



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON**

REVISION DATE  
2/7/22

PAGE NUMBER  
1 of 5

NUMBER  
**DOC 330.600**

**POLICY**

TITLE

**PRISONS COMPACT**

**REVIEW/REVISION HISTORY:**

Effective: 11/30/04  
 Revised: 6/11/07  
 Revised: 10/1/08  
 Reviewed: 5/20/09  
 Revised: 2/7/22

**SUMMARY OF REVISION/REVIEW:**


Major changes. Read carefully!

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
 Department of Corrections

1/10/22  
 \_\_\_\_\_  
 Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 72.74](#); DOC 280.500 Records Management of Official Offender Files; DOC 300.380 Classification and Custody Facility Plan Review; DOC 350.100 Earned Release Time; DOC 350.200 Transition and Release; DOC 350.500 End of Sentence Review/Sexually Violent Predator Civil Commitment

**POLICY:**

- I. The Department will maintain a Prisons Compact to transfer incarcerated individuals between states if the transfer is in the best interest of the state, tribe, or the welfare of the incarcerated individual.
- II. This policy does not apply to placements/transfers of individuals under the Department's jurisdiction who are temporarily placed in a facility contracted by the Department to house and manage individuals during periods of overcrowding.

**DIRECTIVE:**


- I. General Requirements
  - A. Individuals under the Department's jurisdiction may be considered for a Prisons Compact transfer for safety/security or compassion reasons.
    1. Compassion transfers for family reasons, including return at the individual's request, will only be considered at the individual's expense.
      - a. Case managers will notify individuals of expense requirements.
      - b. Payment must be made before the scheduled transfer date via the individual's trust account and/or a money order or certified check.
  - B. Prisons Compact requests must include:
    1. Documentation supporting the need for transfer (e.g., direct letters of support from family/local classification team, Intelligence and Investigations Unit reports), and
    2. All available documents listed on DOC 07-029 Prison Transfer Packet Checklist.
  - C. For individuals approved for transfer:
    1. Classification reviews will be conducted per DOC 300.380 Classification and Custody Facility Plan Review.

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2. Individuals will be managed and offered programming and treatment opportunities per the policies/procedures of the receiving state.
3. The sending state may request an updated progress report at any time for updates/recommendations (e.g., behavior, input from the individual).
4. The Headquarters Classification Unit will be immediately notified in the event of a death, escape, extraordinary medical care, or emergency.
5. Records will be maintained per DOC 280.500 Records Management of Official Offender Files.
  - a. The Headquarters Classification Unit will maintain and archive official files for individuals under the Department's jurisdiction.
6. The Headquarters Classification Manager of Operations/designee will initiate the release process per DOC 350.200 Transition and Release.

## II. Transfers to Another State


- A. The case manager will submit requests for a Prisons Compact transfer to another state through an updated Custody Facility Plan to the Headquarters Community Screening Committee (HCSC). The packet will be submitted to the Headquarters Classification Unit Correctional Records Supervisor, who will scan the packet into the electronic imaging file and destroy the original.
  1. If the HCSC denies the recommendation, the individual may:
    - a. Reapply for transfer during their next classification review if there has been a significant change in circumstances.
    - b. Appeal the decision per DOC 300.380 Classification and Custody Facility Plan Review.
  2. If the HCSC approves the recommendation, the Headquarters Correctional Records Supervisor will:
    - a. Submit the packet to the appropriate state(s) for review and approval.
    - b. Notify the case manager of the decision.
    - c. Arrange transfer with and submit DOC 06-081 Compassion Transfer Expense to the Transportation and Extradition Unit, if approved.

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- B. The case manager will update earned time before transfer per DOC 350.100 Earned Release Time.
- C. The Headquarters Classification Manager of Operations will perform case manager duties for an individual transferred out-of-state, and:
  - 1. Initiate classification reviews per DOC 300.380 Classification and Custody Facility Plan Review.
  - 2. Update earned time per DOC 350.100 Earned Release Time.
  - 3. Identify and refer individuals for End of Sentence Review per DOC 350.500 End of Sentence Review/Sexually Violent Predator Civil Commitment.

III. Transfers to Department Confinement

- A. Requests for a Prisons Compact transfer to Department confinement will be submitted to the Headquarters Classification Unit.
- B. The Chief of Classification/designee will:
  - 1. Initiate a multidisciplinary review, including the:
    - a. Nurse Desk,
    - b. Superintendent of the proposed parent facility,
    - c. Special Investigative Services, and
    - d. Senior Director of Comprehensive Case Management Services/designee.
  - 2. Approve/deny the transfer and notify the sending state of the final decision in writing. The packet will be:
    - a. Returned to the sending state if denied.
    - b. Forwarded to the receiving Department facility/office before transfer if approved.
  - 3. Facilitate the transfer with the sending state if approved.
- C. An individual may be placed at any facility deemed appropriate for the assigned custody level and security concerns. Placement/transfer to a Level 2 facility requires approval by the sending state.
  - 1. If approved by the sending state, recommendations for Minimum custody must be reviewed and approved by the HCSC.

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2. Denial of Minimum custody by the sending state is final and cannot be appealed.

D. The Nurse Desk will obtain authorization from the sending state if an individual requires health services not available at a Department/local community healthcare facility.

1. Health services employees/contract staff will notify the Nurse Desk if an individual requires emergent care and authorization cannot be obtained in advance. The Nurse Desk will notify the sending state as soon as practical.

2. Authorization will be documented in the health record and include the name and title/position of the authorizing person.

#### IV. Return to Sending Jurisdiction

A. Individuals who have been transferred out-of-state for safety/security reasons may request return to a Department facility after 2 years. Requests will be approved/denied by the Headquarters Classification Manager of Operations.

B. At any time, the sending state may return an individual after informing the Chief of Classification/designee.

C. With appropriate notice per the established contract, the Chief of Classification/designee may request the individual be returned to the sending state.

#### **DEFINITIONS:**

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

#### **ATTACHMENTS:**

None

#### **DOC FORMS:**

DOC 06-081 Compassion Transfer Expense  
DOC 07-029 Prison Transfer Packet Checklist