



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

**APPLICABILITY  
FIELD**

REVISION DATE  
8/29/19

PAGE NUMBER  
1 of 8

NUMBER  
DOC 350.750

**POLICY**

TITLE  
**WARRANTS, DETAINERS, AND HOLDS**

**REVIEW/REVISION HISTORY:**

Effective: 10/6/00	Revised: 10/18/10
Revised: 10/25/00	Revised: 5/2/11
Revised: 1/3/03	Revised: 2/13/12
Revised: 1/9/06	Revised: 4/19/12
Revised: 2/14/06 AB 06-002	Revised: 6/1/12
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Revised: 6/18/08 AB 08-015	Revised: 12/6/13
Revised: 8/4/08	Revised: 1/13/16
Revised: 9/23/08 AB 08-025	Revised: 3/29/16
Revised: 9/21/09	Revised: 1/1/19
Revised: 9/1/10	Revised: 8/29/19

**SUMMARY OF REVISION/REVIEW:**


Added I.A. that employees will not engage in or assist with civil immigration enforcement  
Added I.C. that arrests will be conducted per DOC 420.390 Arrest and Search

**APPROVED:**

Signature on file

\_\_\_\_\_  
**STEPHEN SINCLAIR**, Secretary  
Department of Corrections

8/15/19  
\_\_\_\_\_  
Date Signed

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## REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); [DOC 280.530 Supervision Files](#); [DOC 370.380 Community Response Unit \(CRU\)](#); [DOC 380.300 Supervision of Offenders on Conditional Release, Insanity Acquittal, and Supervised Appeal](#); [DOC 380.605 Interstate Compact](#); [DOC 420.390 Arrest and Search](#); [DOC 460.130 Response to Violations and New Criminal Activity](#); [OMNI Violator Management User Manual](#)

## POLICY:

- I. The Department has the authority to issue or request a warrant/detainer for the arrest/detention of offenders who are accused of violating conditions or requirements of supervision/community custody or make themselves unavailable for supervision.
- II. The Department has the authority to issue a hold for known new criminal activity per DOC 460.130 Response to Violations and New Criminal Activity.

## DIRECTIVE:

- I. Responsibility
  - A. Employees will not engage in or assist with civil immigration enforcement to include providing information not available to the public regarding an individual's location or place of birth to Immigration and Customs Enforcement (ICE) or other immigration personnel.
  - B. The following employees can issue/cancel or recommend the issuance/cancellation of warrants, detainers, and holds on offenders supervised by the Department:
    1. Secretary,
    2. Deputy Secretary,
    3. Assistant Secretary,
    4. Regional Administrator,
    5. Field Administrator,
    6. Designated Community Corrections Specialists,
    7. Community Corrections Supervisor (CCS),
    8. Community Corrections Officer (CCO),
    9. Headquarters Duty Officer,
    10. Deputy Compact Administrator, and
    11. Headquarters Warrants Desk, Violator Desk, and Field support personnel, with authorization from one of the listed employees.
  - C. Arrests will be conducted per DOC 420.390 Arrest and Search.

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## II. Document Creation


- A. Arresting or authorized employees will create detainer, warrant, hold, and cancellation documents through the Violator Management screen in the offender's electronic file.
  1. In the event the documents cannot be created through the offender's electronic file, employees will create paper copies and update the electronic file as soon as practical.

## III. Offender Abscond/Failure to Report


- A. An offender is considered to have absconded from supervision if s/he willfully:
  1. Fails to report as directed or makes him/herself unavailable for supervision and a warrant has been issued, unless s/he turns him/herself in to a Department Field Office within 7 days of issuance,
  2. Travels out-of-state in violation of his/her conditions or travel permit and is arrested in the other state for new criminal activity, or
  3. Fails to report within one business day of releasing from a hospital or similar facility following a conditional release.
- B. Before issuing/requesting a warrant for an offender who fails to report as directed or makes him/herself unavailable for supervision, the CCO or an authorized employee will attempt to call the offender and emergency contact, if necessary. Attempts will be documented in the Contacts sections of the offender's electronic file.
- C. Once determined necessary, an authorized employee will issue or request issuance of the appropriate warrant as soon as practical, but no more than 3 business days after determination.
- D. If the offender poses an imminent risk to the community, the CCO or an authorized employee will also refer the offender to the Community Response Unit per DOC 370.380 Community Response Unit (CRU).
- E. The CCO will address all known violation(s) per DOC 460.130 Response to Violations and New Criminal Activity.

## IV. Secretary's Warrant

- A. Authorized employees will issue only one DOC 09-239 Secretary's Warrant to address all of the offender's community custody causes.

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1. A printed copy of the warrant will be placed in the offender's Field file.
- B. A DOC 09-239 Secretary's Warrant will be issued and distributed with DOC 11-005 Wanted Person Entry Request to the:
  1. Headquarters Warrants Unit for processing, and
  2. CCS/designee for a reasonable cause review, which s/he will complete on the Violator Management screen in the offender's electronic file within one business day of the warrant request.
- C. In emergent circumstances, authorized employees may issue a warrant without first attempting to contact the offender by:
  1. Documenting the emergency and the need for immediate issuance of a warrant in the offender's electronic file.
  2. Requesting that the Headquarters Warrants Unit immediately enter the warrant.
  3. Making reasonable attempts to locate the offender within 3 business days of issuance of the warrant.
- D. Unless it is verified through a reliable source that the offender has moved out of the area, employees will attempt to locate the offender at the last known first party residence within 5 business days following the issuance of a Secretary's Warrant. Employees will document all attempts to locate the offender in the Contacts section of the offender's electronic file.
  1. Employees will follow DOC 420.390 Arrest and Search for planned Field arrests.
- E. Warrant Service Area
  1. The warrant service area will be determined based on the offender's risk level classification at the time the warrant was issued, if applicable, and as follows:
    - a. Washington Crime Information Center (WACIC) and National Crime Information Center (NCIC) for nationwide:
      - 1) High Violent offenders,
      - 2) High Violent Property and Drug offenders, or
      - 3) Offenders being supervised out-of-state under the Interstate Compact.

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- b. WACIC and NCIC for Washington, Oregon, and Idaho:
  - 1) High Drug offenders,
  - 2) High Property offenders,
  - 3) High Risk Non-Violent offenders, or
  - 4) Moderate and Low Risk offenders required to register.

- c. WACIC and NCIC for Washington:
  - 1) Moderate and Low Risk offenders not required to register,
  - 2) Community Custody violators within 30 days of completing the Community Custody portion of their sentence,
  - 3) Offenders on supervision for a Washington State misdemeanor conviction only, or
  - 4) From Out-of-State (FOS) offenders who pose an immediate threat to public safety, when the sending state has not issued a warrant.

- F. The CCO or an authorized employee may submit an override request to expand the warrant service area based on the alleged new violation and risk.
  - 1. For offenders under Indeterminate Sentence Review Board (Board) jurisdiction, the employee will provide justification to the Board to expand the warrant service area to nationwide.
    - a. During non-business hours, a section Duty Officer or the Headquarters Duty Officer can expand the warrant area for Board offenders. Any changes to the warrant will be reported to the Board the next business day.
  - 2. For all other offenders, the employee will submit the request to the Field Administrator through the CCS. If the Field Administrator concurs, s/he will forward the request to the Regional Administrator/designee for approval.
  - 3. If the warrant service area is expanded, the employee will notify the Headquarters Warrants Unit.

V. Bench Warrant

- A. Authorized employees will request the issuance of a Bench Warrant from the court using DOC 09-003 Court - Order for Bench Warrant and DOC 09-122 Court - Notice of Violation for offenders under the following jurisdictions:
  - 1. Probation (PRO),

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2. Community Supervision (SUP),
3. Post-Release Supervision (PRS),
4. Insanity Acquittal (IAQ),
5. Supervised appeal (SAP),
6. Special Sex Offender Sentencing Alternative (SCC),
7. Residential Drug Offender Sentencing Alternative (CCD),
8. Misdemeanor causes (MIS), or
9. Family and Offender Sentencing Alternative (CCF).

B. Only the court may quash a Bench Warrant it issues.

#### VI. Detainer


- A. In the absence of a warrant, authorized employees will use DOC 09-325 Order for Arrest and Detention to arrest a non-Board offender for violations when the offender is available.
- B. Authorized employees may issue orders for IAQ and cases on appeal on a case-by-case basis per DOC 380.300 Supervision of Offenders on Conditional Release, Insanity Acquittal, and Supervised Appeal.
- C. Authorized employees will use DOC 09-014 Cancellation of Detainer to cancel a detainer.

#### VII. New Criminal Activity Hold

- A. Authorized employees will use DOC 09-278 New Criminal Activity Hold per DOC 460.130 Response to Violations and New Criminal Activity.
- B. Authorized employees will use DOC 09-301 Cancellation of New Criminal Activity Hold to cancel the hold.

#### VIII. Indeterminate Sentence Review Board (Board) Jurisdiction

- A. Authorized employees will issue DOC 09-191 Board - Order for Arrest & Detention to detain an offender.
- B. Authorized employees will issue DOC 09-191 Board - Order for Arrest & Detention and DOC 11-005 Wanted Person Entry Request to submit to the Headquarters Warrants Desk for an offender who has absconded supervision.
- C. The CCO will address the offender's violation(s) per DOC 460.130 Response to Violations and New Criminal Activity.
- D. Only the Board may cancel DOC 09-191 Board - Order for Arrest & Detention.

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IX. Interstate Compact Jurisdiction


- A. For FOS offenders, an Interstate Compact Offender Tracking System (ICOTS) Violation Report will be submitted per DOC 380.605 Interstate Compact.
- B. A Secretary's Warrant may be issued for a FOS offender as outlined in this policy.

X. Contact by Law Enforcement

- A. When notified by law enforcement that an offender has been arrested for a new offense or has violated a condition of supervision, a Department employee will:
  - 1. Immediately notify the CCO and CCS via email. If notified during non-business hours, the Headquarters Warrants Unit will contact the section Duty Officer.
  - 2. Document the information received in the offender's electronic file, including law enforcement's contact information, the date, and who was notified of the information.
- B. When notified that law enforcement has had contact with an offender that did not result in an arrest, a Department employee will immediately notify the CCO and CCS via email, and document the information received in the offender's electronic file, including law enforcement's contact information, the date, and who was notified of the information.

XI. Warrant Caseloads

- A. When a DOC 09-239 Secretary's Warrant is issued, the file will be maintained by the office that last supervised the offender.
- B. A Bench Warrant or Secretary's Warrant will remain active on the CCO's caseload for 60 days from the date of issuance, after which the file will be transferred to a warrant caseload per DOC 280.530 Supervision Files.
  - 1. Field Administrators may identify catchment areas to maintain warrant cases after 60 days from the date of issuance.
- C. The Headquarters Warrants Unit will validate active warrants on an annual basis.
- D. The CCS will review the warrant caseload per DOC 280.530 Supervision Files.

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**DEFINITIONS:**

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Catchment Area. Other words/terms appearing in this policy may also be defined in the glossary.

**ATTACHMENTS:**

None

**DOC FORMS:**

- [DOC 09-003 Court - Order for Bench Warrant](#)
- [DOC 09-014 Cancellation of Detainer](#)
- [DOC 09-122 Court - Notice of Violation](#)
- [DOC 09-191 Board - Order for Arrest & Detention](#)
- [DOC 09-239 Secretary's Warrant](#)
- [DOC 09-278 New Criminal Activity Hold](#)
- [DOC 09-301 Cancellation of New Criminal Activity Hold](#)
- [DOC 09-325 Order for Arrest and Detention](#)
- [DOC 11-005 Wanted Person Entry Request](#)