

## **ESTABLISHING PROGRAMS**

**CFC REPRESENTATIVES WILL BE ENCOURAGED TO FOLLOW DEFINED PROCEDURES IN ESTABLISHING OR MAKING SIGNIFICANT CHANGES IN A PROGRAM. THE RECOMMENDED PROCEDURES TO BE FOLLOWED INCLUDE THE FOLLOWING:**

- A. SCHEDULE A MEETING WITH THE WARDEN, ADMINISTRATOR OR SUPERINTENDENT OF THE FACILITY. KEY STAFF WHO HAVE ROLES THAT ARE RELATED TO THE GROUP SHOULD ALSO BE INCLUDED. A COMPERABLE NUMBER OF CFC REPRESENTATIVES WILL BE INVITED TO PARTICIPATE. THE MEETING SHOULD NOT BE SCHEDULED AT A TIME WHEN THE HEAD OF THE FACILITY CANNOT BE PRESENT .THE INVOLVEMENT OF THE UNIT HEAD IS CRUCIAL AT THIS MEETING.**
- B. THE AGENDA FOR MEETING WILL BE TO REVIEW THE FACILITIES MISSION, OBJECTIVES AND THEIR INTEREST IN ESTABLISHING AN AA PROGRAM.**
- C. AN INFORMATION SHEET WILL BE COMPLETED BY CFC REPRESENTATIVES TO REFLECT INFORMATION ABOUT POPULATION, CUSTODY LEVEL, AVERAGE LENGTH OF STAY BY INMATES, AV AVAILABILITY OF APPROPRIATE SPACE, CLEARANCE REQUIREMENTS FOR CFC REPRESENTATIVES, AVAILABLE SCHEDULE, KEY CONT ACTS (DOP AND CFC), SPECIAL CONSIDERATIONS AND/OR CONSTRAINTS, WILLINGNESS OF FACILITY STAFF TO ENCOURAGE AND SUPPORT A PROGRAM.**
- D. A SECOND MEETING OF CFC REPRESENTATIVES ONLY WILL BE HELD TO DEVELOP A PROGRAM PLAN . IT WILL TYPICALLY ADDRESS:**
  - 1. WILLINGNESS AND ABILITY TO PROVIDE A PROGRAM**
  - 2. BASIC DESCRIPTION OF TYPES OF MEETINGS**
  - 3. RECOMMENDED METHOD OF INFORMING INMATES OF THE PROGRAM**
  - 4. RECOMMENDED PROCEDURES FOR INMATES TO ATTEND THE PROGRAM.**
  - 5. RECOMMENDED SCHEDULE AND START DATE**
  - 6. HOW CFC REPRESENTATIVES WILL BE INVOLVED**
  - 7. CHANNELS OF COMMUNICATION**
  - 8. LITERATURE TO BE USED AND SOURCES**
  - 9. SELF SUPPORT AND MANAGEMENT OF FUNDS**
  - 10. CANCELLATION PROCEDURES .**
  - 11. STAFF ROLES ANTICIPATED**
  - 12. SINGLENESS OF PURPOSE**
  - 13. TRANSITION PROGRAM**

**UPON COMPLETION, THE PROGRAM PLAN WILL BE SUBMITTED TO THE FACILITY HEAD AND OTHER DESIGNEES FOR REVIEW AND APPROVAL.**

**THE APPROVED PROGRAM PLAN WILL BE DOCUMENTATION OF  
THE WORKING AGREEMENT .**