



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**FIELD**

REVISION DATE  
10/9/24

PAGE NUMBER  
1 of 4

NUMBER  
**DOC 380.240**

**POLICY**

TITLE

**FIELD WORK PROTOCOLS**

**REVIEW/REVISION HISTORY:**

Effective: 8/25/04  
 Revised: 9/19/05  
 Revised: 10/15/08  
 Revised: 7/10/09  
 Revised: 2/20/12  
 Revised: 9/1/14  
 Revised: 7/3/20  
 Revised: 10/9/24

**SUMMARY OF REVISION/REVIEW:**


Updated terminology throughout  
 Policy Statement I., Directive I.A., II.A.1., III.A., III.C, - Adjusted language for clarification  
 II.B.1. - Removed unnecessary language  
 II.B.1.a., III.A.2., III.B. - Added language for clarification  
 Added II.C.1.-4. minimum documentation requirements  
 Added III.D.4. that employees will notify the section Duty Officer if field work is necessary after hours

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
 Department of Corrections

09/27/24  
 \_\_\_\_\_  
 Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; DOC 280.500 Records Management for Individuals; DOC 380.200 Supervision of Individuals in the Community; DOC 410.220 Firearms Program - Community Corrections (RESTRICTED); DOC 420.390 Arrest and Search

**POLICY:**

- I. The Department has authorized employees to conduct field work as part of their official duties. All field work will be conducted in a professional and courteous manner.

**DIRECTIVE:**


- I. General Requirements
  - A. The following Community Corrections employees may participate in field work:
    1. Community Corrections Officers
    2. Community Corrections Supervisors (CCSs)
    3. Community Corrections Specialists
    4. Other employees authorized by the Assistant Secretary for Community Corrections/designee
  - B. While conducting field work, employees will identify themselves as Department employees and provide Department identification upon request.
- II. Field Work
  - A. Field work will be used:
    1. To verify activities and monitor compliance of supervision conditions for individuals supervised in the community,
    2. To apprehend individuals on warrant status,
    3. To conduct health and welfare checks,
    4. To conduct assigned investigations, and
    5. As part of joint law enforcement activities while working with other agency collaborators in an official capacity.
  - B. Residence Visits

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1. Residence visits involve Department employees entering the premises where an individual resides to monitor compliance with supervision, including visual inspection of all areas the individual has exclusive or joint control/access.
  - a. Inspections will be plain view examinations unless the employee develops a reasonable suspicion during the inspection, supporting a search per DOC 420.390 Arrest and Search.
  - b. Residence visits will be conducted at reasonable times and only as frequently as is necessary for proper supervision per DOC 380.200 Supervision of Individuals in the Community.
- C. Employees will document all field work in the individual's electronic file within one business day per DOC 280.500 Records Management for Individuals. Documentation will include, at a minimum:
  1. Address or location of the contact
  2. Names of those contacted
  3. Safety concerns and/or risk related behaviors
  4. A summary of the interactions/supervision activities during the contact

### III. Field Safety

- A. Employees should conduct field work with a partner whenever possible.
  1. Employees who have not completed the Community Corrections Academy will not conduct field work without a partner.
  2. Prior to performing field work, employees will review the Safety Concerns and Behavior banners in the individual's electronic file for potential mental health and/or safety issues.
- B. Employees will not use their personal vehicles for field work with supervised individuals.
- C. Employees performing field work will have the following Department-issued equipment:
  1. Communication device (e.g., cellular phone, radio)
  2. Office and emergency telephone numbers
  3. Badge and identification card
  4. Personal protective equipment
  5. Handcuffs

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6. Firearm equipment for authorized employees per DOC 410.220 Firearms Program - Community Corrections (RESTRICTED).
- D. Employees will complete an itinerary schedule before leaving the office.
1. Employees conducting field work will notify the CCS/designee whenever there is a deviation from the original itinerary.
  2. The CCS/designee must be available for contact whenever employees are conducting field work.
  3. Employees will notify the CCS/designee when they have completed field work for the day.
  4. If field work is necessary after hours, employees will notify the section Duty Officer.

**DEFINITIONS:**

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

**ATTACHMENTS:**

None

**DOC FORMS:**

None