POLICY

ESCAPE FROM WORK RELEASE

REVIEW/REVISION HISTORY:

Effective: 1/9/06
Revised: 12/19/06
Revised: 3/21/08
Revised: 4/30/09
Revised: 1/10/11
Revised: 8/1/15

SUMMARY OF REVISION/REVIEW:

Replaced Work Release Escape Response Checklist form with policy attachment
II.A.1.a. - Added count and facility walkthrough to escape procedures
II.B. and III.A.1. - Adjusted language for clarification

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

6/24/15
Date Signed
REFERENCES:

DOC 100.100 is hereby incorporated into this policy; ACA 2A-12; DOC 390.300 Victim Services; DOC 400.100 Incident and Significant Event Reporting

POLICY:

I. Offender escapes will be processed and reported promptly. [2A-12]

DIRECTIVE:

I. Preparedness

A. DOC 05-116 Offender Intake Information and photographs to positively identify each offender will be maintained in the duty station.

II. Response

A. When an offender cannot be accounted for and cannot be located, employees/contract staff will immediately initiate escape procedures.

1. Escape procedures will include: [2A-12]

   a. Conducting a count and completing a walkthrough of the entire facility to the offender is not in the building.
   
   b. Calling and/or visiting the offender’s last known location, including his/her employer.
   
   c. Calling all local hospitals near the offender’s last known location.
   
   d. Calling the local jails.
   
   e. Calling all known family, friends, and associates listed on DOC 05-116 Offender Intake Information and approved visitors/sponsors.
   
   f. Interviewing other offenders at the facility, if available/appropriate.
   
   g. Gathering information from facility employees/contract staff.
   
   h. Calling Warrants Unit at Headquarters to report the escape.

   1) Work Release employees/contract staff will notify the Warrants Unit if the offender is a community custody violator. A warrants employee will immediately enter the warrant as a community custody escape from Work Release.
i. Notifying local law enforcement and the Community Response Unit, per local procedure.

j. Reporting the escape and completing a report in the Incident Management Reporting System (IMRS) per DOC 400.100 Incident and Significant Event Reporting.

k. Completing the Work Release Escape Response Checklist (Attachment 1).

B. The assigned Community Corrections Officer (CCO) will complete an escape packet and forward to Records, which will maintain in the offender’s central file. Records will submit a copy of the packet to the local Prosecutor’s Office per the local agreement to request escape charges be filed.

C. If the offender has a pending or approved release address, the assigned CCO will be notified of the escape.

III. Follow-Up

A. When the offender is returned to custody:

1. Employees/contract staff will complete a follow-up report in IMRS per DOC 400.100 Incident and Significant Event Reporting.

   a. If an offender returns to custody within one hour, and a warrant has already been entered, the Community Corrections Supervisor/Work Release Duty Officer may cancel the warrant by emailing the Warrants Unit at DOCRecordsHQWarrants@doc.wa.gov.

2. The offender will be infracted, and good time may be denied.

DEFINITIONS:

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

ATTACHMENTS:

Work Release Escape Response Checklist (Attachment 1)

DOC FORMS:

DOC 05-116 Offender Intake Information
DOC 21-021 Observation Report
DOC 21-917 Incident Report