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NOTICE

This handbook has been prepared as a guide to policies, benefits, and general information that should assist you during your employment with the R.I. Department of Corrections. This employee handbook is neither a contract of employment nor a legal document. Please be advised that nothing in this handbook, should be construed as creating any contractual rights, or obligations, promises or representation of continued employment or compensation, nor is it intended to confer any greater rights or benefits beyond those contained by applicable law, rules, policies, regulations, and/or collective bargaining agreements.

Information regarding benefits, leave, salary, retirement, etc... may be found at the Rhode Island Department of Administration's Division of Human Resources website: www.hr.ri.gov

Progressive disciplinary procedures and other termination procedures described in this handbook are not all inclusive, and management reserves the right to dismiss employees for any legal reason.

The Department reserves the right to make changes in content or application with or without notice as it deems appropriate, including modifying, suspending, interpreting or canceling, in whole or part, any of the provisions contained within, and these changes may be implemented even if they have not been communicated, reprinted, or substituted in this handbook. Policies and procedures referenced in this handbook may be changed, repealed or deviated from at the discretion of the State or the Department at any time with or without notice.

Please discuss any questions you may have about the material contained in this handbook with your supervisor or with a member of the Human Resources Unit.

We believe that the Department's workforce is our greatest resource!

DIRECTOR'S BIOGRAPHY



A.T. Wall is the Director of the Rhode Island Department of Corrections.

Director Wall's career in corrections began in 1976 as a line probation officer. After his graduation from law school, he served as a prosecutor in Manhattan and then joined the Vera Institute of Justice, where he directed a sentencing project for chronic offenders convicted in New York City. He returned to his native state of Rhode Island in 1985 and worked in the Governor's Policy Office on criminal justice matters.

In 1987 Mr. Wall became the Assistant Director for the RIDOC where he subsequently oversaw the central management of all operations and served as the Director's second-in-command. He was named interim Director in 1999 and appointed Director in 2000. As such, he is the Chief Executive Officer for an agency that includes all aspects of the state's adult correctional system: prisons, jails, probation, parole and home confinement. He is the longest serving corrections director in the nation and is currently the President of the Association of State Correctional Administrators, the membership association of the fifty state corrections directors.

Director Wall received a B.A. degree from Yale University and a J.D. degree from Yale Law School.

MESSAGE FROM THE DIRECTOR

Welcome to the Rhode Island Department of Corrections. This handbook is intended to provide pertinent information and answer commonly asked questions regarding your employment with the agency.

It contains general information about the Department, State employment benefits, and selected policies, procedures, and rules of interest to both new and current employees. You may be directed to consult State Personnel Rules, individual collective bargaining agreements, specific policies, and/or your immediate supervisor for more detailed information on a variety of topics.

**The Department of Corrections' Mission Statement:
The mission of the Rhode Island Department of Corrections is
to contribute to public safety by maintaining a balanced
correctional system of institutional and community programs
that provide a range of control and rehabilitative options which facilitate
successful offender reentry.**

As an employee of the Department of Corrections, you play a key role in the successful fulfillment of this mission. I am confident that your career with the Department will be both challenging and rewarding, and I look forward to working with you.

Ashbel T. Wall, II
Director

INTRODUCTION

JOB DUTIES AND RESPONSIBILITIES - As a new employee of the Department of Corrections, you will go through a process of orientation and training related to your job duties and responsibilities. During your initial employment you will work closely with your supervisor to learn about Corrections' policies, procedures, benefits and work rules. Although your job specifications and your initial introduction to your job duties and responsibilities provide you with a fairly good understanding of what is required of you, this orientation period will allow you the opportunity to find out whether or not you are going to like it here. It also gives us a chance to determine if your work, your performance, and your attendance measure up to our standards for a successful employee.

All employees of the Department of Corrections are expected to work as a team. The team concept is a critical element in being able to fulfill our goals and accomplish the mission of our Department. Your supervisor will provide you with your work schedule to include location of work area and your days off. Your particular work schedule will depend on your job and the shift to which you are assigned. Your supervisor will also explain meal breaks and rest periods as they relate to your shift. You are required to notify your supervisor in the event that you are unable to report for work. Should you have any questions on your work schedule or related issues ask your supervisor.

PROTOCOL - As an employee of the Department of Corrections you may be in contact with the public, other state agencies, federal, state, and municipal officials. For this reason, it is essential that you conduct yourself in a professional manner. Be polite at all times, to all persons. Put forth your best "personal image", such as neat dress, an interest in your work, and a willing and cooperative attitude toward your co-workers and others with whom you come in contact. Remember that in order to gain and hold respect of others, you must earn such respect by your own actions.

STANDARDS OF BEHAVIOR - Most employees of the Department of Corrections work in a correctional institution or in other facilities where they will interact with inmates or offenders. It is important that interaction between staff and inmates is consistent with clearly defined job responsibilities and applicable rules and regulations.

The most recent version of the Department of Corrections Policy 3.14, "Code of Ethics and Conduct", outlines in considerable detail, all conduct required of employees. Staff will be issued a copy of the Code when hired, and must familiarize themselves with all standards of conduct outlined in the policy.

As a Corrections' employee, inmate custody is the prime duty of all staff. All staff must establish authority by setting limits and enforcing policies established by the Department. If you observe staff/inmates in violation of any policies or have questions about staff/inmate relations, speak to your supervisor.

Remember, when interacting with inmates, be firm, fair, and consistent.

HEALTH, SAFETY, AND SECURITY - The Department of Corrections has a responsibility and strong commitment to its employees to provide a safe and secure work environment. The Department is concerned when safety, job performance, or attendance is affected. It is not our desire to intrude upon an individual's private life. However, when activities, on or off duty, affect an employee's ability to perform his/her duties or affect the condition in which an employee reports to work, the Department is rightfully concerned. It is our expectation that employees report to work on-time, properly groomed and attired, alert, and physically and mentally prepared to perform his/her duties. The decision to acknowledge substance abuse-related problems and seek assistance is also the employee's responsibility. The Department encourages employees who realize they have a drug or alcohol problem seek counseling offered by the Employee Assistance Program (EAP) through the Department of Administration. Employees can access EAP assistance on their own, through the Office of Human Resources or any member of the Department's Peer Support Team.

Especially because of the nature of the responsibility and functions of the Department, the use of drugs or alcohol may not only endanger the employee who is a substance abuser, but also other employees, the overall security of an ACI facility, and the public at large.

Both the State of Rhode Island and the Department of Corrections' Drug Free Workplace policies state that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the work place. Any employee(s) violating these policies will be subject to the discipline up to and including termination. Criminal charges may also be brought against an employee under certain circumstances.

CODE OF ETHICS AND CONDUCT

The Department of Corrections' Code of Ethics and Conduct, Policy 3.14 DOC, is intended to provide all employees (sworn and civilian, union and non-union, and line, supervisory, and managerial) with a clear understanding of the conduct required of them. A copy is issued to all employees at NEO (New Employee Orientation) and all staff are responsible for its contents. This policy specifies:

- Powers of the Director (pursuant to RIGL § 42-56-10)
- The Department of Corrections' Mission Statement
- Rules and Regulations regarding:
 - Appointment, change of vital personal data, fitness for duty, identification
 - Relationship to the public (conduct toward the public, dissemination of information)
 - Professional relationships (nature of, nepotism and favoritism)
 - Relationships with offenders their family members and/or visitors (civil rights of offenders, personal relationships)
 - Reporting requirements (safety and security, violations of Departmental policy, contact with law enforcement agencies, provision of information)
 - Examples of misconduct subject to disciplinary action (conduct unbecoming a correctional employee; tardiness, absenteeism, and abuse of sick leave; dereliction of duty; insubordination; unauthorized physical contact; harassment; dishonesty; substance use and abuse, misuse of state property, conveying contraband; unauthorized possession /misuse of weapon; and criminal disposition).

Violations of the Code of Ethics and Conduct may subject employees to disciplinary sanctions up to and including termination.

RHODE ISLAND DEPARTMENT OF CORRECTIONS

A Brief History...

1638 The first so-called “jail” was built, complete with stocks and whipping posts, in Portsmouth, RI.

1640 The jail served both Portsmouth and Newport, but Newport soon found it necessary to construct its own facility.

1698 A jail was constructed in Providence, RI.

1704 The Providence jail was destroyed by fire, and a new building was erected near the junction of North Main and Benefit Streets.

1845 The last execution in Rhode Island took place. John Gordon was executed by hanging for the murder of Amasa Sprague, the Governor’s brother. His conviction and execution have been ascribed by researchers to anti-Roman Catholic and anti-Irish immigrant bias. As a result, he was posthumously pardoned in 2011 by RI Governor Lincoln Chaffee, after the RI legislature passed a bill urging the Governor to do so.

1867 Inmates were dressed in uniforms, and a good conduct program was inaugurated. Exercise privileges were granted daily, and visitors of distinguished position in the community occasionally addressed the inmate body. Following these reforms, the General Assembly appointed a commission to select a suitable site for the construction of a new state prison. After considerable investigation, the commission selected a portion of land on the state farm located in Cranston.

1874 Construction of the facility (now known as Maximum Security) began in Cranston, RI. This building contained four (4) cellblocks, each three tiers high. An increase in the population in the early 1900’s prompted planning for additional facilities.

1878 The facility now known as Maximum Security was completed.

1924 An all steel cellblock, containing one hundred and ninety-eight (198) cells was added to Maximum Security.

1956 On October 1, 1956 by Legislative enactment, the Providence County Jail, the Rhode Island Prison, and the Men’s Reformatory were combined to create the Adult Correctional Institutions (ACI). The Institutions were then divided into three (3) custody units: Maximum, Medium, and Minimum. Women were originally housed in one wing of Men’s Minimum. These custodial practices were primitive when compared with modern practices.

1972 On July 1, 1972 when the Rhode Island Department of Corrections was created by statute, Adult Correctional Institutions and Probation and Parole were removed from the Department of Social and Rehabilitative Services. Seven (7) women were moved to Framingham and filed a class action to return to Rhode Island. They were housed in a 20-bed unit “cottage” near the present High Security Center until moved

to their present location in 1984.

1974: The case of *Palmigiano v Garrahy* is filed accusing RIDOC of violating inmates' 8th and 14th amendment rights denying them adequate medical care. This case has a long lasting effect on the ACI and State of Rhode Island.

1980's Beginning in the 1980's, the Department of Corrections embarked on a long-term building/construction campaign to increase the number of beds/cell space to meet the needs of the increasing offender population and comply with various Federal Court orders addressing conditions of confinement at the ACI.

1981 The High Security Center (sometimes referred to as "Super MAX") was opened, with a capacity of ninety-six (96) cells.

1982 The Intake Service Center was opened, with a capacity of one hundred and nine-six (196) cells.

1984 The Jonathan Arnold Building (later renamed the Gloria DiSandro McDonald Building) was renovated and opened as the Women's prison.

1989 Home Confinement Program promulgated by statute.

1990 Soon thereafter, the Dorothea Dix Building was designated for female offenders classified to Minimum and Work Release.

1992 The Intake Service Center addition (North Side) was completed, with the capacity for an additional nine hundred (900) offenders/detainees. The John J. Moran Medium Security Facility (formerly known as MED I) was opened, with a capacity of eight hundred and seventy (870) inmates. Concurrently the Donald Price Medium Security Facility [formerly known as the Special Needs Facility (SNF) and later as MED II] was closed.

1995 The male Work Release population/program was transferred from the Bernadette Building to the Minimum Security Facility.

1997 The Donald Price Medium Security Facility was reopened, with a capacity of three hundred and four (304) inmates (dormitory setting).

1999 In the Probation & Parole Unit, the establishment of special caseload management and protocols for offenders on community supervision who have committed crimes related to sex offenses and domestic violence; the creation of the Safe Streets Program as a means to supervise probationers in the inner-city.

2008: With a rising population threatening to put RIDOC over capacity, legislation is passed to give Rhode Island inmates increased "good time" that rewards good behavior, as well as credit for attending programs that aid in the early release of an offender.

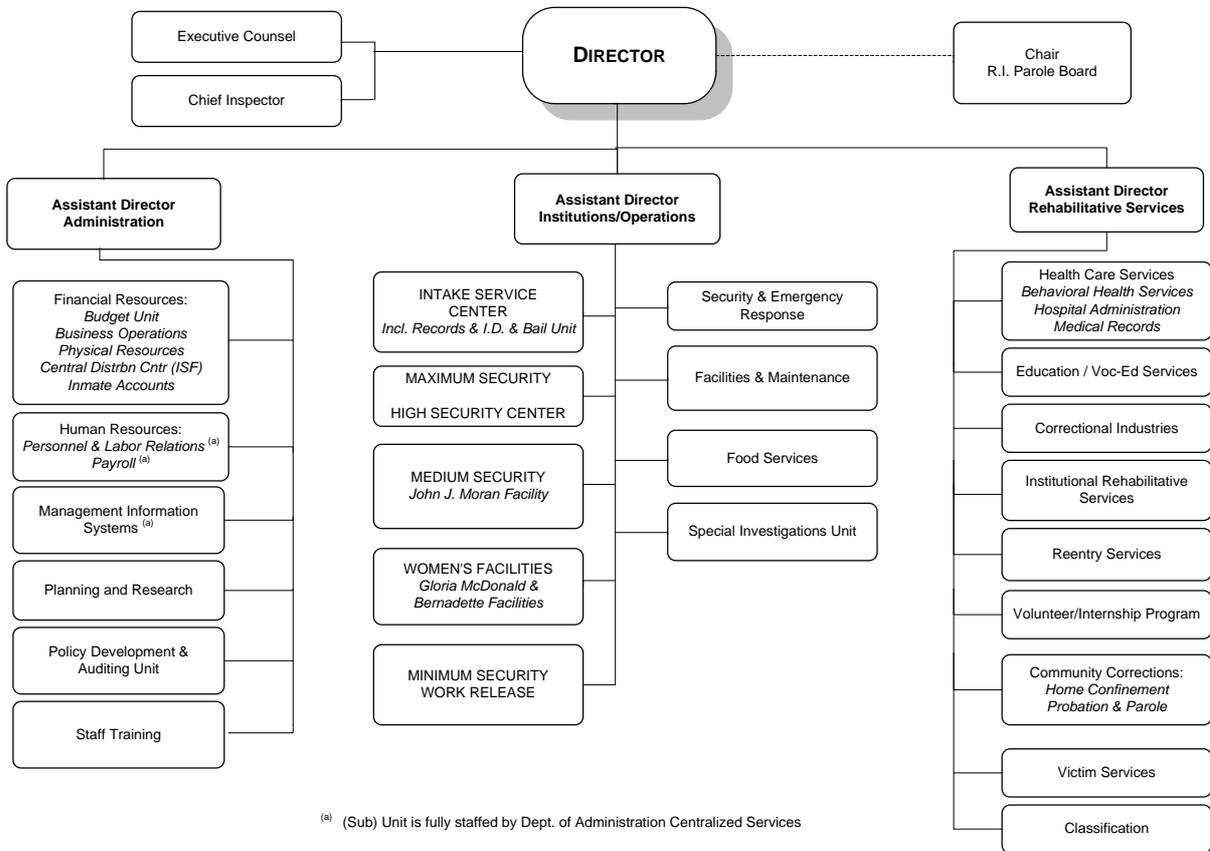
April 2010: The Intake Service Center is re-named the Anthony P. Trivisono Intake Service Center, the RIDOC's first Director who served from 1972-1974.

2010 and 2011: Awaiting trial and medium-security female offenders were moved to a new facility re-dedicated as the Gloria McDonald Building (GM) while the female minimum security/work release offenders are now housed in Women's Facility II (WFII) also known as the Bernadette Building. The Dix building, where female minimum security/work release female inmates had been housed, was converted into an office building for various units in the Department.

2011: RIDOC is ordered by the RI General Assembly to close the Donald Price Medium Security Building.

2012: Legislation is passed changing good time policies for those sentenced for the most severe crimes.

**FY 2015 STAFF ORGANIZATION
Rhode Island Department of Corrections**



^(a) (Sub) Unit is fully staffed by Dept. of Administration Centralized Services

OFFICE OF THE DIRECTOR

Director's Office: The Office of the Director includes the Director, who is appointed by the Governor and serves as the chief executive of the Department, and his office staff (Assistant to the Director/Public Information Officer and administrative support personnel). This office provides overall leadership, executive-level decision making and policy direction for the Department. It also handles public relations and media affairs. Additionally, the Office of the Director includes the Departmental Grievance Coordinator who handles inmate complaints. This individual investigates complaints from inmates in a variety of areas related to the conditions of their confinement. Also, an Interdepartmental Project Manager who handles special projects.

Office of Legal Counsel: The Office of Legal Counsel, managed by the Executive Counsel, is a separately established unit within the Office of the Director. The unit provides legal representation and consultation for the Director, administrators and other employees of the Department of Corrections in a variety of cases and forums. Staff attorneys represent the interests of the Department and its personnel in Federal and State Court actions, administrative tribunals (such as the Commission for Human Rights, Personnel Appeals Board, etc.), and in grievance and arbitration proceedings.

Office of Inspections: The Department's internal affairs unit, supervised by the Chief Inspector, is a separately established unit within the Office of the Director. The Office of Inspections investigates allegations of employee misconduct. If it determines such complaints are founded, it provides testimony in the disciplinary process. If the misconduct violates state or federal statutes, the office makes referrals to outside law enforcement agencies and cooperates in the prosecution of criminal cases. This unit also works cooperatively with law enforcement authorities on outside investigations involving Departmental staff.

DIVISION OF ADMINISTRATION

The Division of Administration, overseen by an Assistant Director, includes all resource management functions of the Department. The following units are within the Division of Administration:

Financial Resources: The Office of Financial Resources collectively assures the availability of both monetary and physical resources to fulfill the Department's goals and objectives.

- The *Budget Unit* develops both the annual operating budget and the multi-year capital budget; it monitors and analyzes the usage of these funds throughout the year; and it serves in an advisory capacity to unit managers and the Department's executive staff.
- The *Business Operations* section procures all goods and services needed by the Department; it initiates requisitions, tracks the procurement through the bureaucratic process, processes payments; and maintains oversight of the operations of the satellite business offices.
- The *Physical Resources* section handles logistical and material management functions for the Department. It manages Central Mail and Courier Services, as well as the Central Distribution Center (CDC) which provides for centralized ordering, warehousing, and distribution of finished goods. It also oversees the Inmate Commissary vendor, from which inmates buy toiletries, snacks, postage and some discretionary items.
- The *Inmate Accounts Unit* maintains a money account for each inmate, processing deposits for inmate payroll and outside support, and expenditures for court ordered payments, commissary purchases, medical co-pays, etc.

Human Resources: The Human Resources Unit, part of the State's Department of Administration, provides information and assistance to RIDOC personnel and members of the public, serves as a resource to unit managers, communicated with and/or partners with outside agencies to meet its personnel needs, and assures that human resource activities comply with departmental policy, applicable collective bargaining agreements, Personnel Rules, Regulations, federal and state laws, including the RI merit system.

- The *Personnel and Employee Relations* section is responsible for the Department's recruitment initiatives, onboarding of new staff, processing of all personnel transactions, equal employment opportunity, AA and administering employee benefits.
- The *Payroll* section prepares and processes the payroll and timekeeping records for all employees of the Department. The staff maintains attendance records and advises all employees of accrued leave balances. This unit is also responsible for the initial processing of injury reports for all staff.
- The *Labor Relations* section assists the Department in complying with 8 collective bargaining agreements negotiated by the 6 different labor organizations which represent approximately 95% of RIDOC's workforce. This section also administers and manages all grievances filed on behalf of the staff by any of the bargaining units representing employees of the

Department and is responsible for disciplinary actions imposed on the staff.

Management Information Systems (MIS): The MIS Unit, part of the State Department of Administration's Division of Information Technology (DoIT), is responsible for managing, coordinating and maintaining the Department of Corrections' large local area network, consisting of twenty eight hundred users and a wide area network that provides statewide access to Department applications to twenty various state and federal criminal justice offices. This Unit provides computer training to all users. The MIS Unit is also responsible for managing, coordinating and maintaining a local area and wide area telecommunications network and infrastructure that provides telephone service to all areas of the Departments of Corrections; Behavioral Health, Developmental Disabilities and Hospitals; Labor; Human Services; Children, Youth & Families; and the Rhode Island Emergency Management Agency. Additionally, this unit is responsible for the maintenance, operation and management of the Department of Corrections' radio communications system and cellular telephone and pager systems.

Peer Support Team (see page 21)

Planning and Research: The Planning and Research Unit organizes, coordinates and supervises short-range and long-range planning functions relating to the Department of Corrections. The unit provides supervision, support and coordination of Departmental program initiatives, program development, program evaluation, and statistical analysis. The Unit also coordinates and supervises grant solicitations and technical assistance requests. The unit is responsible for mandatory reporting requirements for various grant programs, as well as management and supervision of projects funded through technical assistance or cooperative agreements. The unit provides prison impact statements to the General Assembly for proposed legislation that may impact on the operations of the Department and produces inmate population projections for the budget development process. Planning and Research responds to Federal and State surveys and serves as a resource for research requests from both inside and outside the Department. The unit also spearheads the collection of data in order to report on performance measures to the Governor's Office and to the Association for State Correctional Administrators (ASCA).

Policy and Auditing Unit: The Policy Unit is responsible for developing, finalizing, and disseminating all new and revised Department level policies and procedures, ensuring they are consistent with applicable rules, regulations, statutes, and national standards. These policies and procedures address the operational management of the institutions, programs, and field services, and are intended to guide staff in the operation, management, and administration of its facilities and functional units. Also, the Policy Unit staff will assist individual unit managers to develop unit-specific procedures insuring that they supplement, but do not contradict Department level policies.

Training Academy: The Training Academy is responsible for the overall development and implementation of all pre-service, in-service, and most supplemental specialized training for all correctional staff. Also, training is planned and provided for non-uniformed staff and management personnel. The Academy is

responsible for the development and implementation of a recruitment and screening process for correctional officer candidates.

DIVISION OF INSTITUTIONS/OPERATIONS

The Division of Institutions & Operations, overseen by an Assistant Director, includes the Department's correctional facilities [collectively known as the Adult Correctional Institutions (ACI)], Correctional Emergency Response Team (C.E.R.T.), Facilities and Maintenance Unit, Fleet Management, Food Services, Security Specialists, and the Special Investigations Unit (SIU).

Adult Correctional Institutions (ACI): The primary responsibility of the Division of Institutions & Operations is the coordinated management of seven (7) correctional facilities, including two (2) jails (one for male offenders and one for female offenders), all located on the John O. Pastore Government Center in Cranston, Rhode Island. Facilities for men include High, Maximum, Medium (The John J. Moran facility), Minimum Securities, and the Intake Service Center (The Anthony P. Trivisono Intake Service Center). The men's Minimum Security includes a Work Release Program. There are two facilities for women under a single administration: one for awaiting trial and medium security inmates (Gloria DiSandro McDonald building), the other for women classified to minimum security and work release (Bernadette building). The facilities are managed by Wardens, Deputy Wardens, and supervisory correctional staff (Captains and Lieutenants). The facilities are staffed by line correctional officers, and non-uniform staff (e.g., counselors, teachers, food service workers, medical personnel, maintenance workers, industry shop supervisors and instructors).

Correctional Emergency Response Team (C.E.R.T.): The Correctional Emergency Response Team (C.E.R.T.) is a voluntary unit made up of correctional staff whose mission is to neutralize disturbances and assist with other contingencies which may arise at any of the facilities of the Department of Corrections, and to assist outside law enforcement agencies. The C.E.R.T. Unit is specially trained in using the minimum force necessary to maintain good order and discipline. The C.E.R.T. includes the following specialized units: Tactical (TAC), Weapons, Chemical Munitions (CMU), K-9, Breaching, and Crisis Intervention Team (CIT).

Facilities and Maintenance: The Facilities and Maintenance unit is responsible for maintenance and repairs to all of the Department's buildings on the Pastore Government Center. Maintenance activities include repairs to interior spaces, the infrastructure [electrical, heating, plumbing, lighting, air handling systems, perimeter security (including sophisticated detection systems) and building exteriors (roofs, casements, etc)]. Given the critical relationship between the physical plant and the Department's public safety mission, this unit is available for response on a 24-hour-a-day, 7-day-a-week basis. They also coordinate and monitor the activities of outside vendors and contractors.

Fleet Management: The Fleet Management unit is responsible for the official and economical operation of the RIDOC motor vehicle fleet. It is primarily responsible for ensuring that sufficient motor vehicle resources are available to meet and respond to daily Departmental requirements, and any contingency or emergency within the

Department requiring vehicle support.

Food Services: The Food Service Unit has overall responsibility for all offender food service activities directed by employees of the Department of Corrections. Responsibilities include: menu planning, food procurement, handling, preparation and delivery of wholesome, nutritionally balanced food and beverages to all offenders. Each prison facility of the Department of Corrections has kitchen facilities serving inmates three daily meals. Correctional Officer Stewards supervise inmate kitchen workers in the preparation and serving of meals in the various facilities. Menu food requirements and components are determined by the Food Service Administration, and purchases are coordinated through the Department's Central Distribution Center (CDC). Overall, the Food Services Unit provides approximately 10,000 meals per day Department-wide.

Security Specialists: Security Specialists work within ACI Facilities and within the Central Office of Institutions and Operations to develop and implement a variety of security systems and processes; to inspect and test security equipment such as alarm systems, video surveillance equipment and cameras to ensure proper working order; to conduct security audits; and to do related work as required.

Special Investigations Unit (SIU): The Special Investigations Unit (SIU) gathers intelligence about the activities of the inmate population that may threaten public safety and/or be disruptive to the security and orderly operation of the facilities. The SIU also investigates alleged inmate misconduct and provides evidence at inmate disciplinary hearings on the basis of its investigations. The Unit monitors and investigates gang activity, and tracks and apprehends escapees. SIU works closely with outside law enforcement agencies in the prosecution of inmates believed to be engaged in criminal activities.

DIVISION OF REHABILITATIVE SERVICES

The Rehabilitative Services Division, overseen by an Assistant Director, is dedicated to providing meaningful treatment, counseling and educational opportunities to offenders and ex-offenders to improve their ability to reenter the community as law abiding, productive, self-sufficient citizens. Institutional program areas include comprehensive medical and dental services, health education, vocational training and educational classes, mental health treatment, substance abuse counseling, anger management, domestic violence counseling, sex-offender treatment, and a variety of faith-based programs. Community programs include Probation, Parole, and Community Confinement (also known as "Home Confinement"). The following units are within the Division of Rehabilitative Services:

Chaplaincy – Consistent with its mission and as part of the rehabilitative process, Department of Corrections encourages clergy and other members of religious organizations to become involved in inmate religious activities. The Department's Chaplaincy Team is multi-denominational and strives to meet the spiritual needs of the inmate population and their families. Many volunteers participate in this effort. Specific activities include: worship services, scripture studies, pastoral counseling, death notification, grief counseling, and overall spiritual advocacy.

Classification/Case Management - Classification is a process by which offenders are assigned to facilities based on a variety of considerations which include: (1) determination and assignment of appropriate custody and security levels; (2) program placement based on inmate needs and available services--medical, mental health, vocational, educational and employment; (3) designation to proper housing placement within the institution; and (4) scheduled review of custody assignments to reassess an inmate's needs and risks. The Department of Corrections is required by law to classify all inmates who are committed to its custody. The classification process begins as soon as an inmate arrives and continues until that inmate is discharged from Departmental custody. Classification, as defined by state law, encompasses virtually all decisions which affect an inmate's life while in confinement. It is important to note that elements of the classification process are governed by specific Departmental policies and procedures, as well as applicable statutes and court rulings.

Community Corrections: Community Corrections provides custody and program services for offenders who have been adjudicated by the courts and are residing in the community under correctional supervision. Community Corrections consists of the following units:

- *Probation and Parole* are community-based correctional programs, which provide monitoring, counseling and supervision services to offenders sentenced by the Superior and District Courts, or released by the Parole Board. Probation and Parole allow the offender to remain within the community while fulfilling requirements which include accountability, responsible law-abiding behavior, and willingness to accept and make use of appropriate rehabilitative interventions. High-risk populations

such as domestic abusers, sexual offenders and identified parolees in need of electronic monitoring are provided more structured, intensive supervision in the community. The RIDOC has general responsibility for the Parole Board's budget, and parole staff, but the Parole Board itself is autonomous from the RIDOC. Offenders may be released from incarceration to complete their prison terms on parole, prior to beginning the probationary term of their sentence. Offenders are sentenced by the courts to a term of probation without incarceration, or to probation after a term of incarceration.

- *Community Confinement*, sometimes referred to as Home Confinement, allows the courts and the Director of Corrections to place inmates under DOC supervision in their own homes. Counselors and Correctional Officers provide case management and supervision of these offenders in the community.
- *Victim Services* focus on victim notification and coordination of services between the Department of Corrections and victim service agencies. This program provides for the availability of staff (during normal business hours) to answer questions from victims and victim support agencies about the status of incarcerated offenders. Additional activities include the creation and maintenance of victim information files.

Correctional Industries: Correctional Industries operations are housed in the Adult Correctional Institutions. The shops include automotive and auto body, sign making, print and copy operations, graphics/typesetting, laundry, furniture, upholstery, license plates, janitorial products/paint, and garments. Their community-based operations include: grounds maintenance; moving, painting and cleaning crews to state and local agencies; state highway litter crews; anti-graffiti program, and panel system installation.

Discharge Planning: A majority of Rhode Island's inmates serve sentences of one year or less. It is our responsibility to prepare them as best we can to reenter the community. To this end, there are two phases to Discharge Planning: pre-release classes that can be taken regarding the skills and tasks needed for a successful transition beginning 9 months before release and formal discharge planning beginning 90 days before release. A team of discharge planners from local community agencies assist offenders with their release planning needs. They help inmates identify and plan to meet their needs for housing, employment, family reunification and treatment in the community so that they leave with a manageable plan in hand. Discharge Planners remain in contact with inmates for 60 days after release and offer a variety of services and post release guidance and assistance.

Educational Services: Educational programming occurs in every facility within the Adult Correctional Institutions, five days a week on a full-time basis and on evenings and weekends as well. Each facility has designated classroom areas and libraries, which are available to all inmates as scheduling permits. The typical offender to be served is of low literacy skill and without a high school diploma, lacking any type of marketable skill and of limited English proficiency. Programs range from Adult Basic Education, Special Education/Chapter One, Inmate Literacy Program, GED Classes/GED Testing, Post-Secondary Programs and Vocational

Training Programs, as well as tele-courses at the Community College of Rhode Island that are paid for by the offender. In addition, all Recreational Reading Libraries and Law Libraries are managed by the Education Unit.

Health Services: Health Services, under the direction of a Medical Program Director, provides medical treatment, dental care, mental health, health education programming and related clinical services to the incarcerated population. These include a variety of groups for sex offenders, victims of sexual violence, and treatment for anger management, domestic violence and battering, among other issues common to an incarcerated population. Services are offered in every facility around the clock by Board certified doctors, RN's, LPN's, and APRN's. Specialized care is provided for infectious diseases including HIV, AIDS, and Hepatitis by a Brown University Miriam Hospital physician team. Medical issues requiring hospital or special clinic care are provided in area hospitals including the Eleanor Slater Hospital, Rhode Island Hospital, Women and Infants, and Miriam. The Department is committed to protecting healthcare confidentiality and all staff receives training in this area.

Volunteer/Intern Coordinator: The Volunteer/Intern Coordinator is responsible for the recruitment, placement, training and coordination of all volunteers and interns throughout the various divisions of the Department of Corrections. They work as Chaplains, mentors, tutors, and in a variety of student internship positions. Dozens of student interns work alongside DOC professionals every semester gaining valuable experience practicing many professions inside prisons and in community corrections.

**NEW EMPLOYEE ORIENTATION AND ENTRANCE LEVEL
TRAINING (CIVILIANS)**

The purpose of Department of Corrections' policy regarding orientation and entrance level training is to provide a uniform standard of training for new civilian employees.

Newly hired civilian employees, volunteers and student interns, attend orientation and entrance-level training at the Department of Corrections' Training Academy for a required minimum number of hours prior to receiving job assignments (whenever practicable). Topics covered include, but are not limited to:

- Introduction to the Rhode Island Department of Corrections
- Communicable Diseases
- Race, Cultural and Sexual Harassment Training
- Staff/Offender Relations
- Code of Ethics
- Conduct Personnel/Human Resources Overview
- Workplace Violence
- Contraband Control and Awareness
- Staff/Inmate Sexual Misconduct
- Security and Inmate Control Issues
- Key and Tool Control
- Emergency Procedures

The New Employee Orientation Program includes tours of the ACI facilities.

DEPARTMENTAL PEER SUPPORT TEAM

The Department of Corrections maintains a Peer Support program for all employees, at all levels of the Department of Corrections. This program provides and makes available to all employees; is responsive to the post traumatic needs of correctional personnel; ensures proper safeguards for all employees who participate in peer support, including confidentiality; and ensures a therapeutic avenue for all Department of Corrections employees who demonstrate stress and stress related symptoms.

(Note: Only in the event of danger to life or risk of serious bodily harm to the employee, or to others from the employee, can information be revealed, and only to prevent said danger.)

The Peer Support Team, part of the Division of Administration, operates in five areas: Departmental referral; voluntary treatment; post-traumatic stress; education/training; and critical incident debriefing.

Departmental policy specifies the duties and responsibilities of the Peer Support Team members (Coordinator, Assistant Coordinator, and Peer Counselors/Volunteers). In addition, it includes specific procedures regarding Department referrals, voluntary treatment/access, post-trauma stress, follow-up, fees, and critical incident debriefings.

For more information, please refer to the most recent version of policy 3.16 DOC, Departmental Peer Support Program.

EMPLOYEE INCENTIVES AND AWARDS

Both the State of Rhode Island and the Department of Corrections have established programs that are intended to recognize and reward state employees for performance in their jobs that exceeds normal expectations.

The following State of Rhode Island programs are coordinated through the State Office of Personnel Administration:

The State Awards Program - This program recognizes employees who propose ideas that are adopted which will result in eliminating or reducing state expenditures or improving operations. Also, an employee can be recognized for his/her superior accomplishments, making exceptional contributions to the efficiency, economy, or other improvement in the operations of state government.

Once an employee has been submitted for consideration, an evaluation and review process will take place. If the employee is considered, (s)he can receive a "cash" award up to a maximum of \$2,000.00 for his/her efforts.

Career Service Awards - Upon completion of ten (10) years of service in the classified or unclassified class of employment an employee will receive a writing instrument (pen) showing the number of years of service and appropriate certificate. For every five (5) years of continuous service up to fifty (50), another pen and certificate shall also be issued. The Department of Corrections schedules a "Career Awards Ceremony" periodically and formally presents service awards to those who have recently completed the necessary years of service to be eligible for recognition.

The Department of Corrections "Awards Program" is extensive. It includes Department-wide awards, and those awards offered within the separate Departmental divisions. Below are some of the annual awards:

John J. Moran Award – Named for the former Director John J. Moran, all employees and volunteers with the Division of Rehabilitative Services are eligible for consideration for this annual award. It honors a staff member who helps others achieve their maximum potential on a daily basis.

Volunteer of the Year Award - This award recognizes the contributions of an individual who volunteered his/her time and energy over a significant period of time and provides a valuable service to the Department. All volunteers of DOC are eligible for this award.

Supervisor of the Year Award - All Captains, Lieutenants, Work Release Supervisors, Food Service Supervisors, Correctional Industries Shop Supervisors, and others who may hold positions of similar capacities are eligible to receive this award. This award is meant to recognize and reward an outstanding supervisor whose supervision qualities, appearance, professionalism, performance and esprit de corps are exceptional.

Exemplary Service Award - (Division of Administration) this award recognizes a staff member of the Division of Administration who best exemplifies the purpose of the division – the provision of resource support to all Department operations.

Correctional Officer of the Year Award - This award is open to all correctional officers and C/O stewards below the rank of Lieutenant. This award is to recognize and reward correctional officers who have demonstrated exceptional performance of duty.

The Robert McCutcheon Award, named for longtime RIDOC employee Bob McCutcheon - is meant to honor any person from within or outside of the Department of Corrections possessing those qualities that made Bob such a valuable and beloved part of this Department: loyalty, commitment to justice and fairness, professionalism, strong work ethic, sense of humor, approachability, and ability to listen and handle crises with calm and understanding.

The Teamwork Award - honors an interdisciplinary team that accomplished a specific goal or project that contributed to the Department's mission or solved a systemic problem.

Community Corrections Award – recognizes an individual who exhibits professionalism, teamwork, willingness to work above and beyond the norm, loyalty to the Department of Corrections, a positive, productive attitude, and excellent work ethic. All Community Corrections staff members and supervisors below the administration level are eligible.

Letter of Commendation / Appreciation – serves to properly and formally recognize and individual who has demonstrated meritorious performance and/or served a period of faithful, honorable and satisfactory service.

Friends of the Department Award – is meant to honor an individual (or group) who is (whose members are) neither a RIDOC employee, nor volunteer, who has through his/her (their) efforts, helped the Department of Corrections with its mission of service.

Distinguished Service Award – is intended to recognize staff members who have committed an act of bravery or heroism on or off duty.

Meritorious Service Award – is given in recognition for exceptional accomplishments associated with duties relating to the Officer's assigned post. The exemplary performance must be clearly defined to merit special consideration.

Commendation Award – can be awarded for meritorious service that recognizes long-term performance that had a positive impact on the profession, other staff members, and the Department of Corrections.

Additional awards are described in Policy #3.19-1 may be developed in the future to recognize outstanding and exemplary performance.

For more information.....

SOCIAL MEDIA

The Department of Corrections maintains a website, www.doc.ri.gov,
a Facebook page and a Twitter account.

Employees and the public are encouraged to access these sites for current information about
the RIDOC.

POLICIES

All RIDOC employees are expected to be familiar with the Departmental policies, and are
therefore encouraged to access and read them. All RIDOC policies, including those not
accessible to the inmate population or the public, are available on the RIDOC Intranet or can
be obtained from your unit/program/facility manager.