



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**FIELD**

REVISION DATE  
7/1/22

PAGE NUMBER  
1 of 6

NUMBER  
**DOC 350.380**

**POLICY**

TITLE  
**DISCHARGE AND CLOSURE OF SUPERVISION**

**REVIEW/REVISION HISTORY:**

- Effective: 12/16/02
- Revised: 9/30/04
- Revised: 3/29/07
- Revised: 5/30/08
- Revised: 6/5/09
- Revised: 2/12/10
- Revised: 3/25/11
- Revised: 10/1/11
- Revised: 11/1/13
- Revised: 3/19/20
- Revised: 5/21/21
- Revised: 11/3/21
- Revised: 7/1/22

**SUMMARY OF REVISION/REVIEW:**


Updated terminology and removal of Cost of Supervision throughout

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

6/23/22  
Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 3.50](#); [RCW 9.94A](#); [RCW 9.96](#); [RCW 10.99](#); Supervision Eligibility Screening Tool - Felony; Supervision Eligibility Screening Tool - Misdemeanor

**POLICY:**


- I. The Department has developed guidelines for closing its supervision of individuals.
  - A. A Certificate of Discharge may be issued by the sentencing court when an individual has completed all requirements of the sentence, including the term of confinement, any community custody/supervision term, and any and all Legal Financial Obligations (LFOs).
  - B. The Department will notify the court and close supervision on a cause when:
    1. An individual has reached the Scheduled End Date (SED) but has not completed all requirements of the sentence. This may include conditions that are extended past the SED for an eligible individual on supervision for a sex offense.
    2. A suspended/deferred sentence has reached the maximum termination date of the sentence, unless recommending the court impose the original sentence.
    3. A cause is determined ineligible for supervision.

**DIRECTIVE:**

- I. Responsibilities
  - A. The case manager, under Community Corrections Supervisor review, will complete discharge or closure of supervision recommendations and document them in the individual's electronic file.
- II. Court Discharge from Supervision
  - A. The case manager will request discharge from supervision on a cause for individuals who meet the discharge criteria.
    1. With the exception of final discharge for insanity acquittals, an individual meets the criteria for discharge or for dismissal of their deferred sentence when:

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- a. All sentence requirements have been completed while incarcerated, including payment of LFOs, and there is no term of community custody/supervision on that cause, or
  - b. The SED is reached, and all sentence requirements are completed, including payment of LFOs, unless the individual is on supervision for a sex offense and the Department has recommended the court extend conditions beyond the SED.
2. An individual sentenced to an insanity acquittal meets the discharge criteria when:
- a. All conditional release requirements have been met,
  - b. The Department of Social and Health Services has certified the individual is no longer a substantial danger to others and is unlikely to commit criminal acts jeopardizing public safety or security, and
  - c. The Field Administrator has approved the request.
- B. To request discharge, the case manager will submit DOC 09-128 Request for Discharge and DOC 09-028 Certificate and Order of Discharge to the court, except as follows:
1. For insanity acquittals, the case manager will submit DOC 09-124 Court - Special to request final discharge.
  2. For pre-Sentencing Reform Act (pre-SRA) causes with a deferred sentence (i.e., dismissal), the case manager will submit DOC 09-095 Court - Request for Dismissal, with DOC 09-092 Court - Order for Dismissal attached.
- C. The effective date of the discharge/dismissal will be the SED, which is the date all sentence conditions were completed.
- D. Unless otherwise ordered by the sentencing court, a Certificate of Discharge will not terminate the individual's obligation to comply with an order issued under RCW 10.99 excluding or prohibiting the individual from having contact with a specified person or coming within a set distance of any location specified in the Judgment and Sentence.
1. An individual who violates such an order after a Certificate of Discharge has been issued will be subject to prosecution according to the chapter under which the order was originally issued.

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2. Supervision closures and discharges will not impact registration requirements for individuals convicted of a sex offense.

### III. Court Special for End of Supervision Closure


- A. The case manager will notify the court of supervision closure on a cause for individuals who have:
  1. Reached the SED for the cause and have not completed all requirements of the sentence, including LFOs, and
  2. A suspended/deferred sentence and have reached the maximum termination date of the sentence, unless the case manager is recommending the court impose the original sentence.
- B. The effective date of the closure will be the SED.

### IV. Court Notice of Violation for Revocation for Deferred/Suspended Sentence

- A. If a supervised individual has a suspended/deferred sentence under pre-SRA probation and has not completed all requirements of the sentence, including LFOs, and has reached the maximum termination date of the sentence, the case manager may recommend the original sentence be imposed.
- B. To recommend the revocation, the case manager will submit DOC 09-122 Court - Notice of Violation to the court recommending probation be revoked and that the original sentenced be imposed.
- C. The effective date of the closure will be the SED.

### V. Supervision Closure

- A. The case manager will close supervision for any cause or counts determined ineligible for supervision through the supervision eligibility screening process.
  1. If all counts on the cause are determined ineligible for supervision, the case manager will:
    - a. Submit DOC 09-265 Court - Special Closure Ineligible for Supervision to the court. The effective date of the closure will be the date the report is submitted to the court.
    - b. Have the individual sign DOC 02-243 Notice of Continued Obligations/Restrictions.

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2. If any count(s) on the cause are eligible for supervision, no report will be made to the court at the time the ineligible counts are closed. The effective date of the closure on the ineligible counts will be the date the counts are closed in the electronic file.
  - a. Once the SED is reached on the supervised count(s), the case manager will submit a request for discharge or DOC 09-196 Court - Special Closure End of Supervision per this policy, as applicable.

## VI. Indeterminate Sentence Review Board (Board) Discharge

### A. Final Discharge


1. Except for individuals on supervision for a sex offense committed on or after September 1, 2001, the Board will automatically issue a final discharge when an individual, who has not been revoked, has served 3 years on parole in the community and has no outstanding LFOs.
2. An individual who reaches the Max Ex date before serving 3 years on parole must submit a written request to the Board for a final discharge.
3. On or after the statutory maximum, the individual must submit a written request to the Board for final discharge restoring civil rights.

### B. Conditional Discharge

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

### C. Inactive Status for Juvenile Board Individuals

1. The Board will provide a notice to the case manager when a Juvenile Board individual has completed 3 years of supervision and is being placed on inactive status. The case manager will review the notice with the individual and have the individual sign the notice.

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- The file will be maintained on the "S" (i.e., supervisor) caseload until the sentence expires, as indicated on the notice. The Board will be notified of any new convictions.

**DEFINITIONS:**

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

**ATTACHMENTS:**

None

**DOC FORMS:**

- DOC 02-243 Notice of Continued Obligations/Restrictions
- DOC 09-028 Certificate and Order of Discharge
- DOC 09-092 Court - Order for Dismissal
- DOC 09-095 Court - Request for Dismissal
- DOC 09-116 Board - Request for Conditional Discharge from Supervision
- DOC 09-122 Court - Notice of Violation
- DOC 09-124 Court - Special
- DOC 09-128 Request for Discharge
- DOC 09-196 Court - Special Closure End of Supervision
- DOC 09-265 Court - Special Closure Ineligible for Supervision