



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
REENTRY/FIELD
FACILITY/SPANISH MANUAL

REVISION DATE
8/9/23

PAGE NUMBER
1 of 3

NUMBER
DOC 380.540

POLICY

TITLE
VEHICLE USE IN PARTIAL CONFINEMENT

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
- Revised: 11/25/20
- Revised: 11/16/21
- Revised: 8/9/23

SUMMARY OF REVISION/REVIEW:

Applicability and title change
 Policy statement I. and Directive II.A.4 - Added clarifying language
 I.A., I.E., I.F., II.A.3., and II.B. - Adjusted language for clarification
 I.C.2. and II.A.1. - Removed language for clarification
 Added II.A.1.b. that individuals must have authorization to use an employer owned vehicle
 Added II.A.4.b. that the CCS may approve an individual with pending charges
 Added II.C. that the CCS will document approval/denial

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

7/7/23
 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; DOC 420.325 Searches in Reentry Centers; DOC 420.390 Arrest and Search; DOC 420.555 Key Control for Work/Training Release (RESTRICTED)

POLICY:

- I. The Department has established guidelines for incarcerated individuals to use vehicles not owned by the Department while housed in partial confinement.

DIRECTIVE:

- I. General Requirements
 - A. Individuals may request to use personally owned vehicles for approved purposes using DOC 02-371 Personal Vehicle Use Authorization.
 - B. Individuals may request to use employer owned vehicles for legitimate employment purposes using DOC 02-024 Employer Vehicle Use Authorization.
 - C. Individuals will operate vehicles in a responsible and safe manner, comply with all traffic laws and regulations, and be legally and financially responsible for any costs incurred for vehicle operation and maintenance, including traffic/parking fines and damage to property/others.
 1. Individuals must immediately notify the case manager when a traffic violation or vehicle accident occurs.
 2. The Community Corrections Supervisor (CCS) will reevaluate approval for vehicle use upon receipt of the notification.
 - D. Vehicles are subject to search per DOC 420.325 Searches in Reentry Centers or DOC 420.390 Arrest and Search.
 - E. When the vehicle is parked at a Reentry Center, vehicle keys will be secured per DOC 420.555 Key Control for Work/Training Release (RESTRICTED).
 - F. The case manager will require individuals to maintain and document each authorized use on DOC 02-022 Partial Confinement Mileage Log. The log will be provided to the case manager upon request.
- II. Approval
 - A. Vehicle use must be approved by the CCS and the individual must:

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1. Be the registered owner of the vehicle unless approval is documented on:
 - a. DOC 02-371 Personal Vehicle Use Authorization to use an immediate family member/friend's vehicle, or
 - b. DOC 02-024 Employer Vehicle Use Authorization to use an employer owned vehicle.
2. Provide proof of adequate liability insurance coverage in compliance with state statutes.
3. Have a valid driver's license unless the individual is approved vehicle use to obtain a Washington State driver's license (e.g., driving with a permit, driving test, driving school).
4. Not have a current crime of conviction involving driving a motor vehicle.
 - a. This does not include driving while license suspended/revoked.
 - b. The CCS may approve an individual with pending charges.
- B. In Reentry Centers, space may be limited for parking a vehicle.
- C. The CCS will document approval/denial using DOC 02-371 Personal Vehicle Use Authorization or DOC 02-024 Employer Vehicle Use Authorization.
 1. Use may be denied by the CCS if the individual is not following the conditions and expectations.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Immediate Family, Partial Confinement. Other words/terms appearing in this policy may also be defined in the glossary section.

ATTACHMENTS:

None

DOC FORMS:

- DOC 02-022 Partial Confinement Mileage Log
- DOC 02-024 Employer Vehicle Use Authorization
- DOC 02-371 Personal Vehicle Use Authorization