



**POLICY AND ADMINISTRATIVE
PROCEDURE**
Manual of Policies and Procedures

Title

ADULT OFFENDER RELEASES

| Legal References (includes but is not limited to) | Related Policies/Procedures (includes but is not limited to) | Other References (includes but is not limited to) |
|--|---|--|
| IC 11-8-2-5(a)(8) | 00-03-201 | ACA: |
| IC 11-8-4-1 <i>et seq.</i> | 01-04-101 | |
| IC 11-10-11.5 | 01-04-104 | ACI: 3-4099 |
| IC 11-10-12-1 <i>et seq.</i> | 01-06-101 | 3-4291 |
| IC 11-13-3-1 <i>et seq.</i> | 02-01-101 | 3-4393 |
| IC 11-13-4-1 <i>et seq.</i> | 04-01-104 | CO: 2-CO-4G-01 |

I. PURPOSE:

The purpose of this policy and administrative procedure is to establish uniform standards for the appropriate release of adult offenders from Department facilities.

II. POLICY STATEMENT:

The Department recognizes the majority of adult offenders committed to its facilities will be released into the community. In order to ensure offenders are released appropriately, are made aware of and provided with necessary information, the Department shall provide a standardized release program.

The development and implementation of a standardized release program for adult offenders shall provide an effective management tool and improve staff accountability in the release process. Such a program allows for the application of consistent and uniform procedures for the release of adult offenders.

The standardized release program shall provide for all types of releases from the Department, including Parole/probation releases, discharges, court ordered releases and other types of releases. It also shall provide for cooperation between the Department and other agencies, as well as other states. This program shall provide for all mandatory notifications, such as victim/witness notices and sex offender registration, as well as voluntary referral programs.

Provisions shall be made to have trained staff at each facility to serve as the coordinator for the releasing of offenders. This staff person shall be responsible for ensuring that all required steps are completed in the release process and for monitoring the overall release process at the facility. In conjunction with the staff at the facilities, the Executive Director of Classification or designee shall monitor the release process at all facilities to ensure compliance with the Department's release program.