



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
FIELD

REVISION DATE
5/13/25

PAGE NUMBER
1 of 6

NUMBER
DOC 350.380

POLICY

TITLE
DISCHARGE AND CLOSURE OF SUPERVISION

REVIEW/REVISION HISTORY:

Effective: 12/16/02
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 Revised: 3/19/20
 Revised: 5/21/21
 Revised: 11/3/21
 Revised: 7/1/22
 Revised: 5/13/25

SUMMARY OF REVISION/REVIEW:

Major changes. Read carefully!


APPROVED:

Signature on file

TIM LANG, Secretary
Department of Corrections

4/18/25

Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY FIELD		
	REVISION DATE 5/13/25	PAGE NUMBER 2 of 6	NUMBER DOC 350.380
	TITLE DISCHARGE AND CLOSURE OF SUPERVISION		

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 3.50](#); [RCW 9.94A](#); [RCW 9.96](#); [RCW 10.99](#); DOC 280.530 Supervision Files; DOC 320.160 Tolling of Supervision in the Community

POLICY:

- I. The Department has developed guidelines for discharge and closing supervision of individuals.

DIRECTIVE:

- I. General Requirements
 - A. The case manager, under Community Corrections Supervisor review, will close supervision or request discharge from the court within 14 days of the completed Scheduled End Date (SED) review per DOC 320.160 Tolling of Supervision in the Community. Notification will be documented in the individual's electronic file.
 1. Records employees will document the date of the SED review in the individual's electronic file.
 - B. Unless ordered by the sentencing court, supervision closures and discharges will not impact the individual's obligation to comply with:
 1. Registration requirements, and/or
 2. An order issued under RCW 10.99 excluding or prohibiting the individual from having contact with a specified person or coming within a set distance of any location specified in the Judgment and Sentence.
 - a. Violations of such an order after a Certificate of Discharge has been issued will be subject to prosecution according to the original order.
- II. Requests for Discharge from Supervision by the Court
 - A. A Certificate of Discharge may be issued by the sentencing court when an individual has completed all requirements of the sentence, including:
 1. The term of confinement,
 2. Any community custody/supervision term,
 3. Any conditional release requirements, and
 4. Payment of any and all Legal Financial Obligations (LFOs).

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY FIELD		
	REVISION DATE 5/13/25	PAGE NUMBER 3 of 6	NUMBER DOC 350.380
	TITLE DISCHARGE AND CLOSURE OF SUPERVISION		

B. To request discharge, the case manager will submit:

1. DOC 09-095 Court - Request for Dismissal and DOC 09-092 Court - Order for Dismissal for pre-Sentencing Reform Act (PAR) causes with a deferred sentence.
2. DOC 09-124 Court - Special for insanity acquittals. Discharges for an individual sentenced to an insanity acquittal must be approved by the:
 - a. Field Administrator, and
 - b. Certified by the Washington State Department of Social and Health Services that the individual is no longer a substantial danger to others and is unlikely to commit criminal acts jeopardizing public safety or security.
3. DOC 09-128 Request for Discharge and DOC 09-028 Certificate and Order of Discharge for all others.


C. The case manager may recommend the court extend conditions beyond the SED for an individual on supervision for a sex offense.

D. The effective date of the discharge/dismissal will be the SED, which is the date all sentence conditions were completed.


III. Notification of Supervision Closure to the Court

A. The case manager will submit:

1. DOC 09-196 Court - Special Closure End of Supervision for individuals who have:
 - a. Reached the SED for the last active count on a cause and have not completed all requirements of the sentence, including LFOs.
 - 1) If any count(s) on the cause has not reached the SED, no report will be made to the court at the time the count is closed.
 - b. A suspended/deferred sentence and have reached the Maximum Expiration (Max Ex) date of the sentence.
 - 1) The case manager may recommend the court impose the original sentence.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY FIELD		
	REVISION DATE 5/13/25	PAGE NUMBER 4 of 6	NUMBER DOC 350.380
	TITLE DISCHARGE AND CLOSURE OF SUPERVISION		

- a) The case manager will submit DOC 09-122 Court - Notice of Violation recommending probation be revoked if a PAR individual has not completed all requirements of the sentence, including LFOs.
 2. DOC 09-265 Court - Special Closure Ineligible for Supervision when all counts on the cause are determined ineligible for supervision through the supervision eligibility screening process.
 - a. The case manager will have the individual sign DOC 02-243 Notice of Continued Obligations/Restrictions.
 - b. If any count(s) on the cause is eligible for supervision, no report will be made to the court at the time the ineligible count is closed.
 - B. The effective date of the closure will be the SED or the date:
 1. DOC 09-265 Court - Special Closure Ineligible for Supervision is submitted to the court.
 2. The count is closed in the electronic file for counts that do not require notification to the court.
- IV. From Out of State Case Closure
- A. For each From Out-of-State (FOS) cause that reaches the SED, the case manager will:
 1. Submit a Case Closure Notice in the Interstate Compact Offender Tracking System.
 2. Complete a progress report to notify the sending state of the completion status for any sentence requirements, if applicable.
 3. Close the cause once the Case Closure Notice is validated by the sending state. A copy of the notice will be placed in the Field file and archived per DOC 280.530 Supervision Files.
- V. Indeterminate Sentence Review Board (Board) Discharge
- A. Final Discharge
 1. Except for individuals on supervision for a sex offense committed on or after September 1, 2001, the Board will automatically issue a final

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY FIELD		
	REVISION DATE 5/13/25	PAGE NUMBER 5 of 6	NUMBER DOC 350.380
	TITLE DISCHARGE AND CLOSURE OF SUPERVISION		

discharge when an individual, who has not been revoked, has served 3 years on parole in the community and has no outstanding LFOs.

2. An individual who reaches the Max Ex date before serving 3 years on parole must submit a written request to the Board for a final discharge.
3. On or after the statutory maximum, the individual must submit a written request to the Board for final discharge restoring civil rights.

B. Conditional Discharge

1. Except for Juvenile Board individuals, and individuals on supervision for a sex offense committed on or after September 1, 2001, in exceptional circumstances, the case manager may recommend the Board grant a conditional discharge from supervision for an individual released on parole in lieu of a final discharge.
2. To recommend conditional discharge, the case manager will submit DOC 09-116 Board - Request for Conditional Discharge from Supervision to the Board.

C. Inactive Status for Juvenile Board Individuals

1. The Board will provide a notice to the case manager when a Juvenile Board individual has completed 3 years of supervision and is being placed on inactive status. The case manager will review the notice with the individual and have the individual sign the notice.
2. The file will be maintained on the "S" (i.e., supervisor) caseload until the sentence expires, as indicated on the notice. The Board will be notified of any new convictions.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

DOC 02-243 Notice of Continued Obligations/Restrictions
DOC 09-028 Certificate and Order of Discharge



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

**APPLICABILITY
FIELD**

REVISION DATE
5/13/25

PAGE NUMBER
6 of 6

NUMBER
DOC 350.380

POLICY

TITLE
DISCHARGE AND CLOSURE OF SUPERVISION

- DOC 09-092 Court - Order for Dismissal
- DOC 09-095 Court - Request for Dismissal
- DOC 09-116 Board - Request for Conditional Discharge from Supervision
- DOC 09-122 Court - Notice of Violation
- DOC 09-124 Court - Special
- DOC 09-128 Request for Discharge
- DOC 09-196 Court - Special Closure End of Supervision
- DOC 09-265 Court - Special Closure Ineligible for Supervision