



STATE OF WASHINGTON

**DEPARTMENT OF CORRECTIONS**

P. O. Box 41101 • Olympia, Washington 98504-1101

May 6, 2020

**TO:** Correctional Hearing Officers  
Community Corrections Staff

**FROM:** Jeannie Miller, Assistant Secretary  
Administrative Operations Division

Mac Pevey, Assistant Secretary  
Community Corrections Division

**SUBJECT: Updated - Negotiated Sanction Reviews and Telephonic Hearings Policy Changes  
Response to COVID-19**

Due to the impacts of COVID-19, the Department continues to identify processes and policy changes that will allow for effectiveness and efficiencies in assisting with providing opportunities to keep staff and those under our supervision safe and healthy. Process changes have been identified that impact [DOC 460.140 Hearings and Appeals](#).

Effective immediately, the Department is granting a policy exception to [DOC 460.140 Hearings and Appeals](#), allowing Negotiated Sanction (NS) reviews and hearings to be conducted telephonically or via video conferencing technology (e.g. Skype) rather than in-person, should the need exist. When a NS review or a full hearing is conducted telephonically or via video conferencing, the hearings process and procedures at the time of the actual proceeding will continue to follow [DOC 460.140 Hearings and Appeals](#).

- If a telephonic or video process is needed, the Community Corrections Officer (CCO) will send the request to the local Hearings Supervisor. The Hearings Supervisor will contact the Correctional Records Technician (CRT) to notify them that the hearing is to be scheduled.
- The CRT will specify in the hearing notice to the CCO and in the Hearing Preparation Sheet to the Correctional Hearing Officer (CHO) that the hearing will be telephonic or video.
- Hearings will follow all hearings elements as outlined by policy and will record the proceeding in accordance with current practice.
- The CHO, CCO, and supervised individual will participate in the telephonic or video hearing.
- At the completion of the hearing, in accordance with local practice, the CHO or CCO will deliver the [DOC 09-238 Confinement Order](#) to the holding facility and distribute hearing-related documents to the supervised individual.

**"Working Together for SAFER Communities"**

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Should there be a need for clarification, please contact Regional Administrator Donta Harper or Hearings Administrator Thomas Layne.

JM:MP:tl.dh

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DOC Covid19 Mailbox  
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