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		REENTRY PLANNING & RELEASE	

This Administrative Regulation is to be made available in law libraries or other inmate resource centers.

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SUMMARY of REVISION/REVIEW

Incorporated AR 219.01. Revisions throughout, read carefully.

APPROVED:



 Scott R. Frakes, Director
 Nebraska Department of Correctional Services

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PURPOSE

The Nebraska Department of Correctional Services (NDCS) is committed to ensuring inmates have multiple opportunities for success as they return to their communities. Reentry planning involves the completion of a reentry action plan as well as reviewing and monitoring progress towards the identified goals.

GENERAL

Each institution, consistent with its function and the nature of its inmate population and programs, shall develop its own version of this Administrative Regulation (AR) within the limits and guidelines that follow.

PROCEDURE

I. SCOPE AND TYPES OF REENTRY PLANNING

- A. Reentry is a broad term referring to the transition of inmates from prison back into the community. It begins at intake and requires comprehensive strategies, individualized planning and inmate participation.
- B. A critical part of reentry planning is the inmate's ability to secure proper identification and employment documents, such as a State ID card, driver's license and social security card. Inmates should be encouraged to obtain these documents in advance of their release date. The inmates may need assistance in procuring the supporting documentation for identity verification. For example, inmates may not have a driver's license or social security card and will need time to secure certified copies of their birth certificate. Records staff is available to assist the inmates in obtaining and the safekeeping of these documents.
- C. Other reentry activities may include individual counseling, reentry planning sessions, visits from family members and gradual transition through temporary release programs. Programs should provide for graduated release through systematic decrease in supervision and corresponding increase in inmate responsibility. Work or educational release programs and outside work detail assignments may be appropriate in many cases.
- D. The Community Corrections Centers provide transitional assistance for inmates housed in community centers including assistance in locating suitable housing and employment.
- E. The Work Ethic Camp provides a structured and regimented program designed to target inmates approaching release. The program includes individualized case planning, vocational programming and assistance locating suitable housing.
- F. Reentry specialists will meet with all inmates approximately 120 days prior to their release, including those scheduled for a parole hearing, to assist with preparing an effective parole plan. As appropriate, information will be provided to familiarize inmates with details of an effective parole plan and the requirements of parole. Reentry staff will make contact with institutional program providers to ensure programming continues into the community as recommended.

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II. REENTRY PLANNING

A. REENTRY WORKBOOK AND ACTION PLAN

All inmates will be provided with a reentry work book (Attachment A) and reentry action plan (Attachment B) upon admission to NDCS. Inmates will be directed to complete the reentry work book and reentry action plan, with the assistance of their case manager when possible, returning the action plan at their initial classification hearing. The case manager will send the completed reentry action plan, or refusal form (Attachment C), via inter-office mail to the Central Office reentry unit where the inmate's reentry action plan information will be entered into a database. A computer-generated copy of the inmate's reentry action plan will be returned to the inmate. Each case manager will be responsible for ensuring a reentry action plan or refusal form is completed for each inmate assigned to their caseload.

Reentry plans aid the inmate in identifying his/her strengths and addressing needs and corresponding actions necessary within the following areas: housing; mental health/substance use; medical; employment/education; family/social support; hobbies/leisure activities; and community. Additional areas can be added if necessary. The work book includes questions in each area designed to get the individual thinking about what he/she needs to do to successfully transition into the community. Within each area, inmates are expected to identify needs, next steps, possible problems, actions and results.

B. REENTRY PLANNING SESSIONS

Reentry specialists will conduct reentry planning sessions with inmates within the first three weeks of admission, another session is held when they have completed approximately 50 percent of their sentence to identify resources, assistance needed and progress toward meeting the needs identified in the workbooks. Resources may include unit staff, social workers, parole staff, behavioral health staff and others in the community.

Reentry specialists will conduct a reentry planning session with inmates who are discharging and paroling at approximately 120 days prior to release. These sessions will focus on planning for transition into the community, including a review of the needs identified in the reentry plan and progress towards meeting those needs. Reentry specialists will provide information on available community resources and facilitate access to appropriate resources during these group meetings. In addition, reentry specialists will meet with inmates individually as needed. The reentry specialist will work with the inmate and facility unit staff to complete the reentry action plan. At all stages of the reentry process, reentry specialists will coordinate with social workers when they are already working with the inmate and/or when social work's involvement would be beneficial to the inmate's reentry.

Inmates will be provided resource information in the form of the discharge packet (located on the agency Q drive) and be advised that, even if they are not paroling, they may contact any parole office if they need referral assistance. Inmates and parolees will be provided with a reentry action plan and a "pocket guide" containing space for the inmate to record information needed to apply for work, obtain identifying documents and more.

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Although reentry specialists meet with inmates several times throughout their incarceration, facility unit staff have the greatest opportunity for interaction and communication with inmates assigned to their units.

Approximately 120 days prior to discharge or parole, each case manager will be responsible to ensure inmates assigned to their caseload have a viable reentry action plan. Unit staff, discharging inmates and reentry staff will work together to review and consider the inmate's housing plan, behavioral health plan for a continuum of care, medical appointments and supply of medications, employment plan, community and family support available in the community. Unit staff may contact the reentry unit with concerns about individual inmates and questions about community resources.

Each facility will develop procedures for coordinating resources, i.e. telephone calls, special visits, referrals to locate suitable housing, community resource directories, etc. to assist in reentry action plan.

- C. NDCS makes every effort to ensure inmates do not discharge to the community from restrictive housing. In cases where this occurs, reentry planning is critical. Discharge from restrictive housing may require a coordinated effort from facility unit staff, behavioral health staff, social workers, parole administration and reentry staff in developing reentry plans for restrictive housing inmates. Reentry planning for inmates who are assigned to restrictive housing is conducted in the same manner as for those in general population and includes special attention to transportation and housing.

Reentry staff, along with facility unit staff, and discharging inmates will work together to specifically review and consider the inmate's transportation plans/needs on the date of discharge. Facility unit staff will forward a copy of the inmate's reentry action plan to the reentry administrator at least 90 days prior to discharge, noting the transportation plan for the day to discharge. In the event that the inmate is not able to identify a source to provide transportation from the facility on the date of discharge, such shall be clearly noted to include the final destination (address, town/city, state) of the inmate.

For inmates housed in restrictive housing and/or classified to longer-term restrictive housing with no specific source of transportation noted, the reentry administrator will coordinate with the special services unit and the deputy director for programs & community services to identify the most appropriate transportation plan given the individual circumstances of the inmate. Transportation may include bus, train, state vehicle and coordination with local law enforcement officials (if warranted).

Within reasonable distances, transportation will be provided directly to the final destination. In all cases, the plan will include staff involvement from special services and/or reentry staff to ensure that the inmate safely reaches the final designated destination. In rare circumstances, facility staff may be required to assist with transportation needs of those discharging from restrictive housing.

- D. **DOCUMENTATION OF PLANNING**

All contact with inmates regarding reentry planning should be noted in the "Contact Notes" section of NICaMS. Facility unit staff and reentry staff will utilize contact notes to document conversations with inmates and collateral contacts, such as calls with providers, family members and others.

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III. RELEASE PROCEDURE

Each institution shall maintain written procedures for releasing inmates, which shall include the following:

- A. Verification of identity.
- B. Verification of release papers.
- C. Completion of release arrangements, including notification of the parole authorities in the jurisdiction of release, if required.
- D. Return of personal effects.
- E. Accountability and return of all state property issued to the inmate.
- F. Issue authorized dress out clothing to inmate.
- G. Arrangements for completion of any pending action, such as grievances or claims for damages or lost possessions.
- H. Medical screening and arrangements for community medical and/or mental health, and/or substance abuse follow-up when needed at no expense to NDCS.
- I. Instructions on forwarding mail.
- J. Gate pay and release statement, if applicable.
- K. Affordable Care Act and Health Insurance Marketplace information (Attachment BD).
- L. Release Identification Card
 1. The institution will take photographs and prepare the Release Identification Card of an inmate approximately six workdays prior to parole or discharge.
 2. Accounting staff will prepare the Release Statement and the Inmate Trust Fund check. The Release Statement and Inmate Trust Fund Check will all be matched and forwarded to the designated institutional staff in advance of the release date.
 3. The Release Statement and Inmate Trust Fund Check are to be returned to NDCS Accounting promptly if the inmate is not released.
- M. NCIC/NCIS Wanted Person Inquiry
 1. Mandatory Discharges

The facility records office is responsible for providing a list of inmates pending discharge to the Teletype operator responsible for the facility's Teletype operations as designated in AR 010.06, *Teletype Operations*. The list shall be submitted at least 30 days in advance of the pending discharge. The list shall include the inmate's name, number, date of birth, race, sex and social security number. The Teletype operator shall run a wanted person

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inquiry on the designated inmates and shall send written verification to the facility Records Manager that the wanted person checks have been performed. Any hits shall be forwarded to the facility Records Manager for further action.

2. Discretionary Paroles

The Special Services Unit is responsible for running wanted person inquiries for all inmates pending parole. Any hits shall be forwarded to the Parole Administrator for further action.

N. CJIS Checks

The facility records office is responsible for completing a CJIS check on all inmates prior to discharge.

IV. On-site medical visit

A. Each inmate shall be seen by medical staff on the day of his/her release.

B. Records staff will notify appropriate medical personnel within 30 days of an inmate's release.

C. Each inmate who is receiving prescription medication will receive a minimum of a two week supply of these medications upon their release from an NDCS facility.

Release medication must be given directly to the inmate by authorized medical staff as part of the release procedure.

Each inmate will sign that he/she has received or refused the medication (Attachment E).

V. SELECTIVE SERVICE REGISTRATION

To ensure that all males who are 18 through 25 years of age are registered with Selective Service upon release from incarceration, the following procedures for NDCS have been established. The registration process shall be conducted by Records Office staff/designee of each facility who have been appointed by the Selective Service System as a Volunteer Registrar.

A. REGISTRATION PRIOR TO INCARCERATION

If a male inmate states he registered with Selective Service prior to incarceration, but has no proof of that registration, he must register again (any duplications will be resolved by computer matching).

B. RELEASE ON PAROLE/DISCHARGE

A male inmate who is released from incarceration either on discharge or parole must register for the Selective Service if:

1. He is within 30 days of his 18th birthday and has not yet reached age 26. If a male inmate was incarcerated prior to his 18th birthday and reached age 26

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while incarcerated, Selective Service is not authorized to accept his registration. However, since registration is a prerequisite for many benefits, he should request eligibility for registration by writing to the Office of General Counsel, National Headquarters, Selective Service System, Washington, D.C. 20435, providing the following information:

- a. Name
 - b. Current address
 - c. Date of Birth
 - d. Social Security Number (optional)
 - e. A statement that he is requesting an advisory opinion under Section 3 of the Military Selective Service Act, and
 - f. Documentation regarding reasons for not registering.
2. He has established a current and permanent mailing address outside the correctional institution.
- C. **THOSE ELIGIBLE FOR REGISTRATION:**
1. Records Office staff/designee will give a Registration Form (SSS Form 1) and the brochure "Selective Service and You" to the eligible inmate and instruct him to complete the back of the registration card.
 2. Records Office staff/designee will:
 - a. Review the form for completeness, accuracy and legibility
 - b. Ensure the registrant signs and dates the form
 - c. Require the registrant to complete another form if it is illegible
 - d. Ensure that name, date of birth, address, zip code and social security number are accurate
 - e. Ensure that the ID/No ID block is completed
 - f. Date and initial the form in the appropriate box
 3. Registration forms collected and not entered electronically are to be mailed by the facility's Records Manager/designee to the Selective Service System each week, addressed to:

Selective Service System
 Region VI
 Building T-318-FAMC
 Aurora, Colorado 80045-5001

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Such information may alternatively be entered by the facility Records Manager on the Selective Service website (www.sss.gov).

VI. RELEASE OF INMATES ON PAROLE

The following procedure must be followed by all facility records centers, and reentry specialists when releasing inmates on parole:

- A. Facility records staff will receive notification of all parole releases from Adult Parole Administration or the Board of Parole. This will be accomplished either by the Board of Parole's brief cover sheet or by telephone.
- B. Inmates, before they can be processed out for release on parole, must first have signed a parole agreement. A copy of the parole agreement will be placed in the inmate's institutional file and the inmate must have a copy of the parole agreement in his/her possession before being released on parole. The remaining copies of the parole certificate will be forwarded to Adult Parole Administration.
- C. In cases where the Board of Parole signs parole agreements prior to the effective date, the records office/designated staff will retain the certificate until the effective date and will have the inmate sign it on that date.
- D. Adult Parole Administration shall be notified of inmate disciplinary actions for those inmates approved for parole. Upon receipt of this information, Parole Administration shall coordinate further actions relative to release.
- E. Following the release of an inmate on parole, the institution's records office will stamp all current visitor application forms in the classification file "DELETED". The records office will also delete these previously approved visitor names from any computer records of approved visitors for the inmate concerned.

VII. VICTIM/WITNESS NOTIFICATION

State statute provides for certain rights to victims and witnesses of specific crimes, as well as family members of homicide victims, including certain notification provisions to be made by NDCS. Refer to Administrative Regulation 220.01, *Victim/Witness Notification*, for specific procedures relative to this aspect of release preparations.

VIII. SEX OFFENDER REGISTRATION

State statute provides for the registration of inmates who have committed certain sex offenses. Refer to Administrative Regulation 116.03, *Sex Offender Registration*, for specific procedures relative to this aspect of release preparations.

REFERENCE

I. ATTACHMENTS

- A. Reentry Plan Workbook
- B. Reentry Action Plan
- C. Reentry Plan Refusal Form

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- D. Affordable Care Act Information
- E. Receipt/Refusal of Release Medication Form

II. ACA STANDARDS

- A. Standards for Adult Correctional Institutions (ACI) (4th edition): 4-4442 and 4-4446.
- B. Performance Based Standards for Adult Community Residential Services (ACRS) (4th edition): 4-ACRS-5A-13 and 4-ACRS-6A-13
- C. Standards for the Administration of Correctional Agencies (CO) (2nd Edition): 2-CO-4G-01