Replace Program Manager with Unit manager throughout. Pg. 2 General: add "inmate" after offender. Procedure I letter "H" add "R" to Strong-R. Procedure I letter "I" add "for re-entry plan". Pg. 4 Procedure III change "every week" to as needed, change Security Administrator to Assistant Warden. Procedure IV. Letter B change "WEC" to "local." Procedure V, section C changed subheading from a and b to 1 and 2. Added LS/CMI to Procedure I. H. Major revisions to Procedure IV.
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/inmate. 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. Strong-R or LS/CMI.
I. Transportation arrangements for re-entry plan.

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.
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 Strong-R (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 as needed to assign the offender/inmate to the appropriate programming using the Strong-R. Team members will include: Unit Manager (Chair), Assistant Warden, Unit Case Manager, Chemical Dependency Counselor Supervisor (CDCS) and a recorder.

IV. PROGRAM TERMINATION

A. An inmate may be terminated from the program by the Warden or the Parole Board.

B. 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. Objective assessment of the Offender's program participation.

V. 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. 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

II. ATTACHMENTS - None