

Idaho Department of Correction 	Standard Operating Procedure Operations Division Offender Management	Control Number: 301.04.03.001	Version: 1.9	Page Number: 1 of 14
		Title: Intake, Orientation, and Personal Property: Community Work Center (CWC) Offenders		Adopted: 3-12-2010 Reviewed: 5-9-2011 Next Review: 5-9-2013

This document was approved by Al Ramirez, community work center operations manager, on 5/9/11 (signatures on file).

Open to the general public: Yes No

If no, is there a redacted version available: Yes No

BOARD OF CORRECTION IDAPA RULE NUMBER

[None](#)

POLICY CONTROL NUMBER 301

[Taking Inmates into Department Custody](#)

DEFINITIONS

[Standardized Definitions List](#)

Case Manager: Idaho Department of Correction (IDOC) personnel responsible for developing or monitoring an offender's individual case plan. Case managers are typically probation and parole officers (PPOs), psychosocial rehabilitation specialists, drug and alcohol rehabilitation specialists, and clinicians.

Reentry: The process by which an offender prepares (through programming) for release into the community.

PURPOSE

The purpose of this standard operating procedure (SOP) is to establish a standardized process that community work centers (CWCs) will use to intake and orient offenders to CWC living, rules, regulations, programming, offender property processes and employment.

SCOPE

This SOP applies to all CWC staff and offenders housed in the CWC.

RESPONSIBILITY

Facility heads (or designees) are responsible for implementing this SOP and ensuring staff members adhere to the guidelines provided herein.

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GENERAL REQUIREMENTS

1. Introduction

CWC placement is an offender reentry program that offers an opportunity for offenders to obtain employment, earn money, save for release, and address financial obligations in order to successfully reenter the community. Intake and orientation is intended to provide offenders the opportunity to learn CWC procedures, rules, and regulations and begin to finalize a reentry case plan.

Each offender transferred to a CWC shall participate in intake and orientation provided by designated CWC staff. CWCs shall have policies, a living guide (see [section 3](#)), and other information that pertains to the CWC readily available for offender viewing and/or use.

Prior to or upon arrival to the CWC, a designated CWC staff member shall perform a criminal background investigation in accordance with SOP [146.00.01.001](#), *ILETS: Idaho Public Safety and Security Information System*, to ensure there are no outstanding warrants (or criminal history that is outside of the parameters of the [Offender Placement Matrix](#)) that would prevent the offender from being housed at the CWC.

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2. Policy and Desk Reference Manuals

Policies, SOPs, and field memorandums (FMs) that govern offender management and CWC rules and procedures (see [section 3](#)) may be organized into policy and/or desk reference manuals and should include those subject matters most often requested by CWC offenders, such as the following:

- Access to Courts
- Offender Funds
- Disciplinary
- Grievances
- Mail
- Property
- Visiting

CWC staff should become very familiar with the policies, SOPs, and FMs included in their policy or desk reference manuals, as well as those that provide instruction on CWC staff duties and responsibilities.

Note: Upon each publication of a department-level policy or SOP that is maintained in a policy or desk reference manual, CWC staff shall ensure that the manual is immediately updated.

3. Living Guides

CWC staff shall issue (or make readily available) to offenders a copy of the CWC-specific living guide that explains CWC rules, procedures, or processes and refers to those IDOC policies and procedures most often requested by offenders. Living guides should also include CWC-specific information such as program regulations and goals, the rules governing conduct and the consequences of any disciplinary actions, employment and fund management, etc.

Note: Living guides shall not supersede, conflict with, or contradict IDOC policies and SOPs, and as a result shall only reference applicable IDOC policies and procedures.

Note: A CWC staff member (as designated by the facility head) shall ensure that the CWC-specific living guide is updated/revised a minimum of once every two (2) years.

CWC staff shall assist those offenders who cannot read or understand English or who have difficulty comprehending the living guide. Each offender shall acknowledge either (1) receiving a copy of the living guide, or (2) being told where the living guide is located in the CWC. Appendix 1, *CWC Initial Intake and Orientation Form*, shall be used for the offender's acknowledgement and intent to comply with the rules and regulations of the CWC. CWC staff shall witness the offender signing the form.

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4. Offender Personal Property

In addition to the guidance provided in this section, offender personal property shall also be managed in accordance with SOP [320.02.01.001](#), *Property: State-issued and Offender Personal Property* and SOP [320.02.01.002](#), *Property: Religious*.

Note: CWCs do not have a full-time property officer as described in the above SOPs. However, the facility head will designate a staff member to receive, handle, store, dispose, and track offender personal property. For the purposes of this SOP only, that designated staff member will be referred to as the property officer.

Note: The property officer (or designee) shall be responsible for tracking property to ensure offenders do not receive or maintain more than their allotted amounts.

Offenders transferred to a CWC often arrive with very limited personal property. CWCs will develop FMs that describe the process for helping offenders obtain personal property for day-to-day living **and/or** work purposes. FMs may include, but may not be limited to, supplying hygiene items for indigent offenders (as defined in SOP [114.04.02.001](#), *Funds: Offender*) or which retail or thrift stores will be used for purchasing personal property.

Starter Personal Property: Delivered by the Offender's Family or Friends

Within the first 30 days of arriving at the CWC, an offender will be allowed to receive a one time delivery of starter personal property for his transition into CWC living. Starter property may be brought or mailed into the CWC by the offender's family or friends. Starter property is typically allowed to be brought into the CWC during normal visiting hours; however, the facility head (or designee) can make an exception regarding when the property may be brought in.

To request the one time delivery of starter personal property, the offender must complete appendix 2, *Starter Property Request Form*, and submit it to the property officer (or designee). The property officer (or designee) must approve the request prior to the offender being allowed to receive the starter property.

Starter Personal Property: Purchased by the Offender

An offender who does not have the means to obtain starter personal property (as described in appendix 2, *Starter Property Request Form*) through his family or friends, may be allowed to charge certain starter property from IDOC-approved local establishments (e.g., Deseret Industries or Shopko). When starter property is purchased from a local establishment, the offender shall pay for the charged items as soon he obtains employment and receives his first (1st) pay.

The designated CWC staff member who takes the offender shopping for starter personal property, will be responsible for obtaining an Inmate Personal Funds Withdrawal Slip, (hereinafter referred to as a 'withdrawal slip') from the offender immediately upon their return to the CWC. The withdrawal slip shall be written for the total amount charged. A facility head-designated CWC staff member shall be responsible for processing the withdrawal slip in accordance with SOP [114.04.02.001](#), *Funds: Offender*, as soon as the offender receives his first (1st) pay.

Note: Some CWCs may not have agreements in place with local establishments that allow offenders to charge. If additional guidance and/or controls to the above are required, then an FM may be developed.

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Regular Personal Property: Delivered by the Offender's Family or Friends

Unless approved by the facility head (or designee), only resident workers (those offenders who work in the CWC) will be allowed to have regular personal property delivered by family and friends. As with starter property, regular property is typically allowed to be brought into the CWC during normal visiting hours; however, the facility head (or designee) can make an exception regarding when the property may be brought in.

The amount of regular personal property shall be limited for resident workers. To request the delivery of regular personal property, the offender must complete appendix 3, *Regular Property Request Form*, and submit it to the property officer (or designee). The property officer (or designee) must approve the request prior to the offender being allowed to receive the regular property.

Regular Personal Property: Purchased by the Offender

Both resident workers and work release offenders will be allowed to make thrift store or commissary purchases of regular personal property. However, unless approved by the facility head (or designee), only work release offenders will be allowed to go on community shopping trips (retail stores) to purchase regular personal property.

Note: Items that are typically available for purchase from the commissary (e.g., food items, shampoo, conditioner, deodorant, tooth paste, sweat shirts, sweat pants, sun glasses, watches, reading lamps, alarm clocks, photo albums, ball caps, guitars, blankets, coffee mugs, etc.) must be obtained from the commissary **or** as indicated on appendix 4, *Quarterly Package Request Form*. This applies to all CWC offenders.

Note: Books, magazines, and publications must be obtained in accordance with SOP [402.02.01.001](#), *Mail Handling in Correctional Facilities*.

Community Shopping Trip (Retail Store) Purchases

Community shopping (retail store) trips shall be for the purpose of allowing work release offenders to replenish and sustain their regular personal property needs. 30 days after receiving or purchasing his initial starter personal property, the work release offender may request a community shopping trip for items typically not available from the commissary. (Items approved should be based on 'need' and not 'want'.)

Note: Items that are not available from the commissary are hygiene items such as cologne, body wash, body sprays, and perfume.

Appendix 3, *Regular Property Request Form*, must be approved by the property officer (or designee), the employment coordinator (for work-related items such as tools), or the CWC sergeant. (Tools must be reviewed and approved by the employment coordinator [EC].) Community shopping requests for more than one hundred and fifty dollars (\$150) shall be reviewed and approved by the facility head (or designee). If the community shopping request is approved, the offender will not be allowed another community shopping trip until 90 days after receiving his last community shopping trip (unless a clothing item[s] is vital to the offender sustaining employment). A community shopping trip may include more than one location or stop.

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Note: Only the facility head (or designee) may make exceptions to the 90 day community shopping trip rule and grant the exception based on the offender's need and not want.

Quarterly Packages

Once a quarter (during the months of March, June, September, and December only), offenders may request and receive a quarterly package. If an offender arrives at the CWC between quarters (e.g., April or May), he will not be eligible to request **or** receive a quarterly package until the next quarter (e.g., June).

Note: Commissary holiday packages are not considered quarterly packages.

Note: No starter personal property will be allowed in quarterly packages.

Quarterly packages shall only contain consumable items (i.e., those items that are completely used up over a period of time and needs replenishing).

Note: Consumable items must be in received in their original containers. See the *Quarterly Package Request Form* to see which consumable items are and are not allowed in quarterly packages.

Quarterly packages may be brought or mailed into the CWC by the offender's family or friends. Quarterly packages are typically allowed to be brought into the CWC during normal visiting hours, and shall be at the discretion of the facility head (or designee).

To request receipt of a quarterly package, the offender must complete appendix 4, *Quarterly Package Request Form*, and submit it to the property officer (or designee) between 1st and 15th day of the month that offenders are allowed to receive quarterly packages. The property officer (or designee) must approve the request prior to the offender being allowed to receive the quarterly package.

Note: The *Quarterly Package Request Form* describes quarterly package rules, limitations, **and** the criteria offenders must meet to be eligible to receive a quarterly package.

Once the offender is approved to receive a quarterly package, his quarterly package must be delivered or post marked before the last day of the month approved. No exceptions will be made for packages that are delivered or post marked after the last day of the month, and the property officer (or designee) may return or store the quarterly package until the next allowable quarter.

If an offender receives a quarterly package that exceeds the 15 pound weight limit, the offender may elect to have some items removed from the package until the weight limit is met. If the offender elects to not remove some items or does not agree to donate the removed items to the local food bank, the property officer (or designee) will reseal the package and return it to the sending family member or friend (at the offender's expense).

Note: If items are removed from the quarterly package, the property officer (or designee) will be responsible for coordinating the delivery of those items to the local food bank.

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5. Over-the-Counter Pharmacy Items

Some CWCs allow offenders to order over-the-counter pharmacy items. Each CWC shall develop an FM to describe additional guidance and/or controls for over-the counter pharmacy items only.

6. Intake and Orientation Processes

Facility Intake

Facility intake staff (generally security staff) should be trained and knowledgeable of their CWC's practices and procedures so that they may answer offender questions or refer offenders to the appropriate staff member.

During the facility intake process, facility intake staff should inquire about and, if applicable, note any concerns the offender may have (e.g., healthcare, family, or personal issues). Depending on what is disclosed by the offender, facility intake staff may refer pertinent information (e.g., risks the offender may pose to the CWC or personal concerns) to a case manager, duty officer, or facility head. Referral may be via email or telephone depending on the level of risk.

Facility intake staff shall walk through the CWC with the offender, also pointing out emergency exits and property (land) boundaries.

Table 6-1: Facility Intake Staff Process Steps

Facility intake staff shall use the following process steps during the facility intake and orientation process:

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Facility Intake Staff	1	Within 24 hours of the offender arriving in the CWC: <ul style="list-style-type: none"> Determine whether or not the offender speaks, reads, or writes English. Begin the facility intake and orientation process by discussing, providing, or obtaining the information or resources indicated on appendix 1, <i>CWC Initial Intake and Orientation Form</i>.
		<u>Note:</u> If an offender does not speak English, a written, individual, or telephone interpretation service will be provided in the language spoken.
Facility Intake Staff	2	Explain, discuss, or point out the following to the offender: <ul style="list-style-type: none"> Facility emergency procedures; The location of fire extinguishers; and The location of first aid kits and evacuation plans.
		<u>Note:</u> Facility diagrams showing fire extinguishers, first aid kits and evacuation routes should be posted in common areas.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Facility Intake Staff	3	<p>Explain, discuss, or point out the following property management procedures to the offender:</p> <ul style="list-style-type: none"> • Who is in charge of property; • How property is requested and obtained; and • Thrift shop opportunities.
Facility Intake Staff	4	<ul style="list-style-type: none"> • <u>For resident workers</u> – Skip to step 5. • <u>For work release offenders</u> – Explain, discuss, or point out the following employment procedures to the offender: <ul style="list-style-type: none"> ◆ What the employment coordinator (EC) does; ◆ When the offender can expect to begin employment process (see the subsection following this table titled Employment Intake);
Facility Intake Staff	5	<p>Explain, discuss, or point out the following visiting procedures to the offender:</p> <ul style="list-style-type: none"> • Who may visit; • Visiting hours; and • To whom to refer visiting questions to. <p>Note: Visiting hours should be posted in common areas.</p>
Facility Intake Staff	6	<p>Explain, discuss, or point out the following access to healthcare procedures to the offender:</p> <ul style="list-style-type: none"> • Written requests or forms that need to be completed; and • When healthcare providers are on site.
Facility Intake Staff	7	<p>Explain, discuss, or point out the following offender funds management procedures to the offender:</p> <ul style="list-style-type: none"> • How to submit withdrawals, and • The person who oversees the process.
Facility Intake Staff	8	<p>Explain, discuss, or point out the following access to policies and forms procedures to the offender:</p> <ul style="list-style-type: none"> • The location of policies, procedures, field memorandums (FMs), forms, etc; and • How to obtain copies or access.
Facility Intake Staff	9	<p>Explain, discuss, or point out the following bed assignment procedures to the offender:</p> <ul style="list-style-type: none"> • Placement by seniority, behavior, and facility need; and • Who manages bed assignments, etc.
Facility Intake Staff	10	<ul style="list-style-type: none"> • Issue linens to the offender; • Explain laundry procedures; and • Provide hygiene items (if needed).

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Facility Intake Staff	11	Give the offender a copy of your CWC's living guide in accordance with section 3 of this SOP.
Facility Intake Staff	12	<ul style="list-style-type: none"> Give appendix 5, <i>Offender Emergency Data Form</i>, to the offender to complete. (Assist the offender if requested.) Instruct the offender to provide the completed <i>Offender Emergency Data Form</i> to his case manager during the case plan intake process.
Facility Intake Staff	13	<ul style="list-style-type: none"> Ensure that the 'facility intake' section of the <i>CWC Initial Intake and Orientation Form</i> is complete; and Ensure that both you and the offender sign the form.
Facility Intake Staff	14	Take a photo of the offender and upload it in the Corrections Integrated System (CIS).
Facility Intake Staff	15	<p>To document the completion of the facility intake process, make a c-note entry in the CIS. Also note any findings, concerns, or issues that may be pertinent.</p> <p><i>Example:</i> Offender Jones arrived today. Facility intake process completed. He is concerned about notifying his wife that he was moved. He was allowed a two (2) minute phone call to her. Forwarded the intake form to his case manager.</p>
Facility Intake Staff	16	Forward the <i>CWC Initial Intake and Orientation Form</i> to the case manager for case plan intake processing. (The process continues with table 6-2.)

For further assistance with CIS, see your designated CIS super user.

Case Plan Intake

During the case plan intake process, the case manager should review the offender's history and note any concerns. Depending on information disclosed by the offender, the case manager may consult with the facility head or duty officer for review. (Any risks identified or disclosed shall be immediately forwarded to the facility head or duty officer for consultation.) Consultation may be via email or telephone depending on the level of risk.

Table 6-2: Case Plan Intake Process Steps

Case managers shall use the following process steps during the orientation to programming:

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Case Manager (or Designee)	1	Receipt the <i>CWC Initial Intake and Orientation Form</i> from the facility intake staff.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Case Manager (or Designee)	2A	<p>Within five (5) business days of arriving in the CWC, orient the offender on program requirements by reviewing, updating, explaining, or discussing the following:</p> <ul style="list-style-type: none"> • Reclassification (see SOP 303.02.01.001, <i>Classification: Offender</i>); and • Financial obligations (see SOP 114.04.02.001, <i>Funds: Offender</i>).
		<p>Note: The case manager shall make sure that the offender knows his financial obligations while housed at the CWC and what is expected in accordance with SOP 114.04.02.001. Financial obligations or debt information may be obtained by another CWC staff member for the purpose of researching what is owed.</p>
Case Manager (or Designee)	2B	<p>Within five (5) business days of arriving in the CWC, orient the offender on program requirements by reviewing, updating, explaining, or discussing the following:</p> <ul style="list-style-type: none"> • Pathways/case plan requirements (see SOP 607.26.01.014, <i>Program Management: Offender</i>); • Reentry needs (e.g., parole plans, financial or budget issues, etc.); • Expectations and consequences, to include escapes and walk-aways; and • Prison Rape (see SOP 325.02.01.001, <i>Prison Rape Elimination</i>).
Case Manager (or Designee)	3	Enroll or refer the offender into a pathway/case plan.
Case Manager (or Designee)	4	<ul style="list-style-type: none"> • Obtain a Waiver of Extradition; • Have the offender sign the <i>Waiver of Extradition</i> before a licensed notary public; and • Ensure that the notary public completes his section of the <i>Waiver of Extradition</i>.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Case Manager (or Designee)	5	<ul style="list-style-type: none"> Collect the completed <i>Offender Emergency Data Form</i> from the offender; Complete, sign, and date the 'case plan intake' section of the <i>CWC Initial Intake and Orientation Form</i>; and Assist the offender with obtaining any documentation that is needed for employment. (See section 9 for an example of the documents needed to begin employment.)
		<p><u>Note:</u> The offender was given the emergency data form during the facility intake process.</p> <p><u>Note:</u> If a work release offender is missing any documentation that is needed for employment, send an email to the EC (or designee) informing him of the specific documentation the offender needs to obtain.</p>
Case Manager (or Designee)	6	<p>Enter the Corrections Integrated System (CIS) to document the completion of the case plan intake process by making a c-note entry. Also note any findings, concerns, or issues that may be pertinent.</p>
		<p><u>Example:</u> Met with offender Jones today. Case plan intake process completed. He needs to complete the MRT program as directed for his program needs. Discussed his financial obligations and parole to district 4. He does not have a birth certificate, so I will assist him with obtaining one. Emailed the EC (or designee) to let him know.</p>
Case Manager (or Designee)	7	<p>Forward the following completed documents as indicated:</p> <ul style="list-style-type: none"> If the offender is a <u>work release offender</u> – forward the <i>CWC Initial Intake and Orientation Form</i> to the EC (or designee). (The process continues with table 6-3.) If the offender is a <u>resident worker or rider</u> – forward the <i>CWC Initial Intake and Orientation Form</i>, <i>Offender Emergency Data Form</i>, and the <i>Waiver of Extradition</i> to facility records staff. (The process continues with step 8.)
Facility Records Staff (or Designee)	8	<p>Receipt the following forms from the case manager (or designee):</p> <ul style="list-style-type: none"> <i>CWC Initial Intake and Orientation Form</i>; <i>Offender Emergency Data Form</i>, and <i>Waiver of Extradition</i>.
Facility Records Staff (or Designee)	9	<p>Enter the <i>Reflections</i> offender management system and using the <i>Offender Emergency Data Form</i>, update next-of-kin information.</p>

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Facility Records Staff (or Designee)	10	File the <i>CWC Initial Intake and Orientation Form</i> , <i>Offender Emergency Data Form</i> , and <i>Waiver of Extradition</i> in accordance with SOP 120.03.05.002 , <i>Central and Medical Files: Control, Maintenance, and Disposition of</i> .

For further assistance with CIS, see your designated CIS super user.

Employment Intake

Offenders shall not be authorized to begin a work search until the employment intake process is complete. The facility head (or designee) must approve an offender for work release.

Table 6-3: Employment Intake Process Steps

The employment coordinator shall use the following process steps to begin the employment intake process for work release offenders only:

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Employment Coordinator (EC) (or Designee)	1	Receipt the <i>CWC Initial Intake and Orientation Form</i> from the case manager (or designee).
EC (or Designee)	2	<p>Within 14 business days of arriving in the CWC meet with the offender to:</p> <ul style="list-style-type: none"> • Find out if the offender has any limitations that would prevent him from working; • Provide the offender information related to employment and job searches such as the <i>Work Release Agreement</i>, explaining monthly site/visit checks, and the <i>Employer Guidelines</i> (see SOP 605.02.01.002, <i>Work Release: Offender</i>); and • Discuss and explain the CWC's employment rules (e.g., the time or effort required for a job search, the location or boundaries for job searches, the type of employment allowed, etc.). <p>Note: Check SOP 605.02.01.002 to see if all general eligibility criteria has been met.</p>

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
EC (or Designee)	3	Enter the Corrections Integrated System (CIS) to document the completion of the employment intake process by making a c-note entry. Also note any findings, concerns, or issues that may be pertinent.
		<u>Example:</u> Met with offender Jones today. Employment intake process completed. Explained work release requirements and rules. He has all federal I-9 employment documents and has signed a Work Release Agreement. He is ready to begin looking for employment. <u>Note:</u> Also see the note box that follows this table.
EC (or Designee)	4	Maintain an employment file for each work release offender in accordance with SOP 605.02.01.002 .
EC (or Designee)	5	<ul style="list-style-type: none"> Review the 'employment intake' section of the <i>CWC Initial Intake and Orientation Form</i>; Complete all fields that are your responsibility; Initial and date the form; and Forward it to the facility head (or designee).
Facility Head (or Designee)	6	<ul style="list-style-type: none"> Review the <i>CWC Initial Intake and Orientation Form</i> for completeness; Enter the CIS and review all c-note entries made by facility intake staff, the case manager (or designee), and the EC (or designee); Review the pathways/case plan to verify whether the offender was placed into the correct pathways in accordance with SOP 607.26.01.014, <i>Program Management: Offender</i>; and If the offender is identified as a work release offender, make a c-note entry in CIS approving or denying work release for the offender.
Facility Head (or Designee)	7	<ul style="list-style-type: none"> Initial and date the 'employment intake' section of <i>CWC Initial Intake and Orientation Form</i>; and Forward the form to facility records staff (or designee).
Facility Records Staff (or Designee)	8	File the <i>CWC Initial Intake and Orientation Form</i> in accordance with SOP 120.03.05.002 , <i>Central and Medical Files: Control, Maintenance, and Disposition of</i> .

For further assistance with CIS, see your designated CIS super user.

Note: As a follow up reminder to 'step 3' above, the EC should also make c-note entries for other significant employment events such as when the offender is hired, who hired the offender, the employer's contact information, workers' compensation claims or injuries, site checks, etc.

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7. Employment Eligibility Verification (federal form I-9)

To meet federal employment eligibility requirements for citizens and noncitizens of the United States, work release offenders must provide documentation that establishes both identity and employment authorization before they can begin work. Although not all inclusive, the following list of documents are typically used by offenders to meet employment eligibility requirements.

- Birth certificate
- State of Idaho identification (ID) card
- A prison ID card
- A driver's license
- A Social Security card.

Note: For a complete list of acceptable documents, visit the U.S. Department of Homeland Security's website and download a *Form I-9, Employment Eligibility Verification*.

REFERENCES

Appendix 1, *CWC Initial Intake and Orientation Form*

Appendix 2, *Starter Property Request Form*

Appendix 3, *Regular Property Request Form*

Appendix 4, *Quarterly Package Request Form*

Appendix 5, *Offender Emergency Data Form*

[Offender Placement Matrix](#)

Standard Operating Procedure [114.04.02.001](#), *Funds: Offender*

Standard Operating Procedure [120.03.05.002](#), *Central and Medical Files: Control, Maintenance, and Disposition of*

Standard Operating Procedure [303.02.01.001](#), *Classification: Offender*

Standard Operating Procedure [320.02.01.001](#), *Property: State issued and Offender Personal Property*

Standard Operating Procedure [320.02.01.002](#), *Property: Religious*

Standard Operating Procedure [325.02.01.001](#), *Prison Rape Elimination*

Standard Operating Procedure [605.02.01.002](#), *Work Release: Offender*

U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services (www.uscis.gov)

[Waiver of Extradition](#)

– End of Document –

**IDAHO DEPARTMENT OF CORRECTION
CWC Initial Intake and Orientation Form**

Offender's Name: _____ IDOC #: _____

Facility Intake Section:

Location: EB-CWC IF-CWC N-CWC PWCC-CCU SICI-CWC TF-CWC

Transfer Type: Resident Worker Rider Work Release

Is the resident able to read and write? _____ Does the resident speak English? _____

Explain, discuss, point out, or provide pursuant to the SOP. (Initial each as completed)

Facility emergency procedures: _____ Location of fire extinguishers: _____ Location of first aid kits: _____
Location of evacuation plans: _____ Property management procedures: _____ Employment procedures: _____
Visiting procedures: _____ Healthcare procedures: _____ Offender funds management procedures: _____
Access to policies and forms procedures: _____ Bed assignment procedures: _____ Laundry procedures: _____
Offender Emergency Data Form: _____ Current photo: _____

Insert # of and/or item(s) provided

Linens: (Sheets _____) (Blanket _____)

Hygiene items: _____

CWC living guide: _____

Findings, concerns, issues documented as C-note entry: Yes No N/A

Offender Acknowledgment and Agreement

I have received the community work center (CWC) orientation and intake information and/or items listed above. I understand that policies, standard operating procedures (SOPs), and facility field memorandums (FMs) that are allowed for offender disclosure, are available to me or for my viewing upon request.

I agree to abide by all of the CWC rules and instructions given to me by staff during this orientation and while housed at the CWC.

I have been provided a copy or access to a copy of the CWC living guide. I agree that it is my responsibility to read, understand and abide by all of the rules or procedures outlined in the living guide.

I agree that if I do not understand anything from my orientation or the contents of the living guide it is my responsibility to seek clarification from staff or another resident.

Offender's Signature

Date

Facility Intake Staff 's Printed Name

Facility Intake Staff 's Signature

Date

(Note: When this section of the form is fully complete per the SOP, forward it to the case manager for further processing.)

Offender's Name: _____ IDOC #: _____

Case Plan Intake Section:

Review, update, explain, discuss, collect, or assist (as needed) pursuant to the SOP. (Initial each as completed)

Reclassification: _____ Financial obligations: _____ Pathways/case plan requirements: _____

Reentry needs: _____ Expectations/consequences: _____ Prison rape elimination: _____

Waiver of Extradition: _____ Offender Emergency Data Form: _____

Indicate status and location (e.g., valid, suspended, expired, or central file, on person, at home, unknown)

Birth certificate: _____ State ID card: _____

Drivers' license: _____ Social security card: _____

Findings, concerns, issues documented as C-note entry: Yes No N/A

Case Manager's Printed Name

Case Manager's Signature

Date

(Note: If the offender is a resident worker or rider and this section of the form is fully complete per the SOP, forward the *Waiver of Extradition, Offender Emergency Data Form*, and this intake form to facility records staff for filing. If the offender is a work release offender, forward the *Waiver of Extradition* and the *Offender Emergency Data Form* to facility records staff for filing, and forward this form to the employment coordinator for further processing.)

Employment Intake Section: (Only Complete for Work Release Offenders)

Employment Coordinator

Find out, provide, discuss, or explain pursuant to the SOP. (Initial each as completed)

Limitations that would prevent employment: _____ Information related to employment: _____

Employment rules: _____

Findings, concerns, issues documented as C-note entry: Yes No N/A

EC's Initials

Date

Facility Head

C-note entries reviewed: Yes No

Pathways/case plan reviewed: Yes No

Work release approved: Yes No

Work release approval or denial documented as C-note entry: Yes No

Facility Head's Initials

Date

(Note: If the offender is a work release offender and this section of the form is fully complete per the SOP, forward it to facility records staff for filing.)

**IDAHO DEPARTMENT OF CORRECTION
Starter Property Request Form**

Type of Request: Initial (Within 30 Days of Arrival) – Mailed or Brought in by Family or Friend
 Exception (as approved by the facility head [or designee])

Starter Property Items	Total Allowed	Total Requesting	Starter Property Items	Total Allowed	Total Requesting
Alcohol-free Mouthwash	One (1)		Shaving Gel (can)	Two (2)	
Ball Cap	Two (2)		Shoes or Boots	Two (2)	
Bar Soap or Body Wash	Two (2)		Shorts (cargo or gym)	One (1)	
Belt	One (1)		Shower Shoes	One (1)	
Blanket	One (1)		Socks	Six (6)	
Bras (females only)	Two (2)		Stick Deodorant	Two (2)	
Coat	One (1)		Sweat Pant	One (1)	
Dress Shirt (for interviews)	Two (2)		Sweat Shirt	One (1)	
Dress Slacks (for interviews)	One (1)		Toothbrush	One (1)	
Jeans or Pants	Two (2)		Toothpaste	One (1)	
Lunch Box	One (1)		Towels	Two (2)	
Phone Card	One (1)		T-shirts	Two (2)	
Pillow	One (1)		Underwear	Five (5)	
Pillow Case	One (1)		Wallet	One (1)	
Razors (disposable, no cartridge with handles)	One (1) Package		Washcloths	One (1)	
Shampoo	Two (2)				
Note: No Cash, Camouflage Items, Muscle Shirts (e.g., A-shirts), or Tank Shirts Allowed.					

Offender Acknowledgment

I understand the following in regards to this request:

1. Items not listed above cannot be brought or mailed into the facility by family or friends. Items must be delivered all in the same package (i.e., items cannot be delivered in separate packages).
2. After I receive my initial items, I must wait 30 days to replenish them by submitting a *Regular Property Request Form*.
3. The values of specific items are subject to limits specified in IDOC standard operating procedures.

Offender's Printed Name/IDOC #

Signature

Date

Approved Disapproved

Property Officer (or designee's)
Printed Name

Signature

Date

(Note: Forward a copy of approval or disapproval to the offender.)

**IDAHO DEPARTMENT OF CORRECTION
Regular Property Request Form**

Type of Request: Mailed or Brought in by Family or Friend (**resident workers only, unless** approved by the facility head [or designee])
 Thrift Store Purchases (**resident workers or work release offenders only**)
 Community Shopping (**work release offenders only, unless** approved by facility head [or designee])

Regular Property Items	Total Allowed	Total Requesting	Total Excess	Regular Property Items	Total Allowed	Total Requesting	Total Excess
Bath Robe	One (1)			Razor (disposable, no cartridge with handles)	One (1) Package		
Beard/Mustache Trimmer (male only)	One (1)			Shaving Cream or Gel	Two (2)		
Belt (plain and buckle) (buckle not to exceed 2" x 2")	One (1)			Sheets	Two (2)		
Body Spray, Cologne, or Perfume	One (1)			Shirts (dress, work, or casual)	Two (2)		
Body Wash	Two (2)			Shorts (cargo or gym)	One (1)		
Bras (females only)	Two (2)			Socks	Six (6) Pairs		
Coat/Jacket (no leather type)	One (1)			Tools	* see note box		
Coveralls (if work required and approved)	One (1)			Undershirts, T-shirts or Gym Shirt (No Sleeveless)	Two (2)		
Gloves (work)	Two (2)			Underwear (boxers/briefs for males only and panties for females only)	Five (5)		
Laundry Supplies (soap, dryer sheets, etc.)	One (1) Each			Video game (handheld under twenty-five dollars [\$25])	One (1)		
Lunch Box	One (1)			Wallet	One (1)		
Pants (dockers, jeans, slacks, dress, work, etc.)	Two (2)			Water Jug or Thermos	One (1)		
Razor (AC or battery powered)	One (1)			Work Boots or Work Shoes	Two (2)		

Note: No Cash, Camouflage Items, Muscle Shirts (e.g., A-shirts), or Tank Shirts Allowed. * Tools must be approved by the employment coordinator (EC). Attach a separate sheet.

Offender Acknowledgment

I request that the above items be approved for my personal use. I understand the following in regards to this request:

1. I understand that the items selected and approved will be placed on my property list, and I must account for them when I leave the facility **or** at any time a staff member requests;
2. I understand that if these items are brought in, I will ensure that it is during visiting hours (unless approved by staff in advance);
3. I understand that unless authorized, I shall have only one property request every 90 days, and if an item is available via the commissary, I must obtain the item from the commissary; and
4. I understand that any excess items will be disposed of in accordance with IDOC property SOPs.

Offender's Printed Name and IDOC #

Signature

Date

Approved Disapproved (Note: Purchases over one hundred and fifty dollars [\$150] must be approved by the facility head or [designee].)

Property Officer (or designee's) Printed Name

Signature

Date

(Note: Forward a copy of approval or disapproval to the offender.)

Appendix 3

301.04.03.001

(Appendix last updated 5/9/11)

IDAHO DEPARTMENT OF CORRECTION
Quarterly Package Request Form

The following rules apply to quarterly packages:

1. Quarterly packages will only be allowed during the months of March, June, September, and December, and this form must be submitted to the property officer (or designee) between the 1st and 15th of these months.
2. Approved quarterly packages must be delivered or post marked before the last day of the month approved. No exceptions will be made for packages that are delivered or post marked after the last day of the month, and the property officer may return or store the quarterly package until the next allowable quarter.
3. Quarterly package items shall be limited to 'consumable' items only (items that are completely used up over a period of time and needs replenishing), and consumable items must be in received in their original containers. No exceptions! If there are unauthorized items in the package, the items may be donated or the entire package will be returned, and the offender may not be able to request another quarterly package delivery until the next quarter.
 - Allowed – hygiene items, cosmetics/makeup (females only), laundry soap, and non-perishable food items. Nutritional supplements (not to include bodybuilding supplements) may be individually approved by the facility head (or designee.)
 - Not Allowed – offender starter personal property, perishable food items, aerosol cans, stamps, greeting cards, bodybuilding supplements, over-the-counter pharmacy items (medicines), or items containing alcohol.
4. Quarterly packages must be sealed and cannot weigh more than 15 pounds. If over the weight limit, the package may be returned or the offender may be allowed to remove the excess weight and donate the removed items. No exceptions!

Offender Acknowledgment

I understand that to be approved to receive a quarterly package:

- I must not have any Disciplinary Offense Reports (DORs) between cut-off dates for submitting this form (see paragraph # 1 above). For example, no DORs between March 15 and June 15.
- I must not have any infractions for 30 days prior to the cut-off date for submitting this form (see paragraph # 1 above). For example, no infractions in the 30 day period prior to March 15.
- I must have a positive payment history on fines, restitution, and past due cost of supervision for three (3) consecutive months.
- I must be compliant with my pathways/case plan requirements and participate in programming.

I understand that if approved to receive a quarterly package, I am responsible for notifying my family or friend of the above rules.

I understand that I am responsible to comply with all property limits described in the following SOPs and if items I receive in my quarterly package exceed established property limits, the excess items may be confiscated and may result in the property officer (or designee) not approving my next quarterly package request:

- 301.04.03.001, *Intake, Orientation, and Personal Property: Community Work Center (CWC) Offenders*
- 320.02.01.001, *Property: State issued and Offender Personal Property; and*
- 320.02.01.002, *Property: Religious*

I understand that if I am returned to a prison facility, any items I received via quarterly package will not be forwarded to the prison facility with me.

Offender's Printed Name/IDOC #

Signature

Date

Approved Disapproved

Property Officer (or designee's)
Printed Name

Signature

Date

(Note: Forward a copy of approval or disapproval to the offender.)

**IDAHO DEPARTMENT OF CORRECTION
Offender Emergency Data Form**

Please Print Clearly

Name: _____ IDOC #: _____
Last, First, Middle

Date of birth: _____ Place of birth: _____

Marital Status (e.g., married, single): _____ # of Dependents (if any): _____

Do you have a pending crisis in your family? (yes/no) _____ If yes, explain: _____

List any special considerations (e.g., deaf, non-English speaking, non-reader, etc.) that you have: _____

What is your religious preference? _____

What was your last place of residence? _____
Address

City, state, zip

What was your most recent occupation? _____

Did you serve in the military? (yes/no) _____

If so, branch: _____ Dates of service: _____

Type of discharge: _____ Vietnam vet? (yes/no) _____

PERSONS TO BE CONTACTED IN CASE OF AN ACCIDENT OR EMERGENCY

Person #1

Person #2

Name: _____

Name: _____

Address: _____

Address: _____

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Relationship to you: _____

Relationship to you: _____

I understand that if there are any changes to this information, it is my responsibility to contact facility records staff or my case manager at my current housing facility to have this information updated.

Offender's Signature

Date