

## UCCC REACH-IN PROCEDURE

### **Definitions:**

- Transition: The process during which an inmate prepares to re-enter the community, re-enters the community, and then gets settled into some kind of a comfortable routine.
- Reach-in: An important part of the transition process when the field PO makes contact with an inmate to discuss his/her upcoming release.

### **Process:**

- Purpose: \*\*\*The purpose of a Reach-in is as follows:
1. To begin to develop a rapport/working relationship with your offender.
  2. To provide the offender with as much information as possible to make his/her transition to the community smooth.
  3. To receive pertinent information from the offender about risks and needs so that you can be prepared to help with the offender's transition to the community.
- Procedure: \*\*\*The following is a detailed description of the Reach-in process and PO duties throughout the process:
1. UCCC receives a Release Investigation from an institution.
  2. The investigation is immediately assigned to a field PO for investigation. (Please follow the instructions on the assignment form.)
  3. Within 30 days of assignment, the PO contacts the institution and sets up an appointment to complete the reach-in. (This should be chronoed)
  4. Reach-in is completed. Please see the attached "Reach-in Risks/Needs Assessment Form" for guidance.
  5. PO e-mails the "DL Transition list" indicating that the Reach-in has been completed.
  6. PO enters a detailed chrono with an overview of each area for which the offender was assessed. The following is an outline for completing this chrono:

11/15/05      Offender      Telephone      SC      (KEYWORD) Reach-in

Intro sentence: Contacted O by phone to complete a Reach-in. O will be released from the institution on 02/05/06 and transportation to this office will be provided by his mother. He is to report no later than \_\_\_\_\_ at \_\_\_\_\_.

The following areas/issues were addressed:

Attitudes and beliefs: List key points

A&D issues: List key points

Family: List key points

Education: List key points

Mental Health: List key points

Employment needs: List key points

Note: Please document each attempt to contact the institution counselor to schedule a Reach-in. In the event that you are unable to complete the reach-in within 30 days due to an inability to contact the counselor, please document and advise your supervisor.

## **REACH-IN RISKS/NEEDS ASSESSMENT**

### **Topics to cover during a Reach-in**

1. General and Special Conditions of PPS. Check for understanding.
2. Verify and clarify release plan, especially regarding residence/ other residents.
3. Detailed reporting instructions.
4. PO expectations as far as reporting frequency and treatment involvement. Good time to set up as many appointments for the offender as possible.
5. If there is a detainer noted on the release plan, ask offender about it.
6. Mini risk/needs assessment.

### **Questions to ask during a Reach-in**

What led to your current legal problems (behavioral and environmental cues for offense pattern)? Describe the situation leading up to the crime and the feelings and thoughts you have had about it since. Do you believe your sentence was fair?

Programs entered while incarcerated?

Programs completed while incarcerated?

Name of significant other? How long together/describe relationship?

Biological children and where they live?

Children in home in which you're proposing to live?

Support system?

Brief summary of alcohol/drug history?

Describe any violence related convictions? DV related?

What was the highest level of education completed? Did you get your GED?

Describe employment history? Proposed employment upon release?

Are you currently, or have you ever received mental health services (including counseling/therapy, meds, prior hospitalizations, etc.)?

Have you ever struggled with anger, anxiety, depression, etc. in the past?

Thoughts about PPS and intentions once released?

### Questions and Answers

What do I do when I get a release plan on someone with an ICE detainer?

*Important to note, based on a release plan alone we do not know whether or not the offender will be deported. We only know that the offender has an ICE hold. Each offender with an ICE hold is afforded due process in Federal Immigration Court and ultimately, he/she may not be deported for a number of reasons. The actions a P.O. should take and the information that should be communicated to the offender are as follows:*

- 1. All offenders released from an Oregon prison with an ICE hold will be subject to Special Condition #10, which will require the offender to immediately report to his/her supervising officer either upon release from Federal custody or upon re-entry into the United States of America. Therefore, the first thing the PO should do is verify that there is in fact a valid detainer. Next, the PO needs to contact the inmate via a Reach-in or a letter. The letter should only be used if the offender does not speak English (see attached letter in Spanish) to advise the offender of this condition.*
- 2. All offenders with ICE detainers are transported to either Multnomah County Jail or NORCOR. Therefore, on the prison release date, the P.O. needs to contact the appropriate agency to confirm custody status and the offender's next immigration status hearing. The P.O. will need to continue to monitor the status of the offender until he/she is either released into the community or deported. It is also suggested that the PO request notification of release.*
- 3. In the event that the offender is released and fails to report within 24 hours, the PO needs to issue warrants based on the violations of General Condition #13 and Special Condition #10. If the offender is in fact deported, the PO needs to contact the ICE Department with the Alien number of the offender and request faxed confirmation of the deportation. Once that confirmation is received the file should be given to clerical so that the case can be closed to immigration status.*
- 4. If an EPR notification is received after a confirmed deportation, the PO should contact the appropriate Law Enforcement Agency to confirm physical contact. If Law Enforcement did have actual contact with the offender, a warrant should be generated, citing violation of General Condition #13 and Special Condition #10. The P.O. should also contact ICE, as the person may be charged with a new Federal crime of Unlawful Re-entry.*

What do I do if an offender has a local control detainer (either local or out of another county)?

*If it is a Umatilla County offender and the detainer is out of another Oregon County, a PO should proceed with the reach-in. The detainer should be addressed at that time. The PO will then need to confirm the detainer and request an approximate release date. An action plan should also be faxed to the holding facility with directives for the offender to report to this office immediately upon release. If the offender does not report, a warrant will then be requested. After the PO confirms that the offender has been transported, the PO needs to print the PPS order and give it to clerical so that the file can be brought in from admit pending and the PPS order can be added. PO needs to then reclass the case to a ltd status until the offender has been released from custody.*

*If the investigation is a waiver to this county, the waiver should be denied and then the appropriate County can generate an IRT upon release.*

*If the detainer is local, the PO should complete the intake process while the offender is in custody.*

What do I do when I get a release plan on someone who is proposing an address in a different County or State?

*Investigate the second option Umatilla County residence and ensure that there is a plan in place for the possibility that the primary request will be denied. If the second option is subsidy, advise The Program Center of the situation. If the second option is not acceptable, send the plan back to the counselor indicating the reasons for the denial.*

*The case will then need to be monitored by the investigating officer until the proposed transfer has been accepted or denied. If another County accepts the case, that County will admit the case to their location and then they will request the file. If another State accepts the case, as soon as the PO receives formal notification from compact, the file will need to go to clerical so that the case can be closed to compact. In either instance, if the case is denied, go forward with the normal investigation procedure.*

What do I do if the proposed address is subsidy housing?

*Notify The Program Center of the date of release immediately. In addition, send a referral to the attention of Tim Roberts.*

What do I do if, after an investigation, I need to deny a proposed residence?

*Clearly lay out the reasons for the denial in an e-mail and a chrono and send the investigation electronically back to the release counselor.*

What do I do when I get a release plan on someone who will be sent directly from an Oregon prison to a federal prison or an out-of-state prison?

*A reach-in is not required in either instance. However, the appropriate prison should be contacted so that the PO can request a release date and then track the case until the offender is either released or the Oregon PPS expires, whichever comes first. After the PO confirms that the offender has been transported, the PO needs to print the PPS order and give it to clerical so that the file can be brought in from admit pending, the PPS order can be added, and then the case can be placed on outcount to prison.*

*In the case that the offender is released and there is still Oregon PPS time remaining, clerical needs to be advised so that the case can be taken off of outcount. Should the offender fail to report, a warrant needs to be requested. If the case expires while the offender is still in federal or out-of-state custody, the PO shall print out the PPS order, fill out a closing summary, and take the file to clerical to expire the case off the system.*

When/Why do I take a file to clerical?

*Clerical staff needs the file (can be pulled from the "closed to prison" drawer) and the printed PPS order the day the offender is released from the institution. They need the file so that the information on the PPS order can be entered into the system and so that the case can be admitted to the PO's caseload.*