



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/REENTRY
FACILITY/SPANISH MANUAL

REVISION DATE
4/21/25

PAGE NUMBER
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NUMBER
DOC 300.500

POLICY

TITLE

REENTRY CENTER SCREENING

REVIEW/REVISION HISTORY:

Effective: 6/4/02
Revised: 10/15/04
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Revised: 9/11/07 AB 07-027
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Revised: 2/2/22
Revised: 3/27/24
Revised: 6/29/24
Revised: 4/21/25

SUMMARY OF REVISION/REVIEW:

Policy Statement I., Directive II.A., II.A.1., II.A.9 & 10., and III.B. - Adjusted language for clarification
II.A.2. - Removed language for clarification
Added III.B.2. that individuals with a history of arrests/convictions containing sexual elements will be referred to the SOTAP unit


APPROVED:

Signature on file

TIM LANG, Secretary
Department of Corrections

4/18/25

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 72.65](#); [WAC 137-56](#); DOC 100.500 Non-Discrimination for Individuals; DOC 300.380 Classification and Custody Facility Plan Review; DOC 310.150 Reception, Initial Classification, and Custody Facility Plan; DOC 350.200 Transition and Release; DOC 350.300 Mutual Reentry Program; DOC 390.590 Graduated Reentry; DOC 690.400 Individuals with Disabilities

POLICY:

- I. The Department has established a process to screen individuals to determine eligibility and suitability for placement in or admission to a Reentry Center.

DIRECTIVE:

- I. General Requirements
 - A. Individuals will not be discriminated against per DOC 100.500 Non-Discrimination for Individuals when referring or screening an individual for Reentry Center placement.
 - B. Health services employees/contract staff at the sending facility will conduct an assessment and document on DOC 14-031 Partial Confinement Health Services Screening upon referral or as needed.
 - C. Placement may be limited based on degree and type of resources required to accommodate eligible individuals.
 1. Medical/mental health needs will be considered when determining placement in a Reentry Center that best meets the individual's needs.
 2. Appropriate accommodations for placement and mitigating barriers will be considered per DOC 690.400 Individuals with Disabilities.
 - D. Acceptance for placement may be conditional and require programming when appropriate, based on the risk and needs assessment and/or criminal history information.
- II. Eligibility
 - A. Reentry Center placement will not be considered if an individual:
 1. Will not be classified as minimum custody within 12 months of the Earned Release Date (ERD).

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a. Individuals may be eligible for Graduated Reentry per DOC 390.590 Graduated Reentry.


2. Has an open felony detainer/warrant (i.e., notification, extraditable).
3. Has an open Immigration and Customs Enforcement (ICE) detainer.
4. Had or currently has an End of Sentence Review Committee referral recommending civil commitment.
5. Has a serious medical/mental health condition and has not been cleared for Reentry Center placement.
6. Has been convicted of Murder 1 unless Reentry Center placement is part of the reentry planning process per DOC 350.300 Mutual Reentry Program.
7. Has a current local victim safety concern that cannot be mitigated after review with Victim Services.
8. Has been convicted of Rape 1 and is within the first 3 years of confinement.
9. Has been sentenced to a mandatory minimum sentence that must be served in total confinement per statute.
10. Has been designated as a Level 3 sex offender.
11. Does not meet local interagency agreement criteria.
12. Has a consecutive or active concurrent sentence from another jurisdiction that includes confinement time.

B. Data will be used to prescreen and identify eligible individuals.

III. Referral and Screening


A. Individuals will be targeted for Reentry Center placement per DOC 300.380 Classification and Custody Facility Plan Review and DOC 310.150 Reception, Initial Classification, and Custody Facility Plan.

B. Referrals will be submitted:

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1. Per DOC 350.200 Transition and Release as a transfer order to the facility serving the county of origin per Reentry Centers by County of Origin, maintained on the Department's website, or
 - a. An alternate county of origin may be approved by the Reentry Center Administrator/designee.
2. To the Sex Offense Treatment and Assessments Program (SOTAP) unit for individuals with a history of arrests/convictions containing sexual elements.
 - a. SOTAP will conduct an additional review and assessment of the individual's risk to commit future sex offenses and provide a recommendation for conditions of placement.
- C. If the referral is built for a Reentry Center that is not appropriate for the individual, the screening employee will update the transfer request to be screened for the appropriate Reentry Center.
- D. When a referral is denied:
 1. The screening employee will forward DOC 02-249 Request for Denial of Reentry Center Placement to the Headquarters Classification Reentry Center Correctional Specialist/designee.
 - a. The Headquarters Classification Reentry Center Correctional Specialist/designee will confirm the accuracy of denials made for policy reasons and concur with the denial. Referral to HCSC will not be required.
 - b. All other denials (i.e., not policy-driven or those that warrant additional review) will be scheduled for HCSC review. The screening employee will attach DOC 07-026 Formal Headquarters Community Screening Committee (HCSC)/Life Without Parole Decision to the denial request.
 2. The HCSC will make a final decision and document the decision on DOC 07-026 Formal Headquarters Community Screening Committee (HCSC)/Life Without Parole Decision and in the electronic file to provide specific reasons to the referring source and Reentry Center.

IV. Callouts

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- A. The Headquarters Classification Reentry Center Correctional Specialist will review the case within 15 months of the ERD to see if the individual is still eligible for Reentry Center placement.
 1. If eligible and bed space is available at the receiving Reentry Center, the Headquarters Classification Reentry Center Correctional Specialist will initiate transfer procedures (e.g., callout, schedule transportation).

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

DOC 02-249 Request for Denial of Reentry Center Placement
DOC 07-026 Formal Headquarters Community Screening Committee (HCSC)/Life Without Parole Decision
DOC 14-031 Partial Confinement Health Services Screening