

Christian Brother DCS Communication Policy

Newpoint Partnership Inc

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Per DCS THOR Directive of 11/2022

1. Staff will accept returning citizens only after authorization is received from the DCS Office or DOC.
2. Providers/directors will maintain open communications with local DCS Staff concerning any returning citizen who resides at the facility.
3. Staff will cooperate with DCS staff concerning special requests for site visits for the purpose of evaluation or to ensure compliance with agency approved standards.
4. Staff will provide 24/7 access to the DCS staff and allow access to all areas frequented by residents.
5. Staff will ensure each returning citizen will sign upon admission a copy of the fee schedule and consent to release information to the supervising officer. All signed documents will be kept in the resident's file. Unsigned versions of these and other pertinent documents may be included in a Resident Handbook.
6. Staff will ensure termination and readmission policies are in writing and explained to each resident upon admission. Re-admission is considered based on the individual's discharge reason and subsequent activities.
7. Staff will ensure resident discharge process includes notification to the supervising officer prior to discharge from the facility. Returning citizens will not be discharged before the supervising officer or other local law enforcement is notified, unless a threat to staff or other residents.
8. Staff will permit returning citizens to attend all meetings designated by their supervising officer.
9. Staff recognizes that returning citizen pass requests must be approved by supervising officer. Pass request to include positive or negative progress, date, time, address, phone number of person visited, expected return date and time, and/or any other pertinent detail.
10. Staff will report returning citizen progress to the supervising officer at least once per month in writing or upon cause.
11. Staff will confirm daily each resident's occupancy status and if a returning citizen absconds, the supervising officer will be notified within 24 hours.
12. Staff will ensure that returning citizens who earn the responsibility of senior resident, house manager, or trustee will not have access to other returning citizens' files, nor be allowed to conduct drug screens, collect money or have authority over another resident.
13. Facility bulletin board is prominently displayed in the facility with postings which include a weekly activity schedule, facility rules, resident rights, fire evacuation guide, and emergency contact protocol including staff contact information.
14. Staff will ensure resident's accountability system includes a daily sign in/out log and documents attendance at all required activity. The facility accountability system explains the rules and methods for notifying the supervising officer immediately or by the start of the next day of drug

test results, serious rule violations and associated sanctions, arrests or law violations known by the program staff.

15. Staff will conduct alcohol and other drug testing weekly or randomly, especially upon return from passes. Positive test results will be reported within 24 hours to the supervising officer and negative results will be communicated in a timely manner. All test results will be included in a monthly progress report. Residents will never conduct these tests even if they hold senior resident or staff positions.
16. Staff will post a weekly schedule in location easily accessible to staff and residents. The schedule required and optional program components. Schedules will be adhered to as closely as possible recognizing consistent structure and continuity are significant when addressing criminogenic (crime producing) needs.
17. Director or staff must notify THOR approval staff of any contact changes such as phone numbers, email addresses, referral contact person, change in Director and facility closure.
18. Sixty days prior to the expiration of the THOR certificate, you must notify THOR approval staff of the need for a re-approval site visit.
19. THOR approval certificate is only valid for the approved addresses as defined in the THOR Directory. Certificate cannot be transferred to any other address without prior approval of the new address by THOR parole staff.
20. Staff will not handcuff, restrain or physically restrain a resident for any reason. The facility Director and/or staff, should contact the Chief/assigned DCS officer and local law enforcement for assistance.

I have read and understand the above policy.

Christian Brother (Print Name)

Christian Brother's Signature

Date

Newpoint Staff Witness Name (Print)

Newpoint Staff Witness' Signature

Date