



State of Indiana  
Indiana Department of Correction\*

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**POLICY AND ADMINISTRATIVE  
PROCEDURE**  
**Manual of Policies and Procedures**

Title

**FAITH AND CHARACTER BASED HOUSING PROGRAM**

| Legal References<br>(includes but is not limited to)    | Related Policies/Procedures<br>(includes but is not limited to)   | Other References<br>(includes but is not limited to)                        |
|---|---|---|
| IC 11-8-2-5(a)(8)<br>IC 11-8-2-5(a)(13)<br>IC 11-11-4-1 | 00-04-301 01-04-101<br>01-03-101 01-07-101<br>01-03-103 03-02-104 | ACA:<br>ACI: 4-4277, 4-4512, 4-4514, 4-4515, 4-4516, 4-4517, 4-4518, 4-4521 |

I. PURPOSE:

The purpose of this policy and administrative procedure is to establish a Faith and Character based program within the Department of Correction.

II. POLICY:

The Department of Correction recognizes the importance of Faith and Character in the lives of those people who are under its care. In order to assist offenders to grow in their faith and/or character development the Department shall develop and operate Faith and Character based programs for those offenders wishing to participate in such programs.

The Faith and Character Based housing units designated by the Commissioner shall be known as Purposeful Living Units Serve (PLUS).

PLUS units shall be implemented in adult and juvenile facilities to facilitate offender and student adjustment, rehabilitation, reintegration into the community, increased system-wide facility security, reduction of recidivism, and shall accommodate persons of any or no faith. State funds may be expended for the purposes of offering programs that further these secular goals. State funds shall not be expended for the purpose of religious indoctrination. Proselytizing, the attempt to convert an offender/student to a particular faith or religious preference is prohibited. An offender or a student may be assigned to a faith-based or a character-based program, but may not participate in both at the same time. The operation, structure, and types of programs of the faith-based curriculum and the character-based curriculum shall be similar. The curriculum of both programs shall emphasize the importance of personal responsibility, meaningful work education, substance abuse treatment, victim sensitivity, community service and peer support through the core curriculum and facility-developed programs consistent with facility and volunteer resources and offender needs based on risk assessments. The faith-based curriculum shall present these topics in a

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religious/spiritual context, and the character-based curriculum in a secular context.

The PLUS program is to function as a community unit, in which the community must maintain and demonstrate a pattern of behavior consistent with rehabilitation. If the community is not exhibiting the pattern of behavior consistent with rehabilitation, as determined by program staff, the designated facility PLUS Program Coordinator shall make notification to the Superintendent or designee in consultation with the Director of Religious and Volunteer Services, at which time an action plan for a program re-focus shall be developed and implemented.

### **III. DEFINITIONS:**

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

- A. **BUSINESS DAY:** Monday through Friday, excluding weekends and State holidays.
- B. **COMMUNITY IMPACT:** Community Impact, commonly known as community service, and is defined as activities that do not directly benefit the individual and have a positive impact on the housing unit, facility, and/or outside community.
- C. **E-LEARNING:** Training delivered through web-based programs and electronic formats. E-Learning courses are utilized for professional development and to supplement traditional classroom training.
- D. **EVIDENCE-BASED PRACTICES (EBP):** The use of systematic decision-making processes or provision of services which have demonstrated, through available scientific evidence, to consistently improve measurable offender outcomes.
- E. **FAITH AND CHARACTER BASED PROGRAM:** The program designated by the Department with the intent to provide an environment for offenders to change past attitudes and behaviors in a manner that will assist them in their return to the outside community.
- F. **OFFENDER CASE MANAGEMENT SYSTEM (OCMS):** The electronic database utilized by the Unit Team to record, store, and review offender data, including case plans and progress reports.

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- G. **PEER MENTOR:** An approved offender selected by the PLUS Program Coordinator and/or designated staff, who is a PLUS Participant or PLUS Graduate Participant. Peer Mentors must complete an additional mentor training program as determined by the PLUS Program Coordinator and approved by the Superintendent or designee, and the Director of Religious and Volunteer Services. Offenders that have previously completed the PLUS Program and were released from the Department shall not be allowed as PLUS Aides and/or Peer Mentors upon their return to incarceration. The PLUS Program must be completed again before a returning PLUS offender may be approved as a Peer Mentor. Peer Mentor may or may not be used as a facility job classification.
- H. **PLUS CORE COMPONENTS:** The primary components that constitute the curriculum and to identify the requirements for successful completion. The PLUS Program has six (6) required Core Components: Core Classes, Community Involvement, Healthy Living, Facility Focused, Personal Development, and Transition Preparation.
- I. **PLUS CORE VALUES:** The primary behavior characteristics that are to be facilitated, learned, and demonstrated. The PLUS Program has six (6) Core Values: Compassion, Honesty, Integrity, Respect, Responsibility, and Tolerance.
- J. **PLUS CURRICULUM:** The curriculum developed for the program consisting of the PLUS Core Components, PLUS Core Values, and the PLUS Program Rules and Expectations outlined in this policy and administrative procedures.
- K. **PLUS GRADUATE PARTICIPANT:** An adult offender or juvenile offender (youth) who has successfully completed the PLUS Program, meets the criteria of the program, and resides on the housing unit or other housing unit designated specifically for PLUS Graduates.
- L. **PLUS HOUSING UNITS:** The housing unit(s) at a facility designated by the Superintendent that provides the Faith and Character Based Program.
- M. **PLUS MENTORS:** Approved volunteers who have completed an additional mentor training program approved by the Department. PLUS Mentors must have the approval of the Superintendent or designee.
- N. **PLUS PARTICIPANT:** An adult offender or juvenile offender (youth) committed to the Department, who has been accepted into the Faith and Character Program and resides in the PLUS Program housing unit.

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- O. **PLUS PROGRAM AIDE:** An adult offender or juvenile offender (youth) who has completed the PLUS Program and meets the criteria in order to remain and/or return to the program as an assistant to the staff and volunteers operating the PLUS Program.
- P. **PLUS PROGRAM COORDINATOR:** The staff person who is responsible for the PLUS Unit. The PLUS Program Coordinator shall assist staff to ensure that proselytizing by volunteers or offenders is not permitted and that an offender who chooses not to participate in the faith portion of the program is not penalized. The Facility PLUS Program Coordinator shall assist in solicitation of donations and volunteers in the community in conjunction with the Facility Community Involvement Coordinator.
- Q. **PLUS VOLUNTEERS:** Approved volunteers who facilitate courses and assist the program.
- R. **PRE-PLUS:** A community and bed roster management tool that may be utilized by facilities as an approved activity prior to eligibility and/or selection of an offender.
- S. **PROGRAM MANAGEMENT AND REFERRAL SYSTEM (PMRS):** The electronic referral system housed with the Offender Case Management System (OCMS) that tracks offender program participation.
- T. **SERVANT LEADERSHIP:** A set of practices and principles in which leadership principles are applied for the purpose of the Department, the facility, the program, and the community. The focus is on serving the program purpose and intent with listening, empathy, healing, stewardship, commitment to the program, and building community.
- U. **STAGES OF CHANGE:** Models developed and researched that meet the Department's Evidence Based Practices that are repeated throughout the PLUS Program Curriculum and shall be recognized by PLUS Participants, PLUS Graduate Participants, PLUS Volunteers, PLUS Mentors, and all Department staff assigned to the PLUS Program. Stages of Change include Pre-contemplation, Contemplation, Preparation, Action, and Maintenance.
- V. **STEERING COMMITTEE:** The Steering Committee is a peer panel selected by the community (staff, volunteers, participants, and graduates). Its purpose is to serve as a forum for the residents of the housing unit and, when appropriate, assist with positive peer assistance. The primary goal is to help and provide service to the community by being a resource to

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resolve conflicts and provide proactive measures to allow residents to be productive and to lessen negative behavior, as directed by staff.

- W. TASC PROGRAM: A credit time eligible program of study for the purpose of achieving a high school equivalency diploma.

### **IV. FAITH AND CHARACTER BASED PROGRAM DEVELOPMENT:**

The Commissioner shall determine which facilities shall provide the Faith and Character Based Program to the offender population. This program shall be available at both adult and juvenile facilities. The Facility Heads of the designated facilities shall determine which housing unit(s) shall be used to provide this program. The designated housing unit(s) shall be named Purposeful Living Units Serve (PLUS) housing unit(s).

Faith/Character Based housing units (PLUS units) shall provide an opportunity for offenders to explore and choose alternatives to criminal thinking and behavior through an emphasis on spiritual, moral, and character development, life-skills training, and intentional preparation for living as law-abiding citizens who contribute to the well-being of their community. It is anticipated that participation of offenders in the PLUS units shall result in:

- Fewer management problems than in the general offender population;
- Above average performance ratings for those offenders in the program in future work and program assignments; and,
- A more successful transition into the community for the participating offenders based upon the spiritual and/or personal growth brought about by the program's components.

### **V. ADMINISTRATION OF FAITH AND CHARACTER BASED PROGRAM:**

The following staff persons are responsible for various aspects of the PLUS program. The duties indicated are representative of those duties necessary to ensure that the PLUS program operates as intended. Duties assigned to each of these positions may be delegated to other staff as determined appropriate by that person's supervisor(s).

- A. Deputy Commissioner of Re-Entry and Community Programs:

The Deputy Commissioner of Re-Entry and Community Programs shall oversee the operation of the Faith and Character Based Programs within the Department.

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B. Executive Assistant to the Commissioner:

The Executive Assistant to the Commissioner and the Executive Director of the Division of Youth Services shall work cooperatively with the Deputy Commissioner of Re-Entry Services to ensure that the Faith and Character Based Program provides the necessary programming to meet the expectations of the Department. The Executive Assistant to the Commissioner and the Program Director shall be responsible for ensuring that all program components are in compliance with this policy and administrative procedure, and the program components are monitored and regularly evaluated to ensure that they are meeting the needs of the offender population.

C. Director of Religious and Volunteer Services:

The Director of Religious and Volunteer Services shall coordinate the development and revision of the PLUS program core components with the assistance of Assistant Superintendents of Re-Entry, Program Directors (Juvenile Facilities), Facility Chaplains, and other designated staff. The Director shall monitor and regularly evaluate each PLUS unit to ensure that it is in compliance with this policy and administrative procedure and meeting the needs of the offender population.

D. PLUS Advisory Workgroup

The Director of Religious and Volunteer Services shall act as the chairperson of this group. The Director shall appoint the members of the group. Group members shall be made up of custody, Unit Team, religious and volunteer services, and other Department staff as deemed appropriate by the Director. This group shall meet as needed to assess the compliance of individual PLUS units to this policy and administrative procedure and advise the Director of Religious and Volunteer Services as necessary.

E. Superintendents at Designated Facilities:

The Superintendent of a facility designated to provide the Faith and Character Based Program shall determine which housing unit(s) shall provide the PLUS Program and shall determine the capacity of the designated housing unit(s). The Superintendent shall ensure that the designated housing unit(s) has adequate resources for the PLUS Program.

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F. PLUS Program Coordinator:

The PLUS Program Coordinator is responsible for the PLUS Unit. The PLUS Program Coordinator shall assist staff to ensure that proselytizing by volunteers or offenders is not permitted and that an offender who chooses not to participate in the faith portion of the program is not penalized. The PLUS Program Coordinator shall assist in solicitation of donations and volunteers in the community in conjunction with the Facility Community Involvement Coordinator.

G. Facility Community Involvement Coordinator:

The Facility Community Involvement Coordinator shall assist in the recruiting, training, and supervision of the volunteers providing the components of the PLUS program and shall maintain any necessary records relating to these volunteers. The Community Involvement Coordinator shall assist the Facility Chaplain(s) and PLUS Coordinator to solicit donations from the community and ensure that proselytizing by volunteers is not permitted.

VI. ASSIGNMENT OF STAFF AND TRAINING FOR PLUS UNITS:

The Superintendent, in conjunction with the Assistant Superintendent of Re-Entry, and/or designee, shall determine which staff persons are to be assigned to the PLUS unit. The Superintendent shall ensure that the staff assigned to the PLUS unit are aware of the intent of the unit and are supportive of PLUS program.

Any specialized training needed for staff persons assigned to the unit shall be coordinated with the Division of Staff Development and Training and shall be approved by the Director of Religious and Volunteer Services.

All staff routinely assigned to the PLUS Program shall, at minimum, complete an e-Learning module (CBT).

All facilities providing PLUS programming shall develop general post orders in accordance with Policy and Administrative Procedure 00-04-101, "The Development, Approval, and Implementation of Policy," and an officer manual to be included for facility-specific program information. Officer manuals shall be developed and updated by the designated program staff and submitted for Custody Supervisor and Superintendent, or designee, approval. The officer manuals shall be provided to staff members as an attachment to the designated housing unit post orders.

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### **VII. USE OF VOLUNTEERS:**

It is the intent of the Department that the PLUS program shall utilize volunteers as program providers, mentors, and for other purposes as needed in the PLUS housing unit. Facilities are to utilize community resources to the greatest extent possible for the delivery of the PLUS program. The designated PLUS Program Coordinator shall work cooperatively with the Community Involvement Coordinator, the Assistant Superintendent of Re-Entry, the Facility Chaplain, and other designated staff to identify and coordinate the use of community resources and volunteers in this program.

The use of volunteers shall be in accordance with Policy and Administrative Procedure 01-03-103, "The Development and Delivery of Community Involvement Program.

### **VIII. USE OF PLUS MENTORS:**

PLUS Mentors from the community are another key to the Core Component Personal Development of the PLUS program. The Community Involvement Coordinator, the PLUS Program Coordinator, the Facility Chaplain, and other staff as designated by the Superintendent, Assistant Superintendent of Re-Entry, or their designee shall develop a network of volunteers to provide mentoring services to PLUS Participants in the PLUS program. All PLUS Mentors must submit a PLUS Mentor application. The PLUS Mentor application must be approved by the Superintendent or designee. If approved, the PLUS Mentor shall successfully complete an approved Department mentor training program prior to the assignment of a PLUS Participant and shall be evaluated annually in accordance with Policy and Administrative Procedure 01-03-103, "The Development and Delivery of Community Involvement Program." PLUS Mentor applications shall be maintained in the confidential section of the mentored offender's facility packet.

PLUS Mentoring is intended to:

- Provide each PLUS Participant with a positive influence in his/her life;
- Provide the PLUS Participant with a positive contact who may assist the PLUS Participant upon release into the community;
- Enhance personal growth through the sharing of experiences and wisdom; and,
- Offer a framework for teaching and modeling values and life skills.



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The PLUS Mentoring topics shall be geared towards the personal growth of the PLUS Participant in the areas of ethical behavior, interpersonal relationships and spiritual development as requested by the PLUS Participant. Reasonable efforts shall be made to match the PLUS Participant with a PLUS Mentor who is best suited to address the needs of the individual PLUS Participant. In all cases, the PLUS Mentor assigned shall be of the same gender as the PLUS Participant. A married couple, if both are present, may serve as a PLUS Mentor-couple regardless of the PLUS Participant's gender. College students may mentor juveniles provided they mentor in pairs with another college student. The PLUS Mentoring partner may be of either gender but both should be present for the mentoring session.

The assignment of specific PLUS Mentors to specific PLUS Participant shall be voluntary. A PLUS Mentor or a PLUS Participant may decline to work with each other without any repercussions. In such cases, the PLUS Mentor may request a new PLUS Participant or a PLUS Participant may request a new PLUS Mentor. One-on-one mentoring shall be a priority, especially for PLUS Participants who are nearing release from the Department. If one-on-one mentoring is unable to occur, then meetings and discussion groups shall occur with the mentor in small groups.

It is anticipated that PLUS Mentors shall meet with the assigned PLUS Participant minimally on a monthly basis. When possible, the PLUS Mentor and PLUS Participant may meet weekly or bi-weekly. Staff shall be as flexible as possible when scheduling mentoring sessions in order to accommodate volunteers who work or must travel lengthy distances. PLUS Mentors shall follow facility operational procedures for mentoring sessions and may be required to be on the offender's visiting list in accordance with Policy and Administrative Procedure 02-01-102, "Offender Visitation," or 03-02-110, "Youth Visitation." At such time PLUS Mentors may be approved after completing the visitation application procedure and submitting a copy of the approved PLUS Mentor Application, and listed as a PLUS Mentor. PLUS Mentors may be approved to correspond with assigned PLUS Participants and/or PLUS Graduates through the completion of the approved PLUS Mentor application. If such correspondence is approved, the preferred method of correspondence is via email, using the kiosks in the housing unit. Only non-residential addresses may be approved for mail correspondence at the request of the volunteer in accordance with facility operating procedure. If such correspondence is permitted, it shall follow the intent of the mentoring topics.

In accordance with the intent of the PLUS program, approved volunteers that have been designated and approved as PLUS Mentors shall be permitted to maintain contact with offenders who have successfully completed the PLUS

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Program after the offender has been released. PLUS Mentors who maintain contact with the assigned PLUS Graduate after the offender's release must resubmit the PLUS Mentor Application to ensure Facility and Post-Supervision approval. Such contact shall be considered a normal part of the PLUS Mentor's duties and shall be limited to that contact necessary to assist in the offender's successful Re-Entry into the community and shall not include allowing the offender to reside with the volunteer or any other contact that does not appear to be in the best interests of the Department or the offender. Staff of the PLUS Program, together with the Assistant Superintendent of Re-Entry or designee, shall determine if continued contact between the volunteer and offender is appropriate. PLUS Mentors may be required to resubmit the PLUS Mentor Application in the event the offender is transferred to another facility or anytime an offender returns to incarceration after release.

### **IX. PLUS PROGRAM AIDE:**

PLUS Program Aide is a job classification in which offenders assigned shall be supervised by the designated PLUS Program Coordinator. PLUS Program Aides shall be paid in accordance with the facility pay schedule found in Policy and Administrative Procedure 02-01-106, "Offender Work Assignments and Pay Schedules." PLUS Program Aides are expected to be a United States Department of Labor (DOL) Journeyman or be enrolled in the associated DOL Apprenticeship Program (Policy and Administrative Procedure 01-07-103, "United States Department of Labor Apprenticeship Program") as offered by the facility. Offenders not meeting the eligibility requirements for the DOL program may be assigned to the PLUS Program Aide classification as determined by the PLUS Program Coordinator and shall not be considered a "Program Hold."

PLUS Participants who complete the program successfully may be assigned to serve as PLUS Program Aides for participants currently in the PLUS Program. The eligibility requirements for a PLUS Program Aide include but are not limited to:

- A. The offender must have completed the PLUS Program; and,
- B. The offender must demonstrate a pattern of behavior consistent with rehabilitation.

Offenders who completed the PLUS Program and return to incarceration may not be considered for assignment as a PLUS Program Aide or Peer Mentor classifications until successful completion of the PLUS Program on the current commitment.

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PLUS Program Aides must remain free of any findings of guilt on any Class A or Class B disciplinary actions. PLUS Program Aides may be removed from the assignment if found guilty of Class C or Class D disciplinary actions, or for displaying a pattern of behavior inconsistent with the PLUS Core Values at the discretion of the Unit staff in accordance, respectively, with Policy and Administrative Procedure 01-04-101, "Adult Offender Classification," or Policy and Administrative Procedure 03-02-104, "Juvenile Classification and Comprehensive Case Management."

PLUS Program Aides shall be expected to demonstrate pro-social behavior, servant leadership principles, and serve as a positive role model for the PLUS Program as a primary responsibility. PLUS Aide duties shall be assigned by the PLUS Program Coordinator in accordance with facility operational procedure and may include, but not limited to, group facilitation. Plus Program Aides may be authorized to facilitate and/or co-facilitate groups required in the PLUS Core Components of the PLUS Curriculum.

### **X. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE PLUS PROGRAM:**

In order for offenders to be considered for participation in the PLUS Program, they must meet the eligibility criteria and be referred by the assigned Caseworker/Casework Manager as outlined in the respective Policy and Administrative Procedure 01-07-101, "The Development and Delivery of Re-Entry and Adult Case Management Services or Policy and Administrative Procedure 03-02-104, "Juvenile Classification and Comprehensive Case Management." The offender must be referred to PLUS Faith or PLUS Character and sign the printed referral. An offender who chooses the Faith track of the PLUS Program must designate his/her religious preference. Assigned staff shall coordinate with the facility's Chaplain and/or Classification department to ensure the religious preference is documented in the offender information system.

The eligibility criteria for acceptance into the PLUS program are as follows:

#### **A. Adult Offenders:**

1. Minimally, offenders must have an eighth (8<sup>th</sup>) grade reading level or be able to demonstrate understanding of the material presented in the program. Offenders who do not have a high school diploma or high school equivalency diploma and are accepted into the program are to be strongly encouraged to participate in and complete the facility's TASC program.
2. Must meet the classification criteria for placement at the facility.

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3. Generally, an offender must have enough time remaining prior to his/her Earliest Possible Release Date (EPRD) less anticipated time cuts to complete PLUS as determined by current Classification policy and administrative procedure and any pertinent facility directive or operational procedure.
4. Must have a conduct history free of any Class A findings of guilt for the past 12 months and free of any Class B findings of guilt for the past six (6) months.
5. Must not be in Disciplinary Restrictive Status Housing at the time of application or acceptance into the PLUS program. If in Administrative Restrictive Status Housing at the time of application, the offender's status must be reviewed and the offender determined to be suitable for placement in a general population setting. If the offender is in protective custody, the basis for protective custody must be reviewed and the offender must sign State Form 8063, REQUEST TO LEAVE SELF-LOCKUP.
6. Must be willing to participate in a self-help faith and/or character based program and all associated programs.
7. Must be willing to sign the PLUS Participant Agreement, agreeing to abide by all of the rules of the PLUS Program and indicating that he/she will participate in the program to the best of his/her ability.

### **B. Youths:**

1. May apply to participate in the PLUS Program through the designated Case Manager.
2. Must be willing to sign a Program Agreement to abide by all rules of the PLUS Program and indicating that he/she will participate in the PLUS Program to the best of his/her ability.
3. Facility staff may invite prospective youths to participate in the PLUS Program.

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### **XI. SELECTION PROCESS:**

#### **PLUS:**

The designated staff shall review OCMS for program referrals, verify eligibility requirements, and follow the facility's established application procedure.

Once completed, the PLUS Program application shall be submitted to the designated staff member, who shall review the application and ensure that the offender completes the facility interview process and meets the basic eligibility criteria for the PLUS Program as indicated.

No offender shall be admitted into the PLUS Program without completing the facility interview process.

When an adult offender is selected, the designated staff shall enter an OCMS case note and a wait list date shall be entered in PMRS within five (5) business days as required by Policy and Administrative Procedure 01-07-101.

When a youth is selected, the designated staff shall comply with the requirements of Policy and Administrative Procedure 03-02-104.

Designated staff shall make a final determination as to whether the offender shall participate in the PLUS Program. Designated staff shall work cooperatively with other departments to make an attempt to balance the demographics, including communicating with Investigations and Intelligence regarding Security Threat Groups (STG) and other security concerns to best meet the PLUS Program, facility, and Department needs.

Adult offenders may reapply for participation in the PLUS Program six (6) months from the date of decision as determined by the facility directive. A youth may reapply for participation in the PLUS Program as determined by the youth's treatment/case management plan.

PLUS Program Coordinators or designated staff shall request reclassification and bed moves of wait-listed offenders. Once the offender is moved and the PLUS Program Coordinator determines the selected offender will start the program, the designated staff shall enter the start date in PMRS within five (5) business days in accordance with Policy and Administrative Procedure 01-07-101. The PLUS Program Coordinator shall provide the PLUS Participant with a copy of the PLUS Housing Unit Rules and shall ask the PLUS Participant to sign a form indicating that he/she understands the rules. Additionally, the offender shall be provided with the PLUS Participant Agreement, which the PLUS Participant shall sign,

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indicating that he/she will participate in all aspects of the PLUS Program and will comply with the program requirements and expectations. The PLUS Participant shall be provided with a copy of the rules and the Agreement. A copy the Agreement shall be filed in the PLUS Participant’s Program File, to be maintained in the Unit’s records until the PLUS Participant is no longer active in the PLUS Program, at which time those documents shall be forwarded to the PLUS Participant’s facility packet.

All transfers to the PLUS Program housing unit shall be in accordance with the applicable Classification administrative procedures (Policy 01-04-101 for adult offenders and Policy 03-02-104 for youths).

**Pre-PLUS Tracking with OCMS/PMRS:**

Facilities may utilize Pre-PLUS with the approval of the Superintendent. Those facilities shall develop a facility directive to select offenders for a Pre-PLUS designation that may or may not be a job classification. Pre-PLUS is an activity used to assist with community and bed roster management as well as a tool to transition offenders and prepare them for the PLUS Program. Pre-PLUS offenders shall follow the selection process if the designated staff member recommended an offender from Pre-PLUS to begin the PLUS Program. Pre-PLUS offender may be required to complete courses and activities as determined by the designated staff member. These courses and activities do not count towards PLUS Program completion requirements within the curriculum. Offenders shall not be eligible to earn credit time for the Pre-PLUS program, and shall not be considered as a program “hold.”

**For facilities with a formal Pre-PLUS:**

- Caseworkers shall, via OCMS/PMRS, refer offenders to Pre-PLUS
- PLUS staff shall select offenders for Pre-PLUS and arrange for bed transfer
- PLUS staff or the Caseworker shall enter the start date for Pre-PLUS in OCMS as the date offender is moved into the PLUS Unit
- When the offender is ready to begin PLUS, a new OCMS entry shall be made for PLUS. Offenders Pre-PLUS completion shall be noted as “Completed Successfully” in PMRS

**XII. PLUS PROGRAM CURRICULUM:**

The PLUS Program Curriculum is comprised of six (6) core components:

1. Core Classes:

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2. Community Involvement;
3. Healthy Living;
4. Facility Focused;
5. Personal Development; and,
6. Transition Preparation.

Participants must complete a minimum of twelve (12) consecutive months in the program, and must complete all the requirements and expectations listed in the six (6) Core Components. In addition to the Core Components, each facility shall develop program scheduling to ensure participants complete all additional program rules and expectations to best fit the Department, facility, and program needs.

PLUS Program Curriculum shall cover, at minimum, the six (6) Core Components and adhere to the guidelines outlined in the PLUS Program Components Appendix.

Assigned staff shall be responsible for completing the behavior report form for each group facilitated. The completed behavior report forms shall be reviewed on a regular basis by the PLUS Program Coordinator, including, but not limited to, class completion approvals. The behavior report form shall be reviewed during the annual program audit.

Completion of the PLUS Program Core Components and facility developed supplemental programming shall be required for successful completion of the program. The following program requirements shall be utilized for core component development and facility developed supplemental programs:

### **A. CORE CLASSES**

The Core Classes Component requires offenders to identify the primary and contributory factors which led to their incarceration, recognize the impact of their criminal lifestyle, address criminal attitude, thinking, and behavior, as well as providing the offenders with the tools for cognitive self-change and self-assessment. The Core Classes Component will instill PLUS Core Values through a number of assignments that relate to living a purposeful life.

Core Classes are to be facilitated in accordance with the lesson plans outlined in the PLUS Core Curriculum Appendix. These courses should be facilitated by approved volunteers. If approved volunteers are not available, available staff shall be utilized. The use of PLUS Graduate

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Participants classified as a PLUS Aide may be utilized to facilitate some courses as indicated in the lesson plans.

Component Requirements: Participants are required to attend and complete all Core Classes, assignments required, and any additional assignments determined by the PLUS Program Coordinator or the facility.

1. Core Values Orientation;
2. Developing a Winning Attitude;
3. Houses of Healing;
4. Prevention and Relationship Enhancement Program (PREP);
5. Becoming a Responsible Mother, 24/7 Dads, Inside Out Dads;
6. Safe People;
7. Seven Habits of Highly Effective People;
8. Spiritual Literacy;
9. Taking Responsibility in a Finger-Pointing World;
10. Victim's Impact: Listen and Learn; and,
11. Thresholds (Faith)/Breaking the Cycle (Character).

### **B. PLUS COMMUNITY INVOLVEMENT COMPONENT**

Through the completion of the PLUS Community Involvement Component, the participant will be able to demonstrate a basic understanding and responsibility for productive citizenship. Participants should demonstrate a willingness to take responsibility and right the wrongs their criminal behavior has placed on the community. In addition to integrating core knowledge skills for daily living based on spiritual, religious, and/or character foundation. Participants will develop a personal faith or values mission for ongoing community living and involvement.

Component Requirements:

1. Participant will have completed 320 hours of PLUS community impact;
2. Participant will have led at least one (1) PLUS Community meeting;
3. Participant will participate in PLUS Community meetings;



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4. Participants will share in a structured group activity (e.g., skits, creative writing presentations, etc.);
5. Participants will complete a project (essay, poster, poem, etc.) that integrates their faith with community impact or a PLUS Value (integrity, respect, responsibility, compassion, tolerance, and honesty), or a character trait that supports community impact;
6. Participants shall serve as peer mentor during the program; and,
7. Participate with informal and/or formal Mentoring with approved volunteer, approved PLUS Mentor, and/or Peer Mentor (if assigned by PLUS Program Coordinator) as assigned by staff.

### **C. FACILITY FOCUSED COMPONENT:**

Through completion of the Facility Focused Component, the participant will complete a range of courses in correlation with the PLUS Program and facility population needs. The Facility Focused Component's purpose is to allow facilities to supplement the PLUS Program to best address each facility's specific population (i.e., security level, offender sentence length, and gender).

#### **Component Requirements:**

The facility may determine any specific mandatory courses or objectives beyond the minimum State requirements under this component. Mandatory courses must be approved by the Director of Religious and Volunteer Services. A list of courses shall be forwarded to the Director of Religious and Volunteer Services and maintained by the PLUS Program Coordinator.

### **D. HEALTHY LIVING:**

Through completion of the Healthy Living Component of the PLUS Program, the participant will develop essential living habits and skills to support responsible and health lifestyles.

1. Participants will complete structured wellness program (including physical, mental, emotional, and spiritual awareness).
2. Participant will demonstrate responsible time management;

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3. Participant will maintain a clean living space throughout the PLUS Program;
4. Participant will demonstrate good personal hygiene (i.e., grooming and personal cleanliness throughout the program);
5. Participants shall maintain and follow any and all mental health or medical appointments/instructions;

### **E. PERSONAL DEVELOPMENT COMPONENT:**

#### **1. Personal Development**

Through completion of the Personal Development Component, participants will address their individual risks and needs in correlation with the PLUS Program and Case Plan as developed through the Case Management Process outlined in the respective Policy and Administrative Procedure 01-07-101, "The Development and Delivery of Re-Entry and Adult Case Management Services," or Policy and Administrative Procedure 03-02-104, "Juvenile Classification and Comprehensive Case Management." Participants will develop, integrate, and demonstrate PLUS Core Values, and maintain trackers, binders, journals, and other materials as assigned.

#### **Component Requirements:**

- a. Participants shall sign and follow the PLUS Participant Agreement. The Agreement may be modified to meet facility or departmental needs with approval from the Director of Religious and Volunteer Services;
- b. Participants shall write and reflect on their life stories at the beginning of the program and again at the conclusion;
- c. Participant shall make regular interactive journaling stories;
- d. Participant shall be able to demonstrate his/her engagement in the journaling process

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- e. Participants without a High School Diploma or equivalency are strongly encouraged to maintain progress in TASC courses, tutoring, or self study.
- f. Participants with a High School Diploma or equivalency shall identify further education or vocational goals;
- g. Participants shall maintain a portfolio/binder/throughout the duration of program to demonstrate progress and participation as identified by Program Manager;
- h. Three (3) hours per week of religious/spiritual study (faith based);
- i. Three (3) hours per week of Character Study (character based);
- j. Quarterly Learning Agreement;
- k. Monthly written essay of an event which has occurred in their life reflecting and/or PLUS Core Values, or lack thereof, contributed to the event as assigned.
- l. Participants shall research PLUS related materials and prepare one (1) presentation during their program.
- m. Participants shall be able to demonstrate an ongoing understanding, application, and development of the exercises.

### 2. Peer Mentors

Peer Mentors are another key to the Core Component Personal Development of the PLUS program. Peer Mentors are determined by the Facility PLUS Coordinator and may or may not be considered a facility job classification. Peer Mentors may be PLUS Participants and/or PLUS Graduate Participants that are in good standing within the program. PLUS Program Coordinators shall determine processes for selection, additional requirements, and training based on the Peer Mentoring intent listed below.

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Peer Mentoring is intended to:

- Provide each PLUS Participant with a positive influence in his/her life;
- Enhance personal growth through the sharing of experiences and wisdom; and,
- Offer a framework for teaching and modeling values and life skills.

**At no time shall a Peer Mentor(s) be given control or authority over other offenders.**

The Peer Mentoring topics shall be geared towards the personal growth of the PLUS Participant in the areas of ethical behavior, interpersonal relationships and spiritual development as requested by the PLUS Participant. Reasonable efforts shall be made to match the PLUS Participant with a Peer Mentor who is best suited to address the needs of the individual PLUS Participant.

The assignment of specific Peer Mentors to specific PLUS Participant shall be determined by PLUS staff. Peer Mentors shall follow facility operational procedures for mentoring sessions.

### **F. TRANSITION PREPARATION COMPONENT:**

Through completion of the Transition Preparation Component of the PLUS Program, the participant will be prepared to move beyond the program. This will enable participants to reintegrate, apply lifestyle changes made including: Case Plan goals, maintenance of PLUS lifestyle, positive leadership, and reintegration into the community during incarceration and/or upon release.

Component Requirements:

1. Financial Planning (See SharePoint Sample Curriculum)
2. Participant will have identified five (5) prospective employment opportunities with the facility and/or at his/her release destination to include:
  - a. Name;
  - b. Address;
  - c. Contact Person(s);

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- d. Job Requirements;
  - e. Written resume' relating to employment goals; and,
  - f. Interview Skill Workshop/Class.
3. Participant will have ongoing PLUS Program (during and after completion) to include at least one separate goal for all of the following:
- a. Core Value Life Skills;
  - b. Community Service/Involvement;
  - c. Leisure Time;
  - d. Family Reintegration;
  - e. Child Support/Parenting Plans, if applicable;
  - f. Housing options;
  - g. Employment;
  - h. Clothing;
  - i. Transportation (Re-Entry only);
  - j. Worship/Congregational Contact, as applicable;
  - k. Making Amends; and,
  - l. Continuing education, vocational training, and/or Substance Abuse Treatment, if applicable.

Participants shall be responsible for discussing the goals during quarterly contact and Case Planning with their assigned Case Managers in accordance with Policy and Administrative Procedure 01-07-101. Participants shall demonstrate how PLUS Core Values support the Preparation Transition Component.

4. Participants shall be responsible for discussing the goals during quarterly contact and case planning with assigned Case Managers in accordance with Policy and Administrative Procedure 01-07-101.
5. Participants shall demonstrate how PLUS Core Values support the Preparation Transition Component.

Staff and volunteers shall work closely with PLUS Participant to ensure they are progressing through attendance at PLUS programs and assignment completions. The PLUS Program Coordinator shall review all Facilitator Assessment forms and verify attendance and completion of each requirement listed on the PLUS Program Verification Form. The PLUS Program Coordinator may require PLUS Participant to re-complete any of the requirements due to attendance, participation, incomplete assignments, behavioral patterns, or any related cased

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determined. PLUS Participant shall be granted time during the program to participate in general population programs (e.g., religious, leisure/recreational and special events) that do not interfere with the PLUS Program schedule as determined by the designated PLUS Program Coordinator.

Placement in the PLUS program shall be considered a work assignment for adult PLUS Participants Adult PLUS Participants shall receive a state wage for their participation. The state wages paid to PLUS Participants will be graduated. Participants will begin the program at level 4. After successful completion of the first quarter participants will be paid at level 3. After successful completion of the second quarter participants will be paid at level 2. It is expected that program hours will total 7.5 hours of activity per day. Adult facilities may request a waiver from the Director of Religious and Volunteer Services to follow alternate pay scales and/or behavior-based scales in accordance with Policy and Administrative Procedure 02-01-106, “Offender Work Assignments and Pay Schedules.”

Adult PLUS Participants may be assigned to an additional work assignment, at the discretion of the Superintendent, in accordance with the facility’s operational procedure for Policy and Administrative Procedure 02-01-106, “Offender Work Assignments and Pay Schedules.” Due to limitations with the current offender information system, only one job assignment may be recorded in the offender information system at one time. In situations where a PLUS participant has an additional work assignment, the additional work assignment shall be the assignment recorded in the offender information system.

The Division of Youth Services (DYS) shall develop the delivery of the PLUS Program Curriculum in conjunction with other DYS programs.

Juvenile PLUS Participants shall be paid at the base rate of state pay given to youths. Juvenile PLUS Participants shall be required to continue to participate in mandatory educational programming and any other programs required by the Comprehensive Case Management System.

**XIII. STEERING COMMITTEE:**

Steering Committees may be utilized at facilities with approval and monitoring by designated staff. Facilities using Steering Committees shall develop a Facility Directive for the activities authorized in accordance with Policy and Administrative Procedure 00-04-101. Steering Committees serve as a purposeful and proactive community involvement activity in which PLUS Participants and PLUS Program graduates may serve at the discretion of staff to provide assistance to the community, through use of servant leadership principles.

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### XIV. PLUS PROGRAM RULES:

The PLUS program is to help the offender to change behaviors that will allow the PLUS Participant to be more successful in the community; rules shall be developed that the PLUS Participants must follow in addition to the regular facility rules. Each PLUS housing unit shall develop program rules and expectations that the PLUS Participants must follow. Minimally, these rules shall include:

- PLUS Participants shall treat staff, volunteers and other PLUS Participants with respect and shall respect the property of others.
- PLUS Participants shall maintain all information shared by others in the program with confidentiality and shall not disclose information without permission.
- PLUS Participants shall respect others' religious or spiritual beliefs.
- PLUS Participants shall not be late to any program classes or to any assigned meetings and shall be prepared for all classes as instructed.
- PLUS Participants shall ensure that their immediate living areas are clean, neat and tidy, as well as help when requested to keep any common areas neat and clean.
- PLUS Participants must actively participate in any and all program requirements
- Use of profanity or other derogatory language is prohibited.
- PLUS Participants shall not possess offensive printed matter or pictures, such as sexually explicit materials or those that are demeaning or derogatory towards others.
- PLUS Participants shall remain alcohol, tobacco, and drug free and shall not possess any related paraphernalia
- PLUS Participants shall not be involved in any STG activity or possess any related paraphernalia

Each unit may develop additional rules that that are necessary for the operation of the unit and which will be provided to all PLUS Participants, Graduate Participants, Staff, Volunteers, and PLUS Mentors.

During PLUS Orientation phase, staff shall ensure that the PLUS Participants are made aware of the rules and expectations of the unit and that they understand their responsibilities. The PLUS Participant Agreement shall be reviewed during community meetings as needed. PLUS Participants shall be expected to abide by the unit rules. Failure to abide by the rules and program expectations may result in disciplinary actions and termination from the program.

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**FAITH AND CHARACTER BASED HOUSING PROGRAM****XV. PLUS ACCOUNTABILITY REVIEWS (PAR):**

The designated PLUS Program Coordinator shall review each PLUS Participant at least once during the Program using the PLUS Accountability Review Assessment tool. PLUS Program Coordinators shall complete the form and maintain it in the PLUS Program File. A PLUS Accountability Review must be conducted prior to successfully completing a PLUS Participant.

PLUS Graduate Participants shall be reviewed annually in accordance with the annual review procedures in Policy and Administrative Procedure 01-04-101. The Designated PLUS Program Coordinator shall ensure the offender is meeting PLUS Graduate Participation requirements and expectations.

**XVI. PLUS PROGRAM PROBATION:**

PLUS Participants and PLUS Graduate Participants may be placed on probation by the PLUS Program Coordinator. The PLUS Program Coordinator shall conduct a PLUS Accountability Review and shall utilize the PAR Assessment Tool. The terms of probationary status are determined by the PLUS Program Coordinator and shall be documented and maintained in the PLUS Program File. PLUS Program Probation may be used at the facilities and/or designated staff discretion.

**XVII. REMOVAL FROM PLUS PROGRAM:**

An adult PLUS Participant may be removed from the PLUS program for the following reasons:

- A. Failure to abide by the program rules and/or expectations.
- B. Failure to participate in the program, including missing multiple classes without permission or failing to display an attitude, behavior, or demeanor that represents a willingness to successfully participate in the program, as determined by unit staff.
- C. Finding of guilt in a disciplinary hearing for a Class A or Class B conduct violation that may reflect negatively on the integrity or operation of the program.
- D. For investigation of a disciplinary violation or as a sanction for a disciplinary violation, in which the PLUS Participant is found guilty of a violation, the PLUS Participant shall be removed from the PLUS Program. If the PLUS Participant is not charged with a disciplinary violation, or is



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found not guilty, the PLUS Participant shall be reviewed by program staff prior to return to the Program unit, and may be removed from the program as determined by Program staff.

- E. Failure to attend program classes/meetings to the point that the PLUS Participant cannot keep up with required class work due to being placed in a medical facility, including a facility infirmary or outside hospital, or being released on a court order for more than two (2) weeks.
- F. Any other reason approved by the Superintendent and/or Assistant Superintendent of Re-Entry or designee, based upon population needs or based upon the safety and security of the program and/or the facility, including for emergency reasons.
- G. The designated staff shall conduct and document an exit interview prior to termination or withdraw of any PLUS Participant. A copy shall be maintained in the unit's files.

Upon determination that an offender is to be removed from the PLUS Program unit, the designated staff shall complete State Form 3380, "Offender Evaluation and Performance Report," and forward it to the facility's Classification Supervisor. The Classification Supervisor shall follow the appropriate Classification procedures in order to re-classify the offender. Removal from the PLUS Program may be appealed in accordance with the Classification procedure. All offenders who are removed from the PLUS Program shall have all completed courses and requirements marked "Unsuccessful" in PMRS Verification. If offenders return to the Program, the completion status is to remain, "Unsuccessful," and all requirements must be recompleted.

PLUS Participants who are removed from the PLUS Program shall be eligible for return after a period of six (6) months from the date of removal, or as determined by the facility.

Juvenile PLUS Participant may be removed from the PLUS Program as determined by the Treatment Team.

### **XVIII. PROGRAM COMPLETIONS:**

Successful completion of the PLUS Program shall be determined by the designated PLUS Program Coordinator. Successful completion includes, but is not limited to the minimum of twelve (12) consecutive months of participation, adherence to all program rules and expectations, and completion of all Core Components.

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Once the PLUS Program Coordinator has determined an offender has successfully completed the Program, the PLUS Program Coordinator shall review and maintain the PLUS Program File, including the PLUS Program Verification form. The PLUS Program Coordinator shall enter the time cut verification into OCMS within five (5) business days in accordance with Policy and Administrative Procedure 01-04-101.

Offenders successfully completing the Program shall sign the Graduate Participation Agreement to be maintained in the PLUS Program File.

### **XIX. PLUS CREDIT TIME:**

Credit time may be awarded to an adult offender for successfully completing the PLUS Program. Credit time shall be awarded in accordance with Section VII, "Credit Time," of Policy and Administrative Procedure 01-04-101, "Adult Offender Classification."

### **XX. PLUS GRADUATE PARTICIPANTS:**

PLUS Graduate Participants may be retained or returned to the PLUS housing unit as determined by the facility's procedures and/or designated staff discretion. PLUS Graduate Participants are required to sign the PLUS Graduate Participant Agreement and maintain all rules and expectations. Facilities may develop additional programming and/or requirements. Offenders shall not be eligible to earn credit time for the PLUS Graduate program.

### **XXI. PLUS FUND:**

The PLUS Program requires expenses to maintain operations and programming including, but not limited to the purchase of curriculum, supplies, and materials for community service projects.

Each facility shall maintain a specific fund known as the PLUS Fund. The PLUS Fund may be comprised of outside donations, fundraisers, offender donations, or other related funds as determined by the facility. Operational purchases and costs may be paid from either the Recreation Fund or the PLUS Fund.

The designated PLUS Program Coordinator is responsible to make purchases following State and Department procurement guidelines.

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### XXII. REFORMATIVE RESIDENTIAL RE-ENTRY PROGRAM (RRRP):

#### A. Program Management

RRRP shall be administered at the Central Office level by the Director of Religious and Volunteer Services. The Director shall oversee the overall design, curriculum, and evaluation of the program. The Director may utilize the PLUS Advisory Workgroup or other resources to assist.

Superintendents of selected facilities shall designate a housing unit within the facility to serve as the residential area for this reformative program. The Superintendent shall determine the number of beds that will be assigned to the program, understanding that the housing units should provide a distinct living area separate from the general population.

The Superintendent shall appoint the necessary staff to operate this program. The Superintendent or designee shall be responsible for the day-to-day operation of RRRP at the facility level.

#### B. Offender Eligibility Criteria

The criteria for placement in RRRP are as follows:

1. The offender must meet the criteria for assignment to a Level 1 facility as outlined in Policy and Administrative Procedure 01-04-101, "Adult Offender Classification;"
2. The offender must have at least one (1) year remaining before his/her Earliest Possible Release Date (EPRD);
3. The offender must be free from a Class A or Class B violation finding of guilt for the previous twelve (12) months; and,
4. The offender must possess a High School Equivalency Certificate or higher, or can minimally read at the Eighth (8<sup>th</sup>) Grade Level.

The Superintendent may add other criteria for the successful management of the program at the facility. Other considerations may include whether an offender can participate in other programs, such as work assignments, education classes, or other assignments, while participating in the RRRP.

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### C. Core Values

The intent of RRRP is to instill a set of core values into offenders who successfully complete the requirements of the program. The core values are:

1. Honesty with self and with others;
2. Tolerance of the views and beliefs of others;
3. Caring for others; and,
4. Personal responsibility.

### D. Curricula

The curriculum for RRRP is as follows:

1. *Values for Responsible Living*, published by the Change Companies;
2. *Getting it Right: Responsible Thinking*, published by the Change Companies;
3. "Inside Out Dad," "24/7 Dad," or other responsible fatherhood/parenting program approved by the Director; and,
4. "*Walking the Line*" (Communication and relationship skills for incarcerated men, published by PREP, Inc.).

### E. Requirements for Successful Completion of RRRP

In order to successfully complete RRRP, the offender:

1. Must be housed on the unit for a full six (6) months;
2. Must complete all core curricula; and,
3. Must complete at least one hundred twenty-five (125) hours of voluntary community services.

Upon the successful completion of RRRP, an offender may be eligible for earned credit time of up to three (3) months. In order to obtain the earned credit time, the offender shall be required not only to successfully complete the program, but the offender must also meet all the criteria for the awarding of earned credit time for the completion of a reformatory program as outlined in Policy and Administrative Procedure 01-04-101, "Adult Offender Classification."

It should be noted that the maximum allowed earned credit time for a reformatory program is six (6) months. Offenders who have earned credit

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time for other reformatory programs shall only be considered for earned credit time that does not exceed the six (6) months allowed for reformatory programs in accordance with Indiana statute and Department procedure.

Staff shall monitor an offender's progress through the program and submit recommendations for earned credit time through the offender case management system.

### **F. Conditions for removal from RRRP**

An offender may be removed from the program for the following reasons:

1. Failure to continue to meet the criteria for assignment to Security Level 1, including the finding of guilt for a Class A or Class B conduct violation and demotion in Credit Class.
2. Receipt of two (2) or more Minor Conduct Reports, at the discretion of unit staff;
3. Failure to meet the standards of the program or participate in the program, including failure to participate in classes, not completing homework or assignments; and/or,
4. Exhibiting any aggressive or violent behavior, even if a Conduct Report is not submitted over the behavior.

### **XXIII. MONTHLY REPORTS:**

Each PLUS program housing unit shall submit a monthly report indicating activities for the reporting period. The content of the monthly report shall be determined by the Director of Religious and Volunteer Services and forwarded to the facilities. The monthly reports shall be due the 15<sup>th</sup> day of the month following the month covered by the report. The monthly reports shall be sent via SharePoint to the Director of Religious and Volunteer Services.

### **XXIV. PLUS PROGRAM FILES:**

The designated PLUS Program Coordinator is responsible for maintain Program files in accordance with the State of Indiana Retention Schedule, American Correctional Association (ACA) standards, and facility procedures at the direction of the Director of Religious and Volunteer Services.

### **XXV. PLUS PROGRAM AUDITS:**

PLUS Program Audits shall be conducted by an audit team as needed. The audit is comprised of the Director of Religious and Volunteer Services and/or the

**POLICY AND ADMINISTRATIVE PROCEDURE**

Indiana Department of Correction

**Manual of Policies and Procedures**

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Title

**FAITH AND CHARACTER BASED HOUSING PROGRAM**

Deputy Director of Religious and Volunteer Services, and two PLUS Program Coordinators when available. The audits are conducted for every facility with an operating PLUS unit for the purpose of quality assurance and to identify concerns and areas that may require additional training, resources, and/or revision. Audits may be conducted through the use of monthly report monitoring, facility visits, case studies, and/or formal evaluations.

**XXVI. APPLICABILITY:**

This policy and administrative procedure is applicable to all adult and juvenile facilities designated to operate the PLUS program.

\_\_\_\_\_  
signature on file  
Bruce Lemmon, Commissioner

\_\_\_\_\_  
Date