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

<p>Title</p> <p>COMMUNITY CORRECTIONS AND JUSTICE REINVESTMENT GRANT FUNDING</p>

<p>Legal References (includes but is not limited to)</p> <p>IC 11-12 IC 11-8-2-5 IC 11-10-8-1 IC 33-38-9.5</p>	<p>Related Policies/Procedures (includes but is not limited to)</p> <p>02-02-101 02-02-102 02-02-103 02-02-104</p>	<p>Replaces:</p> <p>02-02-105 (Eff. Date 9-1-2016 / ED # 16-43)</p>
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I. PURPOSE:

The purpose of this policy and administrative procedure is to establish the development and delivery of services for grant-funded justice reinvestment entities in county jurisdictions.

II. POLICY STATEMENT:

Effective diversion of individuals from incarceration to alternative community supervision requires adherence to evidence-based practices balanced with maintaining an appropriate level of supervision necessary to maintain public safety.

Community Corrections Programs, Probation Departments, Prosecutor’s Diversion Programs, Jail Treatment Programs, Pretrial Services, and Court Recidivism Reduction Programs (CRRP) provide a variety of programs and services that will link eligible individuals to resources available within local communities.

Community supervision should utilize a case management approach to meet the individuals’ needs and support their success in the community. Case management coordinates and facilitates the individual’s access to a variety of local resources, including employers, medical services, mental health or substance use disorder treatment providers, family services, and faith-based organizations.

Community supervision placements provide for seamless delivery of supervision and care by collaborating with one another to reduce duplication in services and resources.

III. DEFINITIONS:

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For the purpose of this policy and administrative procedure, the following definitions are presented:

- A. **COMMUNITY CORRECTIONS:** A community-based supervision agency designated to provide care and custody to individuals who are court-ordered to serve a designated sentence either through direct placement or as a condition of probation.
- B. **COURT RECIDIVISM REDUCTION PROGRAMS (CRRP):** Specialized court programs addressing specific needs (i.e., Re-entry, Veterans, Mental Health, Substance Abuse, etc.) of individuals to reduce the return to the legal system.
- C. **DEPARTMENT:** The Indiana Department of Correction.
- D. **JAIL TREATMENT:** Evidence-based programs and treatment targeting mental health and substance use disorder provided within a county jail.
- E. **PRE-TRIAL SERVICES:** An agency or division of an established community supervision agency providing oversight to defendants released from pretrial incarceration to minimize failure to appear in court, maximize public safety, and monitor compliance with all conditions of pretrial release.
- F. **PROBATION DEPARTMENTS:** A community-based supervision agency governed by the judicial branch, which provides supervision to individuals, subject to conditions imposed by the court, in lieu of serving time in prison, jail, or detention.
- G. **PROSECUTOR’S DIVERSION PROGRAMS:** Pre-trial diversion programs provided to eligible persons to avoid having a criminal conviction on their record.

IV. GRANT FUNDING:

A. Purpose

The Department shall encourage counties to develop a coordinated, collaborative, local community supervision system that provides effective alternatives to state-level imprisonment by providing grant funding as outlined in IC 11-12. Grant-funded programs must have the primary goal of rehabilitating individuals by utilizing evidence-based practices to target the assessed risks and needs of program participants.

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Priority of funding is given to applicants that demonstrate collaboration with other local criminal justice stakeholders to reduce duplication of programs and services provided within the community.

State-awarded grant funds may be used for the following:

- Assisting a county in defraying the expenses of incarceration
- Funding mental health and substance use disorder treatment, programs, and services to incarcerated people within the confines of the county jail that are not otherwise covered by HIP 2.0, Medicaid, and/or Recovery Works
- Funding mental health, addiction, and cognitive behavioral treatment programs for persons who are supervised by a community corrections program
- Funding work release and/or residential center and other components of community corrections programs
- Providing funding to a county for probation officer and community corrections officer salaries
- Technology-based programs, including an electronic monitoring program
- Grants may also be considered to fund alternative sentencing projects for persons with mental illness, intellectual disabilities, developmental disabilities, and addictive disorders. Programs for substance use disorders may include:
 - Addiction counseling
 - Inpatient detoxification
 - Medication-assisted treatment (MAT), including a federal Food and Drug Administration (FDA)-approved long-acting, non-addictive medication for the treatment of opioid or alcohol dependence.

B. Target Population

Grant funding targets individuals charged or convicted of felony offenses who are being served by community corrections, probation, prosecutor’s diversion programs, pretrial services, jail treatment programs, or court recidivism reduction programs.

- Post-Conviction participants should be moderate to high-risk as identified by the Indiana Risk Assessment System (IRAS) Community Supervision Tool (CST).

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- Jail Treatment participants should be assessed with an actuarial assessment tool and demonstrate a moderate to high need for mental health and/or substance use disorder treatment services.
- Pre-Trial Services participants should be assessed with the IRAS Pre-trial Assessment Tool (PAT). Participants who voluntarily agree to participate in programs or services should be assessed with an alternative actuarial assessment tool to ensure there is a moderate to high need for participation in the program or service.

C. Funding Eligibility

Counties may submit applications for State financial aid for the following:

1. Community Supervision programs and services that are evidence-based.
2. Levels of Supervision which include, but are not limited to:
 - a. Residential/Work Release programs
 - b. Home Detention/Electronic Monitoring programs
 - c. Day Reporting programs
3. New Probation Officers' salaries for the purpose of diverting the target population from the Department, while adhering to evidence-based practices.
4. Prosecutor's Diversion programs utilizing evidence-based practices, programs, and services.
5. Court Recidivism Reduction Programs (CRRP) or Problem-Solving Courts, which are evidence-based.
6. Jail Treatment programs utilizing evidence-based treatment, programs, and services targeting mental health and substance use disorders.
7. Pretrial Services programs certified by the Indiana Office of Court Services (IOCS) utilizing evidence-based practices.

D. Funding Guidelines

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To be considered for and receive funding from the Department, applicants must demonstrate the following:

1. Programs receiving State grant funding that supervise post-conviction participants must deliver evidence-based programs and services in a manner consistent with the [*Principles of Effective Intervention*](#) published by the National Institute of Corrections.
2. Programs receiving State grant funding must ensure services and supervision are being delivered to the target population of moderate to high-risk felons. Grant funds may supplement but shall not supplant existing county programs and/or services currently funded through county funds.
3. Programs receiving State grant funding shall collect and maintain required data for documentary evidence, as required by the Department and in compliance with IC 33-38-9.5, for compliance with the Community Corrections plan, contract, and agency's quality assurance policy. Agencies shall be required to submit data in a specified format by specific deadline dates.

E. Ineligible Funding Requests

The following funding restrictions are applicable to grant funds awarded by the Indiana Department of Correction. The Indiana Department of Correction grant funding awards may NOT pay for:

1. Any staff not designated for an awarded entity's operations.
2. Capital construction, renovation, remodeling, or land acquisition (IC 11-12-2-8).
3. Vehicles.
4. Firearms, ammunition, or tactical equipment.
5. Staff clothing and (or) uniforms.
6. Lobbying, political contributions, honoraria, or bonuses.
7. Personal entertainment, personal calls, or alcohol.

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8. Any other purpose that was not outlined or approved in the grant application.

Additionally, the following requirements apply to entities where other funds (i.e., county general, local, state, or federal grants) are appropriated for specific criminal justice purposes:

1. Funds may NOT be used to supplant or replace in whole or part current federal, state, or local funding support that may be associated with the administration or operation of an entity.
2. Funds may NOT be used to duplicate programs or services for clients residing in, or being released to, the same locality. Each applicant must describe the extent and type of services provided by each program in the Collaboration Plan to ensure that funds are not being used to duplicate services in one geographical area.
3. The Community Corrections and Justice Reinvestment Grant funding may be used to supplement or expand existing funds for programs.

F. Grant Application Process

1. The Community Corrections Advisory Board shall complete and submit the application in the format provided, along with any required documentation, to the Department's Community Corrections Division by the due date. Late applications may not be considered for funding.
2. The Department will collaborate with the Justice Reinvestment Advisory Council (JRAC) members for the review of grant applications and funding recommendations.
3. Funding recommendations shall be presented to the Department's Commissioner for final approval.
4. If approved for funding, the county shall enter into a written contract with the State to provide evidence-based supervision and services to individuals serving an alternative sentence in the community.
5. Funding shall be distributed to the county over 12 months of the calendar year via an Electronic Funds Transfer (EFT) to the fiscal

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body. It is the responsibility of the County Auditor to ensure that funds are dispersed correctly to each grant-funded entity.

V. APPLICABILITY:

This policy and administrative procedure is applicable to all county and regional community corrections programs, probation departments, prosecutor’s diversion programs, jail treatment programs, pretrial services programs, and court recidivism reduction programs seeking grant funding.

signature on file
 Christina Reagle
 Commissioner

 Date