

| | |
|--|----|
| Work Release/Halfway House | 1 |
| I. Eligibility | 2 |
| A. Criteria | 2 |
| B. Exception | 3 |
| C. Transfers..... | 3 |
| II. Identification..... | 3 |
| A. Obtaining Identification Documents..... | 3 |
| III. Participation | 4 |
| IV. Facility Specific Restrictions..... | 4 |
| V. Process for Reviews/Placement on Work Release/Halfway House | 5 |
| A. Eligible Community Inmates | 5 |
| B. Eligible Minimum Inmates | 5 |
| C. Classification Packet..... | 6 |
| VI. Facility Orientation (4-ACRS-3A-06) | 6 |
| VII. Guidelines for Acceptable Employment..... | 6 |
| A. Employment Guidelines | 6 |
| VIII. Job Search (4-ACRS-5A-20)..... | 8 |
| A. Job Search Requirements..... | 8 |
| IX. Job Site Checks | 11 |
| A. Scheduled Checks | 11 |
| B. Unscheduled Checks | 12 |
| X. Budget Procedures | 12 |
| A. Inmates Assigned to Work Release/Halfway House | 12 |
| B. Program Support Fees (4-ACRS-3A-06, 4-ACRS-7D-32) | 13 |
| C. Court Ordered Costs..... | 13 |
| D. Mandatory Savings | 14 |
| E. Deductions..... | 14 |
| F. Budget Statements..... | 14 |
| G. Draws | 14 |
| H. Draw Request | 14 |
| I. Disbursement Requests | 14 |
| J. Scheduled Release | 14 |
| K. Failure to Pay Program Support..... | 15 |
| XI. Program Removal | 15 |
| XII. Programs..... | 15 |
| A. Criteria | 16 |
| XIII. Authorization for Purchases | 16 |
| XIV. References..... | 17 |
| XV. Action | 17 |
| Referenced Forms | 18 |
| Attachments..... | 18 |

| | | | |
|--|--|--------------------------|-----------------------------------|
| Section-09 Programs | OP-090110 | Page: 1 | Effective Date: 03/17/2022 |
| Work Release/Halfway House | ACA Standards: 4-ACRS-3A-06, 4-ACRS-5A-14, 4-ACRS-5A-20, 4-ACRS-7D-32 | | |
| Scott Crow, Director Oklahoma Department of Corrections | | Signature on File | |

Work Release/Halfway House

Community corrections assignment provides eligible inmates with work release/halfway house and continuing education opportunities. These programs assist inmates with reentry and successful reintegration into the community. Work release/halfway house assignment provides eligible inmates the opportunity to seek, obtain, and maintain employment in the community before releasing from incarceration. Inmates assigned to work release/halfway house status may also be eligible to pursue the opportunity of continuing their education through colleges, universities, or vocational/technical centers. (4-ACRS-5A-14)

I. Eligibility

A. Criteria

Inmates will meet the following criteria prior to assignment to work release:

1. Male inmates will have no more than 3,000 days remaining prior to placement on work release. Female inmates will have no more than 3,500 days remaining prior to placement on work release.
2. Inmates with a community/work release stipulation as approved or imposed by the Governor or recommended by the Pardon and Parole Board.
3. Inmates who receive no earned credits due to a controlling, concurrent, or consecutive offense for drug trafficking or have prior convictions for drug trafficking (57 O.S. § 510.1), are not eligible for work release until they have no more than 330 days remaining to serve.
4. An active class "B" misconduct will not be sufficient grounds to deny work release/halfway house placement.
5. Inmates are not required to spend 30 days at a community facility prior to work release/halfway house placement.
6. Has no current sentence for any disqualifying as listed on the "Crimes Against Children" form ([OP-060104](#), [Attachment A](#)).
7. Inmates who have a controlling, concurrent or consecutive offense for Distribution of a Controlled Dangerous Substance Within 2,000 Feet of a School, or Possession/ Purchase of a Controlled Dangerous Substance Within 1,000 Feet of a School are not eligible for work release until they have no more than 330 days remaining to serve.
8. Inmates who have offenses in the highest crime category, active parole and suspended sentences excluded, (in accordance with

| | | | |
|---------------------|-----------|---------|----------------------------|
| Section-09 Programs | OP-090110 | Page: 3 | Effective Date: 03/17/2022 |
|---------------------|-----------|---------|----------------------------|

"Initial Custody Assessment/Facility Assignment Form" ([DOC 060102A \(M\) \(F\)](#)) must have no more than 330 days remaining prior to placement on work release.

9. Inmates must be assigned to earned credit level 3 or 4, to include enhanced level 3 and 4. Inmates assigned to level 2 should be submitted if they are level 2 due to being incarcerated for less than three months.
10. Inmates must be medically approved by the sending facility prior to assignment to work release status.

B. Exception

The facility head will review and consider approval for work release/halfway house assignment for inmates who arrive at a community corrections center that are not eligible and do not meet the criteria in this procedure but have a parole stipulation. Facility staff will prepare a packet and the ([Attachment H](#), attached). The facility will forward the packet and the "Work Release/Halfway House Exception Checklist" ([Attachment H](#), attached) to the administrator of Community Corrections or designee for final approval.

C. Transfers

Inmates who are serving non-violent offenses; with no violent misconducts, and whose past incarcerations are non-violent, to include juvenile history, who are not a serious or immediate risk to public safety and are not convicted sex offenders, will be considered for transfer to community corrections centers in accordance with [OP-060204](#) entitled "Inmate Transfers."

Referral packets for work release/halfway house placement requiring transfer to another facility will be submitted in accordance with [OP-060204](#) entitled "Inmate Transfers."

II. Identification

A. Obtaining Identification Documents

Before assignment to work release/halfway house, inmates must have two forms of identification. Homeland Security regulations require two valid forms of identification before an individual can obtain employment. The ODOC inmate identification (ID) card may suffice for an ID card issued by a state agency. The ODOC inmate ID card, along with a social security card or birth certificate, is sufficient to obtain employment. Inmates must have proper identification before staff can submit a transfer packet for work release/halfway house. Inmates may apply for a driver's license or state ID card, per the Department of Public Safety guidelines at <https://oklahoma.gov/dps.html>.

1. The case manager is responsible for assisting the inmate in securing the appropriate identification if not previously obtained. During the orientation process, the case manager will assist Oklahoma-born inmates in completing the “Oklahoma Birth Certificate Request Form” at <https://oklahoma.gov/content/dam/ok/en/health/health2/documents/18008vr-vr-birth-application-eng-eform.pdf>.

If the inmate was not born in Oklahoma, the case manager can visit <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm> for a complete listing of national vital statistics offices.

2. Case managers will also provide assistance in obtaining an inmate’s social security card via the Social Security Administration’s “Application for a Social Security Card” at <http://www.ssa.gov/online/ss-5.pdf>.
3. Inmates may have valid forms of identification mailed to the facility records office.
 - a. If an inmate has requested forms of identification but has not received them prior to transfer, the sending facility will document this information on the inmate’s case notes and forward the documents once they are received.
 - b. Eligible inmates that arrive with a social security card or birth certificate and their inmate ID may seek employment immediately.

III. Participation

- A. Work release/halfway house placement is not a voluntary program. All eligible inmates will be placed in the appropriate work release/halfway house program.
- B. Inmates currently assigned to work release/halfway house who receive a class A or class B misconduct may remain on work release/halfway house status with the approval of the facility head, regardless of the earned credit level of the inmate.
- C. At the discretion of the host facility head, inmates removed from a work release program/halfway house due to receiving a class A or B misconduct and who remain at community security may be re-considered for placement on work release/halfway house after 90 days for a class A misconduct and after 45 days for a class B misconduct.

IV. Facility Specific Restrictions

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|---------------------|-----------|---------|----------------------------|
| Section-09 Programs | OP-090110 | Page: 5 | Effective Date: 03/17/2022 |
|---------------------|-----------|---------|----------------------------|

Additional restrictions for assignment to a specific community contract facility are as indicated in the “Community Contract Facilities-Host Facilities” form ([Attachment I](#), attached).

V. Process for Reviews/Placement on Work Release/Halfway House

The community corrections center administrator is responsible for ensuring all inmates, upon arrival at the host facility, are reviewed to determine work release/halfway house eligibility.

A. Eligible Community Inmates

For community inmates eligible for assignment to work release/halfway house, the assigned case manager will ensure the following documents are completed and submitted to the population office:

1. “Facility Assignment Form (FAF)” ([DOC 060204A](#)) (Work release /Halfway House eligibility date will be noted in the comment section); and
2. “Consolidated Record Card” (CRC) ([DOC 060211H](#)) (front and back of current card and front only of all prior incarcerations);
3. “Individual Health Activity Profile (IHAP)” ([DOC 140113C](#)) dated within one year of the packet submission.
4. A copy of the two types of identification as required in Section II. of this procedure.

B. Eligible Minimum Inmates

Unit managers at minimum-security facilities will ensure that inmates assigned to minimum security who meet the eligibility criteria for community corrections centers and for work release/halfway house will have a classification packet completed to include:

1. “Facility Assignment Form (FAF)” ([DOC 060204A](#)) (Work release/Halfway House eligibility date will be noted in the comment section);
2. “Custody Assessment Scale” ([DOC 060103A \(M\) \(F\)](#));
3. “Consolidated Record Card” ([DOC 060211H](#)) (current and prior incarcerations);
4. RAP sheet (OSBI/NCIC) “Oklahoma Department of Corrections Request for Record” ([DOC 090211B](#));

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|---------------------|-----------|---------|----------------------------|
| Section-09 Programs | OP-090110 | Page: 6 | Effective Date: 03/17/2022 |
|---------------------|-----------|---------|----------------------------|

5. "Individual Health Activity Profile (IHAP)" ([DOC 140113C](#)) dated within one year of the packet submission;
6. "Authorization to Release Department of Corrections Record Information" ([DOC 060212F](#)); and
7. A copy of the two types of identification as required in Section II. of this procedure.

C. Classification Packet

If the inmate has identified medical or mental limitations that would require special accommodations for participation in the work release program/halfway house, the limitation will be noted on the "Facility Assignment Form (FAF)" ([DOC 060204A](#)).

The completed packet will be submitted to the population office. Once the packet is approved by the population office, the inmate will be scheduled for movement to an appropriate work release/halfway house facility. If the inmate is denied placement, the denial reason will be noted on the "Facility Assignment Form" ([DOC 060204A](#)) and the complete packet will be returned to the recommending facility.

VI. Facility Orientation (4-ACRS-3A-06)

Prior to beginning job searches or job placement, inmates will complete facility specific orientation that will include the "Work Release/Halfway House Rules and Conditions" ([Attachment A](#), attached).

VII. Guidelines for Acceptable Employment

A. Employment Guidelines

The facility will be responsible to ensure inmates are approved for jobs that are located in areas that do not cause unnecessary risk to public safety.

1. Inmates must work for at least minimum wage and must be paid by payroll check, cashier's check, debit cards or money order. If payment is by cashier's check or money order, supporting documentation from the employer must be attached which indicates, at a minimum, actual hours worked and deductions. Inmates who are paid by debit card must provide a check stub for each pay period. Inmates cannot accept employment, which pays by cash. For inmates receiving tips, cash received is required to be turned in after each shift when they return to the facility. The money will be counted in front of the inmate and facility staff, and both inmate and staff will sign documenting the amount. The inmate will receive a receipt for the amount the money will be placed in a sealed envelope, be placed in a safe and turned into the business office the following business

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|---------------------|-----------|---------|----------------------------|
| Section-09 Programs | OP-090110 | Page: 7 | Effective Date: 03/17/2022 |
|---------------------|-----------|---------|----------------------------|

day. The money will be deposited as outlined in [OP-120230](#) entitled "Offender Banking System."

2. Inmates may not be self-employed or work for, or with, family members without the approval of the facility head.
3. Inmates may not work for commission only or contract labor employment.
4. Inmates may not accept end-of-contract payment, defined as payment upon completion of a job. Inmates may not work as day laborers with payment at the end of the day by companies or individuals. Temporary employment agencies may be used for employment; however, this excludes employment by individuals. Payment must be weekly or bi-weekly. Employers will provide workers compensation insurance coverage to all employed inmates.
5. Inmates may not work where the primary business is the sale of alcoholic beverages or weapons.
6. Inmates may not work in day-care facilities, hospitals, nursing homes or churches.
7. Inmates may not accept employment more than 30 miles from the contract facility, unless approved by the facility head. Executive review inmates may have additional requirements.
8. Employment must be full time, preferably no less than 30 hours per week.
 - a. Secondary employment may be approved.
 - b. Full time employment may be acquired through a temporary agency.
 - c. An exception may be approved for inmates who receive Veterans' Administration (VA) disability.
 - (1) Inmates who receive VA disability may have 100% of their benefits reinstated when placed on work release/halfway house status as referenced in [OP-120230](#) entitled "Offender Banking System" and will have all disbursement checks mailed to the host facility.
 - (2) These inmates will not be required to work outside the facility if their disability precludes them from employment.

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|---------------------|-----------|---------|----------------------------|
| Section-09 Programs | OP-090110 | Page: 8 | Effective Date: 03/17/2022 |
|---------------------|-----------|---------|----------------------------|

VIII. Job Search (4-ACRS-5A-20)

A. Job Search Requirements

1. Prior to being approved to begin a job search, the inmate must be appropriately clothed and meet community grooming standards as referenced in [OP-030501](#) entitled "Personal Hygiene and Appearance Code."
2. Unless escorted by staff, an "Off Center Itinerary Work Release/Halfway House" ([Attachment B](#), attached) will be completed in its entirety and submitted and approved by the case manager IV or designee prior to the inmate leaving the facility. Prior to approving, the itinerary the facility is responsible for verifying the job search locations submitted by the inmate.
3. Inmate transportation
 - a. Transportation or the cost of transportation, for all job searches will be provided by the facility where the inmate is housed. (4-ACRS-5A-20)
 - b. Once employed, transportation may be provided either by the facility where the inmate is housed, approved visitors, volunteers, the employer, or by public transportation.
 - (1) Any cost for public transportation will be provided by the facility where the inmate is housed for the first 30 days.
 - (2) Employers, volunteers, approved visitors and co-workers must be pre-approved (as a work release/halfway house transportation sponsor) by the facility head to transport inmates to and from an approved work site. The transportation sponsor must provide documentation of a valid driver's license, current insurance and phone contact information.
 - (3) Prior to such approval, the proposed transportation sponsor will be oriented to the rules and conditions of work release/halfway house and to appropriate escort procedures.
 - (4) Once employed, inmates may purchase a non-motorized bicycle for transportation to and from work. The bicycle must be accompanied with a purchase receipt indicating date and location of purchase and will not exceed \$200 in value, unless approved by the facility head. The purchase receipt must be provided at

the time the bicycle is added to the inmate's property inventory.

- (a) The inmate must provide a locking mechanism (approved by the facility) for securing the bicycle.
 - (b) The inmate must wear a protective helmet and reflective vest/clothing when operating the bicycle on public roads.
 - (c) Repair and maintenance of the bicycle will be the responsibility of the inmate.
 - (d) Use of a bicycle will not be shared among inmates.
 - (e) Any applicable local or state laws will govern the use of any bicycle on public roads.
 - (f) Each facility will develop local procedures for the proper use, security and storage of inmate owned bicycles.
4. Prior to any inmate signing out from a facility to go to work, the inmate must have a completed "Inmate Job Information Card" ([Attachment C](#), attached) on file at the facility. The "Inmate Job Information Card" ([Attachment C](#), attached) will not be complete without the approving signature of the facility head. The approved job card must be submitted to the business office within 48 hours of the inmate starting employment.
- a. The approved and completed "Inmate Job Information Card" ([Attachment C](#), attached) will contain, at a minimum, the following information:
 - (1) The inmate's name and ODOC number;
 - (2) The inmate's date of birth, race, gender and facility reception date;
 - (3) The inmate's job title;
 - (4) The employer's business name, address and phone number;
 - (5) The name of the inmate's immediate supervisor;

| | | | |
|---------------------|-----------|----------|----------------------------|
| Section-09 Programs | OP-090110 | Page: 10 | Effective Date: 03/17/2022 |
|---------------------|-----------|----------|----------------------------|

- (6) An afterhours contact person with address and phone number;
 - (7) The date the inmate begins to work;
 - (8) The rate of pay;
 - (9) The pay period or frequency of payment;
 - (10) The date of the first paycheck;
 - (11) Any special tools and/or clothing required; are the tools/clothing provided by the employer or inmate;
 - (12) Special fees and/or memberships;
 - (13) Transportation arrangements;
 - (14) The inmate's signature with ODOC number and date;
 - (15) The case manager's signature, facility head approval and date; and
 - (16) Date and name of staff completing monthly on-site job checks.
- b. The "Inmate Job Information Card" ([Attachment C](#), attached) will be verified and any changes will be sent to the business office within 48 hours to ensure all information on the job card is current and accurate.
- (1) It is the responsibility of the inmate to provide the case manager with the required information to complete the "Inmate Job Information Card" ([Attachment C](#), attached). The inmate will obtain information needed to fill out the form once employment has been offered. The assigned case manager will verify all information listed and complete the "Inmate Job Information Card" ([Attachment C](#), attached).
 - (2) Information listed on the job card will be verified during the monthly job check.
 - (3) Each inmate participating in the work release/halfway house program will have an approved work schedule/calendar attached to the "Inmate Job Information Card" ([Attachment C](#), attached). This schedule may be for one month but will not be for less than seven days. The schedule will include travel time

to and from the work location; travel time will be calculated on an individual basis and will consider the distance to the job site and the mode of transportation. Any inmate allowed to be away from the facility for more than 12 hours must have their work schedule signed and dated by the facility head. Each schedule/calendar will contain the following information:

- (a) Inmate's name and ODOC number;
 - (b) Employer's name, address and phone number;
 - (c) Immediate supervisor's printed name, signature and date;
 - (d) Day of week with corresponding date of month listed;
 - (e) Beginning and ending hours for job for each day;
 - (f) Designation of days off (DO);
 - (g) Assigned case manager's approval, signature and date; and
 - (h) If the job requires the inmate to work holidays.
5. Before an inmate begins a job, they must have reviewed and signed the "Work Release/Halfway House Rules and Conditions" ([Attachment A](#), attached). (4-ACRS-3A-06)
6. Each facility will have a written procedure in place to verify and allow inmates to work on an "as needed" or "call in" basis and to ensure that inmates are allowed to work over the scheduled times when requested by the employer.

IX. Job Site Checks

A. Scheduled Checks

- 1. Upon the inmate obtaining employment, a representative from the assigned facility will, within five working days, visit the job site location and meet with the employer and provide an in-depth orientation.
- 2. The prospective employer will sign the "Employer Agreement of Work Release/Halfway House" ([Attachment F](#), attached). The facility

| | | | |
|---------------------|-----------|----------|----------------------------|
| Section-09 Programs | OP-090110 | Page: 12 | Effective Date: 03/17/2022 |
|---------------------|-----------|----------|----------------------------|

will also ensure the employer has proper envelopes in order to forward the paychecks to the appropriate business office.

B. Unscheduled Checks

1. Staff will conduct one unannounced job site check for each inmate, at a minimum, every month.
 - a. This information will be logged into a bound logbook in addition to recording this information on the back of the job card.
 - b. Upon notification of a change in supervisor, the facility will conduct an orientation within five working days with the newly assigned supervisor.
2. Staff from the host facility will conduct additional unannounced job site checks as deemed necessary.

X. Budget Procedures

A. Inmates Assigned to Work Release/Halfway House

1. Paychecks may be collected in one of the following ways:
 - a. Employers may mail the payroll checks to the host facility in envelopes provided by ODOC; or
 - b. Staff may collect payroll checks and take directly to the host facility business office no later than 9:00 a.m. the next business day.
2. Inmates paid by debit card will turn the debit card into the assigned case manager. The case manager will maintain the debit card in a secure area.
 - a. Upon receipt of the paystub, the debit card will be given to the inmate in order to purchase a money order for the amount of the check; this process will be monitored by facility staff. The money order will be turned into the case manager who is responsible for forwarding the money order and check stub to the host facility for processing no later than 9:00 a.m. the next business day. If the paystub is not received within 48 hours of receipt of the debit card, the facility will be responsible for contacting the employer until the proper documentation is received, all attempts to collect the documentation will be documented.

| | | | |
|---------------------|-----------|----------|----------------------------|
| Section-09 Programs | OP-090110 | Page: 13 | Effective Date: 03/17/2022 |
|---------------------|-----------|----------|----------------------------|

- b. Except for “tips” as defined in Section VIII. A. 1. of this procedure, no cash monies will be accepted and a check stub/earning statement must accompany all earnings.
 - 3. Deposit of paychecks or money orders received without a check stub/earning statement will be held until such is received.
 - a. Inmates receiving veterans’ administration benefits will have all monies mailed to the confining/host facility and such benefits will be subject to program participation fees and mandatory savings as outlined in this procedure.
 - 4. Facility and contract staff will monitor and review all inmate deposit slips and pay stubs along with the sign in/out form weekly in order to monitor that the inmate is employed and ensure accountability while away from the facility.
 - a. It is the responsibility of the facility to contact an employer if payroll checks are not received and ensure they are sent to the host business office.
 - 5. If the inmate fails to provide their paycheck within five working days of the normal pay cycle the inmates’ trust fund account will be frozen and no draws will be authorized until the missing paycheck issue is resolved.

B. Program Support Fees (4-ACRS-3A-06, 4-ACRS-7D-32)

- 1. From inmate wages, a mandatory program support fee will be assessed. The fees for participants will be calculated for the first through the last day of the pay period inclusively.
- 2. The total amount of program support may not exceed 50 percent of the net wages received for any given pay period; nor will it exceed the daily contracted cost per inmate of the community contract facility or the operating cost per inmate (OCPO) of the community corrections center.
- 3. Net wages consist of gross pay less FICA, Medicare, federal and state income taxes and court mandated garnishment for child support.
- 4. No other deductions will be given consideration in calculating net salaries for the purpose of program support.
- 5. Inmates receiving 100% VA disability benefits on work release /halfway house status will be required to pay program support fees.

C. Court Ordered Costs

| | | | |
|---------------------|-----------|----------|----------------------------|
| Section-09 Programs | OP-090110 | Page: 14 | Effective Date: 03/17/2022 |
|---------------------|-----------|----------|----------------------------|

Court ordered costs will be paid by a mandatory 10% of net pay or earnings of facility pay. This amount will be automatically calculated and deducted from the inmate's account at the time payroll is processed.

D. Mandatory Savings

Any monies earned by an inmate on work release/halfway house status will be subject to a 20% reduction in net pay, to be deposited into their mandatory savings account.

E. Deductions

No other deductions will be given consideration in calculating net salaries for the purpose of program support.

F. Budget Statements

The business manager/accountant will process all collected budget statements to include depositing funds daily (Monday through Friday) and disbursing inmate budget copies upon processing.

G. Draws

Draws will be issued according to the scheduling needs for each facility. Deposits to the trust fund account must be made prior to processing draw requests. All payroll checks/money orders from family, etc. must be received by the accountant in a timely manner in order to ensure availability of funds.

H. Draw Request

Each inmate must complete a draw request on the "[OBS Community Corrections Offender Draw Request](#)" form for each draw in order to receive payment. There will be a maximum of a \$75 draw limit, unless approved by the facility head.

I. Disbursement Requests

In accordance with [OP-120230](#) entitled "Offender Banking System," community level disbursements will be submitted by utilizing the "Request for Disbursement" ([DOC 120230B](#)).

J. Scheduled Release

30 days prior to scheduled release or upon assignment to the "Global Position Satellite Surveillance (GPS) Program," in accordance with [OP-061001](#), the inmate's trust fund account will be audited by a representative of the facility where the inmate is housed.

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|---------------------|-----------|----------|----------------------------|
| Section-09 Programs | OP-090110 | Page: 15 | Effective Date: 03/17/2022 |
|---------------------|-----------|----------|----------------------------|

1. The audit will verify that all paychecks due the inmate have been received by the business office. Any discrepancies will be addressed prior to release of the inmate.
2. If an inmate assigned to work release/halfway house has failed to receive paychecks, the inmate's trust fund account will be frozen and no draws issued until the account has been reconciled.

K. Failure to Pay Program Support

If an inmate has failed to pay the required program support fees, monies may be deducted from the inmate's account in order to make up for program support fees due.

XI. Program Removal

A. Inmates may be removed from the work release/halfway house program for misconducts or non-compliance with program rules/conditions. The facility head may remove an inmate from work release/halfway house for cause. Such removal will be documented in writing.

1. Inmates will not be considered unemployed for the first 15 days of their arrival at the facility. After the 15th day, the inmate will be considered unemployed on monthly reports.
2. The facility will provide assistance to all unemployed inmates ensuring that all avenues have been taken to help the inmate obtain employment. All employment assistance attempts will be documented by the case manager in the case notes on OMS. If the inmate remains unemployed after all avenues have been exhausted, contract facilities will provide the contract monitor documentation on what steps were taken to assist the inmate in finding employment. Once approved by the contract monitor a transfer packet will be submitted for transfer to another community level facility and the inmate will be removed from the program, the inmate will not be counted as unemployed. The facility head at ODOC facilities will determine if an inmate will be removed from the program due to unemployment.
3. If a transfer packet is pending for another community level facility solely because the inmate has not found employment, the facility head may approve the inmate to continue outside activities (e.g., church services, escorted shopping trips, etc.).

XII. Programs

Programs may be available to allow eligible inmates the opportunity to obtain education through various colleges or a job skill through a local vocational or technical school. Inmates may also be approved to attend job enhancement

| | | | |
|---------------------|-----------|----------|----------------------------|
| Section-09 Programs | OP-090110 | Page: 16 | Effective Date: 03/17/2022 |
|---------------------|-----------|----------|----------------------------|

programs as approved by the host facility. Inmates will sign the “Rules and Conditions for Vocational/Educational Programs” ([Attachment D](#), attached).

A. Criteria

1. The inmate must be work release/halfway house eligible.
 - a. Inmates at community corrections centers/contract facilities may be approved to attend college courses on center in accordance with the guidelines of that specific facility. Inmates at community corrections centers/contract facilities with established college programs may be approved to attend classes off center with the approval of the facility head.
 - (1) The inmate must submit a request to staff listing the college/university, number of hours in which they want to enroll and how the inmate will pay for the classes. The facility head will determine how many hours in which the inmate may enroll.
 - (2) Once approved, the inmate will submit the class schedule provided by the college/university to the facility head, who will be responsible for notifying security at the specific college/university.
2. The inmate must have a high school diploma or GED.
3. The inmate must take the ACT, SAT or CPT test, if required by the established college/university. Official copies of all previous college transcripts will be submitted to the case manager.
4. The inmate must have his or her own financial resources or have made other arrangements approved by staff.
5. Unless approved by the administrator of Community Corrections or designee, the inmate will be required to have employment as outlined in this procedure. Education and programs will not count as employment.

XIII. Authorization for Purchases

- A. Inmates at community corrections centers and community contract facilities who are assigned to work release/halfway house and are employed under the guidelines of this procedure may be approved to stop at designated locations, either while in route to or upon return from work, to purchase authorized items.
- B. Prior to such approval, a “Canteen/Shopping Itinerary” ([Attachment G](#), attached) listing the name and address of the designated location must be

| | | | |
|---------------------|-----------|----------|----------------------------|
| Section-09 Programs | OP-090110 | Page: 17 | Effective Date: 03/17/2022 |
|---------------------|-----------|----------|----------------------------|

approved by staff and the inmate must provide verification that they have funds to purchase items. Upon return, a sales receipt must be presented for all items purchased.

- C. Hours and locations set for shopping trips will be determined and approved by the host facility. Shopping hours will normally be between the hours of 7 a.m. and 7 p.m.

XIV. References

Policy Statement P-090200 entitled "Public Works Programs of the Oklahoma Department of Corrections"

OP-030501 entitled "Personal Hygiene and Appearance Code"

OP-060204 entitled "Inmate Transfers"

OP-061001 entitled "Global Position Satellite Surveillance (GPS) Program"

OP-120230 entitled "Offender Banking System"

57 O.S. § 510.A.15

XV. Action

The facility head is responsible for compliance with this procedure.

The chief administrator of Community Corrections and Contract Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: OP-090110 entitled "Work Release" dated October 28, 2020

Distribution: Policy and Operations Manual
Agency Website

| <u>Referenced Forms</u> | <u>Title</u> | <u>Location</u> |
|---------------------------------|--|-------------------------------|
| DOC 060102A (F) | "Female Initial Custody Assessment/Facility Assignment Form" | OP-060102 (F) |
| DOC 060102A (M) | "Male Initial Custody Assessment/Facility Assignment Form" | OP-060102 (M) |
| DOC 060103A (F) | "Female Custody Assessment Scale" | OP-060103 (F) |
| DOC 060103A (M) | "Male Custody Assessment Scale" | OP-060103 (M) |
| DOC 060204A | "Facility Assignment Form (FAF)" | OP-060204 |
| DOC 060211H | "Consolidated Record Card" | OP-060211 |
| DOC 060212F | "Authorization to Release Department of Corrections Record Information" | OP-060212 |
| DOC 090211B | "Oklahoma Department of Corrections Request for Record" | OP-090211 |
| DOC 120230B | "Request for Disbursement" | OP-120230 |
| DOC 140113C | "Individual Health Activity Profile (IHAP)" | OP-140113 |
| Website Attachment | "Social Security Administration Application for Social Security Card" | Web Link |
| Website Attachment | "Vital Records Information Request for Birth Certificate" | Web Link |
| Website Attachment | "OBS Community Corrections Offender Draw Request" | Web Link |
| Website Attachment | "Dept. of Public Safety (Driver's License or State Identification Card)" | Web Link |
| <u>Attachments</u> | <u>Title</u> | <u>Location</u> |
| Attachment A | "Work Release/Halfway House Rules and Conditions" | Attached |
| Attachment B | "Off Center Itinerary Work Release/Halfway House" | Attached |
| Attachment C | "Inmate Job Information Card" | Attached |

| | | | |
|----------------------------|------------------|-----------------|-----------------------------------|
| Section-09 Programs | OP-090110 | Page: 19 | Effective Date: 03/17/2022 |
|----------------------------|------------------|-----------------|-----------------------------------|

[Attachment D](#) “Rules and Conditions for Vocational/
Educational Programs” Attached

[Attachment F](#) “Employer Agreement of Work Release” Attached

[Attachment G](#) “Canteen/Shopping Itinerary” Attached

[Attachment H](#) “Work Release/Halfway House Exception
Packet Checklist” Attached

[Attachment I](#) “Community Contract Facilities-Host Facilities” Attached