



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

**APPLICABILITY
FIELD**

REVISION DATE
7/17/23

PAGE NUMBER
1 of 7

NUMBER
DOC 310.100

POLICY

TITLE

INTAKE

REVIEW/REVISION HISTORY:

- Effective: 1/19/01
- Revised: 10/28/05 AB 05-001
- Revised: 3/26/07 AB 07-008
- Revised: 8/4/08
- Revised: 6/13/11
- Revised: 3/1/12
- Revised: 4/19/12
- Revised: 12/6/13
- Revised: 12/15/17
- Revised: 4/6/18
- Revised: 10/14/21
- Revised: 7/17/23

SUMMARY OF REVISION/REVIEW:

I.B.2. - Removed unnecessary language
 Added III.A.4.a. that the electronic file will be updated if an individual identifies as transgender and/or non-binary or is intersex
 Added III.A.5.h.-j. - additional forms that the case manager will have an individual review and sign if applicable


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

5/26/23

 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); [RCW 9A.44.160](#); [RCW 9A.52](#); [RCW 10.99.020](#); [RCW 69.50](#); [RCW 71.05.445](#); DOC 310.010 Assignments; DOC 320.400 Risk and Needs Assessment Process; DOC 380.605 Interstate Compact

POLICY:

- I. Individuals placed on community supervision will have an intake process completed to facilitate appropriate classification, assess the individual's needs, and develop a working relationship between the Department and the individual.

DIRECTIVE:


I. General Requirements

- A. Intakes will be assigned per DOC 310.010 Assignments.

1. The Assignment Coordinator within the sentencing county will forward information to the appropriate location for intake, including but not limited to:
 - a. Judgment and Sentence
 - b. Reported address and current location if incarcerated
 - c. Pre-sentence investigation, if any
 - d. Police reports
 - e. Affidavit of Probable Cause
 - f. Criminal history information
 - g. Victim/witness information
 - h. Indeterminate Sentence Review Board (Board) Order of Conditions and Release on the new cause
 - i. Commutation order

B. Supervision Eligibility

1. Intake will be completed for individuals determined eligible for supervision.
 - a. For individuals releasing from a Department facility, supervision eligibility will be screened as part of the release planning process.
 - b. For all other individuals, supervision eligibility will be screened as the sentence structure is entered and/or the Contact Risk Level Classification (RLC) is set in the individual's electronic file per DOC 320.400 Risk and Needs Assessment Process.


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- 1) As directed by the case manager, individuals will be required to report weekly until the Contact RLC is established using the new Risk Need Responsivity (RNR) tool.
2. Future supervision causes will only be screened after the active cause(s) ends.
 - a. At the Sentence End Date for the current cause, the assigned case manager will request screening of the future supervision cause via email to DOCSupScreen@doc.wa.gov.
3. Supervision eligibility results will be entered as a Chronological Event (chrono) in the electronic file and completed screenings will be retained in the electronic imaging file.
4. Individuals not eligible for supervision will sign DOC 02-243 Notice of Continued Obligations/Restrictions. The case manager will submit DOC 09-265 Court - Special Closure Ineligible for Supervision to the sentencing court, and the case manager/designee will enter the appropriate closure code in the individual's electronic file and close the intake check date.


II. Intake Timeframes

- A. Intake will be completed within 30 days from the date the Contact RLC is determined, except as follows:
 1. An individual releasing from a Department facility who has a Contact RLC set based on the new RNR tool will have intake completed within 30 days of assignment.
 2. Intake on future supervision causes will be completed within 30 days of the time start date on the new cause.
 3. An individual in confinement who cannot be accessed to complete intake will have intake completed within 30 days of release.
 4. If an individual provides documentation that the individual is residing in another state, the case manager will process the case per DOC 380.605 Interstate Compact.
 5. An individual who has been approved for transfer from another state per DOC 380.605 Interstate Compact will have intake completed within 30 days of the gain date for the Interstate case.


III. Intake Process

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- A. The case manager assigned to complete the intake will:
1. Review the Judgment and Sentence or Order of Conditional Release (i.e., Insanity Acquittal) and conditions imposed by the court.
 - a. When the Judgment and Sentence is unclear, the case manager will consult with Regional Correctional Records employees for appropriate action.
 - b. The case manager may submit DOC 09-124 Court - Special requesting to modify or clarify conditions, instructions, or requirements.
 2. For Insanity Acquittal individuals, request copies of mental health evaluations prepared by the Department of Social and Health Services and mental health practitioners.
 3. Review with and provide the individual:
 - a. Judgment and Sentence
 - b. Order of Conditional Release (i.e., Insanity Acquittal), as applicable
 - c. Board Order of Conditions and Release, as applicable
 - d. [Resolution Program Handout](#)
 - e. [PREA Brochure](#)
 - f. DOC 09-252 Request to Appeal Imposed Condition
 - g. DOC 09-275 Appeal of Department Violation Process
 - h. Substance use disorder referral process
 4. Provide the individual DOC 20-155 Intake/Pre-sentence Report Personal Information Sheet to complete.
 - a. The electronic file will be updated if an individual identifies as transgender and/or non-binary or is intersex.
 5. Review with and have the individual sign:
 - a. DOC 07-024 Conditions, Requirements, and Instructions for each cause.
 - 1) If the individual refuses to sign, the case manager will note the refusal on the form and enter the information in the individual's electronic file.
 - b. Department-imposed condition(s).


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- c. DOC 09-274 Notification of Department Violation Process.
 - d. DOC 07-023 Registration Notification, if applicable.
 - e. DOC 14-035 Acknowledgment of Drug/Alcohol Testing - Field if testing is required.
 - f. DOC 14-029 Mental Health/Criminal Justice System Multi-Party Authorization for Release of Information per RCW 71.05.445 if the offender is sentenced to mental health and/or substance use disorder treatment services.
 - g. DOC 16-188 Substance Use Disorder Recovery Referral Letter, if applicable.
 - h. DOC 07-054 Acknowledgment of Community Custody Supervision Compliance Credit (SCC), if not already completed and the cause(s) is SCC eligible.
 - i. DOC 02-413 Notice of Future Supervision, if applicable.
 - j. DOC 02-420 Preferences Request, if applicable.
6. Inform the individual of the following:
 - a. Reporting and supervision requirements (e.g., field contacts, employment, programming, urinalysis testing, polygraphs).
 - b. Available community resources, with referrals per local practice if requested.
 7. Request a copy of the individual's Social Security card.
 - a. If the individual cannot provide a copy of the card, the case manager/designee will refer the individual to the Social Security Administration.
 8. If applicable, document the individual's military status in the electronic file and request a copy of the DD 214 Certificate of Release or Discharge from Active Duty.
 - a. If the individual cannot provide a copy, the case manager will refer the individual to the Veteran's Administration.

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- b. Once received, the Certificate will be forwarded to the Regional Correctional Records Office.
 - 9. Document the intake date, complete forms, and the individual's address and personal characteristics in the electronic file.
 - a. The case manager will ensure any significant scars, marks, and/or tattoos are described in the personal characteristics.
 - 10. Enroll the individual in CeField, including:
 - a. Digital photographs of the individual's face,
 - 1) Facial photographs will include full frontal and left and right profile.
 - a) Individuals will be photographed without head coverings or sunglasses and in front of a neutral background when possible.
 - 2) If the individual has been previously enrolled in CeField, a current photograph should be taken if there has been any change in appearance.
 - b. Digital photographs of any significant scars, marks, and/or tattoos, and
 - c. Biometric enrollment that involves having the individual establish a base pattern of 3 hand scans.
 - 11. Review Washington Access to Criminal History (WATCH)/National Crime Information Center (NCIC) and the individual's electronic file to verify a DNA sample is on file.
 - a. If not indicated, the case manager will collect and submit a DNA sample to the Washington State Patrol.
 - 12. Ensure the individual is fingerprinted if the individual does not have a Washington State Identification number.
- B. Within the intake timeframe, the assigned case manager will complete a residence visit with the individual and/or a collateral to verify the individual's address.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

- DOC 02-243 Notice of Continued Obligations/Restrictions
- DOC 02-413 Notice of Future Supervision
- DOC 02-420 Preferences Request
- DOC 07-023 Registration Notification
- DOC 07-024 Conditions, Requirements, and Instructions
- DOC 07-054 Acknowledgment of Community Custody Supervision Compliance Credit (SCC)
- DOC 09-124 Court - Special
- DOC 09-252 Request to Appeal Imposed Condition
- DOC 09-265 Court - Special Closure Ineligible for Supervision
- DOC 09-274 Notification of Department Violation Process
- DOC 09-275 Appeal of Department Violation Process
- DOC 14-029 Mental Health/Criminal Justice System Multi-Party Authorization for Release of Information
- DOC 14-035 Acknowledgment of Drug/Alcohol Testing – Field
- DOC 16-188 Substance Use Disorder Recovery Referral Letter
- DOC 20-155 Intake/Pre-sentence Report Personal Information Sheet