



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1110

April 26, 2021

Joanna Carns
Office of Corrections Ombuds
2700 Evergreen Parkway NW
Olympia, WA 98505

Dear Ms. Carns:

As it pertains to the Office of Corrections Ombuds' report on the 'December 2019 use of an emergency transfer of an incarcerated individual from Clallam Bay Corrections Center to Washington State Penitentiary,' the department convened a workgroup to evaluate and develop policy language specific to emergency transfers. Below are the drafted policy changes proposed for [policy 300.380 Classification and Custody Facility Plan Review](#):

Page 5 of 19: Paragraph B. edited item:

1. The individual, unless s/he waives participation, or unless it is an emergent priority transfer,

Page 6 of 19: Paragraph D. new item:

2. Any emergent/priority transfers that occur, the facility will ensure an expedited CFP is developed and FRMT is completed prior to transfer when at all possible.
 - a. Exceptions to this requirement will only apply for facility disturbances/emergencies and or emergent medical/mental health placements that cannot be managed at the sending facility.
 - 1) In emergent transfers, DOC 05-794 is not required prior to completion of CFP.
 - 2) A CFP will be completed by staff at the sending facility within three working days after transfer.
 - 3) A copy of the completed CFP will be provided to the individual at the receiving facility.
 - 4) The individual will be provided an opportunity to appeal the custody assignment noted in the CFP upon receipt of a copy of the plan.
 - 5) The individual will receive earned time for the month the emergent/priority transfer was completed.

Page 15/16 of 19 Section VI. New H:

- H. Any emergent/priority transfers that occur, the facility will ensure an expedited CFP is developed and FRMT is completed prior to transfer when at all possible.
 - a. Exceptions to this requirement will only apply for facility disturbances/emergencies and or emergent medical /mental health placements that cannot be managed at the sending facility.
 - 1) In emergent transfers, DOC 05-794 is not required prior to completion of CFP.



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- 2) A CFP will be completed by staff at the sending facility as soon as possible after transfer.
- 3) A copy of the completed CFP will be provided to the individual at the receiving facility.
- 4) The individual will be provided an opportunity to appeal the custody assignment noted in the CFP upon receipt of a copy of the plan.

An urgent policy revision will be requested and the additional language will be added. The policy review process will still need to occur, but internally this draft reflects our proposed policy language.

Sincerely,

Danielle Armbruster, Assistant Secretary for Reentry
Washington Department of Corrections