



OPERATIONAL INSTRUCTION

Operational Instruction CSS-2006-03

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Approved: Thomas H. Williams/s/

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Referral of Appropriate Offenders to Re-Entry & Sanctions Center (RSC)

The following information is to provide guidance to the Community Supervision Services (CSS) staff with respect to identifying the targeted sanction population that is appropriate for referral to the Re-Entry and Sanctions Center (RSC) for admission consideration¹.

Offenders (parolees, probationers, or supervised releasees) identified for referral to the RSC should be those offenders who have exhibited non-complaint behaviors that have increased the offenders' risk to re-offend in the community. The offender's risk level, as assessed by the Community Supervision Officer and/or CSS Management, is to be at a significant level to warrant the offender's temporary removal from the community to a therapeutic environment.

One goal of this intervention is to refocus the offender's attention toward a community-based corrective strategy aimed at supervision compliance. To this end, eligible offenders are to be referred to the RSC as an alternative to incarceration after the implementation of graduated sanctions have failed to change the offender's non-compliant behavior.

RSC MISSION STATEMENT:

The mission of the RSC is to provide intensive assessment and reintegration programming services in a residential setting (28 days) for high-risk, non-complaint offenders who are in technical violation of their conditions of release.

ELIGIBILITY CRITERIA:

To be eligible for referral to the RSC, the offender must:

- Have twelve (12) or more months remaining on supervision;
- Have technical violations of the release condition;
- Be assessed as being high risk to re-offend (extensive criminal history [two or more felony conviction or combination of felony and misdemeanor convictions] or high criminality, as per the Auto Screener);
- Have a chronic history of and/or current drug use length of use, last time used;
- Have experienced one or more supervision failures; and/or,

¹ This referral process is independent of the CIT referral process. Referrals are to be submitted via the CSO's Referral Module in SMART 3. (Note: CSS will request OIT to add a drop down for the RSC to the CSO's module in SMART.)

- Not have responded to graduated sanctions imposed for non-complaint behaviors.
- No history of arson (arrest, charge, or conviction)

NOTE: Sex offenders will be considered on a case-by-case basis.

REFERRAL PROCESS:

The CSO is to staff all RSC eligible candidate offenders' cases with his or her SCSO. If the SCSO agrees that a case is eligible for referral to the RSC, the CSO is to prepare a referral package to the RSC for program enrollment consideration. The CSO is to record a SMART Running Record (RR) entry noting the CSO's recommendation for RSC consideration. The SCSO is to email the RSC's Referrals mailbox² to advise when the referral package was sent and the method used to send the package (i.e., electronic or internal mail.). At the direction of CSS Management, the CSO is to prepare and forward an offender referral package to the RSC for program consideration.

The referral package is to include the following information:

- a copy of the offender's J&C, parole or supervise release certificate;
- a copy of the offender's drug test results;
- a copy of a signed release of information form;
- a copy of any medical/psychological information;
- current TB test results (conducted within a least 6 months of admission);
- a copy of the offender's signed behavioral contract; and,
- a completed RSC referral form.
- a copy of the Pre-sentence Investigation Report (PSI)
- a violation screen printout (copy specific relative referral information the section of the running record)
- a running record printout of offender's compliance and noncompliance (only those entries that led to the referral for placement should be included)
- a summary paragraph which details the referral reasons (on referral form)

After review of the referral package by the RSC determination team, an acceptance or rejection will be provided to the CSO within 3–5 calendar days. If the Program Director approves acceptance of the offender to the RSC, the Program Director or designee will email the SCSO and CSO to advise of the acceptance for the offender and the enrollment date.

If the RSC determines from the review of the paperwork and discussions with the CSO that the offender requires placement in a detoxification center before admittance into the RSC, the RSC

² The RSC will contact OIT to obtain a mailbox for all RSC referrals. CSS plans to begin making referrals for the Sanctions Unit the last week of July 2006.

staff will coordinate the detox placement. At the conclusion of the detox stay, RSC staff will escort the offender to the RSC and notify the CSO of the placement.³

In the event that program acceptance is not recommended by the Program Director or designee, the SCSO/CSO will be notified via email that the offender was not selected for the RSC and that offender's referral package was forwarded to CIT for evaluation. The CSO will follow the normal protocol based on the CIT assessment.

OFFENDER NOTIFICATION:

Upon notification by the Program Director or designee of the RSC enrollment date, the CSO is to immediately contact the offender and provide the date, time, location and contact person at the RSC to whom the offender must report. The CSO is to inform the offender that the offender's failure to report to the RSC as directed will result in an Alleged Violation Report (AVR) notification to the releasing authority. The CSO also may place the offender on GPS pending the decision by the releasing authority to the AVR request.

STAFFINGS:

The CSO and the Program staff will agree upon the number of staffings to be held at the RSC regarding the offender's response to the assessment process, discharge plan, and/or assist with the therapeutic sanctioning process. At a minimum, the CSO or designated CSO appointed by the SCSO will be required to meet with the offender along with the assigned RSC counselor or case manager, within the first seven days of admittance.⁴ In addition, the CSO will be required to participate in the discharge staffing process (on or about day 21). At least 7 days before the discharge staffing is held, an RSC staff person will send electronic notification to the CSO and SCSO of the meeting date, time, and location. Other staffing participation will be required as mutually agreed and as necessary. The staffings will include, but will not be limited to, the following topics:

By day 7

- the offender's compliance with the assessment processes;
- the offender's compliance and active participation in the group process;
- a review of the offender's behavioral contract

By day 21

- the offender's re-entry compliance plan; (CSO leads)
- discussion of the offender's discharge summary (RSC leads)
 - treatment continuum
 - supervision recommendations (aftercare strategy, supervision support)
 - life supports needed (housing, influences, etc.)

³ CJP will follow-up on its request to OIT for a drop-down in the SMART Treatment Module for the RSC.

⁴ If an offender is noncompliant before his/her initial staffing is held, the RSC will immediately notify the CSO and request the CSO to come over to the RSC for a staffing.

relapse prevention⁵

- the offender's barriers and positive influences to achieve the re-entry compliance plan;
- the offender's home plan.

Offenders referred to the RSC are considered to be a high risk to community safety. An offender who fails to report as directed to the RSC, leaves the RSC against medical advice, or fails to follow the next level of care as recommended by the RSC staff is to be sanctioned immediately with an AVR to the releasing authority.

The offender's behavioral contract is to include the aforementioned information. It is imperative that the CSO fully implement the tenants of the "What Works" philosophy with this high-risk offender group. Staff are to assist the offender in education and employment efforts, housing, marital/family involvement, positive attitude, community functioning, and other "What Works" domains. The SCSO is to closely monitor staff's supervision efforts with this special population post-release from the RSC.

⁵ CSO and TX staff should confer to agree upon a date for the staffing. It is imperative that the CSO attend the discharge staffing as this meeting is critical to discuss with the offender his Re-Entry behavior contract

Offender Behavioral Contract

OFFENDER'S NAME: _____ CSOSA#: _____ PDID#: _____
CSO'S NAME: _____ TEAM #: _____ TELEPHONE: _____
OFFENDER'S FULL TERM DATE: _____

A. PRESENTING PROBLEM(s): (CSO identifies and lists issues of offender non-compliance)

B. LIST CONDITIONS OF RELEASE:

C. SHORT TERM GOALS: (0 to 30 days) [short term goals to be completed within 30 days]

1. Offender will enter and complete The Re-Entry and Sanctions Center.

D. LONG TERM GOALS: (31 to 180 days) [goals to be completed within six months consistent with the prescriptive supervision plan, i.e. employment, housing, abstinence, pro-social contacts, etc.]

1. Offender will enter and complete any other treatment programs recommended by the Re-Entry and Sanctions Center staff

RSC STAFF'S RECOMMENDATION FOR THE CSO:

Offender's Signature & Date

**Community Supervision Officer
Signature & Date**

**Supervisory Community Supervision Officer
Signature & Date**

RSC Treatment Specialist Signature & Date