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| POLICY AND ADMINISTRATIVE PROCEDURE | | | |
| Indiana Department of Correction | | | |
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| ADULT OFFENDER CLASSIFICATION | | | |

XI. WORK/STUDY/ RELEASE CLASSIFICATION:

A. Work/Study Release Program:

1. The Department has established a Work/Study Release Program at Community Re-Entry/Work Release Centers for the purpose of placing eligible offenders in supervised and structured community settings. Placement in these centers allows offenders to work or attend a post-secondary academic or vocational training program.
2. The Department shall provide for:
 - a. The conditional approval of each committed offender during the intake processing to a Work/Study category.
 - b. Written notification to the offender of the category to which he/she has been assigned or reassigned.
 - c. Maintenance of records to ensure timeliness in processing an offender to Work/Study Release;
 - d. Transfer of the offender to a Community Re-Entry/Work Release Center in accordance with the time constraints associated with the category to which the offender is conditionally assigned.
 - e. Reclassification of an offender to a different category initiated by either the Department or the offender.
 - f. An annual review of the Offender's Work Release conditional approved category.
 - g. Procedures to transfer an offender to and from a minimum security assignment; i.e., Work/Study Release.
3. A facility shall process the offender for Work/Study Release consistent with this policy and administrative procedure.

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B. Processing Offenders for Work/Study Release:

1. Warden Action:

- a. Designate a staff person to perform the duties associated with processing Work/Study/Release applications.
- b. Cause the offender to be informed of his/her initial assignment, and each subsequent assignment to a Work Release Category.
- c. Cause the following to be completed and submitted to the Central Office Classification Division:
 - (1) Report of Inter-Facility Transfer;
 - (2) OCMS Progress Report;
 - (3) Study Release Application (if applicable); and,
 - (4) All other relevant material (i.e. psychological updates; information concerning warrant/detainers etc.).
- d. Cause the offender to be notified in writing of the final decision.

2. Central Office Classification Division Action:

- a. Receive and review all relevant material.
- b. Render a final decision.
- c. Notify the referring facility in writing of the decision.
- d. If approved, issue Transfer Authority.

C. Work/Study/RCA placement is wholly discretionary, notwithstanding any offender's compliance or non-compliance with any eligibility requirements set forth in the procedures.