



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**FIELD**

REVISION DATE  
5/15/09

PAGE NUMBER  
1 of 3

NUMBER  
**DOC 320.420**

**POLICY**

TITLE  
**OFFENDER SUPERVISION PLANS**

**REVIEW/REVISION HISTORY:**

Effective: 6/8/00  
 Revised: 11/21/00  
 Revised: 12/11/00  
 Revised: 2/13/03  
 Revised: 4/23/07  
 Revised: 8/14/07 AB 07-023  
 Revised: 8/4/08  
 Revised: 5/15/09  
 Reviewed: 12/13/10

**SUMMARY OF REVISION/REVIEW:**

No content changes made.

**APPROVED:**

Signature on file

\_\_\_\_\_  
**ELDON VAIL**, Secretary  
 Department of Corrections

11/4/10  
 \_\_\_\_\_  
 Date Signed

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|  <p>STATE OF WASHINGTON<br/>DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p> | <b>APPLICABILITY</b><br><b>FIELD</b>              |                              |                                     |
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|   | <b>TITLE</b><br><b>OFFENDER SUPERVISION PLANS</b> |                              |                                     |

**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; [RCW 71.05.445](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); [DOC 320.400 Risk and Needs Assessment Process](#)

**POLICY:**

- I. The Department will coordinate the management of offenders while they are on supervision, with community safety as the primary goal. Supervision activities will focus on strategies affecting positive change in the offender’s behaviors, attitudes, and/or environmental circumstances.
- II. Each offender will have an individualized Offender Supervision Plan (OSP) to be used as a case management tool to document individual supervision strategies as determined by the offender’s risk and need. Intervention objectives will be based on the conditions set in the Judgment and Sentence, and offender risks and needs.

**DIRECTIVE:**

- I. Requirements
  - A. The CCO will develop an OSP within 30 calendar days of the establishment of the risk classification level, except for offenders who are transferring out-of-state via the Interstate Compact within 30 days of sentencing or are in custody pending deportation.
  - B. The OSP will consist of information from the offender’s electronic file and the static risk tool and needs assessment, and will include:
    1. Intervention strategies targeted to factors related to the offender’s risks and needs,
    2. CCO action plans, including offender reporting and contact requirements,
    3. Services and programs that address the offender’s needs, and
    4. Offender expectations.
  - C. The initial “In Work” OSP will be routed to the Community Corrections Supervisor (CCS) for review and approval. Once approved, the plan will become “In Effect”.
    1. Any modification to the OSP will be reviewed and approved by the Community Corrections Supervisor.
    2. The initial OSP and any modified versions will be reviewed and discussed with the offender. The offender will sign the OSP and be given a copy.

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- a. If the offender refuses to sign the OSP, the CCO will note the refusal on the hard copy OSP.
3. The signed OSP will be retained in the Field file while the offender is on supervision in the community.

## II. Review

- A. The CCO will review and adjust the OSP:
  1. At least every 6 months,
  2. At the time of an event driven reassessment per DOC 320.400 Risk and Needs Assessment Process, and
  3. As needed prior to transferring the offender to another office.
- B. When a CCO is assigned an active case, s/he will review the OSP with the offender and update as needed.
- C. Any OSP reassessment re-establishes the 6 month cycle.

### DEFINITIONS:

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

### ATTACHMENTS:

None

### DOC FORMS:

None