

COMMUNITY PARENTING ALTERNATIVE

*Working with incarcerated individuals and their families
In providing structure, support, and collaboration of services
for the greatest impact*



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Introduction

1.1 Welcome

Welcome to the Community Parenting Alternative within the Department of Corrections. We are excited to announce the passage of Engrossed Second Substitute Senate Bill 5291 – Alternatives to Total Confinement – Persons with Minor Children.

This groundbreaking legislation has two components:

1) *The Judicial Sentencing Option (FOSA) wherein defendants appearing before the court who meet specified criteria can receive 12 months of Community Custody in lieu of prison so that they may remain with their children and families;*

2) *The Community Parenting Alternative (CPA) authorizes the Department to transfer offenders who meet specified criteria to Home Detention using electronic monitoring (EM) for up to the final 12 months of their prison sentence. The Department will also establish its own criteria for CPA in addition to the legislative requirements.*

This legislation focuses on the child, family and the importance of maintaining the family bond so that individuals can be productive contributors in their families and communities. Additionally, Department of Corrections (DOC) and the Department of Children, Youth & Families (DCYF) are required to work together on shared cases. Each participant must sign releases of information to be eligible for participation.

You are transferring from the institution to your home. However, it is important that you understand that you are not on supervision and remain an incarcerated individual within DOC. All your activities must be pre-approved by your Corrections Specialist (CS3) and cannot be changed without prior authorization.

You must remain in your approved residence at all times other than those occasions for which you have permission to attend school, treatment, programs, family activities, and/or employment.

It is imperative to your success that you understand and accept this distinction so that the term of your home detention can be successful.

It is often very difficult to live “half in and half out”, so understanding your restrictions and accepting the limitations of this program is necessary. Your CS3, your family, and DCYF will work with you to ensure the best interests of your child/children are met as well as your compliance with the program.



1.2 Mission Statement

In collaboration with DCYF and other community stakeholders, DOC improves public safety by working together to ensure compliance with court ordered conditions as well as targeting programs and treatment that will enhance family bonds and relationships. We work together in conjunction with DCYF to strengthen families by using the 5 Protective Factors:

- Parental Resilience,
- Social Connections,
- Concrete Support in times of need,
- Knowledge of Parenting and
- Child Development and Social and Emotional Competence of children.

This strengthens communities and reduces intergenerational incarceration.

1.3 Goals

- *To increase the success of incarcerated individuals in our communities.*
- *To strengthen families by providing intense monitoring/supervision of incarcerated individuals granted this alternative.*
- *To work with incarcerated individuals and their families in providing structure, support, and community collaboration for the greatest impact.*
- *To work with other agencies and organizations in reducing duplicative services and programs.*
- *To intervene at the lowest level, as is appropriate, when violations occur so that incarcerated individuals can correct their behavior to the benefit of their families and communities.*

Present Parenting

Present Parenting means you are clean and sober first. This means you are abstaining from all drugs and alcohol, including THC/marijuana while learning, developing and utilizing skills to prioritize what is in the best interest of your child(ren).

Schedule

2.1 Schedules

Your schedule must be approved in advance by your CS3. Once your plan/activities are approved, you cannot alter them without permission from your CS3. Your schedule should include a minimum of the following; date of outing, leave and enter time, address, purpose of outing, time of activity, travel time (to and from outing) and accompanying party.

An example of what your schedule should look like has been attached (see page 11)

It is your responsibility to manage your schedule and obtain permission for changes *in advance* of the change. Your CS3 may require verification of such changes to your schedule, so it is always in your best interest to have verification of all activities while in the community. Schedule changes will be allowed one time per week and as required per the CS3. If you have been approved for an outing and you do not attend that outing, for any reason, it is expected that you notify your CS3 immediately.

The Community Parenting Alternative is a partial confinement program and you must spend the substantial portion of the day in your home. Although there will be standard hours, those hours may be adjusted depending on an individual's needs. The Community Parenting Alternative is also a progressive program, in which you can earn more time in the community based on your phase and compliance with program rules, along with your successful participation in programming requirements.

Each incarcerated individual has a minimum of 48-hour blackout period from the time of arrival at their home. During this time, you will not be allowed to leave your approved residence. In addition to your blackout, the first weekend you are home, you will not be allowed movement outside of the home. You and your CS3 will negotiate schedule needs at the time of intake for

up to the first week.

After the first week, all schedule changes must be reported to your CS3 for all activities occurring the following week(s). The CS3 will inform you when your schedule is due.

During the blackout period, you are NOT to have any visitors. Thereafter, you must declare all visitors to the home and document such visits on your visitor log. All visitors must leave your home by 9:00 p.m. and you are not allowed to have any overnight visitors without prior approval from your CS3. Remember, you are not to associate with other known felons or probationers while you are participating in this alternative without prior approval from your CS3. Please note: The Visitors Log is a mandatory form and is part of your CPA mandatory programming requirements. Failure to fill out the Visitors Log completely and correctly, may result in disciplinary action.

You will be required to complete a Daily Itinerary to include your activities for the day. This will need to include the type of activity, the location, and contact name and number for your CS3 to verify if needed. Please note that you must have authorization from your CS3 prior to any use of the Internet. If you use the Internet for job search or education, you are to document the usage on your Daily Itinerary documenting what sites you visited and for how long. Please note: The Daily Itinerary is also a mandatory form and is part of your CPA mandatory programming requirements. Failure to fill out the Daily Itinerary completely and correctly, may result in disciplinary action. An example of a Daily Itinerary is included in this handbook (page 12).

On New Year's Eve, all incarcerated individuals must be home by 6pm. The only exception to this is a pre-approved work schedule.

2.2 Electronic Monitoring

You will not be allowed to leave your residence unless approved, in advance, by your CS3. To ensure your compliance with this, you will be monitored by an electronic monitoring device. The device is simple to operate and should not disrupt your daily activities.

A transmitter bracelet will be attached to your ankle and a receiver will be connected to an outlet in your residence.

The receiver should never be placed next to other electronics or on a glass surface.

The following are phone line restrictions that need to be followed:

- No answering machines
- No call forwarding or voice mail No fax machines
- No additional lines
- No cordless phones

Please note that the cost of this device is approximately \$1,750. You are responsible for the care and management of this equipment. Any damage that occurs by tampering, misuse or defacing of the unit is your responsibility.

Expectations

Although you are being transferred out of the Institution and into the community, you are not free to do what you want, when you want, or how you want, YOU MUST GET PRE-APPROVAL. We realize the difficulty of being “half-in and half-out,” so be sure to communicate stress and struggles to your CS3.

3.1 Do’s and Don’ts

The following are some examples of dos and don’ts:

Do:

- Communicate your needs to your CS3
- Be pro-active with your schedule
- Be on time
- Attend all required classes, work, treatment etc.
- Take an active part in your child’s education- read with your child
- Spend time with your child doing activities he/she wants to do and that promote positive family time
- Be an active participant in and contributor to your family
- ALWAYS be where you say you will be and adhere to your approved schedule
- Participate completely to ensure your success
- Have a minimum of one family meal a day without the distraction of electronics

Don’t:

- Leave the residence when not authorized
- Allow visitors to your home who may compromise your ability to remain in this program
- Assume that because something makes sense, it is automatically approved

This is a Parenting Sentencing Alternative and requires all participants to be actively involved in parenting their children. It expects that you will prioritize your child’s growth, development and well-being in all decision making. Failure to put your children’s needs first, make decisions in their best interest or not spend significant time with your children may be cause for you to return to confinement.



The Washington Administrative Code (WAC) and Revised Code of Washington (RCW) are specific as to what is allowed in a partial confinement program. You are accountable for all your time while in the community and must communicate that to your CS3. Failure to account for your time may result in termination and/or reclassification back to the institution.

The following list includes, but is not limited to, items/activities that are prohibited:

- Gambling to include purchasing lottery tickets, BINGO and/or frequenting any Casinos or gaming establishments
- No entering contracts where services are rendered but payment is expected (to include layaway and purchasing cell phones) without the authorization of your CS3. In addition, you are NOT allowed to get married.

(Dos and Don’ts-Prohibited Activities continued on page 6)

- No driving motor vehicles unless authorized
- No opening/acquiring a business license
- Do not associate with other DOC inmates, either verbally or in writing (inmate to inmate correspondence, unless approved to do so according to Policy 450.110)
- There will be no out-of-state travel permits issued and no overnight stays outside of the approved residence
- Out of County activities must be approved by your CS3 in advance, and only for the purpose of family activities, such as the Puyallup Fair or authorized medical appointments
- You are not to possess fireworks. Fireworks are considered an explosive device and are prohibited from owning, possession (including constructive possession), receiving, shipping or transporting. Please note – Your CS3 will provide you with curfew hours for all holidays.
- Do not cause any drastic changes to your appearance (to include acquiring any unauthorized tattoos and/or piercings)

3.2 Telephone Call-ins

You are required to have daily phone contact with your CS3 or as instructed.

It is your responsibility to contact your CS3 daily. This is your time to communicate your needs or changes in your status.

On weekends and holidays or you must call your CS3's work cell phone by 11:00am. You must leave a detailed message with your current status. Failure to call in at the appropriate time may result in disciplinary action.



Standards of Conduct

4.1 Corrections Specialist

You will be assigned a CS3 who will assist you in your transition to the community via this alternative. Your CS3 is available to assist you with organizational skills, time management, budget, referrals to services, and as an advocate for you and your child.

Your CS3 will hold you accountable to the CPA Standard Rules, expectations and your Case Management Plan, and will attempt to resolve issues at the lowest level whenever possible and appropriate. It is imperative that you communicate with your CS3 openly and honestly as to your needs, goals, and struggles so that you have the best opportunity for success in being a present (clean and sober and putting your child/children first) parent.

4.2 Conditions

You will be expected to follow all Standard Rules AND the Conditions of Community Parenting Alternative, which will be explained and given to you in writing at the time of your intake into the program. In addition, you will be required to comply with any and all conditions, requirements and instructions as ordered on your Case Management Plan. Any violation of these conditions may result in disciplinary action, up to and including termination from the program.

4.3 Programming and Treatment

A Case Management Plan will be developed by you and your CS3 to include any/all required programming needs. If you have an open case with DCYF, your plan will incorporate all of those requirements as well.

You will be expected to obtain assessments/evaluations as directed by your CS3. These can be either through a community provider or one contracted with DOC, if available. You will be required to fully participate and successfully complete any/all recommended treatment programs. You may also be required to participate in other groups such as parenting programs, 12-step meetings, or other DOC approved offender change groups as directed by your CS3.

Your CS3 will go over your Case Management Plan with you and explain all your expectation and programming needs. If you feel that your plan is unreasonable or the requirements are not appropriate, you may appeal the requirements to the Parenting Program Administrator within 7 days of the signed Case Management Plan.

4.4 Budgeting and Savings Plan

Your CS3 may work with you to develop a family budget plan while you are on this alternative. Once you are allowed to work you will be responsible for meeting your budget goals and paying on your LFOs and court costs. You will be expected to pay 10% (or at the discretion of your CS3) of your earnings towards your LFOs. Your CS3 may view banking accounts, receipts, etc. to ensure funds are properly spent. Your CS3 will review your budget plan to verify you are on track with your spending and savings plan.

Health Services

5.1 Medical, Dental and Mental Health

While on the Community Parenting Alternative, you have access to medical, dental and mental health services in the community.



You are responsible for payment of all costs associated with this care. You may be eligible for medical through DSHS, but this is not guaranteed.

- You are financially responsible for all health care expenses incurred. You must use insurance and/or Labor and Industries coverage if appropriate. It is your responsibility to make payment arrangements.
- You may request information at the hospital or clinic on how to apply for financial aid, if you are without funds.
- You may return to an institution for medical/dental work without loss of CPA status if other resources are lacking.
- If you develop a condition that impedes participation in CPA, you may request to be returned to an institution for care or you may be returned to an institution by staff recommendation. Refusal to seek medical assistance may also be grounds for your return to an institution.

- Under no circumstances or condition will the Department of Corrections allow you to be the subject of research of a biomedical, experimental, pharmaceutical, cosmetic or psychological nature.

Any/all trips to a medical provider need to be documented on your Daily Itinerary. Your CS3 may request copies of the paperwork verifying these appointments. If you require unexpected medical care while at work or approved activities, immediately seek medical attention and notify your CS3 as soon as possible.

Remember, you are responsible for all medical costs. You are required to provide written verification of any/all prescribed medications. You are responsible for taking the medication per the physician's instructions.

5.2 Emergencies

For the purposes of the Community Parenting Alternative, an emergency is defined as *a sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.*

In an emergency, a telephone call must be made to the On Duty Supervisor at 360-725-8221 indicating the emergency and the details surrounding the emergency. Your CS3



will research your emergency to ensure that you did not violate any conditions as it relates to your Community Parenting Alternative. You must provide verification of your whereabouts to your CS3.

An example of an emergency and verification would be: Your child has an accident and is transported to the emergency room. Your verification could be the discharge papers from the hospital's emergency room doctor, listing the Doctor's name and a contact number for your CS3 to verify your emergency. Please remember that ***your lack of planning does not constitute an emergency on our part.***

Employment Services

6.1 Employment

Part of your daily schedule may be to participate in an employment orientation or job search. During the first 90 days of this alternative, you will not be allowed to seek employment. You may have employment restrictions put on you based on your criminal history that will be discussed with your CS3.

During your daily job search, you will be required to complete the Job Search Log to include which potential employers you contacted, when you contacted them, and what the results were. Once a job is obtained, it is your responsibility to relay this information to your CS3 immediately. You must include your supervisor's name, work site address, hours of work, and contact information so that your employment can be verified and approved.



Your CS3 must speak with your employer to verify status, schedules and duties prior to starting work. Your employer must comply with all state and federal laws, provide insurance coverage through Labor and Industries or a private company, and comply with Employment Security rules and all Federal Tax requirements.

Once approved by your CS3, a schedule change request can be submitted to modify your EM hours as needed.

Remember, your supervisor must be notified that you are participating in the Community Parenting Alternative and be comfortable with your CS3 contacting you at the job site.

The purpose of this alternative is to enhance the bond with your child and create positive parenting habits and relationships - not to get a job.

6.2 Job Restrictions

- You may not work more than 10 hours per day or a total of 50 hours per week.
- You may not quit your job or Schooling Program without prior consent of your CS3.
- You must remain on the job site premises during the time you are scheduled to work, unless you communicate this change with your CS3.
- You are not allowed visitors on the job.
- You may not receive advances of your pay from your employer.
- You may not work in taverns, dancing establishments, massage parlors, or do home deliveries.
- You may not cross picket lines for work.
- You may not work jobs where your locations change frequently.
- You may not sell products door to door.
- You may not be employed as a driver.
- You may not work jobs where you have access to personal, financial, or other records of customers, i.e. telemarketing where credit card numbers are used for purchases.
- You may not work in a marijuana dispensary



Disciplinary Systems

7.1 Disciplinary Systems and Procedures

When appropriate, you may admit to a violation and come to an agreed sanction with your CS3, entering into a Stipulated Agreement to address your behavior. Other violations will be heard by program staff, following DOC Policy 460.135, and may result in various sanctions. The degree of a sanction will be determined by the severity and frequency of violation behavior, as well as your adjustment to the program and community.

7.2 Infractions

Major Infractions are violations of the Standard Rules or Conditions of Community Parenting Alternative or a special condition. If you are charged with a major rule violation, you will receive a written statement of the alleged violation/s, including a description of the incident and specific rules violated. Pending the hearing you will be placed on house restriction.

If you have committed a major infraction and are admitting guilt, you may be given the option to a “Stipulated Agreement” instead of a disciplinary hearing. Your CS3 will discuss the guidelines for these. If it is determined a hearing is to be held, this will be consistent with DOC 460.135, Disciplinary Procedures for Work Release.



A finding of guilty in a hearing may result in a loss of Good Time, additional conditions and/or termination from the CPA program. Other sanctions may be imposed as deemed appropriate by the hearing officer hearing your infraction.

Incarcerated individuals will not be subjected to corporal or unusual punishments, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating or sleeping. The Community Parenting Alternative implements a system of progressive discipline. Please note: If you are a Residential Parenting Program participant and are returned for disciplinary reasons, you will not be allowed to return with your child.



7.3 Escape

Failing to return to your approved residence at your authorized time or leaving your approved residence without authorization is considered an escape. An offender missing from an authorized location will be reported as an escapee.

Escape may be considered whenever an incarcerated individual's whereabouts are unknown, and the incarcerated individual is deemed unaccounted for by the CS3. This means missing from the approved residence when not authorized to be in the community, leaving the designated geographic boundary without approval, and/or leaving the state of Washington.

Escape proceedings are initiated as soon as an absence is discovered, including notification to local law enforcement. These may be cancelled if the incarcerated individual reports to the CS3 within 24 hours of the escape.

If an incarcerated individual escapes, a recommendation will be made with the local prosecutor's office that escape charges be filed. In addition, once apprehended, the incarcerated individual will be infraacted, and Good Time may be denied.

Resolution Requests

8.1 Processing and Policies

A resolution request is a written, formalized complaint.

The Resolution Program gives you a way to have your complaints heard and resolved in a formal manner. Before filing a resolution request, you should try to resolve your issues at the lowest level possible. Discussing an issue with your CS3 or Program Administrator will often clear up any misunderstandings. If your sincere effort has not been successful, then a formal resolution request would be the next step in the process.

Resolution Requests are handled consistent with DOC Policy 550.100 Resolution Program.

A DOC 05-165 resolution request form can be obtained from your CS3 or local DOC field office.

Resolution Program

Resolution Program
PO Box 41129
Olympia, WA 98504

CPA SCHEDULE EXAMPLE:

- **DUE EVERY WEDNESDAY BY 12PM** for the following week Sunday – Saturday
- You will receive a return email stating that your outings have been approved OR request to change/resubmit
- YOU'RE ONLY ALLOWED A MAXIMUM OF **11 HOURS AND 59 MINUTES PER DAY**
- ONLY ONE CHANGE PER WEEK DUE 1 DAY IN ADVANCE
- DO NOT LEAVE EARLY OR RETURN LATE; EVEN BY A MINUTE
- All outings are POINT-TO-POINT activities. ANY DEVIATION FROM YOUR APPROVED SCHEDULE will result in an infraction

MONDAY 09/12/16

OUT: 9:30 AM

ENTER: 2:00 PM

Destination #1: Lakewood Field Office

Address: 10918 Bridgeport Way SW Lakewood, WA 98499

Purpose: Thinking for a Change (T4C)

Time of Activity: 10:00AM – 12:00PM

Travel time to outing: 30 minutes on public transportation

Travel time from outing: 30 minutes on public transportation

Accompanied parties: none

Destination #2: Safeway

Address: 10223 Gravelly Lake Dr. SW Lakewood, WA 98499

Purpose: grocery shopping

Time of Activity: 12:15PM – 1:45PM

Travel time to outing: 15 minutes from Lakewood DOC ofc on public transportation

Travel time from outing: 15 minutes home ride from my mom

Accompanied parties: Mother = Lisa Smith

OUT: 5:00 PM

ENTER: 6:30 PM

Destination #2: YMCA

Address: 9715 Lakewood Dr. SW Lakewood, WA 98499

Purpose: Exercise

Time of Activity: 5:15PM - 6:15PM

Travel time to outing: 15 minutes driving

Travel time from outing: 15 minutes driving

Accompanied parties: first and last names of people who are going with you (even if the person is driving you there & dropping you off).



COMMUNITY PARENTING ALTERNATIVE DAILY ITINERARY

Name: John Doe DOC #: 123456 Date: 9/10/2020

Supervising CCO: Riveka Crooms

TIME	ACTIVITY	LOCATION	VERIFIED BY
6:00 AM	<i>sleeping</i>	<i>home</i>	<i>CPA sponsor signature</i>
7:00 AM	<i>Woke up and getting ready for the day</i>	<i>home</i>	<i>CPA sponsor signature</i>
8:00 AM	<i>Make and have breakfast with my kids</i>	<i>home</i>	<i>CPA sponsor signature</i>
9:00 AM	<i>Getting my kids dressed for the day and on school bus. Called CCO to check-in for the day</i>	<i>home</i>	<i>CPA sponsor signature</i>
10:00 AM	<i>Washing dishes and working on outing request for next week</i>	<i>home</i>	<i>CPA sponsor signature</i>
11:00 AM	<i>Sober support meeting from until 12:15pm</i>	<i>local church</i>	<i>Host of meeting signature</i>
12:00 PM	<i>Grab lunch at McDonalds; receipt attached</i>	<i>McDonalds on SR 512</i>	<i>Receipt from McDonald's</i>
1:00 PM	<i>D/A Treatment group; worked on relapse prevention plan & boundaries</i>	<i>MultiCare Beh. Health</i>	<i>CD Counselor signature</i>
2:00 PM	<i>D/A Treatment group</i>	<i>MultiCare Beh. Health</i>	<i>CD Counselor signature</i>
3:00 PM	<i>D/A Treatment group</i>	<i>MultiCare Beh. Health</i>	<i>CD Counselor signature</i>
4:00 PM	<i>Walking home and get kids off of the school bus</i>	<i>112th & Ainsworth</i>	<i>Pic of my kid getting off the bus</i>
5:00 PM	<i>Play in the backyard with my kids</i>	<i>home</i>	<i>CPA sponsor signature</i>
6:00 PM	<i>Made speghetti dinner for my family & family dinner time</i>	<i>home</i>	<i>CPA sponsor signature</i>
7:00 PM	<i>Watched Frozen movie with my family</i>	<i>home</i>	<i>CPA sponsor signature</i>
8:00 PM	<i>Getting ready for bed. Read The Berenstein Bears Do the Right Thing with my kids and tucked them into bed</i>	<i>home</i>	<i>CPA sponsor signature</i>
9:00 PM	<i>Cleaning up the kitchen and a start a load of laundry</i>	<i>home</i>	<i>CPA sponsor signature</i>