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FAITH AND CHARACTER BASED HOUSING PROGRAM

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(a)(8)	00-04-301 01-04-101	ACA:
IC 11-8-2-5(a)(13)	01-03-101 01-07-101	ACI: 4-4277, 4-4512, 4-
IC 11-11-4-1	01-03-103 03-02-104	4514, 4-4515, 4-4516, 4-
		4517, 4-4518, 4-4521

I. PURPOSE:

The purpose of this policy and its administrative procedures is to establish a Faith and Character based program within the Department of Correction.

II. POLICY:

The Department of Correction recognizes the importance of Faith and Character in the lives of those people who are under its care. In order to assist offenders to grow in their faith and/or character development the Department shall develop and operate Faith and Character based programs for those offenders wishing to participate in such programs.

The Faith and Character Based housing units designated by the Commissioner shall be known as Purposeful Living Units Serve (P.L.U.S).

P.L.U.S. units shall be implemented in adult and juvenile facilities to facilitate offender and student adjustment, rehabilitation, reintegration into the community, increased system-wide facility security, reduction of recidivism, and shall accommodate persons of any or no faith. State funds may be expended for the purposes of offering programs that further these secular goals. State funds shall not be expended for the purpose of religious indoctrination. Proselytizing, the attempt to convert an offender/student to a particular faith or religious preference is prohibited. An offender or a student may be assigned to a faith-based or a character-based program, but may not participate in both at the same time. The operation, structure and types of programs of the faith-based curriculum and the character-based curriculum shall be similar. The curriculum of both programs shall emphasize the importance of personal responsibility, meaningful work education, substance abuse treatment, victim sensitivity, community service and peer support through the core curriculum and facility-developed programs consistent with facility and volunteer resources and offender needs based on risk assessments. The faith-based curriculum shall present these topics in a

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religious/spiritual context, and the character-based curriculum in a secular context.

III. DEFINITIONS:

- A. Faith and Character Based Program: The program designated by the Department of Correction whose intent is to provide an environment for offenders to change their past attitudes and behaviors in a manner that will assist them in their return to the outside community.
- B. P.L.U.S. (Purposeful Living Units Serve) Housing Units: The housing unit(s) at a facility designated by the Facility Head that provides the Faith and Character Based Program
- C. P.L.U.S. Participant: An adult or juvenile committed to the Department of Correction who has been accepted into and is residing in the P.L.U.S. Program Housing Unit.
- D. P.L.U.S. Program Aide: An adult or juvenile offender who has completed the P.L.U.S. program and meets the criteria in order to return to the program as an assistant to the staff and volunteers operating the P.L.U.S. Program.

IV. FAITH AND CHARACTER BASED PROGRAM DEVELOPMENT:

The Commissioner shall determine which facilities shall provide the Faith and Character Based Program to the offender population. This program shall be available at both adult and juvenile facilities. The Facility Heads of the designated facilities shall determine which housing unit(s) shall be used to provide this program. The designated housing unit(s) shall be named Purposeful Living Units Serve (P.L.U.S.) housing unit(s).

Faith/Character Based housing units (P.L.U.S. units) shall provide an opportunity for offenders to explore and choose alternatives to criminal thinking and behavior through an emphasis on spiritual, moral, and character development, life-skills training, and intentional preparation for living as law-abiding citizens who contribute to the well-being of their community. It is anticipated that participation of offenders in the P.L.U.S. units shall result in:

- Fewer management problems than in the general offender population;
- Above average performance ratings for those offenders in the program in future work and program assignments; and,

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- A more successful transition back into the community for the participating offenders based upon the spiritual and/or personal growth brought about by the program's components.

V. ADMINISTRATION OF FAITH AND CHARACTER BASED PROGRAM:

The following staff persons are responsible for various aspects of the P.L.U.S. program. The duties indicated are representative of those duties necessary to ensure that the P.L.U.S. program operates as intended. Duties assigned to each of these positions may be delegated to other staff as determined appropriate by that person's supervisor(s).

A. Deputy Commissioner of Re-Entry and Community Programs:

The Deputy Commissioner of Re-Entry and Community Programs shall oversee the operation of the Faith and Character Based Programs within the Department.

B. Director of Adult and Juvenile Programs:

The Director of Adult and Juvenile Programs shall work cooperatively with the Deputy Commissioner of Re-Entry and Community Programs to ensure that the Faith and Character Based Program provides the necessary programming to meet the expectations of the Department. The Director shall be responsible for ensuring that all program components are in compliance with these administrative procedures and that the program components are monitored and regularly evaluated to ensure that they are meeting the needs of the offender population.

C. Director/Religious Services & Community Involvement:

The Director/Religious Services and Community Involvement shall coordinate the development and revision of the P.L.U.S. program core components with the assistance of Assistant Superintendents of Re-Entry, Program Directors (Juvenile Facilities), Facility Chaplains, and other designated staff. The Director shall monitor and regularly evaluate each P.L.U.S. unit to ensure that they are in compliance with these administrative procedures and meeting the needs of the offender population.

D. P.L.U.S. Advisory Workgroup

The Director/Religious Services and Community Involvement shall act as

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the chairperson of this group. The Director shall appoint the members of the group. Group members shall be made up of custody, unit team, religious and volunteer services, and other Department staff as deemed appropriate by the Director. This group shall meet quarterly to assess the compliance of individual P.L.U.S. units to these administrative procedures and advise the Director of Religious Services and Community Involvement as necessary.

E. Facility Head at Designated Facilities:

The Facility Heads at those facilities designated to provide the Faith and Character Based Program shall, in conjunction with facility staff, determine which housing unit(s) shall provide the P.L.U.S. program and the capacity of the designated housing unit(s). Additionally, the Facility Head shall ensure that the designated housing unit(s) has adequate resources for the P.L.U.S. program.

F. Assistant Superintendents of Re-Entry or Program Directors (Juvenile) at Designated Facilities:

The Assistant Superintendent of Re-Entry shall provide supervision over the P.L.U.S. program(s) at the facility. The Assistant Superintendent of Re-Entry shall work cooperatively with the Facility Chaplain, Supervisor of Education, Community Involvement Coordinator, Unit Team Manager, or other designated staff and volunteers to ensure that the program is provided as directed by these administrative procedures and any additional instructions provided by the Director of Adult and Juvenile Programs.

G. Facility Chaplain:

The Facility Chaplain, or designated religious coordinator in the absence of a Chaplain, shall be responsible for supplemental P.L.U.S. program faith-based components developed at the facility level, coordination of the faith based portion of the P.L.U.S. program with the designated housing unit(s), appropriate spiritual care and the supervision of the faith unit volunteers. Additionally, the Facility Chaplain shall ensure that proselytizing by volunteers or offenders is not permitted and that offenders who choose not to participate in the faith portion of the program are not penalized. The Facility Chaplain shall ensure that P.L.U.S. program faith-based components at the facility level are in compliance with the administrative procedures for Policy 01-03-101, "The Development and Delivery of Religious Services Program," and that all volunteers providing a portion of the faith based program are aware of and comply with these

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administrative procedures. The Facility Chaplain shall solicit donations and volunteers in the community in conjunction with the Facility Community Involvement Coordinator.

H. P.L.U.S. Unit Manager:

The staff person designated to supervise the daily activities of the P.L.U.S. housing unit (Unit Team Manager, Cottage Supervisor, etc.). This staff person shall be responsible for facilitating the provision of the P.L.U.S. program components. This staff person shall work with all other facility staff and volunteers to ensure that the components of the P.L.U.S. program are provided in accordance with the approved schedule.

I. Facility Community Involvement Coordinator:

The Facility Community Involvement Coordinator shall assist in the recruiting, training and supervision of the volunteers providing the components of the P.L.U.S. program and shall maintain any necessary records relating to these volunteers. The Community Involvement Coordinator shall also assist in the development of community service projects developed at the facility level for offenders participating in the program. The Community Involvement Coordinator shall assist the Facility Chaplain to solicit donations from the community.

J. Counselor (or designated staff):

The Counselor assigned to the P.L.U.S. unit shall be responsible for tracking of participant attendance and completion of benchmarks. The Counselor shall also review applications for basic program eligibility.

K. Casework Manager (or designated staff):

The Casework Manager assigned to the P.L.U.S. unit shall be responsible for program scheduling, program oversight, and evaluation of the program in the unit. As a part of these responsibilities, the Casework Manager shall also be responsible for the completion of the monthly report.

L. P.L.U.S. Custody Supervisor:

The P.L.U.S. Custody Supervisor shall be a ranking Custody Supervisor designated by the Facility Head to supervise the custody operations of the

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P.L.U.S. unit. This person shall assign, supervise, and evaluate custody staff on the P.L.U.S. unit.

VI. ASSIGNMENT OF STAFF AND TRAINING FOR P.L.U.S. UNITS:

The Facility Head, in conjunction with the Assistant Superintendent of Re-Entry, shall determine which staff persons are to be assigned to the P.L.U.S. unit. The Facility Head shall ensure that the staff assigned to the P.L.U.S. unit are aware of the intent of the unit and are supportive of P.L.U.S. program.

The Assistant Superintendent of Re-Entry shall coordinate a P.L.U.S. unit team to assist with program planning, coordination, special events, participant concerns and/or requests, participant discipline, issues related to volunteers, evaluation, etc. This unit team shall consist of the Unit Team Manager, Community Involvement Coordinator, Custody Supervisor, Chaplain, Casework Manager, Counselor and other staff and/or volunteers as needed. This team shall meet as scheduled by the Assistant Superintendent of Re-Entry.

Any specialized training needed for staff persons assigned to the unit shall be coordinated with the Division of Staff Development and Training and shall be approved by the Director of Adult and Juvenile Programs.

VII. USE OF VOLUNTEERS:

It is the intent of the Department that the P.L.U.S. program shall utilize volunteers as program providers, mentors and for other purposes as needed in the P.L.U.S. housing unit. Facilities are to utilize community resources to the greatest extent possible for the delivery of the P.L.U.S. program. The Community Involvement Coordinator shall work cooperatively with the Assistant Superintendent of Re-Entry, the Facility Chaplain, and other designated staff to identify and coordinate the use of community resources and volunteers in this program.

In accordance with the intent of the P.L.U.S. program, volunteers shall be permitted to maintain contact with offenders who have participated in the P.L.U.S. program after the offender has been released. Volunteers who maintain contact with the offenders after the offender's release shall ensure that staff of the P.L.U.S. program is aware of the continued contact and the offender's status. Such contact shall be considered a normal part of the volunteer's duties and shall be limited to that contact necessary to assist in the offender's successful re-entry into the community and shall not include allowing the offender to reside with the volunteer or any other contact that does not appear to be in the best interests of the Department or the offender. Staff of the P.L.U.S. program together with the

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Assistant Superintendent of Re-Entry shall determine if selection as a mentor is appropriate.

The use of volunteers shall be in accordance with the administrative procedures for Policy 01-03-103, "The Development and Delivery of Community Involvement Services."

VIII. USE OF MENTORS:

Mentors from the community are a key component of the P.L.U.S. program. The Community Involvement Coordinator, the Facility Chaplain, and other staff as designated by the Facility Head or Assistant Superintendent of Re-Entry shall develop a network of volunteers to provide mentoring services to P.L.U.S. program participants in the P.L.U.S. program. All mentors shall successfully complete an approved Department mentor training program prior to the assignment of a P.L.U.S. program participant and shall be evaluated annually according to Policy 01-03-103, "The Development and Delivery of Community Involvement Services."

Mentoring is intended to:

- Provide each P.L.U.S. program participant with a positive influence in his/her life;
- Provide the P.L.U.S. program participant with a positive contact who may assist the P.L.U.S. program participant upon release into the community;
- Enhance personal growth through the sharing of experiences and wisdom; and,
- Offer a framework for teaching and modeling values and life skills.

The mentoring topics shall be geared towards the personal growth of the P.L.U.S. program participant in the areas of ethical behavior, interpersonal relationships and spiritual development as requested by the P.L.U.S. program participant. Reasonable efforts shall be made to match the P.L.U.S. program participant with a mentor who is best suited to address the needs of the individual P.L.U.S. program participant. In all cases, the mentor assigned shall be of the same gender as the P.L.U.S. program participant. A married couple, if both are present, may serve as a mentor-couple regardless of participant's gender. College students may mentor juveniles provided they mentor in pairs with another college student. The

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mentoring partner may be of either gender but both should be present for the mentoring session.

The assignment of specific mentors to specific P.L.U.S. program participants shall be voluntary. A mentor or a P.L.U.S. program participant may decline to work with each other without any repercussions. In such cases, the mentor may request a new P.L.U.S. program participant or a P.L.U.S. program participant may request a new mentor. One on one mentoring shall be a priority, especially for participants who are nearing release from the Department. If one on one mentoring is unable to occur, then meetings and discussion groups shall occur with the mentor in small groups.

It is anticipated that mentors shall meet with the assigned P.L.U.S. program participant minimally on a monthly basis. When possible, the mentor and P.L.U.S. program participant may meet weekly or bi-weekly. Meetings shall normally last from one (1) to two (2) hours per session unless arrangements are made for shorter or longer periods of time. Staff shall be as flexible as possible when scheduling mentoring sessions in order to accommodate volunteers who work or must travel lengthy distances.

IX. P.L.U.S. PROGRAM AIDE:

P.L.U.S. program participants who complete the program successfully and who have minimally 12 months to serve before their release from the Department for adult offenders or 6 months for juvenile offenders may volunteer to serve as P.L.U.S. Program Aides for participants currently in the P.L.U.S. program. Former P.L.U.S. program participants wishing to serve as P.L.U.S. Program Aides shall submit a request to the Assistant Superintendent of Re-Entry or Program Director (Juvenile) at the facility. The former P.L.U.S. program participant must be free from any Class A or Class B disciplinary action for one (1) year (Adult) or one hundred and twenty days (Juvenile) prior to being assigned as a P.L.U.S. Program Aide. The Assistant Superintendent of Re-Entry or designated staff shall review the former P.L.U.S. program participant's records before approving the P.L.U.S. program participant to serve as a P.L.U.S. Program Aide. If approved, unit staff shall ensure that the P.L.U.S. program participant receives the appropriate training in order to serve as a P.L.U.S. Program Aide and shall advise the Aide in writing of his/her duties and responsibilities. Service as a P.L.U.S. Program Aide may be considered a work assignment and those former P.L.U.S. program participants selected shall receive state wages for this assignment. Adult offenders who are selected to serve as P.L.U.S. Program Aides may be paid at the Class A rate as skilled workers. P.L.U.S. Program Aides must remain free of any Class A and Class B disciplinary actions and may be removed from this assignment if found guilty of Class C or Class D disciplinary actions, at

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the discretion of Unit staff in accordance with applicable classification administrative procedures (Policy 01-04-101 for Adults, Policy 03-02-104 for Juveniles).

X. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE P.L.U.S. PROGRAM:

Participation in the P.L.U.S. program is strictly voluntary. Offenders who volunteer to participate in the P.L.U.S. program and who are accepted into the program shall be expected to fully participate in all required components of the program and failure to do so or to continue to meet the program requirements may result in the P.L.U.S. program participant being removed from the program and be cause for disciplinary action.

The offender’s religious faith or lack thereof shall not be a consideration in determining eligibility for admission into the P.L.U.S. program. At the time of application to the P.L.U.S. program, an offender shall be required to designate their desire to participate in either the faith based track or the character based track. After being accepted into the P.L.U.S. program, a P.L.U.S. program participant may change his/her choice of program track with the approval of the unit staff based upon the availability of space in either program track. If there are no available openings in the desired program track, the P.L.U.S. program participant may remain in the current program track or be returned to the general population and reapply for admission to the P.L.U.S. program six (6) months (for Adults) or 30 days (for Juveniles) after leaving the program.

In the P.L.U.S. program for adult offenders, approximately 80% of the participants assigned to the P.L.U.S. housing unit must be within 48 months of their earliest possible release dates or within 6 months for Juveniles. The remaining approximate 20% of the offenders assigned to the P.L.U.S. housing unit may have more than 48 months (6 months for Juvenile) prior to their earliest possible release date. A facility’s security level may impact these percentages. Any deviation from the percentage must be approved by the Director of Religious Services and Community Involvement.

The eligibility criteria for acceptance into the P.L.U.S. program are as follows:

- A. Adult Offenders:
 - 1. Minimally, offenders must have an eighth (8th) grade reading level to ensure understanding of the material presented in the program. Offenders who do not have a high school diploma or G.E.D. and

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are accepted into the program are to be strongly encouraged to participate in and complete the facility's G.E.D. program.

2. Must meet the classification criteria for placement at the facility.
3. Must have at least 12 months remaining before the offender's earliest possible release date.
4. Must have a conduct history free of any Class A findings of guilt for the past 12 months and free of any Class B findings of guilt for the past six (6) months.
5. Must not be in Disciplinary Segregation at the time of application or acceptance into the P.L.U.S. program. If in Administrative Segregation at the time of application, the offender's status must be reviewed and the offender determined to be suitable for placement in a general population setting. If the offender is in protective custody, the basis for protective custody must be reviewed and the offender must sign State Form 8063, REQUEST TO LEAVE SELF-LOCKUP.
6. Must be willing to participate in a self-help faith and/or character based program and all associated programs.
7. Must be willing to sign a covenant agreeing to abide by all of the rules of the P.L.U.S. program and indicating that he/she will participate in the program to the best of his/her ability.

B. Juvenile Offenders:

1. May enter the program on CCMS level II or higher with level III or IV preferred.
2. Must have at least 16 weeks remaining until the date of their release.
3. Must be clear of any disciplinary segregation confinement for at least 15 days prior to acceptance into the program.
4. Must be clear of a guilty finding of any battery for 30 days prior to acceptance into the program.
5. Must be in general population housing status.

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6. Must be willing to sign a covenant agreeing to abide by all of the rules of the P.L.U.S. program and indicating that he/she will participate in the program to the best of his/her ability.
7. Should expect to complete Transition and Discharge Planning in conjunction with completion of the P.L.U.S. programming if admitted at level IV or Transition.

XI. SELECTION PROCESS:

Each facility shall notify the offender population of the existence of the P.L.U.S. program, the intent of the program and the eligibility criteria for admission into the program. An information sheet has been developed that shall be posted in each housing unit of those facilities providing the P.L.U.S. program. Designated staff (e.g., Correctional Counselors, Chaplains, etc.) shall be trained to answer any questions that the offender may have regarding the P.L.U.S. program and the eligibility criteria.

Offenders who believe that they meet the eligibility criteria for the P.L.U.S. program shall be encouraged to complete an application for the program. The applications for the P.L.U.S. program shall be available from all Correctional Counselors and the Chaplain, as well as other locations as determined by the Assistant Superintendent of Re-Entry or Program Director (Juvenile). Staff shall assist the offender in completing the application and submitting it to the appropriate staff for review. When completing the application, the offender shall indicate whether he/she wishes to participate in the faith-based or character-based track. If the offender indicates that he/she wishes to participate in the faith-based program track, the offender shall indicate a religious affiliation. A religious affiliation is not required to participate in the faith or character-based track of the P.L.U.S. program; however, an offender who chooses to participate in the faith-based track shall be required to designate a religious preference.

Once completed, the P.L.U.S. program application shall be submitted to the P.L.U.S. unit's Counselor or other designated staff. The Counselor or other designated staff shall review the application and ensure that the offender meets the basic eligibility criteria for the P.L.U.S. program as indicated in Procedure X. The Counselor shall forward the application with a notation that the offender meets or does not meet the eligibility criteria to the Chaplain or a designated staff person.

The Chaplain or other designated staff person shall review the offender's application to ensure that the Counselor has reviewed and approved it. If the

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application has been approved by the Counselor, the Chaplain or other designated staff shall arrange to interview the offender in accordance with the facility's procedures. No offender shall be admitted into the P.L.U.S. program without being interviewed.

During the interview, the Chaplain or designated staff shall explain the P.L.U.S. program to the offender and answer any questions. The Chaplain or designated staff person shall explain the program requirements to the offender and assess as to whether the offender appears to be sincere in his/her desire to participate in the program. Upon completion of the interview, the Chaplain or designated staff person shall make a recommendation regarding the offender's admission into the P.L.U.S. program. The chaplain or designated staff shall review the offender's facility packet prior to forwarding the application to the Assistant Superintendent of Re-Entry or Program Director (Juvenile) for final review and approval. The Assistant Superintendent of Re-Entry or Program Director (Juvenile) shall review the application and recommendation made by the Chaplain or other designated staff and make a final determination as to whether the offender shall participate in the P.L.U.S. program. The Assistant Superintendent of Re-Entry or Program Director (Juvenile) shall indicate his/her decision on the application. A copy of the application shall be filed in the offender's facility packet and a copy returned to the Chaplain or other designated staff, to be maintained in the unit's records.

Upon receipt of the Assistant Superintendent's or Program Director's (Juvenile) decision, the Chaplain or other designated staff person shall meet with the offender. If the application is denied, the Chaplain or other designated staff person shall explain the reason(s) for the denial and advise the offender what he/she may do in order to qualify for the P.L.U.S. program and that the offender may reapply for participation in the P.L.U.S. program six (6) months for Adults or 30 days for Juveniles from the date of the Assistant Superintendent's or Program Director's decision.

If the Assistant Superintendent's or Program Director's (Juvenile) decision is to approve the application, the Chaplain or designated staff person shall advise the offender of the approval and answer any questions the offender may have about the program. The offender shall be asked whether he/she still desires to participate in the P.L.U.S. program. If the offender indicates that he/she no longer wishes to participate in the program, he/she shall be allowed to withdraw the application. The offender shall be advised that he/she may reapply for the P.L.U.S. program in six (6) months if an Adult or 30 days if a Juvenile if he/she changes his/her mind.

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If the P.L.U.S. offender indicates that he/she still desires to participate in the P.L.U.S. program, the offender shall be provided with a copy of the P.L.U.S. Housing Unit rules and asked to sign the form indicating that he/she understands the rules. Additionally, the offender shall be provided with a contract indicating that he/she will participate in all aspects of the P.L.U.S. program and will comply with the program contract. The offender shall be provided with a copy of the rules and the contract and a copy shall be filed in the offender's facility packet, to be maintained in the unit's records.

Following the offender's signing of the rules and contract, the Chaplain or designated staff shall notify the facility's Classification Supervisor and advise that the offender is to be assigned to the P.L.U.S. program as soon as space is available. If the offender is to be transferred to another facility in order to participate in the P.L.U.S. program, the Classification Supervisor shall submit a request to the Division of Classification to transfer the offender to the appropriate facility for assignment to this program. Transfers and assignments to the P.L.U.S. program shall be in accordance with the applicable classification procedures. When considering transfers to a P.L.U.S. program, either in the facility currently housing the offender or in another facility, Classification or other designated staff shall take into consideration the following factors in making a decision to transfer the offender to a P.L.U.S. housing unit program:

- An attempt shall be made to equalize the number of P.L.U.S. program participants enrolled in the faith-based and character-based components of the program, based upon the number of requests for each component.
- The prospective P.L.U.S. program participant performs an essential job assignment at the facility (e.g., skilled worker such as electrician, barber, mason, etc.) or whether the prospective P.L.U.S. program participant has specialized training in a specific work assignment or area (e.g., garment manufacturing, waste water treatment, etc.) which is vital to the operation of the facility or program where the prospective P.L.U.S. program participant is currently housed.
- The prospective P.L.U.S. program participant is presently in a substance abuse therapeutic community or methamphetamine therapeutic community.
- The prospective P.L.U.S. program participant's remaining length of sentence to be served is near the cut off time period for participation in the P.L.U.S. program (Prospective P.L.U.S. program participants with less time to serve may be assigned sooner in order to facilitate participation in the program prior to release from incarceration.)

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- The prospective P.L.U.S. program participant's past behavior indicates repeated incidents involving assaulting or battering behavior and an inability to control aggressive impulses or the P.L.U.S. program participant has been determined to be a sexual predator, per Policy 02-01-115, "Sexual Assault Prevention and Reporting."
- For Juveniles, the prospective P.L.U.S. program participant's completion of core CCMS programming (i.e., Thinking for a Change, and S.T.E.P for students in the sex offender program).

All transfers to the P.L.U.S. Program housing unit shall be in accordance with the applicable Classification administrative procedures (Policy 01-04-101 for adult offenders and Policy 03-02-104 for juveniles).

XII. P.L.U.S. PROGRAM:

Each facility shall develop a schedule of programming for the P.L.U.S. housing unit based upon the sequential order outlined by the "P.L.U.S. Curriculum Materials and Schedule" document [See Attachment A].

Completion of the P.L.U.S. Program Core Components and facility developed supplemental programming shall be required for successful completion of the program. The following program objectives shall be utilized for core component development and facility developed supplemental programs:

1. Through completion of the P.L.U.S. program, participants shall learn:
 - The ability for self-reflection.
 - The examination of one's own life story.
 - Portfolio development.
 - Development of a personal ethical/moral code.
 - Spiritual or character assessment.
 - Personal responsibility for one's own actions and choices.
2. Through completion of the Core Curriculum component, the P.L.U.S. participant will develop and integrate core knowledge and skills for daily living based upon a spiritual/religious foundation or an ethical/moral foundation. These include:
 - Spiritual Development and Growth or Character Development and Growth.
 - Religious tolerance and respect.

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- Citizenship and Community.
 - Relational skills.
 - Basic life skills.
 - Transformational thinking.
 - Successful completion of all required core curriculum materials and classes.
3. Through completion of the Victim Impact Component, P.L.U.S. participants shall learn:
- The ability to identify victims of crime.
 - An understanding of how one's own criminal behavior has caused harm to self, others and the community.
 - Responsibility for repairing the wrong caused by one's own criminal behavior. (Direct victim-offender contact in person or by correspondence shall be in compliance with established procedures and with the approval of the Facility Head and Director of Adult and Juvenile Program.)
4. Through completion of the Healthy Living component, P.L.U.S. participants will develop:
- Essential living habits and skills to support responsible and healthy living.
5. Through completion of the Community Service component, the P.L.U.S. participant will demonstrate:
- A basic understanding and responsibility for healthy community citizenship.
 - A willingness to help right the wrongs that their criminal behavior has brought upon the community.
 - A willingness to contribute to the well-being of the housing unit and the facility.
6. Through completion of the Mentoring component, the P.L.U.S. participant will demonstrate:
- The development of a support system for personal, spiritual/religious growth or character development.
 - Establish the foundation of a support system for community re-entry, when applicable.
 - The ability to appropriately relate to a mentor.

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7. Substance Abuse:

P.L.U.S. participants will be able to participate in the Substance Abuse Guided Self Study Educational Program (Phase 1) as well as Substance Abuse Treatment (Phase 2 and Phase 3) while in the P.L.U.S. Unit.

P.L.U.S. participants must apply for the Substance Abuse Program as they would in the general offender population. P.L.U.S. participants shall not be given any special consideration in placement in the Substance Abuse Program. Admission into the Substance Abuse Program shall be based upon the offender's EPRD. P.L.U.S. participants may also attend AA/NA Meetings on the P.L.U.S. Unit.

8. Through completion of the Re-Entry Preparation component, the P.L.U.S. participant will be prepared to move beyond the program into reintegrating into the general population or the outside community by completion of the Purposeful Life Plan, including the development of:

- A job and/or education plan.
- Family/community reintegration plan.
- Financial management plan.
- Community mentoring and support and accountability system.
- Portfolio completion.

Staff and volunteers shall work closely with P.L.U.S. program participants to ensure that they are progressing through attendance at P.L.U.S. programs and assignment completions. P.L.U.S. program participants shall be granted time during the program to participate in general population programs (e.g., religious, leisure/recreational and special events).

Placement in the P.L.U.S. program shall be considered a work assignment for adult P.L.U.S. program participants. Since this program shall be considered a work assignment, adult P.L.U.S. program participants shall receive a state wage for their participation. The state wages paid to P.L.U.S program participants will be graduated. Participants will begin the program at level 4. After successful completion of the first quarter participants will be paid at level 3. After successful completion of the second quarter participants will be paid at level 2. It is expected that program hours will total 7.5 hours of activity per day.

Juvenile P.L.U.S. program participants shall be paid at the base rate of state pay given to juvenile students. Juvenile P.L.U.S. program participants shall be required to continue to participate in mandatory educational programming and any other programs required by the Comprehensive Case Management System.

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XIII. P.L.U.S. PROGRAM RULES:

Since the P.L.U.S. program is to help the offender to change behaviors that will allow the P.L.U.S. program participant to be more successful in the community, rules shall be developed that the P.L.U.S. program participants must follow in addition to the regular facility rules. Each P.L.U.S. housing unit shall develop program rules that the P.L.U.S. program participants must follow. Minimally, these rules shall include:

- P.L.U.S. program participants shall treat staff, volunteers and other P.L.U.S. program participants with respect and shall respect the property of others.
- P.L.U.S. program participants shall maintain all information shared by others in the program with confidentiality and shall not disclose information without permission.
- P.L.U.S. program participants shall respect others' religious or spiritual beliefs.
- P.L.U.S. program participants shall not be late to any program classes or to any assigned meetings and shall be prepared for all classes as instructed.
- P.L.U.S. program participants shall ensure that their immediate living areas are clean, neat and tidy, as well as help when requested to keep any common areas neat and clean.
- Use of profanity or other derogatory language is prohibited.
- P.L.U.S. program participants shall not possess offensive printed matter or pictures, such as sexually explicit materials or those that are demeaning or derogatory towards others.

Each unit may develop additional rules that are necessary for the operation of the unit and which will be provided to all participants, staff and volunteers.

During P.L.U.S. Orientation phase, staff shall ensure that the P.L.U.S. program participants are made aware of the rules of the unit and that they understand their responsibilities. Rules and program covenant responsibilities shall be reviewed during community meetings as needed. P.L.U.S. program participants shall be expected to abide by the unit rules. Failure to abide by the rules and program covenant may result in disciplinary actions and termination from the program.

XIV. REMOVAL FROM P.L.U.S. PROGRAM:

A P.L.U.S. program participant may be removed from the P.L.U.S. program for the following reasons:

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- A. Voluntary termination from the program at the P.L.U.S. program participant's request. The participant shall make written notification of his or her desire to withdraw from the program. A copy of which shall be maintained in the unit's files.
- B. Failure to abide by the program rules.
- C. Failure to participate in the program, including missing multiple classes without permission or failing to display an attitude, behavior or demeanor that represents a willingness to successfully participate in the program, as determined by unit staff.
- D. Finding of guilt in a disciplinary hearing for a Class A or Class B conduct violation that may reflect negatively on the integrity or operation of the program.
- E. Segregation for investigation of a disciplinary violation or as a sanction for a disciplinary violation. If the P.L.U.S. program participant is not charged with a disciplinary violation or is found not guilty, the P.L.U.S. program participant shall be returned to the P.L.U.S. program housing unit as soon as possible.
- F. Failure to attend program classes/meetings to the point that the P.L.U.S. program participant cannot keep up with required class work due to being placed in a medical facility, including a facility infirmary or outside hospital, or being released on a court order for more than two (2) weeks.
- G. Any other reason approved by the Facility Head and/or Assistant Superintendent of Re-Entry based upon population needs or based upon the safety and security of the program and/or the facility, including for emergency reasons.
- H. The chaplain and/or unit staff will conduct and document an exit interview prior to termination or withdraw of any P.L.U.S. program participant. A copy shall be maintained in the unit's files.

Upon determination that an offender is to be removed from the P.L.U.S. program unit, the P.L.U.S. Unit Manager shall contact the Classification Supervisor at the facility. The Classification Supervisor shall follow the appropriate classification administrative procedures in order to re-classify the offender. If the offender was originally transferred from another facility in order to participate in the P.L.U.S. program, the Classification Supervisor shall determine whether the offender still

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meets the classification criteria for placement at the original facility. If so, the Classification Supervisor shall submit the re-classification request for inter-facility transfer in accordance with the applicable classification procedures. Removal from the P.L.U.S. program may be appealed in accordance with the applicable classification procedures.

P.L.U.S. program participants who are removed from the P.L.U.S program, either voluntarily or involuntarily shall be required to wait for a period of six (6) months for Adult offenders or 30 days for Juvenile offenders from the date of removal in order to reapply for the program. If the P.L.U.S. program participant chooses to reapply for the P.L.U.S. program, the P.L.U.S. program participant shall be interviewed by the Assistant Superintendent of Re-Entry and any other appropriate staff to determine whether the reasons for removal from the program have been resolved and whether it is likely that the P.L.U.S. program participant can successfully participate in the program at this time.

XV. MONTHLY REPORTS:

Each P.L.U.S. program housing unit shall submit a monthly report indicating activities for the reporting period. The content of the monthly report shall be determined by the Division of Planning and Research and forwarded to the facilities. The monthly reports shall be due the 15th day of the month following the month covered by the report. The monthly reports shall be sent via e-mail to the designated staff person in the Division of Planning and Research.

The designated staff person in the Division of Planning and Research shall compile all of the monthly reports and prepare a report for submission to the Department's Executive Staff. This report shall be submitted to the Director of Religious Services and Community Involvement quarterly or as requested by Executive Staff.

XVI. P.L.U.S. PROGRAM EVALUATION:

Each facility operating a P.L.U.S. program shall evaluate the program at least every six (6) months. The Assistant Superintendent of Re-Entry shall be responsible for ensuring that the program evaluation is completed. Results of the evaluations shall be submitted to the Director of Religious Services and Community Involvement.

The mechanism for the semi-annual evaluations of each facility's P.L.U.S. program shall be developed by the P.L.U.S. Advisory Workgroup and provided to the facilities. Staff from the P.L.U.S. Advisory Workgroup shall assist the facilities to conduct these evaluations as requested.

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Additionally, staff from the P.L.U.S. Advisory Workgroup shall conduct an annual review of each P.L.U.S. program operating in the Department. This review shall determine whether the program is meeting the program expectations as determined by the Department. One essential component of the quarterly and annual reports shall be quality assurance reports compiled by the Division of Research and Planning. A report on each program shall be submitted to the Executive Staff.

XVII. APPLICABILITY:

These administrative procedures are applicable to all adult and juvenile facilities designated to operate the P.L.U.S. program.

Signature on File

J. David Donahue
Commissioner

06/09/07
Date