

 <p style="text-align: center;">ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p>	APPLICABILITY: All Authorized Personnel	
	POLICY NUMBER: #424	EFFECTIVE: 3/11/14 REVIEWED: 8/7/20
	TITLE: HOPE Pre-Release Program Policies and Procedures	
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POLICY

It is the policy of the Allegheny County Bureau of Corrections to provide the inmate population with programming and services that will help them successfully reintegrate back into society. Furthermore, the ACBOC will support providers in enforcing procedures and rules that govern the implementation of their programming on housing units.

APPLICABLE POPULATIONS

This policy applies to HOPE Pre-Release Program participants, HOPE Pre-Release Program personnel, and correctional personnel who work on the units where HOPE Pre-Release participants reside.

PROCEDURAL GUIDELINES

1. Participants must meet the criteria established by the HOPE Pre-Release Program and follow the program’s stated procedures for acceptance into the program. Operational requirements are stipulated in policy #422: Procedural Guidelines for Programming Eligibility and must also be met.
2. Participants are expected to abide by the attendance policy established by the HOPE Pre-Release Program.
3. Officers working on HOPE units (2C and 4E) are to be aware of the following:

- a. HOPE participants are to be allowed out of their cells by 8:30am in order to shower and get ready prior to devotions which begin at 8:50am, and should be allowed to stay out until 8pm in the evenings.
- b. Servant leaders should be allowed out prior to class in order to assist with setting up. Servant leaders should also be allowed into the interview room to access equipment.
- c. HOPE participants should be given enough time prior to classes to eat meals. On the female pod, if a split feed is necessary, HOPE participants are to eat in the first shift.
- d. Male HOPE classes are held at 9am, 1pm, and 6pm. Female HOPE classes are held at 9am, 1pm, and 5:45pm.
- e. HOPE memos, schedules of classes, lists of servant leaders and participants, and other relevant HOPE information that is posted on the wall should remain on the wall.
- f. Space and Equipment Usage:
 - i. Male HOPE participants will use the main area of the pod (2C) for class.
 - ii. Male HOPE graduate classes will use the interview room or the gym on the pod.
 - iii. Female HOPE participants will use the level 4 gym for classes with the exception of devotions and participant-led classes, which will use the gym on the pod or the interview room.
 - iv. HOPE items will be stored in the interview room (sound equipment, marker board, DVDs, CDs, books, etc) or the C.O.'s desk or locker (HOPE binder, CDs, DVDs, etc.).
 - v. Only HOPE servant leaders or other identified HOPE participants are able to run, set up, and take down HOPE equipment.
 - vi. Movies will be provided by HOPE staff at the end of each week for use over the weekend (according to the posted schedule). Movies must be approved by the HOPE Pre-Release Director.
 - vii. Male HOPE servant leaders should be allowed to run AA/NA groups (Tuesday, Thursday, and Saturday evenings) in the interview room—they are to be held responsible should anything happen to HOPE equipment during this time.

- g. HOPE terms are eight weeks long, with one week off in between sessions and various weeks off for holidays (ex: Holy week, Thanksgiving, Christmas, and New Year's).
- h. A copy of this policy and the HOPE Pre-Release Program Policies and Procedures are to remain on the officer's desk and be referred to when necessary. An additional copy will be kept in the interview room with other HOPE materials, and should be accessible to servant leaders.
- i. The HOPE Resource Guide should also remain on the officer's desk and be available to all inmates on the pod. Inmate are not to remove pages.

RULES FOR PARTICIPANTS

If any inmate accrues three (3) disciplinary infractions, the inmate will be discharged from the pod/program. Infractions are outlined in the *Inmate Handbook of the Allegheny County Bureau of Corrections*.

Violations of the major infractions as outlined in the *Inmate Handbook of the Allegheny County Bureau of Corrections* may result in immediate termination of an inmate's enrollment in the programming and placement on the program pod. These include, but are not limited to the following: fighting, physical threats, drug or alcohol possession or consumption, gambling, stealing, or contraband. Disrespect of an officer, program staff, or volunteer may also result in immediate termination.

Violations of the following pod and program rules also qualify as infractions:

1. Unkempt cell which includes not making the bed and having clothes lines.
2. Entering someone else's cell.
3. Uniforms not worn neatly; undershirts not tucked in; and pants worn below the waist.
4. Hands in pants.
5. Disrespectful or suggestive contact verbally, physically, or via mail with program staff, correctional staff, volunteers, or other inmates in the program.
6. Unexcused absences from class. Approved absences are medical visits, attorney visits, court, GED class or school (for juveniles), court-ordered classes, and other

approved classes (reentry, creative writing, etc.) for graduates only or director-approved classes.

7. Unexcused lateness for classes. Note: if person has a valid excuse for being late (see above), they are permitted to enter the room (or group) quietly and speak with facilitator after class.
8. Leaving class early is prohibited unless inmate is called from class by correctional or program staff.
9. Inappropriate behavior that disrupts class.
10. Verbal threats or foul language.
11. Gambling, stealing, contraband and/or fighting.
12. Using the toilet as a means of communication (“toilet talking”).

Disciplinary Discharge Process:

1. Correctional staff or a member of the program staff will inform the inmate of the fact that an infraction has been given. Correctional or program staff will notify the unit manager and head of the program of the infraction and will document the same appropriately. Infraction may be able to be worked off at discretion of correctional and/or program coordinator.
2. When an inmate accrues three (3) disciplinary infractions, she/he will be notified that they will be discharged from the program.
3. A participant may inquire about infraction status by asking the head of the program about it.
4. Infractions issued by correctional staff will be reviewed by the unit manager.
5. If an inmate wishes to discuss the appropriateness of a given infraction, a meeting may be arranged at a time designated by program staff. Participants will not receive immediate feedback about their behavior at the moment the infraction is given.