

**201—44.1(904) Administration.**

**44.1(1) Supervision.** Persons committed to the director of the department of corrections and approved for work release by the board of parole shall be supervised and housed by the judicial district departments of correctional services in accordance with the purchase of service agreement between the district departments and the department of corrections.

**44.1(2) Facility requirements.**

*a.* The facility staff shall ensure the provision and maintenance of a safe environment for the residents. Each facility shall comply with fire, building, health and safety regulations or standards applicable in the local jurisdiction.

*b.* The district department shall have written policy which ensures that at least one staff member is readily available to residents 24 hours a day in each work release facility.

*c.* The district departments shall have written policies which establish facility rules, possible sanctions and appeal procedures for all residents.

*d.* The district departments shall have written policies and procedures for searching work release residents and their property and for seizure of resident property or contraband.

*e.* The district departments shall have written policies and procedures which conform to appropriate statutes and regulations governing and reporting the use of physical force by work release facility staff.

*f.* The district departments shall have written policies and procedures for the control of a work release resident's property.

*g.* District department staff shall not purchase, directly or indirectly, property or services belonging to or being sold by any person under supervision except as specifically allowed under department of corrections policy.

*h.* The district departments shall have written policies which establish a grievance procedure for work release residents for activities other than disciplinary action.

*i.* The district departments shall have written policies and procedures which establish compliance with all federal PREA standards.

**44.1(3) Admission.**

*a.* The district departments shall admit residents in accordance with the purchase of service agreement with the department of corrections or federal correctional agencies.

*b.* At the time of intake, the facility staff shall discuss with each resident program goals, services available, rules governing conduct in the facility, disciplinary procedures, client fiscal management and residents' responsibilities, rights, communication privileges, and all federal PREA orientation and education standards and shall obtain written documentation from the resident that these matters were discussed.

**44.1(4) Earned time.** Earned time shall be awarded in accordance with department of corrections policy.

**44.1(5) Records.**

*a.* The district department shall maintain records for state work release clients as required by the department of corrections.

*b.* The district departments shall maintain a case record for each client under supervision which shall include, when applicable, the following: (1) Identification data, (2) institutional information packet, (3) case plan, (4) restitution plan, (5) work release plans, (6) generic notes, (7) disciplinary reports, (8) hold orders, (9) transfer reports, (10) parole progress reports, (11) signed release of information forms, and (12) discharge reports.

Written procedures shall exist at the facility concerning the security, maintenance, accessibility, closure and destruction of said case records.

*c.* Districts shall have statewide approved written policies and procedures which ensure the use of the statewide case management system. Districts will use the statewide approved and validated risk/needs instrument that assesses and addresses client risk, criminogenic needs and protective factors in an effort to mitigate the probability for future violence, criminal behavior and victimization. By stratifying risk using the risk-need-responsivity model, districts will focus the majority of their

resources on clients who pose a greater risk to reoffend ensuring that all moderate-high risk clients receive evidence-based case planning and case management using the risk-need-responsivity model and core correctional practices to include: ongoing risk needs assessment, case plan follow-up and documentation, transfer of records, staff training, and continuous quality improvement.

[**ARC 9097B**, IAB 9/22/10, effective 10/27/10; **ARC 3929C**, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter; **ARC 4152C**, IAB 12/5/18, effective 11/14/18]