



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/WORK RELEASE/FIELD
OFFENDER/SPANISH MANUAL

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POLICY

TITLE
OFFENDER TRANSITION AND RELEASE

REVIEW/REVISION HISTORY:

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SUMMARY OF REVISION/REVIEW:


Several changes. Read carefully!

APPROVED:

Signature on file

ELDON VAIL, Secretary
Department of Corrections

6/28/10
Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); [RCW 9A.44.130](#); [RCW 71.09](#); [RCW 72.02.100](#); [RCW 72.09](#); [WAC 137-28](#); [WAC 137-56](#); [ACA 4-4442](#); [ACA 4-4446](#); [ACA 5A-15](#); [ACA 6A-13](#); [DOC 210.025 Gate Money/Transportation Funds/Pre-Paid Phone Cards](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); [DOC 300.500 Work Release Screening](#); [DOC 310.100 Intake](#); [DOC 320.100 Indeterminate Sentence Review Board \(ISRB\) Reports](#); [DOC 320.110 Community Custody Board/.420 Hearings](#); [DOC 320.145 Violator Confinement in Department Facilities](#); [DOC 350.100 Earned Release Time](#); [DOC 350.210 Transition Resources for Offenders](#); [DOC 350.240 Ten Day Release](#); [DOC 350.255 Registration Notification](#); [DOC 350.500 End of Sentence Review/Sexually Violent Predator Civil Commitment](#); [DOC 350.550 Reporting Abuse and Neglect/Mandatory Reporting](#); [DOC 350.600 Teletype Notification](#); [DOC 380.600 In-State Transfers for Community Offenders](#); [DOC 380.605 Interstate Compact](#); [DOC 390.300 Victim Services Program](#); [DOC 450.320 Contact, Visitation, and Unification/Reunification with Minors](#); [DOC 630.500 Mental Health Services](#); [DOC 630.590 Offender Re-entry Community Safety Program Review](#); [DOC 790.100 Work Ethic Program](#)

POLICY:

- I. [4-4442] The Department manages offenders with the goal of enhancing public safety by providing offenders a program of release preparation to assist in successful transition into the community. The Department will focus on developing release plans that best utilize available resources. Risk based offender management principles will be used, focusing resources on the highest risk offenders. All release transition planning will be consistent with county of origin guidelines.
- II. Offenders with a community placement requirement whose crime was committed prior to June 11, 1992, must be released on the Earned Release Date (ERD) if the Judgment and Sentence does not specifically require an approved address to transfer to community placement prior to the Maximum Expiration date.
- III. Release dates for offenders housed by the Department as Out-of-State, County, or Federal boarders will be determined by the sending agency.
- IV. Violators will be released per DOC 320.145 Violator Confinement in Department Facilities.


DIRECTIVE:

- I. Transition Plan Development Guidelines and Timeframes
 - A. All offenders released from Prison or Work Release to community custody/ placement, except for those releasing as a violator, will be returned to their


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county of origin unless meeting criteria for an exception per County of Origin (Attachment 1) and will have an Offender Release Plan (ORP) investigation approved per Offender Release Plan Procedure (Attachment 5).

1. Violators do not require an ORP and will be released at the end of their sanction to the last approved address. Release to a different address will be processed as an in-state transfer per DOC 380.600 In-State Transfers for Community Offenders.
- B. If applicable, the Counselor will submit an End of Sentence Review referral per DOC 350.500 End of Sentence Review/Sexually Violent Predator Civil Commitment.
- C. At 12 months prior to the offender's ERD, or upon arrival at Reception if less than 12 months prior to the offender's ERD, the Counselor/facility CCO will meet with the offender to initiate release planning and obtain information for any potential release address(es). Offenders arriving within 12 months of their ERD will have the Custody Facility Plan completed for the purpose of re-entry per DOC 300.380 Classification and Custody Facility Plan Review.
1. Prior to submitting a proposed release address(es) for investigation, the Counselor/facility CCO will complete DOC 11-012 Release Sponsor Orientation Checklist with each prospective sponsor. County of origin must be considered per Attachment 1. The Counselor/facility CCO will determine the appropriateness of the proposed plan(s), verify, and then send DOC 11-013 Sponsor Letter(s) to the address(es) informing the proposed sponsor(s) of the expectations and process.
 - a. The primary release plan will be documented in the 12 month Re-entry Custody Facility Plan. Secondary plans will be documented in the offender's electronic file using the Release Planning/Issues chrono.
 - b. If the offender cannot provide an address, the Counselor/facility CCO will assist the offender in locating an appropriate housing resource per Offender Release Plan Procedure (Attachment 5). Work Release should be considered as part of a transition plan per DOC 300.500 Work Release Screening if the offender has no housing resources.
 2. Additional Release Planning Information
 - a. Offenders in the Work Ethic Program will have a release plan per DOC 790.100 Work Ethic Program.

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- b. Offenders under Indeterminate Sentence Review Board (ISRB) jurisdiction will be evaluated for release per DOC 320.100 Indeterminate Sentence Review Board (ISRB) Reports or DOC 320.110 Community Custody Board/.420 Hearings.
 - c. All offenders with supervision requirements requesting to release out-of-state must be accepted by the receiving state and will be processed per DOC 380.605 Interstate Compact.
 - d. Release for seriously mentally ill offenders will be coordinated per DOC 630.500 Mental Health Services. Release for offenders participating in the Offender Re-entry Community Safety Program will be coordinated per DOC 630.590 Offender Re-entry Community Safety Program Review by the community DOC Transition Mental Health Counselor working with the assigned institution mental health professional.
 - e. For offenders serving a Community Custody Jail (CCJ) sentence concurrent with a Prison commitment, the CCJ portion of the sentence does not require an approved release address.
 - f. Staff will complete an ORP for an offender with an in-state, Out-of-State, or federal hold/detainer per Offender Release Plan Determination (Attachment 4) when Correctional Records Supervisor has confirmed release to detainer or other jurisdiction.
- D. If the offender has exhibited threatening behavior toward victims or potential victims per DOC 390.300 Victim Services Program or community concerns have been documented in the offender's electronic file, the Counselor/facility CCO will consult with the Community Victim Liaison to determine whether there are victim safety concerns that need to be addressed in the transition process. If the Community Victim Liaison is not identified in the Community Concerns chrono, the Counselor/facility CCO will contact Victim Services at DOCVictimServices@doc.wa.gov.
- E. At 6 months prior to the offender's ERD, the Counselor/facility CCO will:
- 1. Submit an Investigation or Notification ORP per the Offender Release Plan Determination (Attachment 4) and Offender Release Plan Procedure (Attachment 5).
 - a. If the Counselor/facility CCO working with the offender is able to identify more than one potential release address, the primary and secondary plans will be submitted in the ORP per Attachment 5.

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2. Document each submitted ORP in the offender's electronic file using the Release Planning/Issues chrono.
3. Review the offender for 10 day release consideration per 350.240 Ten Day Release if not previously completed.
4. When the ORP is assigned to a Field CCO, send the assigned Field CCO any information from DOC 20-047 Community Release Plan Packet Checklist that is not available in Liberty.

F. At 30 days prior to ERD, if the offender cannot afford to reside at an identified address, the Counselor/facility CCO will submit paperwork to enroll the offender in the Housing Voucher Program.


G. For offenders under ISRB jurisdiction, the assigned Counselor/facility CCO will work with the offender in advance of the Board hearing to prepare ORP information so the ORP can be submitted immediately after the offender has been found parolable/releasable by the ISRB.

II. Investigation ORPs

- A. The Field CCO will complete the ORP investigation within 30 calendar days of assignment per Attachment 5. The investigation ORP process is outlined in Attachment 2.
- B. If there is an in-work ORP at 60 days prior to the Maximum Expiration date, the Counselor/facility CCO will contact the assigned Field CCO for immediate approval or denial of the plan. If the plan is denied, the Counselor/facility CCO will initiate a Notification ORP for offenders releasing homeless or refusing to provide an address. If a plan cannot be developed, offenders will be released on their Maximum Expiration date.

III. Notification ORPs

- A. Notification ORPs will be completed per Offender Release Plan Determination (Attachment 4) and submitted 6 months prior to ERD.
- B. Prior to releasing an offender with any conviction that requires registration, staff must complete the notification requirement per DOC 350.255 Registration Notification.
- C. Supervision Closure for Monetary-Only Release
 1. Offenders releasing with monetary obligations and no supervision requirements will have a Notification ORP. It will be sent to the


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assignment staff where the offender has existing Field cases, if any. If none, the assignment staff for the location where the offender is scheduled to be released.

2. Upon release from Prison, the assignment staff will:
 - a. Gain the monetary-only cause(s) on the offender case management screen 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 on the offender case management screen.
 - 1) Close the Intake checkdate with “No Resolution” or “Not Determined”.

IV. Denials

- A. If the plan is denied, the Counselor/facility CCO will work with the offender and the Regional Housing Specialist for the offender’s county of origin to develop a viable, alternative release plan.
- B. If the ORP is denied, [the offender may appeal](#) to the Assistant Secretary for Government, Community Relations and Regulatory Compliance.
 1. The offender will submit his/her appeal in writing within 5 business days of receiving notice of the denied ORP, including the reason for appeal and any additional information for consideration.
 2. The Assistant Secretary for Government, Community Relations and Regulatory Compliance will notify the offender in writing of the decision within 15 working days of receiving the appeal. The decision is final.
 - a. The offender will be notified in writing if additional time is needed for review.
 3. Copies of all documents related to the appeal will be placed in the offender’s central file and scanned into Liberty.
 4. The appeal process does not apply to offenders:
 - a. Under ISRB jurisdiction.

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- b. With a court ordered condition prohibiting the offender from residing at the location of the proposed plan, unless the offender provides a modified court document signed by a judge.
- c. With victim safety concerns that have been verified by the Victim Services Program.

V. Offenders Releasing To Detainers


- A. Offenders with an Immigration and Customs Enforcement (ICE) detainer will be released on their ERD if releasing to the detainer. At 6 months prior to the offender's ERD, a Notification ORP will be submitted to the ICE/Deportation Unit Assignment Officer at DeportationAssign@doc.wa.gov.
 - 1. The Correctional Records Supervisor will complete DOC 01-011 Release Audit Checklist - Central File.
- B. Offenders with a detainer will be released on their ERD per Attachment 3 and Attachment 4 if releasing to the detainer. The appropriate ORP will be submitted.
- C. Offenders under ISRB jurisdiction will not release to a detainer without ISRB authorization.

VI. [6A-13] Offender Release Procedures

- A. At 60 days prior to an offender's transfer or release, a Records staff/designee will initiate the release process per Attachment 6.
- B. [5A-15] Prior to releasing a Work Release offender, the facility CCO will prepare an Exit Custody Facility Plan that reviews the offender's performance. The report will be maintained in the offender's electronic record and will include:
 - 1. A summary of the offender's program activities,
 - 2. Any unusual occurrences,
 - 3. Community resource references that affected supervision outcomes, and
 - 4. An objective assessment of the offender's program participation.
- C. The offender will be issued gate money and/or a pre-paid phone card per DOC 210.025 Gate Money/Transportation Funds/Pre-Paid Phone Cards.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Community Custody, Homeless. Other words/terms appearing in this policy may also be defined in the glossary.

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ATTACHMENTS:

[County of Origin \(Attachment 1\)](#)

[Investigation Offender Release Plan Process \(Attachment 2\)](#)

[Offender Release Plan and Release Process for In-State, Out-of-State, or Federal Detainer \(Attachment 3\)](#)

[Offender Release Plan Determination \(Attachment 4\)](#)

[Offender Release Plan Procedure \(Attachment 5\)](#)

[Release Process \(Attachment 6\)](#) [6A-13]

DOC FORMS:

[DOC 01-011 Release Audit Checklist - Central File](#)

[DOC 02-243 5288/6162 Notice to Offender](#)

[DOC 07-023 Registration Notification](#)

[DOC 09-128 Request for Termination/Discharge](#)

[DOC 09-254 60 Day Letter - For Release to Detainer](#)

[DOC 09-265 Court - Special Supervision Closure](#)

[DOC 11-012 Release Sponsor Orientation Checklist](#)

[DOC 11-013 Sponsor Letter](#)

[DOC 20-047 Community Release Plan Packet Checklist](#)

[DOC 20-311 Order of Release](#)