REVIEW/REVISION HISTORY:

Effective: 10/1/85
Revised: 10/1/02
Revised: 4/4/07
Revised: 5/29/08
Revised: 7/1/10
Revised: 3/25/11
Revised: 11/1/12
Revised: 5/23/19

SUMMARY OF REVISION/REVIEW:

Major changes including updating tracking and documentation procedures. Read carefully!

APPROVED:

Signature on file

4/18/19

STEPHEN SINCLAIR, Secretary
Department of Corrections

Date Signed
REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 72.02.100; RCW 72.09.270

POLICY:

I. The Department has established guidelines for providing prepaid phone calls and funds for necessary personal/living (i.e., gate money) and transportation expenses to individuals releasing to the community.

   A. Individuals releasing to the custody of another jurisdiction (e.g., misdemeanor/felony detainer, civil commitment) are not considered eligible.

DIRECTIVE:

I. Requests

   A. The case manager/designee will submit DOC 19-058 Release of Funds when requesting:

      1. Gate money,
      2. Transportation funds, and/or
      3. Prepaid phone calls.

   B. Requests should be submitted to the Business Office at least 30 days before the Earned Release Date (ERD).

   C. The case manager/designee will notify the Business Office if the ERD changes/is cancelled for any reason.

II. Gate Money

   A. Individuals releasing to the community from Prison or Work/Training Release will be provided $40 in gate money.

      1. Community Custody Violators will not be eligible for gate money.

      2. An individual in Work/Training Release may be denied gate money if review of his/her earnings in the Trust Accounting System (TAS) are sufficient. Funds earned while in Prison will not be considered when determining eligibility for gate money.

   B. An additional $60 may be approved by the Superintendent/Community Corrections Supervisor for Pre-Sentencing Reform Act (PAR) individuals.
III. Transportation Funds

A. The following are eligible for transportation funds:

1. Individuals eligible for gate money,
2. Community Custody Violators identified as indigent in TAS,
3. PAR individuals whose parole has been reinstated and identified as indigent in TAS, and
4. Individuals with special needs and pre-approved transportation arrangements approved by a Facility Risk Management Team.

B. Transportation funds will be used to provide transportation according to the individual’s release plan.

C. The case manager/designee may authorize transportation funds by the least expensive method of public transportation, not to exceed $100, per RCW 72.02.100.

   1. Additional funds will be deducted from the individual’s trust account or provided by a third party. Any funds unpaid will become debt. Certified check/money orders will be payable to the Department of Corrections.

IV. Prepaid Phone Calls

A. Individuals releasing to the community from Prison or Work/Training Release will be issued 300 minutes in prepaid phone calls and a Personal Identification Number (PIN).

   1. Community Custody Violators will not be eligible for prepaid phone calls.

B. PINs issued to facilities will be documented and tracked using a spreadsheet created by the Headquarters Trust Accounting Unit.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 19-058 Release of Funds