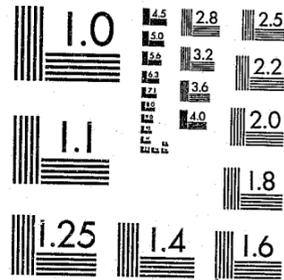


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Community Services Branch



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COMMUNITY CENTER PROCEDURES MANUAL

NCJRS

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I. INTRODUCTION

In accordance with SCDC Policy 2300.2 - Special Conditions Governing Participants in Community Work and Pre-Release Programs - the Community Services Branch is responsible for establishing, facilitating communication and insuring conformity of all Community Program Guidelines. These guidelines are specifically program related and are to be integrated into normal center operational procedures as established by appropriate operations personnel. Additional guidelines pertaining to all program selection criteria, passes/furloughs, etc. can be found in policies 2300.1 - Inmate Pre-Release and Community Work/Educational Programs and 2300.3 - Inmate Eligibility and Selection For Furlough/Pass Programs.

In order to insure conformity of program guidelines, the Community Services Branch will meet with all center superintendents at least quarterly and will monitor programs within each center at least annually with results being reported to appropriate regional offices and the Division of Internal Affairs for necessary action.

II. PARTICIPANT IN-PROCESSING/ORIENTATION AND CUSTODY CLASSIFICATIONS

1. Upon completion of processing by the Community Services Branch, the approved applicant will be assigned to the work release center of his/her choice normally in the individual's geographic home area as indicated by the attached state map. (Attachment #1.) The

approved applicant's folder, except for 120-Day Accelerated Work Release participants for which no folder is compiled, will be forwarded to the center of assignment and will be maintained at that center until the participant's release, parole or removal. The center will prepare folders for 120-Day participants. The center will insure that all information contained in the folder, upon receipt from the Community Services Branch, and subsequent program data as required, will be retained and returned to the Community Services Branch upon program completion. At that time, SCDC Form 27-30 (Participant Information Form) will be finalized to reflect final disposition of the participant and the complete folder will be returned to the Community Services Branch where it will be retained for a period not to exceed three (3) years. The center will insure that all folders are immediately returned to the Community Services Branch.

All case information, records and files will be marked and maintained as confidential with appropriate security at the centers. Files will be reviewed by the Superintendent and Program Supervisors on an ongoing basis to insure that all material and participant data is entered, accurate and up-to-date.

2. A complete orientation will be conducted by the Superintendent, Deputy Superintendent and Community Program Supervisors immediately upon the participants arrival at the work release center. Orientations will address all pertinent information, rules/regulations, employment/financial information, pass information and Extended Work Release as it relates to the individual.

The Superintendent's orientation should be a one-on-one type interview/orientation between the participant and the Superintendent. This will allow the participant an opportunity to discuss any personal matters with the Superintendent and allow the Superintendent to touch on any behavioral problems, program restrictions, etc. noted in the participant's file. At this time, the participant will be assigned to the caseload of an individual Community Programs Supervisor. This Supervisor will assume and retain the responsibility for the resident's progress while assigned to that center. This will include the timely processing for the Extended Work Release Program if applicable.

Inmate Advisory Council members at each center will assume an active role in the center orientation process. Specific procedures for their participation will be the responsibility of each center Superintendent.

3. Each new participant will, during orientation, receive, read and have explained to him/her by center personnel the Community Services Resident Guide and the Community Programs Agreement Form (SCDC 27-6) which will be properly completed. A Federal Program Agreement Form (SCDC 27-34) will be completed on all Federal participants. During in-processing, by the designated Community Programs Supervisor, the Participant Information Form (SCDC 27-30) will be initiated and updated, as necessary, as the participant proceeds through the different programs. Personal objectives and expectations of each participant will be addressed and documented as appropriate.

4. Custody Levels: All new participants, excluding 30-Day Pre-Release participants, will be automatically advanced to "AA" custody upon assignment to the center. 30-Day Pre-Release, Provisional and Administrative Parole participants will be advanced to "S" custody and their movement will be determined by the Superintendent in accordance with SCDC Policy 1200.2 - Initial Classification and Institutional Assignment.

5. Staff Participants:

a. All staff participants will be subjected to the same rules and regulations as other program participants assigned to that center.

b. Staff participants will not be permitted to enroll in community educational programs until within six (6) months of eligibility for placement in a community job setting. Approval for educational participation will be at the discretion of the center Superintendent if arrangements, i.e., transportation, can be made and participation does not interfere with either normal center operations or the individual's staff duties.

c. All staff participants must successfully complete at least three (3) months in a staff capacity for placement on Work Release and at least six (6) months for placement on the Employment Program. The participant must also be eligible timewise based on sentence length and be recommended to and approved by the Community Services Branch

before any work program placement. Approved work release center staff participants will be permitted Employment Program placement at the Community Work Release Center and will not be required to transfer to the Employment Program Dorm.

III. JOB PLACEMENT AND EMPLOYMENT GUIDELINES

1. Job Placement:

a. The Community Programs Supervisors (CPS) will, in accordance with the Community Services Job Placement Manual, be responsible for employment development and placement, and assisting in other needs for all work/educational program participants, 30-Day participants, releasees, ex-offenders, parolees, and provisional/administrative parolees as designated by the Parole and Community Corrections Board. All program participants will be assigned to the appropriate Supervisor's case load and maintained until specific program objectives have been met. Additional guidelines for 30-Day participants can be found in Section XV. 30-Day Pre-Release Program.

b. Residents of community work centers, unless first coordinated through their Community Programs Supervisors, will not be permitted to develop or secure employment on their own. Efforts will be made to secure employment commensurate with the participant's ability and desires, but if such is not possible, he/she must accept other available employment. Utilizing information submitted to the Community

Program Supervisor by SCDC Vocational Job Placement Officers, every effort will be made to secure employment in the field in which the individual received training. Consideration will also be given to the individual's status in the work program, the length of his/her stay at the community center and on the job and his/her plans after release. Employment with family members can be permitted as long as problems are not created and the opportunity is not abused or used for additional privileges.

c. Work participants should be assigned to a ward or quarters by the shift or hours employed, in order to avoid disturbing other participants.

d. Residents may be permitted employment within establishments which serve alcoholic beverages provided the establishment and the particular job deals primarily in food service. Serving alcoholic beverages will be permitted as a secondary job function. The job must be classified as a food waiter/waitress and not a cocktail waiter/waitress or bar/grill tender. The Superintendent will be responsible for determining which establishments will be permissible for residents' employment and insuring that the primary responsibilities are food service. Residents with alcohol problems will be excluded from this type of employment.

(1) Initial Job Placement: In contacting potential employers, Community Program Supervisors will utilize SCDC 27-32 (Introductory letter) which will be accompanied by the latest Community

Services Brochure. At the time of actual employment, SCDC Form 27-4 (Employment Agreement) will be completed with the employer and CPS should thoroughly explain center procedures and regulations governing overtime work as stipulated on the form. Each resident will be expected to work overtime when required, and it will be his/her responsibility to ensure that his/her employer notifies the center well in advance of the regularly scheduled quitting time. It will also be the resident's responsibility to ensure that the employer notifies the center one day in advance to request additional working days not regularly scheduled. SCDC Form 27-25 (Time Cards) will be closely monitored by center personnel to verify and ensure time worked. SCDC Form 27-9 (Verification of Overtime) will be completed on each resident required to work overtime and all overtime requests will be verified by center personnel with the employer.

(2) Follow-up: Subsequent to employment, the Community Programs Supervisor will interview the resident and the employer not later than one week after the resident is employed in order to detect and deal with any problem areas which might exist. Thereafter, both resident and employer will be contacted at least monthly for progress reports and to update job and salary changes. Form 27-24 (Participant Evaluation) will be used to evaluate the resident at these times and evaluations will be retained in his/her work folder.

(3) Workmen's Compensation: All work program participants are covered by State Workmen's Compensation laws. Staff residents will be covered under SCDC Compensation Regulations.

(4) Loss of Employment: Quitting a job without proper authorization or being fired from a job, is considered a direct violation of the Work Program Agreement. In both cases, the Community Programs Supervisor will investigate the situation to determine the exact circumstances by conferring with the resident and the employer and provide a report to the Superintendent. For employment relations, the Community Programs Supervisor will not, unless it is volunteered, demand an investigation or written report from the employer. If it is determined that the job loss was through some flagrant fault of the resident, it will be dealt with as a major violation of work release regulations. If the resident is not physically or mentally capable of performing his/her job, consideration will then be given to securing further employment.

(5) Unemployment Compensation: Work program participants are eligible for, and subjected to, State unemployment compensation laws through the Employment Security Commission. Participants who quit their employment upon release/parole or whose employment is severed as a result of program removal, are not eligible for unemployment compensation.

(6) Employee Group Insurance: Since work program participants are responsible for all medical costs incurred after work placement, they will be required to participate in insurance programs provided by their employer unless they can provide proof of adequate coverage from another source.

d. Employment Program participants will not be eligible for employment with the S.C. Department of Corrections.

e. Educational Release participants will be employed to best utilize their time for study and work and their need to finance education, and/or maintenance payments.

f. The Parole and Community Corrections Board will be notified of employment for those residents who will become eligible for parole after assignment to the work program, using SCDC Form 27-5 (letter to S.C. Probation, Parole and Pardon Board) and thereafter if his/her employment and/or program status changes.

g. When contacting employers for the purpose of placing work release residents on a particular job, the Programs Supervisor will inquire as to the company's union status. If unionized, the supervisor will inquire of the local union representative or a state-wide union control body as to its policy concerning the placement of an inmate in that particular position. If the work force is completely unionized, the resident must join the union. If a strike occurs within a unionized company, no resident will be permitted to either participate in strike activities, or to work during the strike period. If the strike is of a prolonged nature, additional employment will be considered for the resident.

IV. EXTENDED WORK RELEASE PROCEDURES

1. Processing Procedures: In accordance with paragraph 4-b., Specific Procedures of SCDC Policy 2300.1, the work release center Superintendent and work release center Community Programs Supervisor will be responsible for processing and referring all potential EWRP participants to the Community Services Branch. All required forms will be completed and forwarded with the Superintendent's recommendation to the Community Services Branch. These candidates will be reviewed and the case file forwarded with Community Services Branch recommendation to the Commissioner for final decision. Upon approval, the Community Services Branch will notify the Youthful Offender Branch who will provide supervision in the community and the individual's folder will be returned to the appropriate center. The Community Programs Supervisor at the center will be responsible for maintaining the case file and will make the necessary arrangements to coordinate the case with the appropriate Youthful Offender Pre-Sentence and Parole Supervisor who assumes community supervision of the individual while assigned to the program. Necessary orientation will be scheduled between the Youthful Offender Parole Supervisor, Community Programs Supervisor, the participant and sponsor to finalize procedural guidelines for the participant. Individuals approved for the EWRP will normally be assigned to the work release center nearest his residence and will be supervised by the Youthful Offender Pre-Sentence and Parole Supervisors, as designated by the attached Youthful Offender State Area Map. (Attachment #2.)

If the participant is assigned to another center for Extended Work Release participation, necessary arrangements will be made between the Superintendent of both centers, the CPS, and the Youthful Offender Supervisor in order to coordinate the case and provide orientation to the participant and sponsor prior to actual release on Extended Work Release. This may necessitate the participant remaining over night at the new center of assignment so that proper arrangements and orientation can be provided.

The responsible Community Programs Supervisor will provide orientation and immediately begin EWRP evaluation of the new resident upon assignment to the center. Those inmates who are not eligible for the program, based on a review of their records, will be called in by the CPS and so advised with justification. Those inmates deemed eligible for consideration will be so informed and listed immediately on the EWRP Tracking Sheet. (Sample, Attachment #3.) Thereafter the CPS will be responsible for the periodic review and updating of the sheet.

Upon opening an EWRP file on an inmate, the CPS schedules the file for completion at least 30 days prior to his eligibility date. When the case is completed, sans the sponsor agreement, an interview will be scheduled between the Superintendent, the CPS, and the resident's proposed sponsor. The interview is then evaluated and if deemed necessary by the Superintendent the CPS will be instructed to visit the proposed residence for evaluative purposes. The completed file, under the Superintendent's recommendation for approval, will then be forwarded to CSB for review and final action by the Commissioner.

Once final action has been taken by CSB (approval or disapproval), the resident is either placed on the EWRP on his eligibility date or notified of the disapproval. Disapproval by the Community Services Branch will be via written communication and personal notification by the CPS upon receipt of case back from CSB. Follow-up counseling by the Superintendent will be conducted if deemed necessary. If approval has been received the CPS will coordinate with the employer, if a job change is necessary; coordinate EWRP placement and field supervision with a placement interview between the CPS, the sponsor and the YOB Supervisor. Following the placement interview the Superintendent will conduct a final exit interview with the participant, sponsor, CPS and YOB Supervisor. The participant can then be released into the community under the supervision of the YOB Supervisor.

2. Community Supervision:

a. Each participant will be supervised by a designated Youthful Offender Pre-Sentence and Parole Supervisor who is under the direct supervision of the Chief, Youthful Offender Services Branch. All participants will continue to be responsible to the work release centers of assignment and will be maintained on their count as authorized absentees while on the Extended Work Release Program.

b. The Youthful Offender Pre-Sentence and Parole Supervisor will evaluate each participant after one week on the program by personally contacting the individual, the sponsor, and employer. Thereafter, the Youthful Offender Pre-Sentence and Parole Supervisor

will continually monitor and provide assistance at least on a monthly basis until the participant is released/paroled from the custody of the Department of Corrections or removed from the program. SCDC Form 25-43 (Participant Evaluation Report) will be used for this purpose. Any unusual reports will be marked to the attention of the appropriate officials. One copy will be retained by the Youthful Offender Pre-Sentence and Parole Supervisor, one copy will be forwarded to the Community Services Branch/Youthful Offender Branch, and one copy will be forwarded to the appropriate work release Superintendent for perusal and/or necessary action. SCDC Form 27-12 (Incident Report) will be utilized as an addendum for any further narrative information to be submitted.

c. The Youthful Offender Supervisor will supervise the individual only as long as he remains on the EWRP. The Community Program Supervisor will continue to provide assistance if requested and assist with any problems he/she may have after release from the Department of Corrections.

3. Violation of Program Regulations: If at any time the evaluation report reflects poor adjustment, or if the center is notified that the participant has not maintained a satisfactory work or attendance record, he/she may be returned to the assigned work release center. Any violation of program guidelines by the participant will be investigated and appropriate action taken by the work release center Superintendent. If the participants fail to meet their responsibilities in reference to employment, residency requirement, community

restrictions, curfew, financial obligations, violation of any state, federal, or local law or ordinance, or any other restrictions or regulations placed on them, they will be immediately returned to the assigned work release center for appropriate action. Under normal circumstances the Youthful Offender Pre-Sentence and Parole Supervisor will notify the center of the problem area and return the participant to the center if deemed necessary by the Work Release Superintendent and Youthful Offender Pre-Sentence and Parole Supervisor. Under conditions where the Youthful Offender Pre-Sentence and Parole Supervisor believes serious problems could occur, necessary assistance will be provided by work release center personnel. In extreme circumstances the Pre-Sentence and Parole Supervisor will seek assistance from local law enforcement officials in taking the individual into custody. It should be understood that the participant is still assigned to the work release center, is an inmate of the work release center, and remains the ultimate responsibility of the work release center. Each problem case will be reviewed by the Work Release Center Superintendent, the Community Programs Supervisor and the Youthful Offender Pre-Sentence and Parole Supervisor. If the infraction is of a minor nature and can be corrected through counseling, further restrictions, etc., the participant may be permitted to remain on the program. Any subsequent violations will constitute automatic removal from the program.

If the violation is of a more serious nature, the participant will be either removed from the Extended Work Release Program and reassigned to work release at the center, or completely removed from the community programs and be subjected to S.C. Department of Corrections

Adjustment Committee action. A full report will be submitted by the work release center superintendent to the Chief, Community Services Branch, who will be responsible for advising the Chief, Youthful Offender Branch and if applicable, the S.C. Parole and Community Corrections Board.

4. Curfew Checks: The Youthful Offender Supervisors will be responsible for coordinating random curfew checks on Extended Work Release participants. Center personnel will only make curfew checks as requested by the Youthful Offender Supervisor or as instructed by the center Superintendent or designee and in coordination with the Youthful Offender Supervisor. If the Youthful Offender Parole Supervisor makes a curfew check and finds that the participant is in violation, the following procedure will apply:

a. Leave word at the participant's home for the participant to call the work release center of responsibility immediately upon his arrival.

b. The Parole Supervisor will immediately call the work release center of responsibility to advise of curfew violation and request that the center continue calling the participant in an effort to establish contact and document time the participant finally arrived.

c. The Parole Supervisor will call the work release center of responsibility first thing the following morning to determine if contact was established and, if so, the time the participant finally arrived.

d. The Parole Supervisor will then discuss the curfew violation with the work release center Superintendent or the Deputy Superintendent, carrying out his instructions relating to the participant's infraction, documenting these instructions and compliance.

5. Parole Eligibility Cases: Upon the participant's approval for the Extended Work Release Program, the Community Services Branch will furnish the Parole and Community Corrections Board a copy of the SCDC Form 27-41 (EWRP Agreement Form) where applicable.

Once the candidate has been approved for the EWRP, he/she will not be allowed to waive his/her right to a parole hearing. Participants with short sentences who desire to waive parole must give a notice of waiver before entering the program. Candidates will not be considered for participation in the EWRP except for the allotted nine months.

During the period of participation, the Community Services Branch will furnish the Parole and Community Corrections Board a copy of each Participant Evaluation Report, SCDC Form 25-43. The Community Programs Supervisor will ensure that the Youthful Offender Pre-Sentence and Parole Supervisor is aware of the individual's parole hearing date. The Youthful Offender Pre-Sentence and Parole Supervisor will ensure the participant is aware of the scheduled parole hearing date and coordinate any individual transportation problems with the appropriate work release center. If required, the Youthful Offender Pre-Sentence and Parole Supervisor will provide transportation for any participant to the appropriate work release center. The work release center will provide transportation to the parole hearing.

If parole is not granted, the case will be reviewed by the Chief, Community Services Branch and the work release center Superintendent, and a decision will be made as to whether the individual will be retained on the EWRP or returned to the regular work release program. The individual's prior EWRP adjustment and the length of time before his/her next scheduled parole hearing or Good Time Release Date will be the main factors considered.

6. Extended Work Release Finances: In accordance with Section V., of this manual, dealing with finances, the participant will be responsible for ensuring his/her supervision fees are forwarded to the appropriate center no later than five (5) calendar days after he/she receives his/her salary. If payment is not recieved, the Community Programs Supervisor will notify the Youthful Offender Pre-Sentence and Parole Supervisor of the problem area. The Pre-Sentence and Parole Supervisor will make a thorough investigation and submit a report to appropriate officials concerning any delinquent supervision fees.

V. PARTICIPANT FINANCES

1. Earnings for all participants, (except Extended Work Release), less standard payroll deductions required by law and those deductions authorized by the Superintendent, must be surrendered to the community center. This will include any income which is considered in or utilized for community programs maintenance or education payments. This will include, but will not be limited to, Workmen's Unemployment

Compensation, Veterans Assistance, disability checks, income tax refunds, educational financing, tips, etc. Upon receipt of earnings, all residents will relinquish their entire payroll/payment to the designated center official immediately upon return to the center. The resident will properly endorse the check, leaving the deduction stub attached. Check stubs will be closely monitored by the center's bookkeeper and compared with the center's time cards to ensure that all hours worked are accurate and accounted for.

a. Individual Ledger Sheets: Each resident's payroll information and financial data will be maintained on a individual ledger sheet which will depict all financial transactions while assigned to the center. Format and procedures for maintaining ledgers will be as prescribed by the attached ledger sample. (Attachment #4.) Each week, as soon as administratively possible, each resident will be given SCDC Form 27-16 (Resident Payroll/Receipt Financial Report) for his/her payroll check with the check stub attached. This receipt will indicate all deductions for that week, show the present balance in the individual's center account, and personal savings account, if applicable. Upon release, parole or supervised furlough, the account will be closed and the resident will be given a check for the balance. If the individual is removed from the program, his/her account will be closed and the check forwarded to the Finance Branch for deposit in his/her E. H. Cooper Trust Fund account.

Ledgers will continue to be maintained at the center of assignment on Extended Work Release participants, who will be

responsible for submitting his/her check stub to the center bookkeeper no later than five (5) days after payment. The stub will be returned to the individual upon completion. The Community Programs Supervisor will be responsible for insuring that the EWRP payment is received and turned over to the center bookkeeper accompanied by SCDC Form 27-54 (EWRP Subsistence Payment) denoting payroll information. If payment is not received as required, appropriate action will be taken in accordance with paragraph 3 of Extended Work Release procedures.

b. Deductions: Deductions will be made by the center as authorized by law, and agreed to by the resident in completing SCDC Form 27-7 (Authorization for Deductions) during in-processing. Any subsequent changes on this form in dependent support, allowances, etc., must be signed by the resident and designated center official.

c. Dependents: All residents will be required to support any legal dependents. It will be the Superintendent's responsibility to verify the validity of dependents and to notify the S.C. Department of Social Services, if necessary, of an inmate's placement on work release. Dependent verification will be accomplished by submitting SCDC Form 27-23 (Verification of Dependents) to the dependent for completion. The amount of support will be determined considering the participant's income, number of dependents, etc.

d. Medical Expenses: All program participants, excluding staff residents, will be responsible for all medical costs incurred after employment has been secured. The first \$10.00 of medical expenses

each week will be deducted from the resident's weekly allowance and not his/her center account. Center Superintendents should monitor medical expenses on all participants to avoid accumulation of excess medical/dental bills, to insure prompt payment of bills and to avoid releasing/removing an individual from the program with outstanding bills.

e. Other Deductions: All other costs incurred such as restitution, court domestic payments, resident welfare donations, etc. will be so indicated. Resident Welfare donations, not to exceed \$25.00 for each donation, will be deducted from the resident's weekly allowance, not his/her center account.

f. Maintenance: Maintenance deductions will begin on the date the participant actually begins work and end the day he/she is released/removed from the program. If removed for disciplinary reasons and placed in jail/lock-up pending transfer, payments will not be required for those days spent in jail. Maintenance payments will be deducted as follows:

(1) SCDC Participants: Six dollars per day or \$42.00 per week will be deducted for maintenance to include food, lodging, transportation, etc. Maintenance for the period between actual employment and receipt of the first check will not be deducted from the first payroll check, but will be deducted in close out of the resident's account upon release or removal from the program. Extended Work Release participants will be required to pay \$21.00 per week to cover supervision costs and this will be forwarded to the center's bookkeeper

no later than five (5) days after receipt of payroll. If collected by the community supervisor, an appropriate receipt will be given the participant.

(2) Federal Participants: Each federal participant will be required to pay \$6.00 per day or \$42.00 per week after he/she is employed. The Federal Bureau of Prisons will subsidize the Department of Corrections in the amount of \$6.15 per day for each federal participant employed on the job and \$12.15 for each resident prior to employment. At the end of each month, each center will submit a Federal Subsistence Report, SCDC Form 27-1 to the Community Services Branch, indicating subsistence charged on federal participants. Payments will be required and indicated on the form for each day an inmate is assigned to the center, including the day he/she received and the day he/she is released.

(3) Workmen's and Unemployment Compensation: If Workmen's Compensation is received for an injury and the resident elects to remain at the center in accordance with Medical Transfer Procedures, he/she will be required to pay maintenance from the Workmen's Compensation funds. The amount to be paid will be computed directly proportional to the fractional difference in the reduction of the regular weekly payroll check and Workmen's Compensation payment. For example: the average regular net salary is \$150.00 per week, the Workmen's Compensation awarded is \$100.00 per week, thus to fractional difference is one-third. The required maintenance would then be reduced by $1/3$ or $42/1 \times 1/3 = \$14.00$ reduction, making the weekly maintenance payments $\$42.00 - \$14.00 = \$28.00$.

g. Relief from Maintenance: In order to provide for those periods of poor economic situations, unemployment, inclement weather, extensive illness, etc., when the individual is unable to work through no fault of his own, the following maintenance procedure will apply:

(1) If the individual works twenty-four (24) or more hours during his/her scheduled work week, he/she will pay the full maintenance required, \$6.00 per day or \$42.00 per week.

(2) If the individual works less than twenty-four (24) hours during his/her scheduled work week, he/she will be required to pay maintenance based on the number of eight (8) hour increments worked or for each 8-hour period, \$6.00 will be paid, i.e., for a 16-hour week, the individual will pay \$12.00.

h. Weekly Allowance - Each participant may elect to receive \$25.00 per week for personal expenses drawn from his/her savings. After accumulating \$250.00, and for those residents submitting dependent support, after accumulating \$100.00 in his or her center account, the resident may increase his/her weekly personal expense to \$35.00. This is to be paid at a time scheduled by the center Superintendent, preferably Thursday or Friday. SCDC Form 27-26 (Weekly Allowance Receipt) will be completed by the Superintendent and signed by the resident to reflect receipt of payment.

i. Special Money Requests: All special withdrawals should be closely scrutinized and approved only if necessary since participants

are required to save as much as possible for release purposes. A resident may withdraw an additional sum of money not to exceed \$60.00 once each month, provided he/she maintains a minimum of \$100.00 in his/her account after withdrawal. On other occasions where additional funds may be necessary, the Superintendent may increase the \$60.00 monthly draw and authorize withdrawals up to \$100.00 and at Christmas only, up to \$200.00. Such requests will be approved only if after the withdrawal the inmate will have the required \$100.00 minimum balance in his/her center account. This may be done by submitting SCDC Form 15-9 (Request to Withdraw Money) to the Superintendent for approval. The resident will receive the specified amount at the time of the scheduled weekly payroll, and it will be noted on the SCDC Form 27-26 (Weekly Allowance Receipts).

j. Savings: Each resident with dependents to support will be required to save at least \$5.00 per week in the center ledger account. Those residents without dependents will be required to save the balance of their earnings after all other deductions have been made.

k. Personal Savings Accounts: In accordance with departmental fiscal policy 700.1-5, residents may be permitted to open personal savings accounts. Within community centers all deposits will be made from the inmate's center account, a check written to the commercial financial institution and deducted from the individual's center ledger sheet account. The following requirements will apply:

(1) The resident must have at least \$250.00 in his/her account and will not be permitted to withdraw below the standard \$100.00 ledger sheet balance required to be maintained in the center account.

(2) Deposits of less than \$100.00 may not be made.

(3) The savings account will be opened in the resident's name. All account books will be maintained by the center Superintendent or his/her designated representative. The financial institution should be notified to flag the account and not permit withdrawals by the individual without possession of the account book.

(4) All deposits and withdrawals must be approved by the Superintendent. Withdrawals will be permitted for emergency situations only and the resident will be required to provide proof of his/her need.

(5) If the resident is removed from the program, his/her account book will be forwarded to the gaining institution where it will then be maintained.

l. Participant loans: In accordance with department fiscal policy, residents may be given initial loans upon assignment to a community work program. the following guidelines will apply:

(1) The loan will only be applied toward the purchase of incidentals necessary to begin work/education participation, i.e., clothing, toilet articles, books, etc.

(2) Loans will be granted to only new participants who have not had the opportunity to receive their initial payroll.

(3) Loans will not exceed a maximum of \$25.00 and applications will be initiated by the resident utilizing SCDC Form 27-53 (Resident Initial Loan Form) and must be approved by the Superintendent or his/her designee.

(4) Loans will be paid from the center's account and repaid by the resident as soon as possible through deductions from the participant's payroll.

(5) If the participant is removed from the program prior to the loan repayment, the balance will be deducted from any outstanding payroll and/or resident's center account. If sufficient funds are not available from this source, the fiscal department will reimburse the center's account.

VI. RESTITUTION PROCEDURES

In accordance with SCDC Policy 2300.1 Paragraph 4.c., Specific Procedures, upon completion of the initial processing, the Community Services Branch will expedite the direct assignment of the restitution participant to the appropriate work release center. All regular work release guidelines will apply to the restitution participant except those stipulated in the aforementioned policy and the following work release center procedural guidelines for restitution deductions:

1. During the initial processing of the restitution participant, the Community Services Branch will complete and forward the following administrative forms to the appropriate work release center. These forms will serve as documentation of agreements and will be utilized to establish individual restitution arrangements.

a. SCDC Form 27-60: Restitution Program Information Memorandum. This form indicates what type of offender (victimless or property offender) is being placed in the program; disposition of the victim's action in reference to returning the participatory agreement form; and any other action taken by SCDC.

b. SCDC Form 27-56: Offender Restitution Participant Agreement. This form will be attached to SCDC Form 27-60 during the approval/ transfer stages.

c. SCDC Form 27-57: Victim Agreement Letter. This form is originated to the victim by the Community Services Branch and does not apply to victimless offenders. The victim has twenty-one (21) days to respond and indicate whether or not he/she wishes to receive restitution from the offender. Upon receipt of the Victim Agreement Letter, the Community Services Branch will attach it to SCDC Form 27-60, check off disposition, and forward the form to the work release center for necessary action. Some delay may be experienced in forwarding the form to the work release center due to the twenty-one day grace period and the victim's responsibility in returning the letter.

d. SCDC Form 27-59: Restitution Completion/Restitution Termination Memo. Upon completion of the restitution payments, release from SCDC, or program termination, this form should be filled out by the bookkeeper and mailed to the appropriate recipients.

2. Financial Disbursement:

a. Offender With Victim: If the Victim Participatory Agreement Letter (SCDC 27-57) is returned to the Community Services Branch by the victim within the twenty-one day grace period, a copy of the letter will be attached to SCDC Form 27-60 and forwarded to the work release center. Thereafter, restitution payments will begin.

b. Guidelines for deducting the appropriate amount of restitution:

(1) A maximum amount of property loss will be stipulated on the Restitution Verification Form (SCDC 27-61) by the Judge at the time of sentencing.

(2) The Restitution Verification Form is attached to the commitment paper and will be forwarded to the work release center with the victim's returned letter. Appropriate deductions should be made from the individual's center account as soon as possible; however, actual payment to the victim will not begin until all agreements are returned to the center.

(3) Upon receipt of both the victim's letter and the Restitution Verification Form, payments for restitution will begin.

(4) The work release center will deduct ten percent (10%) of the participant's net weekly payroll salary, not to exceed twenty-five (25.00) dollars per week. If after maintenance deductions the participant has less than 10% of his/her net salary, he/she will be required to pay one-half (1/2) of the balance toward restitution payments. The remaining portion of the balance will be dispensed as agreed upon.

(5) Under no circumstances will the offender exceed the maximum amount of property loss indicated on the Restitution Verification Form while participating in the program.

(6) The restitution deductions will be mailed by check, monthly to the victim by the bookkeeper. The victim's address may be found on the Restitution Verification Form or on the victim's returned letter agreement.

(7) The bookkeeper will add an additional column to the offender's deduction/accounting ledger sheet, to include restitution. This column should specify whether or not the offender is paying to a victim or into the restitution administrative fund. (i.e., victimless restitution)

(8) Recording of all payments should be made on the Monthly Statistical Report (SCDC Form 27-11) in the Fiscal Report Section.

c. Restitution Completion/Termination Guidelines:

(1) If the restitution agreement is completed before his/her release, the bookkeeper at the work release center will complete and send SCDC Form 25-59 to the victim. Copies will be sent to the listed offices.

(2) The space provided on this form indicating "other" should be used to provide an explanation of the offender's restitution payment completion.

(3) The offender, under these circumstances, should be removed from the restitution program count and added onto the regular work release or extended work release count. This change should be reflected on the Monthly Statistical Report.

(4) If the offender cannot fulfill his/her restitution obligation before he/she is released, SCDC Form 27-59 will be completed with explanations provided, and mailed to the victim by the work release center. Copies of this form will be forwarded to the designated recipients. It is important that the Parole and Community Corrections Board receive a copy of the form so that, if it so chooses, it can make continuation of the payments a special provision of parole.

(5) If the offender is terminated from the program, SCDC Form 27-59 will be completed with explanations provided and mailed to the victim by the work release center. Copies of this form will be forwarded to the designated recipients.

d. Victimless Offender: Inmates convicted of non-violent offenses where loss of or damage to property is not involved must agree to pay into the Victimless Restitution Fund.

e. Guidelines for deducting the appropriate amount of restitution:

(1) The maximum amount which will be paid is determined by the Community Services Branch before transfer. The maximum amount of restitution to be paid into the fund, will be stipulated on SCDC Form 27-60 which is sent to the work release center during the approval/transfer stages of the program.

(2) Deductions should be ten (10%) percent of the participant's net weekly payroll salary, not to exceed twenty-five dollars a week. Under no circumstances should the deductions exceed the maximum amount of restitution.

(3) All victimless restitution deductions should be consolidated and forwarded, as normal procedure dictates, to the Financial Accounting Branch at Headquarters on a monthly basis. These monies should be earmarked, "Victimless Restitution Fund." In addition,

it is important to put the individual offender's name, SCDC # and amount paid on the forwarded checks. This breakdown of restitution is used for recording purposes at Headquarters.

(4) As with offenders with victims, all recordings of disbursements should be placed in the accounting/ledger book. The two types of disbursements will be differentiated. One type of disbursement goes to a victim; the other type of disbursement is sent to the Financial Accounting Branch for the victimless restitution fund. According to the type of offender the monies will be sent to two locations.

(5) The Monthly Statistical Report (SCDC Form 17-11) has two lines which denote "victim restitution" and "restitution fund" for recording of monies collected. It is important to be sure to differentiate between the number and type of offender when recording the number of participants in the restitution program.

(6) Upon completion of the restitution plan, release from SCDC jurisdiction, or program termination, SCDC Form 27-59 will be filled out by the bookkeeper at the work release center and mailed to the designated recipients.

VII. EMPLOYMENT TRANSPORTATION

1. The community center will provide transportation for participants to and from the place of employment/education unless prior approval is given by the Superintendent. A daily work-trip schedule will be established by the Superintendent and each resident will be notified as to the mode and time his/her work ride will depart and arrive. The resident will be responsible for meeting this schedule. All costs of State provided transportation is included in daily maintenance and will not be deducted from weekly maintenance payments if a resident is permitted to have other means of transportation.

2. Transportation for overtime work will be provided by the center if it does not hamper or interfere with normal center operations and work trips.

3. The resident may use public transportation at his/her own expense only if absolutely necessary, and with the Superintendent's approval.

4. All program participants will be transported in state vehicles whenever possible and practical. To accomplish program objectives, however, private department employee owned vehicles may be used when state vehicles are unavailable and inappropriate. In such cases the Superintendent will ascertain that the employee has adequate personal insurance coverage and has completed an SCDC Form 27-10, statement relieving SCDC from liability.

5. Company owned vehicles may be driven by inmates if they have a proper South Carolina Driver's License and SCDC 27-31 has been signed by the employer and the center Superintendent. The vehicle will be locked and the keys given to the Duty Counselor upon the inmate's return to the center.

6. The resident will not purchase, enter into any type of arrangement with the intent to purchase, or drive a privately owned vehicle unless authorized by the Superintendent for Extended Work Release purposes only. Participants will not be permitted to drive privately owned vehicles, except employer vehicles, while assigned to the work release center.

7. Program participants will not be permitted to cross state lines for any reason.

VIII. PERSONAL HYGIENE

Residents with community programs privileges will wear clothing suitable for their assignment. Inmates are encouraged to wear proper civilian clothes at all times and will not be permitted to wear marked prison security uniforms (e.g. stripes). Work uniforms prescribed by the employers on a rental basis which require a payroll deductions may be worn with prior approval by the Superintendent. The resident will be neat, clean and well groomed at all times in accordance with SCDC Policy 1500.6.

IX. PERSONAL PROPERTY

1. Due to limited storage space, each Superintendent must prescribe restrictions on personal property which residents are allowed to have at the center. Opened food substances, drinks, etc., which attract roaches will not be stored in living quarters.

2. If a resident is dismissed from the program, an inventory will be made of his/her personal property which will be disposed of in accordance with SCDC Policy 1500.30. Those items not permitted in greater security institutions will be inventoried separately and the resident will sign a statement designating a relative or friend to collect his/her property. Such items will be retained at the center for a period not exceeding two weeks, after which time, they will be donated to a 30-Day Pre-Release Center.

3. Under no circumstances will a resident enter into any contractual arrangement and/or purchase any goods on credit while on the program.

X. VIOLATION OF PROGRAM RULES AND REGULATIONS

1. Special Statement: Community Programs participation is a privilege granted SCDC inmates. Considering the department's sensitive position in the community, the need to maintain adequate community/ employer relations and the numerous other inmates who deserve such an

opportunity, problem residents who cannot abide by program regulations will not be retained on the program. However, every effort will be made to utilize in-house disciplinary action for problem participants (i.e., loss of passes, privileges, extra duty, etc.) before removal. All program infractions will be thoroughly investigated by a designated individual or committee appointed by the center Superintendent, and fully documented prior to administering action or removing an individual from the program. Again, emphasis will be placed on utilizing remedial punishment, as stated in paragraph 2 below, in lieu of program removal which will be a last resort. Documentation for all removals will be forwarded immediately to the CS Branch.

2. Minor Infractions:

a. Those infractions considered by the Superintendent to be of a lesser nature and not detrimental to the overall Work Release Program or resident population will be considered as minor. Such violations will include but will not be limited to deficiencies in the following areas: job performance, meeting work transportation schedules, personal hygiene, attitude and conduct, community programs participation, initiative, room cleanliness, relations with other residents, etc. Disciplinary action for such violations will be at the discretion of the Superintendent or his/her designee. The resident will be notified of the infraction personally by the Superintendent/designee and also in writing, using SCDC Form 27-12 (Incident Report/Resident Evaluation). He/she will be informed of the action to be taken and given an opportunity to express his/her view of the incident. Each

Superintendent will weigh violations for final action, using the following guidelines; however, indefinite sentences will not be imposed:

- (1) Verbal reprimand or warning.
- (2) Extra duty.
- (3) Removal from work release and assignment to a center staff position for a probationary period.
- (4) Loss of privileges and passes.
- (5) Restriction to the center.
- (6) Contribution to the Inmate Welfare Fund (Not to exceed \$25.00), using SCDC Form 27-38 (Acknowledgement of Contribution to Community Programs Resident Welfare Fund). Funds generated will be forwarded to the Fiscal Office marked for deposit to the Community Services Inmate Welfare Fund. These monies will be utilized only for the comfort, entertainment and well-being of Community Programs residents. Request for funds must be submitted through and approved by the Community Services Branch Chief.

b. Continuous minor infractions by a resident resulting in disciplinary/adjustment reports, with appropriate documentation, can result in removal from the center. Reports for minor infractions will be completed in detail using SCDC Form 27-12 (Incident Report/Resident

Evaluation) with one copy to be given to the resident, one copy to be placed in his/her work release file, and one copy to be retained for the institutional file. Removals will be made in accordance with Paragraph 3, Section X (Transfer Procedures).

3. Major Infractions:

a. Those infractions considered by the Superintendent as detrimental to the work release program and/or the resident population will be classified as major. They will include, but are not limited to the following:

- (1) Escape.
- (2) Unauthorized absence. (Being absent from a designated place without permission but with proven intent to return; truancy, i.e., leaving place of employment but returning prior to scheduled bus pickup in order to return to the center.)
- (3) Disrespect/disobeying direct order.
- (4) Possession and/or use of contraband.
- (5) Possession and/or use of alcoholic beverages or drugs and narcotics.

(6) Stealing.

(7) Quitting employment without authorization or being fired from job.

(8) Harrassment or threatening conduct against any individual or group in the community.

(9) Violation of any pass or furlough regulation.

(10) Misrepresentation of any sponsor, dependent, visitor, etc.

(11) Any other violation of the Community Programs Agreement, Resident Guide, rules and regulations, or applicable violations under the Department Policies and Procedures Manual and Inmate Guide.

b. Punishment will be imposed at the discretion of the Superintendent depending on the seriousness of the offense and will consist of but not be limited to the following:

(1) Any or a combination of those tools of punishment for minor violations.

(2) Dismissal from the center, automatic reduction from "AA" custody and transfer, as appropriate, under Section X (Transfer Procedures) for Regional Adjustment Committee action.

(3) In cases of Extended Work Release participants, removal from the program and return to regular work release at the center or dismissal from community programs and return for appropriate adjustment action.

XI. TRANSFER PROCEDURES

1. Participants are advanced to "AA" custody and transferred to community centers for program participation. Every effort should be made to retain each individual on the program by administering appropriate in-house punishment for rules violations (i.e., restriction, contributions, loss of passes, extra duty, etc.) within the center. However if continuous program violations occur, and the individual is apparently unsuited for Community Programs, he/she will be removed from the program with appropriate disciplinary action and transferred from the center to an appropriate institution by the RCCO. In the case of youthful offenders, the Youthful Offender Branch will be notified of such action as soon as possible.

2. Program Approval: All individuals approved for Community Programs will be transferred to the appropriate community center as space becomes available in chronological order of the application approval date. The Community Services Branch will notify the appropriate RCCO or Inmate Operations and Control Branch who will be responsible for coordinating transfers by notifying both the losing and gaining institutions of the pending transfer. The losing institution

will be provided a maximum time of 30 days to secure an adequate replacement if necessary. Transfers will not be made to or between community centers without the approval of the Chief, Community Services Branch. Provisional parolees transferred to a pre-release center and approved parolees (pending employment, housing, etc., not required to participate in the 30-Day Program but who are assigned temporarily to a community center) will be transferred by the Chief, Inmate Operations and Control Branch, who will notify the Community Services Branch.

3. Program Removal:

a. Administrative Transfers: An individual who was advanced to "AA" custody for Community Programs participation and after at least six months assignment to a community center, or an individual who as "AA" prior to and at the time of program placement, who is administratively transferred at his/her own request or at the convenience of the department without disciplinary action or cited Community Programs rules and regulation violations, will be retained in "AA" custody. He/she will be assigned to the appropriate institution by the RCCO.

b. Disciplinary Transfers: Any individual in violation of Community Program rules and regulations and deemed unsuitable, at the Superintendent's discretion, can be removed from the program under the following conditions and recommendations.

(1) Without Regional Adjustment Committee Action: The Superintendent may recommend, in cases of a minor nature, that further Regional Adjustment Committee Action is not necessary and can administratively report the individual to the RCCO for reclassification and reassignment. Automatic reduction from "AA" custody will apply in these cases with appropriate custody and assignment being determined by the regional classification committee. These transfers will be documented and completed by use of SCDC Form 19-13 (Warden/Superintendents Transfer Record). Mandatory reduction from "AA" custody will be noted on the transfer report.

(2) Further Adjustment Committee Action: For serious violations, the Superintendent may recommend that further disciplinary action be taken through the Regional Adjustment Committee. The resident will be administratively removed in accordance with paragraph (1) above. Mandatory reduction from "AA" custody will apply and considering the Superintendent's recommendations, the Regional Adjustment Committee may impose further action. These transfers will be documented and completed by use of SCDC Form 19-82 (Report of Rules Violations).

c. When segregation (lock up) is necessary prior to a disciplinary transfer and a segregation facility is not immediately available, the Superintendent will make arrangements to house the individual in either city or county facilities until the inmate can be transported to the appropriate SCDC facility. If a youthful offender is involved, the Superintendent will insure that the city/county officials are advised that the individual cannot be placed in detention with other inmates.

d. Psychological Transfers: If an individual is deemed not mentally competent to function under community center regulations and limited supervision, the Superintendent may remove him/her from "AA" custody, and report him/her to the appropriate RCCO for administrative reassignment and treatment. Upon release from treatment, the Chief, Community Services Branch will review the case, considering the reason for removal from the center, psychiatric evaluation, medication prescribed, etc., to determine if the individual will be returned to the program.

4. Medical Transfers:

a. Temporary Injury: A program participant injured on the job or elsewhere which might cause him/her to be out of work for a period not exceeding three weeks, may remain in the center if he/she so desires. The injury must be verified by a physician and the resident must have sufficient work release funds or insurance to defray all medical expenses. If the resident remains at the center, maintenance payments will not be required for the second and third weeks unless Workmen's Compensation or other insurance is received. If Workmen's Compensation or other insurance is received and the resident elects to remain at the center, he/she will be required to pay maintenance in accordance with payroll deductions as stated in Section V (Participant Finances). When the recuperation period exceeds three weeks, a waiver must be requested through the Regional Administrator to the Chief, Community Services Branch for approval. If medical funds are not available, the resident will be returned to an institution where such services are available. He/she will be retained "AA" custody.

b. Permanent and/or Extended Injury: If an injury is of a permanent nature and the resident will not be permitted to return to work, he/she will be transferred to an institution where medical treatment is available. He/she will remain in "AA" custody. If constant medical treatment is not required and a staff position is available which the resident can perform adequately, he/she may remain at the center in a staff capacity with the approval of the Community Services Branch.

c. Illness:

(1) If a community center resident becomes ill and hospital treatment or isolation is deemed necessary by a physician, he/she may be placed on medical furlough in accordance with policy 2300.3 (Inmate Furlough/Pass Programs). If the resident has insufficient funds to defray medical expenses, he/she will be transferred to an institution where medical services are available. He/she will be retained in "AA" custody and, upon recovery, will be returned to the community center.

(2) If the illness is of a temporary nature, not exceeding three weeks, and hospitalization or isolation is not necessary, the resident may remain at the community center. Weekly maintenance payments for the second and third weeks will not be required unless sick pay or insurance, etc., is received. In this case, maintenance will be computed using the Workmen's Compensation formula in Section V (Participation Finances).

5. Federal Transfers: Federal inmates removed from the program for any reason will be documented as for State inmate removals. If detention is necessary, the individual will be placed in appropriate holding until the federal marshal is notified and can assume charge of the inmate.

6. Removals for Detainers/Wanted, etc.: Should a detainer(s) be received after program assignment, the superintendent will decide whether to retain the individual or remove him/her from the program, basing his/her decision on the nature and severity of the detainer. If removed from the program, the resident will be automatically reduced from "AA" custody and returned to the region for reclassification and reassignment.

7. Female Removals: All female participants removed from the program will be reassigned to the Women's Correctional Center.

8. Appeal Procedures: Inmate appeals for Community Program removals and/or regional disciplinary committee actions will be processed through normal departmental appeal channels. If the Regional Administrator and/or the Assistant Deputy Commissioner for Institutions, or the Chief, Youthful Offender Branch (when youthful offenders are involved), determines the case warrants consideration, a recommendation for return to the Work Release Program will be forwarded to the Chief, Community Services Branch for final decision.

9. Employment Program/Staff Completion: Upon completion of the Employment Program, SCDC Form 27-50 will be completed by the Superintendent and participant and forwarded to the Community Services Branch who will clear the individual for assignment to the Work Release Center selected, notifying the appropriate region to procure a transfer.

Those individuals who have participated on the inmate staff at a work center as required by Para. 4,E,3 SCDC Policy 2300.1 and are otherwise eligible for work program placement will be referred to Community Services Branch by the center for clearance before being assigned to the work program and center of preference. Staff inmates upon obtaining eligibility, may be assigned to a regular work release center for employment program participation and will not be required to transfer to the Employment Program Dorm.

XII. RECREATIONAL ACTIVITIES

1. Community center residents including staff residents will be permitted to participate in recreational activities within the community as long as these privileges are not abused and can be arranged by the Superintendent without affecting the normal operation of the center. If abuse occurs, the Superintendent has the authority to stop all community recreational activities for either an individual or a group and administer disciplinary action if necessary. Any individual who fails to remain within the limits of the community activity can be classified as an escapee.

2. Types of Activities: The following types of activities may be available to community center residents:

- | | |
|--------------|--------------|
| a. bowling | e. picnics |
| b. movies | f. wrestling |
| c. ballgames | g. shopping* |
| d. fishing | |

*Since residents are permitted weekend passes and can shop during these passes, shopping trips will be authorized for only those residents who are new at the center and have not had the opportunity of passes, or those who for some reason do not participate in pass activities.

3. Supervision: In all community activities, a correctional counselor should accompany the residents, if at all possible. Such activities should be arranged by the Superintendent when correctional personnel are available for supervision.

4. Records/Reports: Prior to departing for any activity, the counselor on duty will ensure that SCDC Form 27-15 (Community Projects) is completed and each resident participating is so noted. This will be retained at the center for record purposes should any question or problems occur.

XIII. VISITATION

1. Residents participating in work programs and inmate staff residents assigned to pre-release and community centers will be permitted visitors without restrictions as long as both resident and visitor adhere to rules, regulations, and procedures set forth by the Department of Corrections, the Community Services Branch and the center Superintendent. Visitation is permitted so that residents may maintain contact with their families, friends, and designated community sponsors while still incarcerated.

2. General Guidelines:

a. Visiting hours will be on Saturday, Sunday and designated National Holidays only (from 9:00 a.m. until 5:00 p.m.), except by special permission from the Superintendent on other occasions.

b. All visitors must register with the duty counselor prior to visiting with the resident. The counselor will obtain identification from the visitor and note this information on SCDC Form 19-31 (Daily Visitors Log). Visitors must notify the counselor upon completion of the visit and he/she will note the departure time in the log.

c. Visiting will be permitted on the center grounds, in automobiles, in the center, or other areas designated for inclement weather. Areas considered off limits to visitors by the Superintendent will be so marked.

d. Residents will be permitted visitors without limitations, as long as both resident and visitor conduct themselves in an orderly and respectable manner. If a visitor is objectionable to the center, the resident will be notified as to the reason and he/she will see that his/her visitor is made aware of the objection and adjusts himself/herself accordingly. If a change is not noted, the visitor will no longer be permitted to visit the resident.

e. Standard institutional contraband regulations and penalty for violations will be posted in a conspicuous place.

f. Former inmates will not be allowed to visit residents unless they receive prior approval from the Superintendent.

g. Since passes are granted to program participants for the purpose of maintaining marital relations, under no circumstances will temporary structures such as tents, canopies, etc., be permitted to be erected on center grounds.

XIV. MANDATORY PROGRAM REPORTING

The Superintendent of each community center will submit the following program related reports to the Community Services Branch, with copies to other Department Divisions and/or South Carolina agencies as applicable:

1. Monthly Statistics Report SCDC 27-11: To be completed as of the close of business the last working day of each month, and submitted to the Community Services Branch no later than the 5th working day of the following month. Monthly maintenance checks will be forwarded with this report. In addition, victimless restitution checks will be submitted and will indicate by amount the individual participant to whom restitution applies.

2. SCDC Form 27-45: Center Strengths will be called in to the Community Services Branch each Monday morning as soon as possible.

3. Monthly Federal Subsistence Report SCDC 27-1: To be completed as of the last day of each month and submitted not later than the 5th working day of the following month.

4. Monthly Center Roster SCDC 27-40: Submitted to the local chief of police and sheriff's department each month, with a copy to the Community Services Branch.

5. Report of Rules Violation SCDC 19-82: To be submitted to the Community Services Branch with the work release folder on any individual removed from the program.

XV. COMMUNITY INTERACTION

1. Citizens Advisory Committee: Each community center may establish a Citizens Advisory Committee, representative of the total community, to provide for interaction between the center and the community. Meetings will be held at least monthly to address issues of mutual concern in reference to programs, policies, procedures, etc.

2. Volunteer Programs: Each center will establish volunteer programs consistent with SCDC Policy 100.4.

3. Public Information and Education: Each Superintendent will be responsible for insuring continuing community education for programs through the news media, speaking engagements, interaction with Law Enforcement and Judicial Agencies, local Legislature and participation in other professional organizations and associations.

4. Community Resources Referral:

a. Each community center will develop and utilize public and private resource agencies for referral assistance for program participants. A current community resource manual will be maintained by each center for all counties under their geographical jurisdiction. Periodic evaluations will be conducted to insure referral sources are current.

b. Information contained in the resource manual will include but will not be limited to:

- (1) Agency Name
- (2) Agency Location/Address
- (3) Description of Services
- (4) Qualifications for Services Eligibility
- (5) Area Served
- (6) Application Procedures
- (7) Schedule of Services to Include Cost
- (8) Persons to Contact
- (9) Miscellaneous Information

c. Referral Services will include any public or private agency which can render assistance to program participants in meeting personal, family, program and/or department goals.

XVI. 30-DAY PRE-RELEASE PROGRAM

All inmates who are to be released, provisionally paroled or to be transferred to any of the various Community Programs will be required to participate in the 30-Day Pre-Release Program, except in those instances where it is deemed not to be in either the individual's or the department's best interest.

1. **Provisional Parolees:** Those individuals referred by the Parole and Community Corrections Board will be assigned to the appropriate pre-release center by the Chief, Inmate Operations and Control Branch, as soon as possible after notification by the Parole and Community Corrections Board. If assigned to a pre-release center at any time other than the beginning of the monthly cycle, the inmate will be required to complete the full 30 days on the program, and meet all other provisions of parole (housing, employment, etc.) as stipulated by the Parole and Community Corrections Board.

2. **Expiration of Sentence:**

a. **Youthful Offenders:** Youthful Offenders will be referred to the appropriate pre-release center by the Youthful Offender Branch.

b. **Straight Sentences:** The Community Services Branch will screen all inmates scheduled for release from the Department of Corrections the following month to determine participation on the 30-Day Program. Mandatory participation will apply unless the individual:

(1) Is assigned to a County Designated Facility.

(2) Is assigned to an institutional vocational/ educational program and has requested and been exempted from participation by the Community Services Branch.

(3) Could present disciplinary/escape problems.

(4) Is not mentally/physically capable.

c. 120-Day Accelerated Work Release Program: If deemed necessary, those inmates approved by the Community Services Branch for participation in the 120-Day Program may be required to participate in the 30-Day phase prior to transfer to the appropriate work release center for their final three months before expiration of sentence.

Course Content: The 30-Day Pre-Release Program will provide pre-employment training for inmates aimed at improving and refining their employment potential through the use of motivational skills. The course content will emphasize orientation to the world-of-work, the world-we-live-in, motivational training, and skill counseling. Participants will also be trained in the use of all available social, industrial, psychological, educational, driver's training, and vocational services available in the community. In addition, 30-Day participants will be involved in group counseling sessions, role playing, and other maximum involvement activities. Films, slides and other teaching materials will be utilized to the fullest in these activities.

The Superintendent of a pre-release center will be responsible for writing and maintaining a pre-release manual to cover course content, format, soliciting instructors, etc. in order to meet and maintain maximum efficiency in providing transitional services for participants. In addition, general program procedures and scheduling and coordinating job placement efforts of community center supervisors will be the responsibility of the superintendent.

Job Development and Placement: In accordance with the Community Services Job Placement Manual, Community Programs Supervisors assigned to work release centers geographically located throughout the state will be responsible for providing job services and assistance to all pre-release and work program participants placing them within areas of vocational interests at prevailing wages. In addition, they will prepare, maintain and utilize to the fullest an up-to-date community resource manual geared at providing referral services for all clients to meet all other needs relative to successful reintegration. (i.e., vocational, medical, drug/alcohol abuse, housing, psychological counseling, etc.)

As scheduled by the 30-day pre-release center Superintendent, all Community Program Supervisors will meet on a monthly basis at the respective pre-release center to personally interview each client who will be returning to the supervisor's geographic area of responsibility and/or assigned to their work release center for program participation. For clarification, those areas of responsibility are designated by the attached state map. The Supervisor will, upon interviewing the client,

determine what his/her needs are (employment or other referral services) and address these needs as soon as possible.

The Supervisor will receive a complete case work-up on each client to include a vocational rehabilitation plan, a completed job resume form, and two copies of SCDC Form 27-24, Participant Evaluation, to be utilized in determining and providing necessary services to his/her clients. Within thirty days of release, the Supervisor will address the client's needs, complete the Form, with disposition of the case, returning one copy to the appropriate pre-release center for statistical information. The Supervisor will continue to provide services to each client and submit the monthly report form until the client no longer needs assistance and the case is closed.

In conclusion, each Program Supervisor is not only responsible for work program participants assigned to his/her respective center, but equally responsible for assisting all 30-day pre-release participants, provisional parolees, etc. in their geographic area of assignment.

XVII. MEDICAL/DENTAL SERVICES

Appropriate medical and dental services will be arranged by the Superintendent with local physicians to meet the needs of all participants. Prior arrangements will be made with a local hospital for emergency situations on a twenty-four hour a day basis.

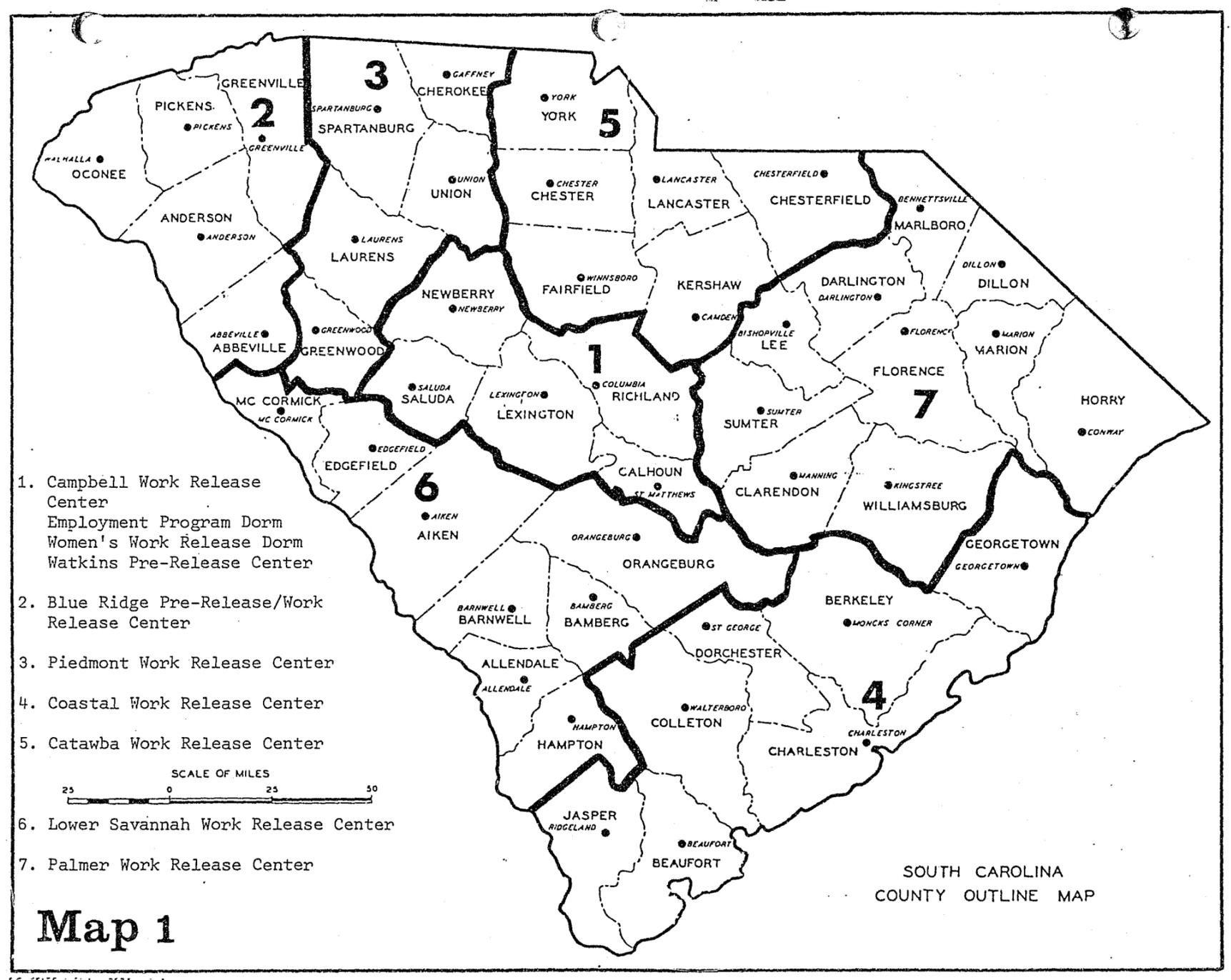
All program participants, excluding staff residents, will be responsible for medical expenses incurred subsequent to employment.

Payment of accounts to local physicians will be completed utilizing SCDC Form 27-49 (Payment of Medical Accounts). Center Superintendents will closely monitor all medical expenses to avoid accumulation of medical/dental, to insure prompt payment of bills and to avoid releasing or removing an individual from the program with outstanding bills.

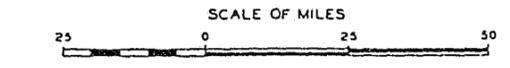
XVIII. COMMUNITY PASS/FURLOUGH PROGRAM GUIDELINES

Procedural guidelines for community pass and furlough programs for work center participants are addressed in SCDC Policy 2300.3 - Inmate Eligibility and Selection For Furlough/Pass Programs.

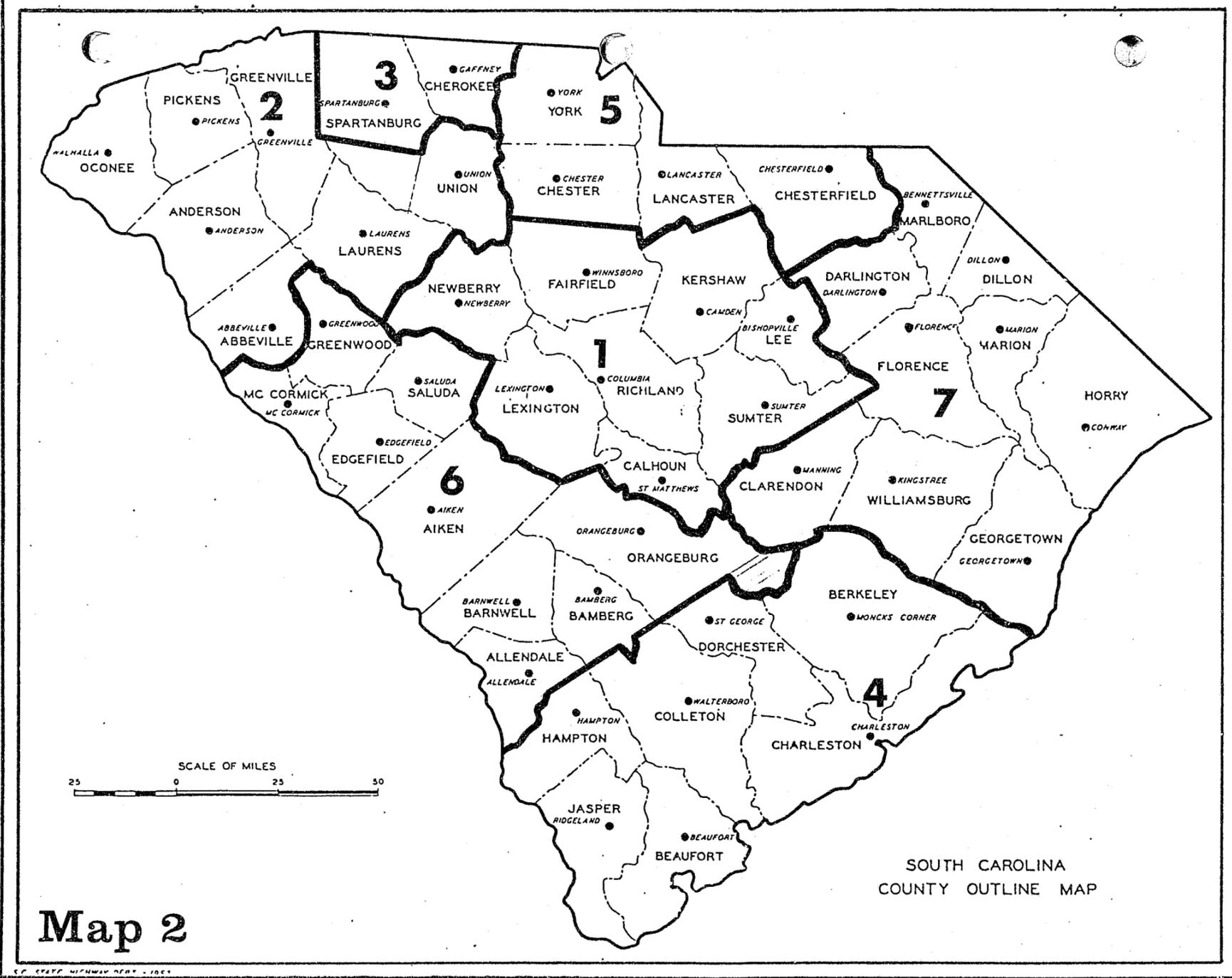
ATTACH. 1



1. Campbell Work Release Center
Employment Program Dorm
Women's Work Release Dorm
Watkins Pre-Release Center
2. Blue Ridge Pre-Release/Work Release Center
3. Piedmont Work Release Center
4. Coastal Work Release Center
5. Catawba Work Release Center
6. Lower Savannah Work Release Center
7. Palmer Work Release Center



Map 1

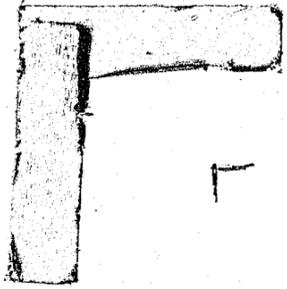


ATTACH. 2

PROGRAM/Date Asgn: _____ Employer/Phone #: _____ Allot Ck. To: _____ Restitution To: _____ Allow: _____
 Name: _____ Salary: _____ Allot: _____
 SCDC #: _____ Started Work/Hrs: _____ Rest: _____

	Week Ending	Hrs	Gross	FICA	Fed Tax	State Tax	Misc Ded	Net Pay	Maint	Allow	Allot	Rest'n	Request	Medical	Close Out	BALANCE
1																1
2																2
3																3
4																4
5																5
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ATTACH. 4



END