

As stated in the Arrest Protocol Memo dated December 24, 2015, on the recalculation of remaining prison time regarding King Decision all cases after review and verification will be reviewed for possible application of furlough. The Community Corrections Division (CCD) Assistant Secretary is named designee and has authority to approve furlough.

Headquarters Staff will identify offenders to be considered for a furlough.

A furlough plan cannot be for a period of time in excess of 30 consecutive days.

The following protocol will be completed in the same day when notified to contact the offender in the community.

1. Community Corrections Officer (CCO) will contact the offender by phone and will direct them and potential sponsor to report to the office.
 - Upon the offender reporting, the CCO will inform the offender of the calculation error and the remaining prison time owing.
 - If the offender is cooperative, the CCO will discuss with the offender a potential furlough plan.
 - If the offender is uncooperative, the CCO will arrest the offender to serve the remaining prison time owed.
2. For offenders being considered for furlough:
 - Offender will submit to a Urinalysis (UA)/Breathalyzer (BA).
 - If either the UA or BA are positive, the CCO will arrest the offender to serve the remaining prison time owed.
 - CCO will review the pre-completed sections, complete any "Community Corrections Officer's Comments", complete "Recommended Special Restrictions", and obtain the offender's signature on the Furlough Application and Plan (DOC Form 01-007).
 - If the offender is employed, confirmation of employment (i.e. paycheck stub) is necessary as part of the furlough plan.
 - CCO will meet with potential furlough sponsor to review the responsibilities of a sponsor and of the offender's furlough plan.
 - If the sponsor agrees to the terms, complete the Responsibilities of Furlough Sponsor (DOC Form 09-164).
 - If the sponsor does not agree to the terms, the CCO will arrest the offender to serve the remaining prison time owed.
 - CCO will complete the Order for Furlough (DOC Form 09-071) and obtain the offender's signature.
 - CCO will electronically forward the following forms to Community Corrections Supervisor and Field Administrator for approval/denial.
 - Furlough Application and Plan (DOC Form 01-007).
 - Responsibilities of Furlough Sponsors (DOC Form 09-164)
 - Order for Furlough (DOC Form 09-071)
 - If the furlough plan is denied, the CCO will arrest the offender to serve the remaining prison time owed.
 - Field Administrator will electronically forward the forms and approval to CCD Assistant Secretary Anmarie Aylward for final review and consideration.

3. Response for requested furlough:
 - CCO will receive notification of the furlough approval.
 - A copy of the Order of Furlough (DOC Form 09-071) and a Furlough Card will be returned to the CCO.
 - The CCO will provide the offender a copy of the Order and the Card on the same day of receipt.
 - The CCD Assistant Secretary will notify DOC's Victim Services and DOC Statewide Records.
 - CCO will receive notification of the furlough denial.
 - The CCO will arrest the offender to serve the remaining prison time owed.
4. Supervision of the Furlough Plan
 - For those offenders currently on supervision, the level of supervision of minimum contact standards continues. Drug/alcohol testing and polygraph testing continues as set forth in policy.
 - The offender must carry the Furlough Order and the furlough card on their person during the furlough period.
5. Violation of the Furlough Plan
 - If the offender fails to comply with the conditions of the Furlough Plan or the Order of Furlough, the CCO will return the offender to prison as a furlough suspension.
 - The CCO will notify CCS, FA, and CCD Assistant Secretary
 - The Warrants Desk will notify the Headquarters Classification Unit so that a Transport Order is created for the offender's return to prison.
 - The CCD Assistant Secretary will either revoke the Furlough Plan or continue the Furlough Plan.
 - If the Furlough Plan is revoked, the CCD Assistant Secretary will notify DOC's Victim Services and DOC Statewide Records.

The following protocol will be completed when the offender in prison.

1. The Classification Counselor (CC) will complete page 1 the Furlough Application and Plan (DOC Form 01-007) and obtain the offender's signature within 1 business day.
 - If the offender is employed, confirmation of employment (i.e. paycheck stub) is necessary as part of the furlough plan.
2. The Classification Counselor will electronically submit the Furlough Application and Plan to the CCD Inbox (ccdquestions@doc1.wa.gov).
3. CCD will assign the Furlough Investigation for completion in 2 business days.
 - The CCO will meet with potential furlough sponsor to review the responsibilities of a sponsor and of the offender's furlough plan.
 - If the sponsor agrees to the terms, complete the Responsibilities of Furlough Sponsor (DOC Form 09-164), complete Furlough Application and Plan (page 2).
 - If the sponsor does not agree to the terms, notify the Classification Counselor to see if there is another sponsor that maybe willing to participate in the furlough plan.
 - CCO will review the pre-completed sections, complete any "Community Corrections Officer's Comments", complete "Recommended Special Restrictions" on the Furlough Application and Plan (DOC Form 01-007).

- CCO will forward the following forms to Community Corrections Supervisor and Field Administrator for approval/denial.
 - Furlough Application and Plan (DOC Form 01-007).
 - Responsibilities of Furlough Sponsors (DOC Form 09-164)
- Field Administrator will electronically forward the forms and approval/denial to CCD Assistant Secretary Anmarie Aylward for final review and consideration.
- 4. Response for requested furlough:
 - If the furlough is being considered, the Classification Counselor will obtain the offender's signature on the Order of Furlough (DOC Form 09-071) and return back to CCD Assistant Secretary Anmarie Aylward for final review and consideration.
 - When furlough is approved, a copy of the Order of Furlough (DOC Form 09-071) and a Furlough Card will be returned to the CC/CCO.
 - The CC will provide the offender a copy of the Order and the Card on the same day of receipt.
 - The CCD Assistant Secretary will notify DOC's Victim Services and DOC Records.
 - CC/CCO will receive notification of the furlough denial.
- 5. Supervision of the Furlough Plan
 - For those offenders currently on supervision, the level of supervision of minimum contact standards continues. Drug/alcohol testing and polygraph testing continues as set forth in policy.
 - The offender must carry the Furlough Order and the furlough card on their person during the furlough period.
- 6. Violation of the Furlough Plan
 - If the offender fails to comply with the conditions of the Furlough Plan or the Order of Furlough, the CCO will return the offender prison as a temporary furlough suspension.
 - The CCO will notify CCS, FA, and CCD Assistant Secretary.
 - The CCD Assistant Secretary will either revoke the Furlough Plan or continue the Furlough Plan.
 - If the Furlough Plan is revoked, the CCD Assistant Secretary will notify DOC's Victim Services and DOC Records.