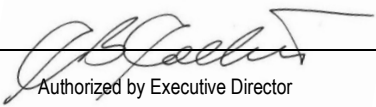


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1. Policy

- 1.1 It is the policy of Correctional Services that individuals in custody may have an opportunity to contribute to non-profit, non-government community organizations through the Community Outreach Work Program.
- 1.2 Participation in the Community Outreach Work Program will support an individual in developing positive work habits, new skills and a feeling of self-worth.

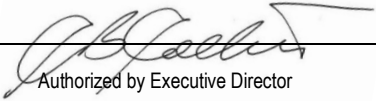
2. Selection of Proposals

- 2.1 The superintendent, in consultation with community representative will approve work program proposals. The proposal will be for work
 - 2.1.1 not normally be completed without the help of volunteers
 - 2.1.2 would not replace a paid position in the community or displace a potential employment opportunity
 - 2.1.3 does not subject participants to extraordinary health or safety risks

3. Selection of Participants

- 3.1 Individuals in custody requesting to participate in the Community Outreach Work Program will meet the temporary absences eligibility requirements, see policy and Procedures, 35.00.00, [General](#) and will be
 - 3.1.1 willing to be volunteers
 - 3.1.2 considered a minimum risk to the community
 - 3.1.3 suitably matched to the placement
- 3.2 Applications for participation in community outreach work programs will be completed in accordance with Policy and Procedures, 35.05.00, [Temporary Absence Application Assessment](#).
- 3.3 Certificates will be issued to each individual participating in the work program throughout the duration of the program.

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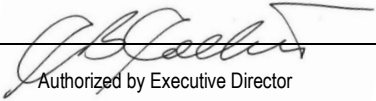
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- 3.4 Any violations of established release conditions will be dealt with in accordance with Policy and Procedures, 35.16.00, [Suspensions and Revocations](#).

4. Security Plan

- 4.1 Individuals participating in the Community Outreach Work Program will
- 4.1.1 be escorted and supervised by a minimum of two Correctional Services staff
 - 4.1.2 not be advised of when or where they will be going for outside work detail
 - 4.1.3 not be dispatched to work in areas with public schools or day cares
 - 4.1.4 not be assigned to community work in highly populated areas
 - 4.1.5 be dressed in facility approved work clothing
- 4.2 The on-duty supervisor will notify the police watch commander of all pertinent information regarding the scheduled community outreach work detail, including
- 4.2.1 location of the work site
 - 4.2.2 scheduled departure and return times
 - 4.2.3 number of participants
 - 4.2.4 number of escorting/supervising staff
- 4.3 Correctional Services staff assigned to escort and supervise participants will
- 4.3.1 review all information provided regarding the work detail
 - 4.3.2 inspect all equipment for deficiencies prior to departure and after use
 - 4.3.3 contact Shubie Radio upon departure and return to the facility
 - 4.3.4 directly supervise participants at all times
 - 4.3.5 avoid public interactions and return to the facility if interactions are unavoidable
 - 4.3.6 refer requests for media coverage while on site to the facility superintendent
 - 4.3.7 return participants to the facility should safety concerns arise
 - 4.3.8 in the event of an escape, staff will call 911 and the on-duty supervisor

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5. Standard Operating Procedures (SOP)

- 5.1 The superintendent will develop SOP to
 - 5.1.1 designate staff to coordinate Community Outreach Work Program proposals
 - 5.1.2 such other matters as may be necessary to the local administration of this policy and procedure