

Sixth District Department of Correctional Services POLICY	Issue Date 11/01/91	Effective Date 02/15/20	Policy Number 2502-20
Subject <b>PLACEMENT TRANSFERS (WR)</b>		Review Month December	Author 0111/0120 (SBL/CDE)
Rescinds 2502-18	References: IDOC Policy WR-3; IAC 201-43 and 44		

**POLICY:**

Residents who have been approved for work release are released from the institution to the facility on a Temporary Work Release Agreement which places the resident on the facility count.

**PROCEDURE:**

1. The Residential Manager or designee reviews the 'Transfer to Residential' screen and other related electronic or file material for Work Release/OWI candidates in ICON. Authorization for placement is indicated by entering a date and "Ready for Transfer" status. If placement is not authorized, the Residential Manager or designee enters the date and "Denied" status and enters the reasons for the denial in the "Denial Comments" section. If the denial is contested by the referring institution, the Offender Services Office is contacted by either party in order to try to resolve the issue.
2. Offenders who have a "scheduled" or a "Ready for Transfer" status in ICON appear on the "GRHC & LANC Movements" site in YUKON intake list. Residential Officers run the intake list report each day to determine who is scheduled for intake.
3. Staff may refer to the ICON Transfer to Residential screen for information entered by the referring institution regarding estimated time of arrival at the facility, method of transportation and medication the offender will have at intake.
4. If the offender fails to report at the designated time, staff follows procedures outlined in Out of Place of Assignment/Escape policy.
  - A. Acceptance Referral Criteria
    - 1) The offender has supportive family/persons in the area of the halfway house, to include any of the following:
      - a. Spouse;
      - b. Parents, grandparents or spouse's parents;
      - c. Children;
      - d. Siblings;

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**PROCEDURE:** (continued)

- e. Significant other (s);
  - f. Mentor
- 2) The residential facility is the closest halfway house to the offender's former residence.
  - 3) The offender's parole plan geographically matches the Board or Parole release plan.
  - 4) The offender is able to work fulltime and/or has employment, verified in writing that is close to the residential facility.
  - 5) The residential facility is in the District of conviction.

**B. Denial Referral Criteria**

The decision for denial or delay in placement in a community is based upon the following criteria:

- 1) The offender has a chronic medical or mental health condition that cannot be managed in a residential setting. The offender requires ongoing treatment which is not available in the community that the residential facility is located, or the offender lacks financial resources for treatment.
- 2) The offender has verified enemies at the residential facility.
- 3) The offender needs to be housed in the same facility as a co-defendant of the instant or a prior offense.
- 4) The offender has a prior incident at the same facility within the last three (3) years involving violence or threats of violence.
- 5) The offender has a relationship (family member, victim, significant other) with a staff member at the residential facility.
- 6) There is reasonable concern the offender presents a danger in the community to the victim of his/her current/prior violent offense.
- 7) Does not meet any of the criteria in the Section A. Listed above.

BY ORDER OF:

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Bruce Vander Sanden, District Director