

 <p style="text-align: center;">ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p>	APPLICABILITY: All Authorized Personnel	
	POLICY NUMBER: #422	EFFECTIVE: 2/1/15 REVIEWED: 4/5/23
	TITLE: PROCEDURAL GUIDELINES FOR PROGRAMMING ELIGIBILITY AND PLACEMENT ON PROGRAM PODS	
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POLICY

It is the policy of the Allegheny County Bureau of Corrections to provide a diverse yet structured array of programming to the inmate population and to ensure that there is a consistent process in place to determine their eligibility to participate.

APPLICABLE POPULATIONS

Program eligibility and the process for applying for programming is determined by the respective Administrators of the following: Jail Operations, Inmate Programs, Reentry (Reentry Center and Housing Pods), Veteran’s Service Unit, HOPE Pre-Release Program, and Substance Use Programs.

This policy provides security/operational guidelines for screening an inmate’s appropriateness/eligibility for program participation and residence on a program pod. The purpose is to determine, from a security perspective, whether an inmate is eligible to participate in the aforementioned programs.

PROCEDURES

The Classification Department and Program Administrators are to reference the Offender Management System (OMS) and, when necessary, an inmate’s Classification File for the information needed to determine program and program pod eligibility.

PROGRAM ELIGIBILITY CONSIDERATIONS

The following conditions are considered when reviewing an inmate's eligibility to participate in programming on Level 1 of the facility (Reentry Center [includes rooms in former Level 1 gym] and Education Center).

- 1. Commitment Status:** State and Federal inmates may participate in programming on Level 1 of the facility if approved by the Jail Administration. They can receive programming on their housing units, if available.

Inmates that are State supervised for their County probation term are eligible to participate in programming on Level 1 of the facility provided they meet the other criteria detailed in this policy.

- 2. Security Level:** There is no automatic exclusion for inmates based on Security Level. They are to be reviewed on a case-by-case basis and are only to be deemed ineligible if a legitimate security or safety risk can be determined. This determination should be documented and placed in their Classification file by the Classification Supervisor.
- 3. Bond:** There is no automatic exclusion for inmates based on bond amount. Inmates with a bond higher than \$50,000 are to be reviewed on a case-by-case basis and are only to be deemed ineligible if a legitimate security or safety risk can be determined. This determination should be documented and placed in their Classification file by the Classification Supervisor.
- 4. Disciplinary Housing Status:** Inmates currently in DHU are not eligible to participate. Those inmates previously in DHU must be out of DHU for at least 15 days and have accrued no misconducts since their last DHU stay. The Pod Officer may be consulted to obtain information on the inmate's behavior.
- 5. Investigative Status:** Inmates on investigative status with a misconduct that is unfounded are eligible for program participation.
- 6. Sex Offenders:** Inmates currently charged with a sexual offense or who are registered sex offenders will be reviewed on a case-by-case basis. The intention of

the review is to determine whether the inmate's safety or the safety of others will be at risk due to the participation in programming. If a safety risk is present, the inmate will only be eligible for programming which will be limited to ensure his/her safety and the safety of others.

PROGRAM POD ELIGIBILITY CONSIDERATIONS

The following conditions are considered when reviewing an inmate's eligibility to reside on the Reentry Pod (1B), HOPE Pod (2C), Veterans Service Unit Pod (2F), Female Program Pod (4E), Substance Use Program Pods (5E/5MC), and Mental Health Program Pod (5F):

- 1. Commitment Status:** If an inmate is already engaged in programs when they receive a state or federal sentence and or detainer, they may be permitted to continue until graduation and/or transfer. County served state sentences are permitted. State parole violators/detainees will be reviewed by classification whenever they meet Substance Use Program criteria. These cases will be reviewed and approved by the Classification Supervisor.
- 2. Security Level:** Placement on the aforementioned program pods is for minimum and medium security risk inmates. Through reclassification, inmates that are initially maximum security could, through exhibiting positive behavior, move down to a medium security level and at that time, be considered for placement. Once reclassified, an inmate can be moved when a space is available. If the inmate is not eligible for reclassification, following a review, the reason for ineligibility will be communicated to the Program Administrator. Any denied inmates will need to request services again if their classification security level is reduced.
- 3. Bonds:** There is no automatic exclusion for inmates based on bond amount. Inmates with a bond higher than \$50,000 are to be reviewed on a case-by-case basis and are only to be deemed ineligible if a legitimate security or safety risk can be determined. This determination should be documented and placed in their Classification file by the Classification Supervisor.
- 4. Disciplinary Housing Status:** Inmates currently in DHU are not eligible to reside on a program pod. Those inmates previously in DHU must be out of DHU for at least 15 days and have accrued no misconducts since their last DHU stay. The Pod

Officer may be consulted to obtain information on the inmate's behavior. Removal from a program pod due to a founded misconduct that resulted in DHU placement prohibits an inmate from returning to the pod post-DHU status. Inmates removed from a program pod and placed on disciplinary status may be returned to the program pod if found not guilty. This return is to be supported by the respective program director. If approved by both the program director and Classification Department, the transfer is to occur after the misconduct process is completed and DHU or Investigative Status is absolved.

5. Removal from Program Pod: The section below provides general guidelines concerning the reasoning for removing an inmate from a program pod.

- **Removal by Program Administrator:** If an inmate is not adjusting well to a program, they no longer wish to participate, or if their behavior is determined to be counterproductive to the goals of the program, the program administrator is permitted to request that the inmate be removed from the program and transferred from the pod. This request is to be submitted to the Classification Department.
- **Removal for Disciplinary Purposes:** Inmates can be removed from programs immediately when they are charged with a Class 1 Misconduct or when they are placed on an investigative status. Absent the commission of a Class 1 Misconduct, no correctional staff or officer is to move an inmate from a program pod without notification to the respective program director or pod coordinator. Notification is to occur via a phone call to the director or coordinator. If contact is not made due to it being off-hours or due to the director or coordinator not being available, the inmate is to remain on the housing unit and locked-in until a decision is made. The decision is to be made jointly. Furthermore, no inmate should be moved from a program pod for disciplinary reasons without three (3) separate documented disciplinary infractions specific to the program that they are enrolled in. Each incident will only count as one (1) documented infraction. This does not include Class 1 Misconducts as defined by Policy #500.

6. Re-Entry Pod: In addition to the above, the following are eligibility conditions for placement on the Re-Entry Pod (1B):

- Inmates must have a medium or high proxy score. The proxy score is a value that denotes a person's likelihood to re-offend or recidivate. Re-Entry staff are responsible for determining the proxy score.
- Inmates with criminal court detainees or family division detainees are eligible for placement.
- Barring any disciplinary matter that need addressed, Inmates that transfer off of 1B for placement in Alternative Housing are permitted to return to 1B if they return to the Jail.

7. Female Program Pod: In addition to the above, the following are eligibility conditions for placement on the Female Program Pod (4E):

- Inmates with criminal court detainees or family division detainees are eligible for placement.
- Females awaiting federal sentencing and classified as medium security are eligible for placement.
- Barring any disciplinary matter that need addressed, inmates that transfer off of 4E for placement in Alternative Housing are permitted to return to 4E if they return to the Jail.

8. Veterans Service Pod: In addition to the above, the following are eligibility conditions for placement on the Veterans Service Pod (2F):

- Placement on the Veterans Service Pod is on a volunteer basis regardless of military discharge status.
- Inmates must be classified as minimum or medium security.
- Barring any disciplinary matter that need addressed, inmates that transfer off of 2F for placement in Alternative Housing are permitted to return to 2F if they return to the Jail.