

# BUTLER COUNTY PRISON



## ***Mission:***

The mission of the Butler County Community Reintegration Program is to help integrate individuals back into society by providing necessary tools, support, and resources for their success in becoming productive citizens who are involved in a positive, healthy lifestyle.

## ***Vision:***

The vision of the Butler County Community Reintegration Program is that every participant in the program who transitions back into society from incarceration adopts a healthy, law-abiding, and productive lifestyle.

COMMUNITY REINTEGRATION PROGRAM (3 Month Model)

POLICY AND PROCEDURE MANUAL

Established June 2012

# Community Reintegration Program Manual

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RESOURCES:

- A. BUTLER COUNTY HUMAN SERVICE GUIDE
- B. ALCOHOLICS ANONYMOUS GROUPS
- C. NARCOTICS ANONYMOUS GROUPS
- D. MEN'S TEMPORARY SPONSOR LIST
- E. WOMEN'S TEMPORARY SPONSOR LIST

### **3 Month Program:**

Participants serving a sentence of three months to one day shy of six months will participate in the three month program. It is the responsibility of the Butler County Prison Reentry Coordinator to assist the participants in the program with enrolling in and completing the various groups and requirements within each level and throughout the program. Unlike the six month model, this particular model does not have a community service component due to the time constraints, unless an individual has a DUI obligation through the Butler County Court system with community service hours attached.

Participants will receive a flow chart of the program which lets them know how long they should be in each level and what the various groups and responsibilities are at each level. It is essential that individuals motivate themselves to meet the criteria of each level in order to avoid any setbacks within the flow of the program model.

**At level 1,** each participant will be required to enroll in Drug and Alcohol Education, Back on Track Inside, Thinking for a Change, Criminal Thinking, Internal Mentoring, Before you SOAR (Carey Guides), Financial Literacy, and Vital Relationships. These eight groups will continue until completion for the allotted time frames which consists of the following; Drug and Alcohol Education will run for ten (10) weeks from week one (1) to ten (10) one time a week, Back on Track Inside will run for ten (10) weeks from week one (1) to ten (10) three times a week, Thinking for a Change will run for thirteen (13) weeks from week one (1) to week thirteen (13) one time a week, Criminal Thinking will run for ten (10) weeks from week one (1) to ten (10) one time a week, Internal Mentoring will run for eight (8) weeks from week one (1) to eight (8) one time a week, Before you SOAR (Carey Guides) will run from week one (1) to thirteen (13) two times a week, Financial Literacy will run for six (6) weeks from week one (1) to six (6) one time a week, and Vital Relationships will run for six (6) weeks from week one (1) to six (6) one time a week. Participants are expected to attend internal Alcoholics Anonymous class two times a week for thirteen (13) weeks. Participants will engage in the SHOP (Supportive Housing Options Program) through the Butler County Housing Authority on a scheduled day during level one (1). Level 1 should last three (3) weeks for each participant in the three month model providing he or she are following the guidelines and abiding by the structure of the program. Participants are required to work out each morning prior to the start of the day. Participants are also responsible for completing twenty-one (21) assessments in the Aztec Administration System.

Participants must provide proof of ownership or apply for the following documents at level 1;

- Photo ID
- State License
- Social Security Card
- Birth Certificate
- GED/ High School Diploma

**At level 2**, which will begin at week four (4), participants will be required to work in the kitchen for a period of twelve (12) days for four (4) weeks. The participants' tenure in the kitchen should end at week seven (7). During this particular level, participants may be required to perform follow up assignments on the Aztec Administration System. Dollar Bank will provide a block course during a scheduled day during level two (2). Participants are required to apply for a criminal background check through the Pennsylvania State Police. Participants are required to work out each morning prior to the start of each day.

**At level 3**, participants with a DUI obligation will be required to perform a community service at a designated site. Participants will also attend the SOAR (Starting Over After a Record) program at Center for Community Resources beginning at week seven (7) through week twelve (12). Participants may be required to complete follow up assignments on the Aztec Administration System in the area of Life Skills. Participants may be required to complete state identification or driver's license applications for renewal purposes at this level. Participants will be expected to create a resume and cover letter for employment purposes while attending the SOAR program. Participants will be expected to begin job searching efforts by utilizing the Job View kiosk machine and must submit a minimum of thirty (30) applications during this level. Participants will meet with the SHOP program counselor during a scheduled day during level 3. Participants will be evaluated for both drug and alcohol services and case management services by Gaiser Addiction Center.

**At level 4**, participants will begin either outpatient or intensive outpatient services at Gaiser Addiction Center if deemed necessary. Services will begin at week ten (10) through thirteen (13) two to three times a week. Participants will meet their case manager initially at their first session of drug and alcohol treatment, and carry out a level of communication through release to address any needed services and/or barriers. Participants are required to complete an occupational study of the Aztec Administration System at level 4. Each program participant is required to prepare a program experience overview prior to submitting it to the Reentry Coordinator. Participants will be expected to continue job searching efforts and must submit at least forty (40) applications during this level. Participants must initiate a conversation with the Reentry Probation Officer in order to review his or her progress for the duration of the program between week's ten (10) and thirteen (13). Participants may have the opportunity to participate in external activities at this time of the program. External Mentoring begins at level 4 and lasts for the remainder of the program. Participants may attend additional external activities to include but not limited to Alcoholics Anonymous groups, Narcotics Anonymous groups, meetings in the community with a sponsor, and other pro-social leisure activities such as going to the gym. All external activities are subject to approval at the discretion of the Reentry Coordinator providing the participant is permitted to exit the building.

The following structure provides a framework for each participant to channel through the Community Reintegration Program in a timely and manageable fashion. However, due to many variables, the following is always subject to change. The Reentry Coordinator will make all efforts to guide each participant through the program accordingly. However, participants must be motivated in order to witness the full benefits the program has to offer. When a participant has

completed the following program model, the sentencing judge, District Attorney, Public Defender, Reentry Coordinator, and Reentry Probation Officer will communicate accordingly prior to the participant submitting a motion for parole and essentially getting released.

**Program Length:**

The length of the Community Reintegration Program for the 3 month program lasts thirteen weeks. Once a participant has completed all the other elements of the program, he or she may qualify for parole, which is essentially granted by the sentencing judge. A participant will be equipped with a three month model to refer to throughout the course of the program, which will aid them in understanding their progress in the program.

**Community Reintegration Program Levels:**

**Level 1:**

The length of level 1 for a participant in the 3 month program is 3 weeks. Participants are required to fulfill all requirements of level 1, and will be required to meet the following criteria;

- Have a needs assessment completed.
- Have an individualized reentry plan completed.
- Exercise goals within the reentry program.
- Read and sign the program criteria form.
- Have a prison plan completed by the pod counselor.

  

- Apply for a photo id, or provide proof of ownership.
- Apply for a social security card, or provide proof of ownership.
- Apply for a birth certificate, or provide proof of ownership.
- Surrender driver's license if suspended.
- Provide proof of a high school diploma or GED.

  

- Participate in the aligned internal program groups.
- Complete 21 assessment areas of the Aztec Administration System.
- Identify 3-5 personal goals for personal growth.
- Enroll in the SHOP program. **See description of SHOP program in the program curriculum/components section.**

  

- Remain drug and alcohol free.
- Show compliance with all scheduled urinalysis screens.
- Avoid misconducts and exhibit appropriate behaviors.
- Complete and submit a level advancement application for level 2 if qualified.

Note: The reentry coordinator will assist the participant with applying for social security cards, birth certificates from any state, photo ID's /driver's license, submitting driver's license

suspension applications, and educational documents. The participant is responsible for providing the funding for level 1 documents, however, if a participant is experiencing financial hardship, alternative methods of applying for the documents may be pursued with the assistance of the reentry coordinator. In such cases, the participant must show adequate efforts towards applying for the documents. If a participant receives a misconduct that results in lockdown time on the pod or in the Restricted Housing Unit (RHU), he or she will not qualify to advance levels. The status of the participant will be determined upon release from lockdown, and will not automatically result in removal from the program. An action plan will be developed to ensure the participant gets back on track in the case he or she remains in the program. It is important to note that a participant may be removed from the program depending on the severity of the misconduct, which will be at the discretion of the Reentry Coordinator, Treatment Supervisor, and Deputy Warden and/or Warden. If a participant is removed from the program for any reason, the court will be notified.

#### **Level 2:**

The length of level 2 for a participant in the 3 month program is 3 weeks. Participants are required to fulfill the requirements of level 2, and will be required to meet the following criteria;

- Participate in the aligned internal program groups.
- Participate in the work experience program for a period of 4 weeks. **See various job assignments**
- Apply for a criminal background check through the Pennsylvania State Police.
- Provide an overview of the work experience program. **See description**

  

- Enroll in and complete the designated areas in the Aztec Administration System in the area of Financial Literacy.
- Provide a summary of community service qualifications if applicable.
- Exercise goals of the reentry plan.

  

- Remain drug and alcohol free.
- Show compliance with all urinalysis screens.
- Avoid misconducts and exhibit appropriate behaviors.
- Complete and submit a level advancement application for level 3 if qualified.

Note: The reentry coordinator will assist the participant with applying for a criminal background check through the Pennsylvania State Police. The participant is responsible for providing the funding for level 2 documents, however, if a participant is experiencing financial hardship, alternative methods of applying for the documents may be pursued with the assistance of the reentry coordinator. In such cases, the participant must show adequate efforts towards applying for the documents. If a participant receives a misconduct that results in lockdown time on the pod or in the Restricted Housing Unit (RHU), he or she will not qualify to advance levels. The status of the participant will be determined upon release from lockdown, and will not automatically result in removal from the program. An action plan will be developed to ensure the participant gets back on track in the case he or she remains in the program. It is important to note that a participant can be removed from the program depending on the severity of a misconduct

which will be at discretion of the Reentry Coordinator, Treatment Supervisor, and Deputy Warden and/or Warden. If a participant is removed from the program for any reason, the court will be notified.

### **Level 3:**

The length of level 3 for participant in the 3 month program is 3 weeks. Participants are required to fulfill the requirements of level 3, and will be required to meet the following criteria;

- Participate in the aligned internal/external program groups.
- Establish a position with community service if applicable. **Note: Community service is not offered for the 3 month program unless a participant has DUI obligations to fulfill.**
- Enroll in and complete the designated areas in the Aztec Administration System in the area of Life Skills.

  

- Obtain a photo ID/driver's license renewal if applicable.
- Obtain a social security card if applicable.
- Obtain a birth certificate if applicable.
- Construct a resume and cover letter for employment purposes.

  

- Establish a bank account through Dollar Bank if eligible. **Note: This is a voluntary option for participants who qualify.**
- Complete an intake packet for drug and alcohol services at Gaiser Addiction Center.
- Receive a drug and alcohol assessment through Gaiser Addiction Center to determine the level of treatment and whether case management services are needed.
- Receive a Job View account in order to begin job searching efforts.

  

- Submit 30 applications through Job View for employment purposes. **Note: All participants that are eligible to work must submit 10 applications per week.**
- Complete a one on one session with SHOP counselor.
- Initiate a meeting with the Reentry Probation Officer to discuss progress in the program as well as plans/options.
- Exercise goals of the reentry plan.

  

- Remain drug and alcohol free.
- Show compliance with all scheduled urinalysis screens.
- Avoid misconducts and exhibit appropriate behaviors.
- Complete and submit a level advancement application for level 4 if qualified. **Note: Participants must go before the treatment team committee to verbally explain why they should advance levels.**

**Note:** The reentry coordinator will assist the participant with gathering documentation as needed. The participant is expected to give the reentry coordinator any documents that arrive via mail to

keep in file for release. The reentry coordinator will make a referral for the participant for drug and alcohol/case management services. The participant will be provided with an intake packet to complete prior to assessment for drug and alcohol services. The reentry coordinator will provide the participant with a Job View account in order for the participant to begin job searching efforts. The participant must apply for a minimum of 10 applications per week. If a participant receives a misconduct that results in lockdown time on the pod or in the Restricted Housing Unit (RHU), he or she will not qualify to advance levels. The status of the participant will be determined upon release from lockdown, and will not automatically result in removal from the program. An action plan will be developed to ensure the participant gets back on track in the case he or she remains in the program. It is important to note that a participant can be removed from the program depending on the severity of a misconduct which will be at the discretion of the Reentry Coordinator, Treatment Supervisor, Deputy Warden and/or Warden. If a participant is removed from the program for any reason, the court will be notified.

#### **Level 4:**

The length of level 4 for a participant in the 3 month program is 4 weeks. Participants are required to fulfill the requirements of level 4, and will be required to meet the following criteria;

- Participate in the aligned internal/external program groups.
- Make satisfactory efforts to establish employment via Job View kiosk.
- Make efforts to establish a temporary sponsor in order to address sobriety.
- Attend AA/NA meetings and provide proof of attendance via meeting slips.

  

- Complete the Compass application process with case manager.
- Comply with case management services if required.
- Complete an occupational service study in the Aztec Administration System.
- Attend OP/IOP services at Gaiser Addiction Center if required.

  

- Complete a summary of the Community Reintegration Program.
- Participate in Family Group Decision Making to aid in the process of establishing supports and creating a relapse prevention plan prior to release. **Note: This is a voluntary option for all participants.**
- Complete and submit a level advancement application for program graduation if qualified.  
**Note: Participants must go before the program treatment committee to verbally explain why they should graduate from the program.**

#### **Aftercare:**

Once a participant is released from custody of the Butler County Prison, he or she will be responsible for participating in community supervision for a period of four months. Participants are expected to abide by the following supervision conditions; weekly reporting to the probation office, random drug screens, substance abuse and/or mental health treatment if needed, participation in 12-step programming, obtaining and/or maintaining employment, stable housing, and meeting any other expectations set forth by the reentry probation officer and court. The reentry probation officer will establish goals and set plans with the participant for the future.

The participant is required to bring treatment information that can be shared, and must sign releases in order for the reentry probation officer to communicate with providers. Participants must bring in signed AA/NA meeting slips to verify compliance with this term of supervision. Planners are used to aid the participants in keeping track of appointments and scheduled events, which must be shared with the reentry probation officer. The participant must have their residence and any employment opportunities approved to ensure that the environment is safe and healthy.

### **Qualifying and Disqualifying Criteria and Referral Procedures for Program Participation:**

#### **Qualifying Criteria:**

- Must be sentenced and court ordered through the Butler County Court system.
- Must be referred to the program by a prison counselor if not court ordered.
- Must have at least 3 months remaining in sentence.
- Cannot have any open charges or detainees in any county.
- Must be medium to high risk to qualify.
- Low risk offenders that have a history of domestic violence, two or more DUI's, sex offenses, or an indication of violence will qualify for the program.

#### **Disqualifying Criteria:**

- Non-sentenced inmates do not qualify for the program.
- Low risk offenders that do not require programming.
- An individual has less than 3 months remaining in their sentence.
- An individual has open charges or detainees in any county.
- An individual has charges that the prison deems as unsuitable for the program.

#### **Referral Procedure:**

A participant will be sentenced and subsequently court ordered or referred to enroll in and complete the program. Upon receipt of the court order or referral, the reentry coordinator will verify that the individual adheres to the stated qualifying and disqualifying criteria.

#### **Referral Sources:**

Referrals typically come from the court system, but may also come from the following:

- Prison Counselors
- Probation Officers
- Public Defenders
- Private Attorney
- District Attorney
- Domestic Relations
- Self-Request

Note: The following referral sources will also have to adhere to the stated qualifying and

disqualifying criteria.

Application Process for Level Advancement:

Participants are required to complete a level advancement application prior to the Thursday during the week they are scheduled to advance levels. Participants must fill the application out completely by adding their name, current level, program start date, date of application, misconduct history, and signature. In addition to the following information, participants must also explain the various responsibilities they have completed during their current level, indicate whether they meet the requirements to advance to the next level, and further explain why they feel as though they are ready and qualified to advance to the next level. The reentry coordinator and day light counselor will both provide a recommendation and signature based on the information submitted by the participant and the progress he or she has made. The treatment team that consists of the treatment supervisor, reentry coordinator, day light counselors, and reentry probation officer will collectively decide whether or not to advance participants based on the progress of the participant as well as the information provided on the level advancement application. All parties will sign the application and the participant will be notified of the decision shortly thereafter. Note, the deputy warden may review the application, and reserves the right to approve or deny any applicant for level advancement. The level advancement application process varies from start to finish. From levels 1-3 the treatment team will review the application and make a sound decision, while levels 4 and graduation applications will be reviewed and each participant is required to come before the treatment team to verbally explain why they should advance. It's important to note that each level has a set criteria, and if any of the criteria is not met, this will prevent the participant from advancing to the next level of the program.

Level Advancement Meetings:

Level advancement meetings will occur every Thursday at 1:00 pm for participants applying for levels 1-3 advancement. Participants applying for graduation status will meet at 10:00 am on their scheduled dates. Participants are expected to complete a level advancement application as noted on the three month model. Failure to complete a level advancement application at all or in a timely fashion will result in the denial of level advancement. Participants will be required to submit level advancement applications on four occasions throughout the program, which will be required from level one to two, level two to three, level three to four, and level four to graduate status. If participants are not in compliance with the requirements of each level, they are not permitted to submit a level advancement application, and will wait a period of up to two weeks before they can reapply for level advancement. The reentry coordinator meets with each participant, and will inform the participant prior to the level advancement date whether he or she is in compliance. Any participant who fails to return to the building from an outside detail before a scheduled level advancement meeting time will not be permitted to advance levels. It is the participant's responsibility to communicate with their employer, community service site, or any other treatment provider in the case they are scheduled for level advancement and need to return to the building.

**Note: Participants may be recommended for various services prior to release, which is important to consider for purposes of graduation and continued growth and development.**

Intervals:

Participants will submit level advancement applications at the following intervals of the program. All information is shared with court personnel, to include the district attorneys, public defenders, and sentencing judges. Level advancement decisions are made by the treatment team which consists of the treatment supervisor, reentry coordinator, daylight counselors, and reentry parole officer. Feedback from any of the program facilitators and any behavioral issues will be taken into consideration when considering level advancement advancements.

Three Month Participants:

- Week three- Applying for level 2

\*Level 2 would start during week four.

- Week six- Applying for level 3

\*Level 3 would start during week seven.

- Week nine- Applying for level 4

\*Level 4 would start during week ten.

- Week thirteen- Applying for graduate status

\*If granted, the participant will qualify for parole and may be released by the sentencing judge at his or her parole hearing. There are some cases where participants may be released upon completion of the program, and it is not required that they go to court for a parole hearing. However, a parole plan needs to be in place prior to a participant being released in this case.

Program Rewards:

It is important that program participants recognize that positive behavior leads to success. With this being said, each participant will be recognized for positive behaviors throughout the program, and often may receive some type of reward to reinforce positive behaviors. Rewards may be issued to individuals or to the entire group depending on the circumstances. Such rewards may include the following;

- Level advancement
- Verbal praise
- Written praise
- Group movie
- Homework pass
- Bag of coffee
- External event. **Note: At the discretion of the reentry coordinator**

Program Sanctions:

Internal:

Participants who fail to comply with program requirements while incarcerated will face the

following sanctions as a tactic to improve behavior and demonstrate that there are immediate consequences to adverse behaviors. If a participant is issued a misconduct and he or she is sent to extended lockdown time, the treatment team will discuss such cases to determine whether the participant will be allowed back in the program. The following sanctions will be determined at the discretion of the treatment supervisor, reentry coordinator, and day light counselors.

- Verbal intervention with reentry coordinator
- Action Plan to address behavior(s)
- Failure to advance levels
- Suspension of external movement
- Demotion of previous level
- Program removal
- Failure to parole due to behavior(s) and/or program removal

Contraband:

Contraband is any item possessed by inmates or found within the prison, which is declared illegal by law or not specifically approved for inmate possession. Typical contraband items include but are not limited to alcohol, tobacco, matches, lighters, rubber bands, postage stamps, paper clips, staples, tape, pencils, eating utensils, ink, gambling paraphernalia, excess bed linens, pornography, jewelry, information about a prison employee or about other inmates, and any device or material that could be used for aiding or attempting to escape.

**Note: This applies to inmates who do not exit the building and those who exit for any purpose to include court, community service, work release, groups, leisure activities, etc. A participant is subject to the same aforementioned sanctions depending on the severity of the situation.**

Termination:

If a participant fails to exhibit satisfactory growth and development in the program, he or she may be terminated from the program. Moreover, if a participant has exhibited behavior(s) that warrant removal from the program, he or she will be removed and notification will be sent to their sentencing judge and district attorney's office immediately. Each participant will be afforded the opportunity to prosper from the program. However, if a participant fails to abide by the rules and regulations set forth for the program, he or she will lose the privilege of the program. The following documents will be enacted in the case a participant is removed from the program, requests to be removed, or refuses the program in receipt of a court order or referral from the treatment department.

- **CRP Removal Request Form**
- **CRP Participant Removal Request Form**
- **CRP Refusal Form**

**Note: Participants parole status will be at the discretion of their sentencing judge in such cases, and it's important to note that he or she jeopardizes maxing out on their sentence for failure to abide by the program set forth via court order or referral.**

Aftercare:

Once a participant is released from the custody of the Butler County Prison, he or she will be responsible for participating in community supervision for a period of up to four months. Participants are expected to abide by the following supervision conditions; weekly reporting to the reentry probation officer, random drug screens, substance abuse and/or mental health

treatment if needed, case management compliance, participation in 12-step programming, obtaining and/or maintaining employment, securing stable housing, and meeting any other expectations set forth by the reentry probation officer and court prior to release.

The reentry probation officer will establish goals and set plans with each participant for the future. The participant is required to bring treatment information that can be shared, and must sign releases of information in order for the reentry probation officer to communicate with providers. Participants must bring signed AA/NA meeting slips to verify compliance with this term of supervision. Planners are used to aid the participants in keeping track of appointments and scheduled events, which must be shared with the reentry probation officer. The participant must have their residence and any employment opportunities approved to ensure that the environment is safe and healthy. **Note: All participants are required to report to the reentry probation officer at a scheduled time on Tuesday's.**

#### Aftercare Rewards:

The Reentry Probation Officer and aftercare personnel believe in rewards for those managing themselves in a productive manner. When an individual exemplifies such behavior that warrants a reward, he or she may experience one of the following rewards, but may not be limited;

- Less restrictive supervision
- Paid fines and costs through community service work
- Early aftercare completion
- Guest speaking events

#### Aftercare Sanctions:

If a participant commits a violation during aftercare and while on community supervision status in the community, the following sanctions may be imposed as recommended by the reentry probation officer to the sentencing judge. Note, the sentencing judge will ultimately determine which consequences need to be imposed based on the violation committed by the participant.

- 48 hour detainer
- Additional community service hours
- Increased supervision
- Increased drug/alcohol screens
- Curfew
- Increased drug and alcohol treatment
- Re-incarceration

#### Graduation:

#### Internal:

After the duration of the three month program, and once a program participant has satisfied all conditions of the program, all participants are required to submit an application to the reentry coordinator in order to qualify for a scheduled meeting date and time. Participants are required to present their case for program completion to the reentry coordinator, counselors, and treatment supervisor. This process will be done in person and it should be noted that if the participant is not

prepared, present, or appears late, he or she will miss the opportunity to graduate on this particular date.

**Aftercare:**

Once a participant has successfully completed up to four months of aftercare supervision, and has managed to fulfill all of his or her obligations set forth while on supervision, he or she will be officially graduated from the entire program. The participant will be recognized for his or her accomplishments at one of the quarterly reentry meetings, and will be transferred to a general caseload for the remainder of his or her probationary status.

**Participant Responsibilities:**

**External Movement Agreement:**

Participants have a set of rules that must be followed when exiting the building for any purpose. Participants that breach the external agreement rules are subject to further disciplinary actions to include removal from the program depending on the severity of the act. Participants will be made aware of the rules by the reentry coordinator and sign and document acknowledging all the rules.

**Insurance Fee:**

Participants must pay a \$6.00 annual insurance fee prior to exiting the building for any purpose. This fee covers all participants in the case an accident should occur resulting in injury to the participant. If the insurance fee is not paid in full, the participant will not be permitted to exit the building.

**Written Directions/Maps:**

Participants must submit written directions and a map for all external events. Participants must follow the directions to all external events, and cannot deviate from the directions under any circumstances unless authorized by the reentry coordinator and/or work release coordinator. If a participant fails to submit written directions and a map for external events, he or she will not be permitted to attend the event.

**Room and Board Fees:**

Participants are expected to pay a room and board fee, which will accumulate over a period of two weeks, at a rate of \$10.00 per day. Participants must stay current on their room and board fees and provide a copy of their paycheck or stub to the work release coordinator for verification purposes. Failure to keep current or follow the conditions set forth will result in additional sanctions.

**Fines and Cost:**

Participants are expected to pay any fines and costs through the courts. Participants must submit their check to the work release coordinator, and 20% of their net earnings will be designated to pay on their fines and costs to the Clerk of Courts. Failure to keep current or follow the conditions set forth will result in additional sanctions.

## Program Curriculum/Components:

### Inside:

#### **Aztec Administration System: 4 Levels**

Aztec Administration System prepares participants for higher levels of education, improves job performance, provides alternative means of education for adults and non-traditional students, and ultimately helps people realize their potential and meet their educational goals. Aztec teaches basic education using work and life examples, giving participants excellent tools to use for future employment and life circumstances.

#### **Back on Track Inside: 10 weeks, 3 times per week, 30 sessions**

Back on Track Inside is a curriculum designed for preparing offenders for release. The curriculum includes 30 sessions that covers multiple areas such as stages of change, goal setting, coping skills, problem solving, time management, looking for work, and money management to name a few.

#### **Before you SOAR (Carey Guides): 13 weeks, 2 times per week, 26 sessions**

Before you SOAR is designed for behavior change and recidivism reduction. For this to be possible, offenders must understand the personal and environmental factors underlying their offending behavior and be taught the skills they need in order to make positive changes in the future.

#### **Criminal Thinking: 10 weeks, 1 time per week, 10 sessions**

Criminal Thinking is designed to challenge participants to expose, explore, and develop thinking patterns to promote self-change. Participants will begin to examine thinking patterns as they relate to behaviors and negative outcomes. The goal is to help participants identify thinking errors, and replace with positive thinking through cognitive restructuring.

#### **Drug and Alcohol Education (Inside): 10 weeks, 1 time per week for 2 hrs., 10 sessions**

Drug and Alcohol education will provide education, information, and the necessary skills to a participant with the intention of reducing recidivism and to offer each participant the opportunity to obtain a better life upon release.

#### **Financial Literacy: 6 weeks, 1 time per week, 6 sessions**

Financial Literacy covers budgeting skills, banking, credit, savings and employment. The program stresses the point of managing finances instead of allowing your finances to manage you. The program strives to educate participants to be better prepared to deal with money and other financial issues.

#### **Internal Mentoring: 8 weeks, 1 time per week, 8 sessions**

Topics of internal mentoring include; being positive, an anxious and worried mind, the wilderness mindset, and taking responsibility. The goal is that each participant is presented with a fresh look at habits and mindsets that may be keeping them from reaching their potential and to combat anti-social attitudes and lack of constructive thoughts and habits which keeps them from achieving fulfillment in education, employment, and relationships.

**Job View Kiosk: Levels 3 and 4, 70 applications required at minimum**

Job View Kiosk is an ATM-like kiosk that allows participants returning to the community to search for statewide and nationwide jobs without direct access to the internet. The benefits for participants includes; getting a head start on job searching, thinking about jobs before release and putting their mind on something positive and productive, securing potential employment prior to release, and practicing electronic job searching which is technology a participant will commonly see upon release.

**S.H.O.P. (Supported Housing Opportunities Program): 2 sessions, group/individual**

The SHOP program is designed to assist participants in preparing for the challenges of renting, managing finances, and successfully living independently. Participants will learn how to be a better renter, how to locate quality housing, how to avoid common pitfalls of renting, about credit scores and reports, budgeting techniques, and avoiding predatory lenders.

**Thinking for a Change: 13 weeks, 1 time per week, 13 sessions**

Thinking for a Change (T4C) is a cognitive-behavioral curriculum that concentrates on changing the criminogenic thinking of offenders. T4C is a cognitive-behavioral therapy (CBT) program that includes cognitive restructuring, social skills development, and the development of problem-solving skills.

**Vital Relationships: 6 weeks, 1 time per week, 6 sessions**

Vital Relationships encourages the participants to recognize their needs for meaningful connections and the reality that continuous life change takes place best in the context of purposeful relationships. The goal is to help participants create and maintain healthy relationships through awareness, balance, and conscious choices.

**Work Experience Program: 4 weeks, 3 times per week, 12 sessions**

Participants are required to perform a work detail within the prison for an allotted amount of time while on level 2 in the program. Although duties may vary, participants may work in the following areas within the prison; kitchen, pod cleaning, laundry, floor buffing, and night cleaning. Participants are required to write a summary about their work experience, which will reflect on their duties, what they've learned, and essentially how they can utilize this experience to proceed in the program and in life in general. The summary is due prior to advancing to level 3.

**Outside:****Community Service: Level 3, 1 month minimum**

Participants will have the opportunity to engage in a community service detail starting at level 3 in the program. Community service details will vary between men and women. The reentry coordinator is generally responsible to placing participants at designated community service sites, which may include, but not limited to; Adult Probation (Switzer's Crew), Butler Township, Mike Kelly Field, Salvation Army, YWCA, and the Grapevine Center.

**Note: Participants that require a second chance to exit the building due to violent charges must be approved prior to exiting the building. It is important to note that all participants must sign all necessary external movement paperwork and pay an insurance fee of \$6.00 prior to exiting the building.**

**Drug and Alcohol Treatment (Outside): 4 weeks, 3 times per week, 12 sessions**

During level 3, participants will have a comprehensive drug and alcohol evaluation performed. The results of the evaluation will be used to plan treatment services for a participant while in custody and upon release. Based on the participant's evaluation, he or she will be recommended for outpatient or intensive outpatient services, as well as case management services if deemed necessary. During level 4, participants will begin either outpatient or intensive outpatient services at Gaiser Addiction Center with approximately four weeks prior to completing the program and potential release from incarceration.

**Drug and Alcohol Intensive Case Management: Starts with 4 weeks remaining in the program and throughout release**

Participants will receive case management services from the Center for Community Resources if deemed necessary. The case manager will introduce themselves at the first treatment session at Gaiser Addiction Center and begin services relevant to the participant. Through regular contact, the case manager will assist the participant in identifying needs and strengths, identifying and overcoming barriers, and developing an action plan and the necessary steps to achieve goals.

**DUI Classes:**

Those who have DUI obligations will have the unique opportunity to complete the requirements while incarcerated. Like most obligations, the mandatory DUI classes require time, money, and often prioritization skills. Participants may fulfill these obligations in part or on a whole if permitted to exit the building. The following is a list of the responsibilities that a participant may complete prior to release. **Note: It is the responsibility of the participant to provide payment for any obligation that requires a fee.**

- CRN Evaluations- \$75.00
- Highway Safety Classes- \$300.00
- Victim Impact Panel
- Fines and Costs
- Litter Pickup
- Community Service
- License Suspension Acknowledgment

**Employment: Level 4, 7 weeks**

Participants are required to apply for employment at level 3, unless they are not eligible to work due to disability status. Participants will be issued a Job View account in order to access employment opportunities in the immediate or surrounding areas. Participants are expected to submit ten applications a week until employment is secured. Participants who do not secure employment may continue to work at a community service site providing they qualify to exit the building. **Note: Participants that require a second chance to exit the building due to a violent charge must be approved prior to exiting the building. It is important to note that all participants must sign all necessary external movement paperwork and pay an insurance fee of \$6.00 prior to exiting the building.**

**External Mentoring: 4 weeks, 1 time per week**

Level four participants are invited to the Connection Center of First United Methodist Church on a voluntary basis to spend time discovering the bible and God's larger story with a team of mentors from First United Methodist Church who provide a welcoming and non-judgmental environment. Participants are welcome whether they have prior knowledge of the bible or none at all. A light meal is offered and the hope is that all who attend feel valued and cared for by the conversation and resources, prayer and support offered by the team of mentors.

**Family Group Decision Making (Voluntary):**

Family Group Decision Making is a voluntary option available to participants. Any participant who wishes to meet with their family, others who are important in their lives, and can identify specific goal areas he or she would like to address is eligible for this service. FGDM is a collaborative approach in which families are able to join together with relatives and friends to create a plan for meeting the needs of their identified family member. Through the FGDM process, the family works with a trained coordinator who prepares the entire family group to make decisions that will provide for a successful return to community living.

**God's Country Worship Service: 4 weeks, 1 time per week**

Level four participants are invited on a voluntary basis to attend non-traditional, casual church service and a meal at the Connection Center of First United Methodist Church. Participants that attend have the opportunity to offer thanks and request personal prayer which will help them feel heard, valued, and supported by the church family.

**Jobs for Life: 8 weeks, 2 times per week, 16 sessions**

Jobs for Life is a voluntary program offered by the Lighthouse Foundation and First United Methodist Church. It is a biblically based training that takes participants on a "journey" from unemployment/underemployment to fulfilling and meaningful employment. Jobs for Life is relationships centered, and focuses on character, which is one of the most important qualities employers look for. Participants learn the importance of working hard, respecting authority, and being a team player among other things.

**Leisure Activities:**

Once a participant reaches level four in the program, and providing he or she has been cleared via second chance to exit the building, the opportunity to engage in pro-social leisure activities becomes a point of emphasis. Participants may sign out of the prison for an allotted period of time to engage in scheduled activities, which are subject to approval by the reentry coordinator.

**S.O.A.R. (Starting Over After a Record): 6 weeks, 1 time per week, 6 sessions**

SOAR is a six week course designed to assist participants in achieving employment after being released from incarceration. By the end of the six week course the participants will have knowledge to successfully gain employment upon release. Participants will have a prepared resume and cover letter, the necessary interviewing skills to do well in an interview, a better understanding of the way they communicate with others, and the knowledge on how to apply for Federal Bonding if needed.

External Addresses:

Connection Center (Mentoring)  
232 East North Street  
Butler, PA 16001

First United Methodist Church (God's Country)  
200 East North Street  
Butler, PA 16001

Gaiser Addiction Center (D&A Treatment)  
315 Liberty Street  
Butler, PA 16001

Counter Measures Program (Highway Classes/CRN Evaluations)  
222 West Cunningham Street  
Butler, PA 16001

Butler County Community College (Victim Impact Panel)  
107 College Drive  
Butler, PA 16002

Adult Probation (Supervision/Reporting/Community Service)  
203 South Washington Street  
Butler, PA 16001

Butler Township (Community Service)  
290 South Duffy Road  
Butler, PA 16001

Mike Kelly Field (Community Service)  
100 Pullman Park Pl.  
Butler, PA 16001

Salvation Army (Community Service)  
313 West Cunningham Street  
Butler, PA 16001

YWCA (Community Service)  
120 West Cunningham Street  
Butler, PA 16001

Grapevine Center (Community Service)  
140 North Elm Street  
Butler, PA 16001

## ACKNOWLEDGMENT OF UNDERSTANDING

I have read the following manual regarding the 3 month program, and agree to follow the rules and regulations set forth. My signature indicates that not only have I read the manual, but agree to participate in a manner that will allow me to successfully complete the program.

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Participant Signature

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Date

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Participant Print

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Reentry Coordinator