



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

December 31, 2015

TO: Community Corrections Staff

FROM: Anmarie Aylward, Assistant Secretary
Community Corrections Division

A handwritten signature in black ink, appearing to read "Anmarie Aylward".

SUBJECT: Sentence Recalculated Offender Arrest and Notification Protocols

Many of you have been involved in arrest activities resulting from the sentence recalculated offenders. The following protocols have been established to clarify the steps to take in these sentence recalculated offender arrests.

- For offenders on supervision, CCD Headquarters will identify offenders who need to be returned to serve remaining prison time. The assigned Community Corrections Officer (CCO) will be notified and will take steps arrest the offender.
 - On the day of notification, the CCO will direct the offender to report. If the offender has been identified as a potential furlough candidate, the CCO will follow the furlough protocol.
 - If the offender fails to report as directed, the CCO will attempt to locate the offender at the offender's residence.
 - If the offender is unable to be located, the CCO will issue a [DOC 09-294 Secretary's Warrant](#)-Escape from Prison or Work Release. The warrant will be forwarded to the Warrants Desk and to [DOC CRU Referrals](#).
 - OMNI chronological entries for the activities related to the steps to address the error of the offender's release in error and return to prison or release to furlough will include the chrono type of miscellaneous group (GU).
- When a CCO makes an arrest, s/he will notify the DOC Warrants Desk at (360) 725-8888. If the arrest is on a Secretary's Warrant, the CCO will request that the warrant be cleared.
- Warrants staff will direct the CCO on where to transport the offender. If a facility is not already determined, warrants staff will make the necessary notifications to have one identified. This may involve a brief wait as they confer with the Nurse Desk and classification staff, however we have been assured that determinations will be made swiftly to avoid prolonged waits with offenders in custody.

"Working Together for SAFE Communities"

Sentence Recalculated Offender Arrest and Notification Protocols

December 31, 2015

Page 2

- Once a facility is determined, the CCO will transport the offender to the identified facility.
 - For transports to a Department Prison or Work Release, the CCO will notify facility staff upon arrival that the offender is being readmitted to serve remaining Prison time. No paperwork is required.
 - For transports to a jail, the CCO will complete a [DOC 09-325 Order for Arrest and Detention](#), unless the offender is being apprehended on a Secretary's Warrant, in which case the DOC Warrants Desk will provide the facility a copy of the warrant. If the offender will remain at the jail to serve his/her remaining time, the DOC Violator Desk will provide the release date to the offender's assigned CCO, who will complete a [DOC 09-014 Cancellation of Detainer](#) and distribute it to the jail.

Statewide, Community Response Unit (CRU) Supervisors, Specialists and their law enforcement partners have been involved in apprehending offenders on Secretary's Warrant. CRU will continue with the current process to clear a warrant by contacting the Warrants Desk and will transport to the nearest jail for booking.

You can direct any questions regarding this process to [CCD Questions](#). Additionally, you can find more information on our [iDOC site](#) or the [external site](#). Thank you for your continued hard work and dedication.

AA:aw.md

cc: Dan Pacholke, Secretary
Jody Becker-Green, Deputy Secretary
Jeanette Dixon, Labor Relations Consultant
Senior Leadership Team