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REVISION DATE 5/13/24

PAGE NUMBER 1 of 4 NUMBER **DOC 380.650** 

TITLE

### **POLICY**

## TRAVEL FOR INDIVIDUALS SUPERVISED IN THE COMMUNITY

#### **REVIEW/REVISION HISTORY:**

Effective: 8/1/00 Revised: 4/11/03 Revised: 8/1/04 Revised: 1/19/07

Revised: 11/7/07 AB 07-032

Revised: 8/4/08 5/22/09 Revised: Revised: 11/22/10 Revised: 4/6/15 1/9/18 Revised: 1/26/21 Revised: Revised: 11/22/21 Revised: 5/13/24

#### **SUMMARY OF REVISION/REVIEW:**

Policy Statement I., Directive II.A.1., and II.A.3.b. - Adjusted language for clarification I.B. & C. - Added clarifying language I.B.1. & 2. and II.A.3. - Removed unnecessary language

#### **APPROVED:**

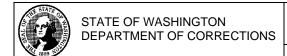
Signature on file

4/8/24

CHERYL STRANGE, Secretary

**Department of Corrections** 

Date Signed



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#### **REFERENCES:**

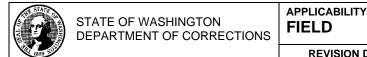
DOC 100.100 is hereby incorporated into this policy; <u>RCW 9A.44.130</u>; DOC 380.605 Interstate Compact

#### **POLICY:**

- I. The Department has established guidelines for monitoring travel and movement in the community by individuals on community supervision.
- II. For Interstate Compact and individuals traveling as part of a request to transfer supervision out of state, travel requests will be handled per DOC 380.605 Interstate Compact.

#### DIRECTIVE:

- I. General Requirements
  - A. Individuals must have an approved and signed DOC 01-085 In-State Travel Permit before traveling outside their county of residence.
    - 1. Travel may be approved on an ongoing basis to meet an individual's needs (e.g., travel for employment, education, treatment).
    - 2. In-State travel permits to a proposed residence/county will only be issued while an In-State Transfer Request is pending investigation and permission has been granted in advance by the sending and receiving Community Corrections Supervisors.
  - B. The following individuals only require permission to travel in-state when there are geographic restrictions:
    - 1. Individuals with a Risk Level Classification of Lower Felony Risk that are not required to register.
    - 2. Individuals under Indeterminate Sentence Review Board (Board) jurisdiction.
      - a. If imposed by the Board, travel requires Board approval before the individual may travel.
  - C. Case managers may authorize eligible individuals to travel out of state for up to 31 days by issuing DOC 05-546 Out-of-State Travel Permit.



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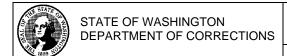
- 1. Travel is prohibited outside of the 50 United States, District of Columbia.

  American Somoa, United States Virgin Islands, Guam, Puerto Rico, and Northern Mariana Islands.
- D. Travel information will be documented in the individual's electronic file.

#### II. Responsibilities

- A. Case managers will ensure:
  - 1. The individual's electronic file is reviewed and/or updated before a travel permit is issued, to include:
    - a. Review of the Safety Concerns banner.
    - b. If an individual has a Victim Wraparound or Community Concerns flag, the case manager will:
      - 1) Review the Victim Safety Plan and confirm that the travel will not compromise the plan, and
      - 2) Communicate with the Community/Board Victim Liaison.
  - 2. Verification of the individual's travel plans.
  - 3. For sex offenders confirmed to be a Level 3 risk level, including those under Board jurisdiction, requesting to travel with a stay over 24 hours:
    - A request will be made to investigate the destination address by contacting the appropriate Assignment Coordinator, who will assign the contact in the individual's electronic file for completion within 7 days.
    - b. The case manager from the receiving county may conduct Field contacts to the approved destination address.
      - 1) The occupants of the destination address must allow the case manager access or travel will be denied.
    - c. The case manager will instruct the individual to report to the office nearest the destination address via kiosk and/or the Duty Officer within one business day of arrival.

#### **DEFINITIONS:**



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# TRAVEL FOR INDIVIDUALS SUPERVISED IN THE COMMUNITY

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

**ATTACHMENTS:** 

None

**DOC FORMS:** 

DOC 01-085 In-State Travel Permit DOC 05-546 Out-of-State Travel Permit