

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.14	Page 1 of 4
	Original Effective Date: 02/11/08	New Effective Date: 08/09/21
	Supersedes: 300.00.14	Dated: 01/01/16
	Administrator's Approval: Sarah Cooper, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Pre-Release Curriculum		

POLICY

The Division of Adult Institutions shall provide a semi-structured Pre-Release Curriculum to inmates to assist in facilitating their transition to the community.

REFERENCES

DAI Policy 300.00.15 – Development and Use of Inmate Portfolio

DEFINITIONS, ACRONYMS AND FORMS

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

Curriculum – The learning objectives, learning activities, lesson plans and resource material for each need area.

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DOC – Department of Corrections

DOC-2425 – Acknowledgment of Receipt of Reentry Portfolio (WICS)

Portfolio – A folder containing important documents which include certificates, credentials, checklists, print-outs, letters, resumes, and pictures of projects.

Pre-Release Needs – Identified topic areas that affect the likelihood inmates shall be successful upon release include: education, employment, family support, financial literacy, health, housing, personal development, transportation and wellness.

Reentry Coordinators (RC) – Individuals assigned by the Warden/Superintendent/DCC Administrator/Designee to oversee the continued implementation of reentry initiatives in their respective Institution/Center/Region.

PROCEDURE

I. General

- A. All facilities, irrespective of custody level, shall make available the Pre-Release Curriculum to inmates in a library or resource room. Facilities shall have full discretion as to the manner in which the curriculum is shared in these designated spaces.

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B. Inmates participating in release planning shall meet with appropriate case planning staff to develop a plan to work on meeting identified goals and objectives on their case plan in COMPAS. These individualized plans shall take into account the inmate's anticipated program requirements, work assignments and/or pending transfers in determining the time frame for participation in release planning activities.

II. Facility Shall:

- A. Intake facilities shall distribute portfolio during the intake process in accordance with DAI Policy 300.00.15.
- B. Encourage inmates to begin addressing pre-release planning with designated staff members.
- C. Ensure Pre-Release Curriculum materials are being offered and made available to inmates in library or resource room.
- D. Develop strategies to motivate and encourage inmates to actively participate in release planning.
- E. Develop methods of making the Pre-Release Curriculum accessible to inmates assigned to Restrictive Housing units.
- F. Purchase updated resource material as needed.

III. Reentry Coordinator Shall:

- A. Take the lead in developing and maintaining a plan for providing pre-release planning information in a library or resource room.
- B. Attend release planning and implementation meetings and workshops.
- C. Educate staff and inmates on the Pre-Release Curriculum, inmate portfolio, related policies and reentry initiatives such as the State ID project, various entitlement benefits and Medicaid programs.

IV. Inmate Shall:

- A. Work with facility staff and agent to establish strategies and timetables to complete release planning activities.
- B. Complete goals, tasks and activities outlined in their case plan.
- C. Compile and maintain portfolio with documents related to accomplishments and case plan.
- D. Bring portfolio to all meetings at which it would assist with release planning.

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E. Be responsible for condition, use and replacement of portfolio and its contents in accordance with 300.00.15.

Administrator's Approval: _____ **Date Signed:** _____
Sarah Cooper, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.14	Page 4 of 4
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Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - 1.
 - a.
 - B.
 - C.
- II.
 - A.
 - B.
 - C.