

	ADMINISTRATIVE REGULATION Department of Correctional Services State of Nebraska	NUMBER 201.09	PAGE 1 of 5
		WORK ETHIC CAMP/OFFENDER TREATMENT AND DISCHARGE PLAN	

This Administrative Regulation is to be made available in law libraries or other inmate resource centers.

- EFFECTIVE: March 27, 2003
- REVIEWED: March 15, 2008
- REVISED: March 15, 2009
- REVISED: March 26, 2010
- REVISED: March 15, 2011
- REVISED: March 15, 2012
- REVISED: March 29, 2013
- REVISED: May 3, 2014
- REVISED: March 31, 2015
- REVISED: May 29, 2015
- REVISED: April 30, 2016

SUMMARY of REVISION/REVIEW

Removed attachments and ACA standard references from body of AR. Added ACA standard 4-ACRS-2A-07 to reference section.

APPROVED:



 Scott R. Frakes, Director
 Nebraska Department of Correctional Services

	ADMINISTRATIVE REGULATION Department of Correctional Services State of Nebraska	NUMBER 201.09	PAGE 2 of 5
		WORK ETHIC CAMP/OFFENDER TREATMENT AND DISCHARGE PLAN	

PURPOSE

To identify requirements for the format, contents and timely completion of the offender's/inmate's Individual Treatment Plan and Discharge Plan at the Work Ethic Camp (WEC).

GENERAL

The Work Ethic Camp (WEC), Parole Administration and the sending County Intensive Supervision Probation Officer maintain current information on each offender. WEC, consistent with its function and nature of its population and programs, prepares planning and informational reports on a timely and regularly scheduled basis within the limits and guidelines to accommodate offender/inmate movement through WEC.

All decisions made on offender/inmate planning will be made without regard to an offender's/inmate's race, religion, national origin, age, disability or political views. An interpreter or interpretation service will be provided, if necessary, for non-English speaking offenders/inmates. Throughout the remainder of this policy, all Nebraska Department of Correctional Services (NDCS) inmates and Probation offenders shall be referred to as offenders unless otherwise specified.

PROCEDURE

I. WEC ADMISSIONS INTERVIEW

An interview will be completed to gather the offender's/Inmates background information and data. This interview shall be completed during the offender's orientation. The orientation is typically seven days or less depending on admission date and program schedule. The information shall include but not be limited to the following:

- A. An account of the legal aspects of the case.
- B. A summary of the offender's/inmate's criminal history.
- C. A brief social history.
- D. An offender's/Inmates medical history and current medical health, including substance abuse history.
- E. An offender's/Inmates educational status.
- F. A psychological history, if available.
- G. History of suicide threats or gestures.
- H. Level of Service/Case Management Inventory (LS/CMI).
- I. Transportation arrangements.

	<p style="text-align: center;">ADMINISTRATIVE REGULATION</p> <p style="text-align: center;">Department of Correctional Services State of Nebraska</p>	<p style="text-align: center;">NUMBER</p> <p style="text-align: center;">201.09</p>	<p style="text-align: center;">PAGE</p> <p style="text-align: center;">3 of 5</p>
		<p>WORK ETHIC CAMP/OFFENDER TREATMENT AND DISCHARGE PLAN</p>	

II. WEC ADMISSIONS PROCESS

A. WEC completes admissions information for each newly admitted offender or inmate. This information shall be obtained within five days of admission.

1. Offender/Inmate Name
2. Assigned WEC Offender Number/NDCS Inmate Number
3. Date received at WEC
4. Gender
5. Home Address
6. County of Commitment/Sending NDCS Facility
7. Date of Birth
8. Social Security Number
9. Race/Religion/Marital Status/Number of Dependents/Occupation/ Place of Birth/U.S. Citizen
10. Height/Weight/Eyes/Hair
11. Previous NDCS Inmate I.D. Numbers/Previous I.D. Numbers Other States
12. Miscellaneous information
13. Offense(s)
14. WEC Begin Date/WEC Discharge Date.
15. Emergency Notification
16. Social history, where available
17. Special medical, dental and mental health problems or needs
18. Personal physician, if applicable
19. Legal status, including jurisdiction, length and conditions of placement
20. Offender/Inmate signature
21. Staff signature

B. A risk assessment will be conducted during the intake process either prior to admission or within 48 hours of admission.

	<p style="text-align: center;">ADMINISTRATIVE REGULATION</p> <p style="text-align: center;">Department of Correctional Services State of Nebraska</p>	<p style="text-align: center;">NUMBER</p> <p style="text-align: center;">201.09</p>	<p style="text-align: center;">PAGE</p> <p style="text-align: center;">4 of 5</p>
		<p>WORK ETHIC CAMP/OFFENDER TREATMENT AND DISCHARGE PLAN</p>	

III. EDUCATION/MEDICAL/PSYCHOLOGICAL/SUICIDAL/SUBSTANCE ABUSE EVALUATIONS AND TREATMENT PLANNING – ORIENTATION TREATMENT TEAM

During the offender's/inmate's orientation period, the appropriate staff will complete the education, medical, psychological, suicidal, substance abuse evaluations and LS/CMI (if not completed prior to admission). This will identify appropriate programs for the offender/inmate and will assist in the assignment of jobs at the facility. After the evaluations are completed, the Orientation Treatment Team will convene every week to assign the offender/inmate to the appropriate programming using the LS/CMI case plan. Team members will include: Program Manager (Chair), Security Administrator, Unit Case Manager, Chemical Dependency Counselor Supervisor (CDCS) and a recorder.

IV. PROGRAM TERMINATION

A. A probation offender can be terminated from the WEC by the Disposition Treatment Team, the Warden's Review Committee, and/or by the Warden. An inmate may be terminated from the program by the Warden or the Parole Board.

B. When an offender is terminated from the program, the sending Probation District is immediately notified, and a detainer is completed by the WEC Probation.

The offender is then escorted to the Intake Office and local law enforcement notified to transport the offender to a local jail.

C. A report is prepared at the time of termination that reviews the offender's performance. A copy of the report is maintained in the offender's case record. The report shall include but not be limited to:

1. A summary of the offender's program activities
2. Any unusual occurrences (assaultive/threatening behavior, major rule violation, repeated refusal to participate in programs, absconding, etc.)
3. Community resource references that affected the outcome of supervision
4. Objective assessment of the Offender's program participation

V. DISCHARGE PLAN

Release practices are defined as follows:

The Probation, Parole Officer, Re-Entry Specialist or Unit Case Manager will complete a Discharge Plan on all offenders/inmates. If applicable, the Discharge Plan will list specific plans provided for the offender to include:

- A. Name and Number
- B. Admission Date/Discharge Date

	ADMINISTRATIVE REGULATION Department of Correctional Services State of Nebraska	NUMBER 201.09	PAGE 5 of 5
		WORK ETHIC CAMP/OFFENDER TREATMENT AND DISCHARGE PLAN	

C. Discharge Address

- a. Complete name, address and relationship of the person(s) with whom the offender plans to live, and/or
- b. Community referrals for assistance in obtaining suitable housing

D. Phone Number

E. Persons living at the discharge address

F. Programs completed at the WEC

G. Planned Employment upon Discharge

Complete name and address of proposed employer including type of work and rate of pay. Reference any documented employment contacts.

H. Aftercare Treatment

List any contact with a supervising community Probation or Parole Officer, including any recommendations for offenders personalized plan while at the WEC, and any other probation or parole post-release plans recommended (follow up counseling, electronic monitoring, substance abuse aftercare treatment, self-help therapy, education needs, etc).

VI. OFFENDER RECORD RETAINMENT - A copy of all the reports will be maintained in the offender's institutional records and shall be made available to referring authorities.

REFERENCES:

I. ATTACHMENTS - None

II. AMERICAN CORRECTIONAL ASSOCIATION STANDARDS

- A. Standards for Adult Community Residential Services (fourth edition): 4-ACRS 2A-07, 4-ACRS-5A-13; 4-ACRS-5A-14; 4-ACRS-5A-15; 4-ACRS-6A-13; 4ACRS-7D-07