

Sixth District Department of Correctional Services POLICY		Issue Date 12/20/91	Effective Date 02/25/19	Policy Number 2506-19
Subject EMPLOYMENT			Review Month December	Author 0135/0572/0655 (DGA/BMU/DRO)
Rescinds 2506-17	References			

POLICY:

Residents are involved in job seeking, employment or an approved educational program. Further, they are to be financially responsible for rent to the facility, 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 Offender Employment Specialist (OES), Probation/Parole Officer (PPO), Residential Officer (RO) staff and/or Residential Division Manager/Residential Supervisor. A full-time program consists of a minimum average of forty (40) hours per week unless pre-approved by their respected case manager.

PROCEDURE:

1. Upon arrival at the residential facility and during intake process, the resident is given an intake packet and it includes employment paperwork. The resident reads and initials off on all items on Job Seeking, Employment and Behavioral Expectations for Residents (2506A – GRHC/LANC, 2506B -HH).
2. During intake process, the RO/PPO/OES staff explains job seeking and employment expectations to the resident. Any questions residents have about the guidelines and expectations are directed to OES/PPO staff.
3. The RO ensures that residents who are unemployed or part-time employed engage in job seeking, unless the resident has been excused from doing so by the PPO/OES. Guidelines for job seeking are as follows:

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PROCEDURE: (continued)

- A. General hours of Job Seeking Activities: Regular job seeking hours are 0800 to 1700, Monday through Friday. Job seeking outside of those hours or on weekends is by approval of PPO/OES. Residents are generally limited to no more than four (4) hours at one time outside of the Center during job search activities. Residents are to return back to the center for lunch and supper times unless approved otherwise. Residents cannot do community service projects during job seeking hours unless they are working full-time or the resident has been previously directed to go on a community service project instead of job seeking.
 - B. Residents are expected to make six (6) to sixteen (16) verifiable job contacts per day, depending upon the mode of transportation (by ride, by bus, by bike, etc.) or determined by the residential handbook in which that resident resides at.
 - C. Conduct 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 not go to the same location together. Residents abide by rules set by NTS, public transit, JARC, and Iowa Workforce Development.
 - D. Residents document the name of the person contacted, action taken, and time in/out on the Job Seeking Furlough (2506C – GRHC/LANC), allowing staff to verify the contact.
 - E. Residents are required to job seek in the order identified on the Job Seeking Furlough.
4. The Residential staff approves job seeking furloughs as follows:
- A. The resident turns into staff a completed kiosk passes by curfew the evening before, for use the following day. Separate kiosk passes are to be made for AM and PM job search.
 - B. The RO on the midnight shift approves or denies locations based on approved job seeking areas and limitations.
 - C. The kiosk pass may be adjusted by any RO staff on day shift, depending upon mode of transportation (bus routes) or medical/treatment needs. RO ensures that employment passes in kiosk that job seeking location and times are satisfactory.
 - D. 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.

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PROCEDURE: (continued)

- E. 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.
 - F. The RO checks the resident out on kiosk in ICON.
5. Periodic telephone and/or visual checks are made by staff of residents who are job seeking to ensure compliance with the job seeking pass 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.
 6. The RO/PPO/employment 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.
 7. In reviewing prospective resident employment, the RO/PPO/employment 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.
 8. The PPO may approve an employment program of less than full-time if compelling circumstances warrant it (resident limitations, concurrent educational program, etc.). RO/PPO/employment staff may approve residents to work up to a maximum of sixty (60) hours per week. Any hours the resident works over sixty (60) is approved in advance by the PPO.
 9. If the RO/PPO/employment staff considers the resident's prospective employment as appropriate, staff contacts the employer to verify the job, and completes all sections of the Client Employment Information (2506D – GRHC/LANC, 2506E – HH).
 10. 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.
 - A. The original form is forwarded to the PPO and copies are made for the resident and RO/employment staff (for placement in the Employment Sign Out Folder). The RO staff show the resident his work folder and the paperwork it contains. Hope House forms are kept in the resident's file.
 11. The RO/PPO/employment staff completes the employment screen and approved destinations screen in ICON.

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PROCEDURE: (continued)

12. 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 resident's employment sign-out/work folder. In addition, the RO:
 - A. Checks the Resident's Employment Information form, now in the resident's work folder, 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 (2506F – GRHC/LANC, 2506G – HH) for this information.
 - B. Ensures that the resident has signed out on the Work Sign Out Sheet (2506H – GRHC-LANC) contained in the Employment Sign Out Folder.
13. Staff compares the hours worked on the pay stub with the hours identified on the sign in/out log.
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