

POLICY AND PROCEDURES

NUMBER: 1613

SUBJECT: Choices Program

ACA STANDARDS: 4-ALDF-5C-09; 7F-03

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 10/01 REVISION DATE: 8/02, 5/08, 11/13,
12/15, 11/16, 11/17



I. POLICY

The St. Louis County Department of Justice Services will provide a professional substance abuse program to inmates who are sentenced by the courts to the "Choices Program". This program is designed to assist the inmates with adjustments towards a drug free lifestyle beyond incarceration.

II. RESPONSIBILITIES

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

III. DEFINITIONS

Choices Program: The Choices Program is a substance abuse recovery program for male and female offenders. It offers a 90 day drug treatment program, for inmates who are sentenced to Choices, incorporating the twelve (12) step program and other evidence based treatment services. The program includes an assessment, individualized treatment plan, individual counseling, group therapy, drug education and an aftercare program.

IV. PROCEDURES

A. Choices Program

1. The Choices Program will provide for an appropriate range of

primary treatment services for the alcohol and other drug abusing offenders, that include at a minimum, the following:

- a. Offender diagnosis
 - b. Identified problem area
 - c. Individual treatment objectives
 - d. Treatment goals
 - e. Counseling needs
 - f. Drug education plan
 - g. Work plan
 - h. Relapse and prevention management
 - i. Culturally and gender sensitive treatment objective, as appropriate
 - j. Provision of self-help groups as an adjunct to treatment
 - k. Pre-release and transitional service needs
 - l. Coordination efforts with community supervision and treatment staff during the pre-release phase to ensure continuum of supervision and treatment.
 - m. All offenders will receive information on Medically Assisted Treatment (MAT) (e.g. Vivitrol). The MAT Program is voluntary and free of cost to the inmate.
2. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
 3. This program uses a coordinated staff approach to deliver the treatment services. Counselors will meet bi-weekly to update treatment plans and to staff offenders. All information gathered by the staff members on an offender will be documented in the

treatment planning conferences and the offender's individual treatment file.

4. The offender will receive a combination of individual counseling, group therapy and drug education on a weekly basis. All offenders are required to attend all scheduled sessions as well as attend self help group meetings.
5. The treatment staff will provide incentives (e.g., visiting passes, monthly party, etc.) to increase and maintain the offender's motivation for treatment. If possible, the program participants are housed in a separate housing unit from the general population.
6. Upon the successful completion of the program, there will be a graduation ceremony where the offender will receive a certificate.
- [7. If the offender does not successfully complete the program, a Letter of Dismissal will be sent by the Caseworker or *Superintendent/designee* to the sentencing court and probation officer for review and further action. An offender may be dismissed from the program for the following reasons:]
 - a. Disciplinary Dismissal
 - b. Voluntary Dismissal
 - c. Medical Dismissal
 - d. Psychological Dismissal
 - e. Administrative Dismissal
8. Inmates may give voluntary consent, in writing for their confidential information to be released to certain individuals such as Vocational Rehabilitation, Educational Opportunity Center, Division of Family Services etc. The consent is given on the "Choices Consent for Release of Confidentiality Information form."
9. The Choices program offers family member involvement. The inmate signs a separate Release of Confidential Information.

B. Choices Family Counseling

1. General Guidelines:

- a. Family members are defined as mother, father, wife, husband or caretaker if mother and/or father are not available. All significant others will be approved on a case by case basis by the Corrections Program Manager.
- b. Inmates will have successfully completed Phase I of the program before family sessions will be considered.
- c. All persons participating in family counseling sessions will have met one on one with a counselor and/or attended at least one "Concerned Persons Saturday" session and be at least eighteen (18) years of age.
- d. Family sessions will be scheduled at least a week in advance by the After Care Case Manager. A schedule will be given to the Watch Commander, the lobby desk personnel, and the assigned Unit Manager of the location(s) where the session(s) will take place
- e. Sessions will be held on the housing unit floor in one of the multipurpose rooms. There will only be one (1) session allowed at a time.
- f. Family sessions will be conducted on an "as needed" basis and approved by the Corrections Program Manager.
- g. Sessions can be scheduled Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

2. Family Preparation

- [a. Prior to each session, all family members will clear a record check before entering the secure perimeter. The Corrections *Superintendent*/designee will complete and approve the record check.]
- b. All visitors will sign a waiver that states the visitor understands any attempt to introduce contraband into the facility will result in prosecution by the law. This waiver will be signed prior to each visit and become part of the inmate's case file.

- c.** All personal items will be locked in the visitors lockers in the lobby on level one (1). This includes but is not limited to: keys, cigarettes, matches, lighters, purses, bags, hats, etc.
- d.** All visitors will obey the following dress code:
 - (1) No tight shirts and/or blouses, bras will be worn
 - (2) No shorts
 - (3) No skirts or dresses unless they fall below the knee
 - (4) No tank tops, sleeveless dresses or shirts
 - (5) No sagging pants
 - (6) Any other attire the Department deems inappropriate will not be allowed.

3. Movement of Family Members and Inmates

- a.** Family members will report to the lobby desk at the pre-arranged meeting time, typically at least thirty (30) minutes before each session. The counselor will contact the Unit Control and the Choices Housing Unit Officer to inform them that the family member(s) has arrived. During this time, the family member(s) will be screened for proper attire. Counselors will also observe the behavior of the family member(s) and watch for signs of alcohol or drug use (e.g., smelling of alcohol or bizarre behavior). Any family member(s) suspected to be under the influence of alcohol and/or a controlled substance will not be allowed to participate in the program.
- b.** An officer will search the multipurpose room prior to the meeting and then escort the inmates to the room.
- c.** The counselor conducting the family counseling session will escort family members to the multipurpose room before the inmate arrives. No more than two (2) family members will be allowed during any one (1) session.
- d.** When the session is complete, the counselor will escort the family members to the non-secure area and the officer will pat search the inmate (if the counselor departed the room

and left the inmate and family by themselves the inmate will be strip searched) in the interview room and return the inmate to his/her housing unit.

- e. The officer will then return to the interview room to search the interview room.
- f. Any follow-up with the family member(s) will be conducted in the counselor's office.

4. Session Guidelines

- a. The inmate will sit next to the counselor on one side of the table and the family member(s) will sit on the other side of the table closest to the door.
- b. Family members and/or inmates are not allowed to be left alone in the interview room.
- c. Physical contact is not allowed before, during or after these sessions. This includes hugging, kissing, holding hands or touching of any kind.
- d. If at anytime during the session, the counselor feels in danger he/she will press the panic alarm on the wall so assistance can be immediately summoned.
- e. Counselors are to contact the Watch Commander immediately if a family member is suspected to be under the influence of alcohol and/or a controlled substance. The session will be immediately terminated and the family member(s) under the influence will not be allowed to participate in the program.
- f. Any inmate or family member who does not follow the directives set forth in this policy will not be allowed to participate in future family sessions.

C. Outside Work Detail

- 1. Work details providing community services to the St. Louis area outside the Justice Center may be scheduled only after approval from the Director or designee.
- [2. Once the detail is approved, counselors will make recommendations to the Corrections *Superintendent* of those

inmates they feel best suited for the work detail. Inmates may be informed on what type of work detail the inmates will be doing so that those inmates who are unwilling to participate can be eliminated from the list.]

3. Warrant checks will be conducted on all inmates that counselors refer. Inmates with pending warrants will not be allowed to participate. Final clearance for the work detail will be determined on an individual basis and at the discretion of both the Corrections Program Manager and Unit Manager.
4. Work details will consist of Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records..
- [5. The Unit Manager and Corrections *Superintendent* will determine which officer is responsible for taking the "Lead" at the work site.]
6. The Department of Justice Services Transportation vehicles will be used to transport all staff and inmates involved in the work detail to and from the site.
7. Inmates will be in full dress uniform when outside the facility.
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9. Inmates will not be informed of the location of the work site or exact date of the work detail until the vehicle has departed the facility and is en-route to the work site.