



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/WORK RELEASE  
OFFENDER MANUAL**

REVISION DATE  
10/12/10

PAGE NUMBER  
1 of 6

NUMBER  
**DOC 300.500**

**POLICY**

TITLE  
**WORK RELEASE SCREENING**

**REVIEW/REVISION HISTORY:**

Effective: 6/4/02  
 Revised: 10/15/04  
 Revised: 6/28/05  
 Revised: 9/11/07 AB 07-027  
 Revised: 8/4/08  
 Revised: 10/12/10

**SUMMARY OF REVISION/REVIEW:**


I.A. - Added that discrimination based on sexual orientation is prohibited in referring/screening for Work Release  
 II.A.2. and 9. - Adjusted language for clarification  
 II.A.6. - Adjusted that an offender/violator should not be considered if s/he has a serious medical/mental health condition and has not been cleared for Work Release  
 Added II.A.15. that an offender/violator should not be considered if s/he has a consecutive sentence from another jurisdiction  
 II.B.1. - Adjusted that the Community Victim Liaison and the Community Corrections Supervisor/designee will be consulted prior to approval for transfer to a Work Release and added that the consultation will be documented  
 Added II.B.2. regarding consideration of information from a victim or victim's next of kin  
 Added IV.A.1. that acceptance to Work Release may require programming  
 IV.D.1.a. and b. - Added clarifying language  
 Removed IV.D.3. on data trend reporting by the HCSC

**APPROVED:**

Signature on file

\_\_\_\_\_  
**ELDON VAIL**, Secretary  
 Department of Corrections

9/3/10  
 \_\_\_\_\_  
 Date Signed

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## REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); [RCW 72.65](#); [WAC 137-56](#); [ACA 2A-08](#); [ACA 6A-11](#); [ACA 6B-02](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); [DOC 310.150 Reception, Initial Classification, and Custody Facility Plan](#); [DOC 320.165 Community Custody Violator Sanction to Work Release](#); [DOC 350.300 Mutual Re-Entry Program](#); [DOC 630.500 Mental Health Services](#)

## POLICY:


- I. The Department has established a system of graduated release with a process to screen all potential Work Release candidates and determine suitability for placement in or admission to a Work Release.

## DIRECTIVE:

- I. Non-Discrimination
  - A. Discrimination based on gender, sexual orientation, disability, race, creed, political views, or national origin is prohibited when referring or screening an offender for Work Release. [6B-02]
  - B. There may be placement limitations based on degree and type of resources required to accommodate the eligible offender.
- II. [6A-11] Admission Practices
  - A. An offender/violator is prohibited from Work Release placement and should not be referred for consideration if s/he:
    1. Will not score minimum or be assigned Minimum 1 custody when s/he comes within 6 months of his/her Earned Release Date (ERD), or s/he has had a custody demotion after approval.
    2. Has an open felony detainer/warrant (i.e., notification, extraditable, or non-extraditable).
    3. Has an open Immigration and Customs Enforcement (ICE) detainer.
    4. Has an Out-of-State release plan.
    5. Had or currently has an End of Sentence Review recommending civil commitment.

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6. Has a serious medical/mental health condition and has not been cleared for Work Release placement, as determined by facility health care staff.
  7. Has been convicted of Murder 1, except when Work Release is part of the Department's structured re-entry planning process per DOC 350.300 Mutual Re-Entry Program.
  8. Has recently had a high profile in local media, documented by the facility Community Corrections Supervisor.
  9. Has been assessed at the High Violent risk level and there is a local victim safety concern.
  10. Has been convicted of Rape 1 and is within his/her first 3 years of confinement.
  11. Is a sex offender not amenable to crime-related treatment and poses public safety or community risk.
  12. Has refused assessment or has not completed chemical dependency treatment and was infraacted for the refusal during incarceration.
  13. Does not intend to become gainfully employed or participate in education or employment training.
    - a. Offenders targeted for Rap House/Lincoln Park Work Release are excepted from this if noted in their Custody Facility Plan.
  14. Does not meet Department recognized local agreement criteria.
  15. Has a consecutive sentence from another jurisdiction.
- B. Community concerns are documented in the electronic record (i.e., Community Concerns field indicates "Yes").
1. The Community Victim Liaison and the Community Corrections Supervisor/designee will be consulted prior to approval for transfer to a specific Work Release.
    - a. The consultation must be documented via chrono in the offender's electronic file.
  2. Information received from a victim or victims' next of kin regarding an offender's placement in Work Release, as documented by the Victim Services Program, will be considered when making Work Release

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placement decisions and may be the basis for changing a Work Release placement decision.


- C. An offender who has severe mental health needs or who is developmentally disabled should be referred for placement at Rap House/Lincoln Park Work Release per DOC 630.500 Mental Health Services.
- D. An offender who has disabilities should be assessed for Work Release on a case-by-case basis and referred to the Work Release that best meets his/her needs.

III. [6A-11] Prison Referral


- A. Offenders will be targeted for Work Release per DOC 300.380 Classification and Custody Facility Plan Review and DOC 310.150 Reception, Initial Classification, and Custody Facility Plan.
- B. The Counselor and Facility Risk Management Team will require the offender to fully explore and use release resources in the county of origin, documenting these efforts in the Custody Facility Plan and the offender's electronic file.
- C. Offenders will be targeted for the Work Release serving their county of origin according to Work Releases by County of Origin (Attachment 1), unless an exception is approved by the Superintendent/designee.
  - 1. A referral to a Work Release not serving the county of origin may be approved by the Superintendent/designee when it is determined that placement in the Work Release serving the county of origin is inappropriate due to:
    - a. A court-ordered condition of the offender's sentence.
    - b. Victim safety concern.
    - c. Negative influences on the offender in the community.
    - d. The location of family or other sponsoring persons or organizations that will support the offender.
- D. The sending facility will submit a referral 12 months prior to the offender's ERD.

IV. Screening

- A. Screening and acceptance/denial will be completed within 45 calendar days from the date of the referral and documented in the offender's electronic file.

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1. Acceptance to Work Release may require programming when appropriate, based on the risk and needs assessment and/or criminal history information.
  
- B. If the referral is built for the wrong Work Release destination, the facility Community Corrections Supervisor/designee will update the destination and the transfer request will be screened by the correct Work Release. Both facilities will document the action and provide feedback to the referring source with an entry in the offender's electronic file.
  
- C. The Liberty Imaging System, OBTS, and OMNI information will be used in the screening process.
  
- D. When a referral is denied:
  1. The facility Community Corrections Supervisor will forward DOC 02-249 Request for Denial of Work Release Placement to the Headquarters Classification Work Release Correctional Specialist/designee.
    - a. The Headquarters Classification Work Release Correctional Specialist/designee will confirm the accuracy of denials made for policy reasons and concur with the denial, with no referral to HCSC required.
    - b. All other denials (i.e., not policy driven or those that warrant additional review) will be scheduled for HCSC review by attaching DOC 07-026 Formal HCSC Decision.
  2. The HCSC will make a final decision and document the decision on DOC 07-026 Formal HCSC Decision and in the offender's electronic file to provide specific reasons to the referring source and Work Release. [2A-08]
  
- E. Pre- or post-hearing confinement in a Work Release for offenders who have violated conditions of supervision, probation, or parole will be handled per DOC 320.165 Community Custody Violator Sanction to Work Release.
  
- V. Call Outs
  - A. The Headquarters Classification Work Release Correctional Specialist will review the case within 8 months of the offender's ERD to see if s/he is still eligible for Work Release placement.

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1. If the offender is still eligible, bed space is available at the receiving Work Release, and the offender is selected, the Headquarters Classification Work Release Correctional Specialist will:
  - a. Initiate call out for Work Release placement and notification procedures,
  - b. Advise the Work Release and the sending facility Records staff of the offender's arrival date, and
  - c. Schedule transportation.
2. Due to limited bed space, not all eligible offenders will be placed in Work Release.

**DEFINITIONS:**

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

**ATTACHMENTS:**

[Work Releases by County of Origin \(Attachment 1\)](#)

**DOC FORMS:**

[DOC 02-249 Request for Denial of Work Release Placement](#)

[DOC 07-026 Formal HCSC Decision](#)