


Chapter:	Conditional Release	Classification:	Public Document
Subject:	Superintendent's Release		
For:	Adult Correctional Facilities	 Authorized by Executive Director	


1. Policy

- 1.1 Sentenced individuals, except those who are also in custody pursuant to a remand or other similar order, may be approved for a superintendent's release provided they meet eligibility requirements in accordance with Policy and Procedures Subject No. 35.00.00, [General](#).
- 1.2 A superintendent's release may be approved for an individual
 - 1.2.1 to participate in an escorted work program on facility property but outside the secure perimeter
 - 1.2.2 to be escorted to participate in community-based programs or appointments for community reintegration purposes that support the individuals case management plan
 - 1.2.3 for humanitarian reasons, e.g., visiting a dying parent or to attend a funeral
 - 1.2.4 for medical reasons, where an individual requires hospitalization due to a significant medical condition, e.g., coma, end of life

2. Application Assessment

- 2.1 The case management officer will enter the application information under the "Conditional Release" menu "Superintendent's Release" on the Justice Enterprise Information Network (JEIN).
- 2.2 The case management officer will provide details for the application under the "comments" tab and will include any potential risk to public safety, and for applications
 - 2.2.1 specific to a work program on facility property, the individual's
 - 2.2.1.1 behavior and attitude
 - 2.2.1.2 program participation to date
 - 2.2.2 a humanitarian release, details regarding the relationship
 - 2.2.3 for medical reasons
 - 2.2.3.1 medical condition requiring hospitalization
 - 2.2.3.2 any information provided by facility health care regarding the application

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2.3 The case management officer will consult with facility Security Risk Departments (SRM) and/or the Local Intelligence Officer (LIO) to ascertain security/intelligence input regarding the application for a Superintendent's release. Should the need necessitate, local law enforcement and/or policing agencies may be notified of the potential release.

3. Review and Decision by Superintendent

3.1 Upon notification of the application, the superintendent will review the application and process the decision on JEIN.

3.2 The superintendent will provide written notification the case management officer regarding the decision within 5 business days unless another timeframe is required or requested in accordance with Policy and Procedures, 35.00.00, [General](#).

4. Unescorted Medical Release

4.1 In accordance with Policy and Procedures 35.00.00, *General*, a superintendent may approve an individual for an unescorted medical release for up to 72 hours as outlined in 1.2.3 of this policy. When this occurs, the superintendent will immediately inform the chief superintendent and director.


5. Notice to applicant

5.1 The superintendent will ensure the applicant is informed of the decision and copies of the JEIN approval/denial placed on the individuals' file.

6. Certificates for Temporary Absence

6.1 Once the superintendent's release is approved, a certificate for temporary absence will be prepared and authorized in accordance with Policy and Procedures Subject No. 35.14.00, [Certificates](#).

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7. Supervision/Escorts

7.1 Individuals released on escorted superintendent release will be monitored in accordance with Policy and Procedures, Subject No. 40.00.00, [Security Escorts Outside a Correctional Facility](#).

8. Suspensions and Revocations

8.1 Suspensions and revocations of a Superintendent's Release will be facilitated in accordance with Policy and Procedures, 35.16.00, [Suspensions and Revocations](#).

9. Standard Operating Procedures (SOP)

9.1 Superintendent's will establish local SOP for the administration of this policy.