



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P. O. Box 41126 • Olympia, Washington 98504-1126

July 26, 2021

TO: Community Corrections Staff

FROM: Mac Pevey, Assistant Secretary [Signature on file]
Community Corrections Division

SUBJECT: Operational Changes in Response to COVID-19 (*Revised*)

This memo supersedes the memo dated March 19, 2020 with the same subject line.

Since the beginning of the pandemic, the Department has been working closely with the Department of Health and other state agencies in developing plans to maintain the health and safety of our staff as well as those under our supervision. We have now entered the next phase of the response as we begin to expand some operations via our updated [Safe Start Corrections Plan](#).

I know you are probably eagerly awaiting how a re-opening plan for the Community Corrections Division (CCD) will look and how it will balance the response to COVID-19 as well as community and staff safety. The work of CCD staff in our communities is invaluable and the following operational changes allow CCD to return to doing more of our primary functions while also keeping people healthy and safe. These operational changes are effective September 1, 2021.

Contact Standards and Supervision Activities:

Contact standards resume in accordance with [DOC 380.200 Community Supervision of Offenders](#). If a supervised individual has suspected or confirmed COVID-19 and a monthly contact is still required, the Community Corrections Officer (CCO) will staff a resolution with their Community Corrections Supervisor (CCS). As you would in any case, please thoroughly document your observations and case management activities.

Office Contacts:

Monthly office contacts with supervised individuals, collaterals, and service providers resume to contact standards dictated by policy. During this phase of Safe Start Corrections, at the discretion of a CCO, based on a supervised individual's demonstrated compliance and needs, a telephonic and/or video conference may substitute for an office visit.

When face to face contacts are conducted, the current protocols specific to Personal Protective Equipment (PPE), cleaning, masking, and social distancing will be followed. Please avoid mass unscheduled report days. We should look towards scheduling the contacts with each individual if possible, given the need to maximize social distancing towards enhancing the health safety of all those who visit or work in the office. Polygraphs are allowed with the use of proper PPE.

Field Work:

Field work resumes in accordance with [DOC 380.200 Community Supervision of Offenders](#). When field work is conducted, the current protocols specific to PPE, cleaning, masking, and social distancing will be followed. Staff will always be masked while completing field work, including while in a DOC vehicle with a partner.

Transports:

Staff are permitted to perform transports in instances where we have initiated the arrest. The current protocols specific to PPE, cleaning, masking, and social distancing will be followed. In the event a CCD violator is suspected to be or confirmed COVID-19 positive as determined by a medical practitioner, staff will contact the HQ Nurse Desk immediately and follow current PPE protocols.

Responses to law enforcement to meet for a transfer of custody following a law enforcement-initiated arrest remain suspended. We will continue the practice of not assuming hospital watches at the request of law enforcement.

Travel for Supervised Individuals:

Travel restrictions for supervised individuals are hereby lifted. Travel may be granted by case managers that aligns with [DOC 380.650 Travel for Individuals Supervised in the Community](#).

Violation Response:

Statewide violator capacity remains low. CCD staff are encouraged to utilize community based sanction options and mitigate violation responses per [DOC 460.130 Response to Violations and New Criminal Activity](#) when appropriate. CCS(s) are encouraged to consider violator capacity when approving/denying the arrest of a supervised individual, in line with policy requirements.

Warrant Apprehension Activities:

Five (5) day warrant checks as specified in [DOC 350.750 Warrants, Detainer and Holds](#) remain suspended, as this is not a statutorily driven activity and statewide violator capacity remains low. It also subjects our staff to high risk and potentially unhealthy environments. Additionally,

organized warrant sweeps within field offices are suspended until further notice. Warrant apprehensions may be conducted with pre-planning and prior CCS authorization.

Community Work Crews:

The operation of our community-based work crews resume with limited capacity. Work crew activities are restricted to outdoor, open air sites (litter crews, landscaping, etc.). The current protocols specific to PPE, cleaning, masking, and social distancing will be followed.

Cognitive Behavioral Interventions:

Thinking for a Change (T4C) resumes with a student cap of 12 at select locations able to obtain and maintain social distancing for the duration of the class. Locations where the current space does not allow for proper social distancing are encouraged to work with their CCS to attempt to locate programming space outside their department office. The current protocols specific to PPE, cleaning, masking, and social distancing will be followed.

Drug Testing:

Urinalysis (UA) testing for drugs/alcohol resumes according to policy. Oral swab testing is authorized if not safe to conduct a UA. Breathalyzer testing resumes according to policy and is the preferred method for alcohol testing. Current agency PPE protocols will be utilized while conducting drug testing.

Telework:

Reduced allowances for telework, maximum 1 day per week. Opportunities to telework will be informed by the need to maintain operations within our field offices and the work. Protections for high risk employees will continue to be evaluated.

Best Practices:

Staff are still encouraged to be proactive and practice universal precautions at all times.

- Stay home when you're sick. This is very important for all illnesses, but especially for the duration of a respiratory illness.
- Wash your hands and use alcohol-based sanitizer frequently.
- Avoid touching your mouth, nose and eyes with unwashed hands.
- Cover your coughs and sneezes by coughing into your elbow or a tissue.
- Frequently clean and disinfect high-touch and common surfaces.
- Enhance social distancing (more than 6 feet)
- Stay away from people who are sick.

- If you have coronavirus symptoms, i.e. fever, cough and shortness of breath, contact your health care provider about what your next steps may be. Please also notify your supervisor and/or Human Resources so the agency can take any necessary steps.

Your CCD Leadership Team is meeting by Microsoft Teams regularly during this time and adjustments to these operations will be made as the situation evolves. If you have questions about any of these items or other concerns, please staff those questions with your supervisor and, if necessary, send them to the [DOC COVID19](#) mailbox.

Please continue to take care of yourself and your family during these rather exceptional times. Your personal safety and wellness are important.

MP:md;jlr

cc: Executive Strategy Team
Kecia Rongen, ISRB Chair
Lori Olsen, Area Human Resource Manager
Amy King, Labor Relations Consultant
Jamison Roberts, Emergency Operations Unit Manager
Billie Peterson, Policy Program Manager
Ton Johnson, WFSE Labor Advocate
DOC Joint Information Center
DOC Nurse Desk
DOC Covid19 Mailbox