



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

April 6, 2020

TO: Community Corrections Staff
FROM: Mac Pevey, Assistant Secretary
Community Corrections Division

SUBJECT: Changes to Conditional Releases in Response to COVID-19

The Department continues to identify process changes that will allow us to effectively and efficiently do our work while also keeping staff and those under our supervision safe and healthy during this time. Temporary process changes have been identified for conditional releases.

Until further notice, in addition to the criteria listed in [DOC 460.130 Response to Violations and New Criminal Activity](#), conditional release may also be requested for individuals who:

- Have suspected or confirmed COVID-19 by a medical provider;
- Are awaiting results of a COVID-19 test, or;
- Have been denied booking at a jail due to COVID-19 type symptoms.

If the CCO deems conditional release appropriate, they will coordinate with the Nurse Desk and seek approval as follows:

- During business hours (8:00 AM - 5:00 PM, Monday through Friday), the CCO will staff the request with the CCS/designee. If the CCS/designee concurs, the CCO will email the [DOC 09-269 Conditional Release Request and Authorization](#) to the new mailbox (DOCCDCRRequests@doc1.wa.gov) for approval.
- After hours, the CCO will staff the request with the CCS/designee or section Duty Officer, who will contact the assigned Hearings Duty Officer. If the Hearings Duty Officer approves, the CCO or Warrants Desk will submit [DOC 09-269 Conditional Release Request and Authorization](#) no later than the next business day.

If approved, the supervised individual will be released and directed to contact their assigned CCO within one business day of release from confinement or discharge from the hospital or medical/mental health facility. If releasing from pre-hearing confinement, the individual will be scheduled for an out-of-custody hearing when it is determined that the individual is able and it is safe to do so. The CCO will contact the Hearing Records Unit to schedule. The CCO and CCS

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will staff the case and may cancel the out-of-custody hearing if there are extenuating circumstances to do so.

This temporary change suspends the current policy requirements for conditional release approval by the Assistant Secretary for the Community Corrections Division and Deputy Secretary until further notice.

MP:dh

cc: Executive Strategy Team
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DOC Nurse Desk
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