



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/REENTRY

REVISION DATE
11/16/21

PAGE NUMBER
1 of 4

NUMBER
DOC 350.600

POLICY

TITLE
LAW ENFORCEMENT NOTIFICATION

REVIEW/REVISION HISTORY:

- Effective: 7/21/90
- Revised: 1/16/95
- Revised: 5/30/00
- Revised: 12/5/01
- Revised: 2/20/07
- Revised: 3/21/08
- Revised: 3/25/09
- Revised: 12/20/10
- Revised: 10/13/14
- Revised: 5/18/21
- Revised: 11/16/21

SUMMARY OF REVISION/REVIEW:

II.A.1.b. and II.B. - Updated terminology


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

11/2/21

Date Signed

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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 420.110 Escorted Leaves and Furloughs

POLICY:

- I. The Department will notify law enforcement of the following situations regarding individuals under the Department’s jurisdiction:
 - A. Releases
 - B. Escapes
 - C. Transfers
 - D. Escorted leaves
 - E. Furloughs
 - F. Department of Natural Resources (DNR) crews

DIRECTIVE:

- I. General Requirements
 - 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 information messaging 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
 - f. Any other condition that would be of interest to law enforcement
 2. Notifications will not include Department requirements (e.g., reporting instructions, Legal Financial Obligations, supervision fees).
 - B. Before an individual departs a facility on an escorted leave per DOC 420.110 Escorted Leaves and Furloughs, designated facility employees will notify the Chief of Police and county Sheriff with jurisdiction in the area of the individual’s destination.
 - C. Before a DNR crew is dispatched to an incident, designated employees at each sending facility will provide the Washington State Patrol with time of departure,

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types of vehicles, route and destination, estimated time of arrival, and number of incarcerated individuals being dispatched.


1. 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 incarcerated individuals. The following should be contacted, as appropriate:
 - a. County Sheriff's Office
 - b. Washington State Patrol
 - c. Local police department, jails, and hospitals

II. Electronic Notification

A. The Correctional Records Supervisor/designee will make notifications:

1. At least 35 days before:
 - a. Release for individuals convicted of a violent, sex, domestic violence court order violation, or felony harassment offense, when the planned release date has been determined.
 - b. Placement in or transfer between Reentry Centers in different counties for victim/witness-eligible individuals, unless sentenced for a serious drug offense that is not a Class A offense.
 - c. Non-emergency, scheduled furlough for any individual.
2. At least 15 days before release of individuals 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.
3. Upon approval of an emergency furlough for an unescorted deathbed/funeral trip. The notification will include:
 - a. Beginning and ending dates and times
 - b. Sponsor name and address
 - c. Hospital or funeral location
4. On or before release for all other individuals.
 - a. Lack of notification will not delay the release/transfer.

B. For releases, placements in/transfers between Reentry Centers in different counties, and approved furloughs, the Correctional Records Supervisor/designee

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will send a separate notification, including the individual's current convictions/sentences, through the Washington State Patrol information messaging system to the following:

1. The Chief of Police and county Sheriff in the city/county of the individual's destination, or
 2. The Sheriff in the individual's county of conviction if the individual 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 copy of law enforcement notification will be placed in the individual's central file and scanned into the electronic imaging file.

III. Re-Notification

- A. A re-notification will be sent to affected law enforcement jurisdictions when there is a change in:
1. Release/transfer destination (i.e., change of address) after the original notification, which will not extend the release/transfer date.
 2. The release date due to the loss or restoration of Earned Release Time after the original notification.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None