



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

**POLICY**

APPLICABILITY  
**PRISON/WORK RELEASE**  
OFFENDER/SPANISH MANUALS

REVISION DATE  
9/14/15

PAGE NUMBER  
1 of 5

NUMBER  
**DOC 350.240**

TITLE  
**TEN DAY RELEASE**

**REVIEW/REVISION HISTORY:**

Effective: 10/1/92 DOC 950.825	Revised: 5/27/03
Revised: 7/1/93 DOC 350.240	Revised: 4/20/07
Revised: 8/1/94	Revised: 6/26/08
Revised: 8/14/95	Revised: 10/1/09
Revised: 12/31/95	Revised: 12/7/09
Revised: 6/30/96	Revised: 9/26/11
Revised: 12/18/98	Revised: 7/30/12
Revised: 1/14/00	Revised: 8/10/12
Revised: 9/11/01	Revised: 9/14/15

**SUMMARY OF REVISION/REVIEW:**


Added I.A.3.a. on DOSA revocations occurring as a result of a 762 serious infraction  
 I.A.3.b. - Adjusted that for all violators, regardless of sanction date, adjustments may be made to avoid weekend/holiday releases  
 I.B. & C., II.A.1., III.A., IV.A.3. & 4. - Added clarifying language  
 Added III.A.4.b. that the planned release date may be adjusted to accommodate transportation requirements  
 IV.A.2. - Adjusted to limit denial on the basis of committing a serious infraction pending the disciplinary process to Category A and B violations  
 Added IV.A.2.a. that the hearing process will be expedited for eligible offenders  
 IV.A.6. - Adjusted to limit denial on the basis of releasing homeless to sex offenders  
 IV.A.8.-11. - Added reasons 10 day release may be denied

**APPROVED:**

Signature on file

\_\_\_\_\_  
**BERNARD WARNER**, Secretary  
 Department of Corrections

8/13/15  
 \_\_\_\_\_  
 Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A.728](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); [DOC 350.200 Offender Transition and Release](#)

**POLICY:**

- I. The Department will ensure that all offenders releasing from a Department facility and/or transferring to community custody are considered for release up to 10 days before Earned Release Date (ERD) on their current commitment(s).
- II. Approval, adjustment, or denial of 10 day release will be based on the offender's assessed risk and compliance with his/her Custody Facility Plan and the recommendation of the Facility Risk Management Team.
- III. An offender will not be released more than 10 days before ERD under this policy.

**DIRECTIVE:**

- I. Eligibility
  - A. All offenders will be eligible for consideration for release up to 10 days before their adjusted ERD, with the exception of:
    1. Offenders sentenced to:
      - a. A mandatory minimum term equal to their ERD,
      - b. Life Without Parole/Release, or
      - c. Death.
    2. Offenders under the release authority of the Indeterminate Sentence Review Board (ISRB).
    3. Community Custody Prison (CCP) Returns, Community Custody Inmate (CCI)/Work Ethic Program (WEP) Terminates, Prison Drug Offender Sentencing Alternative (DOSA) Revokes, or Special Sex Offender Sentencing Alternative (SSOSA) serving original jail time in Prison.
      - a. DOSA revocations resulting from a 762 serious infraction issued before the offender releases to the community on the original sentence will be eligible for 10 day release consideration.
      - b. For violators serving sanctions, adjustments may be made by the Hearing Officer to avoid weekend or holiday releases.

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B. Offenders sentenced to residential DOSA, Family and Offender Sentencing Alternative (FOSA), or SSOSA not under ISRB jurisdiction who are revoked and sent to Prison will be eligible for consideration for release up to 10 days before their adjusted ERD.

C. The Counselor/Community Corrections Officer (CCO) will review eligibility during the classification review conducted per DOC 300.380 Classification and Custody Facility Plan Review, or with sufficient time for processing any required notifications (i.e., usually no later than 60 days before ERD).

## II. Approval

A. Offenders should ordinarily be granted approval for 10 day release unless there are compelling community safety reasons not to do so.

1. If the Community Concerns field in the offender's electronic file indicates "Yes", the Counselor/CCO must contact the Victim Services Program Manager/designee or assigned Community Victim Liaison to determine if compelling community safety reasons exist.

B. Eligible offenders will be approved or denied 10 day release when a release plan has been submitted per DOC 350.200 Offender Transition and Release.

## III. Adjustments

A. The planned release date may be adjusted without approval for the entire 10 day release in order to:

1. Avoid release on a Friday, Saturday, or Sunday or on a holiday, to allow one full working day for reporting/intake.

2. Comply with requirements for notification of law enforcement and victim(s)/witness(es).

3. Address community safety issues.


4. Accommodate:

a. Specific requirements of the offender's approved release plan.

b. Transportation arrangements.

c. Release to a state or veteran's hospital.

d. Release to a detainer per DOC 350.200 Offender Transition and Release.

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#### IV. Denial

A. An offender will be denied 10 day release for any of the following reasons:

1. Found guilty of a Category A serious infraction within 2 years of release
2. Alleged to have committed a Category A or B serious infraction and is pending the disciplinary process
  - a. The hearings process will be expedited for releasing offenders eligible for 10 day release.
3. Being released from an escape conviction that occurred during the current period of incarceration, or prior period of incarceration if the underlying sentence was completed while pending prosecution on the escape
4. Was housed on Intensive Management Status for reasons other than protection within one year of release and was found guilty of an infraction(s) or a new crime for the act which resulted in the placement
5. Release address is not approved or was not provided in sufficient time to notify law enforcement or others as required by law
6. Sex offender releasing homeless
7. Is classified High Violent and has local victim safety concerns in the county of release
8. Mandatory minimum sentence is equal to the ERD
9. Clear and documented risk to community safety
10. Is releasing to the ERD Housing Voucher Program
11. 10 day release would not contribute to establishing an approved, sustainable release plan

#### V. Documentation

A. The Counselor/CCO will document the 10 day release status in a chrono entry in the offender's electronic file, confirm the status by the classification or Offender Release Plan, and document the confirmation in a Release Planning/Issues chrono entry.



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- B. Facilities will establish a local practice to ensure all impacted employees/contract staff are notified of all changes to the 10 day release status.
- C. Upon notification, the Correctional Records Supervisor/designee will update the Release Notification Status screen in the offender's electronic file.

**DEFINITIONS:**

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

**ATTACHMENTS:**

None

**DOC FORMS:**

None