OFFENDER RELEASE PLAN AND RELEASE PROCESS FOR IN-STATE, OUT-OF-STATE, OR FEDERAL DETAINER

Counselor/facility Community Corrections Officer (CCO)

1. Send the appropriate Offender Release Plan (ORP) per Attachment 4 to the Assignment Officer:
   a. Supervision ordered on the current cause and there are open causes in OMNI.
      1) Send the ORP to the Assignment Officer for the county where the open causes are currently assigned.
   b. Supervision ordered on the current cause and no open causes in OMNI.
      1) Send the ORP to the Assignment Office for the county of origin.

Assignment Officer

1. Assign the ORP to a CCO.

Facility Staff

1. Once the ORP is assigned to a CCO, send the assigned CCO any Community Release Plan Packet documents not available in Liberty.

Community Corrections Officer

1. Archive the ORP.
2. Once the offender is released, gain and toll causes.
3. When notification is received from the detaining agency of the offender’s upcoming release, contact the releasing agency and coordinate supervision of the offender.
4. If the offender was incarcerated in another state for a felony committed while on supervision under the Interstate Compact, determine if the offender has supervision for the felony conviction and resources in the other state. If yes, and the offender does not have any resources in Washington and/or has victim concerns in Washington, work with the Washington Compact Office to see if the other state will resume supervision prior to initiating retake.

Prison Records Staff

1. One week prior to the release date, send DOC 09-254 60 Day Letter - For Release to Detainer to the detaining agency to request notification upon release and route a copy to the assigned CCO via email.
2. Instruct the offender to report to the Field Office where the ORP was assigned when released from the detaining agency.
3. On the day of release, send an email to the assigned CCO advising that the offender has been released to the detainer.