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SPECIAL SHERIFF

The Commonwealth of Massachusetts
County of Norfolk

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December 21, 2018

Secretary Thomas Turco
Executive Office of Public Safety and Security
1 Ashburton Place, Suite 2133
Boston, MA 02108

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

Secretary Michael J. Heffernan
Executive Office for A&F
State House, Room 373
Boston, MA 02133

The Honorable Jeffrey Sánchez
Chairman, House Ways and Means
State House, Room 243
Boston, MA 02133

Pursuant to line item 8910-8600 within, Chapter 1151 of the Acts of 2018, *An Act Making Appropriations for Fiscal Year 2019...*, the Norfolk Sheriff's Office is filing a comprehensive inventory of all current programs offered by the Norfolk Sheriff's Office.

Respectfully,

Robert W. Harnais
Special Sheriff of Norfolk County

Norfolk Sheriff's Office Comprehensive Inventory of Programs, December 2018

Chapter 151 of the Acts of 2018

AN ACT MAKING APPROPRIATIONS FOR THE FISCAL YEAR 2019 FOR THE MAINTENANCE OF THE DEPARTMENTS, BOARDS, COMMISSIONS, INSTITUTIONS AND CERTAIN ACTIVITIES OF THE COMMONWEALTH, FOR INTEREST, SINKING FUND AND SEVERAL BOND REQUIREMENTS AND FOR CERTAIN PERMANENT IMPROVEMENTS

General Appropriation Line item 8910-8600

Norfolk Sheriff's Office.

8910-8600 For the operation of the Norfolk sheriff's office; provided, that the office shall provide a comprehensive inventory of all current programs and practices, in a manner to be determined by the executive office of public safety and security, to the executive office for administration and finance, the executive office of public safety and security and the house and senate committees on ways and means not later than December 14, 2018..... \$31,247,971

NORFOLK SHERIFF'S OFFICE

COMPREHENSIVE INVENTORY OF PROGRAMS – DECEMBER 2018

Academic Education Programs

Listed below are descriptions of Education Courses offered to the offender population at the Norfolk Sheriff's Office and Correctional Center.

Special Education

CHAPTER 766

The Chapter 766 Program provides special education services to offenders between 18-22 years of age with a current Individual Education Plan (IEP). It is intended for those offenders who possess neither a high school diploma nor high school equivalency credential. Eligible individuals receive small group or private instruction based on educational background and ability. The computer assisted classroom instruction is geared to encourage achievement of a student's goals. The program is administered by the Special Education in Institutional Settings (SEIS), an agency of the Department of Education.

current levels of performance in order to ensure proper placement in educational programming. Offenders who test below an eighth grade reading level shall participate in educational programming for no less than ninety days. Offenders who refuse to be tested are asked to sign a refusal form to be submitted to the Parole Board. Chapter 452 requires that the Parole Board be notified of those offenders who are and are not in compliance with Chapter 452. Any offender who refuses testing is prohibited from participating in any other educational programming. An offender may request reconsideration for testing at any time during incarceration.

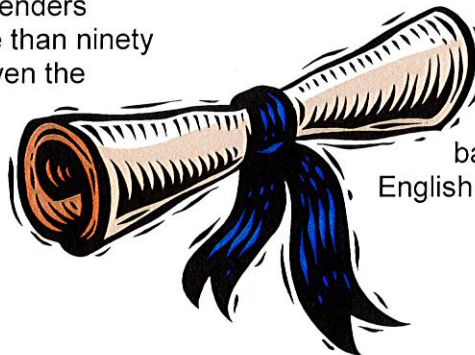
Adult Basic Education

CHAPTER 452 PROGRAMS

The chapter 452 functional literacy program is offered to all offenders serving a sentence of more than ninety days. The offenders are given the opportunity to take an assessment test to determine individual instructional needs and

Adult Basic Education Programs

The Adult Basic Education program is offered by staff and qualified volunteers to offenders who, when tested, have not achieved a level necessary for successful High School Equivalency program completion. In this program, more emphasis is spent on attempting to raise the basic mathematics and English skills on an individual basis.

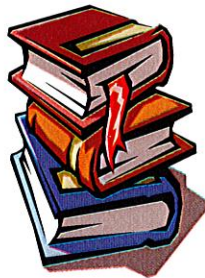


H.S. Equivalency Program

The High School Equivalency program is offered to offenders who wish to receive high school equivalency credential studies while confined in the facility. Success in this program is achieved by daily attendance at formal mathematics and English classes where, depending on the individual's needs, a student is permitted to work at his own speed and level. The high school equivalency examination is administered free of charge to offenders.

Reading Enrichment Program

This program is designed to help student offenders gain a facility in reading texts and various printed materials with which they come in contact. Emphasis is placed on developing reading comprehension, vocabulary, and study skills. This program meets the needs of those offenders who want to be in compliance with Chapter 452.



Current Events

This education program is an ongoing course for pre-trial offenders that focuses on discussions and media related to contemporary issues.

Title 1 Course

This supplemental course is designed for and targeted toward "the most academically needy" of offenders between the ages of 18-21. Program services include academic, vocational, and self-help groups. The goal of these programs is to assist students in their on-going education endeavors, and their ability to find success within those programs, and their future careers.

English as a Second Language (ESL)

The ESL program is offered to offenders who wish to improve their command of the English language. NSO staff and volunteers facilitate this program weekly.

Public Speaking/ Communication

The speaking skills taught in this twelve week course teach offenders methods of better communication. They will develop the ability to build stronger personal relationships and a better understanding in the workplace. Students will develop confidence in self when in any negotiation and their personal development will soar.

Financial Literacy

This eight-week course prepares individuals to make appropriate decisions in managing their personal finances and enhancing their money management skills. This class focuses on learning how to budget money, how to open and maintain a savings and checking account, and how to obtain and analyze credit records.

College Readiness Program

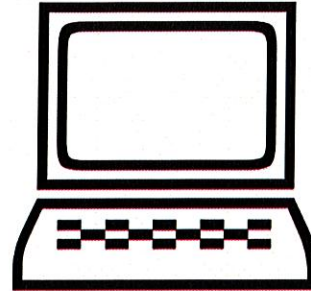
The College Readiness Program is one of the most demanding academic programs available at NSO. It is offered to offenders who are highly motivated and committed to further their education once they are no longer incarcerated. Offenders must have a high school diploma or high school equivalency to participate in the College Readiness Program. All classes offered are on a "pre-college level" that assists in preparing offenders with the academic skills, study skills and confidence to enter college. Classes offered include: reading & writing, math, and college readiness.

Vocational Education

Listed below are descriptions of Vocational Education Programs offered to the offender population at Norfolk Sheriff's Office and Correctional Center

Introduction to Computers

This course of study highlights the basic functions and operation of computers by familiarizing offenders with word processing, spreadsheets and databases. The course will introduce students to Excel and Word. Students will learn to edit, format and create presentation-type documents. This course will be the basis of expanding the user's knowledge of Microsoft programs. Students who participate should possess more than the basic knowledge of a personal computer. A high school diploma or high school equivalency is recommended.



Culinary Arts

This course will cover areas needed for the offender to become a Nationally Certified Professional Food Handler upon completion. This program utilizes nationally recognized teaching materials and examinations, which are fully accredited by the American National Standards Institute for 5 years. This program will cover areas such as management, personnel, food safety equipment, utensils, facilities, Hazard Analysis & Critical Control Points (HACCP) and Massachusetts food code requirements. A high school equivalency or high school diploma is desirable for admission to this course.



Computer Applications

The Microsoft Office applications course is designed for students with some previous computer experience. A follow-up to the introduction class, this program teaches students the various components of a computer and workstation and the various features of the Windows operating system. Students may learn how to use all of the applications, tool bars, and their features, as well as how to use Microsoft Word by creating, editing and modifying letters and resumes. With

Microsoft Excel, students may create a home budget, document their activities while in the facility with a time and program chart, and create several different types of charts and databases. Offenders may learn Microsoft PowerPoint by creating a presentation program relating to what they have learned in the application. Hands-on experience during lab work will enhance their assimilation of the Microsoft Office software package and the various operating system features.



Custodial Licensure

This class is for the education and professional development of building, cleaning, and maintenance managers, supervisors, and executives. Custodial Licensure is an industry recognized certification program.



Horticulture: Phase 1

The Horticulture course covers basic health and safety regulations, fundamentals of turf grass and lawn maintenance, selection and proper use of hand and power tools, pruning of trees and woody shrubs, and advanced procedures for lawn, turf grass, and sports field maintenance.

OSHA 10

Students participate in a ten-hour course that teaches them safety standards set forth by the Occupational Safety and Health Administration. All students receive an OSHA card upon successful completion of the program.

Employment Readiness

This is a six-week course that assists students in the area of career exploration and preparation. Students will explore their career goals based upon their interests and skills and learn about how to search for and retain a job. In addition, students will develop a resume and a cover letter template. They will also practice interviewing skills.

Carpet Cleaning

The Carpet Cleaning Technician course is designed to teach the art and science of carpet cleaning, as well as place an emphasis on practical application and carpet constructions. The cleaning science, methodology and job training make this an industry recognized certification program.

Legal Services

Listed below are the descriptions of the Legal Services offered to the offender population at Norfolk Sheriff's Office and Correctional Center.

Law Library

The law library is offered to offenders during regular library visits.



County Attorney

A weekly visit by an attorney, provided by the Norfolk County Bar Association, offers the offenders access to qualified legal advice. The attorney's function is to give direction in legal research and procedures, and answer questions that offenders have regarding statute laws. The attorney is not provided for individual legal representation.

Notary

Notary services are provided weekly by NSO staff.

Substance Abuse

Listed below are the descriptions of the Substance Abuse Programs offered to the offender population at Norfolk Sheriff's Office and Correctional Center.

Substance Use Program

This 45-day program is a highly structured series of cognitive-behavioral (CBT) based group sessions and educational classes drawn from the current literature on best practices in corrections, targeting both substance abuse and criminal conduct.

The SAU treatment model is based on:

- 1) Teaching the facts on the development, progression, effects, and options for treating drug and alcohol addiction.
- 2) Reinforcing that information with CBT skill based approaches to positive self-change.
- 3) Doing so within the supportive setting of a treatment community.

Residential Substance Abuse Treatment/Intensive Re-entry Program (RSAT-IRP)

RSAT/IRP is a 12-week program that assists offenders in returning to the community. The program addresses social, cognitive, behavioral, and vocational aspects of recovery and re-entry.

Substance Abuse

Substance Abuse is an 8-week program that utilizes a cognitive behavioral approach to address issues of addiction to drugs and alcohol. The course is designed to assist offenders in gaining an understanding of the dynamics of addiction, such as: identifying external and internal triggers, addressing guilt and shame, identifying challenges to recovery, and formulating a plan to prevent relapse.

Heroin and Opioid Prevention Education Program (HOPE)

Program focuses on educating offenders on opiates, reentry, and medication assisted options. This program works with offenders in the correctional facility and post-release to assist with the recovery process after incarceration.

This program provides an opportunity for offenders to be paired with community volunteers that begin to meet while the individual is incarcerated. The goal of the program is to continue to develop the mentor relationship in the community upon release.

Repeat Offender Reentry Program

Program which provides re-entry support for high-risk offenders via collaboration with law enforcement and community providers. Transportation to re-entry centers upon release is provided.

Employment Counseling

Career counseling and placement services for offenders preparing for release to the community

Domestic Relations Program

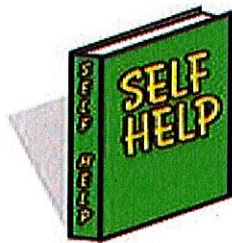
This 8-week program is designed to help offenders examine, evaluate, and explore their thoughts and beliefs that play out in their domestic relationships (partner, family, and children) while giving them the education to develop alternative, non-abusive, non-controlling, and non-violent behaviors.

Mental Health

The mental health education group is held for offenders that are housed in the special housing unit. It is an ongoing group to allow for continued support and psychoeducation programming for those that are interested, with topics such as: mindfulness, distress tolerance, effective communication, accountability, relaxation, coping with incarceration, emotional intelligence, current events, ect. The offenders can bring topics of interest to be considered and are encouraged to be active in their learning

Self Help

Listed below are the descriptions of the Self Help Programs offered to the offender population at Norfolk Sheriff's Office and Correctional Center.



Transition to Community

Transition to Community is a 10-week program that provides an offender with Self-Help, Education, Employment, Housing and Administrative resource he may need to be a successful returning citizen.

Mentorship Program

process and growth as they prepare for their release to the community.

Positive Psychology Group

Positive Psychology is the modern scientific study of the individual's unique strengths and abilities to maintain happiness and living in a meaningful life. Increasing self-esteem is a goal as well as improvement in all areas of life, for example: relationships, careers, etc. One of the key ways in which it accomplishes this is by teaching people how to discover, and live by, their unique strengths.

Each week group members will be assigned practical exercises that will need to be completed between the weekly sessions. Sessions will consist of group members sharing their responses to the weekly exercise, review of positive psychological theories and an ensuing vibrant discussion amongst the group participants.

12 Step Program

This is a program that follows the history of the individual's involvement in the fellowship and the program of 12 Step Recovery.

Sex Offender Treatment

Sex offender treatment is offered to any incarcerated individual who has a history of sexual offending behaviors. This program is run by staff trained in sex-offender treatment.

Men's Health Program

This program provides staff and volunteers who conduct orientation, men's health education, HIV antibody testing, case management and counseling to offenders. Staff is also able to provide onsite services such as

case management and discharge planning to HIV positive offenders.

Anger Management

This 8-week program, using SAMHSA CBT manual, is designed to help participants learn the ways to control their anger and explore their actions and behaviors involving violent situations. Participants may learn to control abusive outbursts and aggressive behavior.

Creative Writing

Is an eight week course with a focus on short stories, poetry, movies and the interpretation of song lyrics? Topics to be discussed are how music influences society, the meaning behind movies and the role that each character plays in the movie, and short stories and their relevance to our lives.

Compulsive Behaviors

This 8-week program is a "cognitive behavioral treatment model" based course that addresses addictive and/or compulsive behavior. Addictive thinking patterns are very similar to criminal thinking patterns. Anyone using criminal and addictive thinking patterns is going to behave in destructive ways that will continue to lead to incarceration. Correcting the behavior starts with correcting the thinking.

Thinking for a Change

This 8-week course is a cognitive behavioral program designed for offenders who may recognize that they have repeatedly behaved in ways that were not in their own best interests, yet seem to fall back into them again and again. Participants pay attention to their thoughts, feelings, attitudes, and beliefs,

and how these connect to their problematic behaviors. Then they develop new ways of thinking and work to re-shape their behaviors.

Science of Addiction

An 8 week course that looks at the neurobiology of addiction and the impact addiction has on the decision making process. Many topics are discussed including internal and external cravings and strategies for intervention.

Veteran's Services

The Re-entry Veteran's Services is a joint collaborative between veteran assistance service providers, including but not limited to providers such as the Massachusetts Veteran Services, Veterans Administration and Volunteers of America. Re-entry staff and the aforementioned providers address the needs of incarcerated veterans, both sentenced and pretrial.

Lifestyles

The Lifestyle Curriculum is an 8-week program that utilizes various media formats to present expert opinion and true life experiences about a wide range of topics including, but not limited to: Genetics, recovery medication, men in media, relaxation/stress response, etc. Primary Goal: Group Discussion in a comfortable, confidential and relaxed setting, providing deeper understanding and greater insight into issues facing us today.

Mindfulness/Yoga

The use of relaxation techniques such as deep breathing, basic yoga stretches and full body meditation to relieve stress and reduce self-destructive thoughts, feelings and cravings.

Parents Helping Parents

A support group that offers fathers the ability to discuss topics regarding their children and family. Some topics include relationships with children and their mother, challenges once they are released and how to work with the



Department of Children and Families.

Parenting Program

This ten-week course designed to promote positive parenting and to address other family relationships and family reunification issues. It provides the offender with an understanding of the stages of child development, responsive nurturing, discipline management and pro-social behaviors.

Coping Skills

This 8 week course focuses on training offenders to analyze situations in which they have gotten into trouble, and to develop alternative ways of thinking and feeling about those situations. Offenders are taught a variety of re-entry coping skills including interpersonal coping, positive self-talk, social skills, and assertiveness training.

Religious Services

Listed below are the descriptions of the various Religious Services that offered to the offender population at Norfolk Sheriff's Office and Correctional Center



Religious Services

Catholic, Protestant, Jewish and Muslim clergy conduct regularly scheduled weekly religious services for offenders through unit sign up. The Catholic and Protestant chaplains, as well as a Rabbi, Imam, and volunteer Jehovah's Witness representatives are available for personal conferences with offenders upon request.

LEGION OF MARY

Several weekly group meetings led by Catholic volunteers dedicated to working with offenders, where resolution of personal conflicts is sought through instructional and spiritual devotion to Mary.

RECREATIONAL SERVICES

Offender recreation activities are permitted and encouraged in each module yard on a daily basis. Among the currently permitted sport activities are basketball, handball, wiffle-ball, and weight training. Recreational board games are also supplied to the offender population.

BI-LINGUAL RELIGIOUS SERVICES

Volunteers provide weekly bi-lingual services to address the spiritual needs of the Spanish-speaking offender population.

DEDHAM ALTERNATIVE CENTER (DAC)

THE FOLLOWING IS A LIST OF ADDITIONAL EDUCATION, VOCATIONAL, AND TREATMENT PROGRAMS CURRENTLY OFFERED AT THE DAC FACILITY:

(THE DAC IS A PRE-RELEASE FACILITY THAT IS LOCATED ADJACENT TO THE MAIN FACILITY)

Employment Readiness

A program that assists offenders in returning to the workforce. Groups focus on job readiness skills, resumes, applications, interviewing, job search techniques and other appropriate topics related to employment.



Computer Free Time

Laptops are made available for use in one-hour sessions. Supervision and assistance is provided. Students can work on resumes, letters, and cards, and become more familiar with laptops and their potential.

Anger Management

This program is designed to help participants learn ways to control their anger and explore their actions and behaviors involving anger and violent situations. Participants will learn the ability to control abusive outbursts and aggressive behavior.

Horticulture: Phase 2

The second phase of the Horticulture course directly focuses on all pertinent concepts of grounds work including gardening. This program also introduces basic knowledge of irrigation systems as well as lawn renovations.



Relapse Prevention

These groups prepare the offender to maintain and enjoy sobriety and recovery after release. This program includes reading, study and discussion of the AA publication "Living Sober." The book touches on many topics related to not picking up the first drink or drug. A wide variety of topics are addressed as recovery impacts all areas of life. Various substance abuse treatment related groups held are entitled: Relapse Prevention, Tools of Recovery, Living Sober, Road to Recovery, Jump Start, Wake-Up Call and Recovery Toolkit.

Life Skills

Life skills is an 8 week course that covers the skills needed to prepare for life in the community after incarceration. We will discuss public speaking, self-control, substance abuse, maintaining healthy relationships and interpersonal skills, entering the work force, and much more.

Resource Area

Offenders are encouraged to utilize the Reentry Resource Area, which is located in the DAC. The resource area contains hundreds of brochures from numerous agencies regarding services they provide in the community. Some of the services emphasized include: employment & work, residential programs, clothing / food assistance, education, vocational training, parenting, substance abuse programs, mental health services, etc.

Religious Services

Catholic, Protestant, Jewish, and Muslim clergy and Legion of Mary representatives conduct regularly scheduled weekly religious services for all offenders. The Catholic and Protestant chaplains, as well as a Rabbi, Imam, and volunteer Jehovah's Witness representatives are available for personal conferences with offenders upon request.

Healthy Relationships

An 8-week course that explores the foundation of a healthy relationship and how to maintain healthy relationships while in recovery.

Twelve Step Program

Is a program that follows the history of the individual's involvement in the fellowship and the program of 12 Step Recovery. It outlines a set of principles and outlines a course of action for tackling alcoholism, drug addiction and compulsion.

Community Resources

Listed below are resources to Community Programs that are offered to offenders at Norfolk Sheriff's Office and Correctional Center. The programs listed below are transitional in nature to assist the offender with appropriate step-downs prior to release to the community.

Program Related Activity (PRA)

Offenders classified to pre-release security are permitted temporary releases under escort during their incarceration. PRA's are utilized for specific re-entry purposes. Some examples of PRA's would be employment interviews, visit to a recovery home, college site visit, or referral for future outpatient treatment.

Community Service

Offenders housed in minimum security may be selected to participate in community work service projects on a daily basis giving them an opportunity to develop work skills and give back to the community.

Discharge Planning

Discharge Planning is a re-entry service offered to provide support as offenders prepare to return to the community. Services include, but are not limited to: housing, employment, treatment, etc. depending upon the individual needs of each offender.

North Cottage Program (NCT)

The North Cottage Pre-Release Program is a step-down program for pre-release offenders who are preparing for re-entry to the community and in need of residential substance abuse treatment programming in the community setting. This partnership between NSO and the North Cottage Program allows for the facility to provide bed space for appropriately identified offender participants to make that valuable link to a long term residential treatment program prior to their actual release from custody. This has been a highly successful resource for offenders returning to the community who are in need of treatment and housing.

Gavin Foundation

The Gavin Foundation is the parent agency that manages the Gavin House, The Charlestown Recovery Home and the Hamilton House. These 'working' Recovery Homes are located in Boston and each serve private citizens, parole and some Federal pre-release offenders. Each House has specific treatment programs which are formulated around the location and bed space of the program. Offenders from the NSO are classified to pre-release security and are required to wear a GPS monitor for the duration of their stay in the house. A key component of the programs is that all offenders must have employment and attend daily substance abuse treatment.

South Shore Recovery House

Offenders approved to step-down to pre-release security may reside at this recovery home located in Quincy. This house is a substance abuse treatment program where offenders attend treatment in locations nearby the house. The house has strictly enforced rules including employment as well as other types of treatment that an offender may need.

Brooke House Programs

Brooke House is a residential treatment program that has entered into collaboration with NSO. It is a pre-release step-down program in the community which allow offenders to work while also receiving treatment. This program provides offenders with the necessary tools to successfully re-enter back into society with a clean and sober outlook on life. All Offenders residing at this program are required to wear a GPS monitoring bracelet.

New England Wildlife Center

This re-entry program is held twice per year for a 6 week cycle to provide up to 10 offenders from minimum security an ability to learn about caring for wildlife. The course includes meeting with various animal care employers as prospective employment for releasing offenders. Offenders assist with the daily surgeries, necropsies, animal feedings as well as upkeep of the 'green' building that the program is housed in.

Electronic Incarceration Program (EIP)

The Electronic Incarceration Program is a pre-release security program allowing incarcerated offenders the opportunity to be reintegrated into the community under the supervision and guidance of the Norfolk Sheriff's Office outreach services staff. Offenders involved in this program are permitted to live at home and participate in activities within the community setting including, but not limited to: employment, education and vocation programs, and outpatient substance abuse programs. Offenders in this program wear an electronic device that is attached to their ankle and is monitored twenty-four hours a day by outreach staff. This program offers offenders the unique opportunity to establish ties within the community prior to their actual release from custody. It also offers a chance to test the offender's readiness for release by placing the offender in the structure of the home setting.

Office of Community Corrections (OCC)

The Office of Community Corrections Program, located in Quincy, is a comprehensive day treatment model program providing services at the community level for individuals who are referred by probation, parole or pre-release. They are provided intensive substance abuse treatment, supplemented by courses in communicable diseases, job development and placement, and other life skills training. The client may also be able to pursue a high school equivalency /ABE and/or college courses. All participants at the Community Corrections Center are required to submit to random drug/alcohol testing, must also perform community service hours, and may be placed on electronic monitoring.

