



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1110

August 21, 2019

Joanna Carns
Office of Corrections Ombuds
PO Box 43113
Olympia, WA 98504

Dear Ms. Carns:

The Washington Department of Corrections appreciates the opportunity to respond to the ‘OCO Reports on Investigations into Property Loss’ completed by the Office of Corrections Ombuds.

Washington State Penitentiary Recommendation	Response
DOC should conduct a review and revision of property policies and procedures.	<ul style="list-style-type: none">• The Washington State Penitentiary has created a facility workgroup to ensure that the facility, as a whole, is processing the issuing and packing of an incarcerated individual’s property consistently and in accordance to policy.• The facility has started the process of training facility staff on proper procedure when handling an incarcerated person’s personal property; to include updating the OMNI system, proper documentation, abiding by timeframe regulations, and ensuring accountability for the inventories of property
Establish a DOC-wide recognized process for tort claim investigation processes, including a checklist for all necessary evidence, and ensure that anyone authorized to conduct a tort claim investigation has received proper training in order to properly and thoroughly execute the investigation.	Washington State Penitentiary will also be conducting monthly reviews of all grievances and tort claims to evaluate the procedures were followed and ensuring the correct actions were taken by staff.

The information provided by the OCO was useful to ensure the Department of Corrections is doing everything it can to keep an incarcerated person’s property safe during their time in the agency’s facilities.

We also appreciate your team’s understanding of the unique processes across facilities and the addition of policies and procedures being put in place to address them. Moving forward,

“Working Together for SAFE Communities”



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Washington Department of Corrections will continue to implement additional policies, procedures, and security measures to continue to align with the Office of Corrections Ombuds recommendations.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Sinclair".

Steve Sinclair, Secretary
Washington Department of Corrections