

 <p style="text-align: center;">STATE OF NEW YORK DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION</p> <p style="text-align: center;">DIRECTIVE</p>	TITLE		NO. 4780
	Transitional Services		DATE 9/22/2011
SUPERSEDES DIR #4780 Dtd. 3/15/2005	DISTRIBUTION A B	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY <i>Catherine M. Jacobsen</i>		

I. PURPOSE: This directive describes the mission and functions of the Office of Transitional Services and establishes standards and procedures for the operation of facility Transitional Services Centers.

II. POLICY: It is the mission of the Department to enhance public safety by providing appropriate treatment services, in safe and secure facilities, that address the needs of all inmates so they can return to their communities better prepared to lead successful and crime-free lives.

To accomplish this mission the Department shall operate a Transitional Services Program. Participation in the Transitional Services Program is **mandatory** for all inmates. In addition, the Office of Transitional Services will monitor the operation of the Aggression Replacement Training (ART) Program, the Inmate Program Associate (IPA) Program, the Community Lifestyles Program, and the Network Program.

III. PROGRAM COMPONENTS: The Office of Transitional Services is responsible for monitoring the operation of the following programs: Transitional Services, Aggression Replacement Training (ART), Network, Community Lifestyles and the Inmate Program Associate Program.

A. Transitional Services: The Department shall operate a Transitional Services Program delivered in three phases for all inmates to assist them in achieving a successful transition to the community.

The Transitional Services Program shall be in operation in all general confinement facilities. Work Release, Camps, Reception, CASAT and Shock Incarceration facilities shall operate Transitional Services Programs as approved by the Deputy Commissioner for Program Services.

Phase I - Introductory Phase: Phase I is designed to assist inmates to begin planning for their transition to the community. Facility orientation is **not** part of the program. The Phase I manual issued by the Office of Transitional Services is to be followed as designed.

Phase II – Thinking for a Change/Moving On: Thinking for a Change for male offenders and Moving On for female offenders consists of lessons designed to provide the offender with the cognitive and behavior changing tools necessary to lead successful and crime-free lives. The program specific manuals are to be followed as designed. Both programs shall be delivered by trained staff only. Under **no** circumstances shall inmates be involved in the delivery of Thinking for a Change or Moving On.

Phase III - The Transitional Phase: Phase III is designed to assist inmates in their final preparation for release to the community. Inmates will be placed in Phase III within 120 days of an approved release date. The Phase III manual issued by the Office of Transitional Services is to be followed as designed.

B. Aggression Replacement Training (ART): ART is designed to assist inmates in identifying and controlling their aggressive behavior. The ART manual is issued by the Office of Transitional Services and is to be followed as designed. ART is mandatory for all inmates assessed with the need.

C. Inmate Program Associate (IPA): The purpose of the IPA program is to provide meaningful work assignments for inmates with advanced education and training, and to assist staff in providing program services to inmates in each facility. IPA candidates are to be screened and trained according to the IPA Policy and Procedure Handbook before placement in IPA positions.

D. Network: The Network Program is a voluntary therapeutic program that uses a hierarchical process to assist inmates in learning cooperative work and leadership skills while demonstrating responsible behaviors.

The Network Program can be structured in one of two ways:

1. Residential: Participants live in a specified housing unit supervised by trained Correction Officers.
2. Modular: Participants are placed on a call out and the program is run weekly in a common area.

The program is coordinated by designated program staff. All inmates are expected to continue with regular facility programs.

- E. Community Lifestyles: The Community Lifestyles Program is an open ended residential therapeutic program. It provides a structured dormitory program that supports the essential correctional goals of order and safety. One of the primary objectives of the Community Lifestyles Program is to establish positive, participatory communities in the individual dormitories, a place to both enhance and to practice appropriate living skills. The Community Lifestyles Program is overseen by housing unit teams comprised of a Correction Officer and a Correction Counselor assigned to the housing unit.

IV. ORGANIZATION

- A. The Director of Transitional Services is responsible for the operation of the Office of Transitional Services.
- B. Each facility shall have:
1. A designated Transitional Services Counselor or other facility staff person to accomplish the mission of Transitional Services;
 2. An administrative committee to oversee the operation of the facility Transitional Services Program; and
 3. An adequate number of IPA-trained Inmate Facilitators.

V. RESPONSIBILITIES

- A. The Director of Transitional Services shall be responsible for the following:
1. Coordination of the development of specialized Transitional Services Programs as appropriate;
 2. Development of policies and procedures to govern the programs;
 3. Oversight of the implementation of these programs and services in facilities;
 4. Acting as a liaison with State and Federal agencies and community organizations concerning transitional services issues;
 5. Coordination of training opportunities for facility staff and other appropriate personnel;
 6. Overseeing contracts with private agencies to provide specific and/or additional Transitional Services to assigned participants;
 7. Providing direction and supervision of the Transitional Services office staff; and
 8. Monitoring compliance with the document retrieval policy and procedure.
- B. Facilities: The Deputy Superintendent for Programs or highest ranking Program Services authority (i.e. Program Administrator, Assistant Deputy Superintendent for Programs) is responsible for implementing all programs overseen by the Transitional Services office. The Deputy Superintendent for Programs shall:
1. Designate a Transitional Services Counselor;
 2. Establish and chair an administrative committee to oversee the operation of the Transitional Services Program; (See section D below)
 3. Provide adequate space, equipment, supplies and other resources for the operation of the Transitional Services Program;
 4. Maintain the Inmate Payroll Standards in accordance with Directive #4802, "Inmate Payroll Standards;" and

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5. Ensure compliance with personal document retrieval and handling policies and procedures.
- C. Facility Transitional Services Counselor: The Transitional Services Counselor is responsible for maintaining and presenting the Phase I and Phase III curricula as approved by the Department. All facility Transitional Services Counselors shall:
1. Be responsible for all the activities of the facility Transitional Services Center, including maintaining the approved class curriculum, daily lesson plans and schedule;
 2. Identify potential inmate facilitators and submit their names to the Program Committee for assignment to the Transitional Services Program;
 3. Actively recruit guest speakers from facility staff and the community;
 4. Submit monthly activity reports and other reports as required to the Director of Transitional Services; and
 5. Develop and maintain community resource and service materials.
- D. Administrative Committee: The Administrative Committee shall:
1. Be chaired by the Deputy Superintendent for Programs or highest ranking program services authority and include the Supervising Correction Counselor and/or Education Supervisor, the Transitional Services Counselor, the Parole Liaison and a security staff representative;
 2. Meet quarterly and maintain a file containing the minutes of the meeting including attendees; and
 3. Meet with the inmate facilitators at least twice a year.