



**WINDHAM SCHOOL
DISTRICT**

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OPERATIONAL PROCEDURES

SUBJECT: Project RIO Program Guidelines

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APPLICABILITY: Project RIO Staff, Windham School District

FOREWORD

The Project Re-Integration of Offenders (RIO) Program within the Texas Department of Criminal Justice (TDCJ) provides offenders the opportunity to acquire workforce skills that address the needs of Texas employers and leads Project RIO participants to employment and job retention upon release, thus reducing recidivism and promoting self-sufficiency and public safety.

Project RIO is an interagency employment program initiative that coordinates services provided by the TDCJ and the Texas Workforce Commission (TWC) through the 28 local Texas Workforce Boards, which operate Workforce Centers, located throughout the state. The purpose of these procedures is to provide operational guidance for all Project RIO Staff. Project RIO is administered by the TWC in collaboration with various divisions of the TDCJ, including the Correctional Institutions Division (CID), Parole Division and Windham School District (WSD).

The project provides a link between education, training and job assignment during incarceration with employment after release. Project RIO is administratively organized within the WSD of the TDCJ. Project RIO programs are organized in a way to best serve the participants through exposure to educational training programs and appropriate referrals for work assignments while incarcerated.

Debbie Roberts
WSD Superintendent

Windham School District
Project RIO Operating Procedures

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DEFINITIONS:

“Chain List” is a list of daily job and housing changes and incoming and outgoing offenders maintained in the unit count room. Copies can also be located in the Education Department.

“FI” is the code displayed automatically by the TP00 Program for offenders who have received an FI-R vote. This code shall remain on the ITP screen until the appropriate staff has interviewed the offender and participation codes have been manually changed to reflect current participation levels.

“FI-R” is a vote of the Board of Pardons and Paroles (BPP) whereby an offender is required to participate in and complete a rehabilitative treatment program prior to being released on parole.

“Individual Employment Plan” (IEP) is an in-depth examination of an offender’s labor market competitiveness, as well as goals and barriers. The IEP shall indicate and include information on programs completed and employment documents requested or obtained. A properly developed IEP shall provide a “road map” for the offender to attain employment goals.

“Individualized Treatment Plan” (ITP) is a plan of treatment through programs aimed at reduction of recidivism, improvement in knowledge, social interaction and life skills of offenders. This plan is established for each individual offender sentenced to CID units to provide staff with direction in placement of offenders in treatment programs and facilitate reports to the BPP of information related to offender program participation.

“ITP Report” is a list of offenders eligible for participation in Project RIO. The ITP Report is located in the WSD Project RIO computer program on the RIO Web Menu page.

ITP “Need Key” is a coding system based upon available data that prioritizes offenders according to individual needs and addresses the offender’s educational deficiencies.

ITP “Priority Key” is the coding system that ensures an offender shall be placed into the appropriate program based upon projected release date or voted parole date.

“Participant File” is an individual hard copy file created by Project RIO staff that reflects the services and activities conducted on behalf of the Project RIO participant. The file is to be physically located on the offender’s unit of assignment if a Workforce Specialist is also assigned to the unit.

“Project Reintegration of Offenders (RIO)” is a partnership among three (3) state agencies (i.e., TDCJ, Texas Youth Commission [TYC], and the Texas Workforce Commission [TWC]) to provide counseling, testing, guidance and appropriate job placement services for offenders and ex-offenders. The WSD component of Project RIO links the training and services offenders receive in the TDCJ to training and job placement provided by other agencies when the offender is released.

“Release Packet” is employment documents of a Project RIO participant given to the offender upon release.

“Targeted Release Month” is the month specified by the BPP in which an offender with an FI-R vote is scheduled for release, contingent upon completion of a rehabilitative program. The BPP sets a specified month and the numbers of months associated with the FI-R vote (i.e., FI-3R, FI-R, FI-9R, and FI-18R) are added to the specified month to calculate the targeted release month.

“Tracking File” is the file of a RIO participant who is transferred to a unit without Project RIO staff or to a unit with RIO staff but has not been permanently assigned

LOCATION OF WEB SITES, ADMINISTRATIVE/PERSONNEL DIRECTIVES AND PROCEDURES:

Go to the TDCJ Home page: <http://www.tdcj.state.tx.us/>

Select Employee Resources

Select TDCJ Intranet-Internal Use Only

Select Departmental Policy and Operations Manual (DPOM)

For On-the-Job Training information

Select Chapter 4: Classification and Records

Select AD 04.18 Offender Jobs

For Supervision of RIO Staff and Emergency or Crisis Situations information

Select Chapter 7: Programs and Services

Select AD 07.01: Operational Support of Windham School District Programs and Services

For ITP information

Select Chapter 7: Programs and Services

Select AD 07.07: Individual Treatment Plan (ITP) Management

Go to the TDCJ Home page: <http://www.tdcj.state.tx.us/>

Select Employee Resources

Select TDCJ Intranet-Internal Use Only

For Records Retention information

Scroll down to Publications, Select October 2006 Records Retention Schedule.

Go to the TDCJ Home page: <http://www.tdcj.state.tx.us/>

Select Employee Resources

Select TDCJ Intranet-Internal Use Only

For TDCJ Travel Guide information

Scroll down to Accounting & Business Services

Select information/forms of choice

Go to the TDCJ Home page: <http://www.tdcj.state.tx.us/>

Select Employee Resources

Select TDCJ Intranet-Internal Use Only

For ITP program refusal information

Select Correctional Institution Division Security Manual (CID Security Manual):

Select Individualized Treatment Plan (ITP)
Select Volume I: Operational Plans;
Select 03/2003 ITP;
Select I. Administrative - 1.06 ITP Program Refusals

| Go to the TDCJ Home page: <http://www.tdcj.state.tx.us/>

Select Employee Resources
Select TDCJ Intranet-Internal Use Only
For Offender online information
Select Offender Online Information.

| Go to the TDCJ Home page: <http://www.tdcj.state.tx.us/>

Select General Information
Scroll down and Select Policies and Procedures
For Overtime Work Cycles information
Select TDCJ Personnel Manual
Select PD-80 to PD-97
Select PD-91, Work Cycles & Compensable Hours of Work

Go to the WSD Intranet Web Page

Select WSD Internet (Public) Web Pages
For Project RIO Procedures and Forms
Select Board Policy
Select RIO Policy

Go to the WSD ShareDrives (S:)

Hit the Start ICON on lower tool bar
Select My Computer
Select ShareDrives (S:)
For OJT Training Plans
Select Public Share
Select OJT Training Plans file

Go to the WSD ShareDrives (S:)

For RIOInformationOnly file
Select CTED
Select Public
Select RIOInformationOnly

|

PROGRAM ELIGIBILITY:

I. ITP REPORT

Project RIO staff shall identify eligible offenders by utilizing both the daily chain list and the ITP Report. Each month a list shall be run of all eligible offenders. To process a list of Tier III offenders select the ITP Report using the code of PP, need 3, program 3; Project RIO staff should also regularly monitor the list of FI (Specific times for release) and FI-R (Rehabilitation Tier program) approvals for newly eligible offenders. To process a list of Tier II offenders select the ITP Report using the code of PP, need 3, program 2.

II. PROJECT RIO PARTICIPANTS SHALL MEET THE FOLLOWING CRITERIA

- A. G1/J1, G2/J2 and G3 offenders shall be eligible for participation in the Project RIO Program. A G4/J4 offender is eligible for Project RIO if the offender is enrolled in WSD programming at the time of Project RIO enrollment.
- B. The offender shall be willing and eligible to work on assigned tasks that relieve barriers for employment. These barriers are listed on the offender’s ITP.
- C. The offender plans to reside in the state of Texas. If an offender has approval from Parole to release out-of-state or a state jail confinee is releasing out-of-state, the offender’s ITP code shall automatically be changed to 0-0 IU. On the comment line of the ITP screen for Project RIO, type in “approved - releasing out-of-state.”
- D. The offender shall not have a verified Immigration and Custom Enforcement (ICE) or felony detainer, with the exception of a state jail felony detainer that will expire prior to release. If an offender has an ICE or felony detainer, the Workforce Specialist shall change the offender’s ITP code to 0-0 IU. Type “detn” on the comment line of the ITP for Project RIO.
- E. Offenders shall fall within the following projected release time frame to be eligible:

Type of Unit	Projected Release Time Frame
Institutional Units and Transfer Facilities	24 months from release
State Jail Facilities	18 months from release
Substance Abuse Felony Punishment (SAFP) Facilities	Six (6) months from release
Pre-Release Facilities	Six (6) months from release

- F. Offenders with less than four (4) months until projected release may be given the 1-800 RIO Card and any other information pertinent to post release employment.

TIER LEVEL PARTICIPATION:

I. TIER III PARTICIPANTS

A. Tier III Institutional Units and Transfer Facilities

1. Participants in this tier must have 24 months or less before projected release date, voted parole date, maximum expiration date, received an FI targeted release month or FI-R (Rehabilitation Tier program) to be eligible for Project RIO enrollment.
2. Participants in this tier shall be reviewed quarterly.

B. Tier III State Jail Facilities

1. Participants in this Tier must have 18 months or less before their projected release date, voted parole date, maximum expiration date, received an FI target release date, or FI-R (Rehabilitation Tier program) to be eligible for Project RIO enrollment.
2. Participants in this tier shall be reviewed quarterly.

C. Tier III SAFP Facilities and Pre-release Facilities

1. Participants in this tier must have six (6) months or less before projected release date.
2. Participants in this tier shall be reviewed bi-monthly.

II. TIER I PARTICIPANTS

All offenders currently enrolled in Project RIO who do not meet Tier III eligibility shall:

- A. Remain Tier I until Tier III criteria is met; and
- B. Tier I participants shall be reviewed at least once a year until they become Tier III participants. Files shall be maintained until becoming Tier III eligible for the particular type of facility, and an updated IEP shall be printed and placed in the file after the annual review.

Any offender who is not Tier III eligible as mentioned above shall not be enrolled in the program.

PARTICIPANT ENROLLMENT PROCEDURES:

I. WORKFORCE SPECIALIST ENROLLMENT DUTIES

The Workforce Specialist shall recruit, provide orientation and assess occupational interests for program participants. The Workforce Specialist shall review participants for skilled work experiences by verifying past skilled work experience, refer participants for appropriate rehabilitative opportunities, and collect and provide employment documents required for job placement upon release.

II. PARTICIPANT ENROLLMENT CRITERIA

A. Institutional Units and Transfer Facilities

1. The offender is screened for eligibility.
2. The offender agrees to enroll in programs, as required by the offender's ITP and work on tasks that assist to relieve barriers to future employment.
3. Offenders enrolled in academic and/or vocational programs are mandatory Project RIO participants, if the offender is Tier III eligible and required by the offender's ITP.
4. Participants attend Project RIO orientation.
5. House Bill 705
 - a. House Bill 705, which took effect September 1, 2003, states that, "an in-home service company or residential delivery company shall obtain from the Department of Public Safety or a private vendor approved by the department and offering services comparable to the services offered by the department all criminal history record information relating to an officer, employee, or prospective employee of the company whose job duties require or will require entry into another person's residence." The Workforce Specialist shall advise the participants of these restrictions prior to enrollment in the following courses:
 - i. Electrical Trades;
 - ii. Heating, Ventilation, Air Conditioning & Refrigeration;
 - iii. Major Appliance Service Technology; and
 - iv. Plumbing.

- b. The restrictions of House Bill 705 does not apply to the above listed work categories that take place in commercial settings. Participants shall be informed of this during orientation, reviews and especially exit interviews.

B. State Jail Facilities

1. The offender is screened for eligibility.
2. First priority for Project RIO participation is confinees who are Tier III and are enrolled in academic or vocational training.
3. Second priority shall be transfer confinees who are Tier III and are enrolled in academic or vocational training.
4. Third and low priority shall be confinees who are Tier III and not enrolled in educational programs.
5. The offender agrees to enroll in programs as required on the offender's ITP and work on tasks that assist to relieve barriers to future employment.
6. Participants attend a Project RIO orientation.

C. SAFFP and Pre-Release Facilities

1. The offender is screened for eligibility.
2. The offender agrees to enroll in programs as required and work on tasks that assist to relieve barriers to future employment.
3. The participant shall attend Project RIO orientation.

III. REQUIRED ENROLLMENT NUMBERS

At those units with only a Workforce Specialist, a minimum of 35 eligible offenders shall be enrolled monthly. At units with a Workforce Specialist and a ½ time clerk, a minimum of 45 eligible offenders shall be enrolled monthly. At units with a Workforce Specialist and full time clerk, a minimum of 55 eligible offenders shall be enrolled monthly. It may be necessary to enroll more or less offenders based on ITP program pending list.

ORIENTATION:

The orientation shall take a minimum of an hour and a half. Orientations shall be held in a group setting with 20 to 30 offenders attending. During the session the following topics shall to be covered:

I. ORIENTATION SESSION

A. Participants shall not be assured selection for any training or employment opportunity while incarcerated or after release from prison. All Project RIO orientation sessions shall include a disclaimer on guaranteed employment.

B. Explanation of the Project RIO Program:

1. Interagency Connection:

- a. TWC
- b. TDCJ
- c. WSD
- d. Project RIO

2. Program Opportunities:

- a. Education
- b. Training programs
- c. Career planning
- d. Job placement

3. Parole requirements & ITP; and

4. Eligibility requirements.

C. Orientation Packet

The following items shall be presented, distributed and/or completed by participants during the orientation session:

1. Participant Data Sheet (RIO-1);
2. Work-In-Texas Employment Application (RIO-2);
3. Social Security Card Application Forms (RIO-3, RIO-4, RIO-5 and RIO-6);
4. Driver License Forms, if applicable (RIO-7, RIO-8 and RIO-9);
5. Appropriate State Birth Certificate Application, (if applicable) (RIO-10, Page 1);
6. DD-214, Military Record (if applicable) (RIO-11);
7. Selective Service Registration (if applicable) (RIO-12);
8. Work Opportunity Tax Credit Information (HD-2071);
9. Fidelity Bonding Program Information (HD-9904);
10. Project RIO 1-800 Card (HD-244);
11. Project RIO Pamphlet (HD-2154); and
12. Information Regarding Vocational Program Opportunities.

- D. Show one of the Greystone Series Video and answer questions.
- E. Distribute a Choices Workbook.

II. STEPS TO COMPLETE AFTER ORIENTATION

- A. Enter all information that was obtained during the orientation into the participant data screen of the WSD Project RIO computer program within five (5) working days or by the last working day of the month, whichever comes first. In the comments sections select "IO" and enter the comment: "Enroll @ unit <insert unit code> <MM/DD/YY>, Video 1 and completed forms." Comments shall briefly cover what was accomplished during the orientation session.
- B. The TP00 ITP shall be updated to reflect enrollment.
- C. Create a participant file and print and place a copy of the IEP and ITP into the participant file. This shall also be accomplished within five (5) working days or by the last working day of the month.
- D. Within ten (10) working days after the orientation, the Social Security card, driver license or birth certificate shall be ordered. The DD214 and Selective Service registration shall also be ordered within this time frame, if applicable. Copies of all requests for documents ordered shall be maintained in the participant file until the documents are received.
- E. After the orientation session all documents shall be ordered by the unit Project RIO staff where the orientation was conducted.
- F. When documents are requested, this information shall be entered into the participant data screen on the day the request is made.

PARTICIPANT REVIEWS:

I. INSTITUTIONAL UNITS, STATE JAILS AND TRANSFER FACILITIES QUARTERLY REVIEWS

- A. Quarterly reviews for Tier III participants shall be conducted every three (3) months. Reviews are to occur every three months after orientation until the participant is released from the system. When possible reviews should be held in a group setting with 20 to 30 participants attending. The session should take a minimum of one (1) hour. During the reviews, the Workforce Specialist shall have flexibility to choose at least three (3) of the following items to include in a session:
1. Discuss occupational highlights:
 - a. Career path;
 - b. Licensing and Statutory Restrictions; and
 - c. Impacts of convictions.
 2. Discuss labor market information and workforce employment projections;
 3. Update Work-In-Texas Employment Application;
 4. Discuss personal finances & budgeting;
 5. Review interviewing skills;
 6. Develop résumés;
 7. Review job searches and techniques;
 8. Discuss resolving pending charges (e.g., traffic or other warrants);
 9. Participate in Career Awareness Day (not more than once a year);
 10. Show one of the Greystone Series Videos and answer questions;
 11. Issue *CHOICES* Workbooks
 12. At times, a review session might also include a one-on-one interview with a participant to:
 - a. Review career path choices and options;
 - b. Discuss and review unit job assignments or referrals for unit jobs; or
 - c. Discuss the need for obtaining employment documents.
- B. The review held six (6) months from projected release date should be held in a group session with between 20 and 30 participants attending. This session shall take a minimum of one (1) hour and should address the following items during this session:
1. Ensure all three (3) *CHOICES* Workbooks have been completed;
 2. Update Work-In-Texas Employment Application, if necessary;
 3. Discuss and practice interviewing skills;
 4. Discuss labor market information and workforce employment projections;
 5. Review websites available for employment information, such as:
 - a. www.theworksource.org
 - b. www.workintexas.com
 - c. www.texasworkexplorer.com

d. www.worksource.com

6. Show one of the Greystone Series Videos and answer questions;
7. Discuss topics from the 'Succeed at Work' guide available from the Texas Workforce Commission, Career Development Resources; and
8. Identify skilled workers for potential employer contact or interview.

II. SUBSTANCE ABUSE FELONY PUNISHMENT AND PRE-RELEASE FACILITIES BI-MONTHLY REVIEWS

Reviews for Tier III participants shall be conducted every two (2) months. Reviews should be held in a group setting 20 to 30 participants attending. The session should take a minimum of one (1) hour. During the 4th month from release review, the Workforce Specialist shall address the following items:

- A. Discuss occupational highlights:
 1. Career path;
 2. Licensing and Statutory Restrictions; and
 3. Impacts of convictions.
- B. Discuss labor market information and workforce employment projections;
- C. Update Work-In-Texas Employment Application;
- D. Participate in Career Awareness Day (not more than once a year);
- E. Show one of the Greystone Series Videos and answer questions;
- F. Issue a *CHOICES* Workbooks;
- G. Review websites available for employment information such as:
 1. www.theworksource.org
 2. www.workintexas.com
 3. www.worksource.com
 4. www.texasworkexplorer.com
- H. Discuss topics from the 'Succeed at Work' guide available from the Texas Workforce Commission, Career Development Resources;
- I. Discuss resolving pending charges (i.e., traffic or other warrants); and
- J. Identify skilled workers for potential employer contact or interview.

III. CLASSROOM VISITS

The Workforce Specialist shall visit the Changes and academic classes often to provide information on résumé preparations, job applications, job interview techniques and employment opportunities. At each visit the Workforce Specialist shall remind the participants of services provided by the local Workforce Centers upon release and the procedure for receiving those services.

INDIVIDUAL EMPLOYMENT PLAN PACKET COMPLETION:

I. INDIVIDUAL EMPLOYMENT PLAN (COMPUTERIZED)

- A. Each participant enrolled in Project RIO shall have a current computerized IEP completed within five (5) working days after orientation or by the last working day of the month, whichever comes first (see RIO-13, Example of Computerized IEP). A printed copy of the IEP shall be placed in the participant file. Each time data is entered into the comment section after a review an updated IEP shall be printed and placed in the participant file. All old IEPs' shall be shredded.
- B. The IEP is divided into three (3) sections: RIO Data, RIO Comments and RIO Addresses. Project RIO staff shall enter all requested information as it is obtained.
 1. Participant data shall be entered to reflect the following activities of Project RIO Staff:
 - a. Job priorities;
 - b. Documents requested/received;
 - c. Contact phone number;
 - d. Selective Service and military information;
 - e. Driver license information and Social Security number, if received;
 - f. Work history; and
 - g. *CHOICES* workbooks – begin and end dates.
 2. The IEP shall contain follow-up comments, which are intended to provide a chronological history of Project RIO contacts and services provided. The follow-up comments shall assist the Workforce Specialist in tracking the participant's progress. These comments can be compared to a short diary or journal system designed to remind the Workforce Specialist of services provided and actions planned for the future. Follow-up comments need to be coded according to the type of data entry that shall be documented on the comment section of the IEP.
 3. Follow-up comments shall identify what documents have been requested and received, as well as assist in locating a file when the participant has been transferred.
 4. RIO Addresses shall be entered when completing the paperwork following the orientation. Addresses should be reviewed and changed if necessary following the exit interview.
 5. If a participant file is transferred to a TDCJ unit from a private facility the Project RIO staff shall update the IEP to include all information received from the private facility.
 6. If a Project RIO participant has been transferred to another unit and a Project RIO staff member from the previous unit contacts the new unit to request a

comment be entered into the comment section this shall be done with a notation stating who made the request.

II. MOST COMMONLY USED PROJECT RIO IEP CODES (RIO-14)

- A. The “C” code shall be used for the notation that a Project RIO release packet has been completed and mailed to the Huntsville Placement & Release Unit office.
- B. The “E” code shall be used for exit interviews.
- C. The “I” code shall be used for ineligible status.
- D. The “N” code should be used when:
 - 1. A Social Security card is received;
 - 2. A driver license is received;
 - 3. A birth certificate is received;
 - 4. Requesting a birth certificate for the second or third time;
 - 5. The participant file is placed in a tracking file;
 - 6. Transferring or receiving files from unit to unit;
 - 7. If an employer is contacted for job placement and secured employment occurs; and/or
 - 8. Any other activity involving participant deemed appropriate.
- E. The “O” code shall be used for initial orientations and enrollments.
- F. The “P” code shall be used for program refusal and shall be entered after the Program Refusal form is signed by offender and the Unit Classification Committee (UCC) meeting has been held.
- G. The “Q” code shall be used for all reviews.
- H. The “R” code shall only be used when a Project RIO participant has been released from the system.
- I. The “W” code shall be used when documenting work referral for unit jobs when an offender’s name is submitted to the unit classification office or to a department for a possible job assignment.
- J. The “Z” code shall be used for offenders pending placement into the Project RIO Program.

III. WORK-IN-TEXAS EMPLOYMENT APPLICATION

- A. The Workforce Specialists shall assist participants in reconstructing work and educational history using the Work-In-Texas Employment Application. During quarterly (or bi-monthly for SAFPF’s) reviews the Workforce Specialist shall review the information on the employment application (RIO-2). A completed and updated copy of the Work-In-Texas Employment Application is to be maintained in each participant file.

- B. If the participant has no prior work history this shall be stated on the application under the Work Information section. If the participant wants to include their TDCJ work history, list the Unit as the Employer Name (i.e. Wynne Unit) and to be prepared to explain their work experience while incarcerated.
- C. The Work-In-Texas Employment Application shall be updated by the participant before release. The participant shall receive a hard copy of this application during the releasing process.

IV. ELECTRONIC TRANSFER PROCESS

The electronic transfer process shall automatically transfer the computerized IEP and other computerized information to the TWC Mainframe two (2) weeks before the participant is released (according to projected release date, maximum expiration date or FI action.) The electronic transfer process continues to send data one (1) week after the offender has been released. The data is transmitted by the TWC Mainframe to the Workforce Centers throughout the state.

EMPLOYMENT DOCUMENTS:

Original employment documents shall be maintained in the Project RIO participant file until a release packet is created and sent to the Huntsville Placement and Releasing Unit (HPRU) for offenders releasing from the Huntsville or Gatesville Units. For offenders releasing from state jails or SAFP's facilities, the packets are to be sent to the unit classification office prior to release. The participant file shall remain on the unit of assignment when the participant is released. The file shall be placed with the unit's released files to be shredded after one (1) year.

I. SOCIAL SECURITY CARDS

- A. When an offender enrolls in the Project RIO Program at any TDCJ facility approximately 18 or 24 months from release, the offender shall be given a form SS-5, Application for Social Security Card (RIO-3) by the Workforce Specialist and asked to complete it in blue or black ink. No offender shall be forced to sign an SS-5.
- B. For ordering procedures, line one (1) of the SS-5 should reflect the true name (if known) not the court name. All aliases and Social Security numbers (if known) used by the participant shall be shown on the form. The participant's TDCJ number shall be included in the address block to assist, (1) the Social Security Administration (SSA) in relating the SS-5 to the identity record; and (2) Project RIO staff in associating the Social Security card with the participant file. The participant's signature on the SS-5 is required.
- C. A cover letter on TDCJ letterhead (RIO-4) signed by Project RIO staff shall be attached to each batch of SS-5s along with the corresponding Certification of Prison Records form (RIO-5). The cover letter shall indicate the number of SS-5s in the batch being mailed.
- D. An SSA-3288, Consent for Release of Information form (RIO-6) stating the reason the Social Security card is being requested and permission to release the Social Security number to prison authorities shall be completed and signed by the offender at the time the SS-5 is completed.
- E. The TDCJ shall:
 1. Allow a SSA representative to review documents available in the offender's files as evidence of identity and determine which meet SSA's evidence requirements. Evidence of identity shall contain the offender's name as well as information that can be compared to the SS-5 application (e.g., age, date of birth or parents' names).

The documents which are approved as evidence of identity under this agreement are any record created and maintained by the TDCJ. This includes TDCJ computer screens, such as the Commitment and Demographic screens.

2. Provide one (1) or more approved documents as evidence of identity for each application by one (1) of the following methods:
 - a. Submit the original signature;
 - b. Submit a photocopy of the document or screen printout with a signed certification that it is an accurate copy from the prison record; or
 - c. Extract information from approved documents that certify its source and accuracy in a certification letter on TDCJ letterhead (RIO-5).
- F. All SS-5s processed shall be mailed to the Regional SSA Office, which shall be determined by the unit's zip code number.
- G. A copy of the SS-5 or Certification of Prison Records form submitted to the Social Security office shall be placed in the participant file until the card is received. If the offender refuses to sign the SS-5, a comment shall be noted on the form and placed in the participant file and entered into the IEP comment section.
- H. Social security card rejection letters that are received shall be filed in place of actual cards in the participant file. The Workforce Specialist shall interview the participant and determine if a second attempt shall be made to obtain the card. Project RIO staff shall follow the procedures listed above when ordering a card for a participant who had been previously rejected.
- I. Social security cards and rejection letters received shall be stored in a secure area (e.g., a locked drawer or cabinet) accessible only by the authorized personnel pending association of the card with the participant file. Any Social Security cards that cannot be associated with the proper file within 30 days shall be returned to the SSA office for disposition. Every effort should be made to have the Social Security card signed by the participant. The Social Security cards or rejection letters shall be forwarded by Project RIO staff, along with other employment documents in the release packet, to the Huntsville Placement and Release Unit office or the unit classification office. The Social Security card or rejection letter shall then be given to the participant upon release from TDCJ.
- J. TDCJ/WSD shall provide to the appropriate SSA field office a letter on official TDCJ letterhead [refer to RIOInformationOnly file, RIO Office Data file, Forms] with the following information:
 1. A current list of officials authorized to sign the cover letter along with faxed copies of the authorized officials' signatures;
 2. A list of officials authorized to sign the Certification of Prison Records form along with faxed copies of authorized officials' signatures; and
 3. A current telephone and fax number.

- K. The TDCJ/WSD shall periodically update these lists with both accretions and deletions of officials authorized to sign the cover letter and certification form.
- L. When Social Security cards are received, Project RIO staff shall provide the names, TDCJ numbers and corresponding Social Security numbers to the Administrative Office of Project RIO by e-mail. This information is to be provided on a monthly basis. The unit Project RIO staff shall enter the Social Security number into the Project RIO system in the participant's data. If a card or copy is received from a source other than from the Social Security Administration office, the Project RIO staff shall enter a comment stating this fact and list the Social Security number in the comment section. The number shall not be entered into the Project RIO data section, nor shall a received date be entered.
- M. If a Social Security card application has been sent to the Social Security office and no response has been received within 60 days, or if a participant is transferred after a Social Security card application has been submitted but the card has not been received, the Project RIO staff that submitted the application shall contact the Social Security office and make a determination of the application status. This information shall be entered into the Project RIO comments section.
- N. When submitting the list of Social Security cards received, the original unit requesting and receiving the card shall include the participant's information on the unit's list of Social Security cards.
- O. If a participant is removed from Project RIO due to program refusal or any other reason the Social Security card shall be returned to the Social Security Administration office.

II. DRIVER LICENSE

- A. Some participants may be eligible to receive a duplicate or renewal driver license while incarcerated. Project RIO staff are to make every effort possible to obtain a driver license for the participant. The following provides several categories of driver license status that shall be researched for each particular participant situation. Project RIO staff shall call the Texas Department of Public Safety (DPS) to verify if the participant is eligible for a duplicate or renewal of a driver license by contacting the DPS Customer Services Bureau at (512) 424-2600. Participants are responsible for the cost associated with obtaining a driver license either by payment from the participant's inmate trust fund or by contacting a family member for assistance. **Participants that receive a driver license shall not be required to obtain a birth certificate.**
- B. If the participant is eligible for a duplicate or renewal driver license the completion of appropriate forms shall be as follows:
 - 1. Duplicate License (License Is Current) – Fee \$10.00

Complete the following forms in black ink:

- a. Out-of-State/Country Application (RIO-7);
- b. Texas Driver License & Identification Renewal (RIO-8, Page 1);
- c. Application for Duplicate License (RIO-8, Page 2);
- d. Selective Service Registration (if applicable); and
- e. Explanation for Eye Specialist (RIO-9).

2. Current Driver License Due Renewal – Fee \$24.00

- a. License will expire within one (1) year
- b. Complete the following forms in black ink:
 - i. Out-of-State/Country Application (RIO-7);
 - ii. Texas Driver License & Identification Renewal (RIO-8, Page 1);
 - iii. Application for Duplicate License (RIO-8, Page 2);
 - iv. Selective Service Registration (if applicable); and
 - v. Explanation for Eye Specialist (RIO-9).

3. License Expired - Fee \$24.00

- a. License has been expired for less than two (2) years
- b. Complete the following forms in black ink:
 - i. Out-of-State/Country Application (RIO-7);
 - ii. Texas Driver License & Identification Renewal (RIO-8, Page 1);
 - iii. Application for Duplicate License (RIO-8, Page 2);
 - iv. Selective Service Registration (if applicable); and
 - v. Explanation for Eye Specialist (RIO-9).

4. License has been expired for more than two (2) years

Ex-offenders must report to the DPS Office and follow New Applicant Procedures.

5. Never had a License

Ex-offenders must report to the DPS Office and follow New Application Procedures.

- C. A copy of the completed Texas Driver License and Identification Renewal form shall be placed in the participant file until the license is received. A comment shall be entered into the IEP comment section concerning the initial request and any follow-ups.

III. BIRTH RECORD

A copy of a certified birth certificate is required of the participant, if no driver license was obtained. Xerox copies of birth certificates are acceptable. Birth certificates may be obtained for the participant using a variety of procedures. Certified copies may already be in existence and may be obtained from the participant's family. A form letter (RIO-10, Page 2), completed application for Birth or Death Record (RIO-10, Page 1) and a copy of the TDCJ ID card shall be mailed to the family of the participant requesting assistance in obtaining the document. Participants born out-of-state shall complete the appropriate application for their state of birth. At least three (3) requests for a certified birth certificate shall be made. A copy of the application for birth certificate shall be maintained in the participant file until the birth certificate is received. For each birth certificate requested after the first request, go to the WSD Project RIO computer program and enter "N" in the comment and indicate a second or third request for a birth certificate has been made.. When the certified birth certificate is received all copies of paperwork of the requests are to be shredded.

IV. DD214, MILITARY RECORD

- A. Evidence of military service is a prerequisite to accessing many programs designed to serve participants who have completed military service. A DD214 shall order for each participant who qualifies and does not possess one (1). DD214s may be obtained by completing a Standard Form 180 (RIO-11). Also, requests pertaining to military records may be made on the Internet at the following address:

<http://www.archives.gov/research/orders/standard-form-180.pdf>

- B. A copy of the request for military records shall be placed in the participant file until the record is received.
- C. Participants who have completed military service shall be encouraged to register the participant's DD214 with the County Clerk of their permanent residence once released. This service, which is available at no charge, ensures that this vital record is always available to the veteran.

V. SELECTIVE SERVICE REGISTRATION

- A. Many assistance programs require that individuals comply with the *Military Selective Service Act*. This Act and its accompanying regulations stipulate that males born after 12/31/59 who are between the ages of 18 and 26 years old must register with the Selective Service System. If the participant is within this 18 to 26 year old age group, the Project RIO staff must register him using either the Selective Service System Registration Form (RIO-12), available at U.S. Postal Offices or by accessing the website listed below. If the participant is already registered, verify by calling 1-888-655-1825 or access website. <https://www4.sss.gov/regver/Register1.asp>
- B. A copy of the computer printout of the Selective Service verification number shall be placed in the participant file.

INDIVIDUAL TREATMENT PLAN:

I. PROJECT RIO ENROLLMENT KEYS

A. Need Key

0	No need Lengthy, consistent work history/marketable job skills Prospects for employment upon release
1	Low need Substantial work history/marketable job skills
2	Medium need Uneven work history/limited job skills
3	High need No prior work history/job skills

B. Priority Key

0	No need; Offender has 0 level of need, or currently enrolled. No participants are to be enrolled in Project RIO outside of 18 months of projected release, if assigned to a state jail No participants are to be enrolled if outside of 24 months of projected release, if assigned to an institutional unit or transfer facility.
1	Not used
2	Not used
3	Enrolled offender is within 18 months of projected release date at a state jail facility Enrolled offender is within 24 months of projected release date at a regular institutional unit or transfer facility.

II. PROJECT RIO PROGRAM REFUSALS

- A. Because the recommended ITP programming stands to serve as a basis for establishing the institutional conditions associated with the parole date, it is imperative for Workforce Specialists to interview participants who have refused required programming. The Workforce Specialists shall ensure the offender understands the impact of refusing to participate in required programming and the adverse effect the refusal may have on the offender's parole date. Upon refusal to participate in a program the offender is currently enrolled in or to be enrolled, a refusal form (RIO-15) shall be signed. The offender shall be referred to the ITP Coordinator to be scheduled to meet the next available UCC for a disposition. If the offender still refuses to participate in required programming, a program refusal (PR) code must be manually entered in the appropriate program field of the ITP screen, followed with a comment that shall include the date the offender refused, as well as the refusal form was signed or witnessed. Refusal forms shall be filed in Section I of

the offender unit classification file in chronological order within the ITP category. The Workforce Specialist shall also keep a completed copy of the refusal form in office records until the participant has been released from the system.

- B. Program refusals occur when a participant is instructed to attend a specific program and refuses, attends but refuses to do the work required, or exhibits disruptive behavior that results in disciplinary action. Participants who are removed from a program due to any of the above reasons shall be ineligible for re-enrollment for a period of six (6) months from the date of removal.
- C. For additional information on ITP refusals, see the TDCJ *Individualized Treatment Plan Manual*, ITP Policy 1.06, and “Individualized Treatment Plan Program Refusals.” (Refer to page 2 or 3, of these operating procedures, to locate the TDCJ home page and the CID Security Manual)

III. ITP CODES MOST COMMONLY UTILIZED BY PROJECT RIO (RIO-16)

- A. The code “DA” shall be used if an offender is enrolled in Project RIO and is assigned to Administrative Segregation due to gang affiliation (see UCR 07 screen) or disciplinary status. After the assignment to G5 custody level or Administrative Segregation, remove the offender from the Project RIO Program and change the ITP code to 0-0 DA. The offender’s documents are to be mailed by first class to offender’s birth certificate forwarding address. At the discretion of the Workforce Specialist, a tracking file for G5 custody level or Administrative Segregation may be made in order to re-enroll the offender when released back into general population. These tracking files need to be checked bi-monthly.
- B. The code “DM” shall be used when a Medical Condition Drop is necessary after Project RIO enrollment.
- C. The code “ID” shall be used when an offender is ineligible for Project RIO, due to disciplinary status. This code is used for an offender who is not in Project RIO and is ineligible because the offender is in Administrative Segregation or assigned to G5 custody.
- D. The code “IE” shall be used for a G4 offender unless the offender is enrolled and eligible for school. When the Workforce Specialist enrolls appropriate G4 offenders in Project RIO; the offenders’ codes shall be changed to “PE.” The “IE” code is also to be used if a G4 offender enrolled in Project RIO becomes ineligible to enroll in WSD programming. At the discretion of the Workforce Specialist, a tracking file for WSD programming ineligible G4 offenders may be made, in order to re-enroll the offender when the offenders become eligible. The Project RIO staff shall check weekly for the “J” code on the school roster to determine when an offender is eligible and is enrolled in school or a vocational program.

- E. The code “IM” shall be used when an offender is ineligible due to a medical condition or age. The Workforce Specialist shall speak with the offender to determine if, due to age, the offender does not plan on working after release. This shall be noted in the comment section of both the ITP and Project RIO data program.
- F. The code “IU” shall be used when the treatment is unnecessary due to verification of employment upon release or when an offender has a verified felony or ICE detainer. The “IU” code shall also be used when an offender has less than four (4) months before release or has an approved out-of-state parole plan. To determine if the offender’s parole plan has been approved go to the WMM0 screen (Inmate Information), then the “J” screen (Parolee Information). It must be coded “P” for approval, must have an effective date indicated, residence name, relationship and address must also all be included. If this information does not appear, the offender’s ITP shall be coded 3-3 P-P, and the offender is eligible to be enrolled in Project RIO.
- G. The code “PE” shall be used when an offender has completed orientation and is enrolled in the program.
- H. The code “PP” shall be used when an offender is eligible for Project RIO and is pending placement into the program.
- I. The code “PR” shall be used when an offender refuses to participate in the program.
- J. The code “PU” shall be used when Project RIO is not available on a unit.

PROJECT RIO PARTICIPANT FILE TRANSFER PROCEDURES:

I. GENERAL

- A. The following procedures shall be completed when transferring a participant file from one (1) TDCJ unit to another, or when the participant transfers to a private prison facility that has Project RIO staff assigned.
- B. To identify transfers, obtain a copy of the unit Strength Report or the chain list each morning from the unit count room or Education Department.

II. IDENTIFICATION OF UNIT OF ASSIGNMENT

- A. Check out-going chain list from count room on a daily basis.
- B. Pull file, update IEP comment section and print the current IEP.
- C. Check computer assignment screen (ASGN) daily for participant's new unit of assignment.
- D. Do not send the file until both the ASGN and history screen have the same unit code. The reason assigned might show an assignment such as: vocational class or college and the participant may have a job assignment when the transfer is permanent. The history screen shall list the offender's housing unit as it appears on the ASGN screen and unit of assignment before file is sent. (See examples in the RIOInformationOnly file). Once a new unit of assignment is verified by UCR Screen 11 with a 01 code in the reason for committee column indicating a new unit of assignment make a notation in the IEP comment section and send the participant file via truck mail to the new unit.
- E. When a participant is assigned to a unit without Project RIO, the file remains on the last unit of assignment in the tracking file. The tracking files should be checked bi-weekly until the participant is transferred to a unit with Project RIO staff or is released from the TDCJ.
- F. When a participant file is placed in tracking due to being assigned to the following private units: the Project RIO staff shall prepare and send the releasing packet to Huntsville Placement and Release Unit (HPRU), while maintaining the participant file in tracking until the participant is released. Ensure all data has been properly entered into the computer system and a current IEP is printed and placed in the file with copies of paperwork sent to Huntsville Placement and Release Unit (HPRU).

- | | | |
|--------------|-------------------|-------------|
| 1. Bartlett | 8. Johnston | 15. Skyview |
| 2. Bradshaw | 9. Lindsey | 16. Tulia |
| 3. Baten | 10. Marlin | |
| 4. Cotulla | 11. Mineral Wells | |
| 5. Dawson | 12. Montford | |
| 6. Halbert | 13. Rudd | |
| 7. Jester IV | 14. San Saba | |

III. PROJECT RIO PARTICIPANT FILE PREPARATION FOR TRANSFER

- A. The following forms shall be included in the participant file:
1. Current printed copy of computerized IEP, to include comments of the file being sent to the new unit of assignment;
 2. Completed Work-In-Texas Employment Application;
 3. Driver license or birth certificate, Social Security card, DD214, Selective Service registration or letters requesting those documents; and
 4. Other work related documents contained in the participant's file.
- B. If the participant is within three (3) months of release and the offender's release packet has already been sent to the Huntsville Placement and Release Unit office, send the participant file to the new unit of assignment.

IV. TRANSFER FILES THAT ARE NOT RECEIVED

When a participant inquires concerning their Project RIO file or when checking the participation list and it is determined a participant file has not arrived at the current unit of assignment, follow the below listed steps.

- A. Pull up the history screen to determine the last unit the participant was assigned.
- B. Review RIO comment screen to determine location and status of the participant file. If the comments do not reflect that the file has been sent to the unit of assignment, contact the last unit of assignment and determine the status. If the last unit of assignment does not have the participant file, review the comments of the RIO data record and the history screen, and attempt to locate the file by contacting all previous units of assignment.
- C. When a participant is transferred to the unit and the Workforce Specialist has not received the participant file within ten (10) working days of the assignment date, send an e-mail to the previous unit where the participant was assigned requesting the participant file. Also, the Workforce Specialist shall send a copy of that request to Project RIO Administration at either project.rio@wsdtx.org or BMO9175.

- D. The Workforce Specialist shall forward all files of participants that are being transferred to another unit within ten (10) working days. When a participant's transfer shows up on the chain list, pull the participant file and hold it for two (2) to three (3) working days, checking the participant's ASGN screen to verify the assigned unit and job before sending the participant file.
- E. If the Workforce Specialist does not receive a file in 30 days, lay-in the offender to complete required paperwork and place the offender in the appropriate quarterly review rotation.
- F. When a Project RIO participant has been transferred to another unit, Project RIO staff may need to contact the new unit to request a comment be entered into the comment section. This shall be done with a notation in the comment section of who made the request.
- G. **Project RIO staff shall not under any circumstances send a TDCJ Mainframe or Outlook e-mail out to all units requesting information on a missing folder, using the *EDUC_ALL* or *#WSD Units Allusers* e-mail mailing lists. These mailing lists are sent to every Windham e-mail address and are not to be used unless the Director of the WSD Division of Continuing Education approves the use of these mailing lists.**

EXIT INTERVIEW:

I. EXIT INTERVIEW

- A. All participants shall attend an exit interview approximately three (3) months prior to projected release date. To determine who to schedule for exit interviews refer to the Participant Release Packet Section, "Accessing Release Information." This session may be held in a group setting with 20 to 25 participants attending; however, a one-on-one interview shall be included during the exit interview session for each participant.
- B. Material covered during this session shall be a review of material covered in previous reviews with the focus on the transition the participant will make while re-entering society and the job labor market. A review of the participant's E-37A, Street Ready Snapshot Profile (RIO-17) and documents in the release packet shall be part of the one-on-one interview.
- C. Other topics that shall be covered are as follows:
 - 1. Release plan - What's your Game Plan?
 - 2. Parole expectations;
 - 3. TWC Resources – Fidelity Bonding & Tax Credit Programs;
 - 4. Discussion on how to present an offense to an employer;
 - 5. Pocket Resume and RIO 1-800 card; and
 - 6. Check IEP for accuracy of data.
- D. The participant shall receive all original or copies of documents and certificates in the release packet when the participant is released from the system (i.e., driver license or birth certificate, DD214, Social Security card, Selective Service registration, and educational and vocational certificates, as well as the E-37A and Work-In-Texas Employment Application).
- E. Evaluate the participant's offenses, job skills and employment documents to determine if the participant should be interviewed for potential employment prior to release.
- F. Identify participants eligible to be scheduled for a job interview with employment placement recruiters or employers prior to release.

II. COMPUTERIZED DOCUMENTATION

- A. Documentation of the exit interview review shall be recorded in the WSD Project RIO computer program comment section of the participant data section within five (5) working days or the end of each month, whichever comes first. Update information on IEP when changes are received. Comments are to describe activities covered during the exit interview.

- B. Approximately two (2) weeks before the participant's release date the computerized IEP information shall be transmitted electronically to the TWC Project RIO offices in Austin. The information shall be distributed to the designated Workforce Centers throughout the state. The data transfer process shall continue one (1) week after the participant's release.

PARTICIPANT RELEASE PACKET:

The following procedures must be completed prior to releasing a participant's release packet from TDCJ.

I. INSTITUTIONAL UNITS AND TRANSFER FACILITIES

- A. Project RIO staff are to mail the release packets to the Huntsville Placement and Release Unit office, 1650 7th Street, West Bldg., Huntsville, Texas, 77320. The Huntsville Placement and Release Unit office shall be responsible for dispersing all of the forms/documents in the release packet. The packets shall be a 9½ x 11½ inch thumb cut or clasped or gummed envelope, not to be sealed, with the below listed documents enclosed. The release packets shall have two (2) labels placed on the outside of the envelope at the top near each edge. The envelope is to open to the right. Each label shall have the following information typed:

Left side label

LAST NAME, First Name
(all bold caps)

TDCJ #
SID #

Right side label

Date sent (from unit)

Unit code: (initials)
Tracking status (If applicable)
PRJ Date:

- B. The release packet should contain the following appropriate documents:
1. E-37A, Street Ready Snapshot Profile (Two [2] copies with RIO staff signature & date);
 2. Driver License (if applicable);
 3. Birth Certificate (if applicable);
 4. Social Security Card (signed);
 5. Military Records DD-214 (if applicable);
 6. Selective Service Registration paperwork (if applicable);
 7. Work-In-Texas Employment Application;
 8. GED, College Diploma and Other Educational Certificates; and
 9. Vocational and On-the-Job Training (OJT) Certificates.
- C. When finalized, the packets shall contain:
1. An E-37A, Street Ready Snapshot Profile with all of the original documents stapled and given to the participant upon departure from the TDCJ.
 2. A second E-37A with copies of all the original documents stapled to it, shall be given to the Parole Officer, if releasing under supervision. If not releasing under supervision, send the second E-37A without copies of documents.

- D. If the unit Project RIO office receives any documents after the release packet has been sent to the Huntsville Placement and Release Unit office, the documents shall be mailed to Huntsville Placement and Release Unit with a new E-37A reflecting the new document.
- E. A copy of all paperwork sent out shall be maintained in the participant file, which shall be shredded one (1) year after release.
- F. The release packet is to be mailed within five (5) working day of the exit interview to the Huntsville Placement and Release Unit office. In the event the offender's release date drastically changes, Huntsville Placement and Release Unit office staff shall determine if the packet should be returned to the offender's unit of assignment.

II. ACCESSING RELEASE INFORMATION FOR INSTITUTIONAL UNITS AND TRANSFER FACILITIES

- A. Unit Project RIO staff shall utilize the WSD Project RIO computer program for accessing the Projected Release Report, as well as by checking the offender's release date or parole approval dates to assist in determining which participants should have exit interviews.
- B. It shall also be necessary to manually check, the TDCJ Mainframe release information utilizing the releasing reports found at TP00, TD00 and INFOPAC.

1. TP00

- a. Go to the TDCJ Mainframe (CICS screen), type "**TP00**" <enter>;
- b. On the TP00 screen at the transaction select "**02**"; at the TDCJ or SID number line type in "**t**"; at the option line select "**T**"<enter>;
- c. The ITP Report Selection Menu should appear;
- d. On this screen type in your "**Unit Code**"; then type in code (example **); tab to Enter Report Type and select "**06**"; tab once to Sort By and select "**02**";
- e. Following Sort By will be (PART CD **) tab to the ** and type in "**PE**" on the asterisks;
- f. Select "**3**" for Enter Needs, then tab once and select "**0**" at the Enter Program;
- g. On the next line enter an asterisk at the Enter Status; tab once and enter another asterisk at the Enter End Date;
- h. Press enter and wait a few minutes, the computer will ask for a printer code, enter your printer code and press enter;

- i. A report of Project RIO offenders releasing will appear by date of release; and
- j. This will be the list to determine dates offenders are to be released.

2. **TD00**

- a. Go to the TDCJ Mainframe (CICS screen), type in “**TD00**”<enter>;
- b. On the TD00 screen type in “**PO**” <enter>;
- c. On the next screen enter in the desired dates at the **DEP.DATE FR:** / / **TO:** / / ; tab to **CU:** enter unit code; tab to **SSI:** enter “**4**”<enter>;
- d. After the report is processed press **PF9** to print the report list; and
- e. This list will show all Project RIO participants scheduled to be released during the desired dates entered. It should be reviewed on a daily basis to ensure the releasing process has already been completed.

3. **INFOPAC – Parole Certificate Issued List**

- a. Go to the TDC Mainframe (CICS screen), type in “**info**”<enter>;
- b. On the Viewing Menu screen type in **PDKAR019AC**<enter>;
- c. On the REPORTS screen tab down to PDKAR019AC PARL CERT ISSUED WITH ‘PE’ ON PROJECT RIO and enter “**S**”<enter>;
- d. On the REPORT VERSIONS screen tab down to the desired date, enter “**S**”<enter>; and
- e. On the REPORT SECTION INDEX screen enter “**S**”<enter>.

C. Use these lists to determine when to conduct exit interviews. These lists may also assist in determining when a Project RIO participant has left the system.

D. **Be advised the information on these lists are not to be shared with offenders or other TDCJ/WSD staff.**

III. STATE JAIL AND SAFP FACILITIES

- A. Project RIO staff shall give the releasing unit classification office the release packet of the state jail confinees and SAFP offenders who are participants. State jail and SAFP release packet documents shall be placed in an envelope with the participant's name, TDCJ number, release date and Project RIO listed on the outside of the envelope. The release packet should contain the following appropriate documents:
1. E-37A, Street Ready Snapshot Profile (with RIO staff signature, unit & date);
 2. Driver License (if applicable);
 3. Birth Certificate (if applicable);
 4. Social Security Card (signed);
 5. DD-214, Military Record (if applicable);
 6. Selective Service Registration paperwork (if applicable);
 7. Work-In-Texas Employment Application;
 8. GED, College Diploma and Other Educational Certificates; and
 9. Vocational and OJT Certificates.
- B. This release packet/paperwork shall be given to the participant upon release. A copy of all paperwork sent out shall be maintained in the participant file, which shall be shredded one (1) year after release.
- C. Transfer status offenders who release from State Jails shall have their packet sent to HPRU three months prior to release.

IV. ACCESSING RELEASE INFORMATION FOR STATE JAILS

- A. Unit Project RIO staff shall utilize the WSD Project RIO computer program using the Projected Release Report, as well as by checking the participant's release date or parole approval dates to assist in determining which participants shall have exit interviews.
- B. It shall also be necessary to manually check the TDCJ Mainframe release information daily utilizing the releasing reports found at SJ00 and INFOPAC. The steps below shall be used to view this information:
1. Go to the TDCJ Mainframe (CICS screen), type in "**SJ00**"<enter>;
 2. At the next screen select "**SB**" <enter>;
 3. Then at the next screen enter the **unit code**<enter>;
 4. This will produce a list of the offenders from the selected unit showing the release date;
 5. Hit "**F8**" until release date is within four (4) months. This will show what offenders that need to be preparing for release; and

6. If an offender has a detainer a “Y” will appear on the far left side of the screen. Check the detainer screen to determine if this information is still correct.
- C. The SJ00 will list all offenders scheduled to be released during the desired dates selected to review. This list shall be re-generated on a daily basis to ensure the releasing process has already been completed for an offender.
- D. Use these lists to determine if any participants have been missed that should have had an exit interview. These lists may also assist in determining when a participant has left the system.
- E. **Be advised the information on these lists are not to be shared with offenders or other TDCJ/WSD staff.**

V. **RELEASING TRACKING FILES**

- A. If the participant is still in the WSD Project RIO computer program, then standard procedures, as previously described in this section shall be followed.
- B. Review those participant files placed in tracking once every two (2) weeks.
- C. If a participant leaves the unit on a bench warrant, the file is to be tracked until one (1) of the following occurs:
 1. The participant is either reassigned to the unit or is assigned to a facility with Project RIO Staff. If the participant is assigned to a facility with no Project RIO staff, continue to track the participant bi-weekly.
 2. The participant is released while on a bench warrant.
 3. If an offender has been gone on a bench warrant for six (6) months or more contact Huntsville Placement and Release Unit for instructions as what to do with release packet.

VI. **PROCEDURES FOR PARTICIPANTS WITH DETAINERS**

Files for participants with a detainer at time of release shall be held in the tracking file one (1) year before shredding, unless it can be determined when and where the participant is released. During that year, files should be reviewed at least once every two (2) weeks checking the “J” screen to determine if the participant has been assigned a parole plan and district that would indicate they have been released. Then the following procedures shall be followed:

- A. Participant shall be counted as released; and
- B. Any documents or certificates shall be forwarded to the participant’s document forwarding contact.

VII. PROCESSING FILES OF DECEASED PARTICIPANTS

If an Project RIO participant passes away while incarcerated, Project RIO staff shall close the file and follow TDCJ procedures for processing participants property including employment documents and other personal items in the participant's RIO file as instructed by A.D. 3.29.

VIII. MAINTAINING RELEASED FILES

All participant files are to be maintained on the unit for one (1) year after the participant's release and are to contain copies of the following:

- A. E-37A, Street Ready Snapshot Profile;
- B. IEP;
- C. Driver license or birth certificate, Social Security card, DD214 or Selective Service registration;
- D. Work-In-Texas Employment Application; and
- E. All other Achievements and Certificates.

All Project RIO files maintained in the Project RIO office are classified as convenience copies and shall be destroyed after one year following the participant's release without documentation as stated in the WSD Records Retention Schedule. (Refer to page 2 or 3 of these operating procedures for accessing Records Retention information)

CHOICES WORKBOOKS:

CHOICES is a workbook series program designed for group or self-study. The purpose of this program is to provide participants with goal setting and life skills training to aid reentry into the "free world." The Workforce Specialist shall facilitate the completion of all three (3) workbooks. *CHOICES* consists of three (3) independent modules on the following topics:

I. MAKE THE RIGHT CHOICES

VOLUME I challenges the participants to begin examining attitude and values. Participants are also encouraged to become self-motivated, set employment goals and begin to put forth sincere efforts to achieve those goals.

II. PRACTICE THE RIGHT CHOICES

VOLUME II includes practical tips on selecting a place to live using the positive support systems available to participants, obtaining employment documents, getting a driver license and learning how to develop an effective job search plan.

III. LIVE THE RIGHT CHOICES

VOLUME III is all about the job search itself, with guidance on how to dress for success, interviewing hints and how to keep a good job once you have landed it.

IV. ORDERING CHOICES WORKBOOKS

The *CHOICES* workbooks can be ordered from the Huntsville Unit Media Center by e-mailing Mr. Bob Cox @ BCO3171 via Mainframe e-mail or bob.cox@wsdtx.org. Books may be ordered once a month with a limit of 75 books for institutional units and transfer facilities and 150 books for state jail and SAFP Facilities. Units may order all 75 or 150 of one (1) volume if necessary.

UNIT JOB PLACEMENT:

I. VERIFIED PAST WORK EXPERIENCE

- A. Workforce Specialists shall be responsible for identifying the unit job placement for all Project RIO participants completing WSD CTE or college vocational training and those with verified past skilled work experience. Verifying past skilled work experience for a participant shall be accomplished by contacting the previous employer and obtaining any of the following:
 - 1. Letter from employer;
 - 2. W-2 tax form; or
 - 3. OJT or industry certification.
- B. If the above is unavailable, a telephone call to the employer that verifies the participant's former employment shall be accepted and listed on the IEP as past work experience.
- C. It is important that participants enhance vocational training with actual "hands on" experience in a work position within a field related to the participant's training.
- D. Workforce Specialists are responsible for coordinating the placement of Project RIO vocational completers and participants with verified past skilled work experience by distributing the names and numbers of the participants to the unit classification office. Workforce Specialists can obtain information regarding vocational completers from two (2) sources: 1) Contact the WSD and college instructors to obtain the names and numbers of participants who have recently completed CTE/Vocational Trades; and 2) Produce a trades completion report that lists completers of specific training. Workforce Specialists are then to go into the WSD Project RIO computer program and in the comment section select "W" for work referral. The comment shall state which department the work referral was to and what the job is, such as: "IOC was sent to unit classification for a welding job placement in unit maintenance."
- E. Workforce Specialists shall consider not only unit of assignment when performing this task, but look system-wide to match job vacancies with appropriately trained offenders. See AD-04.18, "Offender Jobs: Assignments, Job Descriptions, Selection Criteria, Work Programs and Supervision" for additional information regarding offender job placement.

II. ON-THE-JOB TRAINING

- A. Workforce Specialists shall be required to follow the OJT procedure as described in AD-04.18, "Offender Jobs: Assignments, Job Descriptions, Selection Criteria, Work Programs and Supervision." Detailed instructions may be found in the *ON-THE-JOB Training Program, Purpose & Procedure Manual* produced by WSD (HD-17002).

- B. Offender eligibility requirements are listed in AD-04.18 and are the responsibility of the TDCJ job supervisor to determine if an offender meets the necessary requirements. Selection and placement into the OJT program shall be available only to eligible offenders as noted in AD-04.18. The TDCJ job supervisor shall be responsible to check an offender to ensure the offender is eligible to participate in an approved OJT position on the unit, as well as have the offender assigned to the approved OJT position. (Refer to page 2 or 3 of these operating procedures for accessing additional OJT information)
- C. To earn credit the offender must complete six (6) months of continuous training, complete all the activities and master the objectives. The TDCJ job supervisor shall monitor the offender's progress throughout the duration of the job assignment. The TDCJ job supervisor shall complete the evaluation rating on the Individual Training Plan and submit the completed form to the Workforce Specialist as soon as the offender completes the training.
- D. Workforce Specialists shall:
1. Maintain master training plans for unit use.
 2. Enter data of OJT completers:
 - a. Check computer records to verify the offender is eligible for the certification;
 - b. Review the completed Individual Training Plan to ensure it is completed properly, if not return to the TDCJ job supervisor for corrections; and
 - c. Use the completion date found in Block VI of the Individual Training Plan and Completion Record form for entering information into the computer.
 3. Provide OJT certificates upon completion.
 4. Return signed certificate to job supervisor, if not in Project RIO.
 5. Maintain copies of Individual Training Plan and Completion Record and a signed copy of the OJT certificate in the Project RIO participant file.
 6. Maintain copies of non-Project RIO participant OJT documents for one (1) year in a separate filing system and have available for review upon request.

UNIT CAREER AWARENESS DAYS:

I. CAREER AWARENESS DAYS

- A. Project RIO and WSD staff shall organize and conduct a minimum of two (2) Career Awareness Days on institutional units and a minimum of four (4) Career Awareness Days on state jail and SAFP Facilities per WSD fiscal year. If Project RIO staff covers more than one (1) unit, each unit shall still be required to hold the required two (2) or four (4) Career Awareness Days. It is important to meet with the Principal and other school staff and seek assistance, cooperation and suggestions as plans are being made for the Career Awareness Days.
- B. Career Awareness Days shall include as many Tier III Project RIO participants as security, Project RIO and WSD staff can safely accommodate. Other offenders may attend, but Tier III Project RIO participants shall be first priority. The Career Awareness Days may take place in the gym, chapel, visitation area or school depending upon security approval.
- C. Whenever possible, Career Awareness Days should include several speakers and guests such as employers and employment placement recruiters. Organizations and agencies such as the local Workforce Center staff, Department of Assistive and Rehabilitative Services (DARS), DPS, field parole officers and local law enforcement agencies may be invited to Career Awareness Day. Employers that attend need educating so they will know how our offenders are trained and what skills they possess so that offender employment needs can be met. Career Awareness Days are a great opportunity to ask elected officials, such as State Senators and Representatives, to attend. Successful ex-offenders may also attend if approved by the Warden. All visitors attending Career Awareness Days must receive prior approval by the Warden and follow all security policies regarding access and protocol while on the unit (see ED-02.19, "Access to Premises").
- D. When scheduling a Career Awareness Day be sure to e-mail Project RIO Administration at project.rio@wsdtx.org or BMO9175 and the Regional Administrator's Office with the date and presenters scheduled to attend. After the Career Awareness Day is completed, please have the free world employers or placement recruiters complete the Project RIO Career Day Employers Survey form (RIO-18), available through the media center. Please truck mail all completed survey forms to the Project RIO Administration Office.

II. MEDIA APPROVALS

All broadcast media or newspaper/magazine contacts are to be communicated and coordinated through WSD Communication Coordinator at (936)291-5307 or through Outlook e-mail. Please do not contact the media directly or invite visitors to the unit or school facility without first contacting the WSD Communication Coordinator. Please allow at least one (1) week for approvals to be coordinated.

III. EMPLOYMENT CONTACTS

- A. In an effort to develop points of contact within the community for participation at Career Awareness Days, it may be necessary to spend some time visiting employers, employment placement recruiters and other agencies. Whenever the Workforce Specialist leaves the unit during working hours to make an employer/recruiter visit, the Principal must first approve such a trip. It is expected that the Workforce Specialist shall maintain a file/record of all visits made as well as persons contacted. The Workforce Specialist shall also send a brief IOC to the Project RIO Administration Office describing the visit and objectives accomplished.

- B. When attending regular organizational meetings the Workforce Specialist must first have the Principal's approval. It is expected that a brief IOC shall be sent to the Project RIO Administration office on a quarterly basis explaining the objective of the meeting and what benefits are being met by attending. The Workforce Specialist may attend Career Awareness Days at nearby units, with the Principal's approval and if unit workload is up to date.

EMPLOYMENT PRIOR TO RELEASE:

Companies and employment placement recruiters shall be allowed to enter TDCJ units and interview offenders for the purpose of post release employment. Each company shall submit a request to the WSD Workforce Development Coordinator prior to entry onto any TDCJ unit. The Workforce Development Coordinator shall research the background of the company and provide written approvals for access to TDCJ offenders.

I. EMPLOYMENT INTERVIEWS

- A. When Project RIO and/or WSD staff schedules interviews with companies and/or employment placement recruiters the offenders shall meet the requirements of an individual company. Offenders should not be more than 60 days from release. Offender information concerning vocational training, OJT completions, prior work history and unit job assignments shall be reviewed and documented by the staff prior to the interviews taking place.
- B. All offenders scheduled for job interviews with employers or employment placement recruiters shall be coordinated through the Workforce Development Coordinator prior to the day interviews are to occur. Project RIO and WSD staff shall not guarantee any employment opportunities to offenders while incarcerated or after release from prison.
- C. Once a company and its staff has been approved for interviewing offenders the Workforce Specialist shall:
 - 1. Identify and screen offenders eligible to be interviewed for employment placement.
 - 2. Facilitate one-on-one interviews between the company staff and approved offenders.
 - 3. Provide the company with the following offender information:
 - i. Name;
 - ii. TDCJ Number;
 - iii. Offense;
 - iv. Projected Release;
 - v. Training and Certifications; and
 - vi. Prior Work History.
- D. Project RIO staff shall not provide the Company's name, address, or phone number to offenders. Interviewing companies are responsible to set-up any follow-up offender contacts.

II. EMPLOYER/EMPLOYMENT PLACEMENT RECRUITER SECURITY CLEARANCE

- A. Employers and employment placement recruiting companies shall be permitted to enter TDCJ units for the purpose of interviewing offenders for possible employment opportunities. Before access to units is allowed, company personnel must complete security screening requirements as determined by TDCJ/WSD.

All company personnel accessing the unit must complete and submit to the Workforce Development Coordinator a Security Clearance Form (RIO-19). If there are convictions, the official disposition for each charge must accompany the Security Clearance Form. These documents may be sent by fax or U.S. mail.

- B. The WSD Human Resources Department shall conduct the security check based on the Security Clearance Form information, and the Workforce Development Coordinator shall receive the results of the individual's security clearance (either "cleared" or "not cleared"). If the individual is not cleared, the WSD Human Resources Department shall notify the company employee in writing what steps need to be taken to obtain clearance.
- C. Once cleared, the Workforce Development Coordinator or Workforce Specialist shall provide the approved company employee a copy of the "Directions for Contracted Personnel Booklet" and have the individual sign the Employer/Employment Placement Recruiter Release Agreement (RIO-20). A copy of the release agreement must be sent to the Workforce Development Coordinator. The Workforce Development Coordinator shall permanently maintain each release agreement and Security Clearance Form.

PROJECT RIO STAFF TRAINING/SUPERVISION:

I. TDCJ ANNUAL SECURITY TRAINING

- A. The Workforce Specialists and clerical staff are required to attend TDCJ specified annual security training. The Workforce Specialists are required to attend the annual 40 hour supervisor/non-supervisor training. The clerical staff is required to attend the annual 16 hour staff survivor workshop training. The Warden, in collaboration with the Principal and unit Human Resources staff, shall determine the specific times and location for the training.
- B. Because Project RIO staff is required to attend TDCJ annual security training, they are no longer required to participate in WSD in-service sessions, which pertain to security issues. The Principal shall have the discretion to decide if Project RIO staff shall attend non-security related WSD in-service or staff development sessions.

II. HUMAN RESOURCES TOPICS FOR SUPERVISORS TRAINING (HRTS)

Workforce Specialists who supervise clerical staff are required to attend HRTS training conducted by the TDCJ. The training is a two and a half (2½) day session required within the first 180 days of a person becoming a supervisor with the TDCJ. The training is required to be attended only once and shall be coordinated through the unit Human Resources office. The training is held regionally and is offered several times during a year. Therefore, staff shall ensure that it does not conflict with any other required Project RIO or WSD in-service or staff development when scheduling HRTS training.

III. NEW APPLICANT PROCESSING

- A. The applicant, newly employed as an Administrative Assistant IV – RIO Workforce Specialist, shall attend a new hire orientation at the designated TDCJ new hire site as determined by the WSD Human Resources. The new employee shall report to the WSD Human Resources and Project RIO, WSD Administration Building, Huntsville, for further pre-service training on the first available training date of the month.
- B. The applicant, newly employed as a Clerk II – Project RIO, shall attend a new hire orientation at the designated TDCJ new hire site as determined by the WSD Human Resources. The new employee shall report to the WSD Human Resources and Project RIO, WSD Administration Building, Huntsville, for further pre-service training on the first available training date of the month. The new clerical employee may receive Project RIO Program training from the unit Administrative Assistant IV – RIO Workforce Specialist or by staff from a unit in close proximity. The training shall be under the direction of the WSD Division of Continuing Education and the Principal.

IV. TDCJ EMPLOYEE TRANSFERRING OR PROMOTING TO TDCJ PROJECT RIO POSITION

- A. A TDCJ employee transferring or promoting to an Administrative Assistant IV – RIO Workforce Specialist position may be scheduled for WSD security training. The

WSD Human Resources and Administrative Project RIO staff shall determine if WSD security training is required for the employee based on prior training and previous TDCJ positions held. The new employee shall report to the WSD Human Resources and Project RIO, WSD Administration Building, Huntsville, for Project RIO Program Pre-service Training on the first available training date of the month.

- B. A TDCJ employee transferring or promoting to a Clerk II – Project RIO position shall report for WSD training to the WSD Division of Continuing Education, Project RIO WSD Administration Building, Huntsville, on the first available training date of the month.. The clerical employee may receive Project RIO Program training from the unit Administrative Assistant IV - Project RIO Workforce Specialist or by staff from a unit in close proximity.

V. WSD EMPLOYEE TRANSFERRING OR PROMOTING TO TDCJ PROJECT RIO POSITION

- A. A WSD employee transferring or promoting to an Administrative Assistant IV – Project RIO Workforce Specialist position shall report for WSD training to the WSD Division of Continuing Education, Project RIO, WSD Administration Building, Huntsville, on the first available training date of the month.
- B. A WSD employee transferring or promoting to a Clerk II – Project RIO position shall report for WSD training to the WSD Division of Continuing Education, Project RIO WSD Administration Building, Huntsville, on the first available training date of the month.. The clerical employee may receive Project RIO Program training from the unit Administrative Assistant IV – Project RIO Workforce Specialist or by staff from a unit in close proximity.

VI. SUPERVISION/DISCIPLINE OF PROJECT RIO STAFF

- A. For the in-prison component of the program, Project RIO is supervised by the WSD. The Project RIO Administrator oversees Project RIO and reports to the WSD Division of Continuing Education. The Project RIO Workforce Specialists are under the direct supervision of the Principals. The Workforce Specialist is the direct daily supervisors of the unit Project RIO Clerks.
- B. The Principal shall schedule hours of work and shall approve all requests for any Project RIO staff leave within TDCJ time reporting policies. The Principal shall also be responsible for the completion of the Project RIO Annual Performance Evaluation as the “Rater” for the Workforce Specialist and the “Reviewer” for Project RIO clerical staff. The Project RIO Program Administrator shall be the “Reviewer” for the Workforce Specialist.
- C. The Principal shall be the disciplining authority for the Workforce Specialist. The Principal in conjunction with the Workforce Specialist shall be the disciplining authority for Project RIO clerical staff. The WSD disciplinary process and procedures shall be followed for all Project RIO staff.

- D. Workforce Specialists and paraprofessionals may not serve as substitute teachers during their regular workday and are not authorized to sign class rosters. However, the Principal may utilize Project RIO staff in rotation with other staff assigned to the Education Department, on a temporary basis to cover a class until the teacher or substitute is present (e.g., restroom break, emergency illness or late arrival).

OVERTIME POLICY:

Workforce Specialist and clerical staff positions are classified as non-exempt positions. Project RIO staff shall not be approved to work overtime hours except as deemed necessary and approved by the Principal and Project RIO Administrator. The Project RIO staff shall receive the Principal's approval first and then e-mail the Project RIO Administrator for concurrence. The Project RIO Administrator shall e-mail both the Project RIO staff and the Principal the approval or denial. In the event of a security-related emergency and overtime hours are worked, Project RIO staff shall forward an e-mail to the Project RIO Administrator detailing the circumstances surrounding the situation that caused the overtime worked. The Principal's approval must be indicated on the e-mail. Regardless of the situation, it is important to remember if overtime hours are worked prior to the end of the 40-hour week cycle, the overtime hours shall be taken off rather than accumulate more than 40 hours. (Refer to page 2 or 3 of these operating procedures to access information on Administrative Directive 7.01 and Personnel Directive 91)

TRAVEL REGULATIONS FOR PROJECT RIO STAFF:

I. GENERAL TRAVEL PROVISIONS

- A. Travel regulations for Project RIO staff are the same as for all other state employees. It is the responsibility of all Project RIO employees to operate within these regulations and to limit their travel to necessary trips for official business only. Planning of travel should take into consideration the most economical means of accomplishing the authorized purpose.
- B. Falsification of information provided on travel documents could result in a felony criminal charge (falsification of a government document) being filed, as well as Windham taking disciplinary action against the Project RIO employee.
- C. The travel auditors are authorized to challenge any questionable costs that appear on travel vouchers. Each Department Head/Supervisor is responsible for the claim adhering to regulations at the time of the voucher is approved. A supervisor shall plan the travel of staff to achieve maximum savings and efficiency. The travel expenses must be the lowest possible considering all relevant circumstances. When traveling to Huntsville please refer to the *Huntsville to Units Travel Chart* (Refer to page 2 of these operating procedures for instructions to access the RIOInformationOnly file) listing the time and mileage from each unit to the WSD Administration office as a guide to assist in the planning of a trip. Project RIO staff should look at the fourth column to assist them in determining the time a trip may require.
- D. When planning a trip Project RIO staff shall meet with their supervisor to assist them in deciding how much time will be needed to be scheduled for the entire trip. At times the discretion of the Project RIO Administrator may be needed to help in deciding the appropriate time required for a schedule trip. When scheduling time away from the unit of assignment the TDCJ/RIO overtime policy shall be followed in that the staff is expected to work a 40 hour work week which will include the approved travel time. An example of this would be when a Project RIO staff member must travel two hours to a meeting starting at 1:00 p.m., it would be expected the employee would work two hours before leaving the unit at 10:00 a.m., take an hour for lunch, and then arrive at their destination in time for the meeting.
- E. The *Huntsville to Units Travel Chart* should also be used as a guide to determine the proper amount of time needed to travel to other meetings such as Regional WSD In-Service meetings, Project RIO meetings or TDCJ Annual Security Training. Project RIO staff should use the same standards for establishing the number of hours necessary to be away from the unit traveling. (Refer to page 2 or 3 of these operating procedures for additional information regarding travel and by accessing the TDCJ Website)

II. TRAVEL VOUCHERS

- A. A travel voucher must contain a statement identifying point-to-point travel and the purpose of the trip. All trips must be justified as the “How to travel benefited the State”. This justification will include where you went, whom you saw and why. Travel expenses are reimbursable only if the purpose of the travel clearly involves official state business and is consistent with the legal responsibilities of Project RIO. Travel expenses incurred for personal reasons are not payable or reimbursable. (i.e. repairs to personal vehicle, medical expenses if you become ill, etc.)
- B. Seminars and conferences must have prior approval of the Continuing Education Division Director. An employee may be reimbursed for registration fees for a conference or seminar with the approval of the Continuing Education Division Director. A copy of this approval must be attached to the voucher.
- C. In cases where more than one individual has submitted a travel voucher for reimbursement of expenses for the same or similar travel occurrence, the number of individuals on travel status must have been necessary to execute the same business conducted. Justification must be included on the voucher.

III. TRAVEL REGULATIONS

- A. A cancellation charge related to a transportation expense that was paid in advance to obtain lower rates (e.g., non-refundable airline tickets) that is incurred because the employee was unable to use the transportation due to illness or personal emergency may be paid or reimbursed. The intended official state business and the reason for the cancellation must be included on the voucher. Employees are encouraged to utilize non-refundable airline tickets when possible instead of full price tickets if the cost is less than the contract.
- B. An Employee may be reimbursed for travel expenses incurred to attend the funeral of another state employee, board member, or member of the legislature. Approval by the Division Director is required.
- C. Corporate Credit Cards are available through a statewide contract to state employees who must travel frequently. These cards are to be used only for official Project RIO business. Card usage will be monitored to ensure proper use. Abuse of the credit card will result in loss of the privilege and may result in disciplinary action. Any employee who anticipates traveling more than three (3) times a calendar year should consider requesting to obtain a corporate credit card.

IV. IN-STATE TRAVEL

- A. When traveling overnight, an employee is entitled to actual cost of meals not to exceed \$36 and actual lodging not to exceed \$85 per day. The first and last day meal allowances are limited to the chart for one-day trips. A commercial lodging receipt is required. Project RIO staff are not exempt from state hotel occupancy taxes in Texas.

- B. Lodging receipts are required and the receipt must show a daily itemization with a \$0.00 balance. If the receipt does not show a \$0.00 balance, you must show proof of payment with a credit card slip or cancelled check. The lodging receipt must have the establishment's name and address along with the employee's name. Altered lodging receipts will not be acceptable. If an original receipt is lost, a copy of the receipt or a copy of the cancelled check or credit card slip may be submitted. The voucher must state that the original receipt was lost.

Leave Hdq. Before	Or Arrive Back at Hdq. After	Off the Unit Overnight Meals	Daytrip Meals
5 a.m.	7 a.m.	\$8.00	\$8.00
11 a.m.	1 p.m.	\$11.00	\$11.00
5 p.m.	7 p.m.	\$17.00	\$17.00

- C. An employee may be reimbursed for travel expenses incurred as a result of attempting to conduct official state business if (1) a natural disaster or occurrence happens or (2) the employee becomes ill or has a personal emergency. Documentation must be included with the voucher.

V. PERSONAL VEHICLES

- A. The standard mileage rate is 48.5 cents per mile. For employees to claim personal mileage, they must have checked prior to travel for a state vehicle. If there is not a vehicle available, a "Non-Availability of State Vehicle" form must be signed and attached to the travel voucher. (Required by Project RIO not by state travel auditors). In addition the employee must drive their own vehicle to claim mileage for reimbursement.
- B. The Electronic Mileage Guide is the official state mileage guide. The guide can be used to determine mileage between points. Mileage not listed in the guide can be computed by using your odometer and listing each location by its physical address (P.O. Boxes and Rural Routes are not acceptable addresses). Mileage between TDCJ-ID units can be determined by accessing the Electronic Mileage Guide. "TDCJ" must precede the unit name. (i.e. TDCJ-Beto)
- C. Parking expenses and toll road fees in personally owned or leased vehicles when on official State business are reimbursable. These expenses must be itemized daily and receipts are required. (Required by Project RIO not by state travel auditors).
- D. If coordination of travel has been determined as infeasible by the Principal, a written statement must be attached to each employee's travel voucher.

- E. Travel reimbursement for new hires will begin at 8:00 a.m. the first day of their employment. Approval from the Project RIO Administrator for the appropriate number of days required for pre-service orientation should be attached to the travel voucher. If the new hire is a TDCJ transfer, they may be reimbursed for expenses incurred from their point of departure to their return to headquarters provided they follow all travel regulations.

VI. LODGING

- A. When Project RIO staff share a motel room, an employee may be reimbursed for his/her share of the lodging expense not to exceed the maximum lodging rate. Each employee must submit a travel voucher. If only one of the persons sharing double occupancy lodging is a Project RIO employee, the single occupancy rate must be claimed for reimbursement (unless it exceeds the double occupancy rate). If all persons sharing the lodging are Project RIO employees, the amount each employee can be reimbursed is the rate divided by the number of employees.
- B. Often with shared lodging, the employee listed on the lodging receipt is different from the employee named on the voucher. This lodging receipt is acceptable for the employee not named if any one of the following forms of proof of payment is attached to their voucher;
 - 1. Their own credit card receipt showing payment at the hotel.
 - 2. Their own cancelled check showing payment at the hotel.
 - 3. A receipt from the other employee who paid the entire bill up front and took payment from the employee not listed on the hotel receipt.
- C. Rules for in-service include:
 - 1. No overnight stay if headquarters or home is 75 miles or less from in-service location.
 - 2. No per diem allowed if headquarters or home is the location of the in-service.
 - 3. Windham and RIO carpool.
- D. The Internal Revenue Services has ruled that partial per diem for meals on one day trips is taxable as additional income. Partial Per Diem Vouchers for meals for one day trips should be submitted to the Business Office once every three (3) months or once a month if the voucher exceeds \$50.00 with the following exceptions.
 - 1. All travel for a given year should be turned in at the end of August even though it does not meet the three (3) month or \$50.00 criteria.
 - 2. Receipts are required for Partial Per Diem.

- E. The Business Office will forward these vouchers to the payroll Department for processing the income tax deductions. All other expenses incurred for one day trips must be submitted to the Business Office on a separate voucher. Travel other than Partial Per Diem should be submitted monthly. A claim for travel expenses submitted later than two (2) months after the end of the fiscal year in which the travel took place will not be considered valid.

- F. Actual costs for meals may not exceed \$36.00 per day on a one day trip. The employees must be away from headquarters for at least six hours. (Midnight \$5 only applies to all night duty.) Each employee is entitled to two free meals per shift when in travel status. Therefore, he/she is not eligible to claim meals eaten on the unit.

PROJECT RIO PROGRAM REVIEW:

I. PROGRAM EVALUATION

The Project RIO unit level programs shall undergo periodic reviews for operational efficiency and effectiveness. In order to accomplish an effective evaluation process, Project RIO Administration shall use a Standardized Operational Checklist (RIO-21) that provides the Workforce Specialist with a list of items the Project RIO Administrative staff shall use as a guide when visiting units.

II. EVALUATION PROCEDURES

The staff shall review the items below to evaluate the accuracy and effectiveness of the Project RIO Program on each unit. The staff shall also provide assistance and training to the Workforce Specialist whose work is reviewed.

- A. All Project RIO participant files shall include the following:
 - 1. Computerized IEP updated annually or whenever comments have been added, or when the participant has been placed in tracking or transferred.
 - 2. Social Security card, DD214, Selective Service registration, certified/copy birth certificate and/or driver license (if applicable). If documents have not been obtained, copies of the necessary paperwork requesting the documents shall be kept in the file.
 - 3. A Work-In-Texas Employment Application shall be completed with company's name, job duties and skills, and the application shall be reviewed or updated quarterly.
 - 4. OJT Individual Training Plan and Completion Record form and a copy of certificate.
- B. Participant reviews completed on time.
- C. Participants in WSD academics, Changes, CTE and college vocational programs are enrolled in Project RIO, if all eligible criteria is met for the Project RIO Program.
- D. Mandatory Career Awareness Days held.
- E. ITP kept updated to reflect reviews.

Example Tier III

Quarterly		Bi-Monthly	
Review 02/07	Next Review 05/07	Review 02/07	Next Review 04/07

- F. The OJT Individual Training Plan and Completion Record form is in the appropriate file for OJT completers. Section VI of the form shall be reviewed to ensure the date of completion for the participant matches the EDIC Achievement “C” screen date.
- G. Monthly reports are submitted on time (see Reporting Section for report due dates).
- H. The Offender Employment Report is due the last working day of the month to Project RIO Administration via EMS.

REPORTING:

All reports shall be submitted to the Project RIO Administrative Office via Outlook e-mail to Project.RIO@wsdtx.org.

I. OFFENDER EMPLOYMENT PRIOR TO RELEASE REPORT

The Workforce Specialist shall report participants who have the opportunity to secure employment prior to release. This report shall be submitted by e-mail on the last working day of the month. Each unit is to e-mail a monthly report even though some or all of the categories could be blank. This report shall include:

- A. Offender Name;
- B. TDCJ Number;
- C. Unit;
- D. WSD/College Training;
- E. OJT Training;
- F. Prior Related Training;
- G. Employer Name; and
- H. Job Title of Offender.

II. SOCIAL SECURITY CARD REPORT

The Workforce Specialist shall provide the names, TDCJ numbers and corresponding Social Security number for each participant received during each month. The report is to be provided by e-mail on a monthly basis.

III. CHOICES WORKBOOKS

The Workforce Specialist shall provide the number of *CHOICES* workbooks distributed during the month. This report is to be submitted by e-mail the last working day of each month. This report shall include offender name, number and the number of *CHOICES* workbooks distributed.

IV. QUARTERLY REVIEW REPORT

The Workforce Specialist shall run the Quarterly Review Report on the last working day of every month. If there are no delinquent quarterly reviews for the reporting period, the Workforce Specialist shall send an e-mail stating there are no delinquent reviews and truck mail the list with the Principal's initials.