

## CCC Statement of Work Revisions October 2003

Minor grammatical corrections or proper usage of words were made throughout the SOW without being listed below.

- ! **Table of Contents** - Chapter pages have been re-numbered
- ! **List of BOP Program Statements** - Added additional program statements and put them in numeric order. Added instructions to locate program statements at the BOP Internet homepage
- ! **Contractor Required Training** - added after List of BOP Program Statements page.
- ! **Direct Court Commitments** - Deleted reference to this type of offender throughout the SOW

### Introduction:

- ! **Item 6, Contract Performance** - Last sentence of paragraph 7, changed to indicate offenders may have supervised access to the Internet while in the facility

### Chapter 1:

- ! **Section 2** - Added to the first paragraph the type of events that may cause the implementation of the contingency plan for operations. Events include natural disasters, terrorist attacks, and staff work actions.
- ! **Section 3-a** - Added TDAT-C to list of Bureau staff whose names, addresses, and telephone numbers must be posted in facilities.
- ! **Section 3-f, Equipment** - Requirement added that the contractor will have a secure computer with Internet and software capabilities for communicating with the CCM office.
- ! **Section 4, Community Outreach**
  - S Contractor must document their public information efforts.
  - S Community Relations Board renamed Community Relations Advisory Board.
  - S Added to the list of CRAB members, “community residents and neighbors”.

- ! **Section 5, Quality Control** - Replaced the requirement of a contractor annual review with written quarterly QCP results must be provided to the CCM. Also, added more information concerning QCP and QAP requirements.

## Chapter 2:

- ! **Section 1** - Clarified the 7-day, 24 hour post to say that it must be a position dedicated solely to the supervision of offenders and cannot be covered by a case manager or facility director.
- ! **Section 1-c** - Clarifies the key staff requirements at major, moderate, and minor use facilities. Did away with counselor position as it was too similar to the case manager position. Included that the MINT Coordinator position is considered a “key staff” position.
- ! **Section 3** - Staff personnel records no longer have to be on-site, but must be readily available for BOP review.
- ! **Section 3-d** - Added additional educational and work experience requirements for the facility director.
- ! **Section 4** - Added aliases to the list of information potential contractor employees had to provide for a NCIC/NLETS check.
- ! **Section 5** - Clarifies that attorneys cannot be involved in official Bureau investigations. Added language that investigative summaries may be disclosed to the contractor’s authorized negotiator.
- ! **Section 7** - Revised to require the contractor to implement the requirements of Program Statement 3735.04, Drug Free Workplace.
- ! **Old Section 7 Changed to Section 8.**
- ! **Section 9, Staff and Volunteer Rosters** - New section added requiring the contractor to submit a typed, alphabetical roster of staff each month with the billing. A separate list will show all the volunteers indicating the type of volunteer work being done.

## Chapter 3:

- ! **Section 1** - Deleted the requirement for a professional floor plan and replaced with “a legible and accurate” floor plan.

- ! **Section 2** - Added the requirement that if facility isn't within one mile of public transportation, the contractor will provide transportation to seek employment, to work, and to attend program activities 7 days per week. Added requirement that contractor must provide transportation for indigent residents who are required to attend substance abuse treatment. Also clarified transportation of offenders in private vehicles.
- ! **Section 3-a** - Changed the requirement from BOP evaluation of ventilation system to a third party inspection.
- ! **Section 3-b** - Changed wording for lighting requirement to meet ACA Standards for Adult Community Residential Services.
- ! **Section 3-c** - Removed the requirement for a metal locker. Added requirement that contractor will provide residents with a means to secure their property.
- S Strengthened the language concerning separation of offenders by gender.
- S Revised the language concerning compliance for handicapped offenders. Facilities must be ABA compliant.
- ! Section 3-e - Clarified language concerning laundry facilities for residents. Residents are responsible for laundry costs of personal items. Contractor will assist indigent residents until they receive their first paycheck. Free laundry service will be provided for linens.
- ! **Section 3-g** - Added requirement that contractor will maintain facility temperature in accordance with EPA standards.
- ! **Section 3-h** - Changed the requirement for smoking distance from the facility door to 10-25 feet or comply with local laws, whichever is more stringent. Added caveat about use of apartment complexes for CCCs, they will be evaluated for suitability and any other occupants must be notified of the intent to operate a CCC on the premises.
- ! **Section 3-I** - Added that facilities with apartments with kitchens are not required to have additional drinking fountains.

#### **Chapter 4:**

- ! **Section 2** - Moved the requirement for staff training in emergency procedures to this location.
- ! **Section 2-a** - Changed the evacuation drill requirement from monthly to one each shift each quarter.

## **Chapter 5:**

- ! **Section 1** - Added that weekly sanitation and safety inspections and corrective actions to correct deficiencies found, must be documented and made available for BOP review.
- ! **Section 2** - Reduced the recycling language to say the contractor had to have such a program with minimum requirements or meet local requirements.

## **Chapter 6:**

- ! **Second paragraph** - Requires the successful offeror to have an independent inspection of the electrical system prior to the preoccupancy inspection.
- ! **Section 3** - Allows for the temporary use of extension cords that have surge protectors.
- ! **Section 5** - Allows for use of floor space heaters that are cool to the touch and that utilize an automatic shutoff if overturned.

## **Chapter 7:**

- ! **Added** - “Hygiene items are exempt from the Hazardous Communication program. Aerosol spray cans are not considered to be pressurized containers.”
- ! **Section 3** - Added propane to the list of flammables discussed in the **Note**.

## **Chapter 8:**

- ! **Section 1** - Requirements for pest control were condensed.

## **Chapter 9:**

- ! **Section 1-a** - Language added to allow e-mail notification from the contractor to the CCM office of acceptance date of referred inmate.
- ! **Section 2**
  - S Strengthened the language about psychological status and medications of offenders during intake processing.
  - S Added deodorant to the list of examples of hygienic items to be provided to

indigent offenders.

- S** Require contractor staff to add comments concerning behaviors such as assaultive, sexually aggressive, or escape risk to individual program plans as well as reporting them to the CCM.
- !** **Section 2-a** - Added e-mail as a method available to the contractor to notify the CCM of an arrival. Changed the written notification time frame to one calendar day.
- S** Changed the wording concerning an offender who fails to report to a contract facility from “may be” placed on escape status to “shall be” placed on escape status.
- !** **Section 2-b** - All references to paperwork being completed by the contractor and forwarded to the CCM in five calendar days have been changed to *one calendar day*.
- !** **Section 2-b-2** - This paragraph was reworded concerning executing the J&C.
- !** **Section 2-b-5** - Added the requirement to re-photograph an offender if their appearance significantly changes during the CCC stay.
- !** **Section 2-b-7** - Reworded the medical screening requirement emphasizing special attention be given to chronic conditions.
- !** **Section 2-b-7-NOTE** - Re-written to Health Services Division specifications.

#### **Chapter 10:**

- !** **Section 1** - Changed random accountability checks from 2 per day to say a frequency that ensures accountability and is commensurate with the accountability needs of the offender. Also, highlighted that a contractor may request the CCM to approve fewer daily contacts, etc.
- !** **Section 1-a** - Clarifications were made concerning a visitor’s sign in/out log and to the explanation of the offender’s sign out/in log.
- S** When discussing the curfew, added programming to situations where an inmate may be allowed out past curfew.
- S** Re-wrote most of the paragraph concerning recreation, clarifying the location of off-site recreation and excluding travel to and from recreation for the one hour per day recreation activity.

- ! **Section 3** - Removed from the employment note, “except direct court commitments” and added in the parenthesis (unless disabled or aged).
  
- S Removed the paragraph under the employment NOTE that read, “The facility director shall seek the approval of the CCM before assigning a direct court commitment to the pre-release component. Only the CCM may assign offenders to the home confinement component.”
  
- ! **Section 3-c** - The requirement to check telephone records of offenders on home confinement was revised to require a monthly check of telephone records with file documentation.
  
- ! **Section 4** - Paragraph 1 language was strengthened to require the contractor to have written procedures for authorized offender absences for the various reasons. The **NOTE** section was revised to include substance abuse treatment as an example of an activity for which a community corrections component offender may leave the facility.
  
- ! **Section 4-a** - The paragraph that discusses overnight or weekend pass requirements was revised to include that the ill or aged may be exempt from the requirement of employment to be eligible for a pass.
  
- S Clarification was made concerning pass locations. Additions say the pass is ordinarily to the proposed release residence and must be visited and approved by a contractor staff member prior to the pass. Also, the USPO should be consulted to determine if there are any reasons the pass location is not considered acceptable.
  
- S The paragraph which discusses long weekends when a legal holiday falls on a receding Friday or following Monday, was revised to add that more than one pass during a week requires a furlough request submitted for the CCM’s approval or denial, except for special religious passes.
  
- ! **Section 4-b-a** - Language was clarified in the paragraph discussing requirements to contact CUSPOs in the sentencing and visiting districts.
  
- S The paragraph which discusses a blanket USPO clearance for repeated furloughs to the same location was revised by deleting the last five words, “with the approval of the USPO”.
  
- ! **Section 4-b-b** - The paragraph discussing the contractor maintaining a record of furloughs was revised to include requirements to document random accountability checks.
  
- ! **Section 5** - Deleted the sentence which stated, offenders convicted of crimes of violence or sexual offenses are not ordinarily eligible for home confinement. Also, clarified that home confinement inmate days are calculated as full days for contract purposes. One home confinement day equals one inmate day.

- ! **Section 6** - The requirement that the contractor had to demonstrate/document that the network of community resources and services was a viable network and was routinely used to assist residents was added. Deleted the second paragraph, concerning programming, in its entirety.
  
- ! **Section 7** - Added to the list of orientation topics, the need to discuss the facilities policies for control and distribution of prescribed medications.
  - S Changed the orientation period from 2 weeks to 1 week.
  - S Added to the paragraph discussing program plans was the requirement that the contractor will be responsible for completing relocation requests.
  - S Added the requirement that the case manager and offender had to sign the progress reviews.
  
- ! **Section 8** - Added the condition that the BOP may deduct from the bill any subsistence not collected or shown as deducted from the billing.
  - S Added sale of property as an example of other means of financial support or income.
  - S Added the contractor had to develop a working relationship or point-of-contact with US Attorney's office/Courts to assist with meeting their financial obligations.
  - S Revised language for subsistence payment dates to indicate subsistence payments will coincide with offender salary payment schedule.
  
- ! **Section 9** - Changed employment program to employment assistance program.
  - S Changed the requirement for work from 40 hours per week to "full-time employment or equivalent, as some jobs are considered full-time even though they may not be 40 hours. Also, changed the requirement for finding employment to read, "within 15 calendar days from the completion of the facility orientation program."
  - S Added that offenders may be involved in other full time constructive pursuits such as furthering their education instead of adhering to full time work only.
  - S Added the definition for a major use facility.
  - S Internet use at the CCC is permitted under supervision. Internet use outside the facility requires CCM approval.

- Added requirement that the contractor develop an accountability system for when offenders are out looking for employment and the contractor needs to provide indigent offenders with a nominal amount of money or a pre-paid telephone card to contact the CCC in the event of an emergency while seeking employment.
- S** Added the requirement that the contractor maintain a copy of the efforts made to assist the offender in obtaining employment.
- ! **Section 9-a** - Changed the requirement to contact the employer from weekly to monthly.
- S** Changed the requirement that the contractor *direct* an employer to notify them if the offender didn't report to work to *request* the employer to *notify* them.
- S** Added was the approval for the CCC director to modify employment requirements for USPO cases with USPO approval.
- ! **Section 9-c** - Added PDA and any other electronic equipment to the list of devices requiring CCM approval. Also added that no type of electronic equipment could be used for accountability purposes.
- ! **Section 11** - Deleted the requirement that the contractor had to provide weekly 30 minute substance abuse counseling for offenders who have a condition of drug aftercare or who have a history of substance abuse. Also deleted was the substance abuse counselor qualifications.
- ! **Section 11-a** - Changed the name from Drug Aftercare to Drug Treatment.
- ! **Section 11-c** - Changed the requirement for alcohol testing to administering a breathe test every time an offender returns to the facility. Also, added that a second confirmation test would be completed no less than 15 minutes after the first test. If confirmed, an incident report must be written for use of intoxicants.
- ! **Section 12** - Added the requirement that the contractor would also have points-of-contact with mental health resources and services.
- ! **Section 14** - Vocational counselor for female program may be a collateral duty for the EPS or case manager.
- ! **Section 15** - Added a new section requiring life skills training and elaborating on the makeup of the training.
- ! **Section 21** - Added language that the contractor will support the Life Connections Program and will allow the offender to participate with the program and sanctuary matched with while in the institution. Also required the contractor to provide statistics on the program if requested to do so by the Bureau.



- ! **Deleted the old section 22** concerning recreation as this was discussed in an earlier section.

### **Chapter 11:**

- ! Fifth paragraph, added the requirement that progressive discipline should be utilized and that care need be taken to prevent unnecessary/inappropriate use of disciplinary transfer. Also stipulated regional variances may occur so the contractor needs to know and follow the RMT's directions.
- ! Changed the requirement for processing of CDC packets to sending CDC packets directly to the CCM for quality control review and tracking purposes. The CCM will forward the packet to the DHO.

### **Chapter 12:**

No changes.

### **Chapter 13:**

- ! **Food Service** - The portion of the chapter dealing with food service was rearranged to flow better and was condensed. The requirement that the contractor possess a copy of the FDA Food Code was deleted, although they must comply with the code. Added approval for contractor to serve a brunch on weekends and federal holidays.
- ! **Medical Services** - The listing of the requirements for a first aid kit was deleted. The contractor must keep a kit that complies with standards set by the American Red Cross.
- S Added requirement that medication policy must be written and provided to the CCM for approval. Language added that the CCC will ensure medication is stored in a proper environment and offenders have proper access.
- ! **Section 3** - A change was made that the contractor will pay for physicals and submit the original invoice to the BOP as a line item on the next billing. Paragraph 4 of this section is new and adds the requirement about DNA testing during the medical exam if applicable to the particular inmate.
- S Medical examination language was changed to Health Services Division specifications.

### **Chapter 14:**

- ! **Section 1** - added medical release form to the 6<sup>th</sup> bullet.

- ! **Section 2-c** - Added a new log to the list of logs; the visitor log.
- ! **Section 3** - Added that the CCM must approve the release of any information about a subject even if the subject has provided written consent.
- S Added info about the PSR to include it belongs to the Courts and copies may not be given to anyone, even the offender.

#### **Chapter 15:**

- ! **Section 1** - Releases must now be reported to the CCM by 10:00 am of the day of release and contact must be with a live person. Leaving messages is no longer acceptable.
- ! **Section 1-a** - Types of Releases - Now reference PS 5800.13, ISM Manual for definitions of types of releases. Definitions in SOW deleted.
- ! **Section 1-b** - second paragraph, changed four weeks to six weeks prior to release staff shall submit requests for parole certs.
- ! **Section 5** - Securing property changed from as soon as possible to immediately secure and inventory prior to the end of the work shift.
- ! **Section 6** - Stipulated that all contractor generated documents must be sent to the CCM upon offenders completion or termination at the CCC. Contractor must shred referral packet.

#### **Chapter 16:**

- ! **Section 1 - a** - Added the stipulation to coordinate locally with the supervising authority the time-frame for reporting absconders.
- ! **Section 1-b** - Added the wording that verifying whereabouts/escapes of offender may include contractor staff going to the pass or residence. Now stipulates that the *CCC Director* must report an escape to the CCM
- ! **Section 1-d** - Added that offenders with PSFs or any special needs case exhibiting unusual behaviors requires closer attention and reporting to the CCM.

#### **Chapter 17:**

- ! For inmate deaths, fingerprinting requirements were changed to the thumb of the right hand only.

#### **Chapters 18 and 19:**

No changes

## **Chapter 20:**

! **Section 3** - Language for the first full monitoring was changed to indicate it would be held between 60-90 days from the date of performance.

S Clarification was made that the contractor would respond to the CCM concerning monitoring reports and within 30 days from receipt of the report. Clarifications made on terminology used in monitoring reports to include suggestions, advised items, discrepancies, deficiencies, and significant findings. These mirror the Bureau's PRD terms. The term "finding" was replaced by "deficiency" throughout this chapter.

! **Section 5** - Discussion about the CEF was revised for new procedures effective May 1, 2003.

! **Section 7** - The term "Findings" was replaced by the term, "Deficiencies".

## **Chapter 21:**

! First paragraph of chapter, added "if applicable" to the requirement that the contractor must pay for additional pre-sites if they change proposed CCC locations.

## **Chapter 22:**

! **Section 1** - Added that there is no consensual sex between staff and inmates.

## **Attachments:**

! Attachment A - added additional identifying information to assist with NCIC checks.

! Attachment B - In the Section titled, Special Medical Needs, added Mental Health and the need to include medications issued by the institution, medications left, medications to be controlled by the facility and medication compliance.

! Attachment C - Added the requirement that the case notes must include information concerning prescribed medication compliance.

! Attachment D - Primary Test Panel for Urinalysis Procedures, has been updated.

! Attachment F - Food guide pyramid deleted

! Attachment G - Explanation of Terms, becomes Attachment F

! Attachment F - Added the definition of Life Connections Program.

