



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P. O. Box 41126 • Olympia, Washington 98504-1126

March 19, 2020

TO: Community Corrections Staff

FROM: Mac Pevey, Assistant Secretary
Community Corrections Division

A handwritten signature in black ink, appearing to read "Mac Pevey".

SUBJECT: **Operational Changes in Response to COVID-19** (*Revised*)

This memo supersedes the memo dated March 13, 2020 with the same subject line.

The Department has been working closely with Department of Health and other state agencies in developing plans to maintain the health and safety of our staff as well as those under our supervision. By now, you have received numerous messages from the Governor and from our Secretary providing information and details specific to steps being taken in this regard.

I know you are probably eagerly awaiting how these measures will impact you, our Community Corrections staff, and what is being done to protect you in the community. The following operational changes are being put in place effective immediately to address your concerns, establishing preventative measures for our staff while maintaining community safety.

Contact Standards and Supervision Activities:

As to mitigate staff exposure to supervised individuals in the community, we will reduce our contact standards to one face to face contact per month for the following individuals:

1. Community Custody Board (CCB)
2. Level 3 Sex Offenders
3. Conditional Commutations
4. Designated as High Violent (HV) or High Violent Drug/Property (HVPD)

For the following individuals, given the tremendous amount of risk they represent to themselves and others, we will maintain the same contact standards prior to the COVID-19 incident:

1. Sexually Violent Predator (SVP)
2. Least Restrictive Alternative (LRA)
3. Designated as Offender Reentry Community Safety (ORCS)
4. Not Guilty By Reason of Insanity (NGRI)
5. Insanity Acquittal (IAQ)

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For all other supervised individuals not meeting the above mentioned criteria, they will be directed to maintain telephonic contact with their CCO at least monthly.

Face to Face Contact:

Face to face contacts will only occur **as long as it is safe to do so**. If a face to face cannot occur with supervised individuals for infection control or health safety reason, telephonic or FaceTime contacts may serve as a substitute at the discretion of the CCO or CCS. As you would in any case, please thoroughly document your observations and case management activities.

Field Work:

Field contacts will only be conducted for the nine (9) designated categories of individuals listed above and for any investigations. All other field work will be suspended during this time. When conducting field work, staff will not enter any residence without first asking if anyone in the home is experiencing flu like symptoms. If there are individuals in the home indicating such, staff may withdraw. Staff may utilize FaceTime, if necessary, for field contacts.

Transports:

Staff are permitted to perform transports in instances where we have initiated the arrest. In the event a CCD violator presents as having symptoms or is taken to a community health facility and the individual is suspected to be or confirmed COVID-19 positive as determined by a medical practitioner, staff will notify the HQ Nurse Desk immediately. Correctional Officers from the Prisons Division, as they are respirator qualified, will be required to transport the violator from the medical facility/jail to a DOC facility as directed by the Nurse Desk. This expectation has been communicated to both Prisons Division and the HQ Nurse Desk.

We are, however, suspending responses to law enforcement to meet for a transfer of custody following a law enforcement initiated arrest. Additionally, we will not assume hospital watches at the request of law enforcement. This public health incident will quickly become a challenging resource issue for our Department. If a supervised individual is presenting as symptomatic, we are encouraging staff to mitigate the violation response per DOC 460.130, as they can be considered individuals with medical and/or mental health issues. These measures have been identified to reduce risk to our staff.

Warrant Apprehension Activities:

Five (5) day warrant checks as specified in DOC 350.750 are hereby suspended, as this is not a statutorily driven activity. It also subjects our staff to high risk and potentially unhealthy environments. Additionally, organized warrant sweeps within field offices are suspended until further notice.

Community Work Crews:

The operation of our community based work crews are hereby suspended.

Best Practices:

Staff are encouraged to be proactive and practice universal precautions at all times.

- Stay home when you're sick. This is very important for all illnesses, but especially for the duration of a respiratory illness.
- Wash your hands and use alcohol-based sanitizer frequently.
- Avoid touching your mouth, nose and eyes with unwashed hands.
- Cover your coughs and sneezes by coughing into your elbow or a tissue.
- Frequently clean and disinfect high-touch and common surfaces.
- Enhance social distancing (more than 6 feet)
- Stay away from people who are sick.
- If you have coronavirus symptoms, i.e. fever, cough and shortness of breath, contact your health care provider about what your next steps may be. Please also notify your supervisor and/or Human Resources so the agency can take any necessary steps.

Your CCD Leadership Team is meeting by telephone and Skype regularly during this time and adjustments to these operations will be made as the situation evolves. If you have questions about any of these items or other concerns, please staff those questions with your supervisor and, if necessary, send them to the [DOC COVID19](#) mailbox.

Please remember to take care of yourself and your family during these rather exceptional times. Your personal safety and wellness are important.

MP:ks.md

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