



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
WORK RELEASE
OFFENDER MANUAL

REVISION DATE
1/14/14

PAGE NUMBER
1 of 6

NUMBER
DOC 300.550

POLICY

TITLE
MONITORING GRADUATED COMMUNITY ACCESS

REVIEW/REVISION HISTORY:

Effective: 7/26/04
 Revised: 12/7/06
 Revised: 1/18/08
 Revised: 12/26/08
 Revised: 10/30/09
 Revised: 2/13/12
 Revised: 1/14/14

SUMMARY OF REVISION/REVIEW:

I.E. - Adjusted that offenders in compliance with their Custody Facility Plan may be allowed outings with approved sponsors
 III.C.1.c. - Adjusted that offenders must remain major infraction free for 60 days to qualify for Step III
 IV.A. - Removed time limit for sanctions to the previous step
 V.C.2. - Added clarifying language

APPROVED:

Signature on file

BERNARD WARNER, Secretary
 Department of Corrections

12/5/13

 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [WAC 137-56-140](#); [ACA 2A-11](#); [ACA 4C-11](#); [ACA 5A-14](#); [ACA 6A-02](#); [ACA 6D-01](#); [ACA 6D-02](#); [DOC 310.000 Orientation for Offenders](#); [DOC 320.145 Violator Confinement in Department Facilities](#); [DOC 450.310 Visits and Social Outings for Work Release Offenders](#)

POLICY:

- I. The Department recognizes the need to monitor offender activities in order to enhance community safety. Offenders in Work Release will be allowed community access based on time in the facility, progress in meeting plan objectives, personal behavior, and risk to the public. [5A-14]
- II. [6D-01] [6D-02] Community access allows offenders to participate in restorative justice by taking responsibility for their actions and giving back to the community through work. This allows them to pay restitution and satisfy court obligations, such as fines and court costs, and donate community service hours. Offenders are encouraged to make restitution to the victims of their crimes or to the community for past behavior.
- III. Rap House/Lincoln Park Work Release will follow procedures for graduated community access tailored to the specialized needs of its population. These procedures are documented at the facility and are approved annually by the Statewide Programs/Work Release Administrator.
- IV. Work Release offenders who are sanctioned to Work Release for community custody violations will be managed per DOC 320.145 Violator Confinement in Department Facilities.

DIRECTIVE:

- I. General Requirements
 - A. Work Release offenders will only be allowed supervised access to the community until they have completed orientation per DOC 310.000 Orientation for Offenders.
 - B. Work Release employees/contract staff will monitor and document the offender's location per the pass or schedule/plan approved by the Community Corrections Officer (CCO).
 - C. Increased access to the community will be based on a 3 step program. This program does not affect an offender's religious service, medical treatment, law library, court, or attorney access. However, if an offender is suspected of

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committing an infraction, s/he may be restricted to the facility pending the outcome of the investigation.

- D. An offender's advancement to a higher step may occur automatically when the expectations are met.
- E. After demonstrated successful compliance with their Custody Facility Plan, offenders may be allowed outings with approved sponsors per DOC 450.310 Visits and Social Outings for Work Release Offenders. [2A-11]
- F. Employees/contract staff will provide input on the offender's accomplishments, compliance with expectations, and demonstration of positive behavior.

II. [2A-11] Approvals

A. Point-to-Point Pass

- 1. DOC 20-109 Point-to-Point Pass will be used only for approved personal business (e.g., access to courts/law library/attorney, health and dental care, programs, religion) that cannot be accomplished in another manner. [4C-11] [6A-02] Offenders will be encouraged to conduct the majority of their business on social outings.
 - a. [6A-02] DOC 20-109 Point-to-Point Pass may be approved for use only between the hours of 7:00 a.m. and 10:00 p.m. and will not exceed 2 hours duration, excluding travel time.
 - 1) For medical purposes, the Community Corrections Supervisor (CCS)/designee may extend the 2 hour limit or grant written permission for a Point-to-Point Pass for a period outside the 7:00 a.m. to 10:00 p.m. timeframe.
- 2. The CCS may design a Pre-approved Pass System for routine business, which may include check cashing or a store run.

B. Job Search Pass

- 1. DOC 20-103 Job Search Pass will be used when an offender is seeking employment.
 - a. DOC 20-103 Job Search Pass will not exceed 8 hours duration, including travel time. After 4 hours, the offender must contact and/or return to the facility.

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2. The CCS will establish the facility procedure to monitor and verify offender job search activities, including employee/contract staff responsibilities.

C. Offender Schedule/Plan

1. Any recurring activity exceeding 2 hours will be scheduled using DOC 20-102 Offender Schedule/Plan. [6A-02]
2. The CCS will establish facility procedures for CCOs and contract staff in the event an offender's approved return time needs to be extended.

- D. The CCO/designee will verify the offender's compliance through personal contact, written contact, written documentation, or sales receipts. Telephone contact may be used after the initial in-person confirmation.

III. Step Advancement Process

A. Step I

1. The offender is placed in Step I upon completion of the facility orientation.
2. Privileges for Step I are:
 - a. Point-to-Point passes, as needed to conduct essential business.
 - b. Approved visitors per DOC 450.310 Visits and Social Outings for Work Release Offenders.

B. Step II

1. To qualify for Step II, the offender must, at a minimum:
 - a. Maintain employment and/or accredited educational programming a minimum of 32 hours per week.
 - b. Have a Legal Financial Obligation (LFO) schedule established, if applicable.
 - c. Successfully participate in all facility program requirements and comply with the Custody Facility Plan.
 - d. Have remained major infraction free, including violations that resulted in a Stipulated Agreement, for the past 30 days.
2. Privileges for Step II are:
 - a. Point-to-Point passes.

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- b. Approved social outing time per DOC 450.310 Visits and Social Outings for Work Release Offenders, up to 20 hours a week.
- c. Other privileges established by the CCS.

C. Step III

- 1. To qualify for Step III, the offender must, at a minimum:
 - a. Maintain employment and/or accredited educational programming a minimum of 40 hours per week.
 - b. Be current in his/her payments toward Cost of Supervision, LFOs, any Community Services Revolving Fund (CSRF) loans, and room and board.
 - c. Have remained major infraction free, including violations that resulted in a Stipulated Agreement, for the past 60 days.
 - d. Meet facility program requirements and comply with the Custody Facility Plan.
- 2. Privileges for Step III are:
 - a. Point-to-Point passes.
 - b. Approved social outing time per DOC 450.310 Visits and Social Outings for Work Release Offenders, up to 30 hours per week.
 - c. Other privileges established by the CCS.

IV. Major Violation Step Reduction

- A. When an offender admits to or is found guilty of a major infraction through the hearing or Stipulated Agreement process, s/he will be returned to the previous step as part of the sanction, unless otherwise noted by the Hearing Officer.
- B. The offender must re-apply for step advancement. When eligible, as determined by the Classification Committee, the offender may move through the step system.

V. Employment

- A. Work Releases will develop and maintain a list of approved employers who have been oriented regarding Work Release rules related to offender employment.
 - 1. When an offender secures employment, the CCO/designee will confirm employment, review DOC 16-043 Work Release - Employer Letter, and

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follow-up by mailing or faxing the letter to the employer within 5 working days of the start of employment.

2. For new employers who are not on the approved list, the CCO/designee will complete an in-person contact at the job site within 10 working days of the start of employment. The CCO/designee will discuss the content of DOC 16-043 Work Release - Employer Letter with the employer.
- B. The CCO will approve an offender's job and work schedule before the offender begins employment with employers not on the approved list. Contract staff may approve employment with approved employers within parameters established by the CCS/designee.
- C. [2A-11] Required employer contacts are as follows:
1. The CCO/designee will contact each employer on the approved list by telephone at least once per month if there is an offender(s) currently employed at the location.
 2. Unless otherwise specified in the Custody Facility Plan, the CCO will conduct in-person visits at least:
 - a. Once a month at the employment site of new employers, and
 - b. Every other month for employers on the approved list if there is an offender(s) currently employed at the location.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

- [DOC 16-043 Work Release - Employer Letter](#)
- [DOC 20-102 Offender Schedule/Plan](#)
- [DOC 20-103 Job Search Pass](#)
- [DOC 20-109 Point-to-Point Pass](#)