 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/WORK RELEASE/FIELD</b> <b>OFFENDER MANUAL</b>		
	<b>REVISION DATE</b> 11/12/15	<b>PAGE NUMBER</b> 1 of 9	<b>NUMBER</b> <b>DOC 390.585</b>
	<b>TITLE</b> <b>COMMUNITY PARENTING ALTERNATIVE</b>		

**REVIEW/REVISION HISTORY:**

Effective: 7/25/11  
Revised: 3/1/12  
Revised: 3/24/14  
Revised: 11/12/15

**SUMMARY OF REVISION/REVIEW:**

I.B.2. - Added that offenders with a current conviction for a crime against a child are ineligible for CPA  
I.C. - Adjusted that DOSA offenders and offenders with a current conviction for felony driving under the influence will be eligible for participation 6 months to ERD  
Added II.A.1. on referral prioritization  
III.A.2., V.E., VIII.C., and X.B. - Adjusted language for clarification  
III.B.5. and V.C.1. - Added clarifying information  
Added IV.A.4. that cases denied by the committee will not proceed and there is no appeal  
VII.B. and VIII.A. - Added form references  
Added Section IX. on escapes

**APPROVED:**

Signature on file


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**DAN PACHOLKE**, Secretary  
Department of Corrections

11/4/15  


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Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/WORK RELEASE/FIELD</b> <b>OFFENDER MANUAL</b>		
	<b>REVISION DATE</b> 11/12/15	<b>PAGE NUMBER</b> 2 of 9	<b>NUMBER</b> <b>DOC 390.585</b>
	<b>TITLE</b> <b>COMMUNITY PARENTING ALTERNATIVE</b>		

## REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); [DOC 200.000 Trust Accounts for Offenders](#); [DOC 280.525 Records Management](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); [DOC 310.000 Orientation for Offenders](#); [DOC 350.200 Offender Transition and Release](#); [DOC 380.450 Electronic Monitoring](#); [DOC 380.540 Personal Vehicle Use by Offenders](#); [DOC 380.600 In-State Transfers for Community Offenders](#); [DOC 420.380 Drug/Alcohol Testing](#); [DOC 460.135 Disciplinary Procedures for Work Release](#); [DOC 550.100 Offender Grievance Program](#); [DOC 650.035 Medications for Transfer and Release](#); [CPA Offender Handbook](#); [Offender Grievance Program Manual](#); [Records Retention Schedule](#); Support Guide

## POLICY:

- I. The Secretary may transfer an offender from Prison to home detention, for no more than the final 12 months of his/her sentence, if it is determined that the Department's Community Parenting Alternative (CPA) is an appropriate placement and in the best interest of the offender's minor child(ren).
- II. For the purposes of this policy, minor child means a biological or adopted child of the offender who is under age 18 at the time of the offender's current offense.

## DIRECTIVE:

- I. Eligibility
  - A. An offender may be eligible for CPA if s/he:
    1. Is serving a sentence where the high end of the range is greater than one year,
    2. Has no current sex or violent conviction(s),
    3. Is not subject to a deportation detainer or order and will not become subject to a deportation order during the period of the sentence,
    4. Signs all release of information forms, and
    5. Meets one of the following criteria:
      - a. Has physical or legal custody of a minor child,

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<p>APPLICABILITY <b>PRISON/WORK RELEASE/FIELD OFFENDER MANUAL</b></p>		
	<p>REVISION DATE 11/12/15</p>	<p>PAGE NUMBER 3 of 9</p>	<p>NUMBER <b>DOC 390.585</b></p>
	<p>TITLE <b>COMMUNITY PARENTING ALTERNATIVE</b></p>		

- b. Has a proven, established, ongoing, and substantial relationship with his/her minor child that existed prior to the commission of the current offense, or
- c. Is a legal guardian of a child that was under the age of 18 at the time of the current offense.

B. Offenders will not be eligible for CPA if s/he:

- 1. Was sentenced under the Family and Offender Sentencing Alternative (FOSA) and has been revoked and sent to Prison,
- 2. Has a current conviction for vehicular homicide or a crime against a child,
- 3. Has an open felony detainer, or
- 4. Was denied FOSA participation at the time of sentencing by the court and CCO.
  - a. Exceptions may be considered for offenders who have served a minimum of 2 years in Prison after sentencing.

C. Offender sentenced under the Drug Offender Sentencing Alternative (DOSA) and offenders with a current conviction for felony driving under the influence will be eligible for participation 6 months to Earned Release Date (ERD).


II. Referral

A. Referrals to CPA may be made within 18 months of the ERD as follows:

- 1. Referrals will be prioritized by date received and ERD.
- 2. The Counselor may submit a referral to the Parenting Program Manager/designee.
- 3. The offender may submit DOC 21-473 Offender's Kite to the Counselor, who will forward the request to the Parenting Program Manager.
- 4. The offender's family may contact the offender's Counselor and/or the Parenting Program Manager.
- 5. The Department of Social and Health Services (DSHS) may contact the FOSA Administrator and/or Parenting Program Manager.

B. Referrals must be accompanied by the following forms signed by the offender:

- 1. DOC 02-363 Addendum to Release of Information,

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/WORK RELEASE/FIELD</b> <b>OFFENDER MANUAL</b>		
	<b>REVISION DATE</b> 11/12/15	<b>PAGE NUMBER</b> 4 of 9	<b>NUMBER</b> <b>DOC 390.585</b>
	<b>TITLE</b> <b>COMMUNITY PARENTING ALTERNATIVE</b>		

2. DOC 14-029 Chemical Dependency/Mental Health/Criminal Justice System Multi-Party Authorization for Release of Information, and
3. [DSHS 17-063 Authorization](#).

### III. Screening

A. If all requirements are met, the Parenting Program Manager will:


1. Interview the offender.
2. Forward the signed forms to the DSHS Children's Administration and Division of Behavioral Health and Recovery.
3. If there is tribal involvement, forward the referral information to the applicable tribe.
4. Gather other information which may affect the decision (e.g., history of domestic violence, prior criminal history, visitation, programming).
5. Develop DOC 02-366 Community Parenting Alternative Transfer Plan and assign the investigation to a Community Corrections Officer (CCO).

B. The CCO will conduct a home visit and complete the following:


1. Provide the Support Guide and CPA Offender Handbook,
2. Verify that an independent, operable telephone line exists or will be installed prior to placement of the offender in the home,
3. Have the Sponsor sign DOC 02-369 Search Waiver for Community Parenting Alternative, and
4. Forward the home visit information to the Parenting Program Manager.
5. Complete DOC 05-370 Request for Criminal History Record Information WASIS/NCIC III Check NCIC/WACIC Check for all adult household members.

### IV. Placement Consideration

A. The Parenting Program Manager will forward the screening packet to the CPA Screening Committee for review. The committee will meet monthly and make recommendations for each referral.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<p>APPLICABILITY <b>PRISON/WORK RELEASE/FIELD OFFENDER MANUAL</b></p>		
	<p>REVISION DATE 11/12/15</p>	<p>PAGE NUMBER 5 of 9</p>	<p>NUMBER <b>DOC 390.585</b></p>
	<p>TITLE <b>COMMUNITY PARENTING ALTERNATIVE</b></p>		

1. The committee will include the FOSA Administrator and/or Parenting Program Manager and other professionals/retirees/volunteers with experience in child welfare, family dynamics, and/or transitional services.
    - a. Each committee member will sign a confidentiality statement.
  2. The CPA Screening Committee will assist in determining if the offender's placement in the program is in the best interest of the child.
  3. If the committee recommends approval, the screening packet will be forwarded to the Assistant Secretary for Community Corrections.
  4. If the committee recommends denial, the case will not proceed, and there is no appeal.
- B. If the Assistant Secretary for Community Corrections recommends approval, s/he will forward the screening packet to the Secretary.
1. The Secretary's decision is final and not subject to appeal.
- C. A referral may be denied by the FOSA Administrator, the CPA Screening Committee, the Assistant Secretary for Community Corrections, or the Secretary. If a referral is denied:
1. The Parenting Program Manager/designee will document the reason for denial in the offender's electronic file,
  2. The Counselor will inform the offender, and
  3. The CCO will inform the involved family members.
- V. Admission
- A. No more than the final 12 months of the offender's term of confinement may be served in CPA.
  - B. The Parenting Program Manager/designee will:
    1. Initiate the Transfer Order in Offender Management Network Information (OMNI).
    2. Notify Classification to finalize transport.
    3. Communicate CPA orientation information to the offender, both orally and in writing. At a minimum, the review will include:

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<p>APPLICABILITY <b>PRISON/WORK RELEASE/FIELD OFFENDER MANUAL</b></p>		
	<p>REVISION DATE 11/12/15</p>	<p>PAGE NUMBER 6 of 9</p>	<p>NUMBER <b>DOC 390.585</b></p>
	<p>TITLE <b>COMMUNITY PARENTING ALTERNATIVE</b></p>		

- a. DOC 02-362 Community Parenting Alternative Standard Rules, Offender Grievance Program Handout,
- b. Electronic Monitoring instructions and equipment use, and
- c. The CPA Offender Handbook and acknowledgment of receipt.

C. Headquarters classification employees will:

1. Finalize the transport.
2. Provide a copy of the Transfer Order to the Regional Correctional Records Supervisor/designee.

D. Regional correctional records employees will:

1. Notify Offender Accounts of the approval to initiate account closure.
2. Alert Health Services to prepare release medications per DOC 650.035 Medications for Transfer and Release.

E. The CCO will conduct an intake, which will cover the information outlined in DOC 310.000 Orientation for Offenders and include a review of the following forms:

1. DOC 02-361 Conditions of Community Parenting Alternative,
2. DOC 02-364 Community Parenting Alternative Daily Itinerary,
3. DOC 02-368 Community Parenting Alternative Home Visitor Log, and
4. DOC 02-370 Community Parenting Alternative Orientation Checklist to acknowledge receipt of orientation.

F. The assigned CCO will transport the offender to his/her approved residence.

1. The minor child may accompany his/her parent during transport with prior approval from the FOSA Administrator or Parenting Program Manager.


G. The CCO will complete DOC 02-381 Community Parenting Alternative Case Management Plan within 30 days of orientation.

VI. Program Requirements

A. Offenders will be placed on electronic monitoring at the Department's expense.

B. The offender will be confined to the approved residence for a substantial portion of each day, with the balance of the day spent in the community. Only the CCO may authorize changes to the schedule for reasons including, but not limited to:

1. Child related activities,
2. Employment,
3. Education,

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<p>APPLICABILITY <b>PRISON/WORK RELEASE/FIELD OFFENDER MANUAL</b></p>		
	<p>REVISION DATE 11/12/15</p>	<p>PAGE NUMBER 7 of 9</p>	<p>NUMBER <b>DOC 390.585</b></p>
	<p>TITLE <b>COMMUNITY PARENTING ALTERNATIVE</b></p>		

4. Treatment,
5. Offender programming (e.g., Partners in Parenting, Moral Reconciliation Therapy, Strengthening Families),
6. Medical appointment,
7. Contact with the CCO, and
8. Other approved outings identified by the CCO.

VII. Phase Advancement and Monitoring


- A. The CCO will supervise the offender and complete contacts per Attachment 1.
- B. The offender will advance through CPA phases based on length of enrollment and compliance with DOC 02-361 Conditions of Community Parenting Alternative and DOC 02-362 Community Parenting Alternative Standard Rules.

VIII. Violations

- A. The CCO will respond to violations of the electronic monitoring schedule, DOC 02-361 Conditions of Community Parenting Alternative, and DOC 02-362 Community Parenting Alternative Standard Rules per DOC 460.135 Disciplinary Procedures for Work Release.
  1. DOC 02-379 Community Parenting Alternative Order of Suspension, Arrest, and Detention will be used to detain an offender pending a hearing. Hearings will be held at the nearest Field Office.
- B. If the offender is found guilty of a major infraction, s/he will be reduced by one program phase for a minimum of 30 days.
- C. Hearings records employees will update the Prison Discipline screen in the offender's electronic file, to include any earned release time.
- D. Records employees will update the earned time in the offender's electronic file monthly.


IX. Escape

- A. An offender will be deemed to have escaped when:
  1. S/he fails to return to the designated place of confinement,
  2. S/he leaves the approved residence without authorization, or
  3. His/her whereabouts are unknown for a period of 24 hours.
- B. In the event of an escape, the CCO will attempt to locate the offender by contacting:

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<p>APPLICABILITY <b>PRISON/WORK RELEASE/FIELD</b> OFFENDER MANUAL</p>		
	<p>REVISION DATE 11/12/15</p>	<p>PAGE NUMBER 8 of 9</p>	<p>NUMBER <b>DOC 390.585</b></p>
	<p>TITLE <b>COMMUNITY PARENTING ALTERNATIVE</b></p>		

1. Local jail(s) and hospital(s).
  2. The Washington State Patrol, to ensure the offender is not at the residence and to verify if the electronic monitoring device has been removed.
  3. The sponsor/family member(s).
- C. If the offender is not located, the CCO will contact the Warrants Desk and request an escape warrant be issued.
- X. Termination
- A. The FOSA Administrator may at any time re-classify an offender to total confinement if the circumstances of placement create a risk to the community, offender, child, or family, or if the offender:
    1. Self-terminates, or
    2. Fails to maintain CPA Program placement requirements (e.g., no longer has viable housing options, medical condition, financial hardship, failing to maintain an operable telephone line).
  - B. The Counselor will initiate the Custody Facility Plan upon return to Prison.
- XI. Release
- A. The CCO will complete the Offender Release Plan at least 60 days before the ERD for notification and/or investigation purposes.
  - B. Within 30 days of the ERD, records employees will send the CCO DOC 02-243 Notice to Offender or other release documents per DOC 350.200 Offender Transition and Release.
  - C. Upon the offender's Projected Release Date, the CCO will have the offender sign DOC 20-311 Order of Release and associated documents received from Records, and update the offender's electronic file.
  - D. The CCO will send the originally signed DOC 20-311 Order of Release and associated documents to the Regional Records unit within 3 business days of release and place copies in the offender file.
  - E. The CCO will forward the offender file to Headquarters for retention per the Records Retention Schedule.
- XII. Support Guide and CPA Offender Handbook



 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>PRISON/WORK RELEASE/FIELD</b> <b>OFFENDER MANUAL</b>		
	<b>REVISION DATE</b> 11/12/15	<b>PAGE NUMBER</b> 9 of 9	<b>NUMBER</b> <b>DOC 390.585</b>
	<b>TITLE</b> <b>COMMUNITY PARENTING ALTERNATIVE</b>		

- A. The FOSA Administrator and/or Parenting Program Manager will review and update the Support Guide and CPA Offender Handbook at least annually.

**DEFINITIONS:**

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

**ATTACHMENTS:**

[Community Parenting Alternative \(CPA\) Phase Requirements and Minimum Contact Standards \(Attachment 1\)](#)

**DOC FORMS:**

- [DOC 02-243 Notice to Offender](#)
- [DOC 02-358 Community Parenting Alternative Employer Letter](#)
- [DOC 02-361 Conditions of Community Parenting Alternative](#)
- [DOC 02-362 Community Parenting Alternative Standard Rules](#)
- [DOC 02-363 Addendum to Release of Information](#)
- [DOC 02-364 Community Parenting Alternative Daily Itinerary](#)
- [DOC 02-366 Community Parenting Alternative Transfer Plan](#)
- [DOC 02-368 Community Parenting Alternative Home Visitor Log](#)
- [DOC 02-369 Search Waiver for Community Parenting Alternative](#)
- [DOC 02-370 Community Parenting Alternative Orientation Checklist](#)
- [DOC 02-379 Community Parenting Alternative Order of Suspension, Arrest, and Detention](#)
- [DOC 02-381 Community Parenting Alternative Case Management Plan](#)
- [DOC 05-370 Request for Criminal History Record Information WASIS/NCIC III Check NCIC/WACIC Check](#)
- [DOC 14-029 Chemical Dependency/Mental Health/Criminal Justice System Multi-Party Authorization for Release of Information](#)
- [DOC 20-311 Order of Release](#)
- [DOC 21-473 Offender's Kite](#)