



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

POLICY

APPLICABILITY
PRISON/REENTRY
FACILITY/SPANISH MANUALS

REVISION DATE
7/22/22

PAGE NUMBER
1 of 4

NUMBER
DOC 350.240

TITLE
TEN DAY RELEASE

REVIEW/REVISION HISTORY:

Effective: 10/1/92 DOC 950.825	Revised: 4/20/07
Revised: 7/1/93 DOC 350.240	Revised: 6/26/08
Revised: 8/1/94	Revised: 10/1/09
Revised: 8/14/95	Revised: 12/7/09
Revised: 12/31/95	Revised: 9/26/11
Revised: 6/30/96	Revised: 7/30/12
Revised: 12/18/98	Revised: 8/10/12
Revised: 1/14/00	Revised: 9/14/15
Revised: 9/11/01	Revised: 4/22/21
Revised: 5/27/03	Revised: 7/22/22

SUMMARY OF REVISION/REVIEW:


II.A.2.g. - Adjusted language for clarification
Removed II.A.2.j. that individuals will be denied 10-day release if releasing to the ERD
Housing Voucher Program

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

7/8/22
Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A.728](#); DOC 350.200 Transition and Release

POLICY:

- I. The Department will ensure individuals releasing from total/partial confinement and/or transferring to community custody are considered for release up to 10 days before the Earned Release Date (ERD) on their current commitment(s).
- II. Approval, adjustment, or denial of 10-day release will be based on the individual's assessed risk and compliance with the Custody Facility Plan and recommendation of the Facility Risk Management Team.
- III. An individual will not be released more than 10 days before the ERD under this policy.

DIRECTIVE:

- I. Eligibility
 - A. Individuals will be eligible for release up to 10 days before their ERD, except:
 1. Individuals sentenced to a mandatory minimum term equal to their ERD, or Life Without Parole.
 2. Individuals under the jurisdiction of the Indeterminate Sentence Review Board (Board).
 3. Community Custody Prison (CCP) Returns,
 4. Community Custody Inmate (CCI)/Work Ethic Program (WEP) Terminates,
 5. Prison Drug Offender Sentencing Alternative (DOSA) Reclassifications, or
 6. Special Sex Offender Sentencing Alternative (SSOSA) individuals serving original jail time in Prison.
 - B. Individuals sentenced to Residential DOSA, Family and Offender Sentencing Alternative (FOSA), or SSOSA not under Board jurisdiction who are revoked and sent to Prison will be eligible for release up to 10 days before their ERD.
- II. Review



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- A. The case manager will approve/deny 10-day release anytime a release plan is submitted per DOC 350.200 Transition and Release and update the Release Notification Status screen in the individual’s electronic file.
 - 1. Individuals will be granted approval for 10 day-release unless there are existing community safety concerns.
 - 2. Individuals will be denied 10-day release for any of the following reasons:
 - a. Found guilty of a Category A serious violation within 2 years of release.
 - b. Found guilty of a Category B serious violation within one year of release.
 - c. Alleged to have committed a Category A or B serious violation and is pending the disciplinary process.
 - 1) The hearings process will be expedited for releasing individuals eligible for 10-day release.
 - d. Convicted of felony escape committed during the current period of incarceration.
 - e. Was housed in Restrictive Housing for a crime that resulted in a conviction and occurred during the current period of incarceration.
 - f. Release address is not approved or was not provided in sufficient time to notify law enforcement or others as required by law.
 - g. Has a sex offense and releasing homeless.
 - h. Is classified High Violent Property and Drug or High Violent Felony Risk and has local victim safety concerns in the county of release.
 - 1) If the Community Concerns field in the electronic file indicates “Yes”, the case manager will consult the assigned Community/Board Victim Liaison to determine if compelling community safety reasons exist.
 - a) If a liaison is not identified, the case manager will contact the Victim Services Program.
 - i. Mandatory minimum sentence is equal to the ERD.

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j. 10-day release would not contribute to establishing an approved, sustainable release plan.

B. If an individual is denied 10-day release after being previously approved, the case manager will immediately:

1. Notify the appropriate Records Office,
2. Notify the individual, and
3. Update the Release Notification Status screen in the electronic file.

III. Adjustments

A. The planned release date may be adjusted for eligible individuals without approval for the entire 10-day release in order to:

1. Avoid release on a Saturday, Sunday or State holiday/furlough day.
2. Comply with notification requirements for law enforcement and victim(s)/witness(es).
3. Address community safety issues.
4. Accommodate:
 - a. Specific requirements of the approved release plan,
 - b. Transportation arrangements, or
 - c. Release to a state or veteran's hospital.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None