

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	FEBRUARY 23, 2023
NUMBER:	R.12.L
SUBJECT:	INCENTIVE BASED HOUSING (IBH) PROGRAM

PROCEDURE

I. APPOINTING AUTHORITIES

The Las Colinas Detention and Reentry Facility (LCDRF) IBH Multi-Disciplinary Team (MDT) will be comprised of administrative supervisors, counseling staff, IBH deputies and the programs deputy.

II. PROGRAM SCREENING

- A. Individual incarcerated persons who are interested in the IBH program will submit an incarcerated person request to the counseling staff stating their desire to participate in the program.
- B. Incarcerated persons who meet the general criteria guidelines for IBH will be considered for entry into the program. The counseling staff will conduct an interview with the incarcerated person using the readiness for change interview tool. The counseling staff may solicit feedback from professional and sworn staff on candidates that they are considering for IBH.

III. GENERAL CRITERIA FOR HOUSING IN IBH

- A. Must be a sentenced mainline incarcerated person with a classification level of 1-3.
- B. No significant disciplinary problems (No RVR's in the last 30 days or major violations of violence).
- C. No state or federal prison holds and/or sentenced to serve in a penitentiary.
- D. No fugitive holds.
- E. No post release Community Supervision Offenders serving a term of flash incarceration.
- F. No incarcerated persons in custody for sex related crimes or those who must register pursuant to Penal Code 290.
- G. Willingness to attend and participate in all classes, discussions and programs provided by counseling staff, IBH deputies and teaching staff.
- H. IBH incarcerated persons will be assigned as incarcerated workers.

Any exception to the above criteria must be approved by the facility commander or designee.

IV. PROGRAM

- A. Counseling staff will post a program calendar in the dayroom to advise all incarcerated persons of scheduled programming held in the module and classrooms. Incarcerated persons in IBH will maintain normative housing during times of "restricted movement." Incarcerated persons will be allowed to continue dayroom and programming unless an emergency occurs in the facility. All incarcerated persons chosen to participate in the IBH program and moved into IBH housing will be identified on the JIMS with an IBH indicator in their hazards and instructions.
- B. All incarcerated persons participating in the IBH program will comply with all established facility rules and state laws. Incarcerated persons assigned to IBH will maintain compliance with the admission criteria set forth in the general criteria for housing and the IBH incarcerated person agreement. Incarcerated persons will be expected to follow any lawful and reasonable instruction given to them by either the IBH deputies or any staff member. Incarcerated persons housed in IBH will be scheduled and required to attend and participate in programming inside and outside of their housing unit. Incarcerated persons participating in IBH will be eligible to receive incentives not offered in other dorms.

V. HOUSING FOR IBH PARTICIPANTS

House 1B will function as the IBH programming unit. If the IBH program is full, a wait list will be established and maintained by the MDT.

VI. INCENTIVES

- A. Incentives for IBH participants are determined by the MDT with the approval of the facility commander.
- B. Incentives commonly utilized at LCDRF can include but are not limited to:
 - 1. Access to a microwave in the dayroom.
 - 2. Access to dorm specific vending machines.
 - 3. One extra mattress and one pillow.
 - 4. Additional clothing, footwear, and linens.
 - 5. Additional periods of recreation yard time.

6. Nail clippers and nail files will be available by request (during free time only).
7. Movies in the dayroom and at the LCDRF amphitheater (weather permitting).
8. Games provided by counseling staff.
9. Access to art supplies during specified times and programs only. These supplies include but are not limited to:
Scrapbooking scissors, child scissors with blunt tips, glue sticks, construction paper, art paper, colored pencils, crayons, and colored markers.
10. Hair styling tools, to include: (2) hair dryers, (2) curling irons, (1) curling brush, and (2) hair straighteners which are only to be used in the interview room during specified times.
11. A clear plastic bin to store their module property.
12. Access to the library, the recreation room and use of the radio.
13. Rewards for good behavior including but not limited to:
 - a. Certificates
 - b. Vending machine coupons
 - c. Stamps
 - d. Commissary items
 - e. Additional periods of dayroom and/or recreation yard time.

VII. SANCTIONS

- A. The IBH deputies will be primarily responsible for the routine monitoring of sanctions given to IBH participants during dayshift. The IBH deputies will be notified of all incidents observed by other staff members and generate incident or crime reports if appropriate.
- B. If an IBH deputy is not on shift during the time an incident occurs, the deputy on shift will determine if the incident is a major violation or a minor violation. When determining if the incident is a major or minor violation, the deputy on shift will refer to the shared drive: Detentions Services Bureau//LCDRF//Incentive Based Housing//Sanctions.
- C. All removal of incarcerated persons from the IBH program will be determined by the MDT prior to their removal from the dorm unless it is a major violation that poses a safety or security risk.

- D. All incarcerated persons who have had multiple sanctions will be assessed by the MDT for continued retention in the IBH program.