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# IDAHO DEPARTMENT OF CORRECTION

**FAMILY & FRIENDS HANDBOOK**  
A GENERAL GUIDE TO ASSIST  
FAMILY & FRIENDS OF  
INDIVIDUALS EITHER  
SENTENCED TO FELONY  
PROBATION/PAROLE AND/OR  
INCARCERATED

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# Handbook for Family and Friends

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# Handbook for Family and Friends

## Directors Message

To the Family and Friends of IDOC Offenders:

The mission of the Idaho Department of Correction (IDOC) is to protect Idaho through safety, accountability, partnerships and opportunities for offender change. Since becoming director of the department in January 2007, I've seen how partnerships with inmates' families and friends are at the heart of fulfilling the department's overall mission. To put it simply, we cannot do our job without you.

IDOC's Bureau of Prisons is known across the country for operating safe, well-managed correctional facilities. Additionally, the department's Bureaus of Probation and Parole and Education, Treatment & Reentry are on the cutting edge in the use of programs that help offenders turn around their lives. As a result, most Idaho offenders go on to be productive, law-abiding citizens. Their success depends largely on the support of people like you.

Offenders have a responsibility to follow their case plan and make choices that will help them complete that plan. Our goal is to make sure offenders are ready when the time comes for them to be considered for parole or to be released from supervision. Your support in this process is vital. You can help by simply offering your encouragement and frequently checking with your loved one to make sure they're following their case plan.

I hope you'll use this handbook as a tool to help your loved one turn their life around. I also hope the handbook helps you connect with the department's correctional professionals. By building partnerships, I believe we will succeed in keeping Idaho safe while holding offenders accountable and giving them opportunities to change.

Sincerely,

Brent D. Reinke  
Director, Idaho Department of Correction

# Handbook for Family and Friends

## Bureau Deputy Chiefs' Messages

### PRISONS

The Idaho Department of Correction, Prisons Bureau, is devoted to the successful completion of our Mission, "To protect Idaho through, Safety, Accountability, Partnerships, and Opportunities for Offender Change."

The Prisons Bureau is comprised of eight facilities. Each facility is managed by a Warden that is appointed through a confirmation process with the Board of Correction in consultation with the Governor's Office.

After commitment by the courts each offender is processed through a Reception and Diagnostic unit. During this two to six-week process each offender is administered a series of assessments to determine their health, education level, substance abuse issues, and their assigned custody level, ranging from maximum security to community custody. Offenders are assigned to the facility that will best meet their needs while providing safety for them and Idaho communities.

We know well the stress that can be placed on family members and friends of individuals that are committed by the courts to our custody. Each facility provides all offenders their basic constitutionally mandated items and services, such as, clothing, basic hygiene items, medical/mental health services, mail privileges, and access to courts. In addition other items and activities are made available based on custody level and/or facility design, such as, programming services, vocational training, education opportunities, recreation, faith based services, employment opportunities, telephone privileges, visiting privileges, authorized personal property (TV, Radio, Fan, etc.), and commissary purchases (hygiene and food items).

We expect our staff to always treat everyone with dignity, respect and to model pro-social behavior at all times. This coupled with evidence-based programming and most importantly your support and encouragement can and does produce positive change of the behaviors, thinking, habits and addictions that will lead to success when they return to their family and community.

Just as our "Mission" states, "partnerships" are a critical component, and our partnership with you can and will provide the needed change for offenders to be successful when released from our prisons.

Sincerely,

Jeff Zmuda, Bureau Deputy Chief

### PROBATION AND PAROLE

The mission of the Probation and Parole Bureau of the Idaho Department of Correction is to protect Idaho through Safety, Accountability, Partnerships and Opportunities for Offender Change.

The Probation and Parole Bureau operates seven Probation and Parole districts that correspond with the seven judicial districts based in Coeur d'Alene, Lewiston, Caldwell, Boise, Twin Falls, Pocatello, and Idaho Falls. Each district operates a number of satellite offices, as well. Nearly 200 Probation and Parole Officers (PPOs) supervise over 11,000 felony probationers. These offenders live and work in the community, but are required to maintain contact with their PPOs, follow certain restrictions, and often participate in substance abuse or other kinds of treatment.

PPOs also supervise approximately 2,900 parolees (felony offenders who have been released back to the community from prison). In addition to PPO supervision, the IDOC's re-entry program may provide assistance with housing expenses, medications, mental health treatment, job readiness, and other services to help parolees return successfully to their communities.

There are many aspects to the work we do with people on probation or parole, or those preparing for parole. We may suggest ways to get assistance with employment, housing, substance abuse and other kinds of treatment.

We strive to balance encouragement and accountability to help each person make the life changes they need to make. But perhaps the most important aspect of our work is you—the support of family and friends. The fact that you are reading this booklet is proof that you are willing to help someone you care about succeed on probation or parole. I encourage you to be an active and informed participant in the work of helping our friends and family return to healthy and productive lives. Thank you.

Sincerely,

Henry Atencio, Bureau Deputy Chief

## Handbook for Family and Friends

### EDUCATION, TREATMENT & REENTRY BUREAU DIRECTOR

The Education, Treatment & Reentry Bureau of the IDOC works in partnership with the Bureaus of Prisons and Probation and Parole to ensure we meet the mission of protecting Idaho through Safety, Accountability, Partnerships and Opportunities for Offender change. Our education, treatment and reentry staff are devoted to offering offenders evidence-based programming to meet the goal of offender change whether an offender is incarcerated or in the community.

This bureau focuses on treatment of offenders, from medical concerns to mental health and programming needs. There is a system of programming we call "Pathways" which uses evidence-based assessments to coordinate the classes an offender will take and when they will take them.

Assessments occur at the pre-sentence investigation level and continue through the Reception Diagnostic Unit (RDU) process and initial classification. Professionally trained treatment staff at all institutions and community correction offices deliver programming we have determined is needed by offenders. We also offer programming through grants and community contractors, both in the institutions and in the community. This bureau collaborates with probation/parole on reentry issues and has partners in the community to help make that transition smooth for offenders when released from prison.

Offenders are moved and housed with consideration given to what their program Pathway is, so that they can complete programming within a time frame that gives them the best opportunity for parole consideration. Case supervisors in each institution follow the offender's progress and information is made available to the Parole Commission for parole hearings. There are many institutional programs that have an aftercare component for when an offender is back in the community on probation or parole. Probation and Parole Officers and district treatment staff will ensure that there is a continuity of care for the offenders they supervise.

This bureau also supervises one female community work center and four male community work centers (CWCs) around the state. CWCs prepare offenders for reintegration into their communities by ensuring they have enough life skills for success. Offenders at the CWCs are either employed or are becoming employable through education or vocation training.

We recognize that offender change requires the support and understanding of families and friends.

This Friends and Family handbook was created so that offenders, their families and our community partners will have a resource to aid the transition from community, through incarceration and back to community. Our treatment, education and reentry staff stand ready to answer your questions and concerns!

Sincerely,

Shane Evans, Education, Treatment & Reentry Bureau Director

## Handbook for Family and Friends

### The Board of Corrections

"A three member board provides oversight for the Idaho Department of Correction. The governor appoints board members to six-year terms. The board reviews the budget, hires the director and is responsible for policies, rules and the care of inmates committed to DOC custody."

Current Board members as of July 2010 are:

Chairman Robin Sandy of Boise, Vice Chairman Jay Nielsen of Twin Falls, and Howard G. "JR" Van Tassel of Lewiston, Secretary.

### **HELPFUL THINGS TO REMEMBER**

- ❑ For general information, you can call the prison where your friend or relative is housed.
- ❑ For specific information about a certain inmate, contact the inmate's case supervisor at the prison facility. If they are on supervision in the community, please call the district's probation and parole number as indicated on our website or in this manual.
- ❑ Always ask about, and follow, the prison rules where your friend or relative is housed.
- ❑ You can find more information on the Department of Correction website at <http://www.idoc.idaho.gov>

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## Mission, Vision Values Statement



### **Mission**

To Protect Idaho; through Safety, Accountability, Partnerships and Opportunities for Offender Change

### **Vision**

To be valued by the citizens of Idaho as a partner and leader in management, research, treatment and prevention of criminal behavior.

### **Values**

We value a professional environment that fosters credibility, dignity and respect for staff, the public and offenders. We demand of ourselves and others....Honesty, Integrity, Teamwork, Flexibility and Open Communication. We model what we value.

# Handbook for Family and Friends

## Foreword

Incarceration is often a difficult time for offenders, their families and friends. We realize you have many questions and concerns regarding the regulations and operations of the Department of Correction and is why we are providing you with this guide. We realize that every question about the department is not included, but we hope the information will make things a little easier for you during what can be a difficult time.

When you have questions or concerns, please contact the offender's assigned intuitional case supervisor or probation and parole officer. It might be hard to understand the complex process of the criminal justice system, but when people have accurate information, they are better able to handle new experiences and make informed choices.

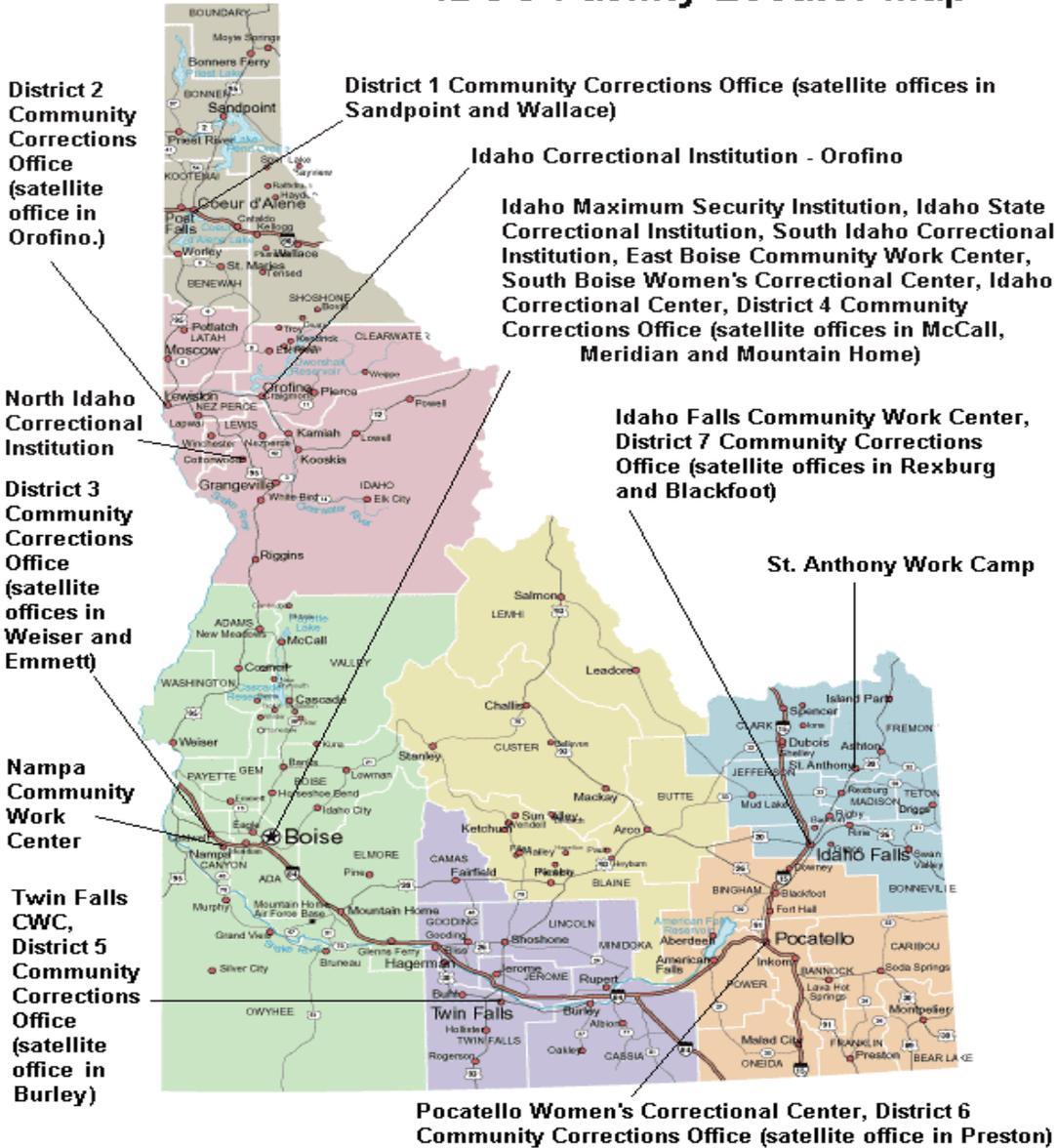
The department hopes you find this handbook useful. Please note that things may not stay the same. Rules and regulations can and do change. So use this handbook as a guide and utilize the IDOC web site for updated information at [www.idoc.idaho.gov](http://www.idoc.idaho.gov)

In the end pages of handbook, you will find [other referral resources](#).

# Handbook for Family and Friends

## Facilities Map

### IDOC Facility Locator Map



### Out of State Facilities and County Jails

IDOC sometimes leases beds at privately operated prisons and Idaho's county jails because the department's prisons and work centers are at capacity. To assure the safety of public, staff and inmates at these out-of-state facilities and jails, the department established the *Virtual Prison Program*.

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The Virtual Prison team monitors all aspects of operations at these facilities including security, health care, programming and food services. The program operates as part of the Division of Management Services. If you have questions regarding the Virtual Prisons Program, please contact them at 208-658-2168.

### PRISONS BUREAU

#### IDOC Facility Descriptions and Phone Numbers – Male Population

##### **Idaho Correctional Institution - Orofino**

Safe Operating Capacity: 541

Address: Hospital Drive N., #23, Orofino, ID 83544

Telephone: 208-476-3655

ICI-O officially opened in McKelway Hall as the state women's prison on April 4, 1984 with 43 female inmates. McKelway Hall was built in 1950 as part of State Hospital North and abandoned in 1972. Approximately a year and a half later, male inmates were transferred into the other McKelway wings, making ICI-O a co-ed prison until the women's prison was built in Pocatello in 1994. In 1989 A-block opened, built from the ground up as a high security prison. Givens Hall, built in 1938, was opened as an inmate work camp in January of 1997. In late 1997, ICI-O began a segregated Therapeutic Community. Through the addition of bunks and the double cells in A-block, the safe operating capacity of ICI-O grew to 541 inmates, where it stands today.

The Givens Hall work camp has been welcomed into the surrounding communities. Local schools, colleges, city and county governments, and non-profit organizations have been able to accomplish goals that they would have been unable to afford without the crews from the work camp. Our communities are surrounded by forestlands. Every summer, firefighting crews from Givens Hall are dispatched to control fires. They have been credited with saving many homes and private property holdings. More than work skills; inmates learn a work ethic at Givens Hall. The work camp provides an opportunity for inmates to pay back society.

From the beginning and continuing today, ICI-O has had a united team of uniformed and program staff. Inside ICI-O, there exists a shared vision of what works in corrections that is communicated to inmates, families, and visitors. IDOC core programs have been embraced by staff, and are facilitated by many uniformed staff as well as specialized program staff. All staff share the goal of releasing inmates back into our communities with far more tools for success than they entered prison with. Our department's mission, vision, and values are reflected in the way we do business.

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### **Idaho Maximum Security Institution**

Safe Operating Capacity: 435

Address: 13400 S. Pleasant Valley Rd, Kuna, ID 83634

Mailing Address: P.O. Box 51, Boise, ID 83707

Telephone: 208-338-1635

IMSI opened in November 1989 to confine Idaho's most violent offenders. The compound is located within a double perimeter fence reinforced with razor wire and an armed outside vehicle patrol. Offenders are placed at IMSI based on a behavioral risk assessment and administrative segregation referral. This assessment reviews past and present criminal history, current and past institutional behavior, and programming participation and needs.

The offender population is comprised of 6 units. 4 units (363 beds) are restrictive housing beds dedicated to administrative segregation, disciplinary detention and death row. There are two facility worker and programming units (36 offenders in each unit). These units are dedicated to providing work and program opportunities within the institution in areas such as food service, housekeeping, building maintenance, programs, educational and library support. A canine training program is also facilitated at IMSI.

IMSI has two mental health units (43 beds) for acutely and chronically mentally ill offenders. These units provide intensive mental health assessment, treatment and programming to assist the offender for a return to a less restrictive housing placement. The mental health unit also has three additional beds designated as the Idaho Secure Mental Health Program and Competency Restoration Unit (CRU) and provides a secure mental health environment for assessment and treatment of pre-trial individuals.

### **Idaho State Correctional Institution**

Safe Operating Capacity: 1,688

Physical Address only: 13500 S. Pleasant Valley Rd, Kuna, ID 83634

Please send all mail to:

Mailing Address: P.O. Box 14, Boise, ID 83707

Telephone: 208-336-0740

ISCI is the department's oldest and largest facility. It was established in 1974 and has experienced multiple additions and improvements over the years. It is medium custody facility housing up to 1,490 offenders.

This facility is considered the hub of the department. All male offenders are processed through our reception and diagnostic center where they are assessed, classified and determination of appropriate housing is made. A Behavioral Health Unit (BHU) is located here which provides support services and treatment for offenders that allow their return to the general population.

## Handbook for Family and Friends

ISCI is contained within 65 acres, and has a perimeter of 1.3 miles. The perimeter is a double razor wire fence patrolled by the only remaining K-9 security in the nation. The facility contains eleven (11) housing units, infirmary, chapel, 9.1 acre ball field and full recreational facility. Correctional Industries is here as well, and trains up to 190 offenders in various types of metal work, furniture, upholstery, carpentry, signs and printing. We also have a complete education department in which an offender can receive a high school diploma from our accredited school.

### **North Idaho Correctional Institution**

Safe Operating Capacity: 399

Address: 236 Radar Rd. Cottonwood, Idaho 83522

Telephone: 208-962-3276

NICI is a former military radar station north of the small town of Cottonwood. This is a program-specific prison designed for male offenders sentenced to a retained jurisdiction commitment by the court. It provides a sentencing alternative for the courts to target those offenders who might, after a period of programming and evaluation, be viable candidates for probation rather than incarceration. In 2009, an end-of-sentence sex offender treatment program was added to the NICI mission. This program provides in-depth evaluation and preparation for these difficult to place offenders so that they may continue treatment in the community. 2010 brought to NICI a Therapeutic Community program for men sentenced to retained jurisdiction terms and also general prison term offenders who meet the custody criteria.

NICI has a 35 year history of providing quality education and treatment programs returning sentenced offenders to their communities. Under the umbrella of a strong institutional structure, offenders are assessed, assigned and provided education and treatment programs based on their individual needs. Programs include education, treatment and group counseling, work, and preparation for release. These are coordinated to enable offenders, at all levels and skills, to experience growth and return to their communities healthy and motivated. Those who can earn a secondary education, GED or high school diploma do so. Almost all work on life and work skills development, most participate in substance abuse treatment, and all prepare for probation and community living.

### **St. Anthony Work Camp**

Safe Operating Capacity: 230

Address: 125 N. 8th West, St. Anthony ID 83445

Telephone: 208-624-3775

This work camp, located in the small, eastern Idaho town of St. Anthony, is designed for low-risk, minimum and community-custody male offenders. The program focus is to provide a work therapy program offering full-time, constructive, paid employment to

## Handbook for Family and Friends

offenders through contracted work and public service projects with government agencies, non-profit organizations and private employers. The program helps offenders develop good work habits, a positive work ethic and marketable work skills while providing a financial resource to meet immediate and future needs.

### **South Idaho Correctional Institution**

Safe Operating Capacity: 728

Address: 13900 S. Pleasant Valley Rd, Kuna, ID 83634

Mailing Address: P.O. Box 8509, Boise ID 83707

Telephone: 208-336-1260

SICI is committed to the mission, vision and values of the Idaho Department of Correction. We believe in the value of collaborating with our communities to form partnerships in assisting offenders upon release. We function as a transitional facility and provide a "balanced approach" to offender management with an outstanding, well-trained staff.

This facility contains the Parole Release Center (PRC), therapeutic community (TC). The PRC TC unit is dedicated to treating 100 medium and high-risk offenders with substance abuse issues. Its doors opened in 2001 and the beds are always full. Parole Commission hearings are held in the center. Integrating cognitive-behavioral therapies and substance abuse treatment has placed Idaho on the cutting edge of therapeutic intervention. The TC community is highly structured and based upon the premise that an individual's needs are best met in a pro-social group environment.

SICI provides programming based on cognitive-behavioral therapies with general population offenders. Emphasis is placed on risk-thinking and offenders are educated to become aware of connections between risk-thinking and resulting behavior consequences. Solutions designed to change the beliefs and attitudes that drive risk-thinking are developed to create new thinking and problem solving skills to ultimately realize one has choices in behavior and personal accountability.

SICI is a working facility, which houses male minimum-custody offenders in a dormitory setting. Every offender is assigned a job and is expected to work whether inside or outside the facility compound. Road crews for the Idaho Transportation Department and firefighting crews for the U.S. Forest Service are located here. SICI also operates the final pre-release program for about 90 percent of offenders paroling from the system.

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### Privately Operated Facilities – Male Population

#### **MTC Idaho CAPP**

Safe Operating Capacity: 400

Physical and Mailing Address: MTC Idaho CAPP, 15505 Pleasant Valley Road, Kuna, ID 83534

Telephone: 208-336-9959

The Correctional Alternative Placement Program (CAPP) facility opened July 1st 2010. Management Training Corporation (MTC) built the facility and will operate the program. CAPP offers a 90-day treatment for substance abuse and cognitive issues for low to moderate risk male offenders. It houses three different groups of offenders: probationers, parolees and retained jurisdiction. This facility focuses on 8 hours of classes per day and reentry planning occurs within 30 days of arrival to ensure a smooth transition back to the community. Offenders are recommended to the program by the courts or probation and parole. After assessment at the RDU and determination of program eligibility, the offender is placed at CAPP. Successful completion of CAPP returns the offender to the community immediately.

#### **Idaho Correctional Center**

ICC: Safe Operating Capacity: 2,080

Physical Address: 14601 S. Pleasant Valley Rd, Kuna, ID 83634

Mailing Address: PO Box 70010, Boise, ID 83707

Telephone: 208-331-2760

ICC opened in July 2000, as the first and only state-owned, privately operated facility in Idaho. Corrections Corporations of America, based out of Nashville, TN, was the original operator of the facility and was re-awarded the current contract in July 2009. The Idaho Department of Correction has created the Virtual Prison Program as a monitoring entity for the Idaho Correctional Center. The team is comprised of a cadre of operational experts whose primary function is to monitor operations and ensure contract compliance is maintained.

ICC is a multi-custody facility with an operating capacity of 2,080 offenders, making it the largest facility in Idaho. The Idaho Correctional Center offers a wide variety of vocational, educational and treatment programs designed to provide offenders an opportunity to change. The IDOC and ICC have formed a partnership and shared vision in protecting Idaho and providing opportunities for offender change.

## Handbook for Family and Friends

### Commonly Asked Questions regarding privately run facilities

#### **How can I visit at ICC or MTC Idaho CAPP?**

To obtain an application to visit, go to IDOC's website: [www.idoc.idaho.gov](http://www.idoc.idaho.gov). ICC and MTC Idaho CAPP use the same visiting application as IDOC.

#### **I was already approved to visit an inmate at another IDOC facility. Do I need to re-apply?**

If you are approved at another IDOC facility, you are approved at ICC/MTC Idaho CAPP and do not need to reapply. However, you need to resubmit a visiting application on a yearly basis.

#### **Who do I contact if I have questions concerning my visiting application?**

You will be notified by the offender if and when you are approved to visit.

#### **What is IDOC doing to ensure that the inmates housed at ICC or MTC Idaho CAPP are healthy and safe?**

In 2007, IDOC established the Virtual Prison Program, which monitors all aspects of operation at the private facility. The IDOC has a team of monitors who focus on issues such as security, health care, programming and food services.

#### **How can I send money to an inmate at ICC or MTC Idaho CAPP?**

You can put money on an offenders account by sending either a money order or cashier's check to the following address:

ICC Mailroom  
P.O. #70010  
Boise, Idaho 83707

MTC Idaho CAPP  
15505 Pleasant Valley Road  
Kuna, ID 83634

The cashier's check or money order must be made out to the offender, including the offender's IDOC number. The sender must also include their name and address on the money order or cashier's check in the area provided.

#### **Do inmates have the same programming opportunities as they do at IDOC facilities?**

ICC offers a wide variety of programming, which is comparable to programming other IDOC facilities.

The MTC Idaho CAPP facility is a 90 day treatment facility for male Riders or probation or parole violators with substance abuse or cognitive issues.

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### **If I have questions concerning an inmate at ICC or MTC Idaho CAPP, who do I contact?**

Contact the inmate's case manager at ICC: 208-331-2760 or at MTC Idaho CAPP: 208-336-9959.

### **Who do I contact concerning an IDOC inmate housed in a county jail?**

Contact the IDOC Virtual Prison Program at 208-658-2169

### **Who do I contact concerning the telephone provider—PCS?**

Contact IDOC Management Services—208-658-2176.

### **Who do I contact concerning parole issues for inmates at ICC?**

Contact IDOC Parole Coordinator at 208-658-2043

## **Female Offenders in Idaho**

In response to the growing female offender population, Idaho has developed a Female Offender Coalition, which is guided by the department's Director of Women's Programs. The Female Offender Coalition is a team of professionals committed to working with female offenders and guiding our department in the development of gender-specific programming. This well-balanced team provides the historical perspective and programmatic expertise to successfully reunify female offenders with their communities and their families.

Idaho facilities offer gender specific programming for female offenders. Our gender specific programming extends into the community as the offender is released to community supervision. We have mandated training in regard to gender responsive strategies at our female facilities and provide workshops within our community to share the importance of and what specific programming IDOC utilizes. We continue to collaborate with resources such as the National Institute of Correction and private consulting entities to further our long range plan.

We embrace the National Institute of Corrections gender responsive strategies and guiding principles for women offenders and the responsibility to ensure its success. Those six guiding principles are:

1. Acknowledge that gender makes a difference.
2. Create an environment that fosters safety, respect, and dignity for female offenders.
3. Develop policies, practices and programs that are relational and promote healthy connections to children, family and significant others.
4. Address substance abuse, trauma and mental health issues through comprehensive, integrated and culturally relevant services and appropriate supervision.

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5. Provide women with opportunities to improve their socioeconomic conditions.
6. Establish a system of community supervision and reentry with comprehensive, collaborative services.

### IDOC Facility Descriptions and Phone Numbers – Female Population

#### **Pocatello Women’s Correctional Center**

Safe Operating Capacity: 285

Address: 1451 Fore Road, Pocatello, ID 83204

Telephone: 208-236-6360

PWCC opened in April 1994 and is the Department's first facility designed specifically to meet the unique program needs of female offenders. The facility operates as the receiving and diagnostic center for all new female commitments and houses all custody levels. In addition to its reception function, PWCC handles all serious medical issues, has a work crew and work release center and works to prepare offenders for parole release. A program for female offenders similar to the male CAPP program is being developed for placement at Pocatello Women's Correctional Center.

#### **South Boise Women’s Correctional Center**

SBWCC: Safe Operating Capacity: 284

13200 S. Pleasant Valley Rd, Kuna, ID 83634

Telephone: 208-334-2731

SBWCC is a 284 bed treatment facility for minimum and community custody female offenders. The Therapeutic Community and Retained Jurisdiction Programs for females are the main focus of this facility. The SBWCC team is committed to creating an environment based on safety, respect and dignity; while providing gender specific, research based programs that will afford female offenders the opportunity to: foster personal growth, self-reliance, accountability, educational goals, life skills, employability, and family reunification. Our hope is that this will assist them in their successful return into the community as women who have found avenues for changes and resources that assist them in making positive lifestyle choices.

#### **East Boise Community Work Center**

EBCWC: Safe Operating Capacity: 100

2366 Old Penitentiary Road, Boise, ID 83702

208-334-3447

The East Boise Community Work Center is a 100 bed facility that houses female offenders who are minimum and community custody. The facility is designed to provide security for the community while assessing offender needs. Residents are given the opportunity to re-integrate with the community through employment while meeting their legal, social and psychological needs.

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Women participate community services projects as well as Pathway programming and employment.

### Commonly Asked Questions regarding IDOC Operations

#### **Training - are there training standards for IDOC staff?**

Security is a key component, not only for our offenders, but also you as family and friends, as well as our staff, and the general public. The Idaho Department of Correction takes this responsibility very seriously and consequently demands the highest standard of professionalism from our staff. Correctional officers complete a comprehensive hiring process that includes a thorough medical screening, background investigation and selection panel review. Once hired, new correction officer candidates are provided a 40 hour orientation and assigned to a Field Training Officer (FTO) for 3 weeks of job shadowing. Following a successful job shadowing officers then attend a 5 week (195 hour) Academy that is identified by the Correction's Standard and Training (CSAT) Council and enforced by Peace Officer and Standards Training (POST). Upon graduation, the newly assigned officers complete another 120 hours of on the job training under the watchful eye of an experienced Field Training Officer (FTO). Once they have successfully completed all of these requirements they apply for POST certification, which is reviewed and approved by POST. To that end, our security staff are POST certified Correctional Officers.

Probation and Parole Officers (PPOs) follow a similar hiring selection process with some added requirements and a longer job shadowing process. Upon successfully completing their job shadowing the PPO's attend a separate 5 week (203 hours) Academy and apply for POST certification after graduating from academy and successfully completing their field training program. As such our Probation and Parole Officers are POST certified Peace Officers. All Officers (COs and PPOs) are required to complete an additional twenty hours of training every year throughout their career.

#### **Security - why is it so important?**

Bottom line is safety - our rules and regulations are the backbone for your safety, the offender's safety, staff safety, and the safety of the general public. As correctional professionals our ultimate responsibility is to keep the institution secure so as to safeguard the community and the lives of the staff, offenders and visitors. Staff, offenders and visitors benefit because a safe environment provides an atmosphere for positive programming and change. We appreciate your assistance in maintaining a safe environment for all. We do have grievance procedures in place to address your loved ones concerns. We also invite you to contact the Director's office for assistance in addressing any security or concerns of professionalism that you have.

## Handbook for Family and Friends

### **Entering prison - what happens when my family member enters?**

Your family or friend will be processed through our admission and diagnostic process. Admission is the process by which an offender is brought into legal custody of a correctional facility. During the initial admission process at the departments' reception and diagnostic centers, much information is gathered to ensure proper classification, accuracy of file materials and creation of appropriate case plans. Following is a brief summary of the diagnostic and intake process.

- Male offenders are transferred to the Reception and Diagnostic Unit (RDU) at the Idaho State Correctional Institution in Boise Idaho. Female offenders are transferred to the Pocatello Women's Correctional Center in Pocatello Idaho.
- All new arrivals are photographed, fingerprinted and provided an identification number. They receive hygiene supplies, clothing and bedding. Personal information is gathered and documented to include: emergency notification contacts, religious affiliation, gang affiliation, tattoos, and identification of potential enemies within the prison system. Each offender receives a security orientation briefing that explains the facilities rules and expectations and disciplinary process. Inmates are advised on how they can access medical, mental health, religious and educational services and programs.
- Medical staff meets with each offender to perform a physical examination and to obtain a medical history and ensure medical and prescription needs are addressed. All offenders will receive an intake mental health screening to provide a summary of potential mental health care needs and to schedule follow-up, as warranted. Mental health services include initial assessment and evaluation of offenders, crisis intervention, psychological evaluation and referrals for special treatment options.
- During the offender's stay in RDU, they undergo a thorough assessment process that helps to identify immediate and ongoing personal issues and determine classification status. Educational and vocational testing will also occur. Data is compiled regarding criminal history. A case manager will develop a case plan and complete the initial classification form. This information is shared with the offender during a classification meeting.
- Inmates cannot have visitors during this process, but telephone calls are allowed. Writing materials are made available.

### **Inmate classification - what is it?**

Classification is a system to match the individual characteristics of an inmate to the appropriate facility and programs. It involves a review of many factors, including the offender's treatment needs, criminal history, length of sentence, history of violence, escape history, pending court cases and gang affiliation.

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The Department wants to ensure that each offender is assigned to a facility that best meets their personal needs while at the same time ensuring the safety of the public and the department.

When determining where an offender will be assigned, staff is concerned with the physical health, mental health, and critical programming needs of offenders. Custody levels are determined based upon the minimum amount of time remaining to be served prior to appearance before the Parole Commission, institutional adjustment, prior convictions and commitments, pending charges, escape history, or other extenuating circumstances. Once these factors are determined, additional consideration is given to educational, vocational and treatment needs.

The department has an objective classification system. The information received during the reception and diagnostic process is reviewed by a committee which classifies the inmate in one of five levels. Offenders may move up and down in classification based on their behavior while incarcerated.

Once classified, the offender is moved to another unit or institution, depending on their classification level and programming needs most appropriate for their level of custody and bed availability. During the course of their sentences, inmates may experience many transfers between facilities.

### **Custody levels - what are they?**

Custody refers to security level. Over time, most offenders have an opportunity to have their custody level reduced based upon good behavior, and program completion. As one completes their case plan, and displays appropriate behavior, there is a better chance for additional privileges.

- **Close Custody.** Close custody facilities are Idaho's most secure prisons and house high-risk offenders.
- **Medium Custody.** Medium custody facilities are secure facilities where inmates' movements are restricted and the perimeter is secured.
- **Minimum Custody.** Minimum custody facilities have less restriction on offenders' movements and may have an unsecured perimeter. Minimum custody offenders may participate on supervised work crews that do forestry or firefighting.
- **Community Custody.** Community custody is the lowest custody level. Generally, community custody offenders are nearing a release date. Community custody offenders may be housed at a community work center where they can obtain jobs in the community on a work-release basis.

### **Institutional case supervisors – who are they and what do they do?**

Case supervisors are staff members who aid inmates through the processes inside the prison. The case supervisor may be a psychosocial rehabilitation specialist, a drug and alcohol rehabilitation specialist or a pre-release specialist. Each offender is assigned a case supervisor to help ensure that their offender management (OM) plan is appropriate, that programming is accessed according to the OM plan timelines and an appropriate release plan is developed.

### **Offender Management (OM) Plans – what are they?**

How an inmate spends their time in prison is decided based upon an OM plan developed at the reception diagnostic unit and their behavior. Case management provides the services and resources necessary to ensure offenders progress through the system and promote law abiding behavior.

The OM plan is developed by staff and inmates, identifying programming and work areas that can assist inmates in making necessary life changes, so they do not re-offend. It identifies the Pathway of programming an offender will access. The OM plan is used to track an inmate's programming and work from the time they enter the prison until they are released. The OM plan continues to be utilized and tracked when the offender is placed on probation or parole supervision.

### **Programs - what programs are available to inmates?**

The IDOC and our many partners in offender treatment have spent the past several years working to ensure that offenders have appropriate access to quality programs statewide. Through these coordinated efforts, we have established a continuum of care or "Pathway" for all offenders assigned to the IDOC for supervision. The programs that comprise this continuum are selected and implemented based on national correctional literature, "What Works" literature, and through the expertise of local resources.

### **Assessments – how do they work?**

Offenders are assessed during the pre-sentence process and at the Reception and Diagnostic Unit.

#### **Primary Assessments**

- Level of Service Inventory Revised (LSIR) – likeliness to recidivate
- Gain-Q (Global Assessment of Individual Needs)
- Texas Christian University Drug Screening II (drug and alcohol use and abuse)
- Test of Adult Basic Education (educational level)
- Medical Health Evaluation (overall medical health and special issues)
- Dental Screening (dental issues)
- Psychological Screening (self-injurious behavior, medication, special education, and victimization histories screening)
- Classification (security risk and housing assignments)
- Comprehensive Adult Student Assessment System (English language placement)

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- Vocational Screening

### **Secondary Assessments:**

Some offenders may require additional psychological evaluations and this is determined by the facility clinician.

### **Assigning program classes or groups - once offenders are assessed, how are they assigned treatment?**

Each offender is assigned a Pathway of treatment once their initial assessment is complete at RDU. This Pathway, along with offender behavior, will be tracked so that the assigned programming is completed at the appropriate stage of incarceration. An offender starts their Pathway programming on a schedule which depends on how close they are to their parole hearing or parole eligibility date. Every effort is made to have the offender's program completion coordinate with their parole eligibility date. Offenders are brought into Pathway programs when space is available. A parole eligibility date is the first date that the Parole Commission could consider releasing the offender. Offenders with no parole eligibility date (PED), who are sentenced to life with no parole or have a fixed sentence, will not be assigned a Pathway. Once an offender without a parole eligibility date (PED) is in their last year of incarceration, the case supervisor may assign the offender to appropriate programs.

### **What happens when an offender drops out of a group?**

It depends on the reason for the drop and the type of group. If they drop out because of a move to another facility and it is a group that they can be enrolled in again with no problem (an open group such as CSC) then they reenter the group as soon as it is available. If it is a close-ended group, then the drop reason is noted in the case plan, the class remains a part of the case plan and it will be necessary to start over. If the offender requests to drop, the reason is noted in the case plan, and depending on the reason, it may be noted that the offender refuses to program and may receive disciplinary action. If the program drop is for a behavioral reason, it is noted as a behavioral drop and disciplinary action might occur. The offender will be offered an opportunity to reenter programming. If the offender is on supervision in the community and the group is part of the case plan and required as part of their probation/parole, they may receive a sanction or be violated.

### **What is the offender's responsibility in the plan?**

It is the offender's responsibility to complete the case plan, by attending groups, classes or completing the assignments that are given by the case supervisors. There are consequences for refusing to work on the case plan. Completion of programming is not a guarantee of release to parole but refusal to program will certainly impact the Parole Commission's decision about release. It is up to the Parole Commission to grant parole dates and this decision is based on program completion, behavior and other considerations. The actual parole release date can be any time after the parole eligibility date.

### **Is gender taken into consideration when someone is classified and or placed in programs?**

The first principle in becoming gender responsive is to acknowledge that gender matters. The data is quite clear; women and men enter the criminal justice system through different means, respond to supervision and custody differently, have different needs, and experience behavioral change in gender-based ways. The Idaho Department of Correction continues to provide a leadership role in ensuring that an integrated and comprehensive gender-responsive female offender program and services are provided to meet the needs of female offenders.

### **Aftercare - what is it and what is available in the Districts?**

Aftercare is a continuation of a core program that is required before an offender is determined to have finished that part of their case plan. All districts have aftercare programs for Therapeutic Community graduates and completers of a retained jurisdiction program or the Moral Reconciliation Therapy (MRT) program. The offender will be placed in the appropriate aftercare program by their probation/parole officer.

### **Paying for programs - does an offender have to pay for programs?**

It depends on who is delivering the program. If the program facilitator is an IDOC staff member the answer is no for its delivery and sometimes yes for program material. If the program facilitator is a private provider the answer is yes for delivery and materials.

### **College classes - can an offender get a college degree while incarcerated?**

An offender can take college classes while he/she is incarcerated, but the Idaho Dept of Correction does not pay for the classes and assists only in monitoring a test. Offenders do not have access to computers for taking college courses.

### **Secondary Languages - can an offender learn a second language while incarcerated?**

English as a Second Language is offered at all sites. No other language is taught.

### **Education Programs – what’s available?**

Education is an important part of developing a personal sense of achievement and obtaining employment upon release. Offenders incarcerated in Idaho receive their education in one of nine Robert Janss Schools. Educational offerings statewide include literacy, secondary education (high school diploma or GED), special education and vocational education. The State Board of Education accredits the schools. The department offers a variety of academic programs to ensure the offender is educationally prepared upon release. Every effort is made to house an offender at a facility that can meet their educational needs. Services are designed to meet the educational needs of students who have special needs. We also have library services available. We ask you to please encourage participation.

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Education is also available through the probation and parole district offices, in cooperation with the local colleges and GED programs. Limited vocational training is also available to offenders on probation or parole.

>>> *Adult Basic Education* (ABE) is instruction designed to provide training in basic academic skills in the areas of reading, mathematics, language, general science and social studies. The program is directed toward increasing proficiency to the ninth grade level.

- *The General Educational Development* (GED) program offers instruction for students functioning above an eighth grade level who wish to earn a high school diploma through the examination process.
- *Vocational Education* -Two dozen programs are offered statewide. Inmates can learn carpentry, cabinet making, plumbing, office management, facilities maintenance, heavy equipment operation, culinary and metal working as well as flagging and firefighting.
- *Computer literacy* is taught throughout the Department of Correction, to assure that offenders are able to use technology which might be required with their employment.

### **Faith-Based programs**

The development of one's spirituality and the opportunity to practice one's chosen faith or religion can be an important part of a successful institutional adjustment and preparation to return to society. The department supports spiritual practices that do not compromise institutional safety. Faith based programs are prison programs supporting offenders through their spiritual and moral transformation beginning while incarcerated and continuing after release. Religious volunteers ensure inmates are afforded faith-based opportunities consistent with the security level of each institution. There are many faith-based programs available: Bible studies, religious services, self-improvement classes, and substance abuse programs. All of these have a faith-based emphasis. Offenders are not required to participate in any program that has a faith-based foundation.

Faith-Based programs are ancillary programs and are not available at all institutions. They are not research based. For more information, please contact the appropriate institution's religious activities coordinator. Our institutional Chaplains plan regular religious programming, special religious events and coordinate supervision of the religious volunteers.

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### **What is the Disciplinary Process?**

Prison rules are established to ensure security and maintain a safe environment for offenders and staff. If an offender violates a rule, either an infraction or a disciplinary offense report (DOR) can be issued.

### **What is an Infraction?**

An infraction is a minor rule violation. Infraction hearings are less formal than a DOR hearing. Normally, infractions do not affect classification, housing, and release dates.

### **What is a DOR?**

A DOR is an allegation that an offender has violated a significant department rule. The offender will have a hearing before an IDOC disciplinary hearing officer (DHO). The DHO is a trained Department of Correction employee who will evaluate the evidence. If the DHO determines that the evidence supports the alleged rule violation, the allegation will be confirmed and the DHO will impose sanctions such as loss of privileges (visiting, commissary, recreation time), detention, and if applicable restitution. If the DHO determines that the evidence does not support the alleged violation, the DOR will be dismissed. In addition, when an alleged rule violation is confirmed, the offender may face other administrative actions, such as reclassification to a higher custody level, loss of work, removal from programming, and/or loss of release opportunities on probation or parole.

Following the rules in the prison system is important because work opportunities, programming, custody level, and release on probation or parole are affected if an offender is found guilty of a DOR. We ask you to actively follow the progress of your loved one and provide encouragement and guidance for good behavior as disciplinary actions affect many areas of an offender's life while incarcerated and disciplinary actions become a permanent part of the offender's record.

### **Who do the inmates talk to if they have a problem?**

Correctional staff is available to the offender 24 (twenty four) hours a day. Supervisory staff is assigned to all shifts to ensure any issues that arise are handled in an appropriate and timely manner. Additionally, case supervisors and other program staff are interacting with offenders daily or contact can be made via the written request system.

### **Access to courts - do inmates have access?**

Inmates can fill out an Access to Courts Request form for assistance in accessing IDOC provided legal resources or IDOC paralegal staff **for qualified legal claims**. Additionally, inmates have access to legal mail which is confidential communication directly between an offender and an attorney, an offender and the court, **and** opposing parties or sheriff offices for service of documents (pursuant to court rules).

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### **Emergency messages - who do I contact if there is an emergency illness or death of a family member?**

Emergency messages such, as a death, critical illness or injury relating to the offenders immediate family that arise during working hours can be directed to the case supervisor at the institution where the offender is housed. You will be asked to provide specific information which includes the offenders name, IDOC number, the name and relationship to the offender and any other information available. It is very important that this information is correct so we can inform the inmate and provide support.

If an emergency arises during non-working hours you should call the institution where the offender is housed and speak with the control center officer who will direct the call to a ranking officer.

### **Complaints - how do offenders voice complaints?**

Offenders have the opportunity to voice complaints through the **grievance** procedure. Before doing so, however, offenders are encouraged to attempt to resolve their concerns through conversation with staff. If that effort is unsuccessful, their grievance procedure provides offenders with a formal, documented opportunity to seek resolution or bring concerns to the attention of staff at a variety of levels.

### **Grievance Process Overview**

An offender grievance is a written complaint regarding a problem or action that affects either an offender or the offender population as a whole. An offender must write and file his own *Offender Concern* or *Grievance/Appeal Form* unless he is unable to write a grievance due to illiteracy, the inability to write the English language, or is physically unable to complete it. (**Note:** Under these circumstances, an offender is allowed to write a grievance on another offender's behalf.)

The offender problem solving procedure has three (3) components:

- Concerns
- Grievances
- Grievance Appeals

### **General Information**

Problem solving should occur at the lowest, appropriate level. First, offenders should discuss issues with staff before using an *Offender Concern Form*. Second, offenders must try to solve the problem informally using an *Offender Concern Form*. If the problem cannot be solved after using a concern form, the offender can then file a grievance. **Note:** The Deputy Attorney Generals are not a part of the concern or grievance process, and offenders are not be allowed to file concerns or grievances with the DAGs.

It is important that offenders understand that IDOC staff members are prohibited from reprisal or retaliation against anyone for any reason for filing a grievance or

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participating in the grievance procedure; this includes the use of concern forms. Offenders can file a grievance against any employee who uses reprisal or retaliation.

### **What Problems Can and Cannot Be Grieved**

Most things that affect offenders during incarceration can be grieved. A list can be seen in section 8, Handling Requirements and Grievance Categories of policy (SOP) 316.02.01.001, which is available on [IDOC's website](#). The following issues **cannot** be grieved:

#### ***Disciplinary Offence Reports (DORs)***

- DOR hearing process including findings and sanctions. There is a separate process for the disciplinary procedure review or appeal process, which can be found in policy (SOP) 318.02.01.001, Disciplinary Procedures, available for view on [IDOC's website](#).

#### ***Alternative Sanctions***

- Alternative sanctions that an offender agreed to

#### ***Sentence***

- Length of sentence
- Commission of Pardons and Parole and court decisions. Sentencing and parole decisions must be resolved with the court or by the Commission of Pardons and Parole. (**Note:** Offenders can use an *Offender Concern Form* and grievance procedure regarding problems with IDOC's calculation of their sentence.)

#### ***Previously Grieved Issues***

- After an issue has been reviewed at the appellate level, the administrative remedies available to offenders have been exhausted. Additional grievances forms on previously grieved and appealed issues will be rejected.

#### ***Outside Problems***

- Problems that are beyond the control of the IDOC

For additional grievance process information please review policy (SOP) 316.02.01.001, Grievance Procedures, available for view on [IDOC's website](#).

### **Contacting a facility with questions or concerns - who should I call?**

It is recommended that you call the case supervisor at the facility where the offender is housed to relay any concerns. Each institution's address and telephone number have been listed in this guide. Case supervisors and all administrative staff are available during regular business hours. If this individual can't assist you, you may be referred to other ranking staff members.

### **How do I file a complaint regarding issues at the facility?**

You should always attempt to call the facility first. You may ask to speak with the Warden's office and they can direct your call to the appropriate staff for action. If you feel your issue was not addressed, you may contact the appropriate Deputy Chief's office. Please refer to the facility phone list provided in this handbook.

### **Medical and Dental services - what are offenders given?**

Offender health care services are provided through a private contractor under the direction of Departmental staff. The medical service provider in the Idaho Department of Correction places importance on preventive care and the early identification of health problems. The goal is to prevent disease and disability, or, when health conditions are already present, to prevent worsening of those conditions. All health care providers are licensed to practice in the state of Idaho. The health care providers are obligated to provide care that is equivalent to general community standards.

Every inmate receives an initial medical and mental health screening upon arrival at a Department of Correction Reception and Diagnostic Unit (RDU). Inmates are given information regarding emergency health care, sick call, and access to medical and mental health services, dental services, HIV testing and related health care. Based on the outcome of this assessment, staff may make referrals for follow-up services.

Offenders who believe they need medical or dental care must complete a Health Service Request (HSR) form and attend sick call as available at their institution. All requests are screened and scheduled according to urgency or seriousness of the stated problem. Emergency care is always provided immediately. Offenders are charged a \$5.00 fee for a medical visit and \$3.00 fee for each prescription ordered. The only exception to the medical fee is for offenders who are enrolled in the Chronic Care and/or Mental Health clinics; these clinics and associated medications are provided at no charge. **No offender will be denied medical care due to the inability to pay.** Idaho State Correctional Institution (ISCI) and Pocatello Women's Correctional Center (PWCC) have on-site infirmaries, which provide 24-hour observation and care by licensed health care staff. If hospitalization becomes necessary, community hospitals are used to provide care.

### **Are Eye Glasses Provided?**

If an inmate has vision difficulty, a request for an examination should be submitted to the medical department. An optometrist will examine the inmate as appropriate and if needed, standard glasses will be provided. The inmate may be examined every two years, and glasses will be provided as necessary.

### **What is the Prison Rape Elimination Act?**

On September 4, 2003, the Prison Rape Elimination Act (PREA) was signed into law. All confinement institutions housing adults and juvenile offenders are accountable to this law which covers both staff sexual misconduct and inmate on inmate sexual assault. One of PREA's goals is to develop and implement national standards for the detection, prevention, reduction and punishment of prison rape. IDOC has established protocols, policies and practices in taking immediate and appropriate action in the event of assaults.

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The Idaho Dept of Correction has a zero-tolerance policy concerning rape and sexual activity in IDOC facilities. Prison rape and sexual activity seriously reduce the Department's ability to fulfill its mission to protect the public and successfully return offenders to communities.

Reporting sexual assault can be difficult. Idaho Dept of Correction offers a mandatory PREA orientation during the intake process that describes in detail how the offender can avoid being assaulted and the methods the Department has developed for offenders to report sexual assault or rape if it does occur.

- Report it immediately to a staff member
- Report to a medical staff member during sick call
- Call someone outside the facility who can contact facility administrative staff
- Submit a medical concern form
- Call the institutional investigative number (if available)
- Submit a concern form to security staff
- Send a letter marked "confidential" to the facility head
- Call the PREA Hotline number: 1-866-565-5894

The Idaho Dept of Correction takes sexual assault allegations very seriously because we believe that all of our offenders have the right to serve their sentence with dignity and respect.

### **What is the food like in prison?**

The meals at IDOC facilities are designed by dieticians to insure that daily nutritional values are met. The meals served are varied and well prepared. Special diets and meals are provided. If an inmate's religious practice prevents them from eating certain foods, substitute meals are offered that are nutritionally balanced. Inmates will eat in mess halls or the food will be delivered on a thermo-tray delivered to their housing unit.

### **What is Commissary?**

Commissary is a term the Department uses for the services from which inmates are allowed to purchase additional convenience items. Every IDOC prison has a commissary that offers a variety of items. Commissary provides personal hygiene products, over the counter medications, food and snack items, clothing such as sweatshirts and pants, tennis shoes, underwear, writing materials, religious items and various approved electronic such as TV's and radios. Items may vary at each facility dependent on the security level and gender of the inmate.

There is no limit to what an offender can spend weekly in the prisons on commissary. However, there is a limit to the amount of commissary they can store in their cell so each offender is responsible for staying within their storage limits. A form is available in every housing unit for the inmate to fill out, which lists all the items that can be ordered

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from the commissary. The forms are collected once per week by the Commissary staff for processing. Orders are delivered the following week. Prisons and Community Work Centers vary in the amount of money an offender is allowed to spend weekly.

### **Inmate Banking - How do I give money to my family member?**

We have processes for inmate banking. Money orders or cashier's checks are required to place money on an inmate's account. The money order should include: the inmate's first and last name, the inmate's IDOC number, and the name of the person sending the money. Money sent to an inmate will be placed on the inmates account within 24 hours of receipt during normal business hours.

***All payment must be sent through the mail. No payments are accepted at the Department of Correction main office or at individual facilities. No cash or personal checks are accepted.***

#### ***For inmates incarcerated in Idaho, mail to:***

IDOC Inmate Banking  
1299 N. Orchard St. Suite 110  
Boise, ID 83706.

#### ***For inmates incarcerated out of state:***

Please send mail to the specific institution where the inmate is held.

### **Can inmates smoke?**

Inmates are not allowed to have any kind of tobacco. This policy became effective in November 1996 and prohibits inmates from using or possessing tobacco products on IDOC state property. It also bans employees from possessing or using tobacco on state owned property or in state owned facilities. If an inmate does have tobacco, it is considered contraband and the inmate will be disciplined. Visitors and employees must leave all tobacco products in their vehicle.

### **What does a Lockdown mean?**

A "lockdown" is when normal activities such as phone calls and visitation may be cancelled. Although infrequent, there are times when a correctional facility will experience a lockdown. Lockdowns can be for a variety of reasons that relate to the safety and security of inmates, staff and the facility.

### **Will an offender be given work assignments?**

All inmates are expected to work during their stay in prison. The Bureau of Prisons has a variety of jobs at each facility to which inmates are assigned. Each prison depends on the inmates to operate the kitchen and laundry as well as to provide housekeeping, and maintenance services. Depending on classification they may be eligible for Correctional Industries projects at different facilities.

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### **What can inmates do in their free time for leisure activities?**

Inmates have access to a variety of leisure time activities such as gymnasium, outdoor recreational yard, library, television, movies, and hobby craft. Leisure activities do vary at different institutions.

### **Communicating with an offender by telephone or mail - how do I and what are the rules?**

The Department encourages contact between inmates and their friends and family to maintain relationships.

#### **Telephones**

"Incarcerated offenders generally have access to phones, but the degree of access depends on the offender's level of custody and housing assignment. No incoming calls are allowed. Offenders housed in IDOC facilities (including the contracted facilities in Idaho) can purchase debit phone service through the commissary.

Families and friends of offenders in state facilities can also set up pre-paid collect call accounts through Public Communication Services (PCS) at (888) 288-9879 or through their website at <https://payment.pcstelcom.com/payments/>

Rates for phone calls and other phone information can be found on the IDOC website at <http://www.idoc.idaho.gov/> and then clicking on Phone Service under the 'Our Facilities' heading.

All offender phone calls (except legal calls with attorneys) may be recorded and monitored.

#### **Mail**

It is the policy of the Idaho Board of Correction that the Department of Correction will provide supportive services to inmates in an equitable and fair manner. Services are important in the care and treatment of inmates and can assist in the rehabilitation process.

How to address mail:

First Line: Name of Institution

Second line: Name of offender followed by his/her inmate number

Third Line: Offender's housing unit

which is followed by the rest of institution's mailing address.

#### **Authorized Items**

Items other than correspondence allowed to arrive through the mail (excluding packages): money orders or cashiers' checks, photocopies, photographs, (5"x8" or smaller) except instant photographs with layers. There is no limit on the number of

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photocopies of legal documents. Other documents are limited to five (5) letter size copies.

### **Are letters read by staff?**

All incoming mail and outgoing mail may be read, except privileged correspondence with the inmate's attorney, federal, state, and local court officials, any administrator of the Department of Corrections, Commission of Pardons and Paroles and the Board of Correction. If privileged mail, the correspondence will be opened in front of the inmate and only inspected for contraband.

### **Are there things I cannot mail?**

Yes, there contraband issues and items. Items prohibited or not authorized by departmental procedures or law, specifically including, but not limited to:

- Items received in a letter or package not authorized by policy or directive.
- Received packages without prior authorization.
- Publications or items which describe the manufacture of weapons, bombs, explosives, escape materials, or the manufacture of alcohol and drugs.
- Publications or items evidencing gang involvement or activities (e.g., enemy lists, constitutions, structures, codes, signs, symbols, photographs, drawings, training material, clothing, etc.).
- Publications or items which advocate that any ethnic, racial, or religious groups are inferior for any reason and make such groups an object of ridicule and scorn; and it may be reasonably thought to precipitate violent confrontation between the recipient and any other inmate and a member or members of the targeted group. No publications will be withheld solely on the basis of their appeal to a particular ethnic, racial, or religious group.
- Publications not mailed direct from the publisher or a bookstore.
- Magazine, book, or newspaper clippings of any size, except those which refer to immediate family, such as wedding and birth announcements, obituaries, etc.
- Stickers of any kind (paper or non-paper), postage stamps, and envelopes, except stamps that were attached to the envelope for mailing and return address labels.
- Greeting cards that are padded, laminated, musical, or larger than 8"x10".
- Photographs larger than 5"x8" and those instant photographs with layers.

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### Prohibited Mail

Offenders are prohibited from using the mail for the following:

- Receiving any contraband or anything of an illegal or threatening nature.
- Soliciting or accepting any publication or item which has not been paid for in advance.
- Obligating themselves or others to time payments.
- Joining or participating in book, record, tape, or CD clubs, either personally or via a third-party.
- Soliciting or accepting anything of value without written approval of the facility head or designee.
- Sending any item other than correspondence (written mail) out of the institution without the written approval of the facility head or designee.
- Sending or receiving mail for another offender (i.e. third-party).
- Sending or receiving mail with coded messages.
- Information related to the crime or sentence of another offender.
- Directing or conducting any business operations, except as necessary to protect real property or close out a business.
- Receiving mail delivered collect-on-delivery (COD).
- Sending mail by COD.
- Sending mail via any provider other than the U.S. Postal Service (for example United Parcel Service (UPS) or Federal Express (FedEx)).
- Prohibited sexually explicit and pornographic material.

### Can I correspond with an offender by e-mail?

No. Although inmates may have access to computers because of school or work, they do not have access to e-mail or the internet. IDOC will not forward any email to inmates.

### Visitation - how do I get to visit?

The following is a generalized overview of visitation. Please review our visitation policy on our website [www.idoc.idaho.gov](http://www.idoc.idaho.gov) and contact the facility where you will be visiting for more detailed information. Please note that all individuals entering any IDOC property are subject to random searches of their person, property and vehicles. By entering upon the property, you consent to be searched.

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## Process to Become a Visitor

- Visiting applications, visiting rules and related forms are provided by the offender, are available for download on [IDOC's website](#), or can be obtained from a facility visiting room staff member. All potential visitors must have a criminal background check completed and they must also complete and submit a visiting application and acknowledgement of visiting rules.
- The offender will be notified upon approval or denial of their prospective visitor's application (a process that averages 2-4 weeks). The offender is responsible to notify their prospective visitor.

Visiting times and days vary by institution and offenders are responsible to provide schedule information. Visiting information is also available on [IDOC's website](#). Visitors may contact facility-visiting staff to confirm offender housing locations and visiting times. If you want to bring a child under the age of 18 to visit, there are special forms and items for documentation that need to be completed. This information is on our web site or on the back of visiting forms sent to you.

Visiting applications need to be renewed yearly if visiting an offender housed in the prisons or every two years if housed at a Community Work Center. The child's initial visiting application does not expire until they turn 16 at which time they will need to submit applications as the adult visitors above and be accompanied by an adult until they turn 18.

## General Visitor Guidelines

- Picture identification will be required for all adult visitors. Acceptable forms of ID are: Drivers License, State ID, Tribal ID, Federal ID or Passport.
- Individuals under eighteen (18) years of age must be accompanied by their parent or other approved adult. The adult must be on the inmate's approved visitation list. The appropriate minor child visiting application must be submitted.
- The number and length of visits that are authorized vary by facility.
- An individual shall not generally be approved for more than one inmate's visiting list. Any exception shall be evaluated case by case basis by the Warden (as may be done in the case when a visitor is immediate family to more than one inmate).
- Property, including mail, shall not be brought into the inmate or sent out by the inmate through the visiting process.
- Children and animals cannot be left unattended in the vehicle or anywhere on institutional grounds.
- Children should always be closely supervised by their guardian in the visiting room to ensure their safety and preserve good order.
- Depending on the facility, a visitor may go through a metal detector or be searched by having a wand passed over them.

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## Visitor Behavioral Guidelines

These are basic behavioral guidelines as you interact with your family and friends. Please keep in mind the following:

- We expect all visitors to demonstrate respect toward all staff, inmates and other inmate visitors. Visiting is a privilege. All inmates have earned the privilege of visiting and that privilege can be terminated by the security officer on duty for inappropriate behavior during visits.
- If you choose, you will be allowed one greeting and departing embrace and brief kiss with those with whom you visit. The only other contact permitted is holding hands.
- Please respect others in the visiting area by maintaining appropriate conversations, physical contact, and appropriate attire. General guidelines of social appropriateness that apply in any public place like a restaurant, airport, or similar gathering place also apply at the visiting rooms. We expect all visitors to use common sense and make practical use of social graces and civility.

## Visitor Dress Guidelines

This list is not all inclusive; you will find more information on our website [www.idoc.idaho.gov](http://www.idoc.idaho.gov). Also please contact the facility you will be visiting for more information or questions you may have.

In order to visit, a good rule to follow is to wear conservative, conventional clothing, something that is not suggestive or skimpy. Visitors shall be modestly dressed to be permitted to visit. A suggestion for new visitors is to bring an extra set of clothing just to be sure that you will be allowed into the institution. You can store your unused clothing in your vehicle.

### The following is not allowed:

- Bare midriffs
  - See through blouses or shirts
  - Sleeveless shirts
  - Shorts
  - Tube tops
  - Tank tops
  - Low cut V-neck tops
  - Halter tops
  - Extremely tight or revealing clothing
  - Dresses or skirts above the knee
  - Sexually revealing attire
  - Anything gang related
- Visitors must wear undergarments; Children under the age of 10 may wear shorts and sleeveless shirts. No rubber slippers or flip-flops are allowed.

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### Parole

The Commission of Pardons and Parole is a part-time citizen board whose function is to make parole and clemency decisions. It is composed of five members appointed by the governor. The Board will consist of either three or five commissioners. The public is not allowed at the executive hearing sessions where the parole hearing report is reviewed and the offender is not present. All hearings that the offender attends are conducted in open session, with decisions made in executive session. The decision is given publicly once deliberation is concluded.

**Factors considered.** Protecting the public is the commission's main concern. The commission determines each case on its own merits. Commissioners consider the seriousness of the crime, prior criminal history, past failure or success on probation or parole, institutional history and the offender's re-entry plan. Offenders must serve the fixed portion of their sentence before parole consideration. When the fixed portion of an offender's sentence is complete, there is no guarantee that parole will be granted. The commission has complete authority to grant or deny parole.

**Providing input.** Individuals wishing to support or oppose parole pardon or commutation can write a letter to the commissioners. Letters should be received seven days in advance of the scheduled hearing and must include the offender's name and IDOC number. For information on the Parole Commission please visit <http://www2.state.id.us/parole/> or call 208-334-2520.

### **How is an Offender Prepared for Release-Reentry?**

Reentry is a term that refers to an overall process by which inmates prepare themselves to return to the community. The Department believes this process actually begins on the first day of incarceration and goes beyond arranging for food, shelter and employment upon release.

By providing offenders with an opportunity for change, the goal of the Idaho Department of Correction is to successfully return offenders back to the community. Through the timely delivery of research based programming, IDOC enhances public safety through reduced recidivism and the efficient use of tax payer resources. A critical component in accomplishing this mission is to implement an effective prison re-entry process.

The prison reentry process begins upon arrival at a Reception and Diagnostic Unit (RDU). Male offenders are assessed at the Idaho State Correctional Institution (ISCI) RDU and female offenders are assessed at the Pocatello Women's Correctional Center (PWCC) RDU. The assessment process drives the administration of research based programming. The primary program assessments administered are:

- Level of Service Inventory Revised (LSI-R)
- Texas Christian University Drug Screening II (TCU)

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- Test of Adult Basic Education (TABE)
- Comprehensive Adult Student Assessment System (CASAS)

After completion of RDU, the inmate is transferred to long-term housing and assigned a case manager. The case manager assists the inmate with institutional concerns and ensures program placement based on assessed needs. It is the goal of IDOC to have inmates prepared for community release prior to their parole eligibility date. Once released, a parole officer specializing in offender reentry assumes supervision of the parolee.

There is a remarkable overlap between people who are incarcerated and populations that abuse drugs, suffer from mental illness, and are unemployed or homeless. Through the development of re-entry partnerships and the pursuit of alternative funding sources, IDOC strives to collaborate across organizations for effective service delivery and successful offender outcomes.

- For additional institutional programming information, please contact the applicable [institution](#) and ask to speak to an institutional case manager.
- For additional community programming information, please contact the applicable [district office](#) and ask to speak to a drug and alcohol rehabilitation specialist.
- For statewide comprehensive community information and referral services, please contact the [2-1-1 Idaho Care line](#).

### Core Reentry Programs

#### **Pre-release:**

The Pre-release program is typically administered within six months of parole release. The curriculum that IDOC has chosen for all offenders to receive has 10 chapters. The information covered is on identification, housing, employment, transportation, money management, education, health and life skills, family and friend relationships, restorative justice and living under supervision.

#### **What Is Victims Assistance?**

Being a victim of a crime can be a very difficult experience. Each person copes with the aftermath of victimization in his or her own way. When you or a family member has been victimized you may feel anger, guilt, insecurity, a sense of powerlessness and depression.

The goal of the Victim Services Program is to “Enhance Justice and Increase Safety for Victims of Crime during the Post Adjudication Phase of the Criminal Justice Continuum.” Victims of felony crimes now have a central location where they can voice their concerns about offenders and receive needed services. The program is available to all victims whose offenders are under the supervision of the Idaho Department of

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Correction. The Victim Services Program is dedicated to promoting victim rights and providing services that assist victims to cope with the anxieties of victimization. This program provides a direct service to victims, including assisting in the collection of restitution, and informing victims of changes in offender status on probation or parole. The victim service program has improved offender accountability to victims, while giving victims a voice in the process. For more information, visit our website at [www.idoc.idaho.gov](http://www.idoc.idaho.gov).

### Offender Supervision - Bureau of Probation and Parole

IDOC's Bureau of Probation and Parole is responsible for the supervision of adult felony and juvenile blended sentence offenders: probationers who are granted this opportunity by the states District Judges; parolees granted conditional release by the Commission of Pardons and Parole and offenders from other states through the Interstate Compact. Further, Probation and Parole is responsible for the preparation of Pre-sentence Investigation reports (PSI's) for the District Court.

Probation and parole officers ensure public safety by supervising offenders. There are different levels of supervision. Offenders who are classified as the highest risk are placed on maximum supervision and are required to meet more often with their probation and parole officers.

The Department manages probationers and parolees through the process of assessment based "front-loaded" and risk based supervision. Front loaded supervision provides for more intensive guidance and contact at the beginning of the supervision period. This allows the officer to establish clear guidelines and expectations as supervision begins.

### Role of Family and Friends

The role of family and friends is significant in the inherent success and reintegration of their loved ones to our community. This partnership begins with understanding the conditions of supervision established by the Court, Commission or the Department. These supervision strategies have been developed as a structured method of providing successful transitioning, resources, intervention and accountability of the offender, while assuring the safety of the community.

Family and friends are often the first to witness the challenges and struggles being faced by their loved ones. They witness behavioral or decision making that is or may be problematic. We strongly encourage family and friends to discuss these issues with the assigned PPO, because it allows for early strategies of intervention.

We understand there may be hesitancy on the part of families or friends to share their concerns. However, it is important to understand that if not discussed or addressed

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early on, these behaviors usually escalate and place the offender in jeopardy of further action from the courts or commission.

Early intervention may result in intermediate sanctions, a violation or jail detention. It is not the desired outcome, but it may be necessary. These intervention resources and options are part of the process. Do not be afraid of calling the PPO because you fear the possibility of jail detention. A short term sanction imposed by the PPO is much better than a long term sanction imposed by the court or commission.

Your understanding of this process can be very helpful and supportive as the balance of treatment, intervention, and the public's safety is achieved.

### Probation and Parole District Descriptions, Addresses and Phone Numbers

Each district has a variety of safe and sober housing options available for offenders. The offenders will be working on making connections with these transitional housing options with their case supervisor. Family and friends may contact the District with questions.

#### **District 1 – Coeur d'Alene**

202 Anton, First Floor, Coeur d'Alene, ID 83815

Phone: 208-769-1444

#### **Satellite Offices (1)**

SANDPOINT - P.O. Box 1971 (212 N. First Ave., Suite 304), Sandpoint, ID 83864-0905

Phone: 208-263-0455

District 1 is located in beautiful northern Idaho and encompasses the five most northern counties of our state, Boundary, Bonner, Kootenai, Benewah and Shoshone. The district operates two offices, the main office in Coeur d'Alene and a satellite office in Sandpoint. We currently supervise over 1,600 probationers and parolees making it the third most populace district in the state.

District 1 is committed to changing offender lives by providing opportunities for change. To assist in this goal, we have developed a variety of specialized caseloads. Among these special needs caseloads are: Mental Health, Sex Offender, all Female Caseload, Drug Court, Retained Jurisdiction, Violence/Gang, and Parolee and geographical area specific caseloads. We hope to add additional specialized caseloads in the future that could include ADHD and DUI specific clientele. Our district is recognized as a leader in the state for its collaboration with the Christian community. With the help of the faith based community, we have established a healthy working relationship with area churches and other faith based organizations to provide our offender population with housing, mentors, substance abuse services and general spiritual well being. More than

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just relying on the services provided by the faith-based community, we actively participate in, and provide ongoing mentor and faith based cognitive change training.

It is proven that in order to effectively promote offender behavioral change, intermediate sanctions and treatment interventions must be employed simultaneously at the time of an offending event. District 1 is committed to asserting this best practice principle in order to provide the offender the best supervision outcomes possible.

### **District 2 - Lewiston**

P.O. Box 1408, Lewiston, ID 83501  
Phone: 208-799-5030

### **Satellite Offices (2)**

**OROFINO** - Federal Bldg., Room #309, (P.O. Box 428), Orofino, ID 83544  
Phone: 208-476-4357

**MOSCOW** - 316 N. Main, Moscow, ID 83843  
Phone: 208-883-3547

District 2 supervises approximately 790 offenders in a 5 county area that includes Latah, Idaho, Nez Perce, Clearwater and Lewis. Our main office is located in Lewiston. We have two satellite offices, one located in Orofino and one in Moscow which we share with the misdemeanor probation officer of that area.

We participate in drug court in four different counties, mental health court in three different counties and family court in one county.

We work closely with law enforcement agencies, to include our ride along program, Safe Community Offender Accountability Program (SCOAP) which teams up with Lewiston police officers and probation officers and Interdiction work with Idaho State Patrol. We also work closely with local treatment providers, to include Riverside Recovery and ChangePoint. Currently, there are two main clean and sober housing units available for male offenders, in which offenders live in a house setting. Riverside Recovery has one of the houses (208-746-4097); the other house is the Empowerment House----which only houses offenders being supervised on probation or parole through the Idaho Department of Correction.

We provide various groups and programs in-house at the probation office, most of which are free to our probationers and parolees. The Washington State University psychology department provides anger management classes at our office one to two times a year.

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### **District 3 - Caldwell**

612 Main Street, Caldwell, ID 83605  
Phone: 208-454-7601

### **Satellite Offices (3)**

**PAYETTE** - 540 S. 16th Street, Ste. 106, Payette, ID 83661

Phone: 208-642-0750

**EMMETTE** - 314 E. Main, Emmett ID 83617

Phone: 208-365-7754

**HOMEDALE** – 8 North 2<sup>nd</sup> St. S., Homedale, ID 83628

208-337-3808

Counties Served: Adams, Gem, Payette, Washington, Canyon, Owyhee

District 3 is headquartered in Caldwell, Idaho, with a satellite office in Payette. We are responsible for the supervision of over 3,000 probationers and parolees, covering a six-county area: Canyon, Owyhee, Gem, Payette, Washington, and Adams. Our staff consists of 32 Probation & Parole Officers, seven of whom work out of the Payette office; seven Presentence Investigators; two Drug and Alcohol Rehabilitation Specialists (DARS); three administrative staff; four Section Supervisors; and one District Manager. By the way, we also have the Department's only certified K-9, Samson, who also works out of the Payette office. He is the cheapest employee to maintain and the easiest to please. The majority of our clients pay a monthly Cost of Supervision fee of \$50.00. District 3 is the only district in the Department whose personnel costs are covered 100% by Cost of Supervision. In other words, the clients pay the salary of each and every employee in this district – not a single tax dollar goes toward staff salaries.

The Nampa Community Work Center is also a valuable part of District 3. Fourteen staff members, to include the CWC Manager, are responsible for the treatment, safety, and security of over 80 inmates. At any given time, almost all of those inmates are actively employed within the community. A portion of their income is paid directly back to the Work Center, so it is pretty much self-sufficient.

District 3 prides itself on focusing on community partnerships with treatment providers; faith-based treatment/residential facilities; and local, state, and federal law enforcement agencies. We participate in two separate SCOAP (Safe Community Offender Accountability Program) activities with the Nampa and Caldwell Police Departments. Once a month, our officers team up with Nampa or Caldwell officers to conduct residence verifications, serve active warrants, and basically ensure our offenders are in compliance. We also work on a regular basis with the Caldwell Street Crimes Unit and the METRO Task Force Against Violence, which consists of agents from the Canyon County Sheriff's Office, the FBI, ATF, Immigrations and Customs Enforcement, and the US Attorney General's Office. METRO targets crimes related to drugs, firearms, and

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anything concerning gangs. These operations have proven very successful as verified by the fact that several of METRO's targets are now doing "time" in federal institutions.

Both the Payette and Caldwell office have a very successful drug court program in place. The Caldwell office also has a mental health court officer, as well as four officers whose sole responsibility it is to supervise approximately 300 sex offenders. Our DARS, along with four P&P officers, facilitate 23 core groups, to include Cognitive Self-Change, Relapse Prevention, Moral Reconciliation Therapy, Recovery Skills, and others. In addition, one of our DARS conducts a Relapse Prevention group in the Payette County jail each week.

We work closely with and provide support to various "shelters," such as Hope's Door and the Lighthouse Rescue Mission. We are active members of the Nampa Family Justice Center Multi-Disciplinary Team, the Easter Seals/Goodwill Women's Reentry Committee, the Health & Welfare Regional Advisory Committee, and other local entities that provide services to our communities. Furthermore, we are soon to enter into a partnership with Region 4 of the Department of Health and Welfare, having been invited to be a member of the Children of Incarcerated Parents sub-committee. Finally, our staff members often conduct speak-outs at schools and civic/fraternal organizations, educating the public on our mission, vision, and values.

### **District 4 - Boise**

PSI (Pre Sentence Investigation) Unit  
2161 Old Penitentiary Road, Boise, ID 83712-8248  
Phone: 208-334-3190

Probation & Parole (Main Office)  
8752 W. Fairview Ave, Boise, ID 83704  
Phone: 208-327-7008

### **Satellite Offices (9)**

**KUNA** – 763 W. Avalon, Kuna, ID 83634  
Phone: 208-922-2281

**MERIDIAN** - 1401 E. Watertower Lane, Room 103, Meridian, ID 83642  
Phone: 208-846-7390 or 846-7391

**MOUNTAIN HOME** - 630 South Haskett (P.O. Box 127), Mountain Home, 240 N. 4<sup>th</sup> East ID 83647  
Phone: 208-587-8170

**MCCALL** - 106 Park St, Room 116, McCall, ID 83638  
Phone: 208-634-0019

**EAGLE** - 1121 E. State St. Suite 104, Eagle, Idaho 83616.  
Phone: 208-939-0410

**ADA COUNTY JAIL** (PPO liaison for incarcerated offenders)  
7180 Barrister Boise Idaho 83704

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Front Desk phone: 208-577-3461

**ADA COUNTY COURTHOUSE** (Intake Officers initiate Probationary process)

200 W. Fort St. Boise Idaho

208-287-7189

**DRUG COURT OFFICE**

400 N. Benjamin, Suite 200

208-287-7660

**GARDEN CITY OFFICE**

301 E. 50<sup>th</sup>

472-2982 ext. 1005, 472-2975

District 4 is located in Idaho's capital city. We supervise offenders in the surrounding four counties of Ada, Boise, Valley and Elmore. In order to fulfill our supervision mission, we have 6 satellite offices. We supervise over 4,500 offenders, of which nearly ¼ (1,000) are parolees. In addition to our general felony caseloads, District 4 has credited itself by developing specialized caseloads addressing the risks and needs of certain offender populations. Our specially trained sex offender supervision unit is comprised of 8 officers. Our other specialized caseloads include 3 officers who supervise our domestic violence, mental health court, and drug court. District 4 has a dynamic reentry process addressing the specific issues of female and male offenders; this staff consists of PPO's and Drug and Alcohol Specialists who are dedicated to the supervision of offenders reentering society from incarceration. We continue to maintain strong partnerships with all law enforcement agencies. We participate in the Safe Community Offender Accountability Program (SCOAP), where the PPO's partner with law enforcement in interdiction work. We also provide daily in-house groups provided by our 3 Drug and Alcohol Rehabilitation Specialists.

District 4 also supervises the South Idaho Correctional Institutions Work Center for male offenders.

There are approximately 45 transitional homes with whom we work in collaboration, as well as several faith based community partnerships and other stake holders dedicated to the success of reforming felons.

### **District 5 – Twin Falls**

594 Washington Street South, Twin Falls, ID 83301

Phone: 208-736-3080

### **Satellite Offices (2)**

**BURLEY** - 1354 Albion Ave. Burley, ID 83318

Phone: 208-878-2530

**GOODING** - 141 7th Ave. East, Gooding, Idaho 83330

Phone: 208-934-5254

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District 5 supervises approximately 1500 offenders in an eight county area, Twin Falls, Minidoka, Cassia, Lincoln, Blaine, Gooding, Jerome, and Camas. Our main office is located in Twin Falls, a larger satellite office is located in Burley and a smaller satellite office is located in Gooding. Our specialized caseloads include a Specialized Sex Offender caseload, a Mental Health Court caseload and a female specific caseload. These are based out of the Twin Falls Office.

Our staff provides numerous cognitive based programs to assist offenders in their quest to change their own behavior. District 5 staff has also developed and maintained strong relationships with the community providers and work closely with them to ensure appropriate programs are available to meet offender's needs.

The College of Southern Idaho, our local community college, provides outreach services in most of our outlying areas. Their services include GED testing and Adult Basic Education studies in addition to studies related to 2 year and 4 year degrees.

Our transitional housing opportunities are mainly limited to the Twin Falls area, however, our strong relationship and open communication with those resources makes them a powerful tool in an offender's time of need.

### **District 6 - Pocatello**

1135 Yellowstone, Suite K, Pocatello, ID 83201

Phone: 208-237-9194

### **Satellite Offices (1)**

**PRESTON** - 17 South 1st West P.O. Box 429, Preston, ID 83264

Phone: 208-852-3017

District 6 is one of the smaller districts, supervising approximately 900 offenders in a six county area, Power, Oneida, Bannock, Caribou, Franklin and Bear Lake.

Our main office is located in Pocatello but we also have a PO working from a satellite office in Soda Springs and one working out of Preston. We participate in the mental health court, drug court and family court as well as run our own intensive outpatient program out of our office in Pocatello.

We maintain a close working relationship with law enforcement, treatment providers, Judges and other entities in the community in an effort to provide the best service possible for the offender's and their families. We intercept and redirect when we see an offender making poor choices.

We also recognize and appreciate that friends and family play an integral part in whether the offender is successful in meeting their goals of maintaining a productive

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and substance free lifestyle. Therefore, we welcome feedback, suggestions and concerns about how we are doing as we work towards this goal.

We only want to be involved for as long as we are needed. In some circumstances, when it is apparent that the probationer/parolee is doing well on their own, we will speak on their behalf to possibly get an early release from supervision. Community Corrections is committed to assisting probationers/parolees to live a productive and law abiding lifestyle.

We recognize that as a family or friend of someone on probation/parole can be hard on you when you want to see them be successful, but see them go down the same destructive road at times. We want you to know that IDOC wants you to feel comfortable calling in when you have concerns about your family member. We recognize that you spend more time with that person on supervision, and more often than not will see when they start to go astray. When family members call with a concern it is more likely that the person on supervision can receive help than if it is a secret. Often times when something is kept hidden from the probation officer, it will continue to get worse, but if brought out in the open it can be dealt with. We are committed to helping your family member be successful, and know that their success is in their hands, but as a family member, you can be encouraging to them to complete their probation and do what is expected.

### **District 7 – Idaho Falls**

2048 East 17th Street, Idaho Falls, ID 83404

Phone: 208-528-4220

### **Satellite Offices (2)**

**BLACKFOOT** - 120 S. Broadway, Blackfoot, ID 83221

Phone: 208-785-2883

**REXBURG** - 310 N. 2nd E. Suite 115, Rexburg, ID 83440

Phone: 208-356-3772

This district supervises offenders in 10 of eastern Idaho counties, Lemhi, Custer, Butte, Clark, Fremont, Jefferson, Bonneville, Teton, Madison and Bingham. Over the years District 7 has built the reputation for being a leader in developing relationships with treatment providers as well as the courts, local misdemeanor probation departments and other local law enforcement agencies.

The district is noted as having the largest number of specialty courts in the State. We have drug courts, mental health courts, family drug courts, and domestic violence courts. We were the first district in the State to have a functional mental health court. We were also funded for the District 7 Pilot Project, which is a specialty court that addresses dual diagnosis offenders. We use this court with in-custody treatment in the local jail followed by intense treatment and wrap around services that aid the offender

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population that are not able to enter into a normal drug court or mental health court due to specific mental health diagnosis.

As a district we are committed to help offenders stay in the community where they can access needed services and still maintain healthy family support systems. We also lead the State in treatment services that are provided by our internal staff. We ensure that we meet the needs of our offender population by provided needed aftercare groups as well as CSC and MRT.

We have measured our success in all of these areas by the fact that our offender population currently supervised has been maintained at about 1,600 offenders since July of 2006. This speaks volumes as to the commitment of the district to supervise and treat offenders appropriately, address their court ordered obligations and then move them to discharge when they are ready. We have been able to do this without compromising public safety. As a whole the district leadership and staff have a clear understanding of the Department's Mission, Vision and Values. We collectively strive to ensure that each offender is given every opportunity that can safely be afforded to make needed changes, be successful and return to a productive pro-social life.

### Community Work Centers

As part of its mission to better protect and prepare offenders for a positive and successful transition into the community, the department supervises felony offenders in four community work centers (CWCs) located in Nampa, Boise, Twin Falls and Idaho Falls. These facilities house court-retained jurisdictional offenders together with offenders preparing to parole from our state prisons.

CWCs are residential facilities that serve two main purposes. First, they allow offenders to be employed within our community while becoming reunited with families and their community. These centers offer selected inmates, who are nearing release, an opportunity for that transition. Second, they provide protection to the community as offenders go through this process, through observation and high accountability of the offender. At CWC's offenders are able to participate in programming which helps them address a variety of issues while working and learning to be a good employee. The work release program is a highly monitored program that allows the offenders the opportunity to work and participate in treatment programming while satisfying the requirements of the Offender Management Plan. It supports and models a structured reentry process.

#### **East Boise Community Work Center**

This was the first work center in Idaho, and in September of 1988 became an all-female facility. A new addition was built in 2002, increasing the facility's capacity.

Opened in July 1980

Safe Operating Capacity: 100

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Address: 2366 Old Penitentiary Road, Boise, ID 83712  
Telephone: 208-334-3448

### **Nampa Community Work Center**

Opened in 1985  
Safe Operating Capacity: 84  
Address: 1640 11th Avenue North, Nampa, ID 83687  
Telephone: 208-465-8490

### **Twin Falls Community Work Center**

Opened in 1992  
Safe Operating Capacity: 84  
Address: 616 Washington Street South, Twin Falls, ID 83301  
Telephone: 208-736-3095

### **Idaho Falls Community Work Center**

Opened in 1996  
Safe Operating Capacity: 72  
Address: 3955 Bombardier Ave., Idaho Falls, ID 83402  
Telephone: 208-525-7143

### **South Idaho Correctional Work Center**

Opened 2004 Safe Operating Capacity: 100  
Address: 14195 Pleasant Valley Rd., Kuna, ID 83634  
Telephone: 208-334-2241

## Commonly Asked Questions about Parole/Probation

### **Felony probation or parole - what is the difference?**

Those on felony probation have been convicted of a crime in a court of law and sentenced to a term of probation. This gives the probationer the opportunity of probation in the community pursuant to supervisory conditions established by the court and Bureau of Probation/Parole. The court and bureau have jurisdiction over the probationer.

A parolee has been convicted of a crime in a court of law and sentenced to serve a term in prison. They have been released to community supervision by the authority of the Commission of Pardons and Paroles pursuant to supervisory conditions established by the Commission and Bureau of Probation/Parole. The Commission and Bureau have authority over the parolee.

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### **What is parole?**

Parole is a method of prison release whereby inmates are released into the community under supervision before having completed their entire sentence. The Idaho Commission of Pardons and Parole has the statutory power to grant parole, revoke parole, grant commutation, and discharge from parole.

Probation and parole officers are employees of the Idaho Department of Correction who supervise inmates released on parole by the Idaho Commission of Pardons and Paroles in addition to parolees from other states through an Interstate Compact Agreement.

### **What are probationers?**

Probationers are sentenced by district court judges to community supervision. An offender who has been sentenced to probation will be responsible for contacting the appropriate probation officer upon release. It is extremely important that the offender follows all the rules of probation. If the offender violates any of the rules, it will be considered a violation of probation and he or she may be returned to court for review where the disposition may vary from reinstatement, local incarceration or be commitment to a correctional facility.

### **What is offender supervision?**

Probation and parole officers supervise offender activity while assisting with the offender's reintegration into society. A probation/parole officer monitors the parolee's (probationers) travel, residence, employment, associates, financial obligations, drug/alcohol use and compliance with laws and special conditions of parole. Offenders may also be required to attend mental health, sex offender, domestic violence or substance abuse counseling. Most often sex offenders are required to register their address with law enforcement agencies (there are specific crimes that are exempt from the sex offender registry laws). Electronic monitoring may be used to monitor offender's activities. Urinalysis tests are performed to deter drug and alcohol use. Violating a condition of supervision may result in a parolee receiving a warning letter from the PPO and commission or being revoked and returned to prison. The sex offender population has additional specific requirements.

### **Transferring out of state - can offenders do this?**

Idaho participates in the National Interstate Compact Agreement. Under this Compact a parolee may live in another state under complimentary supervision. The Compact provides guidelines for the regulation and supervision of Idaho offenders who live in other states and offenders from other states who live in Idaho. Offenders must meet certain conditions to be granted this opportunity.

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### **What are Supervision Agreement Conditions?**

These are standard conditions issued either by a Judge or the Parole Commission. Each offender will have a paper copy of the conditions they are expected to comply with. An offender may have written conditions that are specific to their case as well.

IDOC supervision strategies are a blend of assessment based and front loaded practices. Know that special conditions of supervision will also be imposed by the court and commission addressing the individualized needs of the offender. Specific questions regarding the conditions of probation or parole should be directed to the offender's assigned PPO.

### **Changing residency or employment – what are the rules?**

When you review the Supervision Agreement Conditions, as provided by the offender, you will see that they have to obtain advance permission from their PPOs for many things. Some of those are--change in residency, quitting their job or program, traveling out of their district, or out of state.

PPOs must be able to locate individuals on supervision at all times and will determine the area in which the offender is allowed to travel. In-state travel may be approved if the request is reasonable and the offender's behavior and financial obligations are satisfactory. Travel out of state is subject to additional special rules and regulations.

Changing or quitting a job or an education/vocational program is always a major decision in anyone's life. It is expected that individuals on supervision support themselves and their families and pay debts just as all citizens are expected to do. Research clearly indicates that there is a direct correlation between criminal behavior and unemployment. It is important that the offender discuss and obtain advanced permission from the PPO so the advantages and disadvantages can be considered.

These requirements are in place so that the offender on supervision does not make a spur of the moment decision that may be later regretted because a new residency, job or program may not be easy to obtain.

### **Are offenders given an orientation regarding supervision?**

Yes. All offenders granted probation or parole will participate in orientation within 15 days of sentencing, release from an Idaho Department Correction facility or arrival in the district. IDOC orientation takes place either individually or in group setting.

Orientations may vary by district and be specific to probation, parole or by offense such as for sex offenders. During all of these orientations, rules and expectations of supervision are discussed, and signed. Copies of all these forms are provided to the offender for sharing with family and friends. We always suggest and recommend that they share and discuss this important and critical information.

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- **Can family members and friends attend this orientation?**

This depends on the district. Some districts make this orientation open to friends and family, other districts offer a special orientation for friends and family alone.

### **Sex Offender Supervision - How is this different from other offenders?**

Sex offenders have additional rules they are required to follow as established by the Courts, Parole Commission and Bureau of Probation/Parole, specific to them and their crime. It may restrict access to minors without the permission from the PPO and therapist; and governing bodies. They can be restricted from computers with internet access. There are more restrictions placed upon these offenders as to where they may reside, as established by Idaho Law as well as some local city ordinances and IDOC. By law, they are not permitted to live within 500 feet of schools; some local ordinances have increased that limit to 1,000ft. Additionally, policy prohibits residency within 500 feet of day cares, parks or anywhere where children may congregate. The PPO must approve residency after referring to a map and conducting a visual inspection prior to granting the move. Regarding employment, the PPO must speak with each employer prior to the offender accepting an employment opportunity. Their agreement of supervision prohibits viewing or the possessing of pornographic or explicit sexual materials. The offender will attend specific sexual offender programs where the counselors of these programs will provide and work with the PPO in appropriately determining sanctioned activities. We also utilize polygraph and computer search and monitoring software.

### **Having an offender live with you - If I have an offender live in my home will it affect my rights as a home owner and does it affect the 4<sup>th</sup> amendment search?**

Probationers and parolees have waived their rights to search and seizure. If they are to reside in your home, we will ask you to sign a document stating you understand you have somebody living in your house who has waived their 4<sup>th</sup> amendment right to search and seizure which peripherally applies to you in that common areas of the house such as kitchen, bathroom, TV room and perhaps your bedroom and vehicle if they have access, could be searched. There may also be exigent circumstances when we have a reasonable belief a problem exists where we enter a room to search. PPOs conduct random and unannounced home visits and/or searches that can occur at all times of the day and night. Contact with an offender in their home environment is vital for the PPO to monitor the offender's compliance with their release conditions.

### **Association restrictions - Are there restrictions on who offenders can associate with?**

Offenders shall not associate with any person(s) designated by any IDOC agent. This is done to provide the offender the best chance for successful reintegration and successful completion of supervision. They will be restricted from associating with their old

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associates who have the potential to reintroduce options for criminality. It also is done to protect victims of sexual abuse, domestic violence, and criminality.

### **Cooperating with supervision - What does this mean?**

Making yourself available for supervision is the first step towards communication, collaboration, information receiving, feedback, accountability and success. The offender must allow access to their residency, employment, property and cannot do anything that would impede supervisory functions. If offenders are endeavoring to ignore, or circumvent supervision strategies, they are ignoring pro-social behavior and decision making.

### **What does Absconding mean?**

Absconding means not being available for supervision. It can mean changing a residence, employer or phone number where the PPO cannot find them. An offender does not have to leave the State of Idaho or the district to be considered absconded.

### **Firearms - If I have an offender live in home can I keep my firearms; can I lock them up?**

No. For safety of the PPO and protection of the offender there can be no firearms in your home. Felons are not allowed to possess, purchase, receive or sell any type of firearm. This includes muzzleloaders, bows, and pellet guns, as they are considered weapons. Should these conditions be violated some offender may have to face federal charges as well.

Upon discharge from probation or parole, the offender should contact the Federal Bureau of Alcohol, Tobacco and Firearms to determine what, if any restrictions will still apply.

### **What community resources are used to help offenders?**

This a generalized list for reference only, as districts within our state will have access to different resources: Drug and alcohol counseling; mental health counseling, family/marital counseling, parenting, job search through Department of Labor; Vocational Rehabilitation; domestic violence counseling; educational services through local colleges; sober living houses; reentry services and wrap around services for mental health issues.

### **Supervision costs - What kind of cost is associated with being on probation or parole?**

Idaho Code allows for COS (cost of supervision); currently at \$50 a month (subject to change). Other associated costs may include payment toward weekly treatment classes, EMP (see below) or individualized supervision mandates such as sexual

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offender and domestic violence treatment. Decreased amounts can be authorized depending on specific IDOC criteria.

### **If restitution/fines are owed how much would the offender have to pay?**

Some court orders spell out an exact amount that the offender must pay every month; others provide payment agreements where the Bureau of Probation/Parole reviews the offender's budget and determines a monthly amount that assures full payment during the probationary term. Any and all restitution and fines (felony and misdemeanor) must be paid in full for probationer and parolees prior to any probationer or parolee seeking unsupervised status or discharge from supervision.

### **What is the Electronic Monitoring or GPS Program (EMP)?**

The use of this equipment can be for short term intervention or lengthier monitoring, if a special condition of use is ordered by the court. If the offender is a convicted violent sexual predator it will be used throughout the entire term of supervision. This technology is used to provide structure and control of offenders just released from prison, as a court ordered condition or offenders on supervision who are failing to comply with the conditions of supervision. The program requires a working telephone, with no special features, that is compatible with the monitoring equipment. Offenders must wear a small monitor around their ankle the entire duration of the program. Cost for offenders is based upon different criteria as determined by PPO and the offender.

### **Can individuals on Probation or Parole consume alcoholic beverages?**

No. There are standard rules and conditions established by the court and parole commission stating that the offender will not purchase, possess or consume alcohol. If an offender is living in your home, remember alcohol in the home can be considered to be in their possession.

### **Can offenders have any drugs in their possession?**

Use of any controlled substances, unless prescribed by a physician, is illegal. Therefore, it is a condition of probation and parole that individuals on supervision cannot purchase, possess, consume or use any controlled substance unless prescribed to them by a licensed medical practitioner.

### **What is a UA (urinalysis)?**

To monitor behavior and provide the necessary interventions, all offenders are expected to submit to urinalysis or other types of testing on a random basis. Failure to produce a urine specimen within the required time period, and/or attempted or actual adulteration, substitution, or dilution of a urine specimen is a violation of the conditions of supervision.

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### **How often does the offender need to report?**

All individuals on probation or parole are required to report on a regular basis to a PPO. The frequency of reporting, location and method of reporting as well as special directives are determined by the PPO based on specialized and specific assessment of each offender. The assessment includes an evaluation of the offenders risk to the community and their individual needs for successful completion of supervision based upon factors such as criminal history, substance abuse, mental health, employment/vocational/education, and compliance with all conditions of supervision including payment of court costs, restitutions and supervision fees.

### **If a parent or family calls a Probation/Parole office will they receive a return call the same day?**

There is no question you will get a call back. But since PPOs and supervisors work on daily emergent situations, what is helpful when leaving your message is to provide enough information and share your level of concern regarding the issue, indicating whether it is a emergency or not. That will enable the staff to place you on the list according to the appropriateness and level of concern.

Specific questions and concerns should be forwarded to the offender's PPO, as they are best equipped to handle individual offender inquiries. Please be aware that information relating to an offender's supervision is governed by the department's policy on confidentiality and state laws.

### **Rules for visiting a probation/parole office - Are there any rules or things I need to know?**

- Standard hours of operations: Monday through Friday from 8am to 5pm. Earlier or later appointments can be arranged. Call ahead to make sure the office will be open.
- Firearms or any other weapons are prohibited on the grounds of any probation/parole office.
- Anyone entering the grounds of a probation/parole office is subject to search for contraband.
- Shirts, shoes and appropriate undergarments must be worn when visiting probation/parole offices. Clothing should not display any gang, racial, inappropriate or inflammatory language or symbols.
- Please do not bring children. It is not considered appropriate to bring children into this environment. If children are with you will have to wait with them in your vehicle or make different arrangements.

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### **How long will the offender have to remain on supervision—will they have to be supervised for their full term?**

Offender's terms on probation or parole vary greatly. It is largely dependent on the offense they are being supervised for and what they accomplish during their supervision period (fulfilling court and commission orders). Probation/Parole informs the offender what is needed to seek unsupervised probation from the court of jurisdiction. For general offenses, (other offenses have different obligations) parolees must serve a minimum of one year on supervision before a discharge can be considered for submission to the Commission of Pardons and Paroles.

### Additional Resources

#### **Drug Courts**

As of January, 2008 Idaho has 52 Drug/Mental Health Courts:

- 20 Felony Drug Courts
- 10 Adult Mental Health Courts
- 1 Juvenile Mental Health Court
- 8 Misdemeanor/DUI Courts
- 4 DUI Courts
- 7 Juvenile Drug Courts
- 2 Child Protection Drug Courts

Drug Courts in Idaho operate under the statutory authority of the Idaho Drug Court Act, passed in 2001 by the Idaho Legislature, as part of a coordinated criminal justice strategy to address the drug – crime connection. See [Idaho Court Administrative Rule 55](#) (I.C.A.R. 55). In 2005, mental health courts were authorized under amendments to the Drug Court Act.

- [Idaho Drug Court and Mental Health Court Act](#)
- [Development of Idaho's Drug Courts](#)
- [History of Idaho Drug Courts](#)
- [Map of Idaho Drug Courts](#)
- [Characteristics of Drug Court Participants](#)

Additional specifics regarding Idaho's drug court's can be found at <http://www.isc.idaho.gov/>

#### **Community Resources - What resources are available in the community for offenders and their families?**

<http://connectingfamilies.net>  
<http://www.idahocareline.org>

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### Suggestions for families and friends when a loved one is imprisoned

#### First things first:

- > **Take care of yourself**—both physically and emotionally. You won't be much help to others if you are not in a good place yourself.
- > **Seek out and connect** with people who are in the same situation as you—they know what you are going through...maybe you can even share resources (baby sit for each other, carpool to visit, etc.)
- > **Build on the positive**—stay focused on what you can do or change—not on what you can't.
- > **Live your life!** You have a life to lead on the “outside” – it may include children, your home, job or religious community—stay involved and find joy where you can.
- > **Don't hesitate to ask others** you know and trust for help. Often, your family and friends may want to be supportive but aren't sure how to approach you. Unlike death and divorce, there are no social rules or rituals for others to follow. It's up to you to set the tone.

### Suggestions for helping the children of incarcerated parents cope

When a parent goes to prison, children are often confused and feel left out. Some feelings the children might have are loneliness, fear, anger, sadness, and guilt. Their friends may also make fun of them. Children need to have an adult to talk to about their feelings. They may act out these feelings in ways such as a poor grade in school, fighting, a lot of crying, having bad dreams, or stop participating in social activities. Children may develop physical changes such as complaining of headaches, illnesses, or injuries. These changes in behavior are cries for help and they need encouragement and support. It is also important to note that even the child/children who were not living with the parent before they (the parent) went to prison feel a lot of emotions. Every child is unique, each family is different and each child within a family is different. But it is important to tell the child/children the truth. It is scarier for them not to know. It is also important for the children to have contact with their mother and/or father in prison as much as possible through letters, telephone calls, and visitation.

Here are some things to consider when you are talking to a child about a parents incarceration:

- > It is important to keep the explanation simple and age appropriate when you tell a child that a loved one is in prison.

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>Prepare what you want to say and allow plenty of time to answer questions about prison, prison life, the crime, and what this will mean for them.

>Children will react differently. For some children, the experience can be overwhelming while for others it is less serious. Sometimes it is a relief.

>The child's age, understanding of the situation, and the reaction of others all play a part in the effect that the parent's incarceration will have.

>Children may have different feelings, and sometimes even several feelings at once, or one right after the other. Some of those feelings may be sadness, fear, guilt, disbelief, anxiety or anger. It is important to understand and recognize all their feelings.

### **Some Additional Guidelines**

When a parent or family member goes to prison, often, the family's first reaction is to protect the children by not telling them the truth...or to tell them only part of the truth. Perhaps, the parent in prison is afraid what the children will think of him or her? Afraid they won't love and respect them anymore?

The reality is that **children usually find out the truth anyway**. They hear adults talking, or a friend may tell them or they simply figure things out for themselves. So, what is the best thing to do? While every family must decide for themselves, here are some key things to keep in mind.

- Children need to trust the adults who take care of them. **You build their trust when you tell the truth-even if it hurts**. Besides, if they find out you lied about a loved one in prison, they'll be hurt twice as hard...about the imprisonment and your deception. Also, if you lie about this, what else are you not telling the truth about?
- **Children are smart**. While you may believe that you can explain a loved one's absence with vague answer (they are in the hospital, working for the state or away at school) children usually find out. Phone calls and letters declare when someone communicates from a correctional facility, or children see the barbed wire when they visit, or their loved one never comes home – even if they beg or it's a holiday. These are just **some of the clues** that even the youngest of children can put together.
- If children aren't given an explanation that makes sense – they will tell themselves **something** to fill in the gap. That something may be worse than the truth. If you want them to come to you for information or comfort, you must demonstrate the "door is open" for honest communication. Be open and patient when they approach you.

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- Children need to hear explanations they can understand. Keep in mind their age and experience. Keep it simple. **It's not a one-time discussion.** Often, once children have had the opportunity to think about things, they'll come back with other questions or feelings. Be open to talk about the crime, prison life and the safety of their parent or loved one... **for most children, the number one priority is knowing that their parent or loved one is safe!**
- Provide children with guidance about **what to tell people outside the family.** Should they say, "you're separated" or "he's away" or "in prison"? Every situation is different – so help children prepare for questions, teasing or offers of support from others.
- Holidays, Mother's Day, Father's Day and birthdays are especially difficult. Schools may do special projects. **Be proactive.** Talk to your children about what's coming up and ask them how they want to handle things. **Provide guidance in advance.**
- **Prepare your children about what to** expect during visits, phone calls or letters. Children experience time differently than adults. Help them understand how long someone will be gone or when the next contact may be.
- Separate **how you feel** about the imprisoned adult from what **the child may feel** or want. It's normal for children to want the adults in their lives to be good caregivers. Many children believe that once a parent comes home from prison they will be the mother or father they always wanted. Listen to their hopes and fears. Let them know they may realistically expect, without bias or judgment.
- If possible, **include the imprisoned parent or loved one in the discussions.** Discuss what you want to say in advance and practice with one another. Children feel better when the adult who is imprisoned says he or she is safe and cared for – and that the child is not at fault for anything. Reassure them that even though prison is not a place where anyone wants to end up-the adult will be okay.
- Finally, **just because an adult does a bad thing doesn't necessarily mean he or she is a bad person.** Separate the two. The incarcerated person made a mistake that he or she must be accountable for. Although walls may separate them, they still can love one another very much.

Listed below are other things you can do to help the child/children deal with their mother and/or father in prison:

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- **Allow** the child to express his/her feelings. Respond to the feeling the child expresses. It is important not to tell the child what they should be feeling and not force them to talk about it.
- **Listen** to a child's words and actions. If a child says they miss mom or dad, that's a good time to begin talking about their feelings. Also, if you see a change in behavior during special occasions such as Father's Day, Mother's Day, that is an opening for conversation.
- **Talk** to the child about their mother/father's absence. For example, some children may feel better knowing that their parent is no longer in danger because they are not on the streets. Answer their questions honestly.
- **Help** the child express his or her feelings in appropriate ways. Words and/or tears are a better way of expressing their feelings other than those such as fighting, getting into trouble with the law, or using alcohol or drugs.
- **Support** the child who can and wants to write their parent in prison, send pictures, greeting cards, etc.
- **Prepare** the child for a prison visit. If at all possible, make one or two visits alone before the child/children visit so you can tell the child what the prison looks like, where the visits take place, how long the visit will be, what the visitation rules are, etc. Help the child prepare for his or her parent's release. This can also be especially important if the child/children will not be reunited with their parent.
- **Outside support** can often help the child and family. A favorite aunt or uncle, a teacher, social worker, church, a prison ministry group in your area, or community programs such as the Big Brother/Big Sister Program can help support you and the child/children during this difficult time.

### During the incarceration of a loved one

#### Stay Connected:

>Visiting is not the only way to be together. Telephone calls and letters can be just as beneficial.

>Focus on your relationship—you are still parents, partners, siblings or friends. Walls don't change that. Do the best you can to care and support each other.

>Take the time to learn about each other's world—you'll have to work harder to understand each other's daily lives. Ask questions. Listen. Share details about what's happening on the "outside" as well as the "inside".

#### Before you visit:

>Make sure you are an approved visitor before you make the trip.

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>Every institution is different. Know the visiting schedule. If possible, let your loved one know when you plan to come so he or she can be ready too.

>Know the rules and regulations ahead of time so you don't bring something that is not allowed. You may lose your visiting privileges.

>Prepare both yourself and your children for the visit. Explain the visiting process and security measures. Visiting can be emotional—before, during and after the visit. Check in with one another.

### **Budget your resources:**

>If you accept collect calls, expect higher phone bills and budget accordingly.

>Check with your phone company or shop around for ways to keep phone bills down.

>Visiting is an expense too—in both time and money. There are transportation costs, time factors (will you have to take time off from work?), childcare, etc.

>Know your limits and don't overstep them. Negotiate and together come up with a plan to stay connected that won't leave you exhausted or put you in debt.

Additional resources that may be of assistance

### **When Andy's Father Went to Prison** by Martha Whitmore Hickman

Albert Whitman and Co.

5747 Howard Street

Niles IL 60648-4012

ISBN #0-8075-8874-1

### **My Mother and I Are Growing Stronger** by Inez Maury

New Seed Press

PO Box 9488

Berkeley CA 947099

ISBN #0-938678-06-X

### **An Inmate's Daughter** by Jan Walker

Raven Publishing, Inc.

P. O. Box 2866

Norris, MT 59745

(866) 685-3546

[www.ravenpublishing.net](http://www.ravenpublishing.net)

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### **CHILDREN OF INCARCERATED PARENTS RESOURCE LIST**

- >The National Resource Center on Children and Families of the Incarcerated at Family and Corrections Network - [www.fcnetwork.org](http://www.fcnetwork.org)  
Everything on this site is applicable to working with the children of incarcerated parents, from fact sheets to books, reports and training information.
- >National Reentry Resource Center – [www.nationalreentryresourcecenter.org](http://www.nationalreentryresourcecenter.org)  
Go to the Topics tab and then to Families for information on children of incarcerated parents.
- >Annie E. Casey Foundation - <http://www.aecf.org/AboutUs.aspx>  
The foundation works to help vulnerable kids and families succeed. Search “children of incarcerated parents” on their site.
- >National Fatherhood Initiative - <http://www.fatherhood.org/>  
(800) 790-DADS