


Idaho Department of Correction 	Standard Operating Procedure	Title: Furloughs	Page: 1 of 17
		Control Number: 605.02.01.001	Version: 6.0

Christine Starr, Deputy Director, approved this document on 10/21/2022.

Open to the public: Yes

SCOPE

This standard operating procedure applies to all Idaho Department of Correction (IDOC) facilities including Community Reentry Centers (CRCs) and all IDOC residents and employees involved in the furlough process.

Revision Summary
Revision date (10/21/2022) version 6.0: Added to Section 4 CRC Extended Program Furlough to allow a waiver of the requirement to have a driver' license.

TABLE OF CONTENTS

- A. Statutory Authority 2
- B. Board of Correction IDAPA Rule Number 2
- C. Governing Policy Number 605..... 2
- D. Purpose..... 2
- E. Responsibility 2
- F. Definitions 2
- G. Standard Procedures 3
 - 1. Introduction 3
 - 2. Furlough Eligibility Requirements 3
 - 3. Failure to Comply with Furlough Requirements 4
- H. Emergency Escort and Medical Furloughs 4
 - 1. Emergency Escort Furlough..... 4
 - 2. Medical Furloughs..... 5
- I. Furloughs Specific to a Community Reentry Center (CRC)..... 7
 - 1. CRC Transition Furloughs..... 9
 - 2. Employment Furloughs..... 11
 - 3. Expanded CRC Program Furlough 13
 - 4. Expanded CRC Program Resident Participation in Programming 16
 - 5. Security Practices and Supervision Guidelines 16

Control Number: 605.02.01.001	Version: 6.0	Title: Furloughs	Page Number: 2 of 17
---	------------------------	----------------------------	--------------------------------

6. Program Fees (Expanded CRC Program Participants Only).....	16
7. Medical Care (Expanded CRC Program Participants Only).....	17
8. Transportation to Residence (Expanded CRC Program Participants Only)	17
References	17

A. STATUTORY AUTHORITY

Idaho Code Section 20-101C

Idaho Code Section 20-242

B. BOARD OF CORRECTION IDAPA RULE NUMBER

None

C. GOVERNING POLICY NUMBER 605

Furlough Program

D. PURPOSE

The purpose of this standard operating procedure (SOP) is to provide information about the furlough process, the types of furloughs available, and the procedures necessary to obtain the various types of furloughs.

E. RESPONSIBILITY

Wardens, Community Reentry Center Managers, and District Managers are responsible for implementing this SOP and ensuring staff members adhere to the processes and procedures described in this SOP.

F. DEFINITIONS

1. **Emergency Escort Furlough** - Temporary release for prison residents and CRC resident workers not on work release, for a funeral, serious accident, or illness of an immediate family.
2. **Employment Furlough** - A prescribed release for CRC and PWCC Unit 1 residents only to obtain and engage in employment.
3. **Expanded CRC Program Furlough** - A placement option for residents housed in one of IDOC's CRCs or in Unit 1 of the Pocatello Women's Correctional Center (PWCC). Potential candidates for placement in this program must meet the additional criteria requirements outlined in Section G(2). Participants accepted into the Expanded CRC Program are allowed to live in an approved residence for the last six months of their facility sentence prior to their parole or full-term release.
4. **Furlough** - A statutorily defined release from an IDOC facility, whereby the resident remains in the custody of the State Board of Correction.
5. **Furlough Uses** - A furlough may be used for:
 - a. Qualifying family emergencies;
 - b. Medical reasons or necessity;
 - c. Programming or education;

Control Number: 605.02.01.001	Version: 6.0	Title: Furloughs	Page Number: 3 of 17
---	------------------------	----------------------------	--------------------------------

- d. Employment;
- e. Transition; or
- f. Expanded CRC Program requirements.

6. **Immediate Family** – mother or father, brother, or sister of whole or half blood, a wife or husband, or lawful issue (children).
7. **Medical Furlough** - A temporary release of a prison resident or CRC resident worker who is not on work release and is in need of medical care.
8. **Programming Furlough** - A defined release for a CRC or PWCC Unit 1 resident to:
 - a. Attend faith-based services;
 - b. Educational programs; or
 - c. Treatment programs.
9. **Resident** - A person who has been convicted of a crime against the laws of the state and ordered into the care and custody of the Board of Correction. Resident includes any use in Idaho law, Board of Correction rule, or IDOC policy or procedure of the terms “offender(s),” “prisoner(s),” “inmate(s),” “incarcerated person(s),” or any other term referring to a person residing in a correctional facility in the care and custody of the Board of Correction.
10. **Transition Furlough** - A defined release for a CRC or PWCC Unit 1 resident allowing them to:
 - a. Identify release resources; and/or
 - b. To assist with family reunification.

G. STANDARD PROCEDURES

1. Introduction

A furlough is a temporary release from physical custody which may be granted by the Idaho Board of Correction or its designee. All individuals granted a furlough are still under the legal custody and control of the Idaho Department of Correction.

Furloughs are granted at the discretion of the IDOC. Meeting the eligibility requirements provided in this SOP does not entitle a resident to a furlough. In issuing this SOP, IDOC is not creating any legal right or expectation to a furlough for any of its residents, or any right or expectation in continuing a furlough once granted. Furloughs may be rescinded at the discretion of IDOC for any reason and at any time.

There are six different types of furloughs: 1) emergency escort; 2) employment; 3) Expanded CRC Program; 4) medical; 5) programming or education; and 6) transition. Each furlough type has particular requirements that must be met for a resident to be considered for furlough.

2. Furlough Eligibility Requirements

All prison and CRC residents requesting furloughs shall meet the following requirements:

- a. Cannot have any detainers or holds;
- b. Cannot be held at a county jail;

Control Number: 605.02.01.001	Version: 6.0	Title: Furloughs	Page Number: 4 of 17
---	------------------------	----------------------------	--------------------------------

- c. Except in the case of medical furloughs, shall be classified as minimum custody for at least six months and shall have exhibited good conduct and behavior during those six months;
- d. Excluding employment furloughs, shall remain within 75 miles of the releasing facility, unless the distance is extended by the IDOC Director based on a recommendation of a Facility Head or CRC Manager;
- e. Shall sign the [Furlough Agreement](#);
- f. Shall sign a [Waiver of Extradition](#);
- g. Cannot have a current or prior adult conviction for any of the following crimes:
 - i. Rape
 - ii. Lewd and Lascivious Conduct with a Minor Child Under 16 Years of Age
 - iii. Sodomy
 - iv. Incest
 - v. Sexual Abuse of a Child Under the Age of 16
 - vi. Infamous Crimes Against Nature
 - vii. Sexual Exploitation of a child
 - viii. Aiding and Abetting any of the above, or Kidnapping with the Intent of Committing a Sexual Offense
 - ix. Any other sexual offense; and
- h. If a resident has an active victim alert in Atlas or any previous OMS, the CRC Manager shall consult with the Victim Services Coordinator to create an appropriate safety plan that outlines how the victim will be notified and any conditions that need to be included in the Furlough Agreement, such as, use of a GPS, exclusion zones, etc.

3. Failure to Comply with Furlough Requirements

Idaho Code Section 20-242 (7) states, "A furlough may be revoked by the board at any time without notice or hearing." If a furloughed resident fails to follow the *Furlough Agreement* with respect to being in an approved location, does not return to the facility or approved residence, the person will be considered a walk-away or escapee. Staff will implement walk-away or escape procedures in accordance with [SOP 507.02.01.002, Escape/Walk-Away Response](#) and will immediately notify IDOC Special Investigation Unit (SIU) fugitive investigators for assistance.

H. EMERGENCY ESCORT AND MEDICAL FURLOUGHS

1. Emergency Escort Furlough

Prison residents, CRC residents not on work release, and CRC resident workers may apply for an emergency escort furlough to be transported for funerals, serious accidents, or illnesses of immediate family members.

a. Eligibility Requirements

To be considered for an emergency escort furlough, a resident shall meet the requirements outlined in Section G(2) and the following additional requirements:

- i. The resident shall be transported to a hospital, hospice, licensed funeral home, staffed nursing facility, or other appropriate public location;

Control Number: 605.02.01.001	Version: 6.0	Title: Furloughs	Page Number: 5 of 17
---	------------------------	----------------------------	--------------------------------

- ii. The resident shall have the ability to pay for transport and security costs at the discretion of the approving authority, in accordance with SOP [114.03.03.022, *Escorted Emergency Transports: Prepayment Of*](#); and
- iii. The resident shall remain within 75 miles of the releasing facility. The IDOC Director or designee may extend this distance.

b. Restrictions

- i. An emergency escort furlough requires a staff escort.
- ii. No out of state emergency furloughs are permitted.
- iii. No overnight stays are permitted.
- iv. Emergency escort furloughs may not be to a private residence unless an exception is made by the IDOC Director.

c. Process for Emergency Escort Furlough Requests

- i. A resident or an immediate family member must contact the Facility Head or designee and provide all the required details for the request to be considered. The decision to accept an emergency escort furlough, should one be granted, is made by the resident.
- ii. A staff member shall verify that there is a family emergency.
- iii. The approving authority will consider the resident's criminal record, disciplinary history, habilitation efforts, job performance, and other appropriate factors in addition to assuring the eligibility requirements are satisfied.
- iv. The resident shall agree to security checks conducted by telephone or in person by facility staff.
- v. The resident shall be escorted in accordance with SOP 322.02.01.001, *Transports: Medical, Court, Family Emergency, and State*.
- vi. The Chief of the affected division is the approval authority for any exceptions to the criteria listed in Section 1(c)(i-v).

2. Medical Furloughs

The IDOC Director has delegated authority to release a resident on furlough for diagnosis or treatment of a serious illness or injury.

Medical care and convalescence will be at the resident's expense. The IDOC Director or the Board of Corrections may make conditions and terms, such as reporting requirements and time limitations, for a resident released on a medical furlough.

a. Eligibility Requirements

- i. A resident requesting a medical furlough shall meet all the requirements described in Section G(2) of this SOP, except the resident does not have to be classified as minimum custody for the six months prior to the request.
- ii. The resident's condition, institutional behavior, prior record, classification, and other information pertinent to public safety will be considered in determining eligibility.

Control Number: 605.02.01.001	Version: 6.0	Title: Furloughs	Page Number: 6 of 17
---	------------------------	----------------------------	--------------------------------

b. Restrictions

- i. The request for a medical furlough may be initiated by a prison resident or CRC resident and must be supported by a recommendation from an IDOC medical provider.
- ii. The resident shall agree to security checks conducted by telephone or in person by facility staff.
- iii. Additional terms and restrictions may be applied by the IDOC Director or designee.
- iv. Any exceptions to the requirements of Section G(2), will be considered on a case by case basis and must receive approval from the IDOC Director or designee.

c. General Process for Medical Furloughs

- i. The request for a medical furlough may be initiated by a prison resident or CRC resident.
- ii. The resident shall complete and submit a [Furlough Request Form](#).
- iii. Facility staff shall submit an itinerary noting the location of where the medical care will occur, who the escorts will be, and other pertinent information.
- iv. Facility staff shall obtain a letter confirming that the doctor/clinic has agreed to provide care. The letter must detail the care to be provided, expected outcomes, and timelines for recovery.
- v. Facility staff shall document the name and contact information of any family escort, including their address and phone number.

d. Process Steps for Medical Furlough Requests

Functional Roles and Responsibilities	Step	Tasks
IDOC Medical Provider	1	<ol style="list-style-type: none"> a. Make a recommendation to the Facility Head or CRC Manager that the resident should be released on a medical furlough. b. Submit all necessary forms for the request to the Facility Head or CRC Manager.
		<ol style="list-style-type: none"> a. Make a recommendation to the Facility Head or CRC Manager that the resident should be released on a medical furlough. b. Submit all necessary forms for the request to the Facility Head or CRC Manager.
Facility Head or CRC Manager	2	<ol style="list-style-type: none"> a. Review the request and assess the resident's condition, institutional behavior, prior record, classification, and other information pertinent to public safety in order to determine furlough eligibility. b. Forward the request along with the assessment and recommendations to the appropriate Division Chief or designee.

Control Number: 605.02.01.001	Version: 6.0	Title: Furloughs	Page Number: 7 of 17
---	------------------------	----------------------------	--------------------------------

Functional Roles and Responsibilities	Step	Tasks
Division Chief or Designee	3	Review the request and forward it to the Director.
Director	4	Review and approve or deny the request. Notify the Division Chief of the decision.
Division Chief	5	Notify the Facility Head or CRC Manager of the decision.
Facility Head or CRC Manager	6	Notify local law enforcement, the resident, the IDOC medical provider, and implement the decision.

I. FURLOUGHS SPECIFIC TO A COMMUNITY REENTRY CENTER (CRC)

Certain types of furloughs will only be considered for CRC residents. These types of furloughs may be granted to allow a CRC resident who meets the requirements to attend educational programs, religious services, treatment programs, and counseling.

1. CRC Programming Furloughs

CRC Programming Furloughs are used for faith-based services, education, treatment, and programming needs of IDOC CRC residents.

a. Eligibility Requirements

Along with the requirements described in Section G(2), to be considered for this type of CRC furlough, the following requirements must be met:

- i. The resident shall be housed at a CRC for at least 30 days;
- ii. Shall be within one year of their full-term release date (FTRD), parole hearing date (PHD), tentative parole date (TPD), or parole eligibility date (PED);
- iii. Shall be engaged and actively participating in group process and activities;
- iv. Shall have satisfactory work performance; and
- v. Shall have attended faith-based services at the CRC to qualify to attend faith-based services in the community.

b. Restrictions

- i. All programs and activities must be structured and supervised by an IDOC-approved facilitator.

c. Transportation from CRCs to Religious Services and Programming-Related Furloughs

- i. CRC residents approved to attend religious services, programming-related classes, and support groups away from a CRC are transported using the following methods in the following order:

1st – CRC or facility vehicle

2nd – A private vehicle owned by an IDOC-approved volunteer or mentor

3rd – A church-owned vehicle

Control Number: 605.02.01.001	Version: 6.0	Title: Furloughs	Page Number: 8 of 17
---	------------------------	----------------------------	--------------------------------

- ii. Persons transported to religious services, programming-related classes, or support groups in an IDOC vehicle will not be charged van fees. The CRC manager must approve church-owned, mentor, and volunteer vehicles. Standard requirements include proof of insurance and a valid driver's license.
- iii. The resident and the approved person picking them up will be made aware that if the resident fails to return to the facility at the specified time, fails to follow the itinerary as described on an approved request form, or fails to follow the *Furlough Agreement*, the resident will be considered a walk-away or escapee and staff will implement SOP 507.02.01.002, *Escape/Walk-away Response*.

d. Process Steps for CRC Programming (Faith-based, Education, Treatment, and Program Furlough Requests)

Functional Roles and Responsibilities	Step	Tasks
Resident or CRC Staff	1	Complete the <i>Furlough Agreement</i> form and submit it to the designated CRC staff.
CRC Staff	2	Ensure the resident signs <i>Waiver of Extradition</i> .
	3	<ul style="list-style-type: none"> a. Review the <i>Furlough Request Form</i> to determine the person's eligibility. b. If necessary, modify the form. c. Make a recommendation to approve or deny the furlough by selecting the appropriate response in OMS, print name, and provide associate number. d. Assemble the completed <i>Furlough Agreement</i> and <i>Waiver of Extradition</i> into a packet. e. Forward to the CRC Manager.
	4	<ul style="list-style-type: none"> a. Review the packet. <ul style="list-style-type: none"> 1. If necessary, modify the <i>Furlough Agreement</i> form. 2. Approve or deny the furlough by selecting the appropriate box on the form, and then sign and date the form. 3. Return the form to the CRC staff.
CRC Manager or Designee	5	<ul style="list-style-type: none"> a. Notify the individual. b. If furlough is not approved, the process ends here.
	6	Notify security and other appropriate staff of any approved furlough activity.
	7	Notify local law enforcement.
	8	Record the departure date and time on the <i>Furlough Request Form</i> .
CRC Security Staff	9	Monitor the furlough activity in accordance with section 10, Security Practices
CRC Staff	10	Record the return date and time on the original <i>Furlough Request Form</i> .
	11	Ensure that the original <i>Furlough Request Form</i> and the <i>Waiver of Extradition</i> are filed in the resident's central file.

Control Number: 605.02.01.001	Version: 6.0	Title: Furloughs	Page Number: 9 of 17
---	------------------------	----------------------------	--------------------------------

2. CRC Transition Furloughs

If approved, CRC residents may participate in transition furloughs that are used for identifying resources necessary for release and for family reunification activities. Transition furloughs may be approved for up to four hours, but exceptions may be approved by the CRC Manager or designee for up to eight hours. A resident may only be granted three transition furloughs during the last 90 days of their incarceration.

The CRC Manager or designee has the discretion to grant a transition furlough and to set the furlough date, along with release and return times.

a. Eligibility Requirements

A resident requesting a transition furlough must:

- i. Submit their requests no less than 14 days in advance of the requested furlough date;
- ii. Reside at the CRC from where they are requesting a furlough for a minimum of six months prior to the request, unless the CRC Manager grants an exception;
- iii. Be eligible to be on work release in accordance with [SOP 322.02.01.002, Inmate Placement Process](#);
- iv. Be engaged and actively participating in group process and activities;
- v. Have satisfactory work performance; and
- vi. Meet the general eligibility requirements as identified in Section G(2) of this SOP.

b. Restrictions

- i. Transition furloughs will only be granted for activities taking place within the State of Idaho. No out of state or out of country furloughs will be granted.

c. Additional Considerations for CRC Transition Furloughs

- i. Only approved immediate family members or approved persons will be granted temporary access onto the CRC grounds to pick up and drop off the resident.
- ii. Approved transportation providers must check in with the control officer when picking up and dropping off the resident.
- iii. Each approved transportation provider shall produce valid state identification, current address(es), and telephone numbers. They must also provide the make, model, year, and license plate number of the vehicle the resident will be transported in.
- iv. The resident and the approved transportation provider will be made aware that if the resident fails to return to the facility at the specified time, fails to follow the itinerary as described on an approved request form, or fails to follow the *Furlough Agreement*, the resident will be considered a walk-away or escapee and staff will implement SOP 507.02.01.002, *Escape/Walk-away Response*.

d. Process Steps for CRC Transition Furlough Requests

Functional Roles and Responsibilities	Step	Tasks
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Control Number: 605.02.01.001	Version: 6.0	Title: Furloughs	Page Number: 10 of 17
---	------------------------	----------------------------	---------------------------------

Resident or CRC Staff	1	<ul style="list-style-type: none"> a. Complete the <i>Furlough Request Form</i> and state the purpose for the furlough. <i>Examples:</i> family reunification, acquire housing, and/or release planning. b. Submit a detailed itinerary including: <ul style="list-style-type: none"> i. Times ii. Location(s) iii. Addresses iv. Phone contacts v. A list of who will be present at each location c. Provide documentation for the CRC Manager or designee to review.
CRC Staff Designee	2	<ul style="list-style-type: none"> a. Ensure the resident meets the transition furlough eligibility requirements and general furlough requirements. b. Check the Offender Management System (OMS) for any current programming or disciplinary issues. c. Make a recommendation to approve or deny the request. d. If recommending approval, ensure the resident has completed a <i>Waiver of Extradition</i> and a <i>Furlough Agreement</i>. e. If recommending approval, take the request to the Team Case Management (TCM) for further evaluation.
TCM	3	Determine if the individual is appropriate for the transition furlough. Note in the OMS whether the TCM recommended approval or denial. If approved forward the packet to CRC Manager or designee.
CRC Manager or Designee	4	<ul style="list-style-type: none"> a. Review transition furlough packet. b. Approve or deny the furlough request. c. If denied, state the basis for the denial on the Furlough Request Form under the comments section. d. Return the packet to the CRC staff designee. e. If approved, notify the applicable District Manager, or designee of the resident's furlough and the date.
CRC Staff Designee	5	Notify the resident of the approval or denial and document in OMS. If denied, the process ends here.
	6	Notify security staff of the approval and create a calendar appointment for the furlough with a scanned copy of the <i>Furlough Request Form</i> .
	7	Notify local law enforcement in writing.
CRC Security Staff	8	<ul style="list-style-type: none"> a. Make copies of the family member or approved person's state identification, addresses, telephone numbers, and vehicle information.

Control Number: 605.02.01.001	Version: 6.0	Title: Furloughs	Page Number: 11 of 17
---	------------------------	----------------------------	---------------------------------

		b. Record departure and return time in the control log.
Designated CRC Staff	9	Ensure the <i>Furlough Request Form</i> , the <i>Waiver of Extradition</i> , and the <i>Furlough Agreement</i> is placed in the resident's central file.

3. Employment Furloughs

Employment furloughs are available to all CRCs and to PWCC Unit 1 residents.

a. Eligibility Requirements

A resident requesting an employment furlough must meet the requirements in Section G(2) and:

- i. Shall be no more than 18 months from release (calculated from the parole eligibility date, full-term release, or tentative parole date). Residents past their parole eligibility date or within six months of a tentative parole date may also be considered on a case by case basis;
- ii. Shall be institutionally classified as minimum custody and cannot receive a classification override. CRC Managers may request exceptions in particular cases from the Division Chief;
- iii. Shall agree to seek and maintain full-time employment approved by the IDOC;
- iv. Shall complete all required facility programming while placed on employment furlough;
- v. Shall possess a current photo identification or Social Security card; and
- vi. Shall agree to sign and be bound by the terms of the [Work Release Agreement](#).

b. Restrictions

- i. Employment furloughs will only be granted within the State of Idaho. No out of state or out of country employment furloughs will be granted. All employment furloughs will be determined by IDOC and are dependent upon the location of the facility.

c. Hospital Monitoring

Residents on employment furlough have been determined by IDOC to present minimal security and safety risks in order to be approved to work and travel in the community to which they are furloughed. Accordingly, the need for IDOC monitoring is different than for those residents who are not employment furloughed. CRC residents on employment furlough who are hospitalized, or otherwise admitted to a facility for medical care, will be monitored by IDOC staff conducting on-site checks approximately once per every 8 hours from the time of admittance to discharge, unless the CRC Manager determines more frequent monitoring is necessary.

d. Process Steps for Employment Furlough Requests

Functional Roles and Responsibilities	Step	Tasks
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Control Number: 605.02.01.001	Version: 6.0	Title: Furloughs	Page Number: 12 of 17
---	------------------------	----------------------------	---------------------------------

CRC/PWCC Unit One CCM Staff	1	When a resident is within 18 months of PED or TPD, after receiving a furlough request, CCM will ensure the resident meets criteria for placement on employment furlough.
TCM/Staff Meting	2	<ul style="list-style-type: none"> a. Designated CRC staff will present the request to the TCM or at a staff meeting to determine whether the resident meets the requirements for an employment furlough. b. Once it is determined that the resident is appropriate for the employment furlough, a note will be entered in OMS by the Facility Head or designee and resident will be referred to an employment coordinator (EC).
Employment Coordinator	3	<ul style="list-style-type: none"> a. Meet with the resident to place them on work search, assist the resident to create a resume, and help develop a list of potential employers. b. Have the resident review and sign the <i>Work Release Agreement</i> and place it in the resident's work release file. c. Provide the resident access to computers to complete on-line applications. d. EC or security staff will review resident requests to leave the CRC to submit applications in person or attend job interviews. e. When the resident been offered a position, the EC will verify the offer. f. Meet with the potential employers in person to ensure employer criteria are met; conduct a job site review; and have the employer review and sign the <i>Employer Guidelines</i>. g. Agree on a start date for the resident to begin employment. h. Note all employment information in OMS and the Employer Roster. i. Conduct on-going job site checks every 30 days, rotating telephonic and in-person site checks. j. Inform CRC staff via email of the resident's employment, location of employer, and the resident's work schedule.
CRC Security Staff	4	<ul style="list-style-type: none"> a. Security will enter employer information in the Employer Log maintained in central control.

Control Number: 605.02.01.001	Version: 6.0	Title: Furloughs	Page Number: 13 of 17
---	------------------------	----------------------------	---------------------------------

		b. Provide the information to the resident lead driver to add the employer location and work schedule to the master driving schedule.
Administrative Assistant	5	Add the resident to the Employed Resident Roster.

4. Expanded CRC Program Furlough

The Expanded CRC Program furlough is a placement option for residents housed in one of IDOC's CRCs or in Unit 1. Potential candidates for placement in this program must meet the requirements in Section G(2) and the additional requirements set forth below. An approved resident may be authorized to live in their immediate family member's home or an approved residence instead of the CRC or PWCC Unit 1 during the final six months of their facility sentence prior to their parole or full-term release, as long as they are working full-time or attending an approved Idaho educational program full-time.

Under Idaho law, a furlough may be revoked without notice or hearing if the resident fails to follow the [Expanded CRC Furlough Agreement](#) or does not return to the facility or approved residence required. In such instances, the resident will be considered a walk-away or escapee. Staff will implement walk-away or escape procedures in accordance with SOP 507.02.01.002, *Escape/Walk-away Response*, and will notify SIU fugitive investigators for assistance.

a. Eligibility Requirements

To be eligible for an Expanded CRC Program furlough, the CRC or PWCC Unit 1 resident shall meet the requirements in Section G(2) of this SOP and the following minimum criteria:

- i. Shall have resided in a CRC or minimum custody employment release program (such as PWCC's Unit 1) for a minimum of 60 days prior to qualifying for this program;
- ii. Shall be within six months of release (generally calculated from the parole eligibility date, full-term release, or tentative parole date). Those who are past their parole eligibility date or within six months of a tentative parole date may also be considered, on a case by case basis;
- iii. Shall be institutionally classified as minimum custody and cannot receive a classification override;
- iv. Shall not have any Class A or B disciplinary offense reports in the previous six months of incarceration;
- v. Shall be employed full-time or engaged in or accepted to a full-time Idaho educational program approved by the IDOC;
- vi. Shall agree to GPS monitoring for the duration of the furlough or until such time as the furlough supervision staff determines that the need for GPS monitoring no longer exists. This includes agreeing to participate in other electronic supervision applications as determined by the Probation/Parole Officer (PPO);
- vii. Shall agree to reside in a personal, family residence, or other approved housing;

Control Number: 605.02.01.001	Version: 6.0	Title: Furloughs	Page Number: 14 of 17
---	------------------------	----------------------------	---------------------------------

- viii. Shall complete all required facility programming prior to being placed in the Expanded CRC Program;
- ix. Shall reside within a reasonable proximity (within 30 miles of an IDOC facility) to sustain contact required for supervision and monitoring;
- x. Shall have at least \$500.00 in their resident trust account prior to being placed in the Expanded CRC Program;
- xi. Shall pay the required program fee;
- xii. Shall possess a current/valid vehicle driver's license and Social Security card. The requirement to possess a current/valid vehicle driver's license may be waived at the discretion of the CRC Manager with joint approval of the District Manager and Deputy Chief;
- xiii. Depending on the resident's financial capacity, while on approved Expanded CRC Program furlough, the resident may be required to deposit earnings in a financial institution approved by IDOC;
- xiv. May be required to provide reasonable and adequate support and maintenance for dependents;
- xv. May be required to pay pre-existing debts; and
- xvi. May be required to pay an amount determined by IDOC to cover the program costs identified in Idaho Code Section 20-242(4)(a).

b. Restrictions

- i. Expanded CRC Program furloughs will only be granted within State of Idaho boundaries. No out of state or country furloughs will be granted.

Control Number: 605.02.01.001	Version: 6.0	Title: Furloughs	Page Number: 15 of 17
---	------------------------	----------------------------	---------------------------------

c. Process steps for Expanded CRC Program Furloughs

Functional Roles and Responsibilities	Step	Tasks
CRC/PWCC Unit 1 CCM	1	<ul style="list-style-type: none"> a. Complete the <i>Expanded CRC Program Consideration Form</i>. b. Ensure the resident has completed a <i>Waiver of Extradition</i>. c. Ensure the resident meets employment, education, eligibility, and general requirements. d. Verify employment, or educational program. e. Verify community support provider and residence approval. f. Check OMS for any disciplinary issues. g. Verify completion of any required programming h. Make recommendation to approve or deny request. i. If recommending approval, take request to TCM or facility weekly staff meeting for further evaluation. j. If denying the request, state the basis for the denial in the comments section.
CRC Manager/PWCC Warden	2	<ul style="list-style-type: none"> a. Review <i>Expanded CRC Program Consideration Form</i>. b. CRC Manager or Warden provides recommendation regarding approval or denial of the placement request. c. If recommending approval, forward packet to the District Manager or designee. d. Document both approvals and/or denials on the request form. State the basis for denial.
District Manager or Designee	3	Assign case to a PPO for investigation of residence plan.
PPO	4	<ul style="list-style-type: none"> a. Conduct on-site visit of proposed residence. b. Notify District Manager or designee of approval or denial of residence plan. c. Document the results of the plan investigation in OMS.

Control Number: 605.02.01.001	Version: 6.0	Title: Furloughs	Page Number: 16 of 17
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Functional Roles and Responsibilities	Step	Tasks
Division Chief or Designee	5	<p>After reviewing results of the on-site visit and residence plan:</p> <ul style="list-style-type: none"> a. If denying the proposed residence plan, notify the CRC Manager or Warden of the decision, noting the basis for denial. b. If approving the proposed residence plan, grant placement in the Expanded CRC Program per Board approval. c. Notify all parties involved.
CRC/PWCC, Unit 1 CCM	6	<ul style="list-style-type: none"> a. Notify the resident of their placement into the Expanded CRC Program. b. If approved, obtain a signed <i>Work Release Agreement</i> from the approved individual, and coordinate their release with the appropriate district office. c. Prior to placing the resident on furlough, notify local law enforcement in writing where the resident will be furloughed.

5. Expanded CRC Program Resident Participation in Programming

Any aftercare or programming required of the resident during parole supervision may begin while the resident is participating in the Expanded CRC Program. CRCs and PWCC may allow residents in the Expanded CRC Program to return to the CRC or PWCC for additional programming, or to participate in the same available programming offered by the Probation/Parole district offices.

6. Security Practices and Supervision Guidelines

The CRC Manager, Warden, and District Manager must identify the appropriate level and type of security checks to be made on a resident placed on an Expanded CRC Program furlough. Probation/Parole staff must document security and/or contact checks in OMS. For residents placed in the Expanded CRC Program, Probation/Parole staff will follow the *Supervision Guidelines* as authorized by Policy 701 and found in SOP 701.04.02.001, *Supervision Strategies*. Staff will document all supervision in OMS.

7. Program Fees (Expanded CRC Program Participants Only)

Board of Correction Rule 06.01.01.013 authorizes a charge of certain fees to “defray the costs of various services.” Per the Work Release Agreement, CRC residents pay a fee of 35% of their income when employed. Additionally, each resident pays a van transportation fee per trip and a weekly laundry fee to defray the costs of these services. The amount of these fees is set annually by IDOC. For purposes of the Expanded CRC Program, a fee of \$60.00 per month will be deducted from the resident trust account. The fee will be charged once the resident is accepted in the program instead of the 35%

Control Number: 605.02.01.001	Version: 6.0	Title: Furloughs	Page Number: 17 of 17
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8. Medical Care (Expanded CRC Program Participants Only)

Participants in the Expanded CRC Program who request medical care must first request medical care through the standard medical process by seeking medical care at a CRC, following the guidelines in [SOP 401.04.03.001, Health Care: Community Reentry Center Residents](#). Private insurance can only be obtained for vision or dental care. The IDOC medical provider will review and handle the request.

If medical care through the standard process is unavailable, Expanded CRC Program participants may obtain medical care with their private medical provider. IDOC will be responsible for costs associated with medical care from both CRC and IDOC facilities and, only when needed and approved by IDOC, private medical providers. Once paroled or released from IDOC custody, medical treatment and payment will be the responsibility of the individual, not IDOC.

9. Transportation to Residence (Expanded CRC Program Participants Only)

If an approved transportation provider is not available to provide initial transportation to the approved residence, the CRC or facility employment release program will provide it for a resident accepted into the Expanded CRC Program. Once the resident is living in the approved residence, transportation will not be provided by IDOC and will be the individual responsibility of the resident.

REFERENCES

[Furlough Agreement](#)

[Waiver of Extradition](#)

[Furlough Request Form](#)

[Expanded CRC Program Furlough Agreement](#)

[Expanded CRC Program Consideration Form](#)

[Employer Guidelines](#)

[Work Release Agreement](#)

[SOP 114.03.03.022, Escorted Emergency Transports: Prepayment Of](#)

[SOP 322.02.01.001, Transports: Medical, Court, Family Emergency, and State](#)

[SOP 322.02.01.002, Inmate Placement Process](#)

[SOP 401.04.03.004, Healthcare: Community Reentry Center Residents](#)

[SOP 507.02.01.002, Escape/Walk-away Response](#)

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