

Sixth District Department of Correctional Services POLICY	Issue Date 04/17/15	Effective Date 04/25/19	Policy Number 2361-19
Subject DISCHARGE (ANCHOR Residential)		Review Month December	Author 0253/0588 (MST/JGE)
Rescinds 2361-17	References WR/OWI--40		

POLICY:

Staff ensure residents discharge from the facility as specified by the placement authority and completes arrangements for the discharge.

PROCEDURE:

1. The PPO, in conjunction with the Residential Supervisor, determines the resident's discharge date and notifies other facility staff by making an entry in the resident's generic notes in ICON.
2. The PPO completes a final Budget with the resident pursuant to Finances Policy (2346).
3. If the resident is a Probationer discharging from the facility but continuing on supervision the PPO completes a Transfer Instance in ICON if transferring to another office within the District or to another District for review and case assignment by the Probation/Parole Supervisor. PPO follows requirements of the Transfer of Supervision policy (126). If the resident is WR/OWI and eligible for parole see the Parole Recommendations policy (2360).
4. Staff allows the resident to discharge from the facility between 8:00 a.m. and midnight on the date of discharge, unless otherwise specified by the PPO or Supervisor.
5. When the resident is ready to leave the facility to discharge or parole, the Residential Officer ensures that:
 - A. The resident returns all facility linens issued at time of intake. If any linens are missing, the Residential Officer contacts the Residential Supervisor or PPO;
 - B. The resident thoroughly cleans their room. The Residential Officer inspects the room for cleanliness and damage. If room damage is discovered, the Residential Officer contacts the Residential Supervisor or PPO;

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PROCEDURE: (continued)

- C. The padlock is returned to staff;
- D. The resident's medication and any personal property kept by staff during residency are returned to the resident.
- E. All other items are completed on the ANCHOR Checkout List located in ANCHOR Shared.

BY ORDER OF:

Bruce Vander Sanden, District Director