



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

Title

COMMUNITY RE-ENTRY CENTERS

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

I. PURPOSE:

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

II. POLICY STATEMENT:

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

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

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

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

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

| | | | |
|--|----------------------------|-----------|-------------------|
| Number 02-02-101 | Effective Date 5/1/2016 | Page 2 | Total Pages 16 |
| Title COMMUNITY RE-ENTRY CENTERS | | | |

III. DEFINITIONS:

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

- A. DEPARTMENT: The Indiana Department of Correction.
- B. COMMUNITY RE-ENTRY CENTER (CRC): A community-based facility designated to house residents in the care and custody of the Department who are participating in a paid employment endeavor in the community in preparation for release into their home communities.
- C. ESCAPE: Intentionally fleeing lawful detention.
- D. FAILURE TO RETURN: Intentionally failing to return to lawful detention following an authorized leave;
- E. INDIGENT OFFENDER/RESIDENT: An offender/resident who has a Trust Fund account balance of less than fifteen dollars (\$ 15.00) (not including any monies in the offender's/resident's Re-Entry Administrative Account) on the day of request and has not had a total of more than fifteen dollars (\$ 15.00) credited to the Trust Fund account (not including the offender's Re-Entry Administrative Account) in the preceding thirty (30) days.

IV. OPERATION OF COMMUNITY RE-ENTRY CENTERS:

A. Physical Plant:

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

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

1. Proper waste disposal;

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

| Number | Effective Date | Page | Total Pages |
|--|----------------|------|-------------|
| 02-02-101 | 5/1/2016 | 3 | 16 |
| Title COMMUNITY RE-ENTRY CENTERS | | | |

2. Vermin and pest control;
3. Resident access to adequate facilities for personal hygiene to include: temperature controlled showers, sinks, toilets/urinals;
4. A facility that is clean and maintained in good repair with a Housekeeping and Maintenance Plan in effect;
5. Documented sanitation and safety inspections conducted at least weekly and a Plan of Inspection established;
6. An Emergency Manual created and maintained in accordance with the Department's Emergency Manual, which presents procedures for the Facility Emergency Plan, to include:
 - a. Evacuation plans;
 - b. Evacuation drills conducted monthly on each shift; and,
 - c. All staff trained in the implementation of Emergency Plans and Fire Prevention plans;
7. The facility has a fire protection alarm system and automatic detection system. Fire protection equipment is located throughout facility;
8. Control of the use and storage of all toxic and caustic materials and ensuring all staff and residents are trained in their proper use; and,
9. Appropriate access to and use of keys, tools, and utensils, including the establishment of procedures for key and tool control.

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

B. Staff:

1. Staffing:

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

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

- a. Provide a safe, secure, and structured environment affording residents the opportunity to benefit from the program;

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

| | | | |
|--|----------------------------|-----------|-------------------|
| Number 02-02-101 | Effective Date 5/1/2016 | Page 4 | Total Pages 16 |
| Title COMMUNITY RE-ENTRY CENTERS | | | |

- b. Provide guidance, information, and assistance necessary to effectively identify and address risk factors and program goals;
- c. Assist each resident in the establishment of an effective release plan;
- d. Meet all statutory and procedural requirements for confined residents;
- e. Provide necessary medical / mental health treatment as required;
- f. Provide food service to all residents; and,
- g. Provide necessary administrative support functions such as fiscal and human resources responsibilities.

2. Training:

The CRC shall provide staff members with relevant training in accordance with Policy and Administrative Procedure 01-05-101, "Staff Development and Training."

C. Policies and Procedures:

The CRC shall establish and maintain applicable policies and procedures as required by Policy and Administrative Procedure 01-04-101, "The Development, Approval, and Implementation of Policy." At a minimum, this is to include:

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

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

Restricted policies and procedures, the Department Emergency Manual, the Facility Emergency Manual, Post Orders, and security related facility directives shall be maintained in secured areas and not released to residents or the public without proper authorization from the Commissioner or court order. All non-security related procedures and directives shall be available to residents and the public for review.

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

| | | | |
|--|----------------------------|-----------|-------------------|
| Number 02-02-101 | Effective Date 5/1/2016 | Page 5 | Total Pages 16 |
| Title COMMUNITY RE-ENTRY CENTERS | | | |

D. Resident Classification:

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

1. Administrative Transfer
 - a. Presents threat to the security of the facility
 - b. Presents threat to the community – verified community concerns
2. Disciplinary Transfer
 - a. DHB sanction
 - b. Pending results of an Investigation
 - c. Under the influence of drugs/alcohol
3. Medical Transfer/Reclassification

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

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

E. Resident Accountability:

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

The CRC shall ensure every resident is accounted for while in the facility, at work assignments, and in all other activities outside the facility. The expected results are that continuous resident accountability and safety are maintained through a system of reasonable and accurate controls.

| | | | |
|--|----------------|------|-------------|
| POLICY AND ADMINISTRATIVE PROCEDURE | | | |
| Indiana Department of Correction | | | |
| Manual of Policies and Procedures | | | |
| Number | Effective Date | Page | Total Pages |
| 02-02-101 | 5/1/2016 | 6 | 16 |
| Title | | | |
| COMMUNITY RE-ENTRY CENTERS | | | |

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

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

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

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

Upon the resident’s arrival at the CRC, he/she shall be informed of the consequence of an escape/failure to return. The CRC shall develop and use a lecture presentation that communicates the importance of resident accountability, including consequences of escape, failure to return, and expected behavior in the community and the CRC. The presentation shall be given during the resident’s admission and orientation period, within three (3) days of arrival at the facility in accordance with Policy and Administrative Procedure 01-07-101, “The Development and Delivery of Re-Entry and Adult Case Management Services.”

G. Searches and Shakedown:

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

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

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

Each CRC shall comply with Policy and Administrative Procedure 02-03-101, “Searches and Shakedown.”

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

| Number | Effective Date | Page | Total Pages |
|--|----------------|------|-------------|
| 02-02-101 | 5/1/2016 | 7 | 16 |
| Title COMMUNITY RE-ENTRY CENTERS | | | |

H. The Use of Force:

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

I. Security Inspections:

The CRC shall have a security inspection plan that provides a safe and secure environment for both staff and residents in accordance with Policy and Administrative Procedure 02-03-108, "Security Inspections."

J. CRC Resident Rules and Regulations:

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

1. Access to Health Care;
2. Emergency and Evacuation Procedures;
3. Personal Property;
4. Resident Dress Code;
5. Money Issues;
6. Count Procedure;
7. Disciplinary Policy;
8. Work Details;
9. Living Are;
10. Meal Procedures;
11. Entering and Leaving the Facility;
12. Recreation;
13. Visitation;
14. Mail;
15. Laundry;
16. Telephones;
17. Consequences of Escape/Failure to Return; and,
18. Resident Grievance Process

Each resident shall receive a written copy of the CRC's Rules and Regulations upon arrival, and shall receive instruction during the CRC orientation. Residents shall be advised in the orientation that violation of these facility rules and regulations may result in disciplinary action. All

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

| | | | |
|--|----------------------------|-----------|-------------------|
| Number 02-02-101 | Effective Date 5/1/2016 | Page 8 | Total Pages 16 |
| Title COMMUNITY RE-ENTRY CENTERS | | | |

staff members shall be familiar with the established rules and regulations and shall enforce them in a fair and consistent manner.

V. RESIDENT INTAKE:

A. Receipt of the Resident

Immediately upon arrival, the receiving staff shall ensure the resident's Department packet, medical packet, escape packet, and transfer orders are present. State Form 23605, "TRANSPORT ORDER," shall then be completed. The following steps shall be taken immediately:

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

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

B. Community Re-Entry Center Orientation:

Within seventy-two (72) hours of arrival, new residents shall receive an orientation to the facility and CRC processes. Mandatory issues to be covered shall be documented on the RESIDENT ORIENTATION CHECKLIST and each resident shall sign that he/she received and understands the necessary information as provided. This orientation shall include:

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

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

| Number | Effective Date | Page | Total Pages |
|--|----------------|------|-------------|
| 02-02-101 | 5/1/2016 | 9 | 16 |
| Title COMMUNITY RE-ENTRY CENTERS | | | |

12. Resident Grievance Process;
13. Prison Rape Elimination Act (PREA)/Sexual Assault Awareness;
14. Copy of Policy and Administrative Procedure 02-04-101, "The Disciplinary Code for Adult Offenders;" and,
15. A tour of the Facility.

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

VI. THE RE-ENTRY CENTER PROGRAM:

A. Programming and Resources:

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

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

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

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

B. Temporary Leaves:

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

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

| Number | Effective Date | Page | Total Pages |
|--|----------------|------|-------------|
| 02-02-101 | 5/1/2016 | 10 | 16 |
| Title COMMUNITY RE-ENTRY CENTERS | | | |

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

1. To seek employment or make arrangements for school attendance for a period of four (4) hours or less at a maximum of twice per day between 0800-1600;
2. Travel to and from an approved job or educational program;
3. To obtain medical/psychiatric/psychological services;
4. To attend weekly religious services in the community once weekly for a period of up to 3 hours to include travel time. (Requires written verification from the religious facility and an approved Leave Sponsor.);
5. Home Placement Visitation to consist of one (1) pass per seven (7) days (approved by the Facility Director/Designee) for up to:
 - 8 hours if within 90 days of EPRD
 - 24 hours if within 60 days of EPRD
 - 48 hours if within 30 days of EPRD

Eligibility requirements for a Placement Visitation Leave are as follows:

- a. Must be to the approved release placement.
- b. The Leave Sponsor must be approved by staff.
- c. Must have a working landline phone at the residence.
- d. The resident must :
 - (1) Be in residence at the facility for a minimum of sixty (60) days;
 - (2) Remain current with all obligations to the program;
 - (3) Have no pending disciplinary action
 - (4) Have completed all assigned disciplinary sanctions;
 - (5) Be currently employed for a minimum of ten (10) days and have worked a minimum of thirty (30) hours the previous week; and,
 - (6) Possess adequate finances for transportation or other leave related expenses as determined by staff;
6. To secure a residence or make other preparations for release or discharge;
7. To visit an immediate family member who is seriously ill (upon confirmation);

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

| | | | |
|--|----------------------------|------------|-------------------|
| Number 02-02-101 | Effective Date 5/1/2016 | Page 11 | Total Pages 16 |
| Title COMMUNITY RE-ENTRY CENTERS | | | |

8. To attend the funeral (upon confirmation) of an immediate family member; and,
9. For any other purpose the Department determines to be in the best interest of the resident and the public.

Religious Service, Family Illness or Funeral Leaves, and Placement Visitation Leaves require approved sponsors. Prior to staff approval, all leave sponsors must meet, in person, with staff and produce a valid driver's license and proof of insurance for the vehicle used for transportation. Each sponsor shall complete the State Form 55302, "APPLICATION FOR TEMPORARY LEAVE SPONSOR," to be reviewed and approved by the assigned staff. This process shall also apply to transports to job sites provided by employer/fellow employees.

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

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

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

| | | | |
|--|----------------------------|------------|-------------------|
| Number 02-02-101 | Effective Date 5/1/2016 | Page 12 | Total Pages 16 |
| Title COMMUNITY RE-ENTRY CENTERS | | | |

9. CRCs operational procedures shall outline the process to submit and approve all leaves and all procedures for release/return from leaves.

C. Employment:

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

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

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

1. Residents shall not job seek in groups;
2. Resident must proceed directly to and from his/her approved destination;
3. Employment with previous employer or with an employer that does not have a permanent work site shall require approval from Re-Entry Center Administration;
4. Employment must be full-time, unless prior approval received for educational or other programming purposes;
5. Employers must deduct all applicable taxes from residents' pay; and,
6. All offers of employment must be referred to assigned staff.

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

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

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

| Number | Effective Date | Page | Total Pages |
|--|----------------|------|-------------|
| 02-02-101 | 5/1/2016 | 13 | 16 |
| Title COMMUNITY RE-ENTRY CENTERS | | | |

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

Residents shall be responsible for transportation fees to/from their job site consistent with facility procedures to include bus tickets or transportation fees paid to the CRC, not to exceed twenty-one dollars (\$21.00) per week.

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

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

D. Resident Re-Entry Finances:

At the discretion of the Superintendent, residents may begin paying subsistence regardless of the resident's employment status.

Minimum weekly payment: \$84.00

Maximum weekly payment: \$170.00

Breakdown of resident's paycheck once turned into facility:

- 40% of net = Subsistence
- 10% of gross = Violent Crimes Victim Compensation Fund
- 15% of gross shall be returned to the resident until reaching a minimum balance of five hundred dollars (\$500.00) in the CRC's Resident Re-Entry Account.

Any amount above the required minimum of five hundred dollars (\$500.00) and required deductions may be returned to the resident at the resident's discretion.

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

| Number | Effective Date | Page | Total Pages |
|--|----------------|------|-------------|
| 02-02-101 | 5/1/2016 | 14 | 16 |
| Title COMMUNITY RE-ENTRY CENTERS | | | |

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

- All Residents shall develop, with staff assistance, a financial plan (budget);
- Each financial plan shall be monitored effectively to ensure satisfactory progress is being made;
- Appropriate consequences shall be incurred for a resident who refuses to participate in the program or fail to comply with his/her financial plan.

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

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

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

E. Education:

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

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

F. Transportation:

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

- Family with verified license and insurance;
- Employers;
- Public transportation;
- Walking;
- Community resources;

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

| | | | |
|--|----------------------------|------------|-------------------|
| Number 02-02-101 | Effective Date 5/1/2016 | Page 15 | Total Pages 16 |
| Title COMMUNITY RE-ENTRY CENTERS | | | |

- Taxi;
- Bicycles; and,
- CRC staff in authorized vehicles.

In cases the CRC deems a resident indigent, bus tickets or facility transportation shall be made available for use until a resident gains employment. The resident shall be responsible for reimbursing the CRC for the bus tickets or transportation fees upon receiving his/her first paycheck.

In the event of a removal for disciplinary reasons, the resident shall remain at the contracted CRC until Department staff pick up for transfer. In some approved cases, the CRC shall transport the resident to the newly assigned facility.

Transportation of residents eligible for the Community Transition Program (CTP) shall be provided by the CRC to the supervising agency.

VII. HEALTH CARE SERVICES:

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

Residents that have healthcare available through their employers may be directed to take advantage of those services. This includes visits to a doctor of his/her choice providing the resident has the resources to get to the verified appointment.

The CRC shall provide on-site emergency first aid and crisis intervention to include a first aid kit, AED, staff trained in first aid, and a procedure in place that outlines actions to be taken in the case of an emergency. The first aid kits contents shall meet the requirements set by the American Red Cross. The CRC shall ensure that each staff person having routine contact with residents is certified in cardiopulmonary resuscitation (CPR).

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

Emergency medical services may be paid by the Department with approval by the Department's Chief Medical Officer.

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

| | | | |
|--|----------------------------|------------|-------------------|
| Number 02-02-101 | Effective Date 5/1/2016 | Page 16 | Total Pages 16 |
| Title COMMUNITY RE-ENTRY CENTERS | | | |

VIII. RESIDENT RELEASE:

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

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

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

The Case Management Plan is a dynamic document that follows the resident through his/her completion of parole and or probation.

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

IX. APPLICABILITY:

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

signature on file
Bruce Lemon, Commissioner

Date