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ADMINISTRATIVE REGULATION
NUMBER

410

OPR: MEN'S AND WOMEN'S SERVICES

WORK RELEASE ORGANIZATION AND FUNCTION

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for the organization and function of Work Release.

II. POLICY

It is the policy of the ADOC to assist Minimum-Community custody inmates in preparing for release and to aid in their transition from a structured institutional environment back into the community.

III. DEFINITION(S) AND ACRONYM(S)

- A. **Community-Based Facility**: An ADOC Facility which houses Minimum-Community custody inmates.
- B. **Day Labor**: Work performed where the Work Release Program participant is hired and paid one day at a time.
- C. **Exploitation**: The act or fact of treating someone unfairly to benefit from their work, to include, but not be limited to, unfair payment.
- D. **Institutional Job Review Board**: A multi-disciplinary board responsible for screening inmates for job placement within the Work Release Program. This Board is comprised of, but not limited to, the Job Placement Officer (JPO), classification personnel, and a Correctional Captain. The Board receives final approval through the Warden.

- E. **Job Placement Officer (JPO)**: An individual designated by the Facility Warden/Designee to oversee the job selection process for inmates participating in the Work Release Program and to supervise inmates in the Program.
- F. **Minimum-Community Custody**: The custody level of inmates who are allowed gainful employment in the community on a full-time basis and are supervised in community-based facilities when not working.
- G. **Work Release Program**: A transitional/rehabilitative type program in which selected inmates are allowed to leave a community-based facility for gainful civilian employment on a full-time and part-time basis and return to the facility when not working.

IV. **RESPONSIBILITIES**

- A. The Deputy Commissioners for Men's and Women's Services have overall responsibility for developing, administering, and coordinating the Work Release Program.
- B. The ADOC General Counsel is responsible for ensuring compliance with ADOC policies and state and federal law regarding the execution of ADOC contracts.
- C. The Director of Classification is responsible for identifying inmates for participation in the Work Release Program.
- D. The Research and Planning Director is responsible for preparing a monthly report capturing Work Release Program data.
- E. Work Release Program Wardens/Designees are responsible for the operation, security, administration, accountability, and maintenance of their respective facilities.
- F. The Institutional Business Office Manager/Designee is responsible for ensuring that Work Program contracts (ADOC Form 410-A, *Work Release Program Employer Agreement*, and Form 410-B, *Work Release Program Inmate Agreement*) are up to date and that proper payment is received from the employer.
- G. The JPO/Designee is responsible for ensuring that the proper inmates designated for the Work Release Program are assigned to the correct job. The JPO/Designee is also responsible for ensuring that the employer and inmates follow all ADOC rules and regulations and applicable contracts, including: ADOC Form 410-A, *Work Release Program Employer Agreement*, and Form 410-B, *Work Release Program Inmate Agreement*.