

COMMUNITY PARENTING ALTERNATIVE

*Working with offenders and their families
In providing structure, support, and collaboration of services
for the greatest impact*



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Introduction

1.1 Welcome

Welcome to the Community Parenting Alternative within the Department of Corrections. We are excited to announce the passage of Substitute Senate Bill 6639 – The Family and Offender Sentencing Alternative (FOSA).

This groundbreaking legislation has two components:

1) *The Judicial Sentencing Option (FOSA) wherein defendants appearing before the court who meet specified criteria can receive 12 months of Community Custody in lieu of prison so that they may remain with their children and families;*

2) *The Community Parenting Alternative (CPA) authorizes the Department to transfer offenders who meet specified criteria to Home Detention using electronic monitoring (EM) for up to the final 12 months of their prison sentence. The Department will also establish its own criteria for CPA in addition to the legislative requirements.*

The focuses of this legislation are the child, family and the importance of maintaining the family bond so that offenders can be productive contributors in their families and communities. Additionally, the legislation requires Department of Corrections (DOC) and the Department of Social and Health Services (DSHS)/Children Administration (CA) to work together on shared cases. Each participant must sign releases of information to be eligible for participation.

You are transferring from the institution to your home. However, it is important that you understand that you are not on supervision and remain an inmate within the DOC. All your activities must be pre-approved by your Community Corrections Officer (CCO) and cannot be changed without prior authorization.

You must remain in your approved residence at all times other than those occasions for which you have permission to attend school, treatment, programs, family activities, and/or employment.

It is imperative to your success that you understand and accept this distinction so that the term of your home detention can be successful.

It is often very difficult to live “half in and half out”, so understanding your restrictions and accepting the limitations of this program is necessary. Your CCO, your family and Children’s Administration will work with you to ensure the best interests of your child/children are met as well as your compliance with the program.



1.2 Mission Statement

In collaboration with the Department of Social and Health Services and other community stakeholders, the Department of Corrections will improve public safety by working together to ensure compliance with court ordered conditions as well as targeting programs and treatment that will enhance family bonds and relationships. This strengthens communities, and reduces intergenerational incarceration.

1.3 Goals

- *To increase the success of offenders in our communities.*
- *To strengthen families by providing intense monitoring/supervision of offenders granted this alternative.*
- *To work with offenders and their families in providing structure, support, and community collaboration for the greatest impact.*
- *To work with other agencies and organizations in reducing duplicative services and programs.*
- *To intervene at the lowest level, as is appropriate, when violations occur so that offenders can correct their behavior to the benefit of their families and communities.*

Schedule

2.1 Schedules

Your schedule must be approved in advance by your CCO. Once your plan/activities are approved, you cannot alter them without permission from your CCO. It is your responsibility to manage your schedule and obtain permission for changes *in advance* of the change. Your CCO may require verification of such changes to your schedule, so it is always in your best interest to have verification of all activities while in the community. Schedule changes will be allowed one time per week and as required per the CCO.

Each offender will have a 48 hour blackout period from the time of arrival to their home. During this time you will not be allowed to leave your approved residence. You and your CCO will negotiate schedule needs at the time of intake for up to the first week. After the first week, all schedule changes must be reported to your CCO by noon on Wednesday for all activities occurring the following week(s).

During the blackout period, you are NOT to have any visitors. Thereafter, you must declare all visitors to the home and document such visits on your visitor log. All visitors must leave your home by 9:00 p.m., and you are not allowed to have any overnight visitors without prior approval from your CCO. Remember, you are not to associate with other known felons or probationers while you are participating in this alternative without prior approval from your CCO while you participation in this alternative.

During your approved hours outside of your home, you will be required to complete a Daily Itinerary to include your activities for the day. This will need to include the type of activity, the location, and contact name and number for your CCO to verify if needed. Please note that you must have authorization from your CCO prior to any use of the Internet. If you use the Internet for job search or education, you are to document the usage on your Daily Itinerary documenting what sites you visited and for how long.

On New Year's Eve, all offenders are to be home by 6pm. The only exception to this is a pre-approved work schedule.

2.2 Electronic Monitoring

As previously stated, you will not be allowed to leave your residence unless approved, in advance, by your CCO. To ensure your compliance with this, you will be monitored by an electronic monitoring device. The device is simple to operate and should not disrupt your daily activities.

A transmitter bracelet will be attached to your ankle and a receiver will be connected to a phone line at your residence. Please note you will be required to have a phone line established in order for the installation of the monitoring system.

The following are phone line restrictions that need to be followed:

- No answering machines
- No call forwarding or voice mail
- No fax machines
- No additional lines
- No cordless phones

As mentioned, the receiver will be hooked up to an established phone line. The receiver should be placed in a central location in the home. It should be positioned at least one foot from the wall, approximately waist high, and at least 10 feet from any large metal appliances such as a refrigerator or a stove. DO NOT place it near a computer, television, or stereo.

Please note that the cost of this device is approximately \$1,750. You are responsible for the care and management of this equipment. Any damage that occurs by tampering, misuse or defacing of the unit is your responsibility.



3.1 Expectations

Although you are being transferred out of the Institution and into the community, you are not free to do what you want, when you want, or how you want, **YOU MUST GET PRE-APPROVAL**. We realize the difficulty of being “half-in and half-out,” so be sure to communicate stress and struggles to your CCO.

3.2 Do's and Don'ts

The following are some examples of do's and don'ts:

Do:

- *Communicate your needs to your CCO*
- *Be pro-active with your schedule*
- *Be on time*
- *Attend all required classes, work, treatment etc.*
- *Take an active part in your child's education-read with your child*
- *Spend time with your child doing activities he/she wants to do and that promote positive family time*
- *Be an active participant in and contributor to your family*
- *ALWAYS be where you say you will be and adhere to your approved schedule*
- *Participate completely to ensure your success*

Don't:

- *Leave the residence when not authorized*
- *Allow visitors to your home who may compromise your ability to remain in this program*
- *Assume that because something makes sense, It is automatically approved*

The Community Parenting Alternative is a partial confinement program and you must spend the substantial portion of the day in your home. Although there will be standard hours, those hours may be adjusted depending on an individual's needs.

This is a Parenting Sentencing Alternative, and requires all participants to be actively involved in parenting their children. It expects that you will prioritize your child's growth, development and well-being in all decision making. Failure to put

your children's needs first, make decisions in their best interest or not spend insignificant time with your children may be cause for you to return to confinement.



The Washington Administrative Code (WAC) and Revised Code of Washington (RCW) are specific as to what is allowed in a partial confinement program. You are accountable for all of your time while in the community and must communicate that to your CCO. Failure to account for your time may result in termination and/or reclassification back to the institution.

The following list includes, but is not limited to, items/activities that are prohibited:

- *Gambling (to include purchasing lottery tickets and BINGO)*
- *No entering contracts where services are rendered but payment is expected (to include layaway and purchasing cell phones) without the authorization of your CCO*
- *No driving motor vehicles unless authorized to do so*

(Do's and Don'ts-Prohibited Activities continued on page 6)

- Do not associate with other DOC inmates, either verbally or in writing (inmate to inmate correspondence, unless approved to do so according to Policy 450.110)
- There will be no out-of-state travel permits issued and no overnight stays outside of the approved residence
- Out of County activities must be approved by your CCO in advance, and only for the purpose of family activities, such as the Puyallup Fair or authorized medical appointments

3.3 Telephone Call-ins

You are required to have daily phone contact with your Community Corrections Officer or as instructed.

It is your responsibility to contact your Community Corrections Officer daily before close of business. This is your time to communicate your needs or changes in your status.

On weekends and holidays or you must call your Community Corrections Officer's work cell phone by noon. You must leave a message with your current status.



Standards of Conduct

4.1 Community Corrections Officers

You will be assigned a CCO who will assist you in your transition to the community via this alternative. Your CCO is available to assist you with organizational skills, time management, budget, referrals to services, and as an advocate for you and your child.

Your CCO will hold you accountable to the CPA Standard Rules, expectations and your Case

Management Plan, and will attempt to resolve issues at the lowest level whenever possible and appropriate. It is imperative that you communicate with your CCO openly and honestly as to your needs, goals, and struggles so that you have the best opportunity for success in being a present (clean and sober and putting your child/children first) parent.

4.2 Conditions

You will be expected to follow all Standard Rules AND the Conditions of Community Parenting Alternative, which will be explained and given to you in writing at the time of your intake into the program. In addition, you will be required to comply with any and all conditions, requirements and instructions as ordered on your Case Management Plan. Any violation of these conditions may result in disciplinary action, up to and including termination from the program.

4.3 Programming and Treatment

A Case Management Plan will be developed by you and your CCO to include any/all required programming needs. If you have an open case with DSHS/Children's Administration, your plan will incorporate all of those requirements as well.

You will be expected to obtain assessments/evaluations as directed by your CCO. These can be either through a community provider or one contracted with DOC, if available. You will be required to fully participate and successfully complete any/all recommended treatment programs. You may also be required to participate in other groups such as parenting programs, 12-step meetings, or other DOC approved offender change groups as directed by your CCO. Your CCO will go over your Case Management Plan with you and explain all your expectation and programming needs. If you feel that your plan is unreasonable or the requirements are not appropriate, you may appeal the requirements to the FOSA Administrator within 7 days of the signed Case Management Plan.

4.4 Budgeting and Savings Plan

Your CCO may work with you to develop a family budget plan while you are on this alternative. You will be responsible for ensuring you are meeting your budget goals and paying on your LFOs and court costs. Your CCO may view banking accounts, receipts, etc. to ensure funds are properly spent. Your CCO will also review your budget plan to verify you are on track with your spending and savings plan.

Health Services

5.1 Medical, Dental and Mental Health

While on the Community Parenting Alternative, you have access to medical, dental and mental health services in the community.



You are responsible for payment of all costs associated with this care. You may be eligible for a medical coupon through DSHS, but this is not guaranteed.

- You are financially responsible for all health care expenses incurred. You must utilize insurance and/or Labor and Industries coverage if appropriate. It is your responsibility to make arrangements for payment.
- You may request information at the hospital or clinic on how to apply for coverage of the medical expenses incurred, if you are without funds.
- You may return to an institution for medical/dental work without loss of CPA status if other resources are lacking.
- If you develop a condition that impedes participate in CPA, you may request to be returned to an institution for care or you may be returned to an institution by staff recommendation. Refusal to seek medical assistance may also be grounds for your return to an institution.
- Under no circumstances or condition will the Department of Corrections allow you to be the subject of research of a biomedical, experimental, pharmaceutical, cosmetic or psychological nature.

Any/all trips to a medical provider need to be documented on your Daily Itinerary. Your CCO may request copies of the paperwork verifying these appointments. Should you require unexpected medical care while at work or approved activities, immediately seek medical attention and notify your CCO as soon as possible.

Remember, you are responsible for all medical costs. You are required to provide written verification of any/all prescribed medications. You are responsible for taking the medication per the physician's instructions.

5.2 Emergencies

For the purposes of the Community Parenting Alternative, an emergency is defined as *a sudden, urgent, usually unexpected occurrence or occasion requiring immediate action*. Offenders are required to return to his/her approved residence at the designated time.

In an emergency, a telephone call must be made to the Program Administrator Susie Leavell at (360) 970-3650 indicating that you will be late and stating the reason for requesting the time extension and details surrounding your emergency. Your CCO will research your emergency to ensure that you did not violate any conditions as it relates to your Community Parenting Alternative. Again, you must provide verification of your whereabouts to your CCO.



An example of an emergency and verification would be: Your child has an accident and is transported to the emergency room. Your verification could be the discharge papers from the hospital's emergency room doctor, listing the doctor's name and a contact number for your CCO to verify your emergency. Please remember that ***your lack of planning does not constitute an emergency on our part.***

Employment Services

6.1 Employment

Part of your daily schedule may be to participate in an employment orientation or job search. During the first 90 days of this alternative you will not be allowed to seek employment. You may have employment restrictions put on you based on your criminal history that will be discussed with your CCO.

During your daily job search, you will be required to complete the Job Search Log to include which potential employers you contacted, when you contacted them, and what the results were. Once a job is obtained, it is your responsibility to relay this information to your CCO immediately. You must include your supervisor's name, work site address, hours of work, and contact information so that your employment can be verified and approved.



Your CCO must speak with your employer to verify status, schedules and duties prior to starting work. Your employer must comply with all state and federal laws, provide insurance coverage through Labor and Industries or a private company, and comply with Employment Security rules and all Federal Tax requirements.

Once approved by your CCO, a schedule change request can be submitted to modify your EM hours as needed.

Remember, your supervisor must be notified that you are participating in the Community Parenting Alternative and be comfortable with your CCO contacting you at the job site.

The purpose of this alternative is to enhance the bond with your child and create positive parenting habits and relationships - not to get a job.

6.2 Job Restrictions

- You may not work more than 10 hours per day or a total of 50 hours per week.
- You may not quit your job or Schooling Program without prior consent of your CCO.
- You must remain on the job site premises during the time you are scheduled to work, unless you communicate this change with your CCO.
- You are not to have visitors on the job.
- You may not receive advances of your pay from your employer.
- You may not work in taverns, dancing establishments, massage parlors, or do home deliveries.
- You may not cross picket lines for work.
- You may not work jobs where your locations change frequently.
- You may not sell products door to door.
- You may not be employed as a driver.
- You may not work jobs where you have access to personal, financial, or other records of customers, i.e. telemarketing where credit card numbers are used for purchases.



Disciplinary Systems

7.1 Disciplinary Systems and Procedures

When appropriate, you may admit to a violation and come to an agreed sanction with your CCO, entering into a Stipulated Agreement to address your behavior. Other violations will be heard by program staff, following DOC Policy 460.135, and may result in various sanctions. The degree of a sanction will be determined by the severity and frequency of violation behavior, as well as your adjustment to the program and community.

7.2 Infractions

Major Infractions are violations of the Standard Rules or Conditions of Community Parenting Alternative or a special condition. If you are charged with a major rule violation, you will receive a written statement of the alleged violation/s, including a description of the incident and specific rules violated. Pending the hearing you will be placed on house restriction.

If you have committed a major infraction and are admitting guilt, you may be given the option to a “Stipulated Agreement” instead of a disciplinary hearing. Your CCO will discuss the guidelines for these. If it is determined a hearing is to be held, this will be consistent with DOC 460.135, Disciplinary Procedures for Work Release.



A finding of guilty in a hearing may result in a loss of Good Time, additional conditions and/or termination from the CPA program. Other sanctions may be imposed as deemed appropriate by the hearing officer hearing your infraction.

Offenders will not be subjected to corporal or unusual punishments, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating or sleeping. The Community Parenting Alternative implements a system of progressive discipline.



7.3 Escape

Failing to return to your approved residence at your authorized time or leaving your approved residence without authorization is considered to be an escape. An offender missing from an authorized location will be reported as an escapee.

Escape may be considered whenever an offender's whereabouts are unknown and the offender is deemed unaccounted for by the CCO. This means missing from the approved residence when not authorized to be in the community, leaving the designated geographic boundary without approval, and/or leaving the state of Washington.

Escape proceedings are initiated as soon as an absence is discovered, including notification to local law enforcement. These may be cancelled if the offender reports to the CCO within 24 hours of the escape.

If an offender escapes, a recommendation will be made with the local prosecutor's office that escape charges be filed. In addition, once apprehended, the offender will be infraacted and Good Time may be denied.

Grievances

8.1 Processing and Policies

A grievance is a written, formalized complaint.

The Grievance Program gives you a way to have your complaints heard and resolved in a formal manner. Before filing a grievance you should try to resolve your issues at the lowest level possible. Discussing an issue with your CCO or FOSA Program Administrator will often clear up any misunderstandings. If your sincere effort has not been successful, then a formal grievance would be the next step in the process.

Grievances are handled consistent with DOC Policy 550.100 Offender Grievance Program.

A Grievance form can be obtained from your CCO or local DOC field office.

Grievance Coordinator:

Dale Caldwell

Dale.caldwell@doc.wa.gov

