



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
FIELD

REVISION DATE
4/2/21

PAGE NUMBER
1 of 5

NUMBER
DOC 380.600

POLICY

TITLE
**IN-STATE TRANSFERS FOR INDIVIDUALS ON
COMMUNITY SUPERVISION**

REVIEW/REVISION HISTORY:

- Effective: 7/5/00
- Revised: 5/28/04
- Revised: 3/7/07
- Revised: 8/4/08
- Revised: 6/5/09
- Revised: 10/18/10
- Revised: 2/24/14
- Revised: 10/12/15
- Revised: 1/9/18
- Revised: 4/2/21

SUMMARY OF REVISION/REVIEW:


Major changes to include updated title and terminology throughout. Read carefully!

APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

2/26/21
Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); [RCW 9A.44.130](#); [RCW 72.09](#); DOC 310.100 Intake; DOC 350.200 Transition and Release; DOC 350.255 Registration Notification

POLICY:


- I. The Department will initiate an in-state transfer when it is in the best interest of community safety and supports the success of the individual.
- II. This policy covers all individuals on community supervision except Low Risk individuals who are not subject to the Interstate Compact and have no minimum face-to-face contact standards.

DIRECTIVE:

- I. General Requirements
 - A. When a Low Risk individual, with no minimum face-to-face contact standards, establishes a proposed residence in another catchment area, the assigned case manager will send the file as Assume Supervision to the supervising office in that catchment area.
 1. Prior to sending the file, the case manager will check for victim concerns and contact the Assignment Coordinator to determine the assigned case manager.
 - B. In-state transfer requests by individuals who are:
 1. Subject to county of origin restriction will be investigated, reviewed, and approved per DOC 350.200 Transition and Release.
 2. Sentenced to Residential Drug Offender Sentencing Alternative (DOSA) require notification to the sentencing court.
 3. Under Indeterminate Sentence Review Board (Board) jurisdiction require Board approval if there are geographic boundary conditions.
 - C. Individuals will not release to the same address where a past or current victim resides unless approved by the Field Administrator in consultation with the Victim Services Program Manager/Board Victim Liaison and/or assigned Community Victim Liaison.
- II. Requesting In-State Transfer

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- A. The case manager will request an in-state transfer if an individual:
1. Proposes a residence in another catchment area outside of the current unit.
 2. Is arrested on a warrant while on inactive status, when the release address/plan is outside the office where the file is maintained.
 3. Reports as homeless and will, or supervision history indicates the individual will, remain in a geographic area outside the office where the file is maintained.
 - a. The Assignment Coordinator/designee will assign the case to a case manager in the unit, who will investigate the release address/plan.
- B. Prior to requesting transfer, the case manager will:
1. Check the Community Concerns and Safety Concerns banner in the individual's electronic file.
 - a. If concerns are indicated, the case manager will discuss with the assigned Community Victim Liaison, Board Victim Liaison, or the Victim Services Program Manager any impacts of the proposed transfer on the known risk in the community before proceeding with the transfer.
 - b. Any identified concerns will be documented in the transfer request.
 2. Review conditions on all active causes to ensure the proposed transfer does not place the individual in violation of their conditions.
- C. The case manager will submit DOC 11-011 In-State Transfer Referral for Individuals on Community Supervision to the Assignment Coordinator in the receiving office.
- D. The receiving case manager will complete the investigation within 15 days. If the individual or a collateral is available, this investigation will satisfy the residence verification visit required by DOC 310.100 Intake.
1. If the individual is in custody following the return from warrant status, a meeting with the individual to obtain current address information may be necessary.

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2. The case manager will document the investigation in the individual's electronic file.
 3. If a response is not received within 15 days, the sending case manager will contact the receiving case manager to discuss the status.
- E. Individuals must have approval before changing addresses, unless an exception is made by both the sending and receiving Community Corrections Supervisors (CCSs).
1. Transfer requests for individuals subject to county of origin restriction must be approved by both the sending and receiving CCSs, with final approval from the Field Administrator of the receiving office.
 2. The sending case manager will direct the individual to report to the receiving office within one business day of arrival and follow the reporting instructions of the receiving office.
 3. Individuals with approved in-state transfers may be directed to report by kiosk in the receiving office until the transfer is approved or they are directed otherwise by their case manager.
 4. Individuals with registration requirements must comply with DOC 350.255 Registration Notification.
- III. Approving/Denying In-State Transfer
- A. The plan will be denied if the residence/location puts the individual in violation of the individual's conditions or if the placement presents a justifiable risk to community safety and/or current or potential victims.
 1. Denials must be approved by the receiving CCS.
 - B. If the plan is approved:
 1. The receiving case manager will request the file and assume supervision.
 2. Prior to transferring the file, the sending case manager will complete DOC 05-587 In-State Transfer Checklist.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Assume Supervision, Catchment Area. Other words/terms appearing in this policy may also be defined in the glossary section.



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ATTACHMENTS:

None

DOC FORMS:

DOC 05-587 In-State Transfer Checklist

DOC 11-011 In-State Transfer Referral for Individuals on Community Supervision