

Chippewa County Correctional Facility <u>Policy & Procedure</u>	Effective Date: 9/21/2017	Policy Number: 12 . 3
	Updated: N/A	Page Number: 1 of 5
Section: Community Corrections	Reference: N/A	
Subject: Work/School Release Program	Authority: Michael D. Bitnar, Sheriff	
Rescinds: All Previously Issued Policies, Procedures, Directives, or Memoranda Relative to this Topic		

I. POLICY

- A.** It is the policy of the Chippewa County Correctional Facility to allow inmates to participate in a work/school release program when ordered by the courts. Inmates made eligible by the court(s) must meet the program's criteria as set forth by the Chippewa County Sheriff's Office.

II. PROCEDURE

- A.** Unless otherwise court ordered *mandatory* by the court(s), all inmates ordered *eligible* for work/school release must meet the criteria set by the Chippewa County Sheriff's Office before participating in the work/school release program.
- B.** Due to housing restrictions, the maximum number of inmates allowed to participate in the Work/School Release Program at any one (1) time is twelve (12) inmates. Inmates in excess of twelve (12) will be placed on a waiting list with first consideration going to the inmate(s) with the earliest sentencing date once a spot becomes available.
- C.** The Chippewa County Sheriff's Office will not accept/house inmates from non-local jurisdictions for participation in the Work/School Release Program.
- D.** The Tether Office and CCCF Booking Office must have a copy of the court order before the inmate participates in the program. The CCCF Booking Office will attach the court order to the inmate's booking file. The Community Corrections Office will attach a copy of the court order to the inmate's Community Corrections File.

- E.** CCCF Medical staff will medically evaluate any inmate wishing to participate in the Work/School Release Program. Inmates that are not medically cleared will not be permitted to participate in the program.
- F.** Inmates participating in the Work/School Release Program must meet the inmate classification requirements. Inmates must be classified as minimum (level 6-9) to be considered eligible to participate in the program.
- G.** Inmates convicted and/or previously convicted of any CSC crime will not be eligible to participate in the Work/School Release Program (*to exclude indecent exposure - urinating in public*).
- H.** Inmates will not be eligible for the Work/School Release Program if the inmate has any local pending charges, active warrants, and/or holds from another jurisdiction.
- I.** Inmates must pass a drug screen before they are eligible for the program. The test results will be documented by the Community Corrections Office. Inmates will also be randomly screened at the discretion of the Community Corrections Office and Corrections staff. Inmates will be charged as per *CCCF Policy 12.2* for all drug screens via the inmate's trust fund account.
- J.** Inmates participating in the Work/School Release Program will be subject to random alcohol tests (PBT). Inmates will be charged as per *CCCF Policy 12.2* for all alcohol screenings via their inmate trust fund account.
- K.** The inmate must have the ability to pay for the program. All payment arrangements will be made via the Community Corrections Office. Payments will be recorded/deposited using the inmate's trust fund account. Required payments are as follows:

a. Week one (1) payment	–	\$105
b. Drug test payment	-	\$20
c. Tether hook-up fee	-	\$25
d. Weekly program fee	-	\$105

All required payments must be made in advance unless other payment arrangements have been made with the Community Corrections Office.

- L.** The Community Corrections Office will enroll and/or release if necessary from the program inmates participating in the Work/School Release Program.
- M.** The Community Corrections Office will maintain an inmate file for all inmates participating in the program.
- N.** Inmates participating in the Work/School Release Program will be issued the appropriate tether (e.g. GPS, SCRAM, etc.). Issuance, maintenance, and monitoring of the tether will be conducted by the Community Corrections Office.
- O.** The Community Corrections Office will verify the inmate's employment/school is valid before the inmate is released to participate. All work/school schedules must be submitted no later than noon on the Thursday of the ensuing week. Community Corrections will submit/post verified schedules to the following areas:
 - a.** Booking Office
 - b.** Kitchen
 - c.** Inmate's Community Corrections file
 - d.** Inmate's change rooms
 - e.** Community Corrections Staff
- P.** Travel times to and from work/school will be included in the scheduled release/return times. Any inmate found returning past their scheduled return time may be suspended and/or removed from the program. Inmates will not be released for work/school prior to their scheduled time.
- Q.** Male Work/School Release inmates will be assigned a locker in the Camera 4 change room. All personal property will be secured inside the locker. Permitted property items are as follows:
 - a.** Clothing Items
 - b.** Monies

- c.** Personal Identification
 - d.** Cellphone and charging device (*cellphones must be turned off before entering facility and will not be charged inside the facility*).
- R.** Female Work/School Release inmates will be assigned a property box located in the Bridge change room. Females are permitted the same property items as described above.
- S.** Personal items not allowed inside the facility will not be “stashed” and/or hidden on County property. Any items found on County Property will be confiscated and disposed of.
- T.** Inmates participating in the program may request meals if their work/school time is during a particular meal time. All meal arrangements will be made with the Community Corrections Office. Community Corrections will forward the request to the Food Service Supervisor.
- U.** Any inmate found to be under the influence of drugs and/or alcohol will be suspended and/or removed from the Work Release Program.
- V.** Inmates participating in the Work/School Release Program shall follow all facility rules. Any inmate that has pled guilty and/or is found guilty of any major rule violation while participating in the program may be suspended and/or removed from the program.
- W.** Inmates participating in the Work/School Release Program shall follow all Program Rules. Inmates will be required to review all Program Rules before they are allowed to participate in the program. Any inmate found to be in violation of any Program Rule may be suspended and/or removed from the program.
- X.** Inmates departing and/or arriving at work/school locations will call the Community Corrections Office advising of the departure and/or arrival. Any inmate found at a location that has not been approved by the Community Corrections Office may be suspended and/or removed from the program.

- Y.** Community Corrections Field Staff will conduct random on-site checks at the inmate's work place and/or school.
- Z.** In the event an inmate is found in violation of a facility rule and/or Work/School Pass Rule, a detailed incident report explaining the incident will be written by the officer(s) observing the violation(s). All incident reports will be written via SMRS. Incident reports will be forwarded to the Jail Administrator for review. The Jail Administrator may suspend and/or remove the inmate from the program pending the outcome of the review and/or investigation of the incident. Inmates involved in serious misconducts/violations may be immediately suspended from the program until administration can review the incident.
- AA.** Community Corrections Staff may suspend and/or remove any inmate involved in a violation. Any suspension and/or removal will be documented via SMRS incident report and forwarded to the Jail Administrator.

Michael D. Bitnar
Sheriff