

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
817**

COMMUNITY RE-ENTRY PROGRAM

Supersedes: AR 817 (06/17/12); (Temporary, 05/01/13); 10/15/13; (Temporary, 07/10/17)
Effective Date: 08/30/17

AUTHORITY

NRS 209.131; 209.4871-209.4889

PURPOSE

To provide assessment-driven, evidence based and best practice programming and employment skills to inmates prior to release from incarceration. These services are designed to prepare and promote an inmate's successful integration into the community, reduce recidivism and reduce victimization.

RESPONSIBILITY

The Director has the overall all responsibility for the administration of regulations.

The Deputy Director of Programs or designee is responsible for the administration of the Department's Re-Entry Programs, to include managing, approving and monitoring all program elements.

The Wardens and/or designated Associate Wardens (AW) of Programs are responsible for operational implementation of Re-Entry Program(s) at each respective facility.

The Community Re-Entry Coordinator/Program Officer III is responsible for the daily operation of the Community Re-Entry Program, including direct staff supervision, coordination with community partners, delivery of re-entry programming, and quarterly reporting.

The Community Re-Entry Program staff is responsible to apply all provisions of this regulation and AR 801 to all programming.

817.01 IN-CUSTODY COMMUNITY RE-ENTRY PROGRAM

- A. The community re-entry program is specific programming, with case management provided by the Re-Entry under Programs. NDOC's philosophy is that all programming and activities begins at Intake when the inmate is processed into the NDOC. The

Community Re-Entry Program is specific to enrollment into a program by the Program Officers assigned to the respective facilities.

- B.** The re-entry process is a sequence of events beginning with an assessment of the inmate's needs, the inmate's commitment to the program, and continues until he or she has successfully completed the community re-entry program, is withdrawn from the program, or is discharged (into the community, transitional housing, and/or parole/probation).
1. During the intake process, the Warden and/or designated Associate Warden is responsible to ensure appropriate intake processes are completed including, but not limited to:
 - a. General intake procedures for identification of inmate, search, property and identification.
 - b. The Nevada Risk Assessment System (NRAS) shall be completed by the Mental Health Unit upon entry, to identify program needs, including but not limited to mental health, substance use or community re-entry.
 - c. Medical and mental health evaluation.
 - d. Prison Intake Tool/Questionnaire is completed and updated in NOTIS.
 2. The Community Re-Entry staff will ensure checklists are provided to the Intake Staff for Orientation, which includes a checklist of mandatory criteria to be eligible for transitional housing, and/or a Community Re-Entry program.
 3. An inmate will progress through custody levels based on behavior and program needs. Every effort will be made to identify inmates from the lowest possible security level by the Unit Correctional Casework Specialist during eligibility screening for Community Re-Entry Programs.
 4. Re-Entry Program Officers will review the information provided by the correctional case worker to determine formal eligibility and potential enrollment for community re-entry programming, as defined by the Operation Procedure for Re-Entry.
 5. NDOC will strive to provide inmates with a re-entry program designed to successfully transition the inmate back into society through planning and training with the primary goal of reducing recidivism.
 6. Inmates are only eligible for Re-Entry and employment programs when inmate(s) are within a minimum of 3 (three) months and a maximum of 24 months of probable or earliest release date.
 7. The Warden, Associate Warden, Caseworker, in conjunction with the Offender Management Division (OMD), will ensure that no inmate who has been assigned to a space for any re-entry program, to include community re-entry or substance abuse, will be transferred to camp or another program.

8. Re-Entry staff will collect and prepare data, including, but not limited to, the information listed in AR 817.01.5, for monthly reports to the State Wide Re-Entry Coordinator. That data will be compiled, analyzed and forwarded to the Management Analyst IV, the Associate Warden of Programs at each facility, and the Deputy Director of Programs.

C. Correctional Casework Specialists (CCS), Prison Intake Staff, and Program Officers (PO) will accomplish the following:

1. The CCS will document in NOTIS whether or not an inmate has access to their Birth Certificate, Social Security Card, or Nevada state identification at intake. All efforts by CCS's or identified staff to obtain these documents at intake shall be documented in NOTIS.
2. Upon development of case plan, CCS shall determine potential eligibility for Social Security Disability Income (SSDI) benefits. Community Re-Entry Program Officers will submit SSDI applications for those inmates in a community re-entry program, while the CCS shall submit the SSDI applications for inmates not enrolled in a community re-entry program. Applications should be submitted prior to six months of expected release date.
3. Any incoming documents or records for inmates from an outside party shall be referred to the Records Department. The Records Department shall be responsible to update NOTIS of any birth certificates, social security cards or identification received and placed in the inmates file.
4. Mental Health staff are responsible to ensure that the NRAS is complete and updated in NOTIS for all inmates. Only Mental Health or Substance Abuse clinicians are permitted to adjust any NRAS score, after an additional assessment by the clinician.
5. Upon assignment, the CCS or Warden's designee at facilities without a re-entry Program Officer, shall review for:
 - a) Assignment to an education program where available to help obtain their GED or High School Diploma
 - b) Assigned to appropriate mental health, substance use, or program available at the institution or facility.
 - c) Submit forms to obtain birth certificate and social security cards, if required.
 - d) Develop re-entry plans for release and discharge of the inmate into the community.

D. Community Reentry Staff duties, include, but are not limited to, preparation, documentation and collection of the following information for inmates in the re-entry program:

1. Verify and determine eligibility for the Community Re-Entry Program based on the NRAS;
2. Develop personalized program plans to include compliance with the mandatory checklist of criteria.
3. Provide evidence-based programming classes for key domains to include, but not limited to, employment, social support, substance use, as well as criminal attitudes and behavior patterns that focus on life skills, resource, and personal development as defined by the operational procedure for re-entry programming;
4. Refer inmates to programs to assist inmates upon release or whose sentence expires to include housing, education, mental/behavioral health, and/or community programming.
6. Identify community support/resources for inmate Re-entry and reintegration;
7. Develop and distribute a comprehensive statewide community resource informational guide;
8. Assist inmates enrolled in the community re-entry program with obtaining an identification card by reviewing and working with the inmate to apply for a social security card (*if no alias was used*), once the inmate has provided a certified birth certificate as required for identification.
8. Enter program participation progress notes and pertinent information in NOTIS, including, but not limited to 1) attendance in every class; 2) completion of class activities; and 3) reasons for withdrawal of all inmates.
9. Accept referrals, as appropriate, from mental health or substance use upon the documentation that inmate(s) are compliant with treatment, and stable.

E. PROGRAM AVAILABILTY

1. Inmates shall be advised, during the orientation process, of the availability of programs, and the criteria to apply for consideration.
2. Inmates not enrolled in educational programs, due to lack of classroom space or space availability, will be placed on a waiting list based on PED and Assessment.

3. Veteran housing unit program will be based on availability, probable expiration or parole date, NRAS score, with honorable discharged veterans, as confirmed by the DD-214, ranked higher on the placement list.
4. The availability of additional programs and program changes shall be announced to participants by unit staff and posted throughout the unit.
5. Annual target goals for program improvement shall be established based on the results of program performance. Program performance shall include educational, vocation, student certificate and/or enrollment and completion of programs.
6. The OP will include which programs are deemed eligible for the Veteran population, as identified by the Program Review Committee and approved the Deputy Director of Programs.
7. Community Re-Entry Program staff shall maintain a caseload of 120 per Program Officer.

817.02 MONTHLY PROGRAM REPORTS

1. Re-entry staff shall provide monthly activity reports to the State Wide Re-entry Coordinator and his/her Administrative Assistant, who will forward the information to the Deputy Director including, but not limited to, an analysis of the number of participants, number of completions year (for each class) to date, and number of hours each class or program was provided using the form identified by the Community Re-Entry Coordinator, and approved by the Deputy Director of Program.
2. Re-entry staff will be responsible to meet program goals and expectations to include: case load reports; classes held; and metrics as defined by the State Wide Re-entry Coordinator.

817.03 DESIGNATED RE-ENTRY UNITS

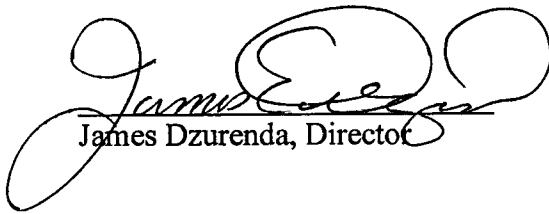
1. The NDOC has established re-entry units at Southern Desert Correctional Center, Florence McClure Women's Correctional Center, High Desert State Prison, Warm Springs Correctional Center, Northern Nevada Correctional Center, Northern Nevada Restitution Center and Casa Grande Transitional Housing. Services are also available to inmates at Three Lakes Valley Conservation Camp and trainee's at Three Lakes Valley Boot Camp.
2. Re-Entry has established relationships with Lovelock Correctional Center, Ely State Prison and all their respective Conservation Camps and will provide support where needed to provide re-entry services to their inmate populations. The Warden will designate a re-entry coordinator in their facility to monitor and administer re-entry programming, if available.
3. The expansion of Re-Entry programs to any institution shall be approved by the Deputy Director of Programs.

4. Defined re-entry units, such as substance abuse, veterans housing, or other specialty re-entry programs will be required to provide monthly reports to include: number of participants; eligibility determinations; demographics; PED; evidence-based programs completed; in addition to other metrics as defined by the Deputy Director of Programs.

APPLICABILITY

1. This AR requires an Operational Procedure at each Institution/Facility.
2. This AR does not require an audit.
3. This AR requires compliance with the programming approved for re-entry with the Operational Programming guide, approved by the Deputy Director of Programs.

REFERENCES: 4-4464 through 4-4480



James Dzurenda, Director

8/30/17
Date