

APPLICABILITY PRISON/REENTRY

TITLE

FACILITY/SPANISH MANUAL

REVISION DATE PAGE NUMBER 11/17/21

NUMBER DOC 350.300

POLICY

MUTUAL REENTRY PROGRAM

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REVIEW/REVISION HISTORY:

Effective: 2/28/89 Revised: 9/1/92 Revised: 12/8/04 7/9/07 Revised: Revised: 7/9/08 Revised: 3/1/10 Revised: 3/1/12 Revised: 7/14/20 Revised: 11/17/21

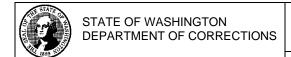
SUMMARY OF REVISION/REVIEW:

CHERYL STRANGE, Secretary

Department of Corrections

Policy Statement II Adjusted for person-centered language Directive I.E.2. and II.C.3 Updated terminology
APPROVED:
Signature on file
$11/\Delta/21$

Date Signed



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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; <u>RCW 9.94A</u>; <u>RCW 9.95</u>; <u>RCW 72.04A</u>; <u>RCW 72.09.050</u>; DOC 300.380 Classification and Custody Facility Plan Review; DOC 350.500 End of Sentence Review/Sexually Violent Predator Civil Commitment

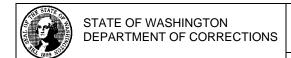
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POLICY:

- I. The Department has established a reentry planning process for individuals committed for Murder 1, continuously confined for 10 years or more, or otherwise identified as needing a more structured transition to lower levels of custody.
- II. This policy is not intended to create an obligation of placement in a specific facility, even if all requirements are met.

DIRECTIVE:

- I. Requirements
 - A. An individual who meets the following criteria must have an approved Mutual Reentry Plan (MRP) to transition through lower levels of custody:
 - 1. Serving a sentence for Murder 1, or
 - 2. Under the jurisdiction of the Indeterminate Sentence Review Board (Board) and found eligible for parole/release.
 - B. The case manager may refer an individual to the Headquarters Community Screening Committee (HCSC) for MRP development if:
 - 1. The individual has been continuously confined for 10 years or more, and
 - After reviewing the individual's risks, needs, and incarceration history, the multidisciplinary Facility Risk Management Team (FRMT) has concerns about placement in a stand-alone Level 2 facility or partial confinement.
 - C. In addition, the individual must:
 - 1. Be eligible for Minimum (MI) 2 custody per DOC 300.380 Classification and Custody Facility Plan Review.
 - 2. Have served the mandatory minimum term and be eligible for MI1 custody.



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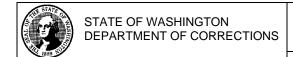
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- D. An individual may decline to participate and will not receive a violation or lose good conduct/earned time for refusing to participate.
 - 1. The Headquarters Corrections Specialist 4 will refer an individual under the Board's jurisdiction back to the Board.
- E. MRPs will be approved by the MRP Review Committee. The committee will be chaired by the Assistant Secretary for Reentry/designee and include the following:
 - 1. Assistant Secretary for Community Corrections/designee,
 - 2. Deputy Assistant Secretary for Prisons/designee,
 - 3. Board Chair/designee,
 - 4. Headquarters Corrections Specialist 4,
 - 5. Victim Services Program Manager, and
 - 6. Program Administrators, as appropriate.
- II. Development and Approval
 - A. MRP development will begin no earlier than 48 months before the Earned Release Date (ERD).
 - 1. For individuals under the Board's jurisdiction, the plan will be submitted within 30 days of receiving notice that the Board has found the individual eligible for parole/release.
 - B. The case manager will contact the Headquarters Corrections Specialist 4 before developing the MRP with the individual, and:
 - 1. Identify programming needs.
 - 2. Consider community/family support who may be release resources or advocates.
 - 3. Collaborate with medical and mental health employees/contract staff to determine the individual's needs and impact on facility placement.
 - 4. Submit an End of Sentence Review referral per DOC 350.500 End of Sentence Review/Sexually Violent Predator Civil Commitment.
 - 5. Contact the Victim Services Program to obtain or determine victim and community concerns.
 - a. Victim Services Program employees will work with community stakeholders and the Board to provide input.



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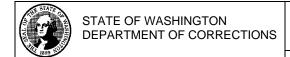
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- C. The proposed MRP will be documented in the custody facility/case plan and:
 - Summarize the individual's risk level and needs.

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- 2. Identify an appropriate facility with programming to address areas assessed as moderate or high in the risk and needs assessment.
- 3. Address eligibility and suitability for partial confinement (e.g., Reentry Center, Graduated Reentry, electronic home monitoring).
- 4. Identify services to assist in successful reentry/transition.
- 5. Include, at a minimum, the following standard conditions and any other expectations for conduct:
 - a. Incur no serious violations. Violations resulting in a guilty finding will be immediately reported to the Headquarters Corrections Specialist 4 and/or Board, as applicable.
 - b. Follow the requirements of the case plan, and directions and recommendations of the case manager, FRMT, and/or Board, if applicable.
- D. The plan will be reviewed by a multidisciplinary FRMT per DOC 300.380 Classification and Custody Facility Plan Review and forwarded to the Correctional Program Manager (CPM)/Community Corrections Supervisor (CCS) for each facility targeted in the plan to review.
 - 1. Recommendations may be made to add requirements to the plan.
 - 2. The CPM/CCS at the receiving facility, as outlined in the MRP, will forward the plan to the Headquarters Corrections Specialist 4.
- E. The Headquarters Corrections Specialist 4 will review the MRP and refer appropriate cases to the HCSC and MRP Review Committee.
- F. The HCSC will review the MRP and refer the plan back to the facility for needed modifications or to the MRP Review Committee for final approval.
 - 1. A Board representative will be included during the review for individuals under the Board's jurisdiction.
- G. The MRP Review Committee will approve/deny/modify the plan, including eligibility for partial confinement.



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- 1. A reason(s) for denial will be documented in the custody facility/case plan.
- III. Implementation and Plan Changes
 - A. Upon approval from the MRP Review Committee, the Headquarters Corrections Specialist 4 will:
 - 1. Assign the appropriate custody level, and

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- 2. Approve and finalize all appropriate transfer orders.
- B. The case manager will ensure compliance with the approved plan (e.g., targeted custody dates, addressing identified risks/needs) and document the individual's progress in the electronic file.
- C. The case manager will submit a custody facility/case plan to the Headquarters Corrections Specialist 4 for approval and assignment approximately 30 days before any targeted promotion and/or transfer.
- D. The Headquarters Corrections Specialist 4 may suspend the MRP and refer the case to the MRP Review Committee to determine if the plan should be modified/terminated. The committee's decision will be final.

DEFINITIONS:

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

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None

DOC FORMS:

None