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Steven Harpe, Director Oklahoma Department of Corrections		Signature on File	

Work Release/Halfway House

Community corrections assignment provides eligible inmates with work release/halfway house and continuing education opportunities. These programs assist inmates with reentry and successful reintegration into the community. Work release/halfway house assignment provides eligible inmates the opportunity to seek, obtain, and maintain employment in the community before releasing from incarceration. Inmates assigned to work release/halfway house status may also be eligible to pursue the opportunity of continuing their education through colleges, universities, or vocational/technical centers. (4-ACRS-5A-14)

I. Eligibility

A. Criteria

Inmates will meet the following criteria prior to assignment to work release:

1. Male inmates will have no more than eight years to projected release date prior to placement on work-release. Female inmates will have no more than nine years to projected release date prior to placement on work-release.
2. Inmates with a community/work release stipulation as approved or imposed by the Governor or recommended by the Pardon and Parole Board.
3. Inmates who receive no earned credits due to a controlling, concurrent, or consecutive offense for drug trafficking or have prior convictions for drug trafficking (57 O.S. § 510.1), are not eligible for work release until they are no more than two years to projected release date.
4. An active Class B misconduct will not be sufficient grounds to deny work release/halfway house placement.
5. Inmates are not required to spend 30 days at a community facility prior to work release/halfway house placement.
6. Has no current sentence for any disqualifying as listed on the "Crimes Against Children" ([OP-060104](#), [Attachment A](#)).

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7. Inmates who have a controlling, concurrent or consecutive offense for Distribution of a Controlled Dangerous Substance Within 2,000 Feet of a School, or Possession/ Purchase of a Controlled Dangerous Substance Within 1,000 Feet of a School are not eligible for work release until they are no more than two years to projected release date on the restricted case.
8. Inmates will be assigned to earned credit level 3 or 4, to include enhanced level 3 and 4. Inmates assigned to level 2 will be submitted if they are level 2 due to being incarcerated for less than three months.
9. Inmates will be medically approved by the sending facility prior to assignment to work release status.
10. Inmates will have no active Class X misconducts.
11. Inmates will have no conviction for a sex offense.
12. Inmates considered will not be a serious or immediate risk to public safety.

Inmates who have an offense listed as eligible for work-release/halfway house at two years to projected release date on "Lower Security Eligibility by Crime and Years to PRD" ([OP-060204](#), [Attachment C](#)) will be approved by the designated Administrator of Institutional Operations or designee through a 'Work Release/Halfway House Exception Packet Checklist' ([Attachment H](#)).

B. Exception

The facility head will review and consider approval for work release/halfway house assignment for inmates who arrive at a community corrections center that are not eligible and do not meet the criteria in this procedure but have a parole stipulation. Facility staff will prepare a packet and the "Work Release/Halfway House Exception Checklist" ([Attachment H](#)). The facility will forward the packet and the "Work Release/Halfway House Exception Checklist" ([Attachment H](#)) to the designated Administrator of Institutional Operations or designee for final approval.

C. Transfers

Inmates that meet the above criteria and that are eligible for work-release/halfway house placement in accordance with "Lower Security Eligibility by Crime and Years to PRD" ([OP-060204](#), [Attachment C](#)) will have a transfer request submitted in ICON.

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Transfer requests for work release/halfway house placement requiring transfer to another facility will be submitted in ICON in accordance with [OP-060204](#) entitled "Inmate Transfers".

II. Identification

A. Obtaining Identification Documents

Before assignment to work release/halfway house, all attempts will be made for inmates to obtain two forms of identification. IDs obtained will be documented in the appropriate fields in ICON. Homeland Security regulations require two valid forms of identification before an individual can obtain employment. A notarized CRC card or the ODOC inmate identification (ID) card may suffice for an ID card issued by a state agency. The notarized CRC or ODOC inmate ID card, along with a social security card or birth certificate, is sufficient to obtain employment. If eligible, staff may submit the application for a driver's license or state ID card through the Program Services ID portal.

1. The case manager is responsible for assisting the inmate in securing the appropriate identification if not previously obtained. During the orientation process, the case manager will assist Oklahoma-born inmates in completing the "[Oklahoma Birth Certificate Request Form.](#)"

If the inmate was not born in Oklahoma, the case manager can visit <https://www.cdc.gov/nchs/w2w/index.htm> for a complete listing of national vital statistics offices.

2. Case managers will also provide assistance in obtaining an inmate's social security card via the Social Security Administration's "Application for a Social Security Card" at <http://www.ssa.gov/online/ss-5.pdf>.
3. Inmates may have valid forms of identification mailed to the facility records office.
 - a. If an inmate has requested forms of identification but has not received them prior to transfer, the sending facility will document this information on the inmate's case notes and forward the documents once they are received. Processed application forms will be placed in the legal file prior to transfer to community corrections.
 - b. Eligible inmates that arrive with a social security card or birth certificate and their inmate ID may seek employment immediately.

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III. Participation

A. Participation Requirements

1. Work release/halfway house placement is not a voluntary program. All eligible inmates will be placed in the appropriate work release/halfway house program.
2. Inmates currently assigned to work release/halfway house who receive a class A or class B misconduct may remain on work release/halfway house status with the approval of the facility head, regardless of the earned credit level of the inmate.
3. At the discretion of the host facility head, inmates removed from a work release program/halfway house due to receiving a class A or B misconduct and who remain at community security may be re-considered for placement on work release/halfway house after 90 days for a class A misconduct and after 45 days for a class B misconduct.

IV. Facility Specific Restrictions

Additional restrictions for assignment to a specific community contract facility are as indicated in the "Community Contract Facilities-Host Facilities" ([Attachment I](#)).

V. Process for Reviews/Placement on Work Release/Transfer to Halfway House

The Community Corrections Center Administrator is responsible for ensuring all inmates, upon arrival at the host facility, are reviewed to determine work release/halfway house eligibility.

A. Eligible Community Inmates

For community inmates eligible for transfer to a work-release/halfway house, the assigned case manager will ensure the following are completed:

1. A complete transfer request will be submitted in ICON in accordance with [OP-060204](#) entitled "Inmate Transfers".
2. A copy of the two types of identification as required in Section II of this procedure will be uploaded into ICON in the scanned documents/photos section and recorded in offender identification-personal characteristics-other identifiers status field (ORPS010).

B. Eligible Minimum Inmates

1. Unit managers at minimum-security facilities will ensure that inmates assigned to minimum security who meet the eligibility criteria for

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community corrections centers and for work release/halfway house will have a classification packet completed to include:

2. A complete transfer request will be completed in accordance with [OP-060204](#) entitled "Inmate Transfers."
3. A copy of the two types of identification as required in Section II of this procedure will be uploaded into ICON in the scanned documents/photos section and recorded in offender identification-personal characteristics-other identifiers status field (ORPS010).

C. Inmate Transfer Request

If the inmate has identified medical or mental limitations that would require special accommodations for participation in the work release program/halfway house, the limitation will be noted on the comment section of the inmate transfer request.

The completed inmate transfer request will be submitted to the appropriate Administrative Programs Officer II (APO II) at the Population Office. Once the request is approved by the APO II, the inmate will be scheduled for movement to an appropriate work release/halfway house facility. If the inmate is denied placement, the denial reason will be noted in the comment section of the inmate transfer request in ICON.

VI. Facility Orientation (4-ACRS-3A-06)

Prior to beginning job searches or job placement, inmates will complete facility specific orientation that will include the "Work Release/Halfway House Rules and Conditions" ([Attachment A](#)).

VII. Guidelines for Acceptable Employment

A. Employment Guidelines

The facility will be responsible to ensure inmates are approved for jobs that are located in areas that do not cause unnecessary risk to public safety.

1. Inmates will work for at least minimum wage and will be paid by payroll check, cashier's check, debit cards or money order. If payment is by cashier's check or money order, supporting documentation from the employer will be attached which indicates, at a minimum, actual hours worked and deductions. Inmates who are paid by debit card will provide a check stub for each pay period. Inmates cannot accept employment, which pays by cash. For inmates receiving tips, cash received is required to be turned in after each shift when they return to the facility. The money will be counted in front of the inmate and facility staff, and both inmate and staff will sign documenting the amount. The inmate will receive a receipt for

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the amount the money will be placed in a sealed envelope, be placed in a safe and turned into the business office the following business day. The money will be deposited as outlined in [OP-120230](#) entitled "Offender Banking System."

2. Inmates may not be self-employed or work for, or with, family members without the approval of the facility head.
3. Inmates may not work for commission only or contract labor employment.
4. Inmates may not accept end-of-contract payment, defined as payment upon completion of a job. Inmates may not work as day laborers with payment at the end of the day by companies or individuals. Temporary employment agencies may be used for employment; however, this excludes employment by individuals. Payment will be weekly or bi-weekly. Employers will provide workers compensation insurance coverage to all employed inmates. All incidents resulting in a workers' compensation related injury will be documented by the employer on the "Work Release Accident/Incident Report" ([Attachment J](#)) and processed in accordance with "Work Release Worker Workers' Compensation Guidelines" ([Attachment K](#)).
5. Inmates may not work where the primary business is the sale of alcoholic beverages or weapons.
6. Inmates may not work in day-care facilities, hospitals, nursing homes or churches.
7. Inmates may not accept employment more than 30 miles from the contract facility, unless approved by the facility head. Executive review inmates may have additional requirements.
8. Employment will be full time, preferably no less than 30 hours per week.
 - a. Secondary employment may be approved.
 - b. Full time employment may be acquired through a temporary agency.
 - c. An exception may be approved for inmates who receive Veterans' Administration (VA) disability.
 - (1) Inmates who receive VA disability may have 100% of their benefits reinstated when placed on work release/halfway house status as referenced in [OP-120230](#) entitled "Offender Banking System" and will

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have all disbursement checks mailed to the host facility.

- (2) These inmates will not be required to work outside the facility if their disability precludes them from employment.

9. Inmates whose job requires them to be inside of a private residence such as plumbers, carpenters, etc. will read and sign the "Work Release Rules for Inmates Working Inside of a Residence" ([Attachment L](#)).

VIII. Job Search (4-ACRS-5A-20)

A. Job Search Requirements

1. Prior to being approved to begin a job search, the inmate will be appropriately clothed in accordance with "Unmarked Personal Property Allowed for Community Inmates Assigned to Work Release" ([OP-030120](#), [Attachment E](#)), and meet community grooming standards as referenced in [OP-030501](#) entitled "Personal Hygiene and Appearance Code."
2. Unless escorted by staff, an "Off Center Itinerary Work Release/Halfway House" ([Attachment B](#)) will be completed in its entirety and submitted and approved by the Case Manager IV or designee prior to the inmate leaving the facility. Prior to approving, the itinerary the facility is responsible for verifying the job search locations submitted by the inmate.
3. Inmate Transportation
 - a. Transportation or the cost of transportation, for all job searches will be provided by the facility where the inmate is housed. (4-ACRS-5A-20)
 - b. Once employed, transportation may be provided either by the facility where the inmate is housed, volunteers, the employer, or by public transportation.
 - (1) Any cost for public transportation will be provided by the facility where the inmate is housed for the first 30 days.
 - (2) Employers, volunteers, and co-workers will be pre-approved (as a work release/halfway house transportation sponsor) by the facility head to transport inmates to and from an approved work site. The transportation sponsor will provide documentation of a

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valid driver's license, current insurance, and phone contact information.

- (3) Prior to such approval, the proposed transportation sponsor will be oriented to the rules and conditions of work release/halfway house and to appropriate escort procedures.
- (4) Once employed, inmates may purchase a non-motorized bicycle for transportation to and from work. The bicycle will be accompanied with a purchase receipt indicating date and location of purchase and will not exceed \$200 in value, unless approved by the facility head. The purchase receipt will be provided at the time the bicycle is added to the inmate's property inventory.
 - (a) The inmate will provide a locking mechanism (approved by the facility) for securing the bicycle.
 - (b) The inmate will wear a protective helmet and reflective vest/clothing when operating the bicycle on public roads.
 - (c) Repair and maintenance of the bicycle will be the responsibility of the inmate.
 - (d) Use of a bicycle will not be shared among inmates.
 - (e) Any applicable local or state laws will govern the use of any bicycle on public roads.
 - (f) Each facility will develop local procedures for the proper use, security and storage of inmate owned bicycles.
4. Prior to any inmate signing out from a facility to go to work, the inmate will have a completed "Inmate Job Information Card" ([Attachment C](#)) on file at the facility. The "Inmate Job Information Card" ([Attachment C](#)) will not be complete without the approving signature of the facility head. The approved job card will be submitted to the business office within 48 hours of the inmate starting employment.
 - a. The approved and completed "Inmate Job Information Card" ([Attachment C](#)) will contain, at a minimum, the following information:

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- (1) The inmate's name and ODOC number;
 - (2) The inmate's date of birth, race, gender and facility reception date;
 - (3) The inmate's job title;
 - (4) The employer's business name, address and phone number;
 - (5) The name of the inmate's immediate supervisor;
 - (6) An afterhours contact person with address and phone number;
 - (7) The date the inmate begins to work;
 - (8) The rate of pay;
 - (9) The pay period or frequency of payment;
 - (10) The date of the first paycheck;
 - (11) Any special tools and/or clothing required; are the tools/clothing provided by the employer or inmate;
 - (12) Special fees and/or memberships;
 - (13) Transportation arrangements;
 - (14) The inmate's signature with ODOC number and date;
 - (15) The case manager's signature, facility head approval and date; and
 - (16) Date and name of staff completing monthly on-site job checks.
- b. The "Inmate Job Information Card" ([Attachment C](#)) will be verified and any changes will be sent to the business office within 48 hours to ensure all information on the job card is current and accurate.
- (1) It is the responsibility of the inmate to provide the case manager or work release coordinator with the required information to complete the "Inmate Job Information Card" ([Attachment C](#)). The inmate will obtain information needed to fill out the form once employment has been offered. The assigned case

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manager will verify all information listed and complete the "Inmate Job Information Card" ([Attachment C](#)).

- (2) Information listed on the job card will be verified during the monthly job check.
 - (3) Each inmate participating in the work release/halfway house program will have an approved work schedule/calendar attached to the "Inmate Job Information Card" ([Attachment C](#)). This schedule may be for one month but will not be for less than seven days. Any changes to the schedule will be approved by the inmate's case manager or the work release coordinator. The schedule will include travel time to and from the work location; travel time will be calculated on an individual basis and will consider the distance to the job site and the mode of transportation. Any inmate allowed to be away from the facility for more than 12 hours will have their work schedule signed and dated by the facility head. Each schedule/calendar will contain the following information:
 - (a) Inmate's name and ODOC number;
 - (b) Employer's name, address and phone number;
 - (c) Immediate supervisor's printed name, signature and date;
 - (d) Day of week with corresponding date of month listed;
 - (e) Beginning and ending hours for job for each day;
 - (f) Designation of days off (DO);
 - (g) Assigned case manager's approval, signature and date;
 - (h) If the job requires the inmate to work holidays; and
 - (i) If the inmates is designated as "on-call", "call-in" or "as needed."
5. Each facility will have a written procedure in place to verify and allow inmates to work on an "as needed" or "call in" basis and to ensure

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that inmates are allowed to work over the scheduled times when requested by the employer.

6. Before an inmate begins a job, they will have reviewed and signed the "Work Release/Halfway House Rules and Conditions" ([Attachment A](#)). (4-ACRS-3A-06)

IX. Job Site Checks

A. Scheduled Checks

1. Upon the inmate obtaining employment, a representative from the assigned facility will visit the job site location and meet with the employer and provide an in-depth orientation prior to the inmate starting work.
2. The prospective employer will sign the "Employer Agreement of Work Release" ([Attachment F](#)). The facility will also ensure the employer has proper envelopes in order to forward the paychecks to the appropriate business office.

B. Unscheduled Checks

1. Staff will conduct one unannounced job site check for each inmate, at a minimum, every month.
 - a. This information will be logged into a bound logbook in addition to recording this information on the back of the job card.
 - b. Employers will notify the facility when there is a change in supervisor. Upon notification of a change in supervisor, the facility will conduct an orientation within five working days with the newly assigned supervisor.
2. Staff from the facility will conduct additional unannounced job site checks as deemed necessary. Contract Monitors may conduct these checks at the halfway house.

X. Budget Procedures

A. Inmates Assigned to Work Release/Halfway House

1. Paychecks may be collected in one of the following ways:
 - a. Employers may mail the payroll checks to the host facility in envelopes provided by ODOC; or

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- b. Staff may collect payroll checks and take directly to the host facility business office no later than 9:00 a.m. the next business day.
2. Inmates paid by debit card will turn the debit card into the assigned case manager. The case manager will maintain the debit card in a secure area.
 - a. Upon receipt of the paystub, the debit card will be given to the inmate in order to purchase a money order for the amount of the check; this process will be monitored by facility staff. The money order will be turned into the case manager who is responsible for forwarding the money order and check stub to the host facility for processing no later than 9:00 a.m. the next business day. If the paystub is not received within 48 hours of receipt of the debit card, the facility will be responsible for contacting the employer until the proper documentation is received, all attempts to collect the documentation will be documented.
 - b. Except for “tips” as defined in Section VIII. A. 1 of this procedure, no cash monies will be accepted, and a check stub/earning statement will accompany all earnings.
3. Deposit of paychecks or money orders received without a check stub/earning statement will be held until such is received.
 - a. Inmates receiving veterans’ administration benefits will have all monies mailed to the confining/host facility and such benefits will be subject to program participation fees and mandatory savings as outlined in this procedure.
4. Facility and contract staff will monitor and review all inmate deposit slips and pay stubs along with the sign in/out form weekly in order to monitor that the inmate is employed and ensure accountability while away from the facility.
 - a. It is the responsibility of the facility to contact an employer if payroll checks are not received and ensure they are sent to the host business office.
5. If the inmate fails to provide their paycheck within five working days of the normal pay cycle the inmates’ trust fund account will be frozen and no draws will be authorized until the missing paycheck issue is resolved.
6. If an employer fails to provide a paycheck, pay stub or the payment has insufficient funds, the case manager or work release coordinator will contact the employer within 48 hours to attempt to resolve the

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issue. If the issue cannot be resolved, the employer will be suspended until the issue has been settled.

B. Program Support Fees (4-ACRS-3A-06, 4-ACRS-7D-32)

1. From inmate wages, a mandatory program support fee will be assessed. The fees for participants will be calculated for the first through the last day of the pay period inclusively.
2. The total amount of program support may not exceed 50 percent of the net wages received for any given pay period; nor will it exceed the daily contracted cost per inmate of the community contract facility or the operating cost per inmate (OCPO) of the community corrections center.
3. Net wages consist of gross pay less FICA, Medicare, federal and state income taxes, and court mandated garnishment for child support.
4. No other deductions will be given consideration in calculating net salaries for the purpose of program support.
5. Inmates receiving 100% VA disability benefits on work release /halfway house status will be required to pay program support fees.

C. Court Ordered Costs

Upon receipt of a court order, court ordered costs will be paid by a mandatory 10% of net pay or earnings of facility pay. This amount will be automatically calculated and deducted from the inmate's account at the time payroll is processed.

D. Mandatory Savings

Any monies earned by an inmate on work release/halfway house status will be subject to a 20% reduction in net pay, to be deposited into their mandatory savings account.

E. Budget Statements (4-ACRS-7D-31)

The business manager/accountant will process all collected budget statements to include depositing funds daily (Monday through Friday) and disbursing inmate budget copies upon processing.

F. Draws (4-ACRS-7D-31)

Draws will be issued according to the scheduling needs for each facility. Deposits to the trust fund account will be made prior to processing draw

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requests. All payroll checks/money orders from family, etc. will be received by the accountant in a timely manner in order to ensure availability of funds.

G. Draw Request (4-ACRS-7D-31)

Each inmate will complete a draw request on the "Request for Disbursement" ([DOC 120230B](#)) for each draw in order to receive payment. There will be a maximum of a \$80 draw limit in accordance with [OP-120230](#) entitled "Offender Banking System," unless approved by the facility head.

H. Disbursement Requests

In accordance with [OP-120230](#) entitled "Offender Banking System," community level disbursements will be submitted by utilizing the "Request for Disbursement" ([DOC 120230B](#)).

I. Scheduled Release

30 days prior to scheduled release or upon assignment to the "Global Position Satellite Surveillance (GPS) Program," in accordance with [OP-061001](#), the inmate's trust fund account will be audited by a representative of the facility where the inmate is housed.

1. The audit will verify that all paychecks due the inmate have been received by the business office. Any discrepancies will be addressed prior to release of the inmate.
2. If an inmate assigned to work release/halfway house has failed to receive paychecks, the inmate's trust fund account will be frozen, and no draws issued until the account has been reconciled.

J. Failure to Pay Program Support

If an inmate has failed to pay the required program support fees, monies may be deducted from the inmate's account in order to make up for program support fees due.

XI. Program Removal

Inmates may be removed from the work release/halfway house program for misconducts or non-compliance with program rules/conditions. The facility head may remove an inmate from work release/halfway house for cause. Such removal will be documented in ICON.

A. Unemployed Inmates

1. Inmates will not be considered unemployed for the first 15 days of their arrival at the facility. After the 15th day, the inmate will be considered unemployed on monthly reports.

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2. The facility will provide assistance to all unemployed inmates ensuring that all avenues have been taken to help the inmate obtain employment. All employment assistance attempts will be documented by the case manager in the case notes in ICON. If the inmate remains unemployed after all avenues have been exhausted, contract facilities will provide the contract monitor documentation on what steps were taken to assist the inmate in finding employment. Once approved by the Contract Monitor a transfer request will be submitted for transfer to another community level facility and the inmate will be removed from the program, the inmate will not be counted as unemployed. The facility head at ODOC facilities will determine if an inmate will be removed from the program due to unemployment.
3. If a transfer request is pending for another community level facility solely because the inmate has not found employment, the facility head may approve the inmate to continue outside activities (e.g., church services, escorted shopping trips, etc.).

XII. Programs

Programs may be available to allow eligible inmates the opportunity to obtain education through various avenues. Inmates may also be approved to attend job enhancement programs as approved by the host facility. Inmates will sign the "Rules and Conditions for Vocational/Educational Programs" ([Attachment D](#)).

A. Criteria

1. The inmate will be work release/halfway house eligible.
 - a. Inmates at community corrections centers/contract facilities may be approved to attend college courses on center in accordance with the guidelines of that specific facility. Inmates at community corrections centers/contract facilities with established college programs may be approved to attend classes off center with the approval of the facility head.
 - (1) The inmate will submit a request to staff listing the college/university, number of hours in which they want to enroll and how the inmate will pay for the classes. The facility head will determine how many hours in which the inmate may enroll.
 - (2) Once approved, the inmate will submit the class schedule provided by the college/university to the facility head, who will be responsible for notifying security at the specific college/university.
2. The inmate will have a high school diploma or GED.

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3. The inmate will take the ACT, SAT, or CPT test, if required by the established college/university. Official copies of all previous college transcripts will be submitted to the case manager.
4. The inmate will have his or her own financial resources or have made other arrangements approved by staff.
5. Unless approved by the designated Administrator of Institutional Operations or designee, the inmate will be required to have employment as outlined in this procedure. Education and programs will not count as employment.

XIII. Authorization for Purchases

A. Procedures for Purchases

Inmates at community corrections centers and community contract facilities who are assigned to work release/halfway house and are employed under the guidelines of this procedure may be approved to stop at designated locations, either while in route to or upon return from work, to purchase authorized items.

1. Prior to such approval, a "Canteen/Shopping Itinerary" ([Attachment G](#)) listing the name and address of the designated location will be approved by staff and the inmate will provide verification that they have funds to purchase items. Amount authorized to be spent will be in accordance with [OP-120230](#) entitled "Offender Banking System." Upon return, a sales receipt will be presented for all items purchased.
2. Hours and locations set for shopping trips will be determined and approved by the facility. Shopping hours will normally be between the hours of 7 a.m. and 7 p.m.

XIV. References

Policy Statement P-090200 entitled "Public Works Programs of the Oklahoma Department of Corrections"

OP-030120 entitled "Inmate Property"

OP-030501 entitled "Personal Hygiene and Appearance Code"

OP-060104 entitled "Community Corrections Assessment"

OP-060204 entitled "Inmate Transfers"

OP-061001 entitled "Global Position Satellite Surveillance (GPS) Program"

OP-120230 entitled "Offender Banking System"

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XV. Action

The facility head is responsible for compliance with this procedure.

The Chief Administrator of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency Director.

This procedure is effective as indicated.

Replaced: OP-090110 entitled "Work Release/Halfway House" dated September 16, 2024

Distribution: Policy and Operations Manual
Agency Website

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<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 120230B	"Request for Disbursement"	OP-120230

Website Attachment	"Social Security Administration Application for Social Security Card"	Web Link
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Website Attachment	"Oklahoma Birth Certificate Request Form"	Web Link
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Website Attachment	"Dept. of Public Safety (Driver's License or State Identification Card"	Web Link
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<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Work Release/Halfway House Rules and Conditions"	Attached

Attachment B	"Off Center Itinerary Work Release/Halfway House"	Attached
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Attachment C	"Inmate Job Information Card"	Attached
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Attachment D	"Rules and Conditions for Vocational/Educational Programs"	Attached
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Attachment F	"Employer Agreement of Work Release"	Attached
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Attachment G	"Canteen/Shopping Itinerary"	Attached
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Attachment H	"Work Release/Halfway House Exception Packet Checklist"	Attached
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Attachment I	"Community Contract Facilities-Host Facilities"	Attached
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Attachment J	"Work Release Accident/Incident Report"	Attached
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Attachment K	"Work Release Workmans' Compensation Guidelines"	Attached
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Attachment L	"Work Release Rules-Addendum for Inmates Working Inside a Residence"	Attached
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Attachment A	"Crimes Against Children"	OP-060104
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Attachment C	"Lower Security Eligibility by Crime and Years to PRD"	OP-060204
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[Attachment E](#)

“Unmarked Personal Property Allowed for [OP-030120](#)
Community Inmates Assigned to Work Release”