

POLICY AND PROCEDURES

NUMBER: 1601

SUBJECT: Inmate Programs and Services

ACA STANDARDS: 4-ALDF-2A-53, 66; 5A-01; 5A-03; 5A-09, 10; 6B-02, 03, 04, 05

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 3/1/90 REVISION DATE: 9/97, 11/99, 8/02, 5/05, 10/12, 12/14



I. POLICY

The St. Louis County Department of Justice Services shall provide a variety of inmate programs and services, to include, but not be limited to Corrections Case Managers, which are designed to address the interests and needs of the inmates.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

III. PROCEDURES

A. General Information

1. Inmates shall be assured equal opportunities to participate in programs and services, without regard to race, religion, national origin, sex, disability or political views.
2. Participation in all programs and services shall be voluntary for pre-trial inmates except for court ordered programs. Sentenced inmates shall be required to participate in mandatory work assignments and court ordered programs.
3. Inmate programs and services will be reviewed periodically and modified by Program staff to best assess the interests and needs of the inmate population.

4. The continuation of existing programs and the addition of new programs and services shall depend on available resources.
5. Suggestions from all staff and inmates shall be considered by Program staff when revising existing programs, or implementing new programs and services.
6. The Superintendent of Community Corrections shall review and approve all new programs or major revisions to existing programs before implementation.

B. Available Programs and Services

1. Inmate programs and services shall include, but are not limited to, the following:
 - a. Alcohol abuse counseling
 - b. Substance abuse counseling
 - c. Psychological counseling
 - d. Social Services
 - e. Religious guidance
 - f. Classes (Life Style and Life Transition, HIV and STD Informational, Parenting, Life Skills, Art Therapy, etc.)
 - g. Work programs
 - h. Recreation/leisure time activities
 - i. Limited Notary services.
2. Available community resources which provide inmate programs and services shall include, but not be limited to:
 - a. Alcoholics Anonymous
 - b. Narcotics Anonymous
 - c. Cocaine Anonymous

- d. Educational services (*HSE/Literacy/Tutors/ABE*)
- e. Religious community services
- f. Counseling services by volunteers.

C. Inmate Orientation to Programs/Services

1. Upon admittance to the facility, inmates will be issued an Inmate Handbook, which will describe the available programs and services.
2. An orientation session with new inmates will be held within seventy-two (72) hours of booking.
3. The Corrections Case Managers will recommend those programs and services which address an inmate's particular needs and interests, and forward this information to the appropriate Program Specialist.
4. The Corrections Case Managers will enter data into the IJMS that indicates when an inmate participates in an educational program and that inmate's completion of the program. Participation in *HSE* will only be entered upon completion of *HSE* testing.

D. Inmate Participation in Programs/Services

1. Inmate participation in programs shall be encouraged by all staff.
2. Inmates may refuse to participate in any programs or services that are not mandatory.
3. The refusal of an inmate to participate in a particular program or service shall not jeopardize his/her future participation in other programs.
4. Inmates may submit requests to the Corrections Case Managers for changes or additions to programming, which will be forwarded to the appropriate Corrections Case Manager.
5. An inmate exhibiting disruptive behavior during a class or activity shall be removed by the Housing Unit Supervisor and Program staff and returned to the housing unit.

6. The Housing Unit Supervisor shall prepare a detailed report on all disruptive behavior and submit it to the Unit Manager and Program staff.
7. Programs and services shall be made available for Special Management inmates, limited only by classification status.

E. Corrections Case Manager

1. Inmates may request the assistance of a Corrections Case Managers by completing an Inmate Request Form (Attachment 1). The inmate will place the form in the paper slot of the Exam/Interview Room of his/her housing unit.
2. The Corrections Case Manager will collect the forms from all of the housing units assigned to that Corrections Case Manager on a daily basis.
3. It is the responsibility of the Corrections Case Manager to respond to the inmates' requests for counseling and other related services. The Corrections Case Manager may also refer the inmates' requests to other appropriate staff (e.g., psychologist, psychiatrist, etc.) if necessary.

