



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/WORK RELEASE**  
OFFENDER MANUAL

REVISION DATE  
3/1/12

PAGE NUMBER  
1 of 7

NUMBER  
**DOC 350.300**

**POLICY**

TITLE  
**MUTUAL RE-ENTRY PROGRAM**

**REVIEW/REVISION HISTORY:**

Effective: 2/28/89  
 Revised: 9/1/92  
 Revised: 12/8/04  
 Revised: 7/9/07  
 Revised: 7/9/08  
 Revised: 3/1/10  
 Revised: 3/1/12

**SUMMARY OF REVISION/REVIEW:**

Numerous changes. Read carefully!

**APPROVED:**

Signature on file

\_\_\_\_\_  
**BERNARD WARNER**, Secretary  
 Department of Corrections

1/30/12  
 \_\_\_\_\_  
 Date Signed

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## REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); [RCW 9.95](#); [RCW 72.04A](#); [RCW 72.09.050](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); [DOC 300.500 Work Release Screening](#); [DOC 320.100 Indeterminate Sentence Review Board \(ISRB\)](#); [DOC 350.200 Offender Transition and Release](#); [DOC 350.500 End of Sentence Review/Sexually Violent Predator Civil Commitment](#)

## POLICY:

- I. The Department has established a re-entry planning process for offenders committed for Murder 1, continuously confined for 10 years or more, or otherwise identified as needing a more structured transition to lower levels of custody, whether committed to a determinate or indeterminate sentence. This policy is not intended to give an offender any expectation of, or right to, placement in a minimum security facility, even if s/he meets all requirements as outlined in this policy.

## DIRECTIVE:

- I. Criteria
  - A. An offender who meets the following criteria must have an approved Mutual Re-entry Plan (MRP) to transition through lower levels of custody:
    1. Serving a sentence for Murder 1, or
    2. Under the jurisdiction of the Indeterminate Sentence Review Board (ISRB) and found conditionally parolable pursuant to a hearing approximately 36 months prior to the Parole Eligibility Release Date (PERD) under RCW 9.95.100.
  - B. An offender sentenced under the Sentencing Reform Act (SRA) or Offender Accountability Act (OAA) may be referred to the Headquarters Community Screening Committee (HCSC) for MRP development consideration if:
    1. S/he has been continuously confined for 10 years or more, and
    2. The multidisciplinary Facility Risk Management Team (FRMT), after reviewing the offender's risks, needs, and incarceration history, has concerns about camp and/or Work Release suitability.
  - C. In addition, the offender must:
    1. Be eligible for Minimum 3 custody per DOC 300.380 Classification and Custody Facility Plan Review.

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2. Have served his/her mandatory term.

D. An offender who meets the above criteria may decline to participate.

1. An offender will not be infraacted or lose Good Conduct Time/Earned Time for refusing to participate.

2. If an offender refuses to participate, the release process will follow DOC 350.200 Offender Transition and Release.

3. An offender under ISRB jurisdiction will be referred back to the ISRB.

## II. Development

A. MRP development will begin no earlier than 48 months prior to the offender's Earned Release Date (ERD) (i.e., the offender's 4 year review).

1. For ISRB cases, the plan will be submitted to the Headquarters MRP Coordinator within 60 days of receiving notice that the ISRB has found the offender conditionally parolable.

2. When possible, the Custody Facility Plan should be submitted to the HCSC approximately 42 months prior to ERD or PERD.

B. The Counselor will work with the offender to develop the MRP and will:

1. Identify and cultivate support of community sponsor(s) or family who may be release resources or advocates.

2. Collaborate with medical and mental health staff to determine the offender's needs and how those needs impact placement.

3. Ensure the offender criminal conviction record is completed accurately.

4. Submit End of Sentence Review referral per DOC 350.500 End of Sentence Review/Sexually Violent Predator Civil Commitment.

5. Identify an appropriate facility with programming to address risk and needs areas assessed as moderate or high in the Offender Needs Assessment.

6. Identify the offender's other programming needs.

7. Contact Victim Services to obtain or determine victim and community concerns in the re-entry planning process.

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- a. Victim services staff will work with community stakeholders and the ISRB to provide input for the Custody Facility Plan.
- C. The plan will not exceed 36 months in duration unless the HCSC or ISRB has cited reasons for an extension.
- D. The Counselor will document the proposed MRP in the Offender Management Network Information (OMNI) Custody Facility Plan. The plan will:
1. Summarize the offender's risk level and needs.
  2. Identify programming to address the offender's risk and needs identified in the Offender Needs Assessment and target custody and facility placement(s).
  3. Address the offender's need for Work Release placement in order to develop a viable release plan.
  4. Identify other services needed to assist the offender in successful re-entry/transition.
  5. Include, at a minimum, the following standard conditions to mitigate risk and address offender needs:
    - a. Incur no major/minor infractions. Any infractions will be immediately reported to the Headquarters Community Screening Committee and/or the Indeterminate Sentence Review Board, as applicable.
    - b. Follow the directions and recommendations of your Classification Counselor, Community Corrections Officer, and/or Facility Risk Management Team, to include:
      - 1) Successfully participate in available work, education, and treatment program(s)/interventions to address areas of higher risk/needs,
      - 2) Submit to random urinalysis or breathalyzer testing,
      - 3) Seek and maintain a full-time work assignment/employment,
      - 4) Work with the assigned staff to develop an Offender Release Plan, and

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- 5) Participate in available voluntary offender programs that address other re-entry/transition needs.
  6. Address any other expectations for conduct regarding infractions and other behavior.
  - E. The Counselor will contact the proposed facilities to request screening by the facility Correctional Program Manager (CPM) or Community Corrections Supervisor (CCS).
    1. Work Releases may conditionally accept an MRP, provided the offender is eligible at the time of transfer.
  - F. The multidisciplinary FRMT will review the MRP with the offender and make appropriate recommendations and changes.
  - G. The Custody Facility Plan will be forwarded to the CPM and/or CCS for each facility targeted in the plan.
    1. The CPM/CCS may place additional conditions to be imposed as a condition of acceptance.
    2. The CPM/CCS at the final destination as outlined in the MRP will forward the plan to the Headquarters MRP Coordinator.
- III. Review and Approval
- A. The Headquarters MRP Coordinator/designee will review all recommended MRPs and refer appropriate cases to the HCSC.
    1. If the Headquarters MRP Coordinator determines the MRP does not meet the criteria specified in this policy or any prior expectations required by the HCSC or MRP Staffing Committee, s/he may deny the plan and return it to the facility for further development.
  - B. The HCSC will:
    1. Include an ISRB representative to review the MRP for an offender who is under ISRB jurisdiction.
    2. Review the MRP and:
      - a. Refer the plan back to the facility for needed modifications,

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b. Approve the plan and refer it to the MRP Staffing Committee for final approval/denial and/or to determine any necessary changes, or

1) The MRP Staffing Committee consists of the:

- a) Secretary/designee,
- b) Assistant Secretary for Prisons/designee,
- c) Assistant Secretary for Community Corrections/designee,
- d) Headquarters MRP Coordinator, and
- e) Headquarters Offender Classification and Programs Unit Administrator/designee.

c. Deny the plan as written and provide a reason for the denial in the Custody Facility Plan.

3. If the HCSC denies the MRP, it will notify the ISRB, which will determine if the offender is still conditionally paroleable.

#### IV. Implementation

A. Upon approval from the MRP Staffing Committee, the Headquarters MRP Coordinator will:

- 1. Work with the Counselor to obtain the offender's signature on the MRP,
- 2. Assign the appropriate custody level, and
- 3. Approve and finalize all appropriate transfer orders.

B. The Counselor will document progress in the OMNI Custody Facility Plan according to the targeted custody dates specified in the MRP, including progress addressing identified risks and needs.

C. During the offender's progress through the MRP, the current facility will submit a Custody Facility Plan to the Headquarters MRP Coordinator approximately 2 months prior to any targeted promotion and/or transfer.

- 1. The Headquarters MRP Coordinator/designee will assign all custody changes for offenders with an MRP.

#### V. Plan Changes

A. Infractions for offenders with an MRP will be addressed per DOC 300.380 Classification and Custody Facility Plan Review.

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1. The facility will notify the Headquarters MRP Coordinator and the ISRB, as appropriate, of any infraction(s) via email.
- B. The Headquarters MRP Coordinator may suspend the MRP and refer the case to the HCSC for review and re-approval consideration.
- C. The HCSC, with ISRB participation if appropriate, will determine if any recommended MRP changes are warranted.
  1. If changes are warranted, the case will be referred to the MRP Staffing Committee.
  2. If no changes are warranted, the HCSC may, at its discretion, continue the plan or refer the case to the MRP Staffing Committee.
  3. The HCSC may, at its discretion, cancel the MRP. The decision of the HCSC is final.
  4. In the event the HCSC cancels the MRP for an ISRB offender, the HCSC will officially notify the ISRB.
- D. The Department may make placement decisions for the offender consistent with the availability of resources and/or other factors.

**DEFINITIONS:**

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

**ATTACHMENTS:**

None

**DOC FORMS:**

None