



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/WORK RELEASE/FIELD**  
OFFENDER/SPANISH MANUAL

REVISION DATE  
9/11/20

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**DOC 350.200**

**POLICY**

TITLE  
**TRANSITION AND RELEASE**

**REVIEW/REVISION HISTORY:**

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I.C. and IV.A.1.d. - Adjusted language for clarification  
IV.A.1.d.1) - Added clarifying language

**APPROVED:**

Signature on file

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

9/1/20  
\_\_\_\_\_  
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](#); [DOC 210.025 Gate Money/Transportation Funds/Pre-Paid Phone Cards](#); [DOC 280.500 Records Management of Official Offender Files](#); [DOC 300.000 Continuous Case Management](#); [DOC 310.010 Assignments](#); [DOC 310.100 Intake](#); [DOC 320.100 Indeterminate Sentence Review Board \(Board\)](#); [DOC 320.145 Violator Confinement in Department Facilities](#); [DOC 320.400 Risk and Needs Assessment Process](#); [DOC 350.240 Ten Day Release](#); [DOC 350.550 Reporting Abuse and Neglect/Mandatory Reporting](#); [DOC 350.600 Law Enforcement Notification](#); [DOC 350.750 Warrants, Detainers, and Holds](#); [DOC 380.550 Driver's License/Washington State Identification Cards for Offenders](#); [DOC 380.605 Interstate Compact](#); [DOC 390.300 Victim Services](#); [DOC 390.600 Imposed Conditions](#); [DOC 450.320 Contact with Minors and Family Reunification](#); [DOC 630.500 Mental Health Services](#); [DOC 630.590 Offender Reentry Community Safety \(ORCS\) Program Review](#); [DOC 790.100 Work Ethic Program](#)

## POLICY:

- I. The Department recognizes the importance of transition and release planning for individuals under the Department's jurisdiction to enhance public safety and promote successful reentry into the community.
- II. The Department has established guidelines to develop release plans using comprehensive case management tools, available reentry resources, and evidence-based principles and practices.
- III. This policy does not apply to community supervision violators, who will be released per DOC 320.145 Violator Confinement in Department Facilities, or individuals sentenced to Life Without Parole.

## DIRECTIVE:


- I. General Requirements
  - A. Individuals with conditions of community supervision, whose crime was committed before June 11, 1992, must be released on the Earned Release Date (ERD) if the Judgment and Sentence does not require an approved release address to transfer to community supervision before the Maximum Expiration (Max Ex) date.
  - B. Individuals requiring an approved release address may be held in confinement up to the Max Ex date until an approved release address is secured.

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- C. When submitted by an incarcerated individual, a release plan will be permitted for an individual referred for civil commitment under RCW 71.09.
- D. A release plan is not required for individuals serving a sentence in total confinement for a Community Custody Jail (CCJ)/Misdemeanor Community Custody (MCC) cause.
- E. Release dates for individuals received from another state agency, county, or federal jurisdiction will be determined by the sending jurisdiction.

II. Release Plan Screening

- A. Individuals will be screened for community supervision eligibility and Release Plan Determination (Attachment 2) as the sentence structure is entered and/or the Contact Risk Level Classification (RLC) is set in the individual's electronic file per DOC 320.400 Risk and Needs Assessment Process.
  - 1. The release plan type will be based on the prefix of the cause with the longest running period of confinement.
  - 2. Screening will be expedited for individuals arriving at a Reception Diagnostic Center (RDC) with 60 days or less to the ERD.
  - 3. If the cause has not been screened 13 months before the ERD, the case manager will request screening of the cause via email to [DOCSupScreen@doc.wa.gov](mailto:DOCSupScreen@doc.wa.gov).
  - 4. Future supervision causes will not be screened until after the active cause(s) ends per DOC 310.100 Intake.
- B. Screening results will be documented as a Chronological Event (chrono) in the individual's electronic file. Completed screenings will be retained in the electronic imaging file.
- C. Upon release, individuals ordered to community supervision and determined not eligible will sign DOC 02-243 Notice of Continued Obligations/Restrictions. Facility/regional records employees will submit DOC 09-265 Court - Special Supervision Closure to the sentencing court.
- D. Headquarters Legal Financial Obligation (LFO) Unit employees will request discharge from supervision for individuals who are not ordered to community supervision and have completed all sentence requirements, including payment of LFOs.

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1. Requests will be submitted to the sentencing court using DOC 09-128 Request for Discharge and DOC 09-028 Certificate and Order of Discharge.

### III. Release Plan Development

- A. Case managers will meet with individuals arriving at RDCs to initiate release planning using the case plan per DOC 300.000 Continuous Case Management.


1. Release planning will be coordinated for individuals:
  - a. With mental illness per DOC 630.500 Mental Health Services.
  - b. Participating in the Offender Reentry Community Safety Program per DOC 630.590 Offender Reentry Community Safety (ORCS) Program Review.
2. Attempts to develop release addresses and secure funding/resources to support an individual's release plan will be documented in the electronic file.

- B. To determine if there are community/victim safety concerns that need to be addressed, the case manager will:


1. Review the Community Concerns field and Safety Concerns banner, including the Community Victim Liaison Narrative section and End of Sentence Review Committee decisions, in the electronic file.
  - a. Relevant information will be documented on the Safety Concerns banner.
2. If the Community Concerns field indicates "Yes", consult the assigned Community Victim Liaison or Indeterminate Sentence Review Board (Board) Victim Liaison.
  - a. If a liaison is not identified in the electronic file, the case manager will contact the Victim Services Program.

- C. Individuals who require an approved release address will be returned to their county of origin, which is the county of an individual's first felony or juvenile felony conviction in Washington State. Vacated convictions will not be considered when determining the county of origin.

1. Individuals under Board jurisdiction are not subject to the county of origin requirements.

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2. Exceptions may be approved per County of Origin (Attachment 1).
- D. Assistance for obtaining education/community resources upon release may be requested per the [Community Resource Program Job Aid](#).
- E. Within 18-21 months of the ERD, eligible individuals may be referred for partial confinement (e.g., Work/Training Release, Community Parenting Alternative, Graduated Reentry).
- F. At least 12 months before the ERD, the case manager will directly assist the individual to identify and secure a release address(es).
  1. Facility records employees will provide individuals information to resolve warrants, if applicable.
- G. At 6 months before the ERD, the case manager will:
  1. Develop the release plan in the electronic file and verify the proposed address(es).
    - a. Before submitting an investigation release plan, the case manager will complete DOC 11-012 Release Sponsor Orientation Checklist with each prospective sponsor, determine the appropriateness of the proposed plan(s), and complete and send DOC 11-013 Sponsor Letter to each prospective sponsor.
      - 1) The sponsor checklist and letter are not required for individuals releasing to housing vendors listed in the [Statewide Transitional Housing Directory](#).
    - b. If the individual cannot provide an address, the case manager will directly assist the individual in locating appropriate housing.
      - 1) Work Ethic Program individuals may transition to a Work/ Training Release per DOC 790.100 Work Ethic Program.
      - 2) If an address cannot be secured solely due to a lack of funding, eligible individuals should be referred for financial housing assistance using the [Earned Release Date Housing Voucher Program Job Aid](#).
        - a) Release plans for individuals applying for the ERD Housing Voucher cannot be submitted until benefits are approved.

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2. Review DOC 21-761 Prohibited Contact Review.
3. Document each submitted release address as a chrono in the electronic file.
4. Approve/deny 10 day release per DOC 350.240 Ten Day Release if not previously completed.
5. Submit the release plan for investigation or notification to the appropriate Assignment Coordinator.
  - a. For individuals under Board jurisdiction, the release plan will be submitted immediately after the individual has been found eligible for parole/release by the Board. Only one release address may be submitted at a time.
  - b. For individuals with supervision requirements on a current, consecutive, or tolling cause, requests to release from confinement to an out-of-state address must be approved per DOC 380.605 Interstate Compact.
- H. At any time during release planning, if the individual's words or actions indicate a safety risk to a specific person(s), the case manager will submit a referral to the Victim Services Program per DOC 390.300 Victim Services.

#### IV. Field Process for Release Plans

- A. Release plans will be assigned and reviewed per DOC 310.010 Assignments.
  1. The Field Community Corrections Officer/Specialist will:
    - a. Verify the community supervision eligibility has been screened and the release plan type is consistent with the screening results.
    - b. For individuals requiring an approved release address:
      - 1) Review the release plan for risk of contact with victims and potential victims of similar age or circumstance based on the individual's criminal history, considering sex offenses and potential victims of domestic violence, child abuse, or other family violence.
        - a) Authorized contact with a minor(s) may be authorized per DOC 450.320 Contact with Minors and Family Reunification.

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- b) Individuals will not release to the same address where a past/current victim resides unless approved by the Field Administrator in consultation with the Victim Services Program Manager/Board Victim Liaison and/or assigned Community Victim Liaison.
    - c) Individuals will be reported per DOC 350.550 Reporting Abuse and Neglect/Mandatory Reporting, if appropriate.
  - 2) Visit the prospective sponsor, proposed residence, and determine the appropriateness of the address based solely on the merits of the plan.
    - c. For individuals with a notification release plan and supervision requirements on an open/tolling cause(s), a condition(s) prohibiting release to the declared address may be imposed per DOC 390.600 Imposed Conditions.
    - d. For individuals referred for civil commitment, contact [doceosr@doc1.wa.gov](mailto:doceosr@doc1.wa.gov) to ensure all relevant information is documented in the electronic imaging file for review.
      - 1) Static and dynamic risk factors relating to the individual's risk to the community will be considered and documented in the electronic file.
2. The case manager will:
  - a. Provide any information not available in the electronic imaging file.
  - b. Notify the investigating Field Community Corrections Officer/ Specialist if the individual provides a new release address before the plan is approved.
- B. Investigation release plans require review by the Community Corrections Supervisor (CCS) for:
  1. Individuals with a current sex offense(s),
  2. Individuals under Board jurisdiction,
  3. County of origin exceptions, and
  4. Denial recommendations.

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- C. County of origin exceptions and denial recommendations will be routed to the Field Administrator for approval/denial.
- D. Release plans for individuals under Board jurisdiction will be routed to the Board for final approval per DOC 320.100 Indeterminate Sentence Review Board (Board).
- E. The Victim Services Program will be immediately notified of an approved release plan per DOC 390.300 Victim Services.
- F. If an investigation release plan is denied, the case manager will work with the individual to develop an alternative release address. The Regional Housing Specialist or assigned Field Community Corrections Officer/Specialist may be contacted for assistance and/or referrals.

V. Appeals

- A. The appeal process does not apply to individuals:
  - 1. Under Board jurisdiction.
  - 2. With a court-ordered condition prohibiting residence at the location of the proposed plan, unless a modified court document signed by a judge is provided.
  - 3. With victim safety concerns verified by the Victim Services Program.
- B. Appeals may be submitted within 5 business days of receiving notice of the denied release plan, including the reason and any additional information, to the Assistant Secretary of Reentry at P.O. Box 41126, Olympia, WA 98504-1126 or [docorpappeals@doc1.wa.gov](mailto:docorpappeals@doc1.wa.gov).
- C. The Assistant Secretary of Reentry will review and notify the individual in writing of the decision within 20 business days of receiving the appeal. The decision is final and will be documented as a chrono in the electronic file.
  - 1. The individual will be notified in writing if additional time is needed for review.
- D. Documents related to the appeal will be retained in the central and electronic imaging files.

VI. Releasing to Detainers




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- A. For individuals with an Immigration and Customs Enforcement (ICE) detainer, records employees will complete DOC 07-039 Notice to Immigration Authority of Incarcerated Alien Status Change to notify the Department of Homeland Security (DHS) of service of the detainer and status changes as requested by DHS (e.g., pickup arrangements, hospitalization, death, transfer to a non-Department facility).
- B. Individuals scheduled to release on the Max Ex date may be transferred to the detaining agency before the Max Ex date to accommodate transportation needs.
  1. Authorized employees will issue a Department detainer for up to the Max Ex date per DOC 350.750 Warrants, Detainers, and Holds.
- C. Individuals under Board jurisdiction will not release to a detainer without Board authorization.

## VII. Release Procedures

- A. Before release:
  1. The central file will be audited per DOC 280.500 Records Management of Official Offender Files.
  2. Law enforcement will be notified per DOC 350.600 Law Enforcement Notification.
  3. Individuals will be provided the [Washington State Voter Registration Form](#) and [Voting with a Felony Conviction](#) with direction on how to restore their voting rights.
  4. From partial confinement, the case manager will review the individual's progress and document the review as a chrono, including:
    - a. Any unusual occurrences,
    - b. A summary of partial confinement activities,
    - c. An objective assessment of partial confinement participation, and
    - d. Community resources that affected supervision outcomes.
  5. Individuals may receive assistance applying for a replacement identification/social security card per DOC 380.550 Driver's License/ Washington State Identification Cards for Offenders.
  6. Individuals may be issued gate money and/or transportation expenses per DOC 210.025 Gate Money/Transportation Funds/Pre-Paid Phone Cards.

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a. Community Parenting Alternative and Graduated Reentry individuals will not be eligible for gate money.

B. Additional transition support for basic living needs may be requested per the [Regional Transition Fund Program Job Aid](#).

**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.

**ATTACHMENTS:**

- [County of Origin \(Attachment 1\)](#)
- [Release Plan Determination \(Attachment 2\)](#)

**DOC FORMS:**

- [DOC 02-243 Notice of Continued Obligations/Restrictions](#)
- [DOC 07-039 Notice to Immigration Authority of Incarcerated Alien Status Change](#)
- [DOC 09-028 Certificate and Order of Discharge](#)
- [DOC 09-128 Request for Discharge](#)
- [DOC 09-265 Court - Special Supervision Closure](#)
- [DOC 11-012 Release Sponsor Orientation Checklist](#)
- [DOC 11-013 Sponsor Letter](#)
- [DOC 21-761 Prohibited Contact Review](#)