



CORRECTIONS CENTER OF NORTHWEST OHIO  
STRYKER, OHIO

POLICY AND PROCEDURES

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POLICY: Community Corrections	PAGE: 1 of 36	SUPERSEDES NO: 4200 dated 2/07/14	DATE OF ISSUE: 10/08/14	EFFECTIVE DATE: 10/15/14
CROSS REFERENCE CCNO POLICY:	2414, 4405, 4408, 4609, 4610, 4611			

**4200 - COMMUNITY CORRECTIONS**

**State Standards:** 5120:1-8-01(A)(6)(c); 5120:1-8-01(A)(11); 5120:1-8-02(B)(5); 5120:1-8-02(B)(6)

**American Correctional Association Standards:** 4-ALDF-2A-36, 4-ALDF-5B-14, 4-ALDF-5B-15, 4-ALDF-5B-16, 4-ALDF-5B-17, 4-ALDF-5C-06, 4-ALDF-5C-09, 4-ALDF-5C-10, 4-ALDF-5C-11, 4-ALDF-5C-12, 4-ALDF-6D-01, 4-ALDF-7F-03

**PREA Standards:** 115.32(a); 115.32(b); 115.32(c)

**Policy:**

It is the policy of the Corrections Center of Northwest Ohio (CCNO) to provide re-integrative opportunities to those offenders approved by the courts with eligibility based on the CCNO eligibility requirements and classification procedures. The CCNO provides opportunities for offender employment in correctional industries, facility maintenance, operations, public works or community projects. Community Corrections programs include Work Release, School Release, Community Public Works (CPW), Helping Inmates Through Training (H.I.T.T.), and the Community Service Work Program. Community Corrections staff as referred to in this policy will include Manager of Operations and Community Corrections Specialist. CCNO has a written offender work assignment plan that provides for offender employment, subject to the number of work opportunities available and the maintenance of facility security. The plan includes provision for disabled offenders to work. There are a variety of work assignments that afford offenders an opportunity to develop good work habits and attitudes that can be applied to jobs after their release (**4-ALDF-5C-06**). The facility actively identifies and implements activities that contribute to the community (**4-ALDF-7F-03**). Where statute permits, offenders are assigned to public works and community service projects (**4-ALDF-5C-09**). The facility provides services and opportunities that encourage offenders to take responsibility for their actions. Opportunities are based upon victim and community input and are fashioned in a way that seeks to ameliorate the harm done (**4-ALDF-6D-01**). When the facility is designated to operate any type of pretrial intervention services or other release programs, its authority and responsibility are stated by statute or administrative regulation (**4-ALDF-5B-14**). When a pretrial intervention program, diversion program, pretrial release program, or supervised release program is conducted in the facility, sufficient staff, space, and equipment are provided to service the program (**4-ALDF-5B-15**).

Offenders participating in work or educational release programs are separated from offenders in the general population (**4-ALDF-2A-36**) (**5120:1-8-02(B)(6)**). Where temporary release programs exist, the programs have the following elements: written operational procedures, careful screening and selection procedures, written rules of offender conduct, and a system for evaluating program effectiveness, efforts to obtain community cooperation and support (**4-ALDF-5B-16**). Where work release and/or educational release are authorized, the Executive Director has authority to approve or disapprove participation for each offender (**4-ALDF-5B-17**). The Community Corrections staff, on behalf of the Executive Director, will determine eligibility for offender Community Corrections programs. The offender and/or the sentencing judge will be notified as appropriate.

I. Work Release Program

A. Eligibility

Offenders sentenced from Defiance, Fulton, Henry, Williams, and Lucas County and the City of Toledo will be placed in the CCNO Work Release Program with a direct commitment from the Judge/Court for placement in the program. Offenders will be run for Wants and Warrants on the date of their commence date. If an offender has any Wants or Warrants that are not minor misdemeanor warrants (e.g., traffic offenses, fines and cost), the sentencing court will be notified, as well as the jurisdiction(s) which placed the Wants and Warrants. The offender's criminal history will be reviewed for staff awareness and the offender's supervision level.

1. If the offender fails to contact the CCNO Work Release Program prior to their commence date, the offender may be detained from work for up to 72 hours upon arriving at the CCNO as ordered by the court. The Community Corrections staff will complete the intake/orientation process at their first availability to review the rules and regulations of the program, and obtain the required employment, transportation and vehicle information.
2. Work Release and HITT offenders will have the opportunity to fill out the Community Corrections Application through the Community Corrections Specialist to request the Electronic Monitoring Program.
3. There will be a waiting list for Work Release and HITT offenders. A total of twenty (20) offenders between Work Release and HITT will be permitted at any one time in the program. The court will be notified by the Manager of Operations to reschedule the offender commence date in order to prevent overcrowding at the CCNO. The Manager of Operations will offer an alternative to Work Release.
  - a. Work Release and HITT offenders will not be housed together with other inmate classifications without Director approval.
4. All Work Release offenders will receive a copy of a candidate letter from the sentencing court or during the intake/orientation process at the CCNO (see Attachment 4200-A) explaining the program and the documentation required.
5. If the offender is sentenced to Work Release and is unemployed or becomes unemployed during their sentence, they will be removed from the program. The Manager of Operations will contact the court and the court will determine if the offender will be permitted to search for employment. The Manager of Operations may offer an alternative to incarceration.
6. Unemployed/Student offenders will abide by the Work Release policy section and the following:
  - a. Offenders who are unemployed may only be permitted to enter the program by court order and/or approval of the Director of Security & Operations to actively seek employment or enroll in an educational/vocational program. Such offenders must have their own transportation and comply with all rules and regulations of the Community Corrections Program. Unemployed offenders will sign rules and regulations for unemployed offenders (see Attachment 4200-B).
  - b. Unemployed offenders must actively seek employment and will have ten (10) calendar days to seek gainful employment. Additional time to seek employment will be considered by the Manager of Operations with approval from the Director of Security & Operations. An unemployed offender must have an Employment Contact Verification form (see Attachment 4200-C) completed upon meeting with a prospective employer and turn in the completed form to the Community Corrections staff upon returning to the housing unit. Falsification will result in disciplinary action and/or removal from the program.
  - c. Student offenders must provide the Community Corrections staff with a copy of their academic schedule and name of their advisors. Upon being released from classes, the student offender must report back to the CCNO immediately. The student offender may request additional library, research, or study time on campus which must be approved by the Community Corrections staff. School-related materials such as books, paper, etc. will be permitted in the unit only after such items have been approved by the Community Corrections staff and searched by the Corrections Officer. Metal spiral-ring notebooks are **not** permitted.

B. Intake/Orientation

1. The following information must be provided by the offender during the orientation or prior to being permitted out of the facility for work otherwise the offender is not eligible for work release:
  - a. A letter from their employer on company letterhead and must state the offender is currently employed with them, their work schedule, recent paycheck stub, their supervisor's name, and rate of pay.
    - (1) Community Corrections staff are required to contact the employer prior to placement for further confirmation. The employer will receive a letter regarding the Work Release Program by fax or mail to explain the program and the list of responsibilities of the Work Release offenders (see Attachment 4200-D).
    - (2) The offender may work more than one job, if permitted by the sentencing court. Appropriate documentation must be provided prior to being permitted to work another job and will be approved by the Manager of Operations.
2. Self-employed offenders are required to provide information regarding the nature of their business and their 1099 Form tax documentation to the Account Clerk.
  - a. **The self-employed offender will be limited to a 60-hour workweek, six (6) days a week, unless the sentencing court approves additional time out for work.**
  - b. If the offender indicates the business is new and is unable to provide the appropriate 1099 Form tax documentation, the Manager of Operations will make a determination whether or not the offender is eligible for Work Release status and the court will be notified accordingly.
  - c. Community Corrections staff will send the sentencing court a letter to recommend GPS monitoring for those offenders who are self-employed (e.g., family-owned business, contractors, landscaping, sale representative, truck drivers in and/or out of state, etc.) or have a 24-hour on-call schedule (e.g., maintenance, etc.) to enhance the monitoring of their whereabouts.
3. During offender work hours, if the offender needs to leave the current work site as previously approved by Community Corrections staff, the offender will call Community Corrections staff prior to leaving the work site (e.g., to report address of new work location or to pick up supplies needed for current work location). Once the offender has returned to the facility at the end of their work day and has knowledge of a new work site location for the next work day, the offender must submit a Request of Staff to inform Community Corrections staff of their work site address prior to leaving the facility for work.
4. Transportation and vehicle information must be provided accordingly.
  - a. Travel time will be determined based on the employment/job site location. The appropriate time will be allowed for the most direct route to be taken when traveling to work from the CCNO and back to the CCNO after work. Travel time will be adjusted accordingly due to weather conditions.
  - b. The offender will be permitted to drive through the bank one time per week, if needed, and will be permitted to stop at the gas station to fuel up their vehicle at least one time per week, depending on the job site location.
5. The rules of the Work Release Program (see Attachment 4200-E) will be explained by a Community Corrections staff member. Offenders will sign the form agreeing to comply with the rules and regulations of the program. The rules apply as long as the offender remains in the custody of the CCNO, even if they are out to work or have been temporarily removed from the facility.
6. Work Release offenders will be referred to the Community Corrections Account Clerk who will review the Disbursement of Funds Agreement form (see Attachment 4200-F) to obtain the appropriate information.
  - a. This form is a written record that shows jail percentage or cost, payment of court fines, court costs, and restitution of other obligations. Payments of jail percentage or direct payments for jail fees will be determined by the Account Clerk. Failure to meet these obligations as stipulated on the Disbursement Agreement may result in immediate termination from the program.
  - b. Short term (15 days or less) and self-employed Work Release offenders must pay for jail fees in advance or at the designated date(s) established by the Account Clerk. Failure to meet these financial obligations may result in immediate termination from the program.

C. Transportation

1. The following Vehicle Identification Information (see Attachment 4200-G) must be provided prior to the offender being permitted out of the facility for work. All documentation will be copied and placed on file.
  - a. A valid vehicle registration
  - b. The vehicle make/model/year/color
  - c. A valid Driver's License
  - d. Proof of insurance
2. If transportation is being provided to the offender, then the offender must submit the name, address, phone number, and provide copies of the same information, as specified above, for the person(s) who will be transporting the offender to and from work prior to being permitted out of the facility for work.
3. Tardiness will have the following penalties:
  - a. One (1) to fifteen (15) minutes late after scheduled hours on more than two (2) occasions without a written excuse: Written warning from the Community Corrections staff.
  - b. Repeated tardiness of one (1) to fifteen (15) minutes after scheduled hours or up to thirty (30) minutes late returning to the facility on more than three (3) occasions: Will be subject to the disciplinary process.
  - c. One (1) hour or more late after scheduled hours without a written excuse: Possible removal from the program, probation violation, and/or escape charge.

D. Time Cards

1. All Work Release offenders will receive a time card and are required to punch out when leaving the CCNO for work and punch back in upon their return from work. The time card will include the offender's bunk number, name, and photo, as well as the following information:
  - a. Employer and phone number
  - b. Work schedule
  - c. Travel time approved
  - d. Overtime permitted (Yes or No), documentation is required to verify OT if applicable
  - e. Transportation information, if self or other
  - f. Start to work date

E. Call-In Slip

1. The Work Release Call-In Slip (see Attachment 4200-H) will be used to hold an offender back from work (e.g., due to court, program violation, etc.) or to report overtime, if permitted. The Call-In Slip will contain the following information:
  - a. Offender's name and bunk number
  - b. Date and time of call
  - c. Person calling and their title
  - d. Reason for Call: If the reason for the call is overtime, the offender has been instructed during orientation that their supervisor must call to inform the CCNO that the offender is working overtime, report their scheduled end time, and the offender is required to bring back written documentation from their supervisor to verify the overtime. If the reason for the call is due to medical reasons or transportation problems, the offender is required to bring back appropriate documentation to verify, as applicable. The next business day the Community Corrections staff will contact the employer to verify any overtime and documentation that was reported by the offender.
  - e. Officer taking the call
  - f. Call details (e.g., offender working until 1900 and will return to the facility at 1945)

F. Work Release Finances

1. The offender must submit all payroll checks, payroll stubs, and any/all monies received from employer to the Community Corrections Account Clerk upon returning to the CCNO. Only the court can waive full or partial financial obligations for jail fees or the Community Corrections staff instructed the offender to submit a specified amount.

- a. During normal business hours the Community Corrections Account Clerk will issue a pre-numbered receipt upon the offender surrendering the paycheck/monies. After normal business and on weekends/holidays, the Corrections Officer will issue a pre-numbered receipt upon the offender surrendering the paycheck/monies. The Ohio Revised Code 5147.29 states, "A prisoner participating in a work release program shall surrender his earnings, less standard payroll deductions required by law, to a person designated by the court which has established the work release program." Twenty-five percent (25%) of the offender's net earnings will be collected and reimbursed to the county or city for the costs of incarceration while in the Work Release Program. The payment shall not exceed the actual per diem rate.
  - b. Self-employed offenders will pay a \$91.00 jail fee per week or \$13.00 per day.
  - c. Offenders are not authorized to cash their paycheck or another offender's paycheck.
  - d. Offenders who receive direct deposit will submit their paycheck stub and the appropriate 25% of their net pay.
2. The Account Clerk will distribute jail fees, court fees, and/or any other obligations that are collected to the proper jurisdiction by the 10<sup>th</sup> day of each month (excluding weekends and holidays). The following CCNO business day the offender's original pay stub will be returned along with a CCNO issued check to the offender for the balance remaining, minus the twenty-five percent (25%) of their net that was paid as required.

G. Medical Procedures for Work Release Offenders

1. All Work Release offenders will receive a medical screening done at Intake. If an offender is placed on any loggable code, the Community Corrections staff will be notified by Medical staff. The offender will remain in general population until re-evaluated by Medical staff.
2. Work Release offenders must see their own Physician/Dentist. The offender must notify Community Corrections staff in writing upon making an appointment with the Physician or Dentist so their scheduled time out of the facility can be adjusted. The name of the Physician / Dentist, address, telephone number, date and time of visit, and nature of visit must be submitted to Community Corrections staff prior to the appointment. Upon the Community Corrections staff authorizing written approval of the appointment, the offender will be required to obtain written verification of the time in/out of the Physician / Dentist office and surrender verification to the Community Corrections staff upon returning to the Work Release unit. Work Release offenders may be eligible to see the facility Physician or Dentist at the discretion of the Manager of Operations and Medical Administrator or the Director of Nursing for emergencies only. Medical staff will determine emergency needs.
3. If a Work Release offender is injured outside the facility (i.e., while on the way to work, while at work, or while returning to the facility) they will be required to seek their own medical attention before returning to the CCNO. In such an event the offender needs to contact the CCNO and advise the Community Corrections staff and/or Corrections Officer that they are seeking medical attention. Written verification of the time in/out of the hospital must be obtained and surrendered to the Community Corrections staff upon return to the Work Release unit. Written medical documentation will be forwarded to the CCNO Medical staff.
4. Medical procedures will be followed accordingly:
  - a. Prescribed medications shall be administered twice daily in M building by Medical staff.
  - b. Narcotics/controlled substances will not be authorized for use in M building.
  - c. Work Release offenders will be required to obtain their own prescribed medications through an outside physician. All medications brought in by Work Release offenders will be inspected by Medical staff to assure that the medications are in the properly labeled pharmacy bottles prescribed to the offender, are not tampered with or altered, are current prescriptions, and are not different types of pills mixed in one bottle.
  - d. Insulin and syringes used by Work Release offenders shall be locked in the Unit Officer's cabinet. The Unit Officer will maintain a SHARPS Count Sheet (see Attachment 4200-I).
  - e. If a Work Release offender will be away from the facility and needs medication during that time, the proper dosage for that period will be given to the offender to take out of the facility with them.
  - f. The Unit Officer is not to hold back Work Release offenders from work unless proper authorization is obtained.

H. Personal Property for Work Release

1. Work Release offenders are permitted to bring in the following items and must not display/promote nudity, drug, or gang-related contents:
  - a. Up to five (5) sets: pants (to include sweatpants), shirt, T-shirt, undergarments, and socks (clothing not to exceed their approved storage)
  - b. Sweatshirt/sweater (3), gym shorts (2), coat/jacket (1), belt (1), work boots/shoes (1), unit tennis shoes (1), shower shoes (1)
  - c. If offenders are required by their employer to have steel toe work boots according to job assignments, they must be maintained in their vehicle and placed on upon exiting the CCNO and removed before entering the CCNO.
  - d. Other personal items allowed by offenders include any outerwear suitable for current weather conditions.
  - e. The following personal items permitted include:
    - (1) Comb/pick (1)
    - (2) Wallet/Billfold, **NO** money clips (no more than \$60.00 cash)
    - (3) Educational textbooks/notebooks (no metal rings or spiral bound books)
    - (4) Watch and wedding band only (other jewelry must be kept in the locker and may be worn while out of the facility at work)
    - (5) Legal/work related papers
    - (6) Blue pen CCNO issued (2)
    - (7) Mail
    - (8) Photos (3), **NO** Polaroid's, not larger than 5x7
    - (9) Contact lens and **new/unopened** care products (additional care products must be purchased through commissary)
    - (10) Dentures and **new/unopened** care products (additional care products must be purchased through commissary)
    - (11) Bible (1)
    - (12) Work Release items (e.g., briefcases, school books, laptop computers, etc.) will only be allowed with prior approval from the Manager of Operations and after being searched by the Corrections Officer.
    - (13) Laundry basket (12" high or less)
    - (14) Duffle bags and/or suitcases are **NOT** permitted.
    - (15) **At no time are offenders permitted to bring in their own food items or personal hygiene items into the unit (e.g., shampoo, deodorant, make-up, shaving products, feminine pads/tampons, etc.) unless prior written approval is obtained from the Manager of Operations. All items brought into the CCNO must be in unopened packages and will be subject to search.**
  - f. Work Release offenders are to place their dirty clothes in a clear plastic bag underneath their bed.
2. Work Release offenders ordering commissary must assure that there are adequate funds in their commissary accounts.
3. All personal property must fit in the offender's locker and desk. All excess property or items not allowed will be considered contraband and confiscated according to CCNO Policy #4411. These items will be logged into the Contraband Logbook and placed into an assigned property bag or destroyed. Offenders may receive their belongings upon their release from the CCNO.
  - a. CCNO will not assume responsibility for lost, stolen, damaged, or missing personal property. It is the offender's responsibility to ensure all personal belongings are secured while in the program. The offender's locker should be locked at all times. An offender's locker may be searched at any time.
4. If an offender is to be re-classed, the Classification Specialist will be notified for placement on the movement list. The offender's personal property will be collected and taken to Intake by the movement officer to be assigned and placed in a property bag by Intake staff (excluding commissary items). The offender will also be given a wristband at that time.
5. Coin operated laundry machines will be available to the offenders starting at 0700 hours and last load in the washer by midnight. Laundry soap must be purchased through commissary. Use of the laundry machines will be permitted at the Officers' discretion.

- a. Anyone using the washer and dryer is responsible for their own items as well as cleaning the machines of any soap film and lint. Absolutely no laundry is to be left unattended in the washing machine or dryer when the cycle is completed. Sitting on the washers and dryers is not permitted. The CCNO is not responsible for damaged, missing, or stolen items.
- b. Linen exchange will be every Wednesday and Sunday. All offenders shall remove the dirty linen and receive clean linen on Sunday. Only towels and wash cloths will be exchanged on Wednesdays. If the offender is not available during this time, the Corrections Officer will hold the clean linen until the offender returns. The offender is expected to remake their bed with the clean linen upon returning to the housing unit. Offenders are responsible for damaged linen.

I. Field Contacts/Supervision Levels for Work Release Program

- 1. Work Release offenders may have field contacts at 30 day irregular intervals based on their length of sentence to the program. If the need arises due to the offender's accountability, more field contacts will be done.
- 2. Sex offenders will be supervised as high risk offenders.
- 3. Field contacts are defined as a face-to-face contact with the offender at their place of employment or job site location.
- 4. If the Community Corrections staff is required to enter an offender's place of employment/job site location after normal work hours and/or after sunset, the staff must contact CCNO Central Control and advise Central Control that they will be entering an offender's employment or job site location. The staff will give the address and length of time expected to be in the employment/location. The staff will contact Central Control and advise when they have left that location. If the expected time at the reported location has elapsed and Central Control has not heard from the staff, Central Control will call the staff's phone to verify their status. If Central Control is unable to make contact with the staff, they will then contact the Manager of Operations.
- 5. Job checks will be performed on an unscheduled basis on all offenders by the Community Corrections staff. A Field Visit form will be completed and placed in the offender's Community Corrections file (see Attachment 4200-J).
  - a. Offenders who are not accounted for during these checks may be considered escapees and an immediate local alert will be issued for their arrest. If the offender returns to the housing unit and there is no excuse for their absence, the offender may be placed in general population and the sentencing court contacted.
  - b. Escape from Custody (refer to Policy #2414 Escapes)
- 6. Community Corrections offenders may be utilized by the CCNO staff to work outside on the CCNO facility grounds.
  - a. NOT permitted to work in the secure areas of the facility unless prior authorization is received from the Director of Security & Operations.
  - b. Must wear some form of identification to offset their appearance from the general public (e.g., orange vest).
  - c. Require thirty (30) minute irregular interval supervision checks.

J. Treatment Programs for Work Release Offenders

- 1. If the offender has been court-ordered to attend treatment program(s), the offender will complete the treatment requirement prior to the end of their sentence.
- 2. The offender must provide the following information prior to attending treatment at an outside agency:
  - a. Treatment Agency, location, schedule for treatment
  - b. Documentation will be provided to Community Corrections staff to verify attendance
  - c. The appropriate travel time will be permitted for the most direct route to and from treatment and/or the facility.

II. Helping Inmates Through Training (HITT) Program

A. Eligibility

HITT offenders may be court-ordered through a commitment or qualify by meeting requirements after completing the Community Corrections Application Form (see Attachment 4200-K). Placement in the

HITT program is based on the HITT employer scheduling needs.

1. After completing the Community Corrections Application, the ineligible criteria below will determine if the offender is eligible for the work program. If the offender was incarcerated on the following ineligible criteria, the eligibility is based on the completion date of time served:
  - a. No sex offenses – exceptions: None of these offenses are current convictions or habitual offenders within the last three (3) years; overrides are possible with Director approval.
    - (1) Solicitation
    - (2) Voyeurism
    - (3) Public Indecency
    - (4) Importuning
  - b. No escapes from a secure detention facility in the last ten (10) years
  - c. No violent F3, F4, or F5 felonies within the last three (3) years
  - d. No current F1 or F2 felonies or violent F1 or F2 felony convictions within the last five (5) years
  - e. No failure to appear convictions within the last eighteen (18) months; overrides are possible with Director approval
  - f. No fleeing and eluding convictions within the last three (3) years
  - g. No active contagious disease
  - h. Medical refuses them to work
  - i. Denied by court
  - j. No pre-trial cases
  - k. No pre-trial misdemeanors with the exception of minor misdemeanors
  - l. No current or pending CCNO rule violations
  - m. No loggable codes
  - n. No keep separates in M building
  - o. The offender refuses to work
  - p. No current rule violations for tobacco/drug charges in the past 60 days (1<sup>st</sup> offense only). Any additional offenses for tobacco/drugs will not be considered during the same incarceration. Offenders found guilty of any in-house sexual related rule violations or threats against staff will not be considered during this incarceration. All other 300A guilty charges will be on a case-by-case basis.
  - q. No active warrants – Exceptions:
    - (1) Minor misdemeanor warrants (i.e., traffic offenses, failure to pay fines/costs)
    - (2) Offenders with warrants from outside agencies who will not extradite will be considered on an individual basis.
  - r. Holders from outside the jurisdictions will be considered on an individual basis.
  - s. Deemed to be a threat to public safety (i.e., Active Parole, Active TPO, assault charges, domestic charges, vehicular manslaughter, etc.)
2. Offender selection will be completed by the CCNO evaluation and select workers based on the established criteria **(5120:1-8-02(B)(5))**.
  - a. Recommendations will be made by their Case Manager.
  - b. Complete the Community Corrections application process (see Attachment 4200-L).
  - c. HITT offenders may have field contacts at 30 day irregular intervals based on their length of sentence to the program.
  - d. Must be approved by the Manager of Operations.
3. The Community Corrections staff will submit written requests to the sentencing court for all approved applicants if required by the court (refer to the Judges' Matrix).

#### B. Intake/Orientation

1. The rules of the HITT program (see Attachment 4200-E) will be explained by a Community Corrections staff member. Offenders will sign the form agreeing to comply with the rules and regulations of the program. The rules apply as long as the offender remains in the custody of the CCNO, even if they are out to work or have been temporarily removed from the facility.
  - a. HITT employers will be sent a letter (see Attachment 4200-M) by Community Corrections staff explaining the program.
    - (1) The HITT employer will be responsible to follow the rules and regulations as outlined in their employer contract.



2. All HITT offenders will receive a copy of Prohibited/Expected Activities during the intake/orientation process at the CCNO (see Attachment 4200-N) explaining acceptable behavior(s), and the offender will sign acknowledging receipt and understanding.
3. The CCNO policy, procedure, and practice provide that the offender workday approximate the workday in the community. Offender performance is regularly evaluated and recorded. Offenders receive written recognition of competencies that they acquire **(4-ALDF-5C-10)**.
4. Working conditions comply with all applicable federal, state, or local work safety laws and regulations **(4-ALDF-5C-11)**.
5. The offender will receive a locker with a key. All monies and valuables must be locked in their locker when not on their person. The locker key must be left with the Corrections Officer before leaving the facility and will be given to the offender upon returning to the housing unit. The key must be surrendered at the end of the sentence **(5120:1-8-01(A)(6)(c))**.
6. HITT offenders will be referred to the Community Corrections Account Clerk who will review the Disbursement of Funds Agreement form (see Attachment 4200-F). Refer to Finances for Work Release Program section for further details.

C. Transportation

1. Job site supervisors for HITT will receive the Procedure for Transporting HITT Workers and must provide their Transportation and Vehicle information accordingly (see Attachment 4200-O).
  - a. All employment site personnel who will be transporting offenders must be 21 years of age or older.
  - b. The HITT employer must come inside the south foyer door upon arriving at the CCNO to pick up HITT offenders for work and must sign the CCNO Transfer Authorization sheet, releasing the workers to the supervision of the HITT employer.
  - c. Documentation will be maintained at the CCNO regarding the agency's transporting personnel. This information will be updated on a continual basis.
  - d. HITT offenders are required to be transported by the CCNO bus for court.

D. Job Assignments for HITT

1. Job assignments are updated on a daily basis.
  - a. The Community Corrections Specialist updates the Master Transfer Roster (see Attachment 4200-P) with worker names in conjunction with their job assignments.
    - (1) At the end of the Community Corrections Specialist's work day, the Master Transfer Roster sheet is given to the Unit Officer.
    - (2) The Unit Officer will update the Master Transfer Roster sheet to reflect the correct number and names of offenders going out to work that day and place a note if the offender did not go out to work (e.g., doctor, court, release).
    - (3) The Unit Officer will place the updated Master Transfer Roster sheet in the Community Corrections Specialist's file for accurate records.
    - (4) The next business day the Community Corrections Specialist will place a copy of the updated Master Transfer Roster sheet in Intake by 1300 for Transportation's knowledge.
  - b. Blue Transfer Authorization sheets are provided for each department receiving offenders for work (see Attachment 4200-Q). There are two (2) copies of the blue Transfer Authorization sheets for each agency. Both sheets must be accurate at the time of the offender's departure (i.e., how many offenders do they have and what are their names).
    - (1) The Unit Officer will have the driver sign one copy of the blue Transfer Authorization sheet. The signed Transfer Authorization sheet will be placed into the Community Corrections Specialist's folder behind the Unit Officer's desk and the second copy of the blue Transfer Authorization sheet will be given to the driver for their records.
    - (2) The Community Corrections Specialist will attach the first sheet of the Booking Summary to the agency's blue Transfer Authorization sheet for all newly assigned offender workers. In IR this is printed from the Booking Maintenance screen, select the Book Sheet tab.

- c. Staff will use the blue Transfer Authorization sheets as the primary reference, with the Master Transfer Roster sheet as a backup reference when releasing offenders out of the facility for their job assignments.
- d. The Community Corrections Specialist will update the offender's time card and issue new time cards as needed.
- e. Offenders may be assigned to job sites in the same county as they are convicted from or residing in, unless otherwise specified by the agency.
- f. Offenders will be rotated from job locations every 90 days or less.

E. **HITT Finances (also refer to Work Release section F. Finances, Sections 1 and 2)**

- 1. Banking is available on a weekly basis and provided by the Community Corrections Account Clerk, unless otherwise designated. The balance of funds may be placed in the offender's commissary account. Offenders are only permitted \$60.00 in their possession at any one time. This amount includes cash and money orders **(5120:1-8-01(A)(9)(C))**. Offenders with more than \$60.00 risk removal from the program.
  - a. Offenders are to fill out a Release of Funds form requesting a designated amount (not to exceed \$60.00) to be deducted from their commissary account.
  - b. Offender's money will be distributed upon their return from work on banking day, by the Account Clerk if the offender returns within normal business hours. The Corrections Officer will distribute the offender's money after normal business hours.
  - c. If an offender has not followed proper procedures for their banking transaction request, banking privileges may be denied by the Community Corrections staff for that banking period.

F. **Medical procedures for HITT**

- 1. The CCNO is responsible for medical treatment of assigned offenders. The participating agency/employer will report all serious injuries and illnesses to the CCNO for instructions. Life and death emergencies should immediately be taken to the nearest hospital. The participating agency/employer will contact the CCNO as soon as possible thereafter. Written medical documentation will be provided by the participating agency/employer and a copy will be given to CCNO Medical staff.
  - a. A Workers' Compensation claim will be maintained by the participating agency/employer for injuries attained while at the job site where they were assigned.

G. **Personal Property for HITT (also refer to Work Release Section H. Personal Property)**

- 1. Offenders brought into the HITT program are permitted to temporarily keep their CCNO shower shoes. They are required to purchase their own shower shoes after the booking fee, medical fees, and indigents are paid.

III. Community Public Works (CPW) Program

A. **Eligibility (refer to HITT Eligibility section)**

B. **Intake/Orientation**

- 1. All CPW offenders will receive a copy of Prohibited/Expected Activities during the intake/orientation process at the CCNO (see Attachment 4200-N) explaining acceptable behavior(s) and the offender will sign acknowledging receipt and understanding.
- 2. Local, state, and federal government agencies are responsible to receive proper orientation prior to assuming supervision of the offender and participate in subsequent training as required by their agency and the CCNO. Training will include, but not be limited to, offender rules and regulations, selection process of offender workers, transporting offenders, reporting problems, requesting removal, con-games, basic supervision, contraband, offender manipulation, emergency situations, past agency incidents, and sexual misconduct.
  - a. Must sign the Agreement for Supervision of Offenders (see Attachment 4200-R) upon completion of their orientation.
  - b. Must attend an annual four-hour refresher training.

C. **Transportation (also refer to HITT Section C. Transportation)**

- 1. For work purposes CPW offenders are either transported by the CCNO bus or by the agency from which they are assigned to work (see Procedure for Transporting CPW – Attachment

- 4200-S).
2. If a CPW worker is returned to the CCNO at an unscheduled time by an outside agency, the Unit Officer will notify Intake staff, who will update the CCNO Transportation Officer.

D. Medical procedures for CPW (refer to HITT Section F. Medical Procedures)

- E. CPW offenders may have field contacts at 30 day irregular intervals based on their length of sentence to the program.

IV. Disciplinary Procedures (refer to CCNO Disciplinary Procedures policy #4610)

- A. Any violation of CCNO rules, failure to perform to the standards of the civilian employee or refusal to work, may result in removal from the program.
1. All Community Corrections offenders charged with a 200 or 300 rule violation will be suspended from worker status pending their disciplinary hearing, and may be placed in the main facility if their actions compromise the safety and security of the facility.
    - a. Offenders found guilty of a 200 level rule violation are eligible to return to worker status after the completion of their sanction.
    - b. Offenders found guilty of a 300 level rule violation are not eligible to return to worker status.
    - c. A probationary period is not considered a disciplinary sanction for purposes of the 30-day waiting period.
  2. Community Corrections offenders charged with a refusal to work will remain in M building until their disciplinary hearing findings, unless the offender is determined to be uncooperative or disruptive by the Commander/OIC.
    - a. Offenders removed from M building will not be permitted to return to M building pending their disciplinary hearing results.

V. Offender Substance Abuse Testing

- A. All offenders will be required to submit to alcohol and drug testing upon their acceptance into a Community Corrections program at admission and/or randomly thereafter during their time of incarceration (refer to Policy #4405 Offender Substance Abuse Testing).
1. If an offender voluntarily admits to substance use at the time of orientation into the Community Corrections Program(s), that offender will be drug tested to establish a base line for further substance abuse testing during their incarceration. **The established base line results will remain confidential to CCNO staff.**
  2. All offenders will be drug tested at 30 day irregular intervals during their incarceration and at other times if suspicion exists.
  3. A variety of drug test panels are available for testing and will be used appropriately to ensure offender accountability.
  4. All drug testing will be documented in IR and a record will be kept in the offender case file.
- B. All offenders will be required to sign a Substance Abuse Screen Voluntary Admission (see Attachment 4200-T) upon their acceptance into a Community Corrections program.
- C. All offenders are instructed they are not to purchase, use, sell, distribute or bring any beer, wine, liquor, alcoholic substance, controlled substance, drug paraphernalia or any other articles deemed contraband or illegal.
- D. Anyone bringing alcohol, drugs, tobacco, or weapons into the unit by any means will be terminated from the program and placed in general population to complete their sentence.
1. All offenders entering and/or returning to the facility will be strip-searched.

VI. Earned Credit

- A. Offenders may be compensated for work performed with incentives (refer to the CCNO Earned Credit Policy #4609 (4-ALDF-5C-12)).

VII. **Meals (also refer to Policy #4401 and Offender Handbook)**

- A. If an offender will be at work during a meal, they may ask the Corrections Officer 24 hours in advance for a bag breakfast and/or lunch.

VIII. **Visitation (refer to CCNO Visitation Policy #4408)**

**CORRECTIONS CENTER OF NORTHWEST OHIO  
WORK RELEASE PROGRAM  
419-428-3800, EXT. 405  
419-428-5802 FAX**

03151 COUNTY ROAD 24.25

STRYKER, OHIO 43557

To the candidate of Work Release:

You have been given an opportunity by the court to participate in the Work Release Program at the Corrections Center of Northwest Ohio (CCNO). Work Release is an opportunity to serve jail time while still being able to maintain your employment and support yourself and others. Please understand that Work Release is a **PRIVILEGE** which can be revoked should you fail to follow all rules and regulations. **To avoid missing any work, please set up an appointment with Community Corrections staff, who oversee the Work Release program, by dialing 419-428-3800, Ext. 405. If you fail to make an appointment, expect to be detained for up to 72 hours upon arriving at the CCNO as ordered by the court.**

Please provide the following information when reporting to the CCNO:

1. Last pay stub or proof of employment (tax records, state or federal licenses, or 1099 form).
2. Driver's license, proof of insurance, and vehicle registration if driving to and from work.
3. Name, address, and phone number of person providing you transportation as well as copies of their driver's license, vehicle registration, and proof of insurance.
4. Letter from employer stating you are employed with the company and hours/days you work. The letter must be signed by your work supervisor.

Items you are allowed to bring into the Work Release Program include and must not display/promote nudity, drug, or gang related contents:

- ❖ Up to five (5) sets: pants/dress (to include sweatpants), shirt/blouse, T-shirt, undergarments, and socks (clothing not to exceed their approved storage)
- ❖ Sweatshirt/sweater (3), gym shorts (2), coat/jacket (1), belt (1), work boots/shoes (1), unit tennis shoes (1), shower shoes (1)
  - If offenders are required by their employer to have steel toe work boots according to job assignments, they must be maintained in their vehicle and placed on upon exiting the CCNO and removed before entering the CCNO.
- ❖ Other personal items allowed by offenders include any outerwear suitable for current weather conditions.
- ❖ The following personal items permitted include:  
Comb/pick (1), Wallet/Billfold – **NO** money clips (no more than \$60.00 cash), Educational textbooks/Notebooks (no metal rings or spiral bound books), Watch and wedding band only (other jewelry must be kept in the locker and may be worn while out of the facility at work), Alarm clock (wind-up or electric, **NO** clock radios), Legal/Work related papers, Blue pen (CCNO issued (2), Mail, Photos (3) – **NO** Polaroid's and not larger than 5x7, Contact lens and **new/unopened** care products (additional care products must be purchased through commissary), Dentures and **new/unopened** care products (additional care products must be purchased through commissary), Bible (1), Laundry basket (12" high or less), other Work Release items (i.e., briefcases, school books, laptop computers, etc.) will only be allowed with prior approval from the Manager of Operations and after being searched by the Corrections Officer.
- ❖ **NO DUFFLE BAGS OR SUITCASES PERMITTED**
- ❖ **At no time are offenders permitted to bring in their own food items or personal hygiene items into the unit (i.e., shampoo, deodorant, make-up, shaving products, feminine pads/tampons, etc.) unless prior written approval is obtained from the Manager of Operations.**

The CCNO will provide the Work Release offender with the following: one sheet, one towel, one wash cloth, one blanket, one pillowcase, and one mattress cover. The CCNO will also provide the offender with a hygiene admissions kit, which includes one toothbrush, one tube of toothpaste, one bar of soap, a small package of shampoo, and a comb.

All offenders are required to surrender their paychecks, pay stubs, and any cash received as payment of labor unless the court has specified otherwise. Ohio Revised Code 5147.29 states, "A prisoner participating in a work release program shall surrender his earnings, less standard payroll deductions required by law, to a person designated by the court which has established the work release program." You will be required to pay up to 25 percent of your net paycheck to offset room/board costs at the Work Release unit. You will receive a receipt upon surrendering your paycheck. Based on a "Disbursement of Funds Agreement" form, funds will pay jail costs, support for yourself and family, necessary travel expenses, expenses incidental to employment, payment of court fines, court costs, and restitution in such an order.

Short term (15 days or less) and self-employed Work Release offenders must pay for jail fees in advance or at designated dates as established by Community Corrections staff in order to participate in the program unless the court has specified otherwise.

The CCNO is a "**NO SMOKING**" facility, to include the facility grounds. Anyone bringing smoking materials of any kind – as well as alcohol, drugs or weapons – into the facility by any means will be terminated from the Work Release program. This also applies to anyone found with such items on their persons or in their lockers. You are **NOT** to consume any alcohol and/or drugs before reporting to the facility. Offenders found guilty of tobacco/product rule violation will be removed from the program and will not be permitted to return. First time offenses will be reconsidered after sixty (60) days.

Please report to the CCNO promptly. Your cooperation is greatly appreciated.

**Manager of Operations****Community Corrections Specialist**

## RULES AND REGULATIONS FOR UNEMPLOYED WORK RELEASE OFFENDERS

**The purpose of these rules is to inform unemployed offenders in the Work Release Program what is expected of them by the Corrections Center of Northwest Ohio (CCNO) and the sentencing court until they obtain suitable employment.**

1. Offenders entering Work Release unemployed or becoming unemployed during their sentence may have up to ten (10) calendar days to secure gainful employment. The sentencing court will be notified that the offender is still unemployed.
2. Unemployed offenders who do not follow rules of the Work Release Program will be subject to disciplinary action and possible removal from the program at any time during their unemployed period.
3. Unemployed offenders may seek employment. A schedule will be determined by Community Corrections staff with approval from the court to seek gainful employment.
4. Unemployed offenders must complete a daily job seeking list on a "Request to Staff" form and submit it to the Community Corrections staff no later than 8:00 a.m. prior to the day they want to visit the employers listed. The request must include the name, address, and phone number of each business. The list should contain at least three (3) business names.
5. Unemployed offenders must provide their own transportation when seeking employment.
6. Unemployed offenders may be required to go to the Ohio Bureau of Employment Services in their county once each week unless they have an earlier appointment.
7. Unemployed offenders may be required to go to the Northwest Ohio Private Industrial Council, 228 S. Main St., Bryan, Ohio 43506 (419-636-1092) and participate in any recommended programs which will assist the offender in seeking employment.
8. Unemployed offenders must submit written verification for any/all daily job seeking contacts to the Community Corrections staff upon returning to the CCNO.
9. Unemployed offenders must return to the CCNO at the specified return time. There are **NO** exceptions.
10. Unemployed offenders are to return to the CCNO immediately if their job-seeking task is completed earlier than scheduled.
11. Unemployed offenders should actively seek employment that can include setting up appointments for interviews, gaining information about potential employers, preparing future job seeking lists, and completing applications and resumes.
12. Unemployed offenders are required to maintain appropriate dress, cleanliness and grooming when job seeking and while staying at the Work Release Unit.
13. The Community Corrections staff will make periodic checks on your whereabouts and check with possible employers about your job contacts.

I have read or had read to me and received a copy of the above rules and procedures and understand them. I agree to abide by them and understand that failure to do so may result in revocation of Work Release privileges and possible placement in the general population at the CCNO to complete the remainder of my sentence.

---

Unemployed Offender

Date

## Work Release Program *Employment Contact Verification*

Fill out this form as you complete your meetings with employers. Turn the form in to the Housing Unit Officer immediately upon returning from job- seeking. **Falsification** will result in disciplinary action and/or removal from the Work Release Program.

Offender \_\_\_\_\_

1. Name of Company \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of person contacted \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Signature of person contacted \_\_\_\_\_

RESULTS: \_\_\_\_\_ Application Filed  
                  \_\_\_\_\_ Interview  
                  \_\_\_\_\_ Appointment Made - What Day / Time \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\* \* \* \* \*

2. Name of Company \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of person contacted \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Signature of person contacted \_\_\_\_\_

RESULTS: \_\_\_\_\_ Application Filed  
                  \_\_\_\_\_ Interview  
                  \_\_\_\_\_ Appointment Made - What Day / Time \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CORRECTIONS COMMISSION of NORTHWEST OHIO**

**WORK RELEASE PROGRAM**

03151 Co. Road 24.25  
Stryker, Ohio 43557  
419-428-3800 Ext. 405  
FAX: 419-428-5802

Dear Employer:

This letter is to thank you for continuing to employ an offender in the Work Release Program at the Corrections Center of Northwest Ohio (CCNO).

So that you may better understand the program, the following lists responsibilities of Work Release offenders:

1. The offender is expected to be on time at work and at the CCNO. If the offender fails to report to work as scheduled or is no longer employed with your company, please contact the Community Corrections staff by dialing 419-428-3800, Ext. 405, during business hours of 8 a.m. to 4 p.m. After hours, please call the same extension (#405) and wait for the officer to answer; if no answer, call extension #0 for the operator and ask to talk to the Corrections Officer in the Work Release unit.
2. An offender is allowed to work overtime but two steps must be followed: A) The work supervisor needs to telephone the CCNO at 419-428-3800 Ext. 405 and notify Community Corrections staff that the offender is required to work overtime; B) The work supervisor needs to verify in writing that the offender was required to work overtime. The work supervisor submits the letter to the offender, who presents it to Community Corrections staff upon returning to the CCNO, or fax the written verification to 419-428-5802.
3. The consumption of alcohol and use of drugs is forbidden.
4. The offender is not permitted to leave work (i.e., visit friends, go shopping, etc.) for any reason except in a medical/dental emergency or in accordance to their job requirements.
5. The offender is expected to observe all rules and regulations at his/her place of employment as well as at the CCNO Work Release Program.
6. If an offender is no longer employed with your company, their last paycheck should be mailed to:

CORRECTIONS CENTER OF NORTHWEST OHIO  
Attention: Work Release Program  
03151 Co. Road 24.25  
Stryker, Ohio 43557

Please expect regular communication and/or visits from Community Corrections staff. The intent of this activity is to monitor the progress of the offenders during their participation in the program and discuss any problems which may arise.

If you have any questions, you are more than welcome to contact the Community Corrections staff by dialing 419- 428-3800, Ext.405.

Sincerely,

Manager of Operations

Community Corrections Specialist



## RULES FOR WORK RELEASE / HITT PROGRAMS

Upon your acceptance into the Work Release/HITT Program, you must understand and agree to abide by all the rules and regulations which have been established by the Corrections Center of Northwest Ohio (CCNO). Participation in the program is a **PRIVILEGE** which can be revoked at any time should you fail to abide by any of the rules and regulations.

The opportunity to go into the community each day to earn a living, help support dependents, and pay off court costs and restitution is an unusual opportunity for an individual who is incarcerated. Work Release/HITT is a good opportunity. Do not take it lightly.

The H.I.T.T. program is a temporary job opportunity while you are incarcerated at CCNO. If you are participating in the HITT program, remember: it is NOT a permanent job placement.

### EMPLOYMENT

1. Work Release offenders must provide the Community Corrections staff with a letter, written and signed by their employer, preferably on company stationery, stating you are employed by them and your normal work schedule, immediate supervisor and rate of pay.
2. If permitted by the sentencing court, probation department, or Community Corrections staff, you may be permitted to work more than one job.
3. Self-employed Work Release will be limited to a 60-hour workweek **or** six (6) days a week, unless additional time is authorized by the sentencing court. You will be expected to provide the Community Corrections staff with the nature of your business, tax documentation, location where the work will be performed on a daily basis and will be required to call and write the Community Corrections staff when changing location.
4. You will immediately notify the Community Corrections staff if you are laid off or terminated from work.
5. Your supervisor will notify the Community Corrections staff of any adjustments or changes in employment status such as job description, hours of employment, work location, name of immediate supervisor, etc.
6. You will report back to the CCNO immediately if released from work, school or counseling earlier than scheduled.
7. You will turn in a signed slip to the Corrections Officer from the treatment agency when released to attend court-ordered counseling and/or treatment services.
8. If you are a student, you will report back to the CCNO immediately upon being released from classes. You will notify Community Corrections staff immediately of any changes in class schedules. Additional library, research or study time at the school must be approved by the Community Corrections staff. You will notify the Community Corrections staff immediately if you quit attending classes or are terminated as a student.
9. You will not be absent from your job without prior consent when possible or notification to Community Corrections staff as soon as possible.
10. The Community Corrections staff will make periodic checks on your whereabouts and check with your employer about your work status and progress.
11. **If you are requested to work overtime, your employer must TELEPHONE the Work Release unit immediately before being allowed to work overtime and provide WRITTEN documentation, preferably on company letterhead, to the CCNO Community Corrections staff to verify any overtime worked. You must bring this written verification back with you.** A call-in slip will be written by staff and placed on your time card.

### TRANSPORTATION

1. You will be released from the CCNO at the proper time in order to report to your job. You must reach your place of employment by the shortest and most direct route and in the least amount of time possible. At the end of your workday, you must return to the CCNO. Travel time while in the program is to and from work. You are not authorized to go to any other locations without prior approval from Community Corrections staff. (Work Release offenders are permitted to go through the drive-through at the bank, gas station, or fast food drive-through.)
2. You will notify the Community Corrections staff should a problem develop with your transportation. Follow these procedures:
  - a. Dial 419-428-3800, extension #405, and wait for an Officer to answer. If after office hours, dial same extension (#405) and wait for officer to answer.
  - b. Inform the officer that you are having transportation problems and give a time you will be able to return to the Work Release unit. You are to report back as soon as possible.
3. H.I.T.T. offenders will be transported to and from work by their employer.
4. Work Release offenders are required to provide their own transportation to and from Work Release contingent upon the approval of the Community Corrections staff. If you are not licensed to drive or do not have driving privileges, YOU MUST NOT DRIVE. Hitchhiking and/or walking to work is NOT permitted.

5. If you have permission to operate a vehicle, you must have a valid driver's license or driving privileges and required insurance coverage. Your driver's license, proof of insurance, and vehicle registration must be submitted to the Community Corrections staff.
6. If transportation is being provided, you are to submit the name, address, and telephone number of the person who is providing your transportation, as well as copies of their driver's license, proof of insurance, and vehicle registration.
7. The following penalties will be enacted for tardiness:
  - a. One (1) to fifteen (15) minutes late after scheduled hours on more than two (2) occasions without a written excuse: Written warning from the Corrections Officer and/or the Community Corrections staff.
  - b. Repeated tardiness of one (1) to fifteen (15) minutes after scheduled hours or up to thirty (30) minutes late returning to the facility on more than three (3) occasions: Will be subject to the disciplinary process.
  - c. One (1) hour or more late after scheduled hours without a written excuse: Possible removal from the program, probation violation, and/or escape charge.
8. Any work release offender vehicle that is parked on CCNO facility grounds is subject to be searched at any time.

## **FINANCES**

1. You will submit all payroll checks, payroll stubs and any/all monies received from your employer to the Corrections Officer upon returning to the CCNO unless you have received a full or partial waiver from the court or have been instructed by the Community Corrections staff to submit a specified amount. Only the sentencing court can give you a partial or full waiver on your jail fee payment. The Account Clerk or Corrections Officer will issue you a pre-numbered receipt upon surrendering your paycheck / monies. The Ohio Revised Code 5147.29 states, "A prisoner participating in a work release program shall surrender his earnings, less standard payroll deductions required by law, to a person designated by the court which has established the work release program." Twenty-five percent (25%)\_ of your net earnings will be collected and reimbursed to the county or city for the costs of incarceration while you are on the Work Release/H.I.T.T. program. The payment shall not exceed the actual per diem rate. The Account Clerk will distribute jail fees, court fee, and/or any other obligations that are collected to the proper jurisdiction by the 10<sup>th</sup> day of each month (excluding weekends and holidays). The following work day your original pay stub will be returned to you.
2. All Work Release/H.I.T.T. offenders will review with the Community Corrections staff the Disbursement Agreement form (see Attachment 4200-F). This form is a written record that shows jail percentage or cost, payment of court fines, court costs, and restitution of other obligations. Payments of jail percentage or direct payments for jail fees will be determined by Community Corrections staff. Failure to meet these obligations as stipulated on the "Disbursement Agreement" with Community Corrections staff may result in immediate termination from the program.
3. Short term (15 days or less) and self-employed Work Release offenders must pay for jail fees in advance or at designated dates established by the Community Corrections staff. Failure to meet your financial obligations may result in immediate termination from the program.
4. Banking is available on a weekly basis. Balance of funds may be placed in the offender's commissary account. Offenders are only permitted \$60.00 in their possession at any one time. This amount includes cash and money orders **(5120:1-8-01(A)(9)(C))**. Offenders with more than \$60.00 risk removal from the program.

## **SECURITY**

1. You will not purchase, use, sell, distribute or bring to C.C.N.O. any beer, wine, liquor, alcoholic substance, controlled substance, drug paraphernalia, or any other articles deemed contraband as established by the CCNO.
2. You will submit to alcohol and drug testing upon being accepted into the program and periodically after being admitted into the program. You will also submit to any other medical examination or analysis when requested by the Community Corrections staff.
3. You will not purchase, own, possess or have under your control any firearm, deadly weapon, or dangerous ordinance as defined in Section 2923.11 of the Ohio Revised Code.
4. The CCNO has been designated as a NO SMOKING facility. You are not to bring into the facility any smoking materials during your stay. You may smoke outside the facility when released for work, but not on CCNO grounds.
5. You will surrender all prescription medication for verification purposes upon entering the CCNO to be checked by Medical staff. Approved medications must be locked in your locker when not in use.
6. You must cooperate with the Corrections Officer during a fire emergency or drill. If a fire starts in the housing unit, you should get the attention of the Corrections Officer. While waiting, you should keep calm, stay in the dorm area so that you can be accounted for, keep low to the floor since smoke rises and follow instructions calmly and WALK when a Corrections Officer evacuates you from the housing unit.

**LAUNDRY, VENDING MACHINES AND LINENS**

1. Coin operated laundry machines will be available to the offenders starting at 0700 hours and last load in washer by midnight. Laundry soap must be purchased through commissary. Use of the laundry machines will be permitted at the Officers' discretion.
2. Anyone using the washer and dryer is responsible for their own items as well as cleaning the machines of any soap film and lint. Absolutely no laundry is to be left unattended in the washing machine or dryer when the cycle is completed. Sitting on the washers and dryers is not permitted. The CCNO is not responsible for damaged, missing or stolen items.
3. Linen exchange will be every Wednesday and Sunday. All offenders shall remove the dirty linen and receive clean linen on Sunday. Only towels and wash cloths will be exchanged on Wednesdays. If the offender is not available during this time, the Corrections Officer will hold the clean linen until the offender returns. The offender is expected to remake their bed with the clean linen upon returning to the housing unit. Offenders are responsible for damaged linen.

**GENERAL RULES OF CONDUCT**

1. You will review and abide by all the rules of the Corrections Center of Northwest Ohio (CCNO).
2. You will assist in maintaining the cleanliness of the Work Release facility and assigned personal housing unit. You may be asked to perform a daily cleaning detail and may perform additional cleaning details in order to obtain earned credit. You will make your bed before leaving for work.
3. Dirty clothes are to be placed in a plastic clothesbasket or clear plastic bag underneath the foot of your bed.
4. You will surrender your locker key to the Corrections Officer before leaving for work and upon completing the program.
5. You will not cause or participate in a fight in the housing area.
6. You will not travel to any other location when released for work, school, court-ordered counseling, or job interviews without authorization from the Community Corrections staff.
7. You must follow the directives of the Community Corrections and Correctional staff.
8. You must follow all rules and regulations of the Community Corrections program regarding the use of living, eating, and recreational space.
9. You must conduct yourself in a respectable manner during your release from confinement by obeying all federal, state, and local laws including traffic laws, ordinances and regulations of the CCNO, your employer and the court.
10. You must be neat and clean while on the Community Corrections program.
11. You will not be tardy reporting to and from the CCNO.
12. No food, merchandise or beverages are to be brought into the CCNO. Such items must be purchased through commissary.

\*\* You are in the custody of the Corrections Center of Northwest Ohio and subject to prosecution for escape if you should fail to report to work or return to the facility at the scheduled times. Escape is a fourth degree felony as described in Section 2921.34 of the Ohio Revised Code. \*\*\*

I have read or had read to me and received a copy of the above rules and procedures, and understand them. I agree to abide by them and understand that failure to do so may result in revocation of probation, revocation of Work Release/H.I.T.T. privileges and possibly be subjected to further court action.

---

Offender Signature

---

Date

# CCNO WORK RELEASE / HITT PROGRAM

Disbursement of Funds Agreement

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ EMPLOYER'S PHONE NO. \_\_\_\_\_

NAME OF EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME OF SUPERVISOR \_\_\_\_\_

WORK DAYS AND HOURS \_\_\_\_\_

HOURLY RATE OF PAY \_\_\_\_\_

\*\*\*\*\*

*(Do not write below this line)*

SENTENCING COURT \_\_\_\_\_ CASE NO. \_\_\_\_\_

RELEASE DATE \_\_\_\_\_ FILE NO. \_\_\_\_\_

DAY/DATE FIRST PAYMENT \_\_\_\_\_

METHOD OF PAYMENT:     WEEKLY     BIWEEKLY     MONTHLY     FULL PAYMENT  
Designated amount or % per pay period

CASH     PAYCHECK     DIRECT DEPOSIT

1. Jail Fees ..... \$ \_\_\_\_\_

Payment to: \_\_\_\_\_

2. Court Cost/Fines ..... \$ \_\_\_\_\_

Payment to: \_\_\_\_\_

3. Other ..... \$ \_\_\_\_\_

Payment to: \_\_\_\_\_

Upon my acceptance in the Work Release/HITT Program at the Corrections Center of Northwest Ohio, I, the undersigned, agree to turn over all my earnings and pay stubs to the Corrections Officer while participating in the program. I request that these earnings be distributed as specified in the Work Release/HITT Disbursement Form, which I have signed and dated. I understand that a violation of this agreement will result in my removal from the Work Release/HITT Program.

Offender Signature \_\_\_\_\_

Date \_\_\_\_\_

### WORK RELEASE Vehicle Identification

Offender Name: \_\_\_\_\_

Are you driving to work yourself?

Yes \_\_\_\_\_ (Complete A)                      No \_\_\_\_\_ (Complete B)

A. If yes, describe your vehicle:

Year \_\_\_\_\_

Driver's License

Model \_\_\_\_\_

Driving Privileges

Make \_\_\_\_\_

Color \_\_\_\_\_

License # \_\_\_\_\_

**Please submit: Driver's license, proof of insurance, vehicle registration**

B. If no, who is providing your transportation?

Driver #1 \_\_\_\_\_

Driver #2 \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

**Driver's Vehicle Information**

Year \_\_\_\_\_

Year \_\_\_\_\_

Model \_\_\_\_\_

Model \_\_\_\_\_

Make \_\_\_\_\_

Make \_\_\_\_\_

Color \_\_\_\_\_

Color \_\_\_\_\_

License # \_\_\_\_\_

License # \_\_\_\_\_

**Persons providing transportation must come inside the facility and notify the Corrections Officer that they are here to pick you up.**

**WORK RELEASE CALL-IN SLIP**

OFFENDER'S NAME:

\_\_\_\_\_ **BUNK #** \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PERSON CALLING: \_\_\_\_\_

CALLER'S TITLE: \_\_\_\_\_

REASON FOR CALL: \_\_\_\_\_

OFFICER TAKING CALL: \_\_\_\_\_

**CALL DETAILS:**

Offender working until: \_\_\_\_\_

Offender's time to be at facility: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Confirmation of Work Release schedule may  
Be verified with a return call by CCNO to the  
Employer**

**WORK RELEASE CALL-IN SLIP**

OFFENDER'S NAME:

\_\_\_\_\_ **BUNK #** \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PERSON CALLING: \_\_\_\_\_

CALLER'S TITLE: \_\_\_\_\_

REASON FOR CALL: \_\_\_\_\_

OFFICER TAKING CALL: \_\_\_\_\_

**CALL DETAILS:**

Offender working until: \_\_\_\_\_

Offender's time to be at facility: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Confirmation of Work Release schedule may  
Be verified with a return call by CCNO to the  
Employer**

**WORK RELEASE CALL-IN SLIP**

OFFENDER'S NAME:

\_\_\_\_\_ **BUNK #** \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PERSON CALLING: \_\_\_\_\_

CALLER'S TITLE: \_\_\_\_\_

REASON FOR CALL: \_\_\_\_\_

OFFICER TAKING CALL: \_\_\_\_\_

**CALL DETAILS:**

Offender working until: \_\_\_\_\_

Offender's time to be at facility: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Confirmation of Work Release schedule may  
Be verified with a return call by CCNO to the  
Employer**

CORRECTIONS CENTER OF NORTHWEST OHIO

**SHARPS COUNT SHEET**

TYPE OF SYRINGE/NEEDLE: \_\_\_\_\_ DATE: \_\_\_\_\_

<i>OFFENDER NAME</i>	<i>OFFENDER NUMBER</i>	<i>OFFICER SIGNATURE</i>	<i>BALANCE</i>
20.			
19.			
18.			
17.			
16.			
15.			
14.			
13.			
12.			
11.			
10.			
9.			
8.			
7.			
6.			
5.			
4.			
3.			
2.			
1.			
DATE			
INITIALS			

### COMMUNITY CORRECTIONS FIELD VISITS

Program:  EM/HA  WR  HITT  CPW

Visit Type:  Home Visit  Work Site

Date: \_\_\_\_\_ Offender Name: \_\_\_\_\_

Home Visit Comments: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Attendance:  Very Good  Satisfactory  Poor

On Time:  Yes  No

Attitude:  Very Good  Satisfactory  Poor

Job Performance:  Very Good  Satisfactory  Poor

General Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Community Corrections Staff

\_\_\_\_\_  
Date



### COMMUNITY CORRECTIONS APPLICATION FORM

<u>Check appropriate:</u> EM Program _____ H.I.T.T. _____ CPW _____
--

Offender Name \_\_\_\_\_  
 Offender Booking Number \_\_\_\_\_ Date \_\_\_\_\_  
 Highest grade completed: \_\_\_\_\_

You will be required to pay program fees upon acceptance and any court fines. A transportation fee may be determined by your employer. Do you have a problem with this?

No       Yes, please explain \_\_\_\_\_

If you are applying for HITT you are required to have your own clothing.

Are you able to obtain your own clothing?     No     Yes

**Please check the appropriate job skills or knowledge you have:**

Food Service     Construction     Concrete     Painting     General Maintenance     Lawn Care     Refuse Collection

**If Requesting the Electronic Monitoring Program:**

**Are you able to pay fee at hook-up and weekly fees for the remainder of your time on the program?**     Yes     No

Address of Hook-up: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Landline Phone # for Hook-up: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**COMPLETED BY STAFF ONLY**

**Application Returned to Case Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Case Manager reviews eligibility according to flow chart:     Eligible     Ineligible    Date: \_\_\_\_\_

**Application to Community Corrections Specialist:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Community Corrections Specialist ran criminal history, checked warrants, and reviewed eligibility according to flow chart:

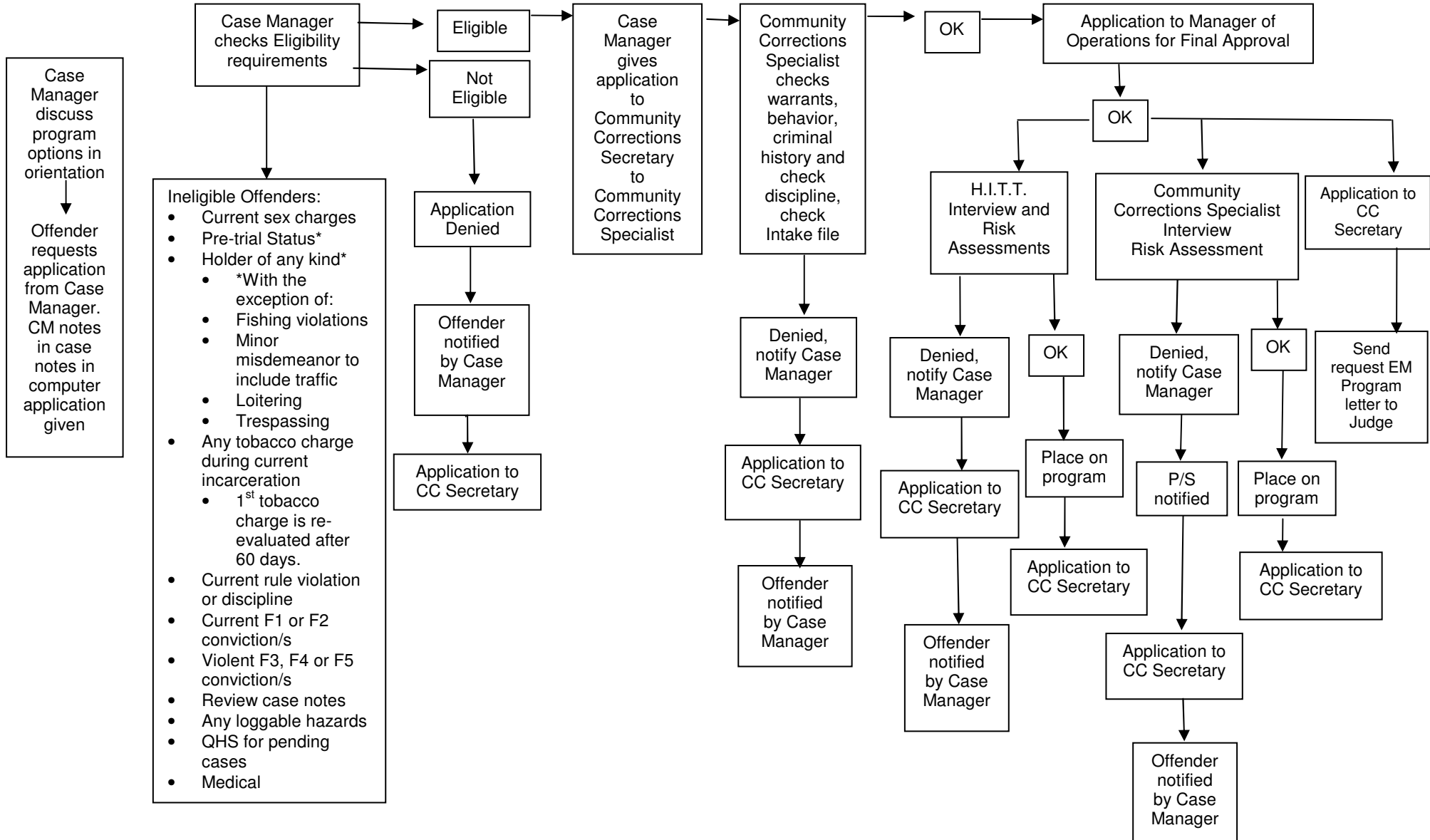
Approve     Disapprove    Date: \_\_\_\_\_

**Application to Manager of Operations:** \_\_\_\_\_ **Date:** \_\_\_\_\_

APPROVED       DISAPPROVED

Reason Disapproved: \_\_\_\_\_

# Community Corrections Application Flow Chart



**CORRECTIONS CENTER OF NORTHWEST OHIO  
H.I.T.T. PROGRAM  
419-428-3800 EXT. 404 /405**

Dear Employer:

This letter is to thank you for continuing to employ a participant in the H.I.T.T. Program at the Corrections Center of Northwest Ohio (CCNO). So that you may better understand the program, the following lists responsibilities of H.I.T.T. offenders:

1. The offender is expected to be on time at work and at the CCNO. If the offender fails to report to work as scheduled or is no longer employed with your company, please contact the Community Corrections staff by dialing 419-428-3800, Ext. 405, during business hours of 8 a.m. to 4 p.m.
2. H.I.T.T. offenders will typically be employed five days/forty hours per week. An offender is allowed to work overtime but two steps must be followed: A) The work supervisor needs to telephone the Corrections Center (419-428-3800 Ext. 405) and notify the Community Corrections staff that the offender is required to work overtime (if calling after business hours, dial Ext. 231); B) The work supervisor needs to verify in writing that the offender was required to work overtime. The work supervisor submits the letter to the offender who presents it to Community Corrections staff upon returning to the CCNO or may fax verification to 419-428-5802. Only in extreme cases will a H.I.T.T. offender be permitted to work more than six days per week. Prior authorization must be obtained from the Community Corrections staff.
3. The consumption of alcohol and use of drugs is forbidden.
4. The offender is not permitted to leave work (e.g., visit friends, go shopping, etc.) for any reason except in a medical/dental emergency or in accordance to their job requirements and must be accompanied by the job site supervisor.
5. The offender is expected to observe all rules and regulations at his/her place of employment as well as at the CCNO Work Release facility.
6. For you or your staff members who are providing transportation for offenders to and from the jobsite, a valid driver's license, insurance coverage, and valid vehicle registration is required. The CCNO will require the name of the person transporting offenders, description of the vehicle and license number of vehicle. All employment site personnel who will be transporting H.I.T.T. workers must be 21 years of age or older. The transporting personnel must provide copies of a valid driver's license, vehicle registration, and proof of insurance.
7. If an offender is no longer employed with your company, their last paycheck should be mailed to:

Corrections Center of Northwest Ohio  
Attention: Work Release Program  
03151 Co. Road 24.25  
Stryker, Ohio 43557
8. Notify the CCNO immediately any time you have reason to believe an escape or serious infraction has or may occur. (Note: in case of an escape, do not attempt to apprehend an escapee; immediately notify the CCNO and the appropriate local law enforcement agency).
9. Transport offenders to, from and around work sites in a safe and secure manner.
10. Provide consistent and reasonable supervision of offenders based on realistic work expectations and mutual respect.
11. Provide proper tools for the job along with instruction in their care and use necessary for successful completion of assigned tasks.
12. Conduct formal offender counts at least twice daily and informal counts on an ongoing basis.
13. Notify the CCNO of all conflicts (potential or actual) among offenders, as well as providing any information regarding offenders, which might be of a useful nature.
14. Protect the confidentiality of assigned offenders.
15. Never leave keys in vehicles or vehicles unlocked or unattended around offenders.

Employers/civilian employees **MAY NOT**:

1. Give, trade, or receive favors or gifts from offenders, their families and/or friends.
2. Leave offenders without supervision or allow offenders to directly supervise one another.
3. Allow offenders to have visitors or items dropped off, receive mail, make or receive phone calls (to include using cell phone) at the work site.
4. Tolerate unprofessional, disrespectful or overly familiar behavior by offenders towards the public or staff/supervisors.
5. Stop off at carryout, bars, or restaurants. Transport offenders to and from jobsites only.
6. Allow offenders to drive back and forth from jobsite to the CCNO.

FIRST AID INFORMATION

The CCNO is not responsible for medical treatment of assigned H.I.T.T. offenders when injured on the job. Immediately report all serious injuries to the CCNO for instructions. The employer should follow their procedure for medical treatment when employees are injured on the job. The employer must transport the H.I.T.T. offender to and from the medical facility when necessary. Life and death emergencies should immediately be taken to the nearest hospital, contacting the CCNO as soon as possible thereafter.

Please expect regular communication and/or visits from Community Corrections staff. The intent of this activity is to monitor the progress of the offenders during their participation in the program and discuss any problems which may arise.

If you have any questions, please contact the Community Corrections staff by dialing 419-428-3800, Ext. 405.

Sincerely,

Manager of Operations

Community Corrections Specialist

**H.I.T.T. / C.P.W. PROGRAMS**

The following is a list of PROHIBITED activities and a list of what is expected of an offender participating in the H.I.T.T./C.P.W. programs.

Prohibited activities for offenders:

1. Visitors are not permitted at the job site or allowed to drop off items or to stop for any reason.
2. Offenders may not supervise one another.
3. Lunch or breaks may only be taken at the job site (CPW offenders are permitted to eat ONLY the CCNO issued bag lunch).
4. Leaving the job site without supervision and authorization will result in CCNO disciplinary charges, which may include escape.
5. No trading, selling, buying, obtaining any personal possession or anything of value. Not allowed to ask civilians for any items.
6. No giving, receiving, loaning money or anything of value for any purpose (CPW offenders are NOT permitted to have money).
7. No using, giving or providing personal services, such as washing personal vehicles.
8. No driving vehicles anywhere that requires a valid Ohio driver's license.
9. Do not receive or place phone calls (to include cell phones), mail or receive any type of correspondence at the job site.
10. Do not possess or consume any type of intoxicating or illegal substance.
11. Do not engage in any type of disruptive behavior. You must conduct yourself in a respectable, responsible manner.
12. Do not enter any type of business establishment without supervision and authorization of your civilian employer and Community Corrections staff.
13. Do not smoke without permission of the employer (CPW offenders are NOT permitted to smoke).
14. Do not ride on vehicles or equipment in an unsafe manner or which has not been approved by Community Corrections staff.
15. Do not bring in unauthorized items which are deemed as contraband into the Work Release facility.
16. Do not bring any item into the facility from your workplace without prior authorization from the Community Corrections staff.
17. Offenders may not have their picture taken in a manner which will make them identifiable or consent to a media interview without first obtaining permission from Community Corrections staff and signing a consent or release form (See Policy #1045 Attachment 1045-B). Questions regarding pictures and interviews should be referred to and coordinated by the CCNO.
18. CPW offenders are not to remove their CCNO issued clothing (not permitted to wear gym shorts under their uniform when going out to work).

Offenders are expected to:

1. Obey all rules and expectations of the CCNO and the business for which you work. You are to provide a fair day's labor in whatever job you are given.
2. Wear safety and protective clothing and eye covering as appropriate while working.
3. Stay away from hazardous equipment while it is in operation.
4. Obey all instructions given by your supervisor.
5. Be courteous and respectful towards staff/civilian employees and members of the public at all times.
6. Get out of bed and out to work on a daily basis. Oversleeping and missing transportation to work will not be tolerated.
7. Contact the Community Corrections staff in writing immediately if you are sick and unable to report to work.
8. Contact the Community Corrections staff immediately if problems arise with your supervisor or other work site staff.
9. Obey all federal, state and/or local work safety laws and regulations.
10. H.I.T.T. offenders are expected to pay their room and board cost and court fines as determined by Community Corrections staff.
11. H.I.T.T. offenders may be expected to pay for their cost of transportation to and from work. This will be determined by your employer.

I have read or had read to me and received a copy of the above rules and procedures and understand them. I agree to abide by them and understand that failure to do so may result in revocation of probation, revocation of H.I.T.T. privileges and reclassification into general population.

---

 Offender Signature

---

 Date

## PROCEDURE FOR TRANSPORTING HITT WORKERS

Dear HITT Supervisor:

The following is information provided to you and your agency. We hope to improve on the supervision and accountability of HITT workers.

If you pick up the workers at the CCNO, you are expected to return them to CCNO at the end of the day. HITT workers are currently housed in the Work Release building (M building). When picking up the workers, enter the building through the south door. Push the intercom button downstairs and identify yourself by name and agency. Inform the officer that you are there to pick up your workers. The officer will respond and send the workers out the door to you. **Please remember to sign and receive a copy of the Transfer Authorization form releasing the workers to your supervision.** When dropping off the workers at the end of the day, the responsible agency will ensure that they are secure inside the south door before exiting the premises. **All employment site personnel must be 21 years or older if transporting or supervising offender workers.**

Avoid the following specific times when picking up or dropping off workers at CCNO. This is shift change at the facility and you may be detained temporarily.

**6:45 a.m. to 7:15 a.m.      2:45 p.m. to 3:15 p.m.      10:45 p.m. to 11:15 p.m.**

Please provide the following information for all personnel who may transport HITT workers. This information will be placed on file. The Corrections Officer will ensure the individual transporting HITT workers has **AUTHORIZATION** prior to releasing the workers from the facility for work. HITT workers will **NOT** be released for work to **unauthorized** personnel. All employment site personnel must be 21 years or older if transporting or supervising Community Public Workers.

### Transportation Information

Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Driver #1: \_\_\_\_\_ Driver #2: \_\_\_\_\_ Driver #3 \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

### Vehicle Information

Year: \_\_\_\_\_ Year: \_\_\_\_\_ Year: \_\_\_\_\_

Model: \_\_\_\_\_ Model: \_\_\_\_\_ Model: \_\_\_\_\_

Make: \_\_\_\_\_ Make: \_\_\_\_\_ Make: \_\_\_\_\_

Color: \_\_\_\_\_ Color: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_ License Plate #: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Thank you. We appreciate your cooperation with this request. Please feel free to contact me if you have additional questions.

Sincerely,

Manager of Operations  
Corrections Center of Northwest Ohio

### MASTER TRANSFER ROSTER

<b>AGENCY: ( )</b>				<b>AGENCY: ( )</b>			
CONTACT:				CONTACT:			
<b>PICK UP:</b>				<b>PICK UP:</b>			
RETURN:				RETURN:			
<b>O/F NUMBER</b>	<b>O/F NAME</b>	<b>O/F BUNK</b>	<b>#</b>	<b>O/F NUMBER</b>	<b>O/F NAME</b>	<b>O/F BUNK</b>	<b>#</b>
<b>AGENCY: ( )</b>				<b>AGENCY: ( )</b>			
CONTACT:				CONTACT:			
<b>PICK UP:</b>				<b>PICK UP:</b>			
RETURN:				RETURN:			
<b>O/F NUMBER</b>	<b>O/F NAME</b>	<b>O/F BUNK</b>	<b>#</b>	<b>O/F NUMBER</b>	<b>O/F NAME</b>	<b>O/F BUNK</b>	<b>#</b>
<b>AGENCY: ( )</b>				<b>AGENCY: ( )</b>			
CONTACT:				CONTACT:			
<b>PICK UP:</b>				<b>PICK UP:</b>			
RETURN:				RETURN:			
<b>O/F NUMBER</b>	<b>O/F NAME</b>	<b>O/F BUNK</b>	<b>#</b>	<b>O/F NUMBER</b>	<b>O/F NAME</b>	<b>O/F BUNK</b>	<b>#</b>
<b>AGENCY: ( )</b>				<b>AGENCY: ( )</b>			
CONTACT:				CONTACT:			
<b>PICK UP:</b>				<b>PICK UP:</b>			
RETURN:				RETURN:			
<b>O/F NUMBER</b>	<b>O/F NAME</b>	<b>O/F BUNK</b>	<b>#</b>	<b>O/F NUMBER</b>	<b>O/F NAME</b>	<b>O/F BUNK</b>	<b>#</b>
<b>AGENCY: ( )</b>				<b>AGENCY: ( )</b>			
CONTACT:				CONTACT:			
<b>PICK UP:</b>				<b>PICK UP:</b>			
RETURN:				RETURN:			
<b>O/F NUMBER</b>	<b>O/F NAME</b>	<b>O/F BUNK</b>	<b>#</b>	<b>O/F NUMBER</b>	<b>O/F NAME</b>	<b>O/F BUNK</b>	<b>#</b>

**Distribution: Original to C/M**  
**Draw a single line through name of those not reporting for work; indicate reason.**

## CCNO TRANSFER AUTHORIZATION

<b>AGENCY:</b>			
CONTACT			
<b>PICK UP:</b>			
<b>RETURN:</b>			
<b>O/F NUMBER</b>	<b>O/F NAME</b>	<b>O/F BUNK</b>	<b>QUANTITY</b>
		<b>TOTAL</b>	
<b>AGENCY:</b>			
CONTACT			
<b>PICK UP:</b>			
<b>RETURN:</b>			
<b>O/F NUMBER</b>	<b>O/F NAME</b>	<b>O/F BUNK</b>	<b>QUANTITY</b>
		<b>TOTAL</b>	

Signature \_\_\_\_\_  
**ACCEPTING OFFICER**

Contact:  
 Community Corrections Specialist  
 419-428-3800 Ext. 405



# CORRECTIONS CENTER OF NORTHWEST OHIO

## COMMUNITY PUBLIC WORKS PROGRAM HELPING INMATES THROUGH TRAINING PROGRAM

### AGREEMENT FOR SUPERVISION OF OFFENDERS

I, \_\_\_\_\_, hereby state that on, \_\_\_\_\_  
(Please print your name) (Date)

I attended the Corrections Center of Northwest Ohio (CCNO) orientation for supervision of offender workers utilized through the Community Public Works Program/Helping Inmates Through Training Program. I understand that I must abide by the policies and procedures for the Community Public Works Program/Helping Inmates Through Training Program. I also understand that my supervision of offenders can be revoked for actions of prejudice or failure to follow the procedures of the Community Public Works Program/Helping Inmates Through Training Program. I realize that offender records are confidential and will respect the confidentiality. Offender working conditions must comply with all applicable federal, state and/or local work safety laws and regulations.

I understand that if a problem arises I will immediately notify CCNO of the problem.

If I have any questions or complaints pertaining to the operations of the CCNO, I will follow the departmental chain of command in order to satisfy my question or complaint.

I agree to the above conditions of CPW and/or HITT:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## PROCEDURE FOR TRANSPORTING COMMUNITY PUBLIC WORKERS

Dear Community Public Works Supervisor:

The following is information provided to you and your agency. We hope to improve on the supervision and accountability of our Community Public Workers.

1. If you pick up the workers at the CCNO, you are expected to return them to CCNO at the end of the day. Community Public Workers are currently housed in the Work Release building (M building). When picking up the workers, enter the building through the south door. Push the intercom button downstairs and identify yourself by name and agency. Inform the officer that you are there to pick up your workers. The officer will respond and send the workers out the door to you. Please remember to sign and receive a copy of the Transfer Authorization form releasing the workers to your supervision. When dropping off the workers at the end of the day, the responsible agency will ensure that they are secure inside the south door before exiting the premises. All employment site personnel must be 21 years or older if transporting or supervising offender workers.

\*\* Avoid the following specific times when picking up or dropping off workers at CCNO. This is shift change at the facility and you may be detained temporarily.

**6:45 a.m. to 7:15 a.m.      2:45 p.m. to 3:15 p.m.      10:45 p.m. to 11:15 p.m.**

2. If you pick up the workers from your county agency's designated pick up/drop off point, you are expected to return them to the designated drop off point at the designated time for return to CCNO.

<b>Williams County Sheriff Dept.</b>	<b>2:30 p.m.</b>
<b>Defiance County Municipal Building</b>	<b>3:00 p.m.</b>
<b>Henry County Courthouse/Sheriff Dept.</b>	<b>3:15 p.m.</b>
<b>Fulton County Sheriff Dept.</b>	<b>3:45 p.m.</b>

3. Community Public Workers are expected to be supervised until a CCNO Transportation Officer takes custody of them at the drop off point. Please ensure that at least one job site supervisor remains with the workers at the drop off point until the CCNO Officer arrives.

4. You must notify CCNO staff of any changes for prior authorization. It is of utmost importance that our transportation department be updated with any deviations to this schedule. Please contact one of the following person/s for prior authorization.

<b>Community Corrections Specialist</b>	<b>419-428-3800 Ext. 405</b>
<b>Manager of Operations</b>	<b>419-428-3800 Ext. 445</b>
<b>Intake/Booking Officer</b>	<b>419-428-3800 Ext. 211/212</b>

5. Please complete the following transportation and vehicle information as requested:

### Community Public Workers Transportation Information

Please provide the following information for all personnel who may transport Community Public Workers. This information will be placed on file. The Corrections Officer will ensure the individual transporting Community Public Workers has **AUTHORIZATION** prior to releasing the workers from the facility for work. Community Public Workers will **NOT** be released for work to **unauthorized** personnel. All employment site personnel must be 21 years or older if transporting or supervising Community Public Workers.

Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Driver #1: \_\_\_\_\_ Driver #2: \_\_\_\_\_ Driver #3: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

#### Vehicle Information

Year: \_\_\_\_\_ Year: \_\_\_\_\_ Year: \_\_\_\_\_

Model: \_\_\_\_\_ Model: \_\_\_\_\_ Model: \_\_\_\_\_

Make: \_\_\_\_\_ Make: \_\_\_\_\_ Make: \_\_\_\_\_

Color: \_\_\_\_\_ Color: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_ License Plate #: \_\_\_\_\_ License Plate #: \_\_\_\_\_

We appreciate your cooperation with this request. Please feel free to contact me if you have additional questions.

Thank you.

Sincerely,

Manager of Operations  
Corrections Center of Northwest Ohio

## Substance Abuse Screen Voluntary Admission

Any admission recorded below was given voluntarily and without duress. Admission of usage will not result in CCNO disciplinary actions.

I. I, \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Offender

voluntarily admit to using the substances checked below within the last 30 days:

<u>Date</u>	<u>Drug</u>	<u>Date</u>	<u>Drug</u>
_____	Cocaine (Crack)	_____	Barbiturates
_____	Marijuana	_____	Opiates
_____	Alcohol	_____	Phencyclidine (PCP)
_____	Amphetamines (Ice)	_____	Other: _____

By: \_\_\_\_\_  
Signature of Offender

II. I, \_\_\_\_\_ Date: \_\_\_\_\_  
Name on conditions/agreement

voluntarily confirm that the positive (dirty) on-site test findings for the substances checked below are based on test samples provided by me:

<u>Date</u>	<u>Drug</u>	<u>Date</u>	<u>Drug</u>
_____	Cocaine (Crack)	_____	Barbiturates
_____	Marijuana	_____	Opiates
_____	Alcohol	_____	Phencyclidine (PCP)
_____	Amphetamines (Ice)	_____	Other: _____

By: \_\_\_\_\_  
Signature of Offender

III. I, \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Offender

voluntarily admit to NOT using any alcohol within the last 48 hours or controlled substances within the last 30 days.

By: \_\_\_\_\_  
Signature of Offender