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|  <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: 01/01/16 |
| | Supersedes: 300.00.14 | Dated: 02/19/10 |
| | Administrator's Approval: Cathy A. Jess, 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

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-2398 – Personal Accountability and Goals

DOC-2425 – Acknowledgment of Receipt of Reentry Portfolio

Initial Classification – formerly known as A&E (Assessment and Evaluation)

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
- Wellness

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Reclassification Committee – Formerly Program Review Committee (PRC)

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 reentry resource room. Facilities shall have full discretion as to the manner in which the curriculum is shared in these designated spaces.
- 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.
- C. Facilities shall hold inmates accountable for meeting the objectives outlined in their case plan.

II. Intake Facility Shall:

- A. Distribute the DOC-2398 prior to intake interview.
- B. Distribute portfolio at Initial Classification. Complete, explain and have inmate sign the DOC-2425.
- C. Encourage inmates to begin addressing pre-release planning with designated staff members.
- D. Inform inmates that release planning materials are available in the Library or Reentry Resource room.

III. Facility Shall:

- A. Ensure Pre-Release Curriculum materials are being offered and made available to inmates in Library or Reentry Resource room.
- B. Distribute portfolios as needed in accordance with DAI Policy 300.00.15.
- C. Establish a process to evaluate whether an inmate has successfully completed the goals, tasks and activities consistent with that inmate's case plan.
- D. Develop strategies to motivate and encourage inmates to actively participate in release planning.

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E. Develop methods of making the Pre-Release Curriculum accessible to inmates assigned to Restrictive Housing units.

F. Purchase updated resource material as needed.

IV. Reentry Coordinator Shall:

A. Take the lead in developing a plan for providing pre-release planning information in a resource room or library.

B. Maintain the Reentry Library/Resource room.

C. Attend reentry/release planning and implementation meetings and workshops.

D. 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.

V. 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, maintain and present portfolio, related accomplishments and case plan to Reclassification Committee and at other professional meetings, including to their Agent upon release.

D. Be responsible for condition, use and replacement of portfolio and its contents.

Administrator's Approval: _____ **Date Signed:** _____

Cathy A. Jess, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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| Facility: Name | | |
| Original Effective Date: | DAI Policy Number: 300.00.14 | Page 4 of 4 |
| New Effective Date: 00/00/00 | Supersedes Number: | Dated: |
| Chapter: 300 Administrative | | |
| Subject: Pre-Release Curriculum | | |
| 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.