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**POLICY AND ADMINISTRATIVE PROCEDURES**  
**Manual of Policies and Procedures**

Title  
**PROMOTING RESPONSIBLE FATHERHOOD AND HEALTHY MARRIAGES**

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) IC 11-8-2-5(a)(13) IC 11-11-4-1	00-04-301 01-04-101 01-03-101 01-07-101 01-03-103 03-02-104	ACA: ACI: 4-4277, 4-4428, 4-4429, 4-4431,4-4514, 4-4515, 4-4516, 4-4521

I. PURPOSE:

The purpose of this policy and its administrative procedures is to establish an offender program that promotes responsible fatherhood and healthy marriages.

II. POLICY STATEMENT:

The Department recognizes the importance of family support in the lives of those offenders committed to the Department. It also recognizes the challenges presented by incarceration to those family systems, both parent-child relationships and spouse/intended spouse relationships. In order to assist offenders with building strong and healthy family relationships, the Department shall develop and operate programs which promote responsible fatherhood and healthy marriages for those offenders wishing to participate in such programs.

III. DEFINITIONS:

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

- A. **CHILDREN’S VISITATION CENTER:** A specially equipped and child friendly visiting area separate from the regular visitation center at a correctional facility where fathers are provided supervised special visits with their children.
- B. **INSIDE OUT DAD™:** A curriculum designed for incarcerated fathers to help them become involved, responsible and committed dads; published by National Fatherhood Initiative.
- C. **P.L.U.S. (PURPOSEFUL LIVING UNITS SERVE) PROGRAM:** The Department of Correction’s Faith- and Character-base Housing Program,

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including the housing unit(s) at a facility designated by the Facility Head to provide the Faith and Character Based Program.

- D. **PREVENTION AND RELATIONSHIP ENHANCEMENT PROGRAM (PREP™):** A curriculum designed to teach couples how to communicate effectively, work as a team to solve problems, manage conflicts and enhance love, commitment and friendship; published by PREP Educational Products, Inc.
- E. **PREP MARRIAGE STRENGTHENING WEEKEND:** A 12 hour marriage enrichment seminar held at correctional facilities on a Saturday and Sunday for incarcerated men and their spouses/intimate partners.

#### **IV. RESPONSIBLE FATHERHOOD AND HEALTHY MARRIAGE PROGRAM DEVELOPMENT:**

The Promoting Responsible Fatherhood and Healthy Marriage program shall be available at every adult male facility except Reception Diagnostic Center. It is anticipated that participation of offenders in these programs shall result in:

- Improved relationships between fathers and their children.
- Increased involvement of fathers in the lives of their children, including number of visits, phone calls and letters.
- Enhanced development of non-violent, protective and nurturing environments for children.
- Reduced future incidences of child abuse, behavioral problems and incarceration for all family members.
- Enhanced confidence, resourcefulness and self-sufficiency of fathers in raising their children.
- Reduced level of negative interactions between couples that can potentially lead to withdrawing from the relationship or increasing conflict.
- Increased level of confidence in a couple's ability to solve relationship problems.
- Increased communication skills.
- Enhanced positive bonding in marital relationships.

#### **V. ADMINISTRATION OF RESPONSIBLE FATHERHOOD AND HEALTHY MARRIAGES PROGRAM:**

The following staff persons are responsible for various aspects of the Responsible Fatherhood and Healthy Marriages program. The duties indicated are

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representative of those duties necessary to ensure that the 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 Responsible Fatherhood and Healthy Marriages Programs within the Department.

B. Director of Adult Programs:

The Director of Adult Programs shall work cooperatively with the Deputy Commissioner of Re-Entry and Community Programs to ensure that the Responsible Fatherhood and Healthy Marriages 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 & Volunteer Services:

The Director/Religious and Volunteer Services shall coordinate the development and revision of the Responsible Fatherhood and Healthy Marriages program core components with the assistance of Assistant Superintendents of Re-Entry, Facility Chaplains, and other designated staff. The Director shall monitor and regularly evaluate each facility Responsible Fatherhood and Healthy Marriages Program to ensure that they are in compliance with these administrative procedures and meeting the needs of the offender population. The Director shall serve as the grant Project Director for any grants received by the Department for the provision of fatherhood and healthy marriage grants.

D. Deputy Directors/Religious & Volunteer Services:

Duties of the Deputy Directors/Religious & Volunteer Services, include assisting facility staff in their region with implementation and sustainment of Responsible Fatherhood and Healthy Marriages Program.

In addition, one of the Deputy Director/Religious and Volunteer Services shall assist the Director/Religious and Volunteer Services as the Assistant

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Project Director for any grant funded activities related to the responsible fatherhood and healthy marriages program. State-wide duties may include but are not limited to:

- Assisting with logistical arrangements;
- Procuring purchase orders for curricula and supplies; and,
- Contracting for lodging and transportation for PREP Marriage Strengthening Weekends.

E. Facility Head at Designated Facilities:

The Facility Heads shall, in conjunction with facility staff, determine the location of the Responsible Fatherhood program and the PREP Marriage Strengthening Weekend Seminar.

F. Assistant Superintendents of Re-Entry at Designated Facilities:

The Assistant Superintendent of Re-Entry shall provide supervision over the Responsible Fatherhood and Healthy Marriage program(s) at the facility. The Assistant Superintendent of Re-Entry shall work cooperatively with the Facility Chaplain, Supervisor of Responsible Fatherhood Program, 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. Project Evaluator:

For purposes of any grants for the Promoting Responsible Fatherhood Program, the Director of the Division of Planning and Research shall appoint a Project Evaluator to design and implement a program to measure the effectiveness of the program in accordance with guidelines from the grant provider.

H. Responsible Fatherhood Program Supervisor:

The staff persons at the facilities providing the program designated to supervise the daily activities of the Responsible Fatherhood Program. This staff person shall be responsible for facilitating the provision of the Responsible Fatherhood program components. This staff person shall work with all other facility staff and volunteers to ensure that the

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components of the program are provided in accordance with these policies.

### I. Facility Community Involvement Coordinator:

The Facility Community Involvement Coordinator shall assist in the recruiting, training and supervision of the volunteers providing any components of the Responsible Fatherhood and Healthy Marriages 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 in the process of soliciting donations from the community. 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."

### VI. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE RESPONSIBLE FATHERHOOD AND HEALTHY MARRIAGES PROGRAM:

Participation in the Responsible Fatherhood and Healthy Marriages program is strictly voluntary. Staff shall not discriminate against any offenders belonging to a protected class, including offenders with disabilities, in the selection of offenders and/ or family members to participate in the Responsible Fatherhood and Healthy Marriages program.

**Offenders and their intended spouses desiring to be married while incarcerated in a Department facility are required to complete a marriage skills education course, such as the Prevention and Relationship Enhancement Program (PREP) before permission will be granted for the marriage ceremony. For those offenders desiring to meet this requirement by participating in a PREP seminar, these seminars shall be offered regularly by specially trained Department staff in the facilities. An offender's marriage application will not be considered completed until the PREP seminar or other marriage skills education course is complete.**

Offenders who volunteer to participate in the 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 program participant being removed from the program. Facility staff responsible for recruiting and selecting participants in the program shall

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maintain records of signed applications documenting the voluntary nature of the program. This includes the participation of children and spouses/partners.

The services offered under this program, including Responsible Fatherhood Classes, Baby Care Basics Classes, Read to Me Dad program and PREP Marriage Enrichment classes are available to all eligible persons regardless of race, gender, age, disability or religion.

The eligibility criteria for acceptance into the PREP program are as follows:

- A. 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.
- B. Must not be in Segregation at the time of application or acceptance into the program.
- C. Spouses/other PREP Partners must meet contact visitation requirements as outlined in the administrative procedure for Policy 02-01-102 "Offender Visitation."
- D. Priority shall be given to legally married couples and those having children together. However, any adult female with whom the offender has an ongoing relationship may participate.
- E. If a PREP Partner is an ex-offender, but has been discharged from parole/probation supervision for at least one (1) year, she may apply to the Facility Head for written permission to be approved for the offender's visitation list in accordance with the administrative procedures for Policy 02-01-102.
- F. If a potential PREP Partner is currently under Parole or Probation supervision and is an immediate family member, she may apply for permission to visit for the PREP weekend. She must first obtain written authorization from her parole/probation officer and then apply to the Facility Head. Permission may be granted if the visit is determined to "aid in the offender's rehabilitation or adjustment to the facility or community upon release. (See Policy 02-01-102, Section VI).

## **VII. SELECTION PROCESS:**

Each facility shall notify the offender population of the existence of the Responsible Fatherhood and Healthy Marriages program, the intent of the program and the eligibility criteria for admission into the program. An information sheet shall be developed that shall be posted in each housing unit of those facilities providing the program. Designated staff (e.g., Correctional

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Counselors, Chaplains, etc.) shall be trained to answer any questions that the offender may have regarding the program and the eligibility criteria.

Offenders who believe that they meet the eligibility criteria for the Promoting Responsible Fatherhood and Healthy Marriages program shall be encouraged to complete an application for the program. The applications for the 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. Staff shall assist the offender in completing the application and submitting it to the appropriate staff for review.

Once completed, the program application shall be submitted to the 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 program. The Counselor shall forward the application with a notation that the offender meets or does not meet the eligibility criteria to the designated staff person.

The designated staff person shall review the offender's application to ensure that the Counselor has reviewed and approved it. If the application has been approved by the Counselor, the designated staff shall arrange to interview the offender in accordance with the facility's procedures. No offender shall be admitted into the program without being interviewed.

During the interview, the designated staff shall explain the program to the offender and answer any questions. The designated staff person shall explain the program requirements to the offender and assess whether the offender appears to be sincere in his/her desire to participate in the program. Upon completion of the interview, designated staff person shall make a recommendation regarding the offender's admission into the program. The designated staff shall review the offender's facility packet/OIS prior to forwarding the application to the Assistant Superintendent of Re-Entry for final review and approval.

The Assistant Superintendent of Re-Entry or shall review the application and recommendation made by the designated staff and make a final determination as to whether the offender shall participate in the program. The Assistant Superintendent of Re-Entry 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 designated staff, to be maintained in the Fatherhood Department's records.

Upon receipt of the Assistant Superintendent's decision, the designated staff person shall meet with the offender. If the application is denied, the designated

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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 program.

If the Assistant Superintendent's decision is to approve the application, the 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 still desires to participate in the program.

The offender shall be provided with a copy of the rules and the contract and a copy of the signed contract shall be filed in the offender's facility packet.

### **VIII. REMOVAL FROM RESPONSIBLE FATHERHOOD PROGRAM:**

A Responsible Fatherhood program participant may be removed from the program for the following reasons:

- A. Voluntary termination from the program at the participant's request. The participant shall make written notification of his desire to withdraw from the program. A copy of which shall be maintained in the offender's facility packet.
- 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 program participant is not charged with a disciplinary violation or is found not guilty, the program participant shall be returned to the program as soon as possible.
- F. Failure to attend program classes/meetings to the point that the 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.



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- 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 unit staff will conduct and document an exit interview prior to termination or withdrawal of any Responsible Fatherhood program participant. A copy shall be maintained in the unit's files.

Responsible Fatherhood program participants who are removed from the program, either voluntarily or involuntarily shall be required to wait for a period of three (3) months from the date of removal in order to reapply for the program. If the Responsible Fatherhood program participant chooses to reapply for the program, the applicant 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 applicant can successfully participate in the program at this time.

### **IX. PROGRESS REPORTS:**

Each Responsible Fatherhood program shall submit progress reports as required by the Director, Religious & Volunteer Services. At a minimum these will be semi-annual reports covering the **six** (6) month periods of October 1 through March 31 and April 1 through September 30. Reports are due 15 days after the end of the report periods. Report periods shall correspond to any reporting guidelines required by a grant provider, if any.

### **X. RESPONSIBLE FATHERHOOD PROGRAM EVALUATION:**

Each facility Responsible Fatherhood program shall be evaluated at least once per year. The Director of Religious & Volunteer Services shall be responsible for ensuring that the program evaluation is completed. Results of the evaluations shall be submitted to the Director, Adult Programs.

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XI. APPLICABILITY:

This policy and its administrative procedures are applicable to all adult male facilities designated to operate the Responsible Fatherhood and Healthy Marriages program.

Signature on File

Edwin G. Buss  
Commissioner

10/1/10

Date