



Rapid Reentry Handbook

A guide for individuals transferring from incarceration to the community in response to COVID-19

INTRODUCTION

While transferring from a correctional facility to the community on electronic monitoring, it is important you understand that you remain an inmate within the Department of Corrections and are completing the remainder of your prison sentence in the community. All activities must be pre-approved by the Corrections Specialist (CS) and cannot be changed without prior authorization. You must remain in the approved residence at all times per the Governors Stay Home, Stay Healthy order, unless you have permission to access the community for essential business. It is imperative to a persons' success that this distinction is understood and accepted so that the term of home detention can be successful.

It is often very difficult to live “half in and half out” so understanding restrictions and accepting the limitations are necessary for a successful reentry.

SCHEDULES

As stated in the standard rules, a schedule must be approved in advance by the Corrections Specialist. Once a plan/activities are approved, they **CANNOT** be altered without permission from the CS. It is your responsibility to manage your schedule, provide verification of approved activities, and obtain permission for changes in advance of the change occurring. The CS will require verification of such changes to a schedule, so it is always in a persons' best interest to have verification of all activities while in the community. Schedule changes will be allowed at the discretion of the assigned CS.



ELECTRONIC MONITORING

You will not be allowed to leave your residence unless approved, in advance, by the assigned CS. To ensure compliance with this, you will be monitored by an electronic monitoring device.

A transmitter bracelet will be attached to your ankle for monitoring purposes.

Please note: The cost of this device is approximately \$1,750. You are responsible for the care and management of this equipment. Any damage that occurs by tampering, misuse or defacing of the unit is your responsibility.

TELEPHONE CALL-INS

You are required to have daily phone contact with your assigned CS or as instructed. The purpose of this is to increase accountability, communication, build positive relationships, and ensure that needs are met.

It is your responsibility to contact your assigned CS daily or at the designated time provided by the CS. This is time to communicate any needs or changes in your status.

On weekends and holidays you must call your assigned CS's work cell phone by noon and leave a message with your current status. CS's are not required to answer their phones on weekends, however, failure to leave a message can result in an infraction or level of disciplinary action.



EXPECTATIONS

Although you are being transferred out of a correctional facility and into the community, you are not free to do what you want, when you want, or how you want, **YOU MUST GET PRE- APPROVAL.**

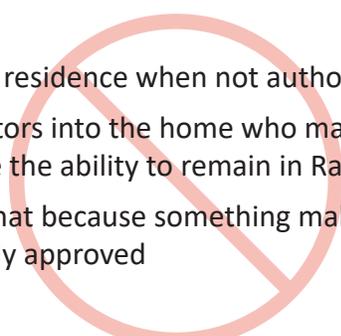
Do's and Don'ts

The following are some examples of do's and don'ts:

Do:

- Communicate needs to the assigned CS
- Be pro-active with the schedule
- Be on time
- Be an active participant in and contributor to family
- ALWAYS be where you say you will be and adhere to the approved schedule
- Participate completely in all activities to ensure success and personal growth

Don't:

- Leave the residence when not authorized
 - Allow visitors into the home who may compromise the ability to remain in Rapid Reentry
 - Assume that because something makes sense, it is automatically approved
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You are on GPS and serving the remainder of your prison sentence in the community so you will be required to spend a substantial portion of the day in the approved home. **Due to COVID – 19 there will be few alterations to schedules and little extra time allowed outside of the residence.**

Failure to account for time will result in disciplinary action and may result in termination and possible loss of good time or reclassification back to the institution or both.

The following list includes, but is not limited to, items and activities that are prohibited:

- Gambling (to include purchasing lottery tickets and BINGO)
- No entering contracts where services are rendered but payment is expected (to include layaway) without prior approval from your CS
- No driving motor vehicles unless authorized to do so and with proper documentation
- Do not associate with other Department of Corrections inmates, either verbally or in writing (inmate to inmate correspondence, unless approved to do so according to DOC Policy 450.110)
- There will be no out-of-state travel permits issued and no overnight stays outside of the approved residence

CORRECTIONS SPECIALISTS

You will be assigned a CS who will assist in the transition to the community via Rapid Reentry.

The CS will hold you accountable to the Rapid Reentry standard rules, expectations, and your individualized case plan. The CS will attempt to resolve issues at the lowest level whenever possible and appropriate. It is imperative that you communicate with your CS openly and honestly as to needs, goals, and struggles so that you have the best opportunity for a successful transition.

CONDITIONS

You will be expected to follow all standard rules and the conditions of Rapid Reentry, which will be explained and given to you in writing at the time of transfer to the program. In addition, you will be required to comply with any and all conditions, requirements, and instructions as ordered by your CS on your individualized case plan.

Any violation of these conditions may result in disciplinary action, up to and including termination from the program.

MEDICAL, DENTAL, AND MENTAL HEALTH

While on electronic monitoring, you may have access to medical, dental, and mental health services in the community. You are responsible for payment of all costs associated with this care. **Keep in mind that due to COVID – 19 medical services are extremely limited.**

Verification of any and all trips to a medical provider must be provided to your assigned CS. The CS may request copies of the paperwork verifying these appointments. Should you require unexpected medical care while at work or approved activities, immediately seek medical attention and notify the assigned CS as soon as possible. Remember, you are responsible for all medical costs.

You are required to provide written verification of any and all prescribed medications. You are responsible for taking the medication per the physician's instructions. Communication with the medical provider is important to overall health and sharing information about previous addiction is necessary for effective medical care.



EMERGENCIES

For the purposes of Rapid Reentry, an emergency is defined as:

A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.

You are required to return to your approved residence at the designated time. In an emergency, a telephone call must be made to the Regional Administrator at (253) 725-8855 or designee, indicating that you will be late, stating the reason for requesting the time extension, and details surrounding the emergency. The assigned CS will research the emergency to ensure that you did not violate any conditions as it relates to Rapid Reentry.



Again, you must provide verification of your whereabouts to your assigned CS for all times out in the community. Being late returning home because you did not plan time well is not considered an emergency.

Please remember your lack of planning does not constitute an emergency on our part.

EMPLOYMENT EXPECTATIONS

Under Rapid Reentry you will only be allowed to maintain employment that is considered essential under the Governors Stay Home, Stay Healthy order. You will not be allowed to job search during this time.

If you currently have employment that meets the Governors order, your assigned CS will discuss this with you and review all expectations of both you and your employer in order to maintain your job.

DISCIPLINARY SYSTEMS AND PROCEDURES

You may admit to a violation, and when appropriate, come to an agreed sanction with your assigned CS, entering into a Stipulated Agreement to address the behavior. Other violations will be addressed by the CS by following Department of Corrections Policy, 460.135, and may result in various sanctions. The degree of a sanction will be determined by the severity and frequency of violation behavior, as well as adjustment to the program and community.

INFRACTIONS

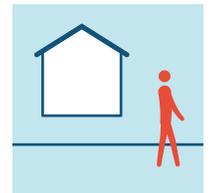
Major infractions are violations of the standard rules or conditions of Rapid Reentry or a special condition. If you are charged with a major rule violation, you will receive a written statement of the alleged violation(s), including a description of the incident and specific rules violated. Pending the hearing, you will be placed on house restriction and cannot leave the approved residence or have visitors.

If you have committed a major infraction and are admitting guilt, you will proceed to a disciplinary hearing. If it is determined a hearing is to be held, this will be consistent with Department of Corrections Policy 460.135 Disciplinary Procedures for Work Release.

A finding of guilty in a hearing may result in a loss of good time and/or termination from Rapid Reentry. Other sanctions may be imposed as deemed appropriate by the Hearings Officer addressing the infraction.

ESCAPE

Failure to return to the approved residence at the authorized time or leaving the approved residence without authorization is considered to be an escape. A participant missing from an authorized location will be reported as an escapee.



- Escape may be considered whenever your whereabouts are unknown and you are deemed unaccounted for by the CS.
- This means, missing from the approved residence during approved and/or curfew hours, not responding to the CS when he or she calls or is knocking on your front door, leaving the designated geographic boundary without approval, and or leaving the state of Washington.

Escape proceedings are initiated as soon as an absence is discovered, including notification to local law enforcement. These may be cancelled if you report to the CS within 24 hours of the escape.

If you escape, a recommendation will be made with the local prosecutor's office that escape charges be filed. In addition, once apprehended, you will be infraacted and Good Time may be denied.

GRIEVANCES

A grievance is a written, formalized complaint. The Grievance Program provides a way to have complaints heard and resolved in a formal manner. Before filing a grievance, you should try to resolve issues at the lowest level possible.

Discussing an issue with a CS, supervisor, or program administrator will often clear up any misunderstandings. If a sincere effort has not been successful, then a formal grievance would be the next step in the process.

Grievances are handled consistent with Department of Corrections Policy 550.100 Offender Grievance Program. A grievance form can be obtained from the assigned CS.

Complete the grievance and mail to:

Grievance Program Manager
PO Box 41129
Olympia, WA 98504

Contact Info:

Susan Leavell
susan.leavell@doc.wa.gov
360-725-8828

Kristine Skipworth
kristine.skipworth@doc.wa.gov
360-725-8855



300-HA002 (4/2020)



RECEIPT OF HANDBOOK

- Work/Training Release Graduated Reentry
- Community Parenting Alternative Rapid Reentry

Name

DOC number

I acknowledge I have received the handbook and agree to comply with its contents. I confirm the following to be true and correct.

- I have read, or have had read to me, and fully understand the contents of the handbook.
- I understand I will be held accountable for the rules and regulations contained in the handbook as well as DOC 20-073 Standard Rules or DOC 11-007 Rapid Reentry Standard Rules, as applicable.
- I understand that failure to follow the rules may result in disciplinary action, up to and including termination from the program.

Signature

Date

Witness

Signature

Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Case manager file **COPY** - Participant