



STATE OF WASHINGTON

SEX OFFENDER POLICY BOARD

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Sex Offender Policy Board Case Review Procedure

Pursuant to RCW 9.94A.8678(1)(b), the legislature directs the Board, as one of its duties, to perform case reviews. The reviews shall be conducted in a manner that protects the right to a fair trial.

In keeping with the statutory mission of the Board, a case review and subsequent recommendations should reflect current research, best practices, and trends in other states that may apply in Washington State.

1. Purpose

The goals of the case review committees are to:

- a. increase our understanding of the circumstances around and facts of the specific case referred to the SOPB by the governor's office or legislature; and
- b. further understand the performance of sex offender management, prevention and response systems, including identifying any gaps, report findings on promising practices, and propose policy.

2. Case Review Protocol

- a. Staff will coordinate the initial case review (CR) planning session for the Full Board, including publishing an agenda.
- b. The Board may call a closed executive session during the initial planning meeting. Notice to the public regarding executive session shall comport with the Open Public Meetings Act (OPMA) requirements.

Case Review Protocol (*continued*)

- c. During the initial planning session, the Board shall:
 - i. appoint members for the CR committee; and
 - ii. identify which stakeholders involved in the particular case are relevant and necessary to the case review. Staff will contact these stakeholders and request their participation in the case review.
- d. Following the initial planning session documents and other relevant materials will be collected. If there is no attorney on the SOPB staff, the committee shall select an attorney, or consult with the State Attorney General's Office, to participate in the case review process where necessary. This shall include:
 - i. reviewing documents and discovery; and
 - ii. determining what, if any, documents or discovery is protected from disclosure under law.
- e. Case review committee final recommendations shall be submitted to the Full Board for consideration and approval.

3. Timeline

- a. Full Board Initial Planning Session shall take place no later than ten (10) days after receiving the case review request.
- b. The (CR) committee will coordinate with SOPB staff to schedule all case review meetings, including those open to the public.
- c. Prior to the first (CR) committee meeting, staff and legal counsel if one is not already available on staff, shall review submitted documentation and/or discovery.
- d. The CR committee shall meet following the conclusion of the public meetings
- e. Report of the SOPB case review shall be completed within six (6) months of the request unless otherwise directed.

4. Report

- a. Upon completion of the report, copies shall be provided to the Governor's Office and the Legislature.
- b. The report shall also be available to the public. Document(s) considered in preparation of the report findings and recommendations are available to the public upon request, unless a particular document or group of documents are protected from public disclosure by law.