

 <p style="text-align: center;">ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p>	APPLICABILITY: All Authorized Personnel	
	POLICY NUMBER: #423	DATE: 4/21/14 REVIEWED: 12/18/18
	TITLE: Inmate Programming, Treatment, and Social Services Title 37-95.243(1)(2)(3)(6)(8)(9) ACA: 5A-01; 02; 03; 09	
	AUTHORIZED BY: ORLANDO L. HARPER SIGNATURE: <i>Orlando L. Harper</i>	

POLICY:

It is the policy of the Allegheny County Bureau of Corrections (BOC) to provide inmates with education, social services, reentry services, vocational counseling and training, and drug and alcohol treatment programs and counseling services through the use of contracted service providers.

GUIDELINES

1. The delivery of treatment services shall be supervised by a treatment professional who is either employed by the Bureau, under contract, or that serves as a volunteer. Furthermore, treatment services must be provided by a treatment professional or a person certified, licensed, or trained to provide that programming who is employed by the Bureau, under contract, or who serves as a volunteer.
2. Inmate programs and services include but are not limited to: social services; religious services; recreation; and leisure time activities.
3. Inmates will receive an assessment appropriate for the service they are seeking. Inmates with a drug and alcohol are provided the opportunity to participate in substance abuse programming. The assessment will be conducted by BOC staff or a contracted provider.
4. Inmates will receive a needs assessment within ninety (90) days of admission by a treatment professional.
 - a. The assessment will identify individual treatment needs which will be linked to services that are available in the jail and the community.
 - b. This assessment will be recorded as a part of their treatment file.
 - c. Follow up treatment services will begin within 45 days of the treatment needs assessment.

5. Inmates shall have the option to refuse treatment services except when subject to an involuntary commitment under the Mental Health Procedures Act or unless otherwise directed by a Court Order.
6. Staff are available to counsel inmates upon requests and provisions are made to provide counseling and crisis intervention services. These services may be provided by the Chaplaincy Department, mental health staff, or other treatment personnel.
7. There is no discrimination regarding treatment services access based on an inmate's race, religion, national origin, gender, or disability. Services shall be comparable for both males and females.

PROGRAM SELECTION AND SERVICE DELIVERY EXPECTATIONS:

1. Prospective providers must be approved by the Administration of the Allegheny County Bureau of Corrections and, in some cases, the Allegheny County Jail Collaborative (ACJC) Operations Committee. The evaluation and identification process for prospective programs is greatly dependent on the viability and applicability of the proposed service(s) to existing structure and needs of inmate programming/treatment.
2. Designated department heads are responsible for coordinating each treatment service provided at the ACBOC. Department heads will provide the administration with the number of hours provided per week for each treatment service for a total number of hours provided per week for all treatment services.
3. The Administration of the Allegheny County Bureau of Corrections will make all recommendations to the Warden. The Warden is the final authority for the approval of prospective programs/treatment services.
4. All programs must comply to the following:
 - a. Align with the current structure for reentry and inmate programming established at the Bureau of Corrections.
 - b. Be evidenced-based and produce measurable results that show impact/outcomes.
 - c. Provide a continuum of care for continuity of services upon the inmate's release. This continuum of care may be delivered by the jail program itself, or on a referral basis to other community providers.
 - d. Provide monthly statistics to either the Administration, the Inmate Program Administrator, or the Administrator of Reentry Services.
 - e. Agree to report data and outcomes in a format and system established by the Bureau of Corrections.
 - f. Participate in evaluations that will be conducted by Jail Collaborative personnel. The evaluations will measure the provider's delivery of service and effectiveness to the inmate clientele.

SECURITY PROTOCOLS FOR PROVIDERS:

- Personnel seeking to provide services and enter the facility must submit an institutional clearance form and pass a criminal background investigation.
- Personnel must attend an annual security training conducted by the Bureau's Training Division. This training must be successfully completed before final access to the jail is granted.
- Personnel are subject to the fraternization policy of the Bureau. This component will be covered in detail by the training division. The following criteria must be adhered to by provider personnel, but is not limited to:
- Personnel with family who are incarcerated in the jail must notify the shift commander immediately and submit a report in writing to their BOC contact in Administration.
- Personnel may not accept collect calls from inmates whether at the Program office(s) or residence.
- Personnel must refrain from any relationship(s) with inmate clients with the exception of the professional relationship which would exist during provision of service.
- Providers are expected to notify the Administration of improper behavior of inmates and personnel.

Please refer to the Allegheny County Jail Summary of Services document for a full description and schedule of services and programs provided.