**Minnesota Department of Corrections**

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| **Policy:** | **205.140** | **Title: Adult Offender Reentry Services and Programming** |
| **Issue Date:** | **3/17/15** | |
| **Effective Date:** | **3/31/15** | |

**AUTHORITY:** Minn. Stat. §241.01

**PURPOSE:** To aid in successful offender reentry to the community upon release from confinement

**APPLICABILITY:** Minnesota Department of Corrections (DOC); department-wide

**POLICY:** The DOC cooperates and collaborates with agencies, organizations, and individuals to maintain an integrated, continuous, and coherent offender reentry process. DOC reentry services and programming focuses on the three phases of reentry: the institutional phase, structured transition, and community reintegration. All programming is modeled on the Transition from Prison to the Community initiative (TPC) and strives to incorporate correctional evidence-based practices.

**DEFINITIONS:**
Transition from Prison to the Community (TPC) – ongoing Department of Justice and National Institute of Corrections offender reentry initiative established in 2001 and incorporated by the DOC in 2009.

**PROCEDURES:**

A. The DOC, through its community reentry services unit and in collaboration with case management services, provides the following services:

1. Leadership and coordination of the DOC TPC initiative. An iShare site is established for TPC to serve as a repository of information on the various sub-committee activities, including meeting minutes, and progress toward initiative goals.

2. Program direction and technical support to DOC facility-based transition/reentry staff and programs.
   a) Transitions staff meets on a regular basis to ensure ongoing communication and coordinated efforts for reentry programming.
   b) Transitions staff maintains the content of a secure intranet web-based offender network providing transition/reentry resources at all DOC facilities.

3. Coordination, direction and technical support to facility case management services.
   a) The transition manager meets regularly with corrections program directors and others to discuss case management issues.
   b) Transition services maintains an iShare site to serve as a repository of case management related information.

4. Partnerships, projects, and demonstrations with community and faith based service providers, resources, and mentors to support a successful post release transition into the community.
   a) DOC provides education, training, and technical support to community and faith-based organizations to reduce barriers to the delivery of services to ex-offenders and their families and to help build the capacity and sustainability of their organizations.

b) DOC supports the development and continuity of community based transition coalition groups statewide. Coalitions draw together individuals working in facility and community corrections to discuss offender reentry issues, provide educational workshops on topics of interest to the coalition, and engage the community in the practice of correctional evidence-based practices, new offender reentry strategies and initiatives.

c) DOC produces a transition coalition electronic newsletter which is published on a regular basis and emailed to individual subscribers. The newsletter contains information related to facility transition fairs, training announcements, grant and contract requests for proposals and other offender reentry program and networking opportunities.

5. Collaborative reentry service delivery strategies with other state and county agencies.

a) Through an inter-agency agreement with the Minnesota Department of Human Services, DOC staffs a child support liaison position to provide child support information, education, and referral services to DOC staff, county child support staff, and offenders at DOC facilities. The agreement also provides for interagency database access/aggregate information sharing for individual case management.

b) Through an inter-agency agreement with the Minnesota Department of Public Safety, DOC provides assistance in securing offender personal identification documents (see Policy 205.141, "Offender Personal Identification Documents" for more information).

c) DOC actively participates in various committees and problem-solving groups to reduce reentry barriers.

6. Partnership in seeking grant opportunities, administering grant projects, and developing contractual relationships with government agencies and community based reentry resource organizations.

B. Pre-release class

1. A pre-release curriculum (approximately 18 class hours) is available to offenders at all adult facilities, with participation offered at approximately four to six months prior to release (with exceptions for technical release violators and other offenders serving less than six months in a DOC facility). Pre-release participation is mandatory for all general population offenders. The curriculum includes components of job search, job retention, money management, housing, transportation, re-establishing relationships, healthy/harmful habits, health issues, and community resources. A targeted and modified pre-release curriculum may be provided to offenders with less than six months of DOC confinement.

2. At the discretion of the facility transition coordinator, an offender may be excused from mandatory pre-release classes for the following reason(s):

a) The offender is on restrictive status;

b) The offender completed a pre-release class within the past two years;

c) The offender has a felony-level or immigration detainer(s); or

d) The offender's confinement time is of limited duration, making it impossible to complete classes.

C. All adult facilities maintain transition resource centers that can be accessed by general population offenders during their confinement. The centers offer resource information and assistance in career assessment, job seeking and retention, community resources, personal finance, housing,

health, and other re-entry topics. Transition fairs may be held annually at each facility to provide offenders with direct access to re-entry service providers. Transition materials and individualized services are available to offenders in restricted housing units by request to the facility transition coordinator or assigned caseworker.

D. Case managers assist offenders as part of release planning by completing the Minnesota Health Care Programs Application as outlined in Policy 203.012, "Release Health Care Summary" and a re-entry program review team meeting as outlined in Policy 203.019, “Program Review Team.”

**INTERNAL CONTROLS:**

A. Transitions staff and TPC meeting minutes are documented and posted on iShare.

B. Pre-release class completions are maintained in COMS under the “Education” tab for class completions.

**REVIEW:** Annually

**REFERENCES:**
Policy 106.220, "Case Records"
Policy 203.010, "Case Management Process"
Policy 203.012, "Release Health Care Summary"
Policy 203.019, “Program Review Team”
Division Directive 204.040, "Education"
Policy 205.141, “Offender Personal Identification Documents”
Policy 500.010, "Health Services"
TPC National Institute of Corrections (NIC) Information
ACA standards 2-CO-4G-01, 4-4442, and 3-JTS-5I-01

**SUPERSESSION:** Policy 205.140, " Adult Offender Reentry Services and Programming," 6/5/12. All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** None

/s/

Deputy Commissioner, Facility Services

Deputy Commissioner, Community Services