DEPARTMENT OF CORRECTIONS

Policy:	**205.110**
Title:	**Institution Community Work Crew (ICWC) Program**
Effective Date:	**1/2/18**

PURPOSE: To provide vocational education and on-the-job training in a community setting for select offenders and help them learn good work habits and job skills to by working on affordable housebuilding, park and trail maintenance, and land management projects for local units of government and non-profit agencies.

APPLICABILITY: Minnesota Department of Corrections (DOC) facilities and field services staff

DEFINITIONS: None

PROCEDURES:

A. Projects

The DOC Work Release/Institution Community Work Crew (ICWC) Unit works with local units of government and nonprofit agencies to identify projects appropriate for ICWC crews to work on and, when necessary, to negotiate joint powers agreements for housing ICWC crew members in facilities close to project locations.

B. Crew member eligibility requirements

To be eligible for participation in the ICWC program, an offender must:

1. Have no untried misdemeanor, gross misdemeanor, or felony detainers, or tried detainers that expire after the term of imprisonment;
2. Have no escapes in the past five years;
3. Have no current or prior criminal sexual conduct offenses;
4. Not be subject to mandatory placement on Intensive Supervised Release (ISR) and, if subject to discretionary ISR placement, have completed any directives;
5. Have no discipline violations in the past six months resulting in segregation and/or extended incarceration;
6. Not be considered a risk to the community;
7. Demonstrate a positive attitude;
8. Be physically able to do the work;
9. Understand victim impact/community issues;
10. Have a minimum custody classification (level one or two) or, for affordable housing crews, a medium custody classification with a score of six or less and in alcohol and other drugs programming with a projected completion date;
11. For affordable housing crews, be within 12 and 48 months of the offender's supervised release date; and
12. For crews that will be housed in local or contract correctional facilities, have residence history in or near the location of the facility.

C. Application and selection process

1. Offenders may obtain the ICWC Application form (link below) from their case managers.

2. Case managers review applications to determine whether the offender meets the eligibility criteria and any facility-specific program requirements, and refer eligible candidates to the Work Release/ICWC Unit.
3. The Work Release/ICWC agents, along with district supervisors and, for affordable house building crews, staff from local correctional facilities, review applications, determine which offenders to approve for the program, and notify offenders of the decision.
4 The Work Release/ICWC Unit retains all applications, approved and denied, after appropriate notes, including approvals and denials, are entered into the correctional operations management system (COMS).
5. Facility case managers enter program acceptance or denial of each offender in COMS.
6. Facility case managers give all offenders accepted in the program a copy of the ICWC Program Crew Member Packet (link below).

D. Offender status and program rules

Offenders whose applications are approved:

1. Remain on institution status, and continue serving their terms of imprisonment;
2. Must adhere to the DOC Offender Discipline Rules or the rules of the local facility in which they are housed and are subject to any disciplinary sanctions for violations of those rules;
3. Must comply with all rules of conduct for the ICWC program; and
4. Are subject to immediate termination from the ICWC program for the violation of any program or facility rules.

INTERNAL CONTROLS:

A. Case manager notes are retained in COMS.

B. Applications are retained in the work release unit.

ACA STANDARDS: None

REFERENCES: None

REPLACES: Policy 205.110, "Institution Community Work Crew Program (ICWC)," 8/19/14.
Policy 205.115, “Institution Community Work Crew Program (ICWC) Affordable House Building Program,” 8/19/14.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Available for staff only on the DOC intranet:
ICWC Program Application
ICWC Program Crew Member Packet

APPROVED BY:
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support