 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON/WORK RELEASE/FIELD OFFENDER MANUAL		
	REVISION DATE 2/8/21	PAGE NUMBER 1 of 10	NUMBER DOC 390.585
	TITLE COMMUNITY PARENTING ALTERNATIVE		

REVIEW/REVISION HISTORY:

Effective: 7/25/11
Revised: 3/1/12
Revised: 3/24/14
Revised: 11/12/15
Revised: 11/20/20
Revised: 2/8/21

SUMMARY OF REVISION/REVIEW:

Removed Policy Statement II. definition and added Policy Statement II that the Department has no authority to determine placement of a minor
Added Directive I.A. that prior juvenile adjudications are not considered when determining eligibility unless there is a conviction for a sex/serious violent offense
Added I.B.2. that an individual may be eligible if there is no current conviction for a violent offense where there is not a high risk to reoffend
I.B.3., I.C.9., I.D., III.B.3., V.D.2., V.J., IX.A.1., and XI.D.4. - Added language for clarification
I.B.6. - Adjusted criteria that must be met for eligibility
I.C.9.a., II.A.1.a., III.A.1., III.B.5., V.D.1., V.F.3., V.H.1., V.I., IX.A.3., and XI.D.2. - Adjusted language for clarification
Removed II.C.1. that DOC 13-035 Authorization for Disclosure of Health Information will be used if a referral is denied
Added II.C.3. that the case manager will notify the individual
Added VI.B. that individuals will participate in programming and treatment
VI.E. - Removed unnecessary language
Added Expectant Parent to the Definitions section and Policy Glossary


APPROVED:

Signature on file

STEVEN SINCLAIR, Secretary
Department of Corrections

1/26/21

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); DOC 200.000 Trust Accounts for Incarcerated Individuals; DOC 280.500 Records Management of Official Offender Files; DOC 350.200 Transition and Release; DOC 380.450 Electronic Monitoring; DOC 380.540 Personal Vehicle Use by Incarcerated Individuals; DOC 420.380 Drug/Alcohol Testing; DOC 460.135 Disciplinary Procedures for Work Release; DOC 650.035 Medications for Transfer and Release; [Community Parenting Alternative Handbook](#); [Grievance Program Handout](#); [Sponsor Support Guide](#)

POLICY:


- I. If determined that the Community Parenting Alternative (CPA) is appropriate and in the best interest of the minor child(ren), the Secretary may transfer an individual to home detention for no more than the final 12 months of the Prison sentence.
- II. Nothing contained in this policy provides the Department with the authority to determine placement of a minor.

DIRECTIVE:

- I. Eligibility
 - A. Prior juvenile adjudications are not considered when determining eligibility unless the individual has been convicted for a sex/serious violent offense.
 - B. An individual may be eligible if the individual:
 1. Is serving a sentence where the high end of the range is greater than one year,
 2. Has no current conviction for a violent offense unless it has been determined that the individual is not at high risk to reoffend.
 3. Has no current sex or serious violent conviction(s),
 4. Is not subject to a deportation detainer or order and will not become subject to a deportation order during the period of the sentence,
 5. Signs all release of information forms, and
 6. Meets one of the following criteria:
 - a. An expectant parent,

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- b. A parent with guardianship or legal custody of a minor child, or
 - c. A biological/adoptive parent or stepparent with a proven, established, ongoing, and substantial relationship with a minor child that existed at the time of the offense.
- C. Individuals will not be eligible if the individual:
 - 1. Was sentenced under the Family and Offender Sentencing Alternative (FOSA) and has been revoked and sent to Prison,
 - 2. Has a current conviction for a crime against a child,
 - 3. Has an open felony/warrant detainer,
 - 4. Was denied FOSA participation at the time of sentencing by the court and case manager,
 - a. Exceptions may be considered for individuals who have served a minimum of 2 years in Prison after sentencing.
 - 5. Commits a category A infraction during the current offense,
 - 6. Had their Drug Offender Sentencing Alternative (DOSA) terminated while incarcerated,
 - 7. Has been terminated while on Work/Training Release during the current offense,
 - 8. Has a requirement to register as a sex offender, or
 - 9. Only has children age 18 or older and graduated high school.
 - a. Exceptions may be considered if medical documentation of a developmental disability is provided.
- D. Individuals sentenced under a DOSA and individuals with a current conviction for felony driving under the influence will be eligible for participation 6 months to their Earned Release Date (ERD).
 - 1. Individuals serving a DOSA sentence will be required to submit to weekly urinalysis testing for the first 90 days of electronic monitoring.
 - 2. Individuals participating in Therapeutic Community must complete Phase 4 prior to transfer.
- E. Individuals must be infraction free for a minimum of 6 months prior to consideration.
 - 1. Individuals who commit a category B, level 1 infraction will not be screened for one year from the infraction date.


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II. Referral

- A. Referrals may be made within 18 months of the ERD. Referrals will be prioritized by date received and ERD. A referral may be made by the:
1. Prison case manager by email to DOCPSAlternative@doc.wa.gov,
 - a. If the Community Concerns flag in the individual's electronic file indicates "Yes", the case manager will consult with the assigned Community Victim Liaison/Victim Services Program Manager prior to submitting the referral.
 2. Individual submitting DOC 21-473 Kite to their case manager who will forward the request by email,
 3. Family contacting the case manager, Parenting Program Manager, or by email, or
 4. Department of Children, Youth, and Families (DCYF) to the FOSA Program Administrator, Parenting Program Manager, or by email.
- B. Referrals must be accompanied with the following signed forms:
1. DOC 13-035 Authorization for Disclosure of Health Information,
 2. DOC 02-410 Electronic Home Monitoring Screening,
 3. DOC 02-409 Reentry Goals - Community Parenting Alternative,
 4. DOC 02-363 DCYF - Authorization for Release of Information,
 5. [HCA 80-0001 Authorization for Release of Information](#), and
 6. [DCYF 14-012 Consent](#).
- C. A referral may be denied by the FOSA Program Administrator, CPA Screening Committee, or Secretary/designee. If a referral is denied:
1. The Parenting Program Manager/designee will document the reason for denial in the electronic file,
 2. The case manager will inform the individual, and
 3. The CPA case manager will inform the involved family members.

III. Screening

- A. If all requirements are met, the Parenting Program Manager/designee will:
1. Verify that a current or past adjudicated victim or persons with an existing No Contact Order does not live at the proposed residence.

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2. Interview the individual.
3. Forward the signed forms to the DCYF Children's Administration and Behavioral Health Administration at the Health Care Authority.
4. If there is tribal involvement, forward the referral information to the applicable tribe.
5. Gather other information which may affect the decision (e.g., history of domestic violence, prior criminal history, visitation, programming, infractions, child custody changes).
6. Develop DOC 02-366 Community Parenting Alternative Transfer Plan and assign the investigation to a case manager.

B. The case manager will conduct a home investigation and:

1. Verify that an independent, operable telephone line exists or will be installed prior to the individual residing in the home,
2. Have the sponsor sign DOC 02-369 Search Waiver,
3. Provide the sponsor(s) with Sponsor Support Guide and Community Parenting Alternative Handbook,
4. Complete and forward DOC 02-323 Home Investigation Report to the Parenting Program Manager/designee, and
5. Complete a criminal history background check for all adult household members.


IV. Placement Consideration

A. The Parenting Program Manager will forward the screening packet to the CPA Screening Committee for review. The committee will include:

1. FOSA Program Administrator and/or Parenting Program Manager, and
2. Other professionals/retirees/volunteers with experience in child welfare, family dynamics, and/or transitional services.

B. The committee will meet monthly and:


1. Each member will sign DOC 14-003 Confidentiality Statement,

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2. Make recommendations for each referral, and
 - a. Referrals that do not receive committee approval will not proceed and are not subject to appeal.
 - b. If the committee recommends approval, the screening packet will be forwarded for review and approval by the FOSA Program Administrator, Senior Administrator, and the Assistant Secretary for Reentry.
 - 1) The Secretary/designee's decision is final and not subject to appeal.
3. Assist in determining if the individual's placement in the CPA is in the best interest of the child.

V. Admission

- A. No more than the final 12 months of an individual's Prison term may be served on electronic monitoring in partial confinement.
- B. The case manager may submit DOC 02-337 Housing Payment Request to the Regional Housing Specialist when payment assistance is needed.
- C. The individual will complete DOC 02-374 Personal Property Disposal if residing in transitional housing.
- D. The Parenting Program Manager/designee will:
 1. Initiate the Transfer Order in the electronic file.
 2. Notify the Headquarters Classification Unit to finalize transport.
 3. Provide an orientation, to include:
 - a. DOC 20-073 Standard Rules,
 - b. Grievance Program Handout,
 - c. DOC 02-354 Care and Use of Radio Frequency Equipment,
 - d. The Community Parenting Alternative Handbook, and
 - e. DOC 02-322 Receipt of Handbook.
- E. Headquarters Classification employees will provide a copy of the Transfer Order to the Regional Correctional Records Supervisor/designee.
- F. Regional correctional records employees will:

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1. Notify Inmate Banking System to initiate account closure per DOC 200.000 Trust Accounts for Incarcerated Individuals.
 2. Alert Health Services to prepare release medications per DOC 650.035 Medications for Transfer and Release.
 3. Notify the Reentry Project Manager to issue an identification card.
- G. The case manager will conduct an intake using DOC 02-370 Reentry Orientation and complete the following:
1. DOC 02-361 Reentry Conditions,
 2. DOC 02-364 Daily Itinerary - Community Parenting Alternative,
 3. DOC 02-368 Home Visitor Log, and
 4. DOC 02-370 Reentry Orientation.
- H. The assigned case manager will transport the individual to the approved residence.
1. The minor child may accompany the individual during transport with prior approval from the FOSA Program Administrator or Parenting Program Manager.
- I. The case manager will complete a case management plan in the individual's electronic file within 30 days of orientation.
- J. The case manager/designee will update earned time monthly in the individual's electronic file,
- VI. Requirements
- A. Individuals will be placed on electronic monitoring at the Department's expense and monitored per DOC 380.450 Electronic Monitoring.
 - B. Individuals will participate in programming and treatment identified by the Department as necessary in consideration of the individual's needs.
 - C. The individual may be confined to the approved residence for a substantial portion of each day. Only the case manager may authorize changes to the schedule for reasons including:
 1. Child-related activities,
 2. Employment,
 3. Education,
 4. Treatment,

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5. Programming (e.g., Parenting Inside Out, Thinking for a Change, Strengthening Families),
6. Medical appointment,
7. Contact with the case manager, and
8. Other approved outings identified by the case manager.

D. Drug and alcohol testing will be conducted per DOC 420.380 Drug/Alcohol Testing.

E. Individuals may request to use a personal vehicle per DOC 380.540 Personal Vehicle Use by Incarcerated Individuals.


VII. Contact Standards and Phase Advancement

- A. The case manager will supervise the individual and complete contacts per Attachment 1.
- B. The individual will advance through phases based on length of enrollment and compliance with rules and conditions.

VIII. Violations

- A. The case manager/Hearing Officer will respond to violations of the electronic monitoring schedule, rules, and conditions per DOC 460.135 Disciplinary Procedures for Work Release.
 1. DOC 09-186 Order of Suspension, Arrest, and Detention will be used to detain an individual pending a hearing being held at the local jail or Department facility. Out of custody hearings will be held at the nearest Field Office or Work/Training Release facility.
- B. The case manager will enter the alleged infractions on the Prison Discipline Screen immediately after being notified of the hearing date and time.
- C. If the individual is found guilty of a major infraction, but remains in partial confinement, the individual will be reduced by one phase for a minimum of 30 days.
- D. The Hearing Officer will update the Prison Discipline screen to include any loss of earned release time.
- E. Case managers will update earned time and the applicable infraction in the electronic file monthly.

IX. Termination

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A. The FOSA Program Administrator may reclassify an individual at any time to total confinement if the circumstances of placement create a risk to the community, participant, child, family, or if the individual:

1. Self-terminates from CPA,
2. Fails to maintain placement requirements (e.g., no longer has viable housing options, medical condition, financial hardship, failing to maintain an operable telephone line), or
3. Is no longer suitable for the CPA.

B. If CPA privileges are terminated, the case manager will initiate the Custody Facility Plan prior to their return to Prison.

X. Escape

A. An individual is deemed to have escaped when:

1. The individual fails to return to the approved residence,
2. The individual leaves the approved residence without authorization, or
3. The individual's whereabouts are unknown.

B. In the event of an escape, the case manager will complete DOC 02-324 Reentry Escape Procedures.

XI. Release


A. The case manager will complete the release plan at least 90 days before the ERD for notification and/or investigation purposes.

B. Within 30 days of the ERD, records employees will send the applicable release documents to the case manager per DOC 350.200 Transition and Release.

C. Upon the Projected Release Date, the case manager will have the individual sign DOC 20-311 Order of Release and documents received from Records, and update the electronic file.

D. Upon release, the case manager will:

1. Provide the individual with information on [voting rights restoration](#) and a [Washington State Voter Registration form](#).
2. Update earned time in the individual's electronic file.

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3. Send the signed DOC 20-311 Order of Release and release documents to the Regional Records unit within 3 business days of release and place copies in the case manager file.
4. Forward the supervision file to Headquarters per DOC 280.500 Records Management of Official Offender Files.

DEFINITIONS:

The following words/terms are important to this policy and defined in the glossary section of the Policy Manual: Expectant Parent, Legal Custody, Legal Guardian. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

CPA Phase Requirements and Minimum Contact Standards (Attachment 1)

DOC FORMS:

- DOC 02-322 Receipt of Handbook
- DOC 02-323 Home Investigation Report
- DOC 02-324 Reentry Escape Procedures
- DOC 02-337 Housing Payment Request
- DOC 02-354 Care and Use of Radio Frequency Equipment
- DOC 02-358 Employer Letter
- DOC 02-361 Reentry Conditions
- DOC 02-363 DCYF - Authorization for Release of Information
- DOC 02-364 Daily Itinerary - Community Parenting Alternative
- DOC 02-366 Community Parenting Alternative Transfer Plan
- DOC 02-368 Home Visitor Log
- DOC 02-369 Search Waiver
- DOC 02-370 Reentry Orientation
- DOC 02-374 Personal Property Disposal
- DOC 02-409 Reentry Goals - Community Parenting Alternative
- DOC 02-410 Electronic Home Monitoring Screening
- DOC 09-186 Order of Suspension, Arrest, and Detention
- DOC 13-035 Authorization for Disclosure of Health Information
- DOC 14-003 Confidentiality Statement
- DOC 20-073 Standard Rules
- DOC 20-311 Order of Release
- DOC 21-473 Kite