

201—44.1 (904) Administration.

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

44.1(2) *Facility requirements.*

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

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

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

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

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

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

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

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

44.1(3) *Admission.*

a. The district departments shall admit residents in accordance with a contract with the department of corrections or federal correctional agencies.

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

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

44.1(5) *Records.*

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

b. The district departments shall maintain a case record for each client under supervision which shall include, when applicable, the following: (1) Identification data, (2) institutional information packet, (3) case plan, (4) restitution plan, (5) work release plans, (6) chronological records, (7) disciplinary reports, (8) hold orders, (9) transfer reports, (10) parole progress reports, (11) signed release of information forms, (12) inventory sheets, and (13) discharge reports.

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

c. The district department shall have written policies and procedures which ensure that a case auditing system is developed and utilized according to established auditing standards which shall include a Level of Service Inventory-Revised (LSI-R), CMC/Jesness and Case File Audit System. The district department shall use the statewide case management system to ensure that offender risk and criminogenic needs are identified and addressed in an effort to lower risk and reduce victimization. The system should be designed to focus the majority of resources on moderate- and high-risk offenders and shall include the

following elements: ongoing risk and need assessment, responsiveness, case planning, case plan follow-up and documentation, transfer of records, staff training, and quality assurance. Districts shall ensure that all case management staff, i.e., staff whose job duties include administering the LSI-R or using the LSI-R to develop case plans, become certified to administer and score the LSI-R.

d. The district department shall have written policies and procedures which ensure that a case auditing system is developed and utilized according to established auditing standards which shall include the CMC Audit System and a Case File Audit System.

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