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| <p>Fifth Judicial District</p> <p>Department of Correctional Services</p> <p><b>Policy and Procedural Manual</b></p>                        |   | <p>Approval Date: 8/13/13<br/> Approved By:</p> <br>Sally Kreamer, Director<br>Fifth Judicial District<br>Department of Correctional Services |
| <p><b>Division: Residential Services</b></p> <p><b>Unit(s): Fort Des Moines Correctional Facility and Women's Residential Facility.</b></p> | <p><b>Subject: Offender Counts and Leaves</b></p> | <p><b>Effective Date: 9/26/2013</b></p> <p>Revision Dates: 7/13; 3/12<br/> Review Dates: N/A<br/> Origination Date: 7/21/11</p>  |

**Policy**

To facilitate monitoring of offenders' activities and accountability, offender counts shall be taken on a regular basis by Residential officers. During these counts, on random occasions between counts and as situations arise, information about routine operations and unusual incidents that occur at all locations in the facility are consistently recorded on shift reports and permanent logs.

Offenders may leave the facility and participate in community programming only after obtaining written permission from residential staff or written permission from the court of jurisdiction.

Furloughs are a privilege or reward given in response to the positive performance of the resident.

**PROCEDURE**

**I. Count and leave protocol and requirements**

- A. A staff member shall conduct an offender count at least once every two hours, noting in the appropriate space on the count form/shift report the whereabouts of each offender. The time and results of the count will also be logged and noted on the count sheet. The time that is to be used for recording counts and all matters pertaining to counts is Windows System Time as noted on the control desk computer monitors. These counts shall be completed at irregular time intervals. (Example: 2:00 p.m. resident count must be taken between 2:00 p.m. and 2:59 p.m.). Time recorded on the count sheet will be the time the count was started and when the count was completed by the officer. Officers must begin their count by searching the building for offenders and end their count with checking ICON for offender movement as a cross reference.
  
- B. All counts will be a no movement count; i.e. all offenders will remain in their location until the count is cleared. Officers will announce count via the PA system and all movement will cease until the announcement that count is clear has been made. During count, offenders that are requesting to exit the building may check in at the Control desk and be signed out by an officer. However, offenders that are entering the building must remain by the Control desk until count has been cleared. No announcements for count will be made after curfew and before 7:00 a.m.

- C. When conducting count the staff member is required to physically check all rooms and common areas to ensure that all offenders are accounted for.
- D. The officers are expected to complete rounds of the facility at least once every half hour. The purpose of the round is to check on the safety and security of the facility, offenders and staff. It will include walking down the offender unit wings and looking in each room, checking the resident bathrooms and other areas of the facility. Officers will note the completion of the rounds on the count sheet.
- E. Additionally there will be two hard counts conducted, one at the end of first shift and one at the end of second shift. During the hard count all offenders that are in the facility will be required to return to their room and be on their assigned bunk. Those residents that are under direct staff supervision or in programming will not return to their rooms for count. Once the unit has been counted the offenders may leave their rooms. The hard count should be conducted around 2:30pm on first shift and 10:30pm on second shift. The officer conducting the hard count will only have the residents return to their room when the officer is ready to start the room to room count and release offenders from their room as soon as the room to room count is completed thus limiting the time the offenders have to be in their rooms. The Honor Unit of Fort Des Moines Residential Facility will not be subject to the hard count or the no movement counts. In the Honor Unit counts will not be announced and all counts will be movement counts due to the nature of the unit.
- F. If for any reason a count or round is not able to be completed, the specific reasons must be logged and reported to the Supervisor on duty.
- G. When conducting a count, all offenders must be accounted for whether they are in or out of the building. Random checks shall be made on offenders who are on approved leave from the building.
- H. Residents who are in the building during a count must be personally seen by the counting staff.
  - 1. The staff conducting the count must see the offenders face to positively identify him/her.
  - 2. Offenders who are asleep in a dark room will be identified by using a flashlight as needed and awakened if necessary.
- I. If an offender cannot be located during a count, the Escape/Out of Place of Assignment policy applies.
- J. Staff will note routine operations and situations as needed on the shift report. Management staff will be notified as needed and in accordance with facility policy. The completed resident count form/shift report shall be forwarded to and retained by the Residential Supervisor.

## **II. Notice to Community Placement Office regarding Work Release/OWI offenders.**

- 1. The Residential Director or designee shall be responsible for providing prompt notification to the Community Placement Office of any of the following changes in the offender count:

- a. Transfers to work release status
- b. Jail placements and releases
- c. Hospitalizations and discharges
- d. Replacement transfers
- e. Escapes
- f. Discharges (expiration of sentence)
- g. Sign-ups to out-of-state parole
- h. Death

### **III. Program-Related Leaves**

- A. Program-Related leaves may be authorized for employment, educational, or other programmatic purposes, such as Alcoholics Anonymous, and shall be handled as follows:
  - 1. Program-Related leaves shall be authorized by the staff member who verifies the leave information.
  - 2. Verification of program-related leaves shall be made by referring to ICON approved destinations. These leaves should be checked regularly since schedules are subject to frequent changes.
  - 3. Any time an offender does not go to the required program activities, the offender's Case Manager shall be notified and appropriate disciplinary action taken.
  - 4. When an offender is going to be late for work or is going to miss a program activity, it is the offender's responsibility to notify the appropriate person prior to the start of the shift, class, etc. This notification should be done on an office phone in the presence of a staff member.

### **IV. Furloughs**

- A. Approval Process:
  - 1. Prior to the first furlough, the Case Manager may provide up to two (2) proposed addresses to the designated staff to check for furlough purposes.
  - 2. Furlough requests are to be turned in by the offender according to each facilities procedure. Each Case Manager will review, add any restrictions, initial, and submit the request. Furloughs are submitted at the discretion of the PPO II/Residential Counselor who considers the following
    - a. Phase level of the offender
    - b. The offender's progress on treatment plan
    - c. Discipline in effect
    - d. Employment
    - e. Therapeutic purpose of the furlough
  - 3. All furloughs are reviewed by the designated staff prior to the furlough being approved. Approval, denial and adjustments are made at this time. Furloughs may be approved on non-working days or regular days off. Offenders may not sign in or out to their approved furlough via the telephone, but rather start and end each approved furlough at the facility.
- B. Leaving on Furlough
  - 1. All furloughs shall be signed by the Residential Director or designee.

2. Staff shall check, at sign out time, to be certain that times, addresses, dates, and signatures are in proper order.
3. Any special conditions in regards to the offender's behavior while on furlough must be explained by the staff member who is signing the offender out.
4. The offender's room must pass inspection prior to the resident leaving on furlough. Any belongings taken from the facility must be searched by facility staff.

C. Returning from Furlough

1. Upon an offender returning to the facility, a breath test will be administered by facility staff. Property being brought into the facility shall be searched and furlough conditions shall be completed. A urinalysis may be requested at this time and a strip search may be conducted with probable cause.
2. The time and date of return shall be noted in ICON, checking to see if the offender returned from the furlough on time.
3. If an offender comes in early from furlough, the furlough shall be terminated immediately, unless prior approval was obtained.
4. If the offender is late, notification is to be given to the Case Manager and appropriate disciplinary action taken.

**V. Non-programmatic Leaves**

- A. These types of leaves include primarily shopping and recreational outings, but may include any other outings that occur on a non-regular basis and are not directly related to program goals or requirements.
- B. Leaves of this nature shall be approved by staff. These types of passes will typically be a positive sanction or a need-based pass. When approving such leave the staff is encouraged to review the reason(s) for the pass and approve or deny using their professional discretion.

**VI. Medical Passes**

- A. Medical passes are to be approved when requests are made by an offender to seek medical assistance. Staff needs to gather information as to the reasons for the medical pass and document it in ICON Generic Notes. Staff should further determine the offender's mode of transportation and the level of the medical need. If staff determines emergency personnel are required 911 will be called and a CIR will be completed. If the level of the medical need does not require emergency assistance the staff can allow the offender to arrange transportation to the hospital. Transportation may be public or private.

**VII. ICON Approved Destinations**

- A. All reoccurring destinations will be recorded in the ICON Approved Destinations screen before an offender is signed out of the facility. These destinations include but are not limited to: treatment, AA/NA meetings, educational, employment and/or any destinations that will occur while in the facility.

## VIII. Employment Leave

- A. Employment information will include
  - 1. Employer's name, address and telephone number
  - 2. Supervisor's name
  - 3. Form of transportation
  - 4. Permanent work schedule (days and times), if the work schedule varies, "see schedule" will be noted
- B. Offender's whose working hours/days vary must provide the control desk with a completed work schedule signed by their employer.
  - 1. Offenders may be signed out on a temporary work schedule if it has been verified with the employer. However, upon return offenders are too held responsible for a completed work schedule.
- C. Other than for emergencies, all special permissions for weekends must be written by Friday except for work. (Exception: Spot labor not involving work for family, friends, etc.)
- D. Job-seeking passes are to be submitted by 10 pm the night before the pass is to be taken. All job passes will be approved by designated staff. Offenders may job seek Monday through Friday from 8 am to 5 pm provided they have an approved pass. See job seeking guidelines for further information on employment-seeking passes.
- E. All permissions for spot labor must be documented in ICON approved destinations.
- F. Offenders who are on room restriction will not be allowed special permissions except from job interview, spot labor treatment appointments.
- G. Special Permission passes must be written a day in advance whenever possible. Special Permission passes will be given to the Residential Officer by the resident or Case Manager.
- H. The special Permission information will be entered in ICON in/out by the on duty Residential Officer.
- I. The special Permission form will be retained in the offenders pass file.