



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
P.O. Box 41100 • Olympia, Washington 98504-1100

October 5, 2021

**To:** Community Corrections Division, Hearings Records, Hearings Unit

**From:** Donta S. Harper, Regional Administrator [Signature on file]  
Thomas Layne, Hearings Administrator [Signature on file]  
Kristina Mueller, Senior Records Manager [Signature on file]

**Subject: Rejection of Negotiated Sanction Agreements (NSA)**

Effective Monday, October 11<sup>th</sup>, 2021, when a Negotiated Sanction Agreement (NSA) is rejected by any party, the Hearing Officer will notify Hearing Records to reschedule to a Full Hearing to be conducted within *three* business days rather than *five* business days after a rejection. When this is not possible, then the Full Hearing will be scheduled for the next available docket thereafter.

Barring the discovery of new violations, a written report is required wherein the same violation behavior and similar sanctioning recommendations are cited as in the rejected NSA. Shortening the time frame from five to three business days may require local office/hearing unit processes be updated to account for work assignments, of Allegations Hearing, Rights, and Waiver (DOC 09-231) and discovery documentation was served no less than 24 hours prior to the scheduled hearing date/time (unless service timeframes are waived by the supervised individual).\_\_

Workflow Example: NSA is Rejected/Rescheduled to Full Hearing:

- Day 1: NSA Rejected – Presentation CCO (P-CCO) notifies assigned CCO, and CHO notifies Hearing Records of the rejected NSA.
- Day 2: CCO completes Notice of Allegations, Hearing, Rights, and Waiver (DOC 09-231) and the Report of Alleged Violation. CCO submits the completed discovery packet to the P-CCO by 3:00 pm, or per local practice.
- Day 3: P-CCO serves the Individual 24 hours prior to the hearing.
- Day 4: Full Hearing is held.

If additional time is needed to prepare for a Full Hearing due to the complexity of the violations or other extenuating circumstances, a request can be made through the Hearing Supervisor covering the area of the confining facility:

### Correctional Hearing Officer 4's and County Jail Responsibilities

<b>CHO4</b>	<b>County</b>
<b>Simon Barr</b>	Chelan, Island, Kittitas, Klickitat, Okanogan, Skagit, Snohomish, Whatcom, Yakima
<b>Victoria Dalseg</b>	Clallam, Jefferson, Kitsap, Pierce
<b>Jeff Mayeda</b>	Adams, Asotin, Benton, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman
<b>Kim Sauter</b>	Clark, Cowlitz, Grays Harbor, Lewis, Mason, Pacific, Skamania, Thurston, Wahkiakum
<b>Reco Rowe</b>	King

The NSA Guide has been updated:

(<http://wadoc/sites/ccd/Negotiated%20Sanctions%20New%20Process/Forms/AllItems.aspx>)

Please forward any questions regarding this memo to the DOC CCD Questions mailbox at [CCDQuestions@doc1.wa.gov](mailto:CCDQuestions@doc1.wa.gov).

DH:ce

cc: Mac Pevey, Assistant Secretary  
Jeannie Miller, Assistant Secretary  
Dianne Ashlock, Statewide Records Director  
Billie Peterson, Policy Program Director