



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/REENTRY
FACILITY/SPANISH MANUAL

REVISION DATE
11/17/21

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DOC 350.300

POLICY

TITLE
MUTUAL REENTRY PROGRAM

REVIEW/REVISION HISTORY:

Effective: 2/28/89
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 Revised: 11/17/21

SUMMARY OF REVISION/REVIEW:

Policy Statement II. - Adjusted for person-centered language
 Directive I.E.2. and II.C.3. - Updated terminology


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

11/4/21

 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 350.500 End of Sentence Review/Sexually Violent Predator Civil Commitment

POLICY:

- I. The Department has established a reentry planning process for individuals 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.
- II. This policy is not intended to create an obligation of placement in a specific facility, even if all requirements are met.

DIRECTIVE:

- I. Requirements
 - A. An individual who meets the following criteria must have an approved Mutual Reentry 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 (Board) and found eligible for parole/release.
 - B. The case manager may refer an individual to the Headquarters Community Screening Committee (HCSC) for MRP development if:
 1. The individual has been continuously confined for 10 years or more, and
 2. After reviewing the individual's risks, needs, and incarceration history, the multidisciplinary Facility Risk Management Team (FRMT) has concerns about placement in a stand-alone Level 2 facility or partial confinement.
 - C. In addition, the individual must:
 1. Be eligible for Minimum (MI) 2 custody per DOC 300.380 Classification and Custody Facility Plan Review.
 2. Have served the mandatory minimum term and be eligible for MI1 custody.

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D. An individual may decline to participate and will not receive a violation or lose good conduct/earned time for refusing to participate.

1. The Headquarters Corrections Specialist 4 will refer an individual under the Board's jurisdiction back to the Board.

E. MRPs will be approved by the MRP Review Committee. The committee will be chaired by the Assistant Secretary for Reentry/designee and include the following:

1. Assistant Secretary for Community Corrections/designee,
2. Deputy Assistant Secretary for Prisons/designee,
3. Board Chair/designee,
4. Headquarters Corrections Specialist 4,
5. Victim Services Program Manager, and
6. Program Administrators, as appropriate.


II. Development and Approval

A. MRP development will begin no earlier than 48 months before the Earned Release Date (ERD).


1. For individuals under the Board's jurisdiction, the plan will be submitted within 30 days of receiving notice that the Board has found the individual eligible for parole/release.

B. The case manager will contact the Headquarters Corrections Specialist 4 before developing the MRP with the individual, and:

1. Identify programming needs.
2. Consider community/family support who may be release resources or advocates.
3. Collaborate with medical and mental health employees/contract staff to determine the individual's needs and impact on facility placement.
4. Submit an End of Sentence Review referral per DOC 350.500 End of Sentence Review/Sexually Violent Predator Civil Commitment.
5. Contact the Victim Services Program to obtain or determine victim and community concerns.
 - a. Victim Services Program employees will work with community stakeholders and the Board to provide input.

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- C. The proposed MRP will be documented in the custody facility/case plan and:
1. Summarize the individual's risk level and needs.
 2. Identify an appropriate facility with programming to address areas assessed as moderate or high in the risk and needs assessment.
 3. Address eligibility and suitability for partial confinement (e.g., Reentry Center, Graduated Reentry, electronic home monitoring).
 4. Identify services to assist in successful reentry/transition.
 5. Include, at a minimum, the following standard conditions and any other expectations for conduct:
 - a. Incur no serious violations. Violations resulting in a guilty finding will be immediately reported to the Headquarters Corrections Specialist 4 and/or Board, as applicable.
 - b. Follow the requirements of the case plan, and directions and recommendations of the case manager, FRMT, and/or Board, if applicable.
- D. The plan will be reviewed by a multidisciplinary FRMT per DOC 300.380 Classification and Custody Facility Plan Review and forwarded to the Correctional Program Manager (CPM)/Community Corrections Supervisor (CCS) for each facility targeted in the plan to review.
1. Recommendations may be made to add requirements to the plan.
 2. The CPM/CCS at the receiving facility, as outlined in the MRP, will forward the plan to the Headquarters Corrections Specialist 4.
- E. The Headquarters Corrections Specialist 4 will review the MRP and refer appropriate cases to the HCSC and MRP Review Committee.
- F. The HCSC will review the MRP and refer the plan back to the facility for needed modifications or to the MRP Review Committee for final approval.
1. A Board representative will be included during the review for individuals under the Board's jurisdiction.
- G. The MRP Review Committee will approve/deny/modify the plan, including eligibility for partial confinement.

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1. A reason(s) for denial will be documented in the custody facility/case plan.

III. Implementation and Plan Changes

- A. Upon approval from the MRP Review Committee, the Headquarters Corrections Specialist 4 will:
 1. Assign the appropriate custody level, and
 2. Approve and finalize all appropriate transfer orders.
- B. The case manager will ensure compliance with the approved plan (e.g., targeted custody dates, addressing identified risks/needs) and document the individual's progress in the electronic file.
- C. The case manager will submit a custody facility/case plan to the Headquarters Corrections Specialist 4 for approval and assignment approximately 30 days before any targeted promotion and/or transfer.
- D. The Headquarters Corrections Specialist 4 may suspend the MRP and refer the case to the MRP Review Committee to determine if the plan should be modified/terminated. The committee's decision will be final.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None