



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
**PRISON/WORK RELEASE/FIELD
OFFENDER MANUAL**

REVISION DATE
9/4/09

PAGE NUMBER
1 of 5

NUMBER
DOC 320.400

POLICY

TITLE
RISK AND NEEDS ASSESSMENT PROCESS

REVIEW/REVISION HISTORY:

- Effective: 9/1/93
- Revised: 8/1/99
- Revised: 6/26/02
- Revised: 4/15/03
- Revised: 9/19/05
- Revised: 12/10/06
- Revised: 4/30/07
- Revised: 11/28/07 AB 07-034
- Revised: 8/4/08
- Revised: 9/4/09

SUMMARY OF REVISION/REVIEW:

Title change
 II.A.1.b. - Removed unnecessary language
 II.B.2. - Added that the CCO will reassess needs upon a new conviction, when transferring the case outside the office, upon discharge/termination, or as determined by the CCO
 III.A. - Added that the Counselor/CCO may issue an infraction/violation if an offender refuses to disclose court ordered services
 III.B. - Removed the possible issuance of an infraction/violation due to offender signature refusal
 III.C. and V.A. - Added language for clarification

APPROVED:

Signature on file

ELDON VAIL, Secretary
 Department of Corrections

7/28/09

 Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY PRISON/WORK RELEASE/FIELD OFFENDER MANUAL</p>		
	<p>REVISION DATE 9/4/09</p>	<p>PAGE NUMBER 2 of 5</p>	<p>NUMBER DOC 320.400</p>
	<p>TITLE RISK AND NEEDS ASSESSMENT PROCESS</p>		

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A.723](#); [RCW 72.09.585](#); [ACA 2A-07](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); [DOC 310.100 Intake](#); [DOC 320.500 Youthful Offender Program](#)

POLICY:

- I. The Department will manage offenders using a risk classification system. Offender risk and changes in offender risk will be measured using objective assessment tools. The needs assessment process may be used to prioritize program services.
- II. The Department will use the assessment tools (i.e., Offender Criminal Conviction Record, Offender Static Risk Assessment, and Offender Needs Assessment) to assess offender risk classification level and supervision strategies, and identify targets for intervention.

DIRECTIVE:

- I. Assessment
 - A. Prison Assessment
 1. The Reception Diagnostic Center (RDC) Counselor will complete the Offender Criminal Conviction Record, Offender Static Risk Assessment, and Offender Needs Assessment during the RDC process for new admissions.
 2. If not completed at the RDC, the assigned facility Counselor will complete the Offender Needs Assessment as a component of the Intake Classification Custody Facility Plan. The results of the Offender Needs Assessment, as well as other Prison assessments, will be used to determine and set expectations in the Intake Custody Facility Plan.
 3. Assessments completed during a Pre-Sentence Investigation or Risk Assessment Report for the current conviction will be saved in Liberty and no additional assessment/reassessment will be required unless new information is discovered or new convictions have occurred.
 4. For Prison offenders previously assessed, the Counselor will complete the Offender Criminal Conviction Record and Offender Static Risk Assessment prior to the Re-entry Review Custody Facility Plan 12 months prior to their Earned Release Date.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY PRISON/WORK RELEASE/FIELD OFFENDER MANUAL</p>		
	<p>REVISION DATE 9/4/09</p>	<p>PAGE NUMBER 3 of 5</p>	<p>NUMBER DOC 320.400</p>
	<p>TITLE RISK AND NEEDS ASSESSMENT PROCESS</p>		

5. Youthful offenders committed as adults will be assessed per DOC 320.500 Youthful Offender Program.

B. Work Release Assessment

1. Assessments will be completed on every offender either prior to admission or within 48 hours of admission to Work Release. [2A-07]

C. Field Assessment

1. The Community Corrections Officer (CCO) will complete approved assessments as a component of the:
 - a. Pre-Sentence Investigation or Risk Assessment Report, if requested by the court, or
 - b. Supervision intake process that identifies the supervision classification level which is completed within 30 days of receiving the case.
2. If information is available or the Field CCO observes behavior that may indicate a need for mental health services, the CCO will refer the offender for evaluation by a community mental health provider.
 - a. If the results of the evaluation indicate a high need for services, the CCO will contact the Community Re-entry Specialist for further medical and/or mental health assistance and document in the offender's electronic file.

II. Reassessments

A. Prison/Work Release Reassessment

1. The Counselor/CCO will reassess risk level:
 - a. Based on new conviction information or any new conviction.
 - b. To correct any scoring or information inaccuracies.

B. Field Reassessment

1. The CCO will reassess risk level upon new conviction, revocation, or a sanction involving confinement.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY PRISON/WORK RELEASE/FIELD OFFENDER MANUAL</p>		
	<p>REVISION DATE 9/4/09</p>	<p>PAGE NUMBER 4 of 5</p>	<p>NUMBER DOC 320.400</p>
	<p>TITLE RISK AND NEEDS ASSESSMENT PROCESS</p>		

2. The CCO will reassess needs every 6 months, upon a new conviction, when transferring the case outside the office, upon discharge/termination, or at other times as determined by the CCO.

III. Court Ordered Services

- A. When conducting an assessment, the Counselor/CCO will ask the offender if s/he is currently subject to court ordered services for mental health or chemical dependency. The Counselor/CCO may issue an infraction/violation if the offender refuses to disclose court ordered services.
- B. The Counselor/CCO will have the offender sign DOC 14-029 Chemical Dependency/Mental Health/Criminal Justice System Multi-Party Authorization for Release of Information.
- C. The Counselor/CCO will request records for court ordered mental health services or chemical dependency from the service providers with or without the offender's signed release.

IV. Verification Requirements

- A. For the purpose of the Offender Criminal Conviction Record, documented history includes data obtained through:
 1. Judgment and Sentence,
 2. National Crime Information Center (NCIC), Federal Bureau of Investigation (FBI), Washington Crime Information Center (WACIC),
 3. Superior Court Management and Information System (SCOMIS),
 4. District and Municipal Court Information System (DISCIS),
 5. County Prosecuting Attorney's Statement, and
 6. Department files (i.e., electronic and hardcopy).

V. Risk Assessment Appeal Process

- A. The risk assessment results and/or the decision to award an offender 50 percent earned time are considered classification actions and may be appealed to the Superintendent/Field Administrator.
 1. The offender must submit the written appeal within 48 hours of notification of results/denial.
 2. The Superintendent/Field Administrator's decision is final.

DEFINITIONS:

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON/WORK RELEASE/FIELD OFFENDER MANUAL		
	REVISION DATE 9/4/09	PAGE NUMBER 5 of 5	NUMBER DOC 320.400
	TITLE RISK AND NEEDS ASSESSMENT PROCESS		

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

ATTACHMENTS:

None

DOC FORMS:

[DOC 14-029 Chemical Dependency/Mental Health/Criminal Justice System Multi-Party Authorization for Release of Information](#)