

APPL	ICABILITY
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TITLE

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NUMBER DOC 310.100

POLICY

INTAKE

REVIEW/REVISION HISTORY:

Effective: 1/19/01

Revised: 10/28/05 AB 05-001 Revised: 3/26/07 AB 07-008

Revised: 8/4/08 Revised: 6/13/11 3/1/12 Revised: Revised: 4/19/12 Revised: 12/6/13 Revised: 12/15/17 4/6/18 Revised: Revised: 10/14/21 Revised: 7/17/23

SUMMARY OF REVISION/REVIEW:

I.B.2. - Removed unnecessary language

Added III.A.4.a. that the electronic file will be updated if an individual identifies as transgender and/or non-binary or is intersex

Added III.A.5.h.-j. - additional forms that the case manager will have an individual review and sign if applicable

APPROVED:

Signature on file		
	5/26/23	
CHERYL STRANGE, Secretary	Date Signed	

Department of Corrections

Date Signed



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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; <u>RCW 9.94A</u>; <u>RCW 9A.44.160</u>; <u>RCW 9A.52</u>; <u>RCW 10.99.020</u>; <u>RCW 69.50</u>; <u>RCW 71.05.445</u>; DOC 310.010 Assignments; DOC 320.400 Risk and Needs Assessment Process; DOC 380.605 Interstate Compact

POLICY:

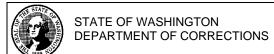
I. Individuals placed on community supervision will have an intake process completed to facilitate appropriate classification, assess the individual's needs, and develop a working relationship between the Department and the individual.

DIRECTIVE:

- I. General Requirements
 - A. Intakes will be assigned per DOC 310.010 Assignments.
 - The Assignment Coordinator within the sentencing county will forward information to the appropriate location for intake, including but not limited to:
 - a. Judgment and Sentence
 - b. Reported address and current location if incarcerated
 - c. Pre-sentence investigation, if any
 - d. Police reports
 - e. Affidavit of Probable Cause
 - f. Criminal history information
 - g. Victim/witness information
 - h. Indeterminate Sentence Review Board (Board) Order of Conditions and Release on the new cause
 - i. Commutation order

B. Supervision Eligibility

- 1. Intake will be completed for individuals determined eligible for supervision.
 - a. For individuals releasing from a Department facility, supervision eligibility will be screened as part of the release planning process.
 - For all other individuals, supervision eligibility will be screened as the sentence structure is entered and/or the Contact Risk Level Classification (RLC) is set in the individual's electronic file per DOC 320.400 Risk and Needs Assessment Process.

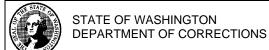


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- As directed by the case manager, individuals will be required to report weekly until the Contact RLC is established using the new Risk Need Responsivity (RNR) tool.
- 2. Future supervision causes will only be screened after the active cause(s) ends.
 - a. At the Sentence End Date for the current cause, the assigned case manager will request screening of the future supervision cause via email to DOCSupScreen@doc.wa.gov.
- 3. Supervision eligibility results will be entered as a Chronological Event (chrono) in the electronic file and completed screenings will be retained in the electronic imaging file.
- 4. Individuals not eligible for supervision will sign DOC 02-243 Notice of Continued Obligations/Restrictions. The case manager will submit DOC 09-265 Court Special Closure Ineligible for Supervision to the sentencing court, and the case manager/designee will enter the appropriate closure code in the individual's electronic file and close the intake check date.

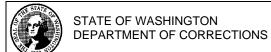
II. Intake Timeframes

- A. Intake will be completed within 30 days from the date the Contact RLC is determined, except as follows:
 - 1. An individual releasing from a Department facility who has a Contact RLC set based on the new RNR tool will have intake completed within 30 days of assignment.
 - 2. Intake on future supervision causes will be completed within 30 days of the time start date on the new cause.
 - 3. An individual in confinement who cannot be accessed to complete intake will have intake completed within 30 days of release.
 - 4. If an individual provides documentation that the individual is residing in another state, the case manager will process the case per DOC 380.605 Interstate Compact.
 - 5. An individual who has been approved for transfer from another state per DOC 380.605 Interstate Compact will have intake completed within 30 days of the gain date for the Interstate case.



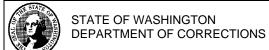
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- A. The case manager assigned to complete the intake will:
 - 1. Review the Judgment and Sentence or Order of Conditional Release (i.e., Insanity Acquittal) and conditions imposed by the court.
 - a. When the Judgment and Sentence is unclear, the case manager will consult with Regional Correctional Records employees for appropriate action.
 - The case manager may submit DOC 09-124 Court Special requesting to modify or clarify conditions, instructions, or requirements.
 - 2. For Insanity Acquittal individuals, request copies of mental health evaluations prepared by the Department of Social and Health Services and mental health practitioners.
 - 3. Review with and provide the individual:
 - a. Judgment and Sentence
 - b. Order of Conditional Release (i.e., Insanity Acquittal), as applicable
 - c. Board Order of Conditions and Release, as applicable
 - d. Resolution Program Handout
 - e. PREA Brochure
 - f. DOC 09-252 Request to Appeal Imposed Condition
 - g. DOC 09-275 Appeal of Department Violation Process
 - h. Substance use disorder referral process
 - 4. Provide the individual DOC 20-155 Intake/Pre-sentence Report Personal Information Sheet to complete.
 - a. The electronic file will be updated if an individual identifies as transgender and/or non-binary or is intersex.
 - 5. Review with and have the individual sign:
 - a. DOC 07-024 Conditions, Requirements, and Instructions for each cause.
 - 1) If the individual refuses to sign, the case manager will note the refusal on the form and enter the information in the individual's electronic file.
 - b. Department-imposed condition(s).



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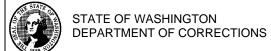
- c. DOC 09-274 Notification of Department Violation Process.
- d. DOC 07-023 Registration Notification, if applicable.
- e. DOC 14-035 Acknowledgment of Drug/Alcohol Testing Field if testing is required.
- f. DOC 14-029 Mental Health/Criminal Justice System Multi-Party Authorization for Release of Information per RCW 71.05.445 if the offender is sentenced to mental health and/or substance use disorder treatment services.
- g. DOC 16-188 Substance Use Disorder Recovery Referral Letter, if applicable.
- h. DOC 07-054 Acknowledgment of Community Custody Supervision Compliance Credit (SCC), if not already completed and the cause(s) is SCC eligible.
- i. DOC 02-413 Notice of Future Supervision, if applicable.
- j. DOC 02-420 Preferences Request, if applicable.
- 6. Inform the individual of the following:
 - a. Reporting and supervision requirements (e.g., field contacts, employment, programming, urinalysis testing, polygraphs).
 - b. Available community resources, with referrals per local practice if requested.
- 7. Request a copy of the individual's Social Security card.
 - a. If the individual cannot provide a copy of the card, the case manager/designee will refer the individual to the Social Security Administration.
- 8. If applicable, document the individual's military status in the electronic file and request a copy of the DD 214 Certificate of Release or Discharge from Active Duty.
 - a. If the individual cannot provide a copy, the case manager will refer the individual to the Veteran's Administration.



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- b. Once received, the Certificate will be forwarded to the Regional Correctional Records Office.
- 9. Document the intake date, complete forms, and the individual's address and personal characteristics in the electronic file.
 - a. The case manager will ensure any significant scars, marks, and/or tattoos are described in the personal characteristics.
- 10. Enroll the individual in CeField, including:
 - a. Digital photographs of the individual's face,
 - 1) Facial photographs will include full frontal and left and right profile.
 - Individuals will be photographed without head coverings or sunglasses and in front of a neutral background when possible.
 - 2) If the individual has been previously enrolled in CeField, a current photograph should be taken if there has been any change in appearance.
 - b. Digital photographs of any significant scars, marks, and/or tattoos, and
 - c. Biometric enrollment that involves having the individual establish a base pattern of 3 hand scans.
- Review Washington Access to Criminal History (WATCH)/National Crime Information Center (NCIC) and the individual's electronic file to verify a DNA sample is on file.
 - a. If not indicated, the case manager will collect and submit a DNA sample to the Washington State Patrol.
- 12. Ensure the individual is fingerprinted if the individual does not have a Washington State Identification number.
- B. Within the intake timeframe, the assigned case manager will complete a residence visit with the individual and/or a collateral to verify the individual's address.

DEFINITIONS:



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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 02-413 Notice of Future Supervision
- DOC 02-420 Preferences Request
- DOC 07-023 Registration Notification
- DOC 07-024 Conditions, Requirements, and Instructions
- DOC 07-054 Acknowledgment of Community Custody Supervision Compliance Credit (SCC)
- DOC 09-124 Court Special
- DOC 09-252 Request to Appeal Imposed Condition
- DOC 09-265 Court Special Closure Ineligible for Supervision
- DOC 09-274 Notification of Department Violation Process
- DOC 09-275 Appeal of Department Violation Process
- DOC 14-029 Mental Health/Criminal Justice System Multi-Party Authorization for Release of Information
- DOC 14-035 Acknowledgment of Drug/Alcohol Testing Field
- DOC 16-188 Substance Use Disorder Recovery Referral Letter
- DOC 20-155 Intake/Pre-sentence Report Personal Information Sheet