

INTERNAL DOCUMENT

Holds are a temporary exemption from being transferred out of state. Facility Employment Holds have been authorized by the Commissioner of DOC to add stability to the facility inmate workforce through a core group of positions within its operation.

The DOC encourages inmates to remain active with programming and skill-building jobs in conjunction with an approach to reducing each inmate's criminogenic needs. Inmates following this model shall have priority for facility employment positions with a hold.

The Director of Facility Operations has approved the following number of hold positions for each facility:

- SESCOF – 4
- MVRFCF – 5
- MWSCF – 7
- NOSCF – 9
- NECC – 5
- SSCF – 9
- CRCF - 5¹

Living Unit Supervisors shall complete a request for a facility employment hold for each inmate where an employment hold is to be considered.

The Living Unit Supervisor needs to have knowledge of the inmate's skills-set as outlined in the facility's job description. The inmate needs to:

- Be compliant with his/her Case-plan²;
- Have a current evaluation that rates his/her overall performance as 3 or above;
- Remain free of major disciplinary infractions;
- Demonstrate an ability to work with all inmates; and
- Be able to learn quickly and teach others.

The Living Unit Supervisor shall provide written justification and explanation as to why each inmate has certain skills for a position over other inmates.

All completed requests for facility employment hold forms shall be sent to the Facility Superintendent for initial approval. Those initially approved shall be forwarded to the Director of Facility Operations for final approval. All approved holds shall be forwarded to the Supplemental Housing Manager and the originating facility. The Supplemental Housing Manager shall maintain the current list of holds, enter the hold into the inmate's Facility Case Plan, and upload the completed Facility Worker Hold Request form into OMS.

¹ The DOC currently does not have a need to incarcerate female offender's out of state.

² Compliance with case plan means that the inmate is actively participating in and showing progress in addressing stated case plan SMART Goals targeting moderate and high need areas, as well as working on identified stability/responsivity needs outlined in the case plan. To determine compliance, the LUS may consult with the assigned CSS.

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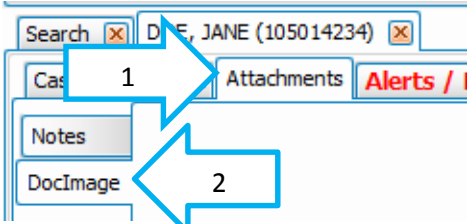

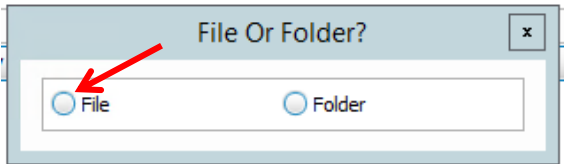
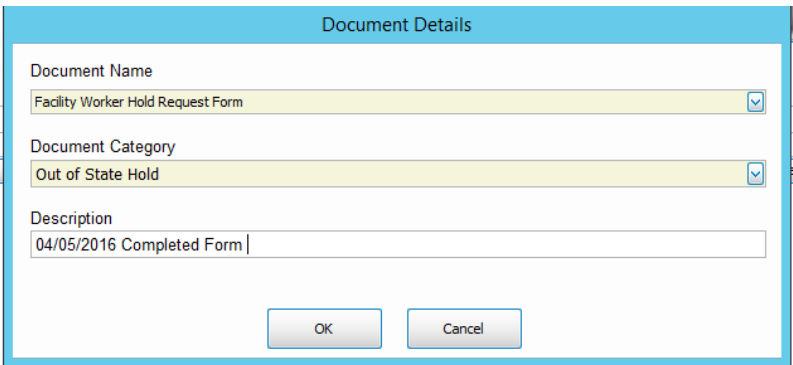
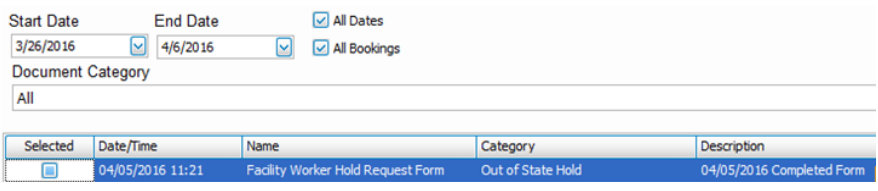
All holds shall be reviewed annually by the Director of Facility Operations. The Supplemental Housing Manager shall notify the Director of the need to review the hold 60 days prior to the due date. No inmate may have a hold for more than three years within the same sentence.

If a hold is removed due to an inmate’s behavior, s/he loses the privileges of the hold and is ineligible for another hold under his/her current sentence. If a hold is removed, the inmate may be sent out of state. This shall be recorded in contact notes and the inmate’s hold shall be removed from the Facility Case Plan in OMS.

Based on the needs of the DOC, any holds can be removed at any time in a coordinated effort between the Director of Facility Operations, the Superintendent, and the Supplemental Housing Manager. Once this occurs, it will be recorded in contact notes and the inmate’s hold shall be removed from the Facility Case Plan in OMS. The inmate can be sent out of state.

Technical Guide for OMS Tasks	
Hold Entry & Removal in Facility Case Plan	
<p>With the Offender record open:</p> <ol style="list-style-type: none"> 1. Click on the Case Management Tab 2. Click on the Facility Case Plan Sub Tab 	
<p>Open the most recent Case Plan by double clicking anywhere on the case plan row</p>	
<p>Complete the following steps:</p> <ol style="list-style-type: none"> 1. Choose the applicable Hold category from the dropdown 2. Enter in the Expiration date if applicable 3. Click Save 	
Uploading Facility Worker Hold Request Form	

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<p>With the Offender record open:</p> <ol style="list-style-type: none"> 1. Click on the Attachments Tab 2. Click on the DocImage Subtab 											
<p>Click the Import Button</p>											
<p>Choose File Option</p>											
<p>Fill in the following information:</p> <ol style="list-style-type: none"> 1. Document Name = Facility Worker Hold Request Form 2. Document Category = Out of State Hold 3. Description = a Description of the form uploaded 											
<p>Follow instructions on screen to choose the file to import.</p> <p>The document will then appear in the history of documents.</p>	 <table border="1"> <thead> <tr> <th>Selected</th> <th>Date/Time</th> <th>Name</th> <th>Category</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>04/05/2016 11:21</td> <td>Facility Worker Hold Request Form</td> <td>Out of State Hold</td> <td>04/05/2016 Completed Form</td> </tr> </tbody> </table>	Selected	Date/Time	Name	Category	Description	<input checked="" type="checkbox"/>	04/05/2016 11:21	Facility Worker Hold Request Form	Out of State Hold	04/05/2016 Completed Form
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