



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/WORK RELEASE/FIELD
OFFENDER MANUAL

REVISION DATE
3/16/17

PAGE NUMBER
1 of 12

NUMBER
DOC 420.110

POLICY

TITLE
**ESCORTED LEAVES, FURLOUGHS, AND SPECIAL
TRANSPORTS FOR OFFENDERS**

REVIEW/REVISION HISTORY:

- Effective: 1/4/82 DOC 710.005
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- Revised: 4/21/97
- Revised: 4/11/00 DOC 340.000
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- Revised: 7/1/10
- Revised: 11/7/11 DOC 420.110
- Revised: 6/22/15
- Revised: 3/16/17

SUMMARY OF REVISION/REVIEW:

I.C.2.a. & b. - Added language for clarification
I.G.1.c. and II.B.6.c. - Adjusted language for clarification


APPROVED:

Signature on File

JODY BECKER-GREEN, Secretary
Department of Corrections

3/10/17

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into the policy; [RCW 9.94A.030](#); [RCW 72.01.365](#); [RCW 72.01.370](#); [RCW 72.01.375](#); [RCW 72.01.380](#); [RCW 72.64.150](#); [RCW 72.66](#); [WAC 137-25-030](#); [WAC 137-52](#); [ACA 4-4349](#); [ACA 4-4445](#); [ACA 4-4500-1](#); [ACA 2A-11](#); [ACA 5A-18-1](#); [DOC 350.600 Law Enforcement Notification](#); [DOC 390.300 Victim Services](#); [DOC 420.080 Escape from Work Release](#); DOC 420.100 Transportation Standards; [DOC 460.135 Disciplinary Procedures for Work Release](#); [DOC 700.400 Class IV Off-Site Work Crew](#)

POLICY:

- I. Consistent with public interest, the Department allows offenders to be considered for escorted leaves and furloughs from Prison for medical need, deathbed visit, and funeral attendance. Offenders in Work Release may be granted emergency medical, deathbed visit, and funeral attendance furloughs.
- II. The Department ensures that special transportation needs are met for offenders with medical, mental, and/or physical limitations.

DIRECTIVE:

- I. Escorted Leaves and Special Transports from Prisons
 - A. Superintendents and Health Authorities will develop special procedures to ensure the safe and timely transportation of offenders for medical, mental health, and dental clinic appointments and transfers, both inside and outside the correctional facility (e.g., to the hospital, health care provider, or another correctional facility). Superintendents and Health Authorities will ensure that appropriate correctional and health services employees/contract staff are informed of the procedures. [4-4445]
 - B. Offenders may be granted escorted leaves (i.e., leaves of absence from a correctional facility under the constant supervision of a Correctional Officer/designee) or provided special transports (i.e., for offenders with a "T5" PULHES code):
 1. To receive necessary medical or dental care that is not available at the facility. [4-4349]
 2. To attend the funeral or visit the deathbed of an immediate family member. [4-4500-1]



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3. For a Department supervised work program, including industrial, educational, or agricultural programs, and fire suppression/incident response crews for offenders assigned to Minimum (MI)2 or lower.
 4. To volunteer in community service work projects approved by the Superintendent for lower custody or non-violent offenders.
 5. For a mandatory court hearing.
 6. To transfer to another facility, as necessary.
 7. For other reasons with Superintendent/Assistant Secretary for Prisons/ designee approval, as appropriate.
- C. Transportation Requirements
1. Escorting employees will:
 - a. Include at least one experienced, permanent status employee who is currently qualified on weapons and Oleoresin Capsicum (OC), if escorting or transporting offenders of MI3 custody or higher, or MI2 offenders being transported for security reasons.
 - 1) The escorting employee will be trained or oriented in the use of any special equipment needed when transporting an offender with a "T5" PULHES code.
 - b. Follow DOC 700.400 Class IV Off-Site Work Crew when escorting MI2 work crews and DOC 420.100 Transportation Standards regarding searches and use of restraints.
 - 1) The designated transportation supervisor will consult with local health services employees/contract staff or the local Americans with Disabilities (ADA) Coordinator when using restraints on offenders with a "T5" PULHES code.
 - c. Be appropriately dressed, as determined by the type of escorted leave.
 - d. Have DOC 21-574 Control Card or computer printout of each offender's picture for identification.
 2. The offender's custody classification will determine the minimum standards for security measures, except for pregnant or postpartum offenders.

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- a. Offenders on maximum custody or sentenced to death or life without parole will be escorted in waist/wrist and leg restraints by at least one armed employee and one unarmed employee per offender.
 - b. Offenders on MI3, medium, and close custody will be escorted in waist/wrist and leg restraints by at least 2 employees per every 5 offenders. One employee per escort will carry a firearm.
 - c. Offenders on MI2 custody or lower will be escorted at a ratio of one employee per every 10 offenders.
 - d. Unrestrained pregnant or postpartum offenders will not be transported with restrained offenders unless separated by compartment within the vehicle. If separation by compartment is not possible, a separate vehicle transport will be arranged.
3. Offenders on MI3, medium, close, and maximum custody will be clothed in coveralls. Clothing for offenders on MI2 custody or lower will be based on the type of escorted leave. The Superintendent/designee may approve an offender to wear personal clothing for deathbed visits or funerals.
- D. Escorted Leaves
1. Conditions
 - a. Escorted leaves must be within Washington State, unless the Secretary/designee approves an exception for:
 - 1) Out of state fire suppression/incident response support per RCW 72.64.150,
 - 2) An alternate transportation route due to inclement weather or road conditions, or
 - 3) Out-of-state medical care in emergent situations, as approved by the medical services on-call employee/contract staff, when the needed level of care is not available in a timely manner in-state.
 - b. Escort employees will maintain visual or auditory contact with the offender at all times. Auditory contact should only be used when circumstances do not permit visual contact.

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- c. The offender will be housed in a city or county jail, state facility, or other Department-supervised arrangement at all times when not in transit or actually engaged in the escorted leave activity, except for minimum custody offenders participating in supervised work.
- d. Law enforcement will be notified per DOC 350.600 Law Enforcement Notification.
- e. Offenders who commit infractions while out to court may be infraacted upon their return to Department custody.

2. Approval/Denial

- a. Requests for escorted leaves, except for necessary medical care or mandatory court hearings, must have verification that the offender:
 - 1) Has not escaped from a facility in the past year,
 - 2) Is mentally stable, as determined by facility employees/contract staff,
 - 3) Has not had significant disciplinary problems in the past 6 months, and
 - 4) Has not been found guilty of any of the following infractions during the past 6 months: 501, 502, 511, 521, 553, 601, 602, 604, 611, 612, 633, 635, 636, 650, 651, 652, 663, 704, and/or 711.
- b. The Assistant Secretary for Prisons/designee must approve all escorted leaves for offenders sentenced to death.
- c. The Superintendent/designee has the authority to approve escorted leaves for all other offenders.
 - 1) If the Superintendent/designee denies a request that meets the requirements, s/he will send an email, including the reasons for denial and a brief response for outside inquiries, to the appropriate Deputy Director for review and approval.

E. Deathbed Visits or Funeral Attendance

- 1. Employees will notify offenders in a timely manner of the verifiable death or critical illness of an immediate family member. [4-4500-1]



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2. Employees will use DOC 05-793 Funeral Trip/Deathbed Visit Worksheet and Checklist to verify illness or death and that the person is the offender's immediate family.
 3. Employees will notify offenders and family that insufficient time to process a funeral trip/deathbed visit request may be reason for denial.
 4. The offender/next of kin will be notified of the cost requirements.
 - a. Costs include:
 - 1) Mileage,
 - 2) Meals,
 - 3) Overnight lodging, and
 - 4) Employee salary for the normal supervision requirements of the offender's custody classification.
 - b. The offender's immediate family member will complete DOC 05-673 Escorted Leave Reimbursement Request.
 - c. Employees will provide the offender/next of kin with instructions for payment via the offender's trust account and/or a money order or certified check. Payment should be made before the scheduled departure.
 - d. Indigence will not be cause for denial of an escorted leave.
 5. The duration of deathbed visits or funeral trips will not exceed 48 hours, including travel, unless approved by the Superintendent/designee.
 6. Deathbed visits and funeral trips in a private residence require Superintendent/designee approval. Offenders classified MI3 or higher require Assistant Secretary for Prisons approval to attend deathbed visits/funeral trips in a private residence.
 7. Employees will immediately notify the Victim Services Program per DOC 390.300 Victim Services when a victim/witness eligible offender is granted an escorted leave.
- F. Pre-Surgery/Medical Trips
1. When access to services only available outside the facility is required, transportation will be timely, balancing safety and security with consideration for: [4-4349]



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- a. Offender health condition,
 - b. Prioritization of medical need,
 - c. Urgency (e.g., ambulance versus standard transport),
 - d. Use of a medical escort to accompany transportation employees, and
 - e. Transfer of medical information.
2. To prevent interaction with others that might lead to escape, the date, time, and location of an outside medical trip will be confidential.
 - a. Employees will not disclose this information to the offender at any point in medical consultation.
 - b. Only employees who have a legitimate need to know should be informed.
 3. If there is a need for pre-trip procedures that may alert an offender that a trip is imminent, the Captain/Correctional Program Manager or designee must, before the procedure, review the offender record for specific risk factors indicating the offender is an escape risk.
 - a. If there are no apparent increased risk concerns, the offender may remain in the assigned housing unit unless medical procedures require inpatient treatment. Employees informing the offender of pre-surgery or preparation requirements must not reference any specific information regarding the trip.
 - b. When there is an increased concern regarding the offender's risk to escape, s/he should be placed in segregation or an inpatient unit, depending upon medical need. Other conditions related to telephone access or contact with other offenders may also be made.
 4. The offender is responsible for adhering to pre-surgery preparation procedures.
 - a. If there are preparation requirements before leaving the facility, the offender will be asked if s/he has followed them.
 - b. If the offender has been informed of the requirements and has not followed them, s/he may be infraacted and held responsible for any costs incurred for failing to keep the appointment.
- G. Emergency Medical Furloughs

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1. An offender may be granted an unescorted emergency medical furlough for hospital care if s/he is:
 - a. Assigned MI2 custody,
 - b. Seriously ill and requires a high level of health care services that are not available at the facility, as deemed appropriate by the Chief Medical Officer/designee, and
 - c. Incapacitated by the seriousness of the illness and/or the extent of the treatment being provided and the risk to community safety is deemed minimal by the Assistant Secretary for Prisons/designee.
2. The Assistant Secretary for Prisons/designee must approve all emergency medical furloughs.
3. When an offender is approved for or placed on emergency medical furlough, the Superintendent/designee will contact the appropriate Field Office to have a Community Corrections Officer (CCO) assigned to monitor the offender's status and determine continued placement.
 - a. The offender's health status and progress during treatment will determine the type and frequency of contact.
 - b. At a minimum, the CCO will make telephone contact daily.
 - c. The hospital or medical staff responsible for treatment will be requested to immediately notify the CCO when there is an emergency or the offender is no longer incapacitated.
4. When hospital staff notify the CCO that the health care services are complete, the CCO will coordinate returning the offender to the facility.

II. Furloughs from Work Releases [2A-11]

- A. Work Release employees/contract staff will handle emergency situations using local practices (e.g., point-to-point passes, sponsor/volunteer escort, regular social outings) that best fit the situation before using furloughs.
 1. CCOs will assess risk when determining the appropriate practice or furlough to meet the offender's needs and complete DOC 01-007 Furlough Application and Plan.
 2. Offenders cannot furlough to an out-of-state destination.

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3. Offenders must sign DOC 01-007 Furlough Application and Plan.
- B. Furlough for Deathbed Visits or Funeral Attendance
1. Employees will notify offenders in a timely manner of the verifiable death or critical illness of an immediate family member. Offenders may request a furlough to attend the funeral or visit the deathbed of an immediate family member. [5A-18-1]
 - a. The offender must pay all costs to attend a funeral/deathbed visit.
 - b. Furloughs will not exceed 48 hours, plus travel time. If unusual circumstances exist, the Community Corrections Supervisor (CCS) may grant a furlough extension.
 2. CCOs will:
 - a. Verify the illness or death and that the person is the offender's immediate family.
 - b. Consult a Field CCO to coordinate a local monitoring plan for the time while the offender is on furlough status in that area.
 - c. Consult a CCS, as appropriate, and recommend approval or denial of the furlough.
 3. Throughout the process, CCOs should complete appropriate electronic file entries as soon as possible.
 4. Offenders may be furloughed to approved sponsors.
 - a. The Work Release CCO will secure the signature of the locally approved sponsor on DOC 09-164 Responsibilities of Furlough Sponsors.
 - b. The CCO will coordinate with the Field CCO to obtain the signature of an out of town sponsor on DOC 09-164 Responsibilities of Furlough Sponsors.
 - c. The CCO must consult with the CCS when no sponsor is available.
 5. Offenders must sign DOC 09-071 Order of Furlough.
 6. Approval

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- a. Furloughs require CCS approval.
- b. Emergency furloughs for High Risk Violent or High Risk Non-Violent offenders require Work Release/Residential Program Administrator/designee approval.
- c. The Regional Administrator who oversees the local Field Office will be notified if approval is granted.

7. Notification


- a. The CCS/designee will immediately telephone the Victim Services Program and notify the Correctional Records Supervisor/designee when an emergency furlough is granted for victim/witness eligible offenders per DOC 390.300 Victim Services. For after hours notification, s/he will contact the Washington Corrections Center (WCC) Shift Lieutenant.
- b. Correctional Records Supervisors will notify law enforcement upon approval of emergency furloughs per DOC 350.600 Law Enforcement Notification.

8. Violations will be addressed per DOC 460.135 Disciplinary Procedures for Work Release, and escapes will be reported per DOC 420.080 Escape from Work Release.

9. Work Release CCOs will conduct post-furlough investigations and coordinate with the Field CCO for out-of-county investigations.

C. Emergency Medical Furloughs

1. With CCS approval, offenders may be placed on emergency medical furlough when required medical care is not available at the facility.
 - a. CCOs will obtain the offender's signature on DOC 09-071 Order of Furlough and the release of health information forms as soon as possible. Copies of the forms will be sent to the Nurse Desk at Headquarters.
 - b. CCOs will verify with the doctor the offender's prognosis and estimated length of hospitalization, if indicated.
 - c. Throughout the process, CCOs will complete electronic file entries as soon as possible.

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d. CCOs will consider moving the offender to a Prison medical facility as soon as possible for continued monitoring and recovery, if applicable.

2. The CCS/designee will immediately telephone the Victim Services Program and notify the Correctional Records Supervisor/designee when an emergency medical furlough is granted for victim/witness eligible offenders per DOC 390.300 Victim Services. For after hours notification, s/he will contact the WCC Shift Lieutenant.

III. Department Violators in Rented County Beds

A. The Department does not provide escorted leave to offender violators in rented county beds. For county facilities that allow furloughs and where the existing Department/county jail interagency agreement permits, offenders may request a furlough for a deathbed visit or funeral attendance in accordance with county facility policy and procedure.

1. Furloughs will not be allowed without final approval of the Assistant Secretary for Community Corrections/designee.

2. An offender may only request a furlough to attend the funeral or visit the deathbed of an immediate family member.

a. The offender must pay all costs to attend a funeral/deathbed visit.


b. Furloughs will not exceed 48 hours, plus travel time. If unusual circumstances exist, the county unit supervisor may grant an extension.

3. The CCS/designee in the county where the offender is housed will:

a. Verify the illness or death with the hospital or funeral home and that the person is the offender's immediate family. This will be documented in the offender's electronic file.

b. Consult the CCS/designee in the area where the offender plans to travel to coordinate a local monitoring plan while the offender is on furlough status, if needed.

c. Recommend approval or denial of the furlough to the Assistant Secretary for Community Corrections/designee.

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- d. Complete all appropriate electronic file entries as soon as possible throughout the process.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

[DOC 01-007 Furlough Application and Plan](#)

[DOC 05-673 Escorted Leave Reimbursement Request](#)

[DOC 05-793 Funeral Trip/Deathbed Visit Worksheet and Checklist](#)

[DOC 09-071 Order of Furlough](#)

[DOC 09-164 Responsibilities of Furlough Sponsors](#)

[DOC 21-574 Control Card](#)