



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**WORK RELEASE**  
OFFENDER MANUAL

REVISION DATE  
11/21/15

PAGE NUMBER  
1 of 6

NUMBER  
**DOC 450.310**

**POLICY**

TITLE  
**VISITS AND SOCIAL OUTINGS FOR  
WORK RELEASE OFFENDERS**

**REVIEW/REVISION HISTORY:**

- Effective: 6/20/00
- Revised: 4/9/04
- Revised: 8/21/06
- Revised: 11/28/07
- Revised: 3/10/08 AB 08-003
- Revised: 12/26/08
- Revised: 11/9/09
- Revised: 12/21/09
- Revised: 1/3/11
- Revised: 8/13/15
- Revised: 11/21/15

**SUMMARY OF REVISION/REVIEW:**


I.A.4. - Added language regarding visit restrictions between suspects of staff sexual misconduct/harassment and offenders

**APPROVED:**

Signature on file

\_\_\_\_\_  
**DAN PACHOLKE**, Secretary  
Department of Corrections

11/13/15  
\_\_\_\_\_  
Date Signed

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## REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94.043](#); [RCW 9.94.045](#); [ACA 2A-11](#); [ACA 5A-16](#); [ACA 5A-17](#); [ACA 5A-18](#); [ACA 5A-21](#); [ACA 6A-01](#); [DOC 450.050 Prohibited Contact](#); [DOC 850.030 Employee Relationships/Contacts with Offenders](#)

## POLICY:

- I. [2A-11] [5A-16] The Department will support offenders in Work Release in maintaining ties with family, friends, and the community by allowing and setting reasonable criteria for visits and social outings.


## DIRECTIVE:

- I. Visits
  - A. [5A-17] Employees will screen and approve/deny prospective visitors.
    1. Prospective visitors will complete DOC 20-169 Work Release Visitor and Sponsor Application and Acknowledgment.
    2. Employees will request a criminal history check using DOC 05-370 Request for Criminal History Record Information WASIS/NCIC III Check NCIC/WACIC Check.
    3. Unless approved by the Community Corrections Supervisor (CCS), visitation will be denied for individuals who have:
      - a. Had a No Contact or Protection Order served on the offender,
      - b. A criminal conviction(s), or
      - c. Had visit privileges denied, suspended, or terminated during a visit in a Prison.
    4. Except for individuals found to have committed staff sexual misconduct/harassment, individuals not approved for visitation may appeal the decision to the CCS in writing. The CCS will respond in writing within 5 days of receiving the appeal.
      - a. Substantiated allegations of staff sexual misconduct will result in visiting restrictions between the employee/contract staff/volunteer and offenders per DOC 450.050 Prohibited Contact.
  - B. Provisions may be made for a special visit and must be approved by the CCS/designee. [5A-18]

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- C. Visitors must sign in and show proper identification before the visit. Visitors under 18 years of age must be accompanied and supervised by their parent or legal guardian during the entire visit.
  - 1. A former employee, contract staff, or volunteer will not be permitted to visit if there is evidence that s/he was involved in any inappropriate behavior with the offender before leaving the Department.
- D. Movement of visitors will be monitored and controlled.
- E. Signs will be posted at all facility entrances informing visitors that they are subject to a container, pat, and/or electronic search.
  - 1. If there is reasonable suspicion that the visitor possesses or is concealing contraband, the Community Corrections Officer (CCO)/CCS will be notified for further direction.
    - a. Sponsored outings with the visitor will be denied and referred to the CCO/CCS for further review.
  - 2. If the visitor refuses to be searched, s/he will be escorted from the facility and visiting privileges will be terminated.
  - 3. Possession of contraband will result in permanent denial of visiting privileges.
  - 4. Employees will notify law enforcement if a visitor is found in possession of illegal contraband.
    - a. Employees will secure evidence and ask the visitor to remain in the search area pending arrival of law enforcement. Employees will not interfere with a visitor's stated desire to leave the premises or attempt to physically detain him/her in any way.
- F. [5A-17] Employees will terminate a visit if any visitor or offender behavior is judged unacceptable or a risk to the orderly operation of the facility. Serious violations or repeated unacceptable behavior will be referred to the CCS for possible suspension or permanent denial of visiting privileges.
- G. Offenders may have confidential contact with counsel and their authorized representatives (e.g., telephone, uncensored correspondence, visits) as arranged by their CCO. [6A-01]


## II. Sponsors

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- A. [2A-11] Responsible adults may be assigned to escort and supervise an offender during official and/or social activities outside Work Release. An offender may have up to 5 sponsors.
  - 1. A prospective sponsor must be an approved visitor for the offender s/he wishes to sponsor.
  
- B. Employees will screen sponsors using the following criteria:
  - 1. Employees will request a criminal records check using DOC 05-370 Request for Criminal History Record Information WASIS/NCIC III Check NCIC/WACIC Check. Applicants with a past felony conviction may be approved by the facility Classification Committee on a case-by-case basis.
  - 2. Applicants under Department jurisdiction (e.g., probation, parole, community supervision) will not be approved.
  - 3. Sponsors must be 21 years of age or older.
    - a. The facility Classification Committee may request approval from the CCS for an offender’s spouse or state registered domestic partner between the ages of 18 and 21 to be a sponsor.
  - 4. Employees, contract staff, and/or their family members will not be approved as sponsors. Exceptions may be granted by the Work Release/ Residential Program Administrator for members of the offender’s immediate family.
  - 5. Individuals not approved for sponsorship may appeal the decision through the CCS.
  - 6. Approved sponsors will not be allowed to use their personal vehicle if they cannot provide proof of insurance, registration, and a valid Driver License. Sponsored outings will be allowed via public transportation.
  
- C. Employees will interview prospective sponsors and provide an orientation before approval.
  - 1. The interview will include questions regarding firearms in the sponsor’s residence that would be accessible to the offender.

III. [2A-11] [5A-16] Social Outings

- A. Eligible offenders will complete DOC 20-084 Social Outing Request and Responsibilities and have it approved before the planned outing.

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- B. Social outings will meet the following guidelines:
1. High Risk Violent and High Risk Non-Violent offenders will not be allowed social outings unless it is part of their Custody Facility Plan.
  2. Offenders must be appropriately classified and free of any disciplinary restrictions.
  3. Offenders must be accompanied at all times by the approved sponsor who signed out with the offender on the social outing.
  4. A social outing cannot exceed 10 hours and may occur only between the hours of 8:00 a.m. and 12:00 midnight. The CCS may restrict available hours based on facility security and operations.
    - a. Outings are not permitted past 6:00 p.m. on New Year's Eve.
  5. Social outings cannot exceed 30 hours per week per offender.
  6. Offenders cannot leave the county in which their Work Release is located without prior written approval from the CCS/designee.
  7. Offenders are not allowed to travel out of state during social outings.
  8. Weapons/ammunition will be secured and unavailable to the offender.
- C. The offender and approved sponsor must sign the approved DOC 20-084 Social Outing Request and Responsibilities before leaving the facility.
- D. Employees will periodically interview sponsors and/or family members and friends to ensure that offenders are complying with the conditions of the social outing agreement.
- E. If a sponsor knowingly allows an offender to violate the conditions of the social outing or fails to report violations, sponsorship approval may be withdrawn.
- IV. Leisure Activities
- A. Recreation and leisure time activities will be available to meet the needs of the offenders. [5A-21]
1. CCOs or contract/security staff may escort offenders to recreational activities in the community at the CCS's discretion.

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**DEFINITIONS:**

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Contraband, Reasonable Suspicion. Other words/terms appearing in this policy may also be defined in the glossary section.

**ATTACHMENTS:**

None

**DOC FORMS:**

- [DOC 05-370 Request for Criminal History Record Information WASIS/NCIC III Check NCIC/WACIC Check](#)
- [DOC 20-084 Social Outing Request and Responsibilities](#)
- [DOC 20-169 Work Release Visitor and Sponsor Application and Acknowledgment](#)