



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/FIELD**  
FACILITY/SPANISH MANUAL

REVISION DATE  
6/19/24

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**DOC 390.585**

## POLICY

TITLE  
**COMMUNITY PARENTING ALTERNATIVE**

### REVIEW/REVISION HISTORY:

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### SUMMARY OF REVISION/REVIEW:

Major changes. Read carefully!


### APPROVED:

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

5/15/24

\_\_\_\_\_  
Date Signed

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## REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9A.44.130](#); [RCW 9.94A](#); DOC 200.000 Trust Accounts for Incarcerated Individuals; DOC 280.500 Records Management for Individuals; DOC 350.200 Transition and Release; DOC 380.450 Electronic Monitoring; DOC 380.540 Vehicle Use in Partial Confinement; DOC 380.550 Washington State Identification/Social Security Cards; DOC 420.080 Escape from Partial Confinement; DOC 420.380 Drug/Alcohol Testing; DOC 460.135 Disciplinary Procedures for Work Release; DOC 590.200 Marriages and State Registered Domestic Partnerships; DOC 650.035 Medications for Transfer and Release; [Community Parenting Alternative Handbook](#); [Resolution Program Handout](#); [Sponsor Support Guide](#)

## POLICY:


- I. If determined that the Community Parenting Alternative (CPA) is appropriate and in the best interest of the minor child(ren), the Secretary may transfer an individual to home detention for no more than the final 12 months of an individual's sentence.
- II. Nothing contained in this policy provides the Department with the authority to determine placement of a minor.

## DIRECTIVE:

- I. General Requirements
  - A. An individual may be eligible if the individual:
    1. Is serving a sentence where the high end of the range is greater than one year,
    2. Has no current conviction for a violent offense unless it has been determined that the individual is not at high risk to reoffend,
    3. Has no current sex or serious violent conviction(s),
    4. Has not been found guilty of any serious violation for a minimum of 6 months before transfer,
      - a. Serious violations that are not related to safety concerns may be approved by the Parenting Program Administrator/designee.
    5. Signs all release of information forms, and
    6. Meets one of the following criteria:

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- a. An expectant parent,
  - b. A parent with guardianship or legal custody of a minor child, or
  - c. A biological/adoptive parent, custodian, or stepparent with a proven, established, ongoing, and substantial relationship with a minor child that existed at the time of the offense.
- B. Individuals will not be eligible if the individual:
1. Was sentenced under the Family and Offender Sentencing Alternative (FOSA) and has been revoked and sent to total confinement,
  2. Has a current conviction for a crime against a child,
  3. Has an open felony/warrant detainer,
  4. Is or will become subject to a deportation detainer/order during the current confinement term,
  5. Was denied FOSA participation at the time of sentencing by the court and case manager,
    - a. Exceptions may be considered for individuals who have served a minimum of 2 years in total confinement during the current confinement term.
  6. Commits a Category A violation during the current confinement term,
  7. Had their Drug Offender Sentencing Alternative (DOSA) reclassified while incarcerated,
  8. Has been returned to total confinement while housed in a Reentry Center during the current confinement term,
  9. Has a requirement to register per RCW 9A.44.130, or
  10. Only has children age 18 or older and graduated high school.
    - a. Exceptions may be considered if medical documentation of a developmental disability is provided.
- C. Prior juvenile adjudications are not considered when determining eligibility unless the individual has been convicted for a sex/serious violent offense.
- D. Individuals sentenced under a DOSA may be required to:
1. Submit to weekly urinalysis testing for the first 90 days of electronic monitoring.
  2. Complete Phase 4 before transfer if participating in the Therapeutic Community at the time of screening.

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## II. Referrals and Screening

A. Referrals may be submitted within 30 months of the Earned Release Date (ERD) by the:

1. Case manager by email to [DOCPSAlternative@doc.wa.gov](mailto:DOCPSAlternative@doc.wa.gov),
2. Individual by submitting a kite to their case manager who will forward the request by email,
3. Family by contacting the case manager or Parenting Program Manager/designee, or by email, or
4. Department of Children, Youth, and Families (DCYF) by contacting the Parenting Program Administrator or Parenting Program Supervisor, or by email.


B. Referrals will be prioritized by date received and ERD, and include the following signed forms:

1. DOC 02-363 DCYF - Authorization for Release of Information
2. DOC 02-409 Community Parenting Alternative Goals
3. DOC 02-410 Community Parenting Alternative Screening
4. DOC 14-029 Mental Health/Criminal Justice System Multi-Party Authorization for Release of Information
5. DOC 14-172 Substance Abuse Recovery Unit Compound Release of Confidential Information
6. [DCYF 14-012 Consent](#)
7. [DSHS 17-063 DSHS Authorization](#)
8. [HCA 80-0001 Authorization for Release of Information](#)

C. The Parenting Program Manager/designee will screen from a target eligibility list provided by the Research and Data Analytics Unit to review for eligibility based on law and policy.

1. The individual will be contacted via kiosk to determine interest in the application.
2. If the individual wants to apply, a CPA packet, including all required releases of information will be sent to their case manager for the individual to complete, sign, and return.


D. If all requirements are met, the Parenting Program Manager/designee will:

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1. Forward the signed forms to the DCYF Children's Administration and Behavioral Health Administration at the Health Care Authority,
  - a. If there is tribal involvement, the referral information will be forwarded to the applicable tribe.
2. Verify that a current or past adjudicated victim or persons with an existing No Contact Order does not live at the proposed residence,
3. Develop DOC 02-366 Community Parenting Alternative Transfer Plan,
  - a. Gather other information which may affect the decision (e.g., history of domestic violence, prior criminal history, visitation, programming, infractions, child custody changes).
  - b. If the Community Concerns flag in the individual's electronic file indicates "Yes", consult with the assigned Community Victim Liaison/Victim Services Program Manager to determine if specific safety concerns exist that cannot be mitigated. The specific concerns will be incorporated into the transfer plan.
4. Interview the individual and collateral contacts, and
5. Assign the home investigation to a CPA case manager.

### III. Approved Residence and Program Approval

- A. Eligible individuals must have an approved residence and living arrangement prior to transfer to electronic monitoring.
- B. Individuals may not reside with a victim of the individual's current offense(s) or any previous adjudicated offense.
  1. Exceptions may be approved for immediate family members by the Parenting Program Administrator in consultation with the Victim Services Program Manager.
- C. Individuals may not reside with a sponsor who has an active warrant.
- D. Residences that can be moved (e.g., recreational vehicles, 5<sup>th</sup> wheel) will not be approved.
- E. Individuals will be returned to their county of origin/alternate county of origin, which will be determined and approved per DOC 350.200 Transition and Release.

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1. The Parenting Program Manager/designee will submit DOC 11-036 Partial Confinement Alternate County of Origin Request to the appropriate Field Administrator.
- F. The CPA case manager will conduct a home investigation and:
1. Verify that an independent, operable telephone line exists or will be installed prior to the individual residing in the home,
  2. Verify there is no alcohol, drugs, ammunition, or firearms in the residence and/or that the sponsor is willing to remove prohibited items,
    - a. The case manager will verify all prohibited items are removed.
  3. Provide the sponsor(s) with Sponsor Support Guide and Community Parenting Alternative Handbook,
  4. Complete and forward DOC 02-323 Home Investigation Report to the Parenting Program Manager/designee, and
  5. Complete a criminal history background check for all adult household members.
- G. The Parenting Program Manager/designee will forward the individual's packet to the CPA Screening Committee for review. The committee will meet monthly, and:
1. Include the Parenting Program Administrator and/or Parenting Program Manager, and other stakeholders with experience in child welfare, family dynamics, and/or transitional services (e.g., retirees, volunteers).
    - a. Each member will sign DOC 14-003 Confidentiality Statement.
  2. Assist in determining if the individual's placement in the CPA is in the best interest of the child.
  3. Make recommendations for each application.
- H. The individual's packet and recommendations will be forwarded for review to the:
1. Regional Administrator if denial is recommended.
  2. Assistant Secretary for Community Corrections if approval is recommended.
- I. The decision is final and not subject to appeal.

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J. If an application is denied:

1. The assigned case manager will inform the individual,
2. The CPA case manager will inform the involved family members, and
3. The Parenting Program Manager/designee will document the reason for denial in the electronic file.

#### IV. Transfer to Electronic Monitoring

A. The Parenting Program Manager/designee will:

1. Initiate the transfer order in the electronic file.
2. Notify the Headquarters Classification Unit to finalize transport.
3. Provide an orientation, to include completion of:
  - a. DOC 02-322 Receipt of Handbook,
  - b. DOC 02-354 Care and Use of Radio Frequency Equipment,
  - c. DOC 20-073 Standard Rules,
  - d. Resolution Program Handout, and
  - e. Community Parenting Alternative Handbook.


B. Headquarters classification employees will provide a copy of the transfer order to the Regional Correctional Records Supervisor/designee.

C. Regional records employees will notify:

1. Business Services to initiate account closure per DOC 200.000 Trust Accounts for Incarcerated Individuals.
2. Health Services to prepare release medications per DOC 650.035 Medications for Transfer and Release.

D. The CPA case manager will:

1. Conduct an intake using DOC 05-512 Partial Confinement Orientation Checklist and complete the following:
  - a. DOC 02-328 Partial Confinement Conditions of Placement
  - b. DOC 02-361 Partial Confinement Conditions,
  - c. DOC 02-364 Daily Itinerary - Community Parenting Alternative,
  - d. DOC 02-368 Home Visitor Log, and
  - e. DOC 02-374 Personal Property Disposal if the individual is residing in transitional housing


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2. Initiate the application process for an identification card per DOC 380.550 Washington State Identification/Social Security Cards, if needed.
3. Transport the individual to the approved residence.
  - a. The minor child may accompany the individual during transport with prior approval from the Parenting Program Administrator or Parenting Program Supervisor.
4. Complete DOC 02-381 Community Parenting Alternative Case Management Plan within 30 days of intake.
- E. The CPA case manager may refer eligible individuals for financial housing assistance using DOC 02-337 Housing Payment Request.

#### V. Conditions of Placement

- A. Individuals will be placed on electronic monitoring at the Department's expense and monitored per DOC 380.450 Electronic Monitoring. Individuals:
  1. Will participate in programming and treatment identified by the CPA Screening Committee as necessary in consideration of the individual's needs.
  2. Will be restricted to the residence for up to 48 hours (i.e., blackout period) upon transfer to electronic monitoring.
  3. Will be confined to the approved residence for a substantial portion of each day (i.e., at least 8 hours).
  4. May request to use a personal vehicle per DOC 380.540 Vehicle Use in Partial Confinement.
- B. The case manager will supervise the individual and complete contacts per Attachment 1. Only the case manager may authorize changes to the schedule (e.g., child-related activities, contact standards, programming, outings, visits, employment).
- C. Drug and alcohol testing will be conducted per DOC 420.380 Drug/Alcohol Testing.
- D. Individuals may only enter a contract (e.g., layaway, cell phone purchase) with prior authorization from the case manager and Parenting Program Supervisor.
  1. Lease and rental agreements will be made on a case-by-case basis.




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- a. The individuals can provide proof they have the funds to pay the remainder of rent while on electronic monitoring, or
  - b. The individual can provide proof of employment income that they can sustain the payments.
- E. Individuals must have prior approval to marry or enter a state registered domestic partnership per DOC 590.200 Marriages and State Registered Domestic Partnerships before transferring to CPA.

## VI. Violations

- A. Employees/contract staff will follow escape procedures per DOC 420.080 Escape from Partial Confinement.
- B. An individual is deemed to have escaped when:
  1. The individual fails to return to the approved residence,
  2. The individual leaves the approved residence without authorization, or
  3. The individual's whereabouts are unknown.
- C. Violations will be responded to per DOC 460.135 Disciplinary Procedures for Work Release.
  1. DOC 09-186 Order of Suspension, Arrest, and Detention will be used to detain an individual pending a hearing being held at the local jail or Department facility. Out of custody hearings will be held at the nearest Field Office or Reentry Center.
  2. DOC 09-230 Partial Confinement Notice of Allegations, Hearings, Rights and Waiver will be served to the individual.
    - a. If an individual is administratively returned, the Hearing Officer will be informed at the hearing during preliminaries or in the recommendation section.
- D. The case manager will enter the alleged violations on the Prison Discipline Screen immediately after being notified of the hearing date and time.
- E. Individuals found guilty of a serious violation, and remain in partial confinement, will be reduced by one phase for a minimum of 30 days.

## VII. Termination


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- A. The Parenting Program Administrator may return an individual at any time to total confinement if the:
  1. Circumstances of placement create a risk to the community, participant, child, or family, or
  2. Individual self-terminates, is no longer suitable, or fails to maintain placement requirements (e.g., no longer has viable housing options, medical condition, financial hardship, failing to maintain an operable telephone line).
- B. If CPA privileges are terminated, the case manager will initiate the Custody Facility Plan prior to their return to Prison and route to the Parenting Program Administrator/Supervisor for review and the Administrator/Supervisor routes to Headquarters Classification Unit.

#### VIII. Release

- A. The case manager will develop the release plan and initiate release procedures at least 90 days before the ERD for notification and/or investigation purposes. Within 30 days of the ERD, records employees will send the applicable release documents to the case manager per DOC 350.200 Transition and Release.
- B. Upon release, the case manager will:
  1. Have the individual sign DOC 20-311 Order of Release and documents received from records employees and update the electronic file.
  2. Coordinate the return of the electronic monitoring equipment.
  3. Provide the individual with information on [voting rights restoration](#) and a [Washington State Voter Registration form](#).
  4. Update earned time in the individual's electronic file.
  5. Send the signed DOC 20-311 Order of Release and release documents to the regional records unit office within 3 business days of release and place copies in the case manager file.
  6. Forward the supervision file to Headquarters per DOC 280.500 Records Management for Individuals.

#### DEFINITIONS:

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The following words/terms are important to this policy and defined in the glossary section of the Policy Manual: Expectant Parent, Legal Custody, Legal Guardian. Other words/terms appearing in this policy may also be defined in the glossary.

### **ATTACHMENTS:**

Phase Requirements and Minimum Contact Standards (Attachment 1)

### **DOC FORMS:**

DOC 02-322 Receipt of Handbook  
DOC 02-323 Home Investigation Report  
DOC 02-328 Partial Confinement Conditions of Placement  
DOC 02-337 Housing Payment Request  
DOC 02-354 Care and Use of Radio Frequency Equipment  
DOC 02-358 Employer Letter  
DOC 02-361 Partial Confinement Conditions  
DOC 02-363 DCYF - Authorization for Release of Information  
DOC 02-364 Daily Itinerary - Community Parenting Alternative  
DOC 02-366 Community Parenting Alternative Transfer Plan  
DOC 02-368 Home Visitor Log  
DOC 02-374 Personal Property Disposal  
DOC 02-381 Community Parenting Alternative Case Management Plan  
DOC 02-409 Community Parenting Alternative Goals  
DOC 02-410 Community Parenting Alternative Screening  
DOC 05-512 Partial Confinement Orientation Checklist  
DOC 09-186 Order of Suspension, Arrest, and Detention  
DOC 09-230 Partial Confinement Notice of Allegations, Hearings, Rights and Waiver  
DOC 11-036 Partial Confinement Alternate County of Origin Request  
DOC 14-003 Confidentiality Statement  
DOC 14-029 Mental Health/Criminal Justice System Multi-Party Authorization for Release of Information  
DOC 14-172 Substance Abuse Recovery Unit Compound Release of Confidential Information  
DOC 20-073 Standard Rules  
DOC 20-311 Order of Release