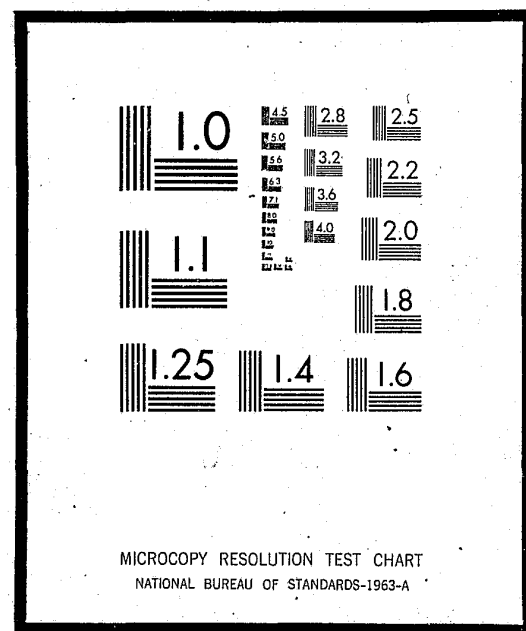


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STATE OF CONNECTICUT -

DEPARTMENT OF CORRECTION

ADMINISTRATIVE DIRECTIVES RELEVANT TO WORK AND EDUCATION RELEASE


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1. PURPOSE - To establish policies and procedures in accordance with current assessments of operating experience.

2. POLICY -

- Community Release is intended as a correctional tool having many possible applications. While Community Release should be utilized to the fullest extent that circumstances permit, there can be no compromise of essential safeguards, community acceptance and careful selection of inmates. Participation in the Community Release Program may be terminated for willful negligence or misconduct on the part of the inmate involved.
- It is imperative that exploitation in any form or to any degree be avoided, either as it might affect the community or community release inmates. Specifically, the compensation of community release inmates will be no less than that of comparable workers, and they shall not be employed under working conditions at less than acceptable minimum standards. Conversely, community release inmates shall not be employed as strike-breakers or in situations that would evoke adverse public reaction directed either at the inmate involved, the Department of Correction, or the State of Connecticut.
- All inmates admitted to community release status remain in the custody of the Department of Correction. An inmate who willfully absconds shall be processed as an escapee.
- Each job shall be investigated to determine that it is bona fide, is consistent with basic community release policies, and will adequately fulfill the program goals for the inmate involved. In like manner, the Community Release Counselor will investigate each application for Educational Release to determine the suitability of having the inmate pursue further outside study. The Counselor will make known to the head of the educational facility, or his designee, the goals, policies, and operation of the program and as much of the individual's case history as is necessary to arrive at sound decisions regarding hours and courses of study as well as participation in other related school activities. Case histories will not be discussed with anyone other than the individual responsible for the total daily operation of the facility.

They will further request that absence from classes, failure to absorb specific courses of instruction, or anything else of a detrimental nature be reported by the most expeditious means. While Community Release neither constitutes nor implies a contractual agreement between an employer, or educational facility administrator, and the Department of Correction, it must be

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recognized that mutual responsibilities exist. These derive from the fact that, though employed or attending school, the inmate is still in custody and his Community Release status is for a specific purpose.

- Only the Commissioner of Correction, or such person as he designates, is empowered to admit an inmate to community release status or to remove him. Administrative responsibility for managing community release is placed with the Warden or Superintendent of each institution.


3. PROGRAM SUB-DIVISIONS - The various sub-divisions of the Community Release program at present are: Education Release, Work Release, and the Resources and Opportunities Center. The stated purpose of each is as follows:

- Education Release: This part of the program provides an opportunity for selected inmates to acquire the benefits of higher education or technical skills for a school of college.
- Work Release: This portion of the program enables selected inmates confined in a correctional facility to leave the facility daily for employment at a regular job nearby.
- Resources and Opportunities Center: This Center is established to provide a programmed and supervised transition to productive community living for selected offenders who live within the New Haven area. The Center provides multiple services to its resident population. This program includes a voluntary support program for former residents after release and will continue to provide services for these men when necessary.

4. ADMINISTRATION

a. Purpose of Community Release: Community Release lends itself to multiple uses:

- As a pre-release tool, it provides opportunity to individuals who, in the judgment of the departmental screening committee, need further transitional preparation for community life.
- There are a number of ways in which specific training needs may be met through community release as complements to education and training in the institutions.
- Community Release may be appropriate and useful for certain inmates whose families have economic need.

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- (4) It provides an effective way to accumulate savings for release, to make restitution and to pay legitimate debts, especially when such payments will free an inmate from overwhelming financial burden on the day of release.

For any individual, the "purpose" may be a combination of the foregoing.

- b. Community Relations: It is essential that the Wardens, Superintendents and staffs promote public understanding and support for the Community Release Program wherever it exists. In part, this is a matter of developing and maintaining communications networks for the purpose of imparting basic information, interpreting the aims of community release, and explaining its role in the total correctional process. It is important that institutions take this into account when designing staff training and development programs. Total staff involvement in community release plays a significant role in the professional growth of department employees.


It is no less important that the official and other important segments of the community be kept advised of progress, modifications, and program innovations. To realize the program's full potential and to guard against any tendency on the part of employers and others to over-protect community release inmates, the understanding and continuing goodwill of community groups must be maintained.

In line with the requirement that consultations with unions be carried out before inmates are placed in community release positions, it is emphasized that this requirement applies to state government employee unions as well as those in private industry.

c. Selection.

- (1) Application: Any inmate wishing to be considered for any sub-division of the Community Release Program must apply through his institutional counselor on the prescribed form, copies of which are included with this directive. Inmates applying for the various sub-divisions of the program will be considered if they meet the following requirements:

- Must have a financial, vocational or educational need.
- Must be considered to be normally qualified for minimum custody status.
- Must be within one year of parole eligibility or release date.
- Must not have a history of serious emotional or psychiatric disorder.

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- *e. Must not have a serious background of violent or assaultive behavior.

- *f. Must not have been convicted of a sex crime involving minors or use of force.

- *g. If involved in the use of hard narcotics, i.e. heroin, cocaine, an individual would only be accepted for a Community Release Program if he is involved in a drug treatment modality while in community release.


*Inmates who have unquestionably demonstrated their trustworthiness by a long record of stability may be considered for Community Release in some of the above cases, but this must be approved directly by the Deputy Commissioner of Community Services.

The Warden or Superintendent will cause the application to be screened by the Classification Committee. If the applicant is not eligible under the criteria established above, the application will be returned to the inmate. When the applicant is approved by the Classification Committee, the Warden or Superintendent will sign two copies of the application and forward them to the Chief of Community Release. If the application is approved, one signed copy will be returned to the institution from which it originated and the inmate may then be placed, or if necessary, transferred to the facility where he will be entered into the program.

- (2) Custody: Community Release will not be authorized for offenders identified with large scale organized criminal activity, nor for others whose presence in the community is likely to evoke adverse public reaction toward the inmate or the State of Connecticut.

- (3) Physical Conditions: The candidate for Community Release shall be in good health and be physically able to perform the proposed assignments. This requirement should not preclude the use of community release as an unusual opportunity to aid a physically handicapped person in obtaining community employment consistent with his capabilities.

- (4) Emotional and Behavioral Factors: Candidates with serious emotional or personality defects and those with histories of violent or assaultive behavior will be excluded. However, community release may be considered, under limited circumstances, for others who are mentally or emotionally handicapped and who are not dangerous to others, when it is apparent that community employment will significantly aid their post-release adjustment.


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(5) Need: Community Release is not intended as a program or status to be made available automatically to all who may be technically "eligible". There must be indicated need for the opportunities and responsibilities which community release provides. This is a departmental Screening Committee judgment to be related to the pre-release, family need or other individual circumstances for which community release is particularly appropriate. Further, it must be pre-supposed that the inmate will benefit from the experience. Decisions in cases of family need, restitution, and debt payment must be based on investigation so that official records will establish the inmate's responsibility and verify that the claimed need exists.

(6) Residence: Preference shall be given candidates whose residence is in the vicinity of the institution or for whom release plans in this vicinity are reasonable and appropriate. Although this should not exclude others, a number of factors must be weighed carefully:

- (a) It can be expected that many inmates and their employers will want to continue their employment after release from the institution.
- (b) No community will tolerate its becoming a "haven" for felony offenders even though they may be under supervision.
- (c) There are circumstances in which sound correctional treatment involves relocating an offender from a home or community situation that is untenable or lacking in opportunity. (In this respect, caution is recommended. Experience indicates some strong tie in the new community is needed. Relocating an offender solely because he thinks it's "a good idea" rarely works out, especially in cases of younger offenders.)

(7) Type of Work: There need be no general restrictions on the kinds of work release jobs for which candidates may be considered. The expectation is that the job selected will be that which best fulfills the purpose of community release in each case consistent with the fact that the employed inmate is still in custody. Good employment placement will give preference to jobs that are related to prior training, work experience, or institutional training and may be suitable for continuing post-release employment. The "breakeven" point between wages and expenses will tend to eliminate temporary, part-time and intermittent employment.

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(8) Duration: Placements shall be limited ordinarily to a period of approximately six months immediately preceding the probable release or parole eligibility date. Exceptions can be made when fully justified.

(9) Transfers: Inmates shall be recommended for transfer to a specific Community Release function or facility so long as all other eligibility requirements are met.

d. Transportation: All transportation arrangements shall be approved by the Chief of Community Release Programs. As a practical matter, little can be accomplished if the travel time between the institution and the job, or place of assignment, exceeds 15 to 30 minutes each way. Within reasonable limits of convenience, Community Release jobs need not be restricted to "normal" work hours. When suitable transportation can be arranged, there should be no objection to shift work or overtime. Community Release inmates may not be permitted to drive personally-owned cars. Community releasees shall pay their share of transportation costs.

5. FISCAL PROCEDURES

a. Receipts: All funds received are to be deposited intact. All monies are to be transferred to the Work Release Accountant once a week. If mailed, the monies are to be deposited into the Inmates' Fund and a check drawn for the same amount, payable to the Work Release Program. Cash or check payable to inmates are not to be sent through the mail. A receipt is given to each inmate every time he turns money into the program. The UARCO Form presently used in the A Room serves our present needs. The white copy is given to the inmate and the yellow copy, or a photocopy of the yellow copy, is forwarded to Central Office, Hartford, with the monies. The receipt must designate the type of funds that are received on admission; paycheck, visit, etc. Section 432 of the General Statutes states, in part, that, all receipts shall be deposited within 24 hours except that when receipts do not total \$100.00, they may not be held in excess of one week. This section of the General Statutes must be complied with.

b. Weekly Allowance: Each inmate in the Work Release Program is entitled to a maximum of \$12.00 per week for personal spending money. No program participant will be allowed to accumulate funds by saving the unspent portion of his weekly allowance. The Community Release Counselor will notify the Work Release Accountant, in writing, each week of the amount of the weekly allowance check together with the subsistence deduction.

c. Subsistence and Transportation: Each inmate who is employed while on the Work Release Program will be charged \$27.00 per week for subsistence and



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transportation. For subsistence portions of weeks (i.e., in situations of less than a regular work week) subsistence and transportation will be based on the following:

	Subsistence Charge
One day	\$ 5.40
Two days	10.80
Three days	16.20
Four days	21.60
Five days	27.00

Should the inmate not have enough money on deposit with the program at the time he leaves, he will only be charged an amount equal to his deposit for the last chargeable week.

- g. Special Allowance: When special funds are needed by the inmate for work clothes, books, tools, court fines, family needs, etc., the Work Release Program "Request for Withdrawal of Funds" form will be completed and submitted to the Deputy Commissioner of Community Services, with a copy forwarded to the Chief of Community Release Programs. This request will be granted only if the inmate has sufficient funds on deposit with the Work Release Program Accountant to comply with a basic reason for this program which is, "to have adequate funds upon release whereby the inmate can maintain himself". It should be noted here that a maximum of \$50.00 is allowed for work clothes and this is a one-time allowance.
- e. Payments to Dependents: The Community Release Counselor will advise the State Welfare Department of all inmates employed on the program. Up to 50% of the inmate's net earnings, after deductions for his weekly allowance and room and board, will be forwarded to the Welfare Department as partial or total reimbursement for his family's support, if any.
- f. Loans: Loans will be granted to indigent inmates who require funds for work clothes, tools, etc. Loans should be approved by the person in charge of the Community Release Program at the facility and then forwarded to the Chief of Community Release Programs for final approval. Three (3) copies of the Loan Agreement should be completed. The original and one copy retained by the institution.




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NOTE: Loans should be repaid from the first paycheck or as soon as possible thereafter and should not be left until the individual is about to be released.

- g. Discharge Allowance: When an inmate is nearing his release date, the Work Release Accountant is to be notified. Notification should be received at least three (3) days in advance to assure that the check will be received in time for the inmate's release.
- h. Guidance and Counseling: To the fullest extent possible, guidance and counseling services shall be made available to Community Release inmates. Often there will be special and immediate needs for such services arising from problems on the job and working conditions, in addition to the usual range of personal and family matters. Volunteer counselors may assist in this function. However, volunteers must be carefully screened, hours scheduled, and duties clearly defined in a structured program. All such volunteers must receive Central Office clearance over the recommendation of the Warden or Superintendent.
- i. Terminations: All terminations of community releases from the program shall be reported on Form COR 107 "Report of Removal from Community Release Program".
- 1) If the Warden or Superintendent, or person acting in this capacity, or the Community Release Counselor believes that for disciplinary or any other reason, the community release should be removed from the program he may restrict the inmate to the work release section or, if he deems it necessary, transfer the inmate to a more secure section of the correctional center and not permit him to go to work, school or other area outside the institution.
 - 2) A report explaining the reasons for recommending the removal of the inmate from the program will then be sent to the Chief of the Community Release Program. If it is believed by the person making the recommendation for removal that fast action is required, the Chief of Community Release Programs may be notified by phone and if the recommendation for removal is approved, authorization for immediate action may be given with the written report to follow. If the Chief of Community Release Programs is not available, the Deputy Commissioner of Community Services or his delegate should be notified. The above action should be authorized by the Warden or Superintendent.
- j. Clothing: Clothing may be brought in by authorized persons if the inmate does not have them at the institution. Release clothes may be used when

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available. If the inmate has not suitable clothes, he may purchase them outside the institution if he has the funds. If the inmate has no funds, he may borrow up to \$50.00 for their purchase. The suitability and the cost of the clothes must be approved by the Community Release Counselor who will accompany the inmate while he buys the clothes.

6. MEDICAL AND DENTAL CARE

a. Medical Care: Each correctional facility has its own medical/dental care program which is under the direct control of the Warden or Superintendent. For those Community Release Program sub-divisions which are housed at the various correctional centers, the normal procedure for obtaining treatment or relief is as follows:

- 1) All medical decisions will be made by approved departmental medical personnel; therefore, an individual requesting medical attention will not report to work but will remain in the Center and the counselor will place his name on the sick call list. At the proper time he will be examined by the physician or medical attendant on duty. Should he require treatment which is not available at the Center, or hospitalization for an extended period, this information must be transmitted through proper channels to the Deputy Commissioner of Community Services who will issue procedural instructions and approve any necessary transfer.
- 2) Dental Care: Dental care will be handled in the same manner.
- 3) Injuries: Should a work releasee be injured while at his place of employment, the employer will be responsible for the emergency medical care required. In the event extended medical care or hospitalization is required, arrangements for such care or hospitalization, at the employer's expense, will be made only with the full knowledge of the Warden or Superintendent and the express approval of the physician at the facility and/or the Deputy Commissioner of Community Services.
- 4) Medication: Any form or type of medication received from other than institutional medical facilities will be approved and dispensed in accordance with institutional medical procedures.
- 5) Prosthesis: Eyeglasses, dentures, or any prosthesis that needs repair or replacement will, unless originally provided by the State during a period of incarceration, be paid for by the work releasee; and then only after the Work Release "Request for Withdrawal of Funds" form has been completed and approved by the Deputy Commissioner of Community Services.

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