



**MONTGOMERY COUNTY
DEPARTMENT OF CORRECTION AND REHABILITATION
DETENTION SERVICES DIVISION
POLICY AND PROCEDURE MANUAL**

POLICY NUMBER: 1200-18

Policy and Procedure: Inmate Programs		Pages: 6
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<p>APPROVED BY: <u>Frederick T. Althoff</u> DATE: May 1, 2023 <small>Chief Administrator, Detention Services Division</small></p> <p>APPROVED BY: <u>[Signature]</u> DATE: May 1, 2023 <small>Director, Department of Correction and Rehabilitation</small></p> <p>Annual Review 2023 Sgt. Brandon Ward</p>		

POLICY: The Montgomery County Department of Correction and Rehabilitation (**MCDOCR**) provides a variety of programs that directly benefit those inmates who participate at **MCCF**. **MCDC** provides limited programs that benefit those inmates who are assigned as workers. These programs include, but are not limited to, religious worship, religious instruction, education, recreation, and treatment at **MCCF** and include limited library services and religious worship and instruction at **MCDC**. The general goal of inmate programs at **MCDOCR** is to foster skills and attitudes that will enable inmates to successfully reintegrate into the community upon release. Participation in these programs is strictly voluntary. This Policy and Procedure is not intended to create any entitlement by inmates to participate in a program. The Warden may, within their discretion, deny an inmate participation in a program for any reason connected with the security, good order, or safety of the institution or its occupants

I. PROCEDURES for MCCF:

A. Management: The Program Manager/Volunteer Coordinator (PMVC) is responsible for the scheduling, management, and development of all inmate programs. Staff, volunteers, and inmates are to address any problems, concerns,

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or suggestions regarding current programs through their direct coordinators who shall relay them to the Program Manager/Volunteer Coordinator. Program ideas from all cultural and socioeconomic backgrounds will be reviewed; however, the security of the staff and inmates will be the primary consideration when deciding whether a program is appropriate or possible. Specific programs may be added or deleted from the roster of programs at the discretion of the Deputy Warden of Programs and Services and upon approval of the Warden. The Deputy Warden of Programs and Services or designee (PMVC) reserves the right to limit the total number of inmates who may participate in a program.

B. Supervision:

All programs will be supervised by a Departmental staff member or an approved volunteer who has specific approval of the Warden or designee. In the absence or unavailability of a departmental staff member or an approved volunteer, programs will be canceled or postponed. There are no co-educational programs except basic education and special programs. No co-educational programs will occur inside any inmate housing area.

C. Statistics:

The Deputy Warden of Programs and Services or designee (PMVC) monitors program participation and ensures that the various Section Heads or designee maintain attendance statistics on each program. Monthly reports on program attendance are submitted to the Warden via the Deputy Warden of Programs and Services.

D. Referral:

1. Inmates receive an orientation to the facility within 3-4 days of their arrival at **MCCF**. At this orientation presentation, inmates are informed of the different programs which exist, and advised on how to apply. A general list of these programs is also included in the Library and in the Inmate Guidebook, which is provided to each inmate during orientation.
2. After an inmate is classified to a primary housing assignment, the inmate is interviewed by the Case Manager of that housing area. The Case Manager explains the various programs that are available to the inmate and provides further information as requested.
3. Since all program participation is voluntary, each inmate must personally request to participate in a desired program. This is accomplished by the inmate completing an Inmate Request Form (DCA #6) and sending it to their Case Manager. The inmate's Case Manager will meet with the inmate and complete the proper referral form and forward it or the DCA #6 to the appropriate personnel. Any staff member may assist the inmate in properly completing the Inmate Request form and/or may recommend that the inmate be given priority placement for treatment reasons.
4. The Health Administrator and the Facility Administrator or designee consult prior to taking actions on referrals for the chronically ill, physically disabled, geriatric, seriously mentally ill, or developmentally disabled. Areas reviewed include, but are not limited to:
 - Housing
 - Program Participation
 - Disciplinary Measures

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- Program Location

E. Program Lists:

1. The staff person coordinating the program is responsible for ensuring that a list of program participants is prepared for Custody and Security personnel, to be used in assembling the inmates. Program lists must include, at a minimum, the inmate's name, facility I.D. number, and housing location.
2. If the program is held in a classroom no more than twenty-five (25) inmates may appear on the program list and if the program is held in the NW Multipurpose room no more than forty-five (45) [with the exception of scheduled special programs] inmate names may appear on the program list. This may be further limited depending on the number of volunteers attending the program. The Volunteer to Inmate ratio is 1 to 25. Any exemptions to this must be approved by the Deputy Warden of Custody and Security.
3. Program lists are to be submitted to the Shift Administrator or designee by 11:00 p.m. on the evening prior to the program date.
4. Each program list is reviewed by the #1 Shift Administrator or designee to ensure that "Keep Separate" inmates and inmates on restrictions are not included on the list. They are also reviewed by the Gang Management and Institutional Intelligence Unit Coordinator or designee. After making any necessary changes, the Shift Administrator/designee signs the list to indicate approval. The Shift Administrator/designee also scans each program list and places it on the "T:" drive. The lists are available to all areas on the computer.
5. The Officer makes certain that all inmates are notified fifteen minutes prior to the program movement time. A final call is made when the group movement is about to take place. Inmates who have not responded by the time the group leaves their respective living units shall not attend. It is the responsibility of each program participant to be ready when movement to the program begins. Recreation shall not be considered a valid excuse for non-attendance.
6. The PMVC will be responsible for developing a program activity schedule of all programs at **MCCF** and arrange needed space and equipment. This schedule will be updated regularly and maintained on the computer. Each Counselor and Program Coordinator also has access to these schedules via the computer. Any change in program times/location will be approved by the PMVC and adjustments will be made to the program activity schedule.

F. Attendance and Wait Lists:

1. Inmates who fail to attend two (2) or more sessions of a program may be removed from that program. Individual programs may contract with participants for more stringent attendance requirements.
2. Each Program Coordinator shall maintain a wait list of inmates who wish to participate in that program. These lists are to be maintained in chronological order according to the date that the inmate first applied so that inmates are placed on a first come, first served basis. The only

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exceptions to this policy are those cases where acute treatment needs, or Court ordered treatment dictate priority placement.

3. Whenever an inmate is removed from a program for any reason, the next inmate on the waiting list is screened/identified for placement in the program.
4. Inmates who are administratively removed from a program for attendance non-compliance may reapply for the program after a waiting period of thirty (30) days unless individual rules of that program state otherwise. If an inmate wishes to reapply, the inmate's name is again placed on the wait list after the thirty (30) day waiting period, according to the date of their latest request. Inmates who fail to attend a program shall not be given priority because of their past participation.

G. Removal/Restriction from a Program:

1. An inmate may be removed from a program at any time for misconduct or disruptive behavior. The Deputy Warden of Programs and Services may also remove an inmate from a program if the inmate is unable to participate in the program at a minimally functional level.
2. An inmate who is charged with a violation(s) of institutional rules or regulations may be removed from a program pending an adjustment hearing.
3. Any inmate found guilty of an institutional rule or regulation who does not receive a suspended sentence should be removed from all program lists immediately. They shall wait thirty (30) days from the last day of the restriction to be eligible to reapply for any program. Only the Warden or designee can override this waiting period, as a result of an appeal or waiver request by the inmate.
4. Due to potential security risks, an inmate who has two (2) or more Keep Separates may be prevented from participating in all programs (i.e. school, work, etc.)

H. Program Regulations:

Food and beverages are not permitted in program sessions without prior authorization of the Warden. Any program coordinator who wishes to include refreshments in a program session must make this request through the Deputy Warden of Programs and Services or designee (PMVC) at least one week in advance. All food items must be pre-packaged or purchased from a restaurant.

I. Program Evaluations:

1. The Deputy Warden of Programs and Services or designee shall conduct an evaluation of inmate programs at least once per year. This evaluation will include, but shall not be limited to, the following areas: time and day(s) of the program, average number of inmates per session, selection of program participants, goals of the program, program activities, relation of program activities to program goals, problems encountered, and suggestions for increasing program effectiveness.
2. The Deputy Warden of Programs and Services or designee shall use the Program Information Survey to obtain data and comments from the Program Coordinator(s) Volunteers. This information will aid in

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evaluating/assessing current programs, and their effectiveness. It will also identify areas where potential adjustments/improvements may be made.

3. Upon completion, all program evaluations shall be forwarded to the Warden for review.

J. Jail Addiction Services (JAS):

A program where inmates have access to chemical dependency treatment. The program includes, at a minimum:

- A standardized diagnostic needs assessment administered to determine the extent of use, abuse, dependency, and/or codependency.
- An individualized treatment developed and implemented by a multidisciplinary clinical team that includes medical, mental health, substance abuse professionals, and correctional officers.
- Prerelease relapse-prevention education, including risk management.
- Inmate involvement in aftercare discharge plans.

II. PROCEDURES for MCDC:

- A. Religious Programs: Religious programs/services at **MCDC** will be supervised by a **MCDOCR** Chaplain or designee. Services and religious materials will be offered, based upon request. (For further information refer to **MCDOCR** policy 1200-9 on Religious Programs and Activities)
- B. Recreation Programs: The inmate workers are provided an opportunity to participate in recreational activities, for a minimum of at least one hour per day. (For further information refer to **MCDOCR** policy 1200-13 on Recreation Program)
- C. Library Services: The **MCDOCR** librarians assigned to the Montgomery County Correctional Facility (**MCCF**) will forward reading materials and law library materials to inmate workers housed at **MCDC**, upon request. Requests from the workers will be forwarded to **MCCF** and requested materials will be sent when available (see Appendix I for procedure on ordering library materials).
- D. Community Re-Entry Programs: Will be developed to assist all inmates that are receiving special project time (SPT). This program assists inmate workers with resume writing, job search, interview techniques, etc.
- E. Food Preparedness: Mandatory for all inmates working in the kitchen. Teaches food service safety and skills needed when working in a kitchen environment.
- F. Alcoholics Anonymous: Volunteers conduct group sessions to assist inmates with sobriety concerns. Inmates volunteer to participate in this program.

APPENDIX I
MCDC LIBRARY BOOK REQUEST FORM

TO: MONTGOMERY COUNTY CORRECTIONAL FACILITY

FROM: MONTGOMERY COUNTY DETENTION CENTER

DATE: _____

INMATE NAME: _____

INMATE I.D. NUMBER: _____

1. TITLE: _____

AUTHOR: _____

2. TITLE: _____

AUTHOR: _____

3. TITLE: _____

AUTHOR: _____

4. TITLE: _____

AUTHOR: _____

5. TITLE: _____

AUTHOR: _____

PLEASE NOTE: NO MORE THAN 5 REQUESTS PER INMATE, NO MORE THAN 2 REQUESTS PER MONTH. INMATE MUST BE CLEAR OF

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OVERDUES TO RECEIVE ORDERS. NOT ALL TITLES REQUESTED MAY BE FILLED. INMATE IS RESPONSIBLE TO ENSURE THAT THEY DO NOT EXCEED THE SEVEN BOOK/MAGAZINE LIMIT ALLOWED IN THEIR CELL AT ONE TIME. IF AN INMATE EXCEEDS THE LIMIT, THEY WILL NOT BE PERMITTED TO RECEIVE ADDITIONAL READING MATERIAL UNTIL THEY HAVE REDUCED THE NUMBER OF BOOKS/MAGAZINES IN THEIR POSSESSION.