REVIEW/REVISION HISTORY:

Effective: 7/17/03
Revised: 7/31/06
Revised: 7/31/07
Revised: 9/24/08
Reviewed: 6/12/09
Revised: 12/26/11
Revised: 2/3/14

SUMMARY OF REVISION/REVIEW:

II.C. - Adjusted language for clarification

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

12/30/13
Date Signed
REFERENCES:

DOC 100.100 is hereby incorporated into this policy; ACA 1B-03; ACA 1B-04; DOC 420.325 Searches and Contraband for Work Release

POLICY:

I. The Department will provide support for Work Release offenders to maintain gainful employment, including offender use of personal vehicles, when approved as part of the Custody Facility Plan.

DIRECTIVE:

I. Approval

A. An offender may request to use a privately owned vehicle when it is essential for completion of his/her Custody Facility Plan. Use must be approved by the Community Corrections Supervisor (CCS) and meet the following criteria:

1. The offender’s work site is not accessible by public transportation and no other means of transport (e.g., carpool, ride with coworker, transport by family member) is feasible, or use of public transportation requires an excessive amount of time as determined by the CCS.

2. The offender is the registered owner of the vehicle.

3. The offender produces proof of adequate liability insurance coverage in conformance with state statutes. [1B-04]

4. The offender has a valid Washington State driver's license with appropriate endorsements. [1B-03]

5. The offender has adequate earnings, after deductions for room and board and Legal Financial Obligations, to pay operating costs, vehicle maintenance, insurance coverage, and parking.

6. The offender does not have a crime of conviction related to motor vehicles.

B. The offender will be legally and financially responsible for all costs incurred for vehicle operation and maintenance, as well as traffic and parking fines, and damage to property or vehicle.
C. An offender may request to use a privately owned vehicle for the purpose of obtaining a Washington State driver's license. Use must be approved by the CCS.

1. The offender will take the driving exam in an approved vehicle.

II. Vehicle Use

A. Offenders will use privately owned vehicles for legitimate employment purposes only. Offenders will not use privately owned vehicles while on social outings or Point-to-Point Passes, unless approved for the purpose of obtaining a Washington State driver’s license.

B. Offenders will operate vehicles in a responsible and safe manner and comply with all Washington State traffic laws and regulations.

C. Employees/contract staff will secure the offender's vehicle keys when the vehicle is not being used for approved purposes.

D. Vehicles are subject to search per DOC 420.325 Searches and Contraband for Work Release.

III. Notification

A. Offenders must immediately notify the CCS when a traffic violation or vehicle accident occurs.

B. The CCS will re-evaluate approval for personal vehicle use upon receipt of the notification.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None