Successful reentry takes place when incarcerated individuals, corrections staff, community members, and families, team up to develop an individualized graduated plan from incarceration to the community.
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INTRODUCTION
Welcome to the Graduated Reentry program within the Washington State Department of Corrections (DOC). In 2021, The Washington State Legislature passed ESSB 5121, which is an expansion to the Graduated Reentry Legislation (House Bill 2638) passed in 2018. This expansion now allows Washington State Department of Corrections (DOC) to transfer individuals onto electronic monitoring at an approved address through two different tracks.

**Track 1:**
Individuals who serve a minimum of 6 months in total confinement in a state correctional facility may transfer to a work release facility up to 12 months prior to release, and up to the final 5 months of their sentence served on electronic monitoring at an approved address.

Individuals who serve a minimum of 6 months in total confinement in a state correctional facility may transfer from a correctional facility to an approved address on electronic monitoring up to 5 months prior to release (no work release component).

**Track 2:** Individuals who serve a minimum of 4 months total confinement in a state correctional facility, may transfer to an approved address on electronic monitoring up to 18 months prior to release.

The focus of this legislation is to provide an opportunity for incarcerated individuals to build skills by attending treatment, programming, work, or other self-help programs as part of a graduated access to the community in order to support one’s transition from incarceration. While someone completes their prison sentence in the community, the department must:

- Require placement onto electronic monitoring,
- Require an approved address,
- Require participation in programming and treatment based on one’s assessed needs, and development of an Individualized Reentry Plan.
- Assign a Corrections Specialist to monitor compliance with partial confinement conditions,
- Assign a reentry navigator to assist participants with transitional needs.

The Department may issue rental vouchers for a period not to exceed six months for those incarcerated individuals who are unable to secure housing without such assistance.

While transferring from a correctional facility to home, it is important that an individual understand that he or she remains an inmate within the Department of Corrections and is not on community supervision. All activities must be pre-approved by the Corrections Specialist (CS) and cannot be changed without prior authorization. The individual must remain in the approved residence at all times other than those occasions for which they have permission to attend school, treatment, programs, employment, and/or activities. It is imperative to an individual’s success that this distinction be understood and accepted so that the term of home detention can be successful.

It is often very difficult to live “half in and half out” so understanding restrictions and accepting the limitations are necessary for a successful reentry.
PRINCIPLES

Graduated Reentry practices evidence based and effective strategies with incarcerated individuals so they can sustain community living.

- Graduated Reentry provides incarcerated individuals with an opportunity to build skills needed to reenter communities and promote community safety.
- Graduated Reentry values treating all persons with dignity and respect while showing fairness, compassion and understanding for individuals.
- Graduated Reentry relies on collaboration with incarcerated individuals, families, community organizations, and each other.

ACCESS TO THE COMMUNITY

1.1 SCHEDULING AND DAILY ACTIVITIES

As stated in the standard rules, a schedule must be approved in advance by the Corrections Specialist. Once a plan or activity is approved, it CANNOT be altered without permission from the CS. It is an individual’s responsibility to manage their schedule, provide verification of approved activities, and obtain permission for changes in advance of the change occurring. The CS will require verification of such changes to a schedule, so it is always in an individual’s best interest to have verification of all activities while in the community. Schedule changes will be allowed at the discretion of the assigned CS.

A daily itinerary will be required to include the activities for the day. This will need to include the type of activity, the location, and contact name and number for the assigned CS to verify as needed. Please note that there must be authorization from the assigned CS prior to any use of the internet. If the internet needs to be used for job search or education, it is to be documented on the daily itinerary documenting what sites were visited and for how long. All electronic devices used by participants are subject to search. Participants must provide their assigned CS with all passwords to social media, email, and other online platforms.

1.2 BLACKOUT PERIOD

Each participant will have a 48-hour blackout period from the time of arrival to their approved residence. During this time, you will not be allowed to leave your approved residence. Work with your sponsor, Reentry Navigator and Corrections Specialist to plan for your essential needs (food, linens, clothing, hygiene etc.) during the blackout period.

1.3 VISITORS

All visitors 18 and older coming to the residence will sign-in on a visitor’s log, and a background check will be run on all visitors. In addition, overnight visits will not be permitted unless approved by the CS (i.e. family visiting for the weekend from out of town). The participant must communicate with their CS and receive prior permission to have visitors with criminal history and/or visitors under DOC jurisdiction.

1.4 ELECTRONIC MONITORING

As stated above, the participant will not be allowed to leave their residence unless approved, in advance, by the assigned CS. To ensure compliance with this, the individual will be monitored by an electronic monitoring device. The device is simple to operate and should not disrupt daily activities.
A transmitter bracelet will be attached to the participant’s ankle and a receiver will be connected to a phone line at the approved residence.

**Please note:** It will be required to have a phone line established in the approved residence in order for the installation of the monitoring system. If a sponsor is unable to get a phone line installed, the Department will work with the sponsor to locate alternate options (cell unit). Depending on geography and other factors, cell units do not work in all residences.

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

As mentioned, the receiver will be hooked up to an established phone line. The receiver should be placed in a central location in the home. It should be positioned at least one foot from the wall, approximately waist high, and at least 10 feet from any large metal appliances such as a refrigerator or a stove. **DO NOT** place it near a computer, television, or stereo.

**Ankle bracelet:** Must have contact with the skin; socks must be worn **over** the device. **Cannot** go into hot tubs. It is waterproof up to 15 feet.

**Please note:** The cost of this device is approximately $1,900. Participants are responsible for the care and management of this equipment. Any damage that occurs by tampering, misuse or defacing of the unit is the participant’s responsibility.

### GENERAL EXPECTATIONS

#### 2.1 EXPECTATIONS

Although the participant is being transferred out of a correctional facility and into the community, they are not free to do what they want, when they want, or how they want, PARTICIPANTS MUST GET PRE-APPROVAL. We realize the difficulty of being “half-in and half-out,” so the individual should be sure to communicate stress and struggles to the assigned CS as they arise. We are here for the same goals and outcomes, the PARTICIPANT’S SUCCESS!

#### 2.2 DOs AND DON’Ts

The following are some examples of DOs and DON’Ts:

**DO:**

- Communicate needs to the assigned CS
- Be pro-active with the schedule

"Any transition is easier if you believe in yourself and your talent."
~ Priyanka Chopra
• Be on time  
• Attend all required classes, work, treatment, and programming  
• Be an active participant in and contributor to family  
• ALWAYS be where they say they will be and adhere to the approved schedule  
• Participate completely in all activities to ensure success and personal growth.

DON’T:
• Leave the residence when not authorized  
• Allow visitors into the home who may compromise the ability to remain in Graduated Reentry  
• Assume that because something makes sense, it is automatically approved

While on electronic monitoring as part of Graduated Reentry, the individual is on partial confinement and must spend the substantial portion of the day in the approved home. Although there will be standard hours, those hours may be adjusted depending on an individual’s needs.

The Washington Administrative Code (WAC) and Revised Code of Washington (RCW) are specific as to what is allowed while on partial confinement. The individual is accountable for all of their time while in the community and must communicate that to their assigned CS.

Failure to account for time will result in disciplinary action and may result in termination and possible loss of good time or reclassification back to the institution or both.

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

• Gambling (to include purchasing lottery tickets and BINGO)  
• Entering contracts where services are rendered but payment is expected (to include layaway)  
• Driving motor vehicles unless authorized to do so  
• Associating with other Department of Corrections inmates, either verbally or in writing (inmate to inmate correspondence, unless approved to do so according to DOC Policy 450.110)  
• Out-of-state travel or overnight stays outside of the approved residence

2.3 TELEPHONE CALL-INS

The participant is required to have phone contact with their assigned CS as instructed. The purpose of this is to increase communication, build positive relationships, and ensure that needs are met.

It is the individual’s responsibility to contact their assigned CS daily or at the designated time provided by the CS. This is time to communicate any needs or changes in your status.

CSs are not required to answer their phones on weekends,
STANDARDS OF CONDUCT

3.1 CORRECTIONS SPECIALISTS

Participants will be assigned a CS who will assist in the transition to the community via Graduated Reentry. The assigned CS is available to assist with organizational skills, time management, budget, referrals to services, and is an advocate for participants.

The CS will hold individuals accountable to the Graduated Reentry standard rules, expectations, and their individualized case plan. The CS will attempt to resolve issues at the lowest level whenever possible and appropriate. It is imperative that the individual communicate with their CS openly and honestly as to needs, goals, and struggles so that they have the best opportunity for a successful transition.

3.2 REENTRY NAVIGATOR

Each participant will be assigned a Reentry Navigator (RN) to help with individual transition throughout the progressing phases of Graduated Reentry Program. The assigned Reentry Navigator is available to assist participants in developing an Individual Reentry Plan (IRP), and an Essential Needs Checklist to focus on the first 72 hours after transfer and provide support for essential business needs during the transfer day. The assigned Reentry Navigator will assist with resource navigation in order for participants to gain access to resources that will assist with identified needs to accomplish stability in the community.

The RN will engage participants in a manner that promotes and encourages a safe space for transparent communication and open dialogue that follows all GRE expectations and values.

Each participant will be scheduled for a Reentry Team Meeting (RTM) by a Reentry Navigator either in person or by phone before transfer to EHM. Participants will discuss their Individual Reentry Plan, personal goals, Essential Needs Checklist, and transfer day support needs with the team. In addition, the assigned CS will discuss their expectations regarding sample daily itinerary logs, weekly schedules, and visitor logs. The assigned CS will answer GRE supervision questions or concerns during the RTM.

3.3 CONDITIONS

Participants will be expected to follow all standard rules and the conditions of Graduated Reentry, which will be explained and given to them in writing at the time of their intake for the program. In addition, they will be required to comply with any and all conditions, requirements, and instructions as ordered on their individualized case plan. Any violation of these conditions may result in disciplinary action, up to and including termination from the program.

3.4 PROGRAMMING AND TREATMENT

An individualized plan will be developed by the assigned CS to include any and all required programming needs. If an individual has or owes child support, has traffic fines, or other financial obligations, the CS will incorporate all of these requirements as well.

“America is the land of the second chance - and when the gates of the prison open, the path ahead should lead to a better life.”
~George W. Bush
Participants will be expected to obtain assessments and evaluations as directed by their assigned CS. These can be completed through a community provider or one contracted with Department of Corrections, if available. Participants will be required to fully participate and successfully complete any and all recommended treatment or programs.

Individuals may also be required to participate in other groups such as parenting programs, 12-step meetings, or other Department of Corrections approved programs as directed by their assigned CS. The CS will go over the participant’s individualized case plan with them and explain all expectations and programming needs.

If a participant feels that their intake plan is unreasonable or the requirements are not appropriate, they may appeal the requirements to the Graduated Reentry Administrator within seven days of the signed individualized case plan.

3.5 BUDGETING AND SAVINGS PLAN
The assigned CS will work with participants to develop an individual or family budget plan while in Graduated Reentry. The participant will be responsible for ensuring they are meeting their budget goals and paying on legal financial obligations and court costs. The assigned CS may view banking accounts, receipts, etc. to ensure funds are properly spent. The CS will also review the budget plan to verify the individual is on track with their spending and savings plan.

HEALTH SERVICES

4.1 MEDICAL, DENTAL, AND MENTAL HEALTH

While on electronic monitoring, participants have access to medical, dental, and mental health services in the community. Participants are responsible for payment of all costs associated with this care.

Participants may be eligible for a medical coupon through Department of Social and Health Services, but this is not guaranteed. They are also eligible for healthcare through Washington State Medicaid (Apple Health Care).

- Participants are financially responsible for all health care expenses incurred. They must utilize insurance Labor and Industries coverage, or both if appropriate. It is the responsibility of the participant to make payment arrangements.
- Participants may request information at the hospital or clinic on how to apply for coverage of the medical expenses incurred, if they are without funds.
- Participants may return to an institution for medical and dental work without loss of Graduated Reentry status if other resources are lacking.
- If a participant develops a condition that impedes their ability to fully participate in Graduated Reentry, they may request to be returned to an institution for care or may be returned to an institution by staff recommendation. Refusal to seek medical assistance may also be grounds for a participant’s return to an institution.
- Under no circumstances or condition will the Department of Corrections allow a participant to be the subject of research of a biomedical, experimental, pharmaceutical, cosmetic, or psychological nature.
Any and all trips to a medical provider need to be documented on the daily itinerary and verification of the medical appointment must be provided to the assigned CS. The CS may request copies of the paperwork verifying these appointments. Should the participant require unexpected medical care while at work or approved activities, they must immediately seek medical attention and notify the assigned CS as soon as possible. Remember, participants are responsible for all medical costs.

Individuals are required to provide written verification of any and all prescribed medications. Participants are responsible for taking the medication per the physician’s instructions. Communication with the medical provider is important to overall health and sharing information about previous addiction is necessary for effective medical care.

4.2 EMERGENCIES

For the purposes of Graduated Reentry, an emergency is defined as:

A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.

Graduated Reentry participants are required to return to his/her approved residence at the designated time. In an emergency, a telephone call must be made to the afterhours emergency line 360-725-8221. A GRE Supervisor assigned as the Duty Officer (DO) for the week will take the call. The participant must inform the DO of the emergency, state the reason for the time extension, and provide details surrounding the emergency. The assigned DO will research the emergency to ensure that the participant did not violate any conditions as it relates to Graduated Reentry. The participant must also contact their assigned CS to inform them of the emergency as well.

Again, the participant must provide verification of their whereabouts to their assigned CS for all times out in the community. Being late returning home because they did not plan time well is not considered an emergency.

An example of an emergency and verification would be:

The participant or their child had an accident and were transported to the emergency room. The verification could be the discharge papers from the hospital’s emergency room doctor, listing the doctor’s name and a contact number for the CS to verify the emergency.

Please remember that lack of planning does not constitute an emergency on our part.
EMPLOYMENT SERVICES

5.1 EMPLOYMENT
Part of the daily schedule may be to participate in an employment orientation or job search. Up to the first 30 days of this program there may be employment restrictions that will be discussed with the participant by the assigned CS during intake.

During a daily job search, the participant will be required to complete a job search log to include which employers were contacted, when they were contacted, and what the results were. Once a job is obtained, it is the participant’s responsibility to relay this information to their assigned CS immediately. Participants must provide the supervisor’s name, work site address, hours of work, and contact information so that employment can be verified and approved.

The 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 Department rules and all federal tax requirements.

Once approved by the assigned CS, a schedule change request can be submitted to modify electronic monitoring hours as needed.

Remember, the supervisor must be notified the individual is participating in Graduated Reentry and be comfortable with a CS contacting the participant at the job site as well as any restrictions on overtime due to no after-hours contacts.

Part of Graduated Reentry is establishing employment, housing, and other needs upon transition to the community. It is important for individuals to understand that programming and employment are important while participating in Graduated Reentry to develop skills to sustain employment and balance life responsibilities for successful community living.

5.2 JOB RESTRICTIONS
Participants may not work more than 12 hours per day.

- Participants may not quit their job or schooling program without prior consent by the CS.
- Participants must remain on the job site premises during the scheduled to work time, unless this change was communicated with the CS.
- There are not to be any visitors on the job.
- Participants may not receive advances of pay from the employer.
- Participants may not work in taverns, dancing establishments, massage parlors, or do home deliveries.
- Participants may not cross picket lines for work.
- Participants may not work jobs where locations change frequently.
- Participants may not sell products door to door.
- Participants may not be employed as a driver.
- Participants may not work jobs where they have access to personal, financial, or other records of customers, i.e. telemarketing where credit card numbers are used for purchases.
DISCIPLINARY SYSTEMS

6.1 DISCIPLINARY SYSTEMS AND PROCEDURES

Participants may admit to a violation, and when appropriate, come to an agreed sanction with their assigned CS, entering into a Stipulated Agreement to address the behavior. Other violations will be addressed by the CS by following Department of Corrections 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 adjustment to the program and community.

6.2 INFRACTIONS

Major infractions are violations of the standard rules or conditions of Graduated Reentry or a special condition. If a participant is charged with a major rule violation, they will receive a written statement of the alleged violation(s), including a description of the incident and specific rules violated. Pending the hearing, the participant will be placed on house restriction and cannot leave the approved residence or have visitors.

If a participant has committed a major infraction and is admitting guilt, they may be given the option of a “stipulated agreement” instead of a disciplinary hearing. The assigned CS will discuss the guidelines for these. If it is determined a hearing is to be held, this will be consistent with Department of Corrections Policy 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 Graduated Reentry. Other sanctions may be imposed as deemed appropriate by the Hearings Officer addressing the infraction.

Participants 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. Graduated Reentry electronic monitoring implements a system of progressive discipline.

6.3 ESCAPE

Failure to return to the approved residence at the authorized time or leaving the approved residence without authorization is considered an escape. A participant missing from an authorized location will be reported as an escapee.

- Escape may be considered whenever a participant’s whereabouts are unknown, and the participant is deemed unaccounted for by the CS.
- This means, missing from the approved residence during curfew hours, not responding to the CS when he or she calls or is knocking on your front door, 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.

If a participant escapes, a recommendation will be made with the local prosecutor’s office that escape charges be filed. Once apprehended, the participant will be infracted, and Good Time may be denied.

“What you do today can improve all your tomorrows.”
~Ralph Marston
Resolution Requests

7.1 PROCESSING AND POLICIES

A resolution request is a written, formalized complaint. The Resolution Program provides a way to have complaints heard and resolved in a formal manner. Before filing a resolution request, individuals should try to resolve issues at the lowest level possible.

Discussing an issue with a CS, Supervisor, or Program Administrator will often clear up any misunderstandings. If a sincere effort has not been successful, then a formal grievance would be the next step in the process.

Resolution Requests are handled consistent with Department of Corrections Policy 550.100 Resolution Program.

A Resolution Request form can be obtained from the assigned CS or local Department of Correction’s field office.

7.2 RESOLUTION COORDINATOR

Complete the Resolution Request form and mail it to:

Department of Corrections
Resolution Program Manager
PO Box 41129
Olympia, WA 98504
FAQs

Q: What is my transfer date?
A: Your transfer date is based on caseload capacity, as well as any notifications required. Please just be patient and remain infraction free.

Q: Can I utilize Social Media?
A: The use of social media is left up to the discretion of the Specialist. Keeping in mind, all electronic devices are subject to search and passwords will be provided to your Specialist. If allowed, please be mindful this will be a privilege and will have to be earned.

Q: What is the cost for Electronic Home Monitoring (EHM) for my family and for me?
A: DOC will cover the cost of EHM, however, in some cases there must be an independent phone line in the residence. If an independent line cannot be installed, the Department will work with the sponsor for an accommodation, if feasible.

Q: Can I work a graveyard shift?
A: You may have job restrictions during your first phase on EHM. As long as it is in your schedule, there is an opportunity to work graveyard shifts. Participants can work a maximum of 12 hours per day.

Q: What if I become engaged in a conflict with the sponsor and/or residents in the home, due to their inappropriate conduct/behavior, and I am asked to move?
A: DOC creates a safe environment for individuals. You are to communicate this conflict ASAP to your Specialist. Open and honest communication with your Specialist is pertinent. You will work with the Reentry Navigator to locate a new residence. If there are no other housing options, you will be returned to the institution.

Q: Can the EHM Ankle Bracelet go into Tanning Beds?
A: Although, the device does not disrupt daily activities, it does have limitations. The bracelet can be submerged no more than 15 feet in water. However, it is not allowed in hot tubs, as well caution should be forefront with utilizing tanning beds. As stated above, you will be responsible for the use and care of the equipment, and if any damaged or defacing of the equipment the cost is $1900.

Q: Can I wear socks with the ankle bracelet?
A: Yes, you can wear socks over bracelet, the bracelet must be against bare skin. It’s a good idea to turn the bracelet occasionally to maintain good contact.

Q: Why do I have to make daily contacts?
A: When and how often you contact your Corrections Specialist is based on the phase you are in and the discretion of the CS. It’s important to maintain regular contact to make sure your needs are being met, to answer any question you have and to build the relationship between you and your CS.

Q: Do I have to call in on the weekends and holidays?
A: You must call/text/email your CS at their direction, which can include weekends and holidays. Your CS is not required to answer on the weekends and holidays, although you must leave a message if you are directed to call in. Your CS will return your call on the next business day.

**Q: Why does my Specialist need all my passwords to my electronic devices?**

A: Remember, you are still an active inmate serving your sentence. Your CS needs your passwords in the event a search needs to be conducted. All of your devices are subject to search.

**Q: If having a job is important for me to be successful why can’t I work overtime?**

A: You can work overtime, as long as your schedule provides for that opportunity. For example, if you work on Tuesday and have treatment class that same day, you must accommodate your schedule to allow 8 hours in the home minimum per day. Employment cannot replace other programming requirements that are important to an individual’s transition to the community.

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**GRADUATED REENTRY CONTACTS:**

**EMAIL:**

DOCReentryexpansion@doc1.wa.gov

**WEBSITE:**

https://doc.wa.gov/corrections/incarceration/graduated-reentry.htm