



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
REENTRY
FACILITY/SPANISH MANUAL

REVISION DATE
11/30/21

PAGE NUMBER
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DOC 450.310

POLICY

TITLE
**VISITS AND SOCIAL OUTINGS
FOR REENTRY CENTERS**

REVIEW/REVISION HISTORY:

- Effective: 6/20/00
- Revised: 4/9/04
- Revised: 8/21/06
- Revised: 11/28/07
- Revised: 3/10/08 AB 08-003
- Revised: 12/26/08
- Revised: 11/9/09
- Revised: 12/21/09
- Revised: 1/3/11
- Revised: 8/13/15
- Revised: 11/21/15
- Revised: 11/30/21

SUMMARY OF REVISION/REVIEW:

Major changes to include moving content to DOC 450.300 Visits for Incarcerated Individuals, reorganization, and updating terminology throughout. Read carefully!


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

11/1/21

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94.043](#); [RCW 9.94.045](#); DOC 300.550 Monitoring Graduated Community Access; DOC 450.300 Visits for Incarcerated Individuals; Visitor Guidelines for Reentry Centers

POLICY:

- I. The Department recognizes the vital role families play in the reentry process and will support incarcerated individuals in maintaining ties with family, friends, and the community by setting reasonable criteria that encourages visits and social outings.
- II. The Department prohibits discrimination or unfair/illegal treatment on the basis of genetic information (e.g., national origin, ancestry, race, color), religion/creed, age, gender, gender expression, marital status or status as a state registered domestic partner, pregnancy, sexual orientation, political views, immigration/citizenship status, veteran/military status, or the presence or history of a physical/mental/sensory disability in any activity or its operations.

DIRECTIVE:


- I. General Requirements
 - A. Incarcerated individuals may be allowed social outings when in compliance with their Custody Facility Plan and have progressed to Step II or III per DOC 300.550 Monitoring Graduated Community Access.
 1. Eligible individuals will complete DOC 20-084 Social Outing Request and Responsibilities and have it approved before the planned outing.
 2. Out-of-state travel is not allowed during an outing. Individuals may leave the county where the Reentry Center is located when approved by the Reentry Center Community Corrections Supervisor (CCS) and documented in the electronic file.
 3. The case manager/CCS may place geographical boundaries within the approved county(ies) based on victim concerns or as listed on the individual's Judgment and Sentence.
 - B. Employees/contract staff may escort individuals to recreational activities in the community with the CCS's approval.
 - C. Eligibility requirements and visit processes will be conducted per DOC 450.300 Visits for Incarcerated Individuals.

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- D. If there is reasonable suspicion that a visitor possesses or is concealing contraband during a visit, sponsored outings with the visitor will be denied and the case manager/CCS, or Statewide Duty Officer afterhours, will be notified for further review/direction.

II. Sponsors

- A. An adult who is at least 21 years of age may apply to be approved as a sponsor to escort and account for an individual during official and/or social activities outside the Reentry Center.
1. Only one sponsor can escort an individual during an outing.
 2. A prospective sponsor must be an approved visitor per DOC 450.300 Visits for Incarcerate Individuals for the individual the sponsor is applying to sponsor.
 3. The facility Classification Committee may approve an individual's spouse or state registered domestic partner between the ages of 18 and 21 to be a sponsor.
 4. Employees, contract staff, and/or their family members will only be approved as sponsors when approved by the Reentry Center Administrator if they are members of the individual's immediate family.
- B. Prospective sponsors will complete DOC 20-169 Reentry Center Sponsor Application by coming into the facility or accessing it through doc.wa.gov. Upon receiving a completed application, the case manager will:
1. Ensure the individual has not reached the 5 sponsor limit,
 2. Review all visit information in the individual's electronic file and the statewide visit system,
 3. Talk with employees/contract staff regarding the individual's behavior during facility visits,
 4. Conduct a criminal history background check using DOC 05-370 Request for Criminal History Record Information WASIS/NCIC III Check NCIC/WACIC Check,
 5. Interview the prospective sponsor and provide an orientation before approval, and

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a. The interview will include questions regarding firearms in the sponsor's residence that would be accessible to the individual, verifying information on the application, and documenting on DOC 20-171 Reentry Center Sponsor Interview/Orientation.

6. Document approval decision in the individual's electronic file.

C. The individual or sponsor may appeal a denial of sponsorship to the CCS within 7 business days of receiving the decision.

III. Social Outings

A. The individual and approved sponsor must sign the approved DOC 20-084 Social Outing Request and Responsibilities before leaving the facility.

B. A social outing cannot exceed 10 hours and may occur only between the hours of 8:00 a.m. and 10:00 p.m.

1. The CCS may restrict available hours based on facility security and operations.

2. On New Year's Eve, outings are only permitted until 6:00 p.m.

3. Social outings may only exceed the following limits per week for each individual unless part of incentives earned. Up to 8 additional hours social outing time may be awarded as an acknowledgement of program completion as documented in the case plan.

a. 20 hours for an individual who has progressed to Level II

b. 30 hours for an individual who has progressed to Level III

C. Sponsors are required to:


1. Sign in per local procedures and provide valid identification before each social outing.

2. Provide proof of insurance, registration, and a valid driver's license if using their personal vehicle for the outing.

a. Sponsored outings will be allowed via public transportation.

3. Accompany the individual at all times during the outing.

4. Ensure the following as listed on the approved and signed DOC 20-084 Social Outing Request and Responsibilities:

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- a. Only approved locations are visited.
- b. The phone(s) listed are on and immediately answered to allow employee/contract staff contact during the outing.
- c. Case managers, who may visit at any time during the outing, are granted access for locations listed.

5. Ensure any weapons/ammunition are secured and unavailable to the individual.
6. Escort the individual back into the facility and sign out when the social outing is completed.

D. The case manager will interview sponsors and/or family members and friends at least quarterly to ensure that individuals are complying with the conditions of the social outing agreement.


IV. Termination of Outings/Sponsor Approval

A. An outing may be terminated at any time when:

1. There is reasonable suspicion that the incarcerated individual has:
 - a. Committed a major violation, or
 - b. Violated any conditions of the social outing (e.g., not at an approved location, not with the approved sponsor).
2. The sponsor and/or individual does not adhere to facility rules or procedures.
3. Requested by the sponsor and/or individual.

B. Sponsorship approval may be withdrawn for any of the following:

1. If a sponsor knowingly allows an individual to violate the conditions of the social outing or fails to report violations.
2. If a sponsor is found to have provided false information on the sponsor application or is removed from the approved visitor list.
3. Any changes in the sponsor's current situation/information that would make the sponsor ineligible.
4. At the request of the sponsor.

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- As determined by the CCS.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

- DOC 05-370 Request for Criminal History Record Information WASIS/NCIC III Check NCIC/WACIC Check
- DOC 20-084 Social Outing Request and Responsibilities
- DOC 20-169 Reentry Center Sponsor Application
- DOC 20-171 Reentry Center Sponsor Interview/Orientation