



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/REENTRY/FIELD**  
FACILITY/SPANISH MANUAL

REVISION DATE  
9/29/21

PAGE NUMBER  
1 of 4

NUMBER  
**DOC 210.025**

**POLICY**

TITLE  
**GATE MONEY/TRANSPORTATION FUNDS/  
PREPAID PHONE CALLS**

**REVIEW/REVISION HISTORY:**

- Effective: 10/1/85
- Revised: 10/1/02
- Revised: 4/4/07
- Revised: 5/29/08
- Revised: 7/1/10
- Revised: 3/25/11
- Revised: 11/1/12
- Revised: 5/23/19
- Revised: 9/29/21

**SUMMARY OF REVISION/REVIEW:**


II.A., II.A.2., II.B., and IV.A. - Adjusted language for clarification  
II.A.1. - Added clarifying language

**APPROVED:**

Signature on file

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

9/14/21  
\_\_\_\_\_  
Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 72.02.100](#); [RCW 72.09.270](#)

**POLICY:**

- I. The Department has established guidelines for providing prepaid phone calls and funds for necessary personal/living (i.e., gate money) and transportation expenses to individuals releasing to the community.
  - A. Individuals releasing to the custody of another jurisdiction (e.g., misdemeanor/felony detainer, civil commitment) are not considered eligible.

**DIRECTIVE:**

- I. Requests
  - A. The case manager/designee will submit DOC 19-058 Release of Funds when requesting:
    1. Gate money,
    2. Transportation funds, and/or
    3. Prepaid phone calls.
  - B. Requests should be submitted to the Business Office at least 30 days before the Earned Release Date (ERD).
  - C. The case manager/designee will notify the Business Office if the ERD changes/is cancelled for any reason.
- II. Gate Money
  - A. Individuals releasing to the community from a Prison or Reentry Center will be provided \$40 in gate money.
    1. Community custody violators and individuals participating in Graduated Reentry or the Community Parenting Alternative will not be eligible for gate money.
    2. Reentry Center individuals may be denied gate money if review of their earnings in the Trust Accounting System (TAS) are sufficient. Funds earned while in Prison will not be considered when determining eligibility for gate money.

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- B. An additional \$60 may be approved by the Superintendent/Reentry Center Community Corrections Supervisor for Pre-Sentencing Reform Act (PAR) individuals.

### III. Transportation Funds

- A. The following are eligible for transportation funds:
  1. Individuals eligible for gate money,
  2. Community Custody Violators identified as indigent in TAS,
  3. PAR individuals whose parole has been reinstated and identified as indigent in TAS, and
  4. Individuals with special needs and pre-approved transportation arrangements approved by a Facility Risk Management Team.
- B. Transportation funds will be used to provide transportation per the individual's release plan.
- C. The case manager/designee may authorize transportation funds by the least expensive method of public transportation, not to exceed \$100, per RCW 72.02.100.
  1. Additional funds will be deducted from the individual's trust account or provided by a third party. Any funds unpaid will become debt. Certified check/money orders will be payable to the Department of Corrections.

### IV. Prepaid Phone Calls

- A. Individuals releasing to the community from a Prison or Reentry Center will be issued 300 minutes in prepaid phone calls and a Personal Identification Number (PIN).
  1. Community Custody Violators will not be eligible for prepaid phone calls.
- B. PINs issued to facilities will be documented and tracked using a spreadsheet created by the Headquarters Trust Accounting Unit.

### DEFINITIONS:

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

### ATTACHMENTS:

None



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**DOC FORMS:**

DOC 19-058 Release of Funds