



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
FACILITY/SPANISH MANUAL

REVISION DATE
1/6/23

PAGE NUMBER
1 of 7

NUMBER
DOC 420.115

POLICY

TITLE
**SPECIAL ESCORTED LEAVE FOR FUNERALS/
DEATHBED VISITS ON TRIBAL LANDS**

REVIEW/REVISION HISTORY:

Effective: 3/1/14
Revised: 4/6/15
Revised: 2/22/22
Revised: 1/6/23

SUMMARY OF REVISION/REVIEW:

Added Women’s facility throughout
Policy statement I. & 2. and Directive VI.B.6. - Removed unnecessary language
I.A., II.A. & B., III.A.1., III.B., IV.A.2.a., IV.B., V.C., V.C.1. & 2., and VI.A. - Adjusted language
for clarification
VI.C. - Added clarifying language


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

12/6/22

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](#); [WAC 137-52](#); DOC 390.300 Victim Services; DOC 400.100 Incident and Significant Event Reporting (RESTRICTED); DOC 410.020 Department Emergency Operations Center (RESTRICTED); DOC 410.040 Incident Command System (RESTRICTED); DOC 410.200 Use of Force (RESTRICTED); DOC 410.230 Use of Deadly Force (RESTRICTED); DOC 410.360 Escape Preparedness and Response (RESTRICTED)

POLICY:

- I. Consistent with tribal community interests, the Department allows specific individuals to be considered for special escorted leaves from Prison to attend funerals and/or deathbed visits for Squaxin Island tribal members and/or on Squaxin Island tribal lands.
- II. The Department has entered into a formal intergovernmental agreement with the Squaxin Island Tribe concerning the special escorted leave of an individual per this policy.

DIRECTIVE:

- I. Requirements
 - A. Individuals may be granted a special escorted leave to attend a funeral and/or deathbed visit of an immediate family member, on or near the Squaxin Island Reservation, if the individual or the individual's immediate family member is an enrolled member of the Squaxin Island Tribe.
 - B. The special escorted leave must be within Washington State and the duration may only exceed 48 hours, including travel, when approved in advance by the Superintendent.
- II. Initiating a Request
 - A. The individual, the individual's family, or the Squaxin Island Tribal Executive Leadership will initiate a request for a special escorted leave by contacting the Superintendent.
 1. If the Superintendent learns of the death or critical illness of an individual's immediate family member before the individual is informed, the Superintendent will ensure the individual is notified in a timely manner.


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- B. The Superintendent will assign an employee to complete the checklist and Request section and ensure all approvals are obtained on DOC 21-506 Special Escorted Leave Worksheet and Checklist.


III. Approval

- A. Special escorted leave requires Superintendent approval. The Superintendent will consider, at a minimum:
1. If there is enough time to transport the individual to the funeral/deathbed visit.
 2. Whether attendance at the funeral/deathbed visit is likely to place the individual in proximity to a person who has:
 - a. Been the victim of a criminal act committed by the individual,
 - b. Been the target of threatening behavior exhibited by the individual, and/or
 - c. An active No Contact Order in place against the individual.
 3. Whether the Squaxin Island Tribal Executive Leadership:
 - a. Accepts or declines a special escorted leave for the individual, and
 - b. Is willing or unwilling to assume temporary custody during the special escorted leave.
 4. A risk assessment that considers, at a minimum:
 - a. Current custody/housing status
 - b. Escape history and probability to escape
 - c. Health care needs
 - d. Mental health
 - e. Behavior
 - f. Risk to reoffend
- B. A designated employee will notify the individual, family, and/or Squaxin Island Tribal Executive Leadership that insufficient time to process the request may be reason for denial.
- C. The Superintendent will notify the applicable Assistant Secretary for Prisons of the reasons for a denied request. The Assistant Secretary may review the denial and make a final determination.

IV. Cost Requirements

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- A. The individual, family, or Squaxin Island Tribal Executive Leadership will be notified of the cost requirements.
 - 1. The individual, family, or Squaxin Island Tribal Executive Leadership is responsible for the following costs:
 - a. Mileage for special, roundtrip transportation between the facility where the individual is housed and the Washington Corrections Center (WCC) or Washington Corrections Center for Women (WCCW).
 - 1) Mileage will be billed at the Office of Financial Management privately owned vehicle reimbursement rate and will include applicable charges (e.g., tolls).
 - b. Salary and benefits for the employee(s) escorting the individual, for the duration of the trip between the facility where the individual is housed and WCC/WCCW.
 - 1) Any overtime hours will be billed at time and one-half the employee's hourly rate.
 - 2. The Department will cover the following costs:
 - a. Mileage and employee escort costs if the individual is transferred to/from WCC/WCCW via chain bus.
 - b. General expenses for the individual while at WCC/WCCW (e.g., housing, meals, supervision).
 - B. A designated employee will provide the individual, family, and/or the Squaxin Island Tribal Executive Leadership with instructions for payment via the individual's trust account, a money order, and/or a certified check. Payment should be made before the scheduled departure from the facility where the individual is housed.
 - C. The individual, family, or Squaxin Island Tribal Executive Leadership will complete DOC 21-503 Special Escorted Leave Reimbursement Request.
- V. Notification Requirements
- A. Upon approving an individual for a special escorted leave, the Superintendent of the facility where the individual is housed will notify the WCC/WCCW Superintendent.

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1. If the individual is victim/witness eligible, the Superintendent will also notify the Victim Services Program per DOC 390.300 Victim Services.
- B. The Superintendents/designees will determine the transportation arrangements for transferring the individual between the facilities.
- C. Once approved, the WCC/WCCW Superintendent will ensure notification of the special escorted leave is made to:
 1. Squaxin Island tribal law enforcement including:
 - a. Custody and restraint requirements,
 - b. Permitted attire, which will include personal clothes whenever possible,
 - c. Any health/medical requirements,
 - d. Approved itinerary, and
 - e. Any additional precautions applicable.
 2. Local law enforcement (e.g., Mason County Sheriff, Shelton Police Chief, State Patrol District 8 Commander) including the reasons for and terms of the leave and the approved schedule.

VI. Temporary Transfer of Custody


- A. The WCC/WCCW Superintendent will authorize the temporary transfer of custody of an approved individual from the Department to Squaxin Island tribal law enforcement officers using DOC 21-507 Temporary Transfer of Custody Between Washington State Department of Corrections and Tribal Executive Leadership.
- B. The Squaxin Island tribal law enforcement officers will be provided a Special Escorted Leave Packet, with a copy to WCC/WCCW Master Control to maintain while the individual is under temporary transfer of custody. The packet will contain, at a minimum, copies of:
 1. This policy
 2. The signed DOC 21-507 Temporary Transfer of Custody Between Washington State Department of Corrections and Tribal Executive Leadership
 3. The Special Escorted Leave Escape Response Emergency Checklist per DOC 410.360 Escape Preparedness and Response (RESTRICTED)
 4. A completed DOC 21-574 Control Card

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- 5. The intergovernmental agreement between the Squaxin Island Tribe and the Department, including attachments
 - 6. Facility contact information, including current facility Duty Officer
 - 7. The legal face sheet from the individual's electronic file
- C. Squaxin Island tribal law enforcement officers will assume responsibility for custody and escort of the individual to and from Squaxin Island tribal lands and during the funeral/deathbed visit.
 - D. Once the special escorted leave is concluded, Squaxin Island tribal law enforcement officers will return the individual to WCC/WCCW, which will reassume custody of the individual.
 - E. All transfers of custody will be documented on DOC 21-507 Temporary Transfer of Custody Between Washington State Department of Corrections and Tribal Executive Leadership.

VII. Incident/Event Response

- A. In the event an incident or significant event occurs while the individual is under the temporary custody of Squaxin Island tribal law enforcement officers, including an escape or refusal to leave tribal lands, the Department and the Squaxin Island Tribal Executive Leadership will share concurrent jurisdiction.
- B. Upon receiving notification from the Squaxin Island Tribe that an incident/event has occurred, the WCC/WCCW Superintendent will activate the Incident Command Post (ICP) per DOC 410.040 Incident Command System (RESTRICTED) and notify the applicable Assistant Secretary for Prisons per DOC 400.100 Incident and Significant Event Reporting (RESTRICTED).
- C. The Department will activate the Department Emergency Operations Center (EOC) per DOC 410.020 Department Emergency Operations Center (RESTRICTED) in support of incident/event management and resolution.
- D. The Department will work cooperatively with the Squaxin Island Tribe in completing the steps outlined in the Special Escorted Leave Escape Response Emergency Checklist per DOC 410.360 Escape Preparedness and Response (RESTRICTED), when applicable.
- E. Both the Department and the Squaxin Island Tribal Executive Leadership agree to provide the necessary personnel, equipment, materials, and/or services, as determined by the Incident/Unified Commander.

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- F. Department employees will follow DOC 410.200 Use of Force (RESTRICTED) and DOC 410.230 Use of Deadly Force (RESTRICTED) while on tribal land.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

- DOC 21-503 Special Escorted Leave Reimbursement Request
- DOC 21-506 Special Escorted Leave Worksheet and Checklist
- DOC 21-507 Temporary Transfer of Custody Between Washington State Department of Corrections and Tribal Executive Leadership
- DOC 21-574 Control Card