



# 2023 VICTIMS' HANDBOOK

## VICTIM SERVICES PROGRAM





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*Even now, as broken as you may feel, you are still so strong.  
There's something to be said for how you hold yourself together and keep  
moving, even though you feel like shattering.  
Don't stop.  
This is your healing.  
It doesn't have to be pretty, or graceful.  
You just have to keep going.*

*Author Unknown*

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**INFORMATION THAT HELPS THE DEPARTMENT OF CORRECTIONS TO ASSIST ME:**

INMATE/OFFENDER FIRST NAME:

INMATE/OFFENDER LAST NAME:

DOC NUMBER (*THIS IS A 6 DIGIT NUMBER*):

COUNTY OF CONVICTION:

COUNTY CAUSE NUMBER:

CRIME OF CONVICTION:

## The Purpose of this Handbook

The Washington Department of Corrections (DOC) Victim Services Program (VSP) developed this handbook to help victims and survivors better understand the department and how we can help you. We understand after the investigation and prosecution of the crime, you may still be experiencing shock or trauma. There may be unanswered questions still lingering. It is our commitment to you to offer assistance and support during the time a person who committed a crime against you is under DOC jurisdiction. Although we cannot undo the harm that has affected you, it is our goal to provide services that reduce anxiety and confusion. We want you to know that you are not alone, and we are here to help you.

You are not the darkness  
you endured.  
You are the light that  
refused to surrender.  
John Mark Green

## Mission and Vision

The Victim Services Program's vision for victims and survivors of crime is that their voices are heard, valued, and included in a collective effort to hold people who have committed crimes accountable, prevent future harm, and enhance community safety.

The VSP develops collaborative partnerships with victims, victim advocates, criminal justice agencies, community-based organizations and other community members to promote victim and community safety. VSP advocates for policies that give victims an influential voice and that hold inmates and former inmates accountable for their acts.

## History of the Victim Services Program

Created in 1983, the DOC Victim Services Program is the oldest corrections-based victim assistance program in the United States. The program serves as a point of contact for victims, witnesses, and concerned citizens.

## Contact the Victim Services Program

Phone: (360) 485-1778 or (800) 322-2201 (Nationwide)

Email: [DOCVICTIMSERVICES@DOC1.WA.GOV](mailto:DOCVICTIMSERVICES@DOC1.WA.GOV)

Victims Services Program Website: <http://www.doc.wa.gov/victims/default.htm>

Office Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Mailing Address: PO Box 41119, Olympia, WA 98504-1119

## Services provided by the Victim Services Program

### *Advance Notification*

If you are a victim or witness of an [eligible crime](#), you are entitled to Advance Notification by DOC when incarcerated persons move through the prison system, and when they are released to the community.

If you choose to enroll for [Advance Notification](#), DOC can provide you with information regarding an incarcerated person serving their sentence when the following events occur:

- Transfer to partial confinement (e.g., Graduated Reentry and Community Parenting Alternative)
- Release to the community or other jurisdiction
- Addresses being investigated for release of sex offenders
- Death of the offender during incarceration
- Escape from custody
- Immediate release
- Legal name changes of the incarcerated individual
- Certain types of escorted leave
- Inpatient treatment programs
- Civil commitment
- Clemency and pardons filings

### Enroll for Advance Notification

Participation in the Advance Notification program is voluntary, **not** automatic. You must enroll by filling out and submitting the [DOC 07-040 Application for Advance Notification and Victim Services](#) form. Enrollees can include victims, witnesses, family members of deceased victims, and guardians of minor children.

To receive Advance Notifications you must:

1. Complete and submit [DOC 07-040 Application for Advance Notification and Victim Services](#).
2. Keep your contact information up-to-date.

### Discontinue Advance Notification

If you wish to discontinue your participation in the Advance Notification program, submit a written request by email to: [DOCVICTIMSERVICES@DOC1.WA.GOV](mailto:DOCVICTIMSERVICES@DOC1.WA.GOV) or mail to the Victim Services Program PO Box 41119, Olympia, WA 98504-1119.

### *VINE: Victim Information Notification Everyday*

This service is separate and independent of the Washington Corrections Victim Services Program. In addition to DOC's notification program, it may be a good idea to enroll with VINE. VINE provides automated notification concerning an inmate's custody status. Once registered,



you will be notified about events such as the inmate's release, transfer between prisons, escape, death, transfer to graduated reentry program, or furlough. To enroll, go to [vinelink.com](http://vinelink.com) or call 1-877-846-3492.

### ***Community Victim Liaisons***

If you have safety concerns related to an inmate's reentry to the community, a Community Victim Liaison (CVL) is available in your area to assist with developing a personalized safety plan. A CVL is a victim advocate who can assist you with questions or concerns you have regarding incarcerated offenders or offenders in the community under supervision. They may also provide community referrals to local resources.

### ***Safety Planning***

Victims of incarcerated offenders and offenders under supervision are eligible to receive assistance with safety planning from DOC Victim Services Program.

A safety plan is a personalized, practical plan that can increase your safety, and may help to reduce risk of future harm.

**If you have any safety concerns regarding an inmate**, it is important that you contact the Victim Services Program. Please remember, you are not alone and there is help available for you.

\*Please note DOC does not offer financial assistance for safety planning.

### ***Victim Wrap-Around***

In some identified high-risk cases, a more intensive safety planning process is held. This is called a Victim Wrap-Around. A Victim Wrap-Around is a safety planning meeting that brings together the victim, their support person(s), DOC staff members and relevant community partners in a collaborative effort to develop a personalized safety plan for the victim and their family.

### ***Unwanted Contact***

If you receive unwanted contact from an inmate, a former inmate being supervised in the community by DOC or from anyone else on behalf of someone who is currently confined in a correctional facility or under the Department's supervision in the community, please contact the VSP. We will assist in taking measures to stop the contact.

Examples of unwanted contact include phone calls, texts, email messages, or letters:

- From an offender who is prohibited by court order from communicating with you or another member of your household;
- From an offender who is threatening, harassing, intimidating or persistently annoying;
- That continue after you have told the person to stop communicating with you;
- From someone that you believe is acting on behalf of a person under the jurisdiction of DOC, and that you find to be threatening, harassing, or intimidating or that may be a third-party violation of a court order.

You are under no obligation to continue to accept communication that makes you afraid or upset, or that interferes with your ability to manage your own life, from someone incarcerated in a state correctional facility or living in the community under the supervision of DOC. If this is happening to you, please let us know. If you have a protective order, we strongly suggest you also make a law enforcement report.

Please note: If you have received unwanted contact in the form of voicemail messages or written messages – including letters, emails, text messages or messages through social media – please do **NOT** discard, destroy or delete them. While having this tangible evidence is not necessary for DOC to take steps to stop the contact, it can be useful in holding the appropriate people accountable for continued violations of court orders and imposed conditions. This also provides the necessary documentation you will need when filing a police report or petition to the court for a protective order.

If you have an immediate threat – CALL 911

“TRAUMA PERMANENTLY CHANGES US.

THIS IS THE BIG, SCARY TRUTH ABOUT TRAUMA: THERE IS NO SUCH THING AS “GETTING OVER IT.”

THE FIVE STAGES OF GRIEF MODEL MARKS UNIVERSAL STAGES IN LEARNING TO ACCEPT LOSS, BUT THE REALITY IS IN FACT MUCH BIGGER: A MAJOR LIFE DISRUPTION LEAVES A NEW NORMAL IN ITS WAKE. THERE IS NO “BACK TO THE OLD ME.” YOU ARE DIFFERENT NOW. FULL STOP.

THIS IS NOT A WHOLLY NEGATIVE THING. HEALING FROM TRAUMA CAN ALSO MEAN FINDING NEW STRENGTH AND JOY. THE GOAL OF HEALING IS NOT A PAPERING-OVER OF CHANGES IN AN EFFORT TO PRESERVE OR PRESENT THINGS AS NORMAL. IT IS TO ACKNOWLEDGE AND WEAR YOUR NEW LIFE - WARTS, WISDOM, AND ALL – WITH COURAGE.”

Catherine Woodiwiss

## *Facilitated Communication Between Victims and Offenders*

DOC recognizes the value of allowing crime victims, including survivors in homicide cases, to participate in facilitated communication with the perpetrator of the offense through established, structured processes.

Victims and survivors may be eligible to communicate with inmates incarcerated at a state correctional facility, provided all criteria in [DOC Policy 390.350 Facilitated Communication between Victims & Offenders](#) are met. Facilitated communication is voluntary, and an offender's participation in facilitated communication does not affect their legal or custody status, release date or other conditions of incarceration. The two types of facilitated communication offered by DOC are described below.

### Victim-Offender Dialogue Meeting (VODM)

A [Victim-Offender Dialogue Meeting](#) (VODM) is a service provided to victims and survivors that offers an opportunity to have a one-time, structured, facilitated meeting with the offender within a prison facility. The meetings are intended to assist the victim/survivor in dealing with the impact of the crime.

Victim-Offender Dialogue Meetings **are NOT**:

- Intended to promote any agreement between the victim/survivor and the offender.
- A method for victims to seek retribution against the offender.
- A means by which an offender can be granted special consideration for parole review, change in custody level, classification status, clemency, or pardon.
- A forum for the dialogue facilitator to impose solutions or expectations on the victims or the offenders
- A civil law process or settlement-driven procedure.

While VOD meetings can be healing, this process is not for everyone. It requires a substantial commitment of time for preparation and can have a lasting emotional impact.

People choose to request meetings for a variety of reasons, to include:

- An opportunity to express to the offender the full impact of their victimization or loss;
- To ask questions that only the offender can answer, such as why and how the crime occurred;
- To assess whether the offender poses a continuing threat when he or she is released from prison;
- Address lingering questions if they were not able to fully participate in the criminal court process;
- To ascertain whether the offender is remorseful, or has taken steps to change past patterns of behavior; or
- Sometimes, the opportunity to discuss forgiveness.

## Initiating a VOD Meeting

There are many criteria that must be met for a Victim-Offender Dialogue meeting to occur, some of which are:

- The offender must be currently confined in a Washington state correctional facility and have at least 12 months before the calculated earliest release date.
- These meetings can be initiated only by the victim or survivor, who must be at least 18 years of age at the time of application.
- Offenders cannot be forced to participate.
- If an offender chooses to participate, they must admit responsibility for their crime and acknowledge that participation will not earn them early release or any other privileges.
- Both parties also have to agree to participate respectfully during the preparation processes and in the face-to-face meeting.
- The safety of all participants is at the forefront of all Dialogue requests. VSP staff will conduct a comprehensive electronic review of an Offender's file that includes behavior and infraction history to identify any safety concerns at the onset of Dialogue requests.
- All participants are required to sign a confidentiality agreement, a participation agreement, and agree to abide by all rules and policies set forth by DOC.

## Initiate a Meeting Request

The victim/survivor must initiate a request for a meeting with the offender through DOC [Victim Services Program Manager](#) in writing, by e-mail, or by phone.

## What to Expect

The preparation process may take months or longer before the victim/survivor and offender ever meet face-to-face.

The meetings are facilitated by trained and experienced facilitators. DOC utilizes a two-facilitator model. Through individual preparatory meetings with selected facilitators over an extended period of time, the participants delve deeply into the emotions and questions surrounding the crime. Only when the facilitators are satisfied that the victim/survivor and the offender are both fully prepared will the face-to-face dialogue meeting occur. Either party may withdraw from the VOD process at any time.

**Trauma is not just an event that took place sometime in the past; it is also the imprint left by that experience on mind, brain, and body.**

Bessel Van Der Kolk

## Accountability Letter Bank

The [Accountability Letter Bank](#) provides inmates an opportunity to communicate to the victims/survivors of their criminal behavior their understanding of the harm caused by their crime(s), and acknowledge responsibility for the consequences of their behavior. Inmates may also share the positive things they have done and the steps they have taken to change their lives. Inmates must request and complete a [DOC 02-395 Accountability Letter Bank – Offender Request to Participate](#) form and follow [guidelines](#) in writing their letter.

### *Opt in for Accountability Letters*

If you are a victim/survivor, you may choose to receive notification if an inmate in your case has submitted an accountability letter for you by:

1. Completing the [Victim Services Program Enrollment Request](#) online form.
2. Ensuring you've selected the Yes checkbox on the enrollment form under *Accountability Letter Bank* indicating you would like to be notified if a letter is deposited before submitting the form.

If you would like more information, please contact the Victim Services Program.

### *Accountability Letter Bank Frequently Asked Questions (FAQ's)*

#### [Where do the letters go?](#)

The inmate submits their letter(s) to the Victim Services Program for deposit in the Accountability Letter Bank where they are held indefinitely, or until the victim/survivor requests to receive the letter.

#### [Are all letters to victims accepted for deposit in the Accountability Letter Bank?](#)

The letters will be reviewed by DOC Victim Services Program staff prior to being accepted for deposit in the Accountability Letter Bank.

The letter should relate to a specific incident and victim/survivor, and the content of the letter should acknowledge the harm done and demonstrate acceptance of responsibility for the crime. The content of the letter should not blame others, offer excuses, or request forgiveness from the victim/survivor.

If the letter does not meet these guidelines, or is in other ways not appropriate, it will not be accepted for deposit and will be returned to the inmate.

#### [How will I know if there is a letter for me?](#)

If a letter is deposited for you and you have checked the "yes" box on the enrollment form, you will be notified by a Victim Services Program staff member. If you are interested in receiving the letter, you may choose when and how you would like to receive it.

If you have requested to be notified of an accountability letter, a letter is received from the inmate, and there is a court order prohibiting the inmate from contacting you, we will work with the court to modify the order to allow the letter to be transmitted to you.

### How will I know if receiving a letter is the right choice for me?

Only you can decide if reading the inmate's letter is the right personal choice for you.

There are a few things that you may want to consider before making your decision:

This may be an emotional time for you, and you could experience feelings of grief and loss when you read a letter from the person responsible for harming you or your loved one. You may want to seek out a trusted support person or counselor to discuss your decision further.

Some victims/survivors have reported experiencing a degree of healing when they hear that the inmate is sincerely remorseful.

Victims/survivors may receive information that could impact their level of fear or sense of security.

### What about my privacy?

Your contact information and enrollment status will be managed by designated Victim Services Program staff. The inmate will not be informed if you have enrolled to receive a letter, nor will they be informed if you accept a letter. **It is your choice to participate in this program.**

### What other things should I know?

The inmate's release date and other conditions of incarceration will not be affected by participation in the Accountability Letter Bank.

Victims/survivors must be at least 18 years of age at the time the Accountability Letter Bank Notification Request is made.

**Victims/survivors are responsible for updating their contact information with the Victim Services Program.**

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TRAUMA CREATES CHANGE YOU DON'T CHOOSE.  
HEALING IS ABOUT CREATING CHANGE YOU DO CHOOSE.

MICHELLE ROSENTHAL

## Your Rights as a Victim

Victims/survivors have legal rights to information, notification, safety, restitution, and compensation. These rights are found in many places in the laws of Washington. Below are some state laws (RCW's) that apply to and/or relate to victims of crime. As laws can change, we recommend that you search for the RCW at the Legislature's RCW search site (<http://app.leg.wa.gov/rcw/>) to read the law itself.

### *RCWs = Revised Code of Washington*

- [RCW 3.66.120](#) Court-ordered restitution—Enforcement – This statute applies to restitution ordered in criminal cases prosecuted at the district and municipal courts (courts of limited jurisdiction).
- [RCW 4.24.550](#) Sex offenders and kidnapping offenders – Release of information to public – Web site. This RCW states the agency may disclose, upon request, relevant, necessary, and accurate information to any victim or witness to the offense.
- [RCW 7.68](#) Victims of Crimes – Compensation, Assistance
- [RCW 7.69](#) Crime Victims, Survivors, and Witnesses – This chapter is commonly referred to as *The Victims' Bill of Rights*.
- [RCW 7.69A](#) Child Victims and Witnesses
- [RCW 7.69B](#) Child Victims and Witnesses – Dependent Persons - Dependent persons who are victims.
- [RCW 7.90.130](#) Sexual Assault Protection Orders – Contents Sexual assault protection orders
- [RCW 7.92](#) Jennifer Paulson Stalking Protection Order Act - Stalking protection orders.
- [RCW 9.94A.750](#) Restitution - Restitution procedures are outlined.
- [RCW 9.94A.760](#) Legal financial obligations – The section includes the directive that *upon receipt of an offender's monthly payment, restitution shall be paid prior to any payments of other monetary obligations*.
- [RCW 10.14](#) Harassment - Procedures for various types of protective orders from harassment.
- [RCW 26.5](#) Domestic Violence Prevention - Domestic violence protection orders.
- [RCW 72.09.340](#) Supervision of sex offenders – Public safety – Policy for release plan evaluation and approval – Implementation, publicizing, notice – Rejection of residence locations of felony sex offenders of minor victims – Notice – Supervised visitation considerations. This RCW states in making all discretionary decisions regarding release plans for and supervision of sex offenders, the department shall set priorities and make decisions based on an assessment of public safety risks.
- [RCW 72.09.710](#) Drug offenders – Notice of release or escape. This RCW states at the earliest possible date, and in no event later than ten days before release except in the event of escape or emergency furloughs, the Department shall send written notice...

- [RCW 72.09.712](#) Prisoner escape, parole, release, community custody or reentry center placement, or furlough – Notification procedures. Section 1 of RCW 72.09.712 pertains to the notification procedures.
- [RCW 72.09.713](#) Prisoner escape, parole, release, community custody or reentry center placement, or furlough – Notice of reentry center placement. This RCW addresses the work-release placement notification procedures.
- [RCW 72.09.714](#) Prisoner escape, release, or furlough – Homicide, violent, and sex offenses – Rights of victims and witnesses. This RCW states DOC shall provide victims and witnesses of homicide, violent and sex offenses, a statement of victims and witnesses rights to request and receive notification.
- [RCW 72.09.716](#) Prisoner escape, release, or furlough – Requests for notification. This RCW states that requests for notification under RCW 72.09.712 shall be made by sending a written request by certified mail directly to the Department of Corrections.
- [RCW 72.09.712](#) Prisoner escape, release, or furlough – Notification as additional requirement.
- [RCW 72.09.720](#) Prisoner escape, release, or furlough – Consequences of failure to notify. Civil liability shall not result from failure to provide notice unless the failure is the result of gross negligence.
- [RCW 72.68.045](#) Transfer to out-of-state institution – Notice to victims. If the secretary transfers any offender to an institution in another state after March 22, 2000, the secretary shall, prior to the transfer, review the records of victims registered with the department.

### ***Restitution***

Restitution is a part of an inmate’s sentence if it is ordered by a court pursuant to a criminal conviction. It shall be based on easily ascertainable damages to or loss of property, actual expenses incurred for treatment for injury to persons, and lost wages resulting from injury. Restitution may include the costs of counseling reasonably related to the offense.

The court shall identify in the Judgment and Sentence (J&S) the victim or victims entitled to restitution and what amount is due each victim.

The state or victim may enforce the court-ordered restitution in the same manner as a judgment in a civil action. Restitution collected through civil enforcement must be paid through the registry of the court and must be distributed proportionately according to each victim's loss when there is more than one victim.

The inmate's compliance with the restitution shall be supervised by DOC only during any period:

- In which the department is authorized to supervise the offender in the community under RCW [9.94A.728](#), [9.94A.501](#); or



- In which the offender is in confinement in a state correctional institution or a correctional facility pursuant to a transfer agreement with the department and the department shall supervise the offender's compliance during any such period.

The department is responsible for supervision of the offender only during confinement and authorized supervision and not during any subsequent period in which the offender remains under the court's jurisdiction.

The county clerk is authorized to collect unpaid restitution at any time the offender remains under the jurisdiction of the court for purposes of their legal financial obligations. (*The above information is pulled directly from [RCW 9.94A.750](#). See [RCW 9.94A.750](#) for the complete law.*)

You may obtain a copy of the offender's Judgment and Sentence that includes any restitution and other legal financial obligations ordered from the Prosecuting Attorney's Office that prosecuted your case, or from the Court Clerk of the County where your case was prosecuted. Please note that the Court Clerk may charge you for the cost of providing copies.

**TO RECEIVE YOUR RESTITUTION PAYMENTS, IT IS IMPORTANT THAT YOU UPDATE YOUR MAILING ADDRESS WITH THE COURT CLERK'S OFFICE, OR THEY WILL NOT KNOW WHERE TO SEND YOUR PAYMENTS.**

How do inmates pay restitution while in prison?

Every inmate has a trust account, which is similar to a bank account but does not earn interest. Inmates can use money from the account for things such as postage, fees for recreation programs, education, store purchases, child support, and health care co-pays. State law details how these funds can be used.

State law further requires that deductions be made for certain items, and these are taken from most deposits to spendable accounts. [RCW 72.09.480](#) explains the details.

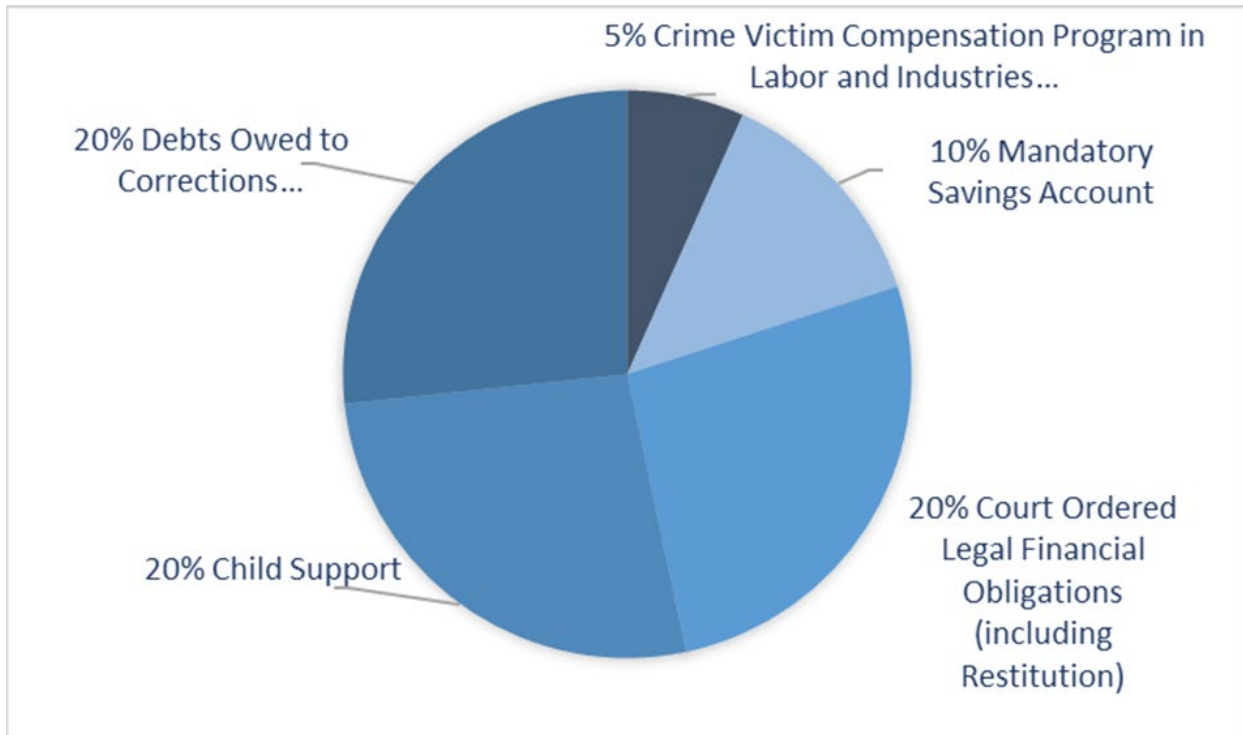
**Life has taught me**

**I am not always in control. Life is full of experiences, lessons, heartbreak, and pain. But it also has shown me love, beauty, possibility, and new beginnings.**

Unknown

Spendable	Postage	Medical	Education
<ul style="list-style-type: none"> <li>• Available for the inmate's use. Money orders/ cashier's checks not designated to another sub-account will be posted to this sub-account. <i>Deductions in the chart below are taken from this account.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Can only be used for postage charges. The money order/ cashier's check must be clearly marked "postage."</li> </ul>	<ul style="list-style-type: none"> <li>• Can only be used for payment of co-pays, eyeglasses, and over-the-counter medications. The money order/ cashier's check must be clearly marked as "medical." Funds received and designated for a medical sub-account prior to an inmate getting approval and will be returned at the inmate's expense.</li> </ul>	<ul style="list-style-type: none"> <li>• Can only be used for payment of education tuition, fees, and related costs. The money order/cashier's check must be clearly marked as "education."</li> </ul>

This is an example of **mandatory deductions** – percentages may vary and they do not add up to 100% because these are only the **mandatory deductions**.



For more information, see the Statewide Inmate Orientation Handbook:  
<https://www.doc.wa.gov/docs/publications/400-HA002.pdf>

### Restitution While Under Community Supervision

During community supervision, the Community Corrections Officer assists the offender with meeting their court ordered responsibilities including finding employment, obtaining required treatment and programming, complying with court ordered prohibitions and meeting legal financial obligations, including restitution. If you are not receiving your restitution payment, contact the County Clerk's Office in the county where the inmate was sentenced.

### Restitution After the Offender Has Completed Their Sentence

If you are not receiving restitution payments after the offender has completed their sentence, contact the County Superior Court Clerk to inquire if they have received restitution payments for you and make sure they have your correct mailing address on file.

### *Child Support Responsibility*

Washington state law requires that DOC withdraw money for child support from earnings, gratuities and workers compensation benefits paid out to inmates. The money withdrawn is sent once a month to the [Division of Child Support \(DCS\)](#) to apply to child support obligations.

## What Happens When Someone Goes to Prison?



### *Reception and Arrival*

When a person arrives at prison, they first go to a “Reception Center” for an orientation to prison. They also receive a variety of assessments, including medical and mental health to help determine service needs.

The Reception Center for men is the [Washington Corrections Center](#) in Shelton, and the Reception Center for women is at [Washington Corrections Center for Women](#) in Gig Harbor.

At the Reception Center, everyone receives an orientation packet and is assigned to a living unit. The Unit Sergeant provides an overview of the living unit's rules.

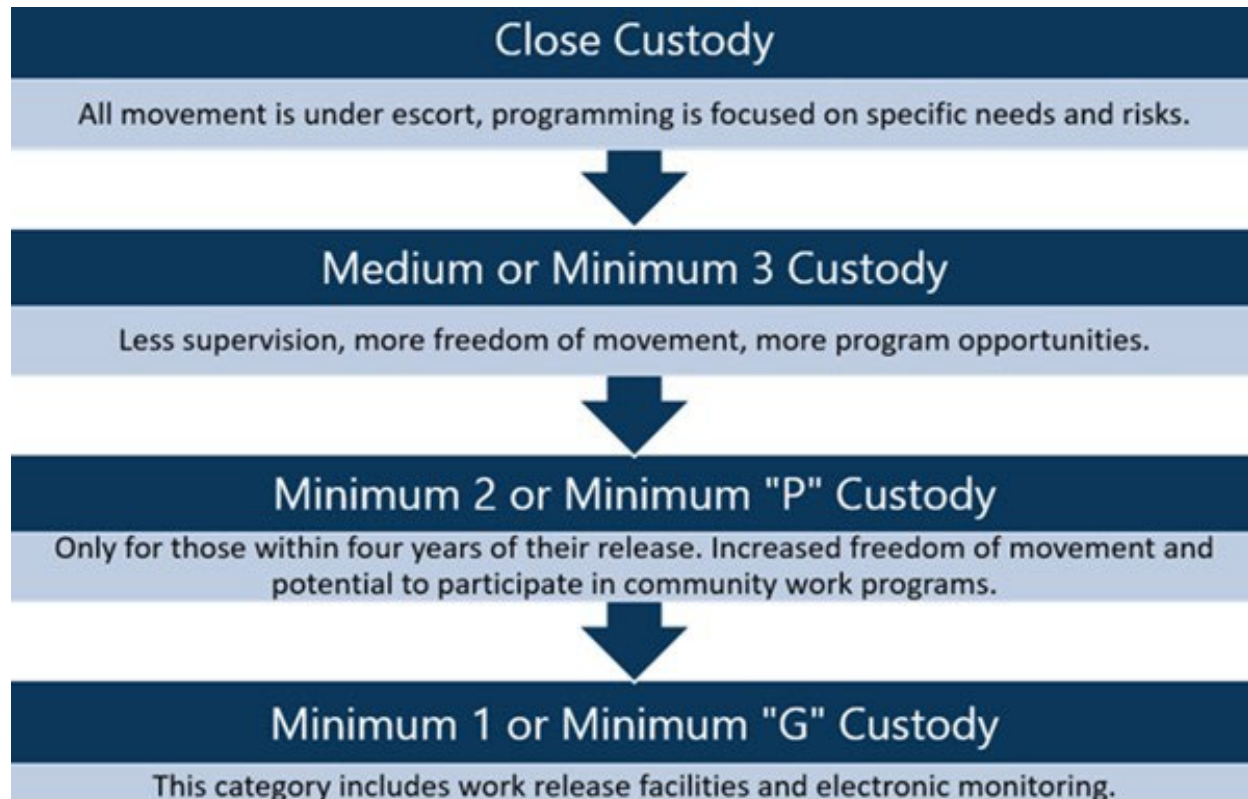
### *Classification and Assessments*

The “classification” process can take 4 to 6 weeks. During this time, documents are being collected and the inmate's electronic case management file is being assembled. Information in the file is not available for viewing until this process has been completed. In addition to general orientations and a medical assessment, DOC conducts vocational and educational assessments. It also identifies the inmate's escape risk, threat behaviors, separation from other inmates, and programming needs.

Assessments provide general information and identify possible concerns for each inmate (e.g. suicidal thoughts, victimization, violence, mental health, substance abuse and education). These assessments help prison staff to place each inmate where they can get the programs and housing that best meet the inmate’s identified risks and needs.

After Reception Center screening, inmates are transferred to the prison facility that is determined as the best fit for their custody level, risks and needs. The chart below provides an overview of the various custody levels that are assigned to inmates.

***Housing Types (Custody Levels)***



The goal of assigning a custody level is to place the inmate in the least-restrictive housing unit where staff can still ensure safety of the public, staff, and other inmates.

***After Reception***

After completing intake at the reception center, inmates may be transferred to other prisons. Prison placement is made based on the inmate’s custody classification, their risks, and their programming needs. To find what prison an inmate is housed at during any point in their incarceration, you can use the DOC Locator System described below.

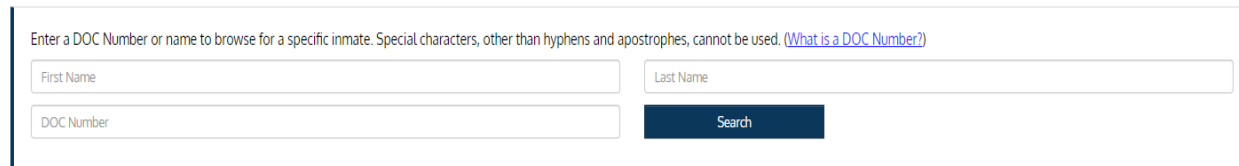
## ***Locator Services***

To locate an inmate after a transfer, visit [www.doc.wa.gov](http://www.doc.wa.gov). Find the “Inmate Search” icon and follow the instructions on the Inmate Search web page:

<http://www.doc.wa.gov/information/inmate-search/default.aspx>

### **Inmate Search**

To improve public safety the Department of Corrections publishes information about currently incarcerated individuals. All information provided through the application is subject to the agency's [Disclaimer and Terms of Use](#). You may [contact us](#) to obtain more information about current and former inmates and supervisees.



You may also call our “Inmate Search” line at (360) 725-8213. This line is available Monday through Friday 8 a.m. to 5 p.m. only. Voicemail not available.

## ***Staff Roles and Responsibilities***

### **Facility Custody Staff**

- **Correctional Officer (CO):** The role of the correctional officer is to assist in controlling, directing and monitoring the movements and activities of inmates. They make sure everyone follows the prison rules, ensuring the safety and security of inmates, staff, visitors, and the community.
- **Correctional Sergeant:** Correctional sergeants supervise correctional officers. Each facility has a *Public Access or Visit Sergeant* who can resolve issues relating to the visiting process.
- **Correctional Lieutenant:** A correctional lieutenant is responsible for security operations during their shift and supervises correctional sergeants. This position manages emergency situations that may arise.
- **Correctional Captain:** This is the senior custody staff member responsible for facility-wide custody and security operations and the supervision of lieutenants.

### ***Personal Case Management and Community Involvement Staff***

- **Classification Counselor (CC):** Each inmate has an assigned classification counselor. These staff handle day-to-day issues as well as being responsible for classification, case management and release preparation.
- **Correctional Unit Supervisor (CUS):** A correctional unit supervisor is responsible for the management of a housing unit, including the supervision of classification counselors and custody staff (Sergeants and COs).

- Community Partnership Program Coordinator (CPPC): Most facilities have a CPPC, who is responsible for much of the family-centered programming. Facilities offer family-friendly events through the year. These include cultural celebrations, holiday festivities and child-focused activities. You must be an approved visitor to attend.

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*A note to anyone who needs to hear it:  
We don't "get over" or "move on" from our trauma. We are forced to make  
space for it. We carry it. We learn to live with it.  
And sometimes we thrive in spite of it. – Unknown.*

### ***Visiting ([DOC policy 450.300](#))***

**Persons protected by any court order are not allowed to visit the inmate.**

**Per DOC policy, a past or present victim of the inmate's crime(s) is not eligible to visit the inmate.** Persons restricted per the Judgment and Sentence, including conditions of community supervision that prohibit contact with an individual or category of individuals, are also prohibited from visiting the inmate. Although supervised visits may be allowed per the J&S, supervision by the facility visit employees does not constitute supervised visiting as required by court orders.

Minors may also be denied due to the nature of a crime of conviction if they are profiled as comparable to a victim.

Video visiting may be an alternative for some; however, you must be on an approved visitor list to qualify for video visiting.

If you apply for visitation and are denied, information will be provided for an appeal process.

### ***Contact with an Inmate***

Inmates communicate with people outside of prison through letters, phone calls, e-mail, videograms and video visits.

If you are a victim of an inmate and want information on visitation and communication policies, some of that is summarized here; however, for more information follow this link:

<http://www.doc.wa.gov/corrections/incarceration/visiting/fag.htm#general>

Depending on what is ordered on the Judgment and Sentence, communication with the inmate may not be possible. Please contact the Victim Services Program if you have questions regarding this matter.

## Phone Calls

### *Can anyone call an inmate at a prison facility?*

No, inmates cannot receive incoming calls. Inmates may make outgoing calls, but only to phone numbers on their Personal Allowed Number (PAN) list. The PAN list can have up to 25 phone numbers, and inmates are responsible for maintaining their list. PAN lists will transfer with inmates when transferring to other state correctional facilities.

**Custom call features (e.g., 3-way calling, call forwarding) are not permitted.**

*What about emergency phone calls to an inmate?* All family emergencies must go through the emergency messages process at the prison facility where the inmate is located.

*Are phone calls monitored or recorded?* Yes, calls will be both monitored and recorded. Prisons use a monitoring/recording system to enhance security, increase inmate and public safety, and reduce criminal activity or activity that could threaten the orderly operation of the facility.

**For more information on phone call policies and procedures go to:**

<http://www.doc.wa.gov/corrections/incarceration/visiting/faq.htm#phone-calls>

## Mail

All incoming and outgoing mail is subject to search. Persons with no contact orders should contact the Victim Services Program if they receive mail from an inmate. If there is a court order that allows written communication, that court order must be provided to the prison where the inmate is housed. If there are conflicting court orders, the Department will abide by the most restrictive order.

## E-Mail

JPay's e-mail service provides a way for friends and family to write electronic letters to inmates. Because inmates generally do not have access to the Internet, JPay's e-mail service works differently than your email program at home. Inmates receive their email according to a schedule set by their facility, and emails are subject to screening and delivery rules that apply to traditional mail. For more information about this service, see:

<http://www.doc.wa.gov/corrections/incarceration/jpay.htm#email>

**If you are receiving unwanted e-mail or other forms of communication from an inmate, please contact the Victim Services Program so we can assist you in terminating the contact.**



## Prison Life

### *Room assignment*

Typically, two inmates are assigned to a room with a bunk bed. Roommates, often called “cellies” by the inmates, are chosen by staff based on the inmate’s age, affiliation with groups (or gangs), work assignments, medical concerns, mental health issues, protection issues, history of violent behavior and space availability. If an inmate does not get along with their assigned roommate, he or she can speak with a Classification Counselor or unit supervisor to explore other options.

### *Clothing*

Inmate clothing is provided by DOC.

### *Commissary (Store)*

Inmate funds are limited to purchase of personal hygiene items, food, sodas, postage supplies, writing materials, vitamins, and other personal items from commissary.

### *Television*

Access to television is available in most day rooms, except in close custody settings. Televisions may be purchased by an inmate using their personal funds.

### *Jobs*

DOC is committed to maintaining and expanding work and training programs that give inmates job skills they can use after prison. DOC also wants to inspire a positive work ethic among inmate workers. As an added benefit, inmate workers make products that are used in schools and other government buildings. They provide services to communities through work crews which helps reduce the tax burden of residents in the state. Work assignments are available based upon the custody level and location of each inmate. There may be other restrictions for some which will be explained to them by their Classification Counselor.



Depending on their custody level, incarcerated individual jobs can be inside the facility or out in the community supervised by correctional staff.



### *Programming & Treatment*

Available programming changes frequently. Every effort is made to keep this information up-to-date, however, the list may not represent currently available programs at Department facilities and available programs vary between facilities.

See the [Current Programming](#) on the website page for a master list of programs that are currently offered. You can also find a list of current educational programs for each prison facility here: [Education Programs](#)

Based on the Judgment and Sentence, individual risk assessment and availability of programs, inmates may be required to participate in programs such as:

- Alcoholics Anonymous (AA)
- Chemical Dependency Treatment (CD)
- Narcotics Anonymous (NA)
- Mental Health Services
- Stress/Anger Management (SAM)
- Therapeutic Community Treatment Program (TC)
- Sex Offender Treatment and Assessment Program (SOTAP)

Risk assessment results indicating high risks and needs may result in mandatory programming even if the Judgment and Sentence does not specifically require this programming. Offenders with low risk assessments may be placed on waitlists for available programs.

### *Cognitive Behavioral Programs*

DOC seeks to create a prison environment that requires inmates to make progress toward demonstrating some of the same pro-social attitudes, behaviors, and skills that contribute to the success of law-abiding citizens in the community. The goal is to reduce the inmate's risk to the community upon release.

## **The IF Project: The Question...**

**"If there was something someone could have said or done to change the path that led you here, what would it have been?"**

This question was asked to women at the Washington Correctional Center for Women. Their responses turned into a writing workshop that would lead to a unique national model of collaboration between law enforcement and incarcerated individuals to help people in prison and at-risk youth take a more positive path.

[The IF Project: The Question... | Washington State Department of Corrections](#)

## ***Educational Programs***



Some educational opportunities exist in Washington state prisons and reentry centers (formerly called work/training release facilities). As inmates go through orientation, they are tested to determine their educational level. They are then referred or enrolled in educational programming as appropriate and available.

Educational services contracted through the State Board of Community and Technical Colleges Classes include:

- Basic Education (GED) (Grades 9-12)
- Vocational (Career or Work) Skills Classes
- English as a Second Language (ESL)

## ***Health Care Services***

Health care services, which include medical, dental, and mental health care are provided to inmates by on-site health care staff. DOC assures that health care providers and counselors are licensed or certified to practice in Washington.

Please be aware that staff are unable to discuss specific medical concerns without a current signed *Release of Information* from the inmate.

## ***Sex Offender Treatment and Assessment Programs***

Sex Offender Treatment and Assessment Programs (SOTAP) are offered in only two prisons, one on each side of the state. These programs run between 12 and 18 months and due to limited space, some offenders will not be able to access these programs while they are incarcerated. If their Judgment and Sentence requires them to enroll in sex offender treatment, they will be required to do so when they are under supervision in the community.

## ***Religious and Spiritual Activities***

In accordance with state and federal law, DOC makes every effort to provide opportunities for each inmate to practice the religion of their choice in a fair and equitable way. This means we treat all religious beliefs equally - as long as the practices do not impact security, health, and safety requirements. Each prison has a Chaplain, and most programs are supplemented with religious volunteers.

More information can be found at:

<https://www.doc.wa.gov/corrections/programs/descriptions.htm#religious-cultural>

### ***Recreational Activities***

In accordance with state and federal law, all prisons offer recreational and hobby activities. Activities vary by facility but can include exercise courses, sports, in-cell hobby activities, hobby shop activities such as woodworking and quilting, in-cell music activities, music room activities, open gym, and outdoor yard time.

Some programs require participants to pay a \$7 quarterly fee. In order to benefit from these fee-based programs, inmates must be infraction-free for a minimum of 30 days.

### ***Prison Rape Elimination Act (PREA)***

The Prison Rape Elimination Act (PREA) was signed into federal law September of 2003. PREA establishes a zero-tolerance policy regarding rape and sexual abuse in federal, state, county and city correctional systems including prisons, jails, police lockups, and other confinement facilities for adults and juveniles. Information about how to report concerns is readily available to every inmate. Family and friends (community members) can report PREA allegations through any of the following:

**Phone:** PREA Hotline 1 (800) 586-9431

**Mail:** PREA Coordinator Post Office Box 41100, Olympia, WA 98504

**Email:** [DOCPREA@doc.wa.gov](mailto:DOCPREA@doc.wa.gov)

DOC has zero-tolerance for all forms of retaliation against any person because of their involvement in the reporting or investigation of a PREA complaint. Retaliation may be subject to corrective/disciplinary action.

### ***Escorted Leave***

In accordance with policy, inmates may be granted escorted leaves (i.e., leaves of absence from a correctional facility under the constant supervision of a Correctional Officer/designee.)

Escorted leaves may include:

- To receive necessary medical or dental care that is not available at the facility that they are housed in;
- To attend the funeral or visit the deathbed of an immediate family member;
- For Department supervised work programs such as fire suppression/incident response crews;
- To volunteer in approved community service work projects for lower custody or non-violent inmates;
- Mandatory court hearings; and
- Transfer to another facility (i.e., inpatient psychiatric hospital)

For escorts involving inmates in Minimum 3 custody or higher, escorting employees include at least one experienced, permanent status employee who has current qualifications for weapons and Oleoresin Capsicum (pepper spray).

The inmate's custody classification will determine the minimum standards for security measures, except for pregnant or postpartum inmates.

Escorted leaves must be within Washington State, unless the DOC Secretary/designee approves an exception for:

1. Out of state fire suppression/incident response;
2. An alternate transportation route due to inclement weather or road conditions; or
3. Out of state medical care in emergent situations if the needed level of care is not available in-state in a timely manner.

Escort employees are required to maintain visual or auditory contact with the inmate at all times. Auditory contact is only used when circumstances do not permit visual contact (example: during medical services requiring some sensitivity).

Additional information regarding escorted leaves, furloughs, and special transports for inmates are covered in [DOC policy 420.110](#).

## Time Computation

### *Sentence Structure/Calculations*

The length of an inmate's sentence is determined by the Judgment and Sentence entered by the court. The DOC is required to apply credits for time the inmate has served in jail on the crime prior to transferring to prison. They can also receive a further reduction on time served in jail and prison for good behavior as outlined in [RCW 9.94A.729](#). Thus, inmates will have an Earned Release Date (ERD) and a Maximum Sentence Date (MAX) for the crime. The ERD is based on the assumption that the inmate will earn all of their credit for good behavior time. However, they can lose this time through bad behavior while incarcerated.

### *Earned Release Time (ERT) or "Good Time"*

ERT is calculated in accordance with state law (RCW 9.94A.729). Most inmates receive *Earned Release Time* of 10%, 15% or 33%. In rare cases, some inmates who committed certain crimes prior to 07/02/2010 are eligible for up to 50% off their sentence.

**Following is an example:** An inmate with a 36-month sentence with 60 days jail time and 30 days jail good time with 33.3% earned release time with a time start of 01-01-2009.

1	Start with total sentence length (converted to days)	36 months = 1095 days	Total Sentence Length
2	Subtract the number of days of jail credits (Jail time and jail good time combined)	1095 - 90 days = 1005 days	Days to be served in Corrections prior to earned release credits being applied (Maximum Expiration Date)
3	Multiply by one third for Corrections earned <u>release credits</u> . NOTE: If the sentence is any other earned time percentage, use this same process but use the correct earned time percentage.	1005 x 0.333 = 335 days Corrections earned release credits	Corrections earned <u>release credits</u> .
4	Subtract Corrections earned release credits from the Days to be served in Corrections	1005 – 335 = 670 days to serve in Corrections	Total days to be served in Corrections
5	Add the total days to be served in Corrections to your time start date	1-01-2009 plus 670 days = 11-02-2010	This becomes the Earned Release Date (ERD)

Inmates may lose some or all of their *Earned Release Time* for infraction behaviors while incarcerated. They can also earn back time that has been removed. Certain sentence enhancements cannot be reduced for earned time.

### ***10-Day Release***

State law and department policy provide for consideration for release of some inmates up to 10 days prior to their adjusted Earned Release Date (ERD) unless there are circumstances that warrant a denial of this additional early time. Victim safety concerns in the area where the inmate is releasing is one of the circumstances that may result in a denial of the granting of the 10-day early release. See [DOC 350.240 Ten Day Release](#) for more information on eligibility.

### ***Release Plans***

If an inmate has a period of court ordered community supervision, on the cause for which they are serving prison time, they must submit a release plan to DOC for investigation and approval in order to release from prison between their earned release date and their maximum sentence date. Per [DOC Policy 350.200](#) on transition and release, inmates will not release to the same address where a past/current victim resides unless approved by the Field Administrator in consultation with the Victim Services Program Manager and/or assigned Community Victim Liaison.

**Community Supervision Length** – the length of community supervision is specified on the Judgment and Sentence in accordance with state law. Additionally, judges may set specific conditions that inmates must abide by while under supervision in the community.

## Community Supervision

Under state sentencing laws, there are a number of different types of sentences depending on when the crime was committed. Some of the sentences include both prison time and a period of community supervision. Individuals under supervision in the community report as required to a Community Corrections Officer. Some states refer to this time period as “probation” or “parole;” but in Washington it is called “community supervision.”

The Washington State Department of Corrections supervises individuals who have either been confined in a county jail, prison facility (for felony convictions of more than a year), and/or were sentenced directly to supervision in the community. A Community Corrections Officer (CCO) is tasked with supervising these individuals.

DOC supervises an active caseload of approximately 12,476 individuals in communities across the state of Washington ([Agency Fact Card 09/2022](#)). DOC employees promote public safety and assist individuals in reintegration by:

- Providing guidance, support and program opportunities for all inmates returning to the community.
- Holding individuals on supervision accountable to their imposed supervision conditions.
- Collaborating with community partners to support transition into the community by addressing identified risks and needs such as housing, programming, treatment and employment.

When an individual is under supervision in the community, they may be required to participate in [Cognitive Behavioral Intervention \(CBI\) programs](#). For example, *Thinking for a Change* (T4C) is an **evidence-based** behavioral program that provides participants the knowledge and skills necessary to change behavior and reduce recidivism. Behavioral intervention programs have the potential to reduce future victimization and improve community safety.

Any offender who completed the prison based *Sex Offender Treatment Assessment Program* will be required to complete one year of phase 3/aftercare of the SOTAP in the community. Sex offenders who do not complete SOTAP while in prison will be required to receive treatment with a private certified provider in the community, if it is required on their Judgment and Sentence.

## Supervision Compliance Credit

Individuals under community supervision may earn Supervision Compliance Credit (SCC). They can earn up to 10 days a month off of supervision each full calendar month on eligible causes as long as they are in compliance with supervision terms and completing progress towards specific targeted goals that enhance protective factors and stability. SCC will not be granted for the first and last months of supervision. Supervision Compliance Credit earned will change the supervision end date.

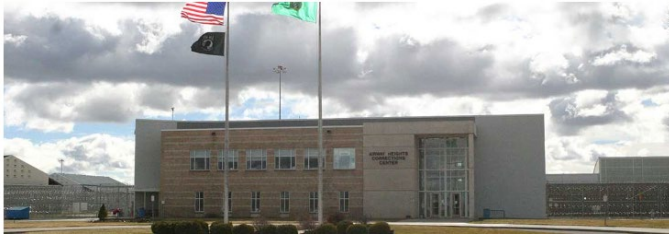
## Washington State Correctional Facilities

### Incarceration Facilities Map





[\*Airway Heights Corrections Center \(AHCC\)\*](#)



**Physical Address**

11919 W. Sprague Avenue  
Airway Heights, WA 99001-1899

**Custody Levels:** Minimum, Medium & Close

**Capacity:** 2,258 male inmates

**Year opened:** 1992

[\*Cedar Creek Corrections Center \(CCCC\)\*](#)



**Physical Address**

12200 Bordeaux Road  
Littlerock, WA 98556-0037

**Custody Level:** Minimum

**Capacity:** 480 male inmates

**Year opened:** 1954

[\*Clallam Bay Corrections Center \(CBCC\)\*](#)



**Physical Address**

1830 Eagle Crest Way  
Clallam Bay, WA 98326

**Custody Level:** Medium, Close, & Maximum

**Capacity:** 858 male inmates

**Year Opened:** 1985

[\*Coyote Ridge Corrections Center \(CRCC\)\*](#)



**Physical Address**

1301 N Ephrata Ave  
Connell, WA 99326

**Custody Level:** Minimum, Medium & Long-term Minimum

**Capacity:** 2,468 male inmates

**Year Opened:**

Minimum Security – 1992

Medium Security – 2009



*Larch Corrections Center (LCC)*



**Physical Address**

15314 NE Dole Valley Road  
Yacolt, WA 98675-95

**Custody Level:** Minimum

**Capacity:** 480 male inmates

**Year opened:** 1956

*Mission Creek Corrections Center for Women (MCCCW)*



**Physical Address**

3420 NE Sand Hill Road  
Belfair, WA 98528

**Custody Level:** Minimum

**Capacity:** 321 female inmates

**Year opened** 2005

*Monroe Correctional Complex (MCC)*



**Physical Address**

16550 177th Avenue SE  
Monroe, WA 98272

**Custody Level:** Maximum, Close,  
Medium & Minimum

**Capacity:** 2,400 male inmates

**Year opened:** 1910

*Olympic Corrections Center (OCC)*



**Physical Address**

11235 Hoh Mainline  
Forks, WA 98331

**Custody Level:** Minimum

**Capacity:** 381 male inmates

**Year opened:** 1968

[Stafford Creek Corrections Center \(SCCC\)](#)



**Physical Address**

191 Constantine Way  
Aberdeen, WA 98520

**Custody Level:** Minimum,  
Medium & Maximum

**Capacity:** 1,936 male inmates

**Year opened:** 2000

[Washington Corrections Center \(WCC\)](#)



**Physical Address**

2321 West Dayton Airport Road  
Shelton, WA 98584

**Custody Level:** Medium, Close &  
Maximum

**Capacity:** 1,268 male inmates

**Year opened:** 1964

[Washington Corrections Center for Women \(WCCW\)](#)



**Physical Address**

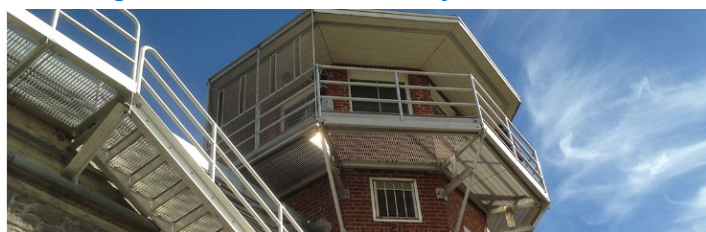
9601 Bujacich Rd. NW  
Gig Harbor, WA 98332-8300

**Custody Level:** Minimum, Medium  
& Close

**Capacity:** 738 female inmates

**Year opened:** 1971

[Washington State Penitentiary \(WSP\)](#)



**Physical Address**

1313 North 13th Avenue  
Walla Walla, WA 99362

**Custody Level:** Maximum, Close,  
Medium & Minimum

**Capacity:** 2,439 male inmates

**Year opened:** 1886

## Camp

Some inmates become eligible to serve a portion of their sentence in prison camps. DOC has guidelines for inmates moving to camps. For example, inmates must have four years or less remaining to their ERD to be considered eligible for camp. Expectations include programming in a positive manner; remaining infraction free; and following all expectations specified in the inmate's Custody and Facility plan. The purpose of camp is to move inmates through lower custody levels, allowing them to have fewer restrictions as they prepare for community reentry. Camp provides work opportunities and programming that may not be provided at the higher custody level prisons. Any work outside of the confines of these facilities is accomplished by supervised work crews only.

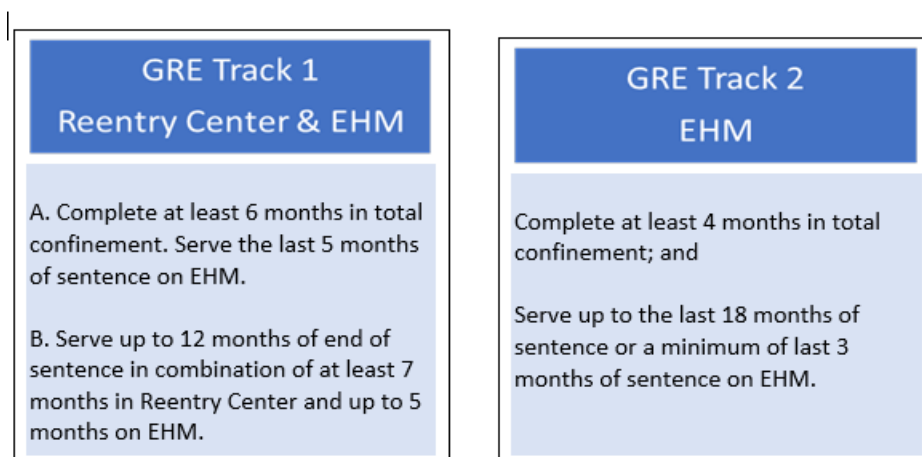
## Partial Confinement Programs

### *Community Parenting Alternative (CPA)*

Community Parenting Alternative (CPA) is a partial confinement program where [eligible incarcerated participants](#) reside in the community under electronic monitoring surveillance. Under this program, they are required to remain in their residence at least 50% of each 24-hour period. Sponsors and addresses require investigation and approval.

### *Graduated Reentry (GRE)*

A new law passed in 2018 that created a [Graduated Reentry Program](#) (GRE) of partial confinement for certain inmates. An inmate may serve up to 18 months on partial confinement which may include Electronic Home Monitoring (EHM). The inmate must have an approved residence, be on EHM and participate in appropriate programming and treatment. A corrections specialist monitors the incarcerated inmate during the period of EHM.



### *Traditional Work Release / Reentry Centers*

Reentry Centers (formerly known as Work/training release facilities) serve as a bridge between life in prison and life in the community. Residents at reentry centers are expected to focus on transition, including finding and retaining employment, treatment, developing life skills and becoming productive members of the community. Transitioning through a reentry center is an opportunity for self-improvement, while assisting incarcerated people in creating a safe and productive lifestyle that can be sustained upon release.

**Individuals who are enrolled with the Victim Services Program may be provided information related to the Reentry Center resident's work assignment in the community.**

### Eligibility & Expectations of Reentry Centers

Inmates can be referred to a reentry center up to 12 months prior to their earned release date. Inmates may be eligible to spend those last months in a reentry center if specific criteria are met.

For example:

- The inmate must have a record of good behavior;
- Be assigned 'Minimum 1' custody level; and
- There must be available bed space at a reentry center.

Residents in reentry centers must follow all program rules. They must search for and/or retain employment and will be monitored to ensure compliance. Frequent testing for substance abuse will be administered. Reentry center residents may only leave the facility for work or other specific activities, such as appointments, treatment, shopping or approved outings to visit family. Inmates must continue therapy, treatment, programming, and classes. Failure to abide by the rules may result in sanction and/or termination from the program and return to prison.

Click here to see the locations of Reentry Centers: [Reentry Centers | Washington State Department of Corrections](#)

### Value of Graduated Reentry Programs

Inmates who complete graduated reentry programs are more likely to be successful in maintaining employment, stable housing, and in paying legal financial obligations. Additionally, recent research conducted by the [Washington State Institute for Public Policy](#) indicates that work/training release programs have a positive cost/benefit impact for taxpayers.



### ***Transfers To Partial Confinement Programs May Be Terminated***

Inmates under graduated reentry programs are bound by the prison infraction system rules, and if there are violations of those rules, DOC Hearings Officers conduct hearings to adjudicate the behavior.

Violations can result in inmates being further restricted to their home, required to participate in additional programs, or terminated from the program and returned to prison to serve the remainder of their sentence, in addition to any good conduct time lost as a result of the hearing.

## **Other Units Under the Department of Corrections Umbrella**

### ***Family Services Unit***

The Family Services Unit provides support and resources that assist families in maintaining contact and building connections when a family member is in prison. There are a number of support groups, assistance programs, and supportive community organizations to assist family members who are left behind while their friend or family member is in prison.

#### ***Family Services Contacts:***

- Online: Family Services Web page ([www.doc.wa.gov/family](http://www.doc.wa.gov/family))
- Mail:

Department of Corrections  
Family Services Unit  
P.O. Box 41101  
Tumwater, WA 98501

### ***Indeterminate Sentence Review Board (ISRB)***



The Indeterminate Sentence Review Board (ISRB or Board) was created in 1986. Before that, the Board had been the Board of Prison Terms and Paroles. The Board is a quasi-judicial board located under the umbrella of the Department of Corrections. The Board retains independent decision making, and has jurisdiction over the following [three types of cases](#):

1. Persons who committed crimes prior to July 1, 1984 and were sentenced to prison.
2. Persons who committed certain sex offenses on or after September 1, 2001.
3. Persons who committed crimes prior to their 18<sup>th</sup> birthday and were sentenced as adults.

The ISRB reviews cases, conducts hearings, conducts violation hearings, and provides services to victims of inmates under the Board's jurisdiction. Explore the following webpage to learn more about the Board and its responsibilities and services:

<http://www.doc.wa.gov/corrections/isrb/default.htm>

The Victim Liaison to the ISRB is not a DOC Victim Services Program employee. For ISRB Victim Services contact 360-407-2408 or view the victims' services page on the ISRB page at:

<https://www.doc.wa.gov/corrections/isrb/victim-services.htm>

### ***Public Records Request Unit***

A "public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the Department regardless of physical form or characteristics (RCW 42.56.010 , WAC 137-08-020 ). Any person may make a [Public Records Request](#) for agency records. RCW 42.56.080 provides that agencies may not distinguish between requesters and must make records available to "any person."

The Public Records Act recognizes that other statutes may limit which persons may receive records. For example, an agency may need to determine whether a requester is authorized to receive requested health care records (RCW 70.02.030). Also, a court order, such as an injunction barring an inmate or sexually violent predator from receiving a record (RCW 42.56.565 , RCW 71.09.120(3)). Therefore, depending on the records requested and the laws that govern those records, sometimes an agency may consider the identity of a requestor or need more information from a requestor.

Be specific in what documents you are requesting including any dates, your name, daytime phone number, mailing address, e-mail address, and DOC number. The public disclosure unit will use this information to contact you about your request. Submit your request to

[DOCpublicdisclosureunit@doc.wa.gov](mailto:DOCpublicdisclosureunit@doc.wa.gov).

## **Resources**

### ***State Resources***

[Address Confidentiality Program at the Secretary of State's Office](#)

ACP assigns a PO Box address to participants enrolled in the program. This substitute address is used instead of a person's home, work or school address. Government agencies of city, county and state are legally required to accept the substitute address.

### [Crime Victim Compensation at the Department of Labor and Industries](#)

This program was created to help victims with the many costs associated with violent crime. Within certain limitations, the program provides financial compensation to crime victims for such expenses as medical bills, loss of financial support, and funeral expenses.

### [DSHS Victim/Witness Notification Program](#)

The Department of Social and Health Services (DSHS) Victim Witness Notification Program is designed to assist victims and witnesses of sexual assault or violent crimes when the offender is housed in a facility operated by DSHS. Included are Eastern and Western State Hospitals and sexually violent predator civil commitment facilities. The program is confidential.

### [DCYF Department of Children, Youth & Families](#)

The Washington State Department of Children, Youth & Families (DCYF) has a program to notify victims and witnesses when a juvenile who committed the crime is released, transferred or escapes from a juvenile facility.

### [Inmate Search](#)

The Department of Corrections provides access to public information about inmates who are currently incarcerated ("[Inmate Search](#)") or wanted for arrest by the department ("Warrant Search") to ensure public safety. Note: This is not always up to date, so you may want to call 360.725.8213

### [Vinelink \(VINE\)](#)

VINE is administered in Washington by the Washington Association of Sheriffs and Police Chiefs ([WASPC](#)). VINE provides victims and concerned community members automated notification (via e-mail, phone, or text) on the same day an inmate releases from a prison or jail; or when an inmate transfers from one state correctional facility to another. VINE can be accessed 24 hours a day, seven days a week. Please note this service is separate and independent from the DOC's Advance Notification program.

## *Federal Resources*

### [U.S. Immigration Victim Notification Program](#)

If an inmate is under a deportation order and transferred to the custody of Immigrations and Customs Enforcement (ICE), you may be able to receive information by enrolling in the ICE Victim Notification Program.

### [Federal Bureau of Prisons](#)

For information regarding inmates in the Federal prison system and Victims' Rights and Services, please contact the Federal Bureau of Prisons.

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## Acronym Glossary

**CBI**: Cognitive Behavioral Interventions are programs through which inmates learn to:

- Recognize and restructure risky thoughts
- Regulate emotional responses
- Improve pro-social skills
- Increase personal responsibility for their actions

The theory of CBIs sets forth a simple principle that thinking drives actions. Restructuring of individuals' thoughts and behaviors leads to more prosocial interactions in the community and provides skills for inmates to make better choices that ultimately leads to lower recidivism and safer communities.

DOC also aims to positively influence individuals by stressing personal responsibility and accountability, and by reducing recidivism.

**CCO**: Community Corrections Officers are employed by DOC and have the task of supervising inmates released after being confined in a county jail or prison facility and/or were sentenced directly to supervision in the community.

**CPA**: Community Parenting Alternative is a partial confinement program where eligible participants reside in the community under electronic monitoring surveillance.

**CVL**: A Community Victim Liaison is a victim advocate employed by DOC who can assist with questions or concerns regarding inmates or individuals in the community under DOC supervision. CVLs may provide community referrals and information on local resources; and assist in safety planning.

**DOC**: Washington State Department of Corrections. Department of Corrections manages all state-operated adult prisons and supervises certain formerly incarcerated individuals and others sentenced to supervision who live in the community.

**EHM or EM**: Electronic Home Monitoring or Electronic Monitoring is a method of supervision that includes an electronic device (often an ankle bracelet) fitted to the person who has been sentenced to electronic monitoring by a court or who is required to wear the device by DOC. The device is used to monitor the comings and goings of an inmate's outings from their residence.

**ERD**: Earned Release Date is the date the incarcerated individual is eligible for release (see Earned Release Time).



**ERT:** Earned Release Time is calculated in accordance with state law (RCW 9.94.729). Most inmates receive Earned Release Time of 10%, 15%, or 33%. Some inmates sentenced prior to 07/02/2010 are eligible for up to 50% off their sentence.

**GPS:** Global Positioning System monitoring is a navigation device worn by an inmate that uses the GPS to track the device's movements and determine its location.

**GRE:** Graduated Reentry is process that allows certain inmates to serve up to the final 18 months of their sentences in a Reentry Center and/or transition to Electronic Monitoring in a residence.

**ISRB:** Indeterminate Sentence Review Board is a quasi-judicial board that makes decisions about the release of certain inmates (*formerly known as the Board of Prison Terms and Paroles*).

**J&S:** Judgment and Sentence is an order issued by a judge after a finding of guilt. The J&S sets forth the punishment when a person has been convicted of a crime. Sentences are set in compliance with state sentencing laws.

**OAA:** Offender Accountability Act became effective July 1, 2000. Offenders sentenced after this date are required to submit a plan prior to release and some will have community supervision upon release.

**SCC:** Supervision Compliance Credit is credit earned by offenders on supervision in the community. They can earn up to 10 days a month off of supervision each full calendar month on eligible causes as long as they are in compliance with supervision terms and completing progress towards specific targeted goals that enhance protective factors and stability. SCC will not be granted for the first and last months of supervision.

**SRA:** Sentencing Reform Act is the state law that sets out the sentencing guidelines for crimes committed on/after July 1, 1984.

**VINE:** Victim Information and Notification Everyday is a private program of APPRISS, administered in Washington by the Washington Association of Sheriffs and Police Chiefs. This service allows you to track the custody status of inmates in jail or prison throughout the United States. *You must register with VINE to receive automated notification through the VINE program.*

**VSP:** Victim Services Program serves as a point of contact within DOC for victims, witnesses and concerned citizens. Services provided include Advance Notification to program enrollees. *You must enroll in this program to receive notification from DOC.* VSP also provides safety planning assistance; stopping unwanted contact from an inmate under the jurisdiction of DOC; and facilitated communication processes.

## Glossary of Terms

**Camp:** A lower level of custody for inmates that have less than four years remaining on their sentence. Inmates have fewer restrictions and are preparing to reenter the community. Camp also provides them with work opportunities and programming that may not be provided at major facilities.

**Escorted leave:** An approved leave of absence by an inmate from a correctional facility under the continuous supervision of trained correctional staff.

**Evidence-based:** "Evidence-based" means a program or practice that has had multiple-site random controlled trials across heterogeneous populations demonstrating that the program or practice is effective in reducing recidivism for the population.

**Inmate:** An incarcerated individual serving his or her sentence in a correctional facility.

**Immediate release:** Occurs when an inmate is found releasable right away. This can be due to winning an appeal or a sentence re-configuration.

**Partial confinement:** Allows for some inmates to live in DOC residential facilities or in a residence in the community while on Electronic Home Monitoring. CPA and GRE programs are examples of partial confinement.

**Reentry Centers (formerly known as Work/Training Release):** A form of partial confinement in which inmates are permitted to live in residential facilities. During this time, the inmates are expected to secure employment and be assisted in establishing positive support networks with family, friends, and the community.

**Supervision:** Incarcerated individuals who are sentenced by the court to community custody and eligible under statute to be supervised by DOC. These individuals report to their Community Corrections Officers to review adherence of court ordered conditions for a specified period of time. Also sometimes called "parole" or "probation."

## Frequently Asked Questions (FAQs)

### *Notification*

#### **DOC ADVANCE NOTIFICATION**

**Who can enroll for Advance Notification?** Victims of [eligible crimes](#) may enroll for notification. More information can be found on the DOC victim's notification page at: <https://www.doc.wa.gov/victims/notification.htm>

**How can I enroll for Advance Notification?** Victims of eligible crimes may enroll for notification by filling out the [DOC 07-040 Application for Advance Notification and Victim Services](#) form.

**May I decline to enroll in the Advance Notification service?** Yes, enrollment is **not** automatic. If you do not enroll, you will not receive Advance Notification.

**How do I update my information?** Contact the VSP via phone, online, or USPS mail with your updated information.

**How much advance notice will I get for the inmate's release?** You will receive about 30 days' notice prior to the inmate's release date.

## **VINE NOTIFICATION**

**VINE - How can I stop the calls?** Enter in your PIN number. If you forgot it, contact VINE directly at 1-877-846-3492. Note: you can enroll to receive VINE notification via text or e-mail instead.

**How do I find out why an inmate was moved?** If you receive a notification from VINE that an inmate has been moved from one institution to another, VINE provides you a phone number to call to find out why.

**I have other questions about VINE where do I call?** Call 1-877-846-3492.

### *Information*

**How to get information about an inmate that is in prison:** If the inmate is in prison, you can use this link to click on "inmate search" to find out additional information.

<https://www.doc.wa.gov/information/resources.htm#doc>.

**How to get information about a former inmate that is on supervision:** If the individual is on community supervision, please contact the VSP at 1-800-322-2201.

**How to see if someone has an active Corrections warrant:** You can use this link to the inmate search page (<https://www.doc.wa.gov/information/inmate-search/disclaimer.htm>) to find out if the person has an active warrant. Just click on "Warrants Search" at the bottom of the page.

### *Safety*

**What do I do if a former inmate under community supervision violates his or her supervision conditions?** If you believe the supervised individual is committing a crime, call 911 immediately. If the behavior is not a crime, but you believe they are violating their supervision conditions, report it to the assigned CCO. If you are unsure who the CCO is, contact the DOC at 360-725-8213. If you are enrolled in Advance Notification, please call 1-800-322-2201.

**Can I stop unwanted communication from a current or former inmate?** Yes, if an inmate is incarcerated or on supervision, it is possible to prohibit contact. Please contact the VSP at 1-800-322-2201 for further assistance.

**How do I find out if there is a No Contact Order?** Contact the County Court Clerk's Office where the order was issued and/or the inmate was sentenced.

**How do I obtain a copy of my No Contact Order?** You may request a copy of the NCO from the Clerk of the Court where the order was issued.

**How do I request a No Contact Order?** You may file a request for a No Contact or other protective court order by contacting your local County Court Clerk. Forms and information are often found online on the Court Clerk's website. Some courts also have courthouse facilitators that may be available to assist you.

**How do I get a No Contact Order modified or dropped?** Court orders are put in place to protect you. We encourage you to maintain them. However, you may request a hearing through the court to petition the judge to terminate or modify an order. We encourage you to speak with your local Domestic Violence Advocacy program with questions about modifying your protective order.

**What about my costs/losses?** DOC cannot reimburse for any financial losses. The Crime Victims Compensation Program may be able to assist with financial compensation relating to medical bills, loss of financial support, and funeral expenses relating to the crime. If restitution was ordered by the court, the County Court Clerk receives and distributes the restitution payments.

## *Prison*

**Why are inmates transferred between prisons?** Transfers can occur for a variety of reasons. Reasons may include treatment needs, medical placement, access to appropriate programming, changes in facility custody levels, separation from other inmates, or overcrowding.

**Is the inmate going to get treatment?** Treatment is prioritized based on the needs assessment, availability of programs, and if court ordered. There is no guarantee the inmate will be enrolled for treatment prior to releasing back into the community. NOTE: DOC does not offer Domestic Violence treatment.

## *Parole/Release*

**How will I know if the inmate is paroled?** If the inmate is under the jurisdiction of the ISRB, you can contact them directly to see if there has been a prison release hearing set or a release decision made. The phone number is 360-407-2408.

**Why is the inmate releasing earlier than expected?** During the criminal proceedings, the inmate is given credit for time served while in custody. In addition, state law provides for good time credits for time spent in prison and/or jail. Please refer to "Earned Release Time" for additional information.