



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

**APPLICABILITY
FIELD**

REVISION DATE
10/20/23

PAGE NUMBER
1 of 7

NUMBER
DOC 380.200

POLICY

TITLE
SUPERVISION OF INDIVIDUALS IN THE COMMUNITY

REVIEW/REVISION HISTORY:

- Effective: 8/2/05
- Revised: 3/26/07 AB 07-006
- Revised: 5/16/08 AB 08-009
- Revised: 8/4/08
- Revised: 11/12/08 AB 08-033
- Revised: 4/14/09 AB 09-014
- Revised: 9/22/09
- Revised: 12/27/10
- Revised: 4/19/12
- Revised: 6/1/12
- Revised: 12/6/13
- Revised: 10/12/15
- Revised: 7/15/16
- Revised: 2/2/17
- Revised: 10/23/17
- Revised: 3/10/23
- Revised: 10/20/23

SUMMARY OF REVISION/REVIEW:

Attachment 1 and IV.A.2. - Adjusted language for clarification
 Added II.A.2. that the case manager is responsible for supervising individuals on reintegration supervision
 III.B. - Added clarifying language
 Added IV.A.1.a. that face-to-face contacts will be conducted in-person and/or using an approved electronic platform


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

10/17/23

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9A.44.130](#); DOC 300.000 Continuous Case Management; DOC 320.100 Indeterminate Sentence Review Board; DOC 320.400 Risk and Needs Assessment Process; DOC 350.105 Supervision Compliance Credit; DOC 380.210 Community Reintegration; DOC 380.240 Field Work Protocols; DOC 380.350 Less Restrictive Alternatives; DOC 380.370 Sexually Violent Predator/Less Restrictive Alternative; DOC 390.600 Imposed Conditions; DOC 420.380 Drug/Alcohol Testing; DOC 460.130 Response to Violations and New Criminal Activity; Partial Confinement and Supervision Job Aid

POLICY:

- I. Community supervision will be performed in a manner that is in the best interest of community safety, based on the individual's risk level and supervision status.
- II. Case managers will identify individuals' needs and will apply coaching, assisting, and advocating techniques to address those needs within available resources, programs, referrals, and treatment aimed at achieving successful reentry and reducing recidivism.

DIRECTIVES:

- I. Supervision Status
 - A. The case manager will supervise the individual and complete required contacts. Minimum contact standards are outlined in Attachment 1.
 1. Additional reporting requirements for individuals sentenced to a Drug Sentencing Alternative are identified in DOC 420.380 Drug/Alcohol Testing.
 - B. There are 2 types of supervision:
 1. Active Supervision - The individual is:
 - a. Available for supervision in the community, or
 - b. Unavailable for supervision in the community because the individual is:
 - 1) Serving Original Jail Time or sanction time,
 - 2) In confinement pending adjudication on a new criminal offense,

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- 3) Serving confinement time of 60 days or less in a non-Department facility for a subsequent conviction, and/or
- 4) On the first 60 days of warrant status.

2. Inactive Supervision - The individual is:

a. Unavailable for supervision in the community because the individual is:

- 1) Serving confinement time in a Department facility for reclassification, return, revoke, or a subsequent conviction,
- 2) In confinement out of state, or in a different jurisdiction for more than 60 days, or
- 3) On warrant status more than 60 days after the date of the warrant.


b. Sentenced as a juvenile and has reached their Scheduled End Date (SED) on supervision under the jurisdiction of the Indeterminate Sentence Review Board (Board).

C. Duration of supervision for individuals under Board jurisdiction is outlined in DOC 320.100 Indeterminate Sentence Review Board.

II. Responsibilities

A. The case manager has primary responsibility for:

1. Carrying out the sentence of the court, including referral to services/ programs and monitoring progress,
2. Supervising individuals on reintegration supervision per DOC 380.210 Community Reintegration,
3. Imposing/recommending and monitoring the conditions of supervision for individuals per DOC 390.600 Imposed Conditions,
4. Developing and updating case plans per DOC 300.000 Continuous Case Management,
5. Completing assessments and reassessments per DOC 320.400 Risk and Needs Assessment Process,

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6. Setting goals and conducting supervision compliance credit reviews for eligible individuals per DOC 350.105 Supervision Compliance Credit,
7. Holding individuals accountable to their case plans and conditions of supervision per DOC 460.130 Response to Violations and New Criminal Activity, and
8. Supervising Sexually Violent Predators conditionally released from the Department of Social and Health Services Special Commitment Center to a court ordered Less Restrictive Alternative (LRA) per DOC 380.370 Sexually Violent Predator/Less Restrictive Alternative.


- B. The case manager will supervise individuals under Board jurisdiction in consultation with the Board.

III. Enhanced Supervision

- A. The case manager will apply learned coaching, assisting, and advocating techniques, as well as individualized responsivity, to meet the identified needs of individuals.
 1. Training in the use of coaching, being responsive to the individual's needs, the delivery of services, and advocating for the individual will be delivered as part of standard case management training for case managers per DOC 300.000 Continuous Case Management.
- B. Enhanced supervision will be used throughout the course of supervision for all individuals unless released to the community on a conditional commutation or court ordered LRA.

IV. Individual/Collateral Contacts

- A. All individual/collateral contacts or attempted contacts (i.e., face-to-face, telephone, written) will be documented in the electronic file per DOC 300.000 Continuous Case Management within one business day as determined by the case manager's work schedule.
 1. Face-to-face contacts will be conducted in-person and/or using an electronic platform(s) approved by the Department.
 - a. Case managers should consider potential barriers when scheduling face-to-face contacts (e.g., known transportation or medical issues, employment/programming, inclement weather).

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2. Field contacts will be conducted per DOC 380.240 Field Work Protocols and may occur at any location where the individual or collateral may be found.

B. Individuals must report to a case manager as required and thoroughly complete DOC 02-111 Reporting Questionnaire.

C. CeField reporting may be used as an enhancement to supervision but will not substitute for required face-to-face contacts per Attachment 1.

D. The case manager will ensure the photographs in CeField are updated as necessary anytime the individual's appearance changes significantly.

E. Reduced Contacts

1. With Community Corrections Supervisor (CCS) approval, contact standards may be reduced to the next lower contact level after 6 months of compliance, except for:

- a. Juvenile Board individuals
- b. Individuals sentenced under the pre-Sentencing Reform Act (PAR)
- c. Individuals on active LRA supervision will not be reduced per DOC 380.370 Sexually Violent Predator/Less Restrictive Alternative

2. The reasons for the reduction and CCS approval will be documented in the electronic file.


3. Any verified and documented non-compliance will result in a return to the previous contact level.

V. Release from Federal/Out-of-State Detention

A. During any period of supervision, if the case manager becomes aware that the individual is detained by a federal or out-of-state jurisdiction, the case manager will forward DOC 09-254 Request for 60 Day Notification - For Release to Detainer to the detaining facility, requesting notification 60 days prior to the individual's tentative release date.

VI. Reviews

A. For each cause, a case manager will conduct a review 3 months prior to the cause SED using DOC 02-175 Three Month (M3) Review Checklist to identify any outstanding violation behavior, document a summary of the individual's adjustment to supervision, and prepare the case for supervision closure, if applicable.


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- B. Each quarter, the CCS will choose and review at least 2 cases per case manager using DOC 02-375 Community Corrections Case Review.
1. At least one case will be chosen at random from an active or warrant caseload.
 2. One case review may be completed during the course of other business (e.g., case staffing for an arrest, critical incident review).
 3. The CCS will discuss case reviews in person with the case manager.

VII. Supervision Coverage

- A. Community Corrections employees will provide office coverage to ensure that services are available to individuals and stakeholders during regular business hours. Exceptions may be approved by the Field Administrator/designee.
- B. The Duty Officer will meet with individuals during the absence of the assigned case manager to perform supervisory functions including, but not limited to:
1. Signing standard conditions of supervision,
 2. Obtaining urinalysis (UA), if applicable,
 3. Reviewing reporting instructions,
 4. Obtaining/updating personal information,
 5. Reviewing file material and/or court documents, and
 6. In emergent situations, making arrests and issuing travel permits per Department policy and local procedures.
- C. The Duty Officer will document contacts in the electronic file per DOC 300.000 Continuous Case Management.
- D. The CCS will make arrangements for coverage if the Duty Officer is unavailable, including posting emergency contact information for the public and leaving contact information on the office main voicemail system.
- E. The CCS will authorize Information Technology to reroute an employee's email to another employee when on unscheduled leave for an extended time.
- F. The CCS will reassign individuals when a case manager has an unexpected, extended absence of more than 2 weeks to ensure continuity of supervision. The CCS will assume case supervision until reassigned unless another plan has been developed for coverage.

DEFINITIONS:

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

ATTACHMENTS:

Minimum Contact Standards (Attachment 1)

DOC FORMS:

- DOC 02-111 Reporting Questionnaire
- DOC 02-175 Three Month (M3) Review Checklist
- DOC 02-375 Community Corrections Case Review
- DOC 09-254 Request for 60 Day Notification - For Release to Detainer