



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/WORK RELEASE/FIELD**

REVISION DATE  
6/10/21

PAGE NUMBER  
1 of 6

NUMBER  
**DOC 380.450**

**POLICY**

TITLE  
**ELECTRONIC MONITORING**

**REVIEW/REVISION HISTORY:**

Effective: 9/1/10  
 Revised: 7/1/11  
 Revised: 3/24/14  
 Revised: 6/10/21

**SUMMARY OF REVISION/REVIEW:**


Major changes to include updating terminology throughout. Read carefully!

**APPROVED:**

Signature on file

\_\_\_\_\_  
**JULIE A. MARTIN**, Acting Secretary  
 Department of Corrections

5/10/21  
 Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A.171\(3\)](#); [RCW 9.94A.704\(9\)\(b\)](#); [RCW 9.94A.6551\(4\)\(a\)](#); [RCW 9.94A.728\(3\)\(c\)](#); [RCW 9A.76.115\(1\)\(c\)](#); DOC 200.000 Trust Accounts for Incarcerated Individuals; DOC 320.160 Tolling of Supervision in the Community; DOC 350.270 Extraordinary Medical Placement; DOC 380.370 Sexually Violent Predator/Less Restrictive Alternative; DOC 390.585 Community Parenting Alternative; DOC 390.590 Graduated Reentry; DOC 390.600 Imposed Conditions; DOC 460.130 Response to Violations and New Criminal Activity; DOC 460.135 Disciplinary Procedures for Work Release; Partial Confinement and Supervision Job Aid

**POLICY:**

- I. The Department may use electronic monitoring devices for certain individuals as an enhancement to supervision.
- II. The Department will not toll electronic monitoring covered in this policy per DOC 320.160 Tolling of Supervision in the Community.

**DIRECTIVE:**


- I. Responsibilities
  - A. Each Community Corrections Supervisor (CCS) will designate at least one case manager in the unit(s) responsible for coordinating electronic monitoring for the unit or group of units. Reentry Corrections Specialist will be responsible for coordinating the equipment for the Community Parenting Alternative (CPA) and Graduated Reentry programs. These designated case managers will:
    1. Coordinate equipment installation, inspection upon return for damage, and inventory.
    2. Communicate equipment needs/problems to the Washington Association of Sheriffs and Police Chiefs (WASPC).
    3. Submit reports regarding equipment use, damage, or loss, and others as requested.
    4. Assist employees in the installation and removal of electronic monitoring hardware, and reading electronic notification, maps, reports, etc.
- II. Eligibility
  - A. The following individuals are eligible for electronic monitoring:

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1. Sex offenders, as an enhancement to supervision.
  - a. Level III sex offenders, as designated by local law enforcement, on community custody for a felony sex offense committed on or after July 1, 2000, will be on Global Positioning System (GPS) monitoring for the first 30 days after initial release from a Department facility.
  - b. With CCS approval, electronic monitoring may be used for Level II or III sex offenders on community custody for a felony sex offense committed on or after July 1, 2000, who have:
    - 1) Unstable housing/employment, and/or
    - 2) Lack of program structure or activities in the community.
2. Individuals placed on extraordinary medical placement per DOC 350.270 Extraordinary Medical Placement.
3. Less Restrictive Alternative individuals pursuant to a court order per DOC 380.370 Sexually Violent Predator/Less Restrictive Alternative.
4. Individuals under Indeterminate Sentence Review Board (Board) jurisdiction, if ordered by the Board.
5. Individuals transferred to home detention per DOC 390.585 Community Parenting Alternative or DOC 390.590 Graduated Reentry.
6. Individuals on supervision for a domestic violence offense with strong community safety concerns.
7. Other individuals under Department jurisdiction, as an imposed condition per DOC 390.600 Imposed Conditions with CCS approval.

### III. Enrollment and Installation

- A. At the time of enrollment, the individual will agree to the program requirements by signing the following forms:
  1. DOC 05-814 Electronic Monitoring Agreement,
  2. DOC 05-554A Electronic Monitoring Schedule, and
  3. DOC 02-353 Electronic Monitoring Contract or DOC 02-354 Care and Use of Radio Frequency Equipment.
- B. Case managers will:

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1. Procure and install electronic monitoring hardware.
2. Determine the individual's schedule while on electronic monitoring.
3. For individuals placed on extraordinary medical placement and sex offenders on electronic monitoring as an enhancement to supervision, impose a condition requiring the individual to abide by all conditions of the Electronic Monitoring Program.
4. Ensure DOC 02-340 Radio Frequency (RF) Enrollment or DOC 02-338 GPS Enrollment, as applicable, is submitted to WASPC at least 2 hours before installing the hardware.

#### IV. Monitoring

- A. Case managers will review electronic monitoring activities, reports, and notifications each business day and document the review in the electronic file.

#### V. Violations/Infractions

- A. Case managers will review electronic notifications to determine if a willful violation/infraction occurred and respond per DOC 460.130 Response to Violations and New Criminal Activity or DOC 460.135 Disciplinary Procedures for Work Release, as applicable.
  1. If the Community Concerns field in the electronic file is set to "Yes" and there is Community Victim Liaison (CVL) assigned, the case manager will also notify the CLV or the Victim Services Program.
- B. Violations/infractions of electronic monitoring may include, but will not be limited to:
  1. Tampering with equipment
  2. Not adhering to the established schedule
  3. Intentional damage, theft, or loss of electronic monitoring equipment
  4. Intentional failure to maintain equipment and/or battery
- C. If the Hearing Officer finds the individual guilty of intentionally damaging or losing electronic monitoring equipment, the case manager will forward the hearing decision to the CCS.
  1. The CCS will review and forward the information to the Electronic Program Administrator.

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2. The amount will be entered as a debt and collected per Recovery of Cost for Lost/Damaged Electronic Monitoring Equipment (Attachment 1).

D. For CPA or Graduated Reentry participants, damage or loss of electronic monitoring equipment will result in charges, entered as a debt, and collected per Attachment 1.

E. For Less Restrictive Alternative/CPA/Graduated Reentry individuals, tampering with electronic monitoring equipment or removal without authorization may result in escape charges per RCW 9A.76.115(1)(c).

#### VI. Termination

A. An individual will be terminated from electronic monitoring:

1. When no further benefit is received from electronic monitoring services as an enhancement to supervision.

a. This decision will be made in consultation with the Victim Services Program if monitoring was approved as part of a safety plan.

2. If the individual is a Level III sex offender who is 30 days past initial release from a Department facility and no longer meets the criteria for electronic monitoring as an enhancement to supervision.

3. As ordered by the court.

4. Upon revocation or completion of an extraordinary medical placement.

5. When the individual has been placed in total confinement/custody.


6. Upon escape from supervision.

7. As directed by the Board.

8. When the individual has successfully completed the CPA program or has been terminated from the program by a Hearing Officer and/or the Family and Offender Sentencing Alternative (FOSA) Administrator/designee.

9. If there is a medical necessity to remove the electronic monitoring device.

a. For individuals placed on extraordinary medical placement, the case manager will consult with the Chief Medical Officer/designee prior to removal of the monitoring device.

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- b. For CPA or Graduated Reentry participants, the case manager will consult with the FOSA Program Administrator/Graduated Reentry CCS/designee prior to removal of the monitoring device.
- B. Within one working day of termination, the case manager will request that WASPC close enrollment via DOC 02-340 Radio Frequency (RF) Enrollment or DOC 02-338 GPS Enrollment, as applicable.
- C. The case manager will:
  - 1. Coordinate return of the electronic monitoring equipment to the designated case manager or WASPC.
    - a. For individuals who escape/abscond, the case manager will make every attempt to locate the equipment.
  - 2. Complete DOC 02-339 Equipment Return when the equipment is returned.
  - 3. Inspect equipment for damage upon return and before re-issuing.

**DEFINITIONS:**

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

**ATTACHMENTS:**

Recovery of Cost for Lost/Damaged Electronic Monitoring Equipment (Attachment 1)

**DOC FORMS:**

- DOC 02-338 GPS Enrollment
- DOC 02-339 Equipment Return
- DOC 02-340 Radio Frequency (RF) Enrollment
- DOC 02-353 Electronic Monitoring Contract
- DOC 02-354 Care and Use of Radio Frequency Equipment
- DOC 05-554A Electronic Monitoring Schedule
- DOC 05-814 Electronic Monitoring Agreement