

Commonwealth of Massachusetts
Office of the Sheriff
FRANKLIN COUNTY

CHRISTOPHER J. DONELAN
SHERIFF



LORI M. STREETER
SUPERINTENDENT

January 4, 2018

Secretary Thomas Turco
Executive Office of Public Safety & Security
1 Ashburton Place, 21st Floor
Boston, MA 02108

Secretary Michael J. Hefernan
Executive Office ANF
State House, Room 373
Boston, MA 02133

Honorable Joan Lovely
Vice Chair, Senate Ways & Means
State House, Room 413-A
Boston, MA 02133

Honorable Jeffrey Sanchez
Chair, House Ways & Means
State House, Room 243
Boston, MA 02133

Pursuant to Chapter 151 of the Acts of 2018, *An Act Making Appropriations for Fiscal Year 2019*, the Franklin County Sheriff's Office is filing this inventory of current programs offered at this facility. Attached is the *Informed Consent Packet* which is offered to incarcerated clients indicating assessments and programs.

For further information, please contact Assistant Superintendent Ed Hayes at 413-774-4014 ext. 2158 or at ed.hayes@fcs.state.ma.us.

Respectfully,


Christopher J. Donelan
Sheriff

Informed Consent

Franklin County Sheriff's Office

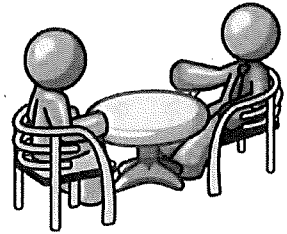
"Informed Consent" means that we want to give you information about treatment here before we begin working together. We want you to know what you can expect. Please ask us any questions you have about what we offer.

Help us get to know you

During your time here, we will ask you to participate in a few interviews so that we can better understand you, your life, and how we can best support you in preparing for your reentry to the community.

Here are the three interviews:

- **Substance Use History:** The Bureau of Substance Abuse Services (BSAS) interview is a way to gather substance use info across Massachusetts. Some treatments work better for people who use certain substances and we want to understand how to best help you.
- **Clinical Mental Health Intake:** Each individual entering treatment will meet with a mental health clinician to have a conversation about you. The purpose of the clinical intake is to understand the various factors that individuals' experience that lead to incarceration and to identify what values an individual holds that give their life a sense of meaning and purpose.
- **The Risk and Need Interview:** The Level of Service/Risk Need Responsivity (LS/RNR) is designed to focus on various aspects of a person's life that, if addressed, may decrease the chances of someone returning to jail.



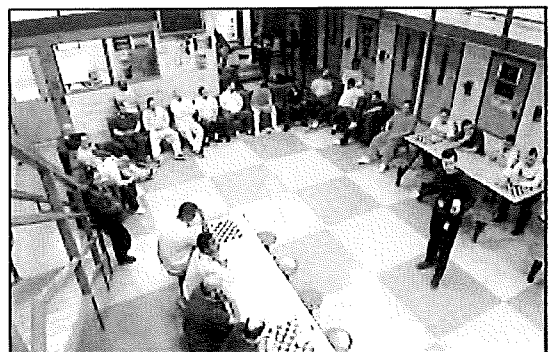
Treatment Communities

The treatment communities at the FCSO stretch out across all housing units in the facility.

The main goals of our treatment communities are to:

1. Develop skills to address areas in life that can lead to incarceration
2. Explore what you value in life
3. And to commit to actions that fit with your values.

These communities offer a space for you to learn and grow. Their effectiveness relies on your willingness to actively take part in the process. These treatment communities offer individuals an opportunity to rebuild their lives by learning skills in groups as well as practicing those skills within the community setting.



Programming

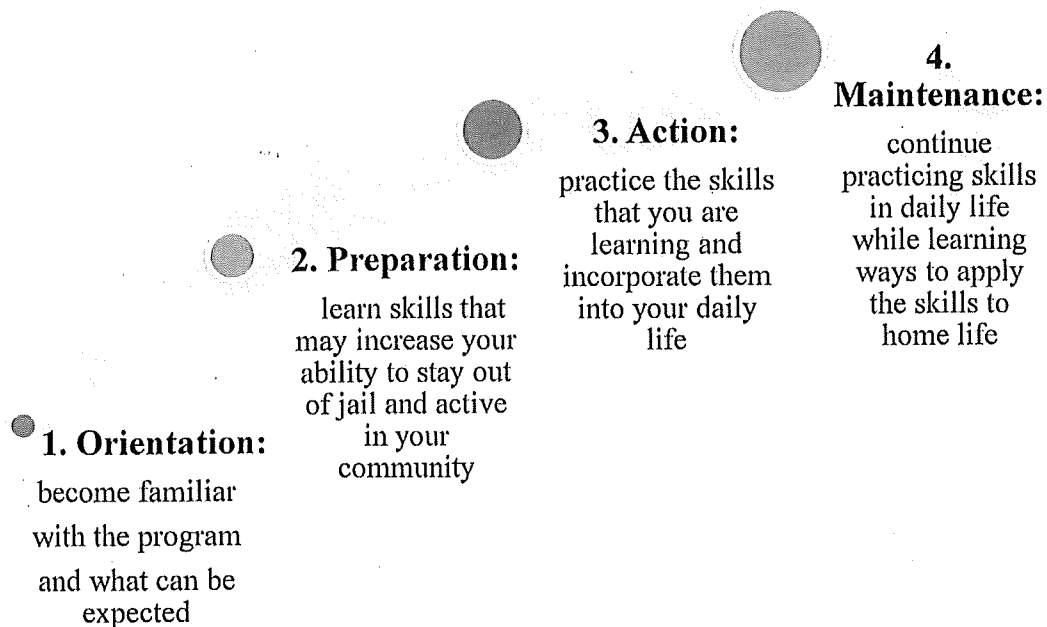
By participating in the treatment communities at the FCSO, you will have an opportunity to take part in various types of programming. The FCSO offers clinical, educational, as well as elective programs (including yoga, creative writing/book club, etc). The specific programs offered are diverse and differ depending on the housing unit you are placed in. Please refer to *Appendix B: Program Descriptions* for a detailed list of the various programming offered at the FCSO.



Phase-Up Process

There are four (4) phases in the treatment program at the FCSO.

Your path through this program, whatever that looks like, is yours and yours alone. You will make the path by walking it—it will not be laid out before you. This process requires participants to develop self-discipline, personal responsibility, and actively contributing to the treatment community.



TO GET IT

One of the core principles of our community is that we are willing to offer respect, both to individuals and to the community as a whole. In offering our respect, we can also expect to receive it in return. Respect can be shown in many different ways. One of the main ways that we think about respect in this community is by thinking about the ways that we impact other individuals and the community as a whole. A community thrives when each individual makes the effort to consider other peoples' perspectives and act in a way that shows that we care about the community that we are a part of.

Commitment--a pledge or promise. In this community, we use this term when we are ready to tell ourselves, and others, that we are going to do something and that we are ready to stick by it. Not every commitment is going to be big, some will be accomplished in the course of a day and some will require us to take more action and more time. There is an expectation that each member of a community has a commitment not only to personal achievements, but to the community as a whole. The commitment to working hard, learning new ideas, trying new concepts and becoming a highly functioning community member can be truly rewarding. Often times it is the hard work and the commitment to something that is the true reward and not the outcome itself.

A program warning is a form of acknowledgement that the rules established have not been followed. You will not be locked in, or formally disciplined when a program warning is issued, however, this is a way to bring your attention to the observed behavior and get support to figure out the best way to move forward. There are various ramifications to receiving multiple program warnings depending on the housing unit you are living in at the time. Please refer to *Appendix A: Rules* for the complete definition and process for program warnings.

Everyone in the Treatment Community is expected to actively and effectively participate in groups and classes that they are scheduled for. When a member of the Treatment Community violates the rules of the Franklin County Sheriff's Office or the Treatment Agreement they may expect to receive a Program Warning, Unit Discipline, or a Disciplinary Report based on the seriousness of the infraction.



GROUP GROUND RULES

Group rules ensure that all group members are respected and have a safe environment in which to participate. Violation of these rules may result in a program warning.

1. I will maintain group confidentiality
2. I will speak for myself and use "I" statements.
3. I will be willing to accept feedback without becoming verbally or physically aggressive or defensive.
4. I will conduct myself respectfully at all times.
5. I will not cross talk and allow one person to speak at a time without interruption.
6. I will not be disruptive to the group.
7. I will be on time, be prepared for group, participate in group and bring all completed assignments with me.
8. I will not leave any group or activity without permission of the facilitator. This includes leaving to use the restroom.
9. I will wear appropriate attire to group.
10. I will be accountable to myself and others in the group.

Reentry Needs Flow Chart

0 to 30 Days In FCSO	30 to 60 Days In FCSO	90 Days Before Release	60 Days Before Release	1 Week Before Release
Initial Reentry Checklist Birth Certificate SSN Card Military Service/Veterans Referral MA Health Drug Court DCF DOR - Child Support Education Assessment/TABE	Parole Assessment Probation Housing - 1/2way assessment Housing - Sheltering Housing - Winslow Initiative DMH Referral	Employment Needs Selective Service Registration Reentry Education Supports	MA Health Clothing Transportation Identification Recovery Supports Reentry Case Management Reentry Planning Meeting	Exit Interview

Franklin County Sheriff's Office (FCSO)

Treatment Agreement

Applicant Name: _____

As a participant in the Treatment Program at the Franklin County Sheriff's Office (FCSO), I understand that all facility and housing unit rules apply no matter what unit I am in. If the treatment team decides that an individual's behavior and/or attitude is undermining or disrupting to the environment, it may result in a violation of this treatment agreement and may warrant disciplinary action up to and including removal from the Treatment Community. Signing this voluntary agreement confirms a willingness to work on the following:

1. Work to clarify values and who or what is most important to you,
 - Commit to actions that move you closer to your values,
 - Learn new skills and make a commitment to practice these skills within the community.
2. Commit to actions that will assist in changing unworkable behaviors, and to commit to actions that keep from being incarcerated again.
3. Acting effectively is part of the expectations while in the treatment unit at the Franklin County Sheriff's Office. Positive behavior, good attitude, adherence to rules and proper conduct are expected.
4. Behavior that interferes with another person's ability to engage effectively, such as being "rude", "disruptive", or "hostile," may result in a violation of this treatment agreement. Treating all people with respect is an expectation of this treatment agreement.
5. Full participation in individual and group activities is an expectation. Sleeping, being disruptive, interfering with group process or non-participation may result in a violation of this treatment agreement. All homework assignments and prompt attendance of required activities is an expectation.
6. Full compliance with the Individual Service Plan (ISP) is an expectation. Please note that the ISP is a fluid document and may change as time goes on.
7. Follow all group ground rules.

**I HEREBY ACCEPT THE TERMS AND CONDITIONS OF MY ENROLLMENT AS SET FORTH
HEREIN, AND I AGREE TO COOPERATE FULLY WITH STAFF AND ALL EMPLOYEES OF THE
SHERIFF'S OFFICE AT ALL TIMES.**

Applicant Signature: _____

Date: _____

Appendix A

Levels of Discipline:

Program Warnings

Program Warnings will remain active and on file for 60 days from when they are received. If you receive three (3) active Program Warnings, then you may be removed from the Treatment Community and lose the ability to earn "good-time" for the month.

If removal from the Treatment Community has happened, you will meet with a clinician and work on a process for returning into the Treatment Community. You will be asked to look at your own behavior and make plans to correct it. If your work with the clinician provides insight into the changes that you have made, you will have the opportunity to return to the Treatment Community.

Unit Disciplines

If a unit discipline is issued, in addition to the informal cell restrictions, you will also receive a Program Warning for the violation that occurred. If this happens, all procedures described in "**Program Warnings**" will take effect.

Disciplinary Reports

When a staff member determines that an informal handling of an offense is not appropriate, the staff member will write a formal Disciplinary Report. The process for how a disciplinary report is processed is described in the Franklin County Sheriff's Officer Inmate/Detainee Handbook.

Medium Security Housing Unit Rules (Pod D):

(These rules are written from the perspective of an individual inmate.)

1. You must return immediately to your cell when ordered to do so by an Officer.
2. You must wear and present your identification wristband to an Officer when ordered to do so.
3. In the event of an altercation between inmates, you shall move away from the altercation and return to your cell.
4. Beds must be made by 8:30 AM and must remain made until 6:00 PM. After 6:00 PM, beds must remain made unless it is occupied by the inmate.
5. Cells shall be cleaned and organized daily during designated times and include:
 - a. Clean toilet and sink, wipe down mirror, shelves, and remove trash.
 - b. Organize items under beds, on shelves, and desk.
 - c. Sweep and mop floor at least weekly, or more often if necessary.
6. Do not enter a janitor's closet without the Pod Officer being present.
7. Pictures shall not be affixed to the walls, floors, ceiling, windows, beds, or any other surface.
8. Writing or graffiti on walls, floors, ceilings, beds, desktop, or any other surface is prohibited.
9. Toiletries (toothpaste, soap, toothbrush) may be stored on shelf above sink. Other toiletry items (deodorant, brush, comb, and hair products) and cup may stored on shelf above clothing hooks.
10. Clothing hooks may be used for uniforms & towels – all other items must be kept in footlocker.
11. Commissary items must be stored in footlocker if space allows.
12. Footlocker shall be stored under the bed.
13. Do not block or cover cell window, ventilation vents, or cell light.
14. Paper, mail, books, and headphones may be stored on desktop.
15. No excessive newspapers, mail, or paper shall be stored on desktop.
16. Footwear (all styles) shall be placed neatly under the bed.
17. No food or drink from food trays shall be brought back into cell or leave the housing unit.
18. Dishes and similar commissary items must be cleaned after use and stored in footlocker.
19. Do not enter or stand in doorway of another inmate's cell at any time.
20. After exiting or entering your cell, the door must be closed completely.
21. When a count is announced, immediately return to your cell and stand on the floor to be counted.
22. Line up on designated "queue" line for meal distribution, medication pass, and when leaving the Pod for visits or programs.
23. Inmates shall not enter the red color tiled area surrounding the Pod Officer Station.
24. The full issued uniform shall be worn when leaving the housing unit. The full issued uniform shall include top, bottom and white T-shirt tucked in.
25. Do not loiter on mezzanine level or stairs with the exception of staying in the designated sitting area.
26. Do not attempt to communicate with inmates housed in the sub-dayroom.
27. Do not sit on dining tables, recreation tables or back of chairs.
28. Do not leave personal property unattended in dayroom or recreation area.
29. Do not whistle or yell to have their cell opened by an Officer.
30. No yelling across the housing unit, or from cell to cell.
31. Do not hang or drape towel or any items from bunk.
32. Do not drape any item over the mezzanine railings.
33. Do not alter anything from its original design or use anything for a purpose it was not intended for.
34. Do not touch cameras, smoke detectors, light fixtures, or any other mounted device.
35. The Officer will control the television. Do not touch the television at any time.
36. Be respectful of the privacy of others who are using a telephone.
37. Weekly linen exchange is mandatory.
38. In the event of a unit wide event, the showers will not be available for use.
39. The dayroom is for passive activities only, and the recreation room for active activities. At no time shall play fighting, "sparring" or horseplay be allowed in any area.

Appendix B

Clinical Programs

Acceptance and Commitment Training (ACT) Group

Acceptance and Commitment Training (ACT) is an evidence-based treatment developed by Steven Hayes. ACT is a contextually focused form of cognitive behavioral therapy that uses mindfulness and behavioral activation to increase a participant's psychological flexibility -- the ability to engage in values-based, positive behaviors while experiencing difficult thoughts, emotions, or sensations. ACT has been shown to increase effective action; reduce unhelpful thoughts, feelings, and behaviors; and alleviate distress for individuals with a broad range of problems. ACT promotes psychological flexibility by focusing on six core processes:

- Acceptance of private experiences (i.e., willingness to experience 'unwanted' thoughts, feelings, or physical sensations in the service of flexibility)
- Cognitive defusion or emotional separation/distancing (i.e., observing one's own unwanted thoughts without automatically taking them literally or attaching any particular value to them)
- Being present (i.e., being able to direct attention flexibly and voluntarily to present external and internal events rather than automatically focusing on the past or future)
- A perspective-taking sense of self (i.e., being in touch with a sense of ongoing awareness)
- Identification of values that are personally important
- Commitment to action for achieving the personal values identified

The first four processes define the ACT approach to mindfulness, and the last two define the ACT approach to behavioral activation.

Achieving Change Through Value-based Behavior (ACTV) Group

The ACTV Curriculum (pronounced "active") has incorporated the essential components of Acceptance and Commitment Therapy (ACT) to work with individuals who have a history of violence and assault and battery. ACTV seeks to expand participants' knowledge of ACT and to assist them in applying it to their daily lives. The goal is to assist participants in defining their true values in life and working with them as they move toward a life consistent with their values, particularly that of remaining nonviolent and non-abusive. ACTV is organized into 5 categories:

- The Big Picture ("Big picture" overview of concepts used throughout the group)
- Barriers to Change (Highlights behaviors (such as alcohol abuse) or conditions (such as depression) that can challenge your progress.)
- Emotion Regulation Skills (Understanding our away/control moves and moving toward a willingness approach. Identifying and understanding our emotions.)
- Cognitive Skills (understanding and responding to thoughts)
- Behavioral Skills (Effective listening skills, speaking skills and conflict resolution)

Dialectic Behavioral Therapy (DBT): Informed Skills Group

Dialectic Behavioral Therapy is an evidence-based treatment developed by Marsha Linehan. Throughout the DBT *Skills* group, participants are introduced to a cognitive behavioral treatment approach that centers in developing "dialectical" thinking. This means learning how two very different points of view can somehow both be true. Members of the group begin by looking into the seemingly opposite strategies of acceptance and change, learning and practicing new strategies to simultaneously accept themselves as they are while also acknowledging the need to change in order to reach their goals. The skills training group is then focused on enhancing participant capabilities by teaching specific behavioral skills within each module. The format of

each group consists of the introduction of a new skill by the facilitator, followed by a discussion of the practical application of the skill, culminated by the assignment of homework asking the client to practice the skill in their everyday life.

Nurturing Program

The *Nurturing Program* is a family skills training program designed to strengthen relationships in families. The main goal of the program is to enhance the relationship between parents and their children. This is done by skill-building and developing coping strategies for parents, increasing clients understanding of how they were parented having a direct effect on how they will parent their children and strengthens the parent-child bond so that families can heal together.

Staying Connected

An open group designed to increase opportunities for clients to stay connected with their children, spouses, family and friends. This group assists in ensuring that healthy relationships are maintained during their incarceration and helps to begin to rebuild relationships they may have been strained prior to incarceration. This will further ensure that clients being released back into the community have a better chance of having established positive support systems. The group is constantly evolving to better fit the needs of our clients and their families.

Thinking for a Change

Thinking for a Change is an evidence-based, cognitive-behavior program. The focus in the group is learning about values, how we think, make decisions, and act socially. Participants receive homework after each lesson and use role plays during the social skills lessons to assist their learning.

Mindfulness Based Recovery

Mindfulness Based Recovery presents an integrative approach to addiction recovery to help you recover from substance abuse and addiction using an integrated treatment of mindfulness-based therapy, motivational interviewing, and relapse prevention therapy. Mindfulness-based therapy is highly effective in treating emotions that lie at the root of addiction (emotion dysregulation, stress, depression, and grief). Motivational interviewing is helpful in treating addiction because it helps you learn to change the behaviors that cause addiction. And finally, relapse prevention therapy teaches individuals with addiction to anticipate and cope with potential relapse. The integrative approach outlined in this program will help you conquer substance abuse by identifying your own values, strengthening your motivation, and strengthening mental health.

Education Programs

Adult Basic Education (ABE):

These classes provide learner-centered adult education with emphasis on building reading, math, writing, and life skills.

Education Assessment-TABE:

Education intake and assessment session are held monthly for all students. This education program orientation session consists of an explanation of services offered, a short interview with each student, and a formal education assessment.

High School Equivalency or HiSET:

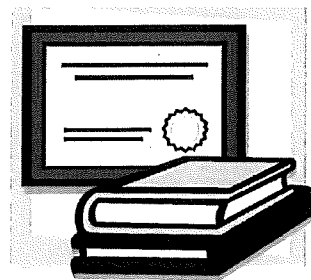
HiSET classes provide learner-centered adult education which prepares students for the high school equivalency exams.

High School Equivalency Testing (HiSET):

High school equivalency testing is offered on a regular basis in the Education Department.

Special Education:

This program provides academic skills instruction for students who are under 22 years old and eligible for special education services.



College Classes:

Credit bearing college classes are offered each semester and are available to students who have attained a High School Diploma or High School Equivalency (HiSet). Courses offered thus far are on Sociology, Developmental Writing, Creating Farm and Food Co-operatives, Introduction to Farm and Food Systems, Issues in Sustainability, Organic Gardening, Food Preservation and Storage, and US History and Immigration.

Education and Career Planning:

Education Case Manager assists students in preparing short and long term education and career goals.

Garden Program:

The Garden Program will offer classes periodically for D Pod Residents. Classes might include Exploring Sustainability, Garden Design and Planning, Cooking and Nutrition, and Garden Maintenance.