

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF CORRECTION

103 CMR 464

**EMPLOYMENT PROGRAMS OUTSIDE A CORRECTIONAL INSTITUTION:
WORK RELEASE**

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464.01 Purpose

The purpose of these regulations is to establish guidelines governing work release programs for inmates. The establishment of employment programs for inmates outside correctional institutions is intended to provide inmates with access to a wide range of employment opportunities which help facilitate their successful reintegration into the community. These regulations set forth the requirements for participation in the work release program and the procedures for the administration of the work release program.

464.02 Statutory Authorization

These regulations are issued pursuant to M.G.L., Chapter 124, Section 1(c), (e) and (q), and M.G.L., Chapter 127, Sections 48, 49, 49A and 86F.

464.03 Cancellation

These regulations cancel all previous Department policy statements, bulletins, directives, orders, notices, rules or regulations regarding work release programs which are inconsistent with these regulations.

464.04 Applicability

These regulations are applicable to all employees and inmates at all correctional institutions/divisions within the Department of Correction, including contract programs. These regulations are not applicable to correctional programs operated pursuant to 103 CMR 455.

464.05 Access to Regulations

These regulations shall be maintained within the central policy file of the Department, and shall be accessible to all Department employees. A copy of this policy shall also be maintained in each Superintendent/Director's central policy file, and at each inmate law library.

464.06 Definitions

1. **Assistant Deputy Commissioner, Community Corrections** - That individual within the Department who is responsible for all aspects of operation within the Community Corrections Division, to include pre-release and work release programming.
2. **Director of Offender Programming and Placement** - That individual within the Department who is responsible for all aspects of programs, and treatment and inmate transportation.
3. **Classification Committee** - The committee of staff persons, approved by the Superintendent of a facility/institution, who reviews inmates for the purpose of making recommendations concerning inmate eligibility and suitability for programs.
4. **Commissioner** - The Commissioner of the Department of Correction.
5. **Contract Facility** - A facility, other than a state correctional institution, under contract to the Department of Correction pursuant to M.G.L., Chapter 127, Section 49.
6. **Department** - Department of Correction.
7. **Earned Income** - Income derived from a source of employment including wages, salary, and commissions, consistent with the I.R.S. codes.

8. **Employer** - Any employer, either public or private, other than the Department of Correction.
9. **Employment Services Coordinator** - The staff person, appointed by the Superintendent/Administrator of a facility/institution, responsible for the operation of the work release program.
10. **Facility/Institution** - A state correctional institution, a county correctional facility, an electronic monitoring program, or a contract facility.
11. **Inmate** - Any person serving a sentence under the law or otherwise in the legal custody of the Department of Correction.
12. **Minimum Wage** - That sum of money which is established as a minimum wage by the federal government.
13. **Self-employed** - An inmate earning income directly from his/her own business, trade or profession, rather than a specified salary or wages from an employer.
14. **Superintendent/Director** - The chief administrative officer of a facility/institution, or director of the contract programs, PPREP Program or other minimum or pre-release component of a correctional facility.
15. **Work Release** - The release of an inmate into the community for the purpose of participating in a work release program.
16. **Work Release Program** - Any program, established pursuant to M.G.L., Chapter 127, Section 49, which is designed to provide inmates with an opportunity to earn compensation, to render services on a volunteer basis, or to attend interviews or counseling sessions designed to secure or continue employment opportunities.

464.07 Authorized Activities

Work release activities include employment, job interviews, transportation to and from the place of employment or job interview, and any other outside employment activities including volunteer work, approved by the Superintendent/Director.

464.08 Eligibility

To be eligible for participation in work release programs, an inmate must be within eighteen (18) months of parole eligibility, have completed any mandatory portion of his/her sentence, and be otherwise eligible under M.G.L., Chapter 127, Section 49 and other applicable laws. **Note:** As a result of an August 1998 amendment to Chapter 127 Section 49, sex offenders shall no longer be eligible for participation in work release programs.

464.09 Approval Process for Program Participation

Any pre-release eligible inmate may be approved by the Commissioner for participation in work release programs.

1. The approval process at the institutional level for program participation shall be as follows:
 - A. The classification committee shall make a recommendation to the Superintendent/Director regarding an inmate's participation in the program.
 - B. In considering the recommendation, the classification committee will review the inmate's case record, ensure eligibility, interview the inmate, determine the inmate's suitability for program participation, and develop an individual written program plan based on:

- I. program adjustment;
 - ii. disciplinary record;
 - iii. established goals;
 - iv. involvement in work, education or training programs;
 - v. risk/needs assessment;
 - vi. potential benefits to the inmate;
 - vii. safety of the community;
 - viii. prior criminal history, parole/probation history and escape history.
- C. A designated staff member shall prepare a report including the facts of the inmate's record, the recommendation of the classification committee, the reasons for the recommendation, and other relevant factual data.
 - D. Upon receiving the recommendation of the classification committee, the Superintendent/ Director shall make a recommendation to the Commissioner consistent with the Department's classification process.
2. The process for denials, appeals and review at the institutional level shall be as follows:
- A. Each inmate shall be provided with a copy of the decision by the Superintendent/Director to deny or approve program participation.
 - B. Each denial shall include a review date within ninety (90) days.
 - C. The inmate may appeal the decision of the classification committee or of the Superintendent/Director according to the classification appeal process provided for in 103 CMR 420: Classification Policy.

1. An inmate participating in a work release program remains in the custody of the Department and is subject to the rules and regulations of the Department and the facility/institution during the period of his/her participation in the program.
2. Inmates participating in work release programs may be housed in state correctional institutions, county correctional facilities, contract facilities and on electronic monitoring, subject to approval of the Commissioner. Work release participants shall be housed only with other pre-release status inmates and minimum security inmates.
3. No inmate shall be assigned to employment in the performance of a federal contract unless the following terms and conditions of United States Executive Order #17755 are met:
 - A. The inmate is paid or is in an approved work training program on a voluntary basis;
 - B. Representatives of the involved local union central bodies or similar involved labor union organizations have been consulted;
 - C. Such paid employment will not result in the displacement of employed workers, or be applied in skills, crafts or trades of which there is a surplus of available gainful labor in the locality, or impair existing contracts for services; and
 - D. The rates of pay and other conditions of employment shall not be less than those paid or provided for work of a similar nature in the locality in which the work is being performed.
4. Each inmate shall inform his/her employer or prospective employer that he/she is in a work release program of the Department.

5. The facility/institution work release coordinator shall ensure that the Employment Agreement Form (attachment I) is completed and signed prior to the first day of employment, unless otherwise authorized by the Superintendent/Director. If an employer is not cooperative in providing the necessary information or in completing and signing the Employment Agreement Form, the employment site shall not be approved.
6. An inmate may not be hired or assigned at a work place where there exists any strike or work stoppage arising from a labor dispute of any kind.
7. Inmates participating in work release programs may not be gainfully employed by the Department.
8. The rates of pay and other conditions of employment for an inmate participating in work release programs shall be the same as those paid or required in the locality in which the work is performed, provided that no inmate employed by an agency of the Commonwealth shall be subject to M.G.L., Chapter 30, Sections 9A and 9B or Chapter 31.

464.11 Approval Process for Release on Permit

1. An inmate approved for participation in a work release program shall receive an orientation to the rules and regulations concerning community release, and shall signify his/her understanding by signing a Community Release Agreement (attachment II).
2. An inmate approved for participation in a work release program shall meet with the Employment Services Coordinator or his/her designee who shall:
 - A. Review the inmate's employment background;

- B. Assist the inmate in developing an individual employment program based on the inmate's goals and needs;
 - C. Verify employment background when appropriate;
 - D. Refer the inmate to diagnostic services and other education and training programs as indicated;
 - E. Establish and verify appointments for interviews, applications, and other activities required for obtaining employment; and
 - F. Upon approval, forward the Community Release Permit (attachment III) to the Superintendent/Director or his/her designee for approval.
3. Prior to approval to begin work at a particular site, the Superintendent/Director or his/her designee shall confirm:
- A. That a job has actually been offered;
 - B. That the employer is a legitimate organization, and that the work site does not present a threat to public safety or the inmate;
 - C. That the job offered is suitable for the inmate;
 - D. That the Employment Services Coordinator has interviewed the prospective employer, in person for the initial utilization of the employment site(interviews may take place via telephone on subsequent placements), to discuss the conditions of the inmate's employment, and to familiarize the prospective employer with the work release program and its procedures and regulations;

- E. That the prospective employer has completed and signed the Employment Agreement Form; and
- F. That the local police, in the community in which the inmate will be employed, have received notification. Such notification may be made verbally and documented in the inmate's work release file prior to the start of employment, but in all cases shall be followed up with written notification to the Chief of Police. Such notification shall include information regarding the inmate's criminal offense and a current photograph (attachment IV).

464.12 Release Authorization

- 1. The Superintendent may authorize release of an eligible inmate by signing his/her approval on the Community Release Permit.
- 2. Each inmate participating in a work release program shall read or have read to him/her the Community Release Permit, and sign same. The inmate shall carry a copy of his/her permit at all times while participating in the work release program. The permit will contain at a minimum the following information:
 - A. The address, telephone number and name of contact person(s) at place of employment;
 - B. The time at which the inmate is to leave the correctional facility and the time by which he/she must return each day;
 - C. The time at which the inmate is expected to arrive at the place where he/she is working and the time at which he/she is expected to leave;

- D. A current schedule of work hours indicating where the inmate is to be at all times while participating in a work release program;
 - E. Transportation arrangements;
 - F. The name, address and telephone number of the correctional or contract facility at which the inmate is housed;
 - G. The time and location of their scheduled lunch break if being taken away from the normal approved work location; and,
 - H. Any conditions to his/her employment as authorized by the Employment Services Coordinator.
- 3. The Superintendent/Director or his/her designee shall ensure that verification is made of the work site, the specific times and any contact person(s).
 - 4. The Superintendent/Director or his/her designee shall ensure that a review is made of the inmate's suitability for the specific program(s) specified on the permit. In considering the suitability of the specified program, the location of the program, transportation, cost and ability to pay, accountability, the number of hours in the community, and conditions such as check-ins, call-ins and staff field visits should be taken into consideration.

464.13 Employment

- 1. Inmates participating in a work release program shall immediately report to the Employment Services Coordinator all changes in the conditions of their employment. Changes to be reported include, but are not limited to, the following:
 - A. Rate of pay;

- B. Supervisor;
 - C. Days off;
 - D. Work schedule;
 - E. Vacations;
 - F. Holidays;
 - G. Personal days;
 - H. Telephone numbers;
 - I. Financial deductions (see 103 CMR 464.14);
 - J. Changes in work location (to include lunch breaks away from the normal work site).
2. An inmate must have prior approval from the appropriate facility/institution staff in order to perform overtime work or otherwise extend his/her release time. The extension must be verified with the work site contact person by facility/ institution staff prior to approval being given.
 3. In the event of an accident on the job, the inmate or his/her work supervisor shall notify the appropriate facility staff of the extent of injury and action taken. Should the inmate require hospital treatment, the facility staff shall notify the appropriate health services unit or health services duty officer of all pertinent information regarding the accident, including the source of payment. If hospitalization is required, the facility staff shall follow the procedures detailed in 103 DOC 604: Outside Hospital Relations.
 4. Inmates in work release programs shall not be allowed to work in field sales.
 5. Inmates with a history of drug abuse, or crimes against children shall not be allowed to work in

counseling or caretaking positions with children, except with the approval of the Superintendent/Director and the Assistant Deputy Commissioner for Community Corrections.

6. Inmates with a history of drug abuse shall not be allowed to work in hospitals except with the approval of the Superintendent/Director and the Assistant Deputy Commissioner for Community Corrections (see 103 CMR 457: State School/Hospital Programs).
7. Inmates shall be discouraged from employment in family owned/operated business. Placement at such sites shall require the approval of the Superintendent/Director and the Assistant Deputy Commissioner for Community Corrections.
8. Self-employment for inmates in work release programs shall be discouraged, and shall be allowed only with the approval of the Superintendent/ Director and the Assistant Deputy Commissioner for Community Corrections. Approval will be contingent upon the inmate's ability to establish that he/she:
 - A. is continuing in a business or trade held prior to incarceration;
 - B. has a work place other than the confines of the facility/institution to conduct the business enterprise;
 - C. is able to satisfy all local, state and federal regulations pertaining to the operation of the business, including licenses, taxes and related requirements;
 - D. is financially able to conduct all aspects of the business, including paying himself/herself an appropriate salary;
 - E. is able to maintain accurate business records; and,

F. has a telephone at the place of business.

Notwithstanding satisfaction of these conditions, the Superintendent/Director or Assistant Deputy Commissioner for Community Corrections may deny any request for self-employment if in his/her opinion said employment would present a risk to the security of the institution or to the safety of any inmate, employee, visitor or the public.

9. Inmates shall not be allowed to work for a business owned and/or operated by a known ex-felon. Additionally, inmates shall immediately report to the Superintendent, via the Employment Services Coordinator, any co-workers known to be felons/ex-felons.

464.14 Financial Deductions

1. Deductions from the work release income of inmates in contract facilities shall be based on the contract or agreement between the Commissioner and the contract facility, and such agreement shall provide for the amount of money to be charged by the contract facility to the inmate for services to be provided to an inmate.
2. The procedure for processing the work release monies of inmates participating in a work release program in a state correctional institution shall be as follows:
 - A. The employer shall, in accordance with the Employment Agreement Form which he/she has signed, mail or deliver the inmate's pay and statement of earnings to the designated staff at the facility/institution.
 - B. The employer shall deduct applicable federal, state and local taxes, court ordered child support payments where applicable, and must indicate these deductions on the check or check stub.

- C. An inmate may not take cash advances or loans from his/her wages for a payroll savings plan, bonds, or any other deductions unless such deductions are directly related to his/her work, such as uniforms or union dues, and approved in advance by the Superintendent/ Director.

- D. The designated facility/institution staff shall make the following deductions from the inmate's paycheck:
 - I. any monies determined to be owed to the Victim Witness Fund;

 - ii. fifteen percent (15%) of the gross earned income to reimburse the Commonwealth for the expense of providing services to the inmate. Gross income shall include all jobs, part-time and full-time, as well as all overtime. The amount deducted pursuant to this section shall be credited to the General Fund of the Commonwealth, and shall not be expended by the Department or by any facility/ institution without appropriation by the General Court;

 - iii. repayment of any cash advance owed;

 - iv. the amount for the support of the inmate's spouse and children as ordered by the court;

 - v. the amount established for family support in consultation with representatives of the Department of Revenue and the Public Welfare Department;

 - vi. any amounts voluntarily agreed upon by the inmate for family allotment or for other purposes as approved by the Superintendent/Director;

- vii. savings as required by the facility/
institution policy; and,
 - viii. the balance to be credited to the
inmate's personal institutional
account. This may be expended on
behalf of or by the inmate in
accordance with facility/ institution
rules and regulations.
- E. Each facility/institution shall encourage
inmate savings to assist in successful
reintegration upon release, and shall
establish a minimum amount of savings of not
less than \$100.00 to be maintained until
release.
- F. Upon the approval of an inmate's proposed
employment site, the assigned Correctional
Program Officer shall assist the inmate in
establishing a budget which will accurately
reflect the inmate's earnings and mandatory/
non-mandatory deductions. This process
shall be repeated each time an inmate
changes employment, and/or has experienced a
significant change in his/her earnings.

464.15 Absence from Employment Site

1. Inmates who do not report to work as a result of
illness must:
 - A. Notify the designated staff of the
facility/institution prior to the start of
his/her scheduled shift;
 - B. Notify his/her employer in accordance with
the employment procedures at the work site;

- C. Adhere to any facility/institution rules and regulations regarding such absences; and
 - D. Have approval of the designated facility/institution staff.
2. Inmates who, for reasons other than illness, do not report to work as scheduled, must:
- A. Notify the designated staff of the facility/ institution prior to the start of his/her scheduled shift;
 - B. Have a legitimate reason (a furlough or visit is not considered a legitimate reason);
 - C. Have the approval of the designated facility/institution staff;
 - D. Notify his/her employer prior to the start of his/her scheduled work shift; and
 - E. Adhere to any facility/institution rules and regulations regarding such absences.

464.16 Termination of Employment

Any inmate who wishes to terminate his/her job must:

- 1. Discuss the situation with designated staff and obtain their approval to leave.
- 2. If approved, provide reasonable notice to his/her employer or his/her intent to leave (one (1) or two (2) weeks as required by employer).

464.17 Escape Procedures

1. An inmate shall be declared an escapee if:
 - A. He/she leaves his/her place of employment without authorization by facility/institution staff, and does not return to his/her place of employment or to the facility within two (2) hours.
 - B. He/she does not arrive at the location specified on his/her Community Release Permit by the scheduled time, and does not arrive there or return to the facility within two (2) hours.
 - C. He/she does not return to the facility within two (2) hours after having been ordered to do so.
 - D. He/she fails to return to the facility within two(2) hours of his/her scheduled return time.
2. Notwithstanding the above, an inmate may be declared an escapee at any time if, in the opinion of the Superintendent/Director, there is enough evidence to reasonably assume that the inmate has escaped.
3. In the event that an inmate is declared an escapee under this section, the escape procedures outlined in 103 DOC 550: Escape Procedures shall be followed. Such procedures shall include notification of the inmate's employer.

464.18 Program Monitoring

Each Superintendent shall ensure that appropriate procedures are followed to maintain inmate accountability. Such procedures shall include, but not be limited to:

1. Verification of appointments, schedules, program sites, transportation and contact persons;

2. A system of telephone checks, field visits, check-in procedures, attendance and salary reporting; and,
3. A complete record-keeping system (see 103 CMR 464.19).

464.19 Record-Keeping

A comprehensive record-keeping system shall be maintained which includes, but is not limited to:

1. An entry in the case record when an employment begins and terminates;
2. A record of the Community Release Agreement and the Employment Agreement Form. A copy of the Employment Agreement Form shall be placed in the inmate's six-part folder, section IV;
3. Submission of the monthly Work Release Report (attachment V) to the Assistant Deputy Commissioner, Community Corrections;
4. Log entries of departure and return times, logs of telephone checks and reports of field visits; and
5. Records providing information including, inmate's place of employment, inmate's gross pay, employer deductions, facility deductions, any other deductions, and the amount credited to the inmate's account, evaluations, reports and other relevant information.

464.20 Evaluation

1. Facility/institution work release programs shall be evaluated quarterly and annually, as provided for in 103 DOC 111: Management Analysis, Survey and Evaluations, with written reports being included in the quarterly and annual reports of

the facility. The staff performance of work release responsibilities shall be evaluated at least annually as provided for in 103 DOC 222: Employee Performance Evaluation.

2. The Research Division shall conduct an annual evaluation of the work release program.
3. The Commissioner will establish an annual management review of the facility/institution and Research Division evaluations of the work release program.

464.21 Community Support and Job Development

Each Superintendent shall encourage public understanding of the work release process by sharing, whenever possible, evaluations and reports pertaining to the work release program and the benefits thereof with the community.

464.22 Responsible Staff

The Superintendent/Director of each institution, under the direction of the Assistant Deputy Commissioner of Community Corrections, shall be responsible for the implementation of this policy, and for the development of all procedures deemed necessary for his/her institution.

464.23 Annual Review Date

These regulations shall be reviewed at least annually from the effective date by the Commissioner or his/her designee. The party or parties conducting the review shall develop a memorandum to the Commissioner with a copy to the central policy file indicating that the review has been completed. Recommendations for revisions, additions and deletions shall be included.

464.24 Severability Clause

If any article, section, subsection, clause or phrase of these regulations is for any reason held to be unconstitutional, contrary to statute, in excess of the authority of the Commissioner or otherwise inoperative, such decision shall not affect the validity of any other article, section, subsection, sentence, clause or phrase of these regulations.

464.25 Effective Date

These regulations shall be effective upon publication in the Massachusetts Register.

DEPARTMENT OF CORRECTION
EMPLOYMENT AGREEMENT FORM

INSTITUTION:
ADDRESS:
PHONE:
FAX:

I agree to hire _____ for the position of _____ and would like him/her to start work on _____.

The following information is provided relevant to employment and will be held confidential:

- 1. IMMEDIATE SUPERVISOR: _____ TEL. NO.: _____
- 2. OTHER CONTACT PERSON(S): _____ TEL. NO.: _____
- 3. WORK LOCATION (if different): _____
- 4. WORK SCHEDULE: _____
- 5. TOTAL # PAID HOURS PER WEEK: _____ DATE OF 1st PAYCHECK: _____
- 6. FREQUENCY OF SUBSEQUENT PAY DAYS: Weekly _____ Bi Monthly: _____
- 7. HOURLY WAGE: \$ _____
- 8. BENEFITS (please check those applicable & indicate employee cost)

Medical/Hospital Insurance	_____	_____
Life Insurance	_____	_____
Pension Plan	_____	_____
Holidays (specify)	_____	_____
Vacation (explain)	_____	_____
Sick Leave (explain)	_____	_____
Workman's Compensation	_____	_____
Other (explain)	_____	_____

The rate of pay and conditions of employment applicable to the above employee are the same as those applicable to any other employee doing similar work. I agree that the above employee will not be employed at a place where there exists any strike or work stoppage arising from a labor dispute of any kind.

I understand that the above employee may not receive his/her pay in cash, nor will he/she be allowed to draw on his/her pay. I agree to deduct all appropriate taxes from his/her paycheck to include court ordered child support where appropriate and to provide, with each paycheck, details as to the number of hours worked, pay period involved (week ending date, gross wages, overtime wages, commissions, and taxes deducted). I agree to mail all paychecks, including any for overtime and/or commissions, directly to the institution Treasurer.

Employer: _____ Signature: _____
(please print)

Company Name: _____ Title: _____

Address: _____ Date: _____

Tel.: _____

Superintendent's Approval

_____ Approved _____ Denied

Comments: _____

Superintendent's Signature/Date

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF CORRECTION

INSTITUTION

COMMUNITY RELEASE AGREEMENT

In accepting and participating in community programs, including all furloughs, work release, education release, and program related activity, I voluntarily accept the following program conditions:

1. I will conduct myself appropriately and in accordance with the laws of the state and community, and will report to the institution staff any involvement with law enforcement agencies or personnel while on community release.
2. I will not leave the Commonwealth of Massachusetts.
3. I understand that failure to return from any community program or activity will be considered an escape, and that as a result I will be subject to prosecution.
4. I understand that I may be asked to submit to a body search, breathalyzer and/or urinalysis upon my return to the institution, and I agree to cooperate.
5. Community release programs are an extension of the confines of the institution, and all rules and regulations will be in effect throughout my community release time. Upon returning to the institution, I will not attempt to introduce contraband into the facility, and I will submit to a search of my room/vehicle (PPREP Participants) as deemed necessary by staff.
6. Any violations of community release policies will result in my being subject to disciplinary action or prosecution, and will be considered in future community release requests.
7. I will be aware of the conditions and specific arrangements for each community release activity, and I will abide by these arrangements and conditions, and return to the facility at the designated time.
8. I understand that I cannot accept money/pay directly from my employer, and that the institution will deduct 15% of my gross wages as payment to the State General Fund. I further understand that deductions from my wages for the Inmate's Fund are voluntary.

- 9. I authorize the institution staff to contact my employers or prospective employers and other present or future program sponsors as necessary to monitor my program eligibility, skills, ability, and attitude.
- 10. I agree to inform my perspective employer of the crimes/offenses for which I am incarcerated, as well as past History. I further authorize institutional Personnel to discuss these issues with my employer as a condition of participation in this program.
- 11. If for any reason I leave my assigned program site, am let out early, am fired, class is canceled, etc., I will call the institution first and then return directly to the facility.

I have read and/or have had read and explained to me the above conditions, and I accept and understand them completely.

Inmate's Signature Date

Staff Signature Date

INSTITUTION

ADDRESS

TELEPHONE

COMMUNITY RELEASE PERMIT

I, _____ agree to abide by all the conditions outlined in my community release agreement while participating in the following program.

Inmate's Signature

Work Release _____ Job Search _____ Volunteer Work _____

Educational/Vocational Release _____ Other _____

Location #1 _____ Telephone _____

Company/Agency Name _____

Address _____

Contact Persons _____

Location #2 _____ Telephone _____

Company/Agency Name _____

Address _____

Contact Persons _____

Transportation _____

Begin Date	End Date	Center Depart Time	Arrival at Location	Location Number	Depart from Center Location	Return Time	Call-Ins

APPROVED: _____
Employment Services Coordinator Date

APPROVED: _____
Superintendent/Deputy Superintendent Date

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF CORRECTION

INSTITUTION

POLICE NOTIFICATION OF EMPLOYMENT FORM

<p>PERSONAL DATA:</p> <p>NAME: _____</p> <p>NUMBER: _____</p> <p>AKA(S): _____</p> <p>SS #: _____</p> <p>FBI #: _____</p>	<p>affix photograph</p>
<p>OFFENSE INFORMATION:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>SENTENCE EFFECTIVE DATE: _____</p> <p>PENDING RELEASE DATE/TYPE: _____</p>	
<p>IDENTIFYING INFORMATION:</p> <p>RACE: _____ HEIGHT: _____ WEIGHT: _____</p> <p>HR. CLR.: _____ EYE CLR.: _____ COMPLEXION: _____</p> <p>MARKS/SCARS: _____</p>	
<p>EMPLOYMENT INFORMATION:</p> <p>PLACE OF EMPLOYMENT: _____</p> <p>ADDRESS: _____</p> <p>CONTACT PERSON: _____</p> <p>HOURS: _____</p> <p>OCCUPATION: _____</p> <p>TRAVEL/VEHICLE INFORMATION: _____</p> <p>START DATE: _____</p>	

* NOTE: All inmates are required to carry their inmate I.D. and Community Release Permit while in the community.

**DEPARTMENT OF CORRECTION
WORK RELEASE REPORT**

Facility _____ Month ending Saturday _____ 20____

Number of Admissions: _____

Total number of inmates in program at beginning of month: _____

Total number of terminations: _____

Total number of inmates in program at end of month: _____

ADMISSIONS: List below all inmates who began work assignments this month:
(If additional space is needed, please use additional forms)

Name	Commitment Number	Employer	Address	Job Title	Date of Entry	Hours per Week	Good Time Days/Mos	Wages to Start

This form must be submitted to the Research Unit, Department of Correction, by the first Monday of each month.

TERMINATIONS: If additional space is needed, please use additional forms

Name	Commitment Number	Employer	Date Terminated	Wage at Termination	Reason for Termination	Comment

TERMINATION CODES:

- 00 = Unknown
- 01 = Parole
- 02 = Parole (will continue in job)
- 03 = Discharged from Custody
- 04 = Discharged (will continue in job)
- 05 = Fired by Employer
- 06 = Removed from Program by DOC Authorities
- 07 = Job Change
- 08 = Quit Job Voluntarily
- 09 = Laid Off
- 10 = New Arrest
- 11 = Transferred to MCI (specify facility)
- 12 = Transferred to Pre-Release (specify facility)
- 13 = Escape from Work Release
- 14 = Other Escape
- 15 = Transferred to Contract Program (specify program)
- 16 = Transferred to PPREP (specify city/town)
- 99 = Other