

Lucas County Court of Common Pleas
Rehabilitation and Corrections Services



Department of Work Release

1111 Madison
Toledo, Ohio 43604
419-213-6051

Resident Handbook

Deborah L. Gasser
Director

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INTRODUCTION

You have been granted the privilege of serving your jail sentence(s) at the Lucas County Work Release Facility. This Department, in cooperation with your sentencing Court, has granted you this privilege because it is felt that you are worthy of trust, you will obey all the rules, and you have an excellent chance of being a respected and productive member of the community.

It is important that you understand that even though you are permitted to make limited movements within the community, you are legally a prisoner of Lucas County, the City of Toledo, Regional Court, or Regional Court contracting with this facility.

Violation of Work Release rules could result in your being returned to the jail, the Corrections Center of Northwest Ohio or an authorized correctional agency to serve the balance of your sentence.

It is also important that you understand that your custody status enables the Department Director or appropriately delegated staff member to file an Escape Charge (ORC 2921.34), if you leave the facility without permission, fail to return at the designated time, flee the facility, or if you make unauthorized movements after having been granted permission to temporarily leave the facility.

While a resident in this facility, departmental staff will assist you with your adjustment to the rules and regulations to hopefully ensure your successful completion of the program

The information contained in this manual is designed to assist you with your stay in this facility. It's important that you read all of the information completely or have the contents read to you so that you understand all the procedures and rules required.

GENERAL RULES

It is your responsibility to know the rules listed in this manual. Violation of any of the following rules may be considered a violation of Criminal Law, Work Release policy, and your Probation conditions, which could result in your incarceration.

- Residents convicted of certain offenses will be required to provide DNA Specimen.
- Profane language, rowdy, disorderly and destructive behavior will not be tolerated.
- Any time you leave the facility, it is your responsibility to keep staff informed of your exact whereabouts at all times.
- At the discretion of the Department Director, a dress code may be enacted within the facility if deemed necessary.
- The Department Director is authorized by the Common Pleas Court Judges to establish any procedures necessary to operate the program and facility. Any new procedures established will be posted for resident's information.
- Upon entering the facility, you will be acknowledged by correctional staff and should remain in the designated area until instructed otherwise by staff.
- While in the custody of this facility, regardless of your status, you must submit to a search of your person, (including strip searches) upon request of the Department Director or his/her delegated staff member.
- While in the custody of this facility, your property and living area (bunk and locker) may be searched at the request of the Department Director or delegated staff member.

General Rules - (continued)

- With approval from the Department Director, the staff may inspect any mail coming into the facility.
- You are only permitted to leave the facility for approved appointments, employment or other activities.
- You must sign in and out with the Corrections Officers on duty in accordance with established procedures.
- Work Release staff must know your whereabouts at all times. Any movement to an unauthorized location on your part will be considered a violation of departmental rules and you could be charged with Escape.
- Personnel will also make periodic checks of your whereabouts, either in person or telephonically.
- You must follow all rules and regulations of this department regarding the use of the living and eating areas, programming, and recreational activities.
- You are obligated to immediately report any contact with a Law Enforcement Official to the Work Release Staff.
- Any emergency situation that arises while you are out of this facility must be reported as soon as possible.
- You are prohibited from entering into any contract, engaging in business, borrowing money, incurring debts or opening charge accounts without prior approval of your Case Manager.
- You must be physically present in the facility at least eight hours per day to receive credit for that day. O.R.C 2949.08

Corrections Officers

- These officers are obligated to maintain the safety and security of this facility.
- You must follow all Corrections Officers' instructions at all times.
- The Shift Supervisor on duty at the main desk of the facility has the full authority of the Department Director.
- If you have a problem concerning the directions from correctional staff, you should direct your request and/or questions to the Senior Operations Supervisor.
- You are not permitted to exit the doors of the dining or recreation rooms without permission from a Corrections Officer.

Escape

- Any resident leaving the facility without permission, failing to return immediately after being dismissed from their employment or making unauthorized movements, may be charged with Escape.
- Escape will be prosecuted to the fullest extent of the law.

Alcohol, Drugs and Weapons

- Anyone bringing weapons, alcohol, drugs and/or drug paraphernalia implements into this facility by any means will be removed immediately.
- This also applies to anyone found with these items on their person or in their lockers.
- You are not permitted to be in an area where narcotics are used or possessed illegally.
- You are not to enter any tavern or bar for social purposes.
- You are not to consume alcoholic beverages of any kind while a resident in this facility.

Alcohol, Drugs and Weapons - (continued)

- You are not to use mouthwash, cough syrup or anything else containing alcohol.
- You have two (2) attempts at an intoximeter reading.
- Providing an insufficient amount of breath will be considered a violation of policy.
- You are not to possess or use any narcotics or prescription drugs unless approved by a doctor and have the approval of the Work Release Staff.
- All residents are required to submit to urine and/or alcohol tests upon request by a staff member.
- When a Corrections Officer requests a urine sample, you must do so within three (3) hours.
- Refusal to submit to drug or alcohol tests will be considered an admission of a violation of policy.
- Such a violation can result in your immediate removal from the facility.
- **There are no exceptions to this rule.**

Personal Possessions

- The Department Director has the authority to control any item brought into the facility by residents, staff or visitors.
- For cause, the Department Director may prohibit any item from being brought in or possessed by a resident and visitors.
- The Department is not responsible for loss or damage of any valuables in the facility. It is your responsibility to keep them secured.
- If removed, your property must be picked up within thirty (30) days.
- **The Department will dispose of all of your belongings after that time.**

Bunks, Lockers and Locks

- Each new resident will be assigned a corresponding bunk and locker.
- You will be provided a lock to secure your property.
- You are responsible for the cleanliness of the area around your bunk and locker.
- You are not permitted to change bunks without permission.
- Any change in these assignments must be approved by the on-duty Shift Supervisor.
- Your bunk must be made neatly, unless you are in it.
- Property is not permitted to be on your bunk, in your pillow case or under your bunk unless you are in it.
- You are not permitted to leave shoes or flip flops under your bunk, unless you are in it.
- When in it, you can only have **one** pair of shoes under your bunk.
- Only your towel and wash cloth can hang from you bunk (not concealing the bunk number)

Linen

- You will be issued linen for your bunk upon entry.
- Clean linen will be issued by Corrections Officers at least once a week.
- Linen is exchanged on a one-to-one basis.
- To receive a pillowcase and sheets, you must turn in a pillowcase and sheets.
- You are not to have more than a single set that was provided to you.
- You are responsible for damaged linen.
- If you turn in a torn or damaged article, it will be charged to your account.

Personal Attire and Hygiene

- **You must be neat and clean at all times.**
- **You are required to shower and brush your teeth daily.**
- **You are required to wear your pants at your waistline.**
- **You are not permitted to wear sandals, house shoes or shoes that do not have an enclosed heel anywhere in the facility except in the dorm.**
- You are not permitted to wear sweatpants, jogging pants or shorts outside this facility unless that is your work attire.
- You can only wear the aforementioned items, including coats, in the rec and dining rooms five (5) minutes prior to signing out of the facility.
- You are not permitted to wear clothing that memorializes, pays tribute to someone or something, has pictures of gang related symbols or has pictures of family.
- You are not permitted to wear any of the listed clothing to seek employment.
- You are not permitted to wear clothing or shirts that that are decorated with sports logos to seek employment.

Property Drop Off

- Residents must be in the facility to accept property being dropped off.
- Property must be clean.
- Property may be dropped off seven days a week from 1pm-2:30pm and 7pm-8:30pm.
- The individual bringing the property into the facility will be held accountable for any contraband that's discovered.
- New residents may receive property any time for the first three days until 10:00 p.m.

Money Drop Off

- You must be in the facility to receive money.
- Staff will not accept the money to hold for the resident.
- Money may be dropped off seven days a week from 1pm-2:30pm and 7pm-8:30pm.
- Money drop off is limited to \$25.00
- Anything over this amount will be placed in your account.

Recreation Area

- The recreation room is open for residents use until 1:00 a.m.
- Cards, chess, checkers and other games are permitted provided you conduct yourself in an orderly manner.
- Gambling is absolutely forbidden.
- The television volume must be kept low during evening hours.
- The Department Director may at any time change or revise the rules governing the use of the recreation area or facilities.
- You are not permitted to sleep in the rec room.

Eating Areas

- You are responsible to clean up after yourself when finished eating.
- Food and beverages are permitted in the dining area only.
- Residents and visitors are not permitted to bring food into the facility.
- Food is not permitted in your dorm or locker.
- With authorization of the Shift Supervisor on duty, residents in Phase II and III are permitted to order food on Friday evening.
- You are not permitted to sleep in the dining room.

Meals

- Meals will be served at the designated time.
- You may only have one tray or bag, unless given permission for additional meals.
- You are to conduct yourself in an appropriate manner during the meal servings.
- If you have any complaint, please make it known to a staff member.
- Bag lunches are available for employed residents who are out of the facility during lunch.
- If you are out of the facility during a meal, you must place your name on the late lunch list.
- If you are employed and working during first shift, you can take a bag lunch with you when you leave for work.
- If you chose not to take a bag lunch, you can't sign up for a meal upon your return.
- If you work second shift, you may take a bag meal with you. No meal will be held for your return.
- Third shift residents will be served breakfast upon their return since they are in the facility during lunch and dinner.
- It is your responsibility to report to the dining room when meals are being served.
- If you have special dietary requirements, submit a request to the Senior Operations Supervisor.
- Regulations governing the use of the Food Service Room will be posted on the residents' bulletin boards.

Facility Cleanliness

- It is your responsibility to assist in maintaining the cleanliness of the entire facility.
- All residents are obligated to comply with any staff request to participate in cleaning activities.

Medication

- All prescription medications must be turned in to the Correctional Staff.
- A prescription form will be completed for each of your medications.
- All tablets and capsules will be counted by a Corrections Officer.
- Residents must sign their prescription sheet.
- Medication can be received from a Corrections Officer in the time and amount prescribed (the first 15 minutes on every hour)
- If you will be away from the facility and require medication during that time, the proper dosage for that period may be given to you by Corrections Staff.
- In accordance with the “Keep on Person” policy, and at the discretion of staff, some prescription medications may be kept in your locker.
- To take over the counter medication, you must have prior approval of the Corrections Staff.
- If your doctor orders the immediate use of medication, contact facility staff from your doctor's office to provide that information.

Personal Medical Needs

- Upon entering this facility, you will receive a physical assessment from a visiting nurse.
- If at any time you wish to speak with the nurse, submit a request form asking to do so.
- If you need to seek nonemergency medical care, you may submit a request to your Case Manager asking permission to attend an appointment.
- Passes for these appointments will be obtained from your assigned Case Manager after verifying the information on your request.
- Any resident requiring emergency medical care, can request that staff contact EMS personnel.

Personal Medical Needs - (continued)

- If you need to seek emergency medical care while out of the facility, you or your employer should call this facility as soon as possible.
- If an emergency situation arises while you are in the facility, speak with correctional staff. If you are unable to do so, ask another resident to notify correctional staff.
- **Since you are serving a period of intermittent confinement and are permitted to leave this facility with permission to obtain medical care, you will be financially responsible for all your medical, dental, clothing and all other personal needs.**
- **If you need to speak with a medical professional, you can also make an appointment with medical personnel at the Lucas Health Department 419-213-4209.**

Mail and Other Correspondence

- Correctional Staff will open all mail and check for the presence of contraband or any other unauthorized content. Staff will not to read your personal letters.
- Staff will open mail from your attorney or a Court in your presence.
- You are not to receive deliveries unless they are approved by staff.
- You must furnish postage for your outgoing mail .
- Staff will permit the faxing of information for employment purposes.
- The faxing of any other information must be approved by your Case Manager.
- You are not permitted to fax information to your attorney or the Court.

Telephones and Vending Machines

- Correctional Staff telephones are to be used for emergencies only and their use must be approved by a Shift Supervisor.
- Any other use of staff telephones must be approved by your Case Manager.
- Prepaid telephone cards are sold from the vending machine.
- These services are provided by contractual agreements between the vendor and the County.
- Use of these machines is at your own risk.
- Concerns should be directed to the Senior Operations Supervisor.

Laundry

- Coin operated washers and dryers are provided to assist you in maintaining personal cleanliness.
- Laundry supplies can only be purchased from the coin operated machines.
- Laundry cleaned outside the facility can be dropped off during visitation hours.

Wake Ups

- Residents wishing to be awakened before 6am must put their name, time to the nearest half hour, and bunk number on the resident wake up sheet for each day they wish to be called early.
- There will be no wake ups after 6am.
- Wake up calls are a privilege and may be suspended by the Department Director.

Religious Services

- Bible Study classes are held at 2:00 p.m. Sunday
- Non-denominational services are held on Sunday at 6:00 p.m.

Transportation

- Your mode of transportation to and from work is subject to approval by your Case Manager.
- You are not to purchase or operate a vehicle without permission from your Case Manager.
- To receive permission, you must have a valid driver's license and proper insurance coverage.
- Allow at least 72 hours for processing of driving information.

Smoking (Outdoors)

- This is a privilege, not a guarantee.
- Cigarette packs brought in the facility must be unopened.

AA/NA Meetings

- NA Meetings are held on Sunday at 9:00 a.m. – 10:00 a.m.
- AA meetings are held on Tuesday and Friday 7:00 p.m.-8:00 p.m.
- Your attendance at these meetings may be required by your Case Manager.

Resident's Bulletin Boards

- The boards are located in the dining room and the 2nd floor lobby.
- Residents are to check regularly and read notices on the bulletin boards.
- The information on the bulletin boards relates to this manual and must be noted by you.
- This manual is subject to change and any changes will be noted on the bulletin boards.
- It is in your best interest to read the bulletin boards daily, any new procedures will be posted on the bulletin boards and dorm doors.

Movements from the Facility

- Passes must be submitted to a Corrections Officer prior to signing out of the facility.
- You may leave the facility only by standing permission or with a movement pass.
- Standing permission exists for regular movements out of the facility, such as your employment and other continuing activities.
- If the movement is standing permission, you must leave at the approved time.
- Movement permission must be obtained from the appropriate staff member.
- The entrance/exit for your use is located near the corner of Madison and 11th streets.
- You may not enter or exit the facility by any other means.
- It is your responsibility whenever leaving or entering the facility to:
 - Tell a Corrections Officer that you have a pass and your departure time.
 - Tell them your destination and expected return time.
 - Observe as the information is listed on the movement log, verifying that it's correct.
 - Sign your name in the space provided.
- If your transportation does not arrive within 15 minutes you must reenter the facility.
- Your ride must pick you up in front of this facility on 11th street.
- You must conduct yourself in a respectable manner during your release, obeying all laws and regulations of the community.
- If you are absent from the facility without authorization, a warrant will be obtained for your arrest and the appropriate Law Enforcement Agencies will be notified.

Case Managers

A Case Manager is assigned to every resident and will meet with you as soon as possible. Your assigned Case Manager will explain all procedures, requirements, process any necessary referrals pertinent to your specific treatment objectives.

- Any questions concerning the contents of this manual should be directed to your Case Manager.
- Requests will normally be answered within 24 business hours.
- Contacting your Case Manager is accomplished through the submission of a request form.
- If you are out of the facility, you may telephone your Case Manager.
- You are not permitted to use a pay phone in this facility to contact your Case Manager.
- If you're requesting permission to leave the facility for an appointment, you must identify where you're going, address, telephone number, time of appointment and mode of transportation.
- During office hours, your Case Manager is available for consultation if you need assistance in resolving any issues that may arise.
- If your Case Manager is unavailable during regular work hours, their backup will assist you.

- After normal work hours, the Corrections Shift Supervisor can assist you.
- Permission for travel to and from your employment must be approved by your Case Manager.
- You will be expected to provide any information requested by your Case Manager.
- You should, at all times, attempt to maintain open and honest communication with your Case Manager.

Unemployed Residents

- It is your responsibility to obtain leads regarding employment.
- Your requests, listing the intended locations, must be submitted by 10:40pm, the evening before you intend to go job seeking.
- A Case Manager will issue the movement passes for job seeking the following morning.
- You will have access to the computers to apply on-line for job opportunities at the discretion of the on-duty Shift Supervisor.
- Case Managers will assist you, if necessary on the on the use of the computers.
- You are not permitted to enter any social networking site, such as Facebook.
- You may check your email for employment purposes only.
- Any resident entering the facility unemployed or becoming unemployed during their sentence may have up to 30 calendar days to seek gainful employment at the discretion of the Director.
- If unemployed, at the completion of the 30 day period, you can be returned to a local institution to serve the duration of your sentence.
- If you become unemployed or underemployed by any means, you must participate in job seeking activities as instructed by your assigned Case Manager. If you are fired or otherwise lose a job because of your actions, you may be subject to termination from the program.
- Unemployed residents must be up at 6:00 a.m. for their unemployed duties and are not permitted in the dorm between 7:00 a.m. and 4:00 p.m. Monday – Friday.
- Unemployed residents must report to their respective dorms by 10:40 p.m. Monday – Friday.

Employment

- During your intake interview with your Case Manager, you are to provide all requested information with regard to your employment.
- All participants' employment or potential employment will be investigated by the staff for suitability.
- The Department Director maintains authority to determine whether your employment or training is suitable for Work Release status.
- Suitable employment includes the following:
 - At least minimum wage payment
 - Skilled positions must pay prevailing wages (ORC 5147.28)
 - No strike in progress
 - Offers possibility of continuing at least six months following release from this facility
 - Non-exploitative in nature
 - Offers no substantial transportation problems
 - Pay and number of hours per week justify resident holding the job, and are in line with the resident's capabilities/potentials and offers chance for progress
- Some employment may be considered questionable and unsuitable for a resident. Such employment would be characterized by such factors as:
 - Unusual risk of physical injury
 - Crossing county or state lines
 - Excessive hours
 - Part time or second job
 - Seasonal work
 - Door to door sales, canvassing, posting flyers, and any other movement where there would be no accountability
 - Working on commission without a guarantee of minimum wage

Employment - (continued)

- Any resident not working 24 hours or more in a week is classified as underemployed and must assist with cleaning the facility.
- Residents working less than 24 hours per week may also be required to seek other or additional employment.
- Staff will discuss your work, training, status, and progress with your employer.
- Your travel time will be determined based on the shortest and most direct route available, as defined by O.R.C. 5147.28.
- You are not permitted to make unauthorized stops to or from work.
- At the end of your work day or training period, you must immediately return to the facility.
- If at any time you are released from work or training earlier than expected, you are to telephone this facility and return immediately.
- If excused from work for any reason notify your Case Manager as soon as possible.
- You must not be absent from your job or training without prior consent of your assigned Case Manager.
- Residents must telephone facility staff if they are unable to return on time.
- Any change in employment or work hours must be approved by departmental staff.
- You will be required to inform department staff of any change in your movements while signed out of the facility.
- It is your responsibility to inform your employer of the rules regarding overtime.
- If you are asked to work overtime, your supervisor must notify departmental staff requesting permission and provide the amount of overtime.

Employment - (continued)

- You are responsible to make sure the overtime call was made. This must be done within 30 minutes prior to the end of your work day.
- If you lose your job for any reason, notify departmental staff as soon as possible.

Paychecks and Other Monies

- **Do not** cash your check or withdraw funds from direct deposit accounts under any circumstance without permission.
- You are required to turn over your paycheck, as well as your check stub to Correctional Staff upon receipt.
- If you are paid by direct deposit, your paystub must be submitted to Correctional Staff on your scheduled pay day.
- Your earnings will be disbursed in accordance with the law and by an agreement prepared with your Case Manager.
- If you have special monetary needs, discuss them with your Case Manager.
- Starter checks from an account will **not** be accepted.
- Each resident will receive a receipt for their paycheck.
- Petty cash will be distributed weekly after each paycheck is received.
- Support and miscellaneous checks will be written by the Department as listed on the disbursement form.
- Questions regarding your account balance should be directed to your Case Manager.

Disbursal of Funds

- All residents will fill out and sign an earning disbursal agreement upon entering the program.
- Residents will not receive any money unless this form has been completed.
- The Business Office will provide a printed statement of your account every sixty days (ORC 5147.29).
- You may ask your Case Manager for one courtesy statement prior to the sixty days.
- **Do not ask the Business Office staff about your money. All questions should be directed to your Case Manager.**

Extra Funds

- Funding for special purposes may be requested by completing the “Request For Extra Funds,” in full and submitting it to your Case Manager.
- This request must be submitted at least two business days in advance.

Reduction of Sentences

- Requests for reduction in sentence (Good Days) must be submitted in writing to your Case Manager.
- The Director or assigned designee may approve Good Days for any individual housed in Work Release upon showing that the individual has satisfactorily adjusted.
- The maximum number of good days is governed by O.R.C. 2947.151.
- **You can earn the following days per month:**
 - **30 to 90 day sentence – 3 good days**
 - **91 day to 6 month sentence – 4 good days**
 - **Greater than 6 months – 5 good days**
- **Pretrial residents are not eligible for good days.**

Community Service Hours

If you were ordered to perform community service hours a Shift Supervisor will be able to provide you with details for upcoming job assignments in this facility. Upon your release, any hours you may have completed will be forwarded to the probation department.

Volunteer Work

This work may assist in the reinstatement of any “good days” that you may have lost. The form to document this work can be obtained from Correctional Staff. You may submit the form to the Director when requesting days lost due to disciplinary action.

Visitor Information

Monthly calendars of visiting days and hours are available at First Floor Control. All visits from family and friends must be conducted according to the established visitation policy which is as follows:

- All visitors must have valid photo identification listing their name and date of birth. Acceptable identification will include, but not necessarily be limited to the following: Driver License, State Certified Identification, Passport or Military Identification Card.
- No person, under any circumstance, who has been disapproved for a visit will be permitted visitation privileges.
- Case Managers will maintain an updated record of disapproved visitors and oversee that the records are current.
- Visitation for each resident is twice weekly from 1pm to 2:30pm and 7pm-8:30pm.

Visitor Information - (continued)

- Visitation days will be Wednesday, Thursday, Saturday and Sunday.
- Visitation days will alternate based on the first letter of the resident's last name.
- Visitors must report within the first half hour of the visitation time (between 1pm and 1:30pm & 7pm and 7:30pm) and wait to be called into the facility one at a time.
- All visitors must signed into the facility on the visitors' log.
- All visitors will be pat down and their property searched.
- Visitors may bring in up to \$5.00 for snack items .
- Visitors must remain in the designated visiting area and seated at all times.
- Two adults (individuals 18 or older) and any number of the resident's children may visit at any one time.
- Children may bring in coloring books, plastic toys and games. Corrections Staff must be able to search these items.
- Children are not permitted to climb on or sit on the tabletops.
- Clergy visitation may take place on residents' regularly scheduled visitation day with proper identification. Residents in a "crisis" situation may have clergy visit at any time, with the permission of staff.
- **Your visitors are not permitted to wear hats, tank tops, sleeveless shirts, low cut tops, shorts or pants above the knee.**
- **For safety purposes, they are also not permitted to wear flips flops or sandals.**

Resident Visitation Rules

- It is your responsibility to report to the First Floor Control center to escort your visitor(s) into the designated visiting area.
- It is your responsibility to control your visitor's conduct.
- When you have completed your visitation, clean your area and accompany your visitor(s) to the designated doorway.
- You are not to have contact with another resident's visitors.
- Disruptive, disorderly behavior or excessive public displays of affection will not be permitted.
- The Department Director may revise visitation procedures when necessary. These will be posted in accordance to policy.
- Property and money can only be brought in during visitation times, any day of the week, however, you must be in the facility to receive it.
- Residents are not to have visitation outside of their normal scheduled visitation hours.
- The only exceptions to this are:
 - An imminent crisis (loss of life or property)
 - Work Release Business
- No private visitation areas will be provided.
- The Shift Supervisor will oversee the visitation process and will make the determination if an exception exists for a visit.
- Shift Supervisors have the authority to cancel visitation for individuals or terminate the entire visitation period when operationally necessary.
- Visitation will be conducted in the multipurpose room of the facility.

Furloughs

- The Department Director or his/her designee will retain the authority to grant overnight furloughs Work Release residents.
- The granting of furloughs will be earned as a privilege under established rules and regulations or based upon a resident's medical need.
- If in the opinion of the Department Director the continuation of a resident at the facility would be medically unwise, an overnight medical furlough of up to three days may be granted.
- Earned furloughs will be granted based upon a resident's satisfactory performance in this facility and level of custody.
- Pretrial residents are not permitted to furlough.
- Furloughs are a privilege not a right.
- Residents on restrictions will not be granted furloughs aside from administrative consideration.
- Residents, not on restrictions, may be granted earned furloughs after at least 30 days in the facility and have no pending misconduct requiring disciplinary action.
- Residents with serious criminal histories, or those **charged** with crimes of violence, may not be permitted administrative furloughs.
- Furlough requests must be submitted, dated and signed by a staff member one week in advance of the requested furlough.
- Since furloughs are always contingent on satisfactory behavior, they can be revoked by the Department Director for any violation of departmental policies.
- The Director, if circumstances warrant, may suspend all furloughs and privileges for specific or indefinite periods of time.

Furlough Rules

If you are granted a furlough from this facility, the following rules apply:

- You must travel directly from 1111 Madison Avenue (Work Release) to the approved furlough site.
- You are not permitted to stop while traveling to and from the furlough location.
- **WHILE ON FURLOUGH, YOU ARE PROHIBITED FROM USING ILLEGAL DRUGS AND/OR ALCOHOL.**
- Any medication used while on furlough, including over the counter medications, must be pre-approved by Work Release Staff.
- Residents can be subjected to random testing at the furlough site, as well as upon return from the furlough.
- While on furlough, the resident shall remain at the furlough address. If the site is an apartment the resident must remain inside the apartment. If the site is a house, the resident must remain within the boundaries of the property line.
- Work Release Staff will telephone the furlough site periodically. The resident must answer the telephone quickly, or be available to immediately come to the telephone if someone else answers.
- If the line is busy when staff calls, they will call again in five (5) minutes. If another busy signal is received, the resident will be in violation. At that time, the furlough can be terminated and the resident ordered to return to the facility.
- If the telephone at the furlough site is connected to an answering machine, it must be turned off.

Furlough Rules - (continued)

- Visitation at the furlough site is permitted, except in cases where Work Release personnel has instructed a resident not to have contact with specific individuals outside the facility.
- In the case of a non-life threatening medical emergency, call Work Release prior to seeking medical attention.
- If a life threatening emergency occurs while on furlough, the resident should seek immediate medical attention. If able, the resident should contact Work Release personnel as soon as possible. If unable, advise another individual to call if possible.
- An individual accepting a resident into their home for a furlough may, at any time, refuse to allow the resident to furlough at that site.
- A copy of these rules must be signed by the resident and placed in their file prior to taking their first furlough.
- Residents may request a furlough site change one time. If the second site is approved, they will be required to take all remaining furloughs at that address.
- You will not be permitted to switch back and forth between sites.

Classification

- Residents are placed in Phase Classifications.
- The phase classifications are reviewed every 42 days (six weeks) from the date you entered the facility for possible advancement.
- Items considered for phase advancement include: the nature of the offense, institutional adjustment, employment status and if you are up to date financially.
- There are three (3) classification levels.
 - **Phase I:** maximum supervision is for new residents and those whose institutional adjustment is satisfactory. These residents may be eligible for 1-12 hour furlough after 30 days.
 - **Phase II:** general supervision is for those residents who have demonstrated a satisfactory institutional adjustment. These residents may be eligible for 2-12 hour furloughs, 1-24 hour furlough and 1-48 hour furlough.
 - **Phase III:** minimum supervision is for residents who have demonstrated exemplary behavior throughout their sentence in this Department. These residents may be eligible for 2-12 hour furloughs, 2-24 hour furloughs, and 2-48 hour furloughs, (per 6 week period)

Disciplinary Procedures

- Discipline other than removal from the facility is the designated responsibility of the Disciplinary Committee.
- The Disciplinary Committee is comprised of two or more staff members of this department excluding your Case Manager.
- The committee meets at least once each business day and considers all infractions of the regulations and determines the proper disciplinary action.
- In cases involving minor violations, the Shift Supervisor on duty may permit you to waive your appearance at the disciplinary hearing.
- Waiving appearances for minor violations enables you to be taken off of hold status.
- You will be given 24 hours prior to meeting with the Disciplinary Committee to prepare your defense.
- You may waive this waiting period if you choose to do so.
- Disciplinary action is subject to review by the Appeals Committee. Appeals forms can be obtained from a Corrections Officer. This form must be submitted within two days of the Disciplinary Committee's decision.

Appeals Committee

- The Appeals Committee consists of at least two staff members that were not in attendance at your disciplinary board hearing.
- They cannot increase the punishment directed by the Disciplinary Committee.
- Any action taken by the Appeals Committee is subject to review by the Department Director by filing a second appeal within two days of the Appeals Committee's decision.
- The Department Director cannot increase the punishment directed by the Disciplinary Committee, but may lessen or affirm the decision of the Appeals Committee.
- The Department Director may order the removal of a resident from the facility when the situation warrants.
- In the absence of the Department Director, this authority may also be designated to another staff member.
- Failure to seek review of the decision made by the Disciplinary Committee or the Appeals Committee in a timely manner renders the decision final.
- Disciplinary action which involves removal from the facility is forwarded to the sentencing Judge.

Grievance Procedure

Any resident who believes that he/she has been treated unfairly or there has been misconduct by either staff or another resident, can file a complaint using the following procedure:

- The complaint must be filed within four calendar days of the incident using a “Request to Staff Form.”
- The form is to be given to Corrections Staff to date and initial and forward to the appropriate management staff member.
- If a resident has difficulty completing a written complaint, they should contact either the Senior Operation Supervisor or another member of management for further instructions.
- If the grievance involves a Corrections Officer, it will be forwarded to the Senior Operations Supervisor, Corrections Unit Manager, or Director who will review complaint immediately.

- If the grievance involves a Treatment Staff member, it will be forwarded to the Treatment Staff Unit Manager or Director.
- If the complaint involves management, the information is to be forwarded to the Director.
- The complaint must be responded to within two working days.
- When necessary, management will interview and direct the resident as to how to proceed.
- Management is to inform the Director immediately upon notification of any serious grievance filed against a staff member.

NOTES