

Sixth District Department of Correctional Services POLICY	Issue Date 11/01/91	Effective Date 06/20/17	Policy Number 2531-17
Subject DISCHARGE FROM FACILITY		Review Month December	Author 0120 (CDE)
Rescinds 1331-09, 1431-02, 1531-09	References		

POLICY:

Staff ensure that residents discharge from the facility as specified by the placement authority (court order, obtaining maximum benefits, completion of sentence, or transfer to another facility/institution) and, completes arrangements for the discharge on time.

PROCEDURE:

1. The Residential PPO completes the Transfer Summary ICON > Template > Report Template Generate > All > Transfer Summary to Field and forwards it to the receiving Agent's Supervisor.
2. The Residential PPO completes a final Budget with the resident pursuant to Finances policy (2516).
3. The Residential PPO updates the DRAOR within thirty (30) days prior to release.
4. Parole Discharge papers:
 - A. Official discharge papers are sent from the Offender Services Office (OSO) to the residential facility. A copy of the contact information to obtain the Application for Executive Clemency is also sent with the discharge paperwork. Residential staff makes sure the offender receives discharge papers in a timely manner.
 - B. If the offender is in the custody of the jail, residential staff additionally lifts any hold with the jail after 6:00 am on the day of discharge. OSO generates a Law Enforcement Notification that is emailed to the sentencing Judge, the Sheriff of the county of commitment and the county the offender is released from.
5. Staff allow the resident to discharge from the facility between 6:00 am and midnight on the date of discharge.

POLICY NUMBER 2531-17
PAGE 2 OF 2

PROCEDURE: (continued)

6. When the resident is ready to leave the facility to discharge or parole, the Residential Officer completes the Discharge Checkout/Checklist (2531A, 2531B or 2531C), ensuring that:
 - A. The resident's belongings are returned including items previously held in the contraband box.
 - B. The resident's medication and any personal property kept by staff during residency are returned to the resident.
7. All necessary ICON screens are completed as part of the discharge process.

BY ORDER OF:

Bruce Vander Sanden, Director