



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**FIELD**

REVISION DATE  
9/1/14

PAGE NUMBER  
1 of 4

NUMBER  
**DOC 380.240**

# POLICY

TITLE  
**FIELD WORK PROTOCOLS**

## REVIEW/REVISION HISTORY:

Effective: 8/25/04  
Revised: 9/19/05  
Revised: 10/15/08  
Revised: 7/10/09  
Revised: 2/20/12  
Revised: 9/1/14

## SUMMARY OF REVISION/REVIEW:

I.B. and III.D.2. - Adjusted language for clarification  
III.B. - Adjusted that employees will not use their personal vehicles for field contacts with offenders  
III.D. - Adjusted system reference and removed form usage

## APPROVED:

Signature on file

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

7/29/14  
\_\_\_\_\_  
Date Signed

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**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; [DOC 280.500 Records Management of Official Offender Files](#); [DOC 380.200 Community Supervision of Offenders](#); DOC 410.220 Firearms Program - Community Corrections; [DOC 420.390 Arrest and Search](#)

**POLICY:**

- I. Department employees are authorized to conduct field contacts as part of supervision and investigation activities, fugitive apprehension, and joint law enforcement activities while working with other agency collaborators in an official capacity.

**DIRECTIVE:**

- I. General Requirements
  - A. Community Corrections professional employees (i.e., Community Corrections Officers, Corrections Officers, Community Corrections Supervisors (CCSs), Community Corrections Specialists) and other employees authorized by the Assistant Secretary for Community Corrections/designee may participate in field contacts.
  - B. While conducting field work, employees will identify themselves as Department employees and provide Department identification upon request.
- II. Field Contacts
  - A. Field contacts will be used:
    - 1. To verify offender activities and compliance with supervision plans,
    - 2. To apprehend fugitives,
    - 3. As part of joint law enforcement activities while working with other agency collaborators in an official capacity, and
    - 4. To conduct assigned investigations.
  - B. All field contacts will be conducted in a professional and courteous manner.
  - C. Residence Visits
    - 1. Residence visits involve Department employees entering an offender's premises during a field contact to monitor compliance with supervision, including visual inspection of all areas of the residence in which the offender has exclusive or joint control/access.

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- a. Inspections will be plain view examinations unless the employee develops a reasonable suspicion supporting a search per DOC 420.390 Arrest and Search.
- b. Residence visits will be conducted at reasonable times and only as frequently as is necessary for proper supervision per DOC 380.200 Community Supervision of Offenders.

D. Employees will document all field contacts in the offender's electronic file per DOC 280.500 Records Management of Official Offender Files.

### III. Field Safety

- A. Employees will perform field work in a safe manner and are encouraged to conduct field contacts with a partner whenever possible.
  1. Employees who have not completed the Community Corrections Academy will not conduct field visits without a partner.
- B. Employees will not use their personal vehicles for field contacts with offenders.
- C. Employees performing field contacts should have the following Department standard issued equipment:
  1. Communication device (e.g., cellular phone, radio),
  2. Badge and identification card,
  3. Personal Protective Equipment,
  4. Office and emergency telephone numbers,
  5. Handcuffs, and
  6. Firearm equipment for authorized employees per DOC 410.220 Firearms Program - Community Corrections.
- D. Employees will complete an itinerary schedule in CeField before leaving the office.
  1. Employees conducting field work will notify the CCS/designee whenever there is a deviation from the original itinerary.
  2. The CCS/designee must be available for contact whenever employees are conducting field work.
  3. Employees will notify the CCS/designee when they have completed field work for the day.

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**DEFINITIONS:**

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Reasonable Suspicion. Other word/terms appearing in this policy may also be defined in the glossary.

**ATTACHMENTS:**

None

**DOC FORMS:**

None