

**OFFENDER
ACCOUNTABILITY
PLAN
MANUAL**

This manual outlines the Connecticut State Department of Correction's Offender Accountability Plan and procedures for initiation and review of the plan throughout an offender's incarceration.

The manual is a reference tool developed to assist Department of Correction staff in articulating behavioral and programmatic expectations of offenders. The Offender Accountability Plan works in conjunction with the Objective Classification System to set realistic performance objectives that are tied to reasonable expectations about discretionary release in accordance with the Department's mission statement which asserts that "The Department of Correction shall protect the public, protect staff, and provide safe, secure, and humane supervision of offenders with opportunities that support successful community reintegration."

The manual will be updated as the need arises to reflect current Department policies and procedures.

The Director of Offender Classification and Population Management and the Director of Offender Programs and Victim Services are responsible for the contents of the manual. Interpretation and clarification may be requested through the Audits and Training Unit of OCPM. Occasionally these requests may be required to be submitted in writing to: Offender Classification & Population Management, 1153 East Street South, Suffield, CT 06080, attention Director of OCPM.

SECTION II: OFFENDER ACCOUNTABILILTY PLAN GOALS AND OBJECTIVES

A. INTRODUCTION

An Offender Accountability Plan (OAP) shall be developed for each fully sentenced offender, formulating treatment goals and programming needs. The OAP is a tool designed to identify and address specific areas that need to be modified in order to assist the offender in a successful reintegration into the community. The foundation of the OAP is accountability, with each individual accepting responsibility to engage in productive endeavors.

Each offender's OAP shall be reviewed, and when necessary modified, 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, educational and vocational programs, the OAP addresses safety and security issues, to include behavioral expectations (i.e. disciplinary reports, etc).

The final phase of the OAP prepares the offender for transition into the community, either by way of supervised community release or full discharge from their sentence.

SECTION II: OFFENDER ACCOUNTABILILTY PLAN GOALS AND OBJECTIVES

B. OAP MANAGEMENT –

The OAP shall be initiated for each offender within 2 weeks of an offender becoming fully sentenced and transferred from a correctional center to a correctional institution.

An offender sentenced to 6 months or more shall have an accountability plan implemented. Newly sentenced male offenders with sentences greater than 2 years shall have their OAP initiated during the assessment process at MacDougall Walker CI. Newly sentenced offenders with sentences from 6 months to 2 years shall have their OAP initiated at their permanent facility after transfer from a correctional center. Offenders housed at Manson Youth Institution or York Correctional Institution shall have an OAP completed upon becoming fully sentenced.

For those offenders sentenced to less than 6 months the OAP shall consist of discharge planning in accordance with Administrative Directive 9.3, Inmate Admission, Transfer and Discharge. Offenders on accused status or those housed at a correctional center and not fully sentenced shall not be subject to an OAP. These offenders should be encouraged to participate in programming commensurate with identified treatment needs.

Offenders shall have their OAP reviewed during a number of classification actions to include: regular review (RR), disciplinary increase (RD), new information (RI), level reduction review (RP) and community release review (RC).

Classification staff shall meet with each offender to review the initial OAP and discuss any recommended programs. Recommendations for programs shall reflect an inmates needs pursuant to:

1. The Objective Classification System as articulated in Administrative Directive 9.2 and the Objective Classification Manual;
2. Review of an offender's master file, including but not limited to, disciplinary and police reports, Pre-Sentence Investigations, and criminal history;
3. Review of any other available documentation;
4. Counselor Supervisor and/or Program Supervisor discretion.

An offender's failure to participate in recommended programming shall be a factor in any discretionary release consideration. OAP program recommendations may be appealed directly to the Unit Administrator.

No offender shall be held accountable for non-participation in programs that were not available due to facility placement or waitlist constraints. Recommendations for programs shall not be limited by a facility's ability to provide a program. In addition, offenders may request to participate in programs not recommended as part of their OAP with approval from the Program Supervisor who shall allow participation based on space availability. Program prioritization will be based on departmental and offender needs.

SECTION II: OFFENDER ACCOUNTABILILTY PLAN GOALS AND OBJECTIVES

An offender who initially refuses to participate in the OAP process will not be eligible for treatment program participation until the next scheduled classification review, at which time another opportunity to develop an OAP with classification staff will be offered. This time frame may be changed at the discretion of the Unit Administrator.

Each offender shall be advised of program recommendations and behavioral expectations via the Orientation and Offender Accountability Plan (CN9701) form. The offender shall also be reminded of the obligation to act in accordance with departmental policy/procedures and that failure to do so shall be a factor in any discretionary release consideration.

The Board of Pardons and Paroles (BOPP) shall initiate the Parole Orientation Program for each offender with a parole eligible sentence. Representatives from the BOPP will meet with each offender during the assessment process at MacDougall Walker CI, Manson Youth Institution and York CI to advise the offender of their eligibility status and make program recommendations based upon the offender's identified needs. Each offender will be informed that failure to comply with the recommendations, or conduct which results in discipline or an increase in overall risk level, could negatively impact consideration of release to discretionary parole. Each offender shall receive a copy of the Orientation and Offender Accountability Plan (CN9701) form, and the original shall be filed in section 6 of the master file. This information shall be formalized electronically utilizing the automated program tracking management system (RT3I).

SECTION III: OFFENDER ACCOUNTABILTY PLAN REVIEW PROCEDURES

A. OFFENDER ACCOUNTABILITY PLAN REVIEW

Classification staff shall meet with and review the OAP with each offender at the following times:

1. During the initial OAP, which shall be implemented no later than 2 weeks after an offender becoming fully sentenced and transferred from a correctional center to a correctional institution;
2. At each regular reclassification review (RR) in accordance with the Objective Classification Manual;
3. At any assignment to or completion of an Administrative Segregation, Close Custody or Close Monitoring program;
4. At any new mental health assignment resulting in transfer to Garner CI;
5. Upon preparation of any DOC community release package, parole hearing disposition, or consideration for release to re-entry furlough;
6. At any time new information becomes available that indicates a different programming need.

Offenders with greater than 10 years to their maximum release date or parole eligibility shall have their OAP consist of recommendations for behavioral expectations and available non-core programs as outlined in the Department of Correction Compendium of Programs and Services. There may be up to 5 core programs recommended for offenders with 5 to 10 years to their end of sentence or parole eligibility date. Offenders with less than 5 years shall have up to 3 core programs recommended on their OAP.

During all reviews of the OAP, Classification staff shall review the automated Program Tracking Management System (RT3K), discuss the offenders progress and review any new programs that are being recommended to the plan. Upon completion of those programs, additional core programs can be added. In all cases, when an offender does not have their high school diploma or GED, or has a substance abuse treatment need score equal to or greater than 3, a general referral code will be made for those services. Classification staff shall also solicit input from other disciplines to determine appropriate program recommendations. Notation of the OAP review shall be documented on the Program Activity Log (CN101302) in Section 6 of the Master File.

SECTION III: OFFENDER ACCOUNTABILITY PLAN REVIEW PROCEDURES

1. INITIAL OFFENDER ACCOUNTABILITY PLAN -

During the implementation of the initial OAP, Classification Staff and/or BOPP shall work in conjunction with other disciplines to include Mental Health, Addiction Services and Educational Services to ensure appropriate programs are being recommended for each offender based on identified

treatment needs.

Initial program recommendations shall be indicated on the CN9701 form and the offender shall be expected to sign the CN9701 form. Any refusal to sign this form shall be documented in writing on the form in place of the offender's signature. A copy of the CN9701 form shall be provided to the offender with the original filed in section 6 of the master file under the Program Activity Log (CN101302). In addition, notation of the new OAP shall be documented on the Program Activity Log (CN101302) in Section 6 of the Master File.

Any program recommendations made on the CN9701 form shall be entered into RT3I by the classification staff member. Refer to Appendix A, of this manual, for core program descriptions and corresponding program codes for input into the automated system. Descriptions of available programs not listed in Appendix A can be found in the Department of Correction Compendium of Programs and Services.

2. REVISION TO OFFENDER ACCOUNTABILITY PLAN –

Any changes to the OAP shall be indicated on the Offender Accountability Plan Revision form (CN9702) and the appropriate box(es) shall be checked indicating the type of classification review, the specific reason for the revision and program recommendation(s). The offender shall be expected to sign the CN9702 form when additional programs are recommended. Any refusal shall be documented in writing on the form in place of the offender's signature. A copy of the CN9702 form shall be provided to the offender with the original filed in section 6 of the master file under the Program Activity Log (CN101302). Any additional revisions to the OAP shall be noted on the original CN9702 form.

It shall not be necessary to initiate a CN9702 form if there are no recommended changes to the offenders OAP. Notation of the OAP review shall be documented on the Program Activity Log (CN101302) in section 6 of the master file.

SECTION III: OFFENDER ACCOUNTABILITY PLAN REVIEW PROCEDURES (cont.)

a. REGULAR RECLASSIFICATION REVIEW (RR)

Classification staff shall meet with each offender when reviewing the OAP during a Regular Reclassification Review. This shall include a review of the offenders needs to determine participation in recommended programs and to make modifications as necessary. Classification staff shall review the OAP in conjunction with other disciplines to include Mental Health, Addiction Services and Educational Services.

During all reviews of the OAP, Classification staff shall review the RT3 system, discuss the offenders progress and review any new programs that are being added to the plan. In addition, notation of the review of the OAP shall be documented on the Program Activity Log (CN101302) in Section 6 of the Master File.

b. DISCIPLINARY INCREASE (RD) –

Classification staff shall meet with each offender being considered for a level increase due to disciplinary infractions or placement on Administrative Segregation, Close Custody or Close Monitoring status to review the OAP and discuss behavioral expectations. Modifications to the CN9702 form shall be made accordingly on the RT3 system. Notation of the OAP review shall be documented on the Program Activity Log (CN101302) in Section 6 of the Master File.

c. NEW INFORMATION (RI) –

Classification staff shall meet with each offender when new information received dictates a change in the offenders OAP. New information includes parole hearings, violation of community release/parole/special parole that resulted in a return to custody, etc. If that offender is returned from community supervision to the department with new charges, the OAP shall be reviewed to reevaluate and update recommendations based on the new offense, or new sentence if applicable. The RT3 system shall be updated accordingly. In addition, notation of the review of the OAP shall be documented on the Program Activity Log (CN101302) in Section 6 of the Master File.

d. LEVEL REDUCTION (RP) –

Classification staff shall meet with each offender upon review for a level reduction, to determine program participation and if any changes to the offenders OAP are warranted. If no changes are made to the offender's OAP, classification staff members are not required to complete a CN9702 form. If any changes are recommended a CN9702 form shall be completed and the RT3 system shall be updated accordingly. In addition, notation of the review of the OAP shall be documented on the Program Activity Log (CN101302) in Section 6 of the Master File.

SECTION III: OFFENDER ACCOUNTABILITY PLAN REVIEW PROCEDURES (cont.)

e. COMMUNITY RELEASE (RC)-

Classification staff shall meet each offender and review the OAP prior to the initiation of the community release package to determine if the offender has met the requirements set forth in his/her OAP. No offender shall be held accountable for non-participation in programs that were not available due to facility placement or waitlist constraints. Notation of the review of the OAP shall be documented on the Program Activity Log (CN101302) in Section 6 of the Master File.

3. DISCHARGE TO END OF SENTENCE -

Counseling Staff shall meet with each offender with less than 6 months to discharge to encourage participation in any discharge planning program(s) offered at their assigned facility, to include the facility based Re-Entry Program and/or the Transition Program offered by the Education Department. A Discharge Planning Checklist (CN9301) shall be filled out for each offender to prepare for discharge in accordance with Administrative Directive 9.3, Admissions, Transfers and Discharges.

COMMUNITY PROCEDURES –

Offenders supervised in the community shall have their OAP continued in a less formal manner which may consist of :

1. Conditions of release (to include reporting times if applicable);
2. Community based programs recommended by the supervising Parole Officer, Parole Supervisor or Program Supervisor;
3. Verified employment and/or residence;
4. Any additional stipulations ordered as part of their release to the community.

Appendix A

OAP Core Program Reference Sheet

Education			
Code	Classification Score	Assigned	Pre-Requisites / Comments
E1	General Referral for scores E-3, 4, or 5	General Referral - individuals with an Education score of 3, 4, or 5 should receive a general referral to Education Staff to determine appropriate class assignment.	Education staff will assign individuals to program code 50, 51, 52, 55, or 86 after evaluation of the individuals need.
50	E- 5	ABE 1 – Any individual who has been assessed by the education unit with a 0-4 grade level.	
51	E – 4	ABE 2 – Any individual who has been assessed by the education unit with a 5-8 grade level.	
52	E – 3	ABE 3 – Any individual who has been assessed by the education unit with a 9 – 12 grade level.	
86	E- 2	HSD/ GED – Any individual who the education department has verified as having a high school or GED diploma.	Sub Code of “U” is utilized If GED or High School Diploma is unverified
55	E- 1	College - Any individual who the education department has verified as having participated in vocational or college programming or has a post-secondary degree.	Sub Code of “U” is utilized If participation in post- secondary program is unverified
87	Education Re-Entry Program	Individuals who are within 9 months of discharge.	This is a different program than the DOC re-entry program. This program focuses on access to services.
37	Family Education & Parenting	Any individual who would like to improve their relationships with their children or those who have children and have contact with their children.	Recommend one of the Parenting Programs: Parenting, Fatherhood Initiative, Family Education & Parenting or Embracing Fatherhood. Do not recommend all 4

Appendix A

OAP Core Program Reference Sheet

Addiction Services			
Code	Program Name	Assigned	Pre-Requisites / Comments
A1	General Referral	General Referral - individuals with a Substance Abuse Treatment Need score of 3, 4, or 5 should receive a general referral to Addiction Services Staff to determine appropriate program assignment.	Addiction Services staff will assign individuals to appropriate addiction services programming after evaluation of the offenders needs.
13	Tier One: Beat the Streets	Any Individual within 90 days of release to the community.	
14	Tier Two	Any individual with a T-score of 3,4,5 with an "A" or "S" sub-code.	
15	Tier Three	Any individual with a T-score of 3,4,5 with an "A" or "S" sub-code.	
16	Tier Four	Any individual with a T-Score of 3,4,5 without an "A" or "S" subcode. Have a MH score of 3 or lower.	
17	Co-occurring Disorders	Any individual convicted of a substance abuse crime and who shows a diagnosed mental illness and with a T-score of 3,4,5 without the "A" or "S" sub-code.	
35	DUI	Offenders that have a DUI conviction.	

Appendix A

OAP Core Program Reference Sheet

Volunteer Programs			
Code	Program Name	Assigned	Pre-Requisites / Comments
45	Alternatives to Violence	Any individual that have a violent charge or have been convicted of a violent charge that is reflected on the court mittimus or Any offender that has a severity of violence score/level of a 3 or higher.	An Alternatives to Violence Programs program can be recommended please be aware that we have, Anger Management & Stop the Violence also available.
38	Parenting	Any individual who would like to improve their relationships with their children or those who have children and have contact with their children.	Recommend one of the Parenting Programs: Parenting, Fatherhood Initiative, Family Education & Parenting or Embracing Fatherhood. Do not recommend all 4
25	Fatherhood Initiative	Any individual who is a non-custodial father that would like to improve and promote positive involvement with their children.	Recommend one of the Parenting Programs: Parenting, Fatherhood Initiative, Family Education & Parenting or Embracing Fatherhood. Do not recommend all 4
24	Youthful Offender Mentoring	Any individual who is a youthful offenders that is interested in working with a mentor that will assist them with re-entry and transition back into the community.	Program is available to offenders under 18 years of age
41	Stop the Violence	Any individual who has a Mittimus from court that directs it or any offender who states he had a problem controlling his anger or any offender with an Assault charge.	A Stop the Violence Program can be recommended please be aware that we have Alternatives to Violence Programs & Anger Management, also available
28	CORP-CT. Offender Re-entry Program	Individuals who have one year until discharge, have a mental Health score of 3 or higher and are returning to the Hartford area.	
48	Beyond Fear	Any individual who would like seeking information regarding HIV & AIDS education.	

Appendix A

OAP Core Program Reference Sheet

Offender Programs & Victim Services			
Code	Program Name	Assigned	Pre-Requisites / Comments
44	DOC Re-Entry Program	Any individual who is within 6 months of release to any form of re-entry including those discharging end of sentence.	This is a different program than the education re-entry program. This program focuses on behavior change.
26	Anger Management	Any individual who has a Mittimus from court that directs it or any offender who states he had a problem controlling his anger or any offender with an Assault charge.	An Anger Management program can be recommended please be aware that we have Alternatives to Violence Programs & Stop the Violence, also available
02	Domestic Violence – Facility Based	Any individual who has a “DV” sub-code or who has a Mittimus from court that directs it or who have been charged with a domestic violence crime.	This program is a prerequisite for offenders who are eligible for Parole or Community Services.
01	Thinking for a Change	Any individual who would like to learn how to change and improve their problem solving and social skills or who has a pattern of criminal thinking. Also eligible are those with a history of repeated delinquent or criminal behavior.	This program is 22 sessions long and should only be recommended to offenders with sentences more than two years.
03	VOICES	Any individual who would like to understand the impact their crime had on the victim.	Most offenders should be referred for this program
39	Charlene Perkins Center	Any individual who is eighteen months of release, and has completed identified educational and substance abuse treatment programs.	This program should be recommended to female offenders only.
04	Embracing Fatherhood	Any individual who would like to improve their relationships with their children or those who have children and have contact with their children.	Recommend one of the Parenting Programs: Parenting, Fatherhood Initiative, Family Education & Parenting or Embracing Fatherhood. Do not recommend all 4

Appendix A

OAP Core Program Reference Sheet

Close Custody Programs			
Code	Program Name	Assigned	Pre-Requisites / Comments
12	Close Monitoring – SRG Affiliate	Any individual who meets the criteria to be placed in a Close Monitoring Unit.	See Administrative Directive
09	Close Custody – SRG Threat	Any individual who meets the criteria to be placed in a Close Custody Unit.	See Administrative Directive
06	Administrative Segregation	Any individual who meets the criteria to be placed in an Administrative Segregation Unit.	See Administrative Directive
21	Chronic Discipline - Adult	Any individual who meets the criteria to be placed in an Chronic Discipline Unit.	See Administrative Directive
40	Chronic Discipline - Youth	Any individual who meets the criteria to be placed in an Chronic Discipline Unit.	See Administrative Directive
Medical & Mental Health			
36	Sex Offender	Any individual who has a court mittimus reflecting a sexual offender charge or anyone assigned a Sex Offender Treatment score of:S-2, S-3, S-4, S-5.	