

Memorandum

Date : October 22, 2009

To : Associate Directors, Division of Adult Institutions
Wardens – California State Prison, Lancaster and Wasco State Prison
Classification Staff Representatives
Classification and Parole Representatives
Correctional Counselors III

Subject: **PROGRESSIVE PROGRAMMING FACILITY**

This memorandum is intended to provide direction to staff at California State Prison, Los Angeles County (LAC) and Wasco State Prison (WSP), as well as departmental Classification Staff Representatives (CSR) to begin identifying and endorsing eligible inmates to the Progressive Programming Facility (PPF) at LAC.

The purpose of the PPF is to create an institution housing program free from violence and illegal drugs in order to foster a goal oriented environment where motivated offenders may achieve identified personal goals without the disruption of predatory inmates.

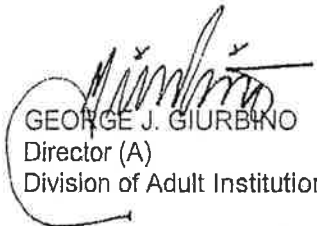
Selection and endorsement criteria are contained in LAC's Operational Procedure #605, Progressive Program Facility, and is outlined as follows:

- No documented prison gang or disruptive group affiliation and/or activity in the past five (5) years.
- No "Sensitive Needs Yard" issues.
- Must demonstrate willingness to program with inmates of any race.
- No serious California Department of Corrections and Rehabilitation (CDCR) 115 Rules Violation Reports (RVR) in the past five (5) years and no work related CDCR 115s in the past three (3) years.
- Must not be on C status or have been on C status in the past three (3) years.
- Must not be single cell status; exclusions to this may apply relative to Medical/Mental Health reasons.
- Must agree to integrated housing and only coded Racially Eligible.
- Must not have been assessed a SHU term, whether imposed or suspended, in the past five (5) years.
- Must meet the criteria to be eligible for housing in a 270 design Level IV housing unit.
- Candidates must apply for the PPF. (An integral part of the application form is a CDCR 128-B chrono stating willingness to conform to all the rules of the PPF.)

All PPF eligible offenders shall be housed in designated housing units at LAC Facility A. Reception Center inmates who are housed at LAC or WSP, who meet the PPF eligibility criteria and who are willing to comply with the PPF rules, may be referred for transfer to the LAC PPF via the Institutional Staff Recommendation Summary (ISRS) or the Reception Center Readmission Summary (CDCR 816), and endorsed by the CSR if appropriate.

Associate Directors, Division of Adult Institutions
Wardens – California State Prison, Lancaster and Wasco State Prison
Classification Staff Representatives
Classification and Parole Representatives
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Page 2

If you should have any questions or concerns regarding this directive, please contact Wendy Burgess, Correctional Counselor III, Classification Services Unit, at (916) 445-0373 or Stephen Peck, Captain, Reception Center Mission, at (916) 324-6808.



GEORGE J. GIURBINO
Director (A)
Division of Adult Institutions

Attachment: CDCR 128-B chrono

cc: Mike Knowles
Brian Lueth
Eric Arnold
Carlos Adams
Stephen Peck
Wendy Burgess

NAME and NUMBER

This CDC-128-B will serve as an application, statement of commitment, and recommendation for Inmate _____, CDCR# _____, Housing _____, to the CSP-LAC Facility-A Level-IV Positive Programming Facility (PPF). The attitude required by the PPF is reflected in the following statement:

"I have realistically evaluated the restraints and limitation of prison life, and I have decided to attain certain goals during my prison time – things I will be proud to have achieved. So, I choose to cooperate in the promotion and maintenance of a human environment in which the attainment of these goals is possible for myself and others, and I have decided to be personally responsible for using the available opportunities to achieve my goals."

Pursuant to 15 CCR §3290(c)(2), drug testing shall be conducted "When mandatory random testing is known to the inmate to be a condition for the inmate's participation in a specific program, assignment, or activity." An initial drug test, and random drug testing thereafter, is a condition for participation in the PPF.

My signature on this chrono assures that I am willing to participate in all facets of the PPF.

Inmate signature and date

Staff witness signature and date

Orig: C-File (upon being endorsed for PPF placement)
cc: Inmate

Admitted on: _____

DATE: **APPLICATION FOR PLACEMENT IN LEVEL-IV POSITIVE PROGRAMMING FACILITY (PPF)** **GENERAL CHRONO**

(detach this lower part before inserting in C-File)

Traducción española

Este documento (CDC-128-B) servirá como solicitud, compromiso y recomendación para la participación del interno (inmate) en el "Positive Programming Facility" (PPF) de la CSP-LAC Facility-A. El actitud que el PPF requiere, se refleja en la siguiente afirmación:

"He evaluado realísticamente las restricciones y las limitaciones de la vida de encarcelado y he decidido esforzarme por lograr ciertas metas durante mi estancia en la cárcel – meta cuyo logro será motivo de un legítimo orgullo en el futuro. Por tanto, opto por la colaboración con otros para promover y sostener un ambiente humano en el que el logro de tales metas sea posible, tanto para mí como para otros, y me comprometo a ser personalmente responsable por el aprovechamiento de las oportunidades que se ofrezcan para el logro de mis objetivos."

De acuerdo con 15 CCR §3290(c)(2), una prueba aleatoria (random) de drogas se requerirá "cuando el interno sabe que tal requerimiento es condición para la participación en un programa, trabajo o actividad determinada." Una prueba inicial de drogas y pruebas aleatorias en lo sucesivo son una condición para la participación en el PPF.

Firmas de l'interno y de un miembro del personal que avala la petición.



California
Department of Corrections and
Rehabilitation
California State Prison
Los Angeles County
Operational Procedure
#605

TITLE: PROGRESSIVE PROGRAMMING FACILITY

DEVELOPED: November 2000

REVISED: May 2009

**605.1
PURPOSE/
OBJECTIVE**

A. The purpose of the Progressive Programming Facility is to create a program environment, free from violence, illegal drugs and disruptive behavior, in which personal and California Department of Corrections and Rehabilitation (CDCR) goals can be more readily achieved.


B. The Progressive Programming Facility is defined as a voluntary context in which inmates commit themselves to eminent respect, to excellence, and to cooperation in the achievement of program goals, in cooperation with the assigned staff who work to facilitate the achievement of these goals, within the framework of existing rules, regulations and procedures of the CDCR.

C. Participation in the Progressive Programming Facility requires a respect for the Progressive Programming Facility established discipline. Participants and the assigned staff should be aware that:

1. Every program requires discipline. A program is, in fact, a system of disciplines designed to channel personal (and collective) energies to achieve worthwhile goals.
2. What characterizes the Progressive Programming Facility is not the relaxation of discipline but the consistent and voluntary embrace of a discipline so that certain collective and personal goals can be more effectively attained.
3. The Progressive Programming Facility requires participant inmates to be personally motivated to attain program objectives.

D. The Progressive Programming Facility is potentially open to inmates incarcerated at California State Prison-Los Angeles County (LAC), with the exception of MSF inmates, and potential eligible inmates screened at Wasco State Prison (WSP) by the Classification and Paroles Representative will be referred to the Classification Staff Representative for transfer to the Progressive Programming Facility at LAC. Those who manifest a desire to participate have the requisite disposition, and whose records in CDCR provide positive indicators that they will comply with the Progressive Programming Facility will be designated as candidates.

E. Housing Units 1, 2 and 3 of Facility-A (600 beds) at LAC are designated to exclusively house inmate participants in the Level IV

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		DEVELOPED: November 2000
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Program Facility. The dedication of more housing units for the program may be considered as the need arises.

605.2
REFERENCE

- A. California Code of Regulations Title 15.
- B. CDCR Department Operations Manuel.

605.3
**APPROVAL/
REVIEW**

This document shall be reviewed at least annually by the Facility-A Captain, with the aid of the Program Committee, and under the supervision of the Associate Warden of A and B housing. The Warden shall approve continued use in its present form, or with modifications.

605.4
RESPONSIBILITIES

A. The Facility-A Captain, under the direction of the Associate Warden for A and B housing, shall be responsible for the implementation, coordination and development of the Progressive Program Facility.

B. Facility-A Supervisory Staff and the UCC along with the C&PR and CSR are responsible for endorsements to participate in the Facility-A Progressive Program Facility.

C. A "Program Committee" in conjunction with UCC will assist the Captain in matters pertaining to non-custody program functioning.

D. The Facility-A Captain, in coordination with the Associate Warden for A and B housing and the Associate Warden of Central Operations, shall integrate a report on the Progressive Program Facility before the end of each fiscal year and submit it to the Warden with recommendations.

E. The Associate Warden of A and B housing shall elaborate an annual report on the Management (Captain, UCC and Program Committee) of the Program before the end of each fiscal year and submit it to the Warden with recommendations.

605.5
METHODS

A. Selection and Endorsement of Inmate Participants

- 1. To be considered for transfer to the Progressive Programming Facility an Inmate must fulfill the following requirements:
 - a) Must have no documented prison gang or disrupted group affiliation and/or activity in the past five (5) years,



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- (member or associate);
- b) Must not have "sensitive needs" issues;
 - c) Must manifest disposition to program;
 - d) Must manifest willingness to program with inmates and staff of any race.
 - e) Must have a record, which includes no serious CDC-115s (division A-C), in the past five (5) years and no work related CDC-115's in the past three (3) years; no violence related incidents, i.e., fights, riots, or Division D battery or assault on staff or inmates, etc. within the last (3) years.
 - f) Must be drug-free and have no drug paraphernalia related offenses while participating in the program.
 - g) Must not be on C status or have been on C status in the past three (3) years.
 - h) Must not be single cell status excluding Medical/Mental or inmates who meet the criteria for single cell placement per the Prison Rape Elimination Act
 - i) Must apply for the Progressive Programming Facility. (An integral part of the application form is a CDC-128-B chrono stating willingness to conform to all the rules of the Progressive Programming Facility– See Attachment A).
 - j) Must agree to integrated housing and only coded RE.
 - k) Must not have been assessed a SHU term, whether imposed or suspended, in the past five (5) years.
 - l) Must be in full compliance with CCR Title 15, Section 3031, Neatness and Laundry Exchange.
 - m) Must not have any violations for tobacco or cell phones while participating in the Progressive Programming Facility.
 - n) Must meet the criteria to be eligible for housing in a 270 design Level IV housing unit.
2. A limited number of inmates from the LAC and WSP Reception Centers may be considered for direct placement in the Progressive Programming Facility, only if they meet the above requirements. These shall be inmates who are considered especially capable of advancing the goals of the Progressive Programming Facility, preferably through the exercise of some particular skill or aptitude through which they may be of assistance to other inmates in



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achieving worthwhile goals. Candidates from WSP and LAC Reception Centers should present an essay with their application in which they describe their desire to participate in the program. The applicants will ultimately be interviewed by the Facility-A Captain or his designee prior to or during initial UCC.

3. Any inmate who meets the criteria and wishes to be considered for participation in the Progressive Programming Facility at LAC should send an application package including the completed CDC-128B/Application chrono to the Facility-A Correctional Counselor-II (CC-II) or Captain. At WSP the inmates will follow the aforementioned process by submitting their application to the C&PR at WSP.
4. Upon receipt, the Facility-A CC-II will review the Central File to verify eligibility and potentially interview the applicant. If considered to be appropriate and meet the criteria, the inmate will be given a drug test and can be moved to Facility-A pending the receipt of the results.
5. Inmates at WSP, the WSP C&PR will review the Central File to review eligibility and eventually interview the applicant. If considered to be appropriate and meet criteria, WSP will give the inmate a urinalysis test. If positive test results, the inmate will no longer meet the program criteria. If test results are negative, the C&PR will recommend the inmate for transfer to the LAC Progressive Programming Facility following the aforementioned process.
6. The Facility-A UCC will further evaluate all applicants once they arrive to Facility-A. Inmates not meeting the criteria for placement into the Progressive Programming Facility will be referred to the CSR for alternate housing.

B. Individual Development Plan

1. Upon transfer to Facility-A, the inmate shall:
 - a) *Receive orientation from the CC-I and other staff (and assigned inmates where appropriate);*
 - b) Elaborate an Individual Development Plan (IDP) within the first 30 days (See Attachment C) and present it, for



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approval to the UCC. For assistance in the elaboration of this personal plan, he may count on the assistance of any of the designated Inmate IDP Guides (See below).

2. Given the importance of the IDP in providing a formal outline for the UCC to evaluate the participation of each inmate in the Progressive Programming Facility, selected inmates will be designated as IDP Guides by the CC-II with the function of mentoring other inmates in the elaboration of their IDP. Currently, six (6) paid IDP Guide positions are approved. At least one IDP Guide should be fluent in Spanish.
3. To be considered for designation as an IDP Guide a Progressive Programming Facility participant must:
 - a) Have participated in the Progressive Programming Facility for at least one year and have demonstrated the requisite characteristics of responsibility and leadership
 - b) Have the needed literacy and human relations skills
 - c) Have successfully completed a Life Skills workshop

C. Enhancement of the Progressive Programming Facility


Program participation is not optional in Facility-A. All inmates must participate in a program, whether educational, vocational, work and/or personal development projects. Personal projects, which are in lieu of Facility organized programs, must be approved and include revision criteria.

Urinalysis Testing

1. Considering that drug use is a major source of program disruption, a no-tolerance policy shall be in effect in the Progressive Programming Facility. Enforcement includes (but is not limited to):
 - a) Routine random testing of inmates; following the Controlled Substance Testing Procedure;
 - b) Staff inspections and searches;
 - c) Occasional and unscheduled use of canine units.

D. Program Committee

The Facility-A Captain, Facility Lieutenant, CC-II and five (5) Warden appointees will be members of the Program Committee. The Captain

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will chair the Committee. The Program Committee shall meet monthly and minutes shall be kept.

All Progressive Programming Facility modification proposals shall be reviewed and approved by the Program Committee before being presented for approval by the Warden.

E. Unit Classification Committee

1. The authorization of inmates to participate in the Facility-A Progressive Programming Facility is the exclusive responsibility of the Facility-A UCC, presided by the Captain. (See Section 605.5, VI A: Selection and Endorsement of Inmate Participants)
2. Given the importance of individual program and motivation in the Progressive Programming Facility, the annual UCC hearings shall pay special attention to each inmate's individual program. UCC should verify that each participant has an approved and realistic individualized program, evaluate the inmate's progress in achieving the objectives of this program, and approve updates and changes.
3. Successful programming in the Progressive Programming Facility will result in the issuance of a CDC-128B Laudatory chrono annually at or immediately following the UCC (See Attachment)

Attachments

- A. CDC-128B/Application Form
- B. CDC-128B/Laudatory Chrono Sample
- C. IDP Form (front and reverse)

F.B. Haws

F.B. HAWS
Warden
California State Prison-Los Angeles County

10/23/09

Date

NAME and NUMBER

This CDC-128-B will serve as an application, statement of commitment, and recommendation for Inmate _____, CDCR# _____, Housing _____, to the CSP-LAC Facility-A Level-IV Positive Programming Facility (PPF). The attitude required by the PPF is reflected in the following statement:

"I have realistically evaluated the restraints and limitation of prison life, and I have decided to attain certain goals during my prison time – things I will be proud to have achieved. So, I choose to cooperate in the promotion and maintenance of a human environment in which the attainment of these goals is possible for myself and others, and I have decided to be personally responsible for using the available opportunities to achieve my goals."

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My signature on this chrono assures that I am willing to participate in all facets of the PPF.

Inmate signature and date

Staff witness signature and date

Orig: C-File (upon being endorsed for PPF placement)
cc: Inmate

Admitted on: _____

DATE: APPLICATION FOR PLACEMENT IN LEVEL-IV POSITIVE PROGRAMMING FACILITY (PPF) GENERAL CHRONO

(detach this lower part before inserting in C-File)

Traducción española

Este documento (CDC-128-B) servirá como solicitud, compromiso y recomendación para la participación del interno (inmate) en el "Positive Programming Facility" (PPF) de la CSP-LAC Facility-A. El actitud que el PPF requiere, se refleja en la siguiente afirmación:

"He evaluado realísticamente las restricciones y las limitaciones de la vida de encarcelado y he decidido esforzarme por lograr ciertas metas durante mi estancia en la cárcel – meta cuyo logro será motivo de un legítimo orgullo en el futuro. Por tanto, opto por la colaboración con otros para promover y sostener un ambiente humano en el que el logro de tales metas sea posible, tanto para mí como para otros, y me comprometo a ser personalmente responsable por el aprovechamiento de las oportunidades que se ofrezcan para el logro de mis objetivos."

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Firmas de interno y de un miembro del personal que avala la petición.

NAME and NUMBER _____

CDC-128B (Rev.4/74)

The above-named inmate has successfully programmed in the CSP-LAC Progressive Programming Facility (PPF) for _____ () years.

The PPF requires a voluntary, self-initiated, written commitment from each participant that acknowledges a desire to conform to a strict criterion of required behaviors. All participants must demonstrate a manifest desire to program, and continuously exhibit this desire through active participation in a variety of programs.

PPF participants are held to a strict standard, which includes random and regular drug testing, as well as a close monitoring of daily compliance with all regulations. Any Division A, B or C Offense results in the immediate removal from the program, while any serious CDC-115 could result in exclusion from the PPF through committee action.

In addition to strict adherence to relevant rules and regulations, PPF participants are also expected to actively participate in the programming options available. These include Parenting Classes, Self-Help Groups, and Inmate Activity Groups in a wide-range of interests. The PPF also presents participants with numerous recreational activities.

The above-named inmate is to be commended for his successful participation in the CSP-LAC PPF. His behavior is indicative of a positive orientation and should be considered when evaluating his eligibility for participation in future programming opportunities.

Original: Central File
cc: Correctional Counselor-I
Writer
Inmate

Correctional Counselor-II
Progressive Programming Facility
CSP-LAC

DATE _____

LAUDATORY/PPF PARTICIPATION

GENERAL CHRONO

INDIVIDUAL DEVELOPMENT PLAN
 For Positive Programming Facility

California Department of Corrections and Rehabilitation
 California State Prison – Los Angeles County
 OP 605 Positive Programming – Attachment C (front)

NAME:	CDC #:	Housing:
D.O.B.	Ethnicity:	Primary Language:

Long Term Goals:

Short Term Objectives (for one year)	Plans for Achieving Objectives (specific methods by which the inmate will work toward the achievement of the objectives)
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(expand where appropriate on additional sheets)

Accommodation	Additional Comments
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Distribution:
 C-File (original)
 Supervisor / Instructors (each)
 Inmate

LAC-OP 605 rev aug09

Signatures:

Inmate: _____ Date: _____

Supervisor / Instructor: _____ Date: _____

UCC / Captain: _____ Date: _____

Revisions (Include authorized modifications, comments, dates, and signatures of approval)

UCC Annual Review

Signature: UCC / Captain: _____ *Date:* _____