



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

**APPLICABILITY  
FIELD**

REVISION DATE  
1/4/21

PAGE NUMBER  
1 of 7

NUMBER  
**DOC 310.010**

**POLICY**

TITLE

**ASSIGNMENTS**

**REVIEW/REVISION HISTORY:**

Effective: 6/16/00  
 Revised: 11/11/08  
 Revised: 5/23/09  
 Revised: 1/9/18  
 Revised: 1/4/21

**SUMMARY OF REVISION/REVIEW:**


Terminology updated throughout  
 II.C.1.e., and II.C.2.a. - Adjusted language for clarification

**APPROVED:**

Signature on file

\_\_\_\_\_  
**STEPHEN SINCLAIR**, Secretary  
 Department of Corrections

11/30/20  
 \_\_\_\_\_  
 Date Signed

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## REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A.729](#); [RCW 72.09](#); DOC 300.000 Continuous Case Management; DOC 320.010 Pre-Sentence Investigations and Risk Assessment Reports Ordered by the Court; DOC 350.200 Transition and Release; DOC 350.500 End of Sentence Review/Sexually Violent Predator Civil Commitment; DOC 350.700 Deportation of Alien Offenders; DOC 380.600 In-State Transfers for Community Offenders; DOC 380.605 Interstate Compact; DOC 380.650 Travel for Community Offenders; DOC 390.300 Victim Services; [Records Retention Schedule](#)

## POLICY:


- I. The Department has established procedures for assigning a case manager to supervise or complete other necessary tasks/services for individuals when the Department has a statutory obligation to provide supervision.

## DIRECTIVE:


- I. Responsibilities
  - A. Case managers will be assigned to complete intakes and investigations, and complete other activities or services related to an individual's current supervision.
  - B. Each Field Office or group of offices will designate an Assignment Coordinator(s).
    1. Field Offices will maintain assignment email boxes, which will be listed on the Assignment Rosters on the Community Corrections section of the Department's internal website.
  - C. A Field Office(s) in each section will be assigned to receive intake assignments for individuals without a reported/declared address.
- II. General Requirements
  - A. Intake assignments will be made within 3 business days of receipt of the Judgment and Sentence, except for the following Interstate Compact assignments:
    1. Reporting Instruction assignments will be made within one business day of receipt from the Interstate Compact Unit.
    2. Interstate Transfer Investigation assignments will be made within 3 business days of receipt from the Interstate Compact Unit.

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- B. The Assignment Coordinator will ensure necessary check dates are entered for the assigned case manager and Community Corrections Supervisor (CCS) in the individual's electronic file.
- C. Due dates will be met as follows unless the CCS authorizes additional time:
1. 30 days from determining Contact Risk Level Classification (RLC) for all intakes, except as follows:
    - a. An individual releasing from a Department facility, who has a Contact RLC set as the result of the Risk Need Responsivity (RNR) tool being completed, will have intake completed within 30 days of assignment.
    - b. Intake on future supervision causes will be completed within 30 days of the time start date on the new cause.
    - c. An individual in confinement, who cannot be accessed to complete intake, will have intake completed within 30 days of release.
    - d. If an individual provides documentation that the individual is residing in another state, the case manager will process the case per DOC 380.605 Interstate Compact.
    - e. An individual requesting transfer from another state per DOC 380.605 Interstate Compact will have intake completed within 30 days following approval of the transfer.
  2. 30 days from assignment for:
    - a. The case manager to complete the case plan per DOC 300.000 Continuous Case Management.
    - b. Interstate Transfer Investigations per DOC 380.605 Interstate Compact.
    - c. Assigned Violation Investigations (AVIs).
    - d. Victim/Witness assignments per DOC 390.300 Victim Services.
    - e. Investigation release plans per DOC 350.200 Transition and Release, when the proposed address is not listed in the Statewide Transitional Housing Database.

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- f. Rescreening of notification release plans per DOC 350.200 Transition and Release.
  3. 15 days from assignment for:
    - a. Investigation release plans per DOC 350.200 Transition and Release, when the proposed address is listed in the Statewide Transitional Housing Database.
    - b. In-state Transfer Investigations.
  4. 7 days from assignment for overnight travel investigations for Level 3 sex offenders per DOC 380.650 Travel for Community Offenders.
  5. Pre-Sentence Investigation assignments will be conducted per DOC 320.010 Pre-Sentence Investigations and Risk Assessment Reports Ordered by the Court.
- D. Notification release plans for individuals with open/tolling cause(s), who are releasing with monetary-only obligations, will be assigned where the individual plans to release.
1. Within 7 days of assignment, the case manager will request all open/tolling causes be forwarded to and gained by the receiving office and assigned case manager. The request will be documented in the individual's electronic file.
  2. Upon release from Prison, the Assignment Coordinator will:
    - a. Gain the monetary-only cause(s) in the individual's electronic file for the date of release.
    - b. Immediately close the monetary-only cause(s) effective the date of release by entering the appropriate supervision closure activity in the individual's electronic file.
    - c. Close the Intake check date with "No Resolution" or "Not Determined".
- E. For a case on a bench warrant caseload, the CCS may approve an alternative assignment to a Field Office near the proposed address. The case will remain with the assigned office unless a transfer investigation is approved per DOC 380.600 In-State Transfers for Community Offenders.

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F. When making assignments, consideration will be given to the following factors in an effort to distribute workload in an equitable manner:


1. Availability of employees/contract staff (e.g., training, vacation plans)
2. Current caseload size and type
3. Open investigations, assignments, and ongoing tasks
4. Geographic/catchment area
5. Community Corrections Officer (CCO) training and experience (e.g., sex offender, mentally ill, drug offender).
  - a. Indeterminate Sentence Review Board cases and related assignments will be assigned to an employee identified by the CCS.
  - b. When feasible, Drug Offender Sentencing Alternative (DOSA) offenders will be assigned to a case manager with a specialized DOSA caseload.

G. Upon completion of an assignment, the case manager/designee will enter the resolution and close check dates in the individual's electronic file.

### III. Intake Assignments

- A. Intake assignments for Department Prison releases will be made based on the individual's approved release address. If approval of release address is not required, assignments will be based on the individual's declared address.
- B. All other intake assignments (e.g., jail, federal custody, from out-of-state, civil detention, Residential Drug Offender Sentencing Alternative) will be made based on the individual's declared address.
  1. The individual will be instructed to report to the office in the catchment area of the declared address.
  2. If a declared address is not provided prior to intake assignment, the individual must declare an address/location of living arrangements when first reporting to the Field Office.
  3. The intake assignment will be returned to the Assignment Coordinator, who will forward the case to the Field Office responsible for the declared address.

### IV. Assignments Outside the Catchment Area

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A. Assignments for individuals detained or temporarily housed outside the catchment area of the assigned case manager will be conducted as follows:

1. Courtesy Intake/Closure

- a. When the individual is detained outside the county of the individual's declared address, the assigned case manager will request a courtesy intake or closure from the Field Office closest to the location where the individual is detained. The assigned case manager will forward the intake/closure material to that office.
- b. The receiving Assignment Coordinator will assign the courtesy intake/closure to a case manager based on location and availability.
- c. Once completed, the intake/closure material will be returned to the assigned case manager for the supervision file or archiving as appropriate.


2. AVI Process

- a. When a hearing is required to address violation behavior for an individual detained outside an individual's county of supervision, an AVI assignment will be made in the county where the individual is detained.
  - 1) The case manager assigned to complete the AVI will assist the supervising case manager in obtaining documentation, testimony, or other information required to complete the investigation. The supervising case manager will complete the discovery packet.
- b. For individuals under court jurisdiction (e.g., Residential Drug Offender Sentencing Alternative, Special Sex Offender Sentencing Alternative), the AVI assignment will be made in the county of conviction to address any matters before the court.

V. Documentation

A. The Assignment Coordinator will maintain a written or electronic record of assignments made for the Field Office. The record will be retained per the Records Retention Schedule and available for CCS review at any time. The record will include, but not be limited to:

1. Date of assignment
2. Individual's name and DOC number
3. Type of assignment

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4. Employee(s) assigned
  5. Assignment due date
- B. The Criminal Alien Program Liaison will maintain files on individuals who have been deported or released from Prison to the custody of Immigration and Customs Enforcement per DOC 350.700 Deportation of Alien Offenders.
- C. The End of Sentence Review (ESR) Records Supervisor will maintain files for individuals civilly committed or transferred to non-Department custody pending trial for civil commitment per DOC 350.500 End of Sentence Review/Sexually Violent Predator Civil Commitment.

**DEFINITIONS:**

The following words/terms are important to this policy and defined in the glossary section of the Policy Manual: Declared Address. Other words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

**ATTACHMENTS:**

None

**DOC FORMS:**

None