

Sixth District Department of Correctional Services POLICY	Issue Date 12/5/14	Effective Date 10/15/19	Policy Number 2336-19
Subject EMPLOYMENT (ANCHOR Residential)		Review Month December	Author 0253/0588 (MST/JGE)
Rescinds 2336-17	References		

POLICY:

Residents who are able, are involved in job seeking, employment or an approved educational program. Further, they are to be financially responsible for supervision fee, personal expenses, legal obligations and accumulation of personal savings.

DEFINITION:

Full-time Program: Employment, education or volunteer work or a combination of the same, as approved by the Probation/Parole Officer (PPO), and/or Treatment Team. A full-time program consists of a minimum of seventy-two (72) hours bi-weekly.

PROCEDURE:

1. The Treatment Team and/or PPO determines if the resident is able to obtain employment, participate in education, and at what level. Resident's ability to obtain employment is reviewed throughout the resident's stay.
2. The job seeking plan is determined by PPO and/or Treatment Team.
3. During Job Search Activities: **Residents may not shop, eat, hang out, visit with friends/relatives, go into private residences, or conduct any personal business while job seeking.** Residents job seek alone and do not go to the same location together unless accompanied by staff or service provider approved by the PPO/Treatment team. Residents abide by rules set by NTS, public transit, Iowa Workforce Development or any service agency.
4. Residents complete job seeking the Employment Contact form (2336A).
5. The Residential staff approves job seeking furloughs as follows:
 - A. The Residential Officer (RO) on the overnight shift approves or denies locations based on approved job seeking areas and limitations.
 - B. The PPO assigns the time the resident may leave and is required to return in Generic notes. The RO documents these times and initials the approved locations on the Job Seeking Furlough forms. These forms may be adjusted by any RO staff on day shift, depending upon mode of transportation (bus routes) or medical/treatment needs.

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PROCEDURE: (continued)

- C. The RO retains one (1) copy of the form for the duration of the resident's job seeking furlough. The resident takes the original of the form on furlough and lists the persons contacted, time in/time out and action taken on the form as contacts are made.
 - D. In general, the resident uses one mode of transportation while job seeking. The desired mode of transportation is approved by Residential staff prior to the resident leaving the facility to job seek.
 - E. The RO checks the resident out on job seeking furlough in ICON.
7. Periodic telephone and/or visual checks are made by staff of residents who are job seeking to ensure compliance with the job seeking furlough and facility rules. Staff completes such checks by:
- A. Telephoning locations after the resident has returned to the facility to verify that the resident made the contact as documented.
 - B. Going to the approved locations to physically see the resident and documenting the visual in ICON.
8. The Offender Employment Specialist (OES) and/or PPO staff determines whether to approve resident employment and any changes to the status of the employment. Employment changes/switching jobs are approved only if the proposed job is more beneficial to the resident's program.
9. In reviewing prospective resident employment, the OES/PPO/Treatment Team staff considers the resident's criminal history, previous difficulties which negate certain types of jobs, overall program expectations/restrictions, and career goals, as well as the usual factors of wages, location and resident qualifications.
10. The PPO/Treatment Team may approve an employment program of less than full-time if compelling circumstances warrant it (resident limitations, concurrent educational program, etc.). The RO/PPO staff may approve residents to work up to a maximum of forty (40) hours per week. Any hours the resident works over forty (40) is approved in advance by the PPO.
11. If the PPO/OES staff considers the resident's prospective employment as appropriate, the staff contacts the employer to verify the job, and completes all sections of the Client Employment Information (2336B). The OES completes the employment screen and approved destinations screen.
12. The RO/PPO staff meets with the resident, explains the employment sign-out process, approves transportation arrangements, assigns travel time to and from the job, obtains the resident's signature and signs the Client Employment Information form.

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PROCEDURE: (continued)

- A. The original form is forwarded to the OES and copies are made for the resident, PPO and RO staff (for placement in the Employment binder). The RO staff show the resident the work binder and discusses the required documentation.
13. When a resident reports to staff to leave for work, the RO staff checks the resident out in ICON to work, based on the information in the employment binder. In addition, the RO:
- A. Checks the Resident's Employment Information form, binder to determine the resident's assigned time of departure from and return to the facility. If the Employment Information form indicates that the resident has a varied work schedule, the RO staff checks the Varied Schedule form (2336C) for this information.
 - B. Ensures that the resident has signed out via kiosk/Residential Ins and Outs.
14. Periodic telephone and/or visual checks are made by staff of residents at work to ensure compliance with the Employment Contract and Behavioral Expectations for Residents and facility rules:
- A. Employment checks are conducted by the residential staff.
 - B. Staff complete such checks by:
 - 1.) Telephoning the work site and speaking directly to the resident, or
 - 2.) Going to the work site to physically observe the resident;
 - 3.) Documenting the check in ICON under Generic Notes and Security Standards.

BY ORDER OF:

Bruce Vander Sanden, District Director