

POLICY AND PROCEDURES

NUMBER: 1610

SUBJECT: Inmate Education Programs

ACA STANDARDS: 4-ALDF-5A-09

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 3/1/90 REVISION DATE: 9/97, 8/06, 10/12,
12/14, 2/16, 12/18



I. POLICY

The St. Louis County Department of Justice Services shall establish a comprehensive education program to encourage inmate participation and serve as a key element in services offered to individual inmates.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' *Superintendent of Community Corrections* and all Program staff are responsible for the following procedures.

III. DEFINITIONS

Adult Basic Education: Instructional program addressing deficiencies in reading, writing and/or math.

Contracted Educational Instructors: Certified teachers who meet the requirements for accreditation by the Missouri Department of Education and whose school district is under contract with the Department of Justice Services for the purpose of providing educational instruction to interested inmates.

High School Equivalency (HSE) Certificate: High school equivalency certificate attained by passing a five (5) part test which measures academic achievement.(Formerly known as GED)

IV. PROCEDURES

A. General Information

- [1. The *designated member of the Program Staff, with the approval of the Superintendent of Community Corrections*, shall be responsible for the development, coordination, evaluation and management of programs and activities, designed to improve the basic education levels or vocational abilities of the inmates.]
2. Basic education components shall include, but not be limited to:
 - a. Adult Basic Education
 - b. HSE preparation and testing
 - c. Individualized study programs
 - d. Literacy program.
3. The availability of inmate education programs will be included in the orientation provided for all new inmates.
4. Classes shall be scheduled to afford all inmates, who are eligible, the opportunity to attend.
5. Classes and counseling will be conducted by Program staff, contracted instructors and/or volunteers from the community that are specifically trained in their areas of expertise and/or licensed where applicable.
- [6. The *designated member of the Program Staff*, under the direction of the *Superintendent of Community Corrections*, will provide screening, orientation and selection of volunteers for programs in accordance with Departmental policy. (See Policy #1701 Volunteer Services/Screening/Orientation)]

B. Inmate Eligibility/Participation

1. Sentenced inmates should have a minimum of thirty (30) actual days to serve.
2. Pre-trial inmates should have completed Circuit Arraignment.

3. All inmates who meet the aforementioned criteria for eligibility, with the exception of those housed in Disciplinary Segregation, will be eligible for participation.
4. Special Management inmates and certified juveniles may require separate education programs.
5. During orientation, inmates may request that they be allowed to participate in the educational programs.
6. Inmates who do not request participation at orientation may submit a request to the Unit Caseworker who will forward the request to Program staff.
7. Educational classes will be conducted by instructors in the Multi-purpose rooms located next the Unit Control on each housing floor.
8. For individual instruction, the interview room next to Unit Control is also available.
9. Inmates shall follow the directions given by the Educational Instructor and act in a responsible manner or they shall be expelled from the classroom. (See Policy #1601 Inmate Programs and Services)
10. The Educational Instructor will maintain records on inmate attendance, participation and progress.
11. When an inmate is attending the HSE class, custody staff shall change the status of the inmate in IJMS from "IN" to "HSE" for the purpose of logging attendance.
12. When an inmate is taking the HSE test, custody staff shall change the status of the inmate in IJMS from "IN" to "HSETST" for the purpose of logging attendance.
14. Any special accomplishments achieved by inmates, such as passing the HSE exam will be reported to Program staff by the instructor so that the inmate can receive recognition for the accomplishment and so that program results can be recorded.
15. Assistance shall be given to inmates by Program staff and educational instructors on programs available to them for further educational advancement upon release from confinement.