



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

October 22, 2021

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 memos dated March 19, 2020 and July 26, 2021 with the same subject line.

Since the beginning of the pandemic, the Department has been working closely with the 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. We have now entered the next phase of the response as we begin to expand some operations via our Safe Start Corrections plan.

I know you are probably eagerly awaiting how a reopening plan for the Community Corrections Division (CCD) will look, and how it will balance the response to COVID-19 as well as community and staff safety. The work of CCD staff in our communities is invaluable and the following phased operational changes allow CCD to complete its primary functions while also keeping people healthy and safe. The plan purposefully starts with a few items, allowing CCD to add more activities safely and cautiously in the future. Continued adherence to the [WA DOC COVID-19 Active/Passing Screening Questionnaire](#) and current [WA State DOC Personal Protective Equipment \(PPE\) Matrix](#) are vital to our success.

The following operational changes are effective November 1, 2021.

Telework:

In most instances there will be a reduced allowance for telework, with a maximum of one day per week, as we begin to staff up offices to meet operational need in reengaging individuals under supervision. Protections for high-risk employees will continue to be evaluated. Telework can be granted based on the business needs of the office/unit as determined by the CCS per DOC Policy 830.300.

Contact Standards and Supervision Activities:

Contact standards remain modified and **DO NOT** return fully to policy standards in accordance with DOC Policy 380.200 – Community Supervision of Offenders. Monthly collateral contacts are required. If a supervised individual has suspected or confirmed COVID-19 and a monthly contact is still required, the CCO will staff a resolution with their CCS. The resolution could include the use of other means (telephone, video conferencing, etc.) to complete the contact, but face-to-face interactions are favored. As you would in any case, please thoroughly document your observations and case management activities.

Field Work:

Field contacts for all supervised individuals resumes in accordance with DOC Policy 380.200 – Community Supervision of Offenders. Face-to-face engagement with supervised individuals is critical to gain vital information such as address and employment verification, collateral contacts, etc. Field work is one of CCDs most impactful practices. When field work is conducted, the current protocols specific to PPE, cleaning, masking, and social distancing will be followed. Staff will always be masked while completing field work, including while in a DOC vehicle with a partner. If COVID-19 concerns are present, staff are encouraged to not enter the residence/location and conduct the contact outside in the open air.

Office Contacts:

Monthly office contacts remain modified per the [CCD operational memo of March 19, 2020](#). The following individuals may continue to have face-to-face monthly office contacts.

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

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)

Monthly office contacts with all other supervised individuals remain suspended. Specifically excluded are full caseloads of individuals reporting for a monthly report day. This does not include the unscheduled/random reporting of individuals of all classifications after releasing from confinement, to start supervision, to pick up travel permits, etc. Supervised individuals of any classification can also be directed to report in person to the office for cause (to address a violation, etc.) with CCS prior approval. When face-to-face contacts are conducted, the current protocols specific to PPE, cleaning, masking, and social distancing will be followed.

Polygraphs conducted by full vaccinated polygraphers are allowed with the use of proper PPE.

Transports:

Staff are permitted to perform transports in instances where we have initiated the arrest. The current protocols specific to PPE, cleaning, masking, and social distancing will be followed. In the event a CCD violator is suspected to be or confirmed COVID-19 positive as determined by a medical practitioner, staff will contact the HQ Nurse Desk immediately and follow current PPE protocols.

Responses to law enforcement to meet for a transfer of custody following a law enforcement-initiated arrest remain suspended. CCD staff can complete hospital watches on our own arrests but will not assume hospital watches at the request of law enforcement.

Violation Response:

Statewide violator capacity remains low, as most jail have limitations given their own challenges in managing the pandemic. CCD staff are encouraged to mitigate violation responses per DOC 460.130 when appropriate. CCS(s) are encouraged to consider violator capacity when approving/denying the arrest of a supervised individual.

Warrant Apprehension Activities:

Five (5) day warrant checks as specified in DOC 350.750 remain 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. Specific and targeted warrant apprehensions may be conducted with pre-planning and prior CCS authorization when the Department has received credible information regarding an absconder's whereabouts.

Community Work Crews:

The operation of our community-based work crews will resume with limited capacity. Work crew activities are restricted to outdoor, open air sites (litter crews, landscaping, etc.). The current protocols specific to PPE, cleaning, masking, and social distancing will be followed.

Cognitive Behavioral Interventions:

Thinking for a Change (T4C) remains suspended.

Drug Testing:

Drug testing requirements remain modified and **DO NOT** return fully to policy standards in accordance with DOC Policy 420.380 – Drug/Alcohol Testing. Current agency PPE protocols will be utilized while conducting drug testing. Individuals being supervised on a DOSA cause will be tested once per month. All other supervised individuals will be drug tested in alignment with the modified contact standards for those individuals still requiring face-to-face contact. Please note that staff can test for cause as specified in the current policy. Oral swab testing is authorized if not safe to conduct a UA. Breathalyzer testing remains suspended.

Best Practices:

Staff are still encouraged to be proactive and practice universal precautions.

- Stay home when you are 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.

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

October 22, 2021

Page 4

- 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 to determine your next steps. Please also notify your supervisor and/or Human Resources so the Agency can take any necessary steps.

Your CCD Leadership Team is meeting 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 continue to take care of yourself and your family during these rather exceptional times. Your personal safety and wellness are important.

MP:jlr.md

cc: Executive Strategy Team
Lori Olsen, Area Human Resource Manager
Billie Peterson, Policy Program Manager
Shelby Leifer, Labor Relations Consultant
Ton Johnson, WFSE Labor Advocate
Kevin Bovenkamp, DSHS/BHA Assistant Secretary
DOC Nurse Desk
DOC COVID19 Mailbox