



## **Allegheny County Jail Oversight Board Meeting**

December 2020

Information Dates

11/16/2020 through 12/15/2020

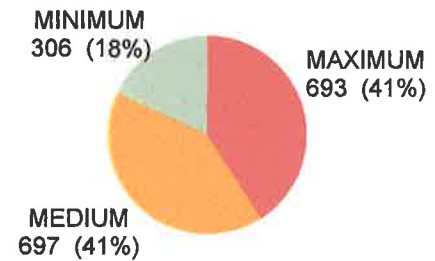
Report Last Updated: 12/18/2020

# I. Census

The monthly census snapshot below shows the point in time Jail population as of **12/1/2020**.

## 1. Jail census by security classification level

	Female	Male	Grand Total
MAXIMUM	30	663	693
MEDIUM	45	652	697
MINIMUM	70	236	306
Grand Total	145	1,551	1,696



## 2. Jail census by gender

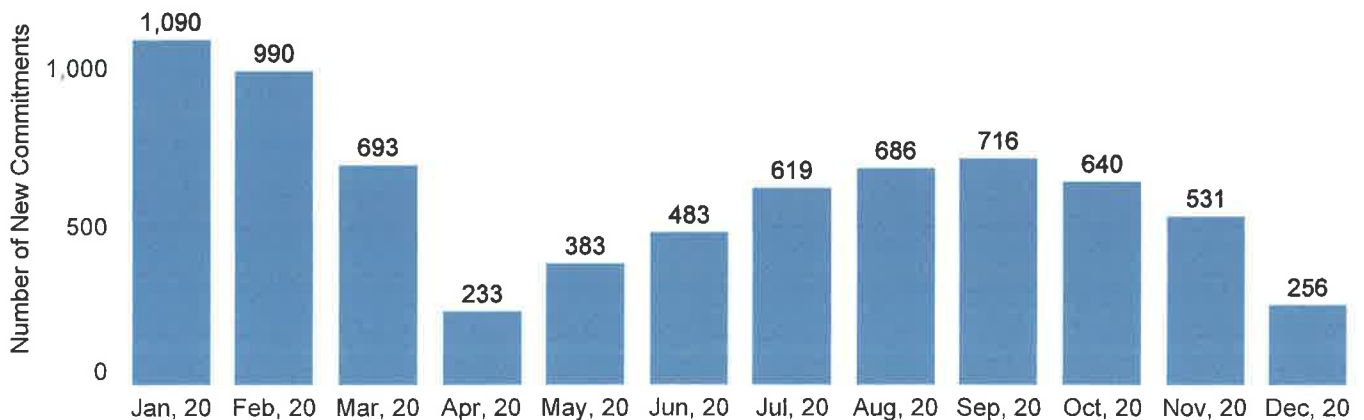
	Female	Male	Grand Total
Adults	145	1,545	1,690
Juveniles	0	5	5
Grand Total	145	1,551	1,696

## 3. Alternative Housing census

	Female	Male	Grand Total
	17	95	112

## 4. New commitments to the jail for the past 12 months

**Note** that data for the most recent month is only through the 15th of the month.



## II. Programs and Services

### 1. Alternative Housing, Re-Entry, and Hope Pre-Release Programs

Table below presents unduplicated counts of active clients, newly enrolled clients, clients who exited the program, clients who successfully completed the program, as well as successful completion rates for the reporting time period (11/16/2020 - 12/15/2020)

	Total Active	New Clients	Exited Clients	Clients Who Successfully Completed	Successful Completion Rate
Alternative Housing (ACTA)	26	7	7	0	0%
Alternative Housing (Renewal)	125	23	32	23	72%
Alternative Housing (The Program Center)	18	7	3	0	0%
Re-Entry (Sentenced)	62	5	12	8	67%
Re-Entry (Detained)	43	2	4	1	25%
Re-Entry (Court Ordered Re-Entry)	4	1	0	0	0%
Hope Pod	58	0	0	0	0%
<b>Unduplicated Total</b>	<b>324</b>	<b>45</b>	<b>58</b>	<b>32</b>	<b>55%</b>

### 2. Other inmate programs in ACJ (11/16/2020 - 12/15/2020)

#### 2.1 AA and NA 12 Step Meetings

Alcoholics Anonymous and Narcotics Anonymous (AA / NA) 12 Step Fellowship Meetings are held 5 times per week. Male and female inmates participate voluntarily in these meetings. Table below shows how many males and females attended the meetings during reporting period. Note that these are not distinct client counts - if a person attended the meeting twice he/she will be counted twice.

Number of Meetings Attended	Female	Male	Grand Total
AA	0	0	0
NA	0	0	0
<b>Grand Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

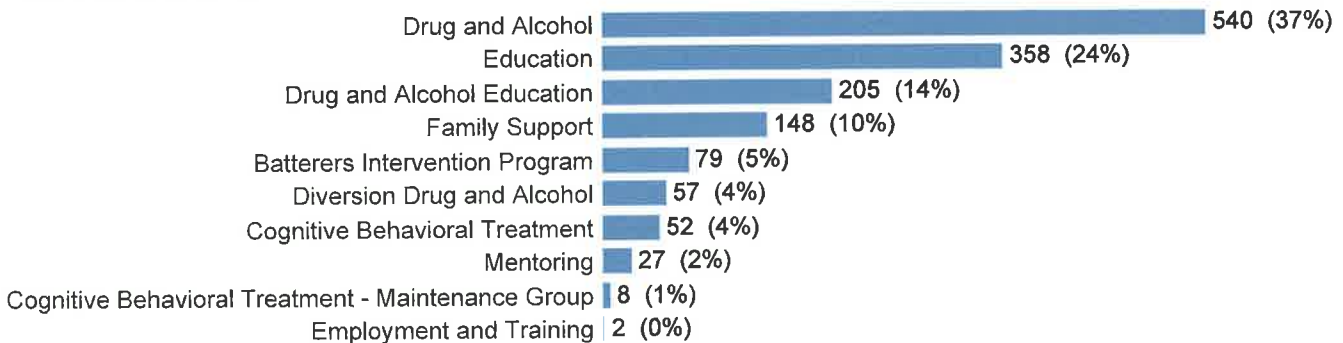
### 3. Services by number of participants

Services provided by **contracted providers** or **volunteers** in **Allegheny County Jail** or at the **Alternative Housing Facilities** are shown in the charts below and in the table on the following page. In addition to the services shown on below, inmates in Alternative Housing may also be referred out to services in the community. These outside referrals are shown in the following pages.

#### 3.1 Services offered in ACJ during reporting timeframe

The below set of tables and figures present counts of active services, new services, closed services, successfully completed services, as well as successful completion rates for the reporting time period **(11/16/2020 - 12/15/2020)**

##### Active services (count of services)



##### New services (count of services), service closures (count of services), and service completion rates

	Active Services	New Services	Closed Services	Services Successfully Completed	Successful Completion Rate
Batterers Intervention Program	79	0	2	1	50%
Cognitive Behavioral Treatment	52	31	6	5	83%
Cognitive Behavioral Treatment - Maintenance Group	8	0	0	0	0%
Diversion Drug and Alcohol	57	21	15	7	47%
Drug and Alcohol	540	0	0	0	0%
Drug and Alcohol Education	205	0	0	0	0%
Education	358	0	0	0	0%
Employment and Training	2	0	0	0	0%
Family Support	148	16	2	0	0%
Mentoring	27	0	0	0	0%
<b>Grand Total</b>	<b>1,476</b>	<b>68</b>	<b>25</b>	<b>13</b>	<b>52%</b>

##### Closure reasons (count of services)

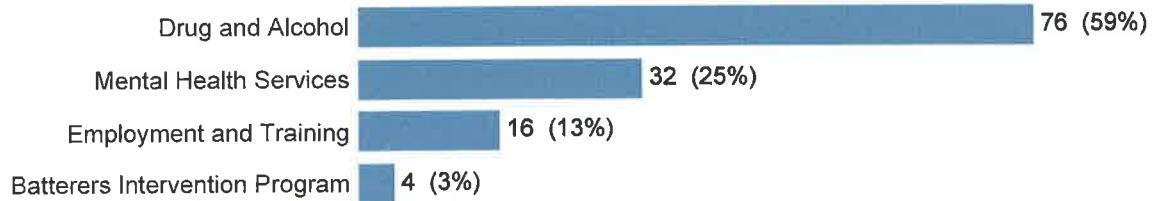
Service Name	Successful Completion	Withdrew/Removed	Release/Transfer	Other	Total
Batterers Intervention Program	1	0	1	0	2
Cognitive Behavioral Treatment	5	0	1	0	6
Diversion Drug and Alcohol	7	7	0	1	15
Family Support	0	1	1	0	2
<b>Grand Total</b>	<b>13</b>	<b>8</b>	<b>3</b>	<b>1</b>	<b>25</b>

### 3.2 Services offered in Alternative Housing sites during reporting timeframe

The below set of tables and figures on this page present counts of active services, new services, closed services, successfully completed services, as well as successful completion rates for the reporting time period (11/16/2020 - 12/15/2020)

Note: CBT stands for Cognitive Behavioral Therapy.

#### Active services (count of services)



#### New services (count of services), service closures (count of services), and service completion rates

AH Site	Service Name	Active Services	New Services	Closed Services	Services Successfully Completed	Successful Completion Rate
ACTA	Drug and Alcohol	18	4	1	0	0%
Female Offender	Drug and Alcohol	12	4	2	1	50%
	Employment and Training	1	0	0	0	0%
Renewal	Batterers Intervention Program	4	2	1	1	100%
	Drug and Alcohol	46	8	15	11	73%
	Employment and Training	15	14	9	8	89%
	Mental Health Services	32	11	7	2	29%
Grand Total		128	43	35	23	66%

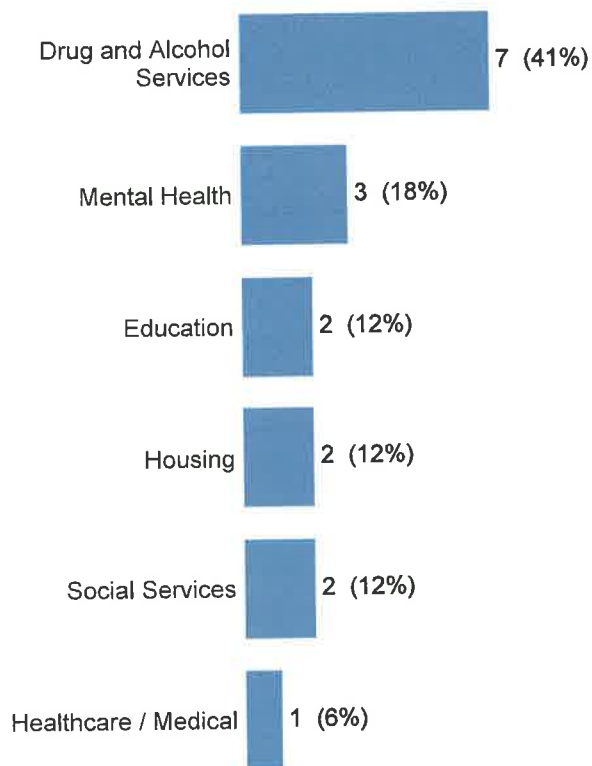
#### Closure reasons (count of services)

AH Site	Service Name	Successful Completion	Withdrew/Removed	Release/Transfer	Other	Total
ACTA	Drug and Alcohol	0	0	0	1	1
Female Offender	Drug and Alcohol	1	0	0	1	2
Renewal	Batterers Intervention Program	1	0	0	0	1
	Drug and Alcohol	11	0	0	3	15
	Employment and Training	8	0	0	1	9
	Mental Health Services	2	0	1	4	7
Grand Total		23	0	1	10	35

**Outside service referrals (count of service referrals)**

The following are additional service referrals made to outside agencies in the community for inmates in Alternative Housing. Social services include public benefits, transportation assistance, child care, legal aid, and other services.

**All active services**



**Services by site**

		Active Services	New Services
Female Offender	Education	1	0
Renewal	Drug and Alcohol Services	7	2
	Education	1	0
	Healthcare / Medical	1	1
	Housing	2	0
	Mental Health	3	1
	Social Services	2	0
<b>Grand Total</b>		<b>17</b>	<b>4</b>

**Community service**

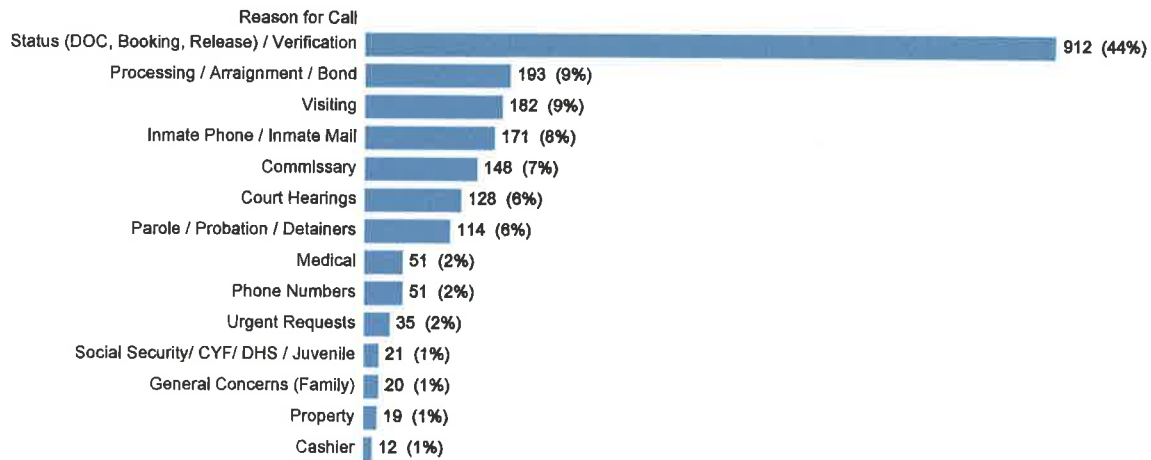
	ACTA	Female Offender	Renewal	Grand Total
Active Services	11	8	55	74
New Services	2	0	6	8
Community Service Hrs	98.3	219.5	3,295.5	3,613.3

**Work release**

	ACTA	Female Offender	Renewal	Grand Total
Distinct Clients Employed During Program	0	0	2	2
Distinct Clients Employed On Report End Date	0	0	0	0

### 3.3 Information and Referral

The Information and Referral phone lines aid family members of inmates and other community members. The figure below show the number of calls received during the timeframe by the type of Inquiry. (11/16/2020 - 12/15/2020)



### 3.4 Chaplain's Office and Religious Services

**Note:** All Chaplaincy data is for the month of **Nov 2020**.

#### Participation in religious services, religious study groups, and pastoral visitation

Total attendance within the timeframe may include duplicate counts of inmates served if inmates choose to participate in more than one service or group per month or request multiple visitations in one month.

Religious Services f..	Services	Group Study	Visitation	Total
Buddhist *	0	0	0	0
Catholic *	116	0	0	116
Jehovah's Witness	0	0	0	0
Jewish *	0	0	0	0
Muslim*	0	0	0	0
Native American	0	0	0	0
Protestant*	78	0	0	78
Total	0	0	0	194

\*These services were also broadcast on TV although viewer counts are not available

#### General visitation

Visitation is conducted by professional and volunteer chaplains, seminarians, and designated religious advisors and usually occurs on the housing units.

Professional Chaplain	378
Volunteer Chaplain	0
Religious Advisor	0
Total	378

Disciplinary Housing Unit (DHU)	12
Mental Health Pod	62
Total	74

#### Notifications

Notifications to inmates regarding death of a family member	5
Notifications to inmates regarding illness of a family member	0
Notifications to family regarding death of an inmate	0
Notifications to family regarding serious illness of an inmate	0
Contact visits related to death or serious illness	0
Total	5

#### Other inmate services

# of inmates receiving New Court Orientation	7
# of indigent inmates receiving care packages	17
# of inmates receiving reading glasses	25
Total	49

### III. Visitation

The percent of inmates receiving visits is calculated as the unduplicated number of inmates who received a visit divided by the total number of inmates in the facility during the timeframe. This total number of inmates includes those who are incarcerated for only a few days or weeks.

All visitation counts are for report period (11/16/2020 - 12/15/2020) except for family and juvenile contact visits, which are for the month of **November 2020**.

#### 1. ACJ Visitations

##### Regular visits

0

##### Contact visits

Total contact visits	50.00
Number of inmates receiving visits	36.00
Percent of inmates receiving visits	1%

##### Structured family contact visits

0

##### Juvenile contact visits

0

#### 2. Alternative Housing Visitations

0%

### IV. Alternative Housing Walkaways and Revocations

Revocations to Jail include all returns to the Jail from Alternative Housing. Returns may occur due to health or medical reasons, court orders, or behavioral infractions. Walkaways from Alternative housing are inmates approved to attend outside activities such as a job, and they do not return to the facility by their curfew. This may include individuals who returned to the facility the same day or have been found and returned to ACJ directly. (11/16/2020 - 12/15/2020)

	Walkaways	Revocation to jail
Alternative Housing (ACTA)	1	6
Alternative Housing (Renewal)	4	5
Alternative Housing (The Program Center)	1	0
Grand Total	6	11

### V. Staffing

Staffing is reported by facility for the timeframe. Staff numbers may not include all contracted and volunteer personnel. (11/16/2020 - 12/15/2020)

Location	Full Time Staff	Part Time Staff	Total Staff
Allegheny County Jail	608	11	619
Renewal	164	7	171
The Program for Offenders (ACTA and TPC)	47	5	52



## VI. Healthcare Services

Category	Healthcare Services	08/16/20 to 09/15/..	09/16/20 to 10/15/..	10/16/20 to 11/15/..	11/16/20 to 12/15/..
I. All Residents	Pre-screens at Booking	1,377	1,333	1,151	1,093
	H&Ps	693	674	645	527
	Cases of TB	0	0	0	0
	Positive STD's	11	15	24	12
II. Females	OBGYN Clinic Visits	14	22	11	13
	No. of pregnant women	14	17	14	13
	Pregnant Females on Methadone	0	0	0	0
	Pregnant Females on Subutex	0	1	1	1
III. Services	Clinic Visits	161	357	284	135
	Dental Visits	438	446	335	328
	Offsite Specialty Referrals	47	54	39	32
	Surgeries	1	5	1	0
	ER Runs	15	32	23	20
IV. Housing	Medical Housing Unit Admissions	73	87	84	86
	Medical Housing Unit (Average length of stay)	2	2	3	2
	MH Admissions	64	47	68	52
V. Mental Health	MH Referrals @ Intake	103	86	88	90
	BH Restraint Events	0	0	0	0
	Suicide Attempts	1	1	2	6
	Suicides	0	0	0	0
	Commitments to Torrance	5	23	17	15
	Admissions to Torrance	6	4	10	1
	Returns from Torrance	5	7	5	4
VI. Substance Use Services	D&A (unduplicated no. of new admissions)	12	23	15	7



# Electronic Monitoring Program

November 2020

For the month of November the Electronic Monitoring Unit saved 30,315 jail bed days.

**The population on November 1, 2020**

**694 people**

New Cases Assigned	Active During the Month
56	750

**Kim B. Clark**  
President Judge  
Court of Common  
Pleas

Number of People Exiting EM		
Cases Completed Successfully	Successful	37
Cases Removed for Violations	Absconders*	2
	Technical Violations of Program	1
Total Exited Program During the Month		40

**Jill E. Rangos**  
Administrative  
Judge  
Criminal Division

**Frank J. Scherer**  
Director

**The population on the last day of November 2020**

**710 people**

**Alan Pelton**  
Deputy Director

Breakdown of Case Type for People Active at End of Month		
IP Sentence		359
Pre Trial (BA)		105
Drug Court		63
Co-op Supervision		49
DUI Court		44
Probation		28
District Judge		23
Detainer		21
Veterans Court		7
Parole		5
Sex Offender Court		4
EM Sentence		3
Grand Total		710

**Managers**

Sanjeev Baidyaroy  
Charlene Christmas  
Stephen Esswein  
Ashlee Lynn  
Molly Morrill  
Robert O'Brien

COUNTY OF



ALLEGHENY

RICH FITZGERALD  
COUNTY EXECUTIVE

To: Allegheny County Jail Collaborative Operations Meeting

From: Orlando L. Harper, Warden

Date: December 15, 2020

Re: Inmate Welfare Expenditure Request: Family Activity Center

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## Family Activity Center 2020-20201 Mission and Overview

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The Family Activity Center at the Allegheny County Jail (FAC) opened in October 2006 with the mission of *“reducing the stress experienced by children who are waiting to visit a loved one”*. A collaborative effort helped establish the Center which, over the years, has become ingrained in the daily operations of the Jail. This plan is intended to present an option for how the FAC can continue to be an integral part of the Jail for the benefit of the children and families.

### Goals

- Provide space for children and their caregivers to interact and engage with each other in positive play while waiting to go on a visit.
- Provide opportunity for caregivers to prepare children for visits and to create an environment of reduced stress during the waiting period.
- Have staff available on the weekends to assist families, conduct structured activities and provide families with resource information.

### Staffing

To meet the current goals stated above, it is proposed that the FAC is staffed with one part-time employee who commits 18-20 hours per week. The staff's schedule would include one busy week day (usually Thursday or Friday) and coverage on both Saturday and Sunday. A schedule will be posted in the FAC to keep visitors and officers informed of all the scheduled activities and staff coverage times. ACJ foresees working with universities and local colleges that have early childhood development curriculum to partner with and offer internship experiences in the FAC.



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## Staff (current duties)

- Supervise the center during weekends and provide additional age appropriate toys, games, puzzles, etc.
- Provide rotating craft activities.
- Supply shopping (craft supplies, cleaning supplies, toys)
- Cleaning and maintaining the center (routinely disinfecting toys and fixtures in the center, vacuuming, organizing and maintaining book collection, seasonal decorations)
- Keeping visitor statistics on the weekends (tallying number of visitors utilizing FAC and recording data in Excel)
- Assist Carnegie Library staff with preparing monthly contact visit craft/activity, aid CLP staff during structured family contact visiting days.

## Current Data on the Family Activity Center

### The Family Activity Center- January 1, 2020 through December 2020

The Family Support Program serves the families of incarcerated and formerly incarcerated men and women in the Allegheny County Jail. The first interaction many families will have with the Family Support Program, and perhaps even with the Jail, is the Family Activity Center. The Center is located in the Visitor's Lobby at the front entrance of the Allegheny County Jail. The Center is filled with toys, games, and even a mock visiting booth where children can practice for window visits with their parents or loved ones. FAC part time staff person, plans and supervises activities for the children on weekends. Over 3,000 children and adult family members or caretakers utilized the Center last year. Due to the pandemic the center was closed in March and has not reopened. We are expecting to reopen in the summer of 2021.

January 1, 2020 – December 30, 2020 (collect from the weekend visits)

Month	Children	Adults	Total
January 2020	61	59	120
February 2020	71	69	140
March 2020	0	0	0
April 2020	0	0	0
May 2020	0	0	0
June 2020	0	0	0
<b>Total</b>	<b>132</b>	<b>128</b>	<b>260</b>



COUNTY OF



ALLEGHENY

RICH FITZGERALD  
COUNTY EXECUTIVE

To: Allegheny County Jail Collaborative Operations Committee

From: Orlando L. Harper, Warden

Date: December 15, 2020

Re: Inmate Welfare Expenditure Request: Discharge and Release Center

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### **An Overview of the Discharge and Release Center**

Implemented in 2010, the Discharge and Release Center (DRC) serves as the central point of release coordination for persons pending discharge from the Allegheny County Jail to the community. The Center is currently staffed Monday through Friday from 9 am to 5 pm as a COVID-19 precaution and to ensure that staff can be physically distanced. During regular operating hours, the DRC will be staffed Monday through Sunday from 8 am to 8 pm. The Center is not staffed on nationally recognized holidays.

The DRC is in an office space in the Intake Department where persons are brought at the time of their discharge from the Allegheny county jail.

### **Functions of DRC pre-September 2020**

The Discharge and Release Center developed a needs assessment that was available on each pod for inmates to complete. Within this assessment, inmates could indicate all resources they needed when they left the jail to attempt to minimize recidivism and maximize success in the community. The needs assessment identifies basic needs and specific needs, such as housing, mental health/substance use, food/nutrition, finding a doctor, and more. The inmate would complete the assessment and send it back to the DRC through the jail mail system. Once the assessment is received, DRC staff would meet with the inmate on the pods to discuss the assessment more thoroughly. The DRC staff would then gather information and resources that are requested. On the day of the inmate's release, the inmate would come into the DRC to be



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given his or her packet of resources that were stored within a cabinet, Narcan, a phone call, and a bus pass to those who qualified.

In an effort to keep resources available to inmates more current and inmates/staff socially distanced, this process has changed.

### **Functions of DRC post-September 2020**

In September of 2020, the DRC fell under new leadership and the programs offered within the facility have been altered. Currently, all inmate immediate needs are now addressed in the office between the inmate and Discharge Coordinator at the time of their release. All inmates being released are asked the same series of questions. Inmates who identify as Military Veterans are offered a referral to Veterans' Services within Allegheny County for free food, temporary employment help, and housing assistance (to those who qualify). The Discharge and Release Center has now partnered with the Greater Pittsburgh Community Foodbank to ensure that those leaving are offered help with applying for SNAP food assistance benefits, are offered their local food bank pickup/delivery options and/or coordination, are offered assistance applying for Medicaid, and are assisted with utilities help via LIHEAP (if qualifying). The Discharge and Release Center's Partnership with the Greater Pittsburgh Community Food Bank has been touted as a great success, with one newly released inmate reporting that within 2 days post-release, she received a new SNAP benefits card, \$500 in emergency SNAP benefits, \$50 cash, and coordinated food bank pick-up information. An individual from Greater Pittsburgh Community Food bank receives their referral immediately after release and contacts that newly released inmate within 24-hours (except on weekends).

The Discharge and Release Center questions each inmate of their current housing status at their time of release. Those who are homeless can receive any information they may need (drop-in shelter information, women's shelter information, domestic violence shelter information, or a phone call to a shelter (or shelters) of choice to check on bed availability). Housing resource packets are given in office to those who indicate homelessness or a need for this information. Walk-in winter shelter information is also provided during the colder months.

Lastly, those who indicate any interest in drug or alcohol case management at their time of release are provided with a referral to the Human Services Administration Organization (HSAO) at their time of release. Those who indicate interest in drug and alcohol case management are contacted. If that individual meets all qualifications for their program, a case manager is then assigned. Inmates at the time of release are able to make a phone call for transportation or to notify those on the outside of their release. Those with less than \$10 on their inmate account are also eligible to receive a Connectix bus pass for the port-authority bus or light rail transit.

Those in need of directions to their destination can request such information in the Discharge and Release Center office. A Discharge Coordinator utilizes the port-authority schedule finder to search and print bus stops/routes in real-time for that inmate that is being discharged.

Any inmate with any amount of money of their account is notified of that amount and are made aware that they are to receive those funds before exiting the facility (when the Inmate accounts office is open).

As of October 2020, the DRC allocated 600+ pairs of socks in donations for inmates leaving the facility in November through April (our coldest months of the year). Discharge Coordinators offer each inmate leaving the facility an extra pair of socks before they head outdoors.

The DRC will assist in determining whether an individual needs more appropriate clothing when leaving the jail. If they are, the escorting officer is then notified and is to provide that inmate with the clothing in need.

In October, the DRC has also secured 4,000 reusable cloth masks from the Department of Human Services. Discharge Coordinators offer each inmate leaving the facility 1-2 reusable masks in the DRC at their time of discharge. and offer each individual 1-2 reusable cloth masks at their time of release.

Each inmate is also offered Naloxone-HCl (Narcan) at the time of discharge that comes in a box with a 2-dosage nasal spray. DRC staff provides education on the indications of Narcan and the signs/symptoms of an overdose and how to utilize Narcan appropriately. Staff ensures that this individual understands that they do not have to be an opioid user in order to accept the Narcan and encourage re-entrants to accept the lifesaving medication.

Resources that were once offered in a packet at the time of discharge are now available within a resource room for inmates to access freely and take with them at their time of release. Envelopes are offered within that resource room for inmates to grab and fill with the paperwork of their choosing. This resource room contains information related to Probation and Parole contact information, Food, Clothing, Phone and Internet Assistance Information, Housing and Shelters, Medical Resources of Under or Un-Insured, Current job postings or job training (updated monthly), GED/HSE information, Entitlement information (SSI, SNAP, Cash Assistance), Personal Document Information (I.D. renewal, Driver's License Renewal, Social Security Card locations and application, Birth Certificate Application information, Drug and Alcohol treatment centers, Mental Health resources, resources for our Spanish speaking population, and more.



In addition to the resource room within the Discharge and Release Center on the Intake floor, DRC staff are working hard to create a virtual resource room on the inmate tablets where they can review all of the same resource listed above and even request reading materials or applications related to anything of the mentioned above. Additional resources that will be included on the tablets include LGBTQIA+ local and national resources, transportation help, Legal Assistance, COVID-19 specific resources, Narcan information, Reentry program information, Father's/Mens resources, parenting education, Childcare, Pregnancy Support, Family Support, Violence Prevention, Deaf, Blind, and hard of hearing resources, a location to request hard-copies of these documents, and more.

The Discharge and Release Center is also working with --- to get an immediate needs assessment placed on the inmate tablet that inmates can complete between 24-48 hours before their release in an effort to better prepare for any immediate housing/shelter needs, transportation, clothing, or other resource needs not listed within the resource room (see a photo of draft below).

**Example 1, DRC Immediate Needs Assessment (draft – not yet published to inmate tablet)**

**?** Immediate Needs Assessment Name: [Inmate Name Here]

**OTHERS**

Here are some instructions for filling out this form

PLEASE NOTE: COMPLETE THIS ASSESSMENT ONLY if you are expected to be released within 24-48 HOURS.

*Indicators Required Field*

What city, town or Borough will you be going to post-release?

Are you Homeless? \*

YES  NO  UNSURE

Please list best phone number to reach you post-release? \*

**OTHERS**

NOTE: If services within this assessment are requested, you will need to be contacted by phone or e-mail for immediate food need.

Please list your e-mail address (if you have one)

NOTE: If services within this assessment are requested, you will need to be contacted by phone or e-mail for immediate food need.

Are you in need of Short-term Housing/place to sleep post-release? \*

YES  NO  provide drop on shelter info

Do you have an immediate clothing need (clothing may be provided if/when available)? \*

YES need sweat shirt  YES need sweat pants  NO

transportation will need to be arranged at time of release

Please fill the name and phone number of the individual you wish to call

Will you need a bus pass at time of release? \*

YES  NO

Are you interested in applying for Food Assistance/Food Stamps after your release? This can be completed over the phone. \*

YES  NO

Are you interested in Food Bank Information? \*

YES  NO

Are you interested in Drug/Alcohol Case Management post-release? \*

YES  NO

Are you a Veteran? \*

YES  NO

you are a Veteran, are you interested in a referral to Veteran Services for food help, housing help, temporary-permanent work, etc?

YES  NO  I am not Veteran

Are you in need of an Incarceration Verification letter post-release (a letter with proof of incarceration and release date)?

YES  NO

YOUR RELEASE

YOU WILL BE OFFERED 2 FREE REUSABLE MASKS MALOXONE (MARCAN) NASAL SPRAY PAIR OF SOCKS (WHOLE SUPPLIES

Both the virtual resource room and immediate needs assessment will soon be published to the inmate tablets where inmates can then directly submit their needs to DRC staff prior to their release to better prepare for immediate needs pre-release.

### Other Functions of DRC

All inmates being released from the Discharge and Release Center are given a sheet of important jail contact information: DRC office numbers, Inmate Account contact information, instruction related to retrieving money that is on the tablet, how to retrieve funds that family may have added to their tablets, emergency center information for housing crisis help or immediate mental health help, HOPE Reentry program information, and more. Inmates are encouraged to reach out to the DRC should they need any coordinated resource or information post-release.

### DRC Data

DRC staff tracks data within OnBase and an excel spreadsheet. The excel spreadsheet is used daily at the time of each inmate's release and tracks the number of inmates that come through the DRC each month, the amount of those who have been incarcerated and released more than once within the same month, the amount of money left in an inmates account at the time of release, how many individuals request a veteran, food, shelter, drug/alcohol, or other referral, and how many socks, reusable masks, phone calls, and bus tickets are distributed. Starting in November 2020, portions of monthly DRC data are now posted to the Discharge and Release Center county web page for public viewing.

*Example 2, November 2020 DRC Release Data:* (1-2 masks each are provided at discharge)

RELEASED THROUGH DRC	SHELTER	VETERAN REFERRAL	FOOD REFERRAL	HSAO	NARCAN	BUS TICKETS	MASKS	SOCKS
217	10	7	39	10	81	80	366	88

### Other Functions of the Discharge and Release Center

The DRC regularly meets with ACJ staff and outside resources to ensure that all information provided is current, up to date, and most beneficial to those being released from incarceration. The DRC staff generate letters of incarceration if requested by any inmate released from the Allegheny County Jail. These letters are often needed to reinstate social security payments, reason for missed appointments, child support, employment, etc. These letters can be mailed, faxed, or e-mail by DRC staff members to those in need of this important information the same day that it is requested. DRC staff members also take the overflow of phone calls to the facility throughout each day.

The release process is facilitated by the OnBase computer system that has a workflow built-in

that mimics the Jail's release process. This system allows for the various departments to "see" what is going on. The process starts with ID Techs entering persons cleared for release into the system; then health services identify any medication needs that the person has and the status of the medications; once medications are available and in the Intake department (in possession of health services personnel) releases are called down from their housing units to the Intake Department; once in Intake, persons are escorted to the Discharge Center to meet with a Coordinator and from there, they are escorted back to a holding cell until the Movement Officer processes them out of the Jail. During the out-processing procedures, any medical information or medication is provided to the individual by a health services professional.

It is Jail policy to require all persons being released to the community to proceed through the Discharge Center.

#### **Discharge Coordinator Responsibilities:**

- Assists with communicating the release process to jail staff and alerting the Jail Administration and other managers to any issues.
- Monitors release process and stays in contact with all involved departments— Records Department (records clerks), health services (drug and alcohol caseworkers and/or discharge planners); Inmate Accounts (cashiers); Intake managers (sergeants, movement officers, property, etc.).
- Assesses persons pending release and provides them with the resources they need to ensure a smooth transition from jail to their next destination.
- Participates in evaluations of the discharge process.
- Tracks resources, such as bus tickets, referrals, phone calls, etc. in OnBase system.
- Offer and track Narcan distribution to those being discharged from the jail
- Collaborates with community groups and family members in assisting with a release.
- Distributes release information to internal and external partners.

Acknowledging that releases do not occur every moment of the shift, the Coordinators also assist with other related duties such as:

- Provide verification of incarceration letters for persons released who require the notices
- Labeling all court subpoenas and notices with the correct POD destination to be delivered to the mailroom at the end of each shift to ensure inmates are receiving necessary court paperwork the same day that it is received
- Responds to all inmate mail received in the mailroom to the DRC.
- Participates in meetings as needed.
- Continually contacts outside resources to bring in for inmates, engages in partnership with outside resources to help those leaving the facility, and continually updates and restocks resource room paperwork on a weekly basis.

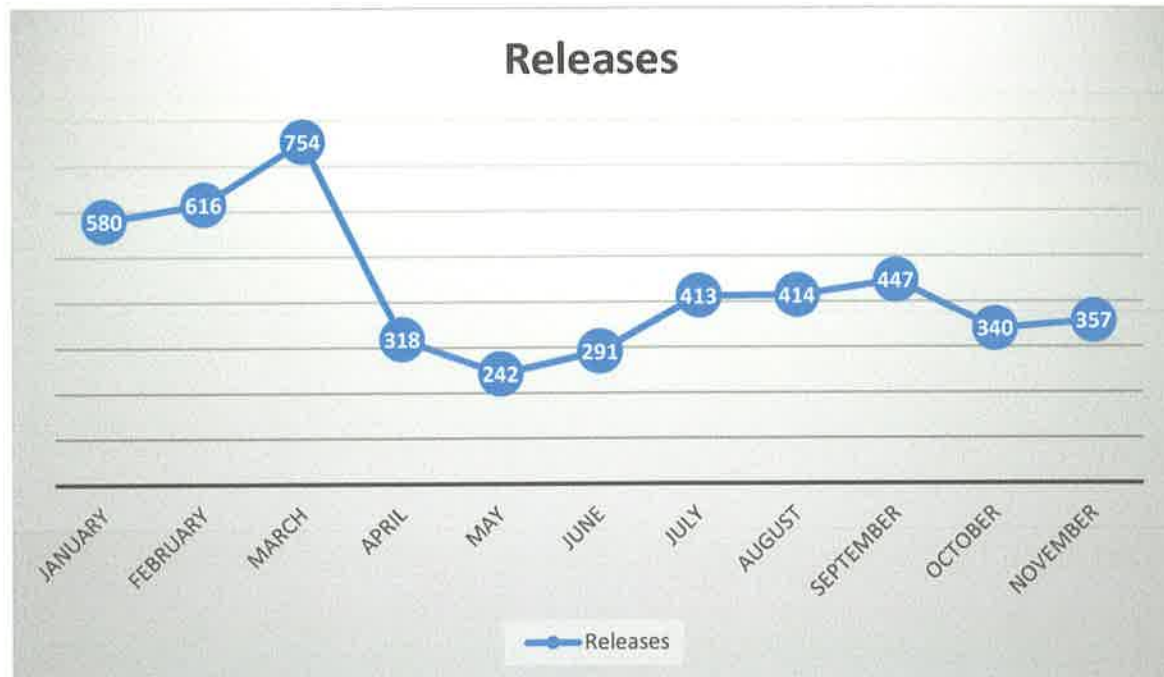
#### **Overview of Services Provided to Releases Processed via the Discharge Center**

This year, on average, the Discharge and Release Center provided release assistance to over 434 individuals a month with a total of approximately 4772 persons receiving services over the past 11 months:

**DRC Releases since January 2020**

<b>January</b>	580
<b>February</b>	616
<b>March</b>	754
<b>April</b>	318
<b>May</b>	242
<b>June</b>	291
<b>July</b>	413
<b>August</b>	414
<b>September</b>	447
<b>October</b>	340
<b>November</b>	357

**Total: 4772**



**Discharge and Release Center: \$244, 835.00**

Please see attached budget.

<b>Title</b>	<b>Salary/Hrly Rate</b>	<b>Hourly Pay Rate</b>	<b>Taxes/Fringes</b>	<b>Health</b>	<b>Admin Fee</b>	<b>Billing Rate</b>	<b>TOTAL BUDGET</b>
Howard, Chelsea (Lead)	45,000.00	26.29	5.26	1.73	3.27	36.55	\$64,909
Discharge Coordinator (FT; vacant)	40,500.00	23.68	4.74	15.07	4.25	47.74	\$84,782
Crosby, Lisa (PT)	19.00	19.00	3.80	0	2.28	25.08	\$44,542
Lehman, Dawn (PT)	19.00	19.00	3.80	0	2.28	25.08	\$44,542
<b>Expenses &amp; Other Miscellaneous Costs</b>							\$2,500
<b>TOTAL</b>							<b>\$241,275</b>

**Budget with 2% increase**

<b>Title</b>	<b>Salary/Hrly Rate</b>	<b>Hourly Pay Rate</b>	<b>Taxes/Fringes</b>	<b>Health</b>	<b>Admin Fee</b>	<b>Billing Rate</b>	<b>TOTAL BUDGET</b>
Howard, Chelsea (Lead)	45,900.00	26.84	5.37	1.73	3.33	37.27	\$66,192
Discharge Coordinator (FT; vacant)	41,310.00	24.16	4.83	15.07	3.94	48.00	\$85,248
Crosby, Lisa (PT)	19.38	19.38	3.88	0	2.33	25.59	\$45,448
Lehman, Dawn (PT)	19.38	19.38	3.88	0	2.33	25.59	\$45,448
<b>Expenses &amp; Other Miscellaneous Costs</b>							\$2,500
<b>TOTAL</b>							<b>\$244,835</b>