

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
REENTRY COORDINATION OFFICE
FUNCTIONAL STATEMENT

Under the general supervision of the head of the Office of the Deputy Director for Corrections, the Reentry Office is responsible to develop, implement, and maintain the comprehensive offender reentry system for individuals entering and exiting the correctional facilities in order to increase a person's success reentry into the community. In addition, the Office will assist in the planning, training, and coordination of programs and services that best reflect evidence-based practices to better prepare sentenced offenders as offenders' transition to the community. The Office will collaborate with community stakeholders to bridge the gap in services, while affording the community stakeholders with enhanced opportunities to receive offenders as they reintegrate to the community.

1. Determine reentry needs of persons committed to correctional facilities are evaluated and met in an effective and appropriate manner.
2. Assist and develop in the risk needs, assessment, and responsibility tools to properly place offenders in programs and services.
3. Develop, evaluate program operations and needs; makes appropriate recommendations for program adjustments, operations changes, and other revisions to improve effectiveness and efficiency.
4. Provide training opportunities for departmental staff and service providers in assessments and evidence-based practices.
5. Develop and maintain relationships with criminal justice and other community agencies and/or organizations, such as county police departments, prosecutor offices, courts, social service agencies, and community diversionary programs.
6. Collaborate and work closely with work furlough programs in addressing the need for a comprehensive reentry system; whereby, creating a bridge for offenders and transition back into the community.
7. Provide staff support to the Reentry Commission that the comprehensive offender reentry system allows for the release of offenders on parole. Monitor facility programs, services, work furloughs and the oversight of parolees. Make recommendations regarding reentry and parole services.

8. Develop key performance indicator that accurately reflect progress toward specific goals and reporting requirements.

INMATE CLASSIFICATION SECTION

Under the general supervision of the head of the Reentry Office, plans, develops, maintains, coordinates, and monitors the Department's inmate classification system to insure uniformity in its application and integration into the operations of all correctional facilities.

1. Researches, analyzes, plans, and develops a statewide inmate classification system, including designing classification instruments, testing instruments and documenting system.
2. Directs the development and promulgation of departmental standards and guidelines, and rules and regulations relative to the inmate classification system.
3. Coordinates the development and operations of the inmate classification system at each correctional facility; provides advisory, technical, and consultative support services, and on-going training to classification operators.
4. Monitors classification actions carried out by facility operators; ensures that classification decisions are in conformance with standards established.
5. Conducts studies of the classification system; analyzes and evaluates findings; prepares reports and other documentation regarding the system.
6. Modifies classification system; establishes priorities and revises plans to meet deficiencies.
7. Screens, reviews, and assesses all classification recommendations submitted to Director for transfer of inmates to other jurisdictions.
8. Approves on behalf of the Deputy Director for Corrections all inter-facility inmate transfers relative to classification; reviews and approves or disapproves all overrides of classification scores.
9. Maintains a database and tracking system of all classification actions; collects and analyzes data; conducts research and provides reports to the Deputy Director.
10. Periodically or randomly inspects classification operations at each facility.
11. Conducts audits and evaluates the classification system.

PROGRAM PLANNING & TRAINING SECTION

Under the general supervision of the head of the Reentry Office, this Section develops, implements, and maintains a comprehensive offender reentry system program statewide and conceptualizes and implements new evidence- based reentry programs and services; conducts evaluations of program performance, and independently monitors and ensures the continued relevancy of reentry program goals and objectives.

1. Participate in the development of long- and short-range program goals and plans.
2. Assist and coordinate in the development of policies and procedures to implement comprehensive reentry goals and objectives that addresses the need within the justice reinvestment initiatives through coordinated, collaborative efforts involving federal, state and county agencies.
3. Apply for Federal and State grants to support reentry efforts.
4. Draft requests for proposals and assist in the bids and vendor selection process.
5. Provide technical support to the Director and Deputy Directors of the Department of Public Safety relative to advisory committees established by other state, county, or federal agencies.
6. Conduct statewide training to ensure implementation of program goals and objectives are being met.
7. Establish and maintain liaison with other state, county, and federal agencies in the development of Correction programs to assure consistency and compliance to program standards and requirements.
8. Provide consultation and technical assistance to staff regarding the evidence-based practices for working with offenders and inmates.
9. Review, monitor and evaluate periodic status concerning the federally funded grants, provide technical assistance work plans and Department special projects.

RISK ASSESSMENT SECTION

Under the general supervision of the head of the Reentry Office, this section plans, maintains, implements, coordinates, manages and monitors the Department's inmate risk assessment system to ensure uniformity of its application and integration into the operations at all correctional facilities, statewide.

1. Develop policies and procedures to standardize risk assessments for inmates.
2. Ensure proper implementation is being made of risk assessments and inmate case plans, and compliance to program standards and requirements.

3. Establish methods and procedures to assess reliability and make recommendations for improvements and enhancements.
4. Provide consultation and technical assistance to Correction's staff regarding the evidence-based practices for working with offenders.
5. Conduct training to ensure implementation and interpretation of program goals and objectives are being met.
6. Identify gaps in reentry services and make recommendations to address the deficiencies.
7. Monitor services, programs, case management services, and parole and probation services currently offered to offenders to evaluate the impact on reentry.
8. Analyze line operations and program activities related to actuary assessments and case/discharge planning which support offender reentry issues.
9. Develop and recommend program modifications to support evidence-based principles and practices; conduct and coordinate data collection to insure achievements of evidence-based case work practices.
10. Provide guidance with other government agencies and community groups to increase awareness of an offender's needs for a successful reintegration into the community.

VICTIM NOTIFICATION/SERVICES SECTION

Under the general supervision of the head of the Reentry Office, the Victim Notification/Services Section develops, implements, and maintains a comprehensive notification system statewide and the training associated with the services provided and monitors operational staff, vendors and service providers to ensure that the services are in accordance with policies and procedures. The 24-7 system is called SAVIN and the program offers victims and concerned citizens free anonymous, confidential access to timely information.

1. Participates in the development of long- and short-range program goals and plans for corrections-based victim services. Assure plans, policies and strategies are consistent with Department's goals, mission statement, objectives, strategic plans, applicable laws, ordinances, rules, regulations, and guidelines.
2. Apply for Federal and State grants to support victim's services in relation to the inmate population.
3. Coordinate with appropriate victim service agencies and jurisdictions to develop and implement agreements to implement the projects statewide; ensure victim services are being

addressed and represented prior to offender's release from custody; and being an advocate for victim's rights.

4. Provide and participate in the training program to Correctional facility staff and other State Agency staff in addressing and supporting victim's needs and issues.
5. Provide technical support to Director and Deputy Directors of the Department of Public Safety relative to advisory committees established by other state, county, and federal agencies.
6. Participate in stakeholder meetings on the status of the development, maintaining, updating, and implementing of the statewide automated victim notification (SAVIN) system.
7. Maintain and update SAVIN system to ensure system is accessible to victims of crime informing them of an offender's status within the criminal justice system.
8. Draft requests for proposals and assist in the bids and vendor selection process.
9. Conduct statewide methods and procedures to monitor and evaluate project implementation and determine program goals and objectives are being met.

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