Title
COMMUNITY RE-ENTRY CENTERS

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5 IC 11-10-8-1 *et seq.*	00-02-301 01-07-101 01-04-101 02-04-101 01-04-104 04-01-104	ACA: Standards for Adult Community Residential Services

I. PURPOSE:

The purpose of this policy and administrative procedure is to establish the development and delivery of services for Community Re-Entry Centers.

II. POLICY STATEMENT:

The transition of residents from incarceration to the community requires attention to relevant re-entry planning (i.e., appropriate housing, sustainable employment, reliable transportation, and positive social support systems) balanced against maintaining an appropriate level of supervision necessary to maintain public safety.

Community Re-Entry Centers (CRC) provide a variety of opportunities and case management services that will successfully link eligible residents to available resources within the communities to which they will return. CRCs shall adhere to the Policy 01-07-101, "The Development and Delivery of Re-Entry and Adult Case Management Services," and its administrative procedures.

The re-entry process utilizes a case management approach to prepare the resident for a successful return to the community. Case management coordinates and facilitates the resident's access to a variety of local resources, including employers, medical services, mental health or substance abuse treatment providers, family services, and faith-based organizations.

CRC's provide for a seamless delivery of supervision and care by continuing to address the needs identified on each resident's individualized Case Plan.

III. DEFINITIONS:

For the purpose of this policy and its administrative procedures, the following definitions are presented:

A. DEPARTMENT: The Indiana Department of Correction.

B. COMMUNITY RE-ENTRY CENTER: A community-based facility designated to house residents in the care and custody of the Department who are participating in a paid employment endeavor in the community in preparation for release into their home communities.

C. ESCAPE: Intentionally fleeing lawful detention.

D. FAILURE TO RETURN: Intentionally failing to return to lawful detention following an authorized leave;

IV. OPERATION OF COMMUNITY RE-ENTRY CENTERS:

A. Physical Plant:

CRCs offer a residential program in a Level 1 (minimum-security) correctional facility established in a community setting. The CRC will provide a safe and secure environment for residents to receive and practice their program, as well as for the safety of the community and staff. The facility provides housing to a rated capacity of residents and shall have a defined perimeter with access to meals, recreation and assigned details. All access to, and egress from, the facility is controlled by staff.

Each facility must comply with applicable federal and state health, sanitation, safety and fire laws, and shall be inspected in accordance with Policy 00-02-201, "Compliance with Federal and State Fire, Health and Safety Regulations." In addition, each facility shall provide, at a minimum, the following:

1. Proper waste disposal
2. Vermin and pest control
3. Resident access to adequate facilities for personal hygiene to include: temperature controlled showers, sinks, toilets/urinals.
4. A facility that is clean and maintained in good repair with a Housekeeping and Maintenance Plan in effect.

5. Documented sanitation and safety inspections conducted at least weekly and a Plan of Inspection established.
6. An Emergency Manual created and maintained which presents procedures for the Facility Emergency Plan, to include:

    a. Evacuation plans;
    b. Evacuation drills conducted monthly on each shift; and,
    c. All staff trained in the implementation of Emergency Plans and Fire Prevention plans.

7. The facility has a fire protection alarm system and automatic detection system. Fire protection equipment is located throughout facility.
8. Control of the use and storage of all toxic and caustic materials and ensuring all staff and residents are trained in their proper use.
9. Appropriate access to and use of keys, tools, and utensils, including the establishment of procedures for key and tool control.

All residents are required to maintain the overall sanitation of the facility. Residents will be assigned weekly details in the facility. These detail rosters shall be posted for all staff and residents and assigned with consideration of each resident's work schedule.

B. Staff:

1. Staffing:

    Staffing for a CRC shall be consistent with the rated capacity, physical plant and procedural needs of each facility. Each CRC shall submit staffing plans appropriate to its needs.

    CRC staff shall be able to perform, at a minimum, the following:

    a. Provide a safe, secure and structured environment affording residents the opportunity to benefit from the program.
    b. Provide guidance, information and assistance necessary to effectively identify and address risk factors and program goals.
    c. Assist each resident in the establishment of an effective release plan.
    d. Meet all statutory and procedural requirements for confined residents.
    e. Provide necessary medical treatment as required.

f. Provide food service to all residents.
g. Provide necessary administrative support functions such as fiscal and human resources responsibilities.

2. Training:

All new employees with resident contact shall receive orientation and training that includes 40 hours of on the job training at the CRC.

Aside from clerical staff, requiring a minimum of 16 hours of training annually, all staff with resident contact shall receive a minimum of 40 hours of training annually in accordance with applicable policies and procedures covering all mandatory topics.

A Training Plan shall be developed and reviewed annually.
In addition to the mandatory training provided upon employment and then annually, selected staff must be trained and proficient in the following areas:

a. Oracle Applications/ACMS
b. Resident Disciplinary Procedure
c. Resident Grievance Procedure
d. Adult Resident Release Procedures
e. Community Transition Program (CTP)
f. Parole and Probation Releases
g. Discharges
h. Release Plans
i. Court Ordered Releases
j. Staff Development
k. Resident Health Care

C. Policies and Procedures:

The CRC shall establish and maintain applicable policies and procedures as required. At a minimum, this is to include:

1. Post Orders;
2. Department policies and administrative procedures;
3. Required operational procedures;
4. Executive Directives;
5. Facility Directives;
6. Emergency Manual; and,

7. Medical Services Manual and Health Care Directives.

All policies and procedures shall be reviewed at least annually, and updated as necessary.

Restricted policies and procedures, the Emergency Manual, Post Orders and security related facility directives shall be kept in secured areas and not released to residents or the public. All non-security related procedures and directives shall be available to residents and the public for review.

D. Resident Classification:

If it is determined that a resident's placement is inappropriate for any of the following reasons, assigned staff shall initiate procedures for the immediate removal of the resident from the CRC.

1. Administrative Transfer

   a. Presents threat to the security of the facility
   b. Presents threat to the community – verified community concerns

2. Disciplinary Transfer

   a. DHB sanction
   b. Pending results of an Investigation
   c. Under the influence of drugs/alcohol

3. Medical Transfer/Reclassification

   Determined by Health Care staff to be medically classified other than an A or G; or mental health classification code is other than A or B; documenting medical or mental health problems requiring immediate treatment

A Transfer Report shall be approved by the Facility Head or designee and faxed immediately to the Central Office Division of Classification. If approved by the Division of Classification, a TRANSFER AUTHORITY shall be issued.

E. Resident Accountability:

It is the responsibility of all staff to account for all residents under their supervision at all times. Formal, emergency and census counts, as established in the facility's procedures shall be conducted.

The CRC shall provide written policy and procedures on resident accountability and security inspections.
The CRC shall have a comprehensive resident accountability program that ensures every resident is accounted for while in the facility, at work assignments, and in all other activities outside the facility. The CRC shall have a security inspection plan that provides a safe and secure environment for both staff and residents. The expected results are that continuous resident accountability and safety are maintained through a system of reasonable and accurate controls. The CRC shall develop procedures to control the introduction of contraband; ensure the facilities safety, security, and good order; prevent escapes; maintain sanitary standards; and eliminate fire and safety hazards.

The CRC shall be able to locate and verify the whereabouts of residents at all times. Written procedures shall be established to guide staff in meeting this requirement.

F. Escape/Failure to Return (Walk Aways):

An unauthorized absence shall be defined as a resident that fails to report to an approved destination while on leave.

The CRC shall develop procedures that will ensure the prompt detection of an escape, failure to return, or other unauthorized absence. It is a priority of the Department of Correction to demonstrate accountability for its Re-Entry Center program participants.

The Department shall be notified two (2) hours after CRC staff becomes aware of a failure to escape. The exception to the notification would be in the case of an escape/walk-away from the facility; in that case the notification shall be made as soon as staff becomes aware that the resident is not in the CRC.

Upon the resident's arrival at the CRC, he/she shall be informed of the consequence of an escape/failure to return. The CRC shall develop and use a lecture presentation that communicates the importance of resident accountability, including consequences of escape, failure to return, and expected behavior in the community and the CRC. The presentation shall be given during the resident's admission and orientation period, within

three (3) days of arrival at the facility in accordance with policy #01-07-101.

G. Searches and Shakedowns:

Prohibited property is any item not issued through regular institutional channels or authorized by the CRC. Contraband is any property that is prohibited by local, state or federal laws. Any item determined to be prohibited property or contraband (or is in question) shall be confiscated and then secured.

All residents returning to the Facility shall be frisk searched. Random searches of residents leaving the facility will be expected. This is to be a thorough and routine practice. The designated staff person will determine when a strip search is warranted.

Spot inspections are to be performed daily as a means of maintaining sanitation standards and controlling prohibited property and/or contraband.

Each CRC shall comply with Policy 02-03-101, "Searches and Shakedowns."

H. The Use of Force:

Each CRC shall comply with Policy 02-01-109, "The Use of Physical Force."

I. CRC Resident Rules and Regulations:

The CRC shall provide to all staff and residents written Rules and Regulations which are unique to each facility. These rules and regulations will identify all specific areas of importance to each resident's assignment to the facility and document the procedures for each. These specific areas will include, at a minimum, the following;

1. Access to Health Care
2. Emergency & Evacuation Procedures
3. Personal Property
4. Resident Dress Code
5. Money Issues
6. Count Procedure
7. Disciplinary Policy
8. Work Details

9. Living Area
10. Meal Procedures
11. Entering and Leaving the Facility
12. Recreation
13. Visitation
14. Mail
15. Laundry
16. Telephones
17. Consequences of Escape
18. Resident Grievance Process

Each resident shall receive a written copy of the CRC's Rules and Regulations upon arrival, and shall receive instruction during the CRC Orientation. Residents shall be advised in the Orientation that violation of these Facility Rules and Regulations may result in disciplinary action. All staff shall be familiar with the established Rules and Regulations and shall enforce them in a fair and consistent manner.

V. RESIDENT INTAKE:

A. Receipt of the Resident

Immediately upon arrival, the receiving staff shall check to ensure the resident's Department packet, medical packet, escape packet and transfer orders are present. The TRANSPORT ORDER shall then be signed. The following steps shall be taken immediately:

1. Conduct a search
2. Enter the resident on the Facility count
3. Inventory all personal property
4. Take a photograph for the Resident Data Card and Escape File
5. Assign the resident a bed, locker, combination lock
6. Issue linens
7. Confirm receipt of any prescription medication.

A Facility packet shall be prepared for each resident, containing all Resident Orientation Material.

B. Community Re-Entry Center Orientation:

Within seventy-two (72) hours of arrival, new residents will receive an Orientation to the facility and CRC processes. Mandatory issues to be covered will be documented on the RESIDENT ORIENTATION

CHECKLIST and each resident shall sign that they received and understand the necessary information as provided. This Orientation shall include:

1. Issuance of an Identification Card
2. Completed inventory of resident's property
3. Property issue and release information
4. Disposal of Resident Property
5. Visitation applications and Facility Visitation Rules
6. Facility Rules and Regulations manual
7. Facility emergency procedures
8. Resident Health Care services
9. Over-the-Counter Medications
10. Resident will sign a "Limited Power of Attorney" form for the handling of the CRC Resident Re-Entry Account
11. Orientation to Safety & Chemical Use
12. Resident Grievance Process
13. Sexual Assault Awareness
14. Copy the Adult Resident Disciplinary Policy
15. A tour of the Facility

Within the first seventy-two (72) hours, all residents will participate in an orientation to the CRC program. A "Community Re-Entry Center Orientation Manual" identifying all components of the program shall be created for resident reference.

VI. THE RE-ENTRY CENTER PROGRAM:

A. Case Management Plan:

The Case Management Plan is a dynamic document that is initiated upon intake to the Department and continues throughout the resident's term of incarceration through release from a Re-Entry Center.

The Case Management Plan is a collaborative product involving correctional facility staff, the resident, parole/probation, community service providers, victims, and community organizations.

In the CRCs the Case Management Plan shall be administered by a Unit Team according to Policy #01-07-101.

B. Programming and Resources:

The CRC shall develop and utilize a network of community resources and services, including referrals to other state and community agencies, to fulfill each resident's specific programming needs. The CRC must be able to demonstrate this is a viable network that is routinely used to assist residents. This is especially relevant when there are mental health and substance abuse concerns. The contactor shall maintain a current list of community resources (name, address and telephone number)**,** a description of the service each resource provides and their working relationship with the components of the network.

The CRC shall provide local support groups (NA/AA, Faith Based Organizations) at the Re-Entry Center.

CRCs shall provide each resident the opportunity to obtain essential hygiene products through community or family resources.

Upon arrival to the Re-Entry Center, an resident that is determined to be indigent shall be provided a hygiene kit.

C. Temporary Leaves:

In keeping with the goals of the CRC Program, temporary leaves are designed to allow gradual, constructive re-entry into the community and family settings. Temporary leaves are not to be seen as a right, but as a privilege to be earned through positive program participation. The CRC Program attempts to more closely adhere to the conditions reflected in the community and encourages responsible behavior and decision-making on the part of each resident.

Unique to the CRC setting, residents may be eligible to receive short, temporary leaves for purposes related to the operation of the program. These leaves include:

1. To seek employment or make arrangements for school attendance for a period of 4 hours or less at a maximum of twice per day between 0800-1600.
2. Travel to and from an approved job or educational program.
3. To obtain medical/psychiatric/psychological services.
4. To attend weekly religious services in the community once weekly for a period of up to 3 hours to include travel time. (Requires written verification from the religious facility and an approved Leave Sponsor.)

5. Home Placement Visitation to consist of one (1) pass per seven (7) days (approved by the Facility Director/Designee) for up to:

   - 8 hours if within 90 days of EPRD
   - 24 hours if within 60 days of EPRD
   - 48 hours if within 30 days of EPRD

   Eligibility requirements for a Placement Visitation Leave are as follows:

   a. Must be to the approved release placement.
   b. The Leave Sponsor must be approved by staff.
   c. Must have a working landline phone at the residence.
   d. The resident must :

      (1) Be in residence at the Facility for a minimum of 60 days.
      (2) Remain current with all obligations to the program
      (3) Have no pending disciplinary action
      (4) Have completed all assigned disciplinary sanctions
      (5) Be currently employed for a minimum of 10 days and have worked a minimum of 30 hours the previous week
      (6) Possess adequate finances for transportation or other leave related expenses as determined by staff

6. To secure a residence or make other preparations for release or discharge.
7. To visit an immediate family member who is seriously ill (upon confirmation)
8. To attend the funeral (upon confirmation) of an immediate family member
9. For any other purpose the Department determines to be in the best interest of the resident and the public.

Religious Service, Family Illness or Funeral Leaves and Placement Visitation Leaves require approved sponsors. Prior to staff approval, all leave sponsors must meet, in person, with staff and produce a valid driver's license and proof of insurance for the vehicle used for transportation. Each sponsor shall complete the APPLICATION FOR TEMPORARY LEAVE SPONSOR to be reviewed and approved by the

assigned staff. This process shall also apply to transports to job sites provided by employer/fellow employees.

All Residents shall be advised of the rules and regulations applicable to leaves as follows:

1. Remain within the boundaries described on the leave. Under no circumstances shall the resident leave the State of Indiana.
2. While on 24 hour and 48 hour Placement Visitation Leaves, residents must be at the approved leave location between the hours of 11:00 p.m. and 7:00 a.m. Facility staff will make curfew verification checks by telephone. If staff is unable to contact the resident during this time frame, they will be instructed to return to the Facility immediately when reached by staff and disciplinary action will be taken. Call forwarding is not allowed.
3. The resident must return to the Facility before or at the time approved on the leave. Scheduling of departure/return times that interfere with count times shall not be allowed and should be prior to 8:00 p.m. unless otherwise approved. Failure to return to the Facility within the approved timeframe will result in disciplinary action and/or possible escape charges.
4. Residents will not be allowed to operate a motor vehicle. Transportation will be provided by approved Sponsor only.
5. Residents shall not consume, possess or purchase alcoholic beverages, or enter any establishment whose primary function is the sale of alcoholic beverages while on leave.
6. Residents will abide by all laws and Department rules and regulations.
7. Residents will not associate with ex-residents or visit correctional facilities while on temporary leave.
8. Residents will contact the CRC regarding any unusual circumstances occurring while on pass or leave.
9. CRC operational procedures will address the process to submit and approve all leaves and all procedures for release/return from leaves.

D. Employment:

At the conclusion of the orientation process, if there have been no reported behavioral or attitude problems, the resident may begin the job seeking process. Within the scope of the resident's established employment goals, staff shall assist with this process. The resident may use a variety of methods to secure employment, to include:

1. Local newspaper want ads.
2. Community resources such as Work One.
3. Referrals from staff from established employers.
4. Employment agencies – if they are willing to work with the Facility.
5. Union Halls.

The following rules shall be applicable to all job seeking leaves:

1. Residents will job seek alone.
2. Resident must proceed directly to and from their approved destination.
3. Employment with previous employer or with an employer that does not have a permanent work site will require approval from Re-Entry Center Administration.
4. Employment must be fulltime, unless prior approval received for educational or other programming purposes.
5. Employers must pay by payroll check or money order only, with all applicable taxes deducted.
6. All offers of employment must be referred to assigned staff.

Issues regarding transportation, permitted work hours and location will be addressed by each facility in operational procedures.

All employment will be approved by the CRC prior to the resident starting work. A staff member shall visit the employer to determine whether it is a reputable work site, and to explain to the employer the conditions of employment, as documented on SF 3946, CONDITIONS OF EMPLOYMENT.

The resident shall be advised that all pay shall be surrendered to the CRC upon receipt. Residents are prohibited from receiving cash loans or advances from employers.

Residents shall be responsible for transportation fees to/from their job site consistent with established procedures.

Facility staff shall stay in contact with each employer and job site inspections will be routinely done. If a resident resigns, refuses employment, is discharged from employment, or refuses mandatory overtime they shall receive disciplinary action. The approved Supervisor shall be required to call in all schedule changes to the Facility.

Emphasis shall be placed on both the resident and employer regarding work related injuries. The employer must be covered by insurance and/or Indiana Workman's Compensation and will be responsible for any medical treatment necessary for an injury acquired at the job site. The employer shall be instructed to contact the facility in the event of an injury. Residents will be instructed to report all work related injuries to their employer and the facility.

E. Resident Re-Entry Finances:

Residents will begin paying subsistence immediately upon employment.

After thirty (30) days following arrival at the facility, the resident will be charged a minimum of $12 dollars /day, regardless of the resident's employment status.

Minimum weekly payment: $84.00
Maximum weekly payment: $170.00
Breakdown of resident's paycheck once turned into facility:

- 40% of net = Subsistence
- 10% of gross = Violent Crimes Victim Compensation Fund
- 15% of gross shall be returned to the resident until reaching a minimum balance of $500 in the CRC's Resident Re-Entry Account.

Any amount above the required minimum of $500 and required deductions may be returned to the resident at the resident's discretion.

The Department expects each sentenced resident to meet his or her legitimate financial obligations. To ensure each resident is meeting those obligations the CRC shall establish a program to meet the following:

- All Residents will develop, with staff assistance, a financial plan (budget).
- Each financial plan will be monitored effectively to ensure satisfactory progress is being made.
- Appropriate consequences will be incurred for inmates who refuse to participate in the program or fail to comply with their financial plan.

The financial plan/budget will include the following obligations at a minimum:

- Subsistence
- Violent crimes and victim compensation fund
- Resident Re-Entry Account

Facility Unit Teams will work with the resident to facilitate sound financial practices by routinely monitoring bank statements, developing monthly budgets, and linking with local banks to deliver financial education and planning services.

F. Education:

Educational opportunities may be offered to residents through the use of community resources.

Facility operational procedures shall indicate opportunities available and the procedures necessary for a resident to pursue educational goals in the program.

G. Transportation:

CRCs shall explore all options for transportation of residents to all approved leaves. Options may include:

- Family with verified license and insurance
- Employers
- Public transportation
- Walking
- Community resources
- Taxi
- Bicycles.

CRC staff shall not be responsible for transporting residents to and from their places of employment.

In cases the CRC deems a resident indigent, bus tickets will be made available for use until a resident gains employment. The resident will be responsible for reimbursing the CRC for the bus tickets upon receiving their first paycheck.

In the event of a removal for disciplinary reasons, the resident will remain at the contracted CRC until Department staff pick up for transfer. In cases

where immediate removal is necessary, the CRC shall coordinate with local law enforcement in their jurisdiction to remove and hold the resident until Department transportation is available.

Transportation of residents eligible for the Community Transition Program (CTP) will be provided by the Department of Correction if the resident is participating in the program outside of the CRC's county.

VII. RESIDENT CARE AND CONSIDERATION:

A. Food Service:

Foodservices shall provide meals that meet basic nutritional needs to promote the physical and mental well-being of the resident population. The planning, delivery, maintenance and review of foodservices shall be based on the following:

1. Provision of nutritional, wholesome meals of appropriate portions as approved by a dietician
2. Maintaining sanitary conditions in accordance with all applicable statutes, promulgated rules and administrative directives
3. Ensure acceptable standards of quality are achieved
4. Operate in a cost-effective manner

B. Health Care Services:

The CRC shall provide residents an opportunity to access medical care and treatment. The intent is to assist the resident in maintaining the continuity of medical care and treatment in accordance with the requirements of the contract.

All medical costs are borne by the CRC. However, the Department encourages CRCs to explore all available alternatives, such as deferring the financial responsibility for healthcare to the resident's employer and community providers.

Residents that have healthcare available through their employers shall be directed to take advantage of those services. This would include visits to a doctor of their choice providing the resident has the resources to get to the verified appointment.

The CRC shall provide on-site emergency first aid and crisis intervention to include a first aid kit, AED, trained staff in first aid, and a procedure in

place that outlines actions to be taken in the case of an emergency. The first aid kits contents shall meet the requirements set by the America Red Cross. The CRC shall provide that each staff person having routine contact with residents is certified in cardiopulmonary resuscitation (CPR).

The CRC shall have written policies and procedures regarding the control and distribution of and resident's prescribed medication.

Emergency medical services may be paid by the Department with approval by the Department's Director of Medical Services.

C. Personal Property:

The CRC must determine what property a resident may possess, consistent with the resident's needs and the objectives and limitations of the Facility.

Family and friends may deliver or send necessary items. Community resources may be utilized to provide necessary items or the resident may be given the opportunity to purchase needed items.

Articles necessary for maintaining personal hygiene must be available for indigent residents, such as:

1. Soap
2. Shampoo
3. Toothbrush and toothpaste
4. Feminine hygiene items for female residents

Residents shall have access to laundry facilities and be required to maintain their clothing. Arrangements shall be made to provide and maintain bedding for all Residents.

D. Recreation:

To the greatest extent possible, consistent with the CRC's resources and space limitations, the CRC shall establish recreational and cultural activities designed to develop and maintain the physical and mental health of Residents. The programs should include at a minimum:

1. Reading material
2. Access to radio and television
3. Availability of physical recreation

E. Correspondence, Visitation and Telephone Access:

Correspondence shall be processed in a timely manner, and shall not be censored, copied, delayed or denied without written notice and authorization. A confined person may send and receive an unlimited amount of correspondence to or from any person, except from a person who is:

1. Held in a correctional facility
2. Sentenced to a community corrections program
3. Held in a county jail
4. Participating in a work release program

Exceptions must be approved by the Facility Heads.

In cases the CRC deems a resident indigent, stationary and postage will be provided to the resident for a period of thirty days.

Residents may receive visits from approved visitors, legal representatives and religious counsel at reasonable times determined by the facility. Consideration should be given to work and program schedules of residents, space limitations of the CRC. Special visits may be arranged to accommodate unique circumstances.

The CRC shall ensure that provisions are made to allow residents access to legal research materials either at the CRC or through the use of community resources so that residents may have access to the courts.

An adequate amount of telephones will be accessible to all residents to promote the transition process. Residents shall be responsible for contacting employers for interviews, and when they will be absent from work. Continued contact with family assists in the resident's program and transition efforts.

The CRC shall follow established operational procedures for telephone privileges, correspondence and visitation.

F. Religious and Personal Expression:

Every effort shall be made to assist the resident in establishing a religious support system in the community. Faith based organizations, such as Prison Fellowship, may assist toward this end. Residents may attend

religious services in the community weekly, for a period of no more than three (3) hours.

Policy shall be developed and consideration given to permit residents the following religious privileges:

1. A diet sufficient to sustain good health, consistent with the dietary practices of his/her religion
2. To observe the religious days of worship or holidays of his/her religion
3. To possess and wear religious artifacts
4. To receive and possess religious literature
5. To communicate, correspond with, and be visited by a clergyman or religious counselor of his/her choice

G. Grievance Process:

Every resident shall have the opportunity to submit grievances arising from administrative acts of the Department or CRC that affect them adversely. The resident shall be, at a minimum:

1. Informed of the grievance procedure during the Facility Orientation
2. Informed of the rules and policies affecting him/her
3. Remain reasonably informed as to the status/disposition of the grievance
4. Secure in the fact that no act or practice may be undertaken that would discipline or otherwise discourage or limit him/her from utilizing the grievance procedures.

H. Resident Records:

All resident records shall be stored in a secured location, with access limited to authorized staff only. Resident records consist of:

1. Department Resident Packet
2. Facility Resident Packet
3. Escape Packet
4. Medical Records

Staff shall be assigned to update and maintain all records. These records must accompany the resident when transferred to another Department facility. When a resident is released from a CRC, the resident's records shall be returned to the Department for retention.

VIII. RESIDENT RELEASE:

The ultimate goal of the CRC is the successful re-entry of the resident into the community. Therefore, successful residents shall be released from the facility and this requires staff trained, certified and informed in the following types of releases and the conditions unique to each type of release:

A. Parole
B. Probation
C. Court Ordered
D. Interstate Compact Services
E. Discharges
F. Community Transition Program (CTP)

The resident's release planning begins with the establishment of the Case Management Plan

The Case Management Plan is a dynamic document that will follow the resident through their completion of parole and or probation.

Residents in need of a residence upon release shall incorporate this as a need in their Case Management Plan and budget their income to accrue necessary funds in their Re-Entry Account. The CRC staff in conjunction with Parole Services staff shall assist those residents being released on parole in securing an acceptable residence prior to release.

IX. APPLICABILITY:

This policy and its administrative procedures are applicable to all facilities providing Community Re-Entry Center services to residents committed to the Department.

Signature on File

Bruce Lemon, Commissioner

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Date