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<p>POLICY AND ADMINISTRATIVE PROCEDURE Manual of Policies and Procedures</p>				

Title COMMUNITY TRANSITION PROGRAM
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Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Replaces:
IC 11-8-1 IC 11-10-11.5 IC 11-11-5 IC 11-12-10 IC 16-42-19 IC 35-38-1 IC 35-48-4 IC 35-50-6	01-04-101 01-04-103 01-04-105 01-06-101 01-07-101 02-04-101 04-01-104	01-04-107 (Eff. Date 10-1-2017\ED # 17-50)

I. PURPOSE:

The purpose of this Policy and Administrative Procedure is to implement and maintain the Community Transition Program in accordance with Indiana Code (IC) 11-10-11.5, "Assignment to Community Transition Program."

II. POLICY STATEMENT:

The transition of offenders 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. The Indiana Department of Correction (IDOC) and the Courts have partnered to implement the Community Transition Program in accordance with Indiana Law to provide a variety of opportunities and case management services that will successfully link eligible offenders to available resources within the communities to which they will return.

III. DEFINITIONS:

A. **ACTIVE SENTENCE** - Any sentence with a period of State incarceration which has not been discharged.

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- B. CENTRAL OFFICE CTP COORDINATOR(S) – IDOC Community Corrections Division staff, located in Central Office, responsible for managing the Statewide program and collaborating with county supervising agencies for program delivery.
- C. COMMITMENT PERIOD - The period of time from the offender’s effective date of sentence until the final discharge from all Indiana Department of Correction (IDOC) authority.
- D. COMMUNITY TRANSITION PROGRAM (CTP) – A Department of Correction transition program governed by Indiana State statute allowing placement of offenders into their community during a specified amount of time under the direct supervision of a Community Corrections program or Probation Department of the sentencing county.
- E. COMMUNITY TRANSITION PROGRAM COMMENCEMENT DATE (CTPCD) – The date an offender will be eligible to transfer to a community transition program.
- F. CTP1 REPORT – A daily report generated by the offender information system (OIS) of eligible offenders who are within 60 – 45 days prior to their CTPCD.
- G. CTP2 REPORT – A daily report generated by the offender information system (OIS) listing offenders who are ineligible for assignment to CTP.
- H. CTP3 REPORT – A daily report generated by the offender information system (OIS) listing offenders who are within 10 days of their CTPCD.
- I. CTP8 REPORT – A weekly report generated by the UTM listing offenders who will be appearing on the CTP1 Report within 60 days or less.
- J. EARLIEST POSSIBLE RELEASE DATE (EPRD) – The date on which an offender would be entitled to discharge or release, taking into consideration:
 - 1. The term of the sentence;
 - 2. The term of any other concurrent or consecutive sentence which the offender must serve;
 - 3. Credit time which the offender has earned prior to sentencing; and,
 - 4. The maximum amount of credit time which the offender would earn if the offender remained in the current credit class during the period of confinement.
- K. ELECTRONIC FUNDS TRANSFER – A transfer of money by means of telecommunication networks from one financial institution to another.

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- L. OFFENDER CASE MANAGEMENT SYSTEM (OCMS) – The IDOC automated offender case management computer system.
- M. UNIT TEAM STAFF – A grouping of Re-Entry staff members designated by the Warden, responsible for overseeing an offender’s Re-Entry process.

IV. ELIGIBILITY FOR CTP:

A person who is committed to the Department under IC 35-50, “Sentences” for one (1) or more felonies, concurrently or consecutively, with the **exception** of the following, are eligible for CTP:

- A. Offenders located in county jails pending transfer to the Department (location listed as COA in OIS);
- B. Offenders at IDOC intake facilities who have not had an initial (or updated) classification review completed;
- C. Offenders with indeterminate life sentences;
- D. Offenders sentenced to life without parole;
- E. Offenders sentenced to death;
- F. Safe keepers;
- G. Misdemeanants;
- H. Offenders with active warrants or detainers;
- I. Offenders who do not meet notification requirements;
- J. Offenders whose executed time is less than two (2) years, consecutively or concurrently;
- K. Offenders with out of state residence (IC 11-10-11.5-3.5);
- L. Offenders who have an out of state sentence which determines the EPRD; and,
- M. An offender who is returned to the department for disciplinary reasons is not eligible for re-assignment to another Community Transition Program for the duration of the sentence or sentences the offender is actively serving (IC 11-10-11.5-11.5)

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V. COMMUNITY TRANSITION PROGRAM COMMENCEMENT DATE (CTPCD) DETERMINATION:

The CTPCD is determined by state statute under IC 11-8-1-5.6 with the following criteria:

- A. Offenders convicted of an A or B felony (if offense was committed before July 1, 2014), or a Level 1, Level 2, Level 3, or Level 4 felonies (if offense was committed on or after July 1, 2014) may serve up to 120 days prior to their EPRD on CTP if approved by court order through the sentencing court.

Offenders convicted of an A or B felony (if offense was committed before July 1, 2014) or a Level 1, Level 2, Level 3, and Level 4 felony (if offense was committed on or after July 1, 2014) under IC 35-48-4 and/or IC 16-42-19 may serve up to 180 days prior to their EPRD on CTP if approved by court order through the sentencing court. All charges under the current commitment period must fall under these Indiana Codes.

- B. Offenders convicted of a C felony (if offense was committed before July 1, 2014) or a Level 5 felony (if offense was committed on or after July 1, 2014) may serve up to 90 days prior to their EPRD on the CTP if a court order of denial is not entered by the sentencing court.

Offenders convicted of a C felony (if offense was committed before July 1, 2014) or Level 5 felony (if offense was committed on or after July 1, 2014) under IC 35-48-4 and/or IC 16-42-19 may serve up to 120 days prior to their EPRD on CTP if a court order of denial is not entered by the sentencing court. All charges on the current commitment period must fall under these same Indiana Codes.

- C. Offenders convicted of a D felony (if offense was committed before July 1, 2014) or a Level 6 felony (if offense was committed on or after July 1, 2014) may serve up to 60 days prior to their EPRD on CTP if a court order of denial is not entered by the sentencing court.

- D. Offenders will have at least thirty (30) days remaining until their EPRD after the court's consideration.

- E. The assigned CTPCD shall not affect facility transition programming, work release eligibility, or work release effective date.

- F. An offender shall remain in the assignment of CTP until the person completes their fixed term of imprisonment unless the person is terminated from the program for disciplinary action or transferred to an IDOC facility for medical reasons (IC 11-10-11.5-9).

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VI. VICTIM NOTIFICATION:

Victim Witness and Zachary Law notification shall be made as soon as the Department is aware of CTP eligibility. Victims shall be advised of their right to submit a statement to the court within ten (10) days, regarding the offender’s eligibility for CTP (IC 11-10-11.5-4.5).

VII. GENERATION OF THE PROGRESS REPORT:

As per Policy and Administrative Procedure 01-07-101, “The Development and Delivery of Programs, Prerelease, and Case Management”:

Sixty (60) days prior to the offender’s CTP Commencement Date (CTPCD), Unit Team staff shall ensure a progress report is approved for the court and complete the IRAS-SRT. When a request for the progress report is sent by the facility’s Re-Entry Monitor, the progress report shall be completed within five (5) business days of the request. Unit Team staff shall notify their supervisor that the progress report and IRAS-SRT have been completed. The supervisor shall review and lock the progress report in OCMS and ensure the IRAS-SRT has been completed in INcite. Unit Team staff shall verify that placement has been entered. If not yet entered, staff shall enter the placement and submit the placement investigation request to parole if necessary.

The CTP8 Report can be used to identify offenders who should have a CTPCD generated by OIS within the next sixty (60) days. This report can be used to proactively anticipate those offenders who will need a progress report.

VIII. CTP NOTIFICATION TO COURTS, COMMUNITY CORRECTIONS AGENCIES, AND PROSECUTORS:

- A. In compliance with IC 11-10-11.5-1, the Central Office CTP Coordinators shall review the daily list of eligible offenders for CTP by using the CTP1 report and shall ensure the notification of the offender’s CTPCD is forwarded to the proper entities.
- B. Not earlier than sixty (60) days and no later than forty-five (45) days before an offender’s CTPCD, the Central Office CTP Coordinators shall ensure all courts with active sentences receive written notice of the offender’s eligibility for CTP and a current Department progress report. The notice shall include, but is not limited to the following information:
 - 1. A description of the offense(s) for which the offender was committed to the Department;
 - 2. The offender’s expected release date;
 - 3. The offender’s CTPCD;
 - 4. The offender’s current security and credit time classification;

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5. Facility conduct information.

The Central Office CTP Coordinators may send any other information regarding the offender, which may assist the sentencing court in issuing an order. In turn, the sentencing court may request any additional information deemed necessary (IC 11-10-11.5-3).

- C. The Central Office CTP Coordinators shall provide the above-mentioned information to the local Community Corrections agency or Probation Department (if a Community Corrections agency does not exist in the county), who shall be responsible for the supervision of the offender upon release to CTP.
- D. The Central Office CTP Coordinators shall provide a copy of the notification to the prosecuting attorney where the person's case originated (IC 11-10-11.5-4).
- E. If the offender has multiple sentences from one or more courts; the most serious offense of all active sentences is used to determine the appropriate amount of time an offender shall serve under CTP. The offender shall be assigned to the program located in the community where the court imposed the longest sentence of imprisonment that the offender is actively serving (IC 11-10-11.5-3.6).

All sentencing courts with jurisdiction of an offender's active sentence(s) shall receive notifications of an offender's eligibility and approaching CTPCD.

- 1. All sentencing courts, with active sentences, must be in agreement of an offender's participation in CTP in order for the offender to be transported to the county of release on their CTPCD.
- 2. If any sentencing court denies participation in CTP, an offender is deemed ineligible and shall not be transported to CTP on their CTPCD.

- F. Central Office CTP Coordinators shall be responsible for documenting receipt of approved or denied CTP court orders, entering approval or denial information in the offender information system on the CTP screen, uploading said orders into OCMS, and documenting any pertinent notes in the note section of OCMS.
- G. After reviewing the CTP2 report, the Central Office CTP Coordinators shall notify the county contacts of any changes to the offender's EPRD that may affect an offender's eligibility status.

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H. A sentencing court may transfer an offender to a community transition program located where the offender resides if the receiving community transition program agrees to accept the transfer. If more than one (1) court sentenced the offender, all of the courts that sentenced the offender to a period of imprisonment that the offender is actively serving at the time of the offender's assignment to the community transition program must agree to the transfer in writing (IC 11-12-10-2.5).

IX. FACILITY NOTIFICATION TO THE OFFENDER OF APPROACHING CTPCD:

An offender shall be informed of their eligibility for CTP when their name and DOC number are identified on the CTP1 report. The facility Release Coordinator or Designee shall meet with the eligible offender and explain their CTP status, the county's specific program components (levels of supervision including, but not limited to work release, home detention, and day reporting), the possibility of fees assessed to the offender, and their right to request a denial for participation through the sentencing court(s). The offender shall sign State Form 49719 indicating they have been informed of their eligibility.

X. OFFENDER RESPONSE TO CTP NOTIFICATION:

- A. An offender may write their sentencing court(s) within ten (10) days of notification of their eligibility to request a denial by the court for CTP, but the offender is to be made aware that this is only a request and the court may assign them regardless (IC 11-10-11.5-4.5).
- B. An offender may write their sentencing court(s) and request their enrollment in CTP be delayed until the completion of any departmental programming, but the offender is to be made aware that this is only a request and the court may assign them regardless (IC 11-10-11.5-11.5).
- C. An offender may request a transfer of supervision from one county to another. They must submit in writing the reason for the transfer and include supporting documentation to their assigned Case Worker. The Case Worker shall notify the Central Office CTP Coordinators of this request. The Central Office CTP Coordinators will request a transfer of supervision from the sentencing court and receiving county supervision agency. In addition, if more than one court sentenced the offender, all of the courts that sentenced the offender to a period of imprisonment that the offender is actively serving at the time of the offender's assignment to the community transition program must agree to the transfer in writing (IC 11-12-10-2.5). This request shall be made in a timely manner, no less than thirty (30) days prior to an offender's expected CTPCD.

XI. COURT ACTION IN RESPONSE TO CTP NOTIFICATION:

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Per IC 11-10-11.5, the sentencing court(s) may take the following actions upon receipt of an offender's notice of eligibility:

- A. Approve;
 - B. Deny: A court order of denial is effective for one year from date of signing; or,
 - C. No action;
1. If the most serious offense is Murder, Class A or B Felony (for offenses committed before July 1, 2014), or a Level 1, 2, 3, or 4 Felony (for offenses committed on or after July 1, 2014) an offender shall not be transported for CTP placement as they are denied by default.
 2. If the most serious offense is a Class C or D Felony (for offenses committed prior to July 1, 2014) or a Level 5 or 6 Felony (for offenses committed on or after July 1, 2014) and the court has not issued an order of denial for CTP, an offender shall be transported for CTP placement as they are approved by default.

XII. COURT MODIFICATIONS TO CTP:

- A. The sentencing court may elect to modify an offender's EPRD for immediate CTP participation in accordance with IC 11-8-1-5.6.
- B. Modification under the Purposeful Incarceration Program:

Purposeful Incarceration (PI) is a joint initiative between the Department, the court system, and the Indiana Parole Board (IPB). The goal of this partnership is to ensure that offenders who are in need of and are expected to benefit from Addiction Recovery Services have access to and participate in the Recovery While Incarcerated program. Offenders are recommended for PI when the sentencing judge or the IPB believes the offender's criminal conduct is directly related to substance use, and that the offender would benefit from Addiction Recovery treatment while incarcerated. Offenders designated for PI are eligible to be considered for a sentence modification or Parole modification upon successful completion of the clinically indicated addiction treatment program.

- C. When courts consider a sentence modification from the Department to CTP, the following language or equivalent language, will be used:

"The Court has suspended sufficient time to modify the IDOC release date to mm/dd/yyyy. Defendant is approved for the Community Transition Program, effective mm/dd/yyyy, under Electronic Monitoring, Day Reporting, and/or Re-Entry Court Supervision."

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XIII. FACILITY RELEASE OF AN OFFENDER TO THE DESIGNATED CTP PROGRAM:

- A. The Release Coordinator or Designee shall obtain a list of upcoming CTP offenders by using the CTP3 report (10 Day List). The procedures outlined in accordance with Policy and Administrative Procedure 01-04-105 “Adult Offender Releases” shall be followed. The Release Coordinator or Designee shall confirm with the receiving county that they are expecting to receive the offender, confirming the drop-off location and drop-off hours. The transport date should be confirmed at this time.
- B. The Release Coordinator or designee shall ensure all funds in the offender’s trust account, less any outstanding debits, are returned to the offender on the day of transfer to CTP, in accordance with Policy and Administrative Procedure 04-01-104, “Offender Trust Fund.”
- C. Offender’s property shall be searched, inventoried, and packed for transport to the county supervising agency.
- D. The offender shall be transported in personal clothing to the county supervising agency. The facility shall arrange for at least two (2) sets of clothing appropriate for the season, if the offender does not have any personal clothing.
- E. Per Adult Health Care Services Directive 2.17A, “Medication Management,” when an offender is released from a facility, the existing supply of prescribed medication (legend or over the counter) shall be provided to the departing offender. If the medication supply is for less than seven (7) days and time permits, additional medication shall be obtained from the pharmacy. The seven (7) day release supply shall be regarded as a minimum quantity, but on a case-by-case basis, it may be necessary to obtain up to a thirty (30) day supply of medication from the pharmacy and provide the offender with a written prescription.

If the offender is receiving medication to control tuberculosis (infection or disease), HIV and certain psychiatric medications, a minimum thirty (30) day supply shall be provided upon release.

If an offender is receiving insulin or other medication for diabetes control, the offender shall also be provided with a simple home glucose testing device and associated materials including control test materials and a seven (7) day supply of test strips at the offender’s current usage rate. In addition, the offender shall receive instructions on self-monitoring techniques and how to obtain supplies in the community. If the diabetic offender injects insulin, a seven (7) day, or greater, supply of insulin, syringes, and alcohol swabs shall be provided.

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If an offender is receiving medication requiring mechanical assistance such as inhaler spacers, oxygen concentrators, or nebulization machines, adequate support shall be provided in order to reasonably assure continuity of care upon release.

If an offender is in the process of receiving a series of vaccinations (e.g., Hepatitis B), the offender shall be instructed regarding the date the next injection is due and the location of public health or other community-based clinics where the vaccination series can be completed.

Health Services shall be given advanced notice of any medicines needed prior to the offender's release to CTP. Offenders with health care issues should, whenever possible, be prepared for CTP release as if it was a normal release from IDOC, including health care contacts and appointments.

- F. It shall be the responsibility of the releasing facility to transport the offender to the CTP placement (IC 11-10-11.5-7). The offender may not be transported prior to the CTPCD (or when recorded, the Court Modified Commencement Date) found in the offender information system under the Community Transition screen. Per IC 11-10-11.5-7 the offender must be transported within seven (7) days following their CTPCD. Any delays to transport an offender to the CTP placement must be approved by the Central Office CTP Coordinators.
- G. It shall be the responsibility of the releasing facility to notify the Central Office CTP Coordinators of any pending disciplinary charges. The Central Office CTP Coordinators will notify the county supervising agency if the transport date will be affected. If disciplinary charges result in a deprivation of credit time or change in credit class, the Central Office CTP Coordinators will notify the sentencing court and county supervising agency.
- H. Pending disciplinary charges should be handled within seven (7) days to allow the offender to be transported within statutory timeframes. If the hearing will not be completed within seven (7) days, the Central Office CTP Coordinators must be notified as soon as possible.
- I. It shall be the responsibility of the releasing facility to provide the offender with a release identification card.
- J. When an offender is released to CTP, the offender's facility and medical packets shall be retained by the Department and forwarded to the Reception Diagnostic Center or Rockville Correctional Facility.
- K. Offenders released to the Community Transition Program shall not receive gateage.

On the day of the offender's actual transport to CTP, the facility shall place the offender in transit to the facility XAD in the offender information system. The offender's time is not to be modified;

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this is a transfer of authority, not a release and the offender is still serving executed time, which includes earning credit time.

Once a court order of approval has been received by the Department or the offender has reached their CTPCD and is approved by default (C or D & Level 5 or 6 felons), the Department may take disciplinary action under 11-10-11.5-8 against an offender who refuses to be transported to CTP on their CTPCD.

XIV. CTP OFFENDER INTAKE AT COUNTY SUPERVISING AGENCY:

- A. Each offender shall be informed of the CTP agency's specific rules, expectations, and user fees at time of intake (IC 11-10-11.5-8).
- B. Each CTP offender shall receive an IRAS-CST assessment, if a recent one has not been completed, and a case plan shall be developed based on this assessment.
- C. Services and programs made available to CTP offenders shall be evidence based.

XV. LEVELS OF CTP SUPERVISION:

- A. An offender may be placed in any level of supervision deemed appropriate based on the IRAS score and as determined by the county agency CTP Director or sentencing court.
- B. Levels of supervision may include, but are not limited to, day reporting, home detention with electronic monitoring, and/or work release, if available.

XVI. COLLECTION AND DISTRIBUTION OF EARNINGS

- A. Per IC 11-10-11.5-12, any earnings of a person employed while in a community transition program, less payroll deductions required by law and court ordered deductions for satisfaction of a judgment against that person, may be collected by the Community Transition Program at the discretion of the Community Transition Program. Unless otherwise ordered by the sentencing court, if the Community Transition Program collects the earnings under this section, the remaining earnings shall be distributed in the following order:
 1. To pay State and federal income taxes and Social Security deductions not otherwise withheld;
 2. To pay the cost of membership in an employee organization;

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3. Not less than twenty-five percent (25%) of the person's gross earnings, if that amount of the gross is available after the above deductions, to be given to that person or retained for the person, with accrued interest, until the person's release or discharge;
4. To pay for the person's room and board or electronic monitoring provided by the community transition program;
5. To pay transportation costs to and from work and other work-related incidental expenses incurred by the community transition program; and,
6. To pay court ordered costs, fines, or restitution.

B. After the amounts listed in subsection (a) are deducted, the remaining amount may be used to:

1. Pay for the support of the person's dependents when directed by the person or ordered by the court (if the person's dependents are receiving welfare assistance, the appropriate office of family and children or welfare department in another state shall be notified of such disbursements); and/or,
2. Pay to the person's victims, or any other, any obligations of that person.

C. Any remaining amount shall be given to the person or retained for the person.

XVII. MEDICAL/DENTAL CARE:

- A. Offenders supervised on CTP shall have access to medical and dental care at their own expense, unless deemed indigent by the court. If an offender is not able to pay for ongoing medical/dental treatment, and is deemed indigent by the court, the Department has the right to return the offender to a Department facility for medical care. If the court orders an offender indigent, the Department shall be notified by the county supervising agency within twenty-four (24) hours of the ruling.
 1. The Central Office CTP Coordinators shall contact the IDOC Transitional Healthcare Division, who shall determine if the offender will be treated locally or returned to the Department.
 2. The Central Office CTP Coordinators shall contact the county supervising agency regarding the IDOC Transitional Health Division's determination.
- B. In the case of an emergency medical issue, the county supervising agency must have a procedure in place to assure that the offender is transported to the nearest medical provider

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for treatment. The county supervising agency shall contact the IDOC Central Office Community Transition Program Coordinators during normal business hours to report the specifics of the medical emergency.

XVIII. CTP OFFENDER ACCOUNTABILITY AND COMPLIANCE:

- A. The county supervising agency may hold an offender accountable for adhering to the rules and regulations of the agency, as well as their case plan (IC 11-10-11.5-11). Failure to comply may result in a violation for the offender (IC 11-10-11.5-11.5).
- B. If an offender, who is released to a Community Transition Program, fails to comply with a rule or condition, the county supervising agency or sentencing court may take any of the following actions:
 - 1. Conduct a disciplinary hearing by way of the Disciplinary Hearing Board (DHB) and apply appropriate sanctions according to Policy and Administrative Procedure 02-04-101, "Disciplinary Code for Adult Offenders." Sanctions may include the loss of credit time under IC 35-50-6-5.
 - 2. Re-assign the offender's supervision level and/or contact requirements.
 - 3. Terminate an offender from the program and return them to IDOC until the EPRD is reached. This must be done through a hearing process which could include a guilty finding from the Disciplinary Hearing Board or a hearing through the sentencing court.
- C. If an offender escapes from or fails to return to the CTP program, the following procedure is observed:
 - 1. The county supervising agency shall request an IDOC warrant for the retaking of the offender by completing State Form 30496, "IDACS / NCIC Absconder / Escapee Report-Request for Warrant for the Retaking of Offender," and submit it, via email, to the Central Office CTP Coordinators.
 - 2. The county supervising agency shall complete agency escape procedures and forward all pertinent information to the Central Office CTP Coordinators within two (2) hours from the time the agency becomes aware of the offender's escape.
 - a. State Form 39590 "Report of Conduct" shall be completed for any offender who goes into escape status from CTP. This form shall be filled out under offense code A 108 (Escape) and a copy of the signed report

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shall be forward to the Central Office CTP Coordinators along with State Form 30496 “IDACS / NCIC Absconder / Escapee Report-Request for Warrant for the Retaking of Offender.”

3. The Central Office CTP Coordinators shall place the offender in escape status in the Offender Information System and stop their time.
4. Upon notification of apprehension of the offender, the county supervising agency shall complete State Form 30599 “Arrest/NCIC Apprehension Report” and submit it, via email, to the Central Office CTP Coordinators. This form should also be utilized if a warrant needs to be recalled. The Central Office CTP Coordinators shall ensure that the escape status is redacted from the Offender Information System if a warrant is recalled.
5. The Central Office CTP Coordinators shall return the offender to in-custody status in the offender information system and restart their time reflective of the apprehension date.
6. The county supervising agency shall conduct a Disciplinary Hearing Board according to Policy and Administrative Procedure 02-01-104, “The Disciplinary Code for Adult Offenders,” and apply the appropriate sanctions if found guilty.
7. The county supervising agency’s CTP staff shall keep the Central Office CTP Coordinators informed of any pending charges and impending court dates.
8. The Central Office CTP Coordinators shall enter any pending charges in the Offender Information System, in collaboration with the designated Classification Release Coordinator.

XIX. REPORTING THE DEATH OF A CTP OFFENDER

- A. Upon learning of a CTP offender’s death while under the supervision of the county supervising agency, the agency shall notify the Central Office CTP Coordinators during normal business hours.
- B. Anytime the death of a CTP offender occurs, the county supervising agency shall request a copy of a Death Certificate; and if applicable, a coroner’s report and a police report. These documents shall be collected at the local level and forwarded to the Central Office CTP Coordinators as soon as possible.

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- C. If a CTP offender dies in a work release setting, Adult Health Care Services Directive 1.16, *“Procedure in the Event of the Death of an Offender;”* requires a mortality review to be completed within thirty (30) days after death.
- D. The Central Office CTP Coordinators shall notify the Executive Director of Classification and the Director of Release/Sentence Computation when an offender death has been reported.
- E. The Central Office CTP Coordinators shall ensure that the offender has been released in the offender information system. If cause of death is unknown, this should be noted in the personal data screen of the offender information system.

XX. CTP OFFENDER RELEASE FROM DOC COMMITMENT:

- A. When the offender, assigned to the Community Transition Program, completes the fixed term of imprisonment (EPRD), they are required to sign and date the Confirmation of Release form, which is then forwarded by the county supervising agency to the Central Office CTP Coordinators within one (1) business day from date of release.
- B. At which time, the CTP assigned Release Specialist shall release the offender to one or more of the following types of Department releases:
 - 1. Court Supervision if the offender’s sentence included a suspended period of probation and/or community corrections;
 - 2. Parole, if there is no suspended portion of the sentence; and,
 - 3. Discharged upon Indiana Parole Board order or a court order.

XXI. COMMUNITY TRANSITION PROGRAM REIMBURSEMENT

- A. The Department shall reimburse the counties at a rate of twenty-five dollars (\$25.00) per day for offenders for all felony levels supervised on CTP.

The county supervising agency may bill for an offender’s first day of CTP but may not bill for the offender’s last day of CTP supervision.
- B. The county supervising agency shall complete a Request for Reimbursement form and submit to the Community Corrections Division, via email, to IDOC Central Office by the 15th of the month for the previous month.

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- C. The Central Office CTP Coordinators shall reconcile the Request for Reimbursement form received from the county agency and shall return a CTP Billing Verification form to the county for their review.
- D. The county shall review the form and contact Central Office CTP Coordinators with any questions or discrepancies within five (5) business days.
- E. If the county has not contacted the Central Office CTP Coordinators within five (5) business days from receipt of the CTP Billing Verification form, the Central Office CTP Coordinators shall send the form to the Fiscal Department for payment.
- F. If an offender has violated any portion of their CTP participation contract and is residing in the county jail awaiting disciplinary disposition or return to IDOC for disciplinary reasons, the county jail may seek reimbursement from the local Community Corrections Program at the current rate.

Reimbursement will not be made for an offender who is residing in the county jail on pending charges.
- G. CTP reimbursements shall be made only after the Central Office CTP Coordinators have verified the billing request for accuracy. Once this has been completed, the Fiscal Division shall authorize payment(s) to the county. Payment(s) shall be sent by EFT to the county auditor within sixty (60) days of receipt by the Community Corrections Division staff.
- H. Requests for Reimbursements shall not be approved if submitted to the Department later than three (3) months after the month it is billing.
- I. Counties may only submit one (1) Billing Request for Reimbursement form per month.

XXII. APPLICABILITY:

This policy and administrative procedure is applicable to all facilities housing adult offenders.

signature on file
Robert E. Carter, Jr.
Commissioner

Date