

STANDARDS for State  
prisoner work release programs

New Jersey Dept. of Institutions & Agencies.  
" Division of Correction and Parole. (100)  
680  
6/30/69

680. WORK RELEASE - ADMINISTRATION

.211 Objectives

Work Release is designed to provide a program in New Jersey correctional institutions whereby inmates are released, for a limited period of time, prior to parole or maximum release, for the following purposes: (1) provide full-time employment at a normal work opportunity in the community for selected offenders who are likely to respond favorably; (2) enable selected inmates to engage in vocational training programs in the community, such as M.D.T.A.; (3) provide for selected inmates to attend educational programs in the community; (4) provide an expanded opportunity for pre-release preparation and provide a setting to test readiness for release on parole; (5) help selected inmates to retain, develop and expand work skills, techniques and habits, and to keep abreast of changing technology, thus lessening the job-finding problem when discharged; (6) maintain and strengthen constructive ties with family, friends, and the free community; and (7) allocate Work Release earnings to meet part of the cost of incarceration, to meet costs incidental to the inmate's Work Release program, to help meet the costs of dependents support and fines, and to more adequately meet financial problems when paroled or discharged from the institution.

For the purposes of this document definitions of the following terms are provided:

Work Release is "Work at paid employment" or participation "in a training or educational program in the community on a voluntary basis while continuing as a prisoner of the institution or facility to which he is committed." (Ch. 22, P.L. 1969)

Employment is the job at paid work, or participation in a training or educational program.

Employer is defined as the factory, office, training facility or school in the community to which an inmate is permitted to go.

**DO NOT CIRCULATE**

NJ/KAB  
IS/P8  
1969

STANDARDS

Prison Complex (200)  
Youth Correctional Institution Complex (300)  
Correctional Institution for Women (511)  
680.212  
1/1/72

680. WORK RELEASE - ADMINISTRATION (Cont'd)

.212 Group Served

Entrance into Work Release is voluntary and the inmate must apply on the application form. Minimum custody status is required. Work Release is not authorized for offenders identified with "organized" criminal activity, except those convicted of minor gambling activities. Offenders convicted of the sale of narcotics are eligible for the program when, in the judgement of the Classification Committee and based on the field account of the arrest and any other material, such sale was incidental to the drug abuse history of the offender. Offenders whose records indicate they were heroin users are eligible for the program provided that chemical drug detection testing is utilized regularly during the period of Work Release.

Offenders committed for serious offenses against the person where a weapon other than fists was used or carried are usually not eligible for the program except in the following instances: (1) if the commitment offense is the first serious offense against the person where a weapon was used or carried, the offender is eligible for the program when in the judgment of the Classification Committee there is no likelihood of reoccurrence; and (2) if an offender has more than one serious offense against the person where a weapon was used or carried on his record but his record is free of such recorded offenses for two years in the community immediately prior to his present incarceration, he is eligible for the program when in the judgment of the Classification Committee there is no likelihood of reoccurrence. Other offenders committed for offenses against the person, e.g., offenders committed for death by auto or a parent committed for death of a child through neglect may be considered for the program.

It must be determined that the inmate is capable of performing the proposed employment. This does not preclude the use of Work Release as an unusual opportunity to aid a physically handicapped person in obtaining community employment consistent with his capabilities.

STANDARDS

Prison Complex (200)  
Youth Correctional Institution Complex (300)  
Correctional Institution for Women (511)  
680.212/2  
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680. WORK RELEASE - ADMINISTRATION (Cont'd)

.212 Group Served (Cont'd)

Inmates with serious emotional or personality defects with histories of violent or assaultive behavior are excluded. Work Release may be considered, under limited circumstances, for inmates who are emotionally or mentally handicapped and who are not dangerous to others, when it appears that community employment can aid their post release adjustment.

.215 Duration

Work Release placements are limited to a period of 6 months immediately preceding the anticipated parole date or maximum release date.

REP

STANDARDS

Prison Complex (200)  
Youth Correctional Institution Complex (300)  
Training School for Boys (411)  
Correctional Institution for Women (511)  
680.223  
6/1/71

680. WORK RELEASE - ADMINISTRATION (Cont'd)

.223 Residence

Inmates on Work Release may be housed either in main institutions whether they are maximum, medium, or minimum security, or in the institutions' satellite units. In certain circumstances, inmates may be released to reside in community residence facilities operated in the Division.

Experience in other jurisdictions has demonstrated the usefulness of outside quarters on institutional grounds as Work Release centers, and it is the goal of the Division that such outside quarters be developed.

In some instances of the program it may be necessary to move an inmate to another operational unit within a complex or within the Division. Already developed procedures for making location changes and transfers as provided for in Standards 861. "Transfer of Inmates" are utilized.

Inmates may be transferred on a contractual basis to county facilities operating Work Release programs. Proposed transfers of this nature are referred to the County Work Release Coordinator in the Division Office.

.227 Identification Card

An identification card is issued to an inmate going into the community on Work Release. Included on the identification card are the inmate's name, photograph without the institutional number, location and telephone number of the institution in which he is serving sentence, name and address of the inmate's employer, and a statement that the inmate is on Work Release as authorized by Chapter 22, Public Laws of 1969.

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680. WORK RELEASE - ADMINISTRATION (Cont'd)

.231 Staff Assigned to Program

All referrals, recommendations and requests for inmates to go on Work Release are screened by the Classification Committee of the institution. The Classification Committee makes a determination to either approve or disapprove an inmate in accordance with Standards 680.212. The Classification Committee is responsible for the review and approval of all removals from the Work Release program.

.232 Institutional Work Release Coordinator

Administrative and daily operational responsibility for managing Work Release is placed with the person designated by the Chief Executive Officer as Work Release Coordinator.

General responsibilities of the Work Release Coordinator include: (1) providing orientation to Work Release inmates to the program and to the rules and regulations regarding their behavior; (2) maintaining liaison with the Classification Committee, the Chief Executive Officer and the business office; and (3) effecting and maintaining liaison with appropriate personnel in the Bureau of Parole and with potential and actual employers in the community.

The institutional Work Release Coordinator is empowered to remove an inmate from the program for sufficient cause, pending a review by the Classification Committee.

.247 Clothing

The Work Releasee is outfitted by the institution for his employment placement. If he requires special clothing for an employment placement, the first set is purchased from

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Prison Complex (200)  
Youth Correctional Institution Complex (300)  
Training School for Boys (411)  
Correctional Institution for Women (511)  
680.247  
6/1/71

680. WORK RELEASE - ADMINISTRATION (Cont'd)

.247 Clothing (Cont'd)

the institution's clothing account. However, in cases where an employer requires special clothing or uniforms, but is willing to wait and let the inmate work for several weeks, the Work Releasee is encouraged to purchase them from his earnings. If he wishes to purchase clothing from his institutional account, he may do so. An inmate may use his own clothing if it is stored at the institution or brought in by his family for him.

.266 Notification to Local Police

The Chief Executive Officer is responsible for seeing to it that the Chief of the Police Department in the municipality in which the inmate is employed is notified of the following: the name of the inmate, the name and location of the inmate's employer and other basic information requested by the Police Department.

.267 Information Shared with Employers

Responses to inquiries about inmates by employers are handled in accordance with the provisions of Standards 281. "Confidential Nature of Inmate Records."

.271 Types of Employment

Work Release employment placements are consistent with the goals of the statute. Such employment placements demand for the inmate dignity on the job, treatment at the same level as his peers, and the same wages. Part-time and intermittent jobs may be used for Work Release placements when full-time ones are not available.

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Prison Complex (200)  
Youth Correctional Institution Complex (300)  
Training School for Boys (411)  
Correctional Institution for Women (511)  
680.271  
2/7/72

680. WORK RELEASE - ADMINISTRATION (Cont'd)

.271 Types of Employment (Cont'd)

Work Releasees are eligible for New Jersey Civil Service employment; however, Civil Service employment is not authorized in the immediate area where other correctional inmates are housed and/or employed.

Employment placements in positions such as hamburger stands, car washes, bars and other similar settings are not regarded as suitable for Work Release placements. No Work Releasee is permitted a job that takes him out of State.

In order to provide work opportunities as similar as possible to those inmates will experience when paroled or released at maximum sentence, care is exercised to ensure that no more than five Work Releasees are employed on the same shift at one placement at any one time.

.272 Transportation

Specific transportation arrangements are made and approved by the institutional Work Release Coordinator. No employment placement requiring more than one hour traveling time from the institution is permitted. When suitable transportation is arranged and the institutional Work Release Coordinator is notified, shiftwork or overtime is permitted.

Work Release inmates are transported by public conveyances, state cars, or, if arranged, by the employers. The Work Releasee is permitted to share the costs of a car pool with his fellow employees. Work Release inmates are permitted to drive their own vehicles provided that the drivers are properly licensed, the vehicles are properly registered, and that liability insurance with minimum coverage of \$25/50,000 for personal injury liabilities and \$10,000 for property damage is carried by them. Evidence that such insurance coverage is in full force and effect with companies approved by the New Jersey Department of Insurance is made available to the Chief Executive Officer before authorization is given to inmates to use their own cars.

680. WORK RELEASE - ADMINISTRATION (Cont'd).273 Rules for Work Release Inmates

Each institution operating a Work Release program develops and provides a written statement of rules and regulations for those inmates participating in the program. The rules include prohibitions against: (1) soliciting or accepting visits from family and friends, except co-workers, at the employment placement or at any other place outside the institution; (2) sending or receiving letters from family and friends outside the institution; (3) introducing contraband into the institution; (4) attempting to secure or use alcoholic beverages and narcotics outside the institutions; (5) driving any motor vehicle outside the institution except on the employer's grounds as required by the job; (6) committing a delinquent or criminal act; (7) escaping; (8) opening charge accounts, bank accounts or contracting for installment buying except as authorized by the Chief Executive Officer; and (9) quitting the employment placement without discussing this with the institutional Work Release Coordinator and securing permission to quit.

.274 Termination

When a Work Releasee is removed from the program for reasons other than breaking rules and regulations, the removal is accomplished without punitive sanctions. An inmate may request removal from the program when, for example, the pressures of daily release to the community become too great for him.

.275 Verification of Fines, Court Orders and Dependents' Support

The institutional Work Release Coordinator verifies fines and court orders through the appropriate court or county

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680. WORK RELEASE - ADMINISTRATION (Cont'd)

.275 Verification of Fines, Court Orders and Dependents' Support (Cont'd)

probation department for the purpose of having a Work Releasee pay these from his earnings. If the fine is part of the inmate's sentence, the institutional records office may be consulted instead of the committing court. An appropriate change is made in the institutional records when the inmate pays his fine in whole or in part.

Work Releasees are expected to contribute to their dependents' support. When an inmate's dependents are receiving public assistance, the institutional Work Release Coordinator contacts the appropriate agency to determine the amount of earnings the Work Releasee must contribute.

.276 Institutional Activities for Work Releasees

While in the institution during non-work hours, Work Releasees are encouraged to participate in institutional activities, especially those which promote their capacity to adjust in the community.

.277 Guidance and Counselling

Guidance and counselling services are available in the institution for inmates on Work Release. On-going counselling sessions are preferably provided by the Work Release Coordinator as well as other personnel focused around such areas as problems on the job, pressures by other inmates, and pressures related to going to and from the institution.-

.278 Work Time

Inmates on Work Release are credited with work time under R.S.30:4-92.

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Division of Correction and Parole (100)  
680.279  
6/1/71

680. WORK RELEASE - ADMINISTRATION (Cont'd)

.279 Gate Money for Work Releasees

Except in most unusual cases, gate money is not made available to inmates who have been in the work release program.

.280 Workman's Compensation for Inmates

It is the obligation of the Chief Executive Officer of the operational unit, or his designated representative, to inform employers of inmates who are released on day work status that they should either provide workman's compensation by insurance or elect to take the responsibility themselves in the event that an inmate employed by them is injured as a result of such employment.

REPORTS

Division of Correction and Parole (100)  
680  
7/19/71

680. WORK RELEASE - ADMINISTRATION

Compliance Report

Prior to the second Friday in May, the Chief Executive Officer of the operational unit reports, as part of his Semi-Annual Compliance Report, his level of compliance with Standards section 680.280.

Required Report

By the second working day of each month, a Work Release Report on Division of Correction and Parole Form 680, is due in the Division Director's Office. Additional copies of Form 680. are available in the Division Office.

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681. WORK RELEASE - HANDLING OF MONEY

.210 Prologue

According to statute, "The commissioner, as a part of any work release program for an inmate, may require that any wages, salary, earnings and other income, of each gainfully employed prisoner shall be paid, less payroll deductions required or authorized by law, to the superintendent of the institution who shall deposit such sums so received to the credit of such inmate in a trust fund account at such institution. From such moneys belonging to any inmate the superintendent of the institution is authorized and empowered to withdraw sufficient moneys as may be required to pay the following: (1) Such costs of maintenance related to the prisoner's confinement as are determined by the State Board of Control to be appropriate and reasonable. (2) Necessary travel expenses to and from work or other business and incidental expenses of the prisoner. (3) Support of the prisoner's dependents, if necessary. (4) Payment of court fines. (5) Payment of either in full or ratably of the prisoner's debts which have been reduced to judgment or which have been acknowledged in writing by him. (6) The balance, if any, shall be paid to the prisoner at the completion of his period of confinement." (Ch. 22, P.L. 1969)

Once wages are credited to the inmate's institutional account, he is permitted to spend for those things he can normally purchase in the institution when he is not on Work Release.

.271 Work Release Revolving Loan Fund

The Division recommends that the Board of Managers of each institution from which inmates are permitted out on Work Release establish a revolving loan fund by designating no more than \$500.00 from the Inmate Welfare Trust Fund Account for making money advances for transportation, lunch

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681. WORK RELEASE - HANDLING OF MONEY (Cont'd)

.271 Work Release Revolving Loan Fund (Cont'd)

and incidentals to inmates on Work Release status.

Inmates without funds may receive a cash advance, as authorized by the Chief Executive Officer or the designated institutional Work Release Coordinator, from this loan fund. The inmate makes full reimbursement for loans and cash advances from his initial pay checks before, for example, making withdrawals for his dependents or to pay fines.

.272 Incoming Money - Salary, Wages, or Stipend

The inmate brings into the institution his salary, wages, or stipend in whatever form it is paid to him by the employer. When the inmate endorses the paycheck or brings in his cash payroll, a receipt is issued to him in accordance with Standards 309. "Safekeeping of Inmate's Valuables, Clothing and Money." The pay is credited to the inmate's institutional account.

Because inmates will be handling their salaries, wages, or stipends, the institutions are responsible for determining that Work Releasees turn in their pay on the appropriate day. The institutions must also verify the amount of pay brought in by the inmate.

.273 Payments by Inmates on Work Release

Prior to going on Work Release where salary, wages or stipend are paid, the inmate agrees to sign money transfers regularly on his institutional account for agreed upon sums to repay loans and for other payments authorized by the pertinent section of the statute quoted in Standards 681.210

Inmates on Work Release are given monthly statements of their institutional accounts showing deposits and disbursements.

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681. WORK RELEASE - HANDLING OF MONEY (Cont'd)

.274 Personal Cash

It is necessary for Work Release inmates to carry with them small amounts of cash while outside the institution to cover daily expenses for such items as transportation, lunch and incidentals. When it is not possible for an inmate to obtain lunch on the grounds of his employment placement, he carries a sack lunch from the institution.

The Work Release inmate is given responsibility for budgeting his personal cash each week. If he expends it prior to the end of the week, the institutional Work Release Coordinator is immediately advised.

Each institution develops its own method for the handling of Work Releasees' personal cash. One suggested method which makes the inmate fully accountable for such money and relieves the institution of additional responsibilities for contraband control, accounting, and daily receipts and disbursements, is to provide in a secure, accessible place, a small lock box for which the inmate holds the key. The inmate can also place other small personal effects in the box to aid in contraband control. The institutional Work Release Coordinator or person (s) designated by him to have general control of these boxes are expected to see that no inmate has an excess of the weekly minimum of personal cash in his box. An unauthorized excess is removed, a receipt is issued to the inmate, and the money is credited to his institutional account. The institutional Work Release Coordinator is immediately advised.

STANDARDS

Prison Complex (200)  
Youth Correctional Institution Complex (300)  
681.275  
1/1/72

681. WORK RELEASE - HANDLING OF MONEY (Cont'd)

.275 Maintenance Fees

The following fee schedule applies to inmates in the Work Release program who work for wages or salary.

- (1) Inmates employed one day per week are not charged a fee.
- (2) Inmates who earn salary or wages up to \$59.99 per week are charged 25% of their gross income, and those who gross \$60 or more per week are charged 33 1/3% of their gross income up to a maximum of \$28 per week.
- (3) Up to \$5 per week of the maintenance fee is rebated to inmates who pay for transportation by other than institutional means to cover all or part of their additional expense.

682. WORK RELEASE - FIELD SUPERVISION.210 Prologue

According to statute "The commissioner or his duly authorized agent or agents may extend the limits of the place of confinement of a prisoner as to whom there is reasonable cause to believe he will honor his trust, by authorizing him, under prescribed conditions, to... Work at paid employment or participate in a training or educational program in the community on a voluntary basis while continuing as a prisoner of the institution or facility to which he is committed, provided that: (1) Representatives of local union central bodies or similar labor union organizations are consulted; (2) Such paid employment will not result in the displacement of employed workers, or be applied in skills, crafts or trades in which there is a surplus of available gainful labor in the locality or impair existing contracts for services; and (3) The rates of pay and other conditions of employment will not be less than those paid or provided for work of similar nature in the locality in which the work is to be performed. (4) No prisoner employed in the free community in private enterprise under the provisions of this act shall, while working in such employment or going to and from such employment, be deemed to be an agent, employee or servant of the Department of Institutions and Agencies, the State of New Jersey or any of its subdivisions." (Ch. 22, P.L. 1969)

It is the intent of the Statute that inmates be permitted out on Work Release for purposes of paid work and participation in training or educational programs. Consequently, if there is a labor strike at an inmate's place of employment, he is not permitted to picket or engage in other strike activities since this is not employment. Instead the inmate must be held in the institution for the duration of the strike. Work Releasees are not authorized to act as strikebreakers in any labor dispute.

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Division of Correction and Parole (100)  
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6/30/69

682. WORK RELEASE - FIELD SUPERVISION (Cont'd)

.211 Objectives

To provide field supervision in the areas of employment placement and employment supervision of Work Release.

.263 Field Supervision Procedures

The Bureau of Parole is responsible for developing procedures to carry out Standards 682.271, .272, and .273.

.271 Employment Placement Evaluation and Supervision

The Bureau of Parole has responsibility for evaluating prospective places of employment for Work Releasees and for supervising their employment placements. However, the institutional Work Release Coordinator is not precluded from effecting and maintaining liaison with employers of Work Releasees.

When the institutional Work Release Coordinator learns of a prospective employment placement from the Bureau of Parole, from institutional sources or from employer initiated contact, he provides the Bureau of Parole with the information requested on their form. The institutional Work Release Coordinator then apprises the prospective employer that a Parole Officer will visit his business.

The institutional Work Release Coordinator sends the form to the Institutional Parole Officer who transmits the information by telephone to the appropriate District Parole Office. The Bureau of Parole responds to these requests for employment evaluations within three working days of their receipt from the institutional Work Release Coordinator.

682. WORK RELEASE - FIELD SUPERVISION (Cont'd).271 Employment Placement Evaluation and Supervision (Cont'd)

The Parole Officer determines by a field visit whether the prospective employment placement is bone fide and consistent with the statutory and Standards requirements for them. The Parole Officer learns what the job duties are, the hours of work, the starting wage, and whether union affiliation is required. He explains to the employer that the placement will be supervised by the Bureau of Parole and learns which employees may be contacted with respect to the Bureau of Parole's employment supervision responsibility if a Work Releasee is placed on the job.

If the prospective employment placement is unionized or partially unionized the shop union representative is contacted to determine whether the union has any objection to a Work Release placement there.

If the employment placement is approved by the institutional Work Release Coordinator for a placement, he notifies the Institutional Parole Officer of the date an inmate begins employment so that the Bureau of Parole may begin its employment supervision function.

During the first month a Work Releasee is at the employment placement, the Parole Officer makes weekly employment supervision contacts. After the first month, contact is made every three weeks. These contacts are made to determine the quality of the Work Releasee's work including whether he is tardy and/or absent, problems the employer may be having with him, and the quality of his relationships with the employer and the Work Releasee's co-workers. The Parole Officer has no contact with the Work Releasee since it is expected that the institutional Work Release Coordinator counsels him to determine whether he is having problems.

682. WORK RELEASE - FIELD SUPERVISION (Cont'd).271 Employment Placement Evaluation and Supervision (Cont'd)

When the Parole Officer learns of developing problems and crises, he communicates these immediately and directly to the institutional Work Release Coordinator. When an inmate is removed from the Work Release program, or when he is held in the institution because of illness, for example, the Bureau of Parole is notified. The institutional Work Release Coordinator also notifies the employer when an inmate is removed from the program or held in the institution temporarily.

When another Work Releasee goes to the same job at a previously used employment placement, no evaluation is usually necessary. The institutional Work Release Coordinator notifies the Institutional Parole Officer so that employment supervision may begin. If a different position is offered at an employment placement already used, an evaluation is required.

.272 Transition from Inmate to Parolee Status

It is anticipated that some inmates will continue on their Work Release jobs after they are paroled or released at maximum sentence. It is also anticipated that a Work Release inmate's employment may be supervised by a Parole Officer other than the one who will supervise him on parole. To assure an orderly transition from inmate status to parolee status, it is essential that the Parole Officer who will supervise the parolee establish liaison with the employer prior to the inmate's parole.

.273 Employment Opportunities

The Bureau of Parole is requested to advise the institutional Work Release Coordinator of job opportunities as they become known.

AUDITS

Division of Correction and Parole (100)  
680, 681, 682  
6/30/69

The Division Office staff audits compliance with these Standards annually.

STANDARDS

Prison Complex (200)  
Male Reformatory Complex (300)  
Reformatory for Women (511)  
684  
12/22/70

684. FURLOUGHS

.210 Prologue

Authority for furloughs is contained in Chapter 22, P.L. 1969, which states:

"The Commissioner or his duly authorized agent or agents may extend the limits of the place of confinement of a prisoner as to whom there is reasonable cause to believe he will honor his trust, by authorizing him, under prescribed conditions, to...visit a specifically designated place or places for a period not to exceed 30 days and return to the same or another institution or facility. An extension beyond the 30-day limit may be granted to permit a visit to a dying relative, attendance at the funeral of a relative, the obtaining of medical services not otherwise available, the contacting of prospective employers, or for any other compelling reason consistent with the public interest...."

.211 Objectives

To establish a program whereby selected inmates are allowed to return to the community for specified periods of time to maintain and strengthen constructive ties with family and the community; to provide an additional opportunity for pre-release preparation by permitting inmates to secure employment, complete arrangements for education programs and secure housing; and to test readiness for release on parole.

.214 Duration

Furloughs do not exceed two consecutive nights duration.

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Prison Complex (200)  
Male Reformatory Complex (300)  
Reformatory for Women (511)  
684.223  
12/22/70

684. FURLOUGHS (Cont'd)

.223 Residence

Inmates are permitted furloughs only within the State.

In circumstances where an inmate is without residence and requires time to complete parole arrangements, furlough to the Bruce or PROOF House may be considered. Preparation for such a plan should begin in sufficient time to assure a bed for the inmate.

.227 Identification Card

An identification card is issued to an inmate going on furlough. Included on the identification card are the inmate's name, address and telephone number of the institution in which he is serving sentence, date of the furlough, and a statement that the inmate is on furlough as authorized by Chapter 22, Public Law of 1969. Also included on the card is a picture of the inmate without his institutional number.

.231 Staff Assigned to Program

The Classification Committee of the institution determines whether furlough plans are consistent with these Standards and that inmates meet the eligibility requirements. The Classification Committee also approves and disapproves inmates for furloughs.

.232 Institutional Furlough Coordinator

Administrative and daily operational responsibility for managing the furlough program is placed with the person designated by the Chief Executive Officer as Furlough Coordinator.

General responsibilities of the Furlough Coordinator include: providing orientation to the furlough program to inmates participating in it; maintaining liaison with the Classification Committee and the Chief Executive Officer; and effecting and maintaining liaison with appropriate personnel in the Bureau of Parole and personnel of the Bruce and PROOF Houses.

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Prison Complex (200)  
Youth Correctional Institution Complex (300)  
Correctional Institution for Women (511)  
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684. FURLOUGHS (Cont'd)

.247 Clothing

Inmates in the work release program are expected to provide their own clothing when they go on furlough. Inmates furloughed for other purposes are provided with clothing where necessary.

.248 Transportation

Inmates furloughed for sickbed or funeral visits and inmates furloughed for medical care are provided with transportation by the institution. For all other furloughs the institution provides transportation to local public transportation, if necessary.

.249 Money

Inmates are permitted to withdraw up to \$50.00 from their institutional accounts for transportation and other expenses when they go on furlough.

.271 Furloughs for Work Releasees

Inmates in the work release program are permitted one furlough per month during their time in the work release program. Such furloughs are for any legitimate reason.

.272 Furloughs for Compassionate Reasons

Inmates are permitted furloughs for compassionate reasons which include: death or serious illness of a relative as defined in Standards 292.274 with furlough permitted for one circumstance or the other; graduation from high school or higher of children or other relatives as defined in Standards 292.274; wedding of a parent or child and birth of a child of the inmate's marriage with the inmate able to visit the mother and child within one week of birth.

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684.272  
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684. FURLOUGHS (Cont'd)

.272 Furloughs for Compassionate Reasons (Cont'd)

To be eligible for a furlough for compassionate reasons, inmates must be in minimum custody status and within six months of their parole or maximum release dates.

.273 Furloughs for Release Preparation

Inmates who are not participating in the work release program are permitted furloughs for release preparation. These furloughs provide the inmates opportunity to complete parole arrangements or to attempt to resolve serious marital or family problems. To be eligible for release preparation furloughs, inmates must be in minimum custody status and within three months of their parole or maximum release dates. An inmate may have one furlough per month for release preparation.

.274 Furloughs for Medical Care

In extraordinary circumstances, inmates requiring medical care not available in the Division or Department may be considered for furlough. Prior approval is necessary from the Division office for such furloughs.

.275 Furloughs for Civil Court Matters

Furloughs may be granted to inmates to appear in court on civil matters provided they are in minimum custody status and within six months of their parole or maximum release dates.

.276 Field Supervision

Institutions may utilize the resources of the Bureau of Parole to verify the circumstances of furlough plans. Procedures for utilizing these resources are established jointly.

REPORTS

Prison Complex (200)  
Youth Correctional Institution Complex (300)  
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684.

FURLOUGHS

Required Report

By the second working day of each month a report with the institution name is sent to the Division Director, attention Mr. John R. Schmidt, which includes the following information for each inmate granted a furlough during the preceding month:

- (A) name and number of inmate
- (B) type of furlough (.271 Work Release  
.272 Compassionate, .273 Release Preparation,  
.274 Medical, .275 Civil Court);
- (C) beginning and ending dates of furlough;
- (D) name and relationship of person(s) with whom inmate resided during furlough and address; and
- (E) whether the inmate failed on furlough, i.e., escaped, arrested, used narcotics, returned drunk or any other reason. Specify the reason for the failure.