
 <p>NEW YORK STATE Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE Release of Special Needs Incarcerated Individuals		NO. 4305
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REFERENCES (Include but are not limited to) Dir. #4017, #4019	APPROVING AUTHORITY 		

- I. **PURPOSE:** To provide guidelines regarding the transfer of custody and transportation of incarcerated individuals deemed in need of special arrangements upon release from the Department of Corrections and Community Supervision (DOCCS) due to mental illness, intellectual developmental disabilities, or sensorial disability.
- II. **DESCRIPTION:** This policy will address the process of transitioning those incarcerated individuals leaving DOCCS custody to community supervision whose special needs require special post-release transportation options. The incarcerated individual will be transported by a Correction Officer(s).
 NOTE: This policy does not apply to Assisted Outpatient Treatment (AOT) orders or special arrangements due to medical needs.
- III. **PROCEDURE**
 - A. Request for special transportation arrangements will be initiated by the Supervising Offender Rehabilitation Coordinator (SORC) in consultation with the Office of Mental Health (OMH) at the facility, when appropriate. All requests should be submitted to the Office of Classification and Movement, who will consult with the DOCCS Bureau of Mental Health when necessary. Upon approval, the facility SORC will notify the assigned and receiving facility's Inmate Records Coordinator (IRC), Deputy Superintendent for Security (DSS), and Deputy Superintendent for Programs (DSP) via E-Form "Special Need Transportation Request," no later than three weeks prior to the anticipated release date. In cases where a special needs incarcerated individual has reached their maximum expiration date, requests for special transportation arrangements will be initiated by the SORC in consultation with OMH staff, if applicable, at the sending facility.
 - B. The SORC will provide the following information:
 1. Incarcerated individual's name and DIN;
 2. Anticipated date of release from DOCCS custody;
 3. Post-release information; including name of organization, address, phone and fax number of release destination, contact person and title; and
 4. Movement considerations: Relay special needs information to facility IRC to assist in determining the possible use of State transportation to the facility closest to release site.
 - C. Upon approval, the Office of Classification and Movement will notify the assigned facility IRC via the KITS intransit system, who will then establish the transport itinerary. The Office of Classification and Movement will then notify the sending and receiving IRC,

and SORC in accordance with Directive #4017, "Incarcerated individual Transfer Procedure."

- D. The sending facility IRC will then notify facility OMH and Medical staff, as appropriate, via e-mail "Special Order" to prepare medications and prescriptions according to current medication for release procedures. The e-mail will also be sent to the receiving facility IRC and all layover facility IRCs if applicable. Release ID, release clothing, release funds, and any release paperwork will accompany the incarcerated individual, in accordance with Directive #4019, "Incarcerated individual Information (Custodial and Health) During Transfer of Custody." The incarcerated individual is allowed to take one (1) bag of personal property.
- E. For Seriously Mentally Ill (SMI) incarcerated individuals, sending facility OMH staff will notify OMH staff at the layover and receiving facility regarding medication needs, special alerts, and precautions for continuity of care.
- F. Upon arrival at the DOCCS facility in closest proximity to the release site, the receiving IRC will coordinate with the facility DSS on arrangements for the transport of the incarcerated individual to the designated release destination. It is the responsibility of the SORC to notify the Field Senior Parole Officer and Parole Officer that the incarcerated individual has been approved for the special needs transport, and the SORC will obtain the name and contact information for the Parole Officer responsible for meeting the transport team at the release destination. The SORC will provide the transport team with the Parole Officer's contact information. This information is to be included with the transport itinerary. A Field Parole Officer will meet the releasee and transport team at the final release destination.* Additional security staff may be assigned to transport the incarcerated individual at the discretion of the DSS.
- G. The transporting Correction Officer(s) will be made aware of any security considerations based on mental health or special needs, to ensure safe transport from the facility to the designated destination. The completed "Special Need Transportation Request" E-Form must be provided to Transport Officer(s).
- H. Transportation arrangements for the Office for People with Developmental Disabilities (OPWDD) releasees are considered intransit moves. Incarcerated individuals being placed into Sunmount (OPWDD facility) will be transported to Clinton Correctional Facility, and those placed into Valley Ridge (OPWDD facility) will be transported to Auburn Correctional Facility.

*NOTE: Those incarcerated individuals releasing by Maximum Expiration without Post-Release Supervision do not require a Field Parole Officer to meet the transport team.