



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P. O. Box 41101 • Olympia, Washington 98504-1101

December 27, 2015

TO: Field Administrators
Community Corrections Division

FROM: Anmarie Aylward, Assistant Secretary
Community Corrections Division

SUBJECT: Furlough Memo

As stated in Secretary Pacholke's Arrest Protocol on the recalculation of remaining prison time regarding King Decision Memo dated December 24, 2015, upon review and verification, cases will be considered for possible application of furlough option. The Assistant Secretary for Community Corrections is named designee and has authority to approve furlough for these cases.

Headquarters staff will identify cases that may be considered for furlough. For those identified cases, the furlough application materials will be sent electronically to the Section Field Administrator, Community Corrections Supervisor (CCS) and Community Corrections Officer (CCO) prior to notification to arrest. This process will be ongoing as additional cases are identified.

Once the offender has been arrested, the case has been reviewed and is being considered as a furlough applicant, the CCO will notify the offender and assist in developing a Furlough Plan (DOC 01-007), which includes the following:

- The offender must complete and sign the DOC 01-007, Furlough Application and Plan.
- If offender is employed, confirmation of employment (i.e. paycheck stub) is necessary as part of the furlough plan.
- The Furlough Plan must also include a furlough sponsor. Sponsors must know responsibilities of the individual's furlough plan and must sign the attached revised DOC 09-164 Responsibilities of Furlough Sponsors.
- The offender must complete and sign DOC 09-071, Order of Furlough.

Once completed and signed, the Furlough Plan and required forms must be approved by the CCS, Section FA and then electronically sent to Assistant Secretary Anmarie Aylward for final approval. Once the plan is approved or denied by the Assistant Secretary, it will be electronically returned to the CCO to issue to the offender, as quickly as possible.

As part of the furlough plan, the offender must carry the papers with him or her for the extent of the furlough period. DOC will issue the offender a Furlough Card detailing the offender's name and time frame for furlough. Again, by law, the card must be in possession of the person at all times.

Upon approval of furlough, the Assistant Secretary will notify DOC's Victim Services and Statewide Records.

When an offender is on furlough, should the CCO become aware of a violation, law provides that furloughs may be revoked or modified. In those cases, the CCO will suspend the furlough if there is reasonable cause to believe the offender violated a term of the furlough, "pending the determination of the secretary whether the furlough should be revoked." The arrested offender will return to Prison.

For offenders currently in prison to serve their remainder confinement time due to calculation error *In re King*, Assistant Secretary Anmarie Aylward will forward the necessary documents to the Classification Counselor and the Correctional Unit Supervisor for completion of the Furlough Plan. Transition onto furlough will be approved by Assistant Secretary of Community Corrections. Furloughed offenders will report to the identified CCO and serve the period of their Furlough in the community.

AA:md

Attachment #1 – Furlough Protocol Process

DOC 01-007 – Furlough Application and Plan

DOC 09-164 - (Revised) Responsibilities of Furlough Sponsors

DOC 09-071 – Order of Furlough

cc: Dan Pacholke, Secretary

Jody Becker-Green, Deputy Secretary

Stephen Sinclair, Assistant Secretary, Prisons

Keri Waterland, Assistant Secretary, Offender Change

Dianne Ashlock, Senior Administrator – Programs

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