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<p>POLICY AND ADMINISTRATIVE PROCEDURE Manual of Policies and Procedures</p>				

Title COMMUNITY TRANSITION PROGRAM
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Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Replaces:
IC 11-8-1 IC 11-10-11.5 IC 11-11-5 IC 11-12-10 IC 16-42-19 IC 35-38-1 IC 35-48-4 IC 35-50-6	01-04-101 01-04-103 01-04-105 01-06-101 01-07-101 02-04-101 04-01-104	01-04-107 (Eff. Date 5-4-2021\ED # 21-22)

I. PURPOSE:

The purpose of this Policy and Administrative Procedure is to implement and maintain the Community Transition Program in accordance with Indiana Code (IC) 11-10-11.5, “Assignment to Community Transition Program.”

II. POLICY STATEMENT:

The transition of incarcerated individuals from incarceration to the community requires attention to relevant re-entry planning (i.e., appropriate housing, sustainable employment, reliable transportation, and positive social support systems) balanced against maintaining an appropriate level of supervision necessary to maintain public safety. The Indiana Department of Correction (IDOC) and the Courts have partnered to implement the Community Transition Program in accordance with Indiana Law to provide a variety of opportunities and case management services that will successfully link eligible incarcerated individuals to available resources within the communities to which they will return.

III. DEFINITIONS:

A. ACTIVE SENTENCE - Any sentence with a period of State incarceration which has not been discharged.

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- B. CENTRAL OFFICE CTP COORDINATOR(S) – IDOC Community Corrections Division staff, located in Central Office, responsible for managing the Statewide program and collaborating with county supervising agencies for program delivery.
- C. COMMITMENT PERIOD - The period of time from the incarcerated individual’s effective date of sentence until the final discharge from all Indiana Department of Correction (IDOC) authority.
- D. COMMUNITY TRANSITION PROGRAM (CTP) – A Department of Correction transition program governed by Indiana State statute allowing placement of incarcerated individuals into their community during a specified amount of time under the direct supervision of a Community Corrections program or Probation Department of the sentencing county.
- E. COMMUNITY TRANSITION PROGRAM COMMENCEMENT DATE (CTPCD) – The date an incarcerated individual will be eligible to transfer to a community transition program.
- F. REPORT 117 CTP QUALIFICATIONS CTP1 REPORT – A daily report generated by the DELTA system of eligible incarcerated individuals who are within 60 – 45 days prior to their CTPCD.
- G. REPORT 118 CTP2 – CTP DISQUALIFICATIONS AND COMMENCEMENT DATE CHANGES REPORT – A daily report generated by the DELTA system listing incarcerated individuals who are ineligible for assignment to CTP or have had an EPRD or CTPCD change.
- H. REPORT 119 – CTP 3 – 15 DAY RELEASE LIST REPORT – A daily report generated by the DELTA system listing incarcerated individuals who are within 15 days of their CTPCD.
- J. DELTA – The IDOC automated case management computer system.
- K. EARLIEST POSSIBLE RELEASE DATE (EPRD) – The date on which an incarcerated individual would be entitled to discharge or release, taking into consideration:
 1. The term of the sentence;
 2. The term of any other concurrent or consecutive sentence that the incarcerated individual must serve;
 3. Credit time which the incarcerated individual has earned prior to sentencing; and,
 4. The maximum amount of credit time that the incarcerated individual would earn if the incarcerated individual remained in the current credit class during the period of confinement.

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- L. ELECTRONIC FUNDS TRANSFER (EFT) – A transfer of money by means of telecommunication networks from one financial institution to another.
- M. UNIT TEAM STAFF – A grouping of Re-Entry staff members designated by the Warden, responsible for overseeing an incarcerated individual’s Re-Entry process.

IV. ELIGIBILITY FOR CTP:

A person who is committed to the Department under IC 35-50, “Sentences” for one (1) or more felonies, concurrently or consecutively, with the **exception** of the following, are eligible for CTP:

- A. Incarcerated individuals located in county jails pending transfer to the Department (location listed as COA in DELTA);
- B. Incarcerated individuals at IDOC intake facilities who have not had an initial (or updated) classification review completed;
- C. Incarcerated individuals with indeterminate life sentences;
- D. Incarcerated individuals sentenced to life without parole;
- E. Incarcerated individuals sentenced to death;
- F. Safe keepers;
- G. Misdemeanants;
- H. Incarcerated individuals with active warrants or detainers;
- I. Incarcerated individuals who do not meet notification requirements;
- J. Incarcerated individuals whose executed time is less than two (2) years, consecutively or concurrently;
- K. Incarcerated individuals with out-of-state residence (IC 11-10-11.5-3.5);
- L. Incarcerated individuals who have an out of state sentence which determines the EPRD; and,
- M. An incarcerated individual who is returned to the Department for disciplinary reasons is not eligible for re-assignment to another Community Transition Program for the duration of the sentence or sentences the incarcerated individual is actively serving (IC 11-10-11.5-11.5)

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V. COMMUNITY TRANSITION PROGRAM COMMENCEMENT DATE (CTPCD) DETERMINATION:

The CTPCD is determined by state statute under IC 11-8-1-5.6 with the following criteria:

- A. Incarcerated individuals convicted of an A or B felony (if offense was committed before July 1, 2014), or a Level 1, Level 2, Level 3, or Level 4 felony (if offense was committed on or after July 1, 2014) may serve up to 120 days prior to their EPRD on CTP if approved by court order through the sentencing court.

Incarcerated individuals convicted of an A or B felony (if offense was committed before July 1, 2014) or a Level 1, Level 2, Level 3, or Level 4 felony (if offense was committed on or after July 1, 2014) under IC 35-48-4 and/or IC 16-42-19 may serve up to 180 days prior to their EPRD on CTP if approved by court order through the sentencing court. All charges under the current commitment period must fall under these Indiana Codes.

- B. Incarcerated individuals convicted of a C felony (if offense was committed before July 1, 2014) or a Level 5 felony (if offense was committed on or after July 1, 2014) may serve up to 90 days prior to their EPRD on CTP if a court order of denial is not entered by the sentencing court.

Incarcerated individuals convicted of a C felony (if offense was committed before July 1, 2014) or Level 5 felony (if offense was committed on or after July 1, 2014) under IC 35-48-4 and/or IC 16-42-19 may serve up to 120 days prior to their EPRD on CTP if a court order of denial is not entered by the sentencing court. All charges on the current commitment period must fall under these same Indiana Codes.

- C. Incarcerated individuals convicted of a D felony (if offense was committed before July 1, 2014) or a Level 6 felony (if offense was committed on or after July 1, 2014) may serve up to 60 days prior to their EPRD on CTP if a court order of denial is not entered by the sentencing court.

- D. Incarcerated individuals must have at least thirty (30) days remaining until their EPRD after the court's consideration to be eligible for CTP placement, pursuant to IC 11-10-11.5-2.

- E. The assigned CTPCD shall not affect facility transition programming, work release eligibility, or work release effective date.

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- F. An incarcerated individual shall remain in the assignment of CTP until the person completes their fixed term of imprisonment unless the person is terminated from the program for disciplinary action or transferred to an IDOC facility for medical reasons (IC 11-10-11.5-9).

VI. VICTIM NOTIFICATION:

Victim Witness and Zachary Law notification shall be made as soon as the Department is aware of CTP eligibility. Victims shall be advised of their right to submit a statement to the court within ten (10) days, regarding the incarcerated individual's eligibility for CTP (IC 11-10-11.5-4.5).

VII. GENERATION OF THE PROGRESS REPORT:

As per Policy and Administrative Procedure 01-07-101, "The Development and Delivery of Programs, Pre-release, and Case Management":

Sixty (60) days prior to the incarcerated individual's CTP commencement date, Unit Team staff shall ensure a Progress Report is approved for the court; an IRAS-SRT is not required. When a request for the CTP Progress report is sent by the facility's Re-Entry Monitor, the Progress Report shall be completed within five (5) business days of the request. If DELTA identifies a CPCT progress report as being due, staff will have ten (10) calendar days to complete this report and the IRAS-SRT. Unit Team staff shall notify their supervisor that the Progress Report has been completed. The supervisor shall review and lock the Progress Report. Unit Team staff shall verify that placement has been entered. If not yet entered, staff shall enter the placement and submit the placement investigation request to parole if necessary.

An action queue in DELTA has been created to notify facility Unit Team staff of incarcerated individuals who do not have an active progress report in the DELTA system seventy (70) days prior to the incarcerated individual's CTPCD. This action queue is the impetus for the Unit Team staff to create a CTP progress report for those incarcerated individuals who do not already have an active progress report in the DELTA system.

VIII. CTP NOTIFICATION TO COURTS, COMMUNITY CORRECTIONS AGENCIES, AND PROSECUTORS:

- A. The Central Office CTP Coordinators shall review the daily list of eligible incarcerated individuals for CTP by using the REPORT 117 CTP QUALIFICATIONS CTP1 report and shall ensure the notification of the incarcerated individual's CTPCD is forwarded to the proper entities.

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B. In compliance with IC 11-10-11.5-2, not earlier than sixty (60) days and no later than forty-five (45) days before an incarcerated individual’s CTPCD, the Central Office CTP Coordinators shall ensure all courts with active sentences receive written notice of the incarcerated individual’s eligibility for CTP and a current Department progress report. The notice shall include, but is not limited to the following information:

1. A description of the offense(s) for which the incarcerated individual was committed to the Department;
2. The incarcerated individual’s expected release date;
3. The incarcerated individual’s CTPCD;
4. The incarcerated individual’s current security and credit time classification;
5. Facility conduct information.

The Central Office CTP Coordinators may send any other information regarding the incarcerated individual, which may assist the sentencing court in issuing an order. In turn, the sentencing court may request any additional information deemed necessary (IC 11-10-11.5-3).

C. The Central Office CTP Coordinators shall provide the above-mentioned information to the local Community Corrections agency or Probation Department (if a Community Corrections agency does not exist in the county), who shall be responsible for the supervision of the incarcerated individual upon release to CTP.

D. The Central Office CTP Coordinators shall provide a copy of the notification to the prosecuting attorney where the person’s case originated (IC 11-10-11.5-4).

E. If the incarcerated individual has multiple sentences from one or more courts; the most serious offense of all active sentences is used to determine the appropriate amount of time an incarcerated individual shall serve under CTP. The incarcerated individual shall be assigned to the program located in the community where the court imposed the longest sentence of imprisonment that the incarcerated individual is actively serving (IC 11-10-11.5-3.6).

All sentencing courts with jurisdiction of an incarcerated individual’s active sentence(s) shall receive notifications of an incarcerated individual’s eligibility and approaching CTPCD.

1. All sentencing courts, with active sentences, must be in agreement with an incarcerated individual’s participation in CTP in order for the incarcerated individual to be transported to the county of release on their CTPCD.

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2. If any sentencing court denies participation in CTP, an incarcerated individual is deemed ineligible and shall not be transported to CTP on their CTPCD.

- F. Central Office CTP Coordinators shall be responsible for documenting receipt of approved or denied CTP court orders, entering approval or denial information in the DELTA system on the CTP screen, uploading said orders into DELTA, and documenting any pertinent notes in the note section of DELTA.
- G. After reviewing the REPORT 118 CTP2 – CTP DISQUALIFICATIONS AND COMMENCEMENT DATE CHANGES report, the Central Office CTP Coordinators shall notify the county contacts of any changes to the incarcerated individual’s EPRD that may affect an incarcerated individual’s eligibility status.
- H. A sentencing court may transfer an incarcerated individual to a community transition program located where the incarcerated individual resides if the receiving community transition program agrees to accept the transfer. If more than one (1) court sentenced the incarcerated individual, all the courts that sentenced the incarcerated individual to a period of imprisonment that the incarcerated individual is actively serving at the time of the incarcerated individual's assignment to the community transition program must agree to the transfer in writing (IC 11-12-10-2.5).

IX. FACILITY NOTIFICATION TO THE INCARCERATED INDIVIDUAL OF APPROACHING CTPCD:

- A. An incarcerated individual shall be informed of their eligibility for CTP when their name and DOC number are identified on the REPORT 117 CTP QUALIFICATIONS CTP1 report. The facility Release Coordinator or Designee shall meet with the eligible incarcerated individual and explain their CTP status, the county’s specific program components if known (levels of supervision including, but not limited to work release, home detention, and day reporting), the possibility of fees assessed to the incarcerated individual, and their right to request a denial for participation through the sentencing court(s). The incarcerated individual shall sign State Form 49719 indicating they have been informed of their eligibility.
- B. When an individual is identified as being eligible for CTP on the REPORT 117 CTP QUALIFICATIONS CTP1 report and is located in a DOC contracted work release facility (i.e., VOA-Evansville, Bartholomew County, Lake County), the IDOC Central Office CTP Coordinators will notify the appropriate contact at the respective facility of the individual’s eligibility and request the individual be notified of their eligibility for CTP and be provided with State Form 49719, “Notice of Community Transition Program Eligibility.” Upon completion of State Form 49719, staff of the contracted IDOC work release facility shall

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scan and forward an electronic copy of the signed (or refused/unsigned) form to the IDOC Central Office CTP Coordinators. Additional information about the individual's participation in CTP (i.e., receipt of court approval/denials, changes to CTP eligibility, changes to individuals' EPRD and CTPCD) will be provided to the contracted IDOC work release facility staff as it is received by the IDOC Central Office CTP Coordinators. The Release Coordinator with oversight of the contracted IDOC work release facilities will coordinate transport and confirm the expected arrival of the incarcerated individual with the community-based supervision entity.

X. INCARCERATED INDIVIDUAL RESPONSE TO CTP NOTIFICATION:

- A. An incarcerated individual may write their sentencing court(s) within ten (10) days of notification of their eligibility to request a denial by the court for CTP, but the incarcerated individual is to be made aware that this is only a request and the court may assign them regardless (IC 11-10-11.5-4.5).
- B. An incarcerated individual may write their sentencing court(s) and request their enrollment in CTP be delayed until the completion of any departmental programming, but the incarcerated individual is to be made aware that this is only a request and the court may assign them regardless (IC 11-10-11.5-11.5).
- C. An incarcerated individual may request a transfer of supervision from one county to another. They must submit in writing the reason for the transfer and include supporting documentation to their assigned Case Worker. The Case Worker shall notify the Central Office CTP Coordinators of this request. The Central Office CTP Coordinators will request a transfer of supervision from the sentencing court and receiving county supervision agency. In addition, if more than one court sentenced the incarcerated individual, all the courts that sentenced the incarcerated individual to a period of imprisonment that the incarcerated individual is actively serving at the time of the incarcerated individual's assignment to the community transition program must agree to the transfer in writing (IC 11-12-10-2.5). This request shall be made in a timely manner, no less than thirty (30) days prior to an incarcerated individual's expected CTPCD.

XI. COURT ACTION IN RESPONSE TO CTP NOTIFICATION:

Per IC 11-10-11.5, the sentencing court(s) may take the following actions upon receipt of an incarcerated individual's notice of eligibility:

- A. Approve;
- B. Deny: A court order of denial is effective for one year from date of signing; or,
- C. No action;

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1. If the most serious offense is Murder, Class A or B Felony (for offenses committed before July 1, 2014), or a Level 1, 2, 3, or 4 Felony (for offenses committed on or after July 1, 2014) and the court has not issued an order of approval for CTP, an incarcerated individual shall not be transported for CTP placement as they are denied by default.
2. If the most serious offense is a Class C or D Felony (for offenses committed prior to July 1, 2014) or a Level 5 or 6 Felony (for offenses committed on or after July 1, 2014) and the court has not issued an order of denial for CTP, an incarcerated individual shall be transported for CTP placement as they are approved by default.

XII. COURT MODIFICATIONS TO CTP:

A. The sentencing court may elect to modify an incarcerated individual’s EPRD for immediate CTP participation in accordance with IC 11-8-1-5.6.

B. Modification under the Purposeful Incarceration Program:

Purposeful Incarceration (PI) is a joint initiative between the Department, the court system, and the Indiana Parole Board (IPB). The goal of this partnership is to ensure that incarcerated individuals who need and are expected to benefit from Addiction Recovery Services have access to and participate in the Recovery While Incarcerated program. Incarcerated individuals are recommended for PI when the sentencing judge or the IPB believes the incarcerated individual’s criminal conduct is directly related to substance use, and that the incarcerated individual would benefit from Addiction Recovery treatment while incarcerated. Incarcerated individuals designated for PI are eligible to be considered for a sentence modification or Parole modification upon successful completion of the clinically indicated addiction treatment program.

C. When courts consider a sentence modification from the Department to CTP, the following language, or equivalent language, will be used:

“The Court has suspended sufficient time to modify the IDOC release date to mm/dd/yyyy. Defendant is approved for the Community Transition Program, effective mm/dd/yyyy, under Electronic Monitoring, Day Reporting, and/or Re-Entry Court Supervision.”

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XIII. FACILITY RELEASE OF AN INCARCERATED INDIVIDUAL TO THE DESIGNATED CTP PROGRAM:

- A. The Release Coordinator or Designee shall obtain a list of upcoming CTP incarcerated individuals by using the REPORT 119 – CTP 3 – 15 DAY RELEASE LIST report (15-Day List). The procedures outlined in accordance with Policy and Administrative Procedure 01-04-105 “Adult Offender Releases” shall be followed. The Release Coordinator or Designee shall confirm with the receiving county that they are expecting to receive the incarcerated individual, confirming the drop-off location and drop-off hours. The transport date should be confirmed at this time.
- B. The Release Coordinator or designee shall ensure all funds in the incarcerated individual’s trust account, less any outstanding debits, are returned to the incarcerated individual on the day of transfer to CTP, in accordance with Policy and Administrative Procedure 04-01-104, “Inmate Trust Fund.”
- C. Incarcerated individuals’ property shall be searched, inventoried, and packed for transport to the county supervising agency.
- D. The incarcerated individual shall be transported in personal clothing to the county supervising agency. The facility shall arrange for at least two (2) sets of clothing appropriate for the season if the incarcerated individual does not have any personal clothing.
- E. Per Adult Health Care Services Directive 2.15A, “Medication Management,” when a patient is released from a facility, the existing supply of prescribed medication (legend or over the counter) shall be provided to the departing patient. If the medication supply is for less than seven (7) days, additional medication shall be obtained from the pharmacy. The seven (7) day release supply shall be regarded as a minimum quantity, but on a case-by-case basis, it may be necessary to obtain up to a thirty (30) day supply of medication from the pharmacy and the sending facility shall provide the patient with a written prescription.

If the patient is receiving medication to control tuberculosis (infection or disease), HIV, HCV, psychiatric medications, and any medication deemed appropriate, a minimum thirty (30) day supply shall be provided upon release.

If a patient is receiving insulin or other medication for diabetes control, the patient shall also be provided with a simple home glucose testing device and associated materials including control test materials and a seven (7) day supply of test strips at the patient’s current usage rate. In addition, the patient shall receive instructions on self-monitoring techniques and how to obtain supplies in the community. If the diabetic patient injects insulin, a seven (7) day, or greater, supply of insulin, syringes, and alcohol swabs shall be provided.

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If a patient is receiving medication requiring mechanical assistance such as inhaler spacers, oxygen concentrators, or nebulization machines, adequate support shall be provided in order reasonably to assure continuity of care upon release, which may include releasing with equipment.

If a patient is in the process of receiving a series of vaccinations (e.g., Hepatitis B), the patient shall be instructed regarding the date the next injection is due and the location of public health or other community-based clinics where the vaccination series can be completed.

Health Services shall be given advanced notice of any medicines needed prior to the incarcerated individual's release to CTP. Incarcerated individuals with health care issues should, whenever possible, be prepared for CTP release as if it was a normal release from IDOC, including health care contacts and appointments.

- F. It shall be the responsibility of the releasing facility to transport the incarcerated individual to the CTP placement (IC 11-10-11.5-7). The incarcerated individual may not be transported prior to the CTPCD (or when recorded, the Court Modified Commencement Date) found in the DELTA system on the Community Transition Program screen. Per IC 11-10-11.5-7 the incarcerated individual must be transported within seven (7) days following their CTPCD. Any delays to transport an incarcerated individual to the CTP placement must be approved by the Central Office CTP Coordinators.
- G. It shall be the responsibility of the releasing facility to notify the Central Office CTP Coordinators of any pending disciplinary charges. The Central Office CTP Coordinators will notify the county supervising agency if the transport date will be affected. If disciplinary charges result in a deprivation of credit time or a change in credit class, the Central Office CTP Coordinators will notify the sentencing court and county supervising agency.
- H. Pending disciplinary charges should be handled within seven (7) days to allow the incarcerated individual to be transported within statutory timeframes. If the hearing will not be completed within seven (7) days, the Central Office CTP Coordinators must be notified as soon as possible.
- I. It shall be the responsibility of the releasing facility to provide the incarcerated individual with a release identification card.
- J. When an incarcerated individual is released to CTP, the incarcerated individual's facility and medical packets shall be retained by the Department and forwarded to the Reception Diagnostic Center or Rockville Correctional Facility.

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K. Incarcerated individuals released to the Community Transition Program shall not receive gateage.

On the day of the incarcerated individual’s actual transport to CTP, the facility shall place the incarcerated individual in transit to the facility XAD in the DELTA system. The incarcerated individual’s time is not to be modified; this is a transfer of authority, not a release and the incarcerated individual is still serving executed time, which includes earning credit time.

Once a court order of approval has been received by the Department or the incarcerated individual has reached their CTPCD and is approved by default (C or D & Level 5 or 6 felons), the Department may take disciplinary action under 11-10-11.5-8 against an incarcerated individual who refuses to be transported to CTP on their CTPCD.

XIV. CTP INCARCERATED INDIVIDUAL INTAKE AT COUNTY SUPERVISING AGENCY:

- A. Each incarcerated individual shall be informed of the CTP agency’s specific rules, expectations, and user fees at the time of intake (IC 11-10-11.5-8).
- B. Each CTP incarcerated individual shall receive an IRAS-CST assessment if a recent one has not been completed, and a case plan shall be developed based on this assessment.
- C. Services and programs made available to CTP incarcerated individuals shall be evidence based.

XV. LEVELS OF CTP SUPERVISION:

- A. An incarcerated individual may be placed in any level of supervision deemed appropriate based on the IRAS score and as determined by the county agency CTP Director or sentencing court.
- B. Levels of supervision may include, but are not limited to, day reporting, home detention with electronic monitoring, and/or work release, if available.

XVI. COLLECTION AND DISTRIBUTION OF EARNINGS

- A. Per IC 11-10-11.5-12, any earnings of a person employed while in a community transition program, less payroll deductions required by law and court-ordered deductions for the satisfaction of a judgment against that person, may be collected by the Community Transition Program at the discretion of the Community Transition Program. Unless otherwise ordered by the sentencing court, if the Community Transition Program collects the earnings under this section, the remaining earnings shall be distributed in the following order:

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1. To pay State and federal income taxes and Social Security deductions not otherwise withheld;
2. To pay the cost of membership in an employee organization;
3. Not less than twenty-five percent (25%) of the person's gross earnings, if that amount of the gross is available after the above deductions, to be given to that person or retained for the person, with accrued interest, until the person's release or discharge;
4. To pay for the person's room and board or electronic monitoring provided by the community transition program;
5. To pay transportation costs to and from work and other work-related incidental expenses incurred by the community transition program; and,
6. To pay court-ordered costs, fines, or restitution.

B. After the amounts listed in subsection (a) are deducted, the remaining amount may be used to:

1. Pay for the support of the person's dependents when directed by the person or ordered by the court (if the person's dependents are receiving welfare assistance, the appropriate office of family and children or welfare department in another state shall be notified of such disbursements); and/or,
2. Pay to the person's victims or any other obligations of that person.

C. Any remaining amount shall be given to the person or retained for the person.

D. The collection of room and board or electronic monitoring costs under XVI.A.4 may be waived by the county supervising agency.

XVII. MEDICAL/DENTAL CARE:

A. Incarcerated individuals supervised on CTP shall have access to medical and dental care at their own expense unless deemed indigent by the court. If an incarcerated individual is not able to pay for ongoing medical/dental treatment and is deemed indigent by the court, the Department has the right to return the incarcerated individual to a Department facility for medical care. If the court orders an incarcerated individual indigent, the Department shall be notified by the county supervising agency within twenty-four (24) hours of the ruling.

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1. The Central Office CTP Coordinators shall contact the IDOC Transitional Healthcare Division, who shall determine if the incarcerated individual will be treated locally or returned to the Department.
2. The Central Office CTP Coordinators shall contact the county supervising agency regarding the IDOC Transitional Health Division’s determination.

B. In the case of an emergency medical issue, the county supervising agency must have a procedure in place to assure that the incarcerated individual is transported to the nearest medical provider for treatment. The county supervising agency shall contact the IDOC Central Office CTP Coordinators during normal business hours to report the specifics of the medical emergency.

XVIII. CTP INCARCERATED INDIVIDUAL ACCOUNTABILITY AND COMPLIANCE:

- A. The county supervising agency may hold an incarcerated individual accountable for adhering to the rules and regulations of the agency, as well as their case plan (IC 11-10-11.5-11). Failure to comply may result in a violation for the incarcerated individual (IC 11-10-11.5-11.5).
- B. If an incarcerated individual, who is released to a Community Transition Program, fails to comply with a rule or condition, the county supervising agency or sentencing court may take any of the following actions:
 1. Conduct a disciplinary hearing by way of the Disciplinary Hearing Board (DHB) and apply appropriate sanctions according to Policy and Administrative Procedure 02-04-101, “Disciplinary Code for Incarcerated Adults.” Sanctions may include the loss of credit time under IC 35-50-6-5.
 2. Re-assign the incarcerated individual’s supervision level and/or contact requirements.
 3. Terminate an incarcerated individual from the program and return them to IDOC until the EPRD is reached. This must be done through a hearing process which could include a guilty finding from the Disciplinary Hearing Board or a hearing through the sentencing court.
- C. If an incarcerated individual escapes from or fails to return to the CTP program, the following procedure is observed:

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1. The county supervising agency shall request an IDOC warrant for the retaking of the incarcerated individual by completing State Form 30496, "IDACS-NCIC Absconder / Escapee Report-Request for Warrant for the Retaking of Offender," and submit it, via email, to the Central Office CTP Coordinators.
2. The county supervising agency shall complete agency escape procedures and forward all pertinent information to the Central Office CTP Coordinators within two (2) hours from the time the agency becomes aware of the incarcerated individual's escape.

State Form 39590 "Report of Conduct" shall be completed for any incarcerated individual who goes into escape status from CTP. This form shall be filled out under offense code A 108 (Escape) and a copy of the signed report shall be forwarded to the Central Office CTP Coordinators along with State Form 30496 "IDACS-NCIC Absconder / Escapee Report-Request for Warrant for the Retaking of Offender."
3. The Central Office CTP Coordinators shall place the incarcerated individual in escape status in the DELTA System and enter the action to stop their time. Final approval of credit time actions is completed by Sentence Computation staff.
4. Upon notification of apprehension of the incarcerated individual, the county supervising agency shall complete State Form 30599 "Arrest/NCIC Apprehension Report" and submit it, via email, to the Central Office CTP Coordinators. This form should also be utilized if a warrant needs to be recalled. The Central Office CTP Coordinators shall ensure that the escape status is redacted from the DELTA system if a warrant is recalled.
5. The Central Office CTP Coordinators shall return the incarcerated individual to in-custody status in the DELTA system and restart their time reflective of the apprehension date.
6. The county supervising agency shall conduct a Disciplinary Hearing Board according to Policy and Administrative Procedure 02-04-101, "The Disciplinary Code for Incarcerated Adults," and apply the appropriate sanctions if found guilty.
7. The county supervising agency's CTP staff shall keep the Central Office CTP Coordinators informed of any pending charges and impending court dates.

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8. The Central Office CTP Coordinators shall enter any pending charges in the DELTA system, in collaboration with the designated Classification Release Coordinator.

XIX. REPORTING THE DEATH OF A CTP INCARCERATED INDIVIDUAL

- A. Upon learning of a CTP incarcerated individual’s death while under the supervision of the county supervising agency, the agency shall notify the Central Office CTP Coordinators during normal business hours.
- B. Anytime the death of a CTP incarcerated individual occurs, the county supervising agency shall request a copy of a Death Certificate; and if applicable, a coroner’s report and a police report. These documents shall be collected at the local level and forwarded to the Central Office CTP Coordinators as soon as possible.
- C. Clinical Critical Incident Reviews will be completed in accordance with Adult Health Care Services Directive 2.24A, “*Clinical Critical Incident Reviews (CCI)*,” for all CTP participants whose death occurs while under supervision.
- D. The Central Office CTP Coordinators shall notify the Executive Director of Classification and the Director of Release/Sentence Computation when an incarcerated individual death has been reported.
- E. The Central Office CTP Coordinators shall ensure that the incarcerated individual has been released in the DELTA system. If the cause of death is unknown, this should be noted in the DELTA system as Death-Undetermined in the movement reason drop-down list.

XX. CTP INCARCERATED INDIVIDUAL RELEASE FROM DOC COMMITMENT:

- A. When the incarcerated individual assigned to the Community Transition Program completes the fixed term of imprisonment (EPRD), they are required to sign and date the Confirmation of Release form, which is then forwarded by the county supervising agency to the Central Office CTP Coordinators within one (1) business day from date of release.
- B. Upon an incarcerated individual reaching their EPRD, the CTP assigned Release Specialist shall release the incarcerated individual’s time.
- C. Upon receipt of the Confirmation of Release form, the Central Office CTP Coordinators shall release the incarcerated individual to one or more of the following types of Department releases based on the completed Release Authorization:

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1. Discharge to Probation if the incarcerated individual's sentence included a suspended period of probation;
2. Discharge to Community Corrections if the incarcerated individual's sentence included a period of community corrections;
3. Parole, if there is no suspended portion of the sentence; and,
4. Discharged upon Indiana Parole Board order or court order.

XXI. COMMUNITY TRANSITION PROGRAM REIMBURSEMENT

- A. The Department shall reimburse the counties at a rate of twenty-five dollars (\$25.00) per day for each felony-level incarcerated individual supervised on CTP.

The county supervising agency may bill for an incarcerated individual's first day of CTP but may not bill for the incarcerated individual's last day of CTP supervision.

- B. The county supervising agency shall complete a Request for Reimbursement form and submit to the IDOC Central Office Community Corrections Division, via email, by the 15th of the month for the previous month.
- C. The Central Office CTP Coordinators shall reconcile the Request for Reimbursement form received from the county agency and shall return a CTP Billing Verification form to the county for their review.
- D. The county shall review the form and contact Central Office CTP Coordinators with any questions or discrepancies within five (5) business days.
- E. If the county has not contacted the Central Office CTP Coordinators within five (5) business days from receipt of the CTP Billing Verification form, the Central Office CTP Coordinators shall send the form to the Fiscal Department for payment.
- F. If an incarcerated individual has violated any portion of their CTP participation contract and is residing in the county jail awaiting disciplinary disposition or return to IDOC for disciplinary reasons, the county jail may seek reimbursement from the local Community Corrections Program at the current rate.

Reimbursement will not be made for an incarcerated individual who is residing in the county jail on pending charges.

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- G. CTP reimbursements shall be made only after the Central Office CTP Coordinators have verified the billing request for accuracy. Once this has been completed, the Fiscal Division shall authorize payment(s) to the county. Payment(s) shall be sent by EFT to the county auditor within sixty (60) days of receipt by the Community Corrections Division staff.
- H. Requests for Reimbursements shall not be approved if submitted to the Department later than three (3) months after the month it is billing.
- I. Counties may only submit one (1) Request for Reimbursement form per month.

XXII. APPLICABILITY:

This policy and administrative procedure is applicable to all facilities housing adult incarcerated individuals.

signature on file
Christina Reagle
Commissioner

Date