



# FRANKLIN COUNTY JAIL

Chambersburg, PA

## Standard Operating Procedure

<b>Chapter:</b>	400	Activities and Support Services	<b>Number:</b>	400.10	<b>Pages:</b>	6
<b>Title:</b>	10	Treatment Services	<b>Effective Date:</b>			

### POLICY

A variety of Treatment Services will be offered to inmates that are designed to provide support, resources, problem solving and conflict resolution to assist inmates in making appropriate choices and decisions, and to ultimately **eliminate recidivism**. Treatment Services include individual and group counseling as well as numerous issue-specific programs. Mental Health services are also available.

### PURPOSE

The services and programs offered at the Franklin County Jail (FCJ) are designed to **eliminate recidivism**, instill personal responsibility, and develop skills and attitudes that will enable inmates to successfully reengage into their communities upon release. Services will assist the inmate to find the best way to be responsible for their actions and to be more cognizant of the consequences for inappropriate behavior in the future.

### REFERENCES

ACA 4-ALDF-2A-66  
 ACA 4-ALDF-5A-01 through 5A-10  
 PA Title 37 95.243

### DEFINITIONS

None

### PROCEDURES

1. The Deputy Warden of Inmate Services is responsible to oversee the development, coordination, and review of all Treatment Services and programs.
2. **Correctional Treatment Specialists (CTS)**, contracted providers and volunteers will provide services under the supervision of the Deputy Warden of Inmate Services.

3. Responsibilities of a CTS include but are not limited to:
  - Provide crisis intervention
  - Serve as a group facilitator
  - Provide case management services to inmates
  - Provide support, resources, problem solving and conflict resolution to assist inmates in making appropriate choices
  - Be knowledgeable of the requirements for the Pennsylvania State Police's Sexual Offender Registration, Megan's Law, Act 24
  - Assist inmates in finding ways to be responsible for their actions and the associated consequences
  - Provide general supportive counseling
  - Make assessments to determine inmate needs or services necessary
  - Provide program referrals
  - Establish treatment plans and maintain necessary documentation
  - Investigate inmate complaints and respond to requests
  - Maintain regular contact with segregated inmates
  - Consult, assist, prioritize and exchange information with the mental health therapist for the best course of inmate management
4. A CTS will see individual inmates on their assigned housing units and when requested by an Inmate Request Slip (FCJ Form 300.19-1).
5. Types of services offered include but may not be limited to:
  - Individual general counseling
  - Group counseling
  - Referrals for mental health counseling
  - Assistance with program referrals
  - Court intervention for the seriously mentally ill
6. The **Court Liaison Intervention Project (CLIP)** worker will provide specialized case management for an assigned caseload. The caseload consists of seriously mentally ill inmates. This service will assist clients involved in the criminal justice system by serving as the coordinator and liaison for mental health services in the court and correctional system and the community by ensuring documents are correct and appropriate requirements are met. The CLIP worker will accomplish this by working with attorneys, doctors, law enforcement and clients' families to ensure appropriate and needed services are provided and to assist in establishing a plan for life management.

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7. Programs offered at the FCJ include educational, vocational, treatment and religious programs. A list of current programs offered will be posted on all units. Programs include but may not be limited to:
  - Moral Reconciliation Therapy (MRT)
  - Drug and Alcohol Education
  - Stress and Anger Management
  - Victim Impact Awareness
  - Sexual Offenders Group
  - Life Skills
  - Job Retention
  - Computer Skills
  - Inmate Work (FCJ SOP 400.15 – Inmate Work Programs)
  - Educational Programs (FCJ SOP 400.11 – Educational Programs)
  - Religious Programs (FCJ SOP 400.13 – Religious Programs and Activities)
  - Jail Industries (FCJ SOP 400.15 – Inmate Work Programs)
8. Programs may be added or removed, at the discretion of the Deputy Warden of Inmate Services and/or the Warden.
9. Schedules
  - 9.1 Programs will be scheduled so as not to interfere with inmate meals or head counts.
  - 9.2 Programs will be scheduled to occur on the housing units, when feasible.
  - 9.3 Educational, approved worship services, and programs that require inmates from different units to attend will be scheduled to occur off units in a classroom for general population inmates.
  - 9.4 Schedules will be updated when changes are made. Schedules will be posted on each unit. The Warden, Deputy Wardens of Inmate Services and Operations, shift supervisors and CTS's will have current copies.
  - 9.5 The Deputy Warden of Inmate Services must approve any change in programs to include time and location. If approved, adjustments will be made to the schedule and copies will be forwarded to those listed in paragraph 9.4.
10. Eligibility
  - 10.1 Classification or a 'Keep Separate' status may affect an inmate's eligibility for services and programs.
  - 10.2 Eligible inmates may apply for in house work programs and Jail Industries (FCJ SOP 400.15 – Inmate Work Programs).

11. Program Referrals
  - 11.1 Inmates may be court ordered to attend a program.
  - 11.2 Treatment staff may refer inmates to appropriate programs.
  - 11.3 Inmates may apply for programs, without a referral, by submitting an Inmate Request Slip to a CTS.
12. Program Participation
  - 12.1 Depending upon the nature of the program and the inmates scheduled to attend, programs may be conducted either on the housing unit or in a centralized classroom location.
  - 12.2 The program facilitator is responsible for ensuring that a list of participants is prepared for use in assembling the inmates. Participant lists must include the inmate's name and housing location. The shift supervisor will review the list for inmate status, and 'Keep Separate' status. The shift supervisor will distribute copies of the list to the appropriate units.
  - 12.3 On-Unit Programs
    - 12.3.1 Programs may be conducted in the multi-purpose room located on each housing unit.
    - 12.3.2 Inmates on a segregation status, other than disciplinary or security, may be permitted to attend on-unit programs at the discretion of the treatment department.
    - 12.3.3 The Housing Unit Officer will notify participating inmates prior to the program start time.
    - 12.3.4 A final announcement will be made immediately prior to the program start time. Inmates who have not reported to the unit multi-purpose room by the program start time will not attend. It is the inmate's responsibility to be in place for the start of the program.
    - 12.3.5 Only items essential for the program will be permitted in the multi-purpose room. Inmates will not be permitted to bring any food or drinks in to the multi-purpose room.
  - 12.4 Centralized Programs
    - 12.4.1 Programs may be conducted in the classrooms located in the program area.
    - 12.4.2 In general, only inmates with a General Population classification may be permitted to attend a centralized program.

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- 12.4.3 In general, inmates housed on B unit will not be permitted to attend centralized programs with inmates from other housing units.
- 12.4.4 The program facilitator will notify Housing Unit Officers to send the requested inmates to the program location.
- 12.4.5 The Housing Unit Officer will notify participating inmates.
- 12.4.6 The Housing Unit Officer will verify the inmate by checking the inmate's ID bracelet, and give directions to the destination (FCJ SOP 200.05 – Inmate Movement).
- 12.4.7 The Housing Unit Officer will perform a pat search of the inmate when leaving from and returning to the housing unit. Inmates are only permitted to travel with items necessary for the program. No food or drinks will be taken to any centralized program.
- 12.4.8 The Housing Unit Officer will document inmate movement and destination.
- 12.4.9 Inmates who have not reported to the Housing Unit Officer prior to the time for movement to the program will not attend. It is the inmate's responsibility to be in place for movement to the program.
- 12.5 Program participation is a privilege.
- 13. Attendance
  - 13.1 Inmates scheduled for programs are expected to attend. Attendance records will be maintained on all participants. Inmate treatment files will be annotated. Inmates will legibly print their names on a Program and Participation Data form (FCJ Form 400.10-1).
  - 13.2 An inmate who receives a Misconduct and is placed on Pre-hearing Disciplinary Segregation status will not be permitted to attend a program pending a disciplinary hearing.
  - 13.3 Inmates who receive a Unit Action or an Informal Adjustment that results in cell or bunk confinement will be permitted to attend educational programs and one formal religious service per week. For example an inmate may not attend a bible study but will be permitted to attend the formal weekly service.

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14. Removal from a Program

- 14.1 An inmate may be removed from a program at any time for cause. The program facilitator will notify the Deputy Warden of Inmate Services and an Incident Report will be written.
- 14.2 The treatment staff may remove an inmate from a program if the inmate is unable to participate in the program at a minimally functional level.
- 14.3 Normally, if an inmate is found guilty and reclassified as Disciplinary Segregation at a disciplinary hearing, he will be removed from all program lists. Exceptions to this will be approved by the Warden and/or the Deputy Warden of Inmate Services.

**ATTACHMENTS**

FCJ Form 400.10-1 – Program and Participation Data