



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
FIELD

REVISION DATE
7/3/20

PAGE NUMBER
1 of 4

NUMBER
DOC 380.240

POLICY

TITLE

FIELD WORK PROTOCOLS

REVIEW/REVISION HISTORY:

Effective: 8/25/04
 Revised: 9/19/05
 Revised: 10/15/08
 Revised: 7/10/09
 Revised: 2/20/12
 Revised: 9/1/14
 Revised: 7/3/20

SUMMARY OF REVISION/REVIEW:

Policy Statement I., Directive II.A.1. & 2., II.C.1., II.D., and III.B. - Adjusted language for clarification
 I.A. - Added clarifying language
 Removed I.A.2. that Corrections Officers may participate in field contacts
 III.A., and III.D. - Removed unnecessary language
 Added III.A.2. that employees will review the electronic file prior to performing field work


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
 Department of Corrections

6/1/20

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [DOC 280.500 Records Management of Official Offender Files](#); [DOC 380.200 Community Supervision of Offenders](#); DOC 410.220 Firearms Program - Community Corrections (RESTRICTED); [DOC 420.390 Arrest and Search](#)

POLICY:

- I. Department employees are authorized to conduct field contacts as part of supervision and investigation activities, absconder apprehension, and joint law enforcement activities while working with other agency collaborators in an official capacity.

DIRECTIVE:

- I. General Requirements
 - A. The following Community Corrections professional employees may participate in field contacts:
 1. Community Corrections Officers,
 2. Community Corrections Supervisors (CCSs),
 3. Community Corrections Specialists, and
 4. Other employees authorized by the Assistant Secretary for Community Corrections/designee.
 - B. While conducting field work, employees will identify themselves as Department employees and provide Department identification upon request.
- II. Field Contacts
 - A. Field contacts will be used:
 1. To verify activities and compliance with supervision plans for individuals supervised in the community,
 2. To apprehend individuals on warrant status,
 3. To conduct assigned investigations, and
 4. As part of joint law enforcement activities while working with other agency collaborators in an official capacity.
 - B. All field contacts will be conducted in a professional and courteous manner.
 - C. Residence Visits
 1. Residence visits involve Department employees entering the premises where an individual resides during a field contact to monitor compliance

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with supervision, including visual inspection of all areas the individual has exclusive or joint control/access.

- a. Inspections will be plain view examinations unless the employee develops a reasonable suspicion supporting a search per DOC 420.390 Arrest and Search.
- b. Residence visits will be conducted at reasonable times and only as frequently as is necessary for proper supervision per DOC 380.200 Community Supervision of Offenders.

- D. Employees will document all field contacts in the individual's electronic file within one business day per DOC 280.500 Records Management of Official Offender Files.

III. Field Safety

- A. Employees are encouraged to conduct field contacts with a partner whenever possible.
 1. Employees who have not completed the Community Corrections Academy will not conduct field work without a partner.
 2. Prior to performing field work, employees will review the Safety Concerns and Behavior banners in the individual's electronic file for potential safety issues.
- B. Employees will not use their personal vehicles for field contacts with individuals.
- C. Employees performing field contacts should have the following Department standard issued equipment:
 1. Communication device (e.g., cellular phone, radio),
 2. Badge and identification card,
 3. Personal Protective Equipment,
 4. Office and emergency telephone numbers,
 5. Handcuffs, and
 6. Firearm equipment for authorized employees per DOC 410.220 Firearms Program - Community Corrections (RESTRICTED).
- D. Employees will complete an itinerary schedule before leaving the office.
 1. Employees conducting field work will notify the CCS/designee whenever there is a deviation from the original itinerary.



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2. The CCS/designee must be available for contact whenever employees are conducting field work.
3. Employees will notify the CCS/designee when they have completed field work for the day.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Reasonable Suspicion. Other word/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

None