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	SUPERSEDES:	8010.1B January 18, 2018	
	OPI:	Community Corrections	
	REVIEW DATE:	February 6, 2025	
	Approving Authority	Thomas Faust Director	
SUBJECT:	WORK RELEASE PROGRAM		
NUMBER:	8010.1C		
Attachments:	Attachment A – DOC Agreement for Work Release Attachment B - Employer Agreement for Inmate Participation Attachment C – Request/Decline Halfway House Placement Attachment D - Judge Notification Form Attachment E- Halfway House Referral Checklist Attachment F - Halfway House Conditions for Participation General Rules and Orientation Attachment G - Inter-Institutional Transfer (IIT) Attachment H - Medication Receipt Acknowledgement Form Attachment I - Job Search Form Attachment J - Resident Employment Verification Attachment K - Work Release Monthly Performance Report Attachment L - Electronic monitoring Program (EMP) Equipment Compliance Assignment Attachment M- GPS Anti Tampering Act Attachment N – Violations of Work Release Plan/Prison Breach (Escape) Attachment O- Electronic Monitoring Program (EMP) Maintenance Log Attachment P – Jail Daily Work Release Tracking Log Attachment Q – Work Squad Rules, Duties and Regulations Attachment R – DOC Form 1 Report of Signification Incident/Extraordinary Occurrence Attachment S – Emergency Notification Form Attachment T – Apprehension Report Attachment U - Judge Violation Report/Affidavit Attachment V - DEMS Escape Report		

SUMMARY OF CHANGES:

Section	Change
Changes	Major revisions to the policy.

APPROVED:



Thomas Faust, Director

2/6/2024

Date Signed

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1. **PURPOSE AND SCOPE.** To establish policy and procedures for:
 - a. Determining the eligibility of sentenced misdemeanor inmates or court ordered pretrial defendants for placement in a DOC contract Community Correction Center (CCC), referred to as a Halfway House or for work release from a DOC jail facility, Central Detention Facility (CDF) or Correctional Treatment Facility (CTF);
 - b. Halfway House placement revocation upon inmate program violations or failures, or upon other court-ordered disposition. Releasing inmates and pretrial defendants upon expiration of their sentence;
 - c. Providing overall contract administration of the program.

2. **POLICY.** It is DC Department of Corrections' (DOC) policy to place eligible inmates/defendants in a work release program upon (1) referral by DOC of eligible sentenced misdemeanants, or (2) upon court order for pretrial defendants or sentenced misdemeanants. Work release is conducted from a Community Correctional Center (referred to as a Halfway House) or a DOC jail facility.

3. **APPLICABILITY.** This directive addresses the following entities:
 - a. The DOC Office of Community Corrections (OCC) which oversees inmate and defendant work release from a Halfway House placement or the CDF or CTF;
 - b. Sentenced misdemeanants referred by DOC;
 - c. Pretrial defendants or sentenced misdemeanants who are court-ordered to participate in the program; and
 - d. Contract service providers who operate the Halfway Houses.

4. **PROGRAM OBJECTIVES**
 - a. An inmate may be referred for work release in one of two ways:
 - 1) The Court may order work release for pre-trial defendants or sentenced misdemeanants, which may specify work release from the jail or Halfway House placement for the work release; or

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- 2) DOC may authorize work release for sentenced misdemeanants from a halfway house, the CDF or CTF.
- b. A needs assessment shall be conducted for each sentenced misdemeanant referred to work release by DOC.
 - c. The OCC shall advise the referring authority when an inmate/defendant is not accepted into the program, stating specific reasons.
 - d. Halfway House inmates/defendants shall receive structured supervision and accountability in a community setting to enhance their opportunities for successful reentry.
 - e. Absconders and escapees shall be detected and promptly reported.
 - f. DOC shall monitor Halfway Houses to observe whether they are administered and managed in a professional and responsible manner, consistent with legal requirements, Department policy and contractual agreements.
 - g. DOC shall maintain an appeal system for resolution of inmate grievances.

5. NOTICE OF NON-DISCRIMINATION

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (hereinafter, "the Act") the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sexual discrimination that is also prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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6. DIRECTIVES AFFECTED

a. Directives Rescinded

- 1) PM 8010.1B Work Release Program (1/18/18)

b. Directives Referenced

- 1) PP 1280.2 Notification and Reporting Procedures for Significant Incidents and Extraordinary Occurrences
- 2) PP 1300.1 Freedom of Information Act (FOIA)
- 3) PP 1300.3 Health Information Privacy
- 4) PP 1440.2 Inmate Financial Obligations
- 5) PS 2000.2 Retention and Disposal of Department Records
- 6) PM 2920.5 DOC Emergency Response and Evacuation Plan
- 7) PP 3350.2 Elimination of Sexual Abuse, Sexual Assault, and Sexual Misconduct (PREA)
- 8) PP 3800.4 DOC Language Access Program
- 9) PM 4022.1 Community Correctional Disciplinary Procedures
- 10) PP 4030.1 Inmate Grievance Procedure (IGP)
- 11) PP 4060.2 Inmate Record
- 12) PP 4352.1 Inmate-Offender Death
- 13) PP 4923.5 Reentry Program and Services
- 14) PM 5006.1 Inmate Reception Center Manual
- 15) PP 5010.3 Contraband Control
- 16) PP 5010.9 Use of Force and Application of Restraints

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17) SOP 8010.1A-18 Work Release Program Medical Clearance

7. AUTHORITY

- a. D.C. § 24-211.02. Powers; promulgation of rules
- b. D.C. Codes §§ 24-241.01 through 24-241.10, Work Release Program
- c. DCMR § 28-533 Work Release
- d. DCMR § 28-700 to 799 Community Correctional Center Disciplinary Procedures
- e. D.C. Code § 23-1321(c) (B) (xi.). Release prior to trial (with return to custody).
- f. D.C. Code § 23-1331(4) Definitions (Crime of Violence)
- g. D.C. Code §§ 2-1931, *et seq.*, Language Access
- h. D.C. Code § 22-2601. Escape from institution or officer
- i. Gonzalez v. United States, 498 A.2d 1172, 497 (D.C. 1985)
- j. Tillman v. United States, 68 A.3d 742, 286 (D.C. 2013)

8. STANDARDS REFERENCED

- a. ACA Standards for Adult Community Residential Services: 4-ACRS-2A-07, 4-ACRS-2A-08, 4-ACRS-2A-09, 4-ACRS-2A-12, 4-ACRS-2C-05, 4-ACRS-3A-01 through 4-ACRS-3A-07, 4-ACRS-4C-01 through 4-ACRS-4C-24, 4-ACRS-5A-01, 4-ACRS-5A-06, 4-ACRS-5A-10, 4-ACRS-6A-04, 4-ACRS-6A-10, 4-ACRS-6A-12, 4-ACRS-6A-13, 4-ACRS-6B-02, 4-ACRS-6B-03, 4-ACRS-6C-01 through 4-ACRS-6C-04, 4-ACRS-7D-05, 4-ACRS-7D-08, 4-ACRS-7D-10, 4-ACRS-7D-11, 4-ACRS-7D-15, 4-ACRS-7D-32, 4-ACRS-7D-33, and 4-ACRS-7D-34.

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CHAPTER ONE

PROGRAM EVALUATION AND PLACEMENT

1. DEFINITIONS

- a. *Abscond.* When a pretrial defendant fails to return after an authorized release into the community or who leaves the Halfway House or DOC jail facility Work Release program without authorization.
- b. *Assaultive Behavior* – A criminal history or institutional history of disciplinary infractions that involve assault, fighting, sexual assault, assault by spitting or throwing substances, assault with injury, manslaughter and murder/homicide.
- c. *Escape.* When a sentenced misdemeanor is absent from a Halfway House or DOC jail facility Work Release program without authorization.
- d. *Crimes of Violence.* Pursuant to D.C. Code § 23-1331(4) the term “crime of violence” means aggravated assault; act of terrorism; arson; assault on a police officer (felony); assault with a dangerous weapon; assault with intent to kill; commit first degree sexual abuse, commit second degree sexual abuse, or commit child sexual abuse; assault with significant bodily injury; assault with intent to commit any other offense; burglary; carjacking; armed carjacking; child sexual abuse; cruelty to children in the first degree; extortion or blackmail accompanied by threats of violence; gang recruitment, participation, or retention by the use of threatened use of force, coercion, or intimidation; kidnapping; malicious disfigurement; manslaughter; manufacture or possession of a weapon of mass destruction; mayhem; murder; robbery; sexual abuse in the first, second, or third degrees; use, dissemination, or detention of a weapon of mass destruction; or an attempt or conspiracy to commit any of the foregoing offenses.
- e. *Electronic Monitoring.* Use of a DOC monitored ankle bracelet transmitter tracking (Global Positioning System-GPS) device to account for, at all times, a sentenced misdemeanor referred to work release at a Halfway House by DOC or a pretrial defendant ordered to work release from the jail with a special condition for electronic monitoring . This includes verification of activities, reporting tardiness and/or absence from required services or activities, as well as other program violations.
- f. *Special Needs.* A mental and/or physical condition that requires specialized accommodations or arrangements. Individuals with special needs may

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include, but are not limited to, persons with emotional, intellectual, behavioral, mental health or physical disabilities, including chronic illness, substance abuse and addictions.

2. RESPONSIBILITIES

a. Office of Community Corrections (OCC)

- 1) The Office of Community Corrections is responsible for the administration and monitoring the operations of work release from the CDF and CTF.
- 2) The Office of Community Corrections is responsible for the administration and monitoring the operations of the Halfway Houses and ensuring that each Halfway House complies with its contract.
- 3) The Office of Community Corrections is responsible for the administration of Electronic Monitoring through the use of a DOC monitored ankle bracelet transmitter tracking (Global Positioning System-GPS) device to account for, at all times, a sentenced misdemeanant referred to work release at a Halfway House by DOC or a court ordered pretrial defendant ordered to participate in work release from the jail with GPS monitoring. This includes verification of activities, reporting tardiness and/or absence from required services or activities, as well as other program violations.
- 4) **CONTRACT ADMINISTRATION**
 - a) DOC contracts with private vendors for all Halfway House housing and services provided to DOC inmates. OCC shall maintain a separate file for each facility that contains the signed contractual agreement, a statement of work, clarifications and deficiency reports, the technical proposal, and all contract modifications.
 - b) Pursuant to the contractual agreements, the Contractor shall conform to DOC policies and procedures that are specifically cited in the contractual agreement.
- 5) **CONTRACT MONITORING.** OCC shall regularly inspect each Halfway House and document program compliance, deficiencies found, the service provider's plan for corrective action, and the results of re-inspections. The contract file shall also document any technical assistance provided to the contractor and the result.
- 6) **ELECTRONIC MONITORING.** DOC shall maintain responsibility for the electronic monitoring program to include orientation about the program,

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instruction for equipment care and use, installing and removing the electronic devices, equipment replacement and the daily comparison of inmate/defendant destination/movement sheets with actual electronically recorded movement.

- 7) The OCC is responsible for coordinating all drug/alcohol testing results for work release program participants from the DOC jail facility.
 - 8) Halfway Houses shall notify the OCC of all pretrial defendants who violate the rules of the work release program in order for OCC to submit judge's notifications if removal of the defendant is required.
 - 9) OCC shall notify the Pretrial Services Administration (PSA) in all instances whereby a court ordered pretrial defendant is deemed ineligible under DOC policy for program participation and PSA shall be responsible for informing the relevant judicial officer. The judicial officer will reconsider the bond review. OCC staff must continue to comply with the court order until the halfway house or work release from the jail order is rescinded.
 - 10) The Halfway House Case Manager shall prepare final progress reports for all participating in the program and forward to the OCC for appropriate action.
- b. **Halfway Houses/Community Correctional Centers (CCC).** Each Halfway House is responsible for day-to-day operations and programs pursuant to their contractual agreement with DOC and consistent with applicable federal and local law, statutes and regulations, as well as this directive.
 - c. **Case Managers.** DOC Case Managers shall screen their respective caseload to identify sentenced misdemeanants who are eligible for work release program placement either at a Halfway House or from the DOC jail facilities. This screening shall include, but not be limited to, interviewing the inmate to determine his/her request or refusal for program placement and providing an overview of the program and general rules. Case Management staff shall prepare the referral package for sentenced misdemeanant candidates.

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d. **RECORDS**

- 1) The Inmate Records Office shall prepare an inmate package and shall forward this package to the OCC when a court ordered sentenced misdemeanor inmate is qualified for placement in a Halfway House;
 - 2) The Inmate Records Office shall retain the inmate's/defendant's official institutional record at CDF. The official institutional record shall contain all original copies of judgments, commitment documents, and other pertinent court orders.
- e. **Warden.** The Warden or his/her designee shall be the institutional approving authority for referral packages submitted from the DOC.
- f. **DOC Case Management Division.** The DOC Case Management Division shall be the institutional approving authority for referrals and the institutional level reviewing authority when the CDF/CTF submits a Work Release referral.

3. HALFWAY HOUSE and DOC JAIL FACILITY WORK RELEASE PROGRAM ELIGIBILITY CRITERIA

- a. **COURT ORDERD HALFWAY HOUSE ELIGIBILITY CRITERIA:** Court Ordered Pretrial Defendants and Court Ordered Sentenced Misdemeanants participating in a Halfway House or DOC jail facility Work Release Program shall meet the following eligibility criteria:
- 1) Shall not be classified as Maximum custody;
 - 2) Shall not have other pending commitments without work release, writs or holds such as detainers, warrants, or unserved sentences;
 - 3) Shall not have a current charge/instant offense or a history in the past ten years of escape/abscondence or assaultive behavior;
 - 4) Shall not have a current charge/instant offense or a history in the past ten years of the commission of a Crime of Violence;
 - 5) Shall not have a current charge/instant offense or a history in the past ten years of domestic violence;
 - 6) Shall not have a current charge/instant offense or a history in the past ten years of a sex offense;

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- 7) Shall not be between the ages of 18 and 21 with an outstanding juvenile matter(s);
- 8) Shall not have been remanded to the CDF or CTF for violating work release in the last 12 months;
- 9) Shall be medically, psychiatrically and substance abuse cleared as having no condition that would impede the inmate's ability to successfully participate in the work release program. Shall have no requirement for inpatient medical, psychiatric or substance abuse treatment;
- 10) Shall not pose a threat to safety, security or order of the facility, program or public safety;
- 11) Shall not have stay away orders from general categories of persons, locations or technology;
- 12) Shall not refuse to go on work release, participate in the program or refuse to go to the Halfway House;
- 13) For Halfway House placements, shall not have separations from persons located at the Halfway House;
- 14) For Halfway House placement, shall not have stay away/restraining orders from persons located at the Halfway House or living/working in the Halfway House neighborhood within the stay away/restraining order's prohibited area;
- 15) For Halfway House placements, shall not be a former employee of the Halfway House;
- 16) For pretrial work release from a DOC jail facility, inmates shall agree to seek and maintain employment or enrollment in approved educational or training opportunities. For employment, the inmate shall sign the DOC Agreement for Work Release (Attachment A) and the Employer shall sign the DOC Employer Agreement for Work Release (Attachment B). If the

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employer refuses to sign the agreement, the inmate shall be denied approval to work for that employer.

17) Any other basis for disqualifying participation based on legitimate penological purposes for maintaining the safety, security and order of its facilities and preserving public safety.

b. **DOC Referred Sentenced Misdemeanants:** DOC referred sentenced misdemeanants participating in a Halfway House or DOC jail facility Work Release Program shall meet the following eligibility criteria:

- 1) Sentenced Misdemeanants shall be within 180 days of their mandatory release date;
- 2) Shall not be classified as Maximum custody;
- 3) Shall not have writs or holds such as detainers, warrants, or unserved sentences;
- 4) Shall not have a current charge/instant offense or a history in the past ten years of escape/abscondence or assaultive behavior;
- 5) Shall not have a current charge/instant offense or a history in the past ten years of the commission of a Crime of Violence;
- 6) Shall not have a current charge/instant offense or a history in the past ten years of domestic violence;
- 7) Shall not have a current charge/instant offense or a history in the past ten years for a sex offense;
- 8) Shall not be between the ages of 18 and 21 with an outstanding juvenile matters;
- 9) Shall not have been remanded to the CDF or CTF for violating work release in the last 12 months;

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- 10) Shall be medically, psychiatrically and substance abuse cleared as having no condition that would impede the inmate's ability to successfully participate in the work release program. Shall have no requirement for inpatient medical, psychiatric or substance abuse treatment;
- 11) Shall not pose a threat to safety, security or order of the facility, program or public safety;
- 12) Shall not have stay away orders from general categories of persons, locations or technology;
- 13) Shall not refuse to go on work release, participate in the program or refuse to go to the Halfway House;
- 14) For Halfway House placement; shall not have separations from persons located at the Halfway House;
- 15) For Halfway House placement, shall not have stay away/restraining orders from persons located at the Halfway House or living/working in the Halfway House neighborhood within the stay away/restraining order's prohibited area;
- 16) For Halfway House placements, shall not be a former employee of the Halfway House;
- 17) Shall agree to seek and maintain full-time employment or enrollment in approved educational or training opportunities;
- 18) For work release from a DOC jail facility, inmates shall agree to seek and maintain employment or enrollment in approved educational or training opportunities. For employment, the inmate shall sign the DOC agreement for participation in the work release program (Attachment A) and the Employer shall sign the DOC Employer's agreement for the inmate's participation in the work release program (Attachment B);
- 19) Any other basis for disqualifying participation based on legitimate penological purposes for maintaining the safety, security and order of its facilities and preserving public safety.

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4. INMATE REFUSAL TO PARTICIPATE

- a. **For DOC Referred Sentenced Misdemeanants** the Case Manager shall document the refusal for Halfway House placement on the Request for Halfway House Placement Form (Attachment C) and file in the inmate's institutional record. Case management shall forward a copy of the form to OCC.
- b. **Court Ordered Work Release.** If a court ordered sentenced or court ordered pretrial defendant refuses Halfway House placement OCC shall submit a judge's notification to the court utilizing the Judge's Notification Form (Attachment D).

5. DOC REFERRAL PACKAGE FOR SENTENCED MISDEMEANANTS

- a. DOC Referred **Sentenced Misdemeanant Packages.** Case Management shall submit the referral package to OCC. The referral package shall contain the following documentation:
 - 1) Halfway House Referral Package checklist (Attachment E);
 - 2) Warden's transmittal memorandum to OCC;
 - 3) Institutional Transfer Report (report shall have been prepared/updated within the past 60 days);
 - 4) Request for Halfway House Placement (Attachment C), containing the inmate's signature;
 - 5) Halfway House and Halfway House General Rules and Orientation Form (Attachment F) containing the inmate's signature and when applicable;
 - a) Face Sheet #1;
 - b) Computation Certificate;
 - c) Judgment and Commitment Order(s);
 - d) Copy of current photograph;
 - e) Copy of fingerprint card;
 - f) Copy of criminal history check;
 - g) Wing card

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- h) Copy of Separation Orders, if applicable, including location of separatees;
 - i) Release Plan that includes recommendation for special needs assistance as appropriate;
 - j) Northpointe Assessment;
 - k) Program Review Form
- b. **Pre-trial/ Sentenced Court Ordered Work Release Packages.** When a pre-trial defendant receives an order for work release, the Inmate Records Office shall review the order, complete a record check, and prepare a work release package. These packages shall be submitted by the Inmate Records Office to the OCC and contain the following, with the exception of the Medical Clearance which is requested by the OCC once a bed space becomes available:
- 1) Computation Certificate (when applicable);
 - 2) Judgment and Commitment or Commitment Order(s);
 - 3) Copy of fingerprint card;
 - 4) Wing Card; and
 - 5) Face Sheet.

6. PROCEDURE FOR WORK RELEASE REFERRALS

- a. **DOC Referral of Sentenced Misdemeanants**
- 1) Case Managers shall forward referral packages for sentenced misdemeanants through the chain-of-command to the Warden or designee for review and approval/disapproval.
 - 2) OCC staff shall review each referral package, recommend approval or disapproval of the referral, and then forward to the Warden/Designee for final decision on work release program placement.
 - 3) The Warden or designee, upon final review, shall then forward the package to OCC.

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- 4) If Halfway House placement is determined, OCC staff shall place each appropriate inmate in a Halfway House as soon as eligible and bed space becomes available. A Halfway House Administrator shall submit justification to the OCC Administrator to deny an inmate's placement when the inmate does not meet eligibility criteria or another basis that the placement is unsuitable.
- 5) Halfway House Administrators may appeal a placement through the OCC Administrator to the DOC Deputy Director for Operations when the Halfway House Administrator determines that placement may not be suitable.
- 6) OCC staff may re-designate an inmate to work release from the CDF or CTF if it is determined that the Halfway House placement is not suitable and work release from the jail facilities is suitable.

b. Court-Ordered Work Release for Pretrial defendants or Sentenced Misdemeanants

- 1) The Central Detention Facility Inmate Records Office shall conduct appropriate record searches and documentation for pending cases and outstanding warrants and detainers.
- 2) The DOC Inmate Records Office shall notify the DC Superior Court Quality Assurance whenever it is determined that the defendant/inmate has open cases, outstanding warrants, or detainers.
- 3) The Inmate Records Office shall forward to the OCC a daily list of work release court orders.
- 4) The OCC shall forward a request to the health care provider for a medical clearance within twenty-four (24) hours of receipt of the work release court order from the records office
- 5) The medical provider shall perform a medical clearance on each inmate listed on the Request for Medical Clearances Memorandum and advise the OCC Administrator of the results of the medical clearance(s) within forty-eight (48) hours.
- 6) The level of medical clearance required depends on the clinical evaluation of each inmate.

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- 7) Inmates undergoing medical or psychiatric treatment for psychiatric problems, substance abuse, medical problems and medical complaints shall require an evaluation appropriate to their medical and/or psychiatric condition and shall be cleared by their assigned health care provider or their designee only.
- 8) Upon receipt of the medical clearance, the Office of Community Corrections shall facilitate placement into the work release program.
- 9) OCC shall notify the judge (Attachment D, Judge Notification Form) whenever it is determined that the defendant/inmate does not meet program criteria. However, until the Halfway House or work release order is rescinded by the court, OCC will comply with the court order and continue to process the defendant for transfer.

- 7. TRANSFER PREPARATION.** OCC shall electronically submit (email) the list of inmates/defendants approved for transfer into a Halfway House to the Inmate Records Office.
- a. On the day of transfer to a Halfway House, the Inmate Records Office shall complete a clearance check and prepare an Inter-Institutional Transfer (IIT) form (Attachment G) identifying the inmate and the designated Halfway House. The Inmate Records Office shall submit the signed IIT form to the Inmate Reception Center.
 - b. On the day of transfer to a Halfway House facility, the OCC shall notify the contract health services provider, via email. The health services provider shall provide the inmate/defendant with a 3-day supply of medication and prescription (7-day supply and prescription for HIV & AIDS patients).
 - c. On the day of transfer to a Halfway House, the Inmate Reception Center shall provide the following documents to the transport officer:
 - 1) Inter-Institutional Transfer (IIT);
 - 2) Fingerprint card;
 - 3) A recent photograph;

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- 4) Medication/prescription (if applicable), along with the Medication Receipt Acknowledgement Form (Attachment H)

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CHAPTER TWO INMATE PROGRAMMING AND PARTICIPATION

1. INTAKE SCREENING, ORIENTATION AND PROGRAM PLANNING

- a. Orientation for inmates designated to Work Release in the Halfway House shall occur within one (1) business day of their arrival at the Halfway House, prior to being released to the community. A newly assigned defendant shall participate in the orientation program.
 - 1) Once an inmate has been approved for participation in the work release program, the inmate and the employer (if applicable) shall be oriented to the rules, regulations, and procedures of the work release program and shall receive and sign for a printed copy (Attachment A).
 - 2) The case manager or designee shall review all rules and regulations outlined in the Work Release Program Agreement (Attachment A) with the inmate. The inmate shall sign the Work Release Program Agreement (verifying receipt and understanding of the Agreement) and the Halfway House Conditions for Participation and Release of Information Authorization Form (Attachment E).
 - 3) The case manager or designee shall send a copy of the Work Release Program Employer Agreement (Attachment B) to all employers. The employer shall sign the Work Release Program Employer Agreement, verifying receipt and understanding of the Agreement.
- b. Program Participation Criteria for Work Release from the CDF or CTF Facility. When applicable, the OCC shall verify that the following conditions and criteria are met prior to the approval of the inmate's employment:
 - 1) Pre-trial defendants and sentenced misdemeanants designated to work release from the CDF/CTF shall either be employed full time, part time no less than 30 hours per week, or currently enrolled in an approved educational or vocational training program. Pretrial defendants and sentenced misdemeanants who are designated to work release who are not employed or are currently enrolled in an approved educational or vocational training program, must participate in approved job search

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activities (i.e. job fairs, Project Empowerment, programs, MORCA programs, etc.) to attempt to obtain employment. Job Search/Training Verification Form (Attachment I) must be completed and approved prior to releasing the inmate from the facility for job search/training.

- 2) All work release program participants require medical clearance including a mental health/psychological assessment.
- 3) The job site or program site shall be located within a 10-mile radius of the District of Columbia;
- 4) The employer shall be able to guarantee the inmate a minimum of thirty (30) hours of work per week;
- 5) The employer shall provide verification of Worker's Compensation Insurance for the inmate employee (copy of Certificate of Liability) or verified by the Workers Compensation Commission;
- 6) The employer or vocational provider shall provide the OCC with the inmate's work schedule or class schedule;
- 7) Inmate may work or attend class a maximum of six (6) days per week;
- 8) Inmate may work or attend class a maximum of twelve (12) hours, including travel time, per day;
- 9) The employer or vocational program provider shall provide the OCC with information regarding the inmate's salary for verification to include:
 - a) Rate of pay (e.g., hourly wage, salary, stipend) which meets minimum wage standards;
 - b) Frequency of pay (e.g., weekly, bi-weekly);
 - c) Approved method of payment (e.g., payroll check, money order, or direct deposit);
 - d) Type of work and/or any special conditions for employment;

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- e) Requirement that FICA/taxes be taken out and indicated on inmate's pay stub.
- 10) All modes of transportation to and from the employment or program site shall have prior approval of the OCC. Any changes shall be approved by the OCC in advance.
 - 11) Any change to employment or program participation is permitted only after having obtained prior approval from the OCC.
 - 12) Inmates are not allowed to be employed or supervised by a friend, family member, a parolee, or a probationer unless approved by the OCC.
 - 13) Inmates shall not use or possess alcohol or any controlled dangerous substance or drug unless prescribed for and/or approved by the medical provider. A copy of the approval shall be provided to the OCC and stored in the inmate's program file.
- c. Employer/Program Verification. The OCC shall refer potential employers to the OIS for verification and legitimacy.
 - d. The OCC designee shall conduct weekly random verification checks to verify that inmates are present at their place of employment or vocational/educational program for the first 30 days; bi-weekly visits 31 to 60 days; and monthly visits 61 days and beyond.
 - e. The OIS shall conduct random verification checks on behalf of the OCC for all inmates in the Jail Work Release Program.
 - f. The OIS or designee shall document these activities on the Resident Employment Verification Form (Attachment J).
 - g. The OCC designee shall pick up the employer agreement during the first site visit or before the inmate's first day on the work site.
 - h. The OCC shall complete a Work Release Monthly Performance Report Card for each inmate in the program. (Attachment K). The report card shall rate the

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inmate's performance in the program from 1 to 4, with 4 being the highest. The ratings and any other concerns shall be discussed with the inmate. The inmate shall provide his/her signature acknowledging he/she understands and accepts his/her performance rating. A copy of the report card shall be placed in the electronic document management system.

- i. As a resident of a Halfway House work release program, a defendant/inmate is expected to contribute to the cost of the residency through payments to the DC Treasurer collected by the Halfway House contractor. The failure to make payments may result in their removal from a community release program.
- j. Medication procedures for Work Release from the CDF or CTF.
 - 1) All prescribed medications shall be collected by security and brought to the Pharmacy department for verification by a pharmacist.
 - 2) These medications shall be maintained in the pharmacy and dispensed to the inmate in seven-day increments. Controlled substances, psychotropic medications, and any medication requiring the use of a syringe; however, shall be administered by the nursing staff while the inmate is in the CDF or CTF.
 - 3) If an inmate is on a medication regimen requiring three to four doses per day, the inmate is responsible for taking each day's required doses to work.
 - 4) Medications scheduled to be taken but not in fact consumed while outside the facility, shall not be allowed back into the CDF or CTF, and must be discarded prior to reentry. The missed dosage(s) of medication shall be provided by the Health Services contractor based on formulary medications.
- k. DOC – Electronic Monitoring Program Orientation
 - 1) The court has discretion over whether pre-trial defendants are placed in the electronic monitoring program. The Office of Community Corrections has discretion over whether to place sentenced misdemeanants in the electronic monitoring program.

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- 2) Orientation shall include rules and instructions on use and care of equipment (Attachment L – EMP Monitoring Equipment Compliance Assignment Contract) which requires the inmate and staff's signatures and date. Office of Community Corrections shall within seventy-two (72) hours of halfway house placement, outfit inmates/ defendants who are assigned to the electronic monitoring program with the electronic bracelet and provide one-on-one orientation.
 - 3) Orientation shall include informing the inmate that he/she can be arrested on new charges regarding DC Law 17-391 which covers the GPS Anti-Tampering Act (Attachment M – GPS Anti-Tampering Act). This form requires the inmate and staff's signatures and date.
 - 4) Orientation shall include informing the inmate of the consequences if he/she goes on Escape (Attachment N – Violation of Work Release Plan – Prison Breach) which requires the inmate and staff's signatures and date.
 - 5) OCC staff shall complete the Electronic Monitoring Program (EMP) Equipment Maintenance Log (Attachment O) indicating the following: Inmate's Name, DCDC Number, Date, Facility, and Device Number assigned. DOC shall sign and date the form.
- I. DOC Operations for Inmates Assigned to Work Release from the CDF or CTF:
- 1) For inmates assigned to the work release program from the CDF or CTF, DOC operations shall escort program participants through the Inmate Reception Center for exit and entrance to the respective facility, and shall sign program participants in and out of the CDF or CTF as they are leaving for and returning from work.
 - 2) Inmates shall only be released according to the approved released times on the Daily Work Release Tracking Log (Attachment P).
 - 3) Inmates shall not be released for work on their court dates and shall remain in custody until the OCC notifies Operations that the inmate is approved to resume the work release program.

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m. Halfway House Operations

- 1) All inmates/defendants shall receive an intake briefing within 24 hours of arrival at the Halfway House facility.
- 2) Within seventy-two (72) hours of Halfway House admission, each inmate/defendant shall receive a more comprehensive orientation and personal interview.
- 3) Orientation shall include but not be limited to verbal and written notification of the rules and regulations governing facility operations, conduct and discipline, program services and Prison Rape Elimination Act (PREA). Inmates/defendants shall sign an acknowledgement of the rules and regulations during orientation.
- 4) Inmates/defendants shall receive written orientation materials and/or verbal translations in their language if they do not understand English. Contractors shall at a minimum use a telephone interpreter service to enable limited or non-English proficient inmates/defendants to access or participate in programs or services in compliance with the D.C. Language Access Act.
- 5) The Halfway House shall make counseling and social service programming available to all inmates/defendants to assist in their successful community reintegration.
- 6) The Halfway House shall require that the assigned case manager assist the inmate to establish individual program goals and objectives and make referrals and recommendations on behalf of the client to appropriate treatment staff and community resources.
- 7) The Halfway House Job Employment Counselor shall counsel, screen, and place inmates/defendants in employment or training situations determined by the individual's needs, ability, prior experience, and available employment opportunities.
- 8) The Halfway House shall provide inmates/defendants with opportunities to maintain family ties and community involvement.

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- 9) The Halfway House shall allow inmates/defendants to make confidential contact with attorneys and their agents. The Halfway House shall make provisions for unmonitored legal visits, legal correspondence and legal calls with confirmed legal representatives.
- 10) Each inmate/defendant shall in conjunction with the case manager, establish a monthly budget. Court-ordered obligations (e.g., Victims of Violent Crimes and Child Support) shall be paid out of each inmate's/defendant's wages, as authorized by D.C. Code § 24-241.06.
- 11) Inmates/defendants are allowed one (1) cell phone per Halfway House rules and regulations. All inmates/defendants approved to possess a cell phone must sign the Halfway House cell phone agreement. Once the agreement is signed, Halfway House staff shall provide a copy of the signed agreement to the Office of Community Corrections. Cell phones must not have capabilities for cameras, recording devices and/or internet/web services.
- 12) Inmates authorized to use a Halfway House pass cannot exceed a radius of fifty (10) miles from the Halfway House.

n. **DOC Work Squad**

- 1) Inmates approved and placed in a Halfway House are eligible for placement on the Inmate Work Squad. The DOC contracts with various city agencies to help move, paint, cut grass, clean streets, highways, alleys and snow removal when necessary. Job assignments at DOC include Video Visitation, Ready Center, DOC Landscaping, Center for Professional Development and Learning, and DOC Loading Dock where inmates learn various skills that can be transferred to jobs in the community. Inmates assigned to these jobs earn current minimum wage hourly pay.
- 2) Prior to assignment to the Work squad inmates must read and sign the Work Squad Rules, Duties and Regulations. (Attachment Q).

2. WORK RELEASE PROGRAM RULES AND DISCIPLINARY PROCEDURES

- a. **Disciplinary Procedures for Inmates Designated to Work Release from the CDF and CTF.** Inmates participating in the work release program are

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subject to the disciplinary procedures outlined in PP 5300.11, Inmate Disciplinary and Administrative Housing Hearing Procedures. Inmates who violate the rules of the work release program may be subject to removal from the program, as well as any other appropriate penalties provided for by applicable law, regulation, or policy.

b. Disciplinary Procedures for Inmates Designated to Work Release from a HALFWAY HOUSE

- 1) Halfway House contractors shall administer DOC rules of discipline pursuant to PP 4022.1C *Community Correctional Center Disciplinary Procedures*.
- 2) The Halfway House and DOC rules shall be prominently posted and included in the inmate/defendant's orientation package and discussed with the inmate/defendant during orientation.
- 3) Absent extenuating circumstances, disciplinary reports shall be completed within twenty-four (24) hours of the reporting staff person becoming aware of the infraction. Any extenuating circumstances that prohibit the timely submission of a disciplinary report shall be noted in the report. Absent extenuating circumstances, a disciplinary report shall be submitted to the Disciplinary Team within seventy-two (72) hours after the reporting staff person becomes aware of an infraction.
- 4) Removal for Disciplinary Reasons
 - a) Pretrial defendants charged with one or more Class I infractions shall be immediately remanded to the CDF pending judicial intervention and review, pursuant to PP 4022.1C.
 - b) For Pretrial defendants, within twenty-four (24) hours (excluding weekends and holidays) of the defendant's remand to the CDF an affidavit/Judge's Letter stating the basis for the defendant's remand shall be filed by the Halfway House staff with the appropriate judicial officer along with a request for an order that the defendant be brought before court without unnecessary delay.

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- c) Halfway House staff shall send copies of the affidavit shall be to the Pretrial Services Agency and the Criminal Justice Act Office for forwarding to defense counsel and the U.S. Attorney's Office.
 - d) Sentenced misdemeanants charged with one or more Class I infractions shall be immediately remanded to the CDF or CTF.
 - e) Procedures for remanding inmates/defendants to custody after a finding of guilt for commission of one or more Class II or Class III infraction are prescribed in PP 4022.1C.
- 5) Inmates/defendants charged with one or more Class II and/or Class III infractions may be restricted to the Halfway House prior to the hearing before the Halfway House Disciplinary Board. The hearing shall be conducted as soon as possible but no later than 72 hours after the referral to the Disciplinary Board. If a Disciplinary Board hearing cannot be scheduled within the seventy-two (72) - hour period, the Halfway House Administrator or the shift supervisor shall appoint a temporary board to expeditiously provide the hearing.
 - 6) The Disciplinary Board Committee shall read the alleged violation(s) to the inmate/defendant.
 - 7) The inmate/defendant shall have the opportunity to present his or her version of the facts and introduce any supporting materials. Upon request, an attorney may be present to observe the proceedings in accordance with PP 4022.1C.
 - 8) The Committee may continue the hearing to secure additional information and/or recommend removal from the program.
 - 9) The Committee chairperson shall prepare a memorandum summarizing the incident, findings, and recommendation(s) to the OCC Administrator, who may concur or disagree with the findings.
 - 10) Recommendation to remove an inmate/defendant for disciplinary reasons on Class II and Class III infractions. Procedures when the disciplinary recommendation is removal are:

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- a) After the hearing, the Disciplinary Board chair shall prepare an affidavit detailing the committee's findings and recommendations and forward it through the Halfway House Administrator to the OCC Administrator.
- b) The OCC Administrator upon his/her own motion, may reverse the decision, remand the decision to the Disciplinary Team, or modify the sanction imposed whenever such action is warranted based on the record. However, the Halfway House Administrator may not increase the sanction imposed by the Disciplinary Team.
- c) If the Halfway House Administrator or designee reverses or remands a decision, he/she must provide a justification for that action. The inmate/defendant would remain in the center and the OCC Administrator shall provide written justification for denial of the recommendation for removal/remand.
- d) If the OCC Administrator sustains the recommendation for removal, the OCC Administrator shall forward the affidavit to the General Counsel for legal sufficiency review and approval for removal.
 1. DOC Sentenced Misdemeanants. Upon approval, an inmate would then be remanded to the CDF or CTF for further administrative disposition.
 2. Court Ordered Pretrial and Court Ordered Sentenced Misdemeanants. Upon approval, the inmate/defendant would be remanded to the CDF or CTF. OCC would present the affidavit to the District of Columbia Superior Court Criminal Division requesting a Show Cause revocation hearing before the defendant's judge of record.

3. INMATE'S GRIEVANCE AND APPEAL PROCESS. Inmates/defendants shall use the grievance process provided by the Halfway House contractor. Upon exhaustion of all remedies, the inmate may appeal to the DOC Director in accordance with PP 4030.1 *Inmate Grievance Procedures*.

4. MEDICAL AND DENTAL SERVICES

- a. The Halfway House contractor shall provide the following services:

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- 1) Orientation for inmates/defendants about available health care services in the at-large community.
 - 2) Referrals for inmates/defendants with medical and mental health needs.
 - 3) Coordination with the Department of Behavioral Health's Core Service agencies and support systems.
- b. Offsite Health Services
- 1) When the inmate/defendant requests routine medical attention, the Halfway House staff shall contact the local health care provider/clinic for approval to send for treatment.
 - 2) Emergency Care
 - a) If the inmate/defendant's medical condition appears to be life threatening, Halfway House staff shall request emergency assistance from the DC Fire and Emergency Medical Service (DCFEMS).
 - b) If DCFEMS transports the individual to a medical facility, Halfway House staff shall notify the OCC Administrator of the inmate/defendant's location and pertinent information related to the emergency.
 - c) OCC shall make appropriate initial notification and status updates pursuant to PP 1280.2I *Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences*.
 - d) OCC shall submit a written report from the Halfway House staff to the DOC Health Services Administrator within 24 hours, providing the inmate's name, DCDC Number, symptoms observed by staff, inmate's complaints, or the nature of the emergency if the inmate was not at a Halfway House just prior to the emergency, method of transportation, and condition of the inmate.
- c. Employment Related Accidents/Injuries
- 1) Employers are responsible for medical care when an inmate is injured on the job.

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- 2) Inmates/defendants who encounter medical emergencies in the community shall notify the Halfway House or OCC as soon as possible.
 - 3) The employer shall notify the Halfway House or OCC when an inmate is injured.
- d. All Inmates/defendants shall immediately report to the assigned facility, with all related medical documentation after completing medical treatment or release from the hospital.
 - e. Inmates/defendants who falsely report a medical emergency shall assume the full responsibility for all costs of transportation, treatment, and care when the health care provider, in conjunction with the DOC Health Services Administrator, determines that no emergency existed.
 - f. Medication Storage
 - 1) Inmates/defendants shall surrender all prescription or over-the-counter medication immediately upon entering the facility.
 - 2) The Halfway House shall have a locked container for the storage and security of medication. Only authorized Halfway House staff shall have access to the key or combination number to unlock the storage container.
 - 3) Each Halfway House shall maintain a medication log that the inmate/defendant shall sign when obtaining his/her medication dosage.

5. MEDICAL OUT-COUNT

- a. When an inmate/defendant is admitted to a local hospital for medical services, the Halfway House shall place the inmate/defendant on medical out-count for the duration of his/her hospital stay.
- b. When an inmate/defendant is placed on medical out-count the Halfway House staff shall notify DOC in accordance with the requirements of PP 1280.21.
- c. Halfway House staff shall make an on-site visit to the hospital within the shift during which the admission occurred. The purpose of the visit is to positively identify the inmate/defendant and to verify the circumstance surrounding the admission.

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- d. Halfway House staff shall conduct at least two telephonic verifications per shift with the nurse's station until the inmate/defendant is released.
- e. Halfway House shall keep the bed space open until the inmate/defendant is either released or returned to the Halfway House.

6. INMATE/DEFENDANT DEATH. Pursuant to PP 4352.1D *Inmate/Offender Deaths*:

- a. Within one hour of an inmate /defendant's death, or within one hour of the time staff becomes aware of the death, the contract halfway house shall notify the OCC Administrator.
- b. The OCC Administrator shall notify the CDF Command Center.
- c. Contract halfway houses shall utilize the incident reporting and notification forms and procedures specified in PP 1280.2I *Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences*.

7. DRUG SCREENING, TESTING, AND TREATMENT FOR WORK RELEASE PROGRAM

- a. All inmates/defendants shall be tested for the use of illegal drugs.
- b. Inmates/defendants with a history of drug use may be required to participate in the drug treatment program even if they do not test positive for drugs.
- c. Each Halfway House shall establish procedures for the appropriate maintenance of the chain of custody for all urine samples.
- d. A breathalyzer test shall be administered when an inmate/defendant is suspected of using alcohol. Staff shall enter in the designated logbook the inmate's name, DCDC number, test date and results, and a brief description of conduct/behavior that prompted reasonable suspicion for testing.
- e. Inmates accepted into the work release program at the CDF/CTF shall submit to a urinalysis to confirm abstinence from substances while in the program.
- f. Any inmate with a positive screening shall submit to a second screening within 21 days to compare target parameters.

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- g. Noncompliance with alcohol or drug use prohibitions may result in program removal, based upon one or more of the following conditions:
- 1) Failure to cooperate with drug counseling, treatment, or regular urine testing;
 - 2) Refusal to submit to a breathalyzer test as instructed by a staff member;
 - 3) Refusal to submit a urine sample as instructed by a staff member or tampering/attempting to tamper with the specimen;
 - 4) Confirmed positive urinalysis test.

8. RELEASE PROCESS

- a. Inmates shall be released on the day of the expiration of their respective sentence or on the day when release becomes mandatory.
- b. DOC is the releasing authority for court order work release and sentenced misdemeanor inmates/defendants. The Inmate Records Office shall, complete clearance checks in the authorized database system provided for release from custody. The Inmate Records Office shall then forward the release authorization to OCC who in turn shall forward the authorization to the appropriate Halfway House.
- c. The inmate shall sign the required paperwork and any notifications/ conditions for community supervision.
 - 1) If the inmate is released to community supervision, the Halfway House Administrator shall issue a written notice to the Court Services and Offender Supervision Agency (CSOSA).
 - 2) Notice shall include a copy of the individual's release plan and documentation that the conditions of supervision were explained to the inmate.
- d. Once OCC receives the signed release authorization, staff will enter the release in the electronic jail management system.

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9. AUDITS

- a. The OCC Administrator shall conduct random audits not less than once a year to assure that staff are providing all required activity and documentation in the release plan, and that reports are routed to the appropriate official(s) in a timely manner.
- b. The OCC Administrator shall audit files of participants who successfully completed the program to assure that each release package contains all required documentation and was appropriately forwarded in a timely manner.
- c. The OCC Administrator shall audit files at each facility to confirm contractor compliance with appropriate and timely release procedures.

10. SANITATION AND MAINTENANCE INSPECTIONS

- a. The OCC Administrator shall conduct at least bi-monthly sanitation and maintenance inspections to assure that the Halfway Houses are clean and are maintained properly. During the inspections OCC staff shall interview residents to assess any concerns.

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CHAPTER THREE

PROGRAM FAILURES TECHNICAL VIOLATORS, ESCAPE, ABSCOND AND REMAND

1. **SUSPENSION OR REVOCATION OF HALFWAY HOUSE PLACEMENT.**

Placement in the work release program may be suspended or revoked and the inmate remanded to custody based on violation of any of the following conditions:

- a. Abscond. Abscondence is when a *pretrial inmate* is absent from a community residential program without authorization;
- b. Escape. When a sentenced misdemeanant is absent from a community residential program without authorization;
- c. The occurrence or discovery of any ineligibility criteria;
- d. Arrest for a new charge and/or bench warrant;
- e. Court order for detention or sentence in another matter;
- f. A finding of guilt for a violation of the Halfway House disciplinary code of offenses or other facility rules;
- g. Any breach of the conditions of electronic monitoring. The Halfway House in conjunction with OCC may remand the inmate/defendant to the CDF when the resident is an escape risk; the resident poses a threat to the staff or other residents; or would otherwise interfere with the orderly operation of the Halfway House;
- h. Upon Court order;
- i. By order of the DOC Director.

2. **JUDGE'S LETTER/AFFIDAVIT PROCEDURES.** The following documentation is required if the following individuals escape/abscond:

- a. Pretrial detainees require an Affidavit be forwarded to the court.

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- b. Court-ordered sentenced misdemeanants require a Judge's letter be forwarded to the court.

3. REMAND FROM A HALFWAY HOUSE

- a. The sending Halfway House shall prepare an Inter-Institutional Transfer (IIT) (Attachment G) form when an inmate/defendant is scheduled for return to custody through the CDF.
- 1) The Community Corrections Administrator/Designee shall notify the CDF Shift Commander.
 - 2) When the DOC Transportation Unit arrives at the Halfway House, staff shall turn the custody of the inmate over to the Transportation Unit once the officer signs for receiving the inmate/defendant.
 - 3) The Inmate Reception Center staff shall input the recommitment into the electronic jail management system.
 - 4) When an inmate/defendant is returned to the CDF, senior staff at the Halfway House shall collect and inventory all property, and shall notify the person designated by the inmate to collect the property within 10 days or it shall be disposed of. The notification to the designated person regarding the property shall be logged.

4. PROGRAM FAILURE

- a. Pretrial
- 1) When a pre-trial defendant is remanded to CDF or CTF from a Halfway House for failure to comply with the program, becomes ineligible according to the eligibility criteria, when the resident is an escape risk, or the resident poses a threat to safety, security or order of the Halfway House, the Halfway House Administrator or designee shall, by noon of the next business day, send an affidavit along with the inmate's signature of receipt of the rules and regulations and, if applicable, the new arrest report, to OCC. The affidavit shall contain information regarding the defendant's legal status, a report of the inmate's adjustment and participation in the program, justification for the remand request, and supporting

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documents.

- 2) When a pre-trial defendant designated to work release from the CDF or CTF violates the conditions of the work release program, the OCC, by noon of the next business day, shall send an affidavit along with the inmate's signature of receipt of the rules and regulations. The affidavit shall contain information regarding the defendant's legal status, a report of the inmate's adjustment and participation in the program, justification for the remand request, and supporting documents.
- 3) When a Court Ordered Sentenced Misdemeanant is remanded to CDF or CTF from a Halfway House for failure to comply with the program, becomes ineligible according to the eligibility criteria, when the resident is an escape risk, or the resident poses a threat to safety, security or order of the Halfway House, the Halfway House Administrator or designee shall, by noon of the next business day, send an affidavit along with the inmate's signature of receipt of the rules and regulations and, if applicable, the new arrest report, to OCC. The affidavit shall contain information regarding the defendant's legal status, a report of the inmate's adjustment and participation in the program, justification for the remand request, and supporting documents.
- 4) The OCC Administrator or designee shall forward copies of the affidavit to the D.C. Superior Court Criminal Division at QualityAssuarance@dc.gov, US Attorney's Office, and DOC General Counsel's Office. The DOC General Counsel's Office shall file the affidavit with the court.
 - b. When a DOC Sentenced Misdemeanant is remanded to CDF or CTF from a Halfway House for failure to comply with the program, becomes ineligible according to the eligibility criteria, when the resident is an escape risk, or the resident poses a threat to safety, security or order of the Halfway House, the Halfway House Administrator shall notify OCC of the program failure and the OCC Administrator /designee shall contact the DOC Transportation Unit to request transportation of the inmate to return to CDF.

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5. ESCAPE/ABSCOND PROCEDURES. When an inmate or pretrial defendant fails to return to his or her designated facility at the established time, the following escape or abscondence procedures shall automatically go into effect.

6. CURFEW VIOLATION

a. HALFWAY HOUSE Work Release Program Participants

- 1) If an inmate or pretrial defendant fails to return to a Halfway House by his or her curfew and has made no contact with the center, staff shall, within fifteen (15) minutes after the individual's curfew, begin to physically search the center to further verify that the inmate/defendant is not in the Halfway House.
- 2) Staff shall conduct a count of inmates/defendants who are in the facility and document findings on the program count sheet and daily log.
- 3) Staff shall then attempt to contact the inmate/defendant's employer, persons listed on the individual's social pass, area hospitals, the Central Cell Block, and authorized locations to which he or she has signed out previously. Staff shall document their findings from each inquiry.

7. ESCAPE/ABSCOND ACTIVATION

a. Halfway House Participants

- 1) When the inmate/defendant has not returned to the Halfway House within two (2) hours past curfew, center staff shall advise the Halfway House Administrator and request permission to place the individual on escape or abscond status.
- 2) Halfway House staff shall notify DOC in the following manner:
 - a) If the escape or abscondence occurs Monday through Friday between the hours of 7:00 am and 5:00 pm, Halfway House shall contact the OCC.
 - b) If the escape or abscondence occurs between 5:00 pm and 7:00

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am, on the weekend, or a DC Government legal holiday, the Halfway House Administrator shall verbally notify the OCC Administrator.

- c) Halfway House staff shall provide all pertinent and available information regarding the escapee or absconder to the OCC.
- d) Halfway House staff shall immediately notify the Halfway House Administrator and OCC Administrator when the defendant is charged with or an inmate is serving a sentence for a crime of violence or the inmate/defendant is subject to a stay-away order.
- e) The OCC Administrator shall notify the DOC Office of Investigative Services (OIS) when the escapee/absconder is serving a sentence for/has been charged with a crime of violence or is subject to a stay-away order.
- f) The DOC OIS shall notify the DC Metropolitan Police Department (MPD) Special Operations Command Center (SOCC) of all escapes/abscondences from a Halfway House.

b. DOC CDF and CTF Jail Work Release Program Participants

- 1) Operations shall verbally notify the OCC if an inmate has not returned to the facility at his/her approved return time identified on the Daily Work Release Tracking log. Late arrivals exceeding two (2) hours shall be considered on abscond or escape.
- 2) Operations shall document the late arrivals, escapes/abscondences and enter information into the electronic jail management system and forward all appropriate paperwork.
- 3) The OCC shall update the tracking log (Attachment S) to include all schedule changes and court dates.
 - a) If the escape or abscondence occurs, IRC staff shall immediately contact the OCC and provide all pertinent and available information regarding the escapee or absconder to the OCC.

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- b) OCC staff shall immediately notify the OCC Administrator when the defendant is charged with or an inmate is serving a sentence for a crime of violence or the inmate/defendant is subject to a stay-away order.
- c) The OCC Administrator or designee shall notify the DOC OIS when the escapee/absconder is serving a sentence for/has been charged with a crime of violence or is subject to a stay-away order.
- d) The DOC OIS shall notify the DC Metropolitan Police Department (MPD) Special Operations Command Center (SOCC) of all escapes/abscondence from a Halfway House.

8. ESCAPE/ABSCOND PACKAGE PREPARATION

- a. Before the close of business, the Shift Commander shall prepare the escape /abscond report package when the escapee is designated to the CDF or CTF to OCC. Halfway House Administrator or designee shall forward the escape/abscond report package to OCC when the escape is designated to the Halfway House. The escape/abscond report package shall include all of the following documents:
 - 1) Escape Report from the electronic jail management system
 - 2) DCDC Form 1/Report of Significant Incident/Extraordinary Occurrence narrative when applicable (Attachment R)
 - 3) Emergency Notification (Attachment S)
 - 4) Apprehension Report (Attachment T) (if applicable)
 - 5) Judge Violation Report/Affidavit (U)
 - 6) Judgment and Commitment Orders or the Pretrial or Court Order Work Release Order
 - 7) Face sheet 1(if applicable)
 - 8) Computation Certificate (when applicable)

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- 9) Inmate's sign in/out sheet for the Halfway House or IRC
- 10) Copy of Signed Rules and Regulations
- 11) Emergency Notification Log
- 12) Inmate's photograph
- 13) Inmate's fingerprint card

9. ESCAPE DATA ENTRY

- a. When OCC receives documentation from the Halfway House and declares the individual as officially on escape or abscond status, OCC staff shall input required data into the electronic jail management system.
 - 1) Office of Investigative Services (OIS)
 - 2) Central Detention Facility (CDF) Command Center
 - 3) OCC Administrator
 - 4) DOC Deputy Directors
 - 5) DOC Director
 - 6) Metropolitan Police Department (MPD) Communications all MPD Precincts
 - 7) U.S. Marshals

10. APPREHENSION PROCEDURES. Inmates/defendants return from escape/abscond status through the following processes:

- a. Apprehension by OIS, US Marshals, MPD or other law enforcement agency;

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- b. Voluntary return to the Halfway House where housed before the escape/abscondence;
- c. Voluntary return to the CDF Tower; or
- d. Commitment on new charges.

11. APPREHENSION NOTIFICATION. When an escapee/absconder is apprehended and remanded to custody by the US Marshals or DOC OIS, the reporting official shall document the time and date and shall notify the OCC by phone.

12. VOLUNTARY RETURN TO THE HALFWAY HOUSE (Escapees and Absconders)

- a. The inmate shall be held at the respective center and returned to the Halfway House count.
- b. Halfway House staff shall telephonically notify the OCC to request transport of the inmate as an administrative removal as deemed appropriate).
- c. Upon approval from OCC, the Halfway House shall call the DOC Transportation Unit and complete an Inter-Institutional Transfer (ITT) form (Attachment G) for transfer to the CDF.
- d. When DOC transport arrives at the Halfway House custody of the inmate shall be transferred to DOC staff after signature of the DOC officer.
- e. The CDF Shift Commander shall confirm that the R&D staff inputs the recommitment in the electronic jail management system.

13. VOLUNTARY RETURN TO THE CDF

- a. When the inmate/defendant reports to the CDF Tower to voluntarily return to custody, the Tower Officer shall immediately obtain the inmate /defendant's name, DCDC#, the date and the Halfway House from

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which the individual escaped/absconded.

- b. The Tower Officer shall ask the inmate to remain in the parking lot near the gate but shall not allow the inmate/defendant to enter the Sally Port.
- c. The Tower Officer shall immediately notify the Inmate Reception Center and convey all pertinent information received.
- d. The Inmate Reception Center shall verify through the electronic jail management system that the inmate/offender is in *Abscond* or *Escape* status.
- e. Upon verification Inmate Reception Center staff shall make notification to the Inmate Records Office.
- f. The Inmate Records Office shall locate the returnee's official inmate institutional record to verify that there is a legal commitment to DOC and the individual is/was a work release participant and forward a copy to the Inmate Reception Center.
- g. When the Inmate Reception Center notifies the Tower Officer to take the inmate/defendant into custody, the Sally Port Officer shall escort the individual to the Inmate Reception Center for further processing.
- h. Recommitting a Sentenced Inmate
 - 1) The Inmate Reception Center Control shall notify the OIS and OCC of the recommitment.
 - 2) The OIS shall execute the escape warrant if one has been issued.
 - 3) If the warrant has not been issued, after verification from OCC, the OIS shall issue and execute the escape warrant.
- i. Recommitting a Pretrial Defendant
 - 1) If the individual is a pretrial defendant, the Shift Commander shall prepare a US Marshal Commitment to temporarily hold the individual.

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- 2) The Inmate Reception Center shall obtain a faxed or e-mailed copy of the escape/abscond report from the DOC OIS or OCC.
 - 3) Within twenty-four hours of commitment on or on the next business day, the OIS shall book and process the pretrial defendant.
 - 4) The OIS shall execute the Abscond warrant and the pretrial defendant shall then be booked on the new charge of Escape.
- j. The Inmate Reception Center OIC shall document the recommitment in the electronic jail management system:
- 1) Document the time and date that the inmate escapee or defendant absconder is admitted;
 - 2) Transfer the inmate's record from location abscond or escape into (CDF); and
 - 3) In the appropriate electronic jail management system screen, designate the apprehending agency as "*Other*" and specify, "*Self-Return*".

The Inmate Reception Center shall notify the Command Center and shall contact the OCC Administrator if the inmate/defendant is admitted.

14. NEW ARREST of a HALFWAY HOUSE PLACEMENT

- a. Halfway House staff shall verbally notify OCC in the following manner:
 - 1) If the arrest occurs Monday through Friday, between the hours of 7:00 am and 5:00 pm, the Halfway House shall contact the OCC. After 5:00 pm, weekends and holidays, contact the OCC Administrator. The Halfway House Administrator shall notify the OCC Administrator when the inmate/defendant has been charged with a violent crime or is subject to a stay-away order.
 - 2) The OCC Administrator shall notify the OIS when the inmate/defendant has been charged with a violent crime, or is subject to a stay-away order.

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- b. The inmate/defendant shall immediately be placed on Re-arrest status in the electronic jail management system by OCC staff.
- c. Authorized Halfway House staff shall complete and fax an official DCDC Form 1, *Report of Significant Incident/Extraordinary Occurrence* (Attachment R) to the OCC, providing all known information concerning the reported arrest.

15. NEW COMMITMENTS – SCREENING FOR OUTSTANDING ESCAPE/ ABSCOND WARRANTS AND DATA- RECONCILIATION

- a. The IRC Receiving and Discharge Control, upon commencement of each shift and prior to processing any inmates, shall print a copy of the *Halfway House Inmates on Escape or Abscond Status* report from the electronic jail management system.
- b. The IRC R&D Control officer shall check the DCDC number of each inmate being committed against the DCDC numbers on the *Halfway House Inmates on Escape or Abscond Status* report.
- c. If the inmate’s DCDC number matches on the Escape or Abscond Status report, the Inmate Reception Center shall:
 - 1) Transfer the inmate’s record from location Escape or Abscond into CDF;
 - 2) In the appropriate jail management system screen, designate the apprehending agency; and
 - 3) Notify OCC.
- d. The OCC shall complete the *Apprehension Report* in the electronic jail management system.

16. REPORTING AND DOCUMENTATION

- a. Within one (1) hour of the escapee/absconder’s return to custody, the reporting official in the Inmate Reception Center shall prepare an apprehension report.
- b. The IRC shall input the apprehension report into the electronic jail management system.

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- c. The electronic jail management system shall make automatic notification to the following offices:
- 1) CDF Command Center
 - 2) OIS
 - 3) Administrator, OCC
 - 4) Office of the Director
 - 5) Office of the Deputy Director
 - 6) DOC Records Office
 - 7) MPD Communications and all MPD Police Precincts
 - 8) U.S. Marshals

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CHAPTER FOUR

CONTRACT SERVICE PROVIDERS RESPONSIBILITIES

1. STAFF TRAINING

- a. DOC shall provide orientation regarding designated DOC policy requirements to include but not be limited to prevention of sexual misconduct against inmates/offenders, PREA, HIPPA, suicide prevention, gender classification and housing training, the DOC disciplinary process, access and use of the language line and applicable District or DOC legal requirements for program administration and delivery.
- b. Pursuant to the contractual agreement and the Contractor's own personnel requirements, the service provider shall plan, coordinate and administer a staff training and development program that is supervised by a qualified employee.
- c. Each Halfway House shall provide an in-house pre-service training that may include but not be limited to a historical perspective of the facility, facility goals and objectives, program rules and regulations, job responsibilities, personnel policies, offender supervision, and report preparation.
- d. All employees shall sign and date a statement indicating receipt of facility orientation. The Contractor shall provide, during the employee's first year and each subsequent year of employment, preservice and in-service training that shall cover but not be limited to security procedures, supervision of defendants, use of force regulations and restraint techniques, report writing, defendant rules and regulations, defendant rights and responsibilities, fire and emergency procedures, safety procedures, key and tool control, interpersonal relations, defendant social and cultural diversity, communication skills, counseling techniques, first aid/CPR, crisis intervention, PREA, prevention of sexual misconduct against inmates/defendants, gender classification and housing training, prevention of sexual harassment and legal issues.

2. **KEY AND TOOL CONTROL.** The Halfway House shall maintain a control plan for accessing, using and storing keys, tools and utensils.

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3. INMATE/DEFENDANT PROPERTY

- a. Inmates/defendants shall not exceed the maximum allowable property. The inmate's Personal Property Form shall be maintained in the inmate's record.
- b. If the inmate is transferred from the Halfway House to another facility for disciplinary or medical reasons for a period of more than three (3) days, the facility shall inventory the inmate's property and store it for up to fifteen (15) business days so that the individual authorized on the Property Release Form can pick it up. If the inmate/defendant escapes, the facility may inventory and appropriately dispose of the property.

4. CONTRABAND CONTROL. The Halfway House shall conduct and document regular searches of the facility, inmate/defendant property, staff and visitors to control the introduction of contraband.

- a. If a strip search of an inmate/defendant is necessary, it shall be conducted by and witnessed by another staff member of the same sex as the inmate's gender classification as provided for in PP 5009.2 *Searches of Inmates, Inmate Housing Units, Work and Program Areas*. Strip searches shall be thorough and conducted in a manner consistent with policy.
- b. Body cavity searches shall only be performed by medical personnel and only at the CDF or CTF.
- c. Inmates/defendants who attempt to introduce contraband may be subject to the Halfway House disciplinary process or the MPD may be called, depending on the type of contraband. The Halfway House Administrator or senior staff member present shall contact the OCC Administrator for approval regarding the appropriate action to take.
- d. Halfway House staff shall confiscate contraband and shall in accordance with DOC policy 5010.3, *Contraband Control*, place each item in a sealed container with a label indicating the date, time, and location of the seizure. The employee shall sign the label.
- e. The Halfway House Administrator shall release major contraband to the District of Columbia MPD.

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- f. The Halfway House Administrator shall destroy nuisance contraband pursuant to *PP 5010.3, Contraband Control*.
5. **MEDICATION CONTROL AND DISTRIBUTION.** An inmate’s personal medication shall be kept in a locked cabinet and made available upon the inmate’s/defendant’s request and signature acknowledging access and issuance.
6. **ACCOUNTABILITY FOR INMATES/DEFENDANTS.** The Halfway House shall provide adequate supervision to inmates/defendants by accounting for their whereabouts through counts and the regular monitoring of inmate/defendant whereabouts and activities. The service provider shall maintain documentation for at least two years to show that regular audits were conducted on each inmate file so that staff document inmate movement accurately.
7. **USE OF FORCE.** The use of physical force is restricted to the protection of staff, inmates/defendants, visitors and property, as described in the DOC PP 5010.9, “*Use of Force*”. Force shall be used only to the extent necessary to control the incident.
8. **REPORTING SERIOUS INCIDENTS.** The Halfway House Administrator or designee shall immediately notify the DOC OCC Administrator of death, suicide or suicide attempt; assault on a staff member or an inmate/defendant; PREA incident; discharge of a firearm at or by a staff member or an inmate/defendant; use of force; serious vehicle accident involving a staff member or an inmate/defendant; bomb threat; escape/abscond; new arrest; or any incident that involves a major interruption to operations.
- a. When making notification, Halfway House staff shall communicate all pertinent information, including, but not limited to, the inmate’s/defendant’s name, DCDC number, charge, sentence, date admitted to OCC, and a brief description of the incident and the action taken.
 - b. The Emergency Notification Form (Attachment S) shall be used to report the information on new arrests.
 - c. All notifications, including rearrests, shall be documented on the Emergency Notification Form.
 - d. An inmate, who does not return to the HALFWAY HOUSE at the designated time and has not, called and had his or her time extended, shall be

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considered to have escaped and the procedures outlined in *PP 1280.2, "Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences from Community Correctional Centers"* shall be followed.

9. HALFWAY HOUSE RECORDS MANAGEMENT

- a. The inmate/defendant record shall be treated as confidential and secured in a locked file cabinet, replaced by a sign-out card when removed, and returned immediately when no longer needed. It shall be returned before the end of the shift by the staff member who removed it and shall not be kept out overnight. It shall not be removed from the premises without authorization of the Halfway House Administrator or the Administrator of OCC.
- b. Halfway House staff shall make certain that information generated because of the inmate's participation in the Halfway House program are filed in the appropriate section of the Inmate Record.
- c. The Halfway House shall maintain and store each inmate's/defendant's record in accordance with PP 4060.2, "*Inmate Record*".
- d. In addition, medical information is subject to PM 1300.3 *Health Information Privacy Program* and PM 1300.1, "*Freedom of Information Act and HIPPA*".
- e. The Halfway House shall provide all Halfway House staff with training regarding records privacy and confidentiality.
- f. The inmate record shall contain the initial assessment identifying inmate/defendant needs and problems, the treatment plan, counseling reports, and any narrative notation.
- g. Any staff member making an entry in the Inmate Record shall sign and date it and file it in chronological order.
- h. When the inmate/defendant is released/removed/escapes/absconds, the Halfway House shall maintain the inmate's Halfway House record pursuant to PS 2000.2, "*Retention and Disposal of Department Records*".
- i. These official records are DOC property and are subject to federal and local regulations governing confidentiality.

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10. HALFWAY HOUSE VISITORS. At the discretion of the Halfway House provider, a social visiting policy and schedule shall be established and posted. Halfway House staff shall monitor and control the movement of visitors.

11. HALFWAY HOUSE VOLUNTEERS. The Halfway House provider shall coordinate the use of volunteers who may be recruited from all segments of the community and all social and cultural groups. The Halfway House Administrator shall establish efforts to reach out to the community and encourage community members to volunteer at the center.

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CHAPTER FIVE

ATTACHMENTS

Attachment A – DOC Agreement for Work Release

Attachment B - Employer Agreement for Inmate Participation

Attachment C – Request/Decline Halfway House Placement

Attachment D - Judge Notification Form

Attachment E- Halfway House Referral Checklist

Attachment F - Halfway House Conditions for Participation-General Rules and Orientation

Attachment G - Inter-Institutional Transfer (IIT)

Attachment H - Medication Receipt Acknowledgement Form

Attachment I – Job Search Form

Attachment J - Resident Employment Verification

Attachment K - Work Release Monthly Performance Report

Attachment L - EMP Monitoring Equipment Compliance Assignment Contract

Attachment M- GPS Anti Tampering Act

Attachment N – Violations of Work Release Plan/Prison Breach (Escape)

Attachment O – Electronic Monitoring Program (EMP) Maintenance Log

Attachment P – Jail Daily Work Release Tracking Log

Attachment Q – Work Squad Rules, Duties and Regulations

Attachment R – DOC Form 1 Report of Signification Incident/Extraordinary Occurrence

Attachment S – Emergency Notification Form

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Attachment T– Apprehension Report

Attachment U – Judge Violation Report/Affidavit

Attachment V – DEMS Escape Report

DOC/8010.1/2/6/2024/OPP



Department of Corrections Community Corrections

Agreement for Work Release

Having accepted the Work Release Program offered me by the District of Columbia Department of Corrections and/or the District of Columbia Superior/District Court, I (print name) _____, DCDC # _____ further accept the terms and conditions of the work release program stated below, with a clear understanding on my part that any violation of these terms and conditions can result in my removal from the program and possible disciplinary action.

WORK RELEASE LEAVE CRITERIA

1. I will not leave the District of Columbia unless specifically authorized by the Office of Community Corrections.
2. I am allowed a maximum of twelve (12) hours away from my designated DOC confinement facility to include travel time and may only work a maximum of six (6) days a week. Requests to be out of the facility for more than twelve (12) hours must be pre-approved by the Office of Community Corrections
3. My work release will be revoked if I incur writs, holds, detainers, warrants, charges or arrests in addition to the case in which I am allowed work release.

TRANSPORTATION

4. I shall reach my place of employment by the shortest and most direct route and in the least amount of time possible. Upon completion of each day's approved activities I shall immediately return to my designated DOC confinement facility. Other stops are prohibits unless authorized by work release staff.
5. I shall not purchase and/or operate a motor vehicle without having obtained the approval of the Office of Community Corrections. I will be required to have a valid driver's license, current insurance coverage and proper vehicle registration consistent with the law before operating a motor vehicle. I shall provide photocopies of drivers' licenses and verification of vehicle insurance of those individuals approved to transport me while out in the community.
6. All modes of transportation to and from the employment site shall have prior approval of the Office of Community Corrections. Any changes must be approved by the Office of Community Corrections.

7. If I drive my personal vehicle to work I must obtain prior approval, submit valid driver's license, proof of registration and insurance information, and park it on institutional grounds in public parking areas. I must make certain that the vehicles are securely locked. At no time may a vehicle be left unattended on institutional grounds with the motor running or with the keys available. I am not allowed to transport any other persons nor allow anyone else to operate the vehicle without permission from the Office of Community Corrections. I will not store items that are considered contraband in my vehicle and I will limit the amount of items stored in my vehicle. If I am unable to store work tools at my work-site, I may obtain permission from the Office of Community Corrections to store these tools in my approved vehicle. I shall provide an inventory list of tools to the Office of Community Corrections for approval. Furthermore, I agree to permit my personal vehicle to be subject to search at any time while on institutional grounds.

EMPLOYER REQUIREMENTS

8. My employer must provide verification of workers compensation coverage to ensure that appropriate taxes are deducted from my pay.
9. I shall be permitted to change employment only after having obtained prior approval from the Office of Community Corrections.
10. I am not allowed to be employed or supervised by a family member, a parolee, or a probationer unless approved by the Office of Community Corrections.
11. I am required to receive payment from my employer through direct deposit. If I am unable to receive direct deposit, I must notify the Office of Community Corrections and obtain prior approval for other forms of payment.
12. Any changes in work schedule must be requested by the employer between the hours of 8:30 AM and 11:00 PM Monday through Friday and must be approved by the Office of Community Corrections. During business hours, work release staff can be reached at (202) 671-2099. Prior to 8:00 AM and 11:00 PM, call the Command Center at (202) 523-7000.
13. I shall buy the necessary materials, clothing and/or equipment essential to my employment with the approval of the Office of Community Corrections. I shall not make any unauthorized purchase or conduct any personal business while out in the community unless previously approved by the Office of Community Corrections.

14. I will demonstrate an acceptable work ethic and satisfactory job performance as deemed by my employer and the Office of Community Corrections. Reports of poor work ethic/job performance may result in disciplinary action and possible removal from the work release program.

ON-THE-JOB RULES

15. I am not allowed to leave the job site, even for meals or breaks without approval from the Office of Community Corrections.
16. I shall not be absent from any approved day's work without the prior consent of Office of Community Corrections. I will remain gainfully employed. If I am terminated from employment, I may face disciplinary action and possibly be removed from the work release program depending on the reason for termination.
17. I shall be prohibited from entering into any contract to engage in business including, but not limited to, borrowing money, purchasing property or incurring debts or opening bank or charge accounts that is beyond the nature of my employment, without permission of the Office of Community Corrections.

WORK RELEASE PROGRAM REQUIREMENTS

18. I am not allowed to have visits with friends or relatives while out in the community.
19. I shall not possess, bring or introduce onto the property of or into my designated detention facility any property not specifically authorized, including but not limited to the following contraband:
 - a. Cellular telephone or other portable communication device and accessories thereto. Any item, the mere possession of which is unlawful under District of Columbia or federal law;
 - b. Any controlled substance listed or described in Unit A of Chapter 9 of Title 48 [§ 48-901.01 et seq.] or any controlled substance scheduled by the Mayor pursuant to § 48-902.01;
 - c. Any dangerous weapon or object which is capable of such use as may endanger the safety or security of a penal institution or any person therein Any object designed or intended to facilitate an escape;
 - d. Outside clothing of any sort. Any other uniform, or civilian clothing.
 - e. Any alcoholic liquor or beverage;
 - f. Hypodermic needle or syringe or other item that can be used for the administration of unlawful controlled substances;

20. I shall not use or possess any alcoholic beverage inside or outside of the institution.
21. I shall not use or possess any controlled dangerous substance or drug including marijuana unless prescribed for and/or approved by the medical provider and with prior notification to the Office of Community Corrections.
22. I shall conduct myself with respectability during my release from confinement, obeying all laws and regulations of those jurisdictions that I will be traveling through, and the community in which I am employed.
23. I shall not have any unnecessary contact with any person including my family while on Work Release, subject to exception determined by the Office of Community Corrections.
24. I shall avoid whenever possible any contact or confrontation with those people of questionable character or under law enforcement supervision such as probation, parole, or electronic monitoring
25. I shall be neat and clean while on work release as much as the nature of my employment permits.
26. I shall assist members of any law enforcement agency while still maintaining my constitutional rights.
27. I shall not have any further privileges exceeding that which is provided to other Detention Center inmates with respect to housing, food, medical, religious and educational services and I shall abide by all institutional rules and shall be subject to the institution's disciplinary process.
28. I shall be responsible for obtaining my own lunch while I am out in the community on work release. I must obtain prior approval from the Office of Community if I wish to leave the work site for lunch.
29. I shall notify the DOC of any emergency problem that prevents my arrival at work, or return to the Detention center at my scheduled time. The Office of Community Corrections can be reached at (202) 671-2099 from 7:30 am to 12 midnight. You must call the call the Command Center if your emergency occurs between the hours of 12:01am to 7:29am at (202) 523-7000.
30. I shall submit to the following tests or examinations that may be requested by the Work Release Counselor/Supervisor/Shift Leader: breathalyzer, urinalysis, or any other test or examination in conjunction to my continued participation in the work release program. NOTE: A positive indication in the above mentioned tests may result in the suspension or removal from the work release program.

31. All medical needs will be handled and/or approved by the DOC medical provider or my approved health care provider except for emergencies while out in the community or otherwise approved by DOC. I will notify or have the emergency health provider notify the DOC Command Center if a medical emergency occurs while I am out in the community. I understand that failure to notify DOC of a medical emergency may result in me being placed on the escape/abscond list.

32. I shall abide by the court ordered conditions of release including but not limited to stay away orders. I shall not have any contact with the victim(s) or co-defendants of my offense to include offense location or with any victims or co-defendants if I am on supervision in any other cases, if applicable.

33. I shall submit completed employment search verification forms each time I am permitted to job search.

34. I understand that I may be required to wear a GPS electronic monitoring device. I am responsible for the attached device and if damaged in any fashion determined to be my fault, I shall be required to pay the replacement cost.

35. I will return from work each day wearing only those work clothes necessary to perform my job. All other items (cell phones, tools, radio, gym bags, box cutters, etc.) must be left at work, placed in my vehicle, or placed in my designated locker, if applicable.

36. My signature below authorizes DOC staff to access payroll records maintained by my employer. In the event I am terminated from my employment, the Office of Community Corrections will also have permission to collect my funds due after termination.

37. I am allowed one (1) cell phone for work, travel and emergency related reasons only. This phone must be pre-approved by the Office of Community Corrections and custody staff. I will provide my cell phone number to the Office of Community Corrections and will allow the Office of Community Corrections staff to access my phone for periodic review. While in the community, I will not access social media sites to include but not limited to, Facebook, Twitter, Instagram or my personal email without permission from the Office of Community Corrections. The cell phone is not permitted in the Detention Center.

38. I am solely responsible for my local and federal tax reporting, filing and payment responsibilities.

g. Special considerations/restrictions:

Further, I understand that if I fail to report back to my designated detention center at the scheduled time, it will be considered a breach of these rules and I may face possible disciplinary action as well as have a warrant issued for my arrest and charged with Escape/Abscond. I also understand that any failure to abide by these guidelines could jeopardize any further participation in this program.

Protection from Abuse

Below is an overview of the Prison Rape Elimination Act (PREA) standards. Included in these are for all work release supervisors who provide supervision to DC Department of Corrections inmates. PREA standards require that we inform you of our zero-tolerance policy for all forms of sexual misconduct and that it extends to you as well and that the policy includes sexual abuse and sexual harassment and that we advise you on how to report such incidents.

Avoiding Inappropriate Relationships

Under PREA standards, sexual misconduct between inmates and work release employers, and employees is illegal and can result in criminal and civil penalties. Such behavior is also a violation of DOC policy.

- Maintain healthy boundaries by keeping relationships professional, respecting others and being friendly but not friends.
- Do not engage in behaviors that lead to the appearance of an inappropriate relationship or that could develop into an inappropriate relationship, such as inappropriate touching, flirting, sending intimate letters or cards, making suggestive comments, arranging private meetings outside the scope of the job responsibilities, etc.
- Report immediately any inappropriate behavior observed and/or initiated by employers or employees

An investigation in sexual misconduct can result in criminal charges being filed against the perpetrator of the offense. Additionally, individuals making a false report of sexual misconduct may be criminally charged.

Reporting an Incident

If you are a witness to any sexual assault or have suspicions of sexual abuse, sexual misconduct, or sexual harassment, please report at (800) 521-1639 immediately. All information shall remain confidential.

This Agreement shall be binding upon and inure to the benefit of myself and the DCDOC hereto and our respective heirs, representatives, successors, transferees, and permitted assigns.

This Agreement shall not be assignable by me.

For consideration of participation in the DOC Work Release Program, the receipt and sufficiency of which is hereby acknowledged, and in favor of the other terms of this Agreement, I hereby, for myself, and for any one claiming by, through or under me fully, voluntarily, and irrevocably remise, release, acquit, satisfy, discharge and indemnify the District of Columbia and its respective past, present, and future employees, agents, servants, attorneys, insurers, heirs, successors, assigns and/or personal or official representatives of each and all of any and all causes of action, suits, debts, medical bills, contracts, controversies, agreements, promises, claims and demands whatsoever, in law or in equity, including but not limited to any cause of action or claim of violation of state, District, or Federal rights, that I ever had, now have, shall or may have, against the District, while on release including but not limited all claims for injury, disability, loss, or property destruction that may occur to myself or anyone, as a result of contact with or actions by me while on work release and all costs associated with such liability.

I am at least 18 years of age and am competent to contract in my own name. I have read this agreement before signing below, and I fully understand the contents, meaning and impact of this agreement.

I hereby acknowledge that I have received a copy of the Agreement to participate in the Work Release Program and I agree to all terms and conditions of the same.

Inmate Name

Inmate Signature

Date

DOC Case Manager Name

DOC Case Manager Signature

Date



Department of Corrections Community Corrections

Employer Agreement for Work Release

Name and DCDC # of Work Release Participant

These guidelines are provided to you so that you and the work release participant's direct supervisor thoroughly understand the rules governing the participant company, the participant, and the Department of Corrections. If you have any questions or concerns, you should call the Office of Community Corrections at 202-671-2099. Work release participants should be given the same opportunities for work and advancement as your other employees. You must have a business license if required by law, and you must maintain any necessary appropriate insurance coverage.

Notification

The employer shall notify the Office of Community Corrections if the participant is late, absent, resigns, departs early or otherwise leaves your place of business without authorization. Contact the police immediately in the event of any violations of the law, and then notify DOC staff. Notifications between 8:00 AM and 11:30 PM shall be made to the Office of Community Corrections at (202) 671-2099. Notifications before 8:00 AM and after 11:30PM shall be made to the DOC Command Center at (202) 523-7000.

Termination

If termination becomes necessary, the employer shall notify the Office of Community Corrections prior to notifying the participant whenever possible. The designated Office of Community Corrections staff will contact the employer to secure the participant's final earnings or other payments. The participant signed an agreement authorizing DOC staff to collect any funds due after termination from employment should he/she be unable to collect pay.

Wages

The employer shall pay the participant directly through direct deposit unless other form of direct payment is previously authorized by DOC. The employer shall not give advances or lend money to participants. Time records shall be available for review by the Office of Community Corrections staff in order to maintain the participant's accountability. The employer and employee shall maintain their respective responsibilities regarding reporting, payment of all local and federal tax liabilities and withholdings.

Transportation/Vehicle Use

Participants are allowed with the permission of DOC to drive as a function of his employment duties as well as to and from work, provided they display proof they possess a valid driver's license along with current automobile insurance. Under no circumstances will the inmate be allowed to operate a licensed vehicle on a public road, during the course of his routine job duties without possession of a driver's license and authorization. Any travel that your employer provides shall be the shortest route possible and shall not include any non-business related stops.

Workman's Compensation/Job Injuries

The employer is required to have Workman's Compensation Insurance. Your signature below certifies that Workman's Compensation Insurance covers the company as required by law and that this coverage will remain in effect as required by law.

If the participant is injured on the job, you should refer or transport his/her to the nearest medical facility for treatment and notify staff of the participant's institution. Your insurance carrier is liable for medical expenses in such cases. The participant shall also be seen by the DOC health provider to ensure that the inmate is being properly treated.

On-the-Job Rules

Work release participants may not:

- Work at sites beyond a 10 mile radius of the District of Columbia
- Be employed or supervised by a family member, parolee, or a probationer unless approved by the Office of Community Corrections;
- Have visits with friends or relatives;
- Make unauthorized purchases;
- Leave the job site, even for lunch, without prior DOC approval;
- Conduct personal business; or
- Use alcohol, marijuana or controlled dangerous substances.
- Access social media sites to include but not limited to, Facebook, Twitter, Instagram or personal email without permission from the Office of Community Corrections.

Any violations of these work release rules shall be immediately reported to the Office of Community Corrections by the employer.

Overtime and Non-Scheduled Time

- Work release participants are allowed time out of the facility for a maximum of twelve (12) hours per day and may only work a maximum of six (6) days per week.

- For changes in schedule or any other non-scheduled hours, the employer shall request such changes by calling the Office of Community Corrections staff in as far as advance as possible.
- Employer shall notify the Office of Community Corrections staff immediately if the employee fails to appear from work, fails to adhere to the work schedule or his or her employment is terminated.

Protection from Abuse

In 2012 the US Department of Justice set guidelines for correctional officials to protect people in their custody from sexual abuse and sexual harassment. Below is an overview of the Prison Rape Elimination Act (PREA) standards. Included in these are for all work release supervisors who provide supervision to DC Department of Corrections inmates. PREA standards require that we inform you of our zero-tolerance policy for all forms of sexual misconduct and that it extends to you as well and that the policy includes sexual abuse and sexual harassment and that we advise you on how to report such incidents.

Avoiding Inappropriate Relationships

Under PREA standards, sexual misconduct between inmates and work release employers, and employees is illegal and can result in criminal and civil penalties. Such behavior is also a violation of DOC policy.

- Maintain healthy boundaries by keeping relationships professional, respecting others and being friendly but not friends.
- Do not engage in behaviors that lead to the appearance of an inappropriate relationship or that could develop into an inappropriate relationship, such as inappropriate touching, flirting, sending intimate letters or cards, making suggestive comments, arranging private meetings outside the scope of the job, etc.
- Report immediately any inappropriate behavior initiated by an inmate
- Report immediately any inappropriate behavior observed between inmates, other workers and/or the public.

An investigation in sexual misconduct can result in criminal charges being filed against the perpetrator of the offense. Additionally, individuals making a false report of sexual misconduct may be criminally charged.

Reporting an Incident

The employer and/or all supervisors who will be supervising the work release participant shall report immediately any knowledge, suspicions or information regarding an incident of sexual misconduct. If you are a witness to any sexual assault or have suspicions of sexual abuse, sexual

misconduct, or sexual harassment, please call [202-523-7000 for the DOC Command Center] to report immediately. All information shall remain confidential.

Disclosure of Criminal History

As a work release employer, you are entitled to know the inmate's current offense(s) and term of confinement. According to material in the inmate's records, below is information regarding his/her sentence and current offense:

By my signature below, I acknowledge that I have read and understand the Employer Guidelines.

Supervisor Name

Supervisor Signature

Date

OCC Staff Name

OCC Staff Signature

Date

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS**



Office of Community Corrections

DECLINE/REQUEST HALFWAY HOUSE PLACEMENT

I, _____ Decline placement in a
Halfway House.

I, _____ Request placement in a
Halfway House consistent with:

Pretrial Status Mandatory release on _____

I have read (or had read to me) and understand the rules for Halfway House participation.

Inmate/Defendant's Name Signature Date

Witness' Name Signature Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS



JUDGE NOTIFICATION FORM

Date: _____

The Honorable: _____
Judge, D.C. Superior Court
500 Indiana Avenue, N.W.
Washington, D.C. 20001

The Honorable: _____
Judge, U.S. District Court
333 Constitution Avenue, N.W.
Washington, D.C. 20001

Re: Inmate Name _____ DCDC: _____ PDID: _____

Case: _____

Dear Judge _____

On _____, the above referenced inmate was ordered/scheduled:

Pretrial/presentence work release or sentenced to work release

Reinstate to work release

As of this writing, the above referenced inmate:

Remains in the D.C. Jail for the reason(s) listed below:

Is classified as Maximum custody;

Is a Sentenced Misdemeanants that is not within 180 days of their mandatory release date;

Has other pending commitments without work release, writs or holds such as detainers, warrants, or unserved sentences;

Has an instant offense or a history in the past ten years of escape/abscondance or assaultive behavior;

Has an instant offense or a history in the past ten years of the commission of a Crime of Violence;

Has an instant offense or a history in the past ten years of domestic violence;

Has an instant offense or a history in the past ten years of a sex offense;

Between the ages of 18 and 21 and has outstanding juvenile matter(s)

Has been remanded back to the CDF or CTF for violating work release in the last 12 months;

Has not been medically, psychiatrically and substance abuse cleared as having no condition that would impede the inmate's ability to successfully participate in the work release program. Shall have no requirement for inpatient medical, psychiatric or substance abuse treatment;

Poses a threat to safety, security or order of the facility or program or public safety;

- Has stay away orders from general categories of persons, locations or technology;
- Has refused to go on work release, participate in the program or refused to go to the Halfway House;
- For Halfway House placements, has separations from persons located at the Halfway House;
- For Halfway House placement, has restraining orders from persons located at the Halfway House or living/working in the Halfway House neighborhood within the restraining order's prohibited area;
- For Halfway House placements, has been a former employee of the Halfway House;
- For work release, does not agree to seek and maintain full-time employment or enrollment in approved educational or training opportunities;
- Employer will not sign the DOC Employer's agreement for the inmate's participation in the work release program;
- Another basis for disqualifying participation based on legitimate penological purposes for maintaining the safety, security and order of its facilities and preserving public safety. (Describe below)
- Other

If additional information is needed, please feel free to contact this office on (202) 671-2099.

Administrator OCC

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS**



Office of Community Corrections

HALFWAY HOUSE REFERRAL CHECKLIST

- 1 _____ Cover Memorandum;
- 2 _____ Face Sheet No. 1;
- 3 _____ Computation Certificate;
- 4 _____ Judgment and Commitment Order(s);
- 5 _____ Copy of Inmate/Defendant's Fingerprint Card and Photograph;
- 6 _____ A Progress Report or an Inter-Institutional Transfer Report, indicating any special needs;
- 7 _____ Request for Halfway House Placement (Attachment C) and Conditions for Participation in a DOC Halfway House (Attachment F) both of which have the inmate's signature affixed;
- 8 _____ Any applicable Separation Orders and location of any separates.
- 9 _____ Release Plan;
- 10 _____ LSI-R or Northpointe Report
- 11 _____ PRISM - official printout of inmate/defendant's prior criminal history;

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS**



Office of Community Corrections

**CONDITIONS FOR PARTICIPATION IN A
DOC HALFWAY HOUSE**

I, _____ DCDC# _____ hereby authorize employees of the District of Columbia Department of Corrections and employees of any facility contracting with the Department of Corrections to release any or all of the contents of my inmate records to educational facilities, social agencies, prospective employers, etc., for the purpose of assisting in all phases of community programming and release planning.

I also authorize the above persons to advise prospective employers that I am currently in custody serving a sentence. This consent will remain in effect until my release from supervision or until revoked in writing by me. Revocation of this authorization may result in my removal from a community release program.

I understand that while a resident of a community corrections center or work release program I will be expected to contribute to the cost of my residency through payments to the DC Treasurer (the Halfway House contractor shall collect required funds from me) and I agree to make such payments. I understand that failure to make payments may result in my removal from a community release program.

I understand that urinalysis or other authorized testing to detect unauthorized drug or alcohol use may be required as a condition of residence in a Halfway House or work release program, and, if required, I agree to submit to such testing. I understand that ingestion of poppy seed products may result in positive test results for unauthorized drug use and is therefore prohibited.

I understand that I may be required to cooperate with a substance abuse assessment and participate in any treatment recommended as a result of the assessment.

I understand that I may be required to abide by the conditions of supervision as imposed by the sentencing court including payments of fines and restitution.

I understand that while a resident of a Halfway House or work release program, I will be required to abide by the rules and regulations promulgated by such program.

I understand that I must report to my place of employment and return to the CCC punctually. My failure to report to work and return to the facility at the scheduled time will be considered as abscondence or escape. I understand that I may not leave my place of employment without prior approval of my employer and the Halfway House Administrator/ Director.

I understand that without prior approval from the Administrator, Community Corrections Release, I am not permitted to open charge accounts, incur debts, receive loans, sign any contracts or drive a motor vehicle.

Except in a 911 emergency, I understand that DOC contracted health service providers shall provide me with medical care and/or referral for services.

I understand that I am expected to exercise good judgment in situations not covered by these regulations.

I understand that violation of any of these regulations may result in removal from the Program and possible disciplinary and/or legal action.

I HAVE READ OR HAD READ TO ME AND UNDERSTAND THE CONDITIONS OF COMMUNITY-BASED PROGRAMS AND AGREE TO COMPLY WITH THESE CONDITIONS AND ANY OTHER DOC REGULATIONS AS MAY BE APPLICABLE TO THE PROGRAM.

Inmate's Name (Print)

Signature

Date

Witness' Name (Print)

Signature

Date

STANDARD INTER-INSTITUTIONAL TRANSFER (IIT) ORDER

MONTH	DAY	YEAR
-------	-----	------

INSTITUTION FROM CODE	
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--	--	--	--	--	--

AM		PM	
----	--	----	--

	NAME	DCDC NUMBER	MOVE TO CODE	DESTINATION	REASON / SPECIAL INSTRUCTIONS
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

_____ For: Warden (designee)



Medication Receipt Acknowledgement Form

Officer's Name	
Signature	
Date	
Time	
Recipient's Name	
Signature	
Date	
Time	

Notes:	
---------------	--

HWH Staff's Name	
Signature	
Date	
Time	

DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS
OFFICE OF INVESTIGATIVE SERVICES/ OFFICE OF COMMUNITY CORRECTIONS
JOB SEARCH REQUEST

INMATE'S NAME AND DCDC: _____ **DATE:** _____

Method of Transportation (circle one) Public/Private

1. **Company/Organization:** _____
Contact Person and Contact Number: _____
Appointment Time: _____ **Scheduled Time to Return to Facility:** _____

Indicate Reason for Request (Circle one)
<ul style="list-style-type: none">• Job Search• Job Interview• Job Training Class/School• ID/Birth Certificate• Social Security Card• Other _____

- All requests are subject to verification and must be submitted 24 hours prior to requested date of work related activity.
- Inmates must provide documentation from each destination requested.
 - Lack of documentation from approved location will result in disciplinary action
- If there are any delays in returning to the facility by the scheduled return time, telephone the facility at _____
 - Calling will not necessarily excuse your lateness, nor will it guarantee an extension.
 - Extensions will only be granted in verifiable situations
 - Late arrivals will be subject to disciplinary action(s) and possible removal from the work release program.

AUTHORIZED STAFF ONLY:

APPROVED/DENIED BY: _____ **Date:** _____

Print Name

Signature

REASON FOR DENIAL: _____

RELEASE INFORMATION:

TIME OF DEPARTURE FROM FACILITY: _____ **AM/PM** **TIME OF RETURN TO FACILITY:** _____ **AM/PM**

DOCUMENTATION FROM JOB SEARCH ACTIVITY:

_____ **PROOF ATTACHED**

_____ **NO PROOF PROVIDED**

STAFF VERIFICATION: _____ **Date:** _____

Print Name

Signature



**DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS
OFFICE OF INVESTIGATIVE SERVICES
RESIDENT EMPLOYMENT VERIFICATION**

BUSINESS INFORMATION			
Name of Establishment		Type of Establishment	
Mailing Address		Official Address	
Telephone Number		E-Mail Address	
VERIFICATION (YES or NO)			
On Site Visit		Employees on Site	
Telephone Contact		Tax ID Presented	
Physical Building		Business in Commercial Area	
Off Site Assignments		Business Owner has Criminal Record	
CONTACT PERSON		INMATE NAME and DCDC	
Narrative:			



--

INVESTIGATOR	SUPERVISOR

WORK RELEASE PERFORMANCE MONTHLY REPORT CARD

PARTICIPANT INFORMATION				
NAME		DCDC#		
JOB TITLE		LOCATION		
COMPANY NAME AND ADDRESS		SUPERVISOR & TELEPHONE #		
LAST REVIEW DATE			TODAY'S DATE	
CHARACTERISTICS				
QUALITY	1 UNSATISFACTORY	2 MARGINAL	3 GOOD	4 EXCELLENT
Facility Punctuality: Returns to the facility on time				
Staff Relations: Is respectful of institutional staff and follows facility rules				
Communication: Informs OCC of program related issues (i.e. schedule change, job location change, outside appointments)				
Work Attendance: Reports to work on time.				
Productivity: Supervisor is satisfied with participants work performance				
Site Visits: Participant is present and observed working on the job				
Earnings Audit: Hours worked on earning statements reflect participants work schedule				

COMMENTS			
INMATE SIGNATURE		DATE	
STAFF SIGNATURE		DATE	

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS



Office of Community Corrections

EMP Monitoring Equipment Compliance Assignment Contract

Work Release from the Jail Participants

As a condition of your District of Columbia Superior Court-Ordered Work Release from the Jail Order, you (Name) _____, DCDC # _____ are required to comply with all rules and regulations of the Electronic Monitoring Program (EMP). Failure to comply with the following conditions will constitute a violation of your right to participate in the EMP and subject you to possibly being terminated from the Work Release from the Jail (WRJ) Program for non-compliance.

Halfway House Participants

The Electronic Monitoring Program (EMP) is offered to you as an alternative to being housed in the Central Detention Facility (CDF/Jail) and/or the Correctional Treatment Facility (CTF). You (Name) _____, DCDC # _____ are required to comply with all rules and regulations of the Electronic Monitoring Program (EMP) and the Halfway House. Failure to comply with the following conditions will constitute a violation of your right to participate in the EMP and subject you to possibly being terminated from the program and immediately returned to the Central Detention Facility (DC Jail).

1. You understand that **ALL MOVEMENT** (date, time and location) will be documented, tracked and stored as an official record. You are to follow all established rules and regulations and any deviation from your schedule without authorization will result in a violation.
2. You are to place your device in the charger twice a day, for **(30) minutes a day, once in the morning (prior to movement) and once in the evening. If there is no movement, you STILL MUST charge the device twice a day for 30 minutes. The recommended hours are between 6AM – 10AM and 6PM – 10PM.** During the charging period the light on the tag will be orange and then it will turn green indicating that the device is fully charged.
3. For Work Release from the Jail Participants: **YOU WILL NOT BE PERMITTED TO LEAVE THE FACILITY WITHOUT CONFIRMATION THAT YOUR DEVICE IS FULLY CHARGED.**

4. You will be subjected to random urinalysis test.
5. You **WILL NOT** enter areas that are defined by DC Superior Court, Pretrial Services and the Department of Corrections as off limits. This includes Stay-a-ways, your home, relatives' homes, friend homes, separations and hot zones.
6. You will notify the EMP on (202) 671-2152 OR (202) 671-2099 if you are remanded, detained or placed in custody by any law enforcement agency.
7. You **must obtain approval in advance** to change your destination.
8. You are to respond immediately to all tag vibration and buzzing messages that are transmitted to your device. A low battery buzz indicates that the device needs to be charged immediately. This will increase the charging time from 30 minutes up to 1 ½ hours. Therefore, it is imperative that you charge the equipment as required.
9. The EMP staff can impose sanctions on you if you violate conditions of the EMP or Work Release from the Jail Electronic Monitoring Program that may possess a serious safety risk to the community.
10. **VIOLATION OF THE PROGRAM INCLUDES BUT NOT LIMITED TO:**
 - a. **Failure to charge the device.**
 - b. **Deviation from approve schedule and/or movement.**
 - c. **Failure to return (you will be placed on escape).**
 - d. **Entering restricted areas (i.e., stay-a-ways, your home, family and friends' home, separations, and hot zones).**
 - e. **Any writs, holds, detainers, warrants or new arrest in addition to your current charge(s).**
 - f. **Possession of major contraband.**
 - g. **Failing urinalysis.**
 - h. **Equipment tampering (i.e., destroying or masking the device).**
 - i. **Placing device in large bodies of water (i.e., pools, hot tub or bath tub). You may take a shower with the device.**
 - j. **Sleeping while charging the device (could result in possible equipment damage).**
 - k. **Other violations of the Department of Corrections rules and regulations.**
11. You **SHALL NOT** interfere with the monitoring equipment. **You will be held financially responsible for any malicious destruction of the equipment.** In accordance with "GPS Anti-Tampering Act of 2009" you will be criminally prosecuted for the destruction of property. This include any violations of disconnect, striking, destroying, tamping, masking or attempting to open the EMP monitoring equipment in any manner. **The equipment value is \$500.00.**
12. You will immediately report any equipment breakage or malfunction to an EMP staff and follow any instructions the staff gives you concerning this situation. You will allow any representative of DOC to inspect the equipment assigned to you upon request.

13. Bracelet Gone Warning signals (bracelet strap violations) will occur if you disconnect or tamper with the EMP equipment. If the equipment malfunctions, you must contact the EMP office on (202) 671-2152 or (202) 671-2099 immediately.

14. The EMP equipment will send vibrating warning signals, if you are inside of buildings, tunnels or vehicles where the bracelet cannot receive a signal. To receive a positive signal, you must leave the obstructive area and come out in the open for 10 to 15 minutes. Should you continue to receive these warning signals you must call the office on (202) 671-2152 or (202) 671-2099 immediately.

15. You understand if you experience what is considered a malfunction of any kind, power outage, or other occurrence that has interfered with my compliance with the EMP equipment; I must contact the EMP office on (202) 671-2152 or (202) 671-2099 immediately.

16. If you have any questions, problems or concerns about the device please call the EMP office at **(202) 671-2152** or **(202) 671-2099** for assistance.

17. The rules of the Halfway House EMP Program and WRJ EMP Program have been read to you. You fully understand what is expected of you me, and the possible consequences of your failure to comply with these rules, procedures and regulations.

My signature confirms acknowledgment, receipt of the above, and orientation of the rules and regulations of the program. I understand that I am responsible for the care and custody of the equipment issued to me and that it is in good working condition. I also understand that if I deliberately cut, tamper, destroy or mask the GPS device, I can be arrested on new charges and all movement will be tracked and stored as an official record.

I Accept _____
(Inmate/Defendant Printed Full Name) Signature DCDC # Date

I DO NOT agree to have this system installed:

(Inmate/Defendant Printed Full Name) Signature DCDC # Date

(Authorized EMP Signature) Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS



Office of Community Corrections

D.C. Code §22-1211 & §23-581
Detection Device Tampering

Sec. 22-1211 (a)(1) Tampering with detection device.

- (A) It shall be unlawful for a person who is required to wear a device...to remove or intentionally alter the device, or to intentionally interfere with or mask, or attempt to interfere with or mask, the operation of the device;
- (B) Intentionally allow any unauthorized person to remove or intentionally alter the device, or to intentionally interfere with or mask, or attempt to interfere with or mask, the operation of the device; or
- (C) Intentionally fail to charge the power for the device or otherwise maintain the device's battery charge or power.

(2) For the purposes of this section, the term "device" includes a bracelet, anklet, or other equipment equipped with electronic monitoring capability or global positioning system technology.

(b) Whoever violates this section shall be fined not more than the amount set forth in § 22-3571.01, imprisoned for not more than 180 days, or both.

Sec. 23-581. Arrests without warrant by law enforcement officers

(a-5) A law enforcement officer may arrest a person without a warrant if the officer has probable cause to believe the person has committed the offense of tampering with a detection device as provided in [[§ 22-1211](#)].

I have been informed of the above information and by signing this documentation; I am in acceptance of this law as a condition of being in the Electronic Monitoring Program.

I Accept (Print Full Name)	Signature	DCDC	Date
----------------------------	-----------	------	------

I have been informed of the above information. I have decided to decline this agreement and the law as a condition of being in the Electronic Monitoring Program. I further choose to return/remain at the Central Detention Facility or the Correctional Treatment Facility until the expiration of my sentence.

I Decline (Print Full Name)	Signature	DCDC	Date
-----------------------------	-----------	------	------

Staff Witness	Date
---------------	------



D.C. Department of Corrections
Community Corrections

D.C. Code § 22-2601.5 & § 24-2401.05 (2005)
Violations of Work Release Plan
Prison Breach (Escape)

Work Release Program Prisoner's who willfully fail to return on time to the place of confinement designated as their place of custody (halfway house) are considered to be on escape and shall be fined up to **\$1,000.00** or be imprisoned for **sixteen months to four years, or both**, when apprehended. Such sentence of imprisonment shall run consecutively with the remaining of the previously imposed sentences for the one count of prison breach (escape).

I have been informed of the above information and by signing this document; I am in acceptance of this law as a condition of being in the Work Release Program.

I Accept (Print Full Name)

Signature

DCDC

Date

I have been informed of the above information. I have decided to decline this agreement and the law as a condition of being in the Work Release Program. I further choose to return/remain at the Central Detention Facility or the Correctional Treatment Facility until the expiration of my sentence.

I Decline (Print Full Name)

Signature

DCDC

Date

Staff Witness

Date

Staff Witness

Date



D.C. Department of Corrections
Community Corrections

Electronic Monitoring Program (EMP) Equipment Maintenance Log

Inmate: _____

Date Issued _____

DCDC# _____

Name of Facility _____

Monitoring Period: 30 days 60 days 90 days

Anticipated Removal Date:

Curfew Period: M T W TH F S SU

Equipment Assignment:

Bracelet #: _____ Date of Hookup: _____

Charger#:

Equipment Replacement:

Bracelet: _____ Date Returned: _____

Charger#: _____ Date Returned: _____

COMMENTS:

Equipment Return Status:

Bracelet: _____ Date Returned: _____ Good Condition Poor Condition

Charger: _____ Date Returned: _____ Good Condition Poor Condition

Completion Status Successful Unsuccessful Other Completion Date

COMMENTS:

Date: _____

EMP Staff Signature



Office of Community Corrections

WORK SQUAD RULES, DUTIES AND REGULATIONS

1. When signing out for work you must report directly to the assigned van or the location of your Work Squad Supervisor for your work assignment.
2. When returning from work you must report directly to your assigned Work Squad Supervisor/assigned Halfway House.
3. You are not allowed to operate any motor vehicle.
4. You must have your identification card in your possession at all times.
5. You must follow the instructions of your Work Squad Supervisor and maintain a steady pace of work, so as not to interfere with the performance of your squad.
6. You will perform your duties in a prompt efficient manner and conduct yourself in a courteous manner. Failure to perform your assignments can result in the removal from the detail.
7. All of your work instructions will come from your Work Squad **Supervisor only**". At no time will you need to hold any conversations or question any job assignment with any other person.
8. You will not operate any kind of power tools, electrical pallet jack, forklift or any similar equipment unless your Work Squad Supervisor is satisfied that you are experienced with that type of tool, or you have received instructions in the use and safety precaution for the tools.
9. You may not enter any store or place of business without approval of your Work Squad Supervisor.
10. No cell phones or electronic devices are permitted while conducting duties on the Work Squad.
11. Proper uniform for the Work Squad is – plain red baseball cap, matching red T-shirt, work shoes, denim jeans with a belt – (belts must be worn at all times - no sagging pants) and Work Squad issued jacket. Shirttails must be tucked in at all times. Work Squad issued jackets must be returned upon release or removal from the Work Squad.

**PM 8010.1
Attachment Q**



Office of Community Corrections

12. If you are unable to work, you must report to the Work Squad Supervisor prior to normal departure time and give the reason you are unable to work. There will be no unexcused absences from your work assignment. Any unexcused absences from your detail will result in disciplinary action and/or reassignment.
13. No disrespecting staff, clients or fellow inmates on Work Squads at any organization or agency. No profanity or loud conversation while at work.
14. No stealing from job sites or transportation work vans.
15. While on Work Squad, you must remain in the sight of the Work Squad Supervisor. Never walk away from the job site unless authorized by the Work Squad Supervisor.
16. You will not use, or have in your possession at any time, illegal drugs of any type. If you test positive for marijuana or narcotics it will result in immediate termination from the Work Squad.
17. You will not drink, or have in your possession at any time, alcoholic beverages. If alcohol is detected on your breath and you test above the legal limit on a breathalyzer, you will be suspended for a week.
18. You will not use, or have in your possession at any time, tobacco products.
19. If injured on the job site you must report to Unity Health care before returning to the Work Squad with medical clearance/documentation.
20. You may not receive any visits from anyone other than officials from DC Department of Corrections, and you are not to engage in conversation with civilians other than ones directly involved in your work assignment. You may not transmit or attempt to transmit any written communication to any civilian.

I have read or have had read to me the above rules, and completely understand that I must comply with them or be subject to disciplinary action.

Name & DCDC#

Signature

Date

Actions Taken (in chronological order with times listed):

Description of weapons, if any (include photocopy if possible):

Describe injuries to staff or inmates/defendants and medical attention required (if any)

If force was used, describe type (i.e., physical, chemical, baton, etc) and how force was applied:



Government of the District of Columbia
Department of Corrections

EMERGENCY NOTIFICATION FORM

Abscond (pretrial) Escape (sentenced) New Arrest

Inmate Assault Medical Emergency Facility Emergency

Apprehension Other (Specify)

Name DCDC Number

Name DCDC Number

Weapon Used? Yes No Type: _____

Time/Date of Occupancy: _____ Place: _____

Incident reported by: _____

Transported to: _____
DOC, Greater SE Community Hospital or Other

Person Contacted	Phone Number	Time	Result
_____ Social Pass	_____	_____	_____
_____ Employer	_____	_____	_____

Assistant Administrator	Date	Time
Administrator-Center:	Date	Time
Administrator-CRP:	Date	Time
Deputy Director:	Date	Time
Director:	Date	Time
DOC Warrant Apprehension:	Date	Time
Mayor's Command Center: (202) 643-4359	Date	Time
Before 6:00 p.m. call: (202) 616-8622 - After 6:00 p.m. call (202) 879-1002	Date	Time
Central Detention Facility	Date	Time
Notification made by:	Date	Time

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS**



Office of Community Corrections

APPREHENSION REPORT

Facility/Halfway House	_____	Date of Report	_____
Date of Abscond/Escape	_____	Date Apprehended	_____
Place of Apprehension	_____	Time Apprehended	_____
Method of Apprehension	_____	By Whom	_____
Absconder Information			

Last Name		First Name		Middle	
DCDC	_____	DOB	_____	HGT	_____
		WGT	_____	SEX	_____
				RACE	_____

Identifying Marks/scars _____

Place of Current Incarceration _____

New Offenses Committed While in Absconder/Escape Status _____

AGENCIES NOTIFIED (Indicate agency and contact person):

_____	_____
_____	_____
_____	_____

Reporting Official:

Print Name	Signature
------------	-----------

- Distribution**
 Director
 Deputy Director
 OCC Administrator
 DOC Warrant Apprehension Unit
 CDF Records Office
 Inmate/Defendant Official Institutional Record



**Government of the District of Columbia
DEPARTMENT OF CORRECTIONS
HALFWAY HOUSE VIOLATION REPORT**

TO: The Honorable
Superior Court of the District of Columbia or United States District Court

FROM: Director/Administrator

RE:

Criminal Case(s) No. _____

PDID No. _____ DCDC No. _____

- Defendant Ordered to
- Pretrial Work Release
 - Intensive Supervision
 - Sentenced Misdemeanant

INTRODUCTION

The above named defendant was admitted to this facility on _____ pursuant to the court order entered in the above captioned case(s). Upon admission, the defendant was provided orientation as to the rules and regulations that govern this facility. A copy of said rules and regulations was given to the defendant, and the defendant signed an acknowledgement of receipt of same.

INSTITUTIONAL ADJUSTMENT

Since the defendant was placed in this facility, he/she has been employed for (or unemployed). The defendant has paid subsistence in the amount of _____ of _____. While in this facility, the defendant has been tested for illicit drug/ alcohol use on the days listed and with the results indicated:

DATE	RESULTS

The defendant has participated in the following programs pursuant to the court order or at the direction of the case management staff:

PROGRAM	RESULTS

Prior to the instant offense, the defendant has committed the following disciplinary infractions and the sanctions indicated were imposed:

DATE	OFFENSE	SANCTION
_____	_____	_____
_____	_____	_____
_____	_____	_____

CURRENT VIOLATION

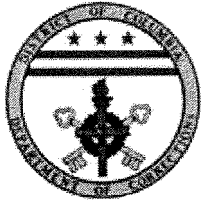
RECOMMENDATION

- Participation in the Work Release Program be terminated
- Defendant be returned to the halfway house after a five-day remand

Prepared by _____ Date _____

Approving Authority's Signature Title Date

Cc: CDF Records office
US Attorney's Office/555 Fourth Street N.W.
Pretrial Services Director
CRP Administrator



District-wide Escape Monitorin2 System (DEMS)

 Escape/ At large	
Escape Report Pending #: _____ Inmate: _____	

Inmate Identification/Description

DCDC#
 PDID#
 FBN#

Inmate Name (Last, First, Middle) _____

AKA/Nicknames/Aliases _____

Driver's License #	Issuing State	Place of birth (City, State)	
Date of Birth	Race <input type="radio"/> Asian <input type="radio"/> Black <input type="radio"/> Hispanic <input type="radio"/> White <input type="radio"/> Native American (Indian) <input type="radio"/> Other	Sex <input type="radio"/> Male <input type="radio"/> Female	Complexion <input type="radio"/> Acne Black <input type="radio"/> Dark Dark Brc <input type="radio"/> Fair Light Brc <input type="radio"/> Light Medium <input type="radio"/> Medium <input type="radio"/> Ruddy <input type="radio"/> Olive <input type="radio"/> Albino <input type="radio"/> Pale <input type="radio"/> Sallow <input type="radio"/> Pock-Marked <input type="radio"/> Yellow <input type="radio"/> Severe Acne <input type="radio"/> Unknow <input type="radio"/> Tanned <input type="radio"/> Other
Height (feet / inches) I/II	Weight	Build	Eye Color <input type="radio"/> Black <input type="radio"/> Gray <input type="radio"/> Blue <input type="radio"/> Hazel <input type="radio"/> Brown <input type="radio"/> PurpleNiolet <input type="radio"/> Green
			Hair Color <input type="radio"/> Bald <input type="radio"/> Partial G <input type="radio"/> Black <input type="radio"/> RedorA <input type="radio"/> Blond <input type="radio"/> Sandy <input type="radio"/> Brown <input type="radio"/> White <input type="radio"/> Gray

	<input type="checkbox"/> Slender <input type="checkbox"/> Muscular <input type="checkbox"/> Obese <input type="checkbox"/> Large Framed <input type="checkbox"/> Medium Frame <input type="checkbox"/> Small Framed <input type="checkbox"/> Large Muscular Frame <input type="checkbox"/> Medium Muscular Frame <input type="checkbox"/> Small Muscular Frame	
--	--	--

Scars/Identifying Characteristics _____

Outstanding traits _____

Clothing Worn _____

Other Inmates Involved _____

Previous escape _____

Placement Information

Most Recent Date/Time Placed in Halfway House _____

Furlough
Destination _____

Institution			
<input type="checkbox"/> CCC 1	<input type="checkbox"/> DC Jail	<input type="checkbox"/> Fairview	<input type="checkbox"/> Trudie Wallace House
<input type="checkbox"/> CCC4	<input type="checkbox"/> DCGH	<input type="checkbox"/> Hope Village	<input type="checkbox"/> Youth Center
<input type="checkbox"/> Central	<input type="checkbox"/> EFEC	<input type="checkbox"/> Maximum	
<input type="checkbox"/> Community Supervision	<input type="checkbox"/> Extended House	<input type="checkbox"/> Occoquan	

Type of Escape	Placement Type	Program Type	Escapee's Physical Condition
<input type="checkbox"/> Perimeter Breach	<input type="checkbox"/> Institution	<input type="checkbox"/> Weekender	<input type="checkbox"/> Unharmed
<input type="checkbox"/> Walk Away	<input type="checkbox"/> ISP	<input type="checkbox"/> Work Release	<input type="checkbox"/> Wounded
<input type="checkbox"/> Failure to Report	<input type="checkbox"/> Pretrial	<input type="checkbox"/> Work Programs	<input type="checkbox"/> Unknown
<input type="checkbox"/> Failure to Return	<input type="checkbox"/> Court Ordered		
<input type="checkbox"/> Escape While in Transit	<input type="checkbox"/> Parole Recommendation		
<input type="checkbox"/> Escape Re-Arrest	<input type="checkbox"/> Sentenced		
	Judge (if Pretrial/Court Ordered)		

Date of Report <u>E131 2 00 7</u>	Time of Report <u>[05AM]</u>	Shift <u>0 1 -2 0 3</u>
Date of Escape _____	Time of Escape _____	Created by Valerie Brown

Inmate Offense

Offense	Sentence	Date Started	Date Started (if work release)
<input checked="" type="checkbox"/> Priority offense Priority offenses include: Homicides. First Degree Sexual Abuse, Any Degree Child Sexual Abuse. Any Crime of Violence While Armed, and Notoriety Cases.			
Inmate Status <input type="checkbox"/> Sentenced Felon <input type="checkbox"/> Sentenced Misdemeanor <input type="checkbox"/> Pretrial	Check all that apply <input checked="" type="checkbox"/> Aggressive Sexual Offense OBRA <input checked="" type="checkbox"/> DC Superior Court Domestic Violence <input checked="" type="checkbox"/> Drug Offense High Profile Offender <input checked="" type="checkbox"/> History of Escape <input checked="" type="checkbox"/> History of Repetitive Violence <input checked="" type="checkbox"/> Megan's Law <input checked="" type="checkbox"/> Previously detained (post 100/120 day case)	Repeated / Serious DOC Rule Violator Requires Medical Treatment Requires Psychiatric Treatment Requires Psychological Treatment Stay away <input checked="" type="checkbox"/> U.S. District Court Victim Notification Violent Offense Violent Threat Group Association	

Emergency Contact

Relatives: Add relatives
Employers: A<:l<:ll:lj11Pioyers
esidences: Add residences

Stay Aways

Person (including MPD District)	Place (including MPD District)

Notifications

Escape Notification:

Apprehension Notification:

Complete detailed description of incident

Due Back Time:	<input type="text" value="11:59 PM"/>
-----------------------	---------------------------------------

Escape Reported By

Name of Reporting Official Title

Signature of Reporting Official

Initial Report

COMMUNITY RELEASE PROGRAMS COUNT SHEET

..-
(!)LO c)
-... -
QQ) L ()
COEQ)
C) ..C: 0>
CL UCIJ
c:tl(L

CENTER	CAPACITY	COUNT	PREVIOUS CALLER COUNT Remov	PRE- COUNT	SENTENCE TRIAL DOC&C/0	NEW MISDEM.	ESCAPE * INTAKE	ARREST	RELEASES C/0 COMM. STEPBACK	Admin. EXPIRATION als
HOPE VILLAGE										
EFEC										
EXTENDED HOUSE										
WHHI FAIRVIEW (TRUDIE WALLACE)										

TOTALFY07CCCCAPACITY =

TOTAL CCC COUNT

THE COUNT REFLECT PREVIOUS DAY MOVEMENT

TOTAL MALES

TOTAL FEMALE

+EM= Electronic Monitoring (ADDED INTO THE TOTAL COUNT)

SIGNATURE: _____