



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**FIELD**

REVISION DATE  
11/22/21

PAGE NUMBER  
1 of 4

NUMBER  
**DOC 380.650**

# POLICY

TITLE  
**TRAVEL FOR INDIVIDUALS SUPERVISED IN THE  
COMMUNITY**

## REVIEW/REVISION HISTORY:

- Effective: 8/1/00
- Revised: 4/11/03
- Revised: 8/1/04
- Revised: 1/19/07
- Revised: 11/7/07 AB 07-032
- Revised: 8/4/08
- Revised: 5/22/09
- Revised: 11/22/10
- Revised: 4/6/15
- Revised: 1/9/18
- Revised: 1/26/21
- Revised: 11/22/21

## SUMMARY OF REVISION/REVIEW:


I.A.2. - Adjusted for person-centered language

## APPROVED:

Signature on file

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

11/9/21  
\_\_\_\_\_  
Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 9A.44.130](#); DOC 380.605 Interstate Compact

**POLICY:**

- I. The Department has established guidelines for monitoring travel and movement in the community by individuals under the jurisdiction of the Department supervised in the community.
- II. For Interstate Compact and individuals traveling as part of a request to transfer supervision out of state, travel requests will be handled per DOC 380.605 Interstate Compact.

**DIRECTIVE:**

- I. General Requirements
  - A. Individuals must have an approved and signed DOC 01-085 In-State Travel Permit before traveling outside their county of residence.
    1. Travel may be approved on an ongoing basis to meet an individual's needs (e.g., travel for employment, education, treatment).
    2. In-State travel permits to a proposed residence/county will only be issued while an In-State Transfer Request is pending investigation when permission has been granted in advance by the sending and receiving Community Corrections Supervisors.
  - B. Individuals with a Risk Level Classification (RLC) of Lower Felony Risk (Low), that are not required to register, do not require permission to travel in-state unless they have geographic restrictions.
  - C. Individuals under Indeterminate Sentence Review Board (Board) jurisdiction may travel without a permit unless they have a geographic boundary condition.
    1. If imposed by the Board, travel requires Board approval before the individual may travel.
  - D. Case managers may authorize eligible individuals to travel out of state for up to 31 days by issuing DOC 05-546 Out-of-State Travel Permit.
    1. All travel is prohibited outside of the 50 United States or the District of Columbia.

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E. All travel information will be documented in the individual's electronic file.

## II. Responsibilities

A. Case managers will ensure:

1. The individual's electronic file is reviewed and/or updated before a travel pass is issued, to include:
  - a. Review of the Safety Concerns banner.
  - b. If an individual has a Victim Wraparound or Community Concerns flag, the case manager will:
    - 1) Review the Victim Safety Plan and confirm that the travel will not compromise the plan, and
    - 2) Communicate with the Community/Board Victim Liaison.
2. Verification of the individual's travel plans.
3. For sex offenders confirmed to be a Level 3 risk level, including those under Board jurisdiction, requesting to travel with a stay over 24 hours:
  - a. A request will be made to investigate the destination address by contacting the appropriate Assignment Coordinator, who will assign the contact as an "other" investigation code in the individual's electronic file for completion within 7 days.
  - b. The case manager from the receiving county may make Field visits to the approved destination address.
    - 1) The occupants of the destination address must allow the case manager access or travel will be denied.
  - c. The case manager will instruct the individual to report to the office nearest the destination address via kiosk and/or the Duty Officer within one business day of arrival.

### DEFINITIONS:

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

### ATTACHMENTS:



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None

**DOC FORMS:**

DOC 01-085 In-State Travel Permit  
DOC 05-546 Out-of-State Travel Permit