



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**FIELD**

REVISION DATE  
10/12/15

PAGE NUMBER  
1 of 5

NUMBER  
**DOC 380.600**

**POLICY**

TITLE  
**IN-STATE TRANSFERS FOR COMMUNITY OFFENDERS**

**REVIEW/REVISION HISTORY:**

- Effective: 7/5/00
- Revised: 5/28/04
- Revised: 3/7/07
- Revised: 8/4/08
- Revised: 6/5/09
- Revised: 10/18/10
- Revised: 2/24/14
- Revised: 10/12/15

**SUMMARY OF REVISION/REVIEW:**

I.A.2. - Removed policy reference

**APPROVED:**

Signature on file

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

9/8/15  
\_\_\_\_\_  
Date Signed

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## REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); [RCW 9A.44.130](#); [RCW 72.09](#); [DOC 350.200 Offender Transition and Release](#); [DOC 350.255 Registration Notification](#); [DOC 380.200 Community Supervision of Offenders](#)

## POLICY:

- I. The Department will initiate an in-state transfer when it is in the best interest of community safety and the offender.
- II. This policy covers all offenders on community supervision except Low Risk offenders with no minimum face-to-face contact standards.
  - A. When a Low Risk offender with no minimum face-to-face contact standards establishes a proposed residence in another catchment area, the supervising Community Corrections Officer (CCO) will send the file as assume supervision to the supervising office in that catchment area.

## DIRECTIVE:

- I. General Requirements
  - A. In-state transfer requests by offenders:
    1. Subject to county of origin restriction will be investigated, reviewed, and approved per DOC 350.200 Offender Transition and Release.
    2. Sentenced to residential substance abuse treatment under the Drug Offender Sentencing Alternative (DOSA) require notification to the sentencing court.
    3. Under Indeterminate Sentence Review Board jurisdiction require Board approval if there are geographic boundary conditions.
- II. Requesting In-State Transfer
  - A. The supervising CCO will request an in-state transfer if an offender:
    1. Proposes a residence in another catchment area outside of the current unit, or
    2. Is arrested on a warrant while on inactive status, when the release address/plan is outside the office where the file is maintained.

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- a. The Assignment Officer will assign the case to a CCO in the unit, and the CCO will identify the release address/plan.
- B. Prior to requesting transfer, the supervising CCO will check the Community Concerns field in the offender's electronic file.
  1. If concerns are indicated, the CCO will discuss with the assigned Community Victim Liaison or the Victim Services Program Manager any impacts of the proposed transfer on the known risk in the community before proceeding with the transfer.
- C. The supervising CCO will submit DOC 11-011 In-State Transfer Referral for Community Offenders or email a transfer request to the Assignment Officer in the receiving office.
  1. The email will include:
    - a. Offender's new address and telephone number, including names and relationships to any other occupants,
      - 1) For sex offenders, the supervising CCO will list the ages of all the occupants.
      - 2) For transients/homeless, the supervising CCO will list the addresses of local shelters and other locations the offender frequents.
    - b. Any geographic restrictions that have been imposed,
    - c. Location of employment, educational, or vocational programs,
    - d. Source of income,
    - e. Current level of compliance with the conditions of supervision, and
    - f. Employee safety concerns.
- D. The receiving CCO will review the Offender Supervision Plan, when available.
- E. The receiving CCO will complete the investigation within 10 working days. If the offender or a collateral is available, this investigation will satisfy the residence verification visit required by DOC 380.200 Community Supervision of Offenders.
  1. The CCO will document the investigation in the offender's electronic file using the appropriate code (e.g., Home Offender and 10 day home visit).
  2. If a response is not received within 10 working days, the sending CCO will contact the receiving CCO to discuss the status.

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- F. Offenders must have prior approval before changing addresses, unless an exception is made by both the sending and receiving Community Corrections Supervisors (CCSs).
1. Transfer requests for offenders subject to county of origin restriction must be approved by both the sending and receiving CCSs, with final approval from the Field Administrator of the receiving office.
  2. The sending CCO will direct the offender to report to the receiving office within 24 hours of arrival and follow the reporting instructions of the receiving office.
  3. Offenders with approved in-state transfers may be directed to report by KIOSK in the receiving office until the transfer is accepted or they are directed otherwise by their CCO.
  4. Offenders with registration requirements must comply with DOC 350.255 Registration Notification.

### III. Approving/Denying In-State Transfer

- A. The plan will be denied if it puts the offender in violation of his/her conditions or if the placement presents a danger to current or potential victims.
1. Denials must be approved by the receiving CCS.
- B. The CCO will reassess needs prior to transferring the case outside the office.
- C. If the plan is accepted:
1. The receiving CCO will request the file and assume supervision.
  2. Prior to transferring the file, the sending CCO will:
    - a. Screen all causes for closure eligibility.
    - b. Address any violations.
    - c. Complete DOC 05-587 In-State Transfer Checklist.

### DEFINITIONS:

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



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**ATTACHMENTS:**

None

**DOC FORMS:**

[DOC 05-587 In-State Transfer Checklist](#)

[DOC 11-011 In-State Transfer Referral for Community Offenders](#)