

Policy and Procedures

CHAPTER:	5	Inmate Programs	5.4.6
SECTION:	4	Work Release	EFFECTIVE DATE: 5 / 29 / 2020
SUBJECT:	6	Work/School Release & Intermittent Sentence	
RSMO Chapter 221; Section 221.170 STANDARDS: ACA 4 – ALDF: 2A-36 ; 5B-16 ; 5B-17			
APPROVED:		REVIEW DATE: 5 / 29 / 20	
_____ Dale Glass COMMISSIONER OF CORRECTIONS		REVISION DATE: 6 / 26 / 20	
Rescind: 5.4.6 dated 4/9/08 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to implement court ordered work/school release program for qualified pre-trial inmates and sentenced inmates who will benefit from Work/School Release without jeopardizing public safety; and to provide care, custody and control of those inmates sentenced to the Medium Security Institution for intermittent periods of incarceration.

II. RESPONSIBILITIES

All Division of Corrections facility assigned staff with security, programming, and case work responsibilities are responsible for adhering to this policy.

III. DEFINITIONS

Absconder: Individual that leaves a legally authorized program without permission, and hides from the law.

Administrative Segregation: A form of separation from the general population administered by the classification committee or other authorized group.

Court Order: A written directive or command signed by a judge.

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Data Central: Unit of Correctional Officers, located on the second (2nd) floor at CJC that is primarily responsible for completing the admissions, transfers of custody, and releases on line in IJMS. The unit is also responsible for proof reading data and correcting errors in the automated system, verifying/validating the authenticity of committing documents and responding to on-line messages within the Law Enforcement Network.

Data Entry: A Clerical work unit located on the second (2nd) floor of CJC that is primarily responsible for entering, up-dating, conducting queries and retrieving data from IJMS and other applicable Law Enforcement Applications. The unit is also responsible for sentence computations, calculating/certifying jail time, answering telephone calls from the public and providing information to the public and other Law Enforcement Agencies.

Officer of the Day (Duty Officer): Administrative staff person assigned, on a rotating basis, to provide on call managerial supervision of the facility after normal business hours; including weekends and holidays.

Detainer: A warrant placed against a person in a correctional facility that notifies the holding authority of the intention of another jurisdiction to take custody of that individual upon their release.

Failure to Return to Confinement: An unlawful departure from a legally authorized program, such as work release, house arrest or furlough. In accordance with Missouri Charge Code 280.80010, individuals that unlawfully depart from legally authorized work programs can only be charged for failure to return to confinement. They are not considered escapees.

Inmate Information: (See Data Entry).

Integrated Jail Management System (IJMS): Automated system that tracks admitted and pre-admitted inmates; collects, organizes and stores standard information and demand information. The application also documents the activities of inmates within the Division of Corrections, including classification, cell history, Disciplinary Reports, demographic information, personal property information, grievance reports, medical and social service history, chronological notes, and program participation.

Inmate Master Number (IMN): Computer generated unique identification number assigned to an inmate upon entry to the Division of Corrections.

Intermittent Sentence (Weekenders): A sentence consisting of periods of confinement interrupted by periods of freedom; also termed weekender (when severed on weekends).

Pre-Admission (Pre Registration): Completing the admissions process i.e. medical screening, booking, charge review, release etc. prior to the actual date of admission.

Work Release Coordinator: Correctional Caseworker assigned, on a rotating basis, to coordinate tasks associated with program, such as, job site visits, completing program contracts/agreements etc.

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Work/School Release: A formal arrangement sanctioned by law whereby an inmate is released into the community to maintain approved and regular employment and or to attend school.

IV. PROCEDURES

A. General Information

1. Participation in the program is a privilege granted by the sentencing court. Any pre-trial or sentenced inmate, that meets the admissions criteria, may petition the court to apply for work release.
2. All non-confined program participants are required to report initially to the St. Louis City Justice Center as scheduled, per court order. Initial intakes are only completed at the St. Louis City Justice Center. Non-confined program participants may pre-register up to seventy-two (72) hours prior to admission.
3. All program participants will be charged/billed a supervision fee of twenty-five (25) percent of their gross income, not to exceed the current per diem for housing and food. Exceptions to this charge will be reviewed by the Commissioner of Corrections on a case by case basis. Full time students are exempt unless they are employed in addition to being a student.
4. Program participants are responsible for making their own transportation arrangements. Participants may utilize their own vehicles unless the Courts stipulate otherwise. Proof of proper vehicle registration and insurance are required.
5. Inmates granted privileges pursuant to Section 221.170, RsMo, who serves three-fourths of the time for which they have been sentenced in an orderly peaceful manner, will be released after serving three-fourths of their sentence.
6. Inmates with an extensive criminal history or convictions for sex offenses, violent or assaultive behaviors, convicted of offenses related to morals, escapes, failure to return to confinement, confirmed detainers with unrestricted extradition instructions, poor institutional adjustment and inmates whose presence in the community would attract undue public attention will not be eligible for community based programs, unless court ordered.
7. Intermittent Sentenced inmates remanded to Divisional custody under the following charges will not be eligible for pre-admission: DUI, DWI, DWLR, DWLS, Violations of Financial Responsibility and when restricted by the court order.

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8. The use of alcoholic beverages and/or illicit drugs is a rule violation. Random urinalysis and/or a breathalyzer test may be conducted to ensure compliance with the rules of the program and to serve as a deterrent for unauthorized substance abuse.

B. Application Process for Pre-Trial Detainees

1. Inmates may petition the sentencing court for work/school release privileges during their confinement either through an attorney or their assigned case worker.
2. The caseworker will complete the following steps, prior to referring an inmate to the Work Release Coordinator:
 - a. Conduct or request, via Inmate Information or Data Entry, a complete record check,
 - b. Review record check to ensure that the inmate does not have any disqualifying charges or detainers,
 - c. Review inmate's institutional adjustment record.
3. If there are no disqualifying charges and the inmate's institutional adjustment is good, the assigned caseworker will complete a referral form and place in the Work Release Coordinator's mail slot.
4. The Work/School Release Coordinator will, prior to scheduling the inmate for an interview, conduct, review and print the inmate's complete record check.
5. The Work/School Release Coordinator will schedule the inmate for an interview and complete the following forms:
 - a. Work/School Release Application,
 - b. Agreement for Allocation and Disbursement of Earning,
 - c. Work/School Release Contract.
6. After completing the forms, the Work/School Release Coordinator will:
 - a. Contact prospective employer and schedule job site visit.
 - b. Visit job site and complete Employer's Application Form.

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- c. Assemble the documents, attach record check and submit to the Program Manager.
7. The Program Manager will review and submit the documents to the Commissioner for review and approval or disapproval.
8. When approved, the Program Manager will submit to the sentencing judge for review and approval.
9. When approved, the Program Manager will return the approved documents, including any additional court imposed sanctions, to the Work/School Release Coordinator. The Work/School Release Coordinator will be responsible for maintaining a file on all program participants and will ensure that all documents associated with the participant's confinement are inserted in the participant's file and ensure that all IJMS journal entries are entered within twenty-four (24) hours.
10. The Work/School Release Coordinator will complete the program orientation with the inmate. The orientation will include:
 - a. Description of the program,
 - b. Goals and objectives of the program,
 - c. Services provided to the participant,
 - d. Management of the inmate's funds,
 - e. Rules, regulations and disciplinary procedures,
 - f. Directions for handling personal property and any contraband items.
11. The Work/School Release Coordinator will issue an identification card, complete and post the inmate's work schedule at the following locations:
 - a. Lobby,
 - b. Prisoner Processing,
 - c. Captain's Office,
 - d. Housing Unit.
12. The Work/School Release Coordinator will also give the Unit Manager, Chief of Security and Food Service Supervisor a copy of the inmate's work schedule.

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13. The Work/School Release Coordinator will be responsible for providing written notification of any changes in the inmate's employment status, work hours, work location, contact person, employer, etc.

C. Application Process for Sentenced Inmates

1. When the correctional officers assigned to Data Central, Data Entry and Inmate Information receives a court order authorizing work/school release, they will immediately forward a copy of the court order to the Work/School Release Coordinator. When court orders or refers any individual for work/school release program, the application will be processed regardless of any disqualifying issues.
2. The Work/School Release Coordinator will, prior to scheduling the inmate for an interview, conduct, review and print the inmate's complete record check.
3. Schedule the inmate for an interview and complete the following forms:
 - a. Work/School Release Application.
 - b. Agreement for Allocation and Disbursement of Earning.
 - c. Work/School Release Contract.
4. Contact prospective employer and schedule job site visit.
5. Visit job site and complete Employer's Application Form.
6. Assemble the documents, attach record check, and submit it to the Population Manager
7. The Program Manager will review the documents to ensure compliance with the court-imposed sanctions.
8. The Program Manager will return the original documents to the Work/School Release Coordinator for implementation.
9. When the documents are returned the Work/School Release Coordinator will complete the program orientation with the inmate. The orientation will include:
 - a. Description of the program,
 - b. Goals and objectives of the program,
 - c. Services provided to the participant,
 - d. Management of the inmate's funds,

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- e. Rules, regulations and disciplinary procedures,
 - f. Directions for handling personal property and any contraband items.
10. The Work/School Release Coordinator will issue an identification card, complete and post the inmate's work schedule at the following locations:
- a. Lobby,
 - b. Prisoner Processing,
 - c. Captain's Office,
 - d. Housing Unit.
11. The Work/School Release Coordinator will also give the Unit Manager, Chief of Security and Food Service Supervisor a copy of the inmate's work schedule.
12. The Work/School Release Coordinator will be responsible for providing written notification of any changes in the inmate's employment status, work hours, work location, contact person, employer, etc.

D. Inmate Supervision

1. Housing Unit Officers will ensure that the Work/School Release participants are awake, showered and dressed in a timely manner to permit their eating and readiness for work or school. Assigned beds will be made in the prescribed manner, rooms clean and orderly and ready for inspection by facility staff. Work/School Release participants whose areas of responsibility fail inspection are subject to disciplinary sanctions. The Housing Unit Officer will ensure that program participants are sent to Prisoner Processing one hour prior to their scheduled departure time.
2. The Prisoner Processing Staff will ensure that the inmate is properly attired before leaving the facility and will place the inmate on the out count in the IJMS Event Log and enter the information in the IJMS journal, prior to escorting the inmate to the Control Center Sallyport. The Front Gate Officer will ensure that Work/School Release participants sign out when leaving the facility and take their I.D. card with them. The Front Gate Officer will also be responsible for entering the information in the IJMS journal.
3. When a Work/School Release participant returns to the facility, the Front Gate Officer will:
 - a. log the return date and time on the Work/School Release Sign-In Sheet,
 - b. enter this information in the IJMS Event Log,

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- c. Contact the Prisoner Processing staff to notify them of inmate's arrival.
4. Prisoner Processing Staff will report to the front lobby, and:
 - a. Strip search the participant, prior to escorting the inmate to prisoner processing,
 - b. Escorts the participant to the prisoner processing unit,
 - c. Changes the inmate's status from out to in, in the IJMS,
 - d. Completes the IJMS journal entry,
 - e. Ensures that the participant is properly attired in the facility uniform before returning to the housing area,
 - f. Ensures that divisional uniform and/or mixing uniform and street clothing did not occur. Facility issued clothing will not be worn outside the facility.
5. The Work Release Coordinator will apprise employers of the facility's concern for the participants' program adjustment and will be requested to notify the facility if the inmate fails to report to work on time or is absent without knowledge and permission of both the employer and the work release coordinator.
6. The Work/School Release Coordinator will contact the employer and/or visit the work site of each participant no less than twice a month to verify attendance.
7. The Work/School Release Coordinator will ensure that a staff person visits the educational institution of each participant monthly to verify attendance.
8. Incident Report will be issued against inmates who violate a rule or regulation of the program or the facility. The Incident Report will be issued and investigated pursuant to Policy # 3.3.6: Major Violations and Disciplinary Hearings.
9. If the investigating officer believes that the infraction is of a serious nature which may lead to removal from the program or cause for the inmate to abscond, the investigating officer will immediately notify the Shift Supervisor and the Program Manager.
10. The Shift Supervisor will be responsible for ensuring that the inmate is not permitted to leave the facility prior to the Adjustment Committee Hearing. The Adjustment Committee Chair person will make every effort to ensure that the hearing occurs in time for the inmate to attend authorized activities the next work day, if found not guilty.

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11. If a Work/School Release participant appears to be in an intoxicated state, the Front Lobby Officer will contact and inform the Processing Supervisor. The Processing Supervisor will contact the contracted medical staff and the contracted medical staff will:
 - a. Respond to screen the participant for health concerns.
 - b. If appropriate, administers a breathalyzer analysis and if positive, will be used as evidence during further disciplinary proceedings. Refusal to submit to this test will be considered as grounds for program revocation.
 - c. If intoxicated, advise the Shift Supervisor to have inmate placed on Close Observation and placed in a crisis watch cell in the Special Management Unit. The inmate shall be placed on full suicide watch only if the inmate is threatening suicide, as assessed by the medical staff.
12. The Housing Unit Officer will visually monitor the inmate at least every 10 minutes on an irregular schedule.
13. The Processing Supervisor will prepare an Incident Report with as much detail as is available, and submits it to the Shift Supervisor on the same day.
14. If the program participant calls within 1 hour after the scheduled return time and informs the Shift Supervisor that he is delayed and will report in late, the Shift Supervisor will complete an Incident Report and forward copies of the report to the Program Manager, Unit Manager and the Program Coordinator.
15. When a Work/School participant fails to return to the facility within one hour after the scheduled time of return and the facility has not been notified nor has authorization been giving for such a delay, the participant will be considered an absconder. The Shift Supervisor will notify the Duty Officer and SLMPD. When the inmate returns to the facility, the Shift Supervisor will place inmate in Administrative Segregation pending an Adjustment Hearing.

E. Inmate Meals

1. On each week, the Work/School Release Coordinator will determine the number of sack lunches required by program participants. A list by participants' names will be submitted to the Food Service supervisor in such a manner that enables them to prepare meals in a timely fashion.
2. Work/School Release participants may eat their meals at a place of business providing it is approved by the employer or facility staff. The inmate must bear the cost of these meals.

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F. Payment of Wages

1. Inmates participating in the program must submit at the earliest time possible, their paycheck with pay stub showing hours worked and payroll deductions for wages earned, to the Work/School Release Coordinator who shall forward the payment and documentation to the Inmate Accounts Clerk located in the Business Office at CJC.
2. The Inmate Accounts Clerk will deduct 25% of the inmate's net salary (not to exceed the current per diem for housing and food) for submittal to the City Treasurer and deposit the remaining amount in the inmate's commissary account. Withdrawals and expenditures from the inmate's Commissary account are subject to the same policy applicable to all inmate commissary accounts.
3. If an inmate fails to submit their paycheck within twenty-four (24) hours of receipt, the Work/School Release Coordinator will resolve such issue at the earliest date possible, by;
 - a. Counseling the program participant regarding the possible consequences of none compliance.
 - b. Notifying the Program Manager in writing regarding any behavior transgressions.
 - c. If the program participant fails to comply with program rules the program participant may be suspended and/or terminated. The Program Manager will notify the judge of an unsuccessful completion.

G. Intermittent Sentences (Weekenders)

1. A court order issued by the sentencing court will be forwarded from the court to the Program Manager. The instructions denoted within the court order will be observed and forwarded to each Shift Supervisor and the Processing Supervisor.
2. At the court appointed time, the detainee will appear at the Front Desk and present their court order and identification to the Front Lobby Officer. The Front Lobby Officer will enter the information into the IJMS Event Log and will have the detainee sign the log book with the following:
 - a. Name,
 - b. Time,
 - c. Signature.

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3. The Front Lobby Officer will initial the log then notify the Processing Officer to admit the detainee in accordance with Policy # 3.5.2: Admissions.
4. When either facility has reached its maximum capacity the Detention Center Superintendent and/or Program Manager may elect not to hold Weekenders.
5. When a weekender is admitted, Inmate Information will notify and provide a copy of the committing court order to the following staff:
 - a. Work/School Release Coordinator,
 - b. Chief of Security,
 - c. Front Gate Officer,
 - d. Food Service Supervisor.

H. Inmate Supervision (Weekender)

1. The Weekender Program participants will be dressed one (1) hour prior to the scheduled departure time to permit their eating and readiness for departure into the free community.
2. The Front Gate Officer will ensure that Weekender Program participants sign out when leaving the facility and will complete the IJMS journal entries.
3. When a Weekender Program participant returns to the facility, the Front Gate Officer will log the return date and time on the Weekender Program sign-in sheet and complete the IJMS journal entry. Contact the Prisoner Process Officer to notify them of the inmate's arrival. The Prisoner Processing Officer will ensure that the participant is strip searched. The participant must be attired in the facility uniform before returning to the housing area. Partial use of the uniform and/or mixing uniform and street clothing is not permitted with the exception of the inmates' underwear
4. Incident Report will be issued against inmates when they have violated a rule or regulation of the program or the facility. The incident will be investigated pursuant to Policy #3.3.6: Major Violations and Disciplinary Hearings. If the infraction is of a serious nature, the Program Manager will notify the committing judge, in writing, of the violation.
 - a. If a Weekender program participant appears to be in an intoxicated state, the Front Gate Officer will notify the Shift Supervisor, Prisoner Processing Officer and medical staff. Medical staff will respond to screen the participant for health concerns.

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- b. A urine specimen may be taken as evidence to be used during further disciplinary proceedings. Refusal to submit to this test will be considered as grounds for program revocation.
 - c. An Incident Report will be filed in accordance with Policy # 3.3.6: Major Violations and Disciplinary Hearings.
5. The Shift Supervisor will complete an Incident Report if the program participant calls within 1 hour after the scheduled return time to the facility and informs the Shift Supervisor that they are delayed and will report in late. The Shift Supervisor will also complete an Incident Report if the program participant fails to return to the facility. Copies of the report shall be forwarded to the Program Manager and attached to the inmate's sign-in sheet for future reference. A copy will also be forwarded to the committing judge.

I Release

Weekenders will be released in accordance with Policy # 3.5.5(Release).

1. When an individual arrives at the St. Louis City Justice Center Lobby to be pre-admitted, the Correctional Officer assigned to the Front Screening Area will:
 - a. Request the individual's copy of the court order and picture identification.
 - b. Contact the Program Manager and/or Data Central, via telephone, and give the following information:
 - (1) Individual's name,
 - (2) Date of birth, and
 - (3) Case number.
 - c. The Screening Correctional Officer will direct the individual to wait in the non-secured vestibule. The individual will not be allowed to enter the lobby.
2. Data Central Officer will verify the authenticity of the Court order, via IJMS, prior to reporting to the non-secured vestibule.
3. If there are any discrepancies and/or the individual is not eligible for pre-admission, the Data Central Officer will report to the Lobby and inform the Screening Correctional Officer that the individual will not be pre-admitted and the reason for refusal. The Data Central Officer will also inform the individual of the reason for refusal and will direct the individual to report to the Justice Center for

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- regular admission at the date and time specified by the Court Order. The individual will be admitted in accordance with this Policy.
4. If there are no discrepancy, the Data Central Officer reports promptly to the Lobby Screening Officer, collect the individual's Court order, ID and token, and then proceed to the non-secured vestibule.
 5. The Data Central Officer will give the individual a token and direct the individual to place all contents of their pockets into a public locker.
 6. The Data Central Officer will ensure that all items are secured in the public locker prior to directing the individual to walk through the metal detector.
 7. The Data Central Officer will give the Lobby Officer and Shift Supervisor the individual's name, date of birth and charge(s) for entry into the areas respective IJMS Event Logs. The Shift Supervisor will notify the Control Center for clearance.
 8. The Data Central Officer will:
 - a. Direct the individual to the employee entrance,
 - b. Frisk searches the individual prior to entering the secure area of the facility,
 - c. Terminate all pre-admission process if individual has not surrendered all personal property or has concealed any illegal items or contraband,
 - d. Immediately contact the Shift Supervisor if individual has a weapon and/or drug. The Shift Supervisor will determine if SLMPD will be contacted,
 - e. If appropriate, escort the individual to the Lobby Exit Door and direct the individual to leave the facility,
 - f. Prepare an Incident Report and forward a copy to:
 - (1) Program Manager,
 - (2) Shift Supervisor, and
 - (3) Chief of Security.

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9. If no discrepancy is found during the search, the Data Central Officer directs the individual to pass through the employee entrance and proceed to the Law Enforcement Slider.
10. The Data Central Officer will:
 - a. Escort the individual to the First floor medical office,
 - b. Remain with the individual until the nurse completes Level One Medical Screening.
 - c. If the nurse determines that the individual is not fit for confinement, the Data Central Officer:
 - (1) directs the individual to exit the Screening Room,
 - (2) Escorts the individual through the law enforcement exit door to the vehicle sally port exit door,
 - (3) Instructs the individual to return to the Front Entrance to retrieve property,
 - (4). Prepare a report for the Program Manager, Shift Supervisor and Chief of Security.
11. When the medical screen is completed, the Data Central Officer directs the individual to walk through the SLMPD metal detector then escorts the individual to the secure law enforcement elevator.
12. The Data Central Officer will direct the individual to exit the law enforcement elevator at the 2nd floor and proceed to the Pre-Admit Workstation.
13. The Pre-Admit Correctional Officer will complete the pre-admit process in accordance with Policy # 3.5.1: Pre-Admission.
14. When the pre-admit process has been completed, the Data Central Officer will escort the inmate to the pre-admit slider and to the Law Enforcement Elevator Vestibule.
15. The Data Central Officer will return the inmate's copy of the court order when the inmate enters the elevator, escort the inmate to the Law Enforcement Vehicle Sallyport and direct the inmate to exit via the pedestrian exit door and instruct the inmate to return to the front entrance to retrieve property from the public locker.

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16. The Data Central Officer will complete the admission process in accordance with Policy # 3.5.2.
17. Inmates will be responsible for presenting a copy of their court order along with a picture I.D. upon arrival at the Medium Security Institution.

XI. TRAINING

This policy and procedure will be included in the First-Year and subsequent In-Service Training for staff having direct contact with the inmate population.