

Changes to RIS procedures due to the implementation of the First Step Act

Terminal Illness

- Within 72 hours of the diagnosis of a terminal illness, staff will notify the inmate's attorney (information located on the Pre-Sentence Investigation Report), partner, and family members (use emergency contact from the BP-408 or individuals requested by the inmate) of the Diagnosis. These calls must be notated on the activity log in the inmates Central File. All individuals contacted must be informed they can submit a request for a RIS on the inmate's behalf.
- A BP-192 (Release of Information Consent) should be completed prior to notifications being made unless the inmate is physically or psychologically unable to do so.
- Within 7 days of the diagnosis of a terminal illness, staff shall provide the inmate's partner and family members, including extended family, with an opportunity to visit the defendant in person. Visits may be denied by the Warden for security concerns.
- The RIS Coordinator should maintain a copy of all visitation denials. This information will be needed for the annual report
- Staff shall assist, if requested by the inmate, inmate's attorney, partner, or family member, in the preparation, drafting, and submission of a request for RIS when the request is due to a terminal illness.
- The Warden will forward the RIS request to Central Office within 14 days if the request is due to a terminal illness.

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Debilitated Medical Condition

As Defined By Policy

- If an inmate has a debilitated medical condition and is unable to prepare or submit a RIS request, staff will notify the inmate's attorney, partner, and family members that they may submit a request for RIS on the inmate's behalf. These calls must be notated on the activity log in the inmates Central File.
- A BP-192 (Release of Information Consent) should be completed prior to notifications being made unless the inmate is physically or psychologically unable to do so.
- Staff shall assist, if requested by the inmate's attorney, partner, or family member, in the preparation, drafting, and submission of a request for RIS when the inmate has a debilitated medical condition.

Filing a RIS with the Sentencing Court

- Inmates may file a RIS with the sentencing court after receiving a BP-11 response, denial from the General Counsel, or the lapse of 30 days from the receipt of such a request by the Warden of the inmate's facility, whichever is earlier.

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