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SUMMARY OF REVISION/REVIEW

PROCESS – I.B.2.a. – Language updated. I.C. – Language updated. I.D. – Language updated. II.A.1.h. –
 New section. III. – Language updated. III.B. – Language updated.

APPROVED:



 Diane Sabatka-Rine, Director
 Nebraska Department of Correctional Services

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PURPOSE

The Nebraska Department of Correctional Services (NDCS) is committed to ensuring incarcerated individuals may return to their communities at the earliest, appropriate date with the resources and planning necessary to facilitate their success. Each incarcerated individual shall have the opportunity to complete a comprehensive reentry plan (Attachment A or Attachment B) with assistance from NDCS team members and be released in accordance with their court-ordered sentence. Reentry plans will be individualized to meet the specific needs of the person being released.

Each facility, consistent with its function and the nature of its incarcerated individual population and programs, shall develop its own version of this Policy within the limits and guidelines that follow.

Reentry is a broad term referring to the transition of incarcerated individuals from prison back into the community. It begins at intake and requires comprehensive strategies, individualized planning and incarcerated individual participation.

Reentry activities may include individual counseling, reentry planning sessions, visits from family members and provide gradual transition where appropriate. Programs should provide for graduated release through the systematic decrease in supervision and corresponding increase in incarcerated individual responsibility. Vocational and life skills, work release, education and work detail assignments may be appropriate in many cases.

The community corrections centers provide transitional assistance for incarcerated individuals housed in community centers including assistance in locating suitable housing and employment.

The Work Ethic Camp (WEC) provides a structured and regimented program designed to target incarcerated individuals approaching release. The program includes individualized case planning, vocational programming and assistance locating suitable housing. (ACRS-5A-13)

Reentry is a collaborative effort between all areas of the agency. This includes unit team members, reentry team members, social work, mental health and health services. Reentry team members will work particularly close with social work at all stages of the reentry process to ensure that the needs of the most vulnerable and highest risk incarcerated individuals are met. Reentry team members may refer individuals to social work if their involvement would be beneficial to the incarcerated individual's reentry.

PROCESS

I. REENTRY PLANNING

The focus of reentry planning sessions will be on transition into the community, including a review of the needs identified in their reentry plan and progress towards meeting those needs. Reentry specialists will provide information on available community resources and facilitate access to appropriate resources during these group and individual meetings.

Although reentry specialists meet with incarcerated individuals several times throughout their incarceration, facility unit team members have the greatest opportunity for interaction and communication with incarcerated individuals assigned to their units. Unit team members, when possible, should reference the incarcerated individual's reentry planner and see what areas the individual may need assistance.

Unit team members, releasing incarcerated individuals and reentry team members will work together to review and consider the incarcerated individual's housing plan, behavioral health plan

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for a continuum of care, medical appointments and supply of medications, employment plan, and the incarcerated individual's community and family support available in the community. Unit team members may contact the reentry unit with concerns about individual incarcerated individuals and questions about community resources.

Reentry planning occurs at various times throughout an individual's incarceration and is formally conducted in the following manner.

A. Intake

Information is gathered regarding what critical documents a person may have with them (social security card, birth certificate, state ID/driver's license). These documents are essential to obtaining a job or opening a bank account. Individuals are encouraged to have their vital documents sent in to the facility for safe storage. Upon admission, information such as the maiden name of their mother and their birth state will be documented. This will assist in records team members being able to help the individual obtain their critical documents.


Individuals are provided information regarding the opportunities available to them during their incarceration. This includes clinical treatment, cognitive behavioral interventions, enrichment programs, reentry services, vocational and life skills programs and much more.

B. Orientation

1. Individuals will attend an orientation session with a reentry specialist within 14 days of their intake. Orientation sessions are provided at the three intake facilities (DEC, NCCW, NCYF).
2. This session is designed to give individuals hope for a better future. Each individual will receive a reentry planner (Attachment C) at the Orientation session. The following information will be provided:
 - a. Introduction of reentry services
 - b. Obtaining critical documents
 - c. Vocational and life skills (VLS) programs
 - d. Overview of post-release supervision and parole
 - e. Planning for release

C. Restrictive Housing

NDCS makes every effort to ensure incarcerated individuals do not discharge to the community from restrictive housing. In cases where this may occur, reentry planning is critical. Discharge from restrictive housing requires a coordinated effort from facility unit team members, behavioral health team members, social workers, parole administration (if applicable) and reentry team members, all of whom participate in the monthly facility MDT meetings. Individuals who have been in restrictive housing for 60 or more days/or and are within 157 days of their discharge will be met with by a reentry specialist.

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D. Initial Planning Sessions

1. Reentry specialists will conduct a STRONG-R assessment on individuals who have not had one completed within six months of their projected release date. Information gathered during this interview will help guide the formation of the individual's reentry plan.
2. Reentry specialists and/or social work, will meet with individuals at approximately 120 days from their parole hearing or mandatory discharge date to finalize their reentry plans. At a minimum, reentry plans will address housing, mental health needs, substance use needs, medical, employment and education plans, family and social support, hobbies and leisure, transportation and obtaining critical documents.
3. Individuals receive resource information, regarding VLS providers, transitional living options, Medicaid and SNAP Benefit applications.
4. Probation navigators are responsible to develop a comprehensive reentry plan with individuals ordered to Post-Release Supervision (PRS). Reentry specialists work collaboratively with Probation navigators and assist as needed.

E. Social Work

1. Individuals who have been identified as having risk factors such as a serious mental illness diagnosis, history of sex offenses, history of violent offenses, history of chronic substance use and serious/chronic medical conditions may qualify for social work assistance. Reentry specialists and social workers will work collaboratively to ensure one comprehensive reentry plan is developed.
2. Social workers will assist individuals with obtaining social security benefits, housing, medication management and identifying appropriate community providers to support them.


F. Follow Up Planning Sessions - Discharge

Reentry specialists will meet with individuals who are discharging without community supervision and those releasing from restrictive housing approximately 30 days prior to release to assist with any last-minute changes, answer any questions and finalize the reentry plan.

II. REENTRY PLANNING DOCUMENTATION

A. Reentry Plan

1. The Reentry plan will be documented in the "Other Goals and Actions" section of the Case Plan in NiCaMS. This section of the case plan is commonly referred to as the reentry plan. Each reentry plan will address the following components:
 - a. Housing
 - b. Mental Health/Substance Use

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- c. Medical
- d. Employment/Education Plans or Goals
- e. Family/Social Support
- f. Hobbies/Leisure
- g. Transportation
- h. Critical Documents

B. Reentry Contact Notes


1. All contacts reentry specialists have regarding an individual's reentry plan will be documented in NiCaMS. This includes initial planning sessions, follow up planning sessions, written communication, other in-person conversations, and collateral contacts made in identifying resources and/or confirming plans for transportation, housing, medical, etc.
2. The content of the contact note should include a summary of the conversation, any concerns noted by the individual or the specialist, and action to be taken by the individual or the specialist. The specialist will so note it when the reentry plan has been finalized and is complete.

C. Parole Preparation

1. The reentry specialist will complete the Adult Placement/Investigation Worksheet (APIW) in NiCaMS and upload the individual's reentry plan to the APIW. The APIW is submitted to parole administration through NiCaMS for investigation and approval by the assigned parole officer. Reentry specialists and parole officers maintain open lines of communication and will confer if there are questions about the plan or additional information is needed.
2. Reentry staff receive parole hearing rosters and review each individual's plan status prior to the hearing. The reentry specialist prepares a summary document compiled with information about each person on the roster at their facility. The summary may include dates of reentry planning sessions, intended residence information and identifies reasons and necessary next steps if the individual does not have an approved parole plan.

III. OBTAINING CRITICAL DOCUMENTS

NDCS provides the opportunity for incarcerated individuals to obtain critical documents before their release from any NDCS facility. These documents include a copy of their Birth Certificate, a Nebraska State ID, and a copy of their Social Security Card. NDCS will assist incarcerated individuals in obtaining these documents.

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A. Birth Certificates

The Nebraska Department of Motor Vehicles (DMV) requires a birth certificate in order to issue a state identification (ID) card. In collaboration with the DMV, NDCS identifies individuals who need a copy of their birth certificate in order to obtain a state ID. In cases where a certified copy of the individual's birth certificate is needed, NDCS will obtain the copy at no cost to the individual.

If a copy of the birth certificate is not necessary for the purpose of obtaining the state ID, NDCS will assist the individual in obtaining a copy at the individual's expense.

1. The process for obtaining the Birth Certificate for individuals born in the State of Nebraska is:
 - a. Complete an application clearly stating their mother's maiden (birth) name via NDCS memo for in or out of state requests.
 - b. NDCS records team members will send a Birth Certificate request applications for incarcerated individuals born in Nebraska directly to DHHS Vital Records.
2. The process for obtaining the Birth Certificate for individuals not born in the state of Nebraska is:
 - a. The incarcerated individual will complete an application clearly stating their mother's maiden name and the state in which they were born.
 - b. NDCS records team members will complete the Birth Certificate request application following the process required for the state the request will be sent to.
3. NDCS community centers require a state ID prior to obtaining Community B classification. This specific process is included in facility procedures.

B. Nebraska State ID

All Incarcerated individuals will have the opportunity to obtain a state ID prior to release. This process is detailed below:

1. The facility records manager will provide an application to incarcerated individuals that want to obtain a Nebraska State ID. The facility records manager will compile a list of incarcerated individual applications.
2. The NDCS records manager will send the DMV a data sheet with the names of the applicants, including their birth certificates if needed for the Nebraska State ID.
3. DMV team members will come to NDCS facilities to process incarcerated individual IDs at approximately one month prior to the release of the incarcerated individual.

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4. NDCS Community Corrections and Work Ethic Camp incarcerated individuals will be transported to the DMV office for State ID processing.

If an incarcerated individual is identified as being in need of a Nebraska State ID, NDCS will assist in obtaining the ID at no cost to the incarcerated individual.

The DMV will mail all issued Nebraska State IDs to the NDCS facility records department to be securely stored. The ID will be issued to the incarcerated individual upon release from the NDCS facility.

C. Social Security Card

The process to request a copy of a Social Security Card is as follows:

1. Incarcerated individuals can request a copy of their Social Security Card from the NDCS records manager at their facility 120 days before their release from an NDCS facility or upon transfer to community corrections.
2. The records manager will send the incarcerated individual a Social Security Card application.
3. The records manager will check the application for accuracy of information and send the completed application to the Social Security Administration (SSA).
4. SSA will send all social security cards to the NDCS facility records department to be securely stored. The social security card will be issued to the incarcerated individual upon release.

IV. RELEASE PROCEDURE

Each facility shall maintain written procedures for releasing incarcerated individuals, which shall include the following: (ACI-5F-05, ACRS-6A-13, CO-4G-01)

- A. Verification of identity
- B. Verification of release papers.
- C. Completion of release arrangements, including notification of the parole authorities in the jurisdiction of release, if required
- D. Return of personal effects
- E. Accountability and return of all state property issued to the incarcerated individual
- F. Issue authorized dress out clothing to incarcerated individual
- G. Arrangements for completion of any pending action, such as grievances or claims for damages or lost possessions


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- H. Medical screening and arrangements for community medical and/or mental health, and/or substance abuse follow-up when needed at no expense to NDCS
- I. Instructions on forwarding mail
- J. Gate pay and release statement, if applicable
- K. Affordable Care Act and Health Insurance Marketplace information (Attachment D)
- L. Release Identification Card
 - 1. The facility will take photographs and prepare the release identification card of an incarcerated individual approximately six workdays prior to parole or discharge.
 - 2. Accounting team members will prepare the Release Statement and the Inmate Trust Fund check. The release statement and Inmate Trust Fund check will all be matched and forwarded to the designated facility team members in advance of the release date.
 - 3. The release statement and Inmate Trust Fund Check are to be returned to NDCS accounting promptly if the incarcerated individual is not released.
- M. NCIC/NCIS Wanted Person Inquiry
 - 1. Mandatory Discharges

The facility records office is responsible for providing a list of incarcerated individuals pending discharge to the Teletype operator responsible for the facility's Teletype operations as designated in Policy 010.06, *Teletype Operations*. The list shall be submitted at least 30 days in advance of the pending discharge. The list shall include the incarcerated individual's name, number, date of birth, race, sex and social security number. The Teletype operator shall run a wanted person inquiry on the designated incarcerated individuals and shall send written verification to the facility records manager that the wanted person checks to have been performed. Any hits shall be forwarded to the facility records manager and Special Services for further action.
 - 2. Discretionary Paroles

The Special Services Unit is responsible for running wanted person inquiries for all incarcerated individuals pending parole. Any hits shall be forwarded to the Parole Administration for further action.
- N. CJIS Checks

The facility records office is responsible for completing a CJIS check on all incarcerated individuals prior to release.
- V. ON-SITE MEDICAL VISIT
 - A. Each incarcerated individual shall be seen by medical team members on the day of his/her release.

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- B. Records team members will notify appropriate medical personnel within 30 days of an incarcerated individual's release.
- C. Each incarcerated individual who is receiving prescription medication will receive a minimum of a one-month supply of these medications, including two refills, upon their release from an NDCS facility.

Release medication must be given directly to the incarcerated individual by authorized medical team members as part of the release procedure.

Each incarcerated individual will sign that he/she has received or refused the medication (Attachment E).

VI. SELECTIVE SERVICE REGISTRATION

To ensure that all males who are 18 through 25 years of age are registered with selective service upon release from incarceration, the following procedures for NDCS have been established. The registration process shall be conducted by Records Office team members/designee of each facility who have been appointed by the Selective Service System as a Volunteer Registrar.


A. Registration Prior To Incarceration

If a male incarcerated individual states he registered with selective service prior to incarceration, but has no proof of that registration, he must register again (any duplications will be resolved by computer matching).

B. Release On Parole/Discharge

A male incarcerated individual who is released from incarceration either on discharge or parole must register for the selective service if:

1. He is within 30 days of his 18th birthday and has not yet reached age 26. If a male incarcerated individual was incarcerated prior to his 18th birthday and reached age 26 while incarcerated, selective service is not authorized to accept his registration. However, since registration is a prerequisite for many benefits, he should request eligibility for registration by writing to the Office of General Counsel, National Headquarters, Selective Service System, Washington, D.C. 20435, providing the following information:
 - a. Name
 - b. Current address
 - c. Date of Birth
 - d. Social Security Number (optional)
 - e. A statement that he is requesting an advisory opinion under Section 3 of the Military Selective Service Act, and
 - f. Documentation regarding reasons for not registering.

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2. He has established a current and permanent mailing address outside the correctional facility.

C. Those Eligible For Registration

1. Records Office team members/designee will give a Registration Form (SSS Form 1) and the brochure "Selective Service and You" to the eligible incarcerated individual and instruct him to complete the back of the registration card.
2. Records Office team members/designee will:
 - a. Review the form for completeness, accuracy and legibility
 - b. Ensure the registrant signs and dates the form
 - c. Require the registrant to complete another form if it is illegible
 - d. Ensure that name, date of birth, address, zip code and social security number are accurate
 - e. Ensure that the ID/No ID block is completed
 - f. Date and initial the form in the appropriate box
3. Registration forms collected and not entered electronically are to be mailed by the facility's records manager/designee to the selective service system each week, addressed to:


Selective Service System
Region VI
Building T-318-FAMC
Aurora, Colorado 80045-5001

Such information may alternatively be entered by the facility Records manager on the selective service website (www.sss.gov/).


VII. RELEASE OF INCARCERATED INDIVIDUALS ON PAROLE

The following procedure must be followed by all facility records centers and reentry specialists when releasing incarcerated individuals on parole:

- A. Facility records team members will receive notification of all parole releases from the Division of Parole Supervision or Parole Board.
- B. Incarcerated individuals, before they can be processed out for release on parole, must first have signed a parole agreement for detainees or out of state. A copy of the parole agreement will be placed in the incarcerated individual's facility file and the incarcerated individual must have a copy of the parole agreement in his/her possession before being released on parole. The remaining copies of the parole certificate will be forwarded to Adult Parole Administration.

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- C. In cases where the Board of Parole signs parole agreements prior to the effective date/out of state detainer, the records office/designated team members will retain the certificate until the effective date and will have the incarcerated individual sign it on that date.
- D. Division of Parole Supervision shall be notified of incarcerated individual disciplinary actions for those incarcerated individuals approved for parole. Upon receipt of this information, Parole Administration shall coordinate further actions relative to release.
- E. Release Paperwork Process
 - 1. For those Paroling to Nebraska:
 - a. For incarcerated individuals staying in Nebraska, the Board will only generate an Order of Release on Parole. These orders will be printed and provided in hard copy to Records to five to the incarcerated individual at the time of release.
 - b. Records Paperwork Hand off
 - 1) Order of Release of Parole: This order will include information about EM and SOR special conditions
 - 2) General Conditions/Special Conditions Handouts
 - c. Orientation Paperwork
 - 1) Parole Certificate to be generated using the Parole Certificate screen in PIMS. Sign using the tablet to make this a fully electronic document.
 - 2) Sex Offender Special Conditions (if applicable) will be attached on the Parole Certificate screen in PIMS. Sign using the tablet to make this a fully electronic document.
 - 3) EM Agreement (If applicable)
 - 4) Guide on Awarding of Incentives and Application of Sanctions document.
 - 2. For those Paroling outside of Nebraska:
 - a. For incarcerated individuals leaving Nebraska or going to a detainer, the Board of Parole will generate an Order of Release on Parole, a parole certificate, and other relevant paperwork will be printed and provided, in hard copy, to Records to handoff at release.
 - b. Records Paperwork Handoff:
 - 1) Order of Release of Parole
 - 2) Parole Certificate

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- 3) Sex Offender Special Conditions
- 4) General Conditions/Special Conditions Handout
- c. All orientation paperwork is completed prior to departure.

VIII. SEX OFFENDER REGISTRATION

State statute provides for the registration of incarcerated individuals who have committed certain sex offenses. Refer to Policy 116.03, *Sex Offender Registration*, for specific procedures relative to this aspect of release preparations. (ACI-5F-01)

REFERENCE

I. STATUTORY REFERENCE AND OTHER AUTHORITY

- A. Neb. Rev. Stat. §83-1,107 (4), §83-903

II. NDCS POLICIES

- A. Policy 010.06, *Teletype Operations*
- B. Policy 116.03, *Sex Offender Registration*

III. ATTACHMENTS

- A. Reentry Action Plan
- B. Reentry Plan Refusal Form
- C. Reentry Planner
- D. Affordable Care Act (letter change)
- E. Receipt/Refusal of Release Medication Form (letter change)

IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA)

- A. Expected Practices for Adult Correctional Institutions (ACI) (5th edition): 5-ACI-5F-01, 5-ACI-5F-05
- B. Standards for Adult Community Residential Services (ACRS) (4th edition): 4-ACRS-5A-13, 4-ACRS-6A-13
- C. Standards for the Administration of Correctional Agencies (CO) (2nd Edition): 2-CO-4G-01