

 <p style="text-align: center;">ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p>	APPLICABILITY: All Authorized Personnel	
	POLICY NUMBER: #425	EFFECTIVE: 7/1/14 REVIEWED: 3/12/20
	TITLE: RE-ENTRY AND EDUCATIONAL PROGRAMMING GUIDELINES	
	ACA: 5A-09; 5A-10; 7D-21	
AUTHORIZED BY: ORLANDO L. HARPER		
SIGNATURE: 		

POLICY

It is the policy Allegheny County of the Bureau of Corrections to, in collaboration with the Department of Human Services and the Courts, provide re-entry, educational programming and vocational counseling and training services to a segment of the population. Further it is the policy of the Bureau to develop procedures that will allow inmates to be efficiently and fairly placed in classes according to their assessed needs.

APPLICABLE POPULATIONS

This policy applies to adult inmates who are court-ordered to Re-Entry, designated as Re-Entry 1 or Re-Entry 2, residing on Re-Entry Pod, referred from a treatment pod, referred by a staff member, or someone that submits a self-referral for services.

DEFINITIONS

- **Court Ordered to Re-Entry:** this applies to those inmates whose sentencing judge mandates re-entry programming as a sentencing stipulation.
- **Re-Entry 1:** Re-Entry 1 clients are incarcerated men and women enrolled in the Re-Entry Program upon **receiving an Allegheny County sentence** which meets the following criteria:
 1. Must be serving a county sentence of at least five months in Allegheny County.
 2. Must be medium or high risk to recidivate based on a validated risk assessment tool.
 3. Must have probation or parole in Allegheny County following their sentence.

4. Must not be a participant in a specialty court.
5. Must not be assigned a JRS caseworker (if client has a JRS worker they may be Re-Entry 2)

Re-Entry 1 Clients receive a risk and needs assessment and a service plan based on that assessment which they must follow with the guidance of a Jail Service Coordinator. Two months before their minimum release date they are assigned a Community Service Coordinator. From enrollment through six-months' post release the client is assigned a Re-Entry Probation Officer. The client follows a Phase 2 service plan in the community which is developed by the Community Service Coordinator in collaboration with the Re-Entry Probation Officer.

- **Re-Entry 2:** Re-Entry 2 clients are incarcerated men and women enrolled in the Re-Entry Program upon receiving an Allegheny County sentence which meets the following criteria:
 1. Must be serving a county sentence of at least three months in Allegheny County.
 2. Must be medium or high risk to recidivate based on a validated risk assessment tool.
 3. Must have probation or parole in Allegheny County following their sentence.
 4. Must not be a participant in a specialty court.

Re-Entry 2 Clients receive a risk and needs assessment and a service plan based on that assessment which they must follow with the guidance of a Jail Service Coordinator. The client follows a Phase 2 service plan in the community which is developed by the Jail Service Coordinator in collaboration with the Re-Entry Probation Officer.

- **Re-Entry Pod Clients (1B Clients):** Re-Entry Pod clients are incarcerated men who have voluntarily agreed to participate in Re-Entry Services while being housed on the Re-Entry Pod on level 1 of the Allegheny County Jail and who meet the following criteria:
 1. Must be eligible for housing on 1B per ACJ and Classification Policies.
 2. Must be medium or high risk to recidivate based on a validated risk assessment tool.

Re-Entry Pod Clients receive a risk and needs assessment and a service plan based on that assessment which they must follow with the guidance of a Jail Service Coordinator.

- **Program Pod Referrals:** Program pod referrals are submitted for medium to high risk inmates that are participating in programming provided on a designated program pod including the drug & alcohol housing unit (5E or 5MC), the Female Program Pod (4E), and the Hope Pod (2C). Referrals are submitted after a risk and needs assessment and service plan are completed for each inmate.
- **Staff referral:** A staff referral is a referral submitted to the re-entry or educational department from another Bureau of Corrections employee.
- **Self-referral:** A self-referral is a referral submitted by an inmate on their own behalf to the re-entry or educational department.
- **Jail Collaborative Database:** The Jail Collaborative Database is the computer application/system that stores program referrals and participant outcomes. Participant outcomes are entered by contracted service providers.
- **Disciplinary Restriction:** Any inmate placed under restrictive housing due to Misconduct or Administrative Custody. Administrative Custody is an involuntary movement resulting from a write-up that requires a disciplinary hearing. Voluntary placement in Protective Custody is not a Disciplinary Restriction but must be terminated by the inmate prior to attending Re-Entry Services or Education Classes.

PROCEDURAL GUIDELINES

- Referrals for Re-Entry Services must be submitted to the Re-Entry Analyst prior to the start of a class. All referrals are tracked, screened, and submitted to the Administrators of Re-Entry Services and Inmate Programming for review according to Policy #422 (Procedural Guidelines for Programming Eligibility). All referrals approved for placement in classes are entered into the Jail Collaborative Database by the Analyst.

- Prior to participation in any Re-Entry Services the inmate must sign a release of information form. This form will be kept in their Re-Entry file.
- Referrals for Educational Services must be submitted to the Allegheny Intermediate Unit Adult Education Program Student Records Manager. All referrals are tracked, screened, and submitted to the Re-Entry Analyst for entry into the Jail Collaborative Database.
- Placement in Re-Entry and Educational classes may be restricted by program requirements including education level and pre-test score, or by class capacity.
- Prioritization for placement into all Re-Entry and Education classes is as follows:
 1. Court-ordered
 2. Re-Entry 1
 3. Re-Entry 2
 4. Re-Entry Pod Residents
 5. Program Pod Referrals that are medium to high risk and have an accompanying service plan. Low-risk females transitioning from treatment are permitted placement into programming if a slot is available.
 6. Staff/provider referral (inmate must be medium to high risk to recidivate)
 7. Self-referral (inmate must be medium to high risk to recidivate)
 8. All above referrals for inmates who are low risk to recidivate
- Services take place in either the Re-Entry Center or Educational classrooms located on 1M. Renovation and newly constructed classrooms are designed in consultation with school authorities.

REMOVAL FROM SERVICES

- **Disciplinary Restriction:** Inmates who are on Disciplinary Restriction are not eligible for placement in Re-Entry or Education classes for 15 days following the end of their Disciplinary Restriction.
- **Removal from Programming:** Inmates who are removed from a Program or Treatment Pod due to behavior infractions or misconducts are not eligible to placement in Re-Entry or Education classes for 15 days following removal from the Program or Treatment Pod. The pod coordinator must notify the Administrators of Re-Entry Services and Inmate Programming when this occurs.

- **Refusal of Re-Entry Services:** Inmates who are eligible for Re-Entry Services due to the receipt of a sentence as described above (Re-Entry 1 and Re-Entry 2 populations) may refuse to participate in services. A Refusal to Participate in Re-Entry Programming form is signed by the inmate, probation officer, and the Administrator of Re-Entry. The inmate may request in writing to be reconsidered for Re-Entry within two weeks of signing the form. After two weeks, if the inmate has not requested to participate in services the refusal form is placed in their classification file and a copy is sent to their sentencing Judge. Inmates who refuse programming are not eligible for placement in Re-Entry or Education classes throughout the duration of their commitment.