

**SUBJECT:**                   **SUCCESSFUL PARTICIPATION COMPLETION OF SAFPF PROGRAM FOR PAROLE MODIFICATION OFFENDERS**

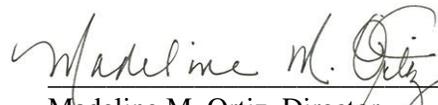
**APPLICABILITY:**       Substance Abuse Felony Punishment Facility (SAFPF) Program

**PURPOSE:**               To establish policy for releasing parole modification offenders from a SAFPF to a Transitional Treatment Center upon successful completion of the program.

**PROCEDURES:**

To be eligible for the Transitional Treatment Center (TTC), the offender shall have completed the treatment program and received a successful completion.

- I.       The Rehabilitation Programs Division (RPD) Central Placement Office shall contact the Transitional Treatment Center (TTC) to reserve a TTC bed for each offender based on the offender's projected release date. The RPD Central Placement Office shall confirm the TTC bed placement with the TTC representative at this time and enter the information in the Authorized Management System (AMS) for use by the Parole Division and Huntsville Placement and Release Unit (HPRU) and the Unit treatment staff, as well as other appropriate departments/staff.
- II.     The Transition Coordinator at the SAFPF shall contact and coordinate with the Parole Officer assigned to the Unit of the scheduled Transitional Treatment Team Meeting 90 days prior to the offender's projected release date.
- III.    The SAFPF Transitional Coordinator shall forward the discharge packet, which includes a copy of the Service Plan to the appropriate TTC and receiving District Parole Office prior to the offender's release.
- IV.     The HPRU Placement Analyst shall forward appropriate file material to the TTC and the offender's receiving District Parole office.
- V.      The SAFPF Transitional Coordinator and the supervising Parole Officer shall advise the HPRU Placement Analyst if the offender's status has changed affecting the scheduled release date, e.g., disciplinary case, approved extension, medical, detainer, etc.
- VI.     The TTC shall arrange transportation for the offender usually through pick up by the TTC and at times by commercial bus. Special Needs offenders are not eligible for commercial bus travel and must be picked up at the unit by the TTC.
- VII.    The appropriate code (PC – Program Release with Successful Completion of Program requirements) shall be utilized when entering data into the Substance Abuse Master Plan Information Management System (SAMPIMS). Entries shall be made by the appropriate staff as designated by the Program Director or designee, within three (3) working days of the offender's release from the program.
- VIII.   The Program Director or designee shall be responsible for reviewing the ISMP 5000 – Offenders with Possible Data Entry Errors on a weekly basis. Entries shall be corrected by the Program Director.

  
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Madeline M. Ortiz, Director  
Rehabilitation Programs Division