



State of Indiana
Indiana Department of Correction

Effective Date

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11/1/2018

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01-07-105

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

Title

VETERANS' SERVICES

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 11-8-2-1	01-03-103 01-04-101 01-04-104 01-07-101	

I. PURPOSE:

The purpose of this policy and administrative procedure is to present a mechanism to be used by all adult facilities to ensure that all Incarcerated Veterans are provided with opportunities, services, and information relating to their military service.

II. POLICY STATEMENT:

It is the policy of the Indiana Department of Correction to provide support for incarcerated veterans through programs, projects, and education. Each incarcerated veterans shall be given information on veteran's entitlement, benefits, and policies provided by the US Department of Veterans Affairs. During the release process, the incarcerated veteran will be able to work with a Health Care for Re-Entry Veterans Specialist to assist with medical, mental health, housing, substance abuse, and pre-release concerns. The incarcerated veteran will be given the opportunity to participate in the Compensation and Pension (C&P) examination process if required to satisfy a disability claim. The Department shall encourage all incarcerated veteran to participate in activities provided to cultivate a sense of camaraderie and positive fellowship.

III. DEFINITIONS:

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

- A. **BYLAWS:** Rules governing an American Legion Post
- B. **DD214:** Certificate of Release or Discharge from active military duty.
- C. **DEPARTMENT OF VETERANS' AFFAIRS (VA):** Office of the federal government providing patient care and federal benefits to veterans and their dependents.

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- D. **DIRECTOR OF VETERANS' AFFAIRS:** A position selected by the Deputy Commissioner to develop, oversee, and manage veterans' programs within the Department.
- E. **FACILITY VETERANS' COORDINATOR:** A position at each facility that coordinates all matters associated with incarcerated veterans.
- F. **INCARCERATED VETERAN:** An offender who has served in any branch of the US Military.
- G. **INVET:** The Indiana Veterans' Education and Transition Unit at the Edinburgh Correctional Facility.
- H. **HEALTH CARE FOR RE-ENTRY VETERANS SPECIALIST (HCRV):** A representative from the Veterans' Affairs (VA) who assists the incarcerated veterans during the Re-Entry process.
- I. **MENTOR:** A volunteer who guides and fellowships with a specific incarcerated veteran during incarceration and after release.
- J. **TELEHEALTH:** Video and audio program used for medical and mental health examinations with offsite Department of Veterans' Affairs (VA) staff.
- K. **TRAUMATIC BRAIN INJURY (TBI):** a non-degenerative, non-congenital insult to the brain from an external mechanical force, possibly leading to permanent or temporary impairment of cognitive, physical, and psychosocial functions, with an associated diminished or altered state of consciousness.

IV. ADMINISTRATION:

The Deputy Commissioner shall select a staff member to serve as Director of Veterans' Affairs in order to administer and expand the veterans programs within the Department. The Director shall report to the Regional Director of Community Re-Entry Centers.

It is the responsibility of the Director:

- A. To expand existing VA-associated programs within the Department;
- B. To develop new initiatives for incarcerated veterans;

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- C. To serve as the main point of contact within the Department regarding all services specific for incarcerated veterans;
- D. To notify Facility Veterans' Coordinators of all veteran related issues;
- E. To ensure Facility Veterans' Coordinators stay informed of all relevant information available for incarcerated veterans;
- F. To work with outside organizations such as the Indiana Department of Veterans' Affairs, the Department of Workforce Development, Department of Disabled Veterans, and other veterans' groups to ensure that the incarcerated veterans are given updated information to assist with their Re-Entry; and,
- G. To ensure that all available grants and research pertaining to TBI are utilized to identify incarcerated veterans in need of treatment.

V. VETERANS' DAY:

All facilities shall have a celebration to recognize veterans for Veterans' Day. The Warden shall determine the appropriate celebration for the location. Notification of the planned recognition shall be provided to the Director of Veterans' Affairs no later than October 15th of each year. With the approval of the Warden and Facility Business Administrator, Recreation Funds may be used for this celebration.

The Department shall recognize all staff members who serve, or have served, in the armed forces for Veterans' Day. Wardens, Parole District Supervisors, and Division Directors shall determine the appropriate recognition for their staff members.

IX. MEETINGS:

In order to cultivate a sense of unity and camaraderie, the Facility Veterans' Coordinator shall organize activities on a periodic basis for the incarcerated veterans. These meetings may consist of guest speakers, movies, refreshments, or discussions regarding veterans' issues and interests.

X. HOUSING (See Facility Directive):

The Edinburgh Correctional Facility shall house all incarcerated veterans assigned to that facility in its INVET housing unit. The Warden at every other facility shall determine the feasibility of establishing a veterans' housing unit and, if feasible, establish a housing unit for all incarcerated veterans housed at the facility. Facilities

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with Veterans' housing shall develop a Facility Directive to guide the operation of the unit.

XI. AMERICAN LEGION POST:

Facilities with an American Legion Post shall allow regularly scheduled meetings for members, provided such meetings do not jeopardize the safety and security of the facility.

Membership dues are not the responsibility of the facility. Each American Legion member shall be responsible for paying his or her dues. Each post may elect to pay a portion of those dues, depending upon the Post's bylaws.

At the discretion of the Warden, the American Legion Honor Guard may be used for ceremonies, such as graduations.

XII. FUNDRAISERS:

Each Department-established American Legion Post shall conduct a minimum of two (2) fundraisers during a twelve-(12) month period. Proceeds shall be distributed in the following manner:

- A. No less than fifty percent (50%) of the proceeds shall be donated to approved charitable organizations or projects, as chosen by the active Post members;
- B. No more than forty percent (40%) of the proceeds shall be used by the Post to maintain itself, including purchasing necessary equipment and supplies; and,
- C. No less than ten percent (10%) of the proceeds shall be used to support facility or Department charitable initiatives. The Warden shall make the final decision on any purchases or donations from these funds.

XII. FACILITY VETERANS' COORDINATOR:

Each Warden shall designate a staff member to serve as the Facility Veterans' Coordinator. This position should be an additional duty; it is not intended to be a full-time post. The Warden has the authority to make the post full-time as needed. The duty of this position is to oversee all veterans' programs and activities. The Facility Veterans' Coordinator serves as the facility point of contact for the Director of Veterans' Affairs.

The duties of Facility Veterans' Coordinator shall include, but is not limited to:

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- A. Review monthly veterans list to determine if new incarcerated veterans have been assigned to the facility;
- B. Work with Case Management to ensure that all incarcerated veterans have or have requested a DD214. The DD214 is not to be in the possession of the incarcerated veteran. This document shall be maintained in the incarcerated veteran's release portfolio. It may be used for Re-Entry processing and as needed for veteran's services;
- C. Plan and supervise all activities provided to the incarcerated veterans population; and
- D. Coordinate with the HCRV Specialist to assist with processing and determination of veterans' benefits for Re-Entry offenders.

XIII. TELEHEALTH SERVICES:

All facilities are equipped to provide telehealth services for incarcerated veterans in need of such service. Telehealth Services may be used for both Re-Entry reviews and Comprehensive and Pension (C&P) examinations.

XIV. MENTORING:

The Department shall establish a mentoring program, where community volunteers may serve as mentors to incarcerated veterans. Mentors shall successfully complete approved training and agree to periodic reviews of the efficacy of the mentoring relationship. The mentoring relationship should build a foundation for the incarcerated veteran and generates the potential for personal growth, including the development of social and professional skills needed for successful Re-Entry into the community.

XV. APPLICABILITY:

This policy and administrative procedure is applicable to all non-Intake facilities in the Department housing adult offenders.

_____ signature on file
 Robert E. Carter, Jr.
 Commissioner

_____ Date