

CHAPTER II

PROGRAMS

I. ADULT BASIC EDUCATION/VOCATIONAL EDUCATION

The Adult Basic Education Program (ABE) is available to those inmates who do not have a high school diploma or its equivalent, such as the General Educational Development (GED).

Modern educational techniques and equipment are available to those inmates who wish to participate in the ABE Program. A program of study covering Reading, Mathematics, English, Social Studies, and Science is offered to help the inmate develop an acceptable degree of skill in these prime areas of education. An ABE student may earn a diploma of high school equivalency by successfully passing a state approved equivalency test.

The ABE program works in cooperation with the vocational school. If an inmate wishes to participate in a vocational program, but can not perform at the required academic level, he may enroll in the ABE program. Upon successful completion of ABE, he may then re-apply for vocational school.

Selection Process for Screening Inmates for Adult Basic Education

1. A referral for placement in either an academic or vocational program is made.
2. The Vocational Counselor and Academic Instructor review referrals to determine areas of interest.
3. Release dates are checked in order to give priority to inmates with less than five years to serve before parole eligibility or release date.
4. Applicants are interviewed, and the rules and regulations for vocational and academic programs are discussed.
5. Interested applicants are given the Tests of Adult Basic Education (TABE).
6. Test results are evaluated for eligibility.
7. Eligible students are placed in the academic/vocational programs.

II. PRE-RELEASE PROGRAM

The purpose of the Pre-Release Program is to prepare inmates to be successful in the workplace upon their release from prison. The program services include:

- Employment skills training and life skills training;
- Job search assistance (job coaching, job referrals, and employer contacts) geared to placing inmates in gainful employment;
- Follow-up services to inmates completing the program through coordination with outside agencies; and or
- Individual and group counseling to all participants.

A. Enrollment Criteria - Institutions

The following enrollment criteria are used for selecting inmates to participate in the Institutional Pre-Release Program:

1. Eligible for flat time or earned release supervision consideration within 24 months, if in trusty status or eligible for trusty status;
2. Eligible for release consideration within 12 months, if not in or eligible for trusty status;
3. Within six months of their parole eligibility date;

Referrals for participation are received or obtained from case managers, the Parole Board, security personnel, self referrals via letters, MDOC printouts and other MDOC personnel.

B. Enrollment Criteria – Community Pre-Release Center

For participation in the Community Pre-Release Center Program, the following criteria are used.

1. The record is screened to ensure MDOC is in receipt of a valid commitment order and pre/post sentence report.
2. The crime is screened to ensure the circumstances surrounding the crime and how the crime was committed is understood and made a part of the evaluation process. This screening is to further ensure that the results of any plea-bargain are known and properly evaluated.
3. A criminal history check is conducted to ensure any and all previous arrests and convictions are known and evaluated.
4. The inmate has been psychologically evaluated to ensure insight is gained into the psychological function, mental status, and what behavior pattern and responsibility level can be expected.
5. Psychological tests utilized in this evaluation must be professionally recognized via an established validation process and have a proven record of accuracy.
6. The inmate has been academically measured to determine the functional level in mathematics, spelling, and reading.
7. The inmate has been tested for an intelligence quotient to determine intelligence level.
8. The inmate has been physically evaluated to ensure ability to perform community service work.

9. Inmates within one year of Earliest Release Date, who are identified with charges over two years old for offenses, excluding sex crimes, with no disposition noted on the National Criminal Information Center (NCIC) reports may be considered for the Pre-Release Program.
 10. Inmates within one year of Earliest Release Date, and identified with out-of-state charges on NCIC reports for offenses, excluding sex crimes, with no disposition may be considered for the Pre-Release Program only after official documentation in writing has been received by the Records or Offender Services department stating the charges were dropped, remanded to the files or the inmate received a not guilty verdict.
 11. The inmate must be free of Rule Violation Reports for the previous six months prior to review.
 12. The inmate must submit to urinalysis testing with negative results.
- Referrals for participation can be made by MDOC staff or self-referrals via letter to the unit case manager.

III. ALCOHOL AND DRUG PROGRAM

The purpose and goals of the Alcohol and Drug (A&D) Program are to identify the need for and provide services to all eligible inmates with a history of alcohol/substance abuse and or drug sales/distribution.

Alcohol and Drug Programs can be short term (3 months in length), long term (6 months in length) or therapeutic community (6-12 months). These programs are offered at various facilities within MDOC.

A. Enrollment Criteria

Enrollment criteria can be found in policy. Those individuals enrolled in an Alcohol and Drug Treatment Program must be willing to sign/abide by the A&D Treatment contract. Inmates in the community-based A&D program will meet specific criteria for enrollment in A&D Treatment programs as established by the Deputy Commissioner of Community Corrections.

B. Referral Process

Inmates can be referred to MDOC A&D Treatment Programs from a variety of sources such as the court system, Parole Board, Case Managers, Security Personnel or themselves.

C. Aftercare

The discharge planning process includes referral to community agencies and treatment facilities as needed. It also includes referral to self-help community resources such as AA or NA in addition to continued follow-up and care with direct assistance from MDOC treatment staff and or other therapists in the inmate's home community. An inmate's progress in meeting recovery goals is monitored through regular contact by MDOC treatment personnel.

V. Religious Program/Chaplaincy Services

- A. MDOC provides all eligible inmates with the opportunity to exercise legitimate religious beliefs in a manner consistent with the security and orderly operation of the facility.
- B. Upon entering MDOC through R&C, each inmate is required to complete a Chaplaincy Information Form (CIF) which indicates next of kin information necessary to verify critical illness or death of family members. In an emergency, inmates should notify family members to contact the unit chaplain of their housing unit in order to verify and process information. The CIF form also indicates the inmate's religious preference and is important in planning programs of support to faith and tenets of practice.
- C. The Religious Programs chaplain will normally be the staff person to notify inmates regarding emergencies related to critical illness or death of family members and to assist with making application for an emergency suspension to the facility administrator if warranted. Counseling and prayer will be provided as needed. Eligible inmates may be approved for emergency escort to spend time with family during a hospital or death circumstance.
- D. Unit Religious Programs chaplains assist inmates to attend religious services as identified by their religious preference statement. Inmates may attend such group activities as long as they do not pose disruption to the orderly operation of the facility. Any disruptive behavior will be dealt with individually and may determine that the inmate is not approved to be involved in group activity.
- E. Inmates in administrative segregation, disciplinary detention, protective custody, or death row situations are assisted by Religious Programs chaplains to carry out approved religions faith practices on an individual basis.
- F. Pastoral visitation by inmate's designated clergy leader will be coordinated through the Religious Programs chaplain.
- G. Inmates may receive religious literature appropriate to their faith, which is not derogatory toward other racial or religious faith groups and is approved through the Religious Programs chaplains.
- H. Inmates may participate in religious correspondence courses through the mail upon prior approval through the Religious Programs chaplain.
- I. Inmates will be assisted by Religious Programs chaplains to participate in activities (i.e. worship, study groups) related to their stated religious preference. Disruptive behavior on the part of any individual may result in disapproval to meet within group activities. Inmates in administrative segregation, disciplinary detention, protective custody, death row or other lock-down situations will be assisted by the chaplain to practice their faith individually.
- J. Inmates are able to seek chaplaincy services informally by filling out a request form available in the housing unit.