



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON

REVISION DATE
10/1/08

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NUMBER
DOC 330.600

POLICY

TITLE

PRISONS COMPACT

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APPROVED:

Signature on file

ELDON VAIL, Secretary
Department of Corrections

4/14/09

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 72.74](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); [DOC 350.100 Earned Release Time](#); [DOC 350.500 End of Sentence Review/Post Confinement Review](#)

POLICY:


- I. The Department will maintain a program to reciprocate out of state transfer of offenders incarcerated in Department facilities if the transfer is in the best interest of the state or the welfare of the offender. This policy does not include out of state placements/transfers of offenders who are temporarily placed in a facility contracted by the Department to house and manage Washington State offenders during periods of overcrowding.

DIRECTIVE:


- I. Prisons Compact Transfers to Another State
 - A. The Superintendent may recommend an out of state Prisons Compact transfer through the facility classification process. The recommendation, DOC 07-029 OOS Prison Transfer Packet Checklist, and the documents listed in the checklist will be forwarded directly to the Headquarters Community Screening Committee (HCSC).
 1. If the HCSC approves the recommendation, the packet will be forwarded to the Out of State and Jail Facilities Unit Superintendent for processing and forwarding to the appropriate state(s) for review.
 2. If the HCSC denies the recommendation, the packet will be returned to the facility.
 - B. A request for out of state transfer must be accompanied by:
 1. Documentation supporting the need for transfer (i.e., letters of support from family or hardship verification, Intelligence and Investigations reports, or other verification of the need),
 2. A current DOC 14-049 Prisons Compact Transfer Health History Questionnaire, and
 3. All available documents as outlined in DOC 07-029 OOS Prison Transfer Packet Checklist.

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- C. The risk level classification and facility plan must be current prior to making a request for out of state transfer.
 - D. The Out of State and Jail Facilities Unit will process all cases approved by the HCSC for transfer out of Washington State.
 - 1. If the receiving state denies the transfer, the Out of State and Jail Facilities Unit will review the case for an alternative placement and forward the request for out of state transfer for consideration by an alternate state.
 - 2. When approval for placement is obtained from the receiving state, the Out of State and Jail Facilities Unit will notify the requesting facility and work with the Transportation Unit to transfer the offender.
 - 3. If no placement can be found for an offender, the Out of State and Jail Facilities Unit will notify the sending facility and return the packet to the sending facility.
 - E. The Out of State and Jail Facilities Unit will maintain the central/medical files of offenders transferred out of state.
 - 1. Sending facility staff will update the Earned Early Release per DOC 350.100 Earned Release Time and forward the central/medical file to the Out of State and Jail Facilities Unit.
 - F. The Out of State and Jail Facilities Unit will identify and refer offenders for End of Sentence Review, per DOC 350.500 End of Sentence Review/Post Confinement Review, 18-24 months prior to the offender's Earned Release Date (ERD).
 - G. Offenders will be reviewed at their regularly scheduled classification reviews to determine whether they should remain out of state or return to Washington State. The Out of State and Jail Facilities Unit Superintendent/designee will make the final decision and may authorize returning offenders to Washington State.
- II. Prisons Compact Transfers to a Washington State Facility
- A. The Out of State and Jail Facilities Unit will process cases referred for transfer.
 - 1. Upon receiving a request to transfer an offender to Washington State, the Out of State and Jail Facilities Unit will route the request to the review committee for recommendation.
 - 2. The Out of State and Jail Facilities Unit Superintendent will make the final approval for the transfer.

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- a. If approved, the Out of State and Jail Facilities Unit will:
 - 1) Notify the sending state,
 - 2) Forward the file material to the receiving Department facility prior to the transfer, and
 - 3) Facilitate the transfer with the sending state.
- b. If denied, the Out of State and Jail Facilities Unit will forward the denial and file material back to the requesting state.
3. Offenders transferred to Washington State will be classified, managed, and afforded the same opportunities for programming and treatment as other offenders.
 - a. An offender may be placed at any facility deemed appropriate for the assigned Washington State custody level and security concerns, if any, except that placement/transfer to a minimum facility requires approval by the sending state.
 - 1) Facility staff will forward requests for minimum facility placement to the Out of State and Jail Facilities Unit.
 - 2) The Out of State and Jail Facilities Unit will notify the requesting facility of the sending state's decision.
 - b. Transfers of out of state offenders between Department facilities will be reported to the Out of State and Jail Facilities Unit so the sending state may be notified of the move.
 - c. The receiving facility will maintain the offender's records.
 - d. Receiving facility staff will forward the annual facility plan review to the Out of State and Jail Facilities Unit and include any major infraction reports, mental health reports, or other significant information.
 - e. The sending state may request an updated facility plan at any time.
 - f. The sending state may also request, through the Out of State and Jail Facilities Unit, specific information regarding its offenders housed in Washington State for its own policies and procedures. The Out of State and Jail Facilities Unit will coordinate with the receiving facility to provide the requested information.

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g. The receiving facility will immediately notify the Out of State and Jail Facilities Unit in the event of a death, escape, or other emergent situation involving an out of state offender.

B. The sending state may request return of its offender(s) at any time through the Out of State and Jail Facilities Unit at Headquarters.

C. The Out of State and Jail Facilities Unit Superintendent may request the sending state remove its offender(s) from Washington with appropriate notice per contract. Department facility staff may make recommendations to the Out of State and Jail Facilities Superintendent/designee regarding suitability to remain in Washington.

III. Central/Medical File

A. When a Washington State offender housed out of state is releasing from an out of state facility directly to a Washington State address, the Out of State and Jail Facilities Unit Correctional Records Specialist will complete the release process per Department policy and forward the central/medical file to the Regional Correctional Records Supervisor if there are community custody supervision requirements. If there are no community custody supervision requirements or the offender is releasing to an out of state address, the Out of State and Jail Facilities Unit Correctional Records Specialist will archive the central/medical file.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

[DOC 07-029 OOS Prison Transfer Packet Checklist](#)
[DOC 14-049 Prisons Compact Transfer Health History Questionnaire](#)