

P5325.07 RELEASE PREPARATION PROGRAM

Starting in May of 2006, the Office of National Policy Management began reformatting policies that contain change notices. With the rapid growth in word processing and electronic distribution via Sallyport and the internet, many of these WordPerfect 5.0 documents have become unstable.

No word or substance changes have or will be made to any of these documents. To avoid confusion these documents will be re-issued electronically with a new number and new date.

Thank you for your patience during this conversion process and please give me a call if you have any questions or concerns.

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Program Statement

OPI: CPD
NUMBER: P5325.07
DATE: 12/31/2007
SUBJECT: Release Preparation
Program

This is an electronic re-issuance for technical reasons only. There are no substance or word changes to the document.

1. **[PURPOSE AND SCOPE §571.10.** The Bureau of Prisons recognizes that an inmate's preparation for release begins at initial commitment and continues throughout incarceration and until final release to the community. This subpart establishes a standardized release preparation program for all sentenced inmates reintegrating into the community from Bureau facilities. Exception to this subpart may be made by the Warden of a Bureau facility which has been designated as an administrative maximum security institution.]

The Release Preparation Program's (RPP) purpose is to prepare each inmate to re-enter the community successfully and particularly, the work force. Implementing this Program Statement will ensure that the purpose and scope of all institution/unit release preparation programs are consistent throughout the Bureau.

2. **SUMMARY OF CHANGES.** Significant changes to this Program Statement include:

- Pretrial and detainee inmates may participate voluntarily in the RPP program with the unit team's recommendation if it does not interfere with institution safety and security needs;
- Institutions will use appropriate community resources to assist in providing release preparation programming;

[Bracketed Bold - Rules]

Regular Type - Implementing Information

- The time frame for participating in the RPP core curriculum has been changed from 18 - 24 months to 30 months prior to release;
- SENTRY keying assignments have been clarified;
- The unit team will monitor the Inmate Education Data Transcript for RPP participation;
- Inmates who refuse to complete any course within the core curriculum recommended by the unit team will be considered as refusing program participation. Accordingly, any inmate who refuses to participate in the Release Preparation Program will not ordinarily participate in community based programs. However, inmates in this category should not be automatically excluded from consideration for a CCC referral;
- The calendar of courses has been clarified (a sample calendar is provided);
- The inmate RPP status will be automatically printed on the Program Review Report;
- Institutions are strongly encouraged to conduct at least one Mock Job Fair annually;
- Releasing inmates who have participated in the Release Preparation Program are encouraged to have an employment folder to assist in their job seeking efforts upon release;
- Video tapes may be used to assist the inmate to complete RPP courses;
- The Release Preparation Coordinator (RPC) will monitor RPP participation by using the Education Quarterly Roster Report;
- The Release Preparation Coordinator (RPC) responsibilities have been clarified;
- The Unit Release Preparation Program, as previously described in the Unit Management Manual, has been incorporated into this Program Statement; and,
- Institution Supplement requirements have been clarified.

3. **PROGRAM OBJECTIVES.** The expected results of this program are:

a. Inmates will participate in both the unit and institutional Release Preparation Programs to enhance their successful reintegration into the community.

b. The Bureau will enter into partnerships with private industry, other federal agencies, community services providers and Community Corrections Centers (CCCs), to provide information, programs, and services to releasing inmates.

c. Inmate recidivism will be reduced through participation in unit and institution Release Preparation Programs and contact with community resources.

4. **DIRECTIVES AFFECTED**

a. **Directive Rescinded**

P5325.05 Release Preparation Program, Institution (7/18/96)

b. **Directives Referenced**

P5100.07 Security Designation and Custody Classification Manual (9/3/99)

P5280.08 Furloughs (2/4/98)

P5300.20 Volunteers and Citizen Participation Programs (6/1/99)

P5300.21 Education, Training and Leisure Time Program Standards (2/18/02)

P5321.07 Unit Management Manual (9/16/99)

P5350.28 Literacy Program (GED Standard) (12/1/03)

P5353.01 Occupational Education Programs (12/17/03)

P5354.03 Postsecondary Education Programs for Inmates (12/17/03)

P5803.07 Progress Reports (3/16/98)

P5873.05 Release Gratuities, Transportation, and Clothing (9/4/96)

P7310.04 Community Corrections Center (CCC) Utilization and Transfer Procedures (12/16/98)

c. Rules cited in this Program Statement are contained in 28 CFR 571.10-13.

5. STANDARDS REFERENCED

a. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4442 and 4-4444

b. American Correctional Association Performance Based Standards for Adult Local Detention Facilities, 4th Edition: 4-ALDF-5B-13, 4-ALDF-5B-14, and 4-ALDF-5B-15

c. American Correctional Association 2nd Edition Standards for the Administration of Correctional Agencies: 2-CO-4G-01

6. PRETRIAL, HOLDOVER, AND/OR DETAINEE PROCEDURES. Pretrial inmates are not required to participate in either unit or institution release preparation programs, unless they voluntarily wish to do so and have the permission of their unit team.

Holdover inmates are not required to participate in either unit or institution release preparation programs.

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For the purposes of this Program Statement, the term "detainee" refers to a non-U.S. citizen (alien) who has finished serving a local, state, or federal sentence and is held past his/her release date for immigration purposes. Returnable detainees are not required to participate in unit or institution release preparation programs. However, non-returnable detainees may participate voluntarily, with the unit team's permission, since, most likely, he/she will be released within the United States. *

7. EXCEPTIONS TO INSTITUTION AND UNIT RPP PARTICIPATION:

All sentenced (designated) inmates committed to Bureau custody are to participate in RPP except those:

- committed for study and observation;
- committed to the Bureau serving a sentence of six months or less;
- committed to the Bureau with a sentence of "death;"
- confined in an administrative maximum security institution;
- * ● with a "Will Deport Order" denoted by the CMA of IHP CMP WD, IHP CMPWDE, or IHP CMPWDI; and
- with a PSF of Deportable Alien. *

The following inmates may participate in Release Preparation Programs with the unit team's recommendation:

- State inmates; and,
- Inmates committed to the Bureau and arriving at the initially designated institution with less than six months remaining on their sentence.

8. **[PROGRAM RESPONSIBILITY §571.11. The Warden shall designate to a staff member the responsibility to:**

- a. **Determine the general release needs of the inmate population;**
- b. **Coordinate the institution release preparation program;**
- c. **Chair the Release Preparation Program Committee;**
- d. **Contact and schedule volunteers from the local community to participate in the release preparation program.]**

Ordinarily, the Warden will delegate these responsibilities to a specific staff member not below the department head level, hereafter referred to as the Release Preparation Coordinator (RPC). The Associate Warden of Programs (AWP) is responsible for ensuring the RPP's viability and intent is consistent with program objectives, and institution and agency mission.

9. **[GENERAL CHARACTERISTICS §571.12].** While the RPP operates at both the **unit** and the **institution** levels, both programs have been combined into this Program Statement for convenience and consistency.

Successful reintegration into the community requires early identification of the inmate's release needs and the development of a comprehensive institutional and community-based plan to meet those needs. Release plans will be discussed with the inmate at initial classification, and readdressed at subsequent program reviews.

[a. Staff shall structure the release preparation program to make extensive use of staff, inmate, and community resources.]

Ordinarily, the RPP includes participation by U.S. Probation Officers (USPOs), Community Corrections Managers (CCMs), and community resources to disseminate information that may help the releasee.

These community resources may come into the institution to perform specific tasks. For example, government agencies and community colleges may perform aptitude and interest tests without cost to the institution. Community employers may also participate in Mock Job Fairs and interviews.

[b. Staff shall strongly encourage and support an inmate's participation in the institution release preparation program. Staff shall document the inmate's participation in the program in the inmate's central file.]

(1) **Program Recommendations.** Inmates should enroll in the RPP no later than 30 months prior to direct release to the community or through a CCC. However, inmates are encouraged to participate in RPP courses throughout their confinement. Inmates serving sentences of 30 months or less should consider immediate enrollment.

Each eligible inmate must participate in **all** recommended courses and will only be exempted with cause by the AWP. (See Section 10.a.(4) of this Program Statement).

(2) **Documentation Of Participation.** When the eligible inmate begins participation in the Release Preparation Program, course recommendations and progress need only be documented on the Program Review Report in the Release Preparation participation section.

If an inmate is received from another institution, the unit team will take into consideration any RPP courses completed at the sending institution, so they do not require the inmate to duplicate completed courses. For example, if the inmate has completed a course in Health and Nutrition at the sending institution already, and the team and the inmate do not want to recommend participation in Health and Nutrition in the receiving institution, the inmate does not need to take another course under this core topic, unless he or she desires to do so.

RPP participation must be summarized in the pre-release Progress Report under Release Planning; "Release Preparation Program."

(3) **Courses.** There are six Core Topics as identified in 28 CFR 571.13 and listed in Section 9.b. of this Program Statement.

(a) **Course Development.** The RPP Committee will determine which courses will be offered under these six broad categories (Core Topics). Each course facilitator will determine how many times the group will meet (also known as classes).

Course development should also take into account different inmate needs. For example, an inmate who owns a chain of businesses will not need many courses in the Core Topic of "Employment," but the RPP Committee may consider establishing a course geared toward the "employer" that the inmate may enroll in, i.e., Managing Difficult Employees, and this course would satisfy the requirement for this Core Topic.

The institution's ethnic population should be considered when developing courses. For example, if the institution has a large percentage of inmates who speak Spanish, the institution may want to have RPP courses taught in Spanish.

(b) **Attendance.** If an inmate misses a class, the facilitator may schedule a make-up class, at his or her discretion. However, if an inmate misses a course, the inmate is then considered as "refusing to participate in the program."

(c) **Frequency.** Courses must be on-going and offered throughout the year.

(4) **Monitoring and Tracking**

(a) The unit team will monitor and track the inmate's status in the RPP program on each Program Review Report at each scheduled program review.

The unit team will review previous recommendations and compare program activity with a current Inmate Education Data Transcript (copy to be filed in Section 4 of the Inmate Central File). If, at the time of the inmate's program review, the inmate has enrolled in or completed any of the recommended courses, the inmate's RPP status will be changed from RPP NEEDS to RPP PART. If the inmate is currently in RPP PART and is awaiting enrollment in another course, no change is necessary. When the inmate has completed all six categories recommended, unit staff will change the inmate's status

to RPP COMPLT. The inmate should only have one CMA RPP code in addition to the "RPP UNIT C" code.

Note: If an inmate's status in the RPP Program changes in the interim period between program reviews, (i.e., RPP NEEDS to RPP PART, RPP PART to RPP REFUSE, etc.), staff may make the appropriate modification in SENTRY prior to the next program review.

(b) Course facilitators will enter enrollments and completions on the SENTRY Inmate Education Data Transcript. In order for the courses to appear on the Inmate Education Data Transcript, EDC SENTRY codes must be used.

(c) The RPC will monitor and track overall institutional programming (see Section 12 of this Program Statement for specific responsibilities).

(5) **Completion**

(a) Course facilitators must enter completion data, using the EDC categories, within **14 calendar days** of course completion.

(b) The inmate must complete all recommended courses to be considered as having completed the RPP. Upon completing the RPP or prior to an inmate's release (i.e., transfer to a CCC or to the community), the inmate will be provided a copy of the Inmate Education Data Transcript if requested, for inclusion in the employment folder.

(6) **Refusal.** An inmate who refuses to participate in RPP is considered to lack the responsibility necessary for community program participation, and will not ordinarily participate in community-based programs. However, inmates in this category should not be automatically excluded from consideration for a CCC referral. Refusal to participate in any recommended RPP courses must be documented on the Program Review Report.

Refusal to participate in any single class of the RPP **alone** will not result in the inmate receiving a score of zero (poor) for "Responsibility Inmate has Demonstrated" when updating the Custody Classification form (BP-338).

(7) **Inmate Responsibilities.** Inmates should be familiar with their release plan and work toward those goals during their incarceration. It is the inmate's responsibility to request enrollment in recommended courses directly to the course facilitators.

Throughout the inmate's incarceration, he or she should participate in several courses that count toward completing the RPP. Generally, inmates will receive some type of certificate or notice that the course(s) had been completed. It is the inmate's responsibility to maintain course certificates and notices in an employment folder (see Section 12.a. of this Program Statement).

Staff are not responsible for an inmate's failure to maintain an employment folder. However, if requested unit staff will provide an inmate with copies of certificates or other relevant documents maintained in the Inmate Central File.

(8) **Course Facilitator Responsibilities.** Course facilitators will maintain lesson plans for each course they instruct. They will also maintain class attendance records, schedule make-up classes as necessary, and enter data into SENTRY so that the course data will be captured on the Inmate Education Transcript Data screen. Education staff will offer training to help facilitators load SENTRY data. The RPC will monitor the accuracy of data entry and offer further training as needed.

10. **[INSTITUTION RELEASE PREPARATION PROGRAM §571.13**

a. The institution release preparation program shall be administered by the Release Preparation Program Committee.]

The Release Preparation Program Committee must:

- develop and maintain local course activity;
- monitor course documentation;
- develop program plans; and,
- report data.

The Warden will appoint the institution RPP Committee. The RPP Committee will be made up of multi-discipline staff (e.g., Education, Chaplaincy, Psychology Services, Health Services, Unit Management, Volunteer Coordinator). The membership of this committee will ordinarily not be delegated below the department head level. The Institution Volunteer Coordinator (if one

exists) is encouraged to play a major role in the RPP. The Release Preparation Coordinator (RPC) chairs the RPP Committee, however, the AWP has overall program management responsibility. The RPC is required to maintain minutes of RPP Committee meetings for two years.

The institution RPP Committee will make written recommendations to the AWP concerning which department(s) should be responsible for planning, scheduling, conducting, and documenting all courses. The Warden has final decision authority. Prior to implementation of final decisions made by the Warden which affect bargaining unit employees, the local UNION will be notified in accordance with the Master Agreement. The department responsible for each release preparation topic/course must develop standard lesson plans. The RPC will review and maintain the plans.

The RPP Committee will also determine which courses will be offered at the institution. These courses will be identified in the Institution Supplement, and the reporting and tracking requirements must also meet with this Program Statement's requirements.

Whenever possible, existing institution programs, such as work, literacy, health promotion, vocational training, disease prevention, parenting, and occupational training will be incorporated into the RPP. However, if a department is offering a course that is not identified as an RPP course then it does not have to be recorded, tracked, or monitored as established in this Program Statement, i.e. Chaplain programs.

The institution RPP Committee will determine course schedules, which will be posted in areas accessible to inmates (e.g., bulletin boards, Education). Institution resources and inmate needs will affect RPP scheduling.

The Release Preparation Coordinator must:

- coordinate, schedule, and chair RPP Committee meetings;
- plan for future classes based on staff recommendations;
- ensure class facilitators enter beginning and ending data on SENTRY;
- publish an annual calendar of course schedules; and,
- submit an annual RPP report to the Warden.

The course calendar must be comprehensive and include:

- month;
- day of week;
- hours of the class;

- beginning and ending dates;
- total number of hours; and,
- SENTRY course code (see sample schedule, Attachment A).

The RPC must meet with the unit staff member(s) responsible for the Unit Release Preparation Program and institution course facilitators annually, either separately or jointly, to share ideas and procedures. These meetings are to be held independently from the RPP Committee meeting.

[b. The institution release preparation program will be based on a core curriculum of topics/courses organized into six broad categories.] Courses will be taught in a formal classroom setting with attendance records maintained, and approved lesson plans.

[The six categories are:

(1) Health and nutrition.] Possible topics/courses include disease prevention, weight management, holistic health, mental health support/counseling groups, eating and shopping nutritionally, stress management, sexuality, AIDS awareness, and physical fitness;

[(2) Employment.] Possible topics/courses include résumé submission/writing skills, mock Job Fairs, aptitude testing, dressing for success, job search techniques, interviewing techniques/skills, career choices, keeping a job, and relationships with co-workers;

[(3) Personal finance/consumer skills.] Possible topics/courses include balancing and maintaining a checkbook, developing savings accounts, buying or leasing a car or home, managing money/credit, and living on a budget;

[(4) Information/community resources.] Possible topics/courses include the role of the USPO and supervision requirements, halfway house regulations, finding and using local social service agencies, Social Security resources, housing availability, legal requirements, and state employment services.

"Legal requirements" may include but are not limited to USPO reporting procedures, sex offender registration, and selective service registration;

[(5) Release requirements and procedures.] Possible topics/courses include types of releases, releases to detainers, release gratuities, conditions of supervision, disposition of personal property, release clothing, trust fund account, inmate telephone system accounts, advanced pay requests, Inmate Financial Responsibility Program (IFRP), post-release obligation, and reporting procedures. **(This category is not intended to replace the Unit Release Preparation Program);** and,

[(6) Personal growth and development.] Possible topics/courses include marriage enrichment, parenting, child development, discipline of children, activities for and with children, interacting with school and child care, the effect of separation on children, positive self-image, anger control, cognitive skills, substance abuse treatment programs, drug education, speech or communication classes, education, victim awareness, life skills information, relapse prevention, and developmental psychology.

Courses should be interactive whenever possible; for example, at the end of the résumé submission and writing skills segments, the inmate should have completed a viable résumé that will become part of his or her release documentation (employment folder). At the end of the Social Security segment, the inmate will have submitted an application for a Social Security Card (if necessary).

Unit staff or course facilitators may access information on the Internet, if available, to assist with release planning.

[c. To assist in the release process, the Warden may, in accordance with the Bureau of Prisons' rule on furloughs, grant an inmate a furlough for release preparation purposes.

d. Staff shall help an inmate obtain proper identification (social security card, driver's license, birth certificate, and/or any other documents needed by the inmate) prior to release.]

Unit staff will make a reasonable effort to assist inmates in obtaining appropriate release documents; however, because of the inherent difficulties in obtaining a driver's license, it is understood that such assistance may not be rendered.

[e. An inmate who is not being released through a Community Corrections Center (CCC) may ask staff to request the assistance of a United States Probation Officer in establishing a release plan. Bureau staff are to encourage the inmate to give at least one employment lead or contact. Where the inmate or the inmate's family has already identified employment, the case manager shall notify the United States Probation Officer so that the usual verification of release plans may be made. Where employment has not been identified, the case manager shall notify the United States Probation Officer of the employment need. This notification should ordinarily occur at least six weeks prior to the inmate's release.]

The June 9, 1995, Memorandum of Understanding (MOU) between the Bureau and the Administrative Office of the U.S. Courts (Attachment B) addresses pre-release planning for all methods of release through the use of a Supervision Release form (BP-522). The MOU establishes a standard time-frame for Bureau staff to submit an inmate's release plan to the U.S. Probation Office at least 90 days prior to release directly to the community, or at the time of a CCC referral (excluding unusual circumstances).

11. **SENTRY REQUIREMENTS.** Two SENTRY code categories will be used to enter the RPP into SENTRY: Case Management Activity (CMA) and Education Course (EDC).

a. **CMA Codes.** The RPP is a SENTRY category under the CMA. The unit team must enter the inmate's status at initial classification and review the inmate's participation at each subsequent program review. Unit staff will change the appropriate CMA RPP codes in SENTRY subsequent to program reviews, when the inmate's participation status has changed.

RPP Participation will be documented on the Program Review Report in measurable goal terms. Each eligible inmate will be allowed to have only one RPP-CMA assignment in addition to "RPP UNIT C."

The following assignments will be used:

- (1) **"RPP NEEDS"** will be entered for an inmate who needs to participate in the program prior to release, but whose release date is so far into the future that to place him/her into the RPP at the present time would be premature;
- (2) **"RPP PART"** will be entered for an inmate participating in any of the RPP's six categories. When an inmate has completed one course or category and enrolls or is awaiting

enrollment in another course or category, the CMA will remain as participates;

(3) **"RPP REFUSE"** will be entered for an inmate who refuses to participate in any RPP course the unit team recommended;

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(4) **"RPP EXEMPT"** will be entered for an inmate when there is justification to waive participation in the institution's RPP. This definition includes inmates who, typically, would be required to participate in RPP but for some reason unique to the inmate, unit staff believe the inmate either cannot complete RPP successfully or cannot benefit from RPP. Some examples may include: documented learning or medical disability, language barrier, advanced employment (e.g., corporate CEOs), insufficient time to complete RPP, etc. Inmates will not be exempted without a careful review of the inmate's release situation. The unit team must initiate a justification memorandum for the AWP's approval prior to exempting an inmate from all or any portion of the RPP. The approved memorandum will be filed in section 5 of the Inmate Central File. Once the memorandum is approved, the SENTRY classification "RPP EXEMPT" must be entered;

(5) **"RPP INELIG"** will be entered for an inmate identified in Sections 6 and 7 of this PS as being ineligible to participate in the program; *

(6) **"RPP UNIT C"** will be entered for an inmate when all Unit Release Preparation Program components have been completed; and

(7) **"RPP COMPLT"** will be entered for an inmate when **all** Institution Release Preparation Program components have been completed.

b. **EDC Codes.** Education staff use SENTRY EDC codes primarily to document participation in education classes. EDC codes must be used locally to document participation in each course, regardless of the department sponsoring the course. This information will transfer automatically to the Inmate Education Data Transcript.

The RPC will monitor the Education Quarterly Roster Report to determine that the appropriate entries are made into SENTRY to document when an inmate enrolls, completes, or withdraws from a course.

Education staff will train those individuals responsible for keying SENTRY EDC data in the use of EDC categories. The use of the EDC codes will enable staff to enter courses so that they appear correctly on the Inmate Education Transcript Data. The inmate can then use the transcript upon release as part of his or her employment folder.

The course facilitator will enter specific course enrollment information using the EDC codes for enrollment, withdrawal, or completion within **14 calendar days** of the action. Ordinarily, the course facilitator will ensure that classes are closed out prior to the inmate departing the institution.

- Group codes "RE**" will be used for any course that the Education Department offers that is specifically developed to meet the RPP program requirements.
- Group codes "RN**" will be used for any other course developed to meet the RPP program requirements.
- Group codes of pre-existing courses will **not** be changed to "RN**" or "RE**."

Example: "Parenting" is a course Education offers currently that has a group code of "M" and it must **not** be changed to a RPP group code. Therefore, the calendar, SENTRY codes, and the IS must continue to reflect Parenting with a group code of "M." However, the IS may indicate that this parenting class counts toward the RPP requirements.

By using EDC codes to enter enrollment and completion information in SENTRY, the code(s) will be captured under the group code of release programming courses on the Education Quarterly Roster. It will also post the courses on the Inmate Education Transcript.

12. COMPLETION REQUIREMENTS. Inmates should attend all recommended classes to receive credit for completing the course. When the inmate completes each course successfully, the course facilitator may present the inmate with a certificate.

However, if an inmate refuses to attend any recommended courses, he or she will be considered as a refusal for SENTRY reporting purposes.

a. **Employment Folder.** The inmate will be responsible for keeping all his or her program completion documents. These documents will aid the inmate in his or her search for employment upon release.

All inmates who complete the RPP Program are encouraged to develop an "employment folder." The inmate will be responsible for developing and maintaining this folder, which should be completed prior to an inmate's release from the institution or to a CCC. The employment folder can include, but is not limited to, a résumé, certificates, awards, and an Education Transcript Data Report. Folders may be provided by the institution or the inmate may purchase one through the commissary.

If the inmate is releasing through a CCC, official identification cards, (e.g., social security card, etc.) may be given to the inmate on the transfer date, or mailed to the CCC along with the CCC release documents, prior to transfer. If the inmate is not releasing through a CCC, the documents must be given to the inmate upon release from R&D.

b. **Previous Completion.** Inmates who have recently returned to custody with less than 12 months after a previous release, including CCC releases, are not required to complete the program again if the previous successful completion is noted in the Inmate Central File or on SENTRY as "RPP COMPLT." If the time remaining to serve is more than 12 months, the RPP assignment will be changed to "RPP NEEDS."

If an inmate has had a previous completion and has been returned to custody to serve a longer period of incarceration, the pre-existing "RPP COMPLT" should be deleted.

c. **Video Tapes or Modified Program.** Institutions may provide video tapes or a modified program for inmates serving short sentences or who have missed a class (through no fault of their own) that will not be offered again prior to his or her release.

Also, the Warden will establish procedures, and identify and approve those inmates who are eligible to participate in video taped or a modified RPP Program.

d. **Local Resources.** Staff are encouraged to make extensive use of local resources. Many public agencies are willing to conduct aptitude testing, career planning, or perform other release preparation services/activities.

The Inmate Placement Branch, Industries, Education and Vocational Training (IEVT) Division, Central Office, has additional information to assist institutions to establish contacts in the community.

e. **Job Fairs.** Mock Job Fairs invite local employers to come to the institution to conduct mock job interviews with inmates with imminent release dates and in some instances offer inmates real job opportunities upon release. Institutions are strongly encouraged to hold one Mock Job Fair annually.

d. **Course Schedule.** The course schedule should resemble a college schedule and take into consideration staff work schedules. This will allow the inmate and unit staff to determine when courses are offered to better plan for course enrollment.

- Minor changes in individual classes do not need to be published in the course schedule (IS), i.e. instructor absence, or the late night counselor changing from Wednesday to Thursday during a specific quarter.
- The RPC Committee is to approve major changes involving an entire course, i.e. the course will no longer be offered, or a new course to be added, and will need to be published in the course schedule (IS).
- Course schedules must be posted on inmate bulletin boards.
- Make-up classes will be scheduled by the course facilitator, at his or her discretion, for an individual who misses a class.

13. **RELEASE PREPARATION COORDINATOR (RPC) RESPONSIBILITIES**

- Coordinate and chair the RPP Committee and meetings.
- Meet with unit staff member(s) responsible for the Unit RPP, and course facilitators, either separately or jointly, to monitor program enrollments, completions, and SENTRY keying errors.
- Ensure unit staff and course facilitators are trained to enter SENTRY codes.
- Publish an annual calendar of course schedules.

- Submit an Annual Report to the Warden no later than December 31 of each year.
- Monitor and track the Education Quarterly Roster Report for inmate participation, and monitor the appropriateness and timeliness of CMA RPP assignments.

14. **UNIT RELEASE PREPARATION.** The unit release preparation phase provides each inmate the opportunity to receive individual assistance from his or her unit staff and usually begins in earnest when the inmate is between 11 and 13 months from final release.

Unit staff are to evaluate the inmate's eligibility for community-based programs, and are to provide each inmate the opportunity to discuss individual concerns prior to release. Final release plans should be developed in direct relationship to those needs.

Each institution will establish a list of topics to be discussed with the inmate during the unit release preparation phase. Suggested topics to be discussed include, but are not limited to, the following:

- CCC process
- Disposition of personal property
- Disposition of inmate funds
- Release plans:
 - aftercare/conditions of supervision
 - release destination
 - relocation
 - residence
 - employment
 - IFRP
- Release Processing:
 - gratuity
 - clothing
 - transportation
 - personal identification
- Release notification
- Release registration

- Release to detainer (verify with ISM/CCM)

Unit staff will enter "RPP UNIT C" into SENTRY when an inmate completes the Unit RPP.

15. **INSTITUTION SUPPLEMENT.** To implement this Program Statement's requirements, each Warden must issue an Institution Supplement that:

- Designates an institution Release Preparation Coordinator;
- Provides a specific and comprehensive list of courses that comprise the RPP;
- Ensures the list of courses are reviewed annually;
- Identifies the members of the RPP Committee and the Unit staff member(s) responsible for the Unit Release Preparation;
- Establishes procedures to identify and approve inmates eligible to participate in video taped or a modified RPP Program;
- Establishes SENTRY course names and group codes;
- Establishes the date the annual report is due; and,
- Identifies the topics that will be discussed during the unit release preparation phase.

The institution will involve the Regional Office, Correctional Programs Administrator, in developing the Institution Supplement. Care is necessary to ensure that the Institution Supplement's purpose and intent is consistent with the institution's mission.

/s/
Kathleen Hawk Sawyer
Director

Sample Course Calendar - Core Topics # 4 - Information/Community Resources										
Course	Group Code	Course Code	Start	M	T	W	T	F	End	Hours
Role of the USPO and Supervision Requirements (CMC)	RN 4	Supervision	2/5 6/5 10/10				8-10 8-10 8-10		2/5 6/5 10/10	2 2 2
Halfway House Regulations (CMC)	RN 4	CCC Rules	2/5 6/5 10/10				10-12 10-12 10-12		2/5 6/5 10/10	2 2 2
State Employment Services (CMC)	RN 4	State Svc	2/5 6/5 10/10				1-3 1-3 1-3		2/5 6/5 10/10	2 2 2
Social Security Resources (CMC)	RN 4	Social Security	2/6 6/6 10/11					8-10 8-10 8-10	2/6 6/6 10/11	2 2 2
Finding and Using Local Social Service Agencies (CMC)	RN 4	Local Svc	2/6 6/6 10/11					10-12 10-12 10-12	2/6 6/6 10/11	2 2 2
Veterans Administration Assistance (CMC)	RN 4	Veterans	2/6 6/6 10/11					1-3 1-3 1-3	2/6 6/6 10/11	2 2 2
Housing Availability (CMC)	RN 4	Housing	2/9 6/9 10/14	8-10 8-10 8-10					2/9 6/9 10/14	2 2 2
Legal Requirements (CMC)	RN 4	Legal	2/9 6/9 10/14	10-12 10-12 10-12					2/9 6/9 10/14	2 2 2
Food and Money Assistance (Business Office)	RN 4	Food Money	2/9 6/9 10/14	1-3 1-3 1-3					2/9 6/9 10/14	2 2 2

Sample Course Calendar - Core Topics # 6 - Personal Growth and Development										
Course	Group Code	Course Code	Start	M	T	W	T	F	End	Hours
Life Skills Information (Counselor)	RE 6	Life Skill	2/4 4/8 8/10 10/7			6- 7:30 * 6- 7:30 * 6- 7:30 * 6- 7:30 *			3/25 5/27 9/29 11/25	12 12 12 12
Parenting (Education)	M	Parenting	1/12 6/15	9- 11:30 9:11: 30		9- 11:30 9- 11:30			2/9 7/8	20 20
Anger Management (Counselor)	RN 6	Anger	3/8 6/9 9/10 12/11		6- 7:30 * 6- 7:30 * 6- 7:30 * 6- 7:30 *				3/29 6/30 10/3 1/4	6 6 6 6
Victim Awareness (Counselor)	RN 6	Victim	1/8 5/15 9/20				6- 7:30 * 6- 7:30 * 6- 7:30 *		2/27 7/3 11/8	12 12 12
Drug Education (Health Services)	RN 6	Drug Ed	1/11 4/8 7/9 10/10					6- 7:30 6- 7:30 6- 7:30 6- 7:30	2/4 4/29 7/30 11/30	6 6 6 6
Marriage enrichment (Chaplain)	RN 6	Marriage	3/4 5/8 9/10 11/7	6- 7:30 6- 7:30 6- 7:30 6- 7:30					4/25 6/27 10/29 12/25	20 20 20 20

Relapse Prevention (CMC)	RN 6	Relapse	2/8 6/15 10/20		6-7:30 6-7:30 6-7:30			3/27 8/3 12/8	12 12 12
Speech and Communication (Education)	RE 6	Speech	2/12 5/20 8/8 11/11		9-11:30 9-11:30 9-11:30 9-11:30			4/9 7/8 9/26 12/30	12 12 12 12
Child Development (Psychology)	RN 6	Child Dev	3/8 6/9 9/10 12/11			6-7:30 6-7:30 6-7:30 6-7:30		6/8 12/9 3/10 6/11	20 20 20 20

Note: RDAP does not count toward RPP

* day of week may vary according to late night schedule. Please check the unit bulletin board for the counselor late night schedules.