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Robert Patton, Director Oklahoma Department of Corrections	Signature on File		

Work Release

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Community corrections assignment provides eligible offenders with opportunities for work release and continuing education. These programs are designed to assist offenders with reentry and successful reintegration into the community. Work release provides eligible offenders the opportunity to seek, obtain and maintain employment in the community prior to release from incarceration. Offenders assigned to work release status may also be eligible to pursue the opportunity of continuing their education through colleges, universities or vocational/technical centers. (4-ACRS-5A-14)

Offenders not eligible for work release and who do not meet the criteria as outlined in this procedure, who arrive at a community corrections facility for a parole stipulation will be reviewed by the facility head for work release consideration. A packet will be prepared by facility staff and [Attachment H](#) entitled "Work Release Exception Checklist" (attached) will be completed and forwarded to the division manager or his/her designee for final approval.

Those offenders assigned to community corrections for the completion of a parole stipulation and those offenders serving offenses in the highest crime category with 330 days or less will not be eligible for placement in a contract facility.

For the purpose of this procedure, the term "offender" applies to individuals under community supervision by the Oklahoma Department of Corrections (DOC).

Offenders who are serving non-violent offenses; with no violent misconducts, and whose past incarcerations are non-violent, to include juvenile history, who are not a serious or immediate risk to public safety and are not convicted sex offenders, will be considered for transfer to community corrections per [OP-060104](#) entitled "Community Corrections Assessment."

Referral packets for work release placement requiring transfer to another facility will be submitted in accordance with [OP-060104](#) entitled "Community Corrections Assessment."

I. Eligibility

A. Criteria

Offenders will meet the following criteria prior to assignment to work release:

1. Offenders will have no more than 1,460 days remaining prior to placement on work release.
2. Offenders with a community/work release stipulation as approved or imposed by the Governor or recommended by the Pardon and Parole Board.
3. Offenders who receive no earned credits due to a controlling, concurrent, or consecutive offense for drug trafficking or have prior

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convictions for drug trafficking (57 O.S. § 510.1), are not eligible for work release until they have no more than 330 days remaining to serve.

4. An active class "B" misconduct will not be sufficient grounds to deny work release/halfway house placement.
5. Offenders are not required to spend 30 days at a community facility prior to work release/halfway house placement.
6. Has no current sentence for any disqualifying "Crimes Against Children" as listed in [OP-060104](#), [Attachment A](#)
7. Offenders who have a controlling, concurrent or consecutive offense for Distribution of a Controlled Dangerous Substance Within 2,000 Feet of a School, or Possession/ Purchase of a Controlled Dangerous Substance Within 1,000 Feet of a School are not eligible for work release until they have no more than 330 days remaining to serve.
8. Offenders who have offenses in the highest crime category, active parole and suspended sentences excluded, (in accordance with [OP-060102 \(Male\) \(Female\)](#), [DOC 060102A \(M\) \(F\)](#) entitled "Initial Custody Assessment/Facility Assignment Form") must have no more than 330 days remaining prior to placement on work release.
9. Offenders must be assigned to earned credit level 3 or 4, to include enhanced level 3 and 4. Offenders assigned to level 2 should be submitted if they are level 2 due to being incarcerated for less than three months.
10. Offenders must be medically approved by the sending facility prior to assignment to work release status.

II. Identification

A. Obtaining Identification Documents

At least 60 days prior to assignment to work release, offenders must have two valid forms of identification. Homeland Security regulations require two valid forms of identification prior to an individual being eligible to obtain employment. The DOC offender identification (ID) card may suffice for an ID card issued by a state agency. The DOC offender identification card, along with a social security card or birth certificate, is sufficient to obtain employment. Offenders must have proper identification prior to a transfer packet being submitted for a halfway house. Offenders may apply for a driver's license or state identification card, in accordance with the Department of Public Safety guidelines at <http://www.dps.state.ok.us/dls/dlid.htm>.

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1. If identification documents have not been previously obtained, it is the responsibility of the case manager to assist in securing the appropriate identification. During the orientation process, the case manager will assist the offenders born in Oklahoma in completing the "Vital Records Information Request for Birth Certificate" form at http://www.ok.gov/health2/documents/VR_BCRequest_interactive.pdf. For offenders born out of state, the case manager will assist the offender in obtaining and completing a "Vital Records Information Request for Birth Certificate" to be submitted to the offender's birth state.
2. Case managers will also provide assistance in obtaining an offender's social security card via the "Social Security Administration Application for a Social Security Card" at <http://www.ssa.gov/online/ss-5.pdf>.
3. Offenders may have valid forms of identification mailed to the facility records office.
 - a. If an offender has requested forms of identification but has not received them prior to transfer, the sending facility will document this information on the offender's case notes and forward the documents once they are received.
 - b. Eligible offenders that arrive with a social security card or birth certificate and their offender ID may seek employment immediately.

III. Participation

- A. Work release placement is not a voluntary program. All offenders who are eligible will be placed in the appropriate work release program.
- B. Offenders currently assigned to work release who receive a class A or class B misconduct may remain on work release status with the approval of the district supervisor of the host facility, regardless of the earned credit level of the offender.
- C. At the discretion of the host district supervisor, offenders removed from a work release program due to receiving a class A or B misconduct and who remain at community security may be re-considered for placement on work release after 90 days for a class A misconduct and after 45 days for a class B misconduct.

IV. Facility Specific Restrictions

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Additional restrictions for assignment to a specific community contract facility are as indicated in the "Community Contract Facilities-Host Facilities/Districts" form ([Attachment I](#), attached).

V. Process for Reviews/Placement on Work Release (4-ACRS-5A-06)

The district supervisor is responsible for ensuring all offenders, upon arrival at the host facility, are reviewed to determine work release eligibility.

A. Eligible Community Offenders

For community offenders eligible for assignment to work release, the assigned case manager will ensure the following documents are completed and submitted to the Population Office:

1. "Consolidated Record Card" (CRC) ([DOC 060211H](#)) (front and back of current card and front only of all prior incarcerations);
2. "Facility Assignment Form (FAF)" ([DOC 060204A](#)) (Work release eligibility date will be noted in the comment section); and
3. "Activity/Housing Summary" (located in the electronic health record (EHR)).

B. Unit Managers

Unit managers at minimum security facilities will ensure that offenders assigned to minimum security who meet the eligibility criteria for community corrections and for work release will have a classification packet completed to include:

1. "Community Contract Facility Screening Form" ([DOC 030402A](#));
2. RAP sheet (OSBI/NCIC)-"Oklahoma Department of Corrections Request for Record" ([DOC 090211B](#));
3. "Custody Assessment Scale" ([DOC 060103A \(F\) or \(M\)](#));
4. "Facility Assignment Form (FAF)" ([DOC 060204A](#)) (Work release eligibility date will be noted in the comment section);
5. "Consolidated Record Card" ([DOC 060211H](#)) (current and prior incarcerations);
6. "Activity/Housing Summary" (located in the EHR) dated within 30 days of the packet submission;
7. "Authorization to Release Department of Corrections Record

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Information” ([DOC 060212F](#)); and

8. A copy of the two types of identification as required in Section II. of this procedure.

C. Classification Packet

If the offender has identified medical or mental limitations that would require special accommodations for participation in the work release program, the limitation will be noted on the “Facility Assignment Form (FAF).”

The completed packet will be submitted to the Population Office. Once the packet is approved by the Population Office, the offender will be scheduled for movement to an appropriate work release facility. If the offender is denied placement, the denial reason will be noted on the “Facility Assignment Form” and the complete packet will be returned to the recommending facility.

VI. Facility Orientation (4-ACRS-3A-06)

Prior to beginning job searches, offenders will complete facility specific orientation that will include the “Oklahoma Department of Corrections Work Release Rules and Conditions” ([Attachment A](#), attached) and the “Rules for Outside Medical Visits and Medication” ([OP-031001](#), [Attachment B](#)).

VII. Guidelines for Acceptable Employment

A. Employment Guidelines

1. Offenders must work for at least minimum wage and must be paid by payroll check, cashier’s check, debit cards or money order. If payment is by cashier’s check or money order, supporting documentation from the employer must be attached which indicates at a minimum, actual hours worked and deductions. Offenders who are paid by debit card must provide a check stub for each pay period. Offenders cannot accept employment which pays by cash.
2. Offenders may not be self-employed or work for, or with, family members without the approval of the host district supervisor.
3. Offenders may not work for commission only.
4. Offenders may not accept end-of-contract payment, defined as payment upon completion of a job. Offenders may not work as day laborers with payment at the end of the day by companies or individuals. Temporary employment agencies may be used for

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employment; however, this excludes employment by individuals. Payment must be weekly or bi-weekly.

5. Offenders may not work where the primary business is the sale of alcoholic beverages or weapons.
6. Offenders may not work in day-care facilities or churches. The facility will be responsible to ensure offenders are approved for jobs that are located such as not to cause unnecessary risk to public safety.
7. Offenders may not accept employment more than 30 miles from the contract facility, unless approved by the district supervisor or designee. Executive Review offenders may have additional requirements.
8. Employment must be full time, preferably no less than 30 hours per week.
 - a. Offenders receiving Social Security income may be allowed to work less than 30 hours per week.
 - b. Secondary employment may be approved.
 - c. Full time employment may be acquired through a temporary agency.
 - d. An exception may be approved for offenders who receive Veterans' Administration (VA) disability.
 - (1) Offenders who receive VA disability may have 100% of their benefits reinstated when placed on work release status as referenced in [OP-120230](#) entitled "Offender Banking System" and will have all disbursement checks mailed to the host facility.
 - (2) These offenders will not be required to work outside the facility if their disability precludes them from employment.
9. (Revision-01 12/31/2015) Effective January 1, 2016, offenders will be awarded achievement credits for reentry programs available in specified facilities and programs as referenced in [OP-060211](#) entitled "Sentence Administration. Effective July 1, 2014 through December 31, 2015, offenders assigned to work release will receive 15 achievement credits monthly for continued employment based on all paychecks turned into the business office and processed. Prior to awarding the earned credits the host facility will

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verify that all checks have been received. Prior to July 1, 2014, offenders assigned to work release received 30 achievement credits quarterly for continued employment based on all paychecks turned into the business office and processed.

VIII. Job Search (4-ACRS-5A-20)

A. Job Search Requirements

1. Prior to being approved to begin a job search, the offender must be appropriately clothed and meet community grooming standards as referenced in [OP-030501](#) entitled "Personal Hygiene and Appearance Code."
2. Unless escorted by staff, an "Off Center Itinerary Work Release" ([Attachment B](#), attached) will be completed in its entirety and submitted and approved by the case manager IV or designee prior to the offender leaving the facility.
3. Offenders must have acceptable employment within 30 days after completion of orientation. The district supervisor may grant a 30 day extension.
4. Offender transportation
 - a. Transportation, or the cost of transportation, for all job searches will be provided by the facility where the offender is housed. (4-ACRS-5A-20)
 - b. Once employed, transportation may be provided either by the facility where the offender is housed, family members, volunteers, the employer, or by public transportation.
 - (1) Any cost for public transportation will be provided by the facility where the offender is housed for the first 30 days. (4-ACRS-7D-31)
 - (2) Employers, volunteers, family members and co-workers must be pre-approved (as a work release transportation sponsor) by the facility head to transport offenders to and from an approved work site.
 - (3) Prior to such approval, the proposed transportation sponsor will be oriented to the rules and conditions of work release and to appropriate escort procedures. A security background review will be completed by the

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facility to include: NCIC, OSBI and DPS record checks.

- (4) Once employed, offenders may purchase a non-motorized bicycle for transportation to and from work. The bicycle must be accompanied with a purchase receipt indicating date and location of purchase and will not exceed \$200 in value, unless approved by the facility head. The purchase receipt must be provided at the time the bicycle is added to the offender's property inventory.
 - (a) The offender must provide a locking mechanism (approved by the facility) for securing the bicycle.
 - (b) Repair and maintenance of the bicycle will be the responsibility of the offender.
 - (c) Use of a bicycle will not be shared among offenders.
 - (d) Use of any bicycle on public roads will be governed by any applicable local or state laws.
 - (e) Each facility will develop guidelines for the proper use, security and storage of offender owned bicycles.

5. Prior to any offender signing out from a facility to go to work, the offender must have a completed "Offender Job Information Card" ([Attachment C](#), attached) on file at the facility. The "Offender Job Information Card" will not be complete without the approving signature of the case manager IV or the assistant district supervisor. The approving authority for contract facilities will be the case manager supervisor or assistant administrator.
 - a. The approved and completed "Offender Job Information Card" will contain, at a minimum, the following information:
 - (1) The offender's name and DOC number;
 - (2) The offender's date of birth, race, gender and facility reception date;
 - (3) The offender's job title;

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- (4) The employer's business name, address and phone number;
 - (5) The name of the offender's immediate supervisor;
 - (6) An afterhours contact person with address and phone number;
 - (7) The date the offender begins to work;
 - (8) The rate of pay;
 - (9) The pay period or frequency of payment;
 - (10) The date of the first pay check;
 - (11) Any special tools required;
 - (12) Special fees and/or memberships;
 - (13) Transportation arrangements;
 - (14) The offender's signature with DOC # and date;
 - (15) The case manager's signature, case manager IV or assistant district supervisor's approval and date. The approving authority for contract facilities will be the case manager supervisor or assistant administrator; and
 - (16) Date and name of staff completing monthly on-site job checks.
- b. The "Offender Job Information Card" will be verified and any changes will be provided to ensure all information on the job card is current and accurate.
- (1) It is the responsibility of the offender to submit the "Offender Job Information Card" to their case manager. The offender will obtain information needed to fill out the form once employment has been offered. The assigned case manager will verify all information listed.
 - (2) Information listed on the job card will be verified during the monthly job check.

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(3) Each offender participating in the work release program will have an approved work schedule/calendar attached to the "Offender Job Information Card." This schedule may be for one month but will not be for less than seven days. Each schedule/calendar will contain the following information:

- (a) Offender's name and DOC number;
- (b) Employer's name, address and phone number;
- (c) Immediate supervisor's printed name, signature and date;
- (d) Day of week with corresponding date of month listed;
- (e) Beginning and ending hours for job for each day;
- (f) Designation of days off (DO);
- (g) Assigned case manager's approval, signature and date; and
- (h) If the job requires the offender to work holidays.

6. Before an offender begins a job, he/she must have reviewed and signed the "Oklahoma Department of Corrections Work Release Rules and Conditions" ([Attachment A](#)). (4-ACRS-3A-06)

7. Transportation time will be calculated by the distance to employment and mode of transportation on an individual basis.

(a) Offenders will be limited to 12 hours away from the facility to include transportation time and hours worked.

(b) Any offender allowed to be away from the facility for more than twelve 12 hours will have the itinerary approved by the facility administrator prior to leaving the facility.

IX. Job Site Checks

A. Scheduled Checks

1. Upon the offender obtaining employment, a representative from the assigned facility will, within five working days, visit the job site

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location and meet with the employer and provide an in-depth orientation.

2. The prospective employer will sign the "Employer Agreement of Work Release" ([Attachment F](#), attached). The facility will also ensure the employer has proper envelopes in order to forward the paychecks to the appropriate business office.

B. Unscheduled Checks

1. Staff will conduct one unannounced job site check for each offender, at a minimum, every month.
 - a. This information will be logged into a bound logbook in addition to recording this information on the back of the job card.
 - b. Upon notification of a change in supervisor, the facility will conduct an orientation within five working days with the newly assigned supervisor.
2. Staff from the host facility will conduct additional unannounced job site checks as deemed necessary.

X. Budget Procedures

A. Offenders Assigned to Work Release

1. Paychecks may be collected in one of the following ways:
 - a. Employers may mail the payroll checks to the host facility in envelopes provided by DOC;
 - b. Staff may collect payroll checks and take directly to the host district business office no later than 9:00 a.m. the next business day; or
 - c. The offender will bring the check back to the facility and staff will deliver to the host district the next business day, no later than 9:00 a.m. Contract facilities must request permission through the host facility to allow offenders to have possession of their payroll checks.
2. Offenders paid by debit card will turn the debit card into the assigned case manager.
 - a. Upon receipt of the paystub, the debit card will be given to the offender in order to purchase a money order for the

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amount of the check. The money order will be turned into the case manager who is responsible for forwarding the money order and check stub to the host facility for processing.

- b. No cash monies will be accepted and a check stub/earning statement must accompany all earnings.
3. Deposit of paychecks or money orders received without a check stub/earning statement will be held until such is received.
 - a. Offenders receiving Veterans' Administration benefits will have all monies mailed to the confining/host facility and such benefits will be subject to program participation fees and mandatory savings as outlined in this procedure.
4. Facility and contract staff will monitor and review all offender deposit slips and pay stubs along with the sign in/out form weekly in order to monitor that the offender is employed and ensure accountability while away from the facility.
 - a. It is the responsibility of the facility to contact an employer if payroll checks are not received and insure they are sent to the host business office.

B. Program Support Fees (4-ACRS-3A-06, 4-ACRS-7D-32, 4-ACRS-7D-33)

1. From offender wages, a mandatory program support fee will be assessed. The fees for participants will be calculated for the first through the last day of the pay period inclusively.
2. The total amount of program support may not exceed 50 percent of the net wages received for any given pay period; nor will it exceed the daily contracted cost per offender of the community contract facility or the operating cost per offender (OCPO) of the community corrections center.
3. Net wages consist of gross pay less FICA, Medicare, federal and state income taxes and court mandated garnishment for child support.
4. No other deductions will be given consideration in calculating net salaries for the purpose of program support.
5. Offenders receiving 100% VA disability benefits on work release status will be required to pay program support fees.

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C. Court Ordered Costs

Court ordered costs will be paid by a mandatory 10% of net pay or earnings of facility pay. This amount will be automatically calculated and deducted from the offender's account at the time payroll is processed.

D. Mandatory Savings

Any monies earned by an offender on work release status will be subject to a 20% reduction in net pay, to be deposited into his/her mandatory savings account.

E. Deductions

No other deductions will be given consideration in calculating net salaries for the purpose of program support.

F. Budget Statements

The business manager/accountant will process all collected budget statements to include depositing funds daily (Monday through Friday) and disbursing offender budget copies upon processing.

G. Draws

Draws will be issued according to the scheduling needs for each facility. Deposits to the trust fund account must be made prior to processing draw requests. All payroll checks/money orders from family, etc. must be received by the accountant in a timely manner in order to ensure availability of funds.

H. Draw Request (4-ACRS-7D-31)

Each offender must complete a draw request on the "[OBS Community Corrections Offender Draw Request](#)" form for each draw in order to receive payment. There will be a maximum of a \$75 draw limit, unless approved by the facility head.

I. Disbursement Requests

In accordance with [OP-120230](#) entitled "Offender Banking System," community level disbursements will be submitted by utilizing the "[OBS Request for Disbursement](#)" form.

J. Scheduled Release

Thirty days prior to scheduled release or upon assignment to the Global Positioning Surveillance Monitoring program, the offender's trust fund

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account will be audited by a representative of the facility where the offender is housed.

1. The audit will verify that all paychecks due the offender have been received by the business office. Any discrepancies will be addressed prior to release of the offender.
2. If an offender assigned to work release has failed to receive paychecks, the offender's trust fund account will be frozen and no draws issued until the account has been reconciled.

K. Failure to Pay Program Support

If an offender has failed to pay the required program support fees, monies may be deducted from the offender's account in order to make up for program support fees due.

XI. Program Removal (4-ACRS-5A-06)

A. Offenders may be removed from the work-release program for misconducts or non-compliance with program rules/conditions. The host facility may remove an offender from work release for cause as approved by the assistant district supervisor or his/her designee. Such removal will be documented in writing.

1. Offenders seeking employment and who are still unemployed after 30 days may be considered for a 30-day extension, as approved by the district supervisor.
2. If the offender remains unemployed at the expiration of the extension, a transfer packet will be submitted for transfer to another community level facility. The offender will not be counted as unemployed.
3. If a transfer packet is pending for another community level facility solely because the offender has not found employment, the offender will be allowed to continue outside activities (e.g., church services, shopping trips, etc.).
4. Offenders pending transfer to a higher security facility (minimum and above) due to misconducts or security reasons will be restricted to center. The offender will not be allowed to participate in outside activities (e.g., church services, shopping trips, etc.).

XII. Programs

Programs may be available to allow eligible offenders the opportunity to obtain education through various colleges or a job skill through a local vocational or

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technical school. Offenders will sign the “Rules and Conditions for Vocational/Educational Programs” ([Attachment D](#), attached).

A. Criteria

1. The offender must be work release eligible.
 - a. Offenders at community correctional centers/contract facilities may be approved to attend college courses on center in accordance with the guidelines of that specific facility. Offenders at community correctional centers/contract facilities with established college programs may be approved to attend classes off center with the approval of the district supervisor.
 - (1) The offender must submit a request to staff listing the college/university, number of hours in which he or she wants to enroll and how the offender will pay for the classes. The district supervisor will determine how many hours in which the offender may enroll.
 - (2) Once approved, the offender will submit the class schedule provided by the college/university to the district supervisor, who will be responsible for notifying security at the specific college/university.
2. The offender must have a high school diploma or GED.
3. The offender must take the ACT, SAT or CPT test, if required by the established college/university. Official copies of all previous college transcripts will be submitted to the case manager.
4. The offender must have his or her own financial resources or have made other arrangements approved by staff.

XIII. Authorization for Purchases

- A. Offenders at community centers and community contract facilities who are assigned to work release and are employed under the guidelines of this procedure may be approved to stop at designated locations, either while in route to or upon return from work, to purchase authorized items.
- B. Prior to such approval, a “Canteen/Shopping Itinerary” ([Attachment G](#), attached) listing the name and address of the designated location must be approved by staff and the offender must provide verification that he/she has funds to purchase items. Upon return, a sales receipt must be presented for all items purchased.

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- C. Hours and locations set for shopping trips will be determined and approved by the host facility. Shopping hours will normally be between the hours of 7 a.m. and 7. p.m.

XIV. References

Policy Statement No. P-090200 entitled "Public Works Programs of the Oklahoma Department of Corrections"

OP-030501 entitled "Personal Hygiene and Appearance Code"

OP-060102 (Male) (Female) entitled "Initial Custody Assessment Procedures"

OP-060104 entitled "Community Corrections Assessment"

OP-120230 entitled "Offender Banking System"

57 O.S. § 510.A.15

XV. Action

The facility head/district supervisor is responsible for compliance with this procedure.

The division manager of Community Corrections is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the division manager of Community Corrections.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-090110 entitled "Work Release" dated May 31, 2013

Deleted: Operations Memorandum No. OP-090110 Addendum-01 dated March 13, 2014

OP-090110 Revisions-02 dated July 3, 2014

OP-090110 Revisions-03 dated September 19, 2014

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 030402A	“Community Contract Facility Screening Form”	OP-030402
DOC 060102A (F)	“Female Initial Custody Assessment/Facility Assignment Form”	OP-060102(F)
DOC 060102A (M)	“Male Initial Custody Assessment/Facility Assignment Form”	OP-060102(M)
DOC 060103A (F)	“Female Custody Assessment Scale”	OP-060103(F)
DOC 060103A (M)	“Male Custody Assessment Scale”	OP-060103(M)
DOC 060204A	“Facility Assignment Form (FAF)”	OP-060204
DOC 060211H	“Consolidated Record Card”	OP-060211
DOC 060212F	“Authorization to Release Department of Corrections Record Information”	OP-060212
DOC 090211B	“Oklahoma Department of Corrections Request for Record”	OP-090211
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment B	“Rules for Outside Medical Visits and Medication”	OP-031001
Attachment A	“Oklahoma Department Of Corrections Work Release Rules and Conditions”	Attached
Attachment B	“Off Center Itinerary-Work Release”	Attached
Attachment C	“Offender Job Information Card”	Attached
Attachment D	“Rules and Conditions for Vocational/Educational Programs”	Attached
Attachment F	“Employer Agreement of Work Release”	Attached
Attachment G	“Canteen/Shopping Itinerary”	Attached
Attachment H	“Work Release Exception Checklist”	Attached

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Attachment I	“Community Contract Facilities-Host Facilities/Districts”	Attached
MSRM Form	“Activity/Housing Summary”	EHR
Website Attachment	“Social Security Administration Application for Social Security Card”	http://www.ssa.gov/online/ss-5.pdf
Website Attachment	“OBS Request For Disbursement”	http://www.ok.gov/doc/documents/OBS%20Users%20Guide%20109.pdf
Website Attachment	“Vital Records Information Request for Birth Certificate”	http://www.ok.gov/health2/documents/VR_BCRequest_interactive.pdf
Website Attachment	“OBS Community Corrections Offender Draw Request”	http://www.ok.gov/doc/documents/OBS%20Users%20Guide%20110.pdf