



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
REENTRY/FIELD
FACILITY/SPANISH MANUAL

REVISION DATE
1/1/26

PAGE NUMBER
1 of 6

NUMBER
DOC 460.135

POLICY

TITLE
**BEHAVIOR MANAGEMENT FOR PARTIAL
CONFINEMENT**

REVIEW/REVISION HISTORY:

- Effective: 7/31/06
- Revised: 7/31/07
- Revised: 1/19/10
- Revised: 9/3/10
- Revised: 5/2/11
- Revised: 12/1/12
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- Revised: 7/1/14
- Revised: 1/12/15
- Revised: 1/8/16
- Revised: 3/29/16
- Revised: 5/24/16
- Revised: 1/1/26

SUMMARY OF REVISION/REVIEW:

Major changes to align with WAC 137-56-110 and removing content covered by another Department policy. Read carefully!


APPROVED:

Signature on file

TIM LANG, Secretary
Department of Corrections

12/31/25

Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY REENTRY/FIELD FACILITY/SPANISH MANUAL		
	REVISION DATE 1/1/26	PAGE NUMBER 2 of 6	NUMBER DOC 460.135
	TITLE BEHAVIOR MANAGEMENT FOR PARTIAL CONFINEMENT		

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); [RCW 72.09.130](#); [RCW 72.09.500](#); [WAC 137-24](#); [WAC 137-48-020](#); [WAC 137-56](#); DOC 300.010 Behavior Observations; DOC 320.100 Indeterminate Sentence Review Board; DOC 350.100 Earned Release Time; DOC 420.080 Escape from Partial Confinement (RESTRICTED); DOC 450.500 Language Services for Limited English Proficient Individuals; DOC 460.140 Hearings and Appeals; DOC 470.150 Confidential Information; DOC 580.655 Drug Sentencing Alternative

POLICY:

- I. The Department has established guidelines for behavior intervention strategies (i.e., incentives, progressive accountability measures, and formal disciplinary process) to treat individuals fairly and encourage positive behavioral outcomes.

DIRECTIVE:

- I. General Requirements
 - A. Individuals will have access to disciplinary rules, policies, and procedures, including rights and responsibilities, prohibited behavior, and disciplinary action.
 1. Rules, conditions, and expectations will be published in the handbook.
 - B. Individuals are responsible for their own behavior and will be held accountable when violating rules and regulations.
 - C. Individuals will not be subject to corporal or unusual punishment, humiliation, mental abuse, or interference with the daily functions of living (e.g., eating, sleeping).
 - D. Behavior intervention strategies will encourage positive behavior in alignment with the Department's mission and vision. The following will be considered when determining interventions:
 1. Mental health
 2. Case plan compliance
 3. Crime of conviction and disciplinary record
 4. Risk of re-offending and community safety
 5. Adjustment to partial confinement
 6. Employee/contract staff recommendations
- II. Behavior Incentives and Adjustments

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY REENTRY/FIELD FACILITY/SPANISH MANUAL		
	REVISION DATE 1/1/26	PAGE NUMBER 3 of 6	NUMBER DOC 460.135
	TITLE BEHAVIOR MANAGEMENT FOR PARTIAL CONFINEMENT		

- A. Employees/contract staff may document an individual's behavior per DOC 300.010 Behavior Observations or in the individual's electronic file.
 - 1. The Incentive Guidelines located on the Department's internal website may be used to encourage positive behavior.

- B. When possible, negative behavior that does not result in a serious violation should be addressed as an onsite adjustment. Adjustments may include, but are not limited to:
 - 1. Community service,
 - 2. Case plan updates (e.g., increased contact requirements, treatment, employment/programming, coaching), and
 - 3. Writing assignment/art project (e.g., activity journal, calendar planning).

III. Serious Violation Response

- A. Employees/contract staff who observe or become aware of an act of misconduct that constitutes a serious violation per WAC 137-56-110 will complete DOC 20-437 Partial Confinement Serious Violation Report, including a description of the incident and clearly stating how the specific rule(s) was violated.
 - 1. Reports will be submitted at the earliest opportunity but no more than 2 business days after determining a violation may have occurred and should be reviewed with the supervisor before submission.
 - 2. Violations of the DOSA program will follow the violation process per DOC 580.655 Drug Sentencing Alternative.
 - 3. A violation report must be written against the accused for substantiated Prison Rape Elimination Act allegations.
 - 4. Confidential information will be handled per DOC 470.150 Confidential Information.
 - 5. The Reentry Center Manager (RCM)/Community Corrections Supervisor (CCS)/designee will review the violation report for accuracy by end of shift.
 - a. Designee must be a Sergeant/Community Corrections Officer (CCO) 3 or higher rank.



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
REENTRY/FIELD
FACILITY/SPANISH MANUAL

REVISION DATE
1/1/26

PAGE NUMBER
4 of 6

NUMBER
DOC 460.135

POLICY

TITLE
**BEHAVIOR MANAGEMENT FOR PARTIAL
CONFINEMENT**

- B. The CCO/Corrections Specialist (CS)/RCM/CCS will serve the violation report within one business day of discovering the violation behavior if the individual has been placed in total confinement or on facility restriction.
- C. The CCO/CS will investigate the alleged violation behavior within 2 business days of determining a violation(s) occurred and ensure evidence exists before serving DOC 20-437 Partial Confinement Serious Violation Report.
- D. If the individual admits to committing the serious violation, the behavior may be addressed using:
 - 1. DOC 09-226 DOC Jurisdiction Only Notice of Violation/Stipulated Agreement in lieu of a full administrative hearing within 5 business days of the investigation findings.
 - a. The Stipulated Agreement will:
 - 1) Not be used to impose loss of good conduct or earned time.
 - 2) List the specific actions/measures to address or repair the harm done by the behavior, including specific timeframe requirements, and
 - 3) Be approved by the Reentry Center Manager/Parenting Program Supervisor.
 - b. The CCO/Community Parenting Alternative CS will document the Stipulated Agreement as a chronological entry in the individual's electronic file.
 - c. A violation report must be completed if the individual fails to comply with the terms of a Stipulated Agreement.
 - 2. DOC 11-001 Negotiated Sanction, which may include recommending loss of good conduct time. Negotiated sanctions will not be used:
 - a. For active Prison DOSA causes to address violations of the DOSA program per DOC 580.655 Drug Sentencing Alternative.
 - b. When recommending termination from partial confinement.
- E. If more than one violation arises out of a single incident, the CCO/CS will only recommend a sanction for the most serious violation category.



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
REENTRY/FIELD
FACILITY/SPANISH MANUAL

REVISION DATE
1/1/26

PAGE NUMBER
5 of 6

NUMBER
DOC 460.135


POLICY

TITLE
**BEHAVIOR MANAGEMENT FOR PARTIAL
CONFINEMENT**

- F. The Indeterminate Sentence Review Board (Board) will be immediately notified for individuals under Board jurisdiction with a scheduled release date and have committed a serious violation per DOC 320.100 Indeterminate Sentence Review Board.
- G. When an individual cannot be accounted for and cannot be located, the violation process will not begin until the individual returns to custody.
 - 1. Employees/contract staff will follow escape response procedures, including local prosecution, per DOC 420.080 Escape from Partial Confinement (RESTRICTED).

IV. Negotiated Sanction/Full Hearing Process

- A. The CCO/CS will:
 - 1. Serve the violation report and DOC 09-230 Partial Confinement Notice of Allegations, Hearing, Rights, and Waiver no later than 5 business days from the date of the investigation findings and 24 hours before the hearing.
 - 2. Ensure supporting evidence and the following applicable documents are completed and forwarded to the RCM/CCS for review to determine if the violation will be heard at a hearing within 48 hours of service:
 - a. DOC 09-186 Order of Suspension, Arrest and Detention,
 - b. DOC 09-230 Partial Confinement Notice of Allegations, Hearing, Rights, and Waiver, and
 - c. DOC 20-437 Partial Confinement Serious Violation Report or DOC 11-001 Negotiated Sanction.
 - 3. Document alleged violations on the Prison Discipline screen in the individual's electronic file.
 - 4. Use the Hearings Preparation Checklist located on the Department's internal website, if needed.
- B. The CCO/CS/designee will:
 - 1. Contact the Hearings Records Unit to schedule the hearing.
 - a. The Hearings Records Unit will notify the CCO/CS/designee of the hearing date and location within one business day of the request.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY REENTRY/FIELD FACILITY/SPANISH MANUAL		
	REVISION DATE 1/1/26	PAGE NUMBER 6 of 6	NUMBER DOC 460.135
	TITLE BEHAVIOR MANAGEMENT FOR PARTIAL CONFINEMENT		

- b. When possible, disciplinary reviews/hearings should be held in the facility/local Field Office where the alleged violation(s) occurred.
 - 2. Arrange availability of witness(es) and/or statements, if applicable.
 - 3. Schedule interpretation services per DOC 450.500 Language Services for Limited English Proficient Individuals, if needed.
- C. Hearings will be conducted per DOC 460.140 and Appeals.
 - 1. If the individual is transferred before a hearing is conducted, the assigned CCO/CS will forward the violation report and packet to the presenting CCO/CS.
 - 2. Upon a guilty finding, appropriate sanctions will be imposed per Sanction Guidelines (Attachment 1).
 - a. The Hearing Officer is authorized to suspend a sanction or impose a suspended sanction, if appropriate. Mandatory sanctions cannot be suspended or revoked.
 - b. Loss of earned release time will comply with DOC 350.100 Earned Release Time.

DEFINITIONS:

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

ATTACHMENTS:

Sanction Guidelines (Attachment 1)

DOC FORMS:

- DOC 09-186 Order of Suspension, Arrest and Detention
- DOC 09-226 DOC Jurisdiction Only Notice of Violation/Stipulated Agreement
- DOC 09-230 Partial Confinement Notice of Allegations, Hearing, Rights, and Waiver
- DOC 11-001 Negotiated Sanction
- DOC 20-437 Partial Confinement Serious Violation Report