



**State of North Carolina  
Department of Public Safety  
Prisons**

Chapter: Q  
Section: .0500  
Title: **Designated Reentry  
Facilities**  
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**POLICY AND PROCEDURE**

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**.0501 PURPOSE**

The purpose of this policy is to establish guidelines for the operation of prison facilities designated as Reentry Facilities.

**.0502 POLICY**

NCDPS Division of Adult Corrections has developed a comprehensive reentry initiative to reduce recidivism rates, enhance public safety and strengthen local communities. An integral element of this initiative is the designated Reentry Facility housing assignment. The designated Reentry Facilities are designed to prepare incarcerated individuals nearing their release dates for reentry into the community by providing the support, life skills and tools necessary to facilitate a successful transition.

**.0503 PROCEDURES**

(a) Eligibility & Screening

- (1) To become eligible for participation, an offender must have a minimum of one (1) year to a maximum of two (2) years remaining before his or her projected release date. Other eligibility factors include, but are not limited to, county of release and custody level.
- (2) Each designated Reentry Facility will have a pre-determined catchment area for offender releases. Eligible offenders releasing to the pre-determined areas surrounding a Reentry Facility may be considered for participation.
- (3) The County Release Search on OPUS on the web may be utilized to identify offenders eligible to participate. Each Reentry Facility will have a contact person, usually a Program Director or Program Supervisor, to field questions regarding screening and eligibility. This contact person will coordinate with Population Management on approved transfers in and out of the facility.
- (4) Offenders that are ineligible for community involvement and those offenders not currently eligible for promotion to minimum custody levels two (2) or three (3), may be eligible for participation in certain Reentry Facility transition components on-site at select Reentry Facilities.
- (5) Offenders that are eligible for community involvement are eligible for participation in Reentry Facility transition components both on-site and off-site.

(b) Assignment Codes

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- (1) Offenders participating in the R-STEP program at designated Reentry Facilities shall be assigned the part-time assignment code (C57101). Offenders participating in R-STEP may also be assigned to full-time jobs and programs and part-time programs, activities and services. However, to the extent possible, assignments shall be focused on preparing the offender for release.
- (c) Removal from R-STEP
- (1) Offenders may be immediately removed from R-STEP for reasons including but not limited to: a negative change in the offender's classification or control status or infractions for assaults or threats against any person. Other incidents of misconduct, including but not limited to unexcused absences from classes, missed work assignments, or failure to adhere to the R-STEP plan shall also be taken into consideration to determine whether or not an offender will be permitted to remain in the R-STEP assignment. The following factors may also be considered: overall participation, program engagement, motivation, impact on facility culture, and seriousness of infractions or misconduct.

#### **.0504 DEFINITIONS, DESCRIPTIONS AND EXPECTED PRACTICES**

- (a) R-STEP: The Reentry Strategic Transition Engagement Plan (R-STEP) is an individualized transition plan developed with the input of the offender preparing for reentry and Reentry Facility staff. R-STEP plans are designed to address the specific transition needs of the individual offender and include both core and elective program components. Core program components include but are not limited to cognitive-based intervention programs, assistance with obtaining identification documents, and housing and employment assistance. Elective program components include but are not limited to the following areas: substance abuse, mental health, health care, family support systems, veteran status, sex offender status, and other transition related services.
- (b) R-STEP Matrix: The R-STEP Matrix is a comprehensive reentry program tool designed by Prisons and Reentry, Programs & Services to serve as a step-by-step resource guide, checklist, calendar, and accountability mechanism for offenders making the transition back into the community. Generally, the R-STEP Matrix is utilized during an offender's 9-month transition period prior to release.
- (c) R-STEP Discussion: Facility Case Managers shall prepare eligible offenders for participation in R-STEP by providing those offenders with information about the components and discussing resources available through the program. Case Managers shall document the completion of the R-STEP discussion in OPUS.
- (d) R-STEP Orientation: Offenders electing to participate in the assignment shall be given an R-STEP Facility Orientation form upon arrival at a designated Reentry Facility. After the offender and facility staff have completed the offender's R-STEP orientation, it will be reviewed and discussed, and a copy shall be provided to the offender. The original signed

R-STEP Facility Orientation form shall be maintained in the Transition Document Envelope (TDE). Case Managers shall document completion of the R-STEP Facility Orientation form in OPUS.

- (e) Reentry Topics & Seminars: Each Reentry Facility shall address all of the following areas listed on the Reentry Topics and Seminars form: housing, employment, transportation, healthy eating on a budget, relationships, conflict resolution, harm reduction, money management, accessing community resources, healthy leisure activities and using the library. If a facility identifies a need, additional topics and seminars may be included with the approval of the facility head (e.g., post-secondary education connections and information).
- (f) Scheduling: Each Reentry Facility shall implement and maintain an on-going schedule of activities to accommodate the needs of offenders preparing for release utilizing resources such as facility staff, Community Corrections, approved outside agencies, and community partnerships.
- (g) 9-month Transition Period: The 9-month transition period is a recognized period of transition that takes place during the final nine (9) months prior to an offender's release. During an offender's transition period, the Reentry Facility shall ensure all areas of transition have been addressed.
- (h) Reentry Probation & Parole Officer (RPPO): During the 9-month transition period, RPPOs shall work with the offender and the Case Manager to reintegrate the offender into the community pursuant to established Community Corrections standards, policies and procedures and the offender's transitional goals.
- (i) Release Checklist: A formatted checklist completed by Prisons and Community Corrections as part of an offender's release process. Once the release checklist is completed and approved, it shall be placed in the offender's record upon release.
- (j) Release Identification: Eligible offenders shall be provided an opportunity to obtain a state-issued identification card and driving record at a Division of Motor Vehicles (DMV) location or through the Mobile DMV program.
- (k) Designated Reentry Facility Support: Prisons Administration, Prisons Region Management Teams, Community Corrections, and Reentry, Programs & Services shall serve as the main support systems for the designated Reentry Facilities. Other supporting agencies include but are not limited to Alcohol and Chemical Dependency, Correction Enterprises, Behavioral Health Services, and Health Services.

#### **.0505 STAFF ROLES & RESPONSIBILITIES**

- (1) Facility Reentry Team: Each designated Reentry Facility shall have a core, operational group of staff that meets at least once per week to coordinate and implement reentry

initiatives and programs. The Facility Reentry team may include but is not limited to: management, department heads, Programs staff, Custody staff, RPPOs and other Community Corrections staff, Alcohol and Chemical Dependency Program (ACDP) staff, Local Reentry Council (LRC), Community Resource Council (CRC), Health Services, Behavioral Health Services and Social Workers.

- (2) Program Supervisor/Director: Each designated Reentry Facility shall have a Program Supervisor or Director who is tasked with coordinating the facility's R-STEP components and facilitating communication between facility administrators, Prisons, Community Corrections, outside agencies and community resources. The Program Supervisor/Director is also responsible for overseeing Case Managers working with R-STEP offenders.
- (3) Case Manager: Case Managers assess, plan and provide correctional counseling to offenders assigned to R-STEP and coordinate reentry activities and services. Case Managers also coordinate with RPPOs during an offender's 9-month transition period to complete the Offender Release Checklist and the Transition Document Envelope (TDE).
- (4) Reentry Probation & Parole Officers (RPPO): Each designated Reentry Facility shall have at least one Reentry Probation and Parole Officer (RPPO). RPPOs provide support and supervision for offenders during the 9-month transition period and serve as direct points of contact to the supervising PPO in the community. RPPOs shall complete the duties specified by Community Corrections and provide support to designated Reentry Facilities including but not limited to assistance with visitation approvals and/or home leave approvals and coordination of facility reentry programs, activities and services.
- (5) Local Reentry Councils (LRC): A Local Reentry Council (LRC) is an organized network of individuals and agencies that provide supervision and coordination of innovative responses to the reintegration of returning citizens at the local level and use existing programs and services in local communities in support of reentry efforts. When an LRC exists in the county an offender will be releasing to, the RPPO and the Case Manager shall initiate a referral and connect the offender directly to the LRC at least ninety (90) days prior to the offender's release. If an offender has specific needs or areas of concern, the LRC or designated LRC representative may coordinate with the Reentry Facility's Program Director to provide scheduled visits to the facility to work with the offender prior to the offender's release into the community.



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Commissioner of Prisons

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