

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Programs	
SUBJECT: Program Analysis	
DRC CBCF STANDARD: Facility Specific, #2	
ACA STANDARD: N/A	PAGE <u>1</u> OF <u>2</u> PAGES

I. POLICY

The facility shall submit an annual program analysis no later than 60 days after the end of the fiscal year. The program analysis shall at a minimum include:

- (a) Education level of offenders at program entry and exit in Reading, Math, Language and average education level, if applicable
- (b) Number of GED tests taken by offenders
- (c) Number of GED tests passed by offenders

II. PROCEDURES

1. During the last quarter of the fiscal year, the Executive Director or designee delegates the duties involved in preparing an annual program analysis which supplements the annual report and minimally includes: education level of offenders at program entry and exit in Reading, Math, Language; the average education level (if applicable) and number of GED tests taken and passed by offenders.
2. Data, figures, statistics, improvements and other pertinent information is documented throughout the year by the Education Specialists and submitted to the Education Coordinator. These figures are utilized in the preparation of the program analysis and annual report.
3. Staff who are requested to assist in the preparation of the analysis/report submits same within the agreed-upon time restraints. The program analysis is submitted no later than 60 days after the end of the fiscal year (August 30, xxxx).
4. The total combined report is typed and reviewed by the Executive Director or designee.
5. Revisions and/or updates are made, and a final draft is prepared.
6. Copies of the approved annual report are made available to the Facility Governing Board (FGB), Judicial Advisory Board (JAB), the Department of Rehabilitation and Correction, and any other agency requesting same.
7. The annual report is made available to the public upon request.
8. The Executive Director or designee replies to such requests verbally (if applicable) and or in writing.

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9. The original annual report is filed in the appropriately labeled binder and it is maintained in the administrative area.
10. One copy is placed with the fiscal records of the given year.