

**INDIANA
DEPARTMENT OF CORRECTION**



**OFFENDER HANDBOOK
2016**

INTRODUCTION

This Offender Handbook is to help you during your time in the Indiana Department of Correction. The Handbook gives offenders in the Department of Correction basic information relating to their time in the Department's facilities. It should help to answer questions about the Department and rights and privileges offenders have in the Department.

This Handbook only gives general information about the Department. Due to the differences in the way facilities operate, you should ask staff any specific questions you have. Offenders will be given access to other documents during their time in the Department, including facility information and disciplinary procedures.

Group living requires rules, procedures, and schedules to ensure a safe, clean, and orderly environment. These rules are to protect people who live and work in the Department. It is important offenders follow the rules and instructions given by staff during their stay with the Department. The Department will not discriminate against you based on race, religion, color, sex, disability, national origin, political views, or ancestry in services or in assigning you to assignments.

Offenders and staff must work together. They are to treat each other fairly and with courtesy and respect. If your concerns cannot be solved through your daily contact with staff, there are other ways you can present concerns and issues, such as the Offender Grievance Process. Staff will try to help you resolve your issues as quickly and fairly as possible.

INSTRUCTIONS FOR THE USE OF THE OFFENDER HANDBOOK

1. You should read this Handbook for quick reference. If given a paper copy, you may be asked to return this handbook upon transfer to another facility or release.
2. This Handbook gives information about the Department of Correction. It contains information that may affect you. However, it is important to remember that every facility is different. You should review the facility's rules and discuss questions with staff. Your Caseworker/Case Manager is your first point of contact for requests or questions. State Form 36935, REQUEST FOR INTERVIEW, may be used to contact your Caseworker.
3. Every offender is to follow all Department and facility rules and procedures. If you do not know or understand a rule or procedure, it is your responsibility to talk to staff that can answer questions and explain the rules and procedures. Lack of knowledge or understanding of rules and procedures is not an excuse for violating them.
4. It may be necessary to make changes in this Handbook. When changes are made, a notice will be posted where you can read them and a copy of the changes will be put in the Handbook in the Law Library, electronic kiosks or other areas where you can read them.
5. At the end of each section there is a reference that lists a Department policy and procedure that you can review at the facilities. You should review these policies and procedures and if you have questions, staff may be able to answer your questions.
6. Currently, most of the programs offered by the Department are in English only. If you do not understand English, you should check with your Unit Team and ask what programs are offered in another language or what has been done to provide the program to non-English speaking offenders.
7. This handbook is only for reference, Department policies and procedures are the governing documents.

TABLE OF CONTENTS

Introduction.....	2
Instructions for Use of the Handbook.....	3
Table of Contents.....	4
I. CLASSIFICATION	6
A. Entering the Department of Correction.....	6
B. Picture Identification and DOC Number.....	6
C. Jail Time Credit.....	6
D. Credit Class.....	7
E. Restoration of Credit Time.....	7
F. Intake Units Processing and Facility/Housing Assignments.....	8
G. Work Assignments.....	8
H. Facility Transfers.....	9
I. Records.....	9
J. Inmate Trust Fund/J-Pay.....	9
K. Medicaid Assistance.....	10
L. Emergency Notification.....	10
II. SERVICES.....	11
A. Medical Services.....	11
B. Dental Services.....	11
C. Mental Health Services.....	12
D. Depression and Suicide Prevention.....	12
E. Food Services.....	12
III. PROGRAMS.....	13
A. Case Plan.....	13
B. Education.....	13
C. Library.....	13
1. Education/Leisure Library.....	13
2. Law Library.....	13
3. Photocopies	14
D. Addiction Recovery Services.....	14
E. Religion	14
F. Sex Offender Monitoring and Management.....	15
G. Faith and Character Based Housing Units (PLUS).....	15
H. Recreation.....	15
I. Youthful Offenders.....	16
J. Pre-Release Re-Entry.....	16
K. Indianapolis Re-Entry Educational Facility (IREF).....	16
L. Community Re-Entry Centers/Work Release	16
M. First Time Offender Program.....	17
N. Apprenticeships.....	17

IV.	OPERATIONS.....	17
A.	Commissary.....	17
B.	Clothing, Bedding and Personal Hygiene.....	18
C.	Personal Property.....	18
D.	Laundry Services.....	19
E.	Telephone Privileges.....	19
F.	Visits.....	19
G.	Correspondence.....	20
H.	Access to the Courts.....	21
I.	Protective Custody/Monitoring Status.....	22
J.	Restrictive Status Housing.....	22
K.	Security Threat Groups.....	23
L.	Offender Counts.....	23
M.	Searches and Shakedowns.....	23
N.	Sexual Assault Prevention and Reporting.....	23
O.	Disciplinary Process.....	24
P.	Grievance Process.....	24
Q.	Tort Claims.....	24
R.	Reporting Safety and Security Concerns.....	25
S.	Social Media.....	25
V.	RELEASES.....	25
A.	Temporary Leaves.....	25
B.	Community Transition Program.....	26
C.	Parole/Probation.....	26
D.	Discharge from Department.....	27

I. CLASSIFICATION:

A. Entering the Department of Correction:

Offenders enter the Department at an Intake Unit (Reception-Diagnostic Center for adult males; Rockville Intake Unit for adult females; or, the Indiana State Prison for adult males with a death sentence, or the Indiana Women’s Prison for adult females with a death sentence). In the Intake Unit, you will be given information about the Department of Correction. You will receive Health Care exams and Classification staff will assess your risk to commit another crime and assess your needs. Staff will determine your security level and assign you to a facility offering the programs you need. While housed in the Intake Unit, your privileges, (visiting, telephone, and commissary) may be limited so that testing, assessments, and assignments may be completed.

REFERENCE: Policy 01-04-101, “Adult Offender Classification”

B. Picture Identification and Department of Correction (DOC) Number:

At the Intake Unit, your fingerprints will be taken and a criminal history check will be conducted. Staff will determine if you have been in the Department before. You will be assigned a DOC number. Your DOC number is very important and you will need it often. Please memorize this number as soon as possible. Your family and friends who visit and/or write you will need this number.

You will be issued an identification card and clip with your picture, name and DOC number. You must wear this card whenever you leave your housing area. Generally, this identification card is to be worn on the upper left part of your shirt, blouse, or jumpsuit. You must not damage or destroy the identification card. Keep it with you at all times and do not let another offender borrow it. If your appearance changes, you may have to replace your identification card. If the cause of the change is due to your actions (such as growing a beard or shaving off a beard, large weight gain or loss, etc.) you may be required to pay for the new identification card. If you lose, damage, or destroy your identification card or the clip, you will have to pay for a new identification card or clip.

REFERENCE: Policy 01-04-104, “The Establishment, Maintenance and Disposition of Offender Records”

C. Jail Time Credit:

If you served time in a county jail before you were sentenced to the Department, you may receive credit for the time you spent in the county jail (Jail Time Credit). If you have Jail Time Credit, the court will advise the Department the amount of Jail Time Credit you are to be given. The Department will enter the amount of Jail Time Credit into the offender information system. The offender information system will calculate the time automatically and you will be credited with the correct amount of time. You will be informed as to how this time affects your release date.

If you do not think you were given the correct amount of Jail Time Credit, you should contact the sentencing court to have this matter reviewed. If the court determines that you should be given more Jail Time Credit, the court will send an order to the Department instructing that additional credit be given to you. The Department cannot change your Jail Time Credit without an order from the sentencing court.

REFERENCE: Policy 01-04-101, “Adult Offender Classification”

D. Credit Class:

All adult offenders, except safekeepers, committed to the Department are assigned to a Credit Class. The Credit Class determines the amount of Earned Credit Time that you earn for the time you serve in the Department.

If your committing offense was committed prior to July 1, 2014, there are four (4) Credit Classes:

1. Credit Class 1 – you earn one (1) day of Earned Credit Time for each day served.
2. Credit Class 2 – you earn one (1) day of Earned Credit Time for every two (2) days served.
3. Credit Class 3 – you do not earn any Earned Credit Time for the days served.
4. Credit Class 4 – you earn one (1) day of Earned Credit Time for every six (6) days served.

When you come into the Department, you are automatically assigned to Credit Class 1, unless the Sheriff or court tells the Department to put you in another Credit Class. You will remain in Credit Class 1 unless you violate the Department's disciplinary code and are reduced (demoted) in Credit Class. If you are reduced in Credit Class, your projected release date will change automatically and you will be told your new release date. If you do not have any other disciplinary code violations within ninety (90) days, from the effective date of the last guilty finding by a Hearing Officer, you will be promoted back to the next highest Credit Class.

If your committing offense was committed on or after July 1, 2014, there are four (4) Credit Classes:

- A. Credit Class A – you earn one (1) day of Earned Credit Time for each day served.
- B. Credit Class B – you earn one (1) day of Earned Credit Time for every three (3) days served.
- C. Credit Class C – you earn one (1) day of Earned Credit Time for every six (6) days served.
- D. Credit Class D – earns no Credit Time.

When you come into the Department, you are automatically assigned to Credit Class B (unless your committing offense is a Level Six (6) Felony, or a misdemeanor, then you will be assigned to Credit Class A). By Indiana statute, Felony Level 1-5 offenders shall automatically be assigned to Credit Class B (the highest level achievable for Felony Level 1-5 offenders). You will remain in that Credit Class unless you violate the Department's disciplinary code and reduced (demoted) in Credit Class. Your projected release date will change automatically and you will be informed of your new release date. If you do not have any other disciplinary code violations within ninety (90) days from the effective date of the last guilty finding by a Hearing Officer, you will be promoted to the next highest Credit Class.

REFERENCE: Policy 01-04-101, "Adult Offender Classification"
Policy 02-04-101, "Disciplinary Code for Adult Offenders"

E. Restoration:

If you violate the disciplinary code you may lose Earned Credit Time. The amount of Earned Credit Time that you may lose will depend upon the seriousness of the violation. Once Earned Credit Time is lost, you can request to have up to fifty percent (50%) of the lost Earned Credit Time restored. However, some violations will prevent you from getting any of your Earned Credit Time back. The Department's Disciplinary Code for Adult Offenders explains the procedure for earning back lost credit time. You may petition to have your credit time restored only once every six (6) months.

You may receive additional Credit Time for completing an education program (literacy and life skills, high school equivalency diploma, vocational education); or, a reformatory program. If you need substance abuse treatment and you complete all of the phases of the Department's Addictions Recovery Program, you may receive up to six (6) months of extra earned Credit Time. If your committing offense was committed prior to July 1, 2014, the most Credit Time you may receive for completing an education or substance abuse program is four (4) years or one-third (1/3) of your sentence, **whichever is the lesser**. If your committing offense was committed on or after July 1, 2014, the most Credit Time you may receive for completing an education or substance abuse program is two (2) years, or one-third (1/3) of your sentence, **whichever is the lesser**.

REFERENCE: Policy 01-04-101, "Adult Offender Classification"
Policy 02-04-101, "Disciplinary Code for Adult Offenders"
Policy 01-01-101, "The Development and Delivery of Academic and Technical Programs"
Policy 01-02-106, "The Development and Delivery of Addiction Recovery Services"

F. Intake Unit Processing and Facility/Housing Assignments:

During Intake, staff will review your needs and risk level and assign you to a facility. You may appeal this assignment through the Classification appeal process. You are expected to accept a housing assignment based upon the recommendation of staff, until a decision is made on your appeal.

When you are transferred from an Intake Unit to another facility, you will have a Classification review. This Classification review of your information will determine how you are assigned to housing, including a bed assignment. Housing assignments are based upon your classification and bed availability. You cannot refuse your housing assignment. If you believe there is a serious problem with your housing assignment, you may discuss this with your Caseworker. A transfer to another housing assignment may be considered if you meet the criteria for a change in assignment. You may request a housing assignment only once in a twelve (12) month period.

REFERENCE: Policy 01-04-101, "Adult Offender Classification"

G. Work Assignments:

The Case Management process will determine if you are eligible for a work assignment. If you are eligible for a work assignment, you will be assigned to a facility work assignment. This assignment may be in the housing unit, kitchen, on a maintenance or grounds crew, or in a workshop in the facility. You must accept the work assignment. The Case Plan shall consider your education level, work history, skills, facility needs, and security level. You will be paid State wages at a rate based upon the assignment.

You may request a change in work assignment by talking to your supervisor and Caseworker. However, you may only request a change in work assignment once every ninety (90) days. Changes in work assignment may also be made based upon disciplinary actions, unsatisfactory work evaluations, or other reasons.

If you meet the education and skill level, you may apply for a work assignment with PEN Products. PEN Products operates several industry programs in the Department. Also, PEN Products has agreements with some private employers who provide work on the grounds of Department facilities. Offenders assigned to a PEN Products job will earn a higher rate of pay, but will be held to higher

standards of attendance and work performance. Deductions will be taken from your wages for a PEN Products job, such as subsistence (room and board) and Victim of Violent Crimes payments. You may also send money to family members to help support them and save money to assist in your release.

REFERENCE: Policy 01-04-101, “Adult Offender Classification”
Policy 02-01-106, “Offender Work Assignments and Pay Schedules”
Policy 04-04-101, “The Development and Delivery of PEN Products”

H. Facility Transfers:

You are assigned to a Department facility based upon your security level and needs. At times, you may be assigned to a facility that does not have opportunities for you to address your needs. In those cases, you will need to accept this assignment until you can be transferred to another facility. Facility transfers are the decision of the Department’s Central Office Division of Classification. You may appeal a decision to transfer you to another facility only after the transfer has been completed.

In some cases, you may submit a request to your Caseworker or Unit Team for a transfer to another facility with stated reasons, such as a need for programs not provided at the housing facility or due to family hardships. In these cases, staff at the facility will determine whether the reason for transfer is appropriate. Generally, you cannot request a transfer to another facility until you have been at the facility for twelve (12) months. Please keep in mind that a request to transfer to another facility may not be approved or, if it is approved, may take several months before the transfer can take place due to bed availability and the needs of the Department.

REFERENCE: Policy 01-04-101, “Adult Offender Classification”

I. Records:

A “facility packet” will be created for you at intake. This packet will contain records including your case facts and informational facts during your incarceration period. Your records may include: medical, education, addictions recovery treatment, disciplinary, legal information, etc. The information in your facility packet is classified as public, restricted, or confidential information. You may have access to any of the records in the public and restricted portions of your facility packet only once each six (6) months. To see these records, you must submit a request to your Caseworker. If you want a copy of these records, you will have to pay a fee of \$ 0.10 per page for copying the records.

You may disagree with the information in the facility packet. If you believe it is incorrect you may appeal the records by following the procedures for Policy 01-04-104.

REFERENCE: Policy 01-04-104, “The Establishment, Maintenance and Disposition of Offender Records”

J. Inmate Trust Fund:

Staff shall open an Inmate Trust Fund account for after your arrival to the Department. You will not be permitted to possess money, except in Community Re-Entry/Work Release Centers. Any money you may have or receive will be deposited in your Inmate Trust Fund account. The Department will maintain your money in the Inmate Trust Fund account until it is spent, removed to pay court fees, restitution, other required payments, or given back to you when you are released.

Family or friends listed on your approved visitor's list may send you money through the automated JPay system. JPay is an internet portal that the individuals on your visitor's list may use to put money in your Trust Fund Account. The website is located here: <http://www.jpayers.com/moneyorder.aspx>, or it may be accessed through the Department's website here: <http://www.in.gov/idoc>. You will get a receipt showing that the funds were received.

If you want to spend your money, you must submit a request form to designated staff that explains the reason for your desired purchase. The Department can refuse to let you spend your money. The Department may remove money from your Inmate Trust Fund account without your approval if there is an order by a court for the payment of restitution, fines or fees, an order from a disciplinary hearing for restitution, or for the payment of a medical co-payment.

Re-Entry Administrative Account:

In order to assist you at the time of your release, the Department will establish a Re-Entry Administrative account for you. When you are provided a work assignment, including PEN Products jobs and Work Release jobs, the facility will deduct 15% of your earnings (after required deductions are made) to place in the account. The funds in this account will not be available to you until your release from the Department.

Release Funds

When you are released, you will be given a debit card from your Inmate Trust Fund for the money that you have available. You may be asked to give the facility either your address or a contact person at the time of release so that any other money that may become available after your release can be made available to you. Keep your card so that you may access those funds. Some debit card companies require service surcharges that may be deducted from your debit card.

REFERENCE: Policy 04-01-104, "Inmate Trust Fund"

K. Medicaid Assistance

Adult offenders may be eligible for Medicaid coverage as offered through the Family and Social Service Administration's programs while receiving inpatient services delivered at a Medicaid-approved facility during incarceration, and upon release or discharge. Effective July 1, 2015, House Enrolled Act (HEA) 1269 requires the Indiana Department of Correction to coordinate with the Family and Social Services Administration (FSSA), making Medicaid coverage available to eligible offenders who are incarcerated and to help coordinate benefits coverage for offenders transitioning to civilian life.

REFERENCE: Policy 01-07-104, "Medicaid Application Process and Responsibilities"

L. Emergency Notification:

During your intake into the Department, you will be asked for the name, address, and telephone number of a family member or friend who is to be contacted in case you have an emergency. This information will be placed in your records so that staff may retrieve it if necessary. It is very important that you make sure that the information about the person you want as an emergency contact stays current. If you find that any of the information you gave staff changes, you should inform your Caseworker or Unit Team as soon as possible. Emergency contacts will be updated annually.

II. SERVICES:

A. Medical Services:

Medical services are available in the facilities. These services are provided by licensed health care professionals. The Department will provide all medical services that are considered by the Health Care staff to be medically necessary. You will not be permitted to select your own doctors, but shall be required to use the Health Care staff provided at the facility or Health Care professionals approved by the Department.

The medical services provided to you may include treatment for medical conditions and providing prescription medications as ordered by the Department's doctors. Over-the-counter medications may be purchased from the commissary at your expense. Health Care staff will not prescribe over-the-counter medication.

In order to request services, you will submit a "Request for Health Care Services" form. This form is available in the housing units. Health Care staff will review this form and determine whether it is necessary for you to meet with a health care professional.

A medical co-payment for most medical services and prescriptions is required by Indiana Code. This co-payment is \$ 5.00 for any visit to a health care professional that is not ordered by staff and \$5.00 for newly prescribed medications, except for refills of medications that were prescribed previously for chronic conditions. If you do not have the co-payment, you will still be allowed to see Health Care staff for an illness or injury and will still be provided any necessary medication. The co-payment will be deducted from your Inmate Trust Fund account when you receive any money. However, if after 30 days you have not received the money to pay the medical co-payment, the co-payment will be dropped and you will owe nothing.

REFERENCES: Policy 01-02-101, "The Development and Delivery of Health Care Services"
Indiana Code 11-10-3
210 IAC 7-1-1

B. Dental Services:

Routine dental services are available at the facilities. As with medical services, only those services that are medically necessary will be provided. Cosmetic dental treatments will not be provided. In order for you to receive routine dental services, such as teeth cleaning, you must take responsibility for your dental hygiene.

Dentures may be provided if determined to be necessary by the Dental staff.

Co-pays for dental treatment and prescriptions are charged the same as for health care services in the previous section of this handbook.

REFERENCES: Policy 01-02-101, "The Development and Delivery of Health Care Services"
Indiana Code 11-10-3
210 IAC 7-1-1

C. Mental Health Services:

You may request to see mental health staff by submitting a “Request for Health Care” form. If you have severe mental health issues, you may be transferred to a special unit in the Department for intensive mental health treatment.

A co-payment will not be charged for mental health services or prescriptions.

REFERENCES: Policy 01-02-101, “The Development and Delivery of Health Care Services”
Indiana Code 11-10-3
210 IAC 7-1-1

D. Depression and Suicide Prevention:

If you become depressed or start thinking about suicide, you need to talk to someone. You may talk to any staff person that you see about your feelings and that staff person will see that you get the help you need. If you simply need to talk to someone, your Caseworker or Unit Team staff will be available to talk to you about your problems and will try to help you work through your issues. If you need more help than they can offer, they can refer you to the facility’s Health Care Services staff.

You must remember that you are not alone. Staff wants to help you work through these rough times and help you so that you can complete your time in the Department and return to the community.

REFERENCES: Policy 01-02-101, “The Development and Delivery of Health Care Services”
Indiana Code 11-10-3
210 IAC 7-1-1

E. Food Services:

The facility will serve well-balanced meals everyday. These meals are healthy and meet the recommended allowances for basic nutrition. In cases where you may need a special diet due to a medical condition, the Health Care staff can order a prescribed diet which will be provided to you. In those cases where you desire a personal preference diet for religious reasons, you may contact the facility’s Chaplain or religious representative.

It is your responsibility to eat the proper meal. If you have been authorized to have a prescribed diet or a personal preference diet and you do not follow the diet, the diet may be stopped and you will go through the regular meal serving line at the dining hall. Your commissary purchases and special food event purchases may be tracked to monitor your compliance with the approved prescribed diet or approved personal preference diet

REFERENCE: Policy 04-01-301, “The Development and Delivery of Food Services”
Policy 01-03-101, “The Development and Delivery of Religious Services Program”

III. PROGRAMS:

A. Case Plan:

Your Unit Team staff will prepare a Case Plan for you with your input. Your Case Plan is a formal document that takes information from various areas of the criminal justice system, including the Indiana Risk Assessment System (IRAS) to address your needs by identifying goals and the means to achieve them. Referrals for facility programs come directly from your Case Plan. Your Case Plan will be updated as your circumstances may change.

The Unit Team staff will review your progress on your Case Plan with you from time to time. Various staff, such as custody, education, health care, recreation, food services, etc., may be consulted by the Unit Team staff and may advise the Unit Team Staff regarding the Case Plan.

REFERENCE: Policy 01-07-101, "The Development and Delivery of Re-Entry and Adult Case Management Services"

B. Education:

The Department offers academic and career technical training at most facilities. If you are eligible you can participate in academic programming ranging from basic reading and math to college-level courses. Also, you may be eligible to enroll in technical (vocational) training with each facility having a variety of programs. Staff in the Education Department at the facility can answer your questions about what education programs are available to you. An assignment to an educational program may be considered a work assignment

If you complete certain educational programs you may receive additional earned credit time as indicated in Section I. E. Also, some programs, such as Work Release, may include educational requirements.

REFERENCE: Policy 01-01-101, "The Development and Delivery of Academic and Technical Programs"

C. Library:

Department facilities provide some type of library services.

1. Education/Leisure Library:

Each facility will provide some form of library program which may be used to obtain reading materials necessary for educational programming or for leisure time reading. You will be permitted to use this library at certain times and will be permitted to check books out of the library. Due to facility differences, each facility will establish the times and services for the library operation in that facility. Facilities may also establish alternative methods of obtaining access to library materials, such as a mobile book cart.

REFERENCE: Policy 01-01-102, "The Development and Delivery of Library Services"

2. Law Library:

You are permitted to have access to legal materials. If you are in a facility that does not have a

Law Library, you may be permitted to use the Law Library of another facility or arrangements may be made to use other libraries.

Law Libraries are for your use if you need to do legal work related to your conviction(s) or conditions of confinement. You will be able to research legal cases and obtain directions for filing legal claims. Materials and supplies may be available to help you in your legal work.

Department policies, administrative procedures, and facility operational procedures, which are not restricted due to security issues, are available for review in the Law Library.

REFERENCE: Policy 00-01-102, "Offender Access to the Courts"

3. Photocopies:

As part of the operation of the Law Library, you may be permitted to obtain copies of documents necessary for filing in the courts. Additionally, you may purchase copies of Department policies and administrative procedures and facility operational procedures. The copying permitted in the Law Libraries is limited only to legal or policy matters. You cannot make personal photocopies that are not related to a legal matter. Also, the number of copies of documents will be limited to the minimum necessary for the legal activity. You will be expected to pay the current rate, \$0.10 (determined by the Indiana Department of Administration), for any copies requested. If you do not have any money in your Inmate Trust Fund, the facility will make any legal copies that are required and may place a hold on your Trust Fund account until you can pay for the copies.

REFERENCE: Policy 00-01-102, "Offender Access to the Courts"

D. Addictions Recovery:

Addictions Recovery programming is available in all facilities. Due to the large number of offenders with Addictions Recovery needs, restrictions are placed on those offenders who can participate in the program and when offenders may be assigned to the program. Participation in the Addictions Recovery program is dependent on referrals through the Case Plan and Case Management process.

If you participate in and complete an approved Department Substance Abuse Program you may be eligible for additional credit time. Please see Section I. C.

REFERENCE: Policy 01-02-106 "The Development and Delivery of Addiction Recovery Services"

E. Religion:

There is a Chaplain or other religious representative at each facility. The goal of the religious services staff is to help you meet your religious needs, to provide professional expertise on religious beliefs and practices in the facility, and to provide impartial leadership in the facility's religious program. In those cases where your faith group is not represented by Department religious services staff, you may request to speak with your facility's religious representatives to help you practice your faith.

REFERENCE: Policy 01-03-101, "The Development and Delivery of Religious Services Program"

F. Sex Offender Monitoring and Management (SOMM):

The Department has an educational and treatment program for offenders who have been convicted of sex crimes. This program stresses community safety as it relates to sex offenders re-entering communities.

The SOMM program consists of three (3) phases. The first phase is an educational phase which is mandatory for all offenders committed to the Department with a sex offense. The second phase consists of group meetings to assist the offender to recognize his/her inappropriate behaviors and what triggers those behaviors. The third phase of the SOMM program is in the community where the offender will work with various staff and treatment providers and is designed with public safety in mind.

REFERENCE: Contact your SOMM Program staff for further information.

G. Faith and Character Based Housing Program:

The Department offers a special program at several facilities which gives you the opportunity to be housed in a special unit and participate in a program that is based upon the development of your faith or character. The housing units providing this program are known as Purposeful Living Units Serve (PLUS). This program is open to all offenders that meet program criteria. This program is designed to last 12 to 18 months. The purpose of the program is to provide an opportunity for you to explore or choose alternatives to criminal thinking and behavior by stressing spiritual, moral and character development, life-skills training, and preparing you for living as a law-abiding citizen who contributes to the well-being of your community. The faith-based portion will prepare you for re-entry into the community through the teachings and values of your own religion; while the character-based portion will prepare you for re-entry into the community through learning and using basic values such as honesty, respect, tolerance, responsibility, and compassion.

The Department also offers the Reformatory Residential Re-Entry Program (RRRP) for security level 1 offenders. RRRP is modeled on the PLUS program and is available at select level 1 facilities.

REFERENCE: Policy 01-03-104, "Faith and Character Based Housing Program"

H. Recreation:

Each facility offers opportunities that promote your physical and mental well-being. These opportunities permit personal and social growth through planned group and individual activities. These activities offer you the chance to find positive ways to use your free time. The types of recreation programs range from passive activities, such as watching television and reading, to active activities, such as playing basketball. You will be given the opportunity to participate in some type of recreational activity each day. Some recreation activities may include interaction with the community.

Recreational activities may be either indoors or outdoors, depending upon weather conditions and resources at the facility. Recreation staff at the facility will be able to explain in detail what activities are available at the facility and the schedule of these activities.

REFERENCE: Policy 01-03-105, "The Development and Delivery of Recreational Services"

I. Youthful Offenders

During the Intake process into the Department, offenders are assessed, and, if under the age of 18, identified as youthful offenders. A full range of programs is made available to youthful offenders, including educational, mental health and cognitive-behavioral services, sex offender services, addiction recovery services, and recreation.

REFERENCE: Policy 01-04-102, "Classification Assignments of Youthful Offenders"

J. Pre-Release and Re-Entry

You may be released either on parole, probation, or by discharge. In order to increase the potential for a successful reintegration into the community, it is necessary that you receive certain programs and information. To do this, the Department has developed and operates Re-Entry programming for all adult offenders. The Department's facilities attempt to use all available resources both within the facilities and in the local communities.

The program for pre-release re-entry may include: addictions recovery treatment and education; living skills and family dynamics; educational advancement; community resources identification and job search training. The program may be modified as necessary to ensure that it meets the needs of the offenders.

REFERENCE: Policy 01-06-101, "The Development and Implementation of Pre-Release Re-Entry Programming"

K. Indianapolis Re-Entry Educational Facility (IREF):

IREF is designated for male offenders who will be released in the near future from the Department. The mission of IREF is to focus on re-entry and reintegration through programming using evidence based practices for adult male offenders during the final months of incarceration which shall serve as a bridge for the transition from incarceration to work release or the community. The goal is to better prepare each offender for successful living in the community by educating, mentoring, and providing the necessary skills to stay out of the criminal justice system.

Staff in the facilities shall review your records before your projected release to determine eligibility for this program. If so, you will be asked whether you would like to go to the IREF program. If interested, you may be recommended for transfer to IREF.

REFERENCE: Contact your Caseworker/Case Manager for further information on the IREF program.

L. Community Re-Entry Centers/Work Release:

Through the Classification process, staff will determine whether you meet the requirements to participate in the Department's Work Release program. You must be legally eligible to work in the United States. The Community Re-Entry Center/Work Release program is a residential program that allows you to obtain real world employment while residing during your off-work hours in a facility that

can provide programs that will help in your re-entry to the community. You may serve up to 12 months in the Community Re-Entry Center/Work Release program.

If you are approved for the Work Release program, you will be required to obtain employment in the community. Staff may assist you in locating suitable employment. You will be required to turn in all wages to staff at the Work Release/Community Re-Entry Center and certain deductions will be made from your wages, such as subsistence (room and board), Victims of Violent Crimes payments, and the Re-Entry Administrative account. You may send money home to help support your family and save money to assist in your release.

REFERENCE: Policy 01-04-101, "Adult Offender Classification"
Policy 02-02-101, "Community Re-Entry Centers"
Contact your Caseworker for further information on Community Re-Entry Center/Work Release.

M. First Time Offender Program:

The First Time Offender Program is located at the Heritage Trail Correctional Facility that addresses the needs of first time offenders to facilitate a successful Re-Entry into the community. In order to participate in the program you must meet specific criteria. Staff will review your records a minimum of thirty-six (36) months prior to your release date to determine whether you meet criteria. If you qualify, you may be recommended for transfer to the program.

N. Apprenticeships:

The Department offers apprenticeship programs to eligible offenders through a partnership with the U.S. Department of Labor for the purpose of providing meaningful on-the-job instruction and learning experiences partnered with industry and trade-specific related training instruction. This structured learning will assist you in your transition from incarceration to the community by equipping you with the skills and abilities to obtain meaningful employment in the fields in which you have been trained and have on the job experience and verifiable work history. If you desire to participate in the apprenticeship program, or have questions about the program, you may discuss with your Caseworker/Case Manager who will determine if participation in the apprenticeship program is consistent with your Case Plan

The U.S. Department of Labor will provide a Certificate of Completion when you successfully complete the learning requirements of the occupation in which you are working and registered.

IV. **OPERATIONS:**

A. Commissary:

Commissary services are made available to allow you to buy selected items for personal use. Each facility makes available some type of commissary services. These services may be provided by the facility or may be accessible in the community.

You will be able to buy hygiene items, over-the-counter medications, clothing items, snacks and beverages, etc. The facility has a list of items that you may buy. The amounts and types of items that you can buy are determined by your facility.

Special purchases, such as radios, televisions and gym shoes or clothing, may be permitted if allowed by the rules at the facility. Whenever possible, commissary items purchased at one facility will be accepted at another facility.

REFERENCE: Policy 02-01-108, “The Establishment and Operation of Commissaries”

B. Clothing, Bedding and Personal Hygiene:

State-issued clothing will be given to you at most facilities. If you are in a Work Release/Community Re-Entry Center, you will be allowed to wear your own clothing. Normally, you will be issued at least three (3) sets of State-issued clothing. You may purchase some items of personal clothing, such as underwear, gym shoes and sweat shirts/pants from the commissary. You must dress according to the Department’s and facility’s dress standards. If you are in a special work assignment, such as Food Service, you may be issued clothing for that work assignment.

When you arrive at a facility, you will be issued bedding and linen items. All items issued to you will either be new or will have been washed and sanitized before being re-issued. The facility will state when you can exchange these items for cleaned items. You may request replacements if your clothing or linen is damaged beyond use. Loss, abuse, or misuse of these items may result in a disciplinary action including requiring you to pay restitution to the Department for the cost of the item. You may have personal linens if approved by the facility.

You are to be neat and clean at all times. After you are released from an Intake Unit, you may wear your hair any length as long as you keep it neat, clean, and well-groomed. Your hair must be worn in a manner that does not interfere with your ability to safely perform your assigned duties. Moustaches, sideburns, and beards must be clean and neatly trimmed at all times.

You will be allowed to have basic hygiene items, such as toothpaste, toothbrush, bath or deodorant soap, shampoo, shaving needs, etc. You will not have to go without basic hygiene items because you do not have the money to buy them. If you have money, you may buy your own hygiene items from the commissary. You will be expected to buy personal hygiene needs before buying other things from the commissary.

While you may have to share the facilities, you will be able to take at least three (3) showers per week.

You are to keep your living area neat and clean. Cleaning supplies will be available for you to clean your living area. Staff will supervise cleaning activities to make sure that cleaning is done properly. Failure to keep yourself or your living area clean may result in disciplinary action.

REFERENCE: Policy 02-01-101, “Offender Personal Property”
Policy 02-01-104, “Offender Clothing, Grooming, and Personal Hygiene”

C. Personal Property:

You will be allowed to buy and keep certain items of personal property. The amounts and types of personal property that you may have will vary based upon your Security Level and behavior. Staff may confiscate personal property if you abuse, misuse, alter the property, or your property is more than is allowed. You may not give your property to another offender. You must keep your property secure and follow facility procedures.

In addition to clothing items, personal property includes: mail that you have received; items purchased from the commissary; items you get from other approved sources; religious materials and items; and, legal materials. All personal property items are subject to search and may be restricted as stated in Department and facility procedures. To determine what items may be permitted or the amount of items permitted in a facility, please refer to your facility's personal property rules/procedures.

REFERENCE: Policy 02-01-101, "Offender Personal Property"

D. Laundry Services:

Laundry services will be available at least once a week. You will be informed of the facility's procedures for laundry services.

Due to the large amount of laundry that the facilities do, mistakes may be made or clothing damaged. If your clothing is damaged or lost, you need to talk to your Caseworker for further instructions.

REFERENCE: Policy 02-01-104, "Offender Clothing, Grooming and Personal Hygiene"

E. Telephone Privileges:

Each facility has telephones that may be used by offenders, unless they have abused the telephone privilege and have been restricted from using the telephones. Your telephone calls must be paid for by the person receiving the call, or with "minutes" that you may purchase from Commissary. You are not to use staff telephones unless first approved by staff.

Unless you are in a Work Release/Community Re-Entry Center, you will be given a personal identification number (PIN) to use when you make telephone calls. You are not to let anyone else know or use your PIN. You need to remember that the cost of your telephone calls can be expensive, so please think about the ability of the people you call to pay for the calls you make.

Your telephone calls will be monitored and recorded, with the exception of calls to your attorney or legal representative. During your calls, you will hear a voice saying that the call is from a correctional facility and that the call may be monitored and recorded.

Family members may telephone the facility in emergency situations. However, staff will not pass-on non-emergency calls from family or friends and you will not be called to the telephone. You are to telephone or write your family and friends to make sure they get any information that they may need about you. In some cases, such as telephone calls to lawyers or in the case of a verified family emergency, you may be allowed to make a special telephone call.

You are not allowed to have cell phones, pagers, Green Dots/numbers, etc. in your possession.

REFERENCE: Policy 02-01-105, "Telephone Privileges"

F. Visits:

The Department encourages visits from family and friends while you are incarcerated. You can have visits according to the schedule for the facility. Your visits may be restricted based upon your Security Level, housing assignment, your behavior, and the behavior of your visitors. All prospective visitors must submit an application and pass a criminal background check to be approved for visiting.

Please tell your family and friends who visit you that they will be searched when they come to the facility to visit. If they do not allow staff to search them and their property, they will not be allowed to come into the facility and visit you. All visitors are subject to searches, to include the use of K-9, metal detectors, ion scanners, and X-Ray machines.

In most cases, you can have minimal physical contact with your visitors at the beginning and end of the visit. You must keep in mind visits are in a public place and behavior must not be offensive to other people in the visiting room. You are to be respectful of the other people in the visiting room.

Due to certain circumstances, you may be restricted to non-contact visits. If this happens, you will still be permitted to have visits; but, you will not be permitted to have any physical contact with your visitors. If you are in a restrictive status housing unit or if your behavior is a possible threat to the safety and security of the facility, you may be restricted to non-contact visits.

If you have been convicted of a sex crime involving a child under the age of 18 years old, you will not be allowed to have any children visit you. This restriction will include your own children and grandchildren. In such cases, a review of your past criminal history and current crime shall be conducted. If the case review shows that you do not meet the Department's requirements for visits with children, you will not be allowed to have any children visit you.

Facilities that provide video visitation through a contracted vendor will provide you with the information and rules governing the use of the kiosk and fee schedule during facility orientation. Offenders and visitors using video visitation shall be subject to the same rules and procedures as regular visitation as outlined by the visitation policy, administrative procedure, and facility operational procedure.

Visitors and/or offenders who engage, or attempt to engage, in criminal activity will be referred for prosecution.

REFERENCE: Policy 02-01-102, "Offender Visitation"

G. Correspondence:

You may receive and send letters to family, friends, and other people in the community. The Department will not restrict your ability to write letters unless you have abused this privilege or violated the law using the mail. All correspondence sent to or from you is subject to opening and inspection. Any prohibited property or contraband found in correspondence shall be removed and you will be informed of its removal.

To help in your letter writing, you can purchase postage, envelopes, and stationery from the commissary. The facilities will issue you a small amount of postage, envelopes, and stationery without cost for you to write letters. These items may be issued to you monthly based upon the facility's procedures.

You may also send letters to attorneys or legal organizations representing you in a legal case, to courts, to government officials and to other legal or government officials confidentially. These letters must be marked as either "legal" or "privileged" mail and meet the Department's procedures. Letters received from these persons shall be opened in your presence to inspect for prohibited property and contraband but shall not be read or interfered with in any other manner. Outgoing legal and privileged correspondence will be inspected for contraband/prohibited property in your presence prior to being

sealed. If it is found that mail marked as “legal” or “privileged” is not “legal” or “privileged” mail, it will be treated as general mail.

Your facility may have kiosks in the housing units which allow you to send an email message to individuals on your visiting list. These email messages, both incoming and outgoing, must follow the same rules as other correspondence. Facility staff are able to review incoming and outgoing email messages. There may be a fee for this service. Contact your facility staff for information regarding the kiosks, rules, and fee schedule.

You cannot write to other offenders housed in a correctional facility, county jail, or in a community-based correctional program, or on parole. If you have immediate family members who are in a correctional facility, you may request permission from the Superintendent to write to the family member. The Superintendents or administrative head of the correctional facilities or programs must agree that writing to the other offender would be in the best interests of all involved persons and the facilities.

You may subscribe to some magazines or newspapers with the approval of staff. You must pay for the subscription at the time it is submitted. Certain magazines are not permitted in the Department, including those that pose a threat to safety and security, such as ones about the making of weapons, alcohol, drugs or which contain nudity or sexually explicit materials. You are encouraged to discuss the purchase of books and magazines with staff before ordering these items so that you will not have these items restricted when they arrive at the facility.

Abuse of the mail procedures may subject you to a disciplinary violation report.

REFERENCE: Policy 02-01-103, “Offender Correspondence”

H. Access to the Courts:

You have access to legal representatives, including consular officials, and the courts to the extent required by statute, treaty, court order, rule, or policy. You may have confidential talks or telephone calls with your attorney and the courts according to law. If you are from another country, you may ask for access to the diplomatic representative of your country of citizenship.

The Department will not restrict visits, mail or telephone calls with attorneys that are needed for legal matters, except for security reasons and to manage the facility. Restrictions to the courts, legal counsel, personal legal papers and legal research materials shall only be as required for the safety and security of the facility.

You will be given reasonable access to legal materials for the preparation and filing of legal documents. The larger facilities have Law Libraries that have legal materials. You may have the ability to make, copy, and mail legal documents, either at your cost or without cost if you do not have enough money to pay for them as allowed in statute, court orders, and Department procedures.

There will be no retaliation against you because you communicate to a legal representative or court, unless that communication violates the law or is an attempt to by-pass Department procedures.

REFERENCE: Policy 00-01-102, “Offender Access to the Courts”

I. Protective Custody/Monitoring Status

You may request to be placed in protective custody or staff may request you be placed in protective custody based upon information received. In these cases, you will be placed in a separate unit away from the offender(s) who may be a threat. Staff will review your case regularly to determine whether you need to stay in protective custody. If you seek protection from other offenders or certain staff, you may be transferred to another facility if staff determines this is the best course of action.

Also, there may be times when you need to be separated from another individual due to past problems. If you have serious problems with another individual, the Department may place information in your record indicating that there is a need to keep you separated from that individual. If this happens, the Department will take actions to keep you separated from each other. These actions may include placing you in different housing units or different facilities.

REFERENCE: Policy 02-01-107, "The Use and Operation of Protective Custody"
Policy 01-04-106, "Offender Monitoring Program"

J. Restrictive Status Housing:

At times, it may be necessary to separate you from other offenders in a separate housing unit. This separation may be due to your violation of a rule or for the safety and security of the facility. There are two (2) basic types of separation: disciplinary restrictive status and administrative restrictive status.

You may be placed on disciplinary restrictive status only after you have been found guilty of a violation of the disciplinary procedures. If you are found guilty of violating the rules, you will receive a copy of the report of the disciplinary hearing and informed of the length of time you will be on disciplinary restrictive status. If you are placed on disciplinary restrictive status, your movement will be limited and you may not have the same privileges as other offenders. You will be reviewed regularly to ensure your health is not harmed and you still need to be separated from other offenders.

You may be placed on administrative restrictive status by staff if it is determined that your presence in the offender population may be a threat to the safety and security of the facility. Administrative restrictive status does not require that you be found guilty of a disciplinary violation. Placing you on administrative restrictive status is authorized by the Superintendent or his/her designee. You may be placed on administrative restrictive status following release from disciplinary restrictive status housing before you can go back into the offender population or to keep you from violating a facility procedure or rule or for other reasons. On administrative restrictive status your movement will be restricted but you will continue to have privileges like other offenders in the facility. There is no set time that you may be on administrative restrictive status. You will be released from administrative restrictive status when staff determines that it is in the best interest of the facility. You will be reviewed regularly while on administrative restrictive status.

REFERENCE: Policy 02-04-102, "The Use and Operation of Adult Disciplinary Restrictive Status Housing Units"
Policy 02-01-111, "The Use and Operation of Adult Administrative Restrictive Status Housing Units"

K. Security Threat Groups (Gangs):

Security Threat Groups (Gangs) are a threat to correctional staff and offenders due to the close contact of members of opposing groups. This contact may lead to assaults and other criminal behavior. In order to reduce such problems, staff monitors and tracks offenders identified as members of Security Threat Groups. The Department does not allow Security Threat Group activities within the facilities. If you have Security Threat Group materials or show Security Threat Group symbols or items you will be disciplined for it.

REFERENCE: Policy 02-03-105, "Security Threat Groups"

L. Offender Counts:

Every offender committed or ordered to the Department is counted several times a day. A formal count is taken at specific times during each 24-hour period, where all offenders are counted at a specific location. You are expected to cooperate with staff during these counts. Staff are counting and need to see a living, breathing human being with a valid offender ID. Counts may be taken while you are in your housing unit or while you are at a work or school assignment. If you do not cooperate with staff or interfere with a count you will be charged with a violation of the disciplinary code.

REFERENCE: Policy 02-01-110, "Offender Accountability" (Restricted)

M. Searches and Shakedowns:

Staff may search you and your property at any time. These searches may be of your person or may be a search (shakedown) of your living area and property. You cannot refuse to be searched or interfere with a search or shakedown. If you do not cooperate with a search or shakedown, you will be charged with a violation of the disciplinary code.

If staff finds you with property that is not allowed, it will be confiscated. When staff takes property from you, you will receive written notice that the property was taken. You may file a grievance to have your property returned if confiscated. You may be charged with a violation of the disciplinary code if you have property that is not allowed or if you have altered property without permission.

REFERENCE: Policy 02-03-101, "Searches and Shakedowns" (Restricted)

N. Sexual Assault Prevention and Reporting:

The Department's goal is to provide you with a safe place to serve your sentence and prepare yourself to re-enter society free of sexual abuse and sexual harassment. The Sexual Abuse Prevention program provides offenders with several ways to report sexual abuse and sexual harassment by other offenders or staff. The Sexual Abuse Prevention program follows the requirements of the federal Prison Rape Elimination Act (PREA). The Department has a zero tolerance policy for sexual abuse and sexual harassment. **This means all sexual activity and sexual harassment by offenders, staff, contractors, and volunteers against offenders are not allowed.** All incidents of sexual abuse and sexual harassment will be investigated. If the majority of the evidence indicates an incident occurred, disciplinary action and possible criminal prosecution will be pursued. Reports can be made to any staff member, by dialing #80 on the offender phone system, through the electronic kiosks via the Sexual Abuse Reports contact, or by family/friends through the Sexual Assault Hotline on the Department's website (www.in.gov/idoc). Victims will be offered counseling from Mental Health staff and assistance from victim advocates.

If you are in immediate danger of sexual assault, please report it to staff immediately.

Reference: Policy and Administrative Procedure 02-01-115, "Sexual Abuse Prevention," and the PREA Brochure.

O. Disciplinary Process:

You are to follow all Department and facility procedures and staff instructions. The electronic kiosks in the housing units have been loaded with a brochure that summarizes the disciplinary procedures and offense list. If you do not follow the procedures or instructions, you may be charged with a violation of the Department's disciplinary code, Policy 02-04-101. Staff is to report all violations of the facility's procedures and rules. The Department's disciplinary offenses are divided into Major and Minor offenses. Minor offenses (Class C and D) are generally considered to be less serious and can be handled informally. Major offenses (Class A and B) are more serious and pose a threat to the safety and security of the facility or others and must be reported on a "Report of Conduct." Please see Appendix I of Policy 02-04-101 or the electronic brochure for a list of the offenses.

Copies of the complete disciplinary code are available in the Law Library. If you cannot understand the disciplinary code or you do not speak English well enough to understand it, staff will help explain it to you and you may be given access to a copy of the disciplinary procedures in your native language.

The Department requires all offenders to provide urine samples for drug testing. You will be required to submit to random drug tests, as well as tests when staff has reason to believe that you have used drugs or if you have been found guilty of using drugs in the past. If you do not give a proper or adequate urine sample for testing or you refuse to give a urine sample as ordered, you will receive a conduct report.

REFERENCE: Policy 02-04-101, "Disciplinary Code for Adult Offenders"
Policy 01-02-107, "Offender Urinalysis Program"

P. Offender Grievance Process:

You will not face retaliation for accessing the Offender Grievance Process. If you misuse the Offender Grievance Process, the number of grievances you may have in process may be limited. Whenever possible, your concerns should be answered by staff informally without having to use the formal written grievance. Contact your Caseworker/Case Manager for your facility's procedures for informal grievances.

The Department has a way for you to bring issues concerning you or complaints about things affecting you to staff. The way to bring these concerns or complaints to staff is through the Offender Grievance Process. The Offender Grievance Process will provide a way for you to express your concerns and complaints and have them answered by staff. **The use of the Offender Grievance Process is not to take the place of you talking to staff to try to resolve your problems or concerns.** You and the staff you have contact with are to work together to resolve your concerns as quickly as possible. .

REFERENCE: Policy 00-02-301, "Offender Grievance Process"

Q. Tort Claims:

The Department intends that staff treat an offender's property with respect. Staff will not damage, dispose of, lose, or destroy an offender's property unless authorized by Department policy. If you believe this has happened to your property, you may file a claim for compensation no later than

180 days after the date of the alleged loss. **The Grievance process is not to be used for this purpose.** State Form 46808, "Tort Claim," is available in Law Libraries and housing units. When you receive this form, you are to complete your section and submit it to the Superintendent, or the staff member designated to process the forms. You shall also submit a copy of the Tort Claim form to the Department's Tort Claim Administrator, Division of Legal Services, 302 West Washington Street, Room E334, Indianapolis, IN 46204.

Tort Claims are approved or denied by the Office of the Attorney General. The Department of Correction lacks the authority to settle a Tort Claim. Your facility's Tort Claim Investigator will contact you regarding the disposition of the claim and any compensation that may come to you.

R. Reporting Safety and Security Concerns:

The Department is very concerned about your safety and security while in its facilities. For this reason, the Department has a special hotline telephone number (TIPS Hotline) that you can call if you have concerns about serious or life-threatening issues. The TIPS number is #88, or 877-385-5877. You may go to any of the offender telephones and enter the number posted on the wall and you will be connected directly to the Department's Internal Affairs Section. If you make your call during business hours, it should be answered by a member of the Internal Affairs staff. If a Internal Affairs staff member is not available, you will be asked to leave a message. You will need to leave your name, DOC Number, facility and explain what your concerns are. These calls are confidential and will not be used against you.

This hotline is not for making simple complaints, such as about meals, mail, recreation, etc. These complaints can be resolved by talking to your Caseworker, Unit Team, or through the Offender Grievance Process. This hotline is to address serious concerns that may have an immediate impact on your health and safety, such as reports of abuse by staff or other offenders.

S. Social Media:

Social media is any internet-based program that allows a person to create a public/semi-public identity through which that person may publish an electronic message. Current examples of social media are Facebook, Twitter, Instagram, etc. While committed to a Department facility, the use of social media is prohibited. If you have a social media account, it is suggested that you contact your family and friends instructing them not to post entries on it. If the Department discovers that your social media account is being updated by you, your friends, or your family, the Department will request that the social media site disable your account. You may also be subject to disciplinary action per Department policy.

REFERENCE: Policy 02-04-101, "The Disciplinary Code for Adult Offenders"

V. **RELEASES:**

A. Temporary Leaves:

During your time in the Department, you may have a need to be released temporarily from the Department. If you believe you have a need to be given a temporary leave from a facility, you may submit a request to staff. While you are in an Intake Unit (Reception Diagnostic Center or Rockville Women's Intake) you are not eligible for a temporary leave.

Temporary leaves may be granted for certain reasons, including: visiting a close relative who is seriously ill; attending the funeral of a close relative; making arrangements for a job, being admitted to

an educational or vocational training program; arranging a place to live when you are released or making other arrangements for when you are released; or, any other reason that staff believes is in your best interest and that of the public. In order to be given a temporary leave, you must meet the eligibility requirements as found in the Department's procedures. If you are released on a temporary leave, you cannot leave the State of Indiana and must go directly to the approved destination.

If you are approved for any temporary leave, except those initiated by the Department, such as for medical appointments, for court ordered or other releases, you shall be responsible for the cost to the Department of the temporary leave if staff is required to transport you to the designated location.

If the temporary leave is approved you will receive a written approval. You must keep this approval with you at all times while you are away from the facility. Unless you are in a minimum security facility, staff will escort you on your temporary leave.

REFERENCE: Policy 02-04-104, "Temporary Leaves for Adult Offenders"

B. Community Transition Program (CTP):

The Community Transition Program (CTP) is a program, enacted by State law, where you can be transferred to a community corrections program or a program of supervision by the Probation Department of a court. You may be on CTP from your CTP commencement date until your Earliest Possible Release Date. The length of time that you can be on CTP is based upon the most serious crime for which you were committed to the Department. You may be released up to 180 days before your Earliest Possible Release Date. Staff will review your case to decide whether you are eligible for CTP. If you are eligible, staff will contact the court up to 60 days prior to your CTP commencement date. If the court approves your CTP, you will be transferred to CTP.

If you are transferred to CTP, you will be required to report to the county's community corrections program or another program designated by the court or Probation Department. Once you finish your CTP period, you will be placed on Probation or Parole.

REFERENCE: Policy 01-04-101, "Adult Offender Classification"
Policy 01-04-105, "Adult Offender Releases"
Policy 01-04-107, "Community Transition Program"

C. Parole/Probation:

Most likely, you will be released from the Department to supervision by either a Probation Department or the Parole Services Division. Generally, if you have a sentence that includes a suspended portion, you will be released to supervision by a Probation Department. If you do not have a suspended portion of your sentence, you will be released to supervision by the Parole Services Division.

For information about being on probation, you will need to contact the Probation Department of the court that sentenced you. Staff in the facility will be able to help you contact the Probation Department and give you some information about probation and your sentence.

The Parole Services Division handles adults and juveniles released to parole supervision. Parole Agents help the Indiana Parole Board as requested. The Parole Services Division works with you to help you stay out of trouble and finish your parole. Before you are released, you will be given a set of parole rules that you must follow while on parole. If you do not follow these rules, the Parole Agent or other staff will write a parole violation report and action may be taken, up to and including returning you to a Department facility and the revocation of the your parole.

Before you are released, you will need to tell staff where you plan to live after release. If you do not have family or friends that can give you a home, staff will work with you to find a place to live before you are released. Your Parole Agent will be told about where you plan to live and will review your plans to determine if they are suitable. As you near release, you will receive reporting instructions which describe how, when, and where to report. Also, you may be required to participate in certain types of programs in the community, such as substance abuse or sex offender treatment. While on parole, you will be required to be in a random drug testing program and other programs that may help you to complete your parole and not return to a facility.

If you want to leave the State of Indiana when you are released and will be on probation or parole, you must make a request through the Inter-State Compact Administration for supervision in another state. It is recommended that you tell staff about going to another state as soon as possible so that any needed forms can be completed. Another state is not required to accept you for supervision so you must have another plan for your release in case the out-of-state request is not approved. Also, there is a cost for applying for supervision in another state. This cost will be explained at the time that the application for Inter-State Compact services is prepared.

Prior to your release, staff from the Parole Services Division may meet with you to discuss parole supervision and the parole rules.

REFERENCE: Policy 03-03-101, "The Organization and Delivery of Parole Services"
Policy 01-04-105, "Adult Offender Releases"

D. Discharge from Commitment:

Upon completing the maximum length of your sentence, including any period of probation or parole supervision, you will be discharged from the Department of Correction. This discharge shall show that you have completed your sentence. There may be some restrictions or requirements that you must meet, such as not possessing firearms or ammunition or continuing to register with law enforcement if you have been convicted as a sex or violent offender.

While you are in the Department of Correction, you and staff are to work toward your discharge. Staff will work with you to meet your needs and prepare you for a crime-free life in the community. It is your responsibility to accept the help offered and to keep the desire to be free from criminal behavior.

REFERENCE: Policy 01-04-101, "Adult Offender Classification"
Policy 01-04-105, "Adult Offender Releases"