
 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p>Directive Number 9.7</p>	<p>Effective Date 10/31/2007</p>	<p>Page 1 of 5</p>
<p>Approved By</p> 	<p>Supersedes Offender Management, dated 12/15/2006</p> <p>Title Offender Management</p>		

1. Policy. The Department of Correction shall produce and distribute an Offender Management Plan that will govern and promote activities and systems necessary for successful community reintegration for offenders. The Offender Management Plan shall encompass all aspects of an offender's supervision by the Department from the time of commitment to the completion of the imposed sentence. The Department shall encourage participation in pre-release preparation and programming services as an essential component of successful reintegration of the offender to the community.

2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standards 2-CO-4A-01, 2-CO-4B-01 and 2-CO-4G-01.
 - C. American Correctional Association, Standards for Adult Correctional Institution, Fourth Edition, January 2003, Standards 4-4287, 4-4295 and 4-4442 through 4-4444.
 - D. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-2A-25, 4-ALDF-2A-30 and 4-ALDF-5B-13.
 - E. Administrative Directives 1.9, Audits; 8.1, Scope of Health Services Care; 9.2, Offender Classification; 9.3, Inmate Admission, Transfer and Discharge; 9.4, Special Management; 9.8, Furloughs; 10.12, Inmate Orientation; and 11.2, Transitional Placement.

3. Definition. For the purposes stated herein, the following definition applies:
 - A. Vulnerable Population. Vulnerable population inmates include: inmates under the age of 18, inmates over the age of 65, has a mental health needs score of 4 or 5, has a developmental disability as defined in CGS section 17b-28, has a serious medical condition, pregnant or up to two months postpartum, and has significant auditory or visual impairment.

4. Offender Management Plan. The Department shall provide and maintain a structured offender management plan to ensure each inmate receives appropriate custodial supervision, opportunities for self-improvement, and tools for successful reintegration into the community. The Offender Management Plan shall consist of institutional and community phases with appropriate programming as follows.
 - A. Institutional Phase. The institutional phase shall encompass all aspects of an inmate's incarceration, both on accused status and while under sentence, including, but not limited to the following:

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1. Admission and Orientation. Upon admission, in accordance with Administrative Directive 8.1, Scope of Health Services Care, health services staff shall meet with each inmate. This initial screening shall identify individuals with acute health and mental health issues as well as those who may be at risk for self-harm.

Newly admitted inmates shall be assigned to an Orientation Unit that shall provide a period of time for adjustment and to further assess, monitor, and ensure the inmate is in an appropriate correctional setting in accordance with Administrative Directive 10.12, Inmate Orientation.

Within twenty-four hours of admission, an initial risk and treatment need assessment shall be conducted to determine appropriate classification and facility placement in accordance with Administrative Directive 9.2, Offender Classification. Those inmates being held on pre-trial status shall be managed in a correctional facility, with the exception of those individuals on a special management status, in accordance with Administrative Directive 9.4, Special Management or those inmates identified as vulnerable in accordance with Section 3(A) of this directive.

Following sentencing, inmates shall receive a comprehensive assessment, consisting of:

- a. Extensive health and mental health assessment;
- b. Substance abuse evaluation;
- c. Educational and vocational assessment; and,
- d. Sex offender treatment needs review.

In addition to these treatment needs, the inmate shall be reviewed for custodial and security risk management.

After sentencing, the Offender Accountability Plan shall be developed with the inmate. Upon conclusion of the development of the individualized Offender Accountability Plan, the inmate shall be transferred to an institution commensurate with the assessed security level and programmatic needs.

2. Offender Classification. Normally, inmates shall be assigned to facilities based primarily on risk classification. Needs classification shall be the secondary consideration when placing an offender. Vulnerable Population offenders and those offenders on a special management status shall be assigned to facilities based on the offender's needs and security classification.

With the exception of the vulnerable population:

- a. Offenders sentenced to greater than two (2) years shall receive a complete needs assessment at the MacDougall-Walker CI Assessment Unit.

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- b. Offenders sentenced to two (2) years or less shall receive their assessment at the appropriate correctional center.

MacDougall-Walker CI assessment staff shall work collaboratively with the Board of Pardons and Paroles statutorily required Parole Orientation Program.

- 3. Offender Accountability Plan. An Offender Accountability Plan (OAP) shall be developed with each offender, formulating treatment goals and programming using CN 9701, Offender Accountability Plan. The OAP shall identify and address the specific areas that need to be modified in order to assist the offender in a successful reintegration to the community. The foundation of the OAP shall be accountability. Each offender shall be responsible to comply with the terms of the OAP.

The OAP shall be reviewed, and when necessary modified using CN 9702, Offender Accountability Plan - Revision Form, with the offender on a regular basis throughout the term of incarceration in order to assess progress and reinforce achievement of stated goals.

In addition to participation in identified treatment, education and vocational programs, the OAP addresses safety and security issues, to include behavioral expectations.

Additional components may include development of spiritual, family, and community support systems.

The final phase of the OAP shall prepare the inmate for transition into the community, either by way of a supervised community release program or full discharge from the sentence.

The Director of Offender Classification and Population Management shall prepare guidelines for the implementation of the OAP. These shall be revised as needed and require the approval of the Director of Programs and Treatment (Division). The Director of Offender Classification and Population Management shall ensure that these guidelines are audited annually in accordance with Administrative Directive 1.9, Audits.

- 4. Treatment Programs. The Department shall provide inmates with the opportunity to participate in a wide array of treatment programs and services designed to address identified needs.

The Department shall maintain a Compendium of Programs and Services for the offender population. The Director of Programs and Treatment (Division) shall ensure that appropriate facilities offer programming in the following areas:

- a. Health and Mental Health;
- b. Addiction Services;

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- c. Education and Vocational Training;
- d. Religious Services;
- e. Behavior Modification; and,
- f. Transitional Services.

The Director of Programs and Treatment (Division) shall ensure that systems are in place to assess an offender's need for programmatic intervention and that such intervention functions to prepare the offender for eventual release.

- 5. Custodial Expectations. Each offender shall be required to comply with Department rules and regulations. Failure to comply with Department rules and regulations shall subject the offender to disciplinary action and shall influence community release decisions.

- B. Community Phase. The community phase shall be a continuation of the offender management plan developed during the incarceration phase, and shall: a) take into account programs and treatment that the offender has participated in during a period of incarceration, b) provide linkages to community-based services, and c) place the offender into appropriate community release programs.

The Director of Programs and Treatment and the Director of Parole and Community Services shall ensure that interventions received in the community are consistent with treatment programs offered in the institutions.

In accordance with the Connecticut General Statutes, an inmate's eligibility to participate in community release programs shall depend on a variety of factors, including length of sentence, nature of conviction, institutional conduct and percentage of time served. The following are community release programs that an offender may be eligible for:

- 1. Transitional Supervision (TS). Eligible inmates shall serve at least fifty percent of a total effective sentence of two years or less. The Unit Administrator shall be the designated release authority and the Department provides supervision and case management, through its Parole and Community Services Unit for inmates on TS status. Placement shall be in accordance with Administrative Directive 9.2, Offender Classification.
- 2. Parole. The Board of Pardons and Paroles retains release authority for parole. Offenders convicted of non-violent crimes are eligible for parole after serving 50 percent of their sentence. Those offenders convicted of violent crimes must serve 85 percent of their sentence. Those convicted of the most serious crimes shall render an offender ineligible for parole. The Board of Pardons and Paroles is solely responsible for determining the release date of an offender. The Department shall be the supervisory authority for paroled offenders.
- 3. Residential Program Placement. Residential programs are utilized to provide assistance for those offenders who require greater support and supervision in the community. Inmates who are within eighteen months of their release

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date or have been voted to parole may participate in these structured programs. Generally, placement in a residential program is made for those who have need for housing, education or employment assistance, or intensive residential substance abuse treatment. Placement shall be in accordance with Administrative Directive 9.2, Offender Classification.

4. Re-entry Furloughs. The re-entry furlough is the release of an inmate to an approved residence for up to forty-five days in the final portion of the sentence for the purpose of re-entry support into the community. Reentry furloughs may be utilized for inmates at the end of sentence or transitioning to a discretionary release program, and shall be processed in accordance with Administrative Directive 9.8, Furloughs.
 5. Transitional Placement Program. Transitional Placement is a program in which certain offenders are approved to transfer to an approved community or private residence after satisfactory performance in a residential program. Placement shall require the approval of the Director of Parole and Community Services and shall be in accordance with Administrative Directive 11.2, Transitional Placement.
 6. Transfer Parole. The Chairman of the Board of Pardons and Paroles retains the authority regarding transfer parole. An inmate may be released to transfer parole within 18 months prior to parole eligibility. The Chairman of the Board of Pardons and Paroles is solely responsible for determining the release date of an offender. The Department shall be the supervisory authority for paroled offenders.
 7. Special Parole. A sentencing court may impose a term of post-sentence supervision requiring the offender to serve a term of supervision. The Board of Pardons and Paroles shall have authority over revocation, rescission and subsequent releasing actions. The Department shall be the supervisory authority for offenders on special parole.
5. Discharge Planning. Each inmate who is discharged from institutional custody shall receive a plan for discharge. In cases where the inmate discharges without the benefit of supervision by the Parole and Community Services Unit, the inmate shall receive discharge planning in accordance with Administrative Directive 9.3, Inmate Admission, Transfer and Discharge.
 6. Data Management. The Director of Offender Programs and Victim Services and the Director of Management Information Systems shall maintain an electronic record of program participation. This requirement shall include creation of an electronic means to track participation in programs recommended in an inmate's OAP.
 7. Forms and Attachments. The following forms are applicable to this Administrative Directive and shall be utilized for the intended function:
 - A. CN 9701, Offender Accountability Plan; and,
 - B. CN 9702, Offender Accountability Plan - Revision Form.
 8. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.