746</b>	<b>1,579</b>	<b>39.7%</b>	<b>38.8%</b>

### Diversions by Race/Ethnicity - Percentage of Referrals Diverted by Race

Race/Ethnicity	Calendar Year		Percentage of Referrals	
	2014	2015	2014	2015
African American	535	629	28.9%	37.8%
Asian/Pacific Islander	142	198	46.7%	55.9%
Caucasian	766	816	50.3%	60.8%
Hispanic	199	292	38.7%	56.5%
Native American	31	46	21.8%	36.8%
Other/Unknown	32	43	52.5%	60.6%
<b>Total</b>	<b>1,705</b>	<b>2,024</b>	<b>38.8%</b>	<b>49.7%</b>

## King County Juvenile Justice Statistics Comparison of 2014 and 2015

### Alternatives to Secure Detention (ASD)

Measure	Calendar Year		Difference	
	2014	2015	Number	Percentage
Admissions	550	455	-95	-17.3%
Average Length of Stay	14.51	18.95	4.44	30.6%
Average Daily Population	21.7	23.0	1.3	6.2%

### ASD Average Daily Population by Gender

Gender	2014		2015	
	Number	Percentage	Number	Percentage
Female	4.5	20.6%	4.4	19.3%
Male	17.2	79.4%	18.6	80.7%
<b>Total</b>	21.7	100.0%	23.0	100.0%

### ASD Average Daily Population by Race/Ethnicity

Race/Ethnicity	2014		2015	
	Number	Percentage	Number	Percentage
African American	12.6	58.3%	13.8	59.8%
Asian/Pacific Islander	0.7	3.2%	2.0	8.5%
Caucasian	3.4	15.9%	2.9	12.6%
Hispanic	4.3	19.8%	3.4	14.8%
Native American	0.6	2.6%	1.0	4.1%
Other/Unknown	0.0	0.2%	0.0	0.1%
<b>Total</b>	21.7	100.0%	23.0	100.0%

## King County Juvenile Justice Statistics Comparison of 2014 and 2015

### Secure Detention

Measure	Calendar Year		Difference	
	2014	2015	Number	Percentage
Admissions	2,111	1,815	-296	-14.0%
Average Length of Stay	10.69	13.00	2.3	21.7%
Average Daily Population	57.4	60.6	3.2	5.6%

### Secure Detention Average Daily Population by Gender

Gender	2014		2015	
	Number	Percentage	Number	Percentage
Female	11.2	19.5%	9.3	15.4%
Male	46.2	80.5%	51.3	84.6%
<b>Total</b>	<b>57.4</b>	<b>100.0%</b>	<b>60.6</b>	<b>100.0%</b>

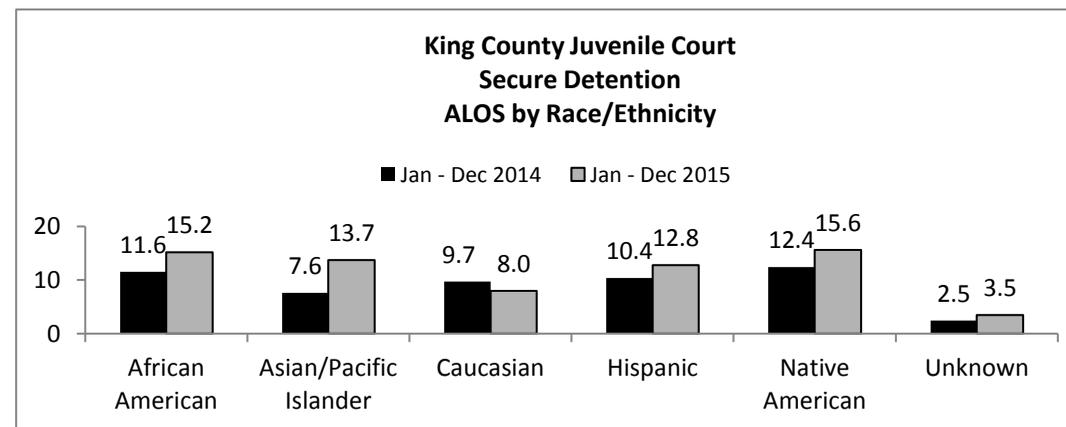
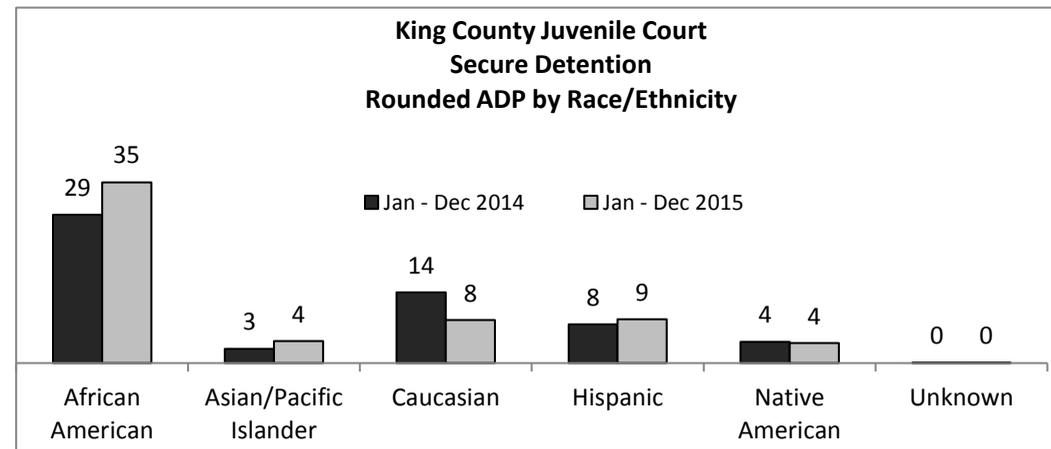
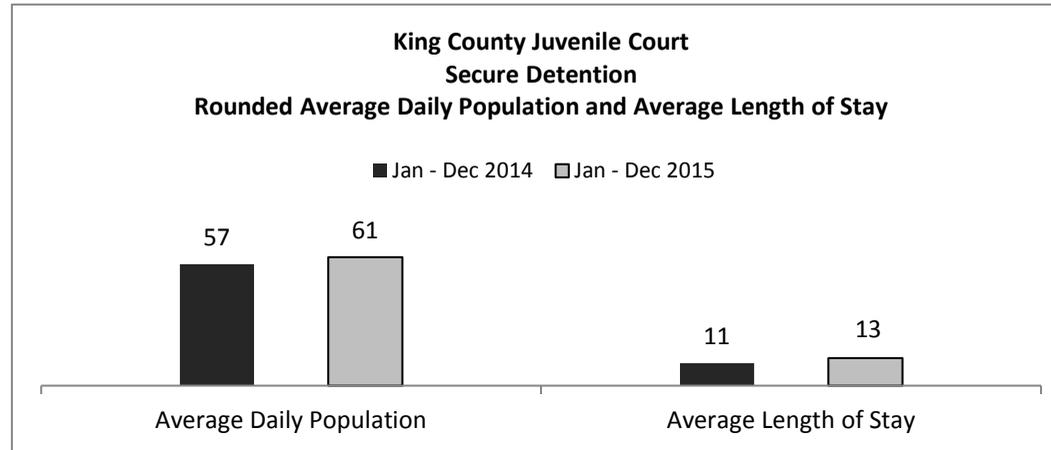
### Secure Detention Average Daily Population by Race/Ethnicity

Race/Ethnicity	2014		2015	
	Number	Percentage	Number	Percentage
African American	29.0	50.6%	35.4	58.4%
Asian/Pacific Islander	2.8	4.8%	4.3	7.1%
Caucasian	13.8	24.1%	8.4	13.9%
Hispanic	7.6	13.2%	8.6	14.1%
Native American	4.1	7.2%	3.9	6.5%
Other/Unknown	0.0	0.1%	0.1	0.1%
<b>Total</b>	<b>57.4</b>	<b>100.0%</b>	<b>60.6</b>	<b>100.0%</b>

## King County Population Youth Ages 10 to 17

Race/Ethnicity	2010		2014	
	Number	Percentage	Number	Percentage
African American	17,362	9.6%	18,698	10.1%
Asian/Pacific Islander	30,193	16.8%	34,061	18.4%
Caucasian	107,545	59.7%	104,375	56.4%
Hispanic	22,966	12.8%	26,079	14.1%
Native American	1,956	1.1%	1,711	0.9%
Other/Unknown	0	0.0%	0	0.0%
<b>Total</b>	<b>180,022</b>	<b>100.0%</b>	<b>184,924</b>	<b>100.0%</b>

Note: 2010 and 2014 updated figures are from National Center for Health Statistics Bridged-race estimates of the April 1, 2010 - July 1, 2014, U.S. resident population by county, single-year of age, sex, race and Hispanic origin. [2010 and 2014 Released June 30,2015]



Prepared by: Elizabeth Haumann, M.A., Juvenile Justice & Data Evaluation Analyst  
King County Office of Performance, Strategy, and Budget

## King County Secure Juvenile Detention Comparison of 2014 and 2015

	Admissions				Average Length of Stay				Average Daily Population			
	Year		Difference		Year		Difference		Year		Difference	
	2014	2015	#	%	2014	2015	#	%	2014	2015	#	%
<b>Adult<sup>1,2</sup></b>												
<b>Person Crimes - Felony<sup>1</sup></b>	363	300	-63	-17.4%	20.02	29.34	9.32	46.6%	17.3	22.4	5.1	29.4%
<b>Person Crimes - Misdemeanor<sup>1,3</sup></b>	252	241	-11	-4.4%	5.02	4.38	-0.64	-12.8%	3.4	2.9	-0.5	-15.3%
<b>Property Crimes - Felony<sup>1,4</sup></b>	255	210	-45	-17.6%	11.09	13.54	2.45	22.1%	6.9	7.5	0.6	8.0%
<b>Property Crimes - Misdemeanor<sup>1,5</sup></b>	141	127	-14	-9.9%	6.39	6.49	0.10	1.5%	2.4	2.3	-0.2	-7.3%
<b>Drugs/Alcohol Crimes - Felony<sup>1</sup></b>	17	14	-3	-17.6%	14.27	5.59	-8.67	-60.8%	0.5	0.2	-0.3	-57.1%
<b>Drugs/Alcohol Crimes - Misdemeanor<sup>1,6</sup></b>	9	7	-2	-22.2%	5.89	3.02	-2.87	-48.7%	0.1	0.1	-0.1	-50.7%
<b>BECCA Contempts/Dependency<sup>1</sup></b>	180	149	-31	-17.2%	2.85	2.09	-0.76	-26.7%	1.4	0.9	-0.5	-37.5%
<b>Other (JRA, Contracts, Dist./Muni. Court)<sup>1</sup></b>	125	102	-23	-18.4%	4.15	4.29	0.14	3.3%	1.4	1.2	-0.2	-17.5%
<b>Offender Warrants<sup>1</sup></b>	267	240	-27	-10.1%	12.30	16.90	4.60	37.4%	8.6	10.1	1.4	16.7%
<b>Offender Probation Violations<sup>1,7,9</sup></b>	471	377	-94	-20.0%	11.00	11.13	0.12	1.1%	14.3	11.5	-2.8	-19.5%
<b>Court Ordered Detention at Sentencing<sup>1</sup></b>	25	21	-4	-16.0%	11.04	14.32	3.28	29.7%	0.8	0.8	0.0	1.0%
<b>Drug Court<sup>1,10</sup></b>	6	27	21	350.0%	12.82	12.38	-0.44	-3.4%	0.2	0.9	0.7	334.5%
<b>Total</b>	<b>2,111</b>	<b>1,815</b>	<b>-296</b>	<b>-14.0%</b>	<b>10.69</b>	<b>13.00</b>	<b>2.31</b>	<b>21.7%</b>	<b>57.4</b>	<b>60.6</b>	<b>3.2</b>	<b>5.6%</b>

<sup>1</sup>JDAI Categories correspond to the category of the youth at the time of admission to detention.

<sup>2</sup>Adult is not applicable to King County Juvenile Detention.

<sup>3</sup>Person Crimes - Misdemeanor includes violations, etc .

<sup>4</sup>Property Crimes - Felony includes both property and other offenses.

<sup>5</sup>Property Crimes - Misdemeanor includes both property and other offenses, as well as violations, etc .

<sup>6</sup>Drugs/Alcohol Crimes - Misdemeanor includes violations, etc .

<sup>7</sup>Offender Probation Violations includes both offender probation violation warrants and offender probation violation sentences.

<sup>8</sup>ALOS is calculated from the time of admission to the time of release or the end of the reporting period.

<sup>9</sup>Includes Deferred status.

<sup>10</sup>Drug Court - includes detention related to drug court hearings and sanctions for youth who have opted into the program.

\* King County Juvenile Court transferred from one data system (JJWEB) to another (JIMS) on 5/12/2012. Data transition has presented some problems (i.e. new queries had to be developed, inherent issues in data migration, differences in the capture and storage of detention data). On 12/12/2012 a fix was put in place to resolve some of the issues with the detention data. The Juvenile Justice Data & Evaluation Analyst is continuing to work with IT to improve the data reporting.

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**King County Juvenile Justice Statistics**  
**Comparison of 2015 to 2016 through March 31**

**Referrals by Gender**

Gender	Jan - Mar 2015		Jan - Mar 2016		Difference	
	Number	Percentage	Number	Percentage	Number	Percentage
Female	380	33%	311	31.8%	-69	-18.2%
Male	785	67%	668	68.2%	-117	-14.9%
<b>Total</b>	<b>1,165</b>	<b>100%</b>	<b>979</b>	<b>100.0%</b>	<b>-186</b>	<b>-16.0%</b>

**Referrals by Race/Ethnicity**

Race/Ethnicity	Jan - Mar 2015		Jan - Mar 2016		Difference	
	Number	Percentage	Number	Percentage	Number	Percentage
African American	498	42.7%	409	41.8%	-89	-17.9%
Asian/Pacific Islander	97	8.3%	95	9.7%	-2	-2.1%
Caucasian	372	31.9%	327	33.4%	-45	-12.1%
Hispanic	143	12.3%	106	10.8%	-37	-25.9%
Native American	37	3.2%	33	3.4%	-4	-10.8%
Other/Unknown	18	1.5%	9	0.9%	-9	-50.0%
<b>Total</b>	<b>1,165</b>	<b>100.0%</b>	<b>979</b>	<b>100.0%</b>	<b>-186</b>	<b>-16.0%</b>

**Filings by Gender**

Gender	Jan - Mar 2015		Jan - Mar 2016		Difference	
	Number	Percentage	Number	Percentage	Number	Percentage
Female	125	27.4%	81	26.5%	-44	-35.2%
Male	332	72.6%	225	73.5%	-107	-32.2%
<b>Total</b>	<b>457</b>	<b>100.0%</b>	<b>306</b>	<b>100.0%</b>	<b>-151</b>	<b>-33.0%</b>

**Filings by Race/Ethnicity**

Race/Ethnicity	Jan - Mar 2015		Jan - Mar 2016		Difference	
	Number	Percentage	Number	Percentage	Number	Percentage
African American	241	52.7%	152	49.7%	-89	-36.9%
Asian/Pacific Islander	47	10.3%	21	6.9%	-26	-55.3%
Caucasian	101	22.1%	62	20.3%	-39	-38.6%
Hispanic	53	11.6%	46	15.0%	-7	-13.2%
Native American	15	3.3%	23	7.5%	8	53.3%
Other/Unknown	0	0.0%	2	0.7%	2	
<b>Total</b>	<b>457</b>	<b>100.0%</b>	<b>306</b>	<b>100.0%</b>	<b>-151</b>	<b>-33.0%</b>

**King County Juvenile Justice Statistics**  
**Comparison of 2015 to 2016 through March 31**

**Referrals by Most Serious Offense Level**

Offense Level	Calendar Year		Difference	
	Jan - Mar 2015	Jan - Mar 2016	Number	Percentage
Felony	312	297	-15	-4.8%
Gross Misd/Misdemeanor	833	677	-156	-18.7%
Other Violation	20	5	-15	-75.0%
<b>Total</b>	<b>1,165</b>	<b>979</b>	<b>-186</b>	<b>-16.0%</b>

**Referrals by Offense Type**

Offense Type	Calendar Year		Difference	
	Jan - Mar 2015	Jan - Mar 2016	Number	Percentage
Domestic Violence	164	125	-39	-23.8%
Drug/Alcohol	105	82	-23	-21.9%
Other	123	99	-24	-19.5%
Person	213	203	-10	-4.7%
Property	504	405	-99	-19.6%
Sex	56	64	8	14.3%
Unknown	0	1	1	100.0%
<b>Total</b>	<b>1,165</b>	<b>979</b>	<b>-186</b>	<b>-16.0%</b>

**Filings by Most Serious Offense Level**

Offense Level	Calendar Year		Difference	
	Jan - Mar 2015	Jan - Mar 2016	Number	Percentage
Felony	183	167	-16	-8.7%
Gross Misd/Misdemeanor	271	137	-134	-49.4%
Other Violation	3	2	-1	-33.3%
<b>Total</b>	<b>457</b>	<b>306</b>	<b>-151</b>	<b>-33.0%</b>

**Filings by Offense Type**

Offense Type	Calendar Year		Difference	
	Jan - Mar 2015	Jan - Mar 2016	Number	Percentage
Domestic Violence	45	23	-22	-48.9%
Drug/Alcohol	20	13	-7	-35.0%
Other	39	44	5	12.8%
Person	96	101	5	5.2%
Property	237	110	-127	-53.6%
Sex	20	14	-6	-30.0%
Unknown	0	1	1	
<b>Total</b>	<b>457</b>	<b>306</b>	<b>-151</b>	<b>-33.0%</b>

## King County Juvenile Justice Statistics Comparison of 2015\* and 2016 through March 31

### School-Related Referrals\*\*

Race/Ethnicity	Calendar Year		Difference	
	Jan - Mar 2015	Jan - Mar 2016	Number	Percentage
African American		48		
Asian/Pacific Islander		11		
Caucasian		40		
Hispanic		17		
Native American		4		
Other/Unknown		2		
<b>Total</b>		122		

### School-Related Referrals by Offense Type

Offense Type	Calendar Year		Difference	
	Jan - Mar 2015	Jan - Mar 2016	Number	Percentage
Domestic Violence		1		
Drug/Alcohol		30		
Other		18		
Person		42		
Property		31		
Sex		0		
Unknown		0		
<b>Total</b>		122		

### Diversion Referrals by Race/Ethnicity

Race/Ethnicity	Calendar Year		Difference	
	Jan - Mar 2015	Jan - Mar 2016	Number	Percentage
African American	199	153	-46	-23.1%
Asian/Pacific Islander	50	50	0	0.0%
Caucasian	232	161	-71	-30.6%
Hispanic	73	70	-3	-4.1%
Native American	16	12	-4	-25.0%
Other/Unknown	14	8	-6	-42.9%
<b>Total</b>	584	454	-130	-22.3%

\*Early 2015 data not available

\*\*The incident occurred on school property or at a school sanctioned event, or if the report was initiated by a school official.

# King County Juvenile Justice Statistics

## Comparison of 2015 and 2016 through March 31

### Alternatives to Secure Detention (ASD)

Measure	Calendar Year		Difference	
	Jan - Mar 2015	Jan - Mar 2016	Number	Percentage
Admissions	119	109	-10	-8.4%
Average Length of Stay	19.75	20.19	0.43	2.2%
Average Daily Population	23.9	20.8	-3.2	-13.3%

### ASD Average Daily Population by Gender

Gender	Jan - Mar 2015		Jan - Mar 2016	
	Number	Percentage	Number	Percentage
Female	3.6	14.8%	7.8	37.7%
Male	20.4	85.2%	12.9	62.3%
<b>Total</b>	23.9	100.0%	20.8	100.0%

### ASD Average Daily Population by Race/Ethnicity

Race/Ethnicity	Jan - Mar 2015		Jan - Mar 2016	
	Number	Percentage	Number	Percentage
African American	13.9	57.9%	11.6	55.9%
Asian/Pacific Islander	0.7	2.9%	2.6	12.7%
Caucasian	3.4	14.3%	2.8	13.6%
Hispanic	3.6	15.2%	3.5	16.9%
Native American	2.3	9.7%	0.2	0.9%
Other/Unknown	0.0	0.0%	0.0	0.0%
<b>Total</b>	23.9	100.0%	20.8	100.0%

## King County Juvenile Justice Statistics Comparison of 2015 and 2016 through March 31

### Secure Detention

Measure	Calendar Year		Difference	
	Jan - Mar 2015	Jan - Mar 2016	Number	Percentage
Admissions	494	395	-99	-20.0%
Average Length of Stay	14.02	19.31	5.3	37.7%
Average Daily Population	61.3	59.6	-1.8	-2.9%

### Secure Detention Average Daily Population by Gender

Gender	Jan - Mar 2015		Jan - Mar 2016	
	Number	Percentage	Number	Percentage
Female	8.7	14.1%	8.1	13.6%
Male	52.7	85.9%	51.5	86.4%
<b>Total</b>	<b>61.3</b>	<b>100.0%</b>	<b>59.6</b>	<b>100.0%</b>

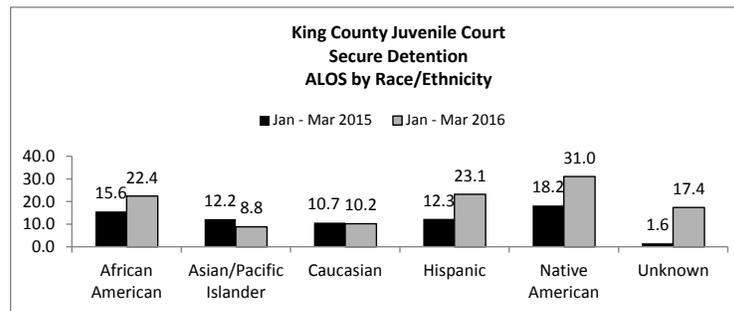
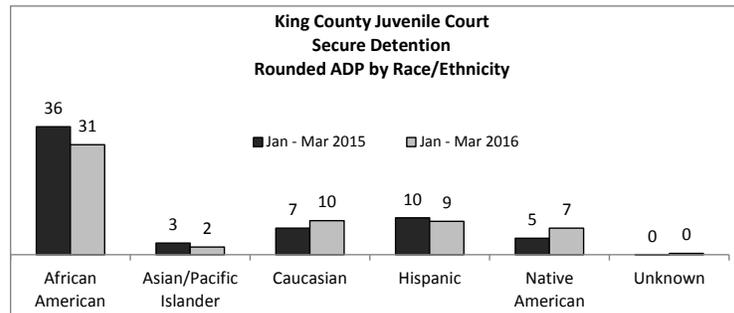
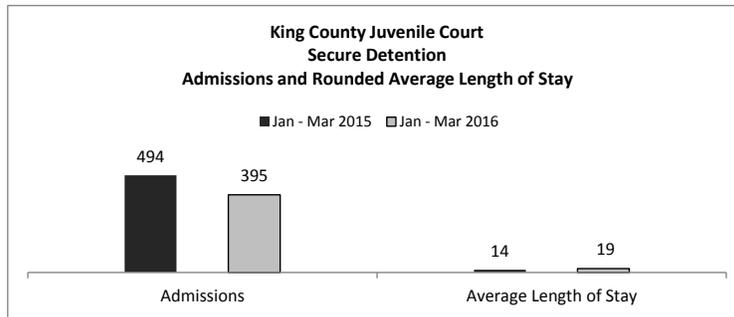
### Secure Detention Average Daily Population by Race/Ethnicity

Race/Ethnicity	Jan - Mar 2015		Jan - Mar 2016	
	Number	Percentage	Number	Percentage
African American	35.8	58.3%	30.7	51.6%
Asian/Pacific Islander	3.2	5.2%	2.2	3.6%
Caucasian	7.4	12.1%	9.5	16.0%
Hispanic	10.3	16.8%	9.3	15.6%
Native American	4.6	7.5%	7.4	12.5%
Other/Unknown	0.0	0.0%	0.4	0.6%
<b>Total</b>	<b>61.3</b>	<b>100.0%</b>	<b>59.6</b>	<b>100.0%</b>

## King County Population Youth Ages 10 to 17

Race/Ethnicity	2010		2014	
	Number	Percentage	Number	Percentage
African American	17,362	9.6%	18,698	10.1%
Asian/Pacific Islander	30,193	16.8%	34,061	18.4%
Caucasian	107,545	59.7%	104,375	56.4%
Hispanic	22,966	12.8%	26,079	14.1%
Native American	1,956	1.1%	1,711	0.9%
Other/Unknown	0	0.0%	0	0.0%
<b>Total</b>	<b>180,022</b>	<b>100.0%</b>	<b>184,924</b>	<b>100.0%</b>

Note: 2010 and 2014 updated figures are from National Center for Health Statistics Bridged-race estimates of the April 1, 2010 - July 1, 2014, U.S. resident population by county, single-year of age, sex, race and Hispanic origin. [2010 and 2014 Released June 30, 2015]



Prepared by: Elizabeth Haumann, M.A., Juvenile Justice Research and Evaluation Analyst  
King County Office of Performance, Strategy, and Budget

## King County Secure Juvenile Detention Comparison of 2015 and 2016 through March 31

	Admissions				Average Length of Stay				Average Daily Population			
	Year		Difference		Year		Difference		Year		Difference	
	Jan - Mar 2015	Jan - Mar 2016	#	%	Jan - Mar 2015	Jan - Mar 2016	#	%	Jan - Mar 2015	Jan - Mar 2016	#	%
<b>Adult<sup>1,2</sup></b>												
Person Crimes - Felony <sup>1</sup>	71	85	14	19.7%	32.50	36.83	4.33	13.3%	19.6	24.7	5.1	26.1%
Person Crimes - Misdemeanor <sup>1,3</sup>	73	61	-12	-16.4%	3.63	5.17	1.54	42.4%	2.8	3.0	0.2	7.4%
Property Crimes - Felony <sup>1,4</sup>	56	50	-6	-10.7%	14.25	15.81	1.56	10.9%	7.7	6.2	-1.4	-18.8%
Property Crimes - Misdemeanor <sup>1,5</sup>	47	18	-29	-61.7%	6.47	8.27	1.80	27.7%	3.4	0.9	-2.5	-74.6%
Drugs/Alcohol Crimes - Felony <sup>1</sup>	4	3	-1	-25.0%	1.53	41.80	40.27	2629.2%	0.1	1.1	1.0	1481.7%
Drugs/Alcohol Crimes - Misdemeanor <sup>1,6</sup>	3	3	0	0.0%	1.58	1.42	-0.16	-10.0%	0.1	0.0	0.0	-11.0%
BECCA Contempts/Dependency <sup>1</sup>	38	22	-16	-42.1%	3.09	1.90	-1.19	-38.6%	1.3	0.5	-0.9	-65.1%
Other (JRA, Contracts, Dist./Muni. Court) <sup>1</sup>	25	19	-6	-24.0%	4.29	10.29	6.01	140.1%	1.1	1.6	0.5	47.4%
Offender Warrants <sup>1</sup>	58	53	-5	-8.6%	21.85	24.08	2.23	10.2%	10.5	10.0	-0.5	-4.9%
Offender Probation Violations <sup>1,7,9</sup>	110	71	-39	-35.5%	11.04	14.89	3.85	34.8%	13.5	10.8	-2.6	-19.6%
Court Ordered Detention at Sentencing <sup>1</sup>	5	4	-1	-20.0%	14.48	12.23	-2.25	-15.5%	0.8	0.5	-0.3	-40.3%
Drug Court <sup>1,10</sup>	4	6	2	50.0%	12.05	13.78	1.73	14.4%	0.5	0.2	-0.3	-56.4%
<b>Total</b>	<b>494</b>	<b>395</b>	<b>-99</b>	<b>-20.0%</b>	<b>14.02</b>	<b>19.31</b>	<b>5.28</b>	<b>37.7%</b>	<b>61.3</b>	<b>59.6</b>	<b>-1.8</b>	<b>-2.9%</b>

<sup>1</sup>JDAI Categories correspond to the category of the youth at the time of admission to detention.

<sup>2</sup>Adult is not applicable to King County Juvenile Detention.

<sup>3</sup>Person Crimes - Misdemeanor includes violations, etc.

<sup>4</sup>Property Crimes - Felony includes both property and other offenses.

<sup>5</sup>Property Crimes - Misdemeanor includes both property and other offenses, as well as violations, etc.

<sup>6</sup>Drugs/Alcohol Crimes - Misdemeanor includes violations, etc.

<sup>7</sup>Offender Probation Violations includes both offender probation violation warrants and offender probation violation sentences.

<sup>8</sup>ALOS is calculated from the time of admission to the time of release or the end of the reporting period.

<sup>9</sup>Includes Deferred status.

<sup>10</sup>Drug Court - includes detention related to drug court hearings and sanctions for youth who have opted into the program.

\* King County Juvenile Court transferred from one data system (JJWEB) to another (JIMS) on 5/12/2012. Data transition has presented some problems (i.e. new queries had to be developed, inherent issues in data migration, differences in the capture and storage of detention data). On 12/12/2012 a fix was put in place to resolve some of the issues with the detention data. The Juvenile Justice Research & Evaluation Analyst is continuing to work with IT to improve the data reporting.

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**King County**

**Law and Justice Committee**

**STAFF REPORT**

<b>Agenda Item:</b>	6	<b>Name:</b>	Clifton Curry
<b>Proposed No.:</b>	2016-B0127	<b>Date:</b>	June 14, 2016

**SUBJECT**

A review of the Department of Adult and Juvenile Detention’s Process for Background Checks for Allowing Volunteers and Others Access to County Adult and Juvenile Correctional Facilities

**SUMMARY**

This briefing is intended to describe the Department of Adult and Juvenile Detention’s (DAJD) policies and processes for conducting criminal history background checks for those accessing the county’s adult and juvenile detention facilities. The department requires that all DAJD staff, other county employees, contractors, service providers, interns, volunteers, and those touring the facilities receive a background investigation before being granted access to the facilities. The scope of the background investigation is based on the access to the facility (whether the person will be accompanied by staff or not) and the person’s level of interaction with inmates (window separation visiting through direct/unsupervised interaction). The department uses an individual’s criminal history and other information to determine whether to approve or deny access and at what level that access will granted. Staff from the department are here today to brief the committee on the standards, policies, and procedures for granting access to volunteers and others to the county’s detention facilities.

**BACKGROUND**

The King County Department of Adult and Juvenile Detention operates one of the largest detention systems in the Pacific Northwest. The department is responsible for the operation of two adult detention facilities--the King County Correctional Facility in Seattle and the Maleng Regional Justice Center (MRJC) in Kent—with over 30,000 bookings a year and an average daily population of 1,835 pre- and post-adjudicated felons and misdemeanants every day. The average daily population of the department’s Seattle facility is approximately 1,106 inmates and about 730 inmates housed at the MRJC. The department’s juvenile detention division houses 56 youth on an average daily basis.

As part of its operation of two adult and one juvenile detention facility, the department must comply with the U.S. and State Constitutions, along with federal and state law that mandate that inmates be held in a safe and secure manner. These safety considerations also extend to the staff of the facilities. As a consequence, each DAJD employee is required to undergo a rigorous background review that can include a criminal history records check, psychological evaluation, and polygraph examination.

In addition, the Constitution and federal and state laws, require that all inmates have access to medical services, programs, other services, and visitors. While medical and mental health services are provided by Department of Public Health employees, many of the other services inmates receive are provided by individuals who not county employees; with many being volunteers. In addition, the operation of the department's facilities requires that other county employees and private contractors enter into the secure portions of the jail and Youth Services Center to maintain the facilities' physical plant and other operations (information technology, for example). As a result, because the department seeks to ensure the safety of inmates and staff, it is the department's policy that any individuals from these other groups that need to enter the secure portions of its facilities are also required to undergo a background investigation (see attached DAJD policy).

According to department policy, in order to be granted access to DAJD facilities, each individual (DAJD employee, other county employees, contractors, service providers, volunteers, and those seeking to tour facilities) must complete two forms. The first is the department's "Authorization for Criminal History Reference Check" (see attached form) which includes a waiver and authorization to release information. The form requires descriptive information to aid in correct identification (name, date-of-birth, Social Security Number, Driver's License Number, etc.) and answers to eight questions related to:

- criminal history (detained, arrested, charged, or convicted of non-traffic or parking violations);
- current pending criminal investigations or charges;
- history of being found by a court (in a dependency or domestic relations proceeding) to have sexually assaulted, abused, or exploited any child, vulnerable adult, or developmentally disabled person;
- prior denial of a license to care for adults or children or being placed on a child, vulnerable adult, or sex registry;
- prior court or correctional supervision (parole/probation by any federal, state or local authority);
- history of having no-contact, protection, or anti-harassment orders;
- history of bring contraband into a correctional facility;
- history of personal relationships with individuals who have been incarcerated in any prison/jail or in a community corrections program;
- history of failing another background or security clearance investigations; and,

- history of engaging in “sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, school, community-based organization, youth summer camp, or any other institution.”

According to the department, individuals are required to fully answer every question completely and accurately and that failure to include any of the required information is grounds for denial of access. If an individual answers “yes” to having any of the indicated history, they are required to submit information on an attachment describing the circumstances of their answer. The department notes that answering “yes” to one of the history questions will not necessarily result in denial of access. The department conducts its review using local, state and federal criminal history databases and has established policies related to what types of history (types of prior charges and how long ago) could lead to denial of access. These policies take into account the level of access (supervised or unsupervised) the applicant is seeking and the level of inmate contact. The policies also describe a process for applicants to “appeal” a denial decision and provide new information.

In addition, the federal Prison Rape Elimination Act requires that each person sign a form acknowledging the receipt and understanding of the “Prison Rape Act (PREA) & Security Orientation for Contracted Professionals, Agency Service Providers and Volunteers.” This acknowledgement is required by federal law.

According to information from the Prosecuting Attorney’s Office, there are no state or federal laws which require a correctional facility to ask volunteers any particular question before allowing entry into its facilities. The Prison Rape Elimination Act (PREA) does require that volunteers be trained on their responsibilities under a correctional facility’s sexual abuse and sexual harassment policies and procedures. Nevertheless, under PREA, correctional facilities are required to conduct a criminal background records check before hiring any contractor who may have contact with inmates. PREA also prohibits correctional facilities from hiring a contractor who may have contact with inmates who has previously engaged in certain types of sexual misconduct. Accordingly, correctional agencies must obtain enough information from a prospective contractor to ensure these standards are met. Contractors also must be trained on their responsibilities under a correctional facility’s sexual abuse and sexual harassment policies and procedures.

Staff from the department are here today to brief the committee on the standards, policies, and procedures for granting access to volunteers and others to the county’s detention facilities.

**ATTENDEES:**

- William Hayes, Director, Department of Adult and Juvenile Detention
- Corinna Hyatt, Commander, Kent Division, Department of Adult and Juvenile Detention

## **ATTACHMENTS**

1. "Authorization for Criminal History Check," department of Adult and Juvenile Detention and Prison Rape Elimination Act Disclosure Form
2. Excerpts from General Policy Manual Related to Background Checks, Department of Adult and Juvenile Detention



# King County

**Department of Adult and Juvenile Detention**  
KCCF 500 5<sup>th</sup> Ave Seattle, WA 98104  
CCD 500 5<sup>th</sup> Ave Seattle, WA 98104  
RJC 620 West James St. Kent, WA 98032  
Youth Services 1211 E. Alder St. Seattle, WA 98122

**FOR OFFICE USE ONLY**

KCCF  CCD  RJC  JUV

CIU ROUTE TO \_\_\_\_\_  
Staff Name

## Authorization for Criminal History Reference Check

As part of the review process for all persons seeking access into the Department of Adult and Juvenile Detention (DAJD) facilities, a criminal history reference check is required. Your signature authorizes DAJD to conduct a criminal history reference check and annual reviews, if applicable. This information is kept strictly confidential within our agency.

**IMPORTANT: You are required to submit a CLEAR PHOTOCOPY or SCANNED COPY of your photo ID with this application (current and valid state ID, state issued driver's license, visa, passport or U.S. Government issued ID).**

Name: \_\_\_\_\_ AKA/Maiden/Prior: \_\_\_\_\_  
Last First Full Middle Name

Address: \_\_\_\_\_  
Street City State Apt Zip Code

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Driver's License: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: \_\_\_\_\_  
City State Country

Gender:  M  F Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_

Company/Agency/Organization: \_\_\_\_\_ Applicant Job Title: \_\_\_\_\_  
If Applicable If Applicable

Supervisor Name: \_\_\_\_\_ Supervisor Phone: ( ) \_\_\_\_\_  
If Applicable If Applicable

Access Purpose: \_\_\_\_\_

Requested Access Dates:  One-Time-Only on \_\_\_\_/\_\_\_\_/\_\_\_\_ (or)  
Date if Known  
 Ongoing, starting on \_\_\_\_/\_\_\_\_/\_\_\_\_ and ending on \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date if Known Date if Known

Applicant Emergency Contact: \_\_\_\_\_ ( ) \_\_\_\_\_  
Name Relationship Area Code + Phone Number

**OFFICE USE ONLY BELOW THIS LINE**

Access Type:  Adult  Juvenile  Window Visit  Annual Warrant Check  Tour  Visit  Vendor/Trades  
\_\_\_\_ SEA/KING \_\_\_\_ Interstate Identification Index (III) \_\_\_\_ WACIC/NCIC \_\_\_\_ AOC \_\_\_\_ DOL Abstract \_\_\_\_ WA Courts

If **DENIED** provide SID/FBI# \_\_\_\_\_ and/or CASE/CAUSE#(s) \_\_\_\_\_  
CASE/CAUSE#(s) \_\_\_\_\_

CIU Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLEARED**  **DENIED** CHRC Completed by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

DAJD Supervisor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ RECONSIDERATION \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**Applicant:** Please answer the following questions completely and accurately. **Exclude** non-criminal traffic and parking violations. Please indicate if you require assistance in having this document translated into another language.  
 Requested language \_\_\_\_\_

**Please note:** An arrest or conviction will not necessarily result in denied access. Association with an inmate will also not necessarily result in denied access. Withholding information **will** result in denied access. The background process may uncover items that have been sealed, dismissed, stricken or expunged. Listing these items will also not necessarily result in denied access though failure to disclose those items **will** result in denied access.

If you are completing this application for an annual warrant check, please disclose all past criminal history, even if it was previously disclosed on a prior application. If you answer "yes" to any of the following questions, please include a detailed explanation on a separate sheet of paper.

1. Have you **ever** been detained, cited, arrested, charged or convicted of any crime, including any crime related to the sale or use of illegal drugs/narcotics, such as cocaine, opiates, heroin, hallucinogenic drugs or marijuana?  Yes  No
2. Do you have criminal charges *currently* pending against you?  
 Include charges(s), case numbers, dates(s) and investigating agencies for all past criminal history:  
 Juvenile \_\_\_\_\_  Yes  No  
 Adult \_\_\_\_\_  
 Military Offenses \_\_\_\_\_  
 Any other charge \_\_\_\_\_
3. Have you **ever** been found to have sexually assaulted or physically abused or exploited any child, vulnerable adult and/or developmentally disabled person by a:  Yes  No
  - a) court of law in a dependency action relating to a dependency of a child, etc.?  Yes  No
  - b) court of law in a domestic relations proceeding related to the abuse of children, adult or dependent person?  Yes  No
  - c) professional disciplinary board and/or the Department of Licensing?  Yes  No
4. Have you **ever** been denied a license to care for children or adults, and/or had a license to care for children and/or vulnerable adults suspended or revoked, and/or had your name placed on a child, vulnerable adult or sex abuse registry in this county or any other country?  Yes  No
5. Are you now or have you **ever** been supervised by any court, Department of Corrections, or probation/parole office? Please include all federal, state, county, and/or city supervision.  Yes  No
6. Have you **ever** had a No-Contact, Protection, or Anti-Harassment Order served against you?  Yes  No
7. Have you **ever** been investigated, disciplined, terminated for or found to have brought illegal contraband into a correctional facility?  Yes  No
8. Do you now or have you **ever** had any personal relationship with a person, including relatives, who has been an inmate in any correctional institution or community corrections programs (probation, work release, CCAP, day reporting center, etc.)? List the relationship, institution and the person's full name.  Yes  No
9. Have you **ever** failed a previous background investigation or security clearance?  Yes  No
10. Have you **ever** engaged in any sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, school, community-based organization, youth summer camp, or any other institution?  Yes  No

**I hereby authorize DAJD to conduct a criminal history reference check.**

- I understand it is my responsibility to contact DAJD Administration, prior to returning to the facility, if I am detained, cited, arrested, charged, or convicted of a crime, or involved with a No-Contact, Protection, or Anti-Harassment Order not previously disclosed.
- I understand that all information obtained as a result of any and all phases of the DAJD background investigation process will be held strictly confidential, that the background investigation file is closed to me, and that I will not be provided a specific reason why I am disqualified from further consideration.
- I understand that if involvement in criminal activity is suspected or discovered, information may be released to appropriate law enforcement agencies.
- I certify that all of the answers and statements made on this form are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misstatements of material facts or omissions may subject me to disqualification or denial.

Print Applicant Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



# King County

**Department of Adult and Juvenile Detention**

**KCCF** 500 5<sup>th</sup> Ave Seattle, WA 98104

**CCD** 500 5<sup>th</sup> Ave Seattle, WA 98104

**RJC** 620 West James St. Kent, WA 98032

**Youth Services** 1211 E. Alder St. Seattle, WA 98122

## WAIVER AND AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I hereby authorize you to furnish the King County Department of Adult and Juvenile Detention with any and all information that you may have concerning my work record, my reputation and my arrest history. Information of a confidential and privileged nature may be included. Your reply will be used to assist the department in determining my qualifications, suitability and fitness for interacting with inmates and detainees, including at-risk youth, and access to the King County Adult and Juvenile Detention secure facilities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, and hereby waive those rights with the understanding that all information furnished will be used by the Department of Adult and Juvenile Detention for the purposes of ensuring client well-being and detention safety and security only, unless information provided reveals current criminal activity.

I hereby release you and your organization from any liability or damage that may result from furnishing the information requested.

This waiver and authorization is no longer valid immediately upon termination of my employment, position, or access to DAJD secure facilities, whichever comes first.

Note: A photocopy of this request shall be for all intents and purposes as valid as the original.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Full Name**

\_\_\_\_\_  
**Date**





**King County**

Department of Adult and Juvenile Detention

**A REQUIRED PREA DOCUMENT IS ATTACHED.  
DUE TO THE NATURE OF THE INFORMATION, PLEASE READ THE MESSAGE BELOW.**

**WARNING - NOTICE OF EXPLICIT CONTENT**

The enclosed information provides an explanation of the Prison Rape Elimination Act (PREA) and may contain explicit language and content. The Department of Adult & Juvenile Detention is committed to supporting the elimination, reduction and prevention of sexual abuse and sexual harassment within its facilities. This PREA orientation is provided to all volunteers, vendors, contractors and visitors entering the facilities with the intent to clearly outline prohibited acts that violate PREA. This information is not only important for your knowledge, awareness and safety, but also to protect our detained population.



**King County**

Department of Adult and Juvenile Detention

## **PRISON RAPE ELIMINATION ACT (PREA) & SECURITY ORIENTATION FOR CONTRACTED PROFESSIONALS, AGENCY SERVICE PROVIDERS AND VOLUNTEERS**

**DAJD MISSION STATEMENT** - The Department of Adult and Juvenile Detention contributes to the public safety of the citizens of King County and Washington State by operating safe, secure, and humane detention facilities and community corrections programs, in an innovative and cost-effective manner.

**PREA** - The Prison Rape Elimination Act (PREA) was signed into law September 4, 2003. It supports the elimination, reduction and prevention of sexual assault and sexual harassment within the corrections systems. The law was designed and passed to: establish a zero-tolerance standard for the incidence of rape in prisons in the United States, make the prevention of prison rape a top priority in each prison system, develop and implement national standards for the detection, prevention, reduction, and punishment of prison rape, increase available data and information on the incidence of prison rape, increase the accountability of prison officials who fail to detect, prevent, reduce, and punish prison rape.

DAJD policy 6.04.001 Prison Rape Elimination Act mandates zero tolerance toward all forms of sexual abuse and sexual harassment. The occurrence of sexual abuse and sexual harassment undermines the public support of law enforcement, creates a hostile environment and is not consistent with DAJD's mission of operating safe, secure and humane detention facilities.

**SEXUAL ABUSE** - Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident: Contact between the penis and the vulva or the penis and the anus, including penetration, however slight; Contact between the mouth and the penis, vulva, or anus; Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire; Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire; Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire; Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described above; Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident.

**SEXUAL HARASSMENT** - Sexual Harassment is repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another; and verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

**PROSECUTION** - Custodial Sexual Misconduct - (Class C Felony) When an employee or contract personnel of a correctional agency has sexual intercourse with a resident of a state, county, or city adult or juvenile correctional facility, including but not limited to jails, prisons, detention centers, or work release facilities, or is under correctional supervision, RCW 9A.44.160.

Custodial Sexual Misconduct - (Gross Misdemeanor) When an employee or contract personnel of a correctional agency has sexual contact with a resident of a state, county, or city adult or juvenile correctional facility, including but not limited to jails, prisons, detention centers, or work release facilities, or is under correctional supervision, RCW 9A.44.170.

The DAJD will conduct an administrative or criminal investigation for all allegations of sexual abuse and sexual harassment. Allegations of sexual abuse or sexual harassment will be referred for investigation to the Seattle or Kent Police Departments to conduct criminal investigations unless the allegation does not involve potentially criminal behavior.

**KNOWLEDGE OF SEXUAL MISCONDUCT** - If you become aware of an incident of sexual misconduct of any kind, you are to immediately notify Corrections Staff in order to prevent further misconduct. If an inmate is acting inappropriately, also immediately notify Corrections Staff to have the behavior stopped. Corrections Staff are responsible for the Jail's security and the safety of all inmates and personnel. Remember that there can never be consensual sex in a custodial relationship. Exceptions to this paragraph include confidentiality associated with Rules of Professional Conduct for attorneys.

**FACILITY ACCESS** - Access into the jail is a privilege. Do not use your access for any reason or purpose that is not directly associated with the service you are contracted to provide. Do not use any DAJD property for personal matters, or present yourself as a representative of King County DAJD. Visiting of any family member or friends that may be in custody must be on their visiting days and at the window visiting booths only. You are here to provide a specific service, which is specifically stated in your contract. You are only permitted to provide this service as authorized per DAJD. Persons who appear under the influence of drugs or alcohol, or have a detectable odor of alcohol shall be denied facility access.

**SEARCHES** - All persons are subject to search by Corrections Staff at any time while inside the Jail Facilities. This would include metal detector screening and/or consensual "frisk search" (pat down) for entry purposes. Searches may also be conducted if there is reasonable suspicion that you are trafficking contraband.

**INMATE CONTACT PROHIBITED** - Do not give any item to any inmate or to any inmate's family member or friend, except for legal documents exchanged between attorneys or their authorized staff and clients. Do not accept any gift, personal service or favor from an inmate, or from any persons that may be related to or associated with an inmate. Do not accept anything given to you, to be given to an inmate. If an inmate requests you to pass something to another inmate it should be reported to Corrections Staff immediately. Possession of contraband or introduction of contraband into the Jail is prohibited and shall result in loss of professional access, and may result in criminal charges. Any behavior that creates a conflict of interest between your responsibilities as a contractor or service provider will result in your facility access being denied.

You are expected to maintain a professional interaction at all times with the inmate population. Personal disclosure, interaction, and communication, including written correspondence and physical contact, are inappropriate. Don't assume you know the inmate's behavior. Touching, hugs, and physical contact with inmates can be misinterpreted, even though innocently done. Personal disclosures about yourself can be misunderstood or used to manipulate you. A jail culture is very different from mainstream society. Physical contact, personal contact and/or communication with inmates can result in termination of jail access.

**DRESS & APPEARANCE** - Dress shall be appropriate and professional for the service you are providing. Do not allow inmates access to any of your personal attire at any time (e.g. hats, gloves, coats, sweatshirts, etc.). **WEAPONS ARE PROHIBITED.**

**EXCEPTIONS TO THE ABOVE** - There may be exceptions to the above requirements, including: medical or mental health services, attorney-client privileges, or privileged religious communications. These confidential, legal and ethical standards will be considered and honored in addition to the PREA and Security standards (e.g., confidential communications, shaking of hands between attorney and client, etc.). The above requirements are not meant to preempt the Rules of Professional Conduct.

*Your signature acknowledges that you have read and understand these guidelines.*

*Print name* \_\_\_\_\_ *Date* \_\_\_\_\_

*Signature* \_\_\_\_\_

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 <b>King County</b>	<b>Department of Adult and Juvenile Detention</b> <b>All Divisions</b> <b>General Policy Manual</b>	
	<b>Chapter 1</b> <b>Administration &amp; Personnel Management</b>	
<b>1.03.016 Background Investigations</b>	Approved By:	Director W. Hayes
	Effective Date:	May 05, 2016
	Reviewed By:	Human Resources SDM
Distribution:	Review Date:	March 5, 2015

**Purpose**

Background investigations are conducted for the purpose of determining whether access to department facilities shall be approved for DAJD and non-DAJD individuals.

**Policy**

In order to ensure the safety and security of department facilities and maintain compliance with federal, state and local laws, it is the policy of the department to require background investigations for both DAJD and non-DAJD individuals seeking access to the detention facilities.

**References**

Federal: Prison Rape Elimination Act (PREA)  
 RCW's: Chapter 10.97 Washington State Criminal Records Privacy Act  
 Department Policies: 1.03.030 Non-Departmental Personnel  
 1.03.048 References and Background Disclosure Requests  
 1.03.050 Drug Use  
 4.01.005 Entrance Procedures  
 4.01.008 Identification for Access

**Definitions**

**Non-DAJD Individuals:** For the purpose of this policy, any person who is employed in a career service position, exempt position, term-limited-temporary position, short-term temporary position, or administrative temporary position for a King County department or office other than DAJD.

**Contractor:** An individual who works on contract for the County and/or for the department. "Contract" means a formal agreement between King County, and a vendor or contractor to provide a defined set of services, or goods, materials, supplies within a specified time period with specified compensation. This includes temporary personnel hired via King County contracts with employment agencies.

**College Interns:** Individuals who are either earning credit through their school for experience in a field related to their degree, or are earning pay from an employer with the purpose of learning about a career in which they are interested.

**Volunteer:** An individual who volunteers to perform services for the department, where the individual receives no compensation, paid expenses, reasonable benefits, or a nominal fee from the department to perform the services for which the individual

volunteered; and such services are not the type of services which the individual is employed to perform for the department. This group may include employees of community-based agencies or religious groups.

**Special and/or Face-to-Face Visitors:** An individual or group of individuals who visit the jail periodically or on a one-time basis for the purposes of a face-to-face contact with an inmate, facility tour or meeting with administration.

**Service Providers:** Individuals or groups, who are not employed by King County, which may meet one on one or facilitate group programming with inmates. Based on the work site assignment (secure vs. public access area), and other requirements or restrictions, service providers may be given face-to-face or window access to provide services to their clients or conduct group informational/educational workshops. Service providers include, but are not limited to, case managers with Seattle Mental Health or Community Psychiatric Clinic, facilitators with Seattle Planned Parenthood, etc.

**DAJD Employee/Applicant:** Individuals who are seeking employment or are employed with the department. This may include seeking employment or being employed in a career service position, exempt position, term-limited-temporary position, short-term temporary position or administrative temporary position with the department.

**Criminal History Record:** Information contained in records collected by criminal justice agencies, other than courts, on individuals, consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising there from, including acquittals by reason of insanity, dismissals based on lack of competency, sentences, correctional supervision, and release. The term includes information contained in records maintained by or obtained from criminal justice agencies, other than courts, which provide individual identification of a person together with any portion of the individual's record of involvement in the criminal justice system as an alleged or convicted offender.

**Non-conviction Data:** Consists of all criminal history record information relating to an incident which has not led to a conviction or other disposition adverse to the subject, and for which proceedings are no longer actively pending.

**Conviction Record:** Criminal history record information relating to an incident which has led to a conviction or other disposition adverse to the subject.

**Disposition:** The formal conclusion of a criminal proceeding at whatever stage it occurs in the criminal justice system.

**Abbreviations:**

**CHC:** Criminal History Check (includes NCIC, Triple I and WACIC)

**A. General Guidelines**

1. Background investigation information is confidential and shall only be provided to individuals who have a need to know, which includes the director, deputy director, facility commanders, majors, division directors, the Internal Investigations Unit (IIU) commander, Department Human Resources (HR) personnel, Special Investigations Unit (SIU) sergeants, the polygraph examiner, the psychological examiner, and the designees of the individuals listed above.
2. Several factors determine the level of background check needed, including, but not limited to, the nature of service performed by the individual, whether the individual shall be escorted or supervised, the frequency of access to the facilities, and the information which an individual may have access to for non-DAJD individuals:

- a. Unescorted access, unsupervised Inmate contact. Requires full background, including polygraph and psychological evaluations.
  - b. Unescorted access, supervised inmate contact. Requires partial background up to and including polygraph. A psychological evaluation may be required at the discretion of the facility commander or division director.
  - c. Escorted access, supervised inmate contact. Requires partial background, exclusive of polygraph and psychological evaluations.
3. The department shall conduct background investigations no more than every five years, of current individuals with facility access (in compliance with PREA Standard 115.17, Hiring and promotion decisions), in line with the background standards listed above (2. c.).

## **B. Confidentiality**

As stated in Section A., background investigation information is confidential. As a result of background investigations, information of a personal nature may be uncovered. Therefore:

1. Every precaution shall be taken to safeguard personal information gleaned as a result of a background investigation.
2. Information acquired as a result of a background investigation shall be divulged on a "need to know" basis only to department personnel listed above in section A.1 and no copies shall be made available of any documents pertaining to the investigation.
3. Retention period:
  - a. Background investigation files of those non-DAJD employees deemed qualified shall be retained in the confidential background investigations files for a period of three years after the respective individual has left the status for which they were granted access. At the end of the retention period, the files shall then be sent to the King County Records Center for archiving and appropriate destruction.
  - b. Background investigation files of those disqualified from the process shall be retained in the confidential background investigations files for a period of three years. At the end of the retention period, the files shall then be sent to the King County Records Center for archiving and appropriate destruction.
  - c. Background files for department applicants who are not successful in their bid for hire shall be kept for a period of three (3) years. At the end of the retention period, the files shall then be sent to King County Records Center for archiving and/or appropriate destruction.
  - d. Background files for department employees shall be retained in the confidential background investigation files for the duration of the employee's employment. Upon termination, the files shall be kept for three (3) years. At the end of the three year retention period, the files shall be sent to the King County Records Center for archiving and/or appropriate destruction.
4. Criminal History Background Investigation Process for department Applicants, Employees and Non-DAJD Individuals:
  - a. Non-DAJD individuals (see definitions above) being considered for access to department facilities or access to department information must undergo the department's background investigation process. The background investigation phases outlined below are listed in the usual order in which

- these phases are completed. However, this order may vary based upon phases required for the classification and/or request for access.
- b. The background investigation process for King County employees who do not work for the department: contractors, service providers, volunteers and program personnel who have frequent unsupervised access to the facilities and to department information:
    - 1) The individual shall be provided a background packet which includes:
      - a) Background Investigation Questionnaire (BIQ) for Non-DAJD.
      - b) Clearance Request.
      - c) If fingerprints are required, HR or the appropriate supervisor shall inform the requestor to report to the Sheriff's Office for fingerprinting. HR shall receive the fingerprint reports and disseminate to the appropriate personnel.
    - 2) The individual fully completes the background packet and returns it to the supervisor who provides programmatic oversight over the requestor. The supervisor ensures the packet is complete and then forwards the packet to SIU.
    - 3) A criminal records check is completed by the SIU Sergeant. The criminal records check may include a review of information obtained via the Interstate Identification Index (Triple I), Washington Crime Information Center (WACIC) and National Crime Information Center (NCIC), Accurant, Administrative Office of the Courts (AOC) and other information gathering services:
      - a) Financial information
      - b) References
      - c) Residential information
      - d) Real property
      - e) Affiliations
      - f) Traffic offenses
    - 4) Background Investigations file review shall be completed by an SIU sergeant, facility commander, major or division director, with additional approval from the director, if necessary.
    - 5) If access is denied, the individual may request reconsideration by the major (or higher authority).
    - 6) If approved for access, an identification badge may be issued in accordance with the employee's level of facility access.
    - 7) The facility commander/division director, or major/assistant division director continue to review any background information received thereafter for a determination of continued access.
    - 8) Upon termination of services, issued identification badges must be collected.
  5. Additional Requirements for Service Providers:
    - a. The Volunteer/Service Provider shall:
      - 1) Successfully complete the facility access process annually, including the Criminal History Reference Check following department policy (refer to 4.01.008 Identification for Access to the Facilities).
      - 2) Meet the following minimum criteria for unescorted service provider "inside jail" access:

- a) Be 21 years old within 30 days of the application process (or 18 years old if escorted and with paid department staff present for supervision).
  - b) Be off of parole/probation for a minimum of the previous two (2) years.
  - c) If the applicant has one (1) conviction, they must not have been incarcerated for a minimum of the previous three (3) years. Charges with no conviction shall not be counted, unless there is a current or recent serious charge (in which case the information shall be forwarded for review by the approving authority).
  - d) If the applicant has more than one (1) conviction, they must not have been involved in the criminal justice system for the previous five (5) years or more (including charges, incarcerations, probation or parole, etc.). Window visitation may be authorized if a minimum of two (2) years have passed since any criminal justice system involvement.
  - e) Is not presently using controlled substances of any kind / illegal drugs. The department has zero tolerance for illegal drug use, including present use of marijuana. Consideration of an individual's prior illegal drug use history shall be given following department policy (refer to 1.03.050, Drug Use). The department does not permit anyone who has used marijuana in the prior year access to the facility.
  - f) Not have any outstanding charges or warrants.
  - g) Successfully complete the department's Criminal History Background Review and Evaluation.
  - h) Successfully complete and be cleared on the jail electronic imaging application.
  - i) If deemed necessary, complete the department's security orientation.
  - j) If designated by the program coordinator for inmate contact access, complete the 8-hour training session during their first year of access.
  - k) Attend PREA training and orientation.
  - l) Must not be a department employee.
  - m) Must not have been previously terminated from employment with the department in the last two (2) years. Following the two (2) year time limit, individuals shall be reviewed on a case by case basis.
  - n) Must not have been charged or convicted for introduction of contraband to a detention facility.
  - o) Must abide by the Service Provider "Volunteer-Professional" Code of Conduct.
  - p) Must abide by jail safety and security regulations, and staff directives.
  - q) Must be a current volunteer or employee of the community agency under which they are receiving jail access and whom they are representing in their provision of services.
  - r) Comply with requirements for the department's electronic imaging and/or the HR background procedure for the "picture ID" badge following department policy (refer to 4.01.008, Identification for Access).
- 3) Visitors to the facility shall not undergo a criminal history background check, but shall be run for warrants. If current, active warrants are

located, facility access shall be denied.

**C. Information Considered for Approval and Denial**

1. The following areas are considered in determining access to department facilities, to include, but not limited to:
  - a. The department retains the right to deny an individual's application for entry based upon intelligence or information gained through confidential sources that shall be non-disclosable to the individual seeking access.
  - b. Consideration shall be given to the individual's level of cooperation in the background process. The individual must cooperate by providing true, complete statements, without intentional falsifications, omissions, or misleading statements. Any finding of the above may result in the denial of access to department information and facilities.
  - c. Consideration shall be given to the individual's criminal history record. This includes consideration as to non-conviction data, the conviction record, dispositions adverse to the subject, admission of criminal activity (even if not caught), the seriousness of the offense, the date of the offense, and the age of the individual at the time of the offense. Any of these may result in the denial of access to department information and facilities.
  - d. The department has zero tolerance for illegal drug use. Consideration shall be given to an individual's illegal drug history following department policy (refer to 1.03.050, Drug Use).
  - e. Consideration may be given to an individual's domestic violence history, violation of court orders, the number of crimes committed and what the individual's convictions are for.
  - f. Consideration shall be given to an individual's history and record of sexual abuse, sexual assault, harassment or related offense as required by PREA.

 <b>King County</b>	<b>Department of Adult and Juvenile Detention          Adult Divisions          General Policy Manual</b>	
	<b>Chapter 1          Administration and Personnel Management</b>	
<b>1.03.049 Background Review          for ACCESS/WACIC</b>	Approved By:	Director Designee W. Hayes
	Effective Date:	September 4, 2014
	Reviewed By:	Deputy Director
Distribution:	Review Date:	April 7, 2014

**Purpose**

The purpose of this policy is to maintain compliance with the Washington State Criminal Records Privacy Act (RCW 10.97).

**Policy**

It is the policy of this Department to require background reviews every five years for DAJD employees whose job duties require the use of ACCESS/WACIC.

**References**

- Federal: CJIS Security Policy; Title 28, Part 20, Subparts A and C
- RCW: Chapter 10.97 Washington State Criminal Records Privacy Act
- DAJD Policies: 1.03.016, Background Investigations  
 1.03.052, Criminal Justice Information Security  
 1.04.002, Department Investigations  
 1.05.002, Special Criminal Investigations Unit
- WSP: ACCESS Manual

**Definitions**

**ACCESS (A Central Computerized Enforcement Services System):** A computer system established by the Washington State Patrol (WSP) in partnership with all of the subscribing criminal justice agencies throughout the state. ACCESS provides services to the Washington Crime Information Center (WACIC), Washington State Identification System (WASIS), the National Crime Information Center (NCIC), the Department of Licensing (DOL), the Department of Corrections Offender File (DOC), the National Law Enforcement Telecommunications System (NLETS), and numerous regional systems.

**Technical Agency Coordinator (TAC):** The point of contact for their agency. A TAC shall be appointed at each terminal location and be Level II ACCESS/WASIC certified. The TAC shall be responsible for ensuring their agency is in compliance with state and NCIC policies and regulations, including validation requirements.

**Criminal Justice Information (CJI):** All FBI Criminal Justice Information Services (CJIS), WSP or other law enforcement agency provided data including, but not limited to biometric, identity history, biographic, property, and case/incident history.

**Acronyms**

<b>ACCESS:</b>	A Central Computerized Enforcement Services System
<b>NCIC:</b>	National Crime Information Center
<b>WACIC:</b>	Washington Crime Information Center
<b>SID:</b>	State Identification Number
<b>TAC:</b>	Technical Agency Coordinator
<b>ORI:</b>	Originating Agency Identifier

**General Guidelines**

1. Background information is confidential and shall only be provided to individuals who have a need to know, which includes the Department of Adult and Juvenile Detention's Director, Deputy Director, Facility Commanders, Majors, Division Directors, the Internal Investigations Unit (IIU) - Commander and Human Resource Delivery Manager.
2. ACCESS requires all personnel who use ACCESS to have a background review every five years.
3. If there are felony convictions within the employee's rap sheet they will be denied continued use and certification with ACCESS. However, the Department may ask for a review in extenuating circumstances where the severity of the offense and the time that has passed would support a possible variance.
4. If a record of any kind exists, access shall not be granted until reviewed to determine access is appropriate.
5. The IIU Commander must notify the Washington State Patrol (WSP) Information Security Officer of any convictions.
6. If there are charges pending a disposition, the IIU Commander must notify the WSP Information Security Officer.
7. If there are misdemeanor convictions the IIU Commander shall notify the WSP Information Security Officer but, DAJD will ultimately decide whether to limit ACCESS.
8. To run a criminal history inquiry
  - a. Use purpose code "J".
  - b. Use "Criminal Justice Re-background" as a reason.
  - c. Log the date and SID # of the employee.
8. Do not retain rap sheet information.
9. DAJD personnel will all be apprised that CJJ may only be used in the administration of criminal justice. It is strictly protected by state and federal law. A list of applicable laws may be found in Chapter 1 of the ACCESS Manual.
10. For proper disposal of CJJ refer to Department policy (1.03.052, Criminal History Use and Dissemination).

 <b>King County</b>	<b>Department of Adult and Juvenile Detention          Adult Divisions          General Policy Manual</b>	
	<b>Chapter 1          Administration and Personnel Management</b>	
<b>1.03.050 Drug Use</b>	Approved By:	Deputy Director H. Tamura
	Effective Date:	June 15, 2015
	Reviewed By:	HR Service Delivery Manager
Distribution:	Review Date:	March 5, 2015

**Purpose**

To establish criteria for the denial based on drug use of employment, volunteer, or contracted assignment with the department. This policy includes volunteers, visitors, agency employees, and service providers.

**Policy**

The department is firmly committed to promoting a drug-free society and workplace. The unlawful use of drugs by department employees, volunteers, or contracted agency personnel shall not be tolerated.

**References**

RCW: Chapter 69.50; Uniform Controlled Substances Act  
 Department Policies: 1.03.035, Recruitment

**Definitions**

**Controlled Substance:** A drug or chemical substance whose possession and use are regulated under the Uniform Controlled Substances Act.

**Huffing:** A slang term meaning to intentionally inhale the fumes of a volatile chemical or substance as a means of becoming intoxicated.

**Schedule I Drugs:** Drugs with a high abuse risk. Some examples are heroin, marijuana, LSD, PCP, and crack cocaine.

**Schedule II Drugs:** Drugs with a high abuse risk, but also have safe and accepted medical uses in the United States. These drugs can cause severe psychological or physical dependence. Schedule II drugs include certain narcotic, stimulant, and depressant drugs. Some examples are morphine, cocaine, oxycodone (Percodan®), methylphenidate (Ritalin®), and dextroamphetamine (Dexedrine®).

**A. General Guidelines**

1. Any individual who is currently using illegal drugs will face disciplinary action, up to and including termination or dismissal and/or referral to an outside law enforcement agency for review and possible filing of criminal charges.
2. The department does not condone any prior unlawful drug use by applicants but realizes that some viable applicants may have used drugs at some point in their past. The following guidelines set forth the criteria for determining whether any prior drug use makes an applicant unsuitable for service, balancing the needs of the department to

maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement mission.

3. The department shall not consider for employment, volunteer, or contracted assignment any person:
  - a. Who has illegally manufactured or delivered a controlled substance, as defined by Section 69.50.204 or 69.50.206 (Schedule I or II drugs), of the RCW within the last seven (7) years; or
  - b. Who has used any other controlled substance such as cocaine, opiates, hallucinogenic drugs, PCP (phencyclidine), mushrooms, LSD (lysergic acid diethylamide), heroin, amphetamines, methamphetamine, barbiturates, ecstasy, opium, or other illegal drugs/narcotics within the last seven (7) years; or
  - c. Who has illegally used marijuana within the last year; or
  - d. Who has engaged in 'huffing' of any substance including, but not limited to gasoline, glue, paint, and/or paint thinner, which is capable of causing a condition of intoxication, inebriation, excitement, stupefaction, or the dulling of the brain or nervous system as a result of the inhalation of the fumes or vapors of such chemical substance within the last three years; or
  - e. Who has used any illegal drugs or non-prescribed medications while employed in any law enforcement or prosecutorial agency, or while employed in a position which carries a high level of responsibility or public trust.
4. Exceptions or waivers of this policy may be considered on a case-by-case basis, but may only be authorized by a Division Major or higher authority.

 <b>King County</b>	<b>Department of Adult and Juvenile Detention</b> <b>All Divisions</b> <b>General Policy Manual</b>	
	<b>Chapter 1</b> <b>Administration and Personnel Management</b>	
<b>1.03.052 Criminal Justice Information Security</b>	Approved By:	Director W. Hayes
	Effective Date:	November 6, 2014
	Reviewed By:	Policy Review Committee
Distribution:	Review Date:	September 3, 2014

**Purpose**

Criminal history and personal information shall be used for business purposes only, in accordance with federal and state guidelines.

**Policy**

In compliance with state and federal law, it is the policy of the Department of Adult and Juvenile Detention (DAJD) to establish guidelines regarding obtaining, disseminating and destroying criminal justice information.

**References**

- Federal: FBI CJIS Security Policy
- RCW's: Chapter 10.97  
40.14.070
- WSP: ACCESS Violation Incident Report  
ACCESS Manual  
Criminal History Procedure Template  
Disposal of Media Policy Template  
Misuse Procedure Template  
TAC Overview for Supervisors

**Definitions**

**ACCESS (A Central Computerized Enforcement Services System):** Established by Washington State Patrol (WSP) in partnership with all subscribing criminal justice agencies throughout Washington State. ACCESS provides services to the Washington Crime Information Center (WACIC), Washington State Identification System (WASIS), the National Crime Information Center (NCIC), the Department of Licensing (DOL), the Department of Corrections (DOC) Offender File, the International Justice and Public Safety Information Sharing Network and numerous regional systems.

**Criminal Justice Information (CJI):** All Federal Bureau of Investigations Criminal Justice Information Services (FBI CJIS), Washington State Patrol (WSP) or other law enforcement agency provided data including, but not limited to biometric, identity history, biographic, property, and case/incident history.

**Authorized Personnel:** Employees of the Department who have undergone a fingerprint background investigation at time of hire, and background checks at least

every five years thereafter. These employees have also completed ACCESS security training or hold current ACCESS Level I or Level II certifications.

**Electronic Media:** Shall include, but not limited to computer hard drives, CD and DVD disks, floppy disks, flash drives, removable memory devices, printer and copier hard drives, and other devices that may be used to store computer data.

**Physical Media:** Shall include, but not limited to paper documents, paper copies or printouts.

**Terminal Agency Coordinator (TAC):** The Department's point of contact with WSP in regards to ACCESS.

**Terminal:** Any workstation or device staff can use to access, send or receive CJI.

#### A. General Guidelines:

1. Department personnel may only use CJI in the performance of their duties. This information is strictly protected by state and federal law. A list of applicable laws may be found in Chapter 1 of the ACCESS Manual.
2. All terminal operators, including mobile data terminal users, must be certified at their appropriate level.
3. The attention field (or "ATN" field) in the King County ACCESS Interface must contain the following:
  - a. Requestor's first initial and last name
  - b. Subject's full name
  - c. Subject's date of birth
  - d. Purpose code:
    - 1) "C" For official duties in connection with the administration of criminal justice (i.e. crimes, non-applicant riders and contractors or vendors not involved in the administration of criminal justice).
    - 2) "J" When conducting backgrounds for new criminal justice applicants, applicant riders and the 5 year re-background for certified ACCESS users.
    - 3) "F" For evidence returns, silencer/ suppressors.
  - e. Date which criminal history request was run.
  - f. Specific type of criminal history request (i.e., QH, QR, QI, etc.)
  - g. Specific reason for criminal history request (i.e., classification interview, personal recognizance interview, criminal justice application, etc.). Use the "F5" key to access drop-down boxes. Select the appropriate abbreviation with an "X".
  - h. If a CJI request is made by State Identification Number (SID) or FBI number, the number must be logged.
4. The Department training unit manager (or designee), will retain a log of employees SID numbers, and the date of all background checks, initial ACCESS certification and subsequent ACCESS re-certifications.
5. Department staff may disseminate CJI to other law enforcement agencies and to King County Prosecuting Attorney's Office.
6. The Department will maintain a Secondary Dissemination Log. The information recorded in the this log will include:
  - a. The name of the person requesting the information.
    - 1) Where the requestor is a King County Prosecuting Attorney, the name entered shall reflect the current King County Prosecuting Attorney elect.
  - b. The full name of the agency.

- c. The date of the dissemination.
- d. A case number or specific reason
7. Department staff shall store of all CJI in a secure manor.
8. Department staff shall dispose of CJI in accordance with section C. of this policy (see below).

**B. Terminal Agency Coordinator (TAC):**

1. One TAC shall be appointed for the Department (per WSP regulations).
2. The TAC shall:
  - a. Serve as the Department's point of contact for ACCESS.
  - b. Maintain Level II ACCESS certification.
  - c. Ensure the Department is in compliance with state and NCIC policies and regulations, including validation requirements.
  - d. Ensure proper operator performance and strict adherence to regulations.
  - e. Make prompt notification of CJI violations to the ACCESS Section.
  - f. Ensure Department training is up to current standards.
  - g. Attend TAC Training once during the triennial audit cycle, at minimum.
  - h. Facilitate the triennial audit with WSP (if no TAC is assigned the audit will be conducted with the Department head).

**C. Disposal of CJI:**

1. When no longer usable, Electronic and Physical Media that store and/or transmit CJI, classified or sensitive data shall be disposed of properly.
2. Physical media shall be disposed of by one of the following methods:
  - a. Shredding using Department issued shredders.
  - b. Placed in locked shredding bins for approved Department contractors to come on-site and shred, witnessed by Department personnel throughout the entire process.
  - c. Incineration using Department incinerators or witnessed by Department personnel onsite or at contractor incineration site, if conducted by non-authorized personnel.
3. Electronic Media shall be disposed of by one of the following methods:
  - a. **Overwriting** (at least 3 times) - a method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
  - b. **Degaussing** - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
  - c. **Destruction** - a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.
4. IT systems that have been used to process, store, or transmit CJI and/or sensitive and classified information shall not be released from the Department's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

**D. Misuse of ACCESS and CJJ:**

1. Violations of the rules, regulations, policies, or procedures developed by NCIC and adopted by WSP, or any other misuse or abuse of ACCESS may result in ACCESS privileges being revoked by WSP, Department disciplinary measures and/or criminal prosecution.
2. Department staff witnessing ACCESS misuse shall report the violation, via the chain of command, to the Facility Major.
3. The Facility Major shall forward reports of misuse to the TAC and the Internal Investigations Unit (IIU) when appropriate.
4. The IIU Commander shall initiate an investigation regarding alleged ACCESS misuse.
5. When any evidence of ACCESS misuse surface, the Department TAC must submit an Access Violation Incident Report along with any internal documents (i.e., Officer Report (F-627), Supervisor Incident Report (F-523), Incident Report (F-531), etc.) regarding the alleged violation to WSP. The Department TAC shall follow up with WSP as necessary.
6. If an internal investigation for ACCESS misuse is initiated, an ACCESS Violation Incident Report must be filled out and sent to the WSP ACCESS Manager.
  - a. If the allegations are founded, the Department will choose the level of discipline. The violation report can be found on the ACCESS website.
7. Disciplinary measures imposed by the WSP may include revocation of individual certification, discontinuance of system access to the Department, or purging the Department's records.

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	<u><b>Chapter 1</b></u> <b>Administration and Personnel Management</b>	
<b>1.05.001 Special Investigation Unit</b>	Approved By:	Deputy Director H. Tamura
	Effective Date:	March 16, 2015
	Reviewed By:	PREA Coordinator
Distribution:	Review Date:	January 14, 2015

**Purpose**

To describe those duties and responsibilities of the Special Investigations Unit (SIU).

**Policy**

The department shall investigate crimes committed in the jail. Allegations of conduct that appear to be criminal shall be referred to the prosecutor's office. The Special Investigations Unit (SIU) Sergeants are responsible for overseeing inmate and juvenile detainee criminal misconduct complaints and investigations for crimes committed within the secure detention facilities including all escapes. Serious crimes (ex. Rape, Homicide, Arson) shall be referred to outside agencies to investigate in accordance with preexisting memorandums of understanding (MOU).

**References**

Federal: Prison Rape Elimination Act (PREA)  
 RCW's: 9A.76.110 through 9A.76.130  
 Department Policy: 4.01.021, Collection and Storage of Evidence  
 4.01.006, Inmate Telephone System  
 Other: MOU Seattle Police Department (SPD)  
 MOU Kent Police Department (KPD)

**Definitions**

**Special Investigations Unit (SIU):** A unit consisting of two Sergeants who report to the Internal Investigations Unit Commander.

**Criminal Investigations Unit (CIU):** Staff representing the different facilities and shifts selected to investigate serious crimes and matters of special concern.

**A. General Guidelines for all Investigators:**

1. Treat all incidents as a potential criminal investigation. Protect the crime scene and preserve the evidence.
2. Once it has been determined enough probable cause exists to pursue charges, the Investigator shall obtain a case number from the King County Sheriffs Data Center.
3. Prior to obtaining a written or verbal statement, the suspect shall be provided with a Miranda warning and sign an acknowledgment of their rights. If using a taped statement, the suspect must verbally acknowledge their authorization to be tape recorded and understanding of their Miranda rights.
4. All investigations into allegations of sexual abuse and sexual harassment (including third-party and anonymous reports), shall be prompt, thorough, and objective.

5. The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the person's status as inmate, juvenile detainee or staff. The department shall not require an inmate or juvenile detainee who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation.
6. Prior to being assigned to investigate allegation of sexual abuse, investigators shall receive specialized training in:
  - a. Techniques for interviewing juvenile sexual abuse victims;
  - b. Proper use of Miranda and Garrity warnings;
  - c. Sexual abuse evidence collection in correctional settings; and
  - d. The criteria and evidence required to substantiate a case for administrative action or prosecution referral.
7. The department shall maintain documentation of investigators who have received specialized training in sexual abuse investigations.
8. The evidentiary standard for department investigations substantiating allegations of sexual abuse or sexual harassment, shall be no higher than a preponderance of the evidence.
9. Investigations of sexual abuse shall not be terminated solely because the source of the allegation recants the allegation.
10. When the quality of evidence appears to support criminal prosecution, the department shall conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.
11. Department Investigations of sexual abuse shall:
  - a. Include an effort to determine whether staff actions or failures to act contributed to the abuse;
  - b. Be documented in written reports that include a description of the physical and testimonial evidence, the reasoning behind credibility assessments and the investigative facts and findings; and
  - c. Not be terminated due to departure of the alleged abuser or victim from employment or control of a department facility.
12. Per department MOU's, KPD and SPD shall be utilized for serious crimes. KPD or SPD may:
  - a. Gather and preserve direct and circumstantial evidence, including any available physical evidence, DNA evidence and any available electronic monitoring data
  - b. Interview alleged victims, suspected perpetrators (when appropriate), and witnesses
  - c. Review prior complaints and reports of sexual abuse involving the suspected perpetrator
13. The department shall cooperate fully with outside agencies conducting investigations of sexual abuse.
14. Any inmate or juvenile detainee crime handled by local law enforcement may have a criminal investigator assigned as a liaison at the discretion of the Internal Investigations (IIU) Commander (or higher authority).

**B. Special Investigations Sergeants Responsibilities:**

1. SIU Sergeants report to the IIU Commander.
2. SIU Sergeants duties include, but are not limited to:
  - a. Criminal Investigation
    - 1) Process inmate or juvenile detainee criminal misconduct and investigations for the department.

- 2) Supervise and coordinate CIU to include:
  - a) Reviewing department incident reports,
  - b) Assigning cases to CIU Investigators
  - c) Assuring timeliness in the filing of charges
  - d) Maintaining the CIU database (see section f. for the responsibilities of the Criminal Investigators).
- 3) Provide courtroom testimony.
- b. Reporting to Inmates or juvenile detainees:
  - 1) Following an investigation into an inmate or juvenile detainee's allegation he or she suffered sexual abuse while in department custody, department shall inform the inmate or juvenile detainee as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.
  - 2) If the department did not conduct the investigation, it shall request the relevant information from the investigative agency in order to inform the inmate or juvenile detainee.
  - 3) Following an inmate or juvenile detainee's allegation a department staff member has committed sexual abuse against the inmate or juvenile detainee, the department shall subsequently inform the inmate or juvenile detainee (unless determined the allegation is unfounded) whenever:
    - a) The staff member is no longer posted within the inmate juvenile detainee's unit.
    - b) The staff member is no longer employed at the facility.
    - c) The department learns the staff member has been indicted or convicted on a charge related to sexual abuse within the facility.
  - 4) Following an inmate or juvenile detainee's allegation he or she has been sexually abused by another inmate or juvenile detainee, the department shall subsequently inform the alleged victim whenever:
    - a) The department learns the alleged abuser has been indicted or convicted on a charge related to sexual abuse within the facility.
  - 5) All such notifications or attempted notifications shall be documented.
  - 6) The department's obligation to report under this standard shall terminate if the inmate or juvenile detainee is released from custody.
- c. Employment Background Checks:
  - 1) Conduct background and criminal history checks as directed by the IIU Commander on potential employees, volunteers, service providers, and contract staff. The background checks shall include making best efforts to contact previous employers regarding incidents involving substantial misconduct following department policy (refer to 1.03.016 Background Investigations).
- d. Evidence Custodian:
  - 1) Act as the department's evidence custodian following department policy (refer to 4.01.021, Evidence Collection and Storage).
- e. Intelligence and Phone Monitoring:
  - 1) Assist with the recording of the inmate or juvenile detainee phone system requests from the Prosecutor's Office and outside law enforcement agencies following department policy (refer to 4.01.006, Inmate Telephone System).
  - 2) Act as the Liaison between the department, the courts, the Prosecuting Attorney's Office and other law enforcement agencies.
- f. Record Keeping:

- 1) Maintain copies of criminal cases (to include escapes).
- 2) Archive old records.
- 3) Maintain statistics related to escapes.
- 4) Maintain statistics on the number and types of crimes that occur within the jail.
- 5) Compile information related to death investigations.

**C. Criminal Investigators shall:**

1. Respond to allegations of criminal misconduct as assigned.
2. Investigate crimes as assigned.
3. Investigate escapes and file charges.
4. Complete Rule Infraction/Behavior Modification Reports (F-544) on all escapes and request the loss of all earned good time credits.
5. Enter case file information in a database and update as necessary.

**D. The Shift Commander (or designee) shall:**

1. When necessary, notify, or leave a message requesting the assistance of the SIU Sergeant and/or a Criminal Investigator.
  - a. After hours contact the IJU Commander to facilitate.

**E. The Shift Sergeant shall:**

1. Screen the incident to determine if a criminal investigation is appropriate.
2. Notify the Shift Commander of the incident.
3. If no CIU Investigator is on duty:
  - a. Preserve the crime scene
  - b. Collect evidence.
  - c. Take photos.
4. Complete appropriate log notes and reports to be forwarded through the chain of command.

 <b>King County</b>	<b>Department of Adult and Juvenile Detention          Adult Divisions          General Policy Manual</b>	
	<u><b>Chapter 4</b></u> <b>Security and Control</b>	
<b>4.01.005 Search and Screening          at Public Entrances</b>	Approved By:	Director W. Hayes
	Effective Date:	July 28, 2015
	Reviewed By:	KCCF Major
Distribution:	Review Date:	June 15, 2015

**Purpose**

To establish security measures for the safety of all persons and property in and around department facilities by using a variety of searching and screening methods.

**Policy**

It is the policy of the department to prevent the introduction of contraband into department facilities by searching and screening visitors.

**References**

- Federal: Americans with Disabilities Act (ADA), Title II and III
- Department forms: Inmate Visitor Denial form (F-561)  
 Officer's Report (F-627)

**Definitions**

**Contraband:** Any unauthorized item found inside of department facilities.

**Dangerous contraband:** Any item that can be used as a weapon or can aid in an escape.

**Visitor:** Any individual (i.e., contractor, volunteer, citizen) who has been granted authorization to be within the secure or non-secure perimeter.

**Window visit:** A non-contact visit, separated by a security window, consisting of an inmate and visitor(s).

**Face-to-face visit:** A legal, medical, or professional visit, where there is no separation by physical barriers. With the exception of law enforcement, all face-to-face visits shall be pre-authorized. Pre-approved Face-to-Face Visitors shall have a memo authorizing the visit. The letter shall include information about the parameters and timeline for the visit. All Face-to-Face visits shall be noted in the logbook.

**Electronic search device:** A device used to screen individuals. This includes, but is not limited to, the X-ray Machine, stationary metal detector and the hand-held metal detecting wand.

**Hand-carried items:** Purse, backpacks, briefcases, suitcases, baby bags, strollers, etc.

**Reception:** The staff station located on the third floor at the King County Correctional Facility (KCCF) and the first floor near the Visiting Control station at the Maleng Regional Justice Center (MRJC). The Corrections Technician assigned to this duty station as a Receptionist, is responsible for approving and coordinating visitors.

**Media Representative:** An individual who is directly employed by agencies of print, television, radio, and/or electronic media.

**A. General Guidelines**

1. With the exception of law enforcement officers who are on duty and who have presented their credentials, all individuals entering specific areas inside of department facilities shall have their belongings and person searched by electronic search devices (exceptions shall be made for individuals with certain medical conditions).
2. All hand-carried items entering the jail shall be screened through the X-ray Machine. If an item is too large to fit inside of the machine, a Check-In Officer shall conduct a physical search of the item.
3. With supervisors' approval, Check-In Officers may require an additional security screening when reasonable suspicion exists that a visitors has a dangerous item which is not detected by the electronic screening process.
4. All individuals entering department facilities, via public entrances, have the right to refuse or withdrawal permission to screen their person or belongings. Access shall be denied to the facility when this happens.
5. Prohibited items include but are not limited to: Cell phones, cameras, illegal drugs or drug paraphernalia, weapons of any kind (including: knives, pepper spray/mace, firearms, tools, and Electronic Control Devices).
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]
10. Cell phones and cameras of any type are not allowed inside the facility, except for department personnel, court staff, law enforcement, approved attorneys, and media representatives while on official business.
11. Professional visitors may access facilities with a laptop or DVD player. The device is for official use only and video recording is strictly prohibited.
12. Officers shall not secure any items for visitors.
13. Items brought into the jail shall be kept to a minimum. Visitors who have excessive hand-carried items shall be given a choice to use lockers provided in the public area, otherwise secure their property outside of the facility, or be denied entry.

**B. Procedures**

1. Check-In Officers shall verify the identification of all department personnel, court staff, law enforcement, approved attorneys, and media representatives entering facilities.
2. If a person cannot successfully pass through the stationary metal detector, a Check-In Officer may use the hand-held metal detecting wand.

3. If a person fails to clear the hand-held metal detector, a pat-search may be authorized provided the individual gives permission to be pat searched. Only an Officer of the same gender shall conduct the pat search.
4. It may be necessary to perform a pat search on only the area of the body that the hand-held metal detecting wand has identifying as a source of question.
5. Religious head coverings shall not be removed from female visitors during screening or pat-search provided the visitor clears the electronic search and screening process. If a female visitor wearing religious head cover fails the electronic search and screening process, the visitor may opt to have her head cover searched in private by a female, uniformed staff member. In such instances, Check-In Officers shall contact the ITR Sergeant, who shall identify two female Officers to conduct the headdress search. These searches shall not take place inside of the secured perimeter. Operational staff shall determine an appropriate and private place for the head covering to be removed and searched. At the conclusion of the search, both female Officers shall forward a detailed report of the search to include any issues or concerns noted. If the visitor refuses to have her head covering searched in private by female uniformed staff members, entry shall be denied.
6. Any person who fails the screening process shall be denied access to the facility.

#### **C. Refusal of Admittance**

1. If a Visitor is in possession of prohibited items, attempting to introduce contraband into department facilities, suspected of being under the influence of drugs or alcohol, or being otherwise disruptive, the Check-In Officer shall:
  - a. Deny entry
  - b. Contact the ITR Sergeant
  - c. Complete an Officer Report (F-627) as directed
2. If a Visitor is denied facility access, a Correction Technician shall complete an Inmate Visitor Denial form (F-561). Written notice shall be provided to the inmate that a visitor attempted to visit.
3. If a visitor is believed to have committed a criminal violation, department personnel shall:
  - a. Contact the ITR Sergeant, who shall determine if law enforcement will be contacted, or if additional investigation is necessary.
  - b. Assist law enforcement agencies with their investigations.
  - c. Forward any contraband to the Special Investigations Unit.

#### **D. Testing and Inspection of Electronic Search Devices**

1. Testing electronic search devices shall occur at the start of each workday and shall be documented in the logbook.
2. If the stationary metal detector is deemed inoperable, Officers shall use the hand-held metal detecting wand to screen visitors.
3. The X-ray Machine shall be inspected for normal operation. If the X-ray Machine is deemed inoperable, screening shall be conducted by physically searching each hand-carry item.
4. When electronic search devices are inoperable, Officers shall notify the ITR Sergeant and Maintenance and Supply.

**E. Training and Certification of Uniformed Department Personnel**

1. Weapons qualified officers and sergeants shall be trained in the use of electronic search devices.
2. Training shall be provided by a qualified department instructor, outside vendor or the manufacturer.

**F. Service Animals**

1. Only dogs and miniature horses are recognized as service animals by the ADA.
2. Service animals shall be verified by staff at Check-In (KCCF), Visiting Control (MRJC), or Central Control (MRJC).
3. Service animals shall be allowed into a department facility unless:
  - a. The animal is out of control and the handler does not take effective action to control it; or
  - b. The animal is not housebroken.
4. When it is not obvious what service an animal provides, only limited inquiries shall be allowed:
  - a. Is the animal a service animal required because of a disability; and
  - b. What work or task has the animal been trained to perform?
  - c. Staff shall not ask about the person's disability, require medical documentation, a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.

 <b>King County</b>	<b>Department of Adult and Juvenile Detention</b> <b>Adult Divisions</b> <b>General Policy Manual</b>	
	<u><b>Chapter 1</b></u> <b>Administration and Personnel Management</b>	
<b>4.01.008 Identification For Access To Department Facilities</b>	Approved By:	Director W. Hayes
	Effective Date:	July 28, 2015
	Reviewed By:	Policy Review Committee
Distribution:	Review Date:	July 6, 2015

### **Purpose**

To establish a system of issuing department identification for facility access on the basis of need, and type of access to department facilities. Safety and security shall be the foremost concern when issuing any access to the facility.

### **Policy**

It is the policy of this department that the issuance of department identification shall be limited to those persons determined by a Division Major (or higher authority) that require frequent and routine jail access and/or direct contact with inmates.

### **References**

Federal: Prison Rape Elimination Act (PREA), 2003  
Department Forms: Officer's Report Form (F-627)  
Application for Professional Inmate Visit (F-509)  
Criminal History Reference Check (CHRC; F-613) Packet (Including PREA Attachment F-758)  
Background Investigation Questionnaire (BIQ; F-639)  
CJIS Form  
Department Policies: 1.03.016, Background Investigations  
4.01.005, Searches and Screening at Public Entrances  
7.06.004, Visiting

### **Definitions**

**Jail ID Management System:** Automated photo system used in obtaining digital photos for identification and tracking of persons with jail access or department issued picture ID.

**Non-DAJD Individuals:** For the purposes of this policy, any person who is employed in a career service position, exempt position, term-limited-temporary position, short-term temporary position, or administrative temporary position for a King County department or office other than DAJD.

**Contractor:** An individual who works on contract for the County or the department. "Contract" means a formal agreement between King County and the vendor or contractor to provide a defined set of services or goods, materials, or supplies within a specified time period with specified compensation. This includes temporary personnel hired via King County contracts with employment agencies.

**Volunteer:** An individual who volunteers to perform services for the department where the individual receives no compensation or paid expenses, reasonable benefits, or nominal fee to perform the services for which the individual volunteered; and such services are not the type of services which the individual is employed to perform for DAJD. This group may include employees of community-based agencies or religious groups.

**Face-to-Face Visitor:** An individual or group of individuals who visit the jail, approved in advance, for a face-to-face contact with an inmate, facility tour, or meeting with administration.

**Service Providers:** Individuals who are not employed by King County that may meet one-on-one with inmates and or groups. Based on the work site assignment (secure vs. public access area) and other requirements or restrictions, service providers may be given in person contact visits, core access or window access to provide services to their clients or conduct group informational/educational workshops.

**Visitor – "V" Badge (RED):** Facility Visitors requiring escort including contractor's, trades people, and professional/legal "window only" visits at KCCF

**Jail Health Services (JHS) – "H" Badge (BLUE):** JHS, service providers with no access restrictions

**Restricted – "R" Badge (GREEN):** Religious and Programs visitors with limited and specific facility access to core areas and multi-purpose rooms at KCCF and designated housing units and multi-purpose rooms at the MRJC.

**Face-to-Face – "F" Badge (ORANGE):** Professional/Legal Visits with limited and specific access to core areas and conference/meeting rooms without escort.

**Temporary ID:** ID approved and issued by a Major or higher authority on a weekly basis. This ID limits specific access to pre-designated areas by interns/researchers or issued pending receipt of a permanent ID.

#### A. General Guidelines

1. Identification (ID) badges shall be limited to those persons who demonstrate a proven need for access.
2. ID badges shall:
  - a. Be worn prominently on the upper-body in plain sight while within the facility.
  - b. Not be altered or obstructed from view.
  - c. Only be used for business purposes and not as a form of identification while not on duty.
  - d. Not be used as a substitute for a concealed weapons permit.
3. All persons entering the jail are subject to search at any time.
4. Acceptable forms of personal identification include, but are not limited to:
  - a. A valid pictured state driver's license or identification card.
  - b. A passport.
  - c. Military Identification.
  - d. Law Enforcement Commission Card.
  - e. Any valid pictured United States Government document or identification card.
5. Facility access shall be approved for different levels, to include:
  - a. Unescorted access
    - 1) BIQ
    - 2) Law enforcement (signed in - ITR)
  - b. Escorted access

- 1) CHRC
- c. Window visits
- 1) CHRC

**B. Temporary or Contract Staff and Volunteers**

1. Temporary or contract staff and volunteers shall not be permitted to leave a department facility with a jail issued laminate badge. Laminate badges must be exchanged for personal identification each time an individual enters or exits secure detention, including if the individual only leaves on a temporary basis.
2. All temporary or contract staff and volunteers shall have a completed BIQ and approval of a Division Major (or higher-ranking authority), prior to direct contact with inmates.
3. KCCF Reception staff or MRJC Central Control staff shall:
  - a. Once verified, issue the appropriate laminate badge to the temporary contractor or volunteer, in exchange for an acceptable form of personal identification.
  - b. Laminate badges shall be returned by temporary, contract, or volunteers in exchange for their personal identification prior to exiting the facility.
  - c. If a personal identification card is left behind, notify the individual prior to the end of shift, log the notification, and notify a supervisor.
  - d. Correction Technicians in Reception (KCCF) and Central Control staff (MRJC) shall check for any missing laminate badges prior to the end of shift.
    - 1) Any missing badges shall be immediately reported to a supervisor.

**C. Issuance of DAJD ID to Non-DAJD Personnel**

1. Following department policy (refer to 1.03.016 Background Investigations), a Division Major (or higher authority) approving employment to persons requiring issued DAJD ID shall:
  - a. Issue a pre-employment clearance packet to the applicant.
  - b. Direct the applicant to complete the packet of information and return the packet no later than seven (7) days prior to reporting for duty.
  - c. Forward the packet to department Human Resources (HR) staff.
  - d. Direct the applicant to report to DAJD HR staff (or designee).
2. HR staff (or designee) shall:
  - a. Upon receipt of a facility access request (BIQ, CHRC or CJIS), forward the appropriate information to the SIU Sergeant for a preliminary review of the application (to include fingerprints) and conduct a records check.
  - b. After preliminary approval by a SIU Sergeant, forward the reviewed facility access request, along with a cover letter to the appropriate Administrator for review and/or authorization.
  - c. Upon approval from a Division Major (or higher authority), schedule the applicant for Jail ID Images to be taken (this, at times, may be scheduled by the Programs Manager).
  - d. After receipt of signed authorization, issue the DAJD ID.
3. The SIU Sergeant shall:
  - a. Perform all background investigations for DAJD ID clearance.
  - b. Return any forms to the appropriate ASIII or HR staff.
4. The Division Major shall:

- a. Review all facility access requests (approvals and denials).
- b. Return packets to SIU when appropriate for additional follow up or further investigation.
- c. Meet with applicant when appropriate, to complete review of BIQ.
- d. Return all packets to the ASIII.

**D. Issuance of Visitor "V" Badge**

1. All individuals issued a "V" Badge, shall be escorted at all times, by an employee with department issued ID.
2. Corrections Technicians in Reception (KCCF) or Central Control staff (MRJC) shall:
  - a. Verify the number of Visitor's ID badges at the beginning and end of each shift.
  - b. Immediately notify their supervisor of any missing Visitor's ID badges.
  - c. Log and pass on any discrepancies that are not resolved to the next shift.
3. When requested to provide a Visitor's ID card, a Correction Technician in Reception (KCCF) or Central Control staff (MRJC) shall:
  - a. Require the submission of acceptable personal identification.
  - b. Compare the ID with person requesting a Visitor's Identification card.
  - c. Verify the person is authorized and require:
    1. Bar card with valid picture ID or bar card with picture inserted on card (for attorneys).
    2. Written or verbal authority.
    3. Confirm if the person is in the Jail ID Management System.
  - d. Retain the personal ID for the duration of the visit; log the name and Visitor ID card number in the Visitor's log.
  - e. Issue a laminate "V" badge.
  - f. At MRJC have the individual wait for an officer escort to the appropriate multipurpose room or housing-unit.
4. Prior to the visitor departing the facility, a Corrections Technician in Reception (KCCF) or Central Control staff (MRJC), shall exchange the "V" badge for the appropriate piece of personal ID.
5. Written authorization (CHRC) to issue a laminate "V" badge may be approved by a Division Major. After business hours, a shift commander or above may approve access.

**E. Issuance of Health "H" Badge**

1. The Jail Health Services (JHS) "H" Badge shall:
  - a. Only be issued to JHS temporary employees and regular contracted agencies.
  - b. Be issued a laminated "H" badge by a Correction Technician in Reception (KCCF) or Central Control staff (MRJC) after verifying in the Rolodex.
  - c. Be granted un-escorted, general access to all facilities.
2. "H" badges shall only be issued if JHS notifies the appropriate Major's Office at least 48 hours in advance of a new employee's start date.
  - a. Have an approved BIQ prior to issuance of "H" badge.
3. Upon successful completion of the background investigation, HR shall schedule a jail security orientation training with the Training Unit.
4. Prior to the individual issued the "H" badge departing the facility, a Corrections Technician in Reception (KCCF) or Central Control staff (MRJC), shall exchange the "H" badge for the appropriate piece of personal ID.

**F. Issuance of Restricted "R" Badge**

1. Corrections Technicians in Reception (KCCF) or Central Control staff (MRJC) shall:
  - a. Verify the number of Restricted "R" badges at the beginning and end of each shift.
  - b. Immediately notify their supervisor of any missing Restricted "R" badges.
  - c. Log and pass on any discrepancies that are not resolved to the next shift.
2. When requested to provide a Restricted "R" badge, the Corrections Technicians in Reception (KCCF) or RJC Central Control staff (MRJC) shall:
  - a. Require the submission of acceptable personal identification.
    - 1) Compare the ID with person requesting a Restricted "R" badge.
    - 2) Verify the person is authorized by accessing the Jail ID Management System.
    - 3) Retain the personal ID for the duration of the visit.
    - 4) Issue a laminated Restricted "R" badge.
    - 5) At the MRJC, individuals shall wait for uniformed staff to escort them to the appropriate multipurpose room or housing unit.
  - b. Prior to the visitor departing the facility, exchange the "R" badge for the visitor's personal ID.

**G. Issuance of Face-to-Face "F" Badge**

1. Face-to-Face "F" Badge shall allow limited access to the core areas of the residential tower and conference rooms (KCCF), and Face-to-Face visiting rooms (MRJC).
2. No escort is required.
3. All Face-to-Face visits must be scheduled prior to visiting time.
4. Attorneys, Investigators, Court Ordered Specialists, or other authorized professionals scheduled for a contact Face-to-Face interview shall have a pre-approved Application for Professional Inmate Visit (F-509) completed, approved by the Division Major (or higher authority), and delivered to Reception (KCCF) or Central Control (MRJC).
5. Prior to scheduled visits Attorneys, Investigators, Court Ordered Specialists, or other authorized professionals must have their requests approved by the Division Major, Shift Commander, or CPA.
6. With the exception of court ordered specialist, visitors must have a completed CHRC and be authorized to enter the facility.
7. Attorneys, Investigators, Court Ordered Specialists, or other authorized professionals shall provide a bar card or other authorized form of professional identification.
8. Corrections Technicians in Reception (KCCF) or Central Control staff (MRJC) staff shall be responsible for verifying the information and issuing an "F" Badge.
9. The Visitor must sign their name to acknowledge they understand and will comply with all Face-to-Face visitation requirements.
10. Corrections Technicians in Reception (KCCF) shall be responsible for delivering the authorized Face-to-Face visitation slips to the appropriate Floor Control. Floor Control Officers shall review the slip for verification and file it in the visiting slip box for recordkeeping.

11. At MRJC, an Administrative Specialist shall be responsible for delivering approved Face-to-Face visitation slips to Central Control Staff. Central Control Staff shall file the slips in the appropriate folder for recordkeeping.
12. Prior to the visitor departing the facility, a Corrections Technician in Reception (KCCF) or Central Control staff (MRJC), shall exchange the "F" badge for the visitors personal ID.
13. Any attempt to re-enter the facility with one of these laminate badges, is prohibited; Corrections Staff shall be responsible for confiscating the badge and notifying their immediate supervisor for further investigation.

#### **H. Issuance of Temporary Badge**

1. Access requests shall be approved by the Division Major (or higher authority).
  - a. After business hours and on weekends, the Shift Commander shall review all requests and notify the Division Major's office of the outcome.
2. Individuals must have a completed background investigation and be authorized to enter the facility.
3. Badges shall be signed by a Division Major (or higher authority).
4. Badges shall be issued in Reception (KCCF) or Central Control (MRJC).
5. No escort shall be required.
6. Individuals must exchange a driver's license or other authorized personal I.D.

#### **I. Replacement of Damaged or Missing ID**

1. Staff who have a missing or a damaged ID card shall:
  - a. Immediately contact the on-duty supervisor at their assigned facility.
  - b. Submit an Officer's Report (F-627) requesting a replacement ID, via the chain of command to the Division Major, including:
    - 1) If missing, detail the circumstances.
    - 2) If damaged, detail the type of damage and how it happened.
2. The Employee's Immediate Supervisor shall sign and forward the Officer's Report (F-627) via the chain of command.
3. HR staff shall:
  - a. Upon receipt of the signed copy of the Officer's Report (F-627), prepare a replacement ID for the employee.
  - b. Forward the replacement ID to the Staff Member.
  - c. Note the date the replacement ID is issued on the Officer's Report (F-627).
  - d. For DAJD Employees, file the Officer's Report (F-627) in the employee's personnel file.
  - e. For Non-DAJD employees, file the Officer's Report (F-627) in an ID replacement file.

 <b>King County</b>	<b>Department of Adult and Juvenile Detention</b> <b>Adult Divisions</b> <b>General Policy Manual</b>	
	<b>Chapter 6</b> <b>Inmate Classification and Discipline</b>	
<b>6.04.001 Prison Rape Elimination Act (PREA)</b>	Approved By:	Director W. Hayes
	Effective Date:	April 20, 2016
	Reviewed By:	PREA Coordinator
	Review Date:	April 06, 2016
Distribution:		Document Code No.

**Purpose**

To establish procedures to prevent, detect, and respond to all forms of sexual abuse and sexual harassment.

**Policy**

Department policy mandates zero tolerance toward all forms of sexual abuse and sexual harassment. The occurrence of sexual abuse and sexual harassment undermines the public support of law enforcement, creates a hostile environment, and is not consistent with the department's mission of operating safe, secure, and humane detention facilities.

**References**

- Federal:
  - Prison Rape Elimination Act (PREA)
  - 9A.44.160, 1st Degree Custodial Sexual Misconduct
  - 9A.44.170, 2nd Degree Custodial Sexual Misconduct
  - 42.56, Public Disclosure
- RCW's:
  - 1.01.005, Executive Duty Officer (EDO)
  - 1.01.017, Public Information Officer
  - 1.03.008, Code of Conduct
  - 1.03.015, Employee Assistance Program
  - 1.03.020, Anti-Harassment
  - 1.04.002, Internal Investigations
  - 1.04.003, Emergency Relief from Duty
  - 4.01.021, Collection and Storage of Evidence
  - 6.02.002, Inmate Disciplinary System
  - 6.04.002, Inmate Grievance Procedures
- Department Policies:
  - Inmate Information Handbook
- Memorandum of Understanding (MOU):
  - Kent Police Department (KPD)
  - Seattle Police Department (SPD)
- Department Form:
  - PREA Investigation Checklist (F-720)

**Definitions****Sexual Abuse:**

1. Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:
  - a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
  - b. Contact between the mouth and the penis, vulva, or anus;
  - c. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument;
  - d. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation; and
  - e. Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer.
2. Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident:
  - a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
  - b. Contact between the mouth and the penis, vulva, or anus;
  - c. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
  - d. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
  - e. Any other intentional contact, either directly or through the clothing of, or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
  - f. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (a) through (e) of this definition;
  - g. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident; and
  - h. Voyeurism by a staff member, contractor, or volunteer.

**Sexual Harassment:**

1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another; and
2. Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

**A. General Guidelines**

1. The department shall cooperate fully with Federal, State, and other local officials in fulfilling the requirements of PREA.

2. The department shall designate an agency-wide PREA Coordinator and each facility shall have a PREA compliance manager to coordinate the department's efforts to comply with PREA standards.
3. Should the department contract for the confinement of inmates with other entities, including other government agencies, any new contract or contract renewal shall include the entity's obligation to adopt and comply with PREA standards. Any new contract or contract renewal shall provide for agency contract monitoring to ensure the contractor is complying with PREA standards.
4. The department shall ensure any facility it operates has a staffing plan that provides for adequate levels of staffing, and where applicable, video monitoring, to protect inmates against sexual abuse.
5. The department shall ensure all employees, contractors, vendors, and volunteers who have contact with inmates have been trained on how to best comply with PREA standards. This training shall occur during New Employee Orientation, with refresher training occurring every two years. Training for contractors, vendors, and volunteers shall occur during initial orientation.
6. The department shall establish procedures to provide disabled inmates equal opportunity to participate in or benefit from all aspects to prevent, detect, and respond to sexual abuse and sexual harassment.
7. When the department learns an inmate is subject to a substantial risk or imminent sexual abuse, it shall take immediate action to protect the inmate.
8. Staff shall accept reports regarding an incident of sexual abuse or sexual harassment made verbally, in writing, anonymously, and from third parties and shall promptly document any verbal reports.
9. All staff is required to immediately report any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment that occurred in a facility, whether or not it is part of the department. This is to include, but not limited to information regarding retaliation against inmates or staff who reported an incident; and any staff neglect or violation of staff duty that may have contributed to an incident or retaliation.
10. Staff shall not reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment, investigation, and other security and management decisions.
11. Multiple protection measures shall be taken, such as consideration of housing changes or transfers for inmate victims or abusers; removal of alleged staff, volunteers, contractors, or inmate abusers from contact with victims; or emotional support services for inmates or staff who fear retaliation for reporting sexual abuse, sexual harassment, or for cooperating with investigations.
12. An administrative or criminal investigation shall be completed for all allegations of sexual abuse and sexual harassment. If there is evidence to corroborate criminal behavior, allegations shall be referred for investigation to the Seattle Police Department or the Kent Police Department to conduct criminal investigations.
13. The department shall refer PREA complaints found to be factually untrue (false complaints), as a result of a criminal investigation, to the Prosecuting Attorney's Office for determination of charges against the complainant.
14. Staff members who have engaged in sexual abuse or sexual harassment shall be subject to disciplinary sanctions, up to and including termination, and the filing of formal criminal charges as applicable.

15. The department shall protect all inmates and staff who report sexual abuse or sexual harassment, or cooperate with sexual abuse or sexual harassment investigations, from retaliation by other inmates or staff. For at least 90 days following a report of sexual abuse, a designated staff member shall monitor the conduct and treatment of inmates, or staff who reported the sexual abuse, and of inmates who were reported to have suffered sexual abuse, to see if there are changes that may suggest possible retaliation by inmates or staff, and shall act promptly to remedy any such retaliation.
16. The department shall terminate monitoring if after investigating, the allegation is unfounded.
17. If the allegation of sexual abuse or sexual harassment involves a staff member, the department shall ensure that the alleged perpetrator(s) and victim are separated through appropriate placement, segregation, transfer, or administrative leave.
18. The department shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, including where the allegation has not been substantiated, unless the allegation has been determined to be unfounded.
19. The PREA Coordinator shall aggregate the incident-based sexual abuse data and prepare an annual report in order to assess and improve the effectiveness of the department's sexual abuse prevention, detection, and response policies, practices, and training. Data collected to develop the annual report shall include information reported on the most recent version of the Survey of Sexual Violence, conducted by the Department of Justice, and be securely stored by the Internal Investigations Unit (IIU) and designated department staff. The annual report shall be available on the department's website.

## **B. Procedures**

1. Inmate Booking:
  - a. At booking, each inmate shall be offered an inmate handbook with information explaining the department's zero-tolerance policy, their rights to be free from sexual abuse and sexual harassment, and multiple ways to report sexual abuse and sexual harassment.
  - b. Each inmate shall watch a video explaining the department's zero-tolerance policy and their rights to be free from sexual abuse and sexual harassment. This may not occur if there are safety and security concerns preventing the inmate from watching the video.
  - c. All inmates shall be assessed during a classification intake screening for their risk of being sexually abused by other inmates or sexually abusive toward other inmates.
2. Inmate Housing:
  - a. Corrections Programs Specialist (CPS) shall use information from the classification intake screening to make housing, bed, work, education, and program assignments with the goal of keeping separate those inmates at high risk of being sexually victimized from those at high risk of being sexually abusive.
  - b. In deciding whether to assign a transgender or intersex inmate to housing for male or female inmates, and in making other housing and programming assignments, the CPS/caseworker shall consider on a case-by-case basis whether placement would ensure the inmate's health and safety, and whether the placement would present management or security problems. A transgender or intersex inmate's own views with respect to his or her own safety shall be given serious consideration.
  - c. Inmates at high risk for sexual victimization shall not be placed in involuntary segregated housing unless an assessment of all available alternatives has been made,

and a determination has been made that there is no available alternative means of separation from likely abusers. If a classification officer cannot conduct such an assessment immediately, the department may hold the inmate in involuntary segregated housing for less than 24 hours while completing the assessment.

3. Work-Education-Release (WER):
  - a. Out of Custody WER bookings shall have a PREA assessment conducted during the intake appointment by the caseworker.
  - b. WER placements shall receive a copy of the WER PREA Guidebook from a caseworker.
  - c. All jail transfers and new bookings shall have a PREA assessment conducted within 72 hours of placement in WER by a caseworker.
  - d. Community Corrections Division (CCD) Caseworkers shall use the intake screening and orientation information to make housing, bed, work, education, and program assignments with the goal of keeping separate those inmates at high risk of being sexually victimized (North-end "A,D" Dorm) from those inmates at high risk of being sexually abusive (South-end "C" Dorm).
4. Staff Response to Incident or Allegation of Sexual Assault or Sexual Harassment:
  - a. Any Staff Member becoming aware of sexual assault, sexual harassment, or the accusation of sexual assault or sexual harassment shall:
    - 1) Separate the alleged victim and abuser.
    - 2) Inform the alleged victim:
      - a) That department staff can and will help.
      - b) Of the importance of receiving help in dealing with the situation.
      - c) To get help, he or she does not need to make an official report or identify the assailant(s).
    - 3) If the sexual assault happened within the past 120 hours, request the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating until he or she has been examined by JHS staff and/or an outside medical provider.
    - 4) Immediately notify the duty sergeant.
    - 5) Preserve and protect any crime scene until steps can be taken to collect evidence.
    - 6) Collect and document information without jeopardizing the inmate's safety, identity, and confidence. Key data and information includes:
      - a) Alleged victim information (name, BA#, Title, etc.);
      - b) Alleged perpetrator information (name, BA#, Title, etc.);
      - c) Date, time, and location of alleged incident; and
      - d) Details of the alleged incident.
    - 7) Notify JHS medical and psychiatric staff. If no qualified medical or mental health practitioners are on duty at the time a report of recent abuse is made, officers shall take preliminary steps to protect the victim, and if medically indicated, shall transport the victim to a qualified medical facility.
    - 8) Notify classification staff so the alleged victim inmate can be assigned to a new location and "Keep Separate From" entered in both alleged inmates histories.
    - 9) Prepare and forward written reports to your supervisor regarding the incident, including all statements made by the inmate.
    - 10) Provide a method for staff to privately report sexual abuse and sexual harassment of inmates.

- 11) Inform the alleged victim of staff duty to make a report and the limitations of confidentiality due to the fact that all information directly relevant to sexual misconduct must be reported by law.
- b. The duty sergeant shall:
  - 1) Assist with and ensure that appropriate investigative steps are taken.
  - 2) Notify the shift commander.
  - 3) Ensure that the crime scene is secured and the chain of evidence is not compromised following protocols set forth in department policy 4.01.021.
  - 4) Collect and prepare written reports regarding the incident.
  - 5) Assist JHS staff with their response, as necessary.
- c. The shift commander shall:
  - 1) If the incident involves a staff member, follow department policy (refer to 1.04.003, Emergency Relief from Duty)
  - 2) Arrange for the inmate's transport to a qualified medical facility, as necessary.
  - 3) Contact outside law enforcement agencies, as necessary.
  - 4) Immediately notify a department criminal investigator and/or the IIU commander and request their assistance.
  - 5) Notify the division major and EDO, following department policy (refer to 1.01.005, Executive Duty Officer).
  - 6) Collect, prepare, and forward to the division major all written reports regarding the incident.
  - 7) If notified of an allegation made by an inmate that he or she was sexually abused when confined at another facility:
    - a) Document such allegations.
    - b) Notify the agency where the alleged abuse occurred and document the notification. Notification shall be provided as soon as possible, but no later than 72 hours after receiving the allegation. If allegations are received from other confinement facilities regarding an incident that allegedly occurred in a department facility, the incident shall be investigated in accordance with PREA standards.
- d. The division majors shall:
  - 1) Review all written reports regarding incidents of sexual assault within the facility.
  - 2) Identify any patterns that occur, such as common locations, circumstances, etc.
  - 3) Identify and arrange for any additional training deemed necessary.
  - 4) Ensure annual reports are prepared as mentioned in the General Guidelines above.
- e. The department director shall:
  - 1) Participate (or select a designee to partake) in public hearings or other processes at the request of federal, state, or local officials.
  - 2) Designate a liaison(s) with federal, state, and other local officials as necessary.
  - 3) Take additional steps as necessary for the elimination of sexual assaults within the department.
  - 4) Approve the annual PREA report and make available to the public via the department's web site.
5. Protection against retaliation:
  - a. IIU/SIU shall monitor retaliation relative to sexual abuse being reported. This monitoring shall include:
    - 1) Interviewing or meeting with the alleged victim after receiving notification of the allegations

- 2) Reviewing grievances, classification changes (housing, transfers, etc.), and discipline actions or infractions, etc.
  - 3) Monitoring for at least 90 days following a report of sexual abuse, unless deemed as unfounded prior to the 90-day timeframe
  - 4) Periodic status checks to determine if additional actions are necessary
6. Opposite Gender Announcement:
- a. All department staff entering an inmate housing unit, who are opposite gender of the unit, shall verbally announce their presence.
    - 1) If the announcement is made by the staff member entering the unit, a verbal announcement of title and name (e.g. "Officer Smith on deck"), shall suffice.
    - 2) If the announcement is made by the unit officer, who is of the same gender as the unit, it shall be more specific and include the gender of the individual entering the unit (e.g. "female on deck", or "man on the unit").
    - 3) It shall be the responsibility of all staff to ensure the appropriate announcement is made.
  - b. Supervisors performing unannounced supervisory rounds, (pursuant to 115.13(d)), shall not be exempt from the opposite gender announcement.

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 <b>King County</b>	<b>Department of Adult and Juvenile Detention</b> <b>Adult Divisions</b> <b>General Policy Manual</b>	
	<b>Chapter 7</b> <b>Inmate Services</b>	
<b>7.06.004 Visiting</b>	Approved By:	Director W. Hayes
	Effective Date:	March 28, 2016
	Reviewed By:	Policy Review Committee
	Review Date:	January 28, 2016
Distribution:		Document Code No.

**Purpose**

To establish procedures for inmate visiting.

**Policy**

It is the policy of the department that inmates in department custody shall have reasonable access to the general public, legal counsel, the clergy, and other law enforcement agencies.

**References**

- Federal: Prison Rape Elimination Act (PREA) of 2003
- RCW: 72.70.010  
72.76.101
- WAC: 289-24-220
- Department Policy: 3.02.021, Public Crimes and Injury  
4.01.001, Attorney Pass-Through Slots  
4.01.008, Searching and Detaining Non-Offenders  
4.01.011, Metal Detectors
- Department Forms: Application to Visit (F-510)  
Inmate Movement Log (F-558)  
Inmate Visitor Denial (F-561)  
Officer's Report (F-627)  
Professional Visiting Form (F-509)

**Definitions**

- Attorney pass-through slots:** Small, lockable openings that allow the transfer of documents.
- Contact visit:** A visit where the inmate and visitor are not separated by any physical barriers. Also known as a face-to-face visit. There are no contact visits between inmates and the general public, unless authorized by a division major or higher authority.
- Immediate family:** Spouses, children, parents, siblings, grandparent, aunts, uncles, and any person so related through marriage.
- Jail ID Electronic Imaging Management System:** Software used to take and store digital images of persons that are authorized different levels of access to department facilities.
- Non-ambulatory inmate:** An inmate who is unable to move about without assistance.
- Non-contact visit:** A visit where the inmate and visitor have no immediate physical contact.

**Professional visit:** A visit by attorneys, paralegals, members of the clergy, medical and law enforcement personnel, or representatives of authorized governmental agencies or the criminal justice system.

**Reception:** The staff station located on the third floor at the King County Correctional Facility (KCCF) and the first floor near the Visiting Control station at the Maleng Regional Justice Center (MRJC). The Corrections Technicians assigned to this duty station are responsible for approving and coordinating visitors.

**Remote video visit:** A visit between an inmate and a visitor(s) who is not at the facility, enabled by technology.

**Social visit:** A visit between an inmate and a visitor(s) that does not qualify as a professional visit.

**Special visit:** A visit granted between an inmate and a visitor(s) that is outside normal visiting guidelines.

**Special visit logbook:** A notebook kept in the reception area and maintained by the corrections technicians in which a record of special visits are kept.

**Video visit:** A video visit between an inmate and a visitor(s) via video terminal.

**Visiting control:** A post staffed by an officer assigned to: direct visitors for non-contact visits, control access to all visiting booths in the visiting corridor, notify housing unit officers of visits, and monitor activity in the area.

## A. General Guidelines

### Public Visiting Rules

1. Each inmate is allowed two window visits, two free on-site video visits (from terminals in the RJC Lobby), and unlimited paid off-site visits per week.
2. Visiting schedules shall be posted for inmates, visitors, and staff.
3. All visits by the general public shall take place during regularly scheduled visiting hours, unless a special visit is authorized.
4. All visits shall be scheduled a minimum of 24 hours in advance.
5. Signs giving notice that all visitors and their accompanying possessions are subject to search shall be conspicuously posted at the main entrance to the facilities and other areas as necessary.
6. Visitors must successfully pass through the metal detector located at Check-In (KCCF) or Visiting Control (MRJC) to pass through these areas. All unnecessary items shall be left outside the facility. No audio or visual communication devices shall be allowed while visiting. Any potential visitor may refuse a search but, subsequent to such refusal, shall be denied entry.
7. If visitors do not check in with jail reception 15 minutes prior their scheduled visit, their visit may be canceled.
8. Visiting shall be granted on a first-come, first-served basis.
9. Valid reasons for denying entrance to visitors shall include, but not be limited to:
  - a. Any attempt or reasonable suspicion of an attempt, to bring contraband into the facility.
  - b. Obvious impairment from intoxicants.
  - c. Fraudulent or expired identification.
  - d. When a warrant of arrest exists for a visitor, the warrant(s) shall be verified with the original arresting agency and a determination of extradition shall be made. Visitor(s) may be arrested, detained and booked, or denied entry based on the warrant. Final determination shall be made by the ITR sergeant or higher authority.

- e. Any reasonable grounds to believe a particular visit would present a substantial danger to jail security or management of the welfare of inmates, staff, or other visitors.
  - f. Not enough visiting booths or terminals available.
  - g. Inappropriate dress (refer to the dress code section of this policy).
  - h. The existence of a valid no-contact order.
  - i. Visits may be terminated at any time due to inappropriate language, gestures, or behavior by the visitor or inmate.
10. If a visitor is refused admittance during regular visiting hours, the inmate shall receive notice, in writing (Form F-561), of the refusal and the reasons the visit was denied. This form is initiated by a corrections technician. The visitor is entitled to have the decision reviewed by a division major.
  11. Only visitors with valid government-issued picture identification shall be allowed to visit. (See page 4, 2D)
  12. Visitors under 18 years of age:
    - a. Shall be accompanied by a parent or legal guardian at all times while in the facility.
    - b. All persons who meet the legal guardian requirement shall have a "letter of guardianship" from the granting court.
    - c. If the minor is visiting a parent, they must be accompanied by an immediate family member.
  13. All public visits shall be non-contact.
  14. Inmates are not required to be in the dayroom, but must be readily available to receive visitors and must respond immediately. If not ready, the inmate's visit may be denied or postponed to allow others to visit.
  15. When returning from visiting, inmates may be required to remain in the dayroom until the next scheduled rack-out time.
  16. When the visit has been completed, the visitor shall exit the visiting booth and return to the public area or exit the facility. There shall be no loitering in the visiting area or corridors. At MRJC, visitors shall return the visiting booth keys to the visiting control officer.
  17. Inmates may be searched at any time, before, during, or after visitation.
  18. Inmates shall be strip-searched following department policy (refer to 4.02.005 Strip Searches), after a face-to-face visit, if reasonable suspicion or probable cause to believe the individual is concealing contraband, a threat to security, or if the inmate's charges fall under the automatic strip search criteria.
  19. Appropriate attire is required and shoes must be worn at all times. The following Dress Code shall be followed:
    - a. No miniskirts or similar attire.
    - b. No low-cut or revealing necklines.
    - c. No bare midriff.
    - d. No exposed undergarments.
  20. Visits may be shortened or cancelled for cause at the discretion of department staff.
  21. No food or drink is allowed in the visiting booths.
  22. No written correspondence is allowed between an inmate and visitors at the time of visiting. All written correspondence shall be through the U.S. Postal Service.
  23. Children must be under the direct supervision of an adult at all times while in the facilities.

**B. Processing Public Visits**

1. Visitors shall completely fill out the Application to Visit Form (F-510) and submit it to the corrections technician for visiting.
2. The corrections technicians shall:
  - a. Verify each visitor has completed a Visiting Application Form (F-510)
  - b. Verify the inmate's correct visiting time.
  - c. Verify the identity of the visitor by comparing the picture and physical description on the presented identification with the visitor's appearance.
  - d. Verify valid identification.
  - e. Acceptable forms of identification include:
    - 1) Washington State Driver's License or Identification Card
    - 2) Other U.S. State Driver's License or Identification Card
    - 3) Canadian Driver's License or Identification Card
    - 4) U.S. Armed Forces Identification Card
    - 5) U.S. Government Passport
    - 6) Resident Alien Card/Green Card
    - 7) Native American Tribal Photo I.D.
    - 8) Other documents as approved by the ITR sergeant (or higher authority).
  - f. Verify active warrants, and notify the ITR sergeant.
  - g. Deny visitors with active no contact orders between themselves and the person they are attempting to visit.
  - h. Check for visiting space availability on the requested floor (KCCF).
  - i. Verify the inmate's location and note it on the visiting form.
  - j. Inform the visitor of the inmate's location and when the scheduling visiting time begins and ends.
  - k. Send the approved visiting form to the appropriate floor control via pneumatic tube system (KCCF) or send the visitor with approved slip to the visiting control officer (MRJC).
3. The floor control officer (KCCF), housing unit officer (MRJC), or visiting control officer (MRJC) shall:
  - a. Ensure visiting booths are in working order, clean, not damaged or marked up in any way, and all attorney pass-through are secured, except during the authorized times.
  - b. Any booth not meeting minimum cleanliness criteria or damaged, shall not be used until cleaned or repaired.
  - c. Notify reception staff and the Maintenance & Supply Unit if any booths are inoperable and log these actions in the logbook.
  - d. Verify it is the inmate's scheduled visiting time.
  - e. Notify the housing officer of the inmate(s) to be visited.
  - f. Allow the inmates into the visiting area (KCCF).
  - g. Allow no inmates into the visiting booths with attorney pass-through, unless the pass-through is secured.
  - h. Control the flow of visiting and monitor the behavior of all visitors.
4. Place all visiting forms in the appropriate container in Floor Control Rooms (KCCF) and Visiting Control (MRJC).
5. The housing unit officer shall:
  - a. Call out the inmate and log them out on the Inmate Movement Log (F-558).
    - 1) At the KCCF, notify Floor Control when the inmate is ready to come out to visiting.
    - 2) At the MRJC, send the inmate up to the visiting area.

- b. Mark the inmate in on the movement log upon return.

### **C. Special Public Visits**

1. Special visits must occur during regularly scheduled visiting hours (between 0800-2200 hours at KCCF and from 1100-1400, 1500-1730, and 1900-2200 hours at the MRJC).
2. Reasons for granting a special visit include, but are not limited to:
  - a. The recent movement (within 24 hours) of the inmate resulting in a change in visiting times, in which case the previous visiting times may be honored.
  - b. Verified death or emergency hospitalization of an inmate's immediate family.
  - c. Elderly and disabled persons who have trouble travelling to and from the jail.
  - d. Other valid reasons, as determined in advance or at the time of request by a sergeant (or higher authority).
  - e. Persons who must travel over fifty miles, one-way, from their residence to the facility as verified by their home address on valid identification. Maps with a 50-mile radius drawn around the perspective facility shall be maintained in each reception area and used for this purpose.
  - f. Three (3) special visits may be granted to a person within a 90-day period. The 90-day period commences on the day of the first special visit.
3. Each special visit shall be logged in the Special Visit Logbook located in reception.
4. Special visits do not take precedence over regular visits. All other regular visiting rules apply to special visits.
5. Questions regarding special visits shall be resolved by the ITR sergeant or higher authority.

### **D. Hospital Visits**

Only a shift commander or higher authority may authorize any type of visit, including phone contact, with an inmate at a hospital.

### **E. Non-Contact Visits for Non-Ambulatory Inmates (MRJC)**

Inmates who are unable to access the regular housing unit visiting booths shall utilize the visiting booths adjacent to Central Control on the ground floor of the facility.

### **F. Professional Visiting Rules**

1. Professional visitors shall look up the jail location for the inmate(s) they wish to visit using computer terminals provided at visiting control (MRJC) and check-in (KCCF).
2. In order to be granted access, professional visitors shall be required to present personal or professional valid picture identification in the same manner as any other visitor.
3. Professional visitors shall also be required to present agency identification (bar card, law enforcement ID, religious ID, etc.).
4. Professional visitors shall submit a completed Professional Inmate Visit Form (F-509).
5. All law enforcement and attorney visits shall normally be conducted in the professional visiting booths equipped with a pass-through or through video terminals.
6. Law enforcement officers, licensed attorneys, and other professional visitors may generally have access to inmates at any time. Access after-hours shall be facilitated by the ITR Sergeant or higher authority.
  - a. At MRJC they shall:
    - 1) Enter the facility through ITR.
    - 2) Utilize the face-to-face or visiting booths next to central control.

- b. At KCCF law enforcement and DOC officers shall:
  - 1) Enter the facility through ITR
  - 2) Utilize the interview rooms in ITR
- c. At KCCF licensed attorneys shall utilize the Interview rooms in ITR
7. Professional visitors may be authorized to see several inmates in succession.
8. Legal service messengers shall be authorized window access only for the purpose of serving legal papers to inmates.
  - a. At the KCCF, they shall be authorized access to the core window pass through.
  - b. At the RJC, they shall be authorized window access only, and if any documents are to be delivered to the inmate, the messenger shall provide the documents to the corrections technician in reception for delivery.
9. Agents of authorized bonding companies shall be allowed window access only. A valid driver's and business license shall be required.
10. One-on-one, face-to-face contact visits, by professionals of the opposite gender of an inmate, shall be visually monitored, pursuant to PREA.
  - a. At KCCF, these visits shall be scheduled for the Multi-Purpose Room.
    - 1) If the multi-purpose room is unavailable, the floor control officer shall notify the duty sergeant, and document in the logbook, the potential for using an alternative location for the visit.
  - b. At MRJC, these visits shall:
    - 1) Be scheduled for the Face-to-Face Visiting Booths located adjacent to Central Control; or
    - 2) Occur in a housing unit multi-purpose room, with the door open.
11. All other professional visitors (excluding law enforcement officers and licensed attorneys) shall be in the Jail ID Electronic Imaging Management System in order to visit. If they are not in the Jail ID Electronic Imaging Management System, they may only visit during the inmate's regularly scheduled visiting hours in non-pass-through visiting booths.
12. Department staff may visually monitor professional visits for safety and security concerns, but shall not monitor conversations between an inmate and their professional visitors.

#### **G. Processing Professional Visits**

1. The corrections technician (KCCF) or visiting control officer (MRJC) shall:
  - a. Accept the visiting request along with the visitor's personal and professional ID, and make sure the request is properly filled out.
  - b. Verify the identity of the visitor by comparing the picture I.D. with the visitor's physical appearance.
  - c. All professional visitors shall submit a visiting request (F-509) with ID to the receptionist.
  - d. Refer to the written authorization files, as necessary.
  - e. Determine the inmate's location and notify the visitor of that location, noting the location on the visiting form.
  - f. Direct the visitor to the visiting area, and then notify the appropriate housing unit officer of the inmate's visit.
  - g. Send the approved visiting form to the appropriate floor control via pneumatic tube system (KCCF).
2. Professional visits shall generally take place in the visiting booths equipped with a pass-through.

3. The floor control officer or the housing unit officer shall:
  - a. Call for the inmate.
  - b. Ascertain the proper visiting booth.
  - c. Designate the proper booth to the inmate.
  - d. Return the inmate to their housing location upon the conclusion of the visit.
  - e. Place all visiting forms in the appropriate container in housing control (KCCF) and Visiting Control (MRJC).
4. The housing unit officer shall:
  - a. Call for the inmate and send them out for professional visits in the same manner as done for public visits.
  - b. Provide inmates with a pen for signatures, if needed.

#### **H. Denial or Termination of Visiting Privileges**

1. If any staff member witnesses inappropriate behavior, a violation of visiting rules, or receives information an inmate's visit should be terminated; and a visitor denied visiting privileges, the following guidelines shall be followed:
  - a. A decision by an officer or staff member to terminate a visit must have the concurrence of the ITR sergeant or higher authority before it is enforced. Once a visit has been terminated, future visiting privileges can be denied pending review by the division major.
  - b. The basis for the denial or termination shall be documented in an Officer's Report (F-627) with a copy of the original Application to Visit (F-510) attached and forwarded up the chain-of-command to the division major.
  - c. The division major shall determine if further restriction is warranted and if so, for how long. If further restriction is warranted, a letter shall be sent to the visitor informing them of the restriction placed on their visiting. The letter shall explain the reason and length of restriction and the date that visitation can resume. The letter shall also explain the right to appeal and the appeal procedure.
  - d. The major's ASIII shall be responsible for drafting the letters and maintaining the master files, including all documents.
  - e. Corrections technicians shall maintain a notebook(s) with letters of all restricted visitors. The restricted visitors spreadsheet shall be located:
    - 1) At Check-In and Reception, for KCCF
    - 2) At the Reception Office, Captains' Office, and Visiting Control, for MRJC
    - 3) SIU sergeants are responsible for entering restricted visitors in the approved vendors scheduling system (for video visitation).

#### **I. Video Visitation**

##### **General Guidelines**

The department may monitor and record non-attorney inmate video visitations. Recording and monitoring of inmate video visitations improves the safety of department facilities and can provide possible details of potential assaults, homicides, domestic violence, coercion, witness tampering, narcotics trafficking, gang activity, and other crimes within or outside department facilities. They may also reveal inmate plans for self-harm or suicide, as well as assist in the tracking of inmates who escape from custody.

To protect inmates' constitutional rights and confidential and privileged attorney-client communications, video visitation sessions between inmates and their attorneys shall not be monitored or recorded.

There shall be no expectation of privacy while conducting a non-attorney video visitation.

1. The department may offer video visitation through an approved vendor.
  - a. Available visiting times may vary between facilities.
  - b. Inmate available visiting times shall be listed through the approved vendor's scheduling system.
  - c. Inmates shall not be permitted to visit outside of regular visiting hours, without the approval of the ITR sergeant or higher authority.
  - d. Inmate visiting may be denied or canceled for disciplinary reasons, or operational necessity, with the approval of a sergeant or higher authority.
  - e. Visits may be scheduled online or via kiosk at the MRJC.
2. Any visitor who does not check in with jail reception, shall not be allowed to visit.
3. If visitors do not check in with jail reception 15 minutes prior their scheduled visit, the visit may be canceled.
4. Cell phone use shall be prohibited in the visiting area.
5. Minors shall not be permitted to register for visitation.
6. Minors shall be allowed to visit, as long as they are accompanied by a parent or legal guardian and listed on the visitation sign-up.
7. Only three (3) visitors shall be allowed at each visiting terminal, per visit.
8. All social visiting is subject to recording and monitoring.
9. Any visitor who engages in prohibited conduct may be suspended or terminated from video visiting privileges.
10. The following conduct is prohibited during video visits:
  - a. Any display of nudity.
  - b. Behavior or actions that are sexual in nature.
  - c. Use or display of any weapons, drugs/alcohol, or related paraphernalia.
  - d. Activity or display of graphics/paraphernalia associated with any Security Threat Group.
  - e. Unlawful activity or depiction of unlawful activity.
  - f. Recording/filming of the visit or visit participants by the visitor(s) or any third party.

#### **J. Remote Video Visitation**

1. The department may offer remote (off-site) video visitation through an approved vendor.
2. Remote video visitation may be conducted via a video terminal in the housing unit and any high-speed internet connection with an available web cam, microphone, and speakers.
3. Remote video visits may be scheduled online or via a kiosk at the MRJC.
4. The length and cost of visits shall be posted by the approved vendor.
5. Online visits shall be scheduled on a first come, first served basis.
6. There shall be no limit on the number of paid visits within the visiting schedule.
7. Visitors must provide their own equipment and the necessary internet connections to participate in remote video visitation.
8. All social visiting shall be subject to recording and monitoring.
9. Any visitor who engages in prohibited conduct may be suspended or terminated from remote video visiting privileges.

10. The following (but not limited to) shall be considered prohibited conduct:
  - a. Any display of nudity.
  - b. Behavior or actions that are sexual in nature.
  - c. Use or display of any weapons, drugs/alcohol, or related paraphernalia.
  - d. Activity or display of graphics/paraphernalia associated with any Security Threat Group.
  - e. Unlawful activity or depiction of unlawful activity.
  - f. Recording/filming of the visit or visit participants by the visitor(s) or any third party.
  - g. Participation from individuals who are not on the approved visiting request.

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# King County

## Law and Justice Committee

### STAFF REPORT

<b>Agenda Item:</b>	7	<b>Name:</b>	Clifton Curry
<b>Proposed No.:</b>	2016-0250	<b>Date:</b>	June 14, 2016

### SUBJECT

AN ORDINANCE relating to emergency jail housing; authorizing an emergency jail housing agreement between King County and Chelan County.

### SUMMARY

This proposed ordinance would approve an agreement between Chelan County and King County to house county inmates in the event of an emergency. This agreement is modeled on the agreement with Pierce County adopted as Ordinance 17977 (which was originally approved by the King County Council in November 2009 as Ordinance 16683 in response to the planning for potential flooding in the Green River Valley). During the county’s emergency and disaster planning, the Department of Adult and Juvenile Detention recognized that it might have to move inmates out of the King County Correctional Facility or the Maleng Regional Justice Center as a consequence of a natural disaster or other emergency. This ordinance would extend the county’s options for emergency housing of inmates. The proposed agreement is for one year through December 31, 2016, with the ability to extend the agreement for three one-year periods.

### BACKGROUND

The King County Department of Adult and Juvenile Detention operates one of the largest detention systems in the Pacific Northwest. The department is responsible for the operation of two adult detention facilities--the King County Correctional Facility in Seattle and the Maleng Regional Justice Center (MRJC) in Kent—with over 30,000 bookings a year and an average daily population of 1,835 pre- and post-adjudicated felons and misdemeanants every day. The average daily population of the department’s Seattle facility is approximately 1,106 inmates and about 730 inmates housed at the MRJC.

**Green River Flood Preparation.** In 2009, King County was informed by the Army Corps of Engineers (USACE) that damage to the Howard Hanson Dam’s impoundment structure could lead to widespread flooding in the Green River Valley. Early predictions indicated that two to three feet of water at ground floor elevations could flood the detention portion of the Maleng Regional Justice Center, leaving it uninhabitable for

inmates and staff. The department developed plans for moving most of the inmates at the MRJC to the Seattle KCCF, but also recognized that other alternatives were needed, either because of space limitations at the KCCF or because transportation would be disrupted by flooding. As a result of this planning, the executive negotiated agreements to provide for the emergency housing of inmates at the Pierce County and Kitsap County jails. The County Council adopted these agreements in November 2009. The Peirce County agreement was adopted as Ordinance 16683. The county extended the agreement again in 2011 as Ordinance 17238 and in 2015 as Ordinance 17977. The agreement with Kitsap County was allowed to lapse in 2011. In 2016, the Executive has negotiated and the Council adopted an interlocal agreement with Snohomish County that is based on the Pierce County agreement (adopted with Ordinance 18219).

During the development of the most recent agreement with Pierce County, DAJD staff recognized that the jail's disaster and emergency planning could benefit from similar agreements with other jurisdictions. As a consequence, the Executive has negotiated an interlocal agreement with Chelan County that is based on the Pierce and Snohomish County agreements. The agreement with Chelan County provides the county the ability to relocate inmates with emergency notice. This contract can only be implemented in case of an emergency and at the direction of the King County Executive. The daily cost to King County would be \$35 a day per inmate, plus the cost of King County corrections officers to guard King County inmates at the Chelan County facility. If Chelan County staff supervise county inmates, the cost would be \$75 per day. In addition, the contract allows for the continuation of tracking any inmates through the county's current information technology systems, provides for visitation by family, professionals, and allows commissary purchases. This proposed ordinance would be for one year through December 31, 2016, with the option to extend the agreement for three one year periods through the end of 2019.

## **ANALYSIS**

If executed, this agreement will provide the county with the ability to use Chelan County jail facilities in the event of an emergency or disaster affecting the operations of either of the county's two detention facilities. This ordinance would therefore extend the county's options for emergency housing of inmates. The proposed agreement is nearly identical to the agreements with Pierce and Snohomish Counties adopted by the Council over the last year.

Under the agreement, Chelan County would provide maintenance, food, medical, and laundry supplies for the King County inmates housed in its facilities. The County agrees to retain custody of the inmates, which includes staffing with King County Corrections Officers and supervisors at the Chelan facility. The agreement appears to be a reasonable method to ensure that the county has emergency jail capacity in the event of a disaster or other emergency.

The original Pierce County agreement, adopted in 2009 along with the most recent agreement, was reviewed by the Council's legal counsel who recommended changes to

the Interlocal Agreement, which were adopted as part of Ordinance 17977. Those changes are reflected in this new agreement which has been approved by the Chelan County Executive and the King County Prosecuting Attorney's Office.

**ATTENDEES:**

- William Hayes, Director, Department of Adult and Juvenile Detention
- Steve Larsen, Chief of Administration, Department of Adult and Juvenile Detention

**ATTACHMENTS**

1. Proposed Ordinance 2016-0250, with attachments
2. Transmittal Letter
3. Fiscal Note

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**KING COUNTY**

ATTACHMENT 1

**Signature Report**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**June 9, 2016**

**Ordinance**

**Proposed No.** 2016-0250.1

**Sponsors** Gossett

1 AN ORDINANCE relating to emergency jail housing;  
2 authorizing an emergency jail housing agreement between  
3 King County and Chelan county.

4 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

5 **SECTION 1. Findings:**

6 A. The King County department of adult and juvenile detention has a need for  
7 options to house inmates elsewhere in an emergency situation.

8 B. Similar ordinances, Ordinance 17977 for example, were enacted over the last  
9 year and authorized agreements between King County and Pierce and Snohomish  
10 counties.

11 C. The King County department of adult and juvenile detention is working to  
12 secure similar agreements across the state in order to have a variety of options to house  
13 inmates elsewhere in an emergency situation.

14 D. The attached agreement, Attachment A to this ordinance, allows the  
15 department of adult and juvenile detention and Chelan county to request that the other  
16 party provide housing and other related services during an emergency. The agreement  
17 includes cost reimbursement for emergency housing.

18            SECTION 2. The King County executive is hereby authorized to execute the  
19 emergency jail housing agreement and subsequent extensions, in substantially the form of  
20 Attachment A to this ordinance, between King County and Chelan county.  
21

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

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J. Joseph McDermott, Chair

ATTEST:

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Anne Noris, Clerk of the Council

APPROVED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Dow Constantine, County Executive

**Attachments:** A. Agreement Between King County and Chelan County for the Provision of Emergency Jail Services

# **Attachment A**

## **Agreement Between King County and Chelan County for the Provision of Emergency Jail Services**



- (d) Any responding correctional staff acting pursuant to this Agreement has the full and complete authority as though appointed by the requesting authority.
- (e) The responding party may provide vehicles and drivers to transport the requesting party's inmates to other facilities. However, the requesting party must provide sufficient personnel to maintain security and control of the requesting party's inmates during transport. The responding party is not considered to have assumed custody of the requesting party's inmates until they are brought into the responding party's facility.
- (f) The requesting party shall be responsible for security and transport of its inmates to all their court proceedings. The parties shall attempt to coordinate staff and resources to achieve the most efficient mode of operation in this regard.
- (g) Services provided pursuant to this Agreement during the initial twenty-four hours of an Emergency shall be provided without charge to the requesting party. After the initial twenty-four hour period, the requesting party shall pay the responding party a daily housing rate for every calendar day, or portion thereof that the requesting party's inmate is in custody in the responding party's facility. If the requesting party's inmates are under the supervision of the requesting party's corrections officers, the daily housing rate shall be \$35.00. If the requesting party's inmates are under the supervision of the responding party's corrections officers, the daily housing rate shall be \$75.00. In addition to daily housing rates, the requesting party shall also pay direct costs for any off-site medical treatment, pharmaceuticals, court transportation, and emergency transportation provided to a requesting party inmate. There will be no adjustments to the housing charges detailed above.
- (h) The responding party will provide a detailed invoice to the requesting party for all amounts due under this Agreement. The requesting party shall reimburse the responding party for such undisputed costs within thirty days of receipt of the detailed invoice, as well as advise the responding party of any invoiced amounts in dispute.

## **2. MEDICAL TREATMENT:**

(a) Services Provided. If the responding party agrees to house the requesting party's inmates, the responding party will provide or arrange for the inmates to receive such medical, psychiatric, and dental services as may be necessary to safeguard their health while confined, in accordance with state and federal law and with the policies and procedures at the responding party's facility.

(b) Off-Site Medical Treatment. In the event a requesting party's inmate needs emergency medical, dental, or psychiatric treatment that is not available at responding party's facility, the responding party shall arrange medical transport to an appropriate local facility, and notify the requesting party, by telephone, within four hours after any such transfer. The determination of whether an inmate requires medical, dental, or psychiatric services outside of responding party's facility shall be made by medical personnel assigned to the responding party. The requesting party will be responsible for assuming off-site facility guarding duties within four hours of such notice. Provided however, if the requesting party fails to assume such off-site guarding duties

within the four hour notice period, then the responding party shall continue to provide off-site guarding duties until such time as the requesting party assumes off-site guarding duties.

(c) Records. The responding party shall keep record of all medical, psychiatric, or dental services it provides to an inmate, and shall send a copy of the medical record via facsimile to the requesting party.

### **3. TRANSFER OF CUSTODY:**

(a) Transfer Back to Requesting Party. Upon written request from the requesting party, the responding party shall transfer custody of the inmate back to the requesting party. In such case, the inmate will be transported by the requesting party. The responding party will not transfer custody of any inmate confined pursuant to this Agreement to any party other than back to the requesting party, except that the responding party may transfer custody of an inmate to a secure facility under a third party's control in the event of a catastrophe as provided in section 5(b).

(b) Responsibilities Upon Assumption of Custody. Upon transfer of custody, it is the requesting party's duty to determine the amount, if any, of early release credits earned by each of its inmates.

(c) Release of Requesting Party's Inmates. The requesting party shall be responsible for determining the release date for the inmates held by the responding party under this Agreement. The requesting party shall communicate the release date of its inmates to the responding party as soon as practicable. Written documentation shall be provided in the form of court orders, bail information, etc. On the date of release, the requesting party shall transport the inmate back to its facility for processing and release.

(d) Responsibilities upon Return of Inmate to the Requesting Party. Upon return of custody to the requesting party, the responding party shall provide a completed custody transfer form, a copy or summary of each inmate's medical records held by the responding party for the current booking, and any other documentation reasonably requested by the requesting party. If such additional information is requested by the requesting party regarding a particular inmate, the parties shall mutually cooperate to obtain such information. The responding party shall also provide all inmate funds and personal property of each inmate transferred from responding party to the requesting party.

**4. RIGHT TO REFUSE/RETURN AN INMATE:** In addition to the right to refuse to assist under Section 1(b), the responding party shall have the right to return or refuse to accept any of the requesting party's inmates under any one of the following additional circumstances.

(a) Pending Medical Needs. The responding party shall have the right to refuse to accept any requesting party inmate who appears, in the sole judgment of the responding party, to be in need of urgent medical, psychiatric, or dental attention.

(b) Problematic Medical History or Behavior and New Medical Conditions. The responding party shall have the right to return or refuse to accept any requesting party's inmate that, in the sole judgment of the responding party, presents a risk of escape, presents a risk of injury to other persons or property, develops an illness or injury, or behaves in any other manner that in the

responding party's opinion may adversely affect or interfere with the efficient operations of the responding party.

(c) **Litigation.** The responding party shall have the right to return or refuse to accept any requesting party inmate that files a claim or lawsuit against the responding party.

**5. REMOVAL FROM RESPONDING PARTY'S FACILITY:** Requesting party inmates may be removed from the responding party's facility for the following reason(s):

(a) **Treatment Outside of Jail.** In accordance with Section 2(b), any of the requesting party's inmates may be removed from the responding party's facility for medical, psychiatric, or dental treatment or care not available within the responding party.

(b) **Catastrophe.** Any of the requesting party's inmates may be removed from the responding party's facility in the event of any catastrophic condition presenting, in the sole discretion of the responding party, an imminent danger to the safety of the inmate(s) or personnel of the responding party; provided however, such a removal shall not relieve the responding party of any of its obligations under this Agreement, including custody and control with respect to requesting party's inmates. Additionally, the responding party will inform the requesting party, at the earliest practicable time, of the secured location of the requesting party's inmate(s) so removed from the responding party's facility.

## **6. INMATE RIGHTS, ACCOUNTS, AND PROGRAMS:**

(a) **Early Release Credit and Discipline.** With respect to the requesting party's inmates, the requesting party shall maintain record keeping sufficient to determine appropriate early release credit. The responding party will manage disciplinary issues and will administer sanctions per the responding party's rules. No discipline prohibited by federal or state law will be permitted. Except as otherwise provided herein, the disciplinary policies and rules of the responding party will apply equally to inmates confined pursuant to this Agreement and to those otherwise confined.

(b) **Inmate Accounts.** The responding party shall establish and maintain an account for each inmate received from the requesting party and shall credit to such account all money received from an inmate or from the requesting party on behalf of an inmate. The responding party shall make disbursements from such accounts by debiting such accounts in accurate amounts for items purchased by the inmate for personal needs. Disbursements shall be made in limited amounts as are reasonably necessary for personal maintenance. At termination or expiration of this Agreement, an inmate's return to the requesting party, or escape of an inmate, the responding party shall submit a check to the requesting party in the name of each inmate eligible for reimbursement in order to transfer an inmate's money to an inmate account administered by the requesting party.

(c) **Programs.** The responding party is not obligated to provide the requesting party's inmates with educational, recreational, and/or social service programs.

(d) **Inability to Serve Time Outside of Facility.** The requesting party's inmates will not be allowed to leave the responding party's jail for participation in conectional work crews, work

release programs, home monitoring or any other program in which other inmates sometimes are allowed to leave the physical confines of the jail as part of serving their sentence.

(e) Facility Conditions. The responding party shall operate its correctional facility consistent with all applicable federal, state, and local laws, and provide the requesting party's inmates with conditions of confinement that at least meet those required by state and federal law, including, but not limited to, conditions related to diet, health care, clean clothing, exercise and outside recreation, visitation, use of force, access to legal materials, and religious practices.

## **7. ACCESS TO FACILITY AND INMATES:**

(a) Access to Facility. The requesting party shall have the right to inspect, at mutually agreeable times, responding party facilities in order to confirm such facilities maintain standards acceptable to the requesting party, and that its inmates are treated appropriately.

(b) Access to Inmates. The requesting party shall have the right to interview inmates from the requesting party at any reasonable time (8:00A.M. to 10:00 P.M.) within the responding party's facility.

(c) Any professional visitors that regularly see their clients (attorney, chaplains, etc.) in the requesting party's facility will follow the responding party's protocol for visitation and professional visitor access list.

(d) Requesting party inmates shall have access for visiting.

## **8. ESCAPES AND DEATHS:**

(a) Escapes. In the event of an escape by the requesting party's inmate from the responding party, the requesting party will be notified immediately. Notification shall be by telephone call to the requesting party's designated contact, and confirmed in writing as noted in Section 17 for Emergency Contact.

(b) Deaths. In the event of a death of the requesting party's inmate in the responding party's facility, the requesting party shall be notified immediately. Notification shall be by telephone call to the requesting party's designated contact, and confirmed in writing via facsimile as noted in Section 17 Emergency Contact. The responding party will immediately provide a copy of all records to the requesting party including correctional records and medical records. The responding party shall cooperate in inquest proceedings, if any. The responding party shall follow the written instructions of the requesting party regarding the disposition of the body.

## **9. RECORD KEEPING:**

The responding party agrees to maintain a system of record keeping relative to the booking and confinement of each of the requesting party's inmates consistent with the record keeping by the responding party for all other inmates. The responding party shall make copies of said records available to the requesting party upon request.

**10. DURATION:**

This Agreement shall be effective upon execution by both parties and shall continue through December 31, 2016. The Agreement may be extended for three one-year periods through the written agreement of the King County Executive and Chelan County. All other amendments to this Agreement shall require the same approval process as this agreement.

**11. GOVERNING LAW/VENUE:**

The parties hereto agree that, except where expressly otherwise provided, the laws and administrative rules and regulations of the State of Washington shall govern in any matter relating to this Agreement and an inmate's confinement under this Agreement. The parties further agree that venue for any legal action undertaken by one of the parties regarding the terms of this Agreement shall be proper in King County, Washington and Chelan County, Washington.

**12. NON-DISCRIMINATION POLICY:**

Both parties agree not to discriminate in the performance of this Agreement because of race, color, national origin, sex, age, religion, creed, marital status, disabled, or Vietnam era veteran status, or the presence of any physical, mental, or sensory handicap.

**13. WAIVER OF RIGHTS:**

No waiver of any right under this Agreement shall be effective unless made in writing by an authorized representative of the party to be bound thereby. Failure to insist upon full performance on any occasion shall not constitute consent to or waiver of any continuation of nonperformance or any later nonperformance; nor does payment of a billing or continued performance after notice of a deficiency in performance constitutes acquiescence thereto.

**14. TERMINATION:**

This Agreement may be terminated without cause upon 90-days written notice from either party delivered by regular mail to the contact person at the address set forth herein and the Washington State Office of Financial Management. Such notice shall state the grounds for termination, if any, and the specific plans for accommodating the affected jail population, if any.

**15. DEFENSE AND INDEMNITY AGREEMENT:**

(a) Each party agrees to defend, indemnify, and save harmless the other party, its appointed and elective officers and employees, from and against all loss or expense – including, but not limited to judgments, settlements, attorney's fees, and costs -- by reason of any and all claims and demands upon the indemnified party, its elected or appointed officials or employees for: damages because of personal or bodily injury, including death at any time resulting there from, sustained by any person or persons and on account of damage to property including loss of use thereof, due to the negligence of the indemnifying party, its subcontractors, its successor or assigns, or its or their agent, servants, or employees.

(b) The foregoing indemnity is specifically and expressly intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance act, RCW Title 51, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

(c) The parties acknowledge and agree that if any claim, suit, action, liability, loss, costs, expenses and damages are caused by or result from their concurrent negligence, and/or the concurrent negligence of each party's respective subcontractors, successor or assigns, or its agents, servants, or employees, the preceding paragraph in Section 15(a) shall be valid and enforceable against each party only to the extent of that party's negligence and that of its respective subcontractors, successor or assigns, or its agent, servants, or employees.

**16. NO THIRD PARTY BENEFICIARIES:** There are no third party beneficiaries to this Agreement and this Agreement shall not impart any rights enforceable by any person or entity that is not a party hereto.

**17. MAILING AND CONTACT INFORMATION:**

(a) Each party's respective representative with the authority to commit correctional resources, including buildings, vacant cell space, transportation, equipment, or personnel for emergency response, pursuant to Section 1(b) are:

King County:           DAJD Director William Hayes  
                                  KCF-AD-0600  
                                  500 5th Ave.  
                                  Seattle, WA 98104-2332  
                                  Office: 206-477-2300  
                                  Cell: 206-423-3726  
                                  William.hayes@kingcounty.gov

Chelan County:       CCRJC Director Curt Lutz  
                                  401 Washington St, Level 2  
                                  Wenatchee, WA 98801  
                                  Office: 509-667-6277  
                                  Cell: 206-799-8750  
                                  Curt.Lutz@co.chelan.wa.us

(b) Any termination notice issued pursuant to Section 14 shall be made to the following:

King County:           DAJD Director William Hayes  
                                  KCF-AD-0600  
                                  500 5th Ave.  
                                  Seattle, WA 98104-2332  
                                  Office: 206-477-2300

Cell: 206-423-3726  
William.hayes@kingcounty.gov

Chelan County: CCRJC Director Curt Lutz  
401 Washington St, Level 2  
Wenatchee, WA 98801  
Office: 509-667-6277  
Cell: 206-799-8750  
Curt.Lutz@co.chelan.wa.us

(c) The parties agree that the telephonic notice required by Section 2(b), the emergency contact required by section 8, and the written request required by section 3(a) shall be made *to* the following:

King County: Captain's Office(s)

- Seattle King County Correctional Facility  
500 5th Ave.  
Seattle, WA 98104-2332  
206-477-5006
- Kent Maleng Regional Justice Center  
401 Fourth Ave. North  
Kent, WA 98032  
206-477-2820

Chelan County: Chelan County Regional Justice Center  
Deputy Director, Ron Wineinger  
401 Washington St, Level 2  
Wenatchee, WA 98801  
509-667-6343

The parties agree that telephonic notice may need to be given at any time of the day. Therefore, notice by telephone shall be deemed given if the number below is called regardless of whether there is an answer; provided that if there is no answer and an automated message system is in place, a voice message will be left.

### **18. DISPUTE RESOLUTION**

The parties agree to use their best efforts *to* resolve disputes regarding this Agreement in an economic and time efficient manner to advance the purposes of this Agreement. In the event that a dispute arises, each party's representative identified in Section 17(a) shall convene a meeting in person or by telephone, within seven (7) days of the dispute arising, and work to resolve the dispute. Nothing in this Section 18 shall otherwise limit the parties' legal, equitable, or other rights or remedies.

**19. MISCELLANEOUS:**

In providing services to the requesting party, the responding party is an independent contractor and neither its officers, agents, nor employees are employees of the requesting party for any purpose including responsibility for any federal or state tax, industrial insurance, or social security liability.

**20. PRISON RAPE ELIMINATION ACT (PREA)**

The parties agree they will each comply with the standards promulgated under PREA.

King County

Board of Chelan County Commissioners

King County Executive

*Keith W. Gohner*  
Keith W. Gohner, Chairman

Date

*Doug England*  
Doug England, Commissioner

*Ron Walter*  
Ron Walter, Commissioner

Approved as to Form



Attest: Carlye Baity, Clerk of the Board

*Carlye Baity*

*Curt Lutz*  
Curt Lutz, Director

Approved as to Form

King County  
Deputy Prosecuting Attorney

*[Signature]* 17942  
Chelan County Deputy Prosecuting Attorney

Date

Date

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April 19, 2016

The Honorable Joe McDermott  
Chair, King County Council  
Room 1200  
C O U R T H O U S E

Dear Councilmember McDermott:

This letter transmits an ordinance that will enable King County to enter into a reciprocal emergency jail services agreement with Chelan County which would provide continuous inmate jail housing and medical treatment in the event of an emergency situation.

Effective control and housing of inmates during an emergency may depend upon the immediate use of correctional resources, including buildings, vacant cell space, transportation, equipment, and personnel from other jurisdictions outside King County. Council approved similar agreements with Pierce and Snohomish County in the last year. We are working on similar agreements with other counties in the state to ensure we are able to provide jail services in emergent situations.

If the Department of Adult and Juvenile Detention (DAJD) were unable to safely operate a correctional facility in an emergent situation, such as fire, flood, explosion, storm, earthquake, epidemic, riot or insurrection, any of our partner counties would make a good-faith effort to make their resources available to King County in order to ensure continuous detention services.

The proposed ordinance would:

- Align with the Justice and Safety goal in the King County Strategic Plan to support safe communities and to further the following strategies to meet objectives of this goal:
  - To collaborate with local jurisdictions to define and provide regional law, safety and justice services

The Honorable Joe McDermott

April 19, 2016

Page 2

- To operate secure and humane detention facilities that comply with legal and regulatory requirements
- To undertake regional emergency planning and preparedness activities, including education and coordination
- Allow the Executive to sign an Agreement between King County and Chelan County for the provision of emergency jail services
- Allow for reciprocity of emergency jail services during emergencies

We urge the Council to support the passage of this ordinance in order to allow for a plan that aids the mission of DAJD to contribute to the continued public safety for the citizens of both King County and Chelan County.

Thank you for your consideration of this ordinance. This important legislation will help King County residents know that they will be protected and provided for in the event of an emergency situation if the normal detention facilities become compromised.

If you have any questions, please feel free to contact William Hayes, Director, Department of Adult and Juvenile Detention, at 206-477-2801.

Sincerely,

Dow Constantine  
King County Executive

Enclosures

cc: King County Councilmembers  
ATTN: Carolyn Busch, Chief of Staff  
Anne Noris, Clerk of the Council  
Carrie S. Cihak, Chief of Policy Development, King County Executive Office  
Dwight Dively, Director, Office of Performance, Strategy and Budget  
William Hayes, Director, Department of Adult and Juvenile Detention

2016/2017 FISCAL NOTE

Ordinance/Motion: 2016XXXX  
 Title: Agreement Between King County and Chelan County for the Provision of Emergency Jail Services  
 Affected Agency and/or Agencies: Department of Adult and Juvenile Detention  
 Note Prepared By: Pat Presson  
 Date Prepared: March 1, 2016  
 Note Reviewed By: Jo Anne Fox  
 Date Reviewed: March 7, 2016

**Description of request:**

An ordinance that will enable King County to enter into an emergency services agreement with Chelan County that provides reciprocal emergency jail services, which would provide continuous inmate jail housing and medical treatment in the event of an emergency situation.

**Revenue to:**

Agency	Fund Code	Revenue Source	2016/2017	2018/2019	2020/2021
General Fund / DAJD	910	10	<u>unknown</u>	<u>unknown</u>	<u>unknown</u>
<b>TOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>

**Expenditures from:**

Agency	Fund Code	Department	2016/2017	2018/2019	2020/2021
General Fund / DAJD	910	10	<u>unknown</u>	<u>unknown</u>	<u>unknown</u>
<b>TOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>

**Expenditures by Categories**

			2016/2017	2018/2019	2020/2021
General Fund / DAJD	910	10	<u>unknown</u>	<u>unknown</u>	<u>unknown</u>
<b>TOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>

**Does this legislation require a budget supplemental? NO**

**Notes and Assumptions:**

- <sup>1</sup> Unknown fiscal impacts in current or future years. Fiscal impact will be determined by a need for, and length of, emergency jail services.
- <sup>2</sup> Services provided, per to this Agreement, during the initial twenty-four hours of an emergency shall be provided without charge to the request. After the initial twenty-four hour period, the requesting party shall pay the responding party the defined daily rate for every calendar day, or port thereof, that the requesting party's inmate is in custody in the responding party's facility.
  - a. If the requesting party's inmates are under the supervision of the requesting party's corrections officers, the daily rate will be \$35 per inmate.

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**King County**

**Law and Justice Committee**

**STAFF REPORT**

<b>Agenda Item:</b>	8	<b>Name:</b>	Clifton Curry
<b>Proposed No.:</b>	2016-0261	<b>Date:</b>	June 14, 2016

**SUBJECT**

A MOTION authorizing the department of adult and juvenile detention to accept a donation to the inmate welfare fund of religious materials valued at roughly four thousand five hundred dollars from the Islamic Center of Eastside, Bellevue Masjid.

**SUMMARY**

This proposed motion would authorize the Department of Adult and Juvenile Detention to accept a donation of religious materials from the Islamic Center of Eastside worth approximately \$4,500. King County Code requires that donations of more than \$2,000 (with certain exceptions) be approved by the Council. The department must comply with federal and state laws that ensure that all inmates have access to religious services and materials. The department provides donated religious texts, brochures and reading materials to inmates upon request without cost. This motion would allow the department to accept this donation.

**BACKGROUND**

The King County Department of Adult and Juvenile Detention operates one of the largest detention systems in the Pacific Northwest. The department is responsible for the operation of two adult detention facilities--the King County Correctional Facility in Seattle and the Maleng Regional Justice Center (MRJC) in Kent—with over 30,000 bookings a year and an average daily population of 1,835 pre- and post-adjudicated felons and misdemeanants every day. The average daily population of the department’s Seattle facility is approximately 1,106 inmates and about 730 inmates housed at the MRJC. The department’s juvenile detention division houses 56 youth on an average daily basis.

The department of adult and juvenile detention is responsible for the operation of two adult detention and a juvenile detention facility. As part of its operations, the department must comply with the U.S. and State Constitutions, along with federal and state laws that ensure that all inmates have access to religious services and materials. The department's Inmate Welfare Fund is used to pay for a variety of inmate services,

including support to volunteer programs including faith-based ministry and the provision of religious materials. The department provides donated religious texts, brochures and reading materials to inmates upon request without cost.

King County employees are prohibited from soliciting donations; however, on occasion local businesses and clergy wish to support various department programs and offer financial assistance, such as donating religious and other materials. King County Code 2.80.010 requires that gifts, bequests and donations of more than \$2,000 can only be accepted upon behalf of the county after approval by motion of the county council. This provision was enacted in 1972.

The Islamic Center of Eastside, Bellevue Masjid would like to donate religious materials for the use of inmates with an estimated value of \$4,500. According to materials provided by the Executive, the department values community support and this request aligns with the County Strategic Plan on regional collaboration and providing resources for inmates. Adoption of this motion will ensure that this donation is accepted.

### **ANALYSIS**

This proposed motion would authorize the Department of Adult and Juvenile Detention to accept a donation of religious materials from the Islamic Center of Eastside worth approximately \$4,500. King County Code requires that donations of more than \$2,000 (with certain exceptions) be approved by the Council. The department must comply with federal and state laws that ensure that all inmates have access to religious services and materials. The department provides donated religious texts, brochures and reading materials to inmates upon request without cost. This motion would allow the department to accept this donation and appears reasonable.

### **ATTENDEES:**

- William Hayes, Director, Department of Adult and Juvenile Detention
- Steve Larsen, Chief of Administration, Department of Adult and Juvenile Detention

### **ATTACHMENTS**

1. Proposed Motion 2016-0261
2. Transmittal Letter



**KING COUNTY**  
**Signature Report**

ATTACHMENT 1  
1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**June 9, 2016**

**Motion**

**Proposed No. 2016-0261.1**

**Sponsors Gossett**

1                   A MOTION authorizing the department of adult and juvenile  
2                   detention to accept a donation to the inmate welfare fund of  
3                   religious materials valued at roughly four thousand five  
4                   hundred dollars from the Islamic Center of Eastside,  
5                   Bellevue Masjid.

6                   WHEREAS, the Islamic Center of Eastside, Bellevue Masjid wishes to donate  
7 religious materials for inmates, and

8                   WHEREAS, the department of adult and juvenile detention would like to accept  
9 the donation of these materials, valued at roughly four thousand five hundred dollars;

10                  NOW, THEREFORE, BE IT MOVED by the Council of King County:

11                  The department of adult and juvenile detention is authorized to accept a donation

Motion

---

12 to the inmate welfare fund of religious materials valued at roughly four thousand five  
13 hundred dollars from the Islamic Center of Eastside, Bellevue Masjid.

14

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

---

J. Joseph McDermott, Chair

ATTEST:

---

Anne Noris, Clerk of the Council

APPROVED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

---

Dow Constantine, County Executive

**Attachments:** None

April 25, 2016

The Honorable Joe McDermott  
Chair, King County Council  
Room 1200  
C O U R T H O U S E

Dear Councilmember McDermott:

This letter transmits a motion that will enable the Department of Adult and Juvenile Detention (DAJD) to accept a donation to the Inmate Welfare Fund. Specifically, the Islamic Center of Eastside, Bellevue Masjid would like to donate books valued at roughly \$4,500 to the inmate welfare fund. King County employees are prohibited from soliciting donations; however, on occasion local businesses and clergy wish to support various DAJD programs and offer financial assistance. Under King County Code section 2.80.010 the attached motion is the appropriate mechanism for King County to accept this gift.

King County Department of Adult and Juvenile Detention employees value community support and this request aligns with the County Strategic Plan on regional collaboration and providing resources for inmates. DAJD staff appreciate the donation of religious materials for inmates from the Islamic Center of Eastside, Bellevue Masjid, in the estimated value of four thousand five hundred thousand dollars (\$4,500). Adoption of this motion will ensure that this donation is accepted.

The Honorable Joe McDermott  
April 25, 2016  
Page 2

If you have any questions, please feel free to contact William Hayes, Director, Department of Adult and Juvenile Detention, at 206-477-2801.

Sincerely,

Dow Constantine  
King County Executive

Enclosures

cc: King County Councilmembers  
    ATTN: Carolyn Busch, Chief of Staff  
          Anne Noris, Clerk of the Council  
Carrie S. Cihak, Chief of Policy Development, King County Executive Office  
Dwight Dively, Director, Office of Performance, Strategy and Budget  
William Hayes, Director, Department of Adult and Juvenile Detention



**King County**

## **Law & Justice Committee**

**June 14, 2015**

**Agenda Item No. 9  
Briefing No. 2016-B0128**

**Emergency Management: Insufficient  
Authority and Communication Hinder  
Emergency Preparedness and Response in  
King County**

**Materials for this item will be available at the  
meeting.**

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# King County

Office of Performance, Strategy and Budget  
Chinook Building  
401 Fifth Avenue, Suite 810  
Seattle, WA 98104

RECEIVED  
2016 MAY 12 AM 10:55  
CLERK  
KING COUNTY COUNCIL

May 9, 2016

## MEMORANDUM

**TO:** Joe McDermott, Chair, King County Council

**FM:** Jonathan Swift, Deputy Director, Office of Performance, Strategy and Budget

**RE:** Kitchen Equipment Grant

Enclosed is a King County Grant Alert, advising Council of the department's intent to apply for the above-entitled Grant. This grant application is due to grantor on June 30, 2016, with a potential award of \$3,200. If you have any questions, please contact Dee Mooney, at 206-477-9921.

cc: King County Councilmembers  
 Cliff Curry, Council Committee Staff  
 Patrick Hamacher, Senior Principal Legislative Analyst, BFM Staff  
 Anne Noris, Clerk of the Council  
 Jo Anne Fox, Budget Analyst, Office of Performance, Strategy and Budget (PSB)  
 Lynn McKiernan Ngarl, Grant Financial Officer, FBOD  
 Ayesha Kelly, Administrator, PSB

# King County Grant Alert

Department DAJD  
 Division Juvenile  
 Program NSLP  
 Contact Dee Mooney  
 Phone 206 477-9921

Kitchen Equipment Grant

Preliminary project title MAY 6 2016

**REVIEW/APPROVAL**

	Date Rec'vd	Date Appr'vd	Initials
Dept	<u>5/3/2016</u>	<u>5/3/2016</u>	<u>WMA</u>
Budget	<u>5/6/16</u>	<u>5/6/16</u>	<u>JF</u>
OFM Control No.	<u>16-025 JF</u>		

**BASIC GRANT INFORMATION**

<b>Grantor</b> (list branch of government or private foundation) <u>2016 Fuel up to play 60 School Nutrition Equipment Grant</u>	<b>Application due date</b> <u>June 30, 2016</u>	<b>Date award will be announced</b> <u>Fall 2016</u>
---	---	---

**Grantor's statement of intent** in letting RFP  
 Fuel Up to Play 60 is pleased to offer schools and school districts School Nutrition Equipment Grants of up to \$5,000 per school for the 2016-2017 School Year. The purpose of these grants is to assist School Nutrition Directors in the purchase of equipment that will enhance the long term implementation of your school lunch and breakfast programs. Schools may apply individually, or districts may apply for multiple schools within their district. Each school involved in the application, whether applying as part of a district, or applying as an individual school, may apply for up to \$5,000 worth of school nutrition equipment.

Potential King County budget impact	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Potential award amount	\$3,200				
Required CX cash match					
Required other match					
<b>Total potential value</b>	<u>\$ 3,200</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
% of total agency approp.	<u>    </u> %	<u>    </u> %	<u>    </u> %	<u>    </u> %	<u>    </u> %
Possible FTE additions	0				0

<b>Award Maximums</b>
Range of years covered: <u>1</u> \$'s <u>3200</u>

Does this grant replace currently appropriated funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If yes, Amount displaced: \$ <u>    </u>
Source: <u>    </u>

**PRELIMINARY DESCRIPTION OF KING COUNTY PROPOSAL**

*See guidelines on reverse -- summarize, then attach separate sheets if more detail is appropriate*

Purchase of a new steam table to maintain proper food temperatures of foods on the serving line, for youth in Detention and the day students at Alder Academy.

**Future Funding Liabilities (including sunseting costs, if applicable -- see instructions):**

**EXISTING POLICY/PLAN ENABLING THIS GRANT**

N/A

**IS COUNCIL ACTION DESIRED OR REQUIRED?**

- Implementation of this grant will require execution of an Interlocal Agreement
- Either the application or implementation would benefit from Council pre-authorization (a transmittal of proposed legislation is forthcoming)