

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 3.12	PAGE NUMBER Page 1 of 4
	RELATED ACA STANDARDS: 2-CO-1A-14; 4-4442; 4-ACRS-5A-14;4-APPFS-1A-02	
CHAPTER: 3 PROGRAMS AND SERVICES	SUBJECT: OFFENDER REENTRY	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:  4/25/2016		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: H.R. 1593, Second Chance Act of 2007, “Community Safety Through Recidivism Prevention.”; 11 *Del. C.* §4321, 4322, 6502, 6517, 6531, 6532, 6533, 6551; 29 *Del. C.* §8903

II. PURPOSE: To provide a comprehensive, holistic approach to reentry planning designed to address the needs of incarcerated persons from the moment of admission through the months following release with the goal of decreasing recidivism and the promotion of a successful transition to the community.

III. APPLICABILITY: All Department employees, volunteers, persons or organizations conducting business with the Department and all offenders under the supervision of the Department of Correction (DOC).

IV. DEFINITIONS:

Offender Release Plan (ORP): A document that covers offender case planning, case management, and reparative responsibilities for offenders that will enhance public safety, encourage and support offenders in taking responsibility for their criminal behavior, provide opportunities for community and victim involvement, connect offenders to appropriate resources, build upon offender strengths and assets, and require case co-management for incarcerated offenders.

Memorandum of Understanding (MOU): A document describing a bilateral or multilateral agreement between parties.

Individual Assessment, Discharge and Planning Team (IADAPT): A reentry planning team consisting of members from Department of Health and Social Services, Department of Education, Department of Labor, Department of Correction, Delaware State Housing Authority, Community Based Organizations/Faith Based Organizations and former offenders.

Offender Re-Entry Planning: A method of case planning that seeks to balance offender accountability with a positive support system

V. POLICY: It is the policy of the Department of Correction to support the Reentry case management process from prison through community supervision and the services necessary to support this process with the goal of reducing recidivism.

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A. Offender reentry planning overview:

Effective case planning is a teamwork approach and the core process by which services are organized to promote, support and guide offender change and by which community safety is enhanced. DOC’s approach is Offender Reentry Planning, which is a method of case planning that seeks to balance offender accountability with positive support.

Department staff shall support and assist offenders in developing a meaningful case plan according to the conditions of their confinement or supervision and the offender’s individual circumstances.

A full range of services is available to offenders who agree to participate in the Department’s Individual Assessment, Discharge and Planning Team (IADAPT) Reentry process.

1. **Case Management/Offender Involvement:** Quality case planning is a shared responsibility. It is important for assigned DOC staff to successfully engage offenders in their case planning processes. Staff are expected to work together to ensure that the direction of facility and transition case planning is integrated with community corrections case planning needs.
2. **Community Involvement:** A collaboration of DOC staff and partners is essential for reentry of offenders. MOUs between the DOC and service providers are developed as needed.

B. Offender reentry essential functions:

1. To aid in the development of the ORP. The ORP is developed collaboratively by the offender and DOC staff. It is the document that records and specifies in detail what the offender is expected, and ideally agrees, to do in order to be successful while under the Department’s supervision.
2. To allow DOC to utilize a singular case management system for coordinating and delivering the range of treatment and developmental services specific to the offender’s strengths and needs.

C. The ORP has twelve criteria to be reviewed, addressed or service provided:

1. Criminal history	5. Employment	9. Physical health
2. Personal Identification	6. Education	10. Infectious health
3. Housing	7. Substance abuse	11. Current medications
4. Personal transportation	8. Mental health	12. Income and financial obligations

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D. Individual Assessment, Discharge and Planning Team (IADAPT) Purpose and Procedure:

1. The purpose of IADAPT is to improve communication and the direct delivery of services to inmates nearing their return to the community. The first phase of this project is to develop a collaborative process to identify the individual needs of the offender and address those needs before release when possible.
2. Eligibility:
 - a. Males: Offenders sentenced to one year or more of incarceration at a Level V or IV facility or a combination of incarceration at the Level V and IV facilities.
 - b. Females: Offenders sentenced to 6 months or more of incarceration at a Level V or IV facility or a combination of incarceration at the Level V and IV facilities.
 - c. While the offender is incarcerated in a Level V facility the following will occur:

6 to 9 months prior to release	<ul style="list-style-type: none"> • The DOC IADAPT member (Facility Treatment Administrator) at each facility will supervise contact of each eligible offender and offer an appointment to discuss participation in the reentry program. • Offender will sign a waiver to authorize the IADAPT team members to share information (informed consent). • DOC will review the risk and needs information on the inmate. DOC will also be collecting information focused on the inmate's transition back into the community (transition document). See Attachment. • This information will be presented at the initial IADAPT team meeting.
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3 to 6 months prior to release	<ul style="list-style-type: none"> • Information will be shared with the team, the focus will be on the risk, needs and transitional services identified. Each agency will be responsible for taking notes and collecting the required information in their service / program areas to establish eligibility for services at the next IADAPT meeting. • The team will begin to develop a service plan for transition which will include supervision, treatment needs, housing, education, employment and other available resources. If additional information is needed, the facility where the offender is housed will be responsible for contacting the inmate and getting the requested information. • Once the needs have been identified and eligibility for services has been identified, the needs will be prioritized in the form of a release plan Agencies and individuals will be tasked with assignments and applicable due dates.
2 months prior to release	<ul style="list-style-type: none"> • Release plans will be finalized and appointments will be scheduled. • The plan will be presented to the inmate by DOC staff along with contact information and any scheduled appointments.
Release from Level V	<ul style="list-style-type: none"> • Upon release the inmate release plan will be incorporated into the community based supervision plan. The assigned supervising officer will be responsible for monitoring compliance and to make any adjustments as needed. (Phase VI) • Eligible offenders entering a Level IV facility, who have not previously signed up for IADAPT, will begin the process immediately upon arrival.

VI. RECORDS PRIVACY:

The Department shall share information with other appropriate state agencies whenever such information exchange might support an offender's successful and lawful return to society. Other than for such purposes, any and all records and documents generated as a result of this policy shall be deemed confidential and subject to the applicable statutory privileges. The Commissioner is authorized to enter into agreements with other agencies of the State of Delaware to affect the purposes of this policy. Any required exchange of offender information will preserve the privileges set forth at 11 *Del. C.* § 4322 (a). Nothing herein is intended to waive any privilege or confidentiality protection as they may relate to third-parties not specifically identified in writing by the Department or the Commissioner of Correction.