POLICY

LAW ENFORCEMENT NOTIFICATION

REVIEW/REVISION HISTORY:

Effective: 7/21/90
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Revised: 12/20/10
Revised: 10/13/14

SUMMARY OF REVISION/REVIEW:

Numerous changes, including policy title and incorporating notification content from other policies. Read carefully!

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

9/10/14 Date Signed
POLICY

LAW ENFORCEMENT NOTIFICATION

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 9.94A.030; RCW 10.77.145; RCW 43.43.745; RCW 72.01.370; RCW 72.01.375; RCW 72.09.712; RCW 72.66.010; DOC 350.240 Ten Day Release; DOC 420.110 Escorted Leaves, Furloughs, and Special Transports for Offenders; DOC 780.200 Department of Natural Resources Emergency Response Class IV

POLICY:

I. The Department will notify law enforcement of offender releases, escapes, transfers, escorted leaves, furloughs, and Department of Natural Resources (DNR) crews.

DIRECTIVE:

I. Electronic Notifications

A. Except for escorted leaves and DNR crews, employees will make electronic notifications to law enforcement using the appropriate template(s) in the Washington State Patrol Omnixx system.

1. Notifications will list any conditions, including:
   a. Geographical limitations and prohibited locations,
   b. No Contact Orders and any conditions regarding minor children,
   c. Driving prohibitions/limitations,
   d. Prohibited associations (e.g., drug users, gang members, felons),
   e. Restrictions on firearms and other deadly weapons, and/or
   f. Any other condition that would be of interest to law enforcement.

2. Notifications will not include Department administrative requirements (e.g., reporting instructions, Legal Financial Obligations, supervision fees).

3. The Correctional Records Supervisor/designee will make notifications:
   a. At least 35 days before:
      1) Release for offenders convicted of a violent, sex, domestic violence court order violation, or felony harassment offense, when the planned release date has been determined.
      2) Work Release placement or transfer between Work Releases in different counties for victim/witness eligible offenders, with the exception of offenders sentenced for a serious drug offense that is not a Class A offense.
      3) Non-emergency, scheduled furlough for any offender.
b. At least 15 days before release for offenders sentenced for a serious drug offense that is not a Class A offense, if notice was requested in writing and the planned release date has been determined.

c. Upon approval of an emergency furlough for an unescorted deathbed/funeral trip.

1) The notification will include:

   a) Beginning and ending dates and times.
   b) Sponsor name and address.
   c) Hospital or funeral location.

d. On or before release on all other offenders. Lack of notification will not delay the release/transfer for these offenders.

4. A copy of the notification will placed in the offender's central file and scanned into the offender's electronic imaging file.

B. For releases, Work Release placements, transfers between Work Releases in different counties, and approved furloughs, the Correctional Records Supervisor/designee will send a separate electronic notification through the Washington State Patrol Omnixx system to the following, listing the offender's current convictions/sentences:

1. The Chief of Police and County Sheriff in the city/county of the offender's destination, or

2. The Sheriff in the offender's county of conviction if the offender does not have a release address.

C. In the event of an escape, a warrants records employee will also issue an All Points Bulletin (APB) to all law enforcement agencies in Washington State.

1. The APB should include any information that would be of interest to law enforcement or aid in the apprehension of the escapee.

2. Within 24 hours after the Department learns of the recapture of an escapee, a warrants records employee will update all law enforcement agencies that were notified of the escape.

D. A change in release/transfer destination (i.e., change of address) after the original notification will not extend the release/transfer date. A re-notification will be sent to affected law enforcement jurisdictions.
E. A change in the release date due to the loss or restoration of Earned Release Time after the original notification will require a re-notification to affected law enforcement jurisdictions.

II. Notifications for Escorted Leaves

A. Before an offender departs a facility on an approved escorted leave, designated facility employees will notify the Chief of Police and County Sheriff with jurisdiction in the area of the offender’s destination.

III. Notifications for DNR Crews

A. Before departing to an incident, designated employees at each responding facility will provide the Washington State Patrol with:

1. Time of departure
2. Types of vehicles
3. Route and destination with estimated time of arrival
4. Number of offenders

B. Upon arriving at the incident, the Department representative will contact local law enforcement in the county of the incident camp to provide details of Department involvement and the presence of offenders.

1. The following should be contacted, as appropriate:
   a. County Sheriff’s Office
   b. Washington State Patrol
   c. Local Police Department, Jails, and Hospitals

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None