1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections as contained in Chapter 9 of Title 36.


3. **PURPOSE:** To promote public safety strategies focused upon the reduction of recidivism and consequently, the reduction of victimization, stabilization of the growth of prison beds and the lowering of the size and cost of the state’s justice system. This regulation establishes procedures that systematically integrate a continuum of services and programmatic interventions for incarcerated offenders and offenders under community supervision. Beginning with the initial period of probation supervision or institutional reception and extending into any subsequent period of parole supervision, the Department’s reentry initiative shall assess, identify and link offenders with services specific to their reentry needs.

4. **APPLICABILITY:** Deputy Secretary, Undersecretary, Assistant Secretary, Chief of Operations, Regional Wardens, Wardens, Director of Probation and Parole and Director of Prison Enterprises. Each Unit Head is responsible for ensuring that appropriate unit written policy and procedures are in place to comply with the provisions of this regulation.
5. POLICY: It is the Secretary’s policy to significantly reduce crime and enhance public safety through the Office of Reentry Services utilizing reentry programs at all state correctional facilities, regional reentry centers, local jail facilities housing state offenders, and community corrections services. These reentry programs shall provide a seamless plan of services and supervision developed and delivered through state and local collaboration with both community providers and families from the time of the offender’s probation/incarceration/parole, through their transition, community reintegration and aftercare. All offenders entering the Department, where feasible, shall undergo a series of assessments to determine their specific needs. This may occur at the probation and parole level, the Reception and Diagnostic Center level and/or the institutional level. Based on these assessments, a collaborative case plan shall be developed based on the Louisiana Prisoner Reentry model. This model encompasses three distinct phases:

1) Institutional Phase, “Getting Ready,”
2) Reentry Phase, “Going Home,” and
3) Community Phase, “Staying Home.”

6. DEFINITIONS:

A. Catalog of Rehabilitative Programs: A directory that summarizes and defines programs available to offenders at state institutions which serves to better prepare the offender for reentry into society.

B. Collaborative Case Management and Supervision Model (CCMS): An approach for improved case management that requires significant collaboration with local nonprofit and other service providers as a way to achieve the intended impacts of the LA DPS&C System Blueprint and the vision, mission and goals of the LA-PRI.

C. Community Resources Directory: A directory that summarizes and defines programs available to probationers and parolees in the community which serves to assist them while under supervision by the Division of Probation and Parole.

D. (Job) Competency Certificate: A certificate acknowledging an offenders acquisition of specific job and safety skills that were obtained by six months of continuous employment at the same job.

E. Continuum of Services: Coordination between Department of Public Safety and Corrections staff, other state agencies and community-based partners to ensure that once an offender is released, the reentry initiative continues without interruption.

F. Institutional Discharge Assessment: A screen available via the Department’s offender management system which identifies an offender’s reentry progress while incarcerated and provides information regarding program participation, program completions, program refusal, work experience and selected disciplinary infractions.

G. Institutional Reentry Committee: A team established by each Warden for the purpose of developing and reviewing an offender’s reentry plan while in secure care. The committee members may vary at the discretion of the Warden, but shall include unit
management staff and, as appropriate, staff from classification, mental health, medical, education and faith-based programs.

H. **Institutional Transition Specialist:** A position established by each Warden for the purpose of directing and coordinating the delivery of transitional services for offenders.

I. **Local Jail Transition Specialist:** A position established in the Office of Reentry Services for the purpose of directing and coordinating the delivery of transitional services for state offenders housed in targeted parish facilities.

J. **Louisiana Department of Public Safety and Corrections System Blueprint:** A logic model describing the factors driving the size and composition of Louisiana’s prison system, the Department’s values and evidence-based principles, the implications of those values and principles on departmental policy and operations, and the expected process and impact outcomes of improved departmental policies and operations. Evidence-based principles include:

1) Assess actuarial risk/needs;
2) Enhance intrinsic motivation;
3) Target Interventions:
   - Risk Principle: Prioritize supervision/treatment for higher risk offenders;
   - Need Principle: Target interventions to criminogenic needs;
   - Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender;
   - Dosage: Structure 40-70% of high-risk offenders’ time for 3-9 months;
   - Treatment: Integrate treatment into sentence/sanction requirements;
4) Skill train with directed practice using cognitive behavioral treatment methods;
5) Increase positive reinforcement;
6) Engage ongoing support in natural communities;
7) Measure relevant processes/practices; and
8) Provide measurement feedback.

K. **Louisiana Prisoner Reentry Initiative Case Logic Model:** A policy, process and documentation flow chart that illustrates the expectations of improved Reentry Accountability Plans (ReAP) driven by actuarial, validated risk and need assessments with the expectation of impacts consistent with those outlined in the LA DPS&C System Blueprint.

L. **Louisiana Prisoner Reentry Initiative State and Local Organizational Structures:** Descriptions and organizational charts that define the roles, responsibilities and reporting structures for the state Implementation Steering Team and local Prisoner Reentry Coalitions and their Steering Teams.

M. **Offender Annual Assessment:** An assessment completed annually as an administrative overview of each offender’s current status regarding their Reentry Accountability Plan.
N. **Office of Reentry Services:** Under the leadership of the Assistant Secretary, the primary objective of this office is to enhance the Department’s commitment to successful offender reentry by building a seamless system of offender transition between state institutions, local jail facilities, Probation and Parole and the community.

O. **Performance Grid:** A chart used by the Division of Probation and Parole which lists sanctions and guidelines for use in the selection of appropriate offender interventions when the conditions of probation or parole are violated.

P. **Probation and Parole Community Resource Coordinators:** Employees designated within each Probation and Parole District Office to assess the collective needs of probationers and parolees and ensure that the delivery of services is being maximized.

Q. **Probation and Parole Regional Reentry Program Managers:** Employees designated to coordinate regional Probation and Parole reentry services.

R. **Probation and Parole Supervision Plan:** A plan established for offenders under community supervision that is based on assessment of the offender’s needs and level of risk. The plan determines appropriate interventions, referrals and other options that support successful reintegration into the community.

S. **Probation and Parole Supervision Team:** Employees designated within each Probation and Parole District Office for the purpose of reviewing reentry plans for offenders assigned to community supervision. The Team members may vary depending on the offender’s needs, but may include a supervisor, supervising officer, treatment provider and/or faith-based provider as determined by the District Manager.

T. **Projected Release Date:** Estimated release date located on the third page of the CINQMAS screen in the Department’s Cajun system. Projected release date is calculated based off of the current release date and current program enrollments. The projected release date is not to be used for any matter other than an estimated date of release pending program completion, and time computation.

U. **Reentry:** The process of transitioning an offender back into the community from incarceration, probation or parole supervision.

V. **Reentry Accountability Plan (ReAP):** A mandatory unified case plan that is initiated at the assigned institution, or Probation & Parole district if the offender is placed on probation prior to incarceration, updated annually, and documented in the DPS&C electronic data management system to guide reentry planning, offender programming, and navigate treatment pathways.

W. **Regional Reentry Program:** A program operated in a designated region of the state in accordance with a cooperative endeavor agreement executed by the Department with a Sheriff to provide reentry programming for offenders housed at the local level.

X. **Reintegration:** The process of an offender adjusting from a socially isolated correctional environment back into active community involvement.
Y. **Restorative Justice**: A non-punitive justice approach that emphasizes the importance of the roles of the victim, the offender and the community in fashioning genuine and long-lasting solutions to crime.

Z. **Risk Needs Responsivity Tool (RNR)**: Validated Risk/Needs assessment tool approved by the Department pursuant to Department Regulation No. IS-B-7 “Louisiana Risk Need Assessments (LARNA)”.

AA. **Support System**: The offender’s immediate family members, significant others, local organizations, etc. documented in the offender’s institutional record during the initial reception process.

BB. **Transition Assistance Brochure**: A brochure provided to offenders prior to releasing from prison which include quick reference information to resources in the community, directions on accessing additional resources, reporting obligations, out of state travel requirements, and contact information for Probation and Parole districts statewide.

CC. **Transition Document Envelope (TDE)**: An envelope containing official documents such as forms of identification, Social Security card, Driver’s License or State Identification card, birth certificate, education certificates, vocational certificates, school transcripts, referrals to community agencies, and other documents to aid in an offender’s transition back into the community. See envelope for instruction of use.

7. **PRISONER REENTRY PROGRAM**:

A. The Assistant Secretary of the Office of Reentry Services shall be responsible for general oversight and implementation of the Louisiana Prisoner Reentry Program (LA-PRI) on a Department-wide level. Pursuant to the LA DPS&C System Blueprint, the LA-PRI includes strategies that affect organizational and supervision-level approaches to reduce recidivism and victimization:

1) Organizational-level strategies include:
   a. Defining success as meeting the Department’s mission in order to reduce recidivism, resulting in fewer crimes and fewer victims;
   b. Measuring implementation performance: risk/needs assessments drive case plans and effective offender/service matching;
   c. Tailoring conditions of supervision;
   d. Focusing resources on moderate and high-risk offenders;
   e. Front-loading of supervision resources; and
   f. Engaging partners to expand intervention capacities.

2) Supervision-level strategies include:
   a. Assessing criminogenic risk/need factors;
   b. Developing/implementing case plans that balance public safety/offender success;
c. Involving offenders to enhance their engagement in assessments and case planning;
d. Engaging pro-social supports to facilitate community reintegration;
e. Incorporating incentives and rewards into the supervision process;
f. Employing graduated interventions to violations swiftly and certainly;
g. Addressing cultural, ethnic, and gender diversity in supervision strategies; and
h. Specialized services and supervision for special target populations (e.g. offenders with mental health, medical issues, addictions, co-occurring disorders, disabilities or cultural needs and sex offenders).

B. The Catalog of Rehabilitative Programs shall provide a comprehensive listing of services available to the incarcerated offender. It shall be maintained and updated in July of each year. The Warden or his designee is responsible for notifying the Office of Reentry Services with information on new programs or changes to existing programs. The Office of Reentry Services shall provide a copy of, or electronic access to, the catalog to all facilities for use in the reentry planning process.

C. The Community Resources Directory is a comprehensive listing of community resources available to probationers and parolees in the community. It shall be maintained electronically, which may be housed within the DPS&C electronic data management system or provided through contract with an outside organization, and organized by parish and region pursuant to Department Regulation No. IS-B-1 “Assignment and Transfer of Offenders.” Updates shall be coordinated by the Office of Reentry Services in collaboration with the Division of Probation and Parole as staff becomes aware of new services or changes to existing services.

D. The Transition Assistance Brochure shall provide written reentry information such as resources, obligations and contact information to releasing offenders as noted in the definition. The Office of Reentry Services shall ensure that this document is reviewed and updated annually.

E. Transition Document Envelope shall be initiated at intake by the Transition Specialist, designated local jail staff, or Warden’s designee. The document envelope will be maintained throughout the offender’s incarceration, and transferred along with the offender’s master prison record.

8. RECEPTION AND DIAGNOSTIC CENTER REENTRY ASSESSMENT:

Reception evaluations, activities and assessments shall be completed and data compiled in accordance with Department Regulation No. IS-A-1 “Reception and Diagnostic Processing. These assessments shall include a validated risk/needs assessment tool in accordance with Department Regulation No. IS-B-7 “Louisiana Risk Need Assessments (LARNA)”. Additionally, the Transition Document Envelope shall be created and appropriate documents shall be stored in it.

9. INSTITUTIONAL PHASE “GETTING READY”: 
A. Development of a Reentry Accountability Plan (ReAP)

1) The information collected during the reception and diagnostic process shall be utilized by the receiving facility to determine appropriate programming needs and to develop the offender’s ReAP.

2) Each Warden shall designate an Institutional Reentry Committee. The Committee shall be responsible for developing and reviewing reentry planning for offenders in their facility. The Committee members shall meet at least monthly, according to institutional need, and as determined by the Warden, to establish new and/or review and modify existing ReAPs.

3) Utilizing a variety of assessments, the offender’s individualized initial ReAP shall be developed within one month of the offender’s arrival at the assigned institution. The ReAP is the basis of the offender’s continuum of services. Offenders who are returning to the Department's custody following release shall be required to complete the Return to Incarceration Questionnaire (Form PS-C-1-b.) This information shall be captured in the Return to Incarceration Lotus Notes database and shall be utilized to provide supporting information for development of the ReAP and to enhance both offender and program improvement strategies.

4) The plan shall consider the offender’s risk level, length of sentence and, if applicable, length of time under parole supervision. The ReAP shall identify the needs of an offender based on classification data, including those items identified pursuant to Department Regulation No. IS-A-1 "Reception and Diagnostic Processing." The plan should include further educational assessments, including the “T.A.B.E.” and “Locator Test” as needed. The ReAP shall identify evidence-based programs needed by the offender at varying levels of dosage (duration and intensity) based on risk and need of the offender pursuant to Department Regulation No. PS-C-2 “Reentry Compliance.”

5) Once developed, the plan shall be documented in the DPS&C electronic data management system to guide the institution’s reentry planning and programming for the offender, and navigate treatment pathways. A copy of the ReAP shall be maintained in the offender’s Master Record.

B. Reentry Tracks

Each Warden shall identify a Transition Specialist for the purpose of directing and coordinating the delivery of transitional services for offenders. The Transition Specialist shall coordinate compliance of the completed ReAP by tracking the offender into reentry programming based on custody status, earliest release date and risk score. An offender within 5 years of release and/or a high risk score shall receive priority for placement in reentry programming, followed by those with moderate and low risk scores. An objective of reentry programming is to make rehabilitative services available to all offenders consistent with sentence length and risk.

C. Annual Assessment, RNR Update and Evaluation of ReAP
1) Each Warden shall ensure that there is an institutional procedure for an offender annual assessment and that this assessment is a comprehensive and progressive description of the offender’s reentry progress. This information shall be updated in the DPS&C electronic data management system.

2) Any offender participating in any reentry programming shall be enrolled in the DPS&C electronic data management system. Program completion and removal shall also be updated in the DPS&C electronic data management system in three days or less from the offender’s program removal or completion.

   a. Program enrollment within the DPS&C electronic data management system will inform/modify a projected release date in the same system.
   b. Projected released date can be found on the third screen of CINQMAS in the CAJUN system.

3) The Transition Specialist shall monitor the annual reassessment of the offender using the Department’s RNR tool in accordance with Department Regulation No. IS-B-7 “Louisiana Risk Need Assessments (LARNA)”, the completion of the offender annual assessment and shall note appropriate adjustments to the offender’s ReAP. The annual assessment shall include a review of the offender’s work assignments to ensure that Job Competency Certificates have been completed in accordance with Section 10.A.2) of this regulation. The Transition Specialist shall also monitor the offender’s ReAP for continuum of services.

4) The Transition Specialist shall forward the ReAP for review by the Institutional Reentry Committee no less than once every two years, with reviews being completed annually during the last three years of incarceration.

5) The Institutional Reentry Committee shall review the ReAP to assess current programming, progression of reentry tracks, completion of goals and make modifications to the offender’s ReAP, with adjustments noted in the DPS&C electronic data management system. The Institutional Reentry Committee shall refer to the Catalog of Rehabilitative Programs (and the Community Resources Directory for those discharging within one year) in developing and modifying the offender’s ReAP.

10. INSTITUTIONAL REENTRY COMPONENTS

   A. Basic Principles of Reentry

   1) Education, Training, Employability and Job Placement

      a. As a component of the ReAP as recommended by treatment pathways offenders shall be afforded opportunities to participate in education, training and employability opportunities while incarcerated, the Transition Specialist shall make referrals and provide assistance in submitting applications to available educational, vocational, job training, job placement and
counseling centers, as needed to help offenders prepare for continuing education and/or job placement upon release. Additionally, the Transition Specialist may provide assistance in completing applications for financial aid such as Pell grants, etc.

b. Pursuant to the provisions of Act No. 185 of the 2009 Regular Session, selected offenders who have identified skills, interests and abilities may participate, where available, in a vocational program leading to certification as part of pre-release.

2) Job Competency Certificates

a. Offenders leaving a skilled craft or trade work assignment, or who are being released or transferred and who have acceptably performed the duties of a work assignment in a skilled craft or trade listed in the Job and Safety Skills Assessment (Form PS-C-1-c-1) which lasted at least six months, shall be provided with recognition of competency in the work assignment in the form of a Competency Certificate (Form PS-C-1-c). This certificate shall be in addition to any other vocational certifications or in-service awards presented to the offender.

b. The Transition Specialist shall print a Competency Certificate Report from the Lotus Notes database in accordance with Section 9.C.2) of this regulation to identify offenders who have changed work assignments and are eligible for a Competency Certificate (Form PS-C-1-c). The Transition Specialist shall also identify offenders nearing discharge or transfer to another facility and add them to the list of eligible offenders.

c. The Transition Specialist shall ensure that the appropriate Job and Safety Skills Assessment (Form PS-C-1-c-1) is completed and signed by the offender’s supervisor detailing job and safety skills learned for all identified offenders.

d. The Transition Specialist shall then copy the Competency Certificate (Form PS-C-1-c) on to the back of the signed Job and Safety Skills Assessment (Form PS-C-1-c-1) and forward to the Warden for signature.

e. The original signed Competency Certificate shall be placed in the offender’s Transition Document Envelope which is provided to the offender upon discharge. A copy of the Certificate shall be filed in the offender’s Master Record.

3) Identification Documents and Selective Service

a. The Transition Specialist shall ensure that each offender has at least two valid forms of identification, as required in the Department’s Standardized Pre-Release Curriculum, prior to release in accordance with Department Regulation No. IS-F-2 "Valid Identification Documents." Forms of
identification shall be a driver's license or state identification card along with the offender's Social Security card. Birth Certificates shall be acquired at the request of the offender, or if required to obtain a state identification card. If unable to obtain these documents a reason shall be documented on the monthly AM-I-4 report in the comments section. All Identification Documents shall be maintained in the Transition Document Envelope. Application and receipt of identification documents shall be entered in the DPS&C electronic data management system.

b. Prior to release, the Transition Specialist shall screen all male offenders for Selective Service Registration and shall explain that federal laws require registration with the Selective Service in order to receive financial aid, federal grants, loans and certain government benefits. The Office of Reentry Services shall provide each Unit Head with instructional information and the registration application for those offenders who must register. Offenders ages 18-25 are required to register, offenders over the age of 25 and have been continuously incarcerated since their 18th birthday are eligible to register using the waiver system.

4) Family Reconciliation and Renewal

a. Offenders are encouraged to participate in visiting programs available to them while incarcerated to maintain family connections.

b. Pursuant to a memorandum of understanding with the Department of Children and Family Services, each Warden shall establish procedures for communicating with DCFS regarding child support obligations. This should include arranging for interviews either in person or remotely, court appearances or use of video court alternatives, or other communication as needed to comply with La R.S. 9:311 and 9:315.11. (Note* This provision shall be in effect once such MOU is finalized and signed.)

5) Faith and Character Development

a. Each Warden shall ensure that a member of the faith-based community is actively engaged in maintaining the offender’s continuum of services, when appropriate. The offender’s spiritual background and desires shall be documented and made part of the reentry plan. Faith-based programs can help an offender prepare for successful reentry into the community by establishing a spiritual foundation from which to make sound, moral decisions.

b. Eligible offenders shall be given the opportunity to volunteer to participate in Department Regulation No. PS-E-2 "Faith and Character Based Dormitory Program" To the extent that such programs are available at the institution. This program is offered to facilitate offender institutional
adjustment, increase system-wide institutional security, rehabilitation, reintegration into the community and reduce in recidivism.

c. Releasing offenders shall be provided contacts to a network of services and support from the faith-based community.

6) Restorative Justice and Crime Victim Advocacy

a. Offenders shall be encouraged by institutional staff to repay a piece of their debt to society by participating in fund drives and other service projects that benefit local communities and charitable organizations.

b. Offenders shall be encouraged to participate annually in National Crime Victims’ Rights Week observances in order to enhance their awareness about the real impact of crime on crime victims.

c. Offenders shall be encouraged to participate quarterly in the Victim Accountability Letter Training Program. One program must be held during National Crime Victims’ Rights Week.

d. Offenders who agree to a victim’s request for Victim-Offender Dialogue shall be helped by dialogue facilitators to prepare fully for an eventual direct meeting with the victim or survivor. Pursuant to Department Regulation No. PS-H-2 “Victim-Offender Dialogue.”

B. Resource and Job Fair

1) Each institution shall coordinate an annual job and resource fair to include local and state providers such as medical/mental health treatment, substance abuse interventions, faith-based organizations, victim advocates, family support organizations, housing, employment, the Division of Probation and Parole, Louisiana Workforce Commission and other identified community resources. The institution shall also reach out to local employers to participate in these resource and job fairs.

2) The Transition Specialist shall identify eligible offenders, who are within two years of their release, to be given an opportunity to link with providers at the institution’s annual Resource Fair.

11. TARGETTED LOCAL JAILS “GETTING READY”

A. All transition specialists assigned to local jails and providing, directing, and coordinating reentry services to offenders housed in parish jail facilities will work in accordance with the Local Jail Transition Specialist Standard Operating Procedures (Attachment A).

B. Offenders housed in local jails without a Transition Specialist may participate in programs offered at the facility.
12. **REENTRY PROGRAM AND PRE-RELEASE PREPARATION REFUSAL:**

An eligible offender who refuses to participate and comply with ReAP recommended treatment pathways or pre-release shall be informed that should he/she become eligible for or submit an application for Parole or Pardon Board consideration, the appropriate Boards or Panels shall be notified of the offender’s refusal to participate. Refusal to participate may also adversely affect the offender’s classification status as it relates to internal classifications such as assignment to honor dorms, minimum custody status and transfer to a transitional work program. An eligible offender who refuses to participate in reentry planning and/or pre-release preparation shall sign the Reentry Planning and Pre-Release Preparation Refusal (Form PS-C-1-a).

Note: Eligible offenders who refuse pre-release preparation shall be subject to disciplinary action.

13. **REENTRY/DISCHARGE PLANNING PHASE “GOING HOME”:**

A. The Reentry Phase shall begin one (1) year before the offender’s GTPS or Projected Release Date (whichever is sooner) and encompasses the procedures for developing individualized reentry plans for each offender as release preparations begin. In instances where the offender is being considered for parole, this plan shall be developed as part of the Institutional Progress Report or local jail discharge plan and provided to the Committee on Parole for consideration.

B. **Standardized Pre-Release Curriculum**

1) In accordance with La. R.S. 15:827 and 827.1 and as part of the individualized ReAP, each Warden shall ensure that all eligible offenders shall receive a mandatory minimum of 100 hours pre-release programming utilizing the Department's Standardized Pre-Release Curriculum. Enrollment shall begin at least six months prior to the offender's earliest possible release date, but may begin as early as one year prior to the offender's transitional work program eligibility date.

2) The Standardized Pre-Release Curriculum shall be used as a source guide for reentry preparation instruction which shall address each of the following mandatory topics:

- Module 1: Personal Development
- Module 2: Problem Solving/Decision Making
- Module 3: Anger Management
- Module 4: Values Clarification, Goal Setting, Achieving
- Module 5: Victim Awareness/Restitution
- Module 6: Employment Skills
- Module 7: Job Placement Assistance
- Module 8: Money Management
- Module 9: Reentry Support Resources
• Module 10: Counseling on Individual Community Reentry Concerns.

Note: The Standardized Pre-Release Curriculum shall also include provisions for obtaining two valid forms of identification for the offender in accordance with the provisions of Department Regulation No. IS-F-2 "Valid Identification Documents."

3) Standard Pre-Release Programming shall be mandatory for all medium to minimum custody level offenders in state institutions and local jail Regional Reentry Centers, unless serious medical or mental health concerns make them unsuitable for participation as determined by medical/mental health staff or a designee.

4) Offenders may receive individualized programming via instructional materials, handouts, or access to video aids when extenuating circumstances preclude standard participation (i.e., custody level, security considerations, restrictive housing, release date of less than six months, etc.) Offenders will not receive CTRP credits when any method besides standard class participation is provided to the offender.

5) If there is documentation that the offender has previously completed comparable programming during the same period of incarceration, then participation in reentry preparation may be waived by the Warden or designee.

6) In cases where there is insufficient time or program slots for an offender to complete reentry preparation prior to release or in cases in which an offender is not eligible to participate (i.e., TWP, maximum security or serious medical or mental health concerns, the offender shall be provided a Standardized Pre-Release Curriculum Handout addressing the required topics)

Note: This does not exempt the facility from obtaining two valid forms of identification as stated in Section 10.A.3) and in accordance with Department Regulation No. IS-F-2 "Valid Identification Documents."

C. Residence Planning and Resources

1) The Transition Specialist shall be responsible for obtaining information from releasing offenders and/or in conjunction with Classification staff, relative to the offender’s residence plan upon release.

2) Referrals shall be made to transitional housing programs, as needed, to ensure that offenders release with approved residence plans. The Transition Specialist shall be responsible for researching housing/shelter services utilizing the Community Resources Directory.

3) In the event an offender plans to reside out of state upon release, the Transition Specialist is responsible for initiating an Application for Interstate Compact Transfer (Form P&P-7-a). The document shall be submitted pursuant to
Six months to one year prior to release, identified veterans shall be connected to Veterans Services through Veterans Affairs. The Transition Specialist shall be responsible for coordinating meetings between identified Veterans and LA VA Counselors, and for ensuring that military service information has been entered into the DPS&C electronic data management system.

5) Offenders releasing from state facilities shall be given Transition Document Envelopes upon release. For offenders releasing from local facilities with supervision requirements, that have also completed Pre-Release programming, transition document envelopes shall be sent to their coordinating Probation and Parole District Office. Offenders releasing from local facilities without supervision requirements shall be given transition document envelopes upon release.

6) Offenders that are transferred to transitional work programs or another facility shall have their Transition Document Envelope provided to the receiving facility. It is the responsibility of the Transition Specialist to ensure that if an offender returns from work release or another facility that the TDE and its contents are returned as well. In the event the TDE and its contents are not returned, the Transition Specialist shall notify The Office of Reentry Services via e-mail.

D. Continuum of Care (Health, Mental Health and Substance Abuse)

Wardens shall implement written unit policy and procedures that ensure the following continuum of care services are incorporated into their reentry efforts:

1) Referrals to outside medical and/or mental healthcare facilities shall be made in accordance with Department Regulation No. IS-D-2 “Health Care;”

2) Staff shall develop a written medical and/or mental health discharge plan (with particular emphasis on offenders with significant medical/mental health issues) or referral to an appropriate healthcare provider or outside facility to ensure specialized care is uninterrupted;

3) Staff shall educate releasing offenders regarding services available through state and federal social service agencies and make referrals, as needed, to support the offender’s return to the community; and

4) Staff shall assist eligible offenders with completing applications for Medicare/Medicaid, veteran’s benefits, SSI and disability, where applicable.

E. Lack of a support system may hinder the offender’s reintegration into the community. Therefore, prior to release, the Transition Specialist or Regional Reentry Center program staff shall review the offender’s visiting records for the past year to ascertain who did not receive visits or very limited visiting. This information shall also be reviewed by staff at the Probation and Parole District the offender will reside in upon release to assist with
coordination of referrals to providers and resources.

F. The Transition Specialist shall ensure each offender’s ReAP is updated with current assessments and program completion information pursuant to department regulation. The ReAP and Discharge Assessment shall be made available for review by the Division of Probation and Parole 30 days prior to the offender’s release and shall notify the appropriate Probation and Parole Community Resource Coordinator in the District to which the offender is releasing in order to aid in the development of a seamless continuum of reentry services.

G. Probation and Parole Officers can access the ReAP based on instructions provided to them by the Office of Reentry Services and pursuant to Department Regulation to begin developing the plan for the Community Phase “Staying Home”.

H. Supervision/Community Engagement/Mentoring Resources

1) Prior to release from custody, the Division of Probation and Parole shall meet with offenders via pre-release classes to explain, at a minimum, the following issues:
   a. The expectations of the offender's actions while under supervision;
   b. The offender’s responsibilities while under supervision;
   c. The role and responsibilities of the Division of Probation and Parole in supporting the offender’s successful reentry;
   d. All special requirements, e.g., sex offender registration and notification, etc.

2) Special accommodations for direct contact with high risk violent offenders, maximum custody offenders and sex offenders should be made whenever possible to allow Probation and Parole Officers to meet with them prior to release.

3) Where available, video conferencing may be utilized to link the offender with the appropriate Probation and Parole Officer or Supervisor, coordinated through the Probation and Parole Regional Reentry Coordinator.

I. All offenders shall be provided a copy of the Reentry Resources Brochure Transition Assistance Brochure, which shall include contact information for the Probation and Parole Districts so that the offender may request additional reentry related assistance.

14. TRANSITIONAL WORK PROGRAM:

A. Eligible offenders may be considered for placement in a transitional work program up to four years prior to release from incarceration. (Pursuant to the provisions of La. R.S. 15:1111, offenders convicted of certain enumerated crimes are not eligible for participation in transitional work programs except in the last six months of their sentence
and in certain cases, during the last 12 months of their sentence. (See Department Regulation No. IS-B-1 “Assignment and Transfer of Offenders” for additional information.)

B. Offenders must take part in treatment or therapeutic programs offered by transitional work programs when available in compliance with ReAP recommendations of treatment pathways. Offenders unwilling to fulfill treatment pathways recommended by their ReAP may be removed from transitional work program placement. Wardens are responsible for ensuring that eligible offenders are provided the opportunity to participate in transitional work programs.

C. Upon discharge or transfer to a transitional work program, each offender shall be provided with a Transition Document Envelope, which shall include, at a minimum, the following:

- All available forms of identification (See Department Regulation No. IS-F-2 "Valid Identification Documents" for additional information);
- Job skills resume or standard employment application which includes, at a minimum, the offender’s name, date of birth, program completion and work experience obtained while incarcerated;
- Copies of educational and/or vocational program certificates, including Competency Certificates, earned while incarcerated;
- Community resource materials; and
- Relevant community referrals.

Review of adherence to this section shall be included in each monitoring visit of a transitional work program pursuant to Department Regulation No. AM-H-2 "Headquarters Compliance Monitoring - DPS&C Facilities, Contract and Cooperative Endeavor Agreement Transitional Work Programs and Transitional Work Programs Operated in Local Jail Facilities," to ensure that this goal is being accomplished.

Note: To ensure that offenders being placed in a transitional work program are employed as soon as possible without incurring a large negative balance before starting to work, the items listed on Appendix IV of Department Regulation No. IS-B-1 "Assignment and Transfer of Offenders" shall be provided by the facility upon transfer to a transitional work program along with valid identification documents.

15. COMMUNITY PHASE “STAYING HOME”

A. Community Phase development shall begin during incarceration, pursuant to Section 13.F and shall be finalized upon release. This phase continues until the offender is discharged from supervision at the full term date. The Community Phase shall encompass supervision, enrollment and/or referrals to services and programs within the community, and administrative incentives and sanctions to reduce and respond to technical violations. Should supervision be revoked, the offender shall be returned to custody within the DPS&C, where the Institutional Phase shall be reinstated.

B. Transition Support
In the community supervision phase, it is of critical importance that offenders receive support in their transition into the community and assistance remaining there as productive citizens. This can be accomplished by monitoring their behavior, identifying and referring them to community programs, available job and employment opportunities and developing partnerships with volunteer groups, local law enforcement, faith-based institutions and other organizations that can help maintain positive efforts.

C. Supervision Plan (ReAP)

1) Current intake procedures, as outlined in Probation and Parole policy and procedures and the Probation and Parole Officers Manual, shall guide the creation of an individual Supervision Plan (Reentry Accountability Plan) for each offender. The plan shall be developed taking into account a range of interventions, referrals and options that will support the offender’s successful transition into the community.

2) The Supervision Plan shall be geared to the individual needs of the offender as identified by RNR tool, the ReAP, the court and Parole Board conditions of supervision. The Supervision Plan shall have specific objectives for the offender, but be sufficiently flexible to allow for modification as needed.

3) Referrals shall be made as needs are identified in areas such as substance abuse interventions, medical/mental health treatment, employment, housing, identification needs, family stabilization and faith-based organizations or other identified areas which will aid in successful transition. Supervising officers shall use available and appropriate community resources as identified in the Community Resources Directory to aid in the offender’s rehabilitation.

D. Supervision Team

Each District Manager shall designate a Probation and Parole Supervision Team to review the Supervision Plan for offenders entering their District. The review shall ensure that the Supervision Plan includes specific plans for:

1) Medical/mental health
2) Housing
3) Substance use
4) Employment
5) Transportation; and
6) Other reentry needs as appropriate.

The Probation and Parole Community Resource Coordinator shall work to identify and/or develop resources whenever possible. During the internal audit process pursuant to the Division of Probation and Parole’s policies and procedures, Regional Administrators shall ensure that Probation and Parole Supervision Teams are established and being utilized in their respective regions.

E. Case Documentation
Case documentation of an offender's Supervision Plan shall be maintained in the Probation and Parole Case Management System:

1) The supervision level shall govern personal contacts with the offender;

2) Case narratives shall be ongoing based on established policy and procedures;

3) Reassessment utilizing the RNR tool shall be conducted in accordance with the Probation and Parole Officers Manual and Department Regulation No. IS-B-7 “Louisiana Risk Need Assessments (LARNA);”

4) The Probation and Parole Supervision Team shall also assess progress based on items identified in the offender’s Supervision Plan.

F. Incentives

Incentives and rewards, including but not limited to, certificates of accomplishments, recognitions and other motivational incentives may be awarded to offenders as appropriate. During the annual review process, Probation and Parole Officers shall also identify and recommend for non-reporting/administrative status, those offenders who meet the eligibility criteria set forth in the Division of Probation and Parole’s policy for non-reporting/administrative status.

G. Performance Grid

1) Probation and Parole Officers shall use the performance grid for all violations. The performance grid provides the Officer with sanctions (i.e., electronic monitoring, day reporting center, treatment, increased reporting requirements, anger management, substance abuse treatment, parenting and job skills, drug court, community service work and other programs as needed) based on the nature, number and history of the violation(s.) With supervisory approval, Officers may deviate from the grid. A written narrative explaining the deviation shall be added to the offender’s case documentation.

2) Community sanctions can range from verbal reprimands, in or out-patient treatment, to recommendations for electronic monitoring or transitional work program participation for non-compliant offenders that commit technical violations.

3) Sanctions shall be supportive of reentry goals and there shall be Division-wide consistency in the application of progressive sanctions that protect public safety, as well as correct deficient behavior.

H. Alternatives to Incarceration

1) Probation and Parole Officers shall also utilize a range of alternatives to traditional incarceration programs for offenders that commit technical violations. Alternative
programs provide for the protection of public safety by utilizing an incarceration period, coupled with treatment in a therapeutic environment.

2) A current list and description of Alternative and Treatment Programs is available in the Catalog of Rehabilitative Programs.

3) To guide the decision for placement in an alternative or treatment program, the Probation and Parole Supervision Team shall consider the nature of the violation, including utilization of RNR tool in accordance with Department Regulation No. IS-B-7 “Louisiana Risk Need Assessments (LARNA).” The screening process shall determine who should be recommended for revocation and who should be referred to an alternative or treatment program as identified in the Catalog of Rehabilitative Programs.

4) Upon successful completion of an alternative or treatment program, the offender shall be returned to community supervision and the Supervision Plan shall be adjusted to meet transitional objectives.

16. FULL TERM DISCHARGE:

A. Upon release, full term offenders shall be provided with a Transition Document Envelope that includes a Voting Rights Certification Form pursuant to Department Regulation No. IS-F-1 “Release Procedures”. This information shall include a state mail voter registration (which includes the requirements and procedures for registering to vote and reinstatement of voter registration information) and the address and telephone number of the Registrar of Voters in each parish of Louisiana.

B. Information regarding restoration of voting rights shall also be provided to probationers and parolees as appropriate to their sentence.

C. Offenders shall be given information in order to contact their Regional Reentry Center, or nearest Probation and Parole District post release in order to request resources and assistance.

James M. LeBlanc
Secretary

Attachments:
A  Local Jail Transition Specialist Standard Operating Procedures
B  DPS&C System Blueprint
C  Louisiana Prisoner Reentry Initiative Framework – Summary
D  Louisiana Prisoner Reentry Initiative Local Organizational Structure
E  Louisiana Prisoner Reentry Initiative State Organizational Structure
F  Collaborative Care Management and Supervision Model

Forms:
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IS-B-6-a Institutional Progress Report
PS-C-1-a Reentry Planning and Pre-Release Preparation Refusal
PS-C-1-b Return to Incarceration Questionnaire
PS-C-1-c Competency Certificate
PS-C-1-c-1 Job and Safety Skills Assessment
P&P-7-a Application for Interstate Compact Transfer

This regulation supersedes Department Regulation No. B-08-013 dated 29 December 2011.

Reviewed as of: October 1, 2019