

# STATE OF NEBRASKA

DEPARTMENT OF CORRECTIONAL SERVICES

Robert P. Houston

Director



Dave Heineman  
Governor

POLICY DIRECTIVE # 010-017

DATE: September 13, 2010

TO: Executive Steering Council

FROM: Robert P. Houston, Director *[Signature]*

RE: A.R. 201.12 – Re-Entry Furlough Program

Effective September 27, 2010, the following changes will be in effect concerning the above mentioned administrative Regulation. These revisions will be incorporated into A.R. 201.12 during the next scheduled review. You may contact Cathy Gibson-Beltz at 479-5699 or [cathy.gibson-beltz@nebraska.gov](mailto:cathy.gibson-beltz@nebraska.gov) concerning questions with these changes.

PROCEDURE

I. ELIGIBILITY

Staff will review their caseloads to identify potential participants for the Re-Entry Furlough Program (RFP). Generally, eligible inmates selected for the program may be scheduled for a parole hearing or be within 18 months of their release. Each inmate's criminal history and institutional performance will be reviewed. Consideration will also be given to the inmate's medical needs, county of commitment, financial obligations, pending legal actions, institutional disciplinary record, program needs and preparation for discharge or parole.

II. FURLOUGH CONDITIONS

Violations of the furlough agreement or a furlough condition may result in the inmate being terminated from the RFP. The authority to terminate an inmate from the RFP is delegated to the Warden or designee of the Community Correctional Centers. The re-entry furlough may be terminated immediately if an inmate fails to meet with a parole officer, disobeys a directive from the parole officer or community center staff, fails to respond to a furlough check or adhere to the approved weekly itinerary.

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DK*

C. Programming

Inmates are expected to comply with their personalized plan and participate in recommended programming as available. Verification of attendance will be maintained by the inmate and submitted each week to the parole officer. The parole officer and inmate will work together to determine program needs. Itinerary activities will be approved based on the inmate's personalized plan and progress in the RFP. Volunteer activities may also be included and considered for program purposes.

D. Drug & Alcohol Screening and Testing

Inmates in the RFP will be required to submit to drug and alcohol testing upon request. This may include a Continuous Alcohol Monitor (CAM). Refusal to submit to drug or alcohol testing may result in the termination of the re-entry furlough. Inmates may not consume alcoholic beverages, narcotics or medications that are not prescribed to them. Inmates will get approval from their parole officer prior to taking any vitamins, body building supplements, herbs or over the counter medications. Inmates will not be permitted to enter any establishment such as a liquor store or bar where the primary business of the establishment is the sale or consumption of alcoholic beverages.

E. Vehicles / Transportation

Inmates in the RFP must have an adequate means of transportation to fulfill the program requirements. Inmates may be granted approval to drive a personally owned vehicle provided they have a valid driver's license, current vehicle registration and proof of insurance. If an inmate is approved to drive a vehicle owned by an authorized sponsor, the authorized sponsor, who is the legal registered owner of the vehicle, must provide written permission for the inmate to use the vehicle and must also provide documentation of current insurance. The re-entry parole officer will complete the Driver Screening Checklist/Agreement (Attachment D) prior to approving the inmate to drive. Inmates may be permitted to purchase a vehicle outright while assigned to the RFP, however, inmates will not be permitted to lease a vehicle or enter into a contract to make payments on a vehicle. Inmates and their vehicles are subject to routine searches at any time. Inmates that are approved to drive a personal vehicle on the RFP may be required to maintain a travel log to account for vehicle mileage. If required, the travel log will be reviewed each week with the parole officer and reconciled with the vehicle odometer.

H. Reporting

Inmates in the RFP will be required to meet with their re-entry parole officer once per week. In addition, an electronic monitoring unit may be required. The re-entry parole officer may meet with the inmate at the furlough residence, place of employment, furlough itinerary, day reporting center, community center, parole office, or any other location as designated by the parole officer. The reentry parole officer will review the inmate's employment, program

performance, itinerary for the following week and discuss any difficulties the inmate may be having with their transition into the community. Inmates are required to report in person to a DCS facility or other pre-approved criminal justice facility a minimum of once per month. Inmates are required to inform their parole officer or the community center if any monitoring device such as CAM or Electronic Monitoring (EM) malfunctions or breaks. Inmates are required to telephone into the community center once per day. The community centers will conduct random furlough checks. Parole officers will log all contacts into the Parole Information Management System (PIMS).

#### V. WEEKLY ITINERARY

The following activities are generally considered appropriate for furlough itineraries: Religious activities, volunteer activities, counseling or support group services, educational or vocational training, shopping, vehicle or home maintenance, haircuts or hairstyling, movies, theaters, restaurants, libraries, zoos, children's sporting events or school activities, funerals or hospital visits.

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		Re-Entry Furlough Program	

This Administrative Regulation is to be made available in law libraries or other inmate resource centers.


EFFECTIVE: August 11, 2008  
 REVISED: August 17, 2009  
 REVISED: August 18, 2010

**SUMMARY of REVISION/REVIEW**

Changed reentry parole officer to parole officer and Capitalized Re-entry Furlough Program throughout. Added section II.E requiring NCJIS entry. Require inmates approved for driving privileges to complete travel log in III.E. Require inmates to call in once per day and report in person to DCS facility once per month, parole officer to input contact in PIMS in III.H. Added medical waiver process to section VII.

APPROVED:

  
 \_\_\_\_\_  
 Esther Casmer, Chairperson  
 Nebraska Parole Board

  
 \_\_\_\_\_  
 ROBERT P. HOUSTON, Director  
 Department of Correctional Services

*Received  
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DK*

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		<b>Re-Entry Furlough Program</b>	

**PURPOSE:**

To establish policy and guidelines for the development and implementation of the Re-Entry Furlough Program.

**GENERAL**

The Re-Entry Furlough Program provides opportunity and incentive for inmates to prepare for parole or discharge prior to the completion of their sentence. The intent of the Re-Entry Furlough Program is to enhance public safety by preparing inmates for successful reintegration back into the community. Participants in the Re-Entry Furlough Program will be under the supervision of the, community corrections center staff, Adult Parole Administration, State Probation or local law enforcement in the county of the furlough residence. All furloughs will be approved by the Director (or designee) and the Board of Parole and are restricted to the State of Nebraska.

**PROCEDURE**

**I. ELIGIBILITY**

Unit Case Managers assigned to the community centers will review their caseloads to identify potential participants for the Re-Entry Furlough Program. Inmates selected for the program will be scheduled for a parole hearing or nearing the date of their release. Each inmate's criminal history and performance on community custody will be closely reviewed. Inmates with violent criminal records, lengthy arrest records or multiple incarcerations may not be considered for the Re-Entry Furlough Program. Consideration will also be given to the inmate's medical needs, county of commitment, financial obligations, pending legal actions, institutional disciplinary record, program needs and preparation for discharge or parole.

**II. PROCESS**

- A. Unit case managers will initiate the Re-Entry Furlough Program Checklist (Attachment A) by reviewing the minimum eligibility guidelines, program performance and pre-release planning of potential participants. The unit case managers will complete Part I and forward the checklist to the parole officer assigned to the re-entry unit for investigation.
- B. A parole officer will investigate and approve the residence for Re-Entry Furlough Program participants. A parole officer will interview the furlough sponsor and explain the conditions of the furlough agreement. Inmates may only furlough to the residence of an authorized sponsor. If the residence is approved the parole officer will determine if the inmate has the means or transportation to maintain employment and programming in the community. The parole officer will ensure the inmate has the essential identification or documents necessary for transition into the community. The parole officer will complete Part II of the Re-Entry Furlough Program Checklist, prepare and review the conditions of Re-Entry Furlough Agreement (Attachment B) with the inmate. The parole officer and inmate will work together complete the Reentry Transition Questionnaire. The inmate will be required to complete an Inmate Budget Plan (Attachment C).

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- C. If the inmate agrees to the conditions established in the furlough agreement and the parole officer approves the transition plan, the request will be forwarded to the Institutional Classification Authority and Director's Review Committee for consideration. If approved, the request will be forwarded to the Parole Board for consideration. The completed request and transition plan will be returned to the community center and if approved, a placement date will be established by the parole officer.
- D. The parole officer will coordinate the RFP placement date with the warden and the community center. Inmates will be required to out process from the facility and turn in all state issue property. All personal property must be removed from the facility. The inmate will remain on the facility's out count, however, the appropriate records center will enter the inmate's location in the Computer Tracking System (CTS) as RFP.
- E. The parole officer supervising the RFP inmate will be responsible for entering the inmate into the Nebraska Criminal Justice Information System (NCJIS). The parole officer will check NCJIS for any contact between the inmate and any law enforcement agency.

### III. FURLOUGH CONDITIONS

Any violation of the furlough agreement or a furlough condition may result in the inmate being terminated from the Re-Entry Furlough Program. The authority to terminate an inmate from the Re-Entry Furlough Program is delegated to the warden or designee of the community center. The Re-Entry Furlough will be terminated immediately if an inmate fails to meet with a parole officer, disobeys a directive from the parole officer or community center staff, fails to respond to a furlough check or adhere to the approved weekly itinerary.

#### A. Residence

All furloughs are restricted to the state of Nebraska. Travel outside the state of Nebraska is not authorized. Furlough residences will be limited to areas that can be adequately supervised by the adult parole administration or appropriate community center staff. Inmates approved for the Re-Entry Furlough Program may only furlough to an authorized sponsor's residence. All furlough residences must have a working landline or cellular telephone. Inmates will be required to remain at their approved residence except for attending approved itinerary activities. Parole officers will inspect and approve the furlough residence prior to inmate placement in the program. Inmates may not furlough or reside in a federally subsidized residence or public housing. No weapons, firearms, alcoholic beverages or narcotics may be stored in the furlough residence. The furlough residence is subject to routine search at any time. Inmates in the RFP may receive permission to purchase a cellular telephone provided the cellular telephone does not require a contractual obligation. Inmates who have approval to purchase a cellular telephone will be expected to answer it at all times.

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B. Employment

Inmates will be required to maintain full time employment. Inmates may not resign employment without permission from their parole officer. Inmates who are terminated from employment will inform their parole officer and the community center immediately. Any changes to the inmate's work schedule or requests for overtime will be coordinated through the parole officer or the community center. Inmates who are underemployed or laid off after placement in the RFP may be approved for job seeking passes at the discretion of the parole officer. Copies of job seeking passes will be faxed or emailed with the weekly itinerary to the appropriate community center.

C. Programming

Inmates are expected to comply with their personalized plan and participate in recommended programming. Verification of attendance will be maintained by the inmate and submitted each week to the parole officer. The parole officer will determine program needs and approve itinerary activities based on the inmate's personalized plan and progress in the Re-Entry furlough program. Volunteer activities may also be included and considered for program purposes.

D. Drug & Alcohol Screening and Testing

Inmates will be required to submit to drug and alcohol testing upon request. Refusal to submit to drug or alcohol testing will result in the termination of the reentry furlough. Inmates will not possess or consume any alcoholic beverages or narcotics. Inmates may not consume alcoholic beverages, narcotics or medications that are not prescribed to them. Inmates will get approval from their parole officer prior to taking any vitamins, body building supplements, herbs or over the counter medications. Inmates will not be permitted to enter any establishment such as a liquor store or bar where the primary business of the establishment is the sale or consumption of alcoholic beverages.

E. Vehicles / Transportation

Inmates in the Re-Entry Furlough Program must have an adequate means of transportation to fulfill the program requirements. Inmates may be granted approval to drive a personally owned vehicle provided they have a valid driver's license, current vehicle registration and proof of insurance. If an inmate is approved to drive a vehicle owned by an authorized sponsor, the authorized sponsor, who is the legal registered owner of the vehicle, must provide written permission for the inmate to use the vehicle and must also provide documentation of current insurance. The parole officer will complete the Driver Screening Checklist / Agreement (Attachment D) prior to approving the inmate to drive. Inmates may purchase a vehicle outright while assigned to the Re-Entry Furlough Program, however, inmates will not be permitted to lease a vehicle or enter into a contract to make payments on a vehicle. Inmates and their vehicles are subject to routine searches at any time. Inmates that are approved to drive a personal vehicle on the RFP will be required to maintain a travel log to account for vehicle mileage. The travel log will be reviewed each week with the parole officer.

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F. Financial Obligations

Inmates in the Re-Entry Furlough Program are expected to submit a monthly budget of anticipated expenditures to their parole officer. Payroll and spending requests will continue to be processed through Inmate Accounting. Inmates that receive payroll through direct deposit will be required to provide their parole officer with a copy of their payroll information. Inmates that receive payroll directly from their employers will be required to turn their paycheck in to their parole officer or the community center for processing. Inmates are responsible for the costs of housing, meals and general subsistence when assigned to the Re-Entry Furlough Program.

G. Associates / Law Enforcement

Inmates are required to immediately report any contact with a law enforcement agency. Inmates may not associate with persons known to be engaged in criminal activities or with persons known to have been convicted of a crime without the written approval of the reentry parole officer.

H. Reporting

Inmates in the Re-Entry Furlough Program will be required to meet with their parole officer once per week. The parole officer may meet with the inmate at the furlough residence, place of employment, furlough itinerary, day reporting center, community center or parole office. The parole officer will review the inmate's employment, program performance, itinerary for the following week and discuss any difficulties the inmate may be having with their transition into the community. Inmates are required to report in person to a DCS facility a minimum of once per month. Inmates are required to inform their parole officer or the community center if any monitoring device malfunctions or breaks. Inmates are required to telephone into the community center once per day. The community centers will conduct random furlough checks. Parole officers will log contacts into the Parole Information Management System (PIMS).

IV. FURLOUGH DURATION

The furlough duration will be determined by the inmate's sentence length, parole hearing status or performance in the Re-Entry Furlough Program. Staff will define the date the furlough begins and the date it ends on the Re-entry Furlough Program Agreement form). Inmates who successfully complete their Re-Entry Furlough will be required to return to the community center for discharge or for their scheduled parole hearings. The records center assigned to the community center will be responsible for releasing the inmate. A new furlough agreement will be completed each week that an inmate is assigned to the Reentry Furlough Program.

V. WEEKLY ITINERARY

Re-Entry Furlough Program participants will be required to submit a Re-Entry Furlough Program Weekly Itinerary (Attachment E) to their parole officer each week. Any deviation from the weekly itinerary will require the approval of the parole officer or the community center. The parole officer will be responsible for establishing the deadlines for submission, establishing curfew hours, approving the activities and forwarding a copy of the itinerary to



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the appropriate community center or parole office. Inmates may attend two support group activities per week, two personal needs activities per week, two shopping activities per week and one religious or volunteer activity per week. Employment must be listed on the weekly itinerary. Travel time to and from the inmate's employer and residence will be approved and established by the parole officer. Requests for overtime will be initiated by the inmate's employer and must be approved through the inmate's parole officer or community center as established in the furlough agreement. Substance abuse, mental health, vocational or educational programming will be considered on a case by case basis depending on the identified needs of the inmate with the duration of each program activity established by the, substance abuse or mental health professional, academic advisor and approved by the parole officer. Each activity listed on the approved itinerary will always include appropriate travel time to and from the activity. The parole officer may limit shopping, personal needs or program activities if public transportation is being used or the inmate's performance in the program is below standard for the previous week. Inmates will be required to meet in person with their parole officer once per week.

The following activities are considered appropriate for furlough itineraries: Religious activities, volunteer activities, counseling or support group services, educational or vocational training, shopping (no malls, pawn shops or places that sell firearms), vehicle or home maintenance, haircuts or hairstyling, movies, theaters, restaurants, libraries, zoos, children's sporting events or school activities, funerals or hospital visits.

#### VI. DISCIPLINE

The warden or institutional duty officer will be notified any time an inmate in the Re-Entry Furlough Program receives a misconduct report. The nature of the report will be considered and a determination will be made to restrict the inmate to the furlough residence, return to the community center or place the inmate on immediate segregation status. Misconduct reports will be filed and logged at the community center within 24 hours after they are written. The community center will be responsible for investigating the report, conducting the principal and disciplinary hearings. The inmate's status on the Re-Entry Furlough Program will be reviewed after the disciplinary hearing is completed.

#### VII. MEDICAL

Re-Entry Furlough Program participants will be required to report routine medical complaints to their parole officer. The parole officer will coordinate all sick call or medical appointments with the community center, the health services section or contracted medical facility located in the county of the furlough residence. The DCS is responsible for the health care of inmates on furlough. Inmates who are injured at work will be required to go to the medical clinic or medical facility established by their employer's worker compensation procedures. If no treatment facility is established, inmates will contact their parole officer or community center, as established in the furlough agreement, for directions. Inmates that sustain a severe or life threatening injury should proceed to the nearest medical facility for treatment and contact the community center or parole officer as soon as possible after treatment is received. All medical contacts must be reported to the parole officer. Inmates requesting to see a physician at their own expense will be required to sign a waiver of medical treatment and obtain approval from the Deputy Director, Health Services.

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### VIII. WALK-AWAY STATUS

Inmates that can not be located at their approved itinerary location or fail to respond to a furlough check may be placed on walk-away status. The inmate's parole officer and furlough sponsor will be contacted and the inmate's itinerary will be verified prior to placing the inmate on walk-away status. The community center staff will follow established institutional walk-away procedures.

### REFERENCE

#### I. ATTACHMENTS

- A. Re-Entry Furlough Program Checklist
- B. Re-Entry Furlough Program Agreement
- C. Re-Entry Furlough Program Inmate Budget Plan
- D. Re-Entry Driver Screening Checklist
- E. Re-Entry Furlough Program Weekly Itinerary

#### II. AMERICAN CORRECTIONAL ASSOCIATION STANDARDS

- A. Adult Correctional Institutions (fourth edition): 4-4443, 4-4444, 4-4445, 4-4501 and 4-4502.
- B. Adult Community Residential Services (fourth edition): 4-ACRS-5A-14 and 4-ACRS-5A-16.
- C. Adult Probation and Parole Field Services (fourth edition): 2C-04, 2C-05

Nebraska Department of Correctional Services

RE-ENTRY FURLOUGH PROGRAM CHECKLIST

Inmate Name/ # \_\_\_\_\_ Sentence: \_\_\_\_\_
TRD \_\_\_\_\_ PED \_\_\_\_\_ PBH \_\_\_\_\_

PART 1 - Unit Case Manager

- Employer / Work Schedule: \_\_\_\_\_
Personalized Plan Completed / Community Based Programming Established:
(Comments) \_\_\_\_\_
Institutional Conduct / Disciplinary Record / Performance: \_\_\_\_\_
# of CIP furloughs completed: \_\_\_\_\_
Medication / medical treatment or follow up \_\_\_\_\_
Financial Obligations: \_\_\_\_\_
Criminal history review: (attached) \_\_\_\_\_
Legal Issues: NCIC / CJIS Check for warrants or detainers:
Comments: \_\_\_\_\_

Unit Case Manager Approve / Disapprove Submitted: (date) \_\_\_\_\_

PART II - TRANSITION MGR

- Residence (Inspected Approved) Rent / Mortgage Obligation: \_\_\_\_\_
Budget Plan Approved: \_\_\_\_\_
Community Support established: (Comments: Sponsor or mentor) \_\_\_\_\_
Sponsor Orientation completed by / date: \_\_\_\_\_
Driver's License / State ID / Social Security Card / Birth Certificate
Transportation (registration, proof of insurance if applicable) : \_\_\_\_\_
Electronic Monitoring / SCRAM devices: \_\_\_\_\_

Transition Manager Approve / Disapprove Date: \_\_\_\_\_

PART III - FACILITY REVIEW

Assistant Warden Approve / Disapprove Date: \_\_\_\_\_

Warden Approve / Disapprove Date: \_\_\_\_\_

Placed in Re-Entry Furlough Program / By: \_\_\_\_\_ Date: \_\_\_\_\_

**Nebraska Department of Correctional Services**  
**RE-ENTRY FURLOUGH PROGRAM AGREEMENT**

**Inmate Name:**                      **Number:**                      **Facility:**  
**Sentence Began:**              **PED:**                      **TRD:**                      **PB Status:**  
**Offense:**                      **Term:**                      **County:**  
**Inclusive dates of furlough:**  
**Furlough Residence:**                      **Sponsor:**

I agree to abide by all DCS and community center rules and regulations. I will immediately report any law enforcement contact to my parole officer or the community center.

I will submit a weekly itinerary to my assigned parole officer for approval. I will remain at my furlough residence at all times unless I am or traveling to an approved itinerary location. I will take the most direct routes to and from furlough itinerary locations. I understand that I may be placed on walk-away status if I am not at my approved itinerary location.

I will contact my parole officer or the community center immediately if there is any change in my furlough itinerary. I will maintain a working telephone at my furlough residence. I will submit to a search of my person, vehicle or residence at the request of any DCS employee or parole officer. I will not carry, own or possess any type of weapon or firearm nor will these items be permitted in my furlough residence or vehicle.

I will not possess or consume any alcoholic beverages or narcotics. Alcoholic beverages or narcotics may not be stored in my residence. I will submit to random drug and alcohol testing. I will not consume any medication which is not prescribed to me. I will get approval from my parole officer before taking any vitamins, body building supplements, herbs or over the counter medications.

I will maintain my employment and provide my parole officer with my weekly work schedule and payroll information. I will turn my paychecks into the community center to be processed on my inmate account.

I will not own or drive a vehicle unless approved by my parole officer and community center.

I will comply with my personalized plan. I will meet my financial obligations as established in my budget plan. I understand that I am responsible for all costs of my housing, meals and general subsistence.

I will return immediately to the community center when directed by staff.

I understand that any violation of the conditions outlined above may cause my furlough to be terminated and removal from the program.

\_\_\_\_\_  
Inmate Signature / Date              Parole Officer/ Date              Warden / Date

DEPARTMENT OF CORRECTIONS      Approve / Deny

\_\_\_\_\_  
Deputy Director / Date              Deputy Director / Date

BOARD OF PAROLE      Approve / Deny

\_\_\_\_\_  
Chairperson / Date              Member / Date              Member / Date

Distribution: Original: Inmate File      Copy: Inmate

**Nebraska Department of Correctional Services  
 Re-Entry Furlough Program  
 INMATE BUDGET PLAN**

**Inmate Name:** \_\_\_\_\_ **#** \_\_\_\_\_  
**Date placed at CCC-O:** \_\_\_\_\_ **PED:** \_\_\_\_\_ **TRD:** \_\_\_\_\_ **PB Status:** \_\_\_\_\_

**Instructions:** Each inmate will develop a written personal budget which is reviewed with staff. Changes in the budget must be reviewed and discussed with the inmate and the review dated and documented by staff and inmate signatures.

**Approximate Monthly / Weekly Income:** \_\_\_\_\_

**Verified By:** \_\_\_\_\_

<b>Budget expenses</b>	<b>Amount</b>	<b>Comments</b>
1. Rent / Mortgage	_____	_____
2. Supervision Fee	_____	_____
3. Community Program / Counseling Fees	_____	_____
4. Child Support Obligations	_____	_____
5. Restitution	_____	_____
6. Monthly Budget	_____	_____
a. Electricity	_____	_____
b. Gas	_____	_____
c. Water / Sewer	_____	_____
d. Garbage	_____	_____
e. Telephone	_____	_____
f. Groceries	_____	_____
g. Transportation Costs	_____	_____
7. Other Expenses	_____	_____
	_____	_____
	_____	_____

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Plan Initiated and Agreed to:**

**Program Adjustments** (changes must be discussed, noted, dated, and initiated)

\_\_\_\_\_  
 Inmate's Signature                      Date

\_\_\_\_\_  
 Transition Manager                      Date

Distribution: Original Inmate file      Copy: Inmate

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NEBRASKA Department of Correctional Services  
Re-Entry Furlough Program  
DRIVING PRIVILEGE AGREEMENT

I, \_\_\_\_\_ # \_\_\_\_\_ am requesting driving privileges while on the Re-Entry Furlough Program. I agree to abide by all of the rules, regulations and directives governing the Department of Correctional Services and its community corrections facilities.

I FULLY UNDERSTAND THAT I AM SUBJECT TO, BUT NOT LIMITED TO, THE FOLLOWING CONDITIONS: (The Transition Manager will circle and the inmate will initial all applicable conditions of this agreement)

- \_\_\_\_\_ 1. I am subject to disciplinary action if found in violation of any rules, regulations, or directives and I understand I could lose the driving privilege as a result of such disciplinary action.
- \_\_\_\_\_ 2.\* I understand that if granted this privilege, the vehicle I drive will be currently registered and licensed. In addition,
  - \_\_\_\_\_ A. I will only drive my vehicle to and from my place of employment, residence and approved furlough itinerary locations.
  - \_\_\_\_\_ B. I am responsible for all costs associated with operating the motor vehicle. I understand that I may not purchase on contract or lease a vehicle while I'm assigned to the Re-Entry Furlough Program.
  - \_\_\_\_\_ C. I am the legally registered owner of the vehicle.
  - \_\_\_\_\_ D. If the vehicle is not legally owned or registered by me, I will have written permission from the immediate family member who is the legally registered owner of the vehicle, and to use the vehicle only for the reasons stated above.
- \_\_\_\_\_ 3. I understand that I must provide written proof of vehicle liability insurance prior to approval and must maintain vehicle liability insurance while participating in the driving privilege or Re-Entry Furlough Program.
- \_\_\_\_\_ 4. I understand that I must have a current and valid Nebraska Driver's License, with appropriate vehicle endorsements, if required. All costs under this condition are the sole responsibility of the inmate.
- \_\_\_\_\_ 5. I understand and agree that this driving privilege is only intended for transportation to and from my approved furlough itinerary locations by the most direct route possible. I may not use this privilege for any other purpose.
- \_\_\_\_\_ 6. I am subject to random urinalysis and daily breath testing.
- \_\_\_\_\_ 7. I am subject to random searches of the vehicle.
- \_\_\_\_\_ 8. I must promptly notify my parole officer or the community center of any contact with law enforcement officials. Failure to do so will result in disciplinary action and loss of this privilege.
- \_\_\_\_\_ 9. I will not transport any civilian, inmate or parolee for any purpose.
- \_\_\_\_\_ 10. Scheduled repairs will be completed on a personal needs activity. All repair expenses are the responsibility of the inmate. The cost of fuel will be at my expense if required by the owner as a condition of the vehicle use.
- \_\_\_\_\_ 11. I will maintain a written daily mileage log of my trips to and from approved furlough itinerary locations with accurate odometer readings. I understand that odometer readings will be randomly checked by my parole officer.
- \_\_\_\_\_ 12\*\* I understand that during the loss or suspension of driving privileges or if my Re-Entry Furlough is terminated, I will be responsible for designating someone to pick up or store the vehicle.

**VEHICLE INFORMATION**

\* Make/Model/Year/Color of Vehicle: \_\_\_\_\_

Vehicle License Plate Number: \_\_\_\_\_

Vehicle Owner / Registered to: \_\_\_\_\_

**\*\* Removal of Vehicle Designee**

<i>Name</i>	<i>Relationship</i>	<i>Telephone</i>

\_\_\_\_\_ *Street Address City/State/Zip Code*

**SIGNATURE BLOCK**

I have read, understand, and have initialed all sections of this *Driving Privilege Agreement* that apply to my employment situation. Further, I agree to abide by all the conditions set forth in this *Driving Privilege Agreement*.

\_\_\_\_\_ *Inmate Signature/Number*

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Parole Officer*

\_\_\_\_\_ *Date*

**DRIVER'S LICENSE SCREENING CHECK**

All items must be satisfied before any approval to drive a vehicle can be granted.

- [ ] 1. Inmate Criminal History Check Attached (from NDCS Class Study).
- [ ] 2. Inmate Driving Record Attached.
- [ ] 3. Copy of Proof of Insurance card, which includes Proof of Liability.
- [ ] 4. Current Nebraska Driver's License Number: \_\_\_\_\_

**APPROVED / DENIED**

\_\_\_\_\_ *WARDENS SIGNATURE*

Comments:

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# Nebraska Department of Correctional Services WEEKLY FURLOUGH ITINERARY

**INMATE NAME / IDNO:** \_\_\_\_\_ **INCLUSIVE DATES OF RE-ENTRY FURLOUGH: START:** \_\_\_\_\_ **PB/H/TRD**

**FURLOUGH RESIDENCE: ADDRESS** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_ **SPONSOR:** \_\_\_\_\_

**EMPLOYER: ADDRESS** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_ **SUPERVISOR:** \_\_\_\_\_  
Inmates will remain at their approved furlough residence at all times except when attending approved itinerary activities. Travel time will always be included for each approved activity outside of the furlough residence. Employment and program schedules will be determined by the parole officer. Inmates may attend two personal needs (PN) activities per week, two shopping activities (SP) per week and one religious service activity (RA) per week. The parole officer may limit these privileges based on the inmate's performance each week. Any deviation from the furlough below must be approved by the parole officer or community center.

**MONDAY: DATE:** \_\_\_\_\_ **WORK SCHEDULE:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**PROGRAM TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**ACTIVITY TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_

**TUESDAY: DATE:** \_\_\_\_\_ **WORK SCHEDULE:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**PROGRAM TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**ACTIVITY TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_

**WEDNESDAY: DATE:** \_\_\_\_\_ **WORK SCHEDULE:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**PROGRAM TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**ACTIVITY TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_

**THURSDAY: DATE:** \_\_\_\_\_ **WORK SCHEDULE:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**PROGRAM TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**ACTIVITY TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_

**FRIDAY: DATE:** \_\_\_\_\_ **WORK SCHEDULE:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**PROGRAM TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**ACTIVITY TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_

**SATURDAY: DATE:** \_\_\_\_\_ **WORK SCHEDULE:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**PROGRAM TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**ACTIVITY TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_

**SUNDAY: DATE:** \_\_\_\_\_ **WORK SCHEDULE:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**PROGRAM TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**ACTIVITY TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_

**INMATE SIGNATURE / DATE COMPLETED:** \_\_\_\_\_ **PAROLE OFFICER / DATE APPROVED:** \_\_\_\_\_

Distribution: Original: Parole Officer Copy: Inmate, Master Control



	<b>ADMINISTRATIVE REGULATION</b>  Department of Correctional Services State of Nebraska	<b>NUMBER</b>  201.12	<b>PAGE</b> 1 of 7
		Re-Entry Furlough Program	

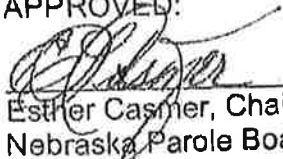
This Administrative Regulation is to be made available in law libraries or other inmate resource centers.


EFFECTIVE: August 11, 2008  
 REVISED: August 17, 2009  
 REVISED: August 18, 2010  
 REVISED: June 29, 2011

**SUMMARY of REVISION/REVIEW**

Major changes read thoroughly

APPROVED:

  
 \_\_\_\_\_  
 Esther Casmer, Chairperson  
 Nebraska Parole Board

  
 \_\_\_\_\_  
 ROBERT P. HOUSTON, Director  
 Department of Correctional Services

*Received  
 11/3/14  
 DK*

	<b>ADMINISTRATIVE REGULATION</b>  <b>Department of Correctional Services State of Nebraska</b>	<b>NUMBER</b>  201.12	<b>PAGE</b>  2 of 7
		<b>Re-Entry Furlough Program</b>	

**PURPOSE:**

To establish policy and guidelines for the development and Implementation of the Re-Entry Furlough Program.

**GENERAL**

The Re-Entry Furlough Program provides opportunity and incentive for inmates to prepare for parole or discharge prior to the completion of their sentence. The intent of the Re-Entry Furlough Program is to enhance public safety by preparing inmates for successful reintegration back into the community. Participants in the Re-Entry Furlough Program will be under the supervision of the, community corrections center staff, Adult Parole Administration, State Probation or local law enforcement in the county of the furlough residence. All furloughs will be approved by the Director (or designee) and the Board of Parole and are restricted to the State of Nebraska.

**PROCEDURE**

**I. ELIGIBILITY**

Unit Case Managers assigned to the community centers will review their caseloads to identify potential participants for the Re-Entry Furlough Program. Inmates selected for the program will be scheduled for a parole hearing or nearing the date of their release. Each inmate's criminal history and performance on community custody will be closely reviewed. Inmates with violent criminal records, lengthy arrest records or multiple incarcerations may not be considered for the Re-Entry Furlough Program. Consideration will also be given to the inmate's medical needs, county of commitment, financial obligations, pending legal actions, institutional disciplinary record, program needs and preparation for discharge or parole.

**II. PROCESS**

- A. Unit case managers will initiate the Re-Entry Furlough Program Checklist (Attachment A) by reviewing the minimum eligibility guidelines, program performance and pre-release planning of potential participants. The unit case managers will also complete a referral packet that contains RFP Program Checklist, Reentry Furlough Agreement (Attachment B), Inmate Interview Form (Attachment C), RFP Driving Privilege Agreement (Attachment D), copy of most recent completed furlough agreement and personalized plan will be submitted to the appropriate Parole District Supervisor for investigation. The District Supervisor will assign a parole reentry officer to investigate the RFP request. The unit case manager will ensure that the inmate being considered for the RFP has the essential identification and documentation for transition into the community.
- B. A parole officer will investigate and approve the residence for Re-Entry Furlough Program participants. A parole officer will interview the furlough sponsor and explain the conditions of the furlough agreement. Inmates may only furlough to the residence of an authorized sponsor. If the residence is approved the parole officer will determine if the inmate has the means or transportation to maintain employment and programming in the community.

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- C. If the inmate agrees to the conditions established in the furlough agreement and the parole officer approves the transition plan, the request will be forwarded to the Institutional Classification Authority and Director's Review Committee (DRC) for consideration. If approved, the request will be forwarded to the Parole Board for consideration. The completed request and transition plan will be returned to the community center and if approved, a placement date will be established by the parole officer. If the RFP packet is approved by the DRC and Board of Parole, the Programs Coordinator will notify the county attorney's office as appropriate.
- D. The parole officer will coordinate the RFP placement date with the warden and the community center. Inmates will be required to out process from the facility and turn in all state issue property. All personal property must be removed from the facility. The inmate will remain on the facility's out count, however, the appropriate records center will enter the inmate's location in the Computer Tracking System (CTS) as RFP.
- E. The parole officer supervising the RFP inmate will be responsible for entering the inmate into the Nebraska Criminal Justice Information System (NCJIS). The parole officer will check NCJIS for any contact between the inmate and any law enforcement agency.
- F. The unit case manager will be responsible for completing the Institutional Parole Progress Reports, personalized plan updates and other classification action for RFP participants.

III. FURLOUGH CONDITIONS

Any violation of the furlough agreement or a furlough condition may result in the inmate being terminated from the Re-Entry Furlough Program. The authority to terminate an inmate from the Re-Entry Furlough Program is delegated to the warden or designee of the community center. The Re-Entry Furlough may be terminated immediately if an inmate fails to meet with a parole officer, disobeys a directive from the parole officer or community center staff, fails to respond to a furlough check or adhere to the approved weekly itinerary.

A. Residence

All furloughs are restricted to the state of Nebraska. Travel outside the state of Nebraska is not authorized. Furlough residences will be limited to areas that can be adequately supervised by the adult parole administration or appropriate community center staff. All furlough residences must have a working landline or cellular telephone. Inmates will be required to remain at their approved residence except for attending approved itinerary activities. Parole officers will inspect and approve the furlough residence prior to inmate placement in the program. Inmates may not furlough or reside in a federally subsidized residence or public housing. No weapons, firearms, alcoholic beverages or narcotics may be stored in the furlough residence. The furlough residence is subject to routine search at any time. Inmates in the RFP may receive permission to purchase a cellular telephone provided the cellular telephone does not require a contractual obligation. Inmates who have approval to purchase a cellular telephone will be expected to answer it at all times. RFP participants may be returned to the community center if their residence becomes unstable until a new residence is approved and secured.

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B. Employment

Inmates will be required to maintain full time employment. Inmates may not resign employment without permission from their parole officer. Inmates who are terminated from employment will inform their parole officer and the community center immediately. Any changes to the inmate's work schedule or requests for overtime will be coordinated through the parole officer or the community center. Inmates who are underemployed or laid off after placement in the RFP may be approved for job seeking passes at the discretion of the parole officer. Copies of job seeking passes will be faxed or emailed with the weekly itinerary to the appropriate community center.

C. Programming

Inmates are expected to comply with their personalized plan and participate in recommended programming. Verification of attendance will be maintained by the inmate and submitted each week to the parole officer. The parole officer will determine program needs and approve itinerary activities based on the inmate's personalized plan and progress in the Re-Entry furlough program. Volunteer activities may also be included and considered for program purposes.

D. Drug & Alcohol Screening and Testing

Inmates will be required to submit to drug and alcohol testing upon request. Refusal to submit to drug or alcohol testing will result in the termination of the reentry furlough. Inmates will not possess or consume any alcoholic beverages or narcotics. Inmates may not consume alcoholic beverages, narcotics or medications that are not prescribed to them. Inmates will get approval from their parole officer prior to taking any vitamins, body building supplements, herbs or over the counter medications. Inmates will not be permitted to enter any establishment such as a liquor store or bar where the primary business of the establishment is the sale or consumption of alcoholic beverages.

E. Vehicles / Transportation

Inmates in the Re-Entry Furlough Program must have an adequate means of transportation to fulfill the program requirements. Inmates may be granted approval to drive a personally owned vehicle provided they have a valid driver's license, current vehicle registration and proof of insurance. If an inmate is approved to drive a vehicle owned by an authorized sponsor, the authorized sponsor, who is the legal registered owner of the vehicle, must provide written permission for the inmate to use the vehicle and must also provide documentation of current insurance. The unit case manager will complete the Driver Screening Checklist / Agreement (Attachment D) prior to approving the inmate to drive. Inmates may purchase a vehicle outright while assigned to the Re-Entry Furlough Program, however, inmates will not be permitted to lease a vehicle or enter into a contract to make payments on a vehicle. Inmates and their vehicles are subject to routine searches at any time. Inmates that are approved to drive a personal vehicle on the RFP will be required to maintain a travel log to account for vehicle mileage. The travel log will be reviewed each week with the parole officer.

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F. Financial Obligations

Inmates in the Re-Entry Furlough Program are expected to submit a monthly budget of anticipated expenditures to their parole officer. Payroll and spending requests will continue to be processed through Inmate Accounting. Inmates that receive payroll through direct deposit will be required to provide their parole officer with a copy of their payroll information. Inmates that receive payroll directly from their employers will be required to mail their paycheck directly to DCS Inmate Accounting. RFP participants may obtain Institutional Checks from their reentry parole officer and submit requests to Inmate Accounting to load funds on to their debit cards. RFP inmates can make one ATM withdrawal per day not to exceed \$40, five Point of Sale and five Point of Signature transactions not exceeding \$300 per day. No cash withdrawals can be made from bank tellers. Inmate debit cards can not be used at gas pumps. Inmates are responsible for the costs of housing, meals and general subsistence when assigned to the Re-Entry Furlough Program.

G. Associates / Law Enforcement

Inmates are required to immediately report any contact with a law enforcement agency. Inmates may not associate with persons known to be engaged in criminal activities or with persons known to have been convicted of a crime without the written approval of the reentry parole officer.

H. Reporting

Inmates in the Re-Entry Furlough Program will be required to meet with their parole officer once per week. The parole officer may meet with the inmate at the furlough residence, place of employment, furlough itinerary, day reporting center, community center or parole office. The parole officer will review the inmate's employment, program performance, itinerary for the following week and discuss any difficulties the inmate may be having with their transition into the community. Inmates may be required to report in person to a DCS facility a minimum of once per month. Inmates are required to inform their parole officer or the community center if any monitoring device malfunctions or breaks. The reentry parole officer may step down the reporting requirements of the RFP depending on the inmate's performance and behavior in the program. RFP participant's may not leave the county of residence without the permission of the reentry parole officer.

IV. FURLOUGH DURATION

The furlough duration will be determined by the inmate's sentence length, parole hearing status or performance in the Re-Entry Furlough Program. Staff will define the date the furlough begins and the date it ends on the Re-entry Furlough Program Agreement form). Inmates who successfully complete their Re-Entry Furlough will be required to return to the community center for discharge or for their scheduled parole hearings. The records center assigned to the community center will be responsible for releasing the inmate. A new furlough agreement will be completed each week that an inmate is assigned to the Reentry Furlough Program.

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V. WEEKLY ITINERARY

Re-Entry Furlough Program participants will be required to submit a Re-Entry Furlough Program Weekly Itinerary (Attachment E) to their parole officer each week. Any deviation from the weekly itinerary will require the approval of the parole officer or the community center. The parole officer will be responsible for establishing the deadlines for submission, establishing curfew hours, approving the activities and forwarding a copy of the itinerary to the appropriate community center or parole office. Inmates may attend two support group activities per week, two personal needs activities per week, two shopping activities per week and one religious or volunteer activity per week. Employment must be listed on the weekly itinerary. Travel time to and from the inmate's employer and residence will be approved and established by the parole officer. Requests for overtime will be initiated by the inmate's employer and must be approved through the inmate's parole officer or community center as established in the furlough agreement. Substance abuse, mental health, vocational or educational programming will be considered on a case by case basis depending on the identified needs of the inmate with the duration of each program activity established by the, substance abuse or mental health professional, academic advisor and approved by the parole officer. Each activity listed on the approved itinerary will always include appropriate travel time to and from the activity. The parole officer may limit shopping, personal needs or program activities if public transportation is being used or the inmate's performance in the program is below standard for the previous week. Inmates will be required to meet in person with their parole officer once per week. The District Parole Supervisor may step down the itinerary requirements if an inmate is making satisfactory progress in the program.

The following activities are considered appropriate for furlough itineraries: Religious activities, volunteer activities, counseling or support group services, educational or vocational training, shopping (no malls, pawn shops or places that sell firearms), vehicle or home maintenance, haircuts or hairstyling, movies, theaters, restaurants, libraries, zoos, children's sporting events or school activities, funerals or hospital visits.

VI. DISCIPLINE

The warden or institutional duty officer will be notified any time an inmate in the Re-Entry Furlough Program receives a misconduct report. The nature of the report will be considered and a determination will be made to restrict the inmate to the furlough residence, return to the community center or place the inmate on immediate segregation status. Misconduct reports will be filed and logged at the community center within 24 hours after they are written. The staff person witnessing or discovering the misconduct will be responsible for completing the misconduct report. The community center will be responsible for investigating the report, conducting the principal and disciplinary hearings. The inmate's status on the Re-Entry Furlough Program will be reviewed after the disciplinary hearing is completed.

VII. MEDICAL

Re-Entry Furlough Program participants will be required to report routine medical complaints to their parole officer. The parole officer will coordinate all sick call or medical appointments with the community center, the health services section or contracted medical facility located in the county of the furlough residence. The DCS is responsible for the health care of inmates on furlough. Inmates who are injured at work will be required to go to the medical clinic or medical facility established by their employer's worker compensation procedures. If no treatment facility is established, inmates will contact the community center, as established in

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the furlough agreement, for directions. Inmates that sustain a severe or life threatening injury should proceed to the nearest medical facility for treatment and contact the community center or parole officer as soon as possible after treatment is received. All medical contacts must be reported to the parole officer. Inmates requesting to see a physician at their own expense will be required to sign a waiver of medical treatment and obtain approval from the Deputy Director, Health Services. RFP participants will need to contact the community center for all prescription medications and refills.

#### VIII. WALK-AWAY STATUS

Inmates that can not be located at their approved itinerary location or fail to respond to a furlough check may be placed on walk-away status. The inmate's parole officer and furlough sponsor will be contacted and the inmate's itinerary will be verified prior to placing the inmate on walk-away status. The community center staff will follow established institutional walk-away procedures.

#### REFERENCE

##### I. ATTACHMENTS

- A. Re-Entry Furlough Program Checklist
- B. Re-Entry Furlough Program Agreement
- C. Re-Entry Inmate Interview Form
- D. Re-Entry Furlough Program Driving Privilege Agreement
- E. Re-Entry Furlough Program Weekly Itinerary

##### II. AMERICAN CORRECTIONAL ASSOCIATION STANDARDS

- A. Adult Correctional Institutions (fourth edition): 4-4443, 4-4444, 4-4445, 4-4501 and 4-4502.
- B. Adult Community Residential Services (fourth edition): 4-ACRS-5A-14 and 4-ACRS-5A-16.
- C. Adult Probation and Parole Field Services (fourth edition): 2C-04, 2C-05

Nebraska Department of Correctional Services

RE-ENTRY FURLOUGH PROGRAM CHECKLIST

Inmate Name/ # \_\_\_\_\_ Sentence: \_\_\_\_\_
TRD \_\_\_\_\_ PED \_\_\_\_\_ PBH \_\_\_\_\_

PART 1 - Unit Case Manager

- Employer / Work Schedule:
Personalized Plan Completed / Community Based Programming Established:
Institutional Conduct / Disciplinary Record / Performance:
# of CIP furloughs completed:
Medication / medical treatment or follow up
Financial Obligations:
Criminal history review: (attached)
Legal Issues: NCIC / CJIS Check for warrants or detainers:
Comments:

Unit Case Manager Approve / Disapprove Submitted: (date)

PART II - TRANSITION MGR

- Residence (Inspected Approved) Rent / Mortgage Obligation:
Budget Plan Approved:
Community Support established: (Comments: Sponsor or mentor)
Sponsor Orientation completed by / date:
Driver's License / State ID / Social Security Card / Birth Certificate
Transportation (registration, proof of insurance if applicable):
Electronic Monitoring / SCRAM devices:

Transition Manager Approve / Disapprove Date:

PART III - FACILITY REVIEW

Assistant Warden Approve / Disapprove Date:

Warden Approve / Disapprove Date:

Placed in Re-Entry Furlough Program / By: Date:



**Nebraska Department of Correctional Services**  
**RE-ENTRY FURLOUGH PROGRAM AGREEMENT**

**Inmate Name:** \_\_\_\_\_ **Number:** \_\_\_\_\_ **Facility:** \_\_\_\_\_  
**Sentence Began:** \_\_\_\_\_ **PED:** \_\_\_\_\_ **TRD:** \_\_\_\_\_ **PB Status:** \_\_\_\_\_  
**Offense:** \_\_\_\_\_ **Term:** \_\_\_\_\_ **County:** \_\_\_\_\_  
**Inclusive dates of furlough:** \_\_\_\_\_ **Sponsor:** \_\_\_\_\_  
**Furlough Residence:** \_\_\_\_\_

I agree to abide by all DCS and community center rules and regulations. I will immediately report any law enforcement contact to my parole officer or the community center.

I will submit a weekly itinerary to my assigned parole officer for approval. I will remain at my furlough residence at all times unless I am or traveling to an approved itinerary location. I will take the most direct routes to and from furlough itinerary locations. I understand that I may be placed on walk-away status if I am not at my approved itinerary location.

I will contact my parole officer or the community center immediately if there is any change in my furlough itinerary. I will maintain a working telephone at my furlough residence. I will submit to a search of my person, vehicle or residence at the request of any DCS employee or parole officer. I will not carry, own or possess any type of weapon or firearm nor will these items be permitted in my furlough residence or vehicle.

I will not possess or consume any alcoholic beverages or narcotics. Alcoholic beverages or narcotics may not be stored in my residence. I will submit to random drug and alcohol testing. I will not consume any medication which is not prescribed to me. I will get approval from my parole officer before taking any vitamins, body building supplements, herbs or over the counter medications.

I will maintain my employment and provide my parole officer with my weekly work schedule and payroll information. I will turn my paychecks into the community center to be processed on my inmate account.

I will not own or drive a vehicle unless approved by my parole officer and community center.

I will comply with my personalized plan. I will meet my financial obligations as established in my budget plan. I understand that I am responsible for all costs of my housing, meals and general subsistence.

I will return immediately to the community center when directed by staff.

I understand that any violation of the conditions outlined above may cause my furlough to be terminated and removal from the program.

\_\_\_\_\_  
Inmate Signature / Date      Parole Officer/ Date      Warden / Date

DEPARTMENT OF CORRECTIONS      Approve / Deny

\_\_\_\_\_  
Deputy Director / Date      Deputy Director / Date

BOARD OF PAROLE      Approve / Deny

\_\_\_\_\_  
Chairperson / Date      Member / Date      Member / Date

Distribution: Original: Inmate File      Copy: Inmate

**Reentry Inmate Interview Form**

Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Case Manager: \_\_\_\_\_ PED: \_\_\_\_\_ Hearing Date: \_\_\_\_\_ TRD: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip County

If the person is renting, it is important that you discuss the impact that your living there will have on their lease agreement and your financial responsibility to the household.

**SEARCH & SEIZURE:** Reentry participants shall permit any personnel of the Nebraska Department of Corrections Services to conduct routine searches of your person, residence, vehicle, or any property under your control, at such time as they deem necessary.

The residence can be searched without a search warrant in the common areas and Reentry participant's bedroom. Are you aware and agree to that? Yes: \_\_\_ No: \_\_\_

Are there any dogs or cats: Yes: \_\_\_ No: \_\_\_ Breed: \_\_\_\_\_  
If yes, the animal will have to be secured during a parole officer visit regardless of the temperament.

Do you have any medication that will need to be followed up on and how will you get them:

Who are your primary community supporters? \_\_\_\_\_

**Employment Information:**

**Business Name:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_ **Current Work Schedule:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Program of Study:** \_\_\_\_\_ **Class Schedule:** \_\_\_\_\_

How are you currently getting to and from work or school? \_\_\_\_\_  
How will you continue to get to and from work or school? \_\_\_\_\_

**Personalized Plan Programs:**

What programs have you completed during your incarceration where and when: \_\_\_\_\_  
What programs are you currently participating in and where: \_\_\_\_\_

**Community Programs, Needs and Barriers that you will need to address:**

GED/ABE: \_\_\_ ESL: \_\_\_ Counseling: \_\_\_\_\_ Cost: \_\_\_\_\_  
SATP: \_\_\_\_\_ Cost: \_\_\_\_\_ AA/NA Meetings: \_\_\_\_\_ Sponsor: \_\_\_\_\_  
Child Support: \_\_\_ Amount: \_\_\_\_\_ Child Visitation/Custody Concerns: \_\_\_\_\_  
Fines: \$ \_\_\_\_\_ Outstanding Debts: \$ \_\_\_\_\_ Restitution: \$ \_\_\_\_\_

Identification documents: Soc. Sec. Card: \_\_\_ Birth Cert.: \_\_\_ State ID card: \_\_\_

Drivers License: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ State: \_\_\_\_\_  
Insurance: \$ \_\_\_\_\_ Registration: \$ \_\_\_\_\_ Reinstatement fees: \$ \_\_\_\_\_

Do you own or will you have access to a vehicle: \_\_\_\_\_

Have you identified where you can go to address the problems listed above: YES: \_\_\_ NO: \_\_\_

NEBRASKA Department of Correctional Services  
*Re-Entry Furlough Program*  
 DRIVING PRIVILEGE AGREEMENT

I, \_\_\_\_\_ # \_\_\_\_\_ am requesting driving privileges while on the Re-Entry Furlough Program. I agree to abide by all of the rules, regulations and directives governing the Department of Correctional Services and its community corrections facilities.

I FULLY UNDERSTAND THAT I AM SUBJECT TO, BUT NOT LIMITED TO, THE FOLLOWING CONDITIONS: (The Transition Manager will circle and the inmate will initial all applicable conditions of this agreement)

- \_\_\_\_\_ 1. I am subject to disciplinary action if found in violation of any rules, regulations, or directives and I understand I could lose the driving privilege as a result of such disciplinary action.
- \_\_\_\_\_ 2.\* I understand that if granted this privilege, the vehicle I drive will be currently registered and licensed. In addition,
- \_\_\_\_\_ A. I will only drive my vehicle to and from my place of employment, residence and approved furlough itinerary locations.
- \_\_\_\_\_ B. I am responsible for all costs associated with operating the motor vehicle. I understand that I may not purchase on contract or lease a vehicle while I'm assigned to the Re-Entry Furlough Program.
- \_\_\_\_\_ C. I am the legally registered owner of the vehicle.
- \_\_\_\_\_ D. If the vehicle is not legally owned or registered by me, I will have written permission from the immediate family member who is the legally registered owner of the vehicle, and to use the vehicle only for the reasons stated above.
- \_\_\_\_\_ 3. I understand that I must provide written proof of vehicle liability insurance prior to approval and must maintain vehicle liability insurance while participating in the driving privilege or Re-Entry Furlough Program.
- \_\_\_\_\_ 4. I understand that I must have a current and valid Nebraska Driver's License, with appropriate vehicle endorsements, if required. All costs under this condition are the sole responsibility of the inmate.
- \_\_\_\_\_ 5. I understand and agree that this driving privilege is only intended for transportation to and from my approved furlough itinerary locations by the most direct route possible. I may not use this privilege for any other purpose.
- \_\_\_\_\_ 6. I am subject to random urinalysis and daily breath testing.
- \_\_\_\_\_ 7. I am subject to random searches of the vehicle.
- \_\_\_\_\_ 8. I must promptly notify my parole officer or the community center of any contact with law enforcement officials. Failure to do so will result in disciplinary action and loss of this privilege.
- \_\_\_\_\_ 9. I will not transport any civilian, inmate or parolee for any purpose.
- \_\_\_\_\_ 10. Scheduled repairs will be completed on a personal needs activity. All repair expenses are the responsibility of the inmate. The cost of fuel will be at my expense if required by the owner as a condition of the vehicle use.
- \_\_\_\_\_ 11. I will maintain a written daily mileage log of my trips to and from approved furlough itinerary locations with accurate odometer readings. I understand that odometer readings will be randomly checked by my parole officer.
- \_\_\_\_\_ 12\*\* I understand that during the loss or suspension of driving privileges or if my Re-Entry Furlough is terminated, I will be responsible for designating someone to pick up or store the vehicle.

(Continued on Reverse Side)

**VEHICLE INFORMATION**

\* Make/Model/Year/Color of Vehicle: \_\_\_\_\_

Vehicle License Plate Number: \_\_\_\_\_

Vehicle Owner / Registered to: \_\_\_\_\_

**\*\* Removal of Vehicle Designee**

_____	_____	_____
<i>Name</i>	<i>Relationship</i>	<i>Telephone</i>

\_\_\_\_\_

*Street Address      City/State/Zip Code*

**SIGNATURE BLOCK**

I have read, understand, and have initialed all sections of this *Driving Privilege Agreement* that apply to my employment situation. Further, I agree to abide by all the conditions set forth in this *Driving Privilege Agreement*.

_____	_____
<i>Inmate Signature/Number</i>	<i>Date</i>
_____	_____
Parole Officer	<i>Date</i>

**DRIVER'S LICENSE SCREENING CHECK**

All items must be satisfied before any approval to drive a vehicle can be granted.

- [ ] 1. Inmate Criminal History Check Attached (from NDCS Class Study).
- [ ] 2. Inmate Driving Record Attached.
- [ ] 3. Copy of Proof of Insurance card, which includes Proof of Liability.
- [ ] 4. Current Nebraska Driver's License Number: \_\_\_\_\_

\_\_\_\_\_

WARDENS SIGNATURE

**APPROVED / DENIED**

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

UNIT \_\_\_\_\_

NDCS Re-Entry Furlough Program

WEEKLY ITINERARY WEEK OF \_\_\_\_\_ THROUGH \_\_\_\_\_

Case Manager \_\_\_\_\_

Parole Officer \_\_\_\_\_

INMATE NAME/NUMBER	FURLOUGH RESIDENCE	TELEPHONE
PLACE OF EMPLOYMENT/ADDRESS	SUPERVISOR	TELEPHONE
PLACE OF EMPLOYMENT/ADDRESS	SUPERVISOR	TELEPHONE
MONDAY	WORK HOURS	TRANSPORTATION
PLACE OF ACTIVITY/ADDRESS	HOURS OF ACTIVITY	TRANSPORTATION
PLACE OF ACTIVITY/ADDRESS	HOURS OF ACTIVITY	TRANSPORTATION
TUESDAY	WORK HOURS	TRANSPORTATION
PLACE OF ACTIVITY/ADDRESS	HOURS OF ACTIVITY	TRANSPORTATION
PLACE OF ACTIVITY/ADDRESS	HOURS OF ACTIVITY	TRANSPORTATION
WEDNESDAY	WORK HOURS	TRANSPORTATION
PLACE OF ACTIVITY/ADDRESS	HOURS OF ACTIVITY	TRANSPORTATION
PLACE OF ACTIVITY/ADDRESS	HOURS OF ACTIVITY	TRANSPORTATION
THURSDAY	WORK HOURS	TRANSPORTATION
PLACE OF ACTIVITY/ADDRESS	HOURS OF ACTIVITY	TRANSPORTATION
PLACE OF ACTIVITY/ADDRESS	HOURS OF ACTIVITY	TRANSPORTATION
FRIDAY	WORK HOURS	TRANSPORTATION
PLACE OF ACTIVITY/ADDRESS	HOURS OF ACTIVITY	TRANSPORTATION
PLACE OF ACTIVITY/ADDRESS	HOURS OF ACTIVITY	TRANSPORTATION
SATURDAY	WORK HOURS	TRANSPORTATION
PLACE OF ACTIVITY/ADDRESS	HOURS OF ACTIVITY	TRANSPORTATION
PLACE OF ACTIVITY/ADDRESS	HOURS OF ACTIVITY	TRANSPORTATION
SUNDAY	WORK HOURS	TRANSPORTATION
PLACE OF ACTIVITY/ADDRESS	HOURS OF ACTIVITY	TRANSPORTATION
PLACE OF ACTIVITY/ADDRESS	HOURS OF ACTIVITY	TRANSPORTATION

DATE

TRANSITION SIGNATURE

INMATE SIGNATURE

	<b>ADMINISTRATIVE REGULATION</b>  Department of <b>Correctional Services</b> State of Nebraska	<b>NUMBER</b> 201.12	<b>PAGE</b> 1 of 7
		<b>Re-Entry Furlough Program</b>	


This Administrative Regulation is to be made available in law libraries or other inmate resource centers.


EFFECTIVE: August 11, 2008  
 REVISED: August 17, 2009  
 REVISED: August 18, 2010  
 REVISED: June 29, 2011  
 REVISED: February 8, 2012

**SUMMARY of REVISION/REVIEW**


Major changes throughout

APPROVED:

  
 \_\_\_\_\_  
 Esther Casmer, Chairperson  
 Nebraska Parole Board

  
 \_\_\_\_\_  
 ROBERT P. HOUSTON, Director  
 Department of Correctional Services

*Received  
11/2/14  
DK*

	<b>ADMINISTRATIVE REGULATION</b>  Department of <b>Correctional Services</b> State of Nebraska	<b>NUMBER</b>  201.12	<b>PAGE</b> 2 of 7
		Re-Entry Furlough Program	

**PURPOSE:**

To establish policy and guidelines for the development and implementation of the Re-Entry Furlough Program (RFP) throughout NDCS.

**GENERAL**

The Re-Entry Furlough Program provides opportunity and incentive for inmates to prepare for release prior to the completion of their sentence. The intent of the Re-Entry Furlough Program is to enhance public safety by preparing inmates for successful reintegration back into the community. Participants in the Re-Entry Furlough Program will be under the supervision of the community corrections center staff and Adult Parole Administration. All Re-Entry Furlough Program placements will be approved by the Director (or designee) and the Board of Parole and are restricted to the State of Nebraska.

**PROCEDURE**

**I. ELIGIBILITY**

NDCS case managers will review their caseloads to identify potential participants for Re-Entry. Inmates will be considered for participation in the Re-Entry Furlough Program if they are within eighteen (18) months of their Parole Hearing Date or Mandatory Discharge Date. Each inmate's criminal history and facility adjustment performance will be closely reviewed. Consideration will also be given to the inmate's medical needs, financial obligations, pending legal actions, and whether NDCS approved programming is available in the community.

**II. PROCESS**

- A. NDCS case managers will begin by reviewing the eligibility guidelines, program performance and pre-release planning of potential participants. The NDCS case managers will complete a referral packet that contains the RFP checklist on WebSulte; Re-Entry Furlough Agreement (Attachment A); Inmate Interview Form (Attachment B); RFP Driving Privilege Agreement/Driver's License Screening Check (Attachment C), if applicable; for example, misconduct reports, programming involvement/needs and work reports; and personalized plan will be submitted to the Institutional Classification Committee who, upon approval will forward the packet to the NDCS RFP applications on Outlook. The NDCS case manager will ensure that the inmate being considered for RFP has the essential identification and documentation for transition into the community (Please refer to Pre-Release AR 209.01).
- B. Adult Parole Administration will investigate and make a recommendation regarding the Re-Entry Furlough Program including transportation, residence, employment, financial and program availability.
- C. If the inmate agrees to the conditions established in the furlough agreement and the parole officer approves the transition plan, the request will be forwarded to the appropriate community corrections center warden and the Director's Review Committee (DRC) for consideration. If approved, the request will be forwarded to the Parole Board for consideration. The completed request and transition plan will be returned to the releasing community center and if approved, a placement date will be

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		Re-Entry Furlough Program	

established by the parole officer in collaboration with unit staff. The programs coordinator will notify the county attorney's office as appropriate.

- D. The inmate will remain on the facilities out count's however, the appropriate records center will enter the inmate's location in the Computer Tracking System (CTS) as RFP.
- E. The parole officer supervising the RFP inmate will be responsible for entering the inmate into the Nebraska Criminal Justice Information System (NCJIS).
- F. The parole officer will be responsible for completing the institutional parole progress reports, personalized plan updates and other classification action using the community reassessment tool for RFP participants.

### III. FURLOUGH CONDITIONS

The furlough agreement may be terminated at any time. The authority to terminate an inmate from the RFP is delegated to the warden or designee of the community center.

#### A. Residence

All furloughs are restricted to the State of Nebraska. Travel outside the State of Nebraska is not authorized. Furlough residences will be limited to areas that can be adequately supervised by the adult parole administration or appropriate community center staff. All furlough residences must have a working landline or cellular telephone. Inmates will be required to remain at their approved residence except for attending approved itinerary activities. Inmates may not furlough or reside in a federally subsidized residence or public housing. No weapons, firearms, alcoholic beverages or narcotics may be stored in the furlough residence. The furlough residence is subject to routine search at any time by the parole officer with district supervisor approval. Inmates in the RFP may receive permission to purchase a cellular telephone. Inmates who have approval to purchase a cellular telephone will be expected to answer it at all times. RFP participants will be returned to the community center if their residence becomes unstable until a new residence is approved and secured.

#### B. Employment

Inmates will generally be required to maintain full time employment. Inmates may not resign employment without permission from their parole officer. Inmates who are terminated from employment will inform their parole officer and the community center immediately. Any changes to the inmate's work schedule or requests for overtime will be coordinated through the parole officer or the community center. Inmates who are underemployed or laid off after placement in the RFP will be required to search for additional employment.



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C. Programming

Inmates are expected to comply with their personalized plan and participate in recommended programming. Verification of attendance will be maintained by the inmate and submitted to the parole officer. The parole officer will determine program needs and approve itinerary activities based on the inmate's personalized plan and progress in the RFP. Volunteer activities may also be included and considered for program purposes.

D. Drug & Alcohol Screening and Testing

Inmates will be required to submit to drug and alcohol testing upon request. Refusal to submit to drug or alcohol testing will result in termination of the reentry furlough. Inmates may not possess or consume alcoholic beverages, narcotics or medications that are not prescribed to them. Inmates will notify their parole officer any vitamins, body building supplements, herbs or over the counter medications that they are taking prior to submitting to a urine analysis. Inmates will not be permitted to enter any establishment such as a liquor store or bar where the primary business of the establishment is the sale or consumption of alcoholic beverages.

E. Vehicles / Transportation

Inmates in the Re-Entry Furlough Program must have an adequate means of transportation to fulfill the program requirements. Inmates may be granted approval to drive a personally owned vehicle provided they have a valid driver's license, current vehicle registration and proof of insurance. If an inmate is approved to drive a vehicle owned by an authorized sponsor, the authorized sponsor, who is the legal registered owner of the vehicle, must provide written permission for the inmate to use the vehicle and must also provide documentation of current insurance. The unit case manager will complete the Driving Privilege Agreement/Driver's License Screening Check (Attachment C) prior to approving the inmate to drive. Inmates may purchase a vehicle outright while assigned to the RFP; however, inmates will not be permitted to lease a vehicle or enter into a contract to make payments on a vehicle without the warden approval. Inmates and their vehicles are subject to routine searches at any time with parole supervisor approval. Inmates that are approved to drive a personal vehicle on the RFP will be required to maintain a travel log to account for vehicle mileage. The travel log will be reviewed each week with the parole officer. Inmate vehicle logs can be obtained from the parole officer.

F. Financial Obligations

Inmates in the RFP are expected to submit a monthly budget of anticipated expenditures to their parole officer. Payroll and spending requests will continue to be processed through Inmate Accounting. Inmates that receive payroll through direct deposit will be required to provide their parole officer with a copy of their payroll information. Inmates that receive payroll directly from their employers will be required to mail their paycheck directly to NDCS Inmate Accounting. RFP participants may obtain institutional checks from their parole officer and submit requests to Inmate Accounting to load funds on to their debit cards. RFP inmates can make one ATM withdrawal per day not to exceed \$40, five point of sale and five point of signature transactions not exceeding \$300 per day. No cash withdrawals can be made from

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bank tellers. Inmate debit cards can not be used at gas pumps. Inmates are responsible for the costs of housing, meals and general subsistence when assigned to the RFP.

G. Associates / Law Enforcement

Inmates are required to immediately report any contact with a law enforcement agency. Inmates may not associate with persons known to be engaged in criminal activities or with persons known to have been convicted of a crime without the written approval of the parole officer.

H. Reporting

Inmates in the RFP will be required to meet with their parole officer once per week at a location to be determined by the parole officer. The parole officer will review the inmate's employment, program performance, itinerary for the following week and discuss any difficulties the inmate may be having with their transition into the community. Inmates may be required to report in person to a NDCS facility a minimum of once per month. Inmates are required to inform their parole officer or the community center if any monitoring device malfunctions or breaks. The parole officer may step down or step up the reporting requirements of the RFP depending on the inmate's performance and behavior in the program with notification of the district supervisor and approval of the warden. RFP participants may not leave the county of residence without the permission of the parole officer.

IV. FURLOUGH DURATION

The furlough duration will be determined by the inmate's sentence length, parole hearing status or performance in the RFP. Staff will define the date the furlough begins and the date it ends on the Furlough Program Agreement form. Inmates who successfully complete their Re-Entry Furlough may be required to return to the community center for discharge or for their scheduled parole hearings. The inmate assigned records center will be responsible for releasing the inmate.

V. SUPERVISION AND STEP-DOWN

Supervision of RFP participants initially requires the parole officer to meet with the inmate and approve activities and itineraries on a weekly basis. Collateral contacts must also occur regularly with the employers, treatment providers, family as appropriate, law enforcement and community corrections staff as well. Community corrections staff will conduct random furlough checks by telephone or face-to-face.

Once the RFP participant has gained employment and has satisfactorily participated in the program for a month without incident and has scored below intensive on the Community Supervision Risk Assessment, he/she may be considered for "step-down" to a lower level of reporting that would only require bi-weekly meetings with parole staff. At this level of supervision, itineraries can be approved for a two (2) week time period. Approval to step-down is achieved by the supervising parole officer notifying their district supervisor and receiving approval from the appropriate warden. Community corrections staff will continue to make random phone calls to verify itinerary and curfews.

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The lowest level of supervision an inmate can achieve on RFP requires the participant be supervised at the above level for a minimum of one (1) month with satisfactory community adjustment and a supervision risk assessment of less than intensive using the community risk assessment instrument. At this level, the RFP participant will be supervised with monthly contacts. An itinerary is not necessary; however, curfews are considered appropriate. The approval of this level of supervision is the same as noted in the above paragraph. Community corrections staff will continue to make random curfew checks and will enter any contact with inmates into PIMS.

#### VI. WEEKLY ITINERARY

RFP participants will be initially be required to submit a RFP Weekly Itinerary (Attachment D) to their parole officer each week. Any deviation from the weekly itinerary will require the approval of the parole officer or the community center and the information will be entered into PIMS by authorized staff person. The parole officer will be responsible for establishing the deadlines for submission, establishing curfew hours, approving the activities and forwarding a copy of the itinerary to the appropriate community center or parole office. Inmates may attend two support group activities per week, two personal needs activities per week, two shopping activities per week and one religious or volunteer activity per week. Employment must be listed on the weekly itinerary. Travel time to and from the inmate's employer and residence will be approved and established by the parole officer. Requests for overtime will be initiated by the inmate's employer and must be approved through the inmate's parole officer or community center as established in the furlough agreement. Substance abuse, mental health, vocational or educational programming will be considered on a case-by-case basis depending on the identified needs of the inmate with the duration of each program activity established by the substance abuse or mental health professional or academic advisor and approved by the parole officer. Each activity listed on the approved itinerary will include appropriate travel time to and from the activity. The parole officer may limit shopping, personal needs or program activities if the inmate's performance in the program is below standard.

Examples of approved furlough itineraries: Religious activities, volunteer activities, counseling or support group services, educational or vocational training, shopping, vehicle or home maintenance, haircuts or hairstyling, movies, theaters, restaurants, libraries, school activities, funerals or hospital visits.

#### VII. ACCOUNTABILITY

The warden or institutional duty officer will be notified any time an inmate's behavior may warrant return to the community center. The parole officer will communicate with the warden any infractions. The nature of the report will be considered and a determination will be made to restrict the inmate to the furlough residence, return to the community center or place the inmate on immediate segregation status.

#### VIII. MEDICAL

RFP participants will be required to report routine medical complaints to their assigned facility's medical clinic. The NDCS is responsible for the health care of inmates on furlough. Inmates who are injured at work will be required to go to the medical clinic or medical facility established by their employer's worker compensation procedures. Inmates that sustain a severe or life threatening injury should proceed to the nearest medical facility for treatment

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and contact the community center or parole officer as soon as possible after treatment is received. All medical contacts will be reported to the parole officer. Inmates requesting to see a physician at their own expense will be required to obtain approval from the Deputy Director, Health Services. RFP participants will need to contact the community center's medical department for all prescriptions and refills. See Re-Entry Furlough Medical Process (Attachment E).

#### IX. WALK-AWAY STATUS

Inmates who can not be located at their approved itinerary location or fail to respond to a furlough check may be placed on walk-away status. The inmate's parole officer will be contacted and the inmate's itinerary will be verified prior to placing the inmate on walk-away status. The community center staff will follow established institutional walk-away procedures.

#### REFERENCE

##### I. ATTACHMENTS

- A. RFP Agreement
- B. RFP Inmate Interview Form
- C. RFP Driving Privilege Agreement/Driver's License Screening Check
- D. RFP Weekly Furlough Itinerary
- E. RFP Medical Process

##### II. AMERICAN CORRECTIONAL ASSOCIATION STANDARDS

- A. Adult Correctional Institutions (fourth edition): 4-4443, 4-4444, 4-4445, 4-4501 and 4-4502.
- B. Adult Community Residential Services (fourth edition): 4-ACRS-5A-14 and 4-ACRS-5A-16.
- C. Adult Probation and Parole Field Services (fourth edition): 2C-04, 2C-05

**Nebraska Department of Correctional Services  
RE-ENTRY FURLOUGH PROGRAM AGREEMENT**

**Inmate Name:**                      **Number:**                      **Facility:**  
**Sentence Began:**                **PED:**                      **TRD:**                      **PB Status:**  
**Offense:**                              **Term:**                      **County:**  
**Inclusive dates of furlough:**  
**Furlough Residence:**    **Sponsor:**

I agree that I am a NDCS Inmate, committed to the Department of Correctional Services and not on parole granted by the Board of Parole, therefore the terms of my incarceration and furlough are governed by the Inmate Rulebook and Departmental Administrative Regulations.

I agree that I am granted this furlough to reside temporarily at the approved furlough address and will return to a NDCS facility or other location designated by the Director at the times and dates determined. I agree that this furlough is not an unconditional release, and that the furlough may be canceled with or without notice to me.

I agree to follow all NDCS rules and regulations, including the Inmate Rulebook while I am on reentry furlough status. I agree that the NDCS Inmate Rulebook, Chapters 5 and 6 apply to disciplinary infractions committed while I am on furlough.

I agree to immediately report all of my contact with law enforcement to my transition manager or to the community center, whether or not I am issued a ticket or citation of some kind.

I agree to strictly follow my approved itinerary. I will submit an itinerary in advance to my assigned transition manager for approval. I will remain at my furlough residence at all times unless I am travelling to or from an approved itinerary location. I will take the most direct route to and from furlough itinerary locations. I understand that I may be placed on walk-away or escape status if am not at my approved itinerary location.

I will contact my transition manager or the community center immediately to change my furlough itinerary. I agree that if I am unable to contact either my transition manager or the community center that I will continue to adhere to the furlough itinerary. I agree that there must be a working telephone at my furlough address at all times so the community center or the transition manager can reach me.

I agree that before I drive a vehicle I will advise my transition manager of the name of the owner, the make, model, and license plate of any vehicle I want to drive. I agree that I will supply proof of insurance before I drive any vehicle. I agree that I will not drive any vehicle that has not been approved by my transition manager. I agree that I will not purchase any vehicle unless the purchase is approved by my reentry furlough manager.

I agree that I will freely and voluntarily consent to a search of my person, a vehicle I am driving, or the residence at which I am residing at the request of any NDCS employee, or parole officer. I agree that searches conducted under this paragraph will be only conducted to determine whether or not I have complied with the terms of this reentry furlough agreement.

I agree that I will not carry, own, or possess any type of weapon or firearm. I agree that I will not reside in any place where weapons are present, and will not be in any place or vehicle where weapons are present.

I agree that I will not possess or consume any alcoholic beverages. I agree that I will not reside in any place where alcoholic beverages are present. I agree that I will submit to random or targeted testing for alcohol.

I agree that I will not use or possess any medication, controlled substance, or inhalant not prescribed to me. I agree that I will not use, possess, manufacture, sell, give or be under the influence of any intoxicant. I agree that I will not consume any medication which is not prescribed to me. I agree that I will not take any vitamins, body building supplements, herbs or over the counter medications without the approval of my transition manager.

I agree that I will maintain my employment. If I am terminated or laid off from my employment I agree to notify my transition manager immediately. I agree to provide my transition manager with my weekly work schedule and payroll information. I will turn all of my paychecks into designated NDCS employees to be placed on my Inmate Account.

I agree to comply with my personalized plan. I agree to meet my financial obligations as established in my budget plan. I understand that I am responsible for all the costs of my housing, meals, and general subsistence.

I will return immediately to the community center when directed by staff.  
I agree if my furlough is terminated for any reason I may be returned summarily to a prison without a hearing conducted by the Board of Parole under 83-1,120 (Reissue 2008.)

Comments, programming needed, restitution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Inmate Signature / Date      Transition Manager / Date      Warden / Date

DEPARTMENT OF CORRECTIONS      Approve / Deny

\_\_\_\_\_  
Deputy Director / Date      Deputy Director / Date

BOARD OF PAROLE      Approve / Deny

\_\_\_\_\_  
Chairperson / Date      Member / Date      Member / Date

Distribution: Original: Inmate File      Copy: Inmate

**Reentry Inmate Interview Form**

Date: \_\_\_\_\_ Completed by: \_\_\_\_\_  
 Name: \_\_\_\_\_ Number: \_\_\_\_\_  
 Case Manager: \_\_\_\_\_ PED: \_\_\_\_\_ Hearing Date: \_\_\_\_\_ TRD: \_\_\_\_\_  
 Sponsor Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_  
 Address: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

If the person is renting, it is important that you discuss the impact that your living there will have on their lease agreement and your financial responsibility to the household.

**SEARCH & SEIZURE:** Reentry participants shall permit any personnel of the Nebraska Department of Corrections Services to conduct routine searches of your person, residence, vehicle, or any property under your control, at such time as they deem necessary.

The residence can be searched without a search warrant in the common areas and Reentry participant's bedroom. Are you aware and agree to that? Yes: \_\_\_ No: \_\_\_

Are there any dogs or cats: Yes: \_\_\_ No: \_\_\_ Breed: \_\_\_\_\_  
 If yes, the animal will have to be secured during a parole officer visit regardless of the temperament.

Do you have any medication that will need to be followed up on and how will you get them:  
 \_\_\_\_\_

Who are your primary community supporters? \_\_\_\_\_

**Employment Information:**

**Business Name:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_ **Current Work Schedule:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Program of Study:** \_\_\_\_\_ **Class Schedule:** \_\_\_\_\_

How are you currently getting to and from work or school? \_\_\_\_\_  
 How will you continue to get to and from work or school? \_\_\_\_\_

**Personalized Plan Programs:**

What programs have you completed during your incarceration where and when: \_\_\_\_\_ What  
 programs are you currently participating in and where: \_\_\_\_\_

**Community Programs, Needs and Barriers that you will need to address:**

GED/ABE: \_\_\_ ESL: \_\_\_ Counseling: \_\_\_\_\_ Cost: \_\_\_\_\_  
 SATP: \_\_\_\_\_ Cost: \_\_\_\_\_ AA/NA Meetings: \_\_\_\_\_ Sponsor: \_\_\_\_\_  
 Child Support: \_\_\_ Amount: \_\_\_\_\_ Child Visitation/Custody Concerns: \_\_\_\_\_  
 Fines: \$ \_\_\_\_\_ Outstanding Debts: \$ \_\_\_\_\_ Restitution: \$ \_\_\_\_\_

Identification documents: Soc. Sec. Card: \_\_\_ Birth Cert.: \_\_\_ State ID card: \_\_\_

Drivers License: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ State: \_\_\_\_\_  
 Insurance: \$ \_\_\_\_\_ Registration: \$ \_\_\_\_\_ Reinstatement fees: \$ \_\_\_\_\_

Do you own or will you have access to a vehicle: \_\_\_\_\_

Have you identified where you can go to address the problems listed above: YES: \_\_\_ NO: \_\_\_

NEBRASKA Department of Correctional Services  
Re-Entry Furlough Program  
DRIVING PRIVILEGE AGREEMENT

I, \_\_\_\_\_ # \_\_\_\_\_ am requesting driving privileges while on the Re-Entry Furlough Program. I agree to abide by all of the rules, regulations and directives governing the Department of Correctional Services and its community corrections facilities.

I FULLY UNDERSTAND THAT I AM SUBJECT TO, BUT NOT LIMITED TO, THE FOLLOWING CONDITIONS: (The Transition Manager will circle and the Inmate will initial all applicable conditions of this agreement)

- \_\_\_\_\_ 1. I am subject to disciplinary action if found in violation of any rules, regulations, or directives and I understand I could lose the driving privilege as a result of such disciplinary action.
- \_\_\_\_\_ 2.\* I understand that if granted this privilege, the vehicle I drive will be currently registered and licensed. In addition,
  - \_\_\_\_\_ A. I will only drive my vehicle to and from my place of employment, residence and approved furlough itinerary locations.
  - \_\_\_\_\_ B. I am responsible for all costs associated with operating the motor vehicle. I understand that I may not purchase on contract or lease a vehicle while I'm assigned to the Re-Entry Furlough Program without the warden's approval.
  - \_\_\_\_\_ C. I am the legally registered owner of the vehicle.
  - \_\_\_\_\_ D. If the vehicle is not legally owned or registered by me, I will have written permission from the immediate family member who is the legally registered owner of the vehicle, and to use the vehicle only for the reasons stated above.
- \_\_\_\_\_ 3. I understand that I must provide written proof of vehicle liability insurance prior to approval and must maintain vehicle liability insurance while participating in the driving privilege or Re-Entry Furlough Program.
- \_\_\_\_\_ 4. I understand that I must have a current and valid Nebraska Driver's License, with appropriate vehicle endorsements, if required. All costs under this condition are the sole responsibility of the inmate.
- \_\_\_\_\_ 5. I understand and agree that this driving privilege is only intended for transportation to and from my approved furlough itinerary locations by the most direct route possible. I may not use this privilege for any other purpose.
- \_\_\_\_\_ 6. I am subject to random urinalysis and daily breath testing.
- \_\_\_\_\_ 7. I am subject to random searches of the vehicle.
- \_\_\_\_\_ 8. I must promptly notify my parole officer or the community center of any contact with law enforcement officials. Failure to do so may result in disciplinary action and loss of this privilege.
- \_\_\_\_\_ 9. Scheduled repairs will be completed on a personal needs activity. All repair expenses are the responsibility of the inmate. The cost of fuel will be at my expense if required by the owner as a condition of the vehicle use.
- \_\_\_\_\_ 10. I will maintain a written daily mileage log of my trips to and from approved furlough itinerary locations with accurate odometer readings. I understand that odometer readings will be randomly checked by my parole officer.
- \_\_\_\_\_ 11\*\* I understand that during the loss or suspension of driving privileges or if my Re-Entry Furlough is terminated, I will be responsible for designating someone to pick up or store the vehicle.

(Continued on Reverse Side)



**VEHICLE INFORMATION**

\* Make/Model/Year/Color of Vehicle: \_\_\_\_\_

Vehicle License Plate Number: \_\_\_\_\_

Vehicle Owner / Registered to: \_\_\_\_\_

**\*\* Removal of Vehicle Designee**

_____	_____	_____
<i>Name</i>	<i>Relationship</i>	<i>Telephone</i>

\_\_\_\_\_ *Street Address*    \_\_\_\_\_ *City/State/Zip Code*

**SIGNATURE BLOCK**

I have read, understand, and have initialed all sections of this *Driving Privilege Agreement* that apply to my employment situation. Further, I agree to abide by all the conditions set forth in this *Driving Privilege Agreement*.

\_\_\_\_\_ *Inmate Signature/Number*

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Parole Officer*

\_\_\_\_\_ *Date*

**DRIVER'S LICENSE SCREENING CHECK**

All items must be satisfied before any approval to drive a vehicle can be granted.

- [ ] 1. Inmate Criminal History Check Attached (from NDCS Class Study).
- [ ] 2. Inmate Driving Record Attached.
- [ ] 3. Copy of Proof of Insurance card, which includes Proof of Liability.
- [ ] 4. Current Nebraska Driver's License Number: \_\_\_\_\_

**APPROVED / DENIED**

\_\_\_\_\_ *WARDENS SIGNATURE*

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Nebraska Department of Correctional Services WEEKLY FURLOUGH ITINERARY

INMATE NAME / IDNO: \_\_\_\_\_ INCLUSIVE DATES OF RE-ENTRY FURLOUGH: START: \_\_\_\_\_ PBH/TRD \_\_\_\_\_  
FURLOUGH RESIDENCE: ADDRESS \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ SPONSOR: \_\_\_\_\_

EMPLOYER: ADDRESS \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_  
Inmates will remain at their approved furlough residence at all times except when attending approved itinerary activities. Travel time will always be included for each approved activity outside of the furlough residence. Employment and program schedules will be determined by the parole officer. Inmates may attend two personal needs (PN) activities per week, two shopping activities (SP) per week and one religious service activity (RA) per week. The parole officer may limit these privileges based on the inmate's performance each week. Any deviation from the furlough below must be approved by the parole officer or community center.

**MONDAY: DATE:** \_\_\_\_\_ **WORK SCHEDULE:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**PROGRAM TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**ACTIVITY TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_

**TUESDAY: DATE:** \_\_\_\_\_ **WORK SCHEDULE:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**PROGRAM TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**ACTIVITY TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_

**WEDNESDAY: DATE:** \_\_\_\_\_ **WORK SCHEDULE:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**PROGRAM TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**ACTIVITY TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_

**THURSDAY: DATE:** \_\_\_\_\_ **WORK SCHEDULE:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**PROGRAM TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**ACTIVITY TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_

**FRIDAY: DATE:** \_\_\_\_\_ **WORK SCHEDULE:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**PROGRAM TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**ACTIVITY TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_

**SATURDAY: DATE:** \_\_\_\_\_ **WORK SCHEDULE:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**PROGRAM TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**ACTIVITY TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_

**SUNDAY: DATE:** \_\_\_\_\_ **WORK SCHEDULE:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**PROGRAM TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_  
**ACTIVITY TYPE / TIME:** \_\_\_\_\_ **LOCATION/ADDRESS:** \_\_\_\_\_ **TRANSPORTATION:** \_\_\_\_\_

**INMATE SIGNATURE / DATE COMPLETED:** \_\_\_\_\_ **PAROLE OFFICER / DATE APPROVED:** \_\_\_\_\_

Distribution: Original: Parole Officer Copy: Inmate, Master Control

## RE-ENTRY FURLOUGH MEDICAL PROCESS

- Inmates should be seen by a NDCS nurse or medical provider prior to release to review the medical process.
- Furlough inmates shall be able to purchase over-the-counter medications, such as Tylenol and Motrin. The inmate will be responsible to keep their assigned facility informed as to O-T-C medications they are using.
- NDCS prescribers will order medications for 30 days at a time with up to two (2) refills. The prescriptions may be renewed depending on length of furlough.
- Inmates will contact their assigned facility's medical clinic for 30-day refills. The clinic will assure the prescription is active and will enter the refill on CIPS. A designated phone number, days and times will be provided for this process. This also includes insulin, syringes, lancets and ETOH wipes.
- Inmates will pick up their medications from their assigned facility no sooner than three (3) days after calling in the refill request.
- The pharmacy will mail medications, if requested, to inmates who are living greater than 60 miles from their assigned facility. Inmates must furnish their complete mailing address for this to occur.
- CCCL inmates, who are assigned their furlough in Omaha, will be reassigned to CCCO to facilitate medical care. CCCO inmates, who are assigned their furlough in Lincoln, will be reassigned to CCCL to facilitate their medical care.
- Inmates who live 60 miles or less from their assigned facility will access non-emergent care from their respective facility.
- Inmates residing greater than 60 miles from their assigned facility may elect to utilize private pay or private insurance for their healthcare and may do so by signing the "Election for Private Healthcare" form. The form should be obtained from their parole officer and a signed copy provided to the medical clinic of their assigned facility. Other inmates residing greater than 60 miles from their facility and not electing to pursue this option will be required to access their facility for non-emergent healthcare.

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		Re-Entry Furlough Program	

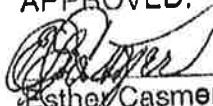
This Administrative Regulation is to be made available in law libraries or other inmate resource centers.

EFFECTIVE: August 11, 2008  
 REVISED: August 17, 2009  
 REVISED: August 18, 2010  
 REVISED: June 29, 2011  
 REVISED: August 10, 2012

**SUMMARY of REVISION/REVIEW**

Revisions include the addition of 'Nebraska' in the signature line.

APPROVED:



Esther Casmer, Chairperson  
 Nebraska Parole Board



ROBERT P. HOUSTON, Director  
 Nebraska Department of Correctional Services

Received  
 11/3/14  
 DK

	<b>ADMINISTRATIVE REGULATION</b>  Department of <b>Correctional Services</b> State of Nebraska	<b>NUMBER</b> 201.12	<b>PAGE</b> 2 of 7
		Re-Entry Furlough Program	

**PURPOSE:**

To establish policy and guidelines for the development and implementation of the Re-Entry Furlough Program.

**GENERAL**

The Re-Entry Furlough Program provides opportunity and incentive for inmates to prepare for parole or discharge prior to the completion of their sentence. The intent of the Re-Entry Furlough Program is to enhance public safety by preparing inmates for successful reintegration back into the community. Participants in the Re-Entry Furlough Program will be under the supervision of the, community corrections center staff, Adult Parole Administration, State Probation or local law enforcement in the county of the furlough residence. All furloughs will be approved by the Director (or designee) and the Board of Parole and are restricted to the State of Nebraska.

**PROCEDURE**

**I. ELIGIBILITY**

Unit Case Managers assigned to the community centers will review their caseloads to identify potential participants for the Re-Entry Furlough Program. Inmates selected for the program will be scheduled for a parole hearing or nearing the date of their release. Each inmate's criminal history and performance on community custody will be closely reviewed. Inmates with violent criminal records, lengthy arrest records or multiple incarcerations may not be considered for the Re-Entry Furlough Program. Consideration will also be given to the inmate's medical needs, county of commitment, financial obligations, pending legal actions, institutional disciplinary record, program needs and preparation for discharge or parole.

**II. PROCESS**

- A. Unit case managers will initiate the Re-Entry Furlough Program Checklist (Attachment A) by reviewing the minimum eligibility guidelines, program performance and pre-release planning of potential participants. The unit case managers will also complete a referral packet that contains RFP Program Checklist, Reentry Furlough Agreement (Attachment B), Inmate Interview Form (Attachment C), RFP Driving Privilege Agreement (Attachment D), copy of most recent completed furlough agreement and personalized plan will be submitted to the appropriate Parole District Supervisor for investigation. The District Supervisor will assign a parole reentry officer to investigate the RFP request. The unit case manager will ensure that the inmate being considered for the RFP has the essential identification and documentation for transition into the community.
- B. A parole officer or designated NDCS staff will investigate and approve the residence for Re-Entry Furlough Program participants. He/she will interview the furlough sponsor and explain the conditions of the furlough agreement. Inmates may only furlough to the residence of an authorized sponsor. If the residence is approved the parole officer or designated NDCS staff will determine if the inmate has the means or transportation to maintain employment and programming in the community.

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- C. If the inmate agrees to the conditions established in the furlough agreement and the transition plan is approved, the request will be forwarded to the Institutional Classification Authority and Director's Review Committee (DRC) for consideration. If approved, the request will be forwarded to the Parole Board for consideration. The completed request and transition plan will be returned to the community center and if approved, a placement date will be established by the parole officer. If the RFP packet is approved by the DRC and Board of Parole, the Programs Coordinator or designated NDCS staff will notify the county attorney's office as appropriate.
- D. The parole officer will coordinate the RFP placement date with the warden and the community center. Inmates will be required to out process from the facility and turn in all state issue property. All personal property must be removed from the facility. The inmate will remain on the facility's out count; however, the appropriate records center will enter the inmate's location in the Computer Tracking System (CTS) as RFP.
- E. The parole officer supervising the RFP inmate will be responsible for entering the inmate into the Nebraska Criminal Justice Information System (NCJIS). The parole officer will check NCJIS for any contact between the inmate and any law enforcement agency.
- F. The unit case manager will be responsible for completing the Institutional Parole Progress Reports, personalized plan updates and other classification action for RFP participants.

### III. FURLOUGH CONDITIONS

Any violation of the furlough agreement or a furlough condition may result in the inmate being terminated from the Re-Entry Furlough Program. The authority to terminate an inmate from the Re-Entry Furlough Program is delegated to the warden or designee of the community center. The Re-Entry Furlough may be terminated immediately if an inmate fails to meet with a parole officer, disobeys a directive from the parole officer or community center staff, fails to respond to a furlough check or adhere to the approved weekly itinerary.

#### A. Residence

All furloughs are restricted to the state of Nebraska. Travel outside the state of Nebraska is not authorized. Furlough residences will be limited to areas that can be adequately supervised by the adult parole administration or appropriate community center staff. All furlough residences must have a working landline or cellular telephone. Inmates will be required to remain at their approved residence except for attending approved itinerary activities. Parole officers or designated staff will inspect and approve the furlough residence prior to inmate placement in the program. Inmates may not furlough or reside in a federally subsidized residence or public housing. No weapons, firearms, alcoholic beverages or narcotics may be stored in the furlough residence. The furlough residence is subject to routine search at any time. Inmates in the RFP may receive permission to purchase a cellular telephone provided the cellular telephone does not require a contractual obligation. Inmates who have approval to purchase a cellular telephone will be expected to answer it at all times. RFP participants may be returned to the community center if their residence becomes unstable until a new residence is approved and secured.

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B. Employment

Inmates will be required to maintain full time employment. Inmates may not resign employment without permission from their parole officer. Inmates who are terminated from employment will inform their parole officer and the community center immediately. Any changes to the inmate's work schedule or requests for overtime will be coordinated through the parole officer or the community center. Inmates who are underemployed or laid off after placement in the RFP may be approved for job seeking passes at the discretion of the parole officer. Copies of job seeking passes will be faxed or emailed with the weekly itinerary to the appropriate community center.

C. Programming

Inmates are expected to comply with their personalized plan and participate in recommended programming. Verification of attendance will be maintained by the inmate and submitted each week to the parole officer. The parole officer will determine program needs and approve itinerary activities based on the inmate's personalized plan and progress in the Re-Entry furlough program. Volunteer activities may also be included and considered for program purposes.

D. Drug & Alcohol Screening and Testing

Inmates will be required to submit to drug and alcohol testing upon request. Refusal to submit to drug or alcohol testing will result in the termination of the reentry furlough. Inmates will not possess or consume any alcoholic beverages or narcotics. Inmates may not consume alcoholic beverages, narcotics or medications that are not prescribed to them. Inmates will get approval from their parole officer prior to taking any vitamins, body building supplements, herbs or over the counter medications. Inmates will not be permitted to enter any establishment such as a liquor store or bar where the primary business of the establishment is the sale or consumption of alcoholic beverages.

E. Vehicles / Transportation

Inmates in the Re-Entry Furlough Program must have an adequate means of transportation to fulfill the program requirements. Inmates may be granted approval to drive a personally owned vehicle provided they have a valid driver's license, current vehicle registration and proof of insurance. If an inmate is approved to drive a vehicle owned by an authorized sponsor, the authorized sponsor, who is the legal registered owner of the vehicle, must provide written permission for the inmate to use the vehicle and must also provide documentation of current insurance. The unit case manager will complete the Driver Screening Checklist / Agreement (Attachment D) prior to approving the inmate to drive. Inmates may purchase a vehicle outright while assigned to the Re-Entry Furlough Program, however, inmates will not be permitted to lease a vehicle or enter into a contract to make payments on a vehicle. Inmates and their vehicles are subject to routine searches at any time. Inmates that are approved to drive a personal vehicle on the RFP will be required to maintain a travel log to account for vehicle mileage. The travel log will be reviewed each week with the parole officer.

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F. Financial Obligations

Inmates in the Re-Entry Furlough Program are expected to submit a monthly budget of anticipated expenditures to their parole officer. Payroll and spending requests will continue to be processed through Inmate Accounting. Inmates that receive payroll through direct deposit will be required to provide their parole officer with a copy of their payroll information. Inmates that receive payroll directly from their employers will be required to mail their paycheck directly to DCS Inmate Accounting. RFP participants may obtain Institutional Checks from their reentry parole officer and submit requests to Inmate Accounting to load funds on to their debit cards. RFP inmates can make one ATM withdrawal per day not to exceed \$40, five Point of Sale and five Point of Signature transactions not exceeding \$300 per day. No cash withdrawals can be made from bank tellers. Inmate debit cards can not be used at gas pumps. Inmates are responsible for the costs of housing, meals and general subsistence when assigned to the Re-Entry Furlough Program.

G. Associates / Law Enforcement

Inmates are required to immediately report any contact with a law enforcement agency. Inmates may not associate with persons known to be engaged in criminal activities or with persons known to have been convicted of a crime without the written approval of the reentry parole officer.

H. Reporting

Inmates in the Re-Entry Furlough Program will be required to meet with their parole officer once per week. The parole officer may meet with the inmate at the furlough residence, place of employment, furlough itinerary, day reporting center, community center or parole office. The parole officer will review the inmate's employment, program performance, itinerary for the following week and discuss any difficulties the inmate may be having with their transition into the community. Inmates may be required to report in person to a DCS facility a minimum of once per month. Inmates are required to inform their parole officer or the community center if any monitoring device malfunctions or breaks. The reentry parole officer may step down the reporting requirements of the RFP depending on the inmate's performance and behavior in the program. RFP participant's may not leave the county of residence without the permission of the reentry parole officer.

IV. **FURLOUGH DURATION**

The furlough duration will be determined by the inmate's sentence length, parole hearing status or performance in the Re-Entry Furlough Program. Staff will define the date the furlough begins and the date it ends on the Re-entry Furlough Program Agreement form). Inmates who successfully complete their Re-Entry Furlough will be required to return to the community center for discharge or for their scheduled parole hearings. The records center assigned to the community center will be responsible for releasing the inmate. A new furlough agreement will be completed each week that an inmate is assigned to the Reentry Furlough Program.



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#### V. WEEKLY ITINERARY

Re-Entry Furlough Program participants will be required to submit a Re-Entry Furlough Program Weekly Itinerary (Attachment E) to their parole officer each week. Any deviation from the weekly itinerary will require the approval of the parole officer or the community center. The parole officer will be responsible for establishing the deadlines for submission, establishing curfew hours, approving the activities and forwarding a copy of the itinerary to the appropriate community center or parole office. Inmates may attend two support group activities per week, two personal needs activities per week, two shopping activities per week and one religious or volunteer activity per week. Employment must be listed on the weekly itinerary. Travel time to and from the inmate's employer and residence will be approved and established by the parole officer. Requests for overtime will be initiated by the inmate's employer and must be approved through the inmate's parole officer or community center as established in the furlough agreement. Substance abuse, mental health, vocational or educational programming will be considered on a case by case basis depending on the identified needs of the inmate with the duration of each program activity established by the, substance abuse or mental health professional, academic advisor and approved by the parole officer. Each activity listed on the approved itinerary will always include appropriate travel time to and from the activity. The parole officer may limit shopping, personal needs or program activities if public transportation is being used or the inmate's performance in the program is below standard for the previous week. Inmates will be required to meet in person with their parole officer once per week. The District Parole Supervisor may step down the itinerary requirements if an inmate is making satisfactory progress in the program.

The following activities are considered appropriate for furlough itineraries: Religious activities, volunteer activities, counseling or support group services, educational or vocational training, shopping (no malls, pawn shops or places that sell firearms), vehicle or home maintenance, haircuts or hairstyling, movies, theaters, restaurants, libraries, zoos, children's sporting events or school activities, funerals or hospital visits.

#### VI. DISCIPLINE

The warden or institutional duty officer will be notified any time an inmate in the Re-Entry Furlough Program receives a misconduct report. The nature of the report will be considered and a determination will be made to restrict the inmate to the furlough residence, return to the community center or place the inmate on immediate segregation status. Misconduct reports will be filed and logged at the community center within 24 hours after they are written. The staff person witnessing or discovering the misconduct will be responsible for completing the misconduct report. The community center will be responsible for investigating the report, conducting the principal and disciplinary hearings. The inmate's status on the Re-Entry Furlough Program will be reviewed after the disciplinary hearing is completed.

#### VII. MEDICAL

Re-Entry Furlough Program participants will be required to report routine medical complaints to their parole officer. The parole officer will coordinate all sick call or medical appointments with the community center, the health services section or contracted medical facility located in the county of the furlough residence. The DCS is responsible for the health care of inmates on furlough. Inmates who are injured at work will be required to go to the medical clinic or medical facility established by their employer's worker compensation procedures. If no treatment facility is established, inmates will contact the community center, as established in

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the furlough agreement, for directions. Inmates that sustain a severe or life threatening injury should proceed to the nearest medical facility for treatment and contact the community center or parole officer as soon as possible after treatment is received. All medical contacts must be reported to the parole officer. Inmates requesting to see a physician at their own expense will be required to sign a waiver of medical treatment and obtain approval from the Deputy Director, Health Services. RFP participants will need to contact the community center for all prescription medications and refills.

#### VIII. WALK-AWAY STATUS

Inmates that can not be located at their approved itinerary location or fail to respond to a furlough check may be placed on walk-away status. The inmate's parole officer and furlough sponsor will be contacted and the inmate's itinerary will be verified prior to placing the inmate on walk-away status. The community center staff will follow established institutional walk-away procedures.

#### REFERENCE

##### I. ATTACHMENTS

- A. Re-Entry Furlough Program Checklist
- B. Re-Entry Furlough Program Agreement
- C. Re-Entry Inmate Interview Form
- D. Re-Entry Furlough Program Driving Privilege Agreement
- E. Re-Entry Furlough Program Weekly Itinerary

##### II. AMERICAN CORRECTIONAL ASSOCIATION STANDARDS

- A. Adult Correctional Institutions (fourth edition): 4-4443, 4-4444, 4-4445, 4-4501 and 4-4502.
- B. Adult Community Residential Services (fourth edition): 4-ACRS-5A-14 and 4-ACRS-5A-16.
- C. Adult Probation and Parole Field Services (fourth edition): 2C-04, 2C-05

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This Administrative Regulation is to be made available in law libraries or other inmate resource centers.


EFFECTIVE: August 11, 2008  
 REVISED: August 17, 2009  
 REVISED: August 18, 2010  
 REVISED: June 29, 2011  
 REVISED: August 10, 2012  
 REVISED: September 3, 2013

**SUMMARY of REVISION/REVIEW**

Reviewed with minor revisions to include the addition of the Nebraska Department of Correctional Services (NDCS) in the Purpose Section.

APPROVED:

  
 \_\_\_\_\_  
 Esther Casmer, Chairperson  
 Nebraska Parole Board

  
 \_\_\_\_\_  
 ROBERT P. HOUSTON, Director  
 Nebraska Department of Correctional Services

*Received  
 11/3/14  
 DK*

	<b>ADMINISTRATIVE REGULATION</b>  Department of Correctional Services State of Nebraska	NUMBER 201.12	PAGE 2 of 7
		Re-Entry Furlough Program	

PURPOSE:

To establish policy and guidelines for the development and implementation of the Re-Entry Furlough Program within the Nebraska Department of Correctional Services (NDCS).

GENERAL:

The Re-Entry Furlough Program provides opportunity and incentive for inmates to prepare for parole or discharge prior to the completion of their sentence. The intent of the Re-Entry Furlough Program is to enhance public safety by preparing inmates for successful reintegration back into the community. Participants in the Re-Entry Furlough Program will be under the supervision of the community corrections center staff, Adult Parole Administration, State Probation or local law enforcement in the county of the furlough residence. All furloughs will be approved by the Director (or designee) and the Board of Parole and are restricted to the State of Nebraska.

PROCEDURE

I. ELIGIBILITY

Unit Case Managers assigned to the community centers will review their caseloads to identify potential participants for the Re-Entry Furlough Program. Inmates selected for the program will be scheduled for a parole hearing or hearing the date of their release. Each inmate's criminal history and performance on community custody will be closely reviewed. Inmates with violent criminal records, lengthy arrest records or multiple incarcerations may not be considered for the Re-Entry Furlough Program. Consideration will also be given to the inmate's medical needs, county of commitment, financial obligations, pending legal actions, institutional disciplinary record, program needs and preparation for discharge or parole.

II. PROCESS

A. Unit case managers will initiate the Re-Entry Furlough Program Checklist (Attachment A) by reviewing the minimum eligibility guidelines, program performance and pre-release planning of potential participants. The unit case managers will also complete a referral packet that contains RFP Program Checklist, Reentry Furlough Agreement (Attachment B), Inmate Interview Form (Attachment C), RFP Driving Privilege Agreement (Attachment D), copy of most recent completed furlough agreement and personalized plan will be submitted to the appropriate Parole District Supervisor for investigation. The District Supervisor will assign a parole reentry officer to investigate the RFP request. The unit case manager will ensure that the inmate being considered for the RFP has the essential identification and documentation for transition into the community.

B. A parole officer or designated NDCS staff will investigate and approve the residence for Re-Entry Furlough Program participants. He/she will interview the furlough sponsor and explain the conditions of the furlough agreement. Inmates may only furlough to the residence of an authorized sponsor. If the residence is approved the parole officer or designated NDCS staff will determine if the inmate has the means or transportation to maintain employment and programming in the community.

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- C. If the inmate agrees to the conditions established in the furlough agreement and the transition plan is approved, the request will be forwarded to the Institutional Classification Authority and Director's Review Committee (DRC) for consideration. If approved, the request will be forwarded to the Parole Board for consideration. The completed request and transition plan will be returned to the community center and if approved, a placement date will be established by the parole officer. If the RFP packet is approved by the DRC and Board of Parole, the Programs Coordinator or designated NDCS staff will notify the county attorney's office as appropriate.
- D. The parole officer will coordinate the RFP placement date with the warden and the community center. Inmates will be required to out process from the facility and turn in all state issue property. All personal property must be removed from the facility. The inmate will remain on the facility's out count; however, the appropriate records center will enter the inmate's location in the Computer Tracking System (CTS) as RFP.
- E. The parole officer supervising the RFP inmate will be responsible for entering the inmate into the Nebraska Criminal Justice Information System (NCJIS). The parole officer will check NCJIS for any contact between the inmate and any law enforcement agency.
- F. The unit case manager will be responsible for completing the Institutional Parole Progress Reports, personalized plan updates and other classification action for RFP participants.

### III. FURLOUGH CONDITIONS

Any violation of the furlough agreement or a furlough condition may result in the inmate being terminated from the Re-Entry Furlough Program. The authority to terminate an inmate from the Re-Entry Furlough Program is delegated to the warden or designee of the community center. The Re-Entry Furlough may be terminated immediately if an inmate fails to meet with a parole officer, disobeys a directive from the parole officer or community center staff, fails to respond to a furlough check or adhere to the approved weekly itinerary.

#### A. Residence

All furloughs are restricted to the state of Nebraska. Travel outside the state of Nebraska is not authorized. Furlough residences will be limited to areas that can be adequately supervised by the adult parole administration or appropriate community center staff. All furlough residences must have a working landline or cellular telephone. Inmates will be required to remain at their approved residence except for attending approved itinerary activities. Parole officers or designated staff will inspect and approve the furlough residence prior to inmate placement in the program. Inmates may not furlough or reside in a federally subsidized residence or public housing. No weapons, firearms, alcoholic beverages or narcotics may be stored in the furlough residence. The furlough residence is subject to routine search at any time. Inmates in the RFP may receive permission to purchase a cellular telephone provided the cellular telephone does not require a contractual obligation. Inmates who have approval to purchase a cellular telephone will be expected to answer it at all times. RFP participants may be returned to the community center if their residence becomes unstable until a new residence is approved and secured.

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B. Employment

Inmates will be required to maintain full time employment. Inmates may not resign employment without permission from their parole officer. Inmates who are terminated from employment will inform their parole officer and the community center immediately. Any changes to the inmate's work schedule or requests for overtime will be coordinated through the parole officer or the community center. Inmates who are underemployed or laid off after placement in the RFP may be approved for job seeking passes at the discretion of the parole officer. Copies of job seeking passes will be faxed or emailed with the weekly itinerary to the appropriate community center.

C. Programming

Inmates are expected to comply with their personalized plan and participate in recommended programming. Verification of attendance will be maintained by the inmate and submitted each week to the parole officer. The parole officer will determine program needs and approve itinerary activities based on the inmate's personalized plan and progress in the Re-Entry furlough program. Volunteer activities may also be included and considered for program purposes.

D. Drug & Alcohol Screening and Testing

Inmates will be required to submit to drug and alcohol testing upon request. Refusal to submit to drug or alcohol testing will result in the termination of the reentry furlough. Inmates will not possess or consume any alcoholic beverages or narcotics. Inmates may not consume alcoholic beverages, narcotics or medications that are not prescribed to them. Inmates will get approval from their parole officer prior to taking any vitamins, body building supplements, herbs or over the counter medications. Inmates will not be permitted to enter any establishment such as a liquor store or bar where the primary business of the establishment is the sale or consumption of alcoholic beverages.

E. Vehicles / Transportation

Inmates in the Re-Entry Furlough Program must have an adequate means of transportation to fulfill the program requirements. Inmates may be granted approval to drive a personally owned vehicle provided they have a valid driver's license, current vehicle registration and proof of insurance. If an inmate is approved to drive a vehicle owned by an authorized sponsor, the authorized sponsor, who is the legal registered owner of the vehicle, must provide written permission for the inmate to use the vehicle and must also provide documentation of current insurance. The unit case manager will complete the Driver Screening Checklist / Agreement (Attachment D) prior to approving the inmate to drive. Inmates may purchase a vehicle outright while assigned to the Re-Entry Furlough Program, however, inmates will not be permitted to lease a vehicle or enter into a contract to make payments on a vehicle. Inmates and their vehicles are subject to routine searches at any time. Inmates that are approved to drive a personal vehicle on the RFP will be required to maintain a travel log to account for vehicle mileage. The travel log will be reviewed each week with the parole officer.

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F. Financial Obligations

Inmates in the Re-Entry Furlough Program are expected to submit a monthly budget of anticipated expenditures to their parole officer. Payroll and spending requests will continue to be processed through Inmate Accounting. Inmates that receive payroll through direct deposit will be required to provide their parole officer with a copy of their payroll information. Inmates that receive payroll directly from their employers will be required to mail their paycheck directly to DCS Inmate Accounting. RFP participants may obtain Institutional Checks from their reentry parole officer and submit requests to Inmate Accounting to load funds on to their debit cards. RFP inmates can make one ATM withdrawal per day not to exceed \$40, five Point of Sale and five Point of Signature transactions not exceeding \$300 per day. No cash withdrawals can be made from bank tellers. Inmate debit cards can not be used at gas pumps. Inmates are responsible for the costs of housing, meals and general subsistence when assigned to the Re-Entry Furlough Program.

G. Associates / Law Enforcement

Inmates are required to immediately report any contact with a law enforcement agency. Inmates may not associate with persons known to be engaged in criminal activities or with persons known to have been convicted of a crime without the written approval of the reentry parole officer.

H. Reporting

Inmates in the Re-Entry Furlough Program will be required to meet with their parole officer once per week. The parole officer may meet with the inmate at the furlough residence, place of employment, furlough itinerary, day reporting center, community center or parole office. The parole officer will review the inmate's employment, program performance, itinerary for the following week and discuss any difficulties the inmate may be having with their transition into the community. Inmates may be required to report in person to a DCS facility a minimum of once per month. Inmates are required to inform their parole officer or the community center if any monitoring device malfunctions or breaks. The reentry parole officer may step down the reporting requirements of the RFP depending on the inmate's performance and behavior in the program. RFP participants may not leave the county of residence without the permission of the reentry parole officer.

IV. FURLOUGH DURATION

The furlough duration will be determined by the inmate's sentence length, parole hearing status or performance in the Re-Entry Furlough Program. Staff will define the date the furlough begins and the date it ends on the Re-entry Furlough Program Agreement form). Inmates who successfully complete their Re-Entry Furlough will be required to return to the community center for discharge or for their scheduled parole hearings. The records center assigned to the community center will be responsible for releasing the inmate. A new furlough agreement will be completed each week that an inmate is assigned to the Reentry Furlough Program.

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#### V. WEEKLY ITINERARY

Re-Entry Furlough Program participants will be required to submit a Re-Entry Furlough Program Weekly Itinerary (Attachment E) to their parole officer each week. Any deviation from the weekly itinerary will require the approval of the parole officer or the community center. The parole officer will be responsible for establishing the deadlines for submission, establishing curfew hours, approving the activities and forwarding a copy of the itinerary to the appropriate community center or parole office. Inmates may attend two support group activities per week, two personal needs activities per week, two shopping activities per week and one religious or volunteer activity per week. Employment must be listed on the weekly itinerary. Travel time to and from the inmate's employer and residence will be approved and established by the parole officer. Requests for overtime will be initiated by the inmate's employer and must be approved through the inmate's parole officer or community center as established in the furlough agreement. Substance abuse, mental health, vocational or educational programming will be considered on a case by case basis depending on the identified needs of the inmate with the duration of each program activity established by the substance abuse or mental health professional, academic advisor and approved by the parole officer. Each activity listed on the approved itinerary will always include appropriate travel time to and from the activity. The parole officer may limit shopping, personal needs or program activities if public transportation is being used or the inmate's performance in the program is below standard for the previous week. Inmates will be required to meet in person with their parole officer once per week. The District Parole Supervisor may step down the itinerary requirements if an inmate is making satisfactory progress in the program.

The following activities are considered appropriate for furlough itineraries: Religious activities, volunteer activities, counseling or support group services, educational or vocational training, shopping (no malls, pawn shops or places that sell firearms), vehicle or home maintenance, haircuts or hairstyling, movies, theaters, restaurants, libraries, zoos, children's sporting events or school activities, funerals or hospital visits.

#### VI. DISCIPLINE

The warden or institutional duty officer will be notified any time an inmate in the Re-Entry Furlough Program receives a misconduct report. The nature of the report will be considered and a determination will be made to restrict the inmate to the furlough residence, return to the community center or place the inmate on immediate segregation status. Misconduct reports will be filed and logged at the community center within 24 hours after they are written. The staff person witnessing or discovering the misconduct will be responsible for completing the misconduct report. The community center will be responsible for investigating the report, conducting the principal and disciplinary hearings. The inmate's status on the Re-Entry Furlough Program will be reviewed after the disciplinary hearing is completed.

#### VII. MEDICAL

Re-Entry Furlough Program participants will be required to report routine medical complaints to their parole officer. The parole officer will coordinate all sick call or medical appointments with the community center, the health services section or contracted medical facility located in the county of the furlough residence. The DCS is responsible for the health care of inmates on furlough. Inmates who are injured at work will be required to go to the medical clinic or medical facility established by their employer's worker compensation procedures. If no treatment facility is established, inmates will contact the community center, as established in



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the furlough agreement, for directions. Inmates that sustain a severe or life threatening injury should proceed to the nearest medical facility for treatment and contact the community center or parole officer as soon as possible after treatment is received. All medical contacts must be reported to the parole officer. Inmates requesting to see a physician at their own expense will be required to sign a waiver of medical treatment and obtain approval from the Deputy Director, Health Services. RFP participants will need to contact the community center for all prescription medications and refills.

#### VIII. WALK-AWAY STATUS

Inmates that can not be located at their approved itinerary location or fail to respond to a furlough check may be placed on walk-away status. The inmate's parole officer and furlough sponsor will be contacted and the inmate's itinerary will be verified prior to placing the inmate on walk-away status. The community center staff will follow established institutional walk-away procedures.

#### REFERENCE

##### I. ATTACHMENTS

- A. Re-Entry Furlough Program Checklist
- B. Re-Entry Furlough Program Agreement
- C. Re-Entry Inmate Interview Form
- D. Re-Entry Furlough Program Driving Privilege Agreement
- E. Re-Entry Furlough Program Weekly Itinerary

##### II. AMERICAN CORRECTIONAL ASSOCIATION STANDARDS

- A. Standards for Adult Correctional Institutions (ACI) (4th edition): 4-4443, 4-4444, 4-4445, 4-4501 and 4-4502.
- B. Performance Based Standards for Adult Community Residential Services (ACRS) (4th edition): 4-ACRS-5A-14 and 4-ACRS-5A-16.
- C. Performance Based Standards for Adult Probation and Parole Field Services (APPFS) (4th edition): 2C-04, 2C-05.

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 REVISED: August 18, 2010  
 REVISED: June 29, 2011  
 REVISED: August 10, 2012  
 REVISED: September 3, 2013  
 REVISED: November 24, 2014

**SUMMARY of REVISION/REVIEW**

New language in paragraph's: I, II A, II B, III A, III B, III C, III F, III H, IV, V, VII, added Attachment F.

**APPROVED:**

  
 \_\_\_\_\_  
 Esther Casmer, Chairperson  
 Nebraska Parole Board

  
 \_\_\_\_\_  
 MICHAEL L. KENNEY, Director  
 Nebraska Department of Correctional Services

*Received  
 11/3/14  
 DK*

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**PURPOSE:**

To establish policy and guidelines for the development and implementation of the Re-Entry Furlough Program (RFP).

**GENERAL**

The Re-Entry Furlough Program provides opportunity and incentive for inmates to prepare for parole or discharge prior to the completion of their sentence. The intent of the Re-Entry Furlough Program is to enhance public safety by preparing inmates for successful reintegration back into the community. Participants in the Re-Entry Furlough Program will be under the supervision of the, community corrections center staff, Adult Parole Administration, State Probation or local law enforcement in the county of the furlough residence. All furloughs will be approved by the Director (or designee) and the Board of Parole and are restricted to the State of Nebraska.

**PROCEDURE**

**I. ELIGIBILITY**

While many RFP participants are approved after arriving at the community corrections facility, secure institutions also initiate classification for appropriate candidates for this program. Unit Case Managers will review their caseloads to identify potential participants for the Re-Entry Furlough Program. Inmates selected for the program will be scheduled for a parole hearing or nearing the date of their release. Each inmate's criminal history and performance on community custody will be closely reviewed. Inmates with violent criminal records, lengthy arrest records or multiple incarcerations may not be considered for the Re-Entry Furlough Program. Consideration will also be given to the inmate's medical needs, county of commitment, financial obligations, pending legal actions, institutional disciplinary record, program needs and preparation for discharge or parole.

**II. PROCESS**

- A. Unit case managers will initiate the Re-Entry Furlough Program Checklist (Attachment A) by reviewing the minimum eligibility guidelines, program performance and pre-release planning of potential participants. The unit case managers will also complete a referral packet that contains RFP Program Checklist, Reentry Furlough Agreement (Attachment B), Inmate Interview Form (Attachment C), RFP Driving Privilege Agreement (Attachment D), copy of most recent completed furlough agreement and personalized plan will be submitted. When approved by Classification and Programs Coordinator, the RFP packet will be sent to the District Parole Supervisor. The District Parole Supervisor will assign a parole reentry officer to investigate the RFP request. The unit case manager will ensure that the inmate being considered for the RFP has the essential identification and documentation for transition into the community.
- B. A parole officer or designated NDCS staff will investigate and approve the residence for Re-Entry Furlough Program participants. He/she will interview the furlough sponsor and explain the conditions of the furlough agreement. Inmates may furlough to the residence of an authorized sponsor or to themselves. If the residence is approved the parole officer or designated NDCS staff will determine if the inmate has

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the means or transportation to maintain employment and programming in the community.

- C. If the inmate agrees to the conditions established in the furlough agreement and the transition plan is approved, the request will be forwarded to the Institutional Classification Authority and Director's Review Committee (DRC) for consideration. If approved, the request will be forwarded to the Parole Board for consideration. The completed request and transition plan will be returned to the community center and if approved, a placement date will be established by the parole officer. If the RFP packet is approved by the DRC and Board of Parole, the Programs Coordinator or designated NDCS staff will notify the county attorney's office as appropriate.
- D. The parole officer will coordinate the RFP placement date with the warden and the community center. Inmates will be required to out process from the facility and turn in all state issue property. All personal property must be removed from the facility. The inmate will remain on the facility's out count; however, the appropriate records center will enter the inmate's location in the Computer Tracking System (CTS) as RFP.
- E. The parole officer supervising the RFP inmate will be responsible for entering the inmate into the Nebraska Criminal Justice Information System (NCJIS). The parole officer will check NCJIS for any contact between the inmate and any law enforcement agency.
- F. The unit case manager will be responsible for completing the Institutional Parole Progress Reports, personalized plan updates and other classification action for RFP participants.

III. FURLOUGH CONDITIONS

Any violation of the furlough agreement or a furlough condition may result in the inmate being terminated from the Re-Entry Furlough Program. The authority to terminate an inmate from the Re-Entry Furlough Program is delegated to the warden or designee of the community center. The Re-Entry Furlough may be terminated immediately if an inmate fails to meet with a parole officer, disobeys a directive from the parole officer or community center staff, fails to respond to a furlough check or adhere to the approved weekly itinerary.

A. Residence

All furloughs are restricted to the state of Nebraska. Travel outside the state of Nebraska is not authorized. Furlough residences will be limited to areas that can be adequately supervised by the adult parole administration or appropriate community center staff. All furlough residences must have a working landline or cellular telephone. Inmates may have access to cell phones with the approval of parole officer or facility warden/designee. The privilege to use a cell phone is not granted as a matter of routine. Inmates will be required to remain at their approved residence except for attending approved itinerary activities. Parole officers or designated staff will inspect and approve the furlough residence prior to inmate placement in the program. Inmates may not furlough or reside in a federally subsidized residence or public housing. No weapons, firearms, alcoholic beverages or narcotics may be stored in the furlough residence. The furlough residence is subject to routine search at any time. Inmates in the RFP may receive permission to purchase a cellular

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telephone provided the cellular telephone does not require a contractual obligation. Inmates who have approval to purchase a cellular telephone will be expected to answer it at all times. RFP participants may be returned to the community center if their residence becomes unstable until a new residence is approved and secured.

**B. Employment**

Inmates will be required to maintain full time employment. Inmates may not resign employment without permission from their parole officer. Inmates who are terminated from employment will inform their parole officer and the community center immediately. Any changes to the inmate's work schedule or requests for overtime will be coordinated through the parole officer or the community center. Inmates who are underemployed or laid off after placement in the RFP may be approved for job seeking passes at the discretion of the parole officer. Copies of job seeking passes will be delivered, faxed or emailed with the weekly itinerary to the appropriate community center/parole officer.

**C. Programming**

Inmates are expected to comply with their personalized plan and participate in recommended programming. Verification of attendance will be maintained by the inmate and submitted each week to the parole officer. The parole officer/community center will determine program needs and approve itinerary activities based on the inmate's personalized plan and progress in the Re-Entry furlough program. Volunteer activities may also be included and considered for program purposes.

**D. Drug & Alcohol Screening and Testing**

Inmates will be required to submit to drug and alcohol testing upon request. Refusal to submit to drug or alcohol testing will result in the termination of the reentry furlough. Inmates will not possess or consume any alcoholic beverages or narcotics. Inmates may not consume alcoholic beverages, narcotics or medications that are not prescribed to them. Inmates will get approval from their parole officer prior to taking any vitamins, body building supplements, herbs or over the counter medications. Inmates will not be permitted to enter any establishment such as a liquor store or bar where the primary business of the establishment is the sale or consumption of alcoholic beverages.

**E. Vehicles / Transportation**

Inmates in the Re-Entry Furlough Program must have an adequate means of transportation to fulfill the program requirements. Inmates may be granted approval to drive a personally owned vehicle provided they have a valid driver's license, current vehicle registration and proof of insurance. If an inmate is approved to drive a vehicle owned by an authorized sponsor, the authorized sponsor, who is the legal registered owner of the vehicle, must provide written permission for the inmate to use the vehicle and must also provide documentation of current insurance. The unit case manager will complete the Driver Screening Checklist / Agreement (Attachment D) prior to approving the inmate to drive. Inmates may purchase a vehicle outright while assigned to the Re-Entry Furlough Program, however, inmates will not be permitted to lease a vehicle or enter into a contract to make payments on a vehicle. Inmates

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and their vehicles are subject to routine searches at any time. Inmates that are approved to drive a personal vehicle on the RFP will be required to maintain a travel log to account for vehicle mileage. The travel log will be reviewed each week with the parole officer.

F. Financial Obligations

Inmates in the Re-Entry Furlough Program are expected to submit a monthly budget of anticipated expenditures to their parole officer. Payroll and spending requests will continue to be processed through Inmate Accounting. Inmates that receive payroll through direct deposit will be required to provide their parole officer/community center with a copy of their payroll information. Inmates that receive payroll directly from their employers will be required to mail their paycheck directly to NDCS Inmate Accounting. RFP participants may obtain Institutional Checks from their parole officer and submit requests to Inmate Accounting to load funds on to their debit cards. RFP inmates can make one ATM withdrawal per day not to exceed \$40, five Point of Sale and five Point of Signature transactions not exceeding \$300 per day. No cash withdrawals can be made from bank tellers. Inmate debit cards can not be used at gas pumps. Inmates are responsible for the costs of housing, meals and general subsistence when assigned to the Re-Entry Furlough Program.

G. Associates / Law Enforcement

Inmates are required to immediately report any contact with a law enforcement agency. Inmates may not associate with persons known to be engaged in criminal activities or with persons known to have been convicted of a crime without the written approval of the reentry parole officer.

H. Reporting

Inmates in the Re-Entry Furlough Program will be required to meet with their parole officer/community center once per week. The parole officer may meet with the inmate at the furlough residence, place of employment, furlough itinerary, day reporting center, community center or parole office. The parole officer will review the inmate's employment, program performance, itinerary for the following week and discuss any difficulties the inmate may be having with their transition into the community. Inmates may be required to report in person to a NDCS facility a minimum of once per month. Inmates are required to inform their parole officer or the community center if any monitoring device malfunctions or breaks. The parole officer may request step down of the reporting requirements of the RFP depending on the inmate's performance; employment status and stability; inmate attending substance abuse, mental health, education programming; inmate is addressing issues of criminal thinking and/or criminal associates; inmate has pro-social recreational activities; and behavior in the program. The warden/designee will approve all step downs for RFP. RFP participants may not leave the county of residence without the permission of the parole officer.

IV. FURLOUGH DURATION

The furlough duration will be determined by the inmate's sentence length, parole hearing status or performance in the Re-Entry Furlough Program. Staff will define the date the

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furlough begins and the date it ends on the Re-entry Furlough Program Agreement form). Inmates who successfully complete their Re-Entry Furlough may be required to return to the community center for discharge or for their scheduled parole hearings. The records center assigned to the community center will be responsible for releasing the inmate. A new furlough agreement will be completed each week that an inmate is assigned to the Reentry Furlough Program.

#### V. WEEKLY ITINERARY

Re-Entry Furlough Program participants will be required to submit a Re-Entry Furlough Program Weekly Itinerary (Attachment E) to their parole officer/community center each week. Any deviation from the weekly itinerary will require the approval of the parole officer or the community center. The parole officer will be responsible for establishing the deadlines for submission, establishing curfew hours, approving the activities and forwarding a copy of the itinerary to the appropriate community center or parole office. Inmates may attend two support group activities per week, two personal needs activities per week, two shopping activities per week and one religious or volunteer activity per week. Employment must be listed on the weekly itinerary. Travel time to and from the inmate's employer and residence will be approved and established by the parole officer. Requests for overtime will be initiated by the inmate's employer and must be approved through the inmate's parole officer or community center as established in the furlough agreement. Substance abuse, mental health, vocational or educational programming will be considered on a case by case basis depending on the identified needs of the inmate with the duration of each program activity established by the, substance abuse or mental health professional, academic advisor and approved by the parole officer. Each activity listed on the approved itinerary will always include appropriate travel time to and from the activity. The parole officer may limit shopping, personal needs or program activities if public transportation is being used or the inmate's performance in the program is below standard for the previous week. Inmates will be required to meet in person with their parole officer/community center staff once per week. The District Parole Supervisor/Warden may step down the itinerary requirements if an inmate is making satisfactory progress in the program.

The following activities are considered appropriate for furlough itineraries: Religious activities, volunteer activities, counseling or support group services, educational or vocational training, shopping (no malls, pawn shops or places that sell firearms), vehicle or home maintenance, haircuts or hairstyling, movies, theaters, restaurants, libraries, zoos, children's sporting events or school activities, funerals or hospital visits.

#### VI. DISCIPLINE

The warden or institutional duty officer will be notified any time an inmate in the Re-Entry Furlough Program receives a misconduct report. The nature of the report will be considered and a determination will be made to restrict the inmate to the furlough residence, return to the community center or place the inmate on immediate segregation status. Misconduct reports will be filed and logged at the community center within 24 hours after they are written. The staff person witnessing or discovering the misconduct will be responsible for completing the misconduct report. The community center will be responsible for investigating the report, conducting the principal and disciplinary hearings. The inmate's status on the Re-Entry Furlough Program will be reviewed after the disciplinary hearing is completed.

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## VII. MEDICAL

Inmates will be screened by medical prior to release on RFP (Attachment F). Re-Entry Furlough Program participants will be required to report routine medical complaints to their parole officer. The parole officer will coordinate all sick call or medical appointments with the community center, the health services section or contracted medical facility located in the county of the furlough residence. The NDCS is responsible for the health care of inmates on furlough. Inmates who are injured at work will be required to go to the medical clinic or medical facility established by their employer's worker compensation procedures. If no treatment facility is established, inmates will contact the community center, as established in the furlough agreement, for directions. Inmates that sustain a severe or life threatening injury should proceed to the nearest medical facility for treatment and contact the community center or parole officer as soon as possible after treatment is received. All medical contacts must be reported to the parole officer. Inmates requesting to see a physician at their own expense will be required to sign a waiver of medical treatment and obtain approval from the Deputy Director, Health Services. RFP participants will need to contact the community center for all prescription medications and refills.

## VIII. WALK-AWAY STATUS

Inmates that can not be located at their approved itinerary location or fail to respond to a furlough check may be placed on walk-away status. The inmate's parole officer and furlough sponsor will be contacted and the inmate's itinerary will be verified prior to placing the inmate on walk-away status. The community center staff will follow established institutional walk-away procedures.

## REFERENCE

### I. ATTACHMENTS

- A. Re-Entry Furlough Program Checklist
- B. Re-Entry Furlough Program Agreement
- C. Re-Entry Inmate Interview Form
- D. Re-Entry Furlough Program Driving Privilege Agreement
- E. Re-Entry Furlough Program Weekly Itinerary
- F. Re-Entry Furlough Medical Process

### II. AMERICAN CORRECTIONAL ASSOCIATION STANDARDS

- A. Adult Correctional Institutions (fourth edition): 4-4443, 4-4444, 4-4445, 4-4501 and 4-4502.
- B. Adult Community Residential Services (fourth edition): 4-ACRS-5A-14 and 4-ACRS-5A-16.
- C. Adult Probation and Parole Field Services (fourth edition): 2C-04, 2C-05



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 REVISED: September 3, 2013  
 REVISED: November 24, 2014  
 REVISED: December 31, 2014

#### SUMMARY of REVISION/REVIEW


Incorporated Policy Directive #010-017 and multiple changes throughout.

APPROVED:




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Esther Casmer, Chairperson  
Nebraska Parole Board




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MICHAEL L. KENNEY, Director  
Nebraska Department of Correctional Services

	<b>ADMINISTRATIVE REGULATION</b>  <b>Department of Correctional Services State of Nebraska</b>	NUMBER  201.12	PAGE  2 of 7
		Re-Entry Furlough Program	

#### PURPOSE:

To establish policy and guidelines for the development and implementation of the Re-Entry Furlough Program (RFP).

#### GENERAL

The Re-Entry Furlough Program provides opportunity and incentive for inmates to prepare for parole or discharge prior to the completion of their sentence. The intent of the Re-Entry Furlough Program is to enhance public safety by preparing inmates for successful reintegration back into the community. Participants in the Re-Entry Furlough Program will be under the supervision of the community corrections center staff, Adult Parole Administration, State Probation or local law enforcement in the county of the furlough residence. All furloughs will be approved by the Director or designee and the Board of Parole and are restricted to the State of Nebraska.

#### PROCEDURE

##### I. ELIGIBILITY

Staff will review their caseloads to identify potential participants for the Re-Entry Furlough Program (RFP). Generally, eligible inmates selected for the program may be scheduled for a parole hearing or be within 18 months of their release. Each inmate's criminal history and institutional performance will be reviewed. Consideration will also be given to the inmate's medical needs, county of commitment, financial obligations, pending legal actions, institutional disciplinary record, program needs and preparation for discharge or parole.

##### II. FURLOUGH CONDITIONS

Violations of the furlough agreement or a furlough condition may result in the inmate being terminated from the RFP. The authority to terminate an inmate from the Re-Entry Furlough Program is delegated to the Warden or designee of the Community Correctional Center. The Re-Entry Furlough may be terminated immediately if an inmate fails to meet with a parole officer, disobeys a directive from the parole officer or community center staff, fails to respond to a furlough check or adhere to the approved weekly itinerary.

##### A. Residence

All furloughs are restricted to the State of Nebraska. Travel outside the State of Nebraska is not authorized. Furlough residences will be limited to areas that can be adequately supervised by the adult parole administration or appropriate community center staff. All furlough residences must have a working landline or cellular telephone. Inmates may have access to cell phones with the approval of parole officer or facility warden/designee. The privilege to use a cell phone is not granted as a matter of routine. Inmates will be required to remain at their approved residence except for attending approved itinerary activities. Parole officers or designated staff will inspect and approve the furlough residence prior to inmate placement in the program. Inmates may not furlough or reside in a federally subsidized residence or public housing. No weapons, firearms, alcoholic beverages or narcotics may be stored in the furlough residence. The furlough residence is subject to routine search at any time. Inmates in the RFP may receive permission to purchase a cellular telephone provided the cellular telephone does not require a contractual obligation.

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Inmates who have approval to purchase a cellular telephone will be expected to answer it at all times. RFP participants may be returned to the community center if their residence becomes unstable until a new residence is approved and secured.

B. Employment

Inmates will be required to maintain full time employment. Inmates may not resign employment without permission from their parole officer. Inmates who are terminated from employment will inform their parole officer and the community center immediately. Any changes to the inmate's work schedule or requests for overtime will be coordinated through the parole officer or the community center. Inmates who are underemployed or laid off after placement in the RFP may be approved for job seeking passes at the discretion of the parole officer. Copies of job seeking passes will be delivered, faxed or emailed with the weekly itinerary to the appropriate community center/parole officer.

C. Programming

Inmates are expected to comply with their personalized plan and participate in recommended programming as available. Verification of attendance will be maintained by the inmate and submitted each week to the parole officer. The parole officer and inmate will work together to determine program needs. Itinerary activities will be approved based on the inmate's personalized plan and progress in the RFP. Volunteer activities may also be included and considered for program purposes.

D. Drug & Alcohol Screening and Testing

Inmates in the RFP will be required to submit to drug and alcohol testing upon request. This may include a Continuous Alcohol Monitor (CAM). Refusal to submit to drug or alcohol testing will result in the termination of the reentry furlough. Inmates may not consume alcoholic beverages, narcotics or medications that are not prescribed to them. Inmates will get approval from their parole officer prior to taking any vitamins, body building supplements, herbs or over the counter medications. Inmates will not be permitted to enter any establishment such as a liquor store or bar where the primary business of the establishment is the sale or consumption of alcoholic beverages.

E. Vehicles / Transportation

Inmates in the RFP must have an adequate means of transportation to fulfill the program requirements. Inmates may be granted approval to drive a personally owned vehicle provided they have a valid driver's license, current vehicle registration and proof of insurance. If an inmate is approved to drive a vehicle owned by an authorized sponsor, the authorized sponsor, who is the legal registered owner of the vehicle, must provide written permission for the inmate to use the vehicle and must also provide documentation of current insurance. The re-entry parole officer will complete the Driver Screening Checklist/Agreement (Attachment D) prior to approving the inmate to drive. Inmates may purchase a vehicle while assigned to the Re-Entry Furlough Program, however, inmates will not be permitted to lease a vehicle or enter into a contract to make payments on a vehicle. Inmates and their vehicles are subject to routine searches at any time. Inmates who are approved to

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drive a personal vehicle on the RFP may be required to maintain a travel log to account for vehicle mileage. If required, the travel log will be reviewed each week with the parole officer and reconciled with the vehicle odometer.

F. Financial Obligations

Inmates in the Re-Entry Furlough Program are expected to submit a monthly budget of anticipated expenditures to their parole officer. Payroll and spending requests will continue to be processed through Inmate Accounting. Inmates who receive payroll through direct deposit will be required to provide their parole officer/community center with a copy of their payroll information. Inmates who receive payroll directly from their employers will be required to mail their paycheck directly to NDCS Inmate Accounting. RFP participants may obtain Institutional Checks from their parole officer and submit requests to Inmate Accounting to load funds on to their debit cards. RFP inmates can make one ATM withdrawal per day not to exceed \$40, five Point of Sale and five Point of Signature transactions not exceeding \$300 per day. No cash withdrawals can be made from bank tellers. Inmate debit cards cannot be used at gas pumps. Inmates are responsible for the costs of housing, meals and general subsistence when assigned to the Re-Entry Furlough Program.

G. Associates / Law Enforcement

Inmates are required to immediately report any contact with a law enforcement agency. Inmates may not associate with persons known to be engaged in criminal activities or with persons known to have been convicted of a crime without the written approval of the reentry parole officer.

H. Reporting

Inmates in the Re-Entry Furlough Program will be required to meet with their parole officer once per week. In addition, an electronic monitoring unit may be required. The re-entry parole officer may meet with the inmate at the furlough residence, place of employment, furlough itinerary, day reporting center, community center, parole office or any other location as designated by the parole officer. The re-entry parole officer will review the inmate's employment, program performance, itinerary for the following week and discuss any difficulties the inmate may be having with their transition into the community. Inmates are required to report in person to a NDCS facility or other pre-approved criminal justice facility a minimum of once per month. Inmates are required to inform their parole officer or the community center if any monitoring device such as CAM or Electronic Monitoring (EM) malfunctions or breaks. Inmates are required to telephone into the community center once per day. The community centers will conduct random furlough checks. Parole Officers will log all contacts into the Parole Information Management System (PIMS).

III. **PROCESS**

- A. Unit case managers will initiate the Re-Entry Furlough Program Checklist (Attachment A) by reviewing the minimum eligibility guidelines, program performance and pre-release planning of potential participants. The unit case managers will also complete a referral packet that contains the RFP Program Checklist, Reentry Furlough Agreement (Attachment B), Inmate Interview Form (Attachment C), RFP

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Driving Privilege Agreement (Attachment D), copy of most recent completed furlough agreement and personalized plan. When approved by Classification and Programs Coordinator, the RFP packet will be sent to the District Parole Supervisor. The District Parole Supervisor will assign a parole reentry officer to investigate the RFP request. The unit case manager will ensure that the inmate being considered for the RFP has the essential identification and documentation (inmate I.D., Social Security card and, if applicable, driver's license) for transition into the community.

- B. A parole officer or designated NDCS staff will investigate and approve the residence for Re-Entry Furlough Program participants. He/she will interview the furlough sponsor and explain the conditions of the furlough agreement. Inmates may furlough to the residence of an authorized sponsor or to themselves. If the residence is approved the parole officer or designated NDCS staff will determine if the inmate has the means or transportation to maintain employment and programming in the community.
- C. If the inmate agrees to the conditions established in the furlough agreement and the transition plan is approved, the request will be forwarded to the Institutional Classification Authority and Director's Review Committee (DRC) for consideration. If approved, the request will be forwarded to the Parole Board for consideration. The completed request and transition plan will be returned to the community center and if approved, a placement date will be established by the parole officer. If the RFP packet is approved by the DRC and Board of Parole, the Programs Coordinator or designated NDCS staff will notify the county attorney's office as appropriate.
- D. The parole officer will coordinate the RFP placement date with the warden and the community center. Inmates will be required to out process from the facility and turn in all state issue property. All personal property must be removed from the facility. The inmate will remain on the facility's out count; however, the appropriate records center will enter the inmate's location in the Computer Tracking System (CTS) as RFP.
- E. The parole officer supervising the RFP inmate will be responsible for entering the inmate into the Nebraska Criminal Justice Information System (NCJIS). The parole officer will check NCJIS for any contact between the inmate and any law enforcement agency.
- F. The unit case manager will be responsible for completing the Institutional Parole Progress Reports, personalized plan updates and other classification action for RFP participants.

**IV. FURLOUGH DURATION**

The furlough duration will be determined by the inmate's sentence length, parole hearing status or performance in the Re-Entry Furlough Program. Staff will define the date the furlough begins and the date it ends on the Re-entry Furlough Program Agreement form. Inmates who successfully complete their Re-Entry Furlough may be required to return to the community center for discharge or for their scheduled parole hearings. The records center assigned to the community center will be responsible for releasing the inmate. A new furlough agreement will be completed each week that an inmate is assigned to the Reentry Furlough Program.

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V. WEEKLY ITINERARY

Re-Entry Furlough Program participants will be required to submit a Re-Entry Furlough Program Weekly Itinerary (Attachment E) to their parole officer/community center each week. Any deviation from the weekly itinerary will require the approval of the parole officer or the community center. The parole officer will be responsible for establishing the deadlines for submission, establishing curfew hours, approving the activities and forwarding a copy of the itinerary to the appropriate community center or parole office. Inmates may attend two support group activities per week, two personal needs activities per week, two shopping activities per week and one religious or volunteer activity per week. Employment must be listed on the weekly itinerary. Travel time to and from the inmate's employer and residence will be approved and established by the parole officer. Requests for overtime will be initiated by the inmate's employer and must be approved through the inmate's parole officer or community center as established in the furlough agreement. Substance abuse, mental health, vocational or educational programming will be considered on a case by case basis depending on the identified needs of the inmate with the duration of each program activity established by the substance abuse or mental health professional, academic advisor and approved by the parole officer. Each activity listed on the approved itinerary will always include appropriate travel time to and from the activity. The parole officer may limit shopping, personal needs or program activities if public transportation is being used or the inmate's performance in the program is below standard for the previous week. Inmates will be required to meet in person with their parole officer/community center staff once per week. The District Parole Supervisor/Warden may step down the itinerary requirements if an inmate is making satisfactory progress in the program.

The following activities are generally considered appropriate for furlough itineraries: religious activities, volunteer activities, counseling or support group services, educational or vocational training, shopping, vehicle or home maintenance, haircuts or hairstyling, movies, theaters, restaurants, libraries, zoos, children's sporting events or school activities, funerals or hospital visits.

VI. DISCIPLINE

The warden or institutional duty officer will be notified any time an inmate in the Re-Entry Furlough Program receives a misconduct report. The nature of the report will be considered and a determination will be made to restrict the inmate to the furlough residence, return to the community center or place the inmate on immediate segregation status. Misconduct reports will be filed and logged at the community center within 24 hours after they are written. The staff person witnessing or discovering the misconduct will be responsible for completing the misconduct report. The community center will be responsible for investigating the report, conducting the principal and disciplinary hearings. The inmate's status on the Re-Entry Furlough Program will be reviewed after the disciplinary hearing is completed.

VII. MEDICAL

Inmates will be screened by medical prior to release on RFP (Attachment F). Re-Entry Furlough Program participants will be required to report routine medical complaints to their parole officer. The parole officer will coordinate all sick call or medical appointments with the community center, the health services section or contracted medical facility located in the county of the furlough residence. NDCS is responsible for the health care of inmates on furlough. Inmates who are injured at work will be required to go to the medical clinic or

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medical facility established by their employer's worker compensation procedures. If no treatment facility is established, inmates will contact the community center, as established in the furlough agreement, for directions. Inmates who sustain a severe or life threatening injury should proceed to the nearest medical facility for treatment and contact the community center or parole officer as soon as possible after treatment is received. All medical contacts must be reported to the parole officer. Inmates requesting to see a physician at their own expense will be required to sign a waiver of medical treatment and obtain approval from the Deputy Director, Health Services. RFP participants will need to contact the community center for all prescription medications and refills.

#### VIII. WALK-AWAY STATUS

Inmates who cannot be located at their approved itinerary location or fail to respond to a furlough check may be placed on walk-away status. The inmate's parole officer and furlough sponsor will be contacted and the inmate's itinerary will be verified prior to placing the inmate on walk-away status. The community center staff will follow established institutional walk-away procedures.

#### REFERENCE

##### I. ATTACHMENTS

- A. Re-Entry Furlough Program Checklist
- B. Re-Entry Furlough Program Agreement
- C. Re-Entry Inmate Interview Form
- D. Re-Entry Furlough Program Driving Privilege Agreement
- E. Re-Entry Furlough Program Weekly Itinerary
- F. Re-Entry Furlough Medical Process

##### II. AMERICAN CORRECTIONAL ASSOCIATION STANDARDS

- A. Adult Correctional Institutions (fourth edition): 4-4443, 4-4444, 4-4445, 4-4501 and 4-4502.
- B. Adult Community Residential Services (fourth edition): 4-ACRS-5A-14 and 4-ACRS-5A-16.
- C. Adult Probation and Parole Field Services (fourth edition): 2C-04, 2C-05