

OFFENDER REENTRY PROGRAM PROCEDURE DOCUMENT

The Offender Reentry Program policy was created in response to a mandate for the Alaska Department of Corrections to develop and implement risk reduction and reentry interventions, services, and programs. The objective is to increase the effectiveness of offender management and to assist each offender in their attempt to reintegrate into the community in a pro-social manner.

The policy states the Alaska Department of Corrections (ADOC) will develop an Offender Management Plan (OMP) and Individual Reentry Plan (IRP) for all sentenced felon offenders who score above minimum risk upon initial screening. The OMP and IRP will be based upon the offender's assessed needs; it will guide and promote activities and systems necessary for successful community reintegration. The OMP will encompass all aspects of supervision of an offender by the DOC from the time of sentencing to the completion of the imposed sentence, which may include probation and/or parole. The Department will strongly encourage offender participation in programming and pre-release preparation as an essential component of successful reintegration into the community.

This document outlines the ADOC Offender Reentry Program policy and procedures. The wording used in this guide closely, but not exactly, resembles that of the policy (this guide references specific instruments that are required). It is a reference tool developed to assist the ADOC staff in developing and implementing an Offender Management Plan (OMP) and an Individual Reentry Plan (IRP).

Below you will find a basic timeline of the policy's requirements followed by a required activities list. The remainder of this document is a procedure guide written specifically for the OMP policy.

OMP Timeline

- Within twenty-four (24) hours after offender remand:
 - Offender must be screened for medical and mental health needs and his/her eligibility for CRC placement must be determined.
- Within five (5) working days after offender remand:
 - Housing by custody is determined;
- Within ten (10) days after offender remand:
 - Simple Screening Instrument-Revised (SSI-R) is completed;
 - Determination of education needs is made;
 - Level of Service Inventory-Screening Version (LSI-SV) is completed; and
 - Access to available programs is ensured, if appropriate.
- Within thirty (30) days after sentencing:
 - An initial Offender Management Plan (OMP) is completed for all sentenced felony offenders who score above a minimum risk upon initial screening.
- Within thirty (30) days after offender's arrival at designated facility:
 - All sentenced felony offenders who score above a minimum risk upon initial screening will receive comprehensive screenings and/or assessments to include:
 - Level of Service Inventory-Revised (LSI-R);
 - Criminal Sentiment Scale-Modified (CSS-M); and
 - Hostile Interpretation Quotient (HIQ).The following will also be required, if applicable to the offender:
 - Test of Adult Basic Education (TABE);
 - Static-2002R; and
 - Career Scope.
- Within forty-five (45) days after offender's arrival at designated facility:
 - All sentenced felony offenders who score above a minimum risk upon initial screening will receive an OMP.

Whenever possible the pretrial facility shall complete the required assessments and the OMP prior to the imposition of the sentence when the following conditions are met: a) it is reasonable to assume that a convicted yet unsentenced felony offender will serve less than one (1) year; and b) the length of sentence will preclude completion of the OMP at the designated facility.

- Within three (3) months prior to an offenders release:
 - An Individualized Reentry Plan (IRP) is developed.
- Within thirty (30) days prior to an offender's release (if releasing to community supervision):
 - The Institutional Probation Officer sends the IRP to the Field Probation Office.
- Upon offender's date of release:
 - The Institutional Probation Officer sends an updated IRP to the Field Probation Office.

OMP Required Activities

- Medical and mental health screening.
 - Due within 24 hours of remand.
- CRC placement eligibility screening.
 - Due within 24 hours of remand.
- Initial classification.
 - Due within 5 working days of remand.
- Housing by custody determination.
 - Due within 10 working days of remand.
- Simple Screening Instrument-Revised.
 - Due within 10 working days of remand.
- Educational needs screening.
 - Due within 10 working days of remand.
- Level of Service Inventory-Screening Version.
 - Due within 10 working days of remand.
- Initial Offender Management Plan
 - Due within 30 days of sentencing.
- Level of Service Inventory.
 - Due within 30 days of arrival at designated facility.
- Criminal Sentiments Scale.
 - Due within 30 days of arrival at designated facility.
- Hostile Interpretations Questionnaire.
 - Due within 30 days of arrival at designated facility.
- Test of Basic Education (if needed).
 - Due within 30 days of arrival at designated facility.
- Static-2002R (if needed).
 - Due within 30 days of arrival at designated facility.
- Career Scope (if needed).
 - Due within 30 days of arrival at designated facility.
- Offender Management Plan.
 - Due within 45 days of arrival at designated facility.

Whenever possible the pretrial facility shall complete the required assessments and the OMP prior to the imposition of the sentence when the following conditions are met: a) it is reasonable to assume that a convicted yet unsentenced felony offender will serve less than one (1) year; and b) the length of sentence will preclude completion of the OMP at the designated facility.

- Individualized Reentry Plan.
 - Due 3 months prior to offender release.
- Submission of Individualized Reentry Plan to Field Probation Office.
 - Due 30 days prior to offender release.

OMP Procedure Guide

This section includes the policy wording (along with reference designations) in bold followed by italicized comments designed to assist in understanding the policy and ensuring its effective implementation.

Please note: The wording used in this guide closely, but not exactly, resembles that of the policy (this guide references specific instruments that are required).

1. PHASE I: Screening, Assessment, and Referral

This is the initial phase which deals with the screening, assessment and referral of all offenders who have been remanded.

a. Unsentenced offenders:

This includes any individual remanded to a DOC facility.

1) Each offender shall be screened within twenty-four (24) hours of remand for:

The clock begins when intake is completed.

a) Medical and mental health needs, and

The medical and mental health departments are responsible for their respective screenings. The medical department uses a basic medical screening procedure. The mental health remand screening can be completed by medical or mental health staff as well.

b) Eligibility for Community Residential Center (CRC) placement.

The IPO or designee uses a CRC Placement Checklist to determine eligibility for CRC placement.

2) Initial classification shall be completed within five (5) days of remand and screening shall be completed within ten (10) working days of remand and shall include:

The initial classification will be completed within five (5) working days by the IPO as defined in the classification policy.

a) Housing by custody determination;

Housing is determined by the initial unsentenced classification score.

b) Substance abuse screening (SSI-R);

The IPO or designee is responsible for ensuring that an SSI-R is completed and appropriately scored.

c) Determination of education needs; and

The IPO or designee will determine if the offender has a GED or high school diploma by review of the existing file, intake paperwork and/ or self disclosure.

d) Completion of the Level of Service Inventory Screening Version (LSI-SV) to determine risk level.

The LSIR-SV will be completed by the IPO.

3) Where available, and when appropriate, all newly remanded and pre-trial offenders shall have access to:

If these services are available within the institution, and there are no apparent security risks associated with engagement, all inmates will be allowed to participate.

It is recommended that all available services and programs be posted in the housing units and noted in the Prisoner Manual.

a) Adult Basic Education (ABE)/General Education Diploma (GED) services;

b) Anger management programming;

c) Mental health treatment;

d) Parenting classes;

e) Criminal Attitudes Program (CAP);

f) Substance abuse assessment/screening/treatment; and

g) Religious programming/chaplaincy services.

b. Sentenced felony offenders who scored above minimum risk upon initial screening:

Felony offenders who have been sentenced and score above a three (3) on the LSI-SV will need the following:

1) An initial OMP shall be completed within thirty (30) days of sentencing and shall include screening results (LSI-SV, SSI-R, etc) and referral(s), if appropriate, to the following:

This is a very basic outline of the final OMP. The initial OMP will be completed by the IPO and will be copied to the offenders file and entered into ACOMS within the thirty (30) day time frame. Referrals are sent to the various DOC employee(s) or contract employee(s) via email, ACOMS, or in person.

a) Mental health services;

Referrals are directed to the Mental Health Clinician.

b) Substance abuse services;

Referrals are directed to the lead substance abuse treatment services provider.

c) Educational services; and

Referrals are submitted to the Education Coordinator.

d) Reentry services.

Referrals are submitted to the Education Coordinator.

2) Whenever possible the pretrial facility shall complete the required assessments and the OMP, as outlined below, prior to the imposition of the sentence when the following conditions are met:

Please note that "(w)henever possible" addresses the many factors that pretrial facilities are faced with. This section applies to post conviction and pre sentenced offenders. This is a population that has been identified

as "falling through the cracks" and warrants attention. If the offenders meet the criteria listed below, the IPO's must make a reasonable effort to facilitate the assessments and OMP as listed in 3 & 4 below.

- a) It is reasonable to assume that a convicted yet unsentenced felony offender will serve less than one (1) year; and**

Use your best professional judgement to make this determination.

- b) The length of sentence will preclude completion of the OMP at the designated facility.**

Use your best professional judgement to make this determination.

- 3) Within thirty (30) days of arrival at the designated facility each offender shall receive comprehensive screenings and/or assessments including the following:**

This section of the policy addresses felony offenders who have scored above a minimum classification and who have been convicted and sentenced.

- a) Level of Service Inventory – Revised (LSI-R);**

The LSI-R shall be completed by the IPO and entered into ACOMS.

- b) Criminal Sentiments Scale – Modified (CSS-M); and**

The CSS-M shall be completed by the IPO and the scores entered into ACOMS.

- c) Hostile Interpretations Questionnaire (HIQ).**

The HIQ shall be completed by the IPO and the scores entered into ACOMS.

- 4) If applicable (based upon the previous screening and assessment results) the**

following shall also be completed for each offender:

The previously completed screenings and test results will determine if the following tests/assessments are needed.

a) Tests of Adult Basic Education (TABE);

This will be completed by the Education Coordinator if the inmate does not have a high school diploma or GED and if a TABE has not been completed within the past 12 months.

b) Static-2002R; and

This is to be completed by the IPO for all offenders who are incarcerated for a sex offense.

c) Career Scope.

This is to be completed by the Education Coordinator.

5) The OMP shall be completed within forty-five (45) days of arrival at the designated facility. Once completed, the OMP shall be utilized in conjunction with the classification process to monitor progress and encourage offender participation in programming.

After conviction, sentencing, and transfer (if applicable) the OMP must be completed within 45 days.

The OMP shall include:

a) The OMP shall include all screening/assessment results.

The SSI-R, LSI-SV, LSI-R, CSS-M, HIQ, are to be included along with the TABE, Static2002R, and Career Scope if they were completed.

b) Based on the screening/assessment(s); referral(s), when appropriate and where available, shall be made to the following programming areas:

i. Mental health;

Based upon the mental health screening results.

ii. Substance abuse;

Based upon the SSI-R results.

iii. Anger management;

Based upon the HIQ results.

iv. Education;

Based upon the TABE results.

v. Criminal thinking;

Based upon the CSS-M results.

vi. Vocation; and

Based upon self-reported or observed needs.

vii. Reentry.

All offenders will be given this referral with priority given to those who have less than six (6) months to serve.

c) The OMP shall also include a preliminary reentry plan addressing the following areas:

This is a preliminary plan which should be a brief outline for the IRP.

i. Housing;

Describe the offenders living arrangement upon release. If an appropriate living environment is not available an outlined plan to achieve that objective needs to be developed.

ii. Employment;

Describe the offender's employment outlook upon release. If adequate employment is not assured then an outlined plan to achieve this objective needs to be developed.

iii. Positive social support;

Describe the offender's social support network upon release. If a positive social support network is not available an outlined plan to achieve this objective needs to be developed.

iv. Family reunification; and

Describe the offender's family situation. If reunification is needed and appropriate an outlined plan to achieve this objective needs to be developed.

v. Sober/healthy lifestyle.

Describe the offender's lifestyle outlook upon release. If this outlook does not include pro-social activities that support a healthy lifestyle an outlined plan to achieve this objective needs to be developed.

2. PHASE II: Programming and Release Planning (for sentenced felon offenders who score above minimum risk upon initial screening)

Please note, all offenders regardless of offense, classification level, and sentencing status can engage in programming where appropriate and available.

a. Wherever possible offenders shall be encouraged, and given the opportunity, to engage in all recommended programs.

This includes ensuring that offenders are aware of what programs they need, why they need them, and what benefits they can derive from completing them.

b. Revision of the OMP shall be completed as needed.

The OMP must be reviewed and updated on a regular basis to ensure that evolving needs are addressed.

- c. **Development of the Individualized Reentry Plan (IRP) shall be completed three (3) months prior to offender release (including those to be released on furlough). The IRP shall include:**

The IRP should be completed in conjunction with the inmate and must be based on all relevant information obtained through the course of OMP development and implementation.

1) Summary of treatment programs/services completed;

This should include all programs and services that the offender engaged in while incarcerated for their current offense.

2) Summary of treatment programs/services needed;

This will include all of the programs and services that were recommended for the offender but they were unable or unwilling to engage in and/or complete.

3) Community release outlook summary to include strengths and needs in the following areas:

For each of the areas listed below summarize the strengths and needs associated with them. The focus on the strengths and needs should be on those that either help or hinder the offender's ability to maintain a prosocial and criminal free lifestyle.

The strengths should include current resources and abilities as they relate to the subject areas.

The needs should include any barriers the offender will face in attempting to adequately addressing the subject areas.

- a) Housing;**
- b) Employment;**
- c) Positive social support;**
- d) Family reunification;**
- e) Treatment aftercare;**
- f) Education;**
- g) Finances;**
- h) Legal obligations;**
- i) Transportation;**

- j) Medical;
- k) Other, as needed.

- 4) **Description of specific activities that need to occur in order to help ensure a successful community reintegration (these activities shall be based upon the content of the community release outlook summary).**

Describe the offender's situation as it relates to the above subject areas.

Specifically address each need and develop an outlined plan that will enable the offender to adequately address each area. Include referrals, along with contact information, as needed.

- d. **If the offender is releasing to community supervision the Institution Probation Officer (IPO) shall send the IRP to the Field Probation Office thirty (30) days prior to the release of the offender.**

3. PHASE III: Release and Reentry

- a. **The community phase begins upon the date of release. It involves long-term stabilization of the offender and the development or establishment of relationships with appropriate community support networks.**

Community support networks include all public and private organizations that support and assist the offender in achieving objectives necessary to avoid criminal and antisocial behaviors.

- 1) **For offenders being released to community supervision this phase also includes:**

Community supervision is defined as felony probation and parole supervision.

- a) **Field Probation Officer support and supervision; and**
 - b) **Satisfaction of Court and/or Parole Board requirements.**
- b. **If the offender is releasing to community supervision an update to the IRP, pertaining to the time between the most recent IRP and the day of release, shall be**

sent to the assigned Field Probation Officer upon the release of the offender.

This update shall include all new information as it relates to the offender that was not included in the previous IRP. The new information could include: program completions, reassessments, rule infractions, changes in community outlook, etc.

B. Program Reporting and Review:

- 1. All data for the initial screening, initial offender management plan, offender management plan, and individual reentry plan shall be entered into ACOMS.**