



CORRECTIONS CENTER OF NORTHWEST OHIO  
STRYKER, OHIO

POLICY AND PROCEDURES

NUMBER: 4200	SECTION: Support Services	APPROVED BY: EXECUTIVE DIRECTOR		
POLICY: Community Security	PAGE: 1 of 33	SUPERSEDES NO: 4200 dated 9/04/07 & 4107 dated 7/07/08	DATE OF ISSUE: 12/16/08	EFFECTIVE DATE: 12/23/08
CROSS REFERENCE CCNO POLICY:	2414, 4405, 4408, 4609, 4610, 4611			

**4200 - COMMUNITY SECURITY**

**State Standards:** 5120:1-8-01(A)(9(c)); 5120:1-8-01(A)(11); 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-10, 4-ALDF-5C-11

**Policy:**

It is the policy of the Corrections Center of Northwest Ohio (CCNO) to provide re-integrative and work release opportunities to those offenders approved by the courts with eligibility based on CCNO classification procedures. The CCNO provides opportunities for offender employment in correctional industries, facility maintenance, operations, public works or community projects. All offenders housed in M building are considered Community Security and potentially eligible for work in a Community Corrections program. Community Corrections programs include Work Release, School Release, Unemployed Work Release, Community Public Works (CPW), and Helping Inmates Through Training (H.I.T.T.). Community Corrections staff as referred to in this policy will include Program Supervisor, Community Corrections Specialist and Case Managers assigned to M building. 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 Supervisor, on behalf of the Executive Director, will determine eligibility for residential Community Corrections programs. The offender and/or the sentencing judge will be notified as appropriate.

## Procedures:

### I. Intake/orientation

- A. All offenders will go through a screening process.
- B. All offenders must successfully pass a criminal history check (See Attachment 4200-A).
- C. A Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Risk Assessment will be completed and a level of supervision determined by the Community Corrections staff prior to their release into the community.
  - 1. Offenders will be charged a minimal fee upon completion of the COMPAS assessment. Staff completing the COMPAS assessment will be responsible for filling out a COMPAS Risk Assessment Charge Slip and providing a copy to the Account Clerk (See Attachment 4200-B).
- D. The rules of the Community Corrections Programs (See Attachment 4200-C) 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 offenders remain in the custody of the CCNO, even if they are out to work or have been temporarily removed from the facility.
- E. 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)**.
- F. Offender working conditions comply with all applicable federal, state, or local work safety laws and regulations **(4-ALDF-5C-11)**.
- G. 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)(9)(c))**.
- H. Job and program checks
  - 1. Job and program checks will be performed on all offenders by the Community Corrections staff. These checks will be performed on an unscheduled basis. A Field Visit form will be completed and placed in the offender's Community Corrections file (See Attachment 4200-D).
  - 2. 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.
- I. Alcohol, drugs, tobacco, weapons
  - 1. 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.
  - 2. All offenders may be required to submit to alcohol and drug testing upon their acceptance into a Community Corrections program and randomly after admission (Refer to Policy #4405 Offender Substance Abuse Testing).
  - 3. All offenders will be required to sign a Substance Abuse Screen Voluntary Admission upon their acceptance into a Community Corrections program (See Attachment 4200-E).
  - 4. The CCNO is a "NO SMOKING" facility, to include CCNO facility grounds.
  - 5. Offenders are instructed they are not to purchase, own, possess or have under their control any firearm, deadly weapon or dangerous ordinance.
  - 6. 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.

J.

Medical

1. M building procedures

- a. All offenders will self medicate
- b. CCNO Medical staff will have the offender sign for their medication. Medications are to be stored in the offender's locker. There will be an envelope exchange between the offender and the nurse (i.e., old medications or empty envelopes for new medications).
- c. Narcotics/controlled substances will not be authorized for use in M building.
- d. Psychotropic medications will be secured in the Officer's cabinet.
- e. 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.
- f. 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-F).
- g. If an offender will be away from the facility and needs medication during that time, the proper dosage for that period will be given to the resident to take out of the facility with them.
- h. CCNO Physician/Dentist appointments are voluntary unless specified by Medical staff to be mandatory. The Unit Officer is not to hold Community Corrections offenders back from work unless proper authorization is obtained.

2. CPW and HITT

- a. 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.
  - (1) A Workers' Compensation claim will be maintained by the participating agency/employer for injuries attained while at the job site where they were assigned.

3. Work Release

- a. All Work Release offenders will receive a medical screening done at Intake. If an offender is placed on a Strict Code 1 or 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.
- b. 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 in order that their schedule 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's 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 Program Supervisor and Medical Administrator or the Director of Nursing for emergencies only. Medical staff will determine Emergency needs.
- c. 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 CCNO Medical staff.

- d. Extended Work Release offenders are required to see CCNO Medical staff unless approved by the sentencing judge to seek their own medical attention.
- K. Personal Property (5120:1-8-01(A)(11)) (See Offender Handbook)
- 1. If an offender is to be re-classed to CPW or general population, 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. The offender will also be given a wristband at that time.
  - 2. 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.
- L. Banking Procedures
- 1. Banking is available for Community Corrections offenders on a weekly basis.
    - a. Offenders are to fill out a Release of Funds form requesting a designated amount (not to exceed \$60.00) be deducted from their commissary account.
    - b. Offender's money will be distributed upon their return from work on banking day.
    - 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.
    - d. Offenders are not authorized to cash another offender's paycheck.
    - e. Any funds received through the mail or from visitors will be placed in the offender's commissary account.
- M. All offenders will use their assigned time card when punching OUT when leaving the facility and punching IN when returning to the facility.
- N. All offenders returning to the facility will be strip-searched.
- O. Escape from Custody (Refer to Policy #2414 Escapes)
- P. Meals (See Offender Handbook)
- 1. If an offender will be at work during a meal, they can ask the Corrections Officer 24 hours in advance for a bag breakfast and/or lunch.
- Q. Furlough
- 1. An offender must write directly to the sentencing court to obtain a furlough. An offender's furlough may be revoked by the Community Corrections staff or Shift Commander for any infringement of Work Release policies/procedures or internal rules of the CCNO. The court will be notified of such.
  - 2. When a furlough is granted by the sentencing court, the offender will be instructed when they are to report back to the housing unit. The offender will be advised that proper authorities will be notified and possible escape charges filed for failure to return to the CCNO as instructed.
  - 3. Offenders are not to use any alcohol or drugs while out on furlough and are subject to alcohol or drug testing upon their return from furlough.
- R. Visitation (Refer to Policy #4408 Visitation and the Offender Handbook)
- S. Programs (See Offender Handbook)
- T. All Community Corrections offenders eligible to work in the community may be utilized by CCNO staff to work outside on the CCNO facility grounds.
- 1. NOT permitted to work in the secure areas of the facility unless prior authorization is received from the Director of Security.
  - 2. Must wear some form of identification to offset their appearance from the general public (i.e., orange vest).

- U. Community Corrections offenders are compensated for work performed with incentives such as, but not limited to:
1. Monetary compensation
  2. Special housing
  3. Extra privileges
  4. Sentence reduction (when allowed by statute) **(4-ALDF-5C-12)**

II. Community Public Works (CPW) / H.I.T.T. programs

- A. Offender Selection: The CCNO shall evaluate and select workers based on the established criteria **(5120:1-8-02(B)(5))**.
1. Offenders must be classified Community Security for participation in a residential public work program. Minimum security or community work security offenders may be eligible for consideration to participate in non-residential public works. They will be convicted misdemeanants or non-violent felons.
  2. Recommendation will be made by their Case Manager.
  3. Complete the Community Corrections application process (See Attachment 4200-G)
  4. Must be approved by the Community Corrections Supervisor
  5. The following guidelines will keep an offender out of the work program:
    - 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 walk-aways from a non-secure detention setting in the last five (5) years
    - d. No violent F3, F4 or F5 felonies within the last three (3) years
    - e. No current F1 or F2 felonies or violent F1 or F2 felony convictions within the last five (5) years
    - f. No failure to appear convictions within the last eighteen (18) months; overrides are possible with Director approval
    - g. No fleeing and eluding convictions within the last three (3) years
    - h. No active contagious disease
    - i. Medical refuses them to work
    - j. Denied by court
    - k. No pre-trial felonies
    - l. No pre-trial misdemeanors – Exceptions:
      - (1) Fishing violations
      - (2) Minor misdemeanors (to include traffic violations)
      - (3) Loitering
      - (4) Trespassing
    - m. No current or pending CCNO rule violations
    - n. No loggable codes
    - o. No keep separates in M building
    - p. The offender refuses to work
    - q. 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.
    - r. 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.
    - s. Holders from outside the jurisdictions will be considered on an individual basis.
    - t. Deemed to be a threat to public safety
- B. Exceptions to the above may be made on an individual/override basis by the appropriate sentencing judge.

- C. The Community Corrections staff will submit written requests to the sentencing court for all approved applicants if required by the court.
- D. All employment site personnel who will be transporting CPW/HITT offenders must be 21 years of age or older.
- E. Disciplinary Procedures – 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 CPW and H.I.T.T. 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 eligible to return to worker status thirty (30) days after the completion of their sanction.
    - c. A probationary period is not considered a disciplinary sanction for purposes of the 30 day waiting period.
  - 2. CPW and H.I.T.T. 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.

### III. CPW (Community Public Works)

- A. Civilian employers 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, and sexual misconduct.
  - 1. Must sign the Agreement for Supervision of offender workers upon completion of their orientation (See Attachment 4200-H).
- B. 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.
  - 2. Job site supervisors will receive a letter of explanation regarding proper Procedure for Transporting CPW Workers (See Attachment 4200-I).
  - 3. 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.
  - 4. Documentation will be maintained at the CCNO regarding the agencies transporting personnel. This information will be updated on a continual basis (See Attachment 4200-J).
- C. Job Assignments
  - 1. Job assignments are updated on a daily basis.
    - a. Worker names are placed on the Master Roster Sheet in conjunction with their job assignments (See Attachment 4200-K). The Master Roster Sheet is to be posted in the unit after night hours have been announced. The Unit Officer will update the Master Roster Sheet to reflect the correct number and names of offenders going out to work that day. Note why the offender did not go out to work (i.e., doctor, court, release). The updated Master Roster Sheet will be placed in the Case Manager's file for accurate records. A copy of the updated Master Roster Sheet will be given to Transportation.

- b. Blue Transfer Authorization Sheets are provided for each department receiving offenders for work (See Attachment 4200-L). 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). 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 Case Manager'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.
- c. Staff will use the blue Transfer Authorization Sheets as the primary reference, with the Master Roster Sheet as a backup reference when releasing offenders out of the facility for their job assignments.
- d. The Community Corrections Case Manager will update the offender's time card and issue new time cards as needed.
- e. Offenders will not be assigned to job sites in the same county as they are convicted from or residing in, unless specifically requested by the agency.

IV. H.I.T.T. (Helping Inmates Through Training)

A. Employment

- 1. H.I.T.T. employers will be sent a letter (See Attachment 4200-M) by Community Corrections staff explaining the program.

B. Transportation

- 1. H.I.T.T. offenders are required to be transported by CCNO bus for court, unless pre-approved arrangements have been made.

C. Personal Property

- 1. Offenders brought into the H.I.T.T. program are permitted to temporarily keep their CCNO shower shoes. They are required to purchase their own shower shoes after receipt of their first paycheck.

V. Work Release

A. Employment

- 1. All Work Release offenders will receive a copy of a letter (See Attachment 4200-N) explaining the program.
- 2. All Work Release employers will receive a copy of a letter (See Attachment 4200-O) explaining their responsibilities.

B. Unemployed / Student

- 1. Candidates for Work Release, who are unemployed, may be permitted to enter the program and, with court approval, to actively seek employment or enroll in an educational / vocational program. Such residents must have their own transportation and comply with all rules and regulations of the program. Unemployed residents will sign rules and regulations for unemployed residents (See Attachment 4200-C).
- 2. Unemployed offenders must actively seek employment and will have thirty (30) calendar days to seek gainful employment. Additional time to seek employment will be considered by Community Corrections Program Supervisor. An unemployed offender must have an "Employment Contact Verification" form (See Attachment 4200-P) 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.
- 3. 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 Corrections Center 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 (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.

- C. Transportation
  - 1. In some pre-approved cases by Community Corrections staff, Work Release offenders may be transported by the CCNO bus (i.e., court, releases).
  
- D. Personal Property
  - 1. Personal hygiene/toiletry items permitted in the unit must be purchased through commissary. At no time are offenders permitted to bring in their own personal hygiene items into the unit (i.e., shampoo, deodorant, make-up, and shaving products) unless prior written approval is obtained from the Program Supervisor. All items brought into CCNO must be in unopened packages and will be subject to search.
    - a. Work Release offenders ordering commissary must assure that there are adequate funds in their commissary accounts via mail money, visitor money, banking, or given directly to their Case Manager for deposit into their commissary account. In the Case Manager's absence, place funds for commissary order into the deposit envelope, fill out label on the envelope, and with the Unit Officer's permission, drop in the unit safe. The commissary funds will be deposited into their commissary account the following business day.
    - b. All personal property must fit in the offender's locker and desk. All excess property will be considered contraband and confiscated.
      - (1) Confiscated property will be placed in a clear plastic bag, with the offender's full name and booking number printed clearly on the tab and stored in the unit gray property cabinet for removal by the offender at the next available time.
  
- E. Programs (See Offender Handbook)
  - 1. Staff operating resident work programs will use the advice and assistance of labor business and industrial organizations to assist in providing skills relevant to the job market.
  - 2. A resident required by the court to attend treatment programs located outside the CCNO will provide Community Corrections staff with attendance slips from the organizations upon returning to the unit. Prior written approval from the sentencing court to attend outside treatment programs must be submitted to the Community Corrections staff.
  
- F. Night Hour Rules
  - 1. Quiet Time (2200 Monday thru Sunday) – Lights will be shut off in the bunk areas. All activity will cease in the bunk areas with the exception of reading, writing, or playing solitaire. The noise level will be kept to a minimum in the dayroom area. NO ping-pong.
  - 2. Lights Out (2330 – 0530 Sunday thru Thursday and 0000 – 0530 Friday and Saturday) – All dayroom activity will cease. Residents can read, write, or play solitaire in their bunk area.
  - 3. All Community Corrections offenders and the unit workers are permitted to watch TV in the dayroom until 0130 hours Monday thru Sunday. Community Security offenders are not permitted to stay up and watch TV.
  - 4. Offenders going to or returning from work/court/furlough, or being released, are permitted to shower and clean up while night hours are in effect.
  
- G. Earned Credit Policy (Refer to CCNO Policy #4609 and the Offender Handbook)
  
- H. Disciplinary Procedures (Refer to CCNO Policy #4610 Offender Disciplinary Procedures and the Offender Handbook)
  - 1. All Work Release offenders charged with a 300 rule violation will be suspended and may be removed and placed in the main facility if their actions compromise the safety and security of the facility.

## Corrections Center of Northwest Ohio Community Corrections Criminal History Check

Booking #: \_\_\_\_\_ Offender Name: \_\_\_\_\_

RID #: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

. . . . .

LEADS check date: \_\_\_\_\_ LEADS completed by: \_\_\_\_\_

FBI#: \_\_\_\_\_ BCI#: \_\_\_\_\_

Active Warrants: \_\_\_\_\_

Pending Cases: \_\_\_\_\_

	<u>ARRESTS</u>				<u>CONVICTIONS</u>			
Assault (not homicide / manslaughter)	0	1	2	3	0	1	2	3
Burglary / Larceny / B & E	0	1	2	3	0	1	2	3
Disorderly Conduct	0	1	2	3	0	1	2	3
Domestic Violence (family)	0	1	2	3	0	1	2	3
Driving Under the Influence	0	1	2	3	0	1	2	3
Drug Charges (Possession)	0	1	2	3	0	1	2	3
Drug Trafficking	0	1	2	3	0	1	2	3
Escape	0	1	2	3	0	1	2	3
Fail To Appear	0	1	2	3	0	1	2	3
Forgery	0	1	2	3	0	1	2	3
Homicide / Manslaughter	0	1	2	3	0	1	2	3
Non-Support	0	1	2	3	0	1	2	3
Obstruction	0	1	2	3	0	1	2	3
Pass Bad Checks	0	1	2	3	0	1	2	3
Probation Violation	0	1	2	3	0	1	2	3
Receiving Stolen Property	0	1	2	3	0	1	2	3
Reckless Driving	0	1	2	3	0	1	2	3
Resist Arrest	0	1	2	3	0	1	2	3
Robbery	0	1	2	3	0	1	2	3
Sexual Offenses (Rape, Solicit)	0	1	2	3	0	1	2	3
Theft / Shoplifting	0	1	2	3	0	1	2	3
Trespassing	0	1	2	3	0	1	2	3
Unauthorized Use MV	0	1	2	3	0	1	2	3
Unauthorized Use Property	0	1	2	3	0	1	2	3
Weapons Offense	0	1	2	3	0	1	2	3

APPROVED

DISAPPROVE

\_\_\_\_\_  
Program Supervisor Signature

\_\_\_\_\_  
Date

## **COMPAS RISK ASSESSMENT CHARGE SLIP**

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

Offender #: \_\_\_\_\_ DOB: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_

Staff completing the assessment: \_\_\_\_\_

(Please print)

**I understand that I am subject to a fee of \$ \_\_\_\_\_ to cover the cost of my assessment/screening for subsequent placement in a CCNO Community Corrections Program. The fee may be drawn from my offender account, any of my Community Corrections Accounts or payable by me in person.**

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

1 Copy to Offender File

1 copy to Accounting

# CCNO WORK RELEASE / HITT PROGRAM

Data Form/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 CASH PAYCHECK  
Designated amount or % per pay period

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

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

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

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

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

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

Upon my acceptance in the Work Release 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 Disbursement Form, which I have signed and dated. I understand that violation of this agreement will result in my removal from the Work Release Program.

\_\_\_\_\_  
Signature of Work Release Offender

\_\_\_\_\_  
Date

### WORK RELEASE Vehicle Identification

Resident's 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 # \_\_\_\_\_

**Friends or relatives providing transportation must greet you at the visitors' door.**

## 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, six (6) days a week, unless authorized additional time by the Program Supervisor. 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 have your supervisor TELEPHONE AND WRITE the Community Corrections staff at the CCNO to verify any overtime you are requested to perform. YOU MUST first notify the Community Corrections staff and/or Corrections Officer before being allowed to work overtime.
10. You will not be absent from your job without prior consent when possible or notification to Community Corrections staff as soon as possible.
11. The Community Corrections staff will make periodic checks on your whereabouts and check with your employer about your work status and progress.
12. If you are requested to work overtime, your employer must telephone the Work Release unit immediately. Upon verbal notification, the Community Corrections staff or Corrections Officer will advise the employer to provide written documentation, preferably on company stationery, to verify the overtime requested for you to bring back to the Work Release unit. 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 428-3800, extension #405, and wait for an Officer to answer. If after office hours, call extension #231.
  - 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. participants will be transported to and from work by their employer.
4. Work Release participants 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.

## **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 Corrections Officer or Account Clerk 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 (25%) percent 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-C). 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.
5. A minimal fee will be charged to residents receiving a COMPAS/Risk Assessment. This is a one-time fee due at the time of the initial interview.

## **SECURITY**

1. You will not purchase, use, sell, distribute or bring to Work Release/H.I.T.T. 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.
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 items (i.e., detergents must be used immediately upon purchase) may be purchased from vending. 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. Sandwiches, snacks, and soft drinks may be purchased from the vending machines located in the classroom. Offenders must have the permission of the Corrections Officer before using the vending machines.
4. 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 may be purchased through commissary or vending at the Work Release facility.

\*\* 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.

---

Work Release Offender

---

Date

**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.
2. Offenders may not supervise one another.
3. Lunch or breaks may only be taken at the job site.
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.
6. No giving, receiving, loaning money or anything of value for any purpose.
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, 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.
14. Do not smoke around hazardous material.
15. Do not ride on vehicles or equipment in an unsafe manner or which has not been approved by Community Corrections staff.
16. Do not bring in unauthorized items which are deemed as contraband into the Work Release facility.
17. Do not bring any item into the facility from your workplace without prior authorization from the Community Corrections staff.
18. 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.
19. 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.

---

H.I.T.T. / CPW Offender

---

Date

## 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 thirty (30) calendar days to secure gainful employment. The time period will be specified by the sentencing court. If the offender is still unemployed at the end of their time period, the sentencing court will be contacted to determine if they are to remain in M building or housed in the main facility to complete the remainder of their sentence.
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. on 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 resident 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

### 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

## 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

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 APPLICATION FORM**

Offender Name \_\_\_\_\_  
Offender Booking Number \_\_\_\_\_ Date \_\_\_\_\_  
Referred by \_\_\_\_\_

<u>Check appropriate line/s:</u>	
Public Works	_____
H.I.T.T.	_____
WAM	_____
Other	_____

**PASS ONTO COMMUNITY CORRECTIONS STAFF**

**Approved**       **Disapproved**      **Date** \_\_\_\_\_

Your application for the H.I.T.T. Program has been denied for the following reasons:

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

This decision is final and is not appealable. Although you are not eligible for the H.I.T.T. Program, your continued good behavior will determine further program consideration and the good time credit off your sentence.

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

\_\_\_\_\_  
**Date**

COMPLETED BY OFFENDER ONLY

## COMMUNITY CORRECTIONS APPLICATION FORM

Do you possess any trade or vocational certificates? Y or N For What? \_\_\_\_\_

Education	Name/Location of School	Yrs. Completed	Major Course	Degree	Graduated
Elementary					
High School					
Trade/Business School					
College/ University					

From Date:	To Date:	Name of Employer & Address	Description of Work	Salary	Reason for Leaving
Mth/Yr	Mth/Yr				
Mth/Yr	Mth/Yr				
Mth/Yr	Mth/Yr				

What work can you do best? \_\_\_\_\_

What special knowledge/information do you have? \_\_\_\_\_

What equipment/machines can you use? \_\_\_\_\_

What past job/s did you like best? \_\_\_\_\_

What kinds of work do you have trouble doing? \_\_\_\_\_

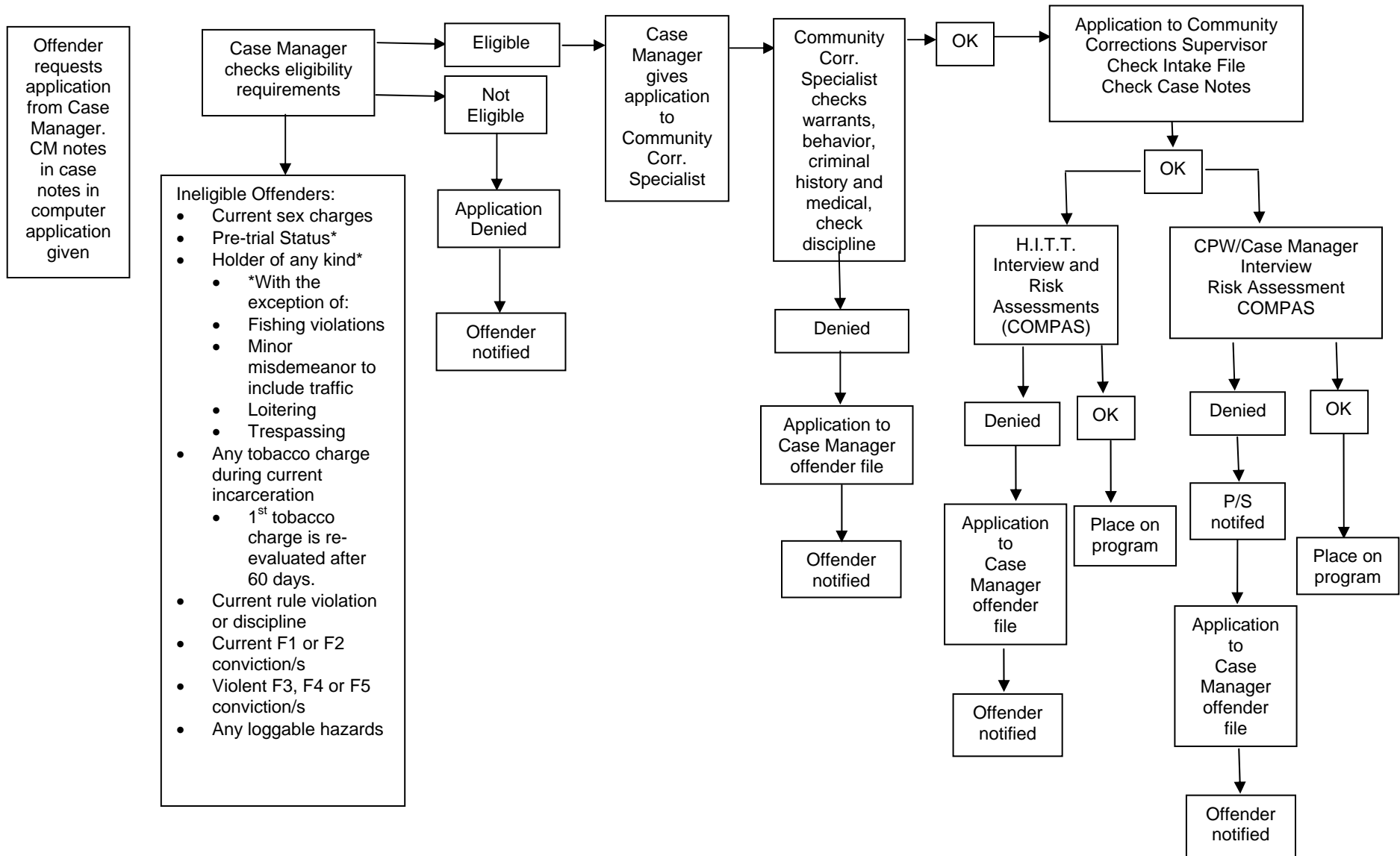
You will be required to pay room, board and any court fines. A transportation fee may be determined by your employer. A minimal fee will be charged to all offenders receiving a COMPAS Risk Assessment. Do you have a problem with this?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain \_\_\_\_\_

Are you able to obtain your own clothing? Yes \_\_\_\_\_ No \_\_\_\_\_

### Community Corrections Application Flow Chart



# CORRECTIONS CENTER OF NORTHWEST OHIO

## COMMUNITY PUBLIC WORKS 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. I understand that I must abide by the policies and procedures for the Community Public Works 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. 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.

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:

\_\_\_\_\_  
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>CPW Case Manager</b>	<b>428-3800 Ext. 429</b>
<b>Program Supervisor</b>	<b>428-3800 Ext. 445</b>
<b>Intake/Booking Officer</b>	<b>428-3800 Ext. 211/212</b>

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

Sincerely,

Community Corrections Supervisor  
Corrections Center of Northwest Ohio

### Community Public Works

#### Transportation Information (Effective November 1, 2000)

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 #: \_\_\_\_\_



## 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:  
 CPW Case Manager  
 419-428-3800 Ext. \_\_\_\_\_

**CORRECTIONS CENTER OF NORTHWEST OHIO  
H.I.T.T. PROGRAM  
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. participants:

1. The participant is expected to be on time at work and at the CCNO. If the participant fails to report to work as scheduled or is no longer employed with your company, please contact the Community Corrections staff by dialing 428-3800, Ext. 405, during business hours of 8 a.m. to 4 p.m.
2. H.I.T.T. participants will typically be employed five days/forty hours per week. A participant is allowed to work overtime but two steps must be followed: A) The work supervisor needs to telephone the Corrections Center (428-3800 Ext. 405) and notify the Community Corrections staff that the participant is required to work overtime (if calling after business hours, dial Ext. 231); B) The work supervisor needs to verify in writing that the participant was required to work overtime. The work supervisor submits the letter to the participant 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. participant 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 participant 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 participant 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 residents 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 residents, 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 a participant is no longer employed with your company, their last paycheck should be mailed to:
 

Corrections Center of Northwest Ohio  
Attention: Work Release Program  
03151 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 residents to, from and around work sites in a safe and secure manner.
10. Provide consistent and reasonable supervision of residents 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 residents, as well as providing any information regarding residents, which might be of a useful nature.
14. Protect the confidentiality of assigned residents.
15. Never leave keys in vehicles or vehicles unlocked or unattended around residents.

Employers/civilian employees **MAY NOT:**

1. Give, trade, or receive favors or gifts from residents, their families and/or friends.
2. Leave residents without supervision or allow residents to directly supervise one another.
3. Allow residents to have visitors, receive mail, make or receive phone calls at the work site.
4. Tolerate unprofessional, disrespectful or overly familiar behavior by residents towards the public or staff/supervisors.
5. Stop off at carryout, bars, or restaurants. Transport residents to and from jobsites only.
6. Allow residents 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. participants 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. participant 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 participants 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,

Program Supervisor

Community Corrections Specialist

**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 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.
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.
5. There is a \$5.00 fee payable at the time of your interview to cover program cost.

Items you are allowed to bring into the Work Release Program include:

**Males:** One soft plastic comb, one soft plastic pic, one dictionary, educational correspondence textbooks, one Bible, three magazines and three books. Personal clothing items allowed include pants, shirts, T-shirts, belt, tie, coat, jacket/sweater, shoes, slippers, shower shoes, bathrobe, pajamas, and undergarments.

**Females:** One soft plastic comb, one soft hair brush, one sealed package of sponge rollers, one dictionary, educational correspondence textbooks, one Bible, three magazines, three books, and feminine hygiene products (no tampons). Personal clothing items allowed include shoes, dress, slacks, blouse, coat, sweater, jacket, slippers, shower shoes, bathrobe, pajamas, nightgown, and undergarments.

No more than five (5) sets of clothes may be brought into the CCNO. Personal hygiene items and snacks can be purchased through commissary or vending machines. A washer and dryer are available.

Items allowed by both male and female residents include an alarm clock (electrical or wind-up), billfold or purse, watches, rings, no more than \$60, necklace, earrings, personal papers, mail, unframed family pictures, plastic drinking mug (no false bottoms), contact lens and care products, dentures and care products, writing supplies (stationery, envelopes, postage, pencils, pens), and deck of cards. Work related items (briefcases) will only be allowed for office workers after being searched by the Corrections Officer and pre-approved by Program staff. Each Work Release resident will be assigned a locker. All items brought into the CCNO will be subject to search and **MUST** be stored in the resident's locker. Jewelry, with the exception of watches and wedding bands, is not permitted to be worn in the unit. It is to be locked in the offender's locker and may be worn while out of the facility.

**\* NO DUFFLE BAGS OR SUITCASES PERMITTED – LAUNDRY BASKETS 12" HIGH OR LESS ARE PERMITTED.**

The CCNO will provide the Work Release resident with the following: one sheet, one towel, one wash cloth, one blanket, one pillowcase, and one mattress cover. The CCNO will also provide the resident 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 residents 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. A minimal fee will be charged to all residents receiving a COMPAS Risk Assessment during the initial interview.

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 residents 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 re-considered after sixty (60) days.

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

Program Supervisor

Community Corrections Specialist

**CORRECTIONS COMMISSION of NORTHWEST OHIO**

**WORK RELEASE PROGRAM**

03151 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 a participant 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 residents:

1. The resident is expected to be on time at work and at the CCNO. If the resident fails to report to work as scheduled or is no longer employed with your company, please contact the Community Corrections staff by dialing 428-3800, Ext. 405, during business hours of 8 a.m. to 4 p.m. After hours, call Ext. 231 or press 0 for operator and ask to talk to the Corrections Officer in the Work Release unit.
2. A resident is allowed to work overtime but two steps must be followed: A) The work supervisor needs to telephone the CCNO at 428-3800 Ext. 405 and notify Community Corrections staff that the resident is required to work overtime; B) The work supervisor needs to verify in writing that the resident was required to work overtime. The work supervisor submits the letter to the resident, 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 resident 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 resident 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 a resident is no longer employed with your company, their last paycheck should be mailed to:

CORRECTIONS CENTER OF NORTHWEST OHIO  
Attention: Work Release Program  
03151 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 residents 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,

Program Supervisor

Community Corrections Specialist

## 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.

Resident \_\_\_\_\_

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: \_\_\_\_\_

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