OFFENDER RELEASE PLAN PROCEDURE

DETERMINE THE APPROPRIATENESS OF A PROPOSED PLAN

Counselor/Facility Community Corrections Officer (CCO) will:

1. Determine if the offender will have community custody/placement requirements upon release.

2. Determine the county of origin, utilizing/establishing the offender’s criminal history, including juvenile history, using available resources (e.g., previous criminal histories, NCIC, WASIC, DISCIS, SID rap sheet, etc.).
   a. Reception Diagnostic Centers and the parent facility will enter county of origin into the offender’s electronic record at intake or during the development of the Offender Release Plan (ORP).

3. Consider all offender electronic record chrono entries, paying specific attention to Community Concerns chrono entries.

4. Consider all End of Sentence Review Committee decisions, including referrals for Civil Commitment under RCW 71.09.

5. Contact release sponsor(s) using DOC 11-012 Release Sponsor Checklist and DOC 11-013 Sponsor Letter.

6. If able to identify more than one potential release address, submit the primary release plan in the ORP Proposed Address. Information regarding any secondary plan(s) will be included in the Comments Section of the Offender Release Address Information Section on the Counselor/facility CCO tab of the ORP.

7. If the offender is unable to provide an address, assist the offender in locating an appropriate housing resource. The assigned Counselor/facility CCO will contact the Regional Housing Specialist for the offender’s county of origin as an information resource to identify an appropriate potential release address for the offender per DOC 350.210 Transition Resources for Offenders. Current Regional Housing Specialist assignments and coverage areas are available online at the following site: http://insidedoc/usercontents/offenderprograms/erdstaffandcoverageareas.asp

An ORP will not be submitted for any of the following reasons, which will be documented in the offender’s chronological record:

1. The plan will place the offender in a situation where s/he is likely to re-offend. This will be reviewed by the Correctional Unit Supervisor and Correctional Program Manager, or Work Release Community Corrections Supervisor and Field Administrator.

2. The plan will place the offender in violation of the Judgment and Sentence (J&S) and/or Department conditions.

3. The sponsor withdraws.
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SUBMITTING A NOTIFICATION ONLY ORP

The Counselor/Facility CCO will:

1. Complete and submit the ORP 6 months prior to ERD.

2. If there are existing Field cases, the Notification ORP will be sent to the office where the Field file(s) are currently assigned.

The CCO will:

1. Within 30 days, review the release address to ensure it is not in violation of court ordered conditions and does not put the offender in violation.
   a. If the release address puts the offender in violation of court ordered conditions and no alternative plan was submitted, the CCO will immediately contact the Counselor/facility CCO to develop an alternative release address.
      1) When an alternative release address has been identified, the existing Notification ORP will be archived and the new Notification ORP submitted by the Counselor/facility CCO.

SUBMITTING AN INVESTIGATION ORP

Counselor/Facility CCO will:

1. Submit the ORP (with all fields completed) 6 months prior to ERD, including recommended conditions of release.
   a. For Offender Re-entry Community Safety Program participants, ORP will be coordinated with the assigned institution mental health professional. For offenders with threatening behavior or community concerns, ORP will be coordinated with the Community Victim Liaison.
   b. If multiple plans are being submitted, information regarding secondary plan(s) will be included in the Comments section of the Counselor/facility CCO tab of the ORP.
   c. If prior to approval the offender provides a new address that complies with the requirements of County of Origin (Attachment 1), the Counselor/facility CCO will notify the assigned investigating CCO of the need for the plan to be returned to the assignment staff for transfer. If the new address is in a different catchment area, the CCO initially assigned will notify that assignment staff via email that the ORP is being transferred for investigation.

2. Coordinate and work with the assigned investigating Field CCO if alternative plans need to be developed.
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3. If the offender cannot provide an address, the assigned Counselor/facility CCO will contact the Regional Housing Specialist for the offender’s county of origin to assist in locating an appropriate housing resource.

The Field CCO will:

1. Develop an investigation packet by reviewing Liberty for file material. If information is not available, s/he may request copies of any available file material through the facility Records staff/designee. The facility will also scan copies into Liberty.

2. Visit the proposed residence(s) as part of the investigation.
   a. If an offender has more than one address submitted in the ORP, the assigned Field CCO will investigate the plan(s), starting with the primary address submitted within the CCO’s catchment area. If the primary address is denied, the assigned Field CCO will investigate the secondary plans within the catchment area. If a secondary plan is approved, the assigned Field CCO will check “yes” on Item #24 on the ORP and enter the approved address.
   b. If a secondary plan is in a different catchment area, the assigned Field CCO will chrono the findings of his/her investigation for the ORP investigations in his/her catchment area using the Release Planning/Issues chrono. The chrono will include the date of the investigation, reason(s) for denial, and date the staffing regarding the denial took place with the supervisor and Field Administrator. The Field CCO initially assigned will then forward the ORP to the assignment box for the secondary plan outside his/her catchment area.
      1) All primary and secondary plans will be completed within 30 days of the initial assignment.

3. Review the plan for the risk of contact for victims and potential victims of similar age based on the offender’s criminal history, considering both sex offenses and potential victims of domestic violence, child abuse, or other family violence.
   a. Collaborate with Child Protective Services/Adult Protective Services per DOC 350.550 Reporting Abuse and Neglect/Mandatory Reporting.
   b. Sex offenders will not return to a residence where minor victim(s) or other children of similar age are present unless requirements defined in DOC 450.320 Contact, Visitation, and Unification/Reunification with Minors have been met.

4. Inform the proposed sponsor of the following and document in the offender’s chronological record:
   a. The offender’s criminal history,
   b. Conditions of release
      1) For sex offenders
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(a) End of Sentence Review Committee recommendations, including if the offender has been identified for civil commitment consideration under RCW 71.09, the level of sex offender notification, and that local law enforcement may conduct community notification if the offender is a sex or kidnapping offender with a requirement to register,

(b) If the End of Sentence Review Committee has not reviewed the offender during the current incarceration, the CCO will contact the End of Sentence Review/Civil Commitment or Law Enforcement Notification Program Manager for information.

c. Potential release date.

d. ORPs for sex offenders require Community Corrections Supervisor (CCS) approval.

5. Review and update in the Comments section of the ORP and make recommendations to mitigate risk and enhance the offender’s opportunity for a successful transition.

a. Recommendations may include approval for up to an additional $60, when authorized in RCW 72.02.100, for offenders being paroled to an Indeterminate Sentence Review Board (ISRB) approved plan.

b. Consider transition resources per DOC 350.210 Transition Resources for Offenders.

6. Update the ORP components for all High and Moderate Risk offenders and Low Risk offenders with minimum face to face contact standards and include, at a minimum, the plan for management of the offender from the point of release through the point of intake in the CCO’s office after the offender is released.

7. Within 30 days of assignment, recommend approval or denial of the proposed residence(s):

a. All close proximity issues must be reviewed with the Community Corrections Supervisor.

b. All denials must be approved by the Community Corrections Supervisor and Field Administrator.

c. The Community Corrections Supervisor must review all ORPs for sex offenders offenders who require a plan and offenders under ISRB jurisdiction (i.e., offenders sentenced to Prison for crimes committed prior to July 1, 1984, and Community Custody Board offenders).

1) The CCO will forward the plan via the Community Corrections Supervisor, recommending for approval or denial. For offenders under ISRB jurisdiction, send the plan to the ISRB via email to isrborp@doc1.wa.gov
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with a copy to the Counselor/facility CCO and facility Correctional Records Supervisor.

d. If the End of Sentence Review Committee has identified the offender for civil commitment consideration under RCW 71.09.

1) Review and consider all relevant information, to include static and dynamic risk factors relating to the offender’s risk within the larger community.

2) Review all file materials up to the offender’s actual release date, including End of Sentence Review file material available in Liberty.

3) Contact the End of Sentence Review/Civil Commitment Program Manager to ensure that all relevant information has been made available to them for review.

(a) If a forensic psychological evaluation has been completed and an expert has concluded that the offender does meet civil commitment criteria, the proposed plan must meet the level of protection necessary to ensure community safety.

(b) If a forensic psychological evaluation is pending a professional assessment of public safety risks, the assigned CCO and his/her Community Custody Supervisor must carefully review all available file material to determine whether approval of a proposed plan is appropriate when the level of protection necessary to ensure community safety is not fully known.

e. All plans for offenders identified for civil commitment consideration will be reviewed by the Community Corrections Supervisor prior to recommendation.

8. If all proposed residences are denied, the assigned investigating Field CCO will telephone/email the currently assigned Counselor/facility CCO and Regional Housing Specialist assigned to the offender’s county of origin to develop an alternative plan. The Counselor/facility CCO and the assigned investigating Field CCO will continue to teleconference regularly to develop an alternative plan.

9. Document:

a. All investigation results.

b. Close the check date in the offender’s electronic file, as appropriate.