POLICY

RESPONSE TO VIOLATIONS AND NEW CRIMINAL ACTIVITY

REVIEW/REVISION HISTORY:

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SUMMARY OF REVISION/REVIEW:

Attachment 1 - Removed unnecessary language

APPROVED:

Signature on file

4/25/22
CHERYL STRANGE, Secretary
Department of Corrections

Date Signed
PROMISE:

I. The Department will address all known violations.
   
   A. Responses for individuals under the following supervision types will be addressed per the applicable policy:
      
      1. DOC 380.300 Supervision of Individuals on Conditional Release, Insanity Acquittal, and Supervised Appeal
      2. DOC 380.370 Sexually Violent Predator/Less Restrictive Alternative
   
   B. The Community Corrections Officer (CCO) will:
      
      1. Staff all violation behavior with the Community Corrections Supervisor (CCS)/designee, who will review reasonable cause and determine willfulness, and
      2. Respond to willful violation behavior as outlined in this policy.

II. The Department will respond to new criminal activity committed by any individual on community supervision in the presence of an authorized employee when law enforcement declines to investigate or is unable to respond.

III. Nothing in this policy authorizes holding an individual past the statutory maximum.

DIRECTIVE:

I. Department Jurisdiction Violation Response

A. The Department maintains sanctioning jurisdiction on causes classified as:

   1. Community Custody Jail (CCJ) while not actively serving Original Jail Time (OJT), except when ordered by the court
   2. Community Custody Prison (CCP), including Prison Drug Offender Sentencing Alternative (DOSA)
3. Community Custody Maximum (CCM)
4. Community Custody Inmate (CCI)
5. Misdemeanor Community Custody (MCC)
6. Interstate Compact (OTH-FPA, FPR, FMI, FOP)

B. The CCO will respond to violation behavior for individuals under Department jurisdiction at the earliest opportunity, but no more than 3 business days after determining a violation may have occurred.

1. Each violation process of one or more violations will be counted as one violation process.

2. The individual’s violation process count will accrue during any continuous period of Department jurisdiction, regardless of cause number.
   
a. A continuous period of Department jurisdiction ends when an individual has no active, inactive, or consecutive community custody supervision periods remaining.

3. If the individual subsequently returns to supervision after Department jurisdiction has expired, the violation process count will start over.

4. Violation behavior will be addressed only through the Department’s violation response, except for Prison DOSA causes when ordered by the sentencing court.

5. For individuals with a similar condition under both Department and non-Department jurisdictions, the violation will be addressed through the non-Department jurisdiction for resolution, unless approved by the Assistant Secretary for Community Corrections.
   
a. For Prison DOSA causes, violations of the DOSA Program as defined in DOC 580.655 Drug Offender Sentencing Alternative will be addressed at a Department hearing, unless ordered by the sentencing court.

6. For individuals with a similar condition on both an Interstate Compact cause and another Department jurisdiction cause(s), the violation on the non-Compact cause(s) will be considered addressed if the sending state retakes the individual for non-compliant behavior.
   
a. Once the individual has been retaken, the CCO will submit any retaking documentation to DOCSACCourtEntry@doc.wa.gov, and document the sanction in the Field Discipline section in the
7. If a non-Department jurisdiction orders a sanction on any cause, the CCO will submit any dispositional orders to DOCSACourtEntry@doc.wa.gov, and document the sanction in the Field Discipline section in the electronic file as a Swift and Certain Hearing. The reason the violation was addressed by the non-Department jurisdiction will be noted in the narrative section.

8. To address any Failure to Obey All Laws violation, both the behavior and the conviction must occur within the same term of supervision.

C. Sanctions will follow the Behavior Accountability Guide (Attachment 1) with the following exception:

1. For individuals who were sentenced on or before May 31, 2012, and have not received an orientation on the Department’s violation response, sanctions will follow Non-Department Jurisdiction Violation Response Guide (Attachment 2).

D. Response to Low Level Violations

1. The CCO will address low level violations through the applicable violation process per Attachment 1.

2. Prior to response, the CCS/designee will review the low level violation, including reasonable cause, and determine willfulness.

3. Low level violations with valid aggravating factors per Attachment 1 will be addressed through a Department hearing per DOC 460.140 Hearings and Appeals.

4. For short-term confinement sanctions, the CCO will conduct an arrest per DOC 420.390 Arrest and Search.

   a. The CCO will provide the individual the opportunity to respond to the alleged violation at the time the individual is detained by the Department. DOC 09-325 Order for Arrest and Detention will serve as notice that the individual has the right to appeal.

   b. The CCO will document the violation information in Violator Management.
c. The CCS/designee will complete the Reasonable Cause CCS Review in Violator Management within one business day.

5. For community-based sanctions, the CCO will use DOC 09-226 DOC Jurisdiction Only Notice of Violation/Stipulated Agreement to impose the sanction(s). Community-based sanction options are listed in the Swift and Certain Community-Based Sanctions Options Guide (Attachment 3)
   a. The CCO will provide the individual the opportunity to respond to the alleged violation before the sanction is imposed.
   b. The CCO/designee will enter the Stipulated Agreement in the Field Discipline section of the electronic file as a Swift and Certain Stipulated Agreement.
   c. The Stipulated Agreement will not be served while an individual is in a mental health facility.

E. Response to High Level Violations and Low Level Violations with Valid Aggravating Factors
   1. The CCO will address the violation through the applicable violation process per Attachment 1.
   2. The CCS/designee will review the violation, including reasonable cause, and determine willfulness.
   3. The CCO will conduct an arrest per DOC 420.390 Arrest and Search and document the violation information in Violator Management.
      a. Prior to arrest, the CCS/designee will complete the Reasonable Cause CCS Review in Violator Management.
   4. In lieu of arrest, or prior to the detaining facility assuming custody of the individual, certain violation processes may be mitigated per Attachment 1 with CCS/designee approval if any mitigating factors are identified.
      a. Mitigating factors are when the individual:
         1) Is enrolled or participating in a therapeutic court (i.e., drug, domestic violence, veterans, or mental health).
         2) Is employed.
3) Is participating in an identified Department-facilitated Cognitive Behavioral Intervention (CBI) or other certified community-based programming.

4) Has known/established medical or mental health issues, and confinement would interfere with stability in one or more of the following areas:
   a) Medications
   b) Medical or mental health treatment
   c) Housing

5) Has a dependent child/family member, and confinement would interfere with the care and/or support of the child/family member.

b. If mitigated, the violation will be addressed through a Stipulated Agreement per Attachment 1 and documented in the Field Discipline section of the electronic file.

   1) The Stipulated Agreement will not be served while an individual is in a mental health facility.

   c. Individuals on supervision for one of the underlying felonies listed in Underlying Felony Offenses (Attachment 4) must be held in total confinement pending a sanction hearing for any behavior resulting in a new misdemeanor, gross misdemeanor, or felony conviction.

5. High level violations and low level violations with valid aggravating factors will be addressed through a Department hearing unless the violation process was mitigated.

a. The alleged violation(s) will be submitted using DOC 09-228 Report of Alleged Violation or DOC 11-001 Negotiated Sanction, as applicable.

   1) Negotiated sanctions will not be used for:

      a) Active Prison DOSA causes to address violations of the DOSA program as defined in DOC 580.655 Drug Offender Sentencing Alternative.

      b) Active Prison DOSA, CCP, or CCI causes to address any violations for which the CCO is recommending reclassification/return.
c) Clemency cases to address any violations.

b. For full hearings, the individual will be served DOC 09-231 Notice of Allegations, Hearing, Rights, and Waiver and necessary discovery materials no later than 24 hours before the scheduled hearing, unless the individual waives this requirement. The notice will inform of the individual’s right to appeal. The hearing must be held within 5 days of service.

c. For negotiated sanctions, the CCO/designee will provide the document(s) that establishes jurisdiction, along with documentation of all conditions corresponding to the alleged violations, to the Hearings Officer for review no later than 2 business days before the review session.

d. If needed, the CCO will schedule interpretation services in advance of the hearing per DOC 450.500 Language Services for Limited English Proficient Individuals.

6. All aggravating factors must be validated by the Hearings Administrator/designee or Hearings Duty Officer.

a. The CCO or CCS/designee will request a review of the aggravating factor(s) within one business day after the arrest is conducted.

b. The Hearings Administrator/designee or Hearings Duty Officer will:

   1) Determine if the aggravating factor(s) is a valid qualifying factor listed in Attachment 1,

   2) Immediately notify the requesting CCO or CCS/designee of the decision, and

   3) Document the decision and aggravating factor(s) in the electronic file.

c. If the Hearings Administrator/designee or Hearings Duty Officer determines the aggravating factor is not valid, the CCO will proceed with a low level violation process.

7. The individual will be held in total confinement pending the hearing unless conditionally released per this policy.

a. In extenuating circumstances, the option for out-of-custody hearings may be requested through the CCO’s chain of command
to the Assistant Secretary for Community Corrections for approval by the Assistant Secretary for Administrative Operations.

8. Individuals found guilty at a hearing will be subject to confinement of no more than 15 days per hearing regardless of the number of violations addressed, unless the individual is subject to a return per RCW 9.94A.633 or reclassification.

F. Violation behavior that occurs while the individual is confined awaiting a Department hearing or serving a Department sanction will be addressed as follows:

1. The CCO will respond to the individual’s failure to comply with court or Department-imposed conditions and/or directives from the CCO, CCS, or Hearing Officer directives through the appropriate violation process.

2. If the individual fails to comply with other facility rules/regulations, the CCO will coordinate with the holding facility to determine how the allegation(s) will be addressed. The Department and/or the holding facility may address the allegation(s).

II. Indeterminate Sentence Review Board (Board) Violation Response

A. If an individual under Board jurisdiction has been arrested for new criminal behavior or a CCO believes an individual has violated one or more conditions of parole/community custody supervision, the CCO will notify the Board within 24 hours of becoming aware of any violation(s) and follow up by emailing a recommendation to the Board at isrb@doc.wa.gov.

1. If the CCO believes the individual does not pose a threat to community safety, the CCO may recommend that the violation(s) be addressed by one of the sanctions listed in Attachment 2.

   a. For written Board warnings, the CCO will provide information regarding the violation(s) and reasoning to support the recommendation.

   b. Stipulated agreements may be recommended for Community Custody Board and Juvenile Board cases only. The CCO will issue DOC 09-064 Board - Stipulated Agreement and email the signed form to the Board with reasoning to support the recommendation.

2. Out-of-custody hearings may be recommended using DOC 09-117 Board - Special. If the Board decides to hold an out-of-custody hearing, the CCO will:
a. Serve the individual the following documents within 3 business days of written notice of probable cause from the Board, but no less than 2 business days before the scheduled hearing:

1) DOC 09-304 Board - Rights and Privileges for Parole/Community Custody Violation/Revocation Hearings
2) DOC 09-306 Board - Violations Specified
3) DOC 09-307 Board - Request for Appointment of Attorney, if applicable

b. Submit DOC 09-114 Board - Notice of Violation to the Board within 3 business days from the date of service of DOC 09-306 Board - Violations Specified.

3. If the violation is serious or the CCO believes the individual is a threat to community safety, the CCO will:

a. Conduct an arrest per DOC 420.390 Arrest and Search using DOC 09-191 Board - Order for Arrest and Detention and email a signed copy to the Board within one business day.

b. Serve the following documents on the individual within 3 business days of the arrest and submit copies to the Board within 24 hours of service:

1) DOC 09-304 Board - Rights and Privileges for Parole/Community Custody Violation/Revocation Hearings
2) DOC 09-306 Board - Violations Specified
3) DOC 09-307 Board - Request for Appointment of Attorney

c. Submit DOC 09-114 Board - Notice of Violation to the Board within 3 business days of arrest.

B. The Board will review the violation(s), including any Failure to Obey All Laws, and recommendations to determine probable cause and if a hearing should be held or if other sanctions would be appropriate.

1. If additional violations surface, the CCO will re-serve the individual in a timely manner using DOC 09-306 Board - Violations Specified including the additional violations, and submit DOC 09-118 Board - Supplemental Notice of Violation to the Board.

C. The Department will prepare for a Board hearing and respond to requests from the Board per DOC 320.100 Indeterminate Sentence Review Board (Board). A
Department hearing will not be conducted for violation of a Board-imposed condition.

III. Court Jurisdiction Violation Response

A. The court maintains jurisdiction on:

1. Causes classified as:
   a. Special Sex Offender Sentencing Alternative (SCC)
   b. Residential DOSA (CCD)
   c. Post-Release Supervision (PRS)
   d. Misdemeanor (MIS)
   e. Misdemeanor Community Custody (MCC), only when recommending revocation
   f. Community Supervision (SUP)
   g. Probation (PRO)
   h. Family and Offender Sentencing Alternative (CCF)

2. Any violations of OJT.

3. Any violations committed while serving OJT, except when ordered by the court.

B. The CCO will respond to violations committed by individuals under court jurisdiction at the earliest opportunity after determining a violation may have occurred.

1. For Family and Offender Sentencing Alternative (FOSA) causes, violations will be reported within 3 business days.

2. For all other causes, violations will be reported within 14 days.

C. The sentencing court will be notified of the alleged violation(s), including Failure to Obey All Laws violations. The notice will specify any action taken or recommended to the court, and may include a recommended sanction as listed in Attachment 2.

1. Options for responding to alleged violations are:
   a. Written Warning/Reprimand, using DOC 17-080 Written Warning/Reprimand.
   b. Stipulated Agreement, using DOC 09-051 Court Jurisdiction Only Notice of Violations/Stipulated Agreement.
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c. Notice of Violation, using DOC 09-122 Court - Notice of Violation.
   1) For FOSA causes, the notice will be submitted within 10 business days of notifying the court of the alleged violation(s).
   2) CCOs may recommend up to 60 days confinement per violation or revocation.

2. The CCO will submit any dispositional orders to DOCSACourtEntry@doc.wa.gov, and document the sanction in the Field Discipline section of the electronic file as a Hearing.

D. If the Department receives notification of a new criminal arrest or citation, the CCO will enter a New Crime Notification in the Field Discipline section of the electronic file to ensure the new criminal activity is documented.

IV. Department Response to New Criminal Activity When Law Enforcement Declines to Investigate or is Unable to Respond

A. If any individual, regardless of supervision type, commits a criminal offense in the presence of an employee authorized to conduct an arrest, the employee will arrest the individual per DOC 420.390 Arrest and Search and use DOC 09-278 New Criminal Activity Hold to hold the individual in total confinement.

   1. For individuals on supervision for one of the underlying felonies per Attachment 4, the individual will be held in total confinement for 30 days or until the Department receives written notice of a charging decision, whichever is sooner.
      a. The CCO will monitor the new arrest for new criminal charges at least once every 7 days and document the action in the electronic file.

      2. All other individuals will be held in total confinement for no more than 3 business days or until the Department receives written notice of a charging decision, whichever is sooner.

      3. Once a charging decision is received, DOC 09-301 Cancellation of New Criminal Activity Hold will be submitted to the detaining facility to release the New Criminal Activity Hold on the individual.

      4. The CCO/designee will scan any written notice of the charging decision into the electronic imaging file and enter the decision as a Chronological Event (chrono) in the electronic file.
B. The employee will use DOC 09-282 Statement of Investigating Officer Affidavit of Facts to notify the charging prosecutor of the Department’s detention of the individual. Notification will be made the same day as the arrest.

C. The employee will complete DOC 09-283 Criminal Incident Report and all other employees with substantial involvement will complete DOC 09-284 Supplemental Report.

   1. All reports will be completed and submitted to the charging prosecutor within 3 business days after the arrest or on a schedule determined by the prosecutor.

   2. Any information gathered after submission of the initial Criminal Incident Report will be reported to the charging prosecutor on DOC 09-284 Supplemental Report.

V. Response to Failure to Obey All Laws Violations for Individuals under Department Jurisdiction

A. Within 3 business days of becoming aware of new criminal behavior, the CCO will:

   1. Request an Administrative Dismiss Without Prejudice (DWOP) for the Failure to Obey All Laws violation(s) as outlined in this policy.

   2. Identify any other associated violations and proceed with the applicable violation process.

B. Administrative Dismiss Without Prejudice (DWOP) for Failure to Obey All Law Violations

   1. An Administrative DWOP means the alleged violation(s) is pending and may be addressed through a future violation process.

   2. The CCO will staff the decision to request dismissal without prejudice with the CCS/designee using DOC 09-264 Request and Authorization for Administrative Dismiss Without Prejudice (DWOP). If approved to proceed, the CCO will document the request in the electronic file.

   3. The Hearings Administrator/designee or Hearings Duty Officer are authorized to DWOP new allegations of criminal behavior pending the outcome of local prosecution. The Hearings Administrator/designee or Hearings Duty Officer will document the Administrative DWOP decision in the electronic file.
4. The CCO will monitor the Administrative DWOP at least once every 30 days until the court or sending state makes a final decision, or the Department no longer has jurisdiction. The CCO will document the activity in the electronic file.

   a. If the individual is on an inactive caseload (i.e., “S” caseload), the open DWOP will be monitored per the review schedule for inactive cases as outlined in DOC 280.530 Supervision Files.

5. An Administrative DWOP will be resolved by addressing the new criminal conviction through a Department hearing, a low level violation process, or an Administrative Dismiss With Prejudice (DWP), except when the Department no longer has jurisdiction.

C. Addressing New Criminal Convictions

1. When the Department has sufficient evidence of a new conviction, the violation will be addressed per Attachment 1.

   a. Reasonable attempts will be made to obtain an official signed court document (e.g., Judgment and Sentence, Court Judgment, Finding of Guilt, Statement of Defendant on Plea of Guilty) as evidence of the new conviction.

   b. If the attempts are unsuccessful, a printout from the Judicial Access Browser System (JABS) or equivalent court record database may be used, provided the printout contains sufficient detail about the precise crime for which the individual was convicted.

D. Administrative Dismiss With Prejudice (DWP) for Failure to Obey All Law Violations

1. An Administrative DWP means the alleged violation(s) is dismissed and cannot be addressed through another violation process.

2. Documents needed to verify the charge was dismissed include a court order of dismissal, written notice from the prosecutor that no charges will be filed, or a Finding of Not Guilty.

   a. A printout from JABS or an equivalent court record database may be used if it specifically states the crime title and that the count was Dismissed With Prejudice or resulted in a Not Guilty Finding or No Charges Filed Final (NCF Final).
3. The CCO will staff the decision to request dismissal with prejudice with the CCS/designee using DOC 09-300 Request and Authorization for Administrative Dismiss With Prejudice (DWP), including supporting evidence.

4. The CCO will document the Administrative DWP request in the electronic file.

5. The Hearings Administrator/designee and Hearings Duty Officer are authorized to approve the Administrative DWP. The Hearings Administrator/designee or Hearings Duty Officer will document the decision in the electronic file.

VI. Conditional Release

A. Only the Board can approve/deny a conditional release and impose directives/conditions for individuals under Board jurisdiction. To request a conditional release, the CCO will contact the Board onsite desk.

B. Conditional Release for Individuals under Department Jurisdiction

1. A conditional release may be requested when:
   
a. A hospital or medical/mental health facility has admitted the individual or indicates the individual will be admitted, or

   b. The detaining facility has declined to resume/maintain custody of the individual due to a medical/mental health issue, even when the individual has been cleared for booking by a medical/mental health provider.

2. During business hours, exceptions may be requested through the CCO’s chain of command to the Field Administrator for approval by the Hearings Administrator. After hours, exceptions may be requested through the Headquarters Duty Officer.

3. The CCO will request conditional release by submitting DOC 09-269 Conditional Release Request and Authorization. The CCO will coordinate the request with the Nurse Desk.

   a. During business hours, the CCO will staff the decision to request a conditional release with the CCS/designee. If the CCS/designee approves the request to proceed, the CCO will submit DOC 09-269 Conditional Release Request and Authorization to the Hearings Duty Officer.
b. After hours, the CCO will staff the decision with the CCS/designee or section Duty Officer, who will contact the Hearings Duty Officer. If the Hearings Duty Officer approves the request, DOC 09-269 Conditional Release Request and Authorization will be submitted by the CCO or the Warrants Desk no later than the next business day.

4. The Hearings Duty Officer has the authority to approve/deny the conditional release request using DOC 09-269 Conditional Release Request and Authorization.

   a. The Hearings Duty Officer will notify the CCO and CCS/designee, and document the decision in the electronic file within one business day.

      1) If the conditional release is approved after hours, the Hearings Duty Officer will also contact the Headquarters Warrants Desk, which will document the approval in the electronic file and process the authorization.

5. If conditional release is approved, the individual will be directed to report within one business day of release from confinement or discharge from the hospital or medical/mental health facility.

   a. The CCO will monitor the conditional release at least once every 30 days and document the progress in the electronic file. Monitoring will continue until the violation process is complete or the Department no longer has jurisdiction.

   b. Upon reporting, the individual will be arrested and detained to complete the original violation process or sanction.

      1) If the individual has a low level violation, the individual will complete the remainder of the original sanction, and the CCO will release the individual per DOC 350.750 Warrants, Detainers, and Holds. The CCO will notify the Hearings Duty Officer when the individual is returned to custody.

      2) If the individual was conditionally released before a hearing, the CCO will request a hearing.

         a) In the request, the CCO will specify the original arrest and conditional release dates.
b) Hearings Records will document the number of days served, before the conditional release and after return to custody, on the Hearing Preparation Sheet.

3) If the individual was conditionally released after a hearing, the CCO will notify the Hearings Duty Officer, who will complete an amended confinement order using DOC 09-238 Confinement Order. The order will reflect credit for time previously served on the sanction and indicate sanction days remaining or reclassification/return.

4) If the individual has ongoing medical/mental health issues that prevent being returned to custody, the CCO or CCS/designee will consult with the Nurse Desk and obtain approval from the Hearings Duty Officer to continue monitoring the conditional release.

a) The CCO will document the progress in the electronic file.

b) The CCO or CCS/designee will consult with the Nurse Desk and seek Hearings Duty Officer approval every 30 days for continued monitoring. Monitoring will continue with approval until the violation process is complete or the Department no longer has jurisdiction.

c. If the individual fails to report within one business day of release from the hospital or medical/mental health facility, the individual will be considered to have absconded.

DEFINITIONS:

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

ATTACHMENTS:

Behavior Accountability Guide (Attachment 1)
Non-Department Jurisdiction Violation Response Guide (Attachment 2)
Swift and Certain Community-Based Sanctions Options Guide (Attachment 3)
Underlying Felony Offenses (Attachment 4)

DOC FORMS:
DOC 09-051 Court Jurisdiction Only Notice of Violations/Stipulated Agreement
DOC 09-064 Board - Stipulated Agreement
DOC 09-114 Board - Notice of Violation
DOC 09-117 Board - Special
DOC 09-118 Board - Supplemental Notice of Violation
DOC 09-122 Court - Notice of Violation
DOC 09-191 Board - Order for Arrest and Detention
DOC 09-226 DOC Jurisdiction Only Notice of Violation/Stipulated Agreement
DOC 09-228 Report of Alleged Violation
DOC 09-231 Notice of Allegations, Hearing, Rights, and Waiver
DOC 09-238 Confinement Order
DOC 09-264 Request and Authorization for Administrative Dismiss Without Prejudice (DWOP)
DOC 09-269 Conditional Release Request and Authorization
DOC 09-278 New Criminal Activity Hold
DOC 09-282 Statement of Investigating Officer Affidavit of Facts
DOC 09-283 Criminal Incident Report
DOC 09-284 Supplemental Report
DOC 09-300 Request and Authorization for Administrative Dismiss With Prejudice (DWP)
DOC 09-301 Cancellation of New Criminal Activity Hold
DOC 09-304 Board - Rights and Privileges for Parole/Community Custody Violation/Revocation Hearings
DOC 09-306 Board - Violations Specified
DOC 09-307 Board - Request for Appointment of Attorney
DOC 09-325 Order for Arrest and Detention
DOC 11-001 Negotiated Sanction
DOC 17-080 Written Warning/Reprimand