

# MEMORANDUM



**DATE:** May 28, 2020  
**TO:** Jerome Brooks, SSIM *JB*  
**FROM:** Brick Tripp, Facility Administrator  
**RE:** **Response to DC CIC Draft Report – July 9-10, 2019**

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Listed below are our responses to the draft recommendations in the DC CIC draft report for their July 9-10, 2019 facility visit. DC CIC recommendations are in bold text and our responses in italics. Please let me know of any questions you may have.

1. **Provide classes where inmates can learn to speak Spanish to increase communication between the population groups.**

*RCF will research the opportunity to provide Spanish Immersion classes to the inmate population.*

2. **Increase the number of Spanish-speaking staff by hiring individuals who can speak Spanish and incentivize existing staff to take Spanish-language classes.**

*RCF continuously strives to recruit Spanish-speaking staff. RCF provides annual Spanish Immersion classes to staff. RCF has an existing incentive program for staff to develop their bilingual skills.*

3. **Provide more programming and jobs for all populations so that inmates are kept occupied and engaged.**

*RCF continues to research and implement a variety of inmate programming to engage the inmate population.*

4. **Survey the inmate population annually to determine education and vocational programming needs, and consider adding, removing, or adjusting capacity of programs offered based on this information.**

*RCF will conduct annual surveys to determine the need for academic programming changes.*

5. **Create and publicize a promise for inmates to propose classes that they are able to teach to other inmates, similar to the Adult Continuation Education (ACE) classes in BOP facilities.**

*RCF will look at opportunities to implement inmate led classes.*

6. **Consider providing a ServeSafe1 Food Handler certification program in conjunction with food service jobs in the facility.**

*RCF will explore providing a ServeSafe1 certification program for inmates working in the Food Service Department.*

7. **Pursue partnerships with college programs, either local to the facility (such as Roanoke-Chowan Community College, which previously had a relationship with Rivers CF) or local to DC, so inmates can begin college education at Rivers CF.**

*RCF is already in the process of establishing college courses for inmates at RCCC, RCF will also explore establishing college courses with UDC Community College.*

8. **Update re-entry programming content with current information, particularly DC specific resources.**

*RCF currently involves CSOSA, DC Department of Motor Vehicles, DC Department of Behavioral Health, DC Board of Elections, and a number DC volunteer groups and prospective employers.*

9. **Increase the number of sessions for Release Preparation Program to allow for discussion of its content over a longer period of time.**

*RCF will explore extending the Release Preparation Program over a longer period of time.*

10. **BOP should transfer all individuals with a security level of "low" to facilities with physical plant characteristics, work and program components, dormitory design, and movement restrictions that more accurately reflect a low security environment. This recommendation is directed to the BOP.**

11. **Review internal data on job placement and disciplinary sanctions and critically assess it for possible racial bias.**

*RCF finds no evidence of racial bias in either job placements or disciplinary sanctions.*

12. **Assess the reasons behind the disproportionate number of individuals from DC in RHU.**

*RCF finds no evidence of disproportion. A review of the last 12 months indicates the number of individuals from DC are below the DC percentage of the general population.*

13. **Ensure the grievance forms are provided upon request or else available without requesting from staff.**

*Grievance forms are provided upon request. Grievance forms must be issued by staff for tracking purposes and to ensure informal resolution is attempted as required by policy.*

- 14. Ensure staff and inmates have information on when and how to use each of the two grievance systems.**

*RCF will continue to provide information to inmates and staff on how to access the Administrative Remedy Program.*

- 15. Increase the amount of fresh fruits and vegetables provided at meals.**

*The RCF menu is provided by a licensed dietitian and provides the appropriate balance of fruits and vegetables and the appropriate caloric content for each meal.*

- 16. Provide email access to inmates at RCF.**

*The GEO Group is currently looking at providing email access to the inmates at RCF through the Inmate Tablet Program.*

- 17. End the use of dayroom bunks.**

*The dayroom bunks were added in response to contract modification requirement.*