

CASS/PULASKI COMMUNITY CORRECTIONS

STATE OF INDIANA

CAUSE NUMBER: _____

V.

As a result of your conviction under the above cause, you are ordered to serve a term on Work Release. Terms and Conditions of Work Release are identified as General, Major, and Minor rules. You will obey the following conditions during your term on Work Release:

CONDITIONS OF WORK RELEASE

GENERAL:

1. You will report to the Cass/Pulaski Community Corrections office whenever the Community Corrections Department directs you to appear.
2. Any time you receive a pass, you will furnish the Community Corrections staff with proof of attendance by taking an appointment verification form with you and having a qualified representative sign it. Make sure to keep all receipts as well. Passes will be authorized through the program request procedure.
3. Before starting the program, you will pay Community Corrections an initial Work Release user fee of three hundred (\$300.00). You will pay an assigned daily user fee while on this program.
 - (a) Payments are to be made weekly and kept current. Failure to make weekly payments and keep all fees current will result in losing privileges and/or earned credit time.
 - (b) You may be required to serve up to eight (8) hours of Community Service weekly until your account becomes current. These hours may NOT be counted towards any Community Service hours you may have been sentenced to through the courts. Hours must be worked when assigned by the Community Corrections Department.
 - (c) Cash payments will be accepted only at the Stellar Machine at the West entrance of the building. If you plan to bring payments to the office, schedule an appointment with staff. It is also your responsibility to present your receipt to your case worker at the reception window so that the receipt number can be entered into the Community Corrections database. When using the Stellar Machine, you will insert cash into the machine. The system will charge you two dollars (\$3.00) per transaction and will not give you a change. Family members may pay the Stellar Machine for your fees without an appointment. Don't hesitate to contact the Community Corrections Office two (2) weeks before your completion date to confirm the amount due on your final payment.
 - (d) If you owe user fees towards your Work Release sentence at any point during your sentence, the department may conduct an administrative hearing. If the Department determines that you had the means to pay the fees above and failed to do so, you may lose good time credit. As a sanction for failing to pay the fees above, you may remain on Work Release until your balance is paid in full or you obtain your maximum release date, whichever occurs earlier. You will not be charged additional fees if you are sanctioned to remain on Work Release past your earliest

possible release date. You will not be charged daily user fees past your earliest possible release date.

- (e) If you are released from the program owing user fees, the Department will file a “Request for Judgment” with the sentencing court. You understand that records and information generated by the department, which indicates noncompliance with the conditions set forth, may be used in a court of law. You agree to allow the same to be admitted as evidence without the presence of department personnel.
- (f) If you are approved for placement and do not have employment upon entry into the program, you will not be charged a daily user fee. Once you begin employment, you must make user fee payments. If you fail to obtain employment within sixty (60) days, you will begin being assessed the charges above. If, after a period of time, you have accrued a debt of two hundred dollars (\$200.00), you may be terminated from the program.
- (g) If you are found to be in arrears of program user fees, you authorize the department to seize control of your financial holdings, i.e., paycheck, cash money, and position said holdings to pay off debt to the department.

4. Without prior exception from community correction staff, no person who has been convicted of a felony, a co-defendant, or who is currently on probation or parole will be allowed to visit with you during your term of Work Release. The Community Corrections staff may prohibit anyone from visiting with you anytime. If a person prohibited from visiting you is found doing so at any time, a notice of violation will be filed with the court.

5. You and everyone you associate with will fully cooperate with the Community Corrections staff, law enforcement officers, and/or probation officers. False information, under any circumstances, or deception on your part will constitute an immediate violation. You will, upon request, submit to a polygraph test. You will respond to all questions truthfully. Any indication of deceit will be considered a violation.

6. You agree to let any Community Corrections staff, probation officer, or law enforcement officer enter your residence or place where you are approved for a pass at any time without prior notice. You agree to submit to a search for your person, residence, motor vehicle, or any location where personal property may be found. As a condition precedent to your presence at the residence, all persons will also agree to submit to a search of their person, motor vehicle, and/or any location where personal property may be found. If any person refuses to allow a search as requested, you will be immediately removed from and banned from that residence to be incarcerated in the Cass or Pulaski County Jail until another complaint residence is secured. In addition, the failure of anyone in your residence to allow as set out above may constitute a violation of your community corrections.

7. You will be required to have your Community Corrections Identification Card in your possession at all times. You will present this card to any Community Corrections officer so that your contact with Community Corrections may be documented. Furthermore, if within the scope of a criminal investigation by any law enforcement officer, you will present this card to the officer identifying that you are on work release. If you fail to present this card as instructed, a violation of Work Release will be filed with the Court. If you lose or damage this card or change your address, there will be a ten-dollar (\$10.00) reissue fee. You are responsible for returning this card when your sentence is completed.

8. If you possess or control any item deemed unauthorized by the department, you understand that the department will exert control over said property, and you will permanently transfer possession of said property to the department. If you complete or are removed from the program, you will have five (5)

days to have your property collected by an authorized person. If the property has not been collected, you permanently transfer possession to the department. The Department will have full control over said property and either donate it to the mission, retain control for department/client use, or discard it as waste. Suppose you are found to be in arrears of program user fees. In that case, you authorize the department to seize control of your financial holding, i.e., paycheck, cash money, and position said holdings to pay off a debt to the department.

- EMPLOYMENT

8. You must maintain full-time employment while on the program, and you must not be terminated from that full-time job for any reason regarding your attendance, work performance, etc. If you do not have a full-time job, you must actively seek employment while in the program. You may not quit or change jobs without the approval of the Community Corrections Staff. If you seek employment, please get in touch with the Community Corrections office for the proper procedure.

9. If you are not employed, you may be required to perform twenty-four (24) hours of community service per week. This sanction does not relieve your responsibility to pay program user fees.

10. You understand that you are responsible for informing the Community Corrections staff of any employment change, ex, employer, work location, days or hours worked, or work telephone number. If you work construction or your job location changes periodically, you will leave the exact address of your job location daily with the Community Corrections staff, not on the machine. If you are scheduled to work and become sick, have an excused day off, or are excused early, you must call and inform staff of the schedule change.

11. You will have an Employment Verification form completed and signed by your employer. On this form will be the hours you are required to work, the days you will be working, and if any overtime exists. Your employer shall keep a copy of this form for their records. You understand that Community Corrections will have ultimate control over your work schedule.

12. You understand that if you are self-employed, the Community Corrections staff will set your work schedule. You understand that the days, times, and locations you request to work may be restricted or denied.

13. You must turn in a printout of your timecard to the Community Corrections department weekly. The timecard must show the Place of Employment, dates worked, and the supervisor's signature.

- TREATMENT/ALCOHOL-DRUGS/FIREARMS

14. One of the primary purposes for your placement into the Work Release program is cognitive behavioral and substance abuse treatment. Upon entry into the program, you will participate in a risk/needs assessment (IRAS). You will be assigned a treatment/case plan based on this assessment. You will agree to abide by your treatment plan and follow through with all treatment recommendations. You will review, approve, and sign a treatment contract to ensure you abide by your treatment plan. Violation of this contract will be a violation of Work Release.

15. You agree not to possess, have in your control, or consume alcoholic beverages, illegal substances, or use substances for the primary purpose of intoxication, i.e., over-the-counter medication, synthetic marijuana, gasoline, or bath salt. You will not be allowed to be with, be in the presence of, or associate with any person who is possessing, using, supplying, or dealing with illegal drugs or alcohol. No Nyquil, mouthwash, cough syrup, or medicine containing alcohol will be allowed unless prescribed by a physician. You further agree that any results used to test for alcohol consumption or illegal drugs will be admissible in a court of law. This includes portable alcohol breath test results.

16. You agree to submit to random testing for alcoholic beverages or illegal drugs at the request of the Community Corrections staff. You agree that you will pay the cost of such a test and test negative for the presence of alcohol/illegal drugs. The policy states that you will be required to submit to a base test to confirm or deny the presence of any drugs in your body (system) at this time. Furthermore, when submitting to testing, you will be allowed one (1) hour to produce an adequate sample. If you can not produce an adequate sample within one (1) hour, it will be considered a refusal and a violation. You will not have any items or substances intended to alter or dilute urine screens in your possession. It will constitute a violation if the sample test is found to be diluted or altered. If you are required by other agencies, i.e., counseling or employment, to submit to drug screens, you must provide this agency with the screen results.

17. You will not possess or have in your residence or control any firearms, ammunition, or other weapons, including handguns, rifles, shotguns, bows, arrows, knives, BB guns, etc.

18. Before using any medication, you will provide the Community Corrections office with a list of all medical prescriptions and log the use of each dose on your med chart. If it is determined that you are not following the prescription as directed by your physician, a violation will be filed with the court.

- LAWS

19. You will abide by all Federal, State, and local laws during your term on Work Release. You will not commit or be arrested for any criminal offense.

20. You understand that Indiana Code. 35-44-3-5 (c) states that “a person who knowingly or intentionally fails to return to lawful detention following temporary leave granted for a specified purpose or limited period commits Failure to Return to Lawful Detention, a level 6 felony. However, the offense is a level 5 felony if, while committing it, the person draws or uses a deadly weapon or inflicts bodily injury on another person”. Said act is also an immediate violation of Work Release. Understand that if you fail to return to the facility as directed by staff, i.e., from an approved pass or employment, you may be charged with the Failure to Return offense. This means that a charge can be placed upon you if you are late returning from an assignment and/or are not at your approved location.

21. You agree not to leave Cass / Pulaski County without the permission of the Cass/Pulaski Community Corrections staff. You hereby waive extradition from any other state of jurisdiction and agree to return to Cass/Pulaski County at the discretion of the Sheriff of Cass or Pulaski County.

22. If you have been ordered by any court to pay any judgment, i.e., Child Support, Court Costs, Fines, Restitution, Small Claims, etc..., you must do so faithfully. Any non-compliance of any order by any court will be considered a violation of Work Release.

23. If your conviction is a sex or violent offense that by statute requires you to register with local law enforcement, you will do so faithfully. Additionally, you will follow all treatment and supervision policies as the Department dictates.

24. You understand that your placement in this program is voluntary. You are advised that the Cass/Pulaski Community Corrections Department may modify the above Work Release conditions at any time during your sentence. You further understand that if probable cause of a violation exists, a notice of breach will be filed with the court; if it is believed that probable cause of a violation exists, you may be immediately transported to the county jail by a Community Corrections or law enforcement officer. You may be remanded in the county jail until a court/conduct hearing is held. If, during this hearing, it is determined that you have violated any program conditions, you may be remanded to the county jail or the Indiana Department of Corrections for the remainder of your sentence.

other manner moving an unauthorized physical object from another person without the prior authorization of the facility warden or designee.

An offender engaging in behavior violating this provision or the Indiana Code criminal provisions IC 35-44.1-3-5 or IC 35-44.1-3-6 commits the act of trafficking, regardless of whether the offender is criminally arrested, prosecuted, or convicted.

114 **Sexual Act with a Visitor**

Contact of a sexual nature by an offender with a visitor, including contact between the penis and the vulva or the penis and the anus, including penetration, however slight; contact between the mouth and the penis, vulva, or anus; or penetration of the anal or genital opening of a visitor by a hand, finger or other objects. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to exploit sexually.)

115 **Nonconsensual Sexual Act** 216

Contact of a sexual nature by an offender against another person without his or her consent, or a person unable to consent or refuse including: contact between the penis and the vulva, or the penis and the anus including penetration, however slight; contact between the mouth and the penis, vulva, or anus; or, penetration of the anal or genital opening of another offender by a hand, finger, or other object. (Does not include kicking, punching, or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.

116 **Refusing a Mandatory Program** 347, 356, 371

Refusing to participate in a mandatory program (as authorized by statute or by order of the Commissioner), to include: failure to register for the program, failure to comply with the criteria for participation in the program, failure to cooperate with the staff presenting the program and being terminated from the program based upon failure to participate or for other behavioral reasons.

120 **Violation of Condition of a Temporary Leave**

Failure to abide by any rules/conditions of the Temporary Leave Agreement.

121 **Use and/or Possession of Cellular Telephone or Other Wireless or Cellular Communications Device**

Unauthorized use or possession of any cellular telephone or other wireless or cellular communications device.

122 **Asserting and/or Filing a False Lien or Judgment or Complaint**

Asserting and/or filing a lien or judgment or complaint against any person when the basis for said lien or judgment or complaint is false or otherwise untrue.

123 **Body Fluid and Fecal Waste**

Placing body fluid or fecal waste in a location unintended for the hygienic disposal of body fluid or fecal waste and/or placing body fluid or fecal waste in a location with the intent that another person will touch or otherwise come in contact with the body fluid or

Warden. This includes soliciting for correspondence (pen-pals) through forums on any website or periodical.

250 **Community Re-Entry Center/Community Transition Program Violations**

Commission of any of the below acts by Community Re-Entry Center/Community Transition Program participants:

- (A) Refusing employment or the opportunity to seek employment, resigning or being discharged from employment without the approval of the Warden.
- (B) Failure to turn in all wages, tips, monetary compensations, pay stubs or earnings statements to staff.
- (C) Securing or using any identification card other than the approved offender identification card unless approved by the Facility Head or designee to possess an employment identification card from the offender's approved place of employment.
- (D) Failing to report to work/school as scheduled, being absent from work/school, failing to return to the center/program within prescribed time limits unless approved by the Warden.
- (E) Failure to go to, or from, the approved destination, by the approved route or approved method of transportation.
- (F) While in the Community Re-Entry Center/Community Transition Program, refusing to obey an order from any staff member.
- (G) While in the community Re-Entry Center/Community Transition Program, refusing to work or accept a work, program or housing assignment, or unauthorized absence from any work or program assignment.

251 **Interfering with Counts**

Failing to stand count, being late for count, or interfering with the taking of the count.

252 **Interfering with Staff**

Interfering with a staff member in the performance of his/her duties.

- MINOR OFFENSES

CLASS C OFFENSES

302 **Sexual Harassment**

Repeated, unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by an offender toward another individual

- 304 **Disfigurement**
- Disfiguring, cutting, piercing, removing, mutilating, discoloring, tattooing anyone's body, including one's own body, or possession of paraphernalia that can be used for this purpose.
- 305 **Use/Possession of Tobacco**
- Possession and/or use of tobacco, tobacco associated products or unauthorized tobacco substitute products (including, but not limited to cigarette lighter, pack of matches, rolling papers, electronic cigarettes, etc.)
- 306 **Possession of Money**
- Unauthorized possession of money or currency.
- 307 **Unauthorized Possession of Food Items**
- Obtaining more meals or food items from the Dining Hall or other area in which food is served than authorized.
- 344 **Misuse of Medication**
- Misuse of authorized medication or possession of unauthorized medication.
- 346 **Business Activity**
- Unauthorized participation in any business activity or any activity not authorized under Policy and Administrative Procedure 02-01-116, "Offender Business Activities."
- 347 **Refusing an Order**
- Refusing to obey an order from any staff member. An offender may be guilty of this offense if the offender knew or reasonably should have known that the order existed or was in effect.
- 348 **Insolent/Vulgar/Profane Behavior**
- Insolence, vulgarity or profanity toward any person(s).
- 350 **Lying to Anyone**
- Lying or providing a false statement.
- 351 **Unauthorized Meeting**
- Participating in any unauthorized meeting or gathering.
- 352 **Unauthorized Possession of Property**
- Any unauthorized possession, alteration, removal or relocation of personal property.

- 356 **Refusing an Assignment**
- Refusing to work or accept a work, program or housing assignment or unauthorized absence from any work or program assignment.
- 357 **Motor Vehicle Violations**
- Unauthorized use, operation or possession of a motor vehicle, driver's license, motor vehicle keys or registration.
- 360 **Disruptive Behavior**
- Disruptive, unruly, rowdy conduct, making unreasonable noise or disturbing other people, arguing or horseplay.
- 361 **Abuse of Mail/Telephones/Visits**
- Unauthorized use or abuse of mail, telephones, or visitation.
- 362 **Conspiracy/Attempting/Aiding or Abetting (Class C)**
- Attempting to commit any Class C offense; aiding, commanding, inducing, counseling, procuring or conspiring with another person to commit any Class C offense.
- 366 **Unauthorized Area**
- Entering or remaining in a room or area other than the room or area to which the offender is assigned, without permission of authorized staff, or leaving a room or area where the offender is required to be, without permission of the staff person supervising the activity or without a valid pass to go somewhere else at that time. This offense includes entering the living area (cell, bed area, etc.) of another offender without permission from staff or facility rules or permitting another offender to enter the offender's living area without permission from staff or facility rules and includes reaching or leaning into or putting any object or part of the body into another offender's living area.
- 367 **Gambling**
- Gambling or possession of gambling paraphernalia, or preparing or conducting a gambling pool, lottery, drawing or other game of chance.
- 370 **Cruelty to Animals**
- Striking, hitting, punching or kicking any animal or deliberately abusing or mistreating any animal, including those under the care and control of the Department.
- 371 **Inadequate Work/Study Performance**
- Failing to meet the standards set for performance on a work assignment or program assignment if the offender has the ability to meet those standards, including: failure to submit program assignments, deliberately participating in a work slow-down, refusing to follow work standards established for a work assignment.

372 **Fighting**

Participating in a situation where two (2) or more people are trying to injure each other by any physical means where no weapons are involved and no serious bodily injury occurs.

373 **Punctuality and Attendance**

Failure to attend and be on time for all activities for which an offender is scheduled, unless:

1. The offender is sick and reports this to staff as required by the facility;
2. The offender has a valid pass to be in another location; or,
3. The offender is authorized to not attend the event or activity.

375 **Staff/Offender Provocation**

Intentionally or knowingly causing physical contact with staff or another offender that a reasonable person would regard as offensive, but which results in no injury.

CLASS D OFFENSES

465 **Violating Facility Rule**

Violating any facility rule, regulation, or standing order if said rule, regulation, or standing order has been posted or otherwise communicated to the offender.

469 **Violation of Safety/Sanitation Rules**

Failure to follow safety or sanitation regulations, using any equipment or machinery unless specifically authorized to do so or operating such equipment or machinery in a manner contrary to instructions or posted standards.

472 **Failure to Maintain Personal Hygiene Standards**

Being unsanitary or untidy; failure to keep one's person or one's quarters in accordance with standards which have been posted or otherwise communicated. This offense includes failure to maintain personal cleanliness or grooming to the point that the offender presents a health hazard or is offensive to others and who has knowledge of this condition and the opportunity to correct it. Offenders shall be expected to shower at a minimum of once per week unless the offender has a documented medical excuse.

473 **Unauthorized Contact**

Unauthorized contact with the public including physical contact with a member of the public and oral communication with the public which has not been approved by staff.

I, the undersigned, have read and/or explained to me the aforementioned conditions of my Work Release and, by my signature, do acknowledge my understanding of and agree to all conditions of Work Release in addition to the standard rules of probation and other(s) imposed by the sentencing court. I have acknowledged that I have received a copy of these conditions.

Date

Signature

Address

Telephone

Date

Community Corrections Staff

Date

Witness

CPCC Work Release Graduated Sanction Policy

Violations of Community Alternative Supervision Programs will be identified as “Court Review” or “Administrative”.

Court Review:

It is the policy of Cass/Pulaski Community Corrections that certain violations of CASP are to be filed with the court that holds jurisdiction over the case. The following are violations the Courts are eligible to review:

1. Positive drug screens.
Note: the first positive drug screens for cannabinoids and alcohol can be handled administratively.
2. Allegations of committing a new criminal offense.
3. Participants have three (3) or more prior administrative sanctioning.
4. Allegations identified as “Major Conduct Violations”.
5. The participant has been identified as a security risk to staff, residents, and/or the facility.

If the courts find the participant has violated the terms of the program, the courts will have the authority to impose appropriate sanctions, including deprivation of good time credit.

Administrative:

It is the policy of Cass/Pulaski Community Corrections that all violations except violations identified in “Court Review” are to be handled administratively. Administrative violations will be processed through the “Conduct Adjustment Board” procedures. The following is a guideline for graduated sanctions:

1. First Violation:
 - a. Loss of Positive Reinforcement Privileges, Passes, and or
 - b. Deprivation of up to fifteen (15) actual days of good time credit.

2. Second Violation:
 - a. Loss of Positive Reinforcement Privileges, Passes, and or
 - b. Deprivation of up to thirty (30) actual days of good time credit.

3. Third Violation:
 - a. Loss of Positive Reinforcement Privileges, Passes, and or
 - b. Deprivation of up to sixty (60) actual days of good time credit, and or
 - c. Forwarded for Court Review.

4. Fourth Violation or more:
 - a. Loss of Positive Reinforcement Privileges, Passes, and or
 - b. Deprivation of up to ninety (90) actual days of good time credit, and or
 - c. Forwarded for Court Review.

Reviewed and Revised: February 2, 2026