

District of Columbia
Corrections Information Council



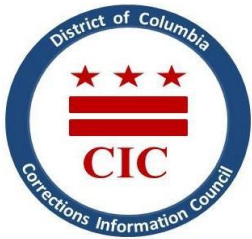
USP Pollock

Report on Findings and Recommendations



USP Pollock Administration Building

February 8, 2023



District of Columbia Corrections Information Council

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About the District of Columbia Corrections Information Council

The District of Columbia Corrections Information Council (CIC) is an independent oversight body mandated by the United States Congress and the Council of the District of Columbia to inspect, monitor, and report on the conditions of confinement in correctional facilities where residents from the District of Columbia are incarcerated. This includes facilities operated by the Federal Bureau of Prisons (BOP), the District of Columbia Department of Corrections (DOC), and private contractors.

The CIC reports its observations and recommendations to the District of Columbia Representative in the United States Congress, the Mayor of the District of Columbia, the Council of the District of Columbia, the District of Columbia Deputy Mayor for Public Safety and Justice, the Director of the BOP, the Director of the DOC, and the community.

Although the CIC does not handle individual complaints or provide legal representation or advice, individuals are still encouraged to contact the CIC. Reports, concerns, and general information from incarcerated D.C. residents and the public are very important to the CIC, and they greatly inform our inspection schedule, recommendations, and reports. However, unless expressly permitted by the individuals or required by law, names and identifying information of residents, corrections staff not in leadership, and members of the general public are kept anonymous and confidential.

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Facility Overview

USP Pollock Facility Profile

Dates of Inspection: September 28-29, 2022

Location: Pollock, Louisiana

Security Level: High

Distance from D.C.: 1,170 miles

Year of Opening: 2001

Rated Capacity: 1,300 (USP)

09/28/22 Population: 1,180

D.C. Code Offenders: 54

CIC Survey Respondents: 37

COVID Operations: Level 1

Introduction

USP Pollock is a high-security facility for male offenders, located in Pollock, Louisiana. USP Pollock is approximately 1,170 miles away from D.C. The USP is part of a complex that includes a federal correctional institution (FCI), minimum-security camp, and a central administration building. The population at the USP is 1,102; the FCI is 1,640; the camp is 106; and the Challenge program is 78. The compound is operating on level one COVID guidelines.

The CIC conducted an inspection of USP Pollock September 28-29, 2022. Due to the June and July 2022 deaths of two D.C. residents, the CIC made safety a priority for this inspection. The CIC surveyed and interviewed 35 of the 54 D.C. Code offenders on September 28-29, 2022. The CIC then sent out copies of the surveys to any D.C. Code Offenders at USP Pollock who were unavailable to speak with the CIC at the time of the visit and received two additional survey responses. Survey respondents' ages ranged from 27-59 years old. All respondents were Black, and 29 of the 37 total respondents had received their high school diploma or GED. Nine D.C. Code offenders at USP Pollock have less than two years of time left to serve.

USP Pollock has been on lockdown since June 2022. According to staff, since August 2022, the facility has been under "modified operations".¹ CIC staff observed no distinguishable differences between standard lockdown operations and "modified operations". During closeout on September 28th, executive staff at USP Pollock declined to answer the CIC's follow-up questions concerning data, alleged transfers, schedules surrounding religious services, and the schedule of "modified operations" until day two of the inspection. On September 29th, the CIC did not receive answers, and was told to follow-up via email.

¹ Modified operations was defined by USP Pollock staff as a step towards lifting lockdown resulting in residents being able to slowly access more areas in the facility over time.

Key Findings

Housing

- The CIC was granted access to the Challenge program unit and a general housing unit.
- There were four phones in the unit, which were provided to residents through the openings in their cells.
- Residents stated that the facility is constantly on lockdown, and they were unsure about what constituted “modified operations”.
- When asked if staff communicate major facility changes to residents, 23 respondents stated that they did not.
- There are no law library computers on units. Staff stated that residents must submit a cop-out to use the law library.² Twenty-eight survey respondents reported no access to legal materials.
- Residents stated that units did not regularly receive clean sheets, towels, or cleaning supplies.
- Residents located in A block stated that they did not have hot water. Residents located in C block stated that their water was green and unusable.

Response by the Bureau of Prisons: Inmate notifications regarding changes for various areas such as programming, recreation, visiting schedule, food service, and levels of operation are published and accessible to the inmate population in English and Spanish on TRULINCS. Unit Managers conduct frequent town hall meetings with the general inmate population on any changes. Additionally, staff make daily rounds in all areas to ensure inmates are aware of changes and answer any questions. Inmates are also afforded the opportunity to communicate with staff during inmate meals, open house hours, via TRULINCS emails to staff and/or by Inmate Request to Staff forms.

Response by the Bureau of Prisons: FCC Pollock adheres to Program Statement 4500.12, Trust Fund/Deposit Fund Manual, TRULINCS Electronic Law Library (ELL) workstations located in the institution Law Library ordinarily offer access to only the ELL Service and limited supporting services (e.g., TRU-Unit Management and Bulletin Board services). TRULINCS ELL workstations are located in the Law Library and the Special Housing Unit (SHU) due to the sensitivity of information and supervision within the area. Therefore, due to safety and security reasons, ELL workstations are only located in the designated areas.

Response by the Bureau of Prisons: During modified operations, inmates are required to submit a request to Education staff for law library access, which is available daily. Requests are prioritized by inmates who have active legal cases; however, inmates who do not have active cases are also able to use the Law Library, upon request and available space. During normal operations, inmates have access to the law library when their housing unit is called for movement to the Education Department.

Response by the Bureau of Prisons: All inmate legal material is managed in accordance with Program Statement 1315 07, Inmate Legal Activities. Due to safety and security reasons, inmates are not permitted to possess certain legal documents in general population. Legal materials in excess of institution procedures are stored and maintained usually by the inmate’s Unit Team. Inmates may speak to their Unit Team and submit an Inmate Request to Staff Member form to schedule time to review stored legal materials. Additionally, Education staff complete weekly rounds in the housing units to ensure inmates know how to submit a request to receive legal materials and fill requests.

² Cop-Outs are forms that residents in custody can submit to staff in order to access various resources throughout the facility.

Response by the Bureau of Prisons: Currently, all housing units have useable hot water.

Response by the Bureau of Prisons: The Town of Pollock is contracted as FCC Pollock's water distribution agent which supplies their own water treatment plant. They are solely responsible for FCC Pollock's water treatment and testing. Inmates and staff have access to useable water that is supplied from the Town of Pollock. The water is tested annually and the report is available to the public on their website.

Special Housing Unit (SHU)

- Of the 13 residents in the SHU, 10 were D.C. residents in custody.
- All residents in the SHU were from A block. This block is where the deaths of the two D.C. residents occurred.
- There is a SHU psychologist present full time, and he makes two rounds a week in the SHU.
- Mental health services hold group and individual therapy in the SHU. Each group contains a maximum of three people.
- Respondents stated that mental health care was better and more accessible in the SHU as compared to the general population.

Grievances

- Surveys showed that the most common grievance complaint discussed was medical care.
- Respondents were split when asked if they received responses to their grievances.

Response by the Bureau of Prisons: The CIC did not provide FCC Pollock with detailed and specific information to investigate any complaints of medical care. Therefore, the BOP is not able to thoroughly address any alleged medical complaints. Medical staff are licensed professionals, and their departments go through external audits such as the American Correctional Association (ACA) and Accreditation Association for Ambulatory Healthcare (AAAHC). FCC Pollock participates in on-going self-evaluation, peer reviews, and education to continuously improve its care and services. Additionally, FCC Pollock adheres to Program Statement 1330.18, Administrative Remedy Program. Inmates may seek formal review of an issue relating to any aspect of their own confinement. Inmates may inquire with the Unit Team regarding the status of an Administrative Remedy or to request a receipt of the Administrative Remedy filed.

Medical

- USP Pollock is a care level 1 facility.
- According to medical staff, those with acute problems are seen immediately.
- The facility has medically assisted treatments offered.³ The medically assisted treatment program currently has one participant. Staff stated that "several" people are waiting to join the program.
- Hospitals are located within a 20-mile radius.

³ Medically Assisted Treatment (MAT) is a series of treatments used to treat, not cure, substance use disorders. It is an extensive treatment that utilizes medications such as methadone, acamprosate, and naltrexone to relieve cravings and normalize body functions.

- There is no time frame if an individual needs outside medical treatment. Paperwork is sent to the region for approval first. This process can “take months.”
- Twenty-four respondents said they are unsatisfied with medical care. Specifically, twenty-two respondents said that medical does not respond to sick call requests within 48 hours.

Response by the Bureau of Prisons: Guidance regarding chronic care patients is outlined in Program Statement 6031.04, Patient Care. Section 15, which states, Chronic Care Clinics (CCCs) are a means for inmates with ongoing medical needs to be tracked and seen by a health care provider at clinically appropriate intervals. A physician will see all inmates assigned to a CCC every 12 months, or more often, if clinically indicated. All third-party medical consultations deemed acute or emergent, as described in Program Statement 6031.04, Patient Care. are seen by outside providers as soon as the inmate's symptoms, injuries, or conditions present. All third-party consultations deemed Medically Necessary - Non- Emergent or Limited Medical Value are reviewed weekly. Third Party consultations are approved, denied, and provided a schedule target date based on the inmate's request, past medical history, current exam, and any supporting lab or radiographic results. All elective procedures are provided a schedule target date by the in-house provider prior to being sent to the Regional Office for secondary review. Secondary reviews do not impede the timeliness of the third-party consult or continuation of care.

Response by the Bureau of Prisons: The CIC did not provide FCC Pollock with detailed and specific information to investigate any complaints of medical care. Therefore, the BOP is not able to thoroughly address any alleged medical complaints. All inmates are provided an overview of Health Services during Admission & Orientation (A&O). During A&O, all inmates receive an A&O Handbook detailing the explanation of medical care services.

Health Services provides in person Sick Call Triage 5 days a week to inmates in General Population and 7 days a week to any inmate that may have restricted movement, such as inmates in the Special Housing Unit, in accordance with Program Statement 6031.04, Patient Care. This Sick Call Triage is conducted by a qualified medical provider and each inmate is required to complete a Sick Call form. At the time of submission, each inmate will be asked additional questions or provided an examination to determine the severity of their concern. They may be seen at this contact or may be advised they will be scheduled in the near future depending on the information provided to the medical practitioner.

Mental Health Services

- Since the facility is on modified operations, when staff does rounds, they let residents know there are workbooks and wellness activities available on the unit.
- During modified operations, the psychology department make rounds twice a week.

Education and Programming

- There is no RDAP at USP Pollock.
- If a resident requests enrollment in RDAP, they can request to be transferred.
- UNICOR is offered at the FCI only, not the USP.
- Due to modified operations, residents undergo "in cell programming", which includes crochet, drawing, and guitar activities.
- Due to modified operations, residents must submit a cop-out to use the library. Twenty survey respondents said that they had no access to reading materials.

- Many residents stated that they were unsure about programs currently offered by the facility.
- Thirty-four survey respondents reported no participation in vocational programming.
- Twenty-eight respondents reported no participation in educational programs.
- Thirty survey respondents reported no access to any recreation.
- USP Pollock has an at-risk program coordinator. "At-Risk" indicates residents who have high blood pressure or are overweight. No D.C. residents indicated that they were participating in this program.

Response by the Bureau of Prisons: FCC Pollock does not have a Residential Drug Abuse Program (RDAP). Inmates cannot arbitrarily request a RDAP transfer. They must voluntarily submit a written request for RDAP participation. Each inmate is reviewed and must meet specific criteria for enrollment in the RDAP Program. Specific guidance on RDAP criteria is outlined in Program Statement 5330.11 CN-1, Psychology Treatment Programs. If an inmate meets all of the criteria and is able to complete all components of the RDAP Program, the Drug Abuse Program Coordinator (DAPC) will notify the inmate's Unit Team to initiate a RDAP transfer to an institution with a RDAP Program that is commensurate with the inmate's custody and security needs.

Response by the Bureau of Prisons: FCC Pollock continues to afford the inmate population an opportunity to program when the institution is placed on modified operations. This includes the Education and Recreation Departments creating programs that can be conducted during modified operations to continue to promote educational and recreational opportunities.

Response by the Bureau of Prisons: When the institution is placed on modified operations, due to safety and security reasons, inmates may submit an Inmate Request to Staff form to Education staff for library access or to obtain or exchange reading materials. Education staff processes inmate requests for library access and establish times for inmates to visit the library, during modified operations in a manner that does not disrupt the safe, orderly operation of the institution.

During modified operations, staff complete rounds in every inmate living area two times a week and reading requests are fulfilled by Education staff. During normal operations, inmates are allotted the opportunity to visit the leisure library on their own, which offers a wide variety of books for their reading pleasure. Reference books, magazines, and newspapers are available for reading in the library only. Other leisure books may be checked out for a period of two weeks. Inmates may request additional reading materials through the Inter-Loan Library Program.

Per Program Statement 5266.11, Incoming Publications, inmates may also receive hardcover publications and newspapers only from the publisher, from a book club or from a bookstore. This information is also located in FCC Pollock's Inmate Admission & Orientation Handbook.

Response by the Bureau of Prisons: During inmate program review meetings, the Unit Team reviews an inmate's individual needs to make recommendations for programming and advises the inmate of the specific department facilitating the class. However, inmates are responsible for inquiring, signing up, and actively participating in programming for their re-entry needs. Lists of available Programs are posted on the inmate bulletin boards, A&O handbooks, and TRULINCS. During modified operations, the Education Department makes weekly rounds to ensure inmates have in cell Adult Continuing Education (ACE) packets. All inmates who request weekly ACE packets are given credit, upon completion.

Response by the Bureau of Prisons: The Education Department at FCC Pollock offers Recycling and Culinary Arts Vocational Training Programs. There is one DC inmate who is currently enrolled in the Recycling Program. During inmate program review meetings, the Unit Team reviews an inmate's individual needs to make recommendations for programming and advises the inmate of the specific department facilitating the class. However, vocational training programs are voluntary, and inmates are responsible for inquiring, signing up, and actively participating in programs for their re-entry needs.

Response by the Bureau of Prisons: During inmate program review meetings, the Unit Team reviews an inmate's individual needs to make recommendations for programming and advises the inmate of the specific department facilitating the class. However, inmates are responsible for inquiring, signing up, and actively participating in programming for their re-entry needs. AIIUS citizen inmates without a GED or high school diploma are required by law and Program Statement 5350.28, Literacy Program GED, to participate in GED/Literacy programming for at least 240 hours or until they achieve their GED.

During modified operations, Education staff developed and distributed Adult Continuing Education (ACE) lessons that were offered to every inmate at USP Pollock on a weekly basis. Education staff distributed notices to inmates to provide guidance on how to sign up, request and complete ACE lessons, as well as receive education credit, upon completion. During modified operations, at USP Pollock, there were a total of 1,948 ACE completions for FY22.

Response by the Bureau of Prisons: Information regarding recreation programs and activities in Recreation are posted in Unit Bulletin boards, call-outs, and TRULINCS. Programs and activities are advertised to the inmate population through monthly activity calendars of intramural sports, hobby craft, leisure, fitness and wellness programs. Recreation is offered to all inmates during normal operations. When the institution is operating under modified operations, Recreation staff complete rounds in the Housing Units and offer inmates Leisure and Wellness Self Study Classes and activity packets. Additionally, inmates are allowed to work out inside their cells.

Response by the Bureau of Prisons: In accordance with Program Statement, 5370.11, Recreation Programs, Inmate, USP Pollock develops a written plan for meeting the needs of "at-risk inmates," to ensure that all those who are referred to recreation are interviewed, counseled, and recommended to participate in the appropriate structured or unstructured leisure, wellness, or recreation activities. The Recreation Department at USP Pollock has an At- Risk Program Coordinator who monitors at-risk referrals which includes inmates with health concerns and those engaged in minimal to no exercise. Recreation staff send at- risk referral reminders to Health Services, Unit Management, and Psychology staff each month.

During inmate program review meetings, the Unit Team reviews an inmate's needs to make recommendations for programming and advises the inmate of the specific department facilitating the class. If an inmate is not considered "at-risk," there may not be a need for the Unit Team to recommend the At-Risk Program. However, inmates are responsible for inquiring, signing up, and actively participating in programming for their needs.

Challenge Program

- There are 78 participants in the Challenge program.⁴ Four of the participants are D.C. residents.
- One D.C. resident completed the program last year.

Religious Services

- Once a week, the Religious Services department brings books and religious materials to residents on the unit via book cart.
- The top religions for the total population are Sunni Muslim and Nation of Islam. Twenty-one survey respondents identified as members of the Islamic faith.
- There are no Islamic volunteers at the facility. All volunteers are members of the Christian faith.

Re-Entry

- Nine of the 54 DC residents are within 24 months of release.
- All respondents indicated that they have not taken any release preparation programs at Pollock.
- Respondents stated that they have not spoken with unit staff about DC resources.
- The education department has a copy of the Public Defender Service's Re-entry Navigator book, but it is not located in the library due to fear that it "could be used as a weapon". Residents receive a copy of the navigator when they leave the facility upon release.
- Residents receive a copy of the navigator when they leave the facility upon their release.
- The re-entry affairs coordinator and education department attend meetings with the Court Services and Offender Supervision Agency (CSOSA) regarding supervised release.

Response by the Bureau of Prisons: A copy of the Public Defender Service's Re-entry Navigator book was placed in the Education Department on September 28, 2022. Additionally, residents receive a copy of the navigator when they leave the facility upon release.

Safety

- Twenty-seven respondents said that they did not feel comfortable reporting incidents of violence to staff.
- When asked how safety at USP Pollock compared to other institutions, 17 residents stated that USP Pollock was similar to other institutions, 16 residents stated that it was worse, and 3 stated that it was better.

⁴ The Challenge program is a community-oriented residential treatment program that provides substance abuse and mental health treatments.

Recommendations

- It is strongly recommended that USP Pollock develop and communicate specific lockdown modifications to the public and residents in custody to minimize the possibility of violence and deaths within custody.

Response by the Bureau of Prisons: Due to safety and security reasons, the Bureau of Prisons does not disclose specific security operations and protocols. Therefore, this information will not be disclosed to the public.

Inmate notifications regarding changes for various areas such as: programming, recreation, visiting schedule, food service, and Levels of Operation are published and accessible to the inmate population in English and Spanish on TRULINCS. Unit Managers conduct frequent town hall meetings with the general inmate population on any changes. Additionally, staff make daily rounds in all areas to ensure inmates are aware of changes and/or to answer any questions they may have. Inmates are also afforded the opportunity to communicate with staff during inmate meals, open house hours, via TRULINCS emails to staff and/or by Inmate Request to Staff forms.

- USP Pollock should perform drastic maintenance to ensure clean and temperature appropriate water is available within all general housing units. Staff should also increase resident access to appropriate cleaning products and clean sheets and towels.

Response by the Bureau of Prisons: FCC Pollock completes regularly scheduled maintenance to ensure temperature appropriate water is available within all general housing units. Currently, all housing units have useable hot water. FCC Pollock has requested funding for a new boiler system through the appropriate national funding protocol. The Town of Pollock supplies useable water to USP Pollock. The Town of Pollock is USP Pollock's contracted water distribution agent which supplies its own water treatment plant. They are solely responsible for FCC Pollock's water treatment and testing. The water is tested annually, and the report is available on their public website.

FCC Pollock operates a "centralized laundry." Inmates are afforded the opportunity to wash their clothes twice a week and have the opportunity to exchange their linen once a week. Unit staff make daily rounds in the housing units and pass out cleaning supplies to inmates once a week.

- Staff should increase communication with residents about operation modifications to reduce confusion and friction amongst staff and residents. Staff should also be encouraged to be respectful and responsive to residents' inquiries.

Response by the Bureau of Prisons: All inmates assigned within the Federal Bureau of Prisons have access to TRULINCS except those with a Walsh Assignment; whereas, they will be reviewed for access. The TRULINCS program provide inmates with an alternate means of written communication with the public and institution messages. Inmate notifications, regarding changes for various areas such as: programming, recreation, visiting schedule, food service, and levels of operation are published and accessible to the inmate population in English and Spanish on TRULINCS. Unit Managers conduct

frequent town hall meetings with the general inmate population on any changes. Additionally, during modified operations, staff make daily rounds in all areas to ensure inmates are aware of changes and or to answer any questions.

Inmates are also afforded the opportunity to communicate with staff during inmate meals, open house hours, via TRULINCS emails to staff and/or by Inmate Request to Staff forms.

- It is strongly recommended that USP Pollock provide access to the law library inside of the units, similar to other BOP institutions.

Response by the Bureau of Prisons: FCC Pollock adheres to Program Statement 4500.12, Trust Fund/Deposit Fund Manual- TRULINCS Electronic Law Library (ELL) workstations located in the institution Law Library ordinarily offer access to only the ELL Service and limited supporting services (e.g., TRU-Unit Management and Bulletin Board services). TRULINCS ELL workstations are located in the Law Library and the Special Housing Unit (SHU), due to the sensitivity of information and supervision within the area. Therefore, due to safety and security reasons, ELL workstations are only located in the designated areas.

- Medical facilities at USP Pollock should strive to adhere to time frames for outside medical treatment and sick-calls in order to prioritize the health, well-being, and safety of residents.

Response by the Bureau of Prisons: The CIC did not provide specific information or identify any specific inmate for the BOP to address this claim. However, guidance regarding chronic care patients is outlined in Program Statement 6031.04, Patient Care, Section 15, which states, Chronic Care Clinics (CCCs) are a means for inmates with ongoing medical needs to be tracked and seen by a health care provider at clinically appropriate intervals. A physician will see all inmates assigned to a CCC every 12 months, or more often, if clinically indicated. All third-party medical consultations deemed acute or emergent, as described in Program Statement 6031.04, Patient Care, are seen by outside providers as soon as the inmate's symptoms, injuries, or conditions present. All third-party consultations deemed Medically Necessary - Non-Emergent or Limited Medical Value are reviewed weekly. Third Party consultations are approved, denied, and provided a schedule target date based on the inmate's request, past medical history, current exam, and any supporting lab or radiographic results. All elective procedures are provided a schedule target date by the in-house provider prior to being sent to the Regional Office for secondary review. Secondary reviews do not impede the timeliness of the third party consult or continuation of care.

- It is recommended that programming is accessible and more frequent at USP Pollock.

Response by the Bureau of Prisons: Inmates at FCC Pollock have full access to programming, and there are opportunities for inmates to participate. However, inmates are responsible for inquiring, signing up, and actively participating in programming for their re-entry needs.

Programming is posted in various departments, on physical bulletin boards, as well as on TRULINCS. During inmate program review meetings, the Unit Team reviews an inmate's individual needs to make recommendations for programming. Additionally, USP Pollock facilitates a myriad of beneficial First Step Act programs that are open to all inmates, regardless of eligibility to apply First Step Act Time Credits.

All inmates who are U.S. citizens that do not have a GED or high school diploma are required by law and Program Statement 5350.28, Literacy Program (GED), to participate in GED/Literacy programming for at least 240 hours or until they achieve their GED.

Additionally, during modified operations, Education staff developed and distributed Adult Continuing Education (ACE) lessons that were offered to every inmate at USP Pollock on a weekly basis. Education staff distributed notices to inmates to provide guidance on how to sign up, request and complete ACE lessons, as well as receive education credit, upon completion. During modified operations, at USP Pollock, there were a total of 1,948 ACE completions for FY22.

- Religious services should prioritize obtaining Islamic volunteers to facilitate religious services.

Response by the Bureau of Prisons: FCC Pollock continuously attempts to recruit Islamic volunteers to provide Islamic ministry to the inmate population. Due to USP Pollock's geographic location, it is difficult to recruit qualified volunteers. The Religious Services Department continues to communicate with the Central Louisiana Minister's Association to inquire, invite, and educate religious leaders about the need for Islamic volunteers at USP Pollock. We recently signed Fiscal Year 2023 Volunteer Strategic Plan, dated September 23, 2022, to address the volunteer recruitment needs of the institution. This will enhance the institution's efforts in sustaining quality volunteer services which promote and support re-entry initiatives. The plan will also increase the recruitment of diverse volunteers which promote non-traditional program needs and support the diversity of the inmate population. FCC Pollock will continue our efforts to recruit Islamic Volunteers.

Likewise, USP Pollock encourages the CIC to contact its Public Information Officer with any prospective volunteers to enhance institution programs.

- USP Pollock should prioritize successful re-entry for residents by providing programs and resources prior to their release.

Response by the Bureau of Prisons: In accordance with the Second Chance Act of 2007, the Unit Team reviews inmates for Residential Re-Entry Center (RRC), or halfway house placement, 17-19 months of their projected release date to determine the inmate's reentry needs. During inmate program review meetings, the Unit Team reviews an inmate's individual needs to make recommendations for re-entry programming. It is the inmate's responsibility for inquiring, signing up, and actively participating in programming for their reentry needs, The Re-Entry Affairs Coordinator is also available to address inmate reentry needs.

As outlined in Program Statement 5325.07, Release Preparation Program, release preparation is ordinarily discussed with an inmate 11-13 months prior to the inmate's release. Release planning includes information to assist with basic needs (food, clothing, etc.), Child Support Modifications, Education, Employment, Housing, Transportation, Birth Certificate, Social Security Cards, Social Security benefits, Medical/Mental Health treatment, Substance Abuse Treatment, Veteran resources, LGBT resources, etc.

The CSOSA Community Resource Book is accessible to all DC inmates and is located in the Law Library. Re-entry staff attend quarterly CSOSA meetings, and all DC inmates are invited to attend the meetings as well. If inmates declined to attend the event, they are offered a copy of the DC CSOSA Community Resource Book.

Re-Entry resource information is posted on TRULINCS, such as housing guidelines, felon friendly employers, job resume assistance, interview related assistance, Career Resource Centers, DMV driving record requests, and a local resource assistance guide, including all states and the District of Columbia, etc.