

WEBER COUNTY CORRECTIONAL FACILITY

Volume

INMATE MANAGEMENT

Chapter

JD 09 - COMMUNITY RELEASE OFFENDER CASE MANAGEMENT

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JD 09/01.00 **GENERAL**

JD 09/01.01 **Purpose**

The purpose of this directive is to provide policy, procedure, and rationale for offender case management and the implementation of an Offender Management Review (OMR) committee.

JD 09/01.02 **Cross Reference**

AGr11 - Halfway Back/Out Program

JF 06 - Emergency Procedures

JJ 04 - Community Release Programs

JD 09/01.03 **Definitions**

Community Release Coordinator	WCCF staff member assigned to manage offenders' cases regarding work release, community service work details, and eligibility requirements
CR Coordinator	Community Release Coordinator
inmate	offender
Inmate Placement Program	a program of the Utah State Dept. of Corrections to place State inmates in County jails
IPP Coordinator	Inmate Placement Program Coordinator; an employee of the Utah State Dept. of Corrections
offender	for purposes of this policy, offender shall refer to any person incarcerated within the WCCF Kiesel jail facility, whether on work-release, halfway back/out, community service, weekender, or inmate worker status
OMR	Offender Management Review
UDOC	Utah Department of Corrections
WCCF	for purposes of this chapter, Weber County Correctional Facility, Kiesel jail
WCSC	Weber County Sheriff's Complex

JD 09/02.00 **COMMUNITY RELEASE OFFENDER CASE MANAGEMENT**

JD 09/02.01 **Policy**

It is the policy of the WCCF that:

- A. WCCF Kiesel facility staff members be assigned to manage individual offender cases including, but not limited to:
 - 1. contacting employers (if offender has outside employment);
 - 2. monitoring the offenders' behavior while incarcerated;
 - 3. monitoring the offenders' behavior while out of the facility for work, programs, etc.;
 - 4. housing, to include security and program requirements regarding offenders housed at the Kiesel jail facility; and
 - 5. monitoring or initiating any other information relevant to the incarceration of the offender;
- B. OMR committee meetings be held regularly;
- C. offender privileges, including outside work details or employment, may be suspended or terminated upon recommendation of the OMR committee; and
- D. documentation be maintained to support OMR committee findings and recommendations.

JD 09/02.02 **Rationale**

- A. Safety and security of the WCCF as well as the community are necessary to the success of the programs supported by the WCCF; therefore, it is necessary to monitor the behavior and progress of offenders assigned to halfway out/ back, work release, community release, weekends, and inmate worker details at the WCCF Kiesel facility.
- B. The OMR process creates a managed environment for the offender as well as staff through the timely consideration of offender needs and staff concerns.

JD 09/02.03 **Procedure: Case Management**

A. **WCCF Staff Responsibilities**

1. WCCF staff shall be responsible for recording appropriate log entries regarding offender behavior within the program (both positive and negative).
2. The WCCF CR Coordinator shall be responsible for the management of individual offender CR cases by making employer contacts to verify work/program schedules and work/program attendance.
3. WCCF staff shall notify appropriate supervisory staff of reportable incidents regarding offenders and ensure that:
 - a. incidents are documented; and
 - b. such documentation is forwarded for inclusion in the offenders' file.
4. WCCF records staff shall compile pertinent records for offenders assigned to the WCCF Kiesel facility.
5. Records for offenders housed at the Kiesel facility shall be maintained at the Kiesel facility. The records should include:
 - a. offender booking information;
 - b. copies of OTS and other sentencing information;
 - c. other documentation related to the incarceration of the offender;
 - d. incidents or misconduct reports;
 - e. applicable Community Release Agreements; and
 - f. any other information relevant to the offenders incarceration.

B. **Inmate Placement Program Staff**

1. The WCCF IPP Coordinator shall assemble all available case information for offenders assigned to the WCCF Kiesel facility halfway back/out program for use in case management.
2. The IPP Coordinator shall also prepare:

- a. the initial recommendation for eligibility of offenders to be considered for participation in the halfway back/out program;
- b. the initial verification of employment, employment work schedule, residence, and any other requirements of the Utah Department of Corrections; and
- c. the initiation of reports which may be necessary for offenders who violate halfway back/out agreements. Such reports shall support WCCF interests relative to the suitability of UDOC offenders for the program.

C. Offender Employment Checks

- 1. The WCCF CR Coordinator shall conduct offender employment checks which may include:
 - a. contacting employer, school, program, or residence by telephone; and/or
 - b. visiting the offender's place of employment, school, program, or residence.
- 2. WCCF contacts with offender's employment, school, program, or residence should be made on a frequent but irregular basis.
- 3. Contacts with offenders identified as potential problems may be more frequent to verify their progress within the program.
- 4. Employment checks shall be documented in the offenders file on the employment verification form and shall identify:
 - a. the staff member making the contact;
 - b. the date and time;
 - c. the person contacted; and
 - d. other pertinent information.

D. Offender Misconducts

Offender disciplinary and misconduct incidents shall be managed as defined in WCCF disciplinary policies.

JD 09/02.04 **Procedure: Escape/Walkaway/Abscondence**

A. Escape

1. For purposes of this chapter, escape shall be defined as escape from the secure perimeter of the WCCF or escape during transport.
2. Staff shall initiate procedures as defined in current WCCF Emergency Procedures policy when an escape is discovered.

B. Walkaway

1. For purposes of this chapter, walkaway shall be defined as any offender who:
 - a. is being directly or indirectly supervised by WCCF or other assigned staff on an assigned detail exclusively outside the secure perimeter of the WCCF;

AND

 - b. flees or leaves the detail area without authorization.
2. When it is determined that an offender is a walkaway from an assigned detail, WCCF staff shall initiate procedures as defined in current WCCF Emergency Procedures policy, JF 06.

C. Abscondence

1. For purposes of this chapter, an absconder shall be defined as an offender who:
 - a. is authorized to be out of the facility for work, school, programs or other activities by the court, Department of Corrections or the WCCF,

AND

 - b. fails to return to the WCCF from authorized work, school, etc. at prescribed times; and/or
 - c. is not at an authorized location while out of the facility during prescribed times.

2. If an offender has absconded from an authorized work, school program or other detail, WCCF staff shall initiate procedures as defined in current WCCF Emergency Procedures policy, JF 06.
3. Offenders who are more than 15 minutes late in returning to the WCCF at prescribed times shall be considered as absconding and notifications shall be made as per WCCF Emergency Procedures policy, JF 06.
4. In addition to notifications required by WCCF policy, notification shall be made to the sentencing court as soon as practical (i.e., during business hours) and to Adult Probation and Parole when the offender is a halfway back/out offender.

JD 09/02.05 **Procedure: OMR Committee**

The WCCF OMR committee should be comprised of the following staff or their designees:

- A. the WCCF Kiesel Facility Lieutenant (who shall serve as committee chair);
- B. the WCCF Community Release Coordinator;
- C. the operations Sergeant on duty; and
- D. a representative from UDOC, if the offender is halfway back/out.

JD 09/02.06 **Procedure: OMR Committee Meeting**

A. **General**

1. OMR committee meetings shall be held regularly and at least once per week.
2. The schedule for OMR committee meetings shall be scheduled and posted by the committee chair.
3. Unscheduled OMR meetings should be held to review offender cases when:
 - a. offender outside employment privileges have been suspended;
 - b. offender behavior or other circumstances require that the offender be transferred to a higher custody level or more secure housing assignment, (e.g., WCCF 12th Street Facility, prison).

B. **OMR Chair Responsibilities**

The committee chair shall be responsible for:

1. ensuring OMR meetings are held as scheduled;
2. assembling offender files and relevant information for discussion at the OMR meeting;
3. casting the tie breaking vote when there is not a consensus within the committee group; and
4. documentation of OMR proceedings.

C. Staff Responsibilities

WCCF staff shall be responsible for reporting and documenting reportable incidents through their chain of command as described in this chapter.

JD 09/02.07 **Procedure: OMR Committee Findings / Recommendations**

- A. Minutes should be recorded during OMR committee meeting proceedings.
- B. Written documentation of OMR committee meeting results shall be maintained with copies forwarded to:
 1. Corrections Chief Deputy;
 2. the WCCF Kiesel facility Captain;
 3. the WCCF Sergeants office;
 4. the WCCF Community Service unit; and
 5. the WCCF IPP Coordinator/ designee.