



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
FIELD

REVISION DATE
7/15/16

PAGE NUMBER
1 of 6

NUMBER
DOC 380.200

POLICY

TITLE
COMMUNITY SUPERVISION OF OFFENDERS

REVIEW/REVISION HISTORY:

- Effective: 8/2/05
- Revised: 3/26/07 AB 07-006
- Revised: 5/16/08 AB 08-009
- Revised: 8/4/08
- Revised: 11/12/08 AB 08-033
- Revised: 4/14/09 AB 09-014
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- Revised: 12/27/10
- Revised: 4/19/12
- Revised: 6/1/12
- Revised: 12/6/13
- Revised: 10/12/15
- Revised: 7/15/16

SUMMARY OF REVISION/REVIEW:

Attachment 1 - Adjusted list of Low Risk offenders requiring additional minimum contacts and added collateral contact requirement for offenders in inpatient treatment

APPROVED:

Signature on file

RICHARD "DICK" MORGAN, Secretary
Department of Corrections

7/12/16

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 9A.44.130](#); [DOC 280.500 Records Management of Official Offender Files](#); [DOC 320.400 Risk and Needs Assessment Process](#); [DOC 320.420 Offender Supervision Plans](#); [DOC 380.240 Field Work Protocols](#); [DOC 380.370 Sexually Violent Predator/Less Restrictive Alternative](#); [DOC 380.600 In-State Transfers for Community Offenders](#); [DOC 380.605 Interstate Compact](#); [DOC 390.600 Imposed Conditions](#); [DOC 460.130 Response to Violations and New Criminal Activity](#); [Partial Confinement and Supervision](#)

POLICY:

- I. Community supervision will be performed in a manner that is in the best interest of community safety, based on the offender's risk level and supervision status.
- II. Community Corrections Officers (CCOs) will identify offender needs, and address those needs within available resources, programs, referrals, and treatment aimed at achieving successful reentry and reducing recidivism.

DIRECTIVES:

- I. Offender Supervision Status
 - A. The CCO will supervise the offender and complete the required contacts as determined by the offender's risk level classification per Minimum Contact Standards (Attachment 1).
 - B. There are 2 types of offender supervision:
 1. Active Supervision - The offender is available for supervision in the community or is:
 - a. Serving original confinement or sanction time, and/or
 - b. On the first 60 days of warrant status.
 2. Inactive Supervision - The offender is unavailable for supervision in the community because s/he is:
 - a. Serving confinement time in a Department facility for subsequent conviction, out of state, or in a different jurisdiction for more than 60 days, or
 - b. On warrant status more than 60 days after the date of the warrant.

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II. Community Supervision

A. The CCO has primary responsibility for:

1. Carrying out the sentence of the court, including referral to services/ programs and monitoring progress,
2. Imposing/recommending and monitoring the conditions of supervision for offenders per DOC 390.600 Imposed Conditions,
3. Developing and updating Offender Supervision Plans per DOC 320.420 Offender Supervision Plans,
4. Completing assessments and reassessments per DOC 320.400 Risk and Needs Assessment Process,
5. Holding offenders accountable to their supervision plans and conditions of supervision per DOC 460.130 Response to Violations and New Criminal Activity, and
6. Supervising Sexually Violent Predators conditionally released from the Department of Social and Health Services Special Commitment Center to a court ordered Less Restrictive Alternative (LRA) per DOC 380.370 Sexually Violent Predator/Less Restrictive Alternative.

III. Offender/Collateral Contacts

A. All offender/collateral contacts or attempted contacts (i.e., in-person, telephone, and written) will be documented in the offender's electronic file per DOC 280.500 Records Management of Official Offender Files within one business day as determined by the CCO's work schedule.

1. Out of office contacts will be conducted per DOC 380.240 Field Work Protocols and may occur at any location where the offender or collateral may be found.

B. The CCO will complete and document in the offender's electronic file a residence visit with the offender and/or a collateral to verify the offender's address within 10 days of assuming supervision, except:

1. When the offender is unavailable for supervision.
2. When the Community Corrections Supervisor (CCS) approves a case transfer within the same unit.

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3. For approved in-state transfers, in which case the transfer investigation may satisfy the residence visit requirement per DOC 380.600 In-State Transfers for Community Offenders.
 4. For approved interstate compact transfers, in which case the transfer investigation may satisfy the residence visit requirement per DOC 380.605 Interstate Compact.
- C. Offenders must report to a CCO as required by risk level classification and thoroughly complete DOC 02-111 Offender Report. Minimum contact standards are outlined in Attachment 1.
1. The CCO will submit the Offender Supervision Plan for CCS approval of an override from “low” to “low with contact requirements” to ensure contact requirements are included in the Offender Supervision Plan per Minimum Contact Standards (Attachment 1).
- D. KIOSK reporting may be used as an enhancement to supervision, but will not substitute for required face to face contacts per Attachment 1.
- E. The CCO will ensure that offenders are enrolled in CeField and that the photographs are current:
1. At the time of intake, and
 2. Anytime the offender’s appearance changes significantly.
- F. Reduced Contacts
1. With CCS approval, contact standards may be reduced after 6 months of compliance.
 - a. Contact standards will not be reduced more than the next lower risk level.
 - 1) Standards for offenders on active LRA supervision will not be reduced per DOC 380.370 Sexually Violent Predator/ Less Restrictive Alternative.
 - 2) Any verified and documented non-compliance will result in a return to the previous contact level.
 2. The CCO will update the Offender Supervision Plan and document the reasons for the reduction and the CCS’s approval in the offender’s electronic file.
- G. Compliance Review

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1. A CCO will review the cause 3 months prior to the scheduled end of supervision on that cause using DOC 02-175 Three Month (M3) Review Checklist to identify any outstanding violation behavior, prepare the case for supervision closure, and complete and document a summary of the offender's adjustment to supervision.

IV. Case Review

- A. Each quarter, the CCS will review at least 2 cases per CCO using DOC 02-375 Community Corrections Case Review. The CCS will choose the cases.
 1. At least one case will be chosen at random from an active or warrant caseload.
 2. One case review may be completed during the course of other business (e.g., case staffing for an arrest, critical incident review).
- B. The CCS will discuss case reviews in person with the CCO.

V. Supervision Coverage

- A. Community Corrections employees will provide office coverage to ensure that services are available to offenders and stakeholders during regular business hours. Exceptions may be approved by the Field Administrator/designee.
- B. The Duty Officer will meet with offenders during the absence of the assigned CCO to perform supervisory functions including, but not limited to:
 1. Signing standard conditions of supervision,
 2. Obtaining urinalysis (UA), if applicable,
 3. Reviewing reporting instructions,
 4. Obtaining/updating personal information,
 5. Reviewing file material and/or court documents, and
 6. In emergent situations, making arrests and issuing travel permits per Department policy and local procedures.
- C. The Duty Officer will document contacts in the offender's electronic file per DOC 280.500 Records Management of Official Offender Files.
- D. The CCS will make arrangements for coverage if the Duty Officer is unavailable, including posting emergency contact information for the public and leaving contact information on the office main voicemail system.

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- E. When employees are on unscheduled leave for an extended time, the CCS will authorize Information Technology to reroute the employee's email to another employee.
- F. The CCS will reassign offenders when a CCO has an unexpected, extended absence of more than 2 weeks to ensure continuity of supervision. The CCS will assume case supervision until reassigned, unless another plan has been developed for coverage.

DEFINITIONS:

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

ATTACHMENTS:

[Minimum Contact Standards \(Attachment 1\)](#)

DOC FORMS:

- [DOC 02-111 Offender Report](#)
- [DOC 02-175 Three Month \(M3\) Review Checklist](#)
- [DOC 02-375 Community Corrections Case Review](#)