


|   |               |   |                        |                        |
|---|---------------|---|------------------------|------------------------|
| Idaho Department of Correction<br> | <b>Policy</b> | Title:<br><b>Work Release for Inmates</b> |                        | Page:<br>1 of 4        |
|   |               | Control Number:<br><b>605.02.01.002</b>   | Version:<br><b>3.0</b> | Adopted:<br>07-15-2009 |

**Terry Kirkham, division chief, approved this document on 12/08/2016.**

**Open to the public:**  **Yes**

**SCOPE**

This SOP applies to all Idaho Department of Correction (IDOC) community release centers (CRCs), correctional facilities with work-release programs, and any inmate who is permitted work release.

|   |
|---|
| <b>Revision Summary</b>   |
| Revision date (12/08/2016) version 3.0: Minor revisions to simplify work agreement and employment hiring sheet, and updated formatting. |

**TABLE OF CONTENTS**

Board of Correction IDAPA Rule Number..... 1

Policy Control Number 605 ..... 1

Purpose ..... 2

Responsibility ..... 2

Standard Procedures ..... 2

    1. Introduction..... 2

    2. General Eligibility Criteria ..... 2

    3. EC Site Visit ..... 2

    4. EC Documentation Requirements ..... 2

    5. Employers ..... 3

    6. Administration of Wages and Fees ..... 3

    7. Financial Obligations ..... 4

    8. Termination from Employment for Inappropriate Conduct..... 4

References ..... 4

**BOARD OF CORRECTION IDAPA RULE NUMBER**

None

**POLICY CONTROL NUMBER 605**

Furlough Program

|   |                        |   |                               |
|---|------------------------|---|-------------------------------|
| <b>Control Number:</b><br>605.02.01.002 | <b>Version:</b><br>3.0 | <b>Title:</b><br>Work Release for Inmates | <b>Page Number:</b><br>2 of 4 |
|---|------------------------|---|-------------------------------|

## PURPOSE

The purpose of this standard operating procedure (SOP) is to establish standardized procedures for providing offenders work release opportunities.

## RESPONSIBILITY

Facility heads are responsible for implementing this SOP and ensuring staff members adhere to the guidelines provided herein.

## STANDARD PROCEDURES

### 1. Introduction

The IDOC permits work release opportunities to assist inmates in:

- Preparing for their reentry into society
- Earning and saving money for release
- Paying IDOC past due cost of supervision (COS) fees
- Paying child support, restitution or fines, and other court ordered financial obligations

Normally, work release is only available at CRCs, but is not prohibited at some prison facilities such as Pocatello Women's Correctional Center (PWCC). Work release is a privilege an inmate must earn and is not automatically granted.

### 2. General Eligibility Criteria

Inmates housed in work-release facilities can be allowed employment away from the facility. The employment coordinator (EC) or designee for each facility must approve all employment. To qualify for the work-release program, the inmates must meet the requirements set forth by the IDOC's [Offender Placement Matrix](#) and the following guidelines:

- Complete a pre-employment class and is actively participating in his/her case plan
- Sign a [Waiver of Extradition](#)
- Signed [Work Release Agreement](#)
- Sign a [Work Release Employment Hire Sheet](#) upon finding employment

Inmates must abide by the *Work Release Agreement*. Employment and job searches are the responsibility of each inmate.

### 3. EC Site Visit

The EC or designee must maintain contact with employers regarding performance and work-related issues and conduct an in-person site visit on each work release inmate every two months. The EC or designee should consider whether the time of visit will be disruptive to the employer or employer's patrons, such as during a restaurant's busiest operating hours. The site visits must be noted in the Corrections Integrated System (CIS) as a C-note.

### 4. Documentation Requirements

The EC or designee will maintain an employment file for each work release inmate. The file must contain all work release documentation (such as the signed *Work Release Agreement*,

|   |                        |   |                               |
|---|------------------------|---|-------------------------------|
| <b>Control Number:</b><br>605.02.01.002 | <b>Version:</b><br>3.0 | <b>Title:</b><br>Work Release for Inmates | <b>Page Number:</b><br>3 of 4 |
|---|------------------------|---|-------------------------------|

[Employer Guidelines](#), *CRC Employment Hire Sheet*, documents received from the employer, and workers' compensation forms). The EC or designee must maintain the employment file for two years after the inmate has left the facility and then destroy.

The EC or designee may also maintain a file or binder that contains signed *Employer Guidelines* from employers who hire multiple CRC inmates. These on-going *Employer Guidelines* must be reviewed annually (or more frequently as needed) to ensure that they are still valid (reviewed to monitor lag time between inmates employed at that location or change in supervisors.)

## 5. Employers

Work release employers are required to sign *Employer Guidelines*, before any inmate begins working for an employer. The guidelines establish rules for the inmate and inform the employer about the inmate-related requirements on the job site. The guidelines also explain to employers what to do with payroll, schedule changes, medical emergencies, or a walk-away. The EC or designee must explain the guidelines to each employer and maintain the guidelines in accordance with section 4. (Inmates are referred to as "residents" in the *Employer Guidelines*.)

Work release inmates are not allowed to work more than 60 hours a week or more than 6 days in a row. The minimum required is 32 hours a week unless authorized by the EC or designee.

Based on the work environment, nature of the business, or employment requirements, the terms and conditions of the work schedule may vary by facility. The facility head or designee must determine the requirements/needs of the facility, employers, and inmate accountability; and, must outline these requirements for inmates on work release.

Work release inmates are prohibited from attending off-site work functions, for example: Christmas parties and summer picnics. The facility manager may allow off-site employee recognition events.

Gift cards from employers must be turned in to the EC or designee. Gift cards will be mailed from the CRC at the inmate's expense.

Inmates are responsible to purchase their own tools or work required items that the employer does not provide. The inmate is responsible for the property disposition for those items upon leaving the facility.

Inmates must be paid for training; and, off-site training must be requested by the employer in writing and be approved by the EC, facility manager, or designee.

Inmates must make at least minimum wage in accordance with the prevailing working conditions and wages of this area and not violate state minimum wage laws. Commission, piece pay, and salary wages are allowed as long as they meet the state minimum wage laws. The inmates are not allowed to be paid by 1099 Self-Employment.

## 6. Administration of Wages and Fees

All work-release wages must be sent directly from the employer or from the facility to inmate accounts for deposit.

Each work release facility must provide employers with pre-addressed stamped envelopes to mail wages to: Idaho Department of Correction, Inmate Accounts, P.O. Box 83720, Boise, ID 83720-0018.

|   |                        |   |                               |
|---|------------------------|---|-------------------------------|
| <b>Control Number:</b><br>605.02.01.002 | <b>Version:</b><br>3.0 | <b>Title:</b><br>Work Release for Inmates | <b>Page Number:</b><br>4 of 4 |
|---|------------------------|---|-------------------------------|

Maintenance fees will be automatically deducted at a rate of 35% of the inmate's gross earnings.

Travel or van fees will be charged to each work release inmate for transportation to and from work, community healthcare services appointments, including community-shopping trips. The fees are four dollars per round-trip.

Inmates will be charged laundry fees at a weekly rate of two dollars.

## 7. Financial Obligations

Work release inmates are required to address debts for court-ordered child support, restitution, or fines, and IDOC past due cost of supervision (COS) fees in accordance with SOP *Funds: Inmate*, SOP [114.03.03.024](#).

If removed from the facility for disciplinary reasons, a work release inmate's trust account must be suspended to assess and collect any outstanding facility fees or pay any debts accrued while housed at the facility. In addition, up to half of the inmate's trust account can be used to pay court-ordered restitution, fines, and past due COS fees.

Work release inmates are financially responsible for their spending and budgeting. Sending money to an immediate family member or spending on themselves (miscellaneous expenditures, clothing, shopping etc.) must be reasonable and approved by the facility head or designee. Saving for their release should be the primary financial goal of work release inmates.

## 8. Termination from Employment for Inappropriate Conduct

Termination that results from an inmate's inappropriate conduct is subject to disciplinary action.

## REFERENCES

[Employer Guidelines](#)

Idaho Code, Title 20, Chapter 1, Section 20-101C, Furlough—Conditions—Failure to Return—

Idaho Code, Title 20, Chapter 2, Section 20-242, Furlough

[Offender Placement Matrix](#)

Specifically Authorized for Funerals and Accident or Illness

Standard Operating Procedure [114.03.03.024](#), *Funds: Inmate*

Standard Operating Procedure [301.04.03.001](#), *Intake, Orientation, and Personal Property:*

Standard Operating Procedure [501.04.03.001](#), *Count and Accountability: Community Reentry Center (CRC) Offender*

Standard Operating Procedure [605.02.01.001](#), *Furlough Program for Inmates*

[Wavier of Extradition](#)

[Work Release Agreement](#)

[Work Release Employment Hire Sheet](#)

– End of Document –