


Idaho Department of Correction 	<b>Standard Operating Procedure</b>	Title: <b>Community Mentoring Services: Free2Succeed</b>		Page: 1 of 15
		Control Number: <b>606.03.01.001</b>	Version: <b>1.0</b>	Adopted: 03-26-2019

Josh Tewalt, director, approved this document on 03/26/2019.

Open to the public:  Yes

### SCOPE

This standard operating procedure (SOP) applies to employees, inmates, offenders, volunteers, mentors, and contractors who are involved with mentoring at IDOC correctional facilities, Community Reentry Centers (CRCs), probation and parole districts, and Central Office.

### Revision Summary

Revision date (03/26/2019) version 1.0: This is a new standard operating procedure which describes the procedures of the Free2Succeed mentoring program.

### TABLE OF CONTENTS

Board of Correction IDAPA Rule Number 606 .....	2
Policy Control Number 606.....	2
Responsibility .....	2
Standard Procedures .....	3
1. Community Mentoring.....	4
2. Mentor Qualifications/Application .....	5
3. Mentor / Mentee Matching .....	6
4. Mentor Training and Orientation.....	9
5. Mentor Status .....	11
6. Transition to the Community .....	11
7. Mentor Monitoring and Support.....	12
8. Mentor Recruitment .....	12
9. Mentor Requirements .....	12
10. Rules for Mentors.....	12
11. Formal Closure of Mentor Match .....	13
12. Donations and Contributions .....	14
13. Documentation and Reporting Requirements Retention.....	15
Definitions .....	15

<b>Control Number:</b> 606.03.01.001	<b>Version:</b> 1.0	<b>Title:</b> Offender Mentoring Services: Free2Succeed	<b>Page Number:</b> 2 of 15
---	------------------------	---	--------------------------------

References.....15

**BOARD OF CORRECTION IDAPA RULE NUMBER 606**

Volunteer Services

**POLICY CONTROL NUMBER 606**

Volunteer Service Programs and Volunteers

This SOP establishes guidelines and procedures to implement safe and effective mentoring services for those transitioning from incarceration to the community, whether the process is started during incarceration or in the community on supervision. Mentors are recruited, screened, trained, supervised, and properly supported consistent with risk reduction, evidence-based principles, and best correctional practices.

Mentors may help a mentee develop an increased sense of self-worth and specific knowledge and skills to increase chances for personal success. The expectation is for mentors to provide support, guidance, and assistance to mentees as they go through difficult periods, face new challenges, work to build new skills, repair and enhance personal relationships, and adjust to life back in the community.

**RESPONSIBILITY**

The community mentor program manager (CMPM) is a position at Central Office with statewide responsibility for implementing and managing the Free2Succeed program throughout the agency.

***Community Mentor Program Manager (CMPM) is responsible for:***

- Ensuring all staff involved in the program receive sufficient orientation to the program.
- Ensuring all mentors receive sufficient training and orientation to perform the duties and responsibilities associated with the Free2Succeed Community Mentor program.
- Providing support, information, and data to all work units regarding mentoring services.
- Serving as the main point of contact between the IDOC and community organizations providing mentors.
- Conducting ongoing evaluation of the mentoring program and modifying operations and policy when needed.
- Facilitating Initial Training Orientation (ITO) for mentors and meeting with staff and faith-based and community organizations.
- Providing indirect supervision of all district mentor site coordinators (MSCs) in conjunction with site supervisors.

***Facility Heads are responsible for the following:***

- Implementing aspects of this SOP relevant to facilities and ensuring that staff follow the guidelines.
- If necessary, providing additional instruction and procedures regarding the Free2Succeed program in the facility via applicable field memoranda.

<b>Control Number:</b> 606.03.01.001	<b>Version:</b> 1.0	<b>Title:</b> Offender Mentoring Services: Free2Succeed	<b>Page Number:</b> 3 of 15
---	------------------------	---	--------------------------------

***District Managers are responsible for the following:***

- Implementing aspects of this SOP relevant to the district and ensuring staff follow its guidelines.
- If the MSC is a contract individual, designating a staff member as a site supervisor for the MSC.
- If the MSC is not identified by a contract or agreement, designating a staff member in the district office to be the MSC.
- If necessary, providing additional instruction and procedures regarding the management of mentors in the district.

***Site Supervisors are responsible for the following:***

- Day-to-day supervising of any contract MSC
- Monitoring weekly schedules and hours of the MSCs
- Conducting periodic progress meetings with the CPM to see if there are any issues that need to be addressed
- Providing input to CPM for performance evaluations
- Meeting with the CPM on a regular basis and when necessary to maintain and improve the effectiveness of the mentor program

***Mentor Site Coordinators (MSCs) are responsible for the following:***

- Overseeing mentoring services in the assigned district
- Matching mentors and mentees
- Recruiting mentors from the community
- Facilitating initial meetings with probation and parole staff and the mentor and mentee
- Supporting mentors via regular follow-up contacts
- Conducting presentations in the community regarding Free2Succeed when needed
- Providing approved ongoing training to staff and mentors
- Gathering information and data and reporting to the CPM
- Monitoring program compliance in cooperation with the CPM
- Coordinating with other MSCs around the state when a mentee moves into a different area or district or is released into an area outside of where the institution is located
- Identifying issues that need to be addressed with mentors and working with the CPM to address them

**STANDARD PROCEDURES**

The IDOC community mentoring program is called Free2Succeed.

As volunteers, mentors receive no compensation from IDOC or any of its contractors.

<b>Control Number:</b> 606.03.01.001	<b>Version:</b> 1.0	<b>Title:</b> Offender Mentoring Services: Free2Succeed	<b>Page Number:</b> 4 of 15
---	------------------------	---	--------------------------------

A mentor is a volunteer who is matched with an individual offender to provide guidance, support, and assistance and to reinforce and help them practice pro-social skills, thoughts and actions. Mentors serve as a pro-social role models as the offender prepares for and returns to the community. Mentors may be matched with multiple offenders at the same time and provide services in a group setting or in one-on-one sessions, in any combination.

The Free2Succeed program is intended to be used in conjunction with, and in support of, established and approved reentry plans and wraparound services in the community and not as a stand-alone rehabilitation program. Free2Succeed is not intended as a substitute for any IDOC-approved core programming or focused supervision strategies.

The IDOC does not intend that participation in Free2Succeed be included as a condition of probation or parole or in consideration in any discretionary sentencing. Any decision by the court or the Idaho Commission of Pardons and Parole to require the assignment of a mentor is independent of any requirement of the IDOC and the Free2Succeed program.

There is no expectation of privacy regarding communications or information shared as part of the Free2Succeed program. Communication and information shared within the mentoring relationship is neither privileged nor confidential. Mentors are required to observe and follow all applicable mandatory reporting requirements and to participate in any investigation regarding the program participant conducted by IDOC or any other law enforcement agency.

## 1. Community Mentoring

Free2Succeed mentors are available to offenders in the community while on probation or parole. Mentors assist offenders to help them meet IDOC or court supervision requirements and obligations when and where appropriate. Contacts by mentors are considered collateral contacts and are not intended to replace IDOC staff supervision of the offender

A mentorship in the community typically lasts at least six months to a year and possibly longer.

Mentors are not allowed to enter correctional facilities except for community reentry centers (CRCs). Access to CRCs is guided by SOP [510.02.01.001](#), *Facility Access*.

Active volunteers in IDOC facilities may also be mentors but community mentors may not be allowed to volunteer in secure facilities due to restrictions requiring background checks and activities. Volunteers, volunteer activities, and associated processes are guided by SOP 606.02.01.001, *Volunteer Services in Correctional Facilities*.

Mentors must keep probation/parole officers (PPOs), and the MSC informed of the mentee's progress and other issues and concerns through regular reporting using the Free2Succeed [Mentor Report](#). The *Mentor Report* should be submitted at least once per month for general reporting and information or more if an event or significant issue with the mentee occurs. The more contact a mentor has with a PPO via these reports the more a PPO can assist the progress of the offender. This report is completed and submitted on-line and is automatically e-mailed in PDF format to the CMPM, MSC, and the offender's current PPO.

**Note:** A *Mentor Report* does not need to be completed while the offender is still incarcerated.

Regular contact with the mentee must be conducted in pro-social and appropriate settings to encourage pro-social engagement and opportunities for success. These contacts may be via meetings, telephone, electronic means, social activities, etc. and must comply with the offender's supervision agreement and, additional restrictions, if applicable.

<b>Control Number:</b> 606.03.01.001	<b>Version:</b> 1.0	<b>Title:</b> Offender Mentoring Services: Free2Succeed	<b>Page Number:</b> 5 of 15
---	------------------------	---	--------------------------------

## 2. Mentor Qualifications/Application

### **Qualifications**

- At least 25 years of age
- Completion of required IDOC ITO
- Commit to time requirement and mentees
- Willing to adhere to program policies and procedures
- Willing to communicate regularly with the CPM and submit information about the mentorship when requested
- Does not use illegal drugs
- Does not abuse alcohol or controlled substances
- Special consideration is given on a case-by-case basis to those who desire to be a mentor but are currently under court or IDOC supervision.
- Current IDOC employees are not permitted to volunteer as mentors.

### **Screening**

- IDOC staff may meet with the potential mentor for an interview as an additional screening and mentee matching tool. Suggested interview questions may be obtained from the IDOC CPM.
- Reference checks are conducted.
- A search for court-ordered no contact orders must be done either with the IDOC victim services coordinator, the probation and parole agent, or checking the offender management system.
- Offenders currently on supervision must be compliant with conditions of supervision, have no violations in the past six months, and must have the approval of his/her PPO.

### **Mentor Application Packet**

Potential mentors must complete and submit an application packet obtained from the department's webpage at: [https://www.idoc.idaho.gov/content/prisons/volunteers\\_mentors](https://www.idoc.idaho.gov/content/prisons/volunteers_mentors). The complete application packet includes:

- Application
- Mentor Agreement and PREA notification
- Confidentiality Agreement
- Release of Liability Form
- Position Description

Once the interview and reference checks are complete, the MSC will refer the potential mentor to ITO.

<b>Control Number:</b> 606.03.01.001	<b>Version:</b> 1.0	<b>Title:</b> Offender Mentoring Services: Free2Succeed	<b>Page Number:</b> 6 of 15
---	------------------------	---	--------------------------------

### ***Mentor Badges***

Badges are provided to approved mentors for identification and must be worn at all times when working with offenders in the district offices. Mentors are not permitted to mentor in prison facilities, other than in CRCs, and are not allowed to use the mentor badge as a way of accessing facilities.

A mentor badge is issued to a mentor who has completed the ITO or has been matched with a mentee prior to attending an ITO.

A picture of the mentor is forwarded to the CMPM who will verify that the mentor has attended an ITO or is actively mentoring an individual and will then have a badge made and issued to the mentor.

### ***Mentor Application Process Steps***

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b>
<b>Mentor Applicant</b>	<b>1</b>	Access the <a href="#">Mentor Application</a> and provide completed application packet to the appropriate MSC or the CMPM.
<b>District Mentor Site Coordinator (MSC)</b>	<b>2</b>	Add the mentor application to Volgisitcs online volunteer management system and save a PDF copy of application to the Free2Succeed folder on the P drive.
<b>District MSC</b>	<b>3</b>	If the application is to mentor an individual in a Community Reentry Center: <ol style="list-style-type: none"> <li>1. Follow SOP 501.02.01.001, <i>Facility Access</i> to see requirements for CRC access.</li> <li>2. Inform the applicant of the need to submit a regular volunteer application so that an IDOC background check can be completed.</li> <li>3. Route that application through the established CRC facility procedure for approval and access.</li> <li>4. Approve or deny and return application to IDOC CMPM</li> <li>5. If denied, notify the applicant of the decision.</li> <li>6. If approved, notify the applicant to attend ITO.</li> </ol>
<b>District MSC</b>	<b>4</b>	If mentor application is from an individual who is currently on community supervision in a district: <ol style="list-style-type: none"> <li>1. Contact the individual's PPO for approval/permission to serve as a mentor.</li> <li>2. If PPO approves, process application normally and notify applicant to attend next mentor ITO.</li> </ol>

### **3. Mentor / Mentee Matching**

When matching a mentor to a mentee a number of factors must be considered concerning compatibility, safety, boundaries, and whether an offender is incarcerated or on community supervision.

<b>Control Number:</b> 606.03.01.001	<b>Version:</b> 1.0	<b>Title:</b> Offender Mentoring Services: Free2Succeed	<b>Page Number:</b> 7 of 15
---	------------------------	---	--------------------------------

Characteristics of both the mentor and mentee, such as interests, age, gender, personality, goals, strengths, willingness to enter a CRC, and previous experience should be considered.

***Matching Incarcerated Inmates with a Mentor***

After the initial phone call between the mentor and the mentee, it is the responsibility of the inmate to initiate follow up contact, if desired, with the mentor via phone, mail, or e-mail (fees will not be waived for email).

An individual can be an IDOC volunteer and a mentor. However, without the express permission of the MSC or CPM, mentoring activities will be conducted separately from all volunteer activities. Mentoring and volunteer activities held with the prison should be kept separate.

Particulars such as frequency of meetings, items to be discussed, boundaries, etc. must be incorporated into an agreement that both parties are required to sign once the offender is released and the mentorship begins in the community.

**Process Steps for Matching Incarcerated Inmates with a Mentor**

Functional Roles and Responsibilities	Step	Tasks
<b>Inmate</b>	<b>1</b>	Requests the form <i>Request for a Mentor</i> from a case manager (CM) or Volunteer Religious Coordinator (VRC) and returns the completed form to the case manager or VRC who provided it.
<b>Case Manager or Facility VRC</b>	<b>2</b>	Scans and e-mails the completed <i>Request for Mentor</i> form to: <a href="mailto:mentoring@idoc.idaho.gov">mentoring@idoc.idaho.gov</a>
<b>CMPM</b>	<b>3</b>	Logs the <i>Request for Mentor</i> in the master list of offender requests and forwards the request to the MSC in the district where the offender will be released.
<b>District MSC</b>	<b>4</b>	The District MSC performs the following duties: <ul style="list-style-type: none"> <li>• Adds the new <i>Request for Mentor</i> to the respective monthly report located at P:\Free2Succeed Mentoring\VISTA MONTHLY REPORTS.</li> <li>• Adds the new <i>Request for Mentor</i> to the corresponding District Spreadsheet located at P:\Free2Succeeds Mentoring\District Spreadsheets.</li> <li>• Sends an email to the inmate’s case manager and adds a contact note in the Offender Management System that the request was received.</li> <li>• Determines whether the inmate is within 90 days of release date and begins the search for a community mentor.</li> <li>• Scans and sends the <i>Request for Mentor</i> to the potential mentor for consideration and possible match.</li> </ul>

<b>Control Number:</b> 606.03.01.001	<b>Version:</b> 1.0	<b>Title:</b> Offender Mentoring Services: Free2Succeed	<b>Page Number:</b> 8 of 15
---	------------------------	---	--------------------------------

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b>
District MSC	5	If the potential mentor agrees to mentor inmate, notify the CM and VRC via e-mail with the following information for an initial phone call: Name of the mentor, date and time that mentor will accept the call and the phone number for the mentee to call. This phone call will be facilitated from a staff telephone. The facility will determine who facilitates the phone call due to schedules, etc. per that facility's own FM.
District MSC	6	Document the name and contact information of the mentor in the Offender Management System under FAMILY/ASSOCIATES. Document in c-notes under MENTOR that the offender has been matched with the mentor and the VRC or CM has been notified of the initial phone call.
VRC or Case Manager	7	Provide a staff phone for the inmate to call the mentor at the time/date specified and document in the offender management system under MENTOR when complete. The length of the phone call is determined by the facilitating staff but should be sufficiently long enough to discuss relevant issues regarding the mentorship.
Inmate	8	Discuss release plan, needs, expectations, assistance, plans, etc. with mentor.
District MSC	9	If a mentor is not located before the inmate is released from incarceration, then the MSC must follow up with the inmate in the community to see if a mentor is still wanted. If inmate agrees to a mentor, follow Community Supervised Offenders section procedure below.

### ***Matching Community Supervised Offenders with a Mentor***

Professional judgment must be used when creating mentorships for community supervised offenders with input from the PPO, Mentor Site Coordinator, CMPM, and the district manager, if necessary.

After an offender has been matched with a mentor, the PPO should be engaged in the mentorship and include the mentor in contact meetings with the offender and in communication with the offender when appropriate.

When a mentorship is created before the *Request for Mentor* form is completed, the PPO will receive communication from the CMPM regarding the mentor and offender.



<b>Control Number:</b> 606.03.01.001	<b>Version:</b> 1.0	<b>Title:</b> Offender Mentoring Services: Free2Succeed	<b>Page Number:</b> 9 of 15
---	------------------------	---	--------------------------------

### Process Steps for Matching Community Supervised Offenders with a Mentor

Functional Roles and Responsibilities	Step	Tasks
<b>Inmate</b>	<b>1</b>	Requests from and returns to the PPO or district MSC a completed <i>Request for Mentor</i> form or completes and submits a request on-line at: <a href="http://forms.idoc.idaho.gov/Forms/MentorApplication">http://forms.idoc.idaho.gov/Forms/MentorApplication</a> on the IDOC external website.
<b>CMPM</b>	<b>2</b>	If request is completed on-line the CMPM will receive it, log it into the master list of requests, and forward to corresponding MSC in the district where the offender is located.
<b>District MSC</b>	<b>3</b>	<p>The District MSC performs the following duties:</p> <ul style="list-style-type: none"> <li>• Adds the new <i>Request for Mentor</i> to the respective monthly report located at P:\Free2Succeed Mentoring\VISTA MONTHLY REPORTS.</li> <li>• Adds the new <i>Request for a Mentor</i> to the corresponding DISTRICT DPREADSHEET located at P:\Free2Succeed Mentoring\DISTRICT SPREADSHEETS.</li> <li>• Sends an email to the offender's PPO and adds a contact note in CIS that the request was received.</li> <li>• Scans and sends the <i>Request for Mentor</i> to the potential mentor for consideration and possible match.</li> <li>• If the potential mentor agrees to mentor offender, notify the offender and the PPO of who the mentor is.</li> <li>• Document the name and contact information of the mentor in the offender management system under FAMILY/ASSOCIATES.</li> <li>• Document in supervision contact notes under MENTOR that the offender has been matched with the mentor and the PPO has been notified.</li> <li>• The mentor and mentee may begin meeting immediately but scheduling an initial meeting with the PPO, mentor, and mentee as soon as possible is important.</li> </ul>

#### 4. Mentor Training and Orientation

##### *Initial Training and Orientation (ITO)*

ITO will be scheduled throughout the year. The current training schedule for each district is posted on IDOC's external website's [Training Dates](#) but is subject to change. Scheduling should accommodate the needs of mentors as much as possible with consideration given to convenient locations and schedules in the community. Additional training sessions may be scheduled on an "as-needed" basis, but the general requirements are as follows:

<b>Control Number:</b> 606.03.01.001	<b>Version:</b> 1.0	<b>Title:</b> <b>Offender Mentoring Services:</b> <b>Free2Succeed</b>	<b>Page Number:</b> 10 of 15
---	------------------------	---	---------------------------------

- Mentors are required to attend an ITO training at least once per calendar year.
- Due to scheduling of ITOs throughout the year and the timing of a mentee's release, a mentor may start mentoring before attending an ITO, but must attend the next available session. If a mentor is matched and does not attend the next available training opportunity, that match will be suspended until the training is complete.
- Training curriculum and trainers must be approved by the CMPM to ensure consistency.
- Mentors matched with sex offenders in the community must comply with requirements of SOP 701.04.006, *Sex Offenders: Supervision and Classification*, including becoming a chaperone approved to escort sex offenders to restricted activities and locations. This is in addition to the Free2Succeed mentor training requirements.
- If mentoring a sex offender in the community, the mentor will not be allowed to chaperone the mentee to restricted activities unless and until the mentor has completed chaperone training offered by one of our community partners and have been approved to be a chaperone in accordance with *SOP 701.04.02.006, Sex Offenders: Supervision and Classification*. Since this training is offered throughout various communities, the mentor should contact the district mentor site coordinator for additional information on when and where to attend this training.
- Mentors who want to chaperone a sex offender to restricted locations must complete the *Sex Offender Chaperone Criminal Background Investigation Questionnaire* (SOP 701.04.02.006 Appendix H), *Sex Offender Chaperone Agreement* (Appendix I), and the *Sex Offender Chaperone Authorization to Release Information* (Appendix J). These are in addition to the Free2Succeed mentor requirements.
- Registered sex offenders are not allowed to be chaperones but may still be mentors. If the mentee desires to attend restricted activities, the offender must do so with the permission of the PPO and with an approved chaperone.

**Note:** Because chaperone training is offered by community partners and not by IDOC, there may not be an associated fee for the training. Check with the district MSC for options.

### ***Continued Training Opportunities***

Continued training opportunities may be facilitated by the MSC and are typically less structured and less formal than ITO. When available, it is recommended that mentors participate. These opportunities include, but are not limited to the following:

- Mentor Discussion Sessions - designed for a small group of mentors covering a range of mentoring topics for problem solving and skill development.
- Mentor Coordinator Seminars – Facilitated by MSC on an “as-needed” basis for skill development, guest speakers, role-playing, and other activities.
- Panel Discussions – Panel of experienced mentors and mentees may share their experiences and serve as resources for new mentors.
- Partnership training with probation and parole staff if space and time allows. This must be coordinated with IDOC staff.
- On-line training or other formats as approved by the CMPM.

<b>Control Number:</b> 606.03.01.001	<b>Version:</b> 1.0	<b>Title:</b> <b>Offender Mentoring Services:</b> <b>Free2Succeed</b>	<b>Page Number:</b> 11 of 15
---	------------------------	---	---------------------------------

## 5. Mentor Status

Active and inactive mentors are considered managed mentors for purposes of certain reporting requirements. All new applicants are considered active upon receipt of the application by the CPM. Determination of mentor status is at the discretion of the CPM.

- Active: A mentor who has submitted a Mentor Application and whose status is one of the following:
  - Is matched with a mentee and actively mentoring.
  - Has indicated that he/she is still interested in mentoring.
  - Is waiting to be matched.
  - Is not matched but may have attended an initial training and orientation within the last three months or is waiting to attend the next available mentor ITO.
- Inactive: A mentor who has submitted a Mentor Application, but is not currently mentoring due to one of the following:
  - Has had a change in their personal circumstances but has indicated that they would like to mentor again or at some point in the future.
  - Has been contacted by IDOC staff but has not responded for three months.
  - Has not participated in any mentor activity for three months.
  - An offender currently on supervision who has been instructed to wait for a period of time by their PPO in order to start mentoring – typically less than three months.
- Denied: A mentor who has submitted an application, but is denied for the following reasons:
  - IDOC staff have indicated the mentor is not allowed to mentor for cause.
  - A supervised offender's PPO determines that acting as a mentor is inappropriate.
  - Has not participated in any mentor activity for three months and has not attended ITO.
  - Violation of a rule, procedure, or policy that demonstrates unfitness to act as a mentor.
  - Has not responded to repeated contact attempts by IDOC staff for a period of six months.

## 6. Transition to the Community

When the offender is released, the MSC will schedule and facilitate an initial meeting with the PPO, the mentor, the mentee, and, if possible, the CPM. The purpose of this initial meeting is to:

- Introduce the mentor and mentee if not already done.
- Introduce the PPO to the mentor and mentee.
- Open and establish communication protocol between the mentor and the PPO.
- Provide additional, relevant information to the mentor, i.e. special restrictions, NCOs.
- Review the *Initial Meeting Points of Discussion List* as described in the Mentor Handbook.
- Discuss/Introduce the offender's reentry plan.

<b>Control Number:</b> 606.03.01.001	<b>Version:</b> 1.0	<b>Title:</b> <b>Offender Mentoring Services:</b> <b>Free2Succeed</b>	<b>Page Number:</b> 12 of 15
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## 7. Mentor Monitoring and Support

### *Mentor Site Coordinator (MSC)*

The district MSC is a resource to mentors to answer questions, provide direction, and interpret policies and procedures, etc.

The MSC acts as a liaison for mentors and staff in the district.

The MSC may coordinate mentors with offenders being released from different areas. For example, the MSC at PWCC can contact the parole officer in District 2 regarding an offender who is being mentored at PWCC but being released into District 2.

The MSC will contact each mentor at least monthly to monitor progress, concerns, issues, etc.

## 8. Mentor Recruitment

- IDOC will establish partnerships with community and faith-based organizations and agencies to recruit volunteers who can be effective mentors to offenders. The goal is to develop mentors with a diverse representation of ethnic, cultural, gender, religious, geographical, and economic demographics.
- Offenders currently on supervision may be allowed to become mentors provided permission is granted by their PPO.
- Mentors learn of Free2Succeed through their faith or community organizations, by word of mouth, the IDOC website, offenders, community presentations, media, or other means.

## 9. Mentor Requirements

Mentors are encouraged to meet with their mentees as often as possible however, there is no specific time commitment required. Mentors must:

- Complete an initial phone call with the mentee if incarcerated.
- Complete an initial meeting with the PPO and mentee when scheduled.
- Meet with mentee and sign the Mentor/Mentee Agreement.
- Complete and submit a Mentor Report when there is activity with the mentee. These should be submitted at least monthly but no more than once per week. These reports are not intended to be an impediment to mentoring but they are necessary for staff to monitor the mentorship and to provide information required to ensure the efficacy of the Free2Succeed program.
- Maintain contact and communication with the offender's PPO.
- Complete required training for the Free2Succeed program and other training as required.

## 10. Rules for Mentors

Generally, the purpose of mentors is to assist offenders with reconnecting to society and the transition from incarceration to community. IDOC expects mentors to act pro-socially and engage with the mentee in pro-social activities. It would be impossible to list all of those pro-social activities but there are specific restrictions that are meant to keep those involved in

<b>Control Number:</b> 606.03.01.001	<b>Version:</b> 1.0	<b>Title:</b> <b>Offender Mentoring Services:</b> <b>Free2Succeed</b>	<b>Page Number:</b> 13 of 15
---	------------------------	---	---------------------------------

Free2Succeed safe. Failure to adhere to these rules may result in dissolution of mentorship and change of status for the mentor.

- There will be no employment relationship. Mentors may not directly employ or supervise mentees or vice-versa.
- Mentees cannot reside in the same domicile with the mentor but may reside in housing, to include multi- or single-family residences, owned by the mentor if approved by the PPO.
- Mentors may not provide child care or foster care for mentee's children.
- Mentors are not allowed to mentor an individual of the opposite sex. However, a team may mentor either a male or a female as long as one mentor of the same gender is present during all meetings and all members of the mentor team are approved, active mentors.
- Mentors may have contact through the mail or telephone with mentees and mentee's immediate family members. Such communication is not confidential and may be monitored.
- Mentors do not supervise a mentee for probation or parole purposes. Mentors must not perform or attempt to perform any responsibility or job function of a PPO.
- Mentors may not provide professional services requiring certification or licensing for offenders unless required to do so for emergency purposes. Any such incidents should be immediately reported to the MSC.
- Mentoring immediate family members is not allowed. Immediate family members of the inmate/offender as defined in IDAPA 06.01.01.21 include:
  - Mother or father of the inmate, including step parent
  - Brother or sister (either whole or half), adopted siblings and step siblings
  - Wife or husband
  - Natural child, adopted child, or stepchild
  - Grandparents of blood relation
  - Grandchildren of blood relation
- Mentors are not allowed to put any money on an offender's trust account.

## **11. Formal Closure of Mentor Match**

Ideally, a mentorship will last over a long period of time but there will be times when a mentorship will dissolve or need to be terminated. Mentorships may be closed in one of the following ways:

- Loss of inmate's release date
- Mentee violates conditions of parole or probation and recidivates.
- By decision of either mentee or mentor
- Violation of mentor agreement and rules
- By decision of IDOC staff, provided there is a determination that the relationship is or may become harmful to either party, to the public, or to the IDOC or any of its staff.

<b>Control Number:</b> 606.03.01.001	<b>Version:</b> 1.0	<b>Title:</b> Offender Mentoring Services: Free2Succeed	<b>Page Number:</b> 14 of 15
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- When there has been no contact between the mentor and mentee for three months or more.

If the mentee ends the mentorship – the MSC will meet with mentor to close the match, summarize what may have gone wrong, review lessons learned, and attempt to reassign the mentor.

If the mentor ends the mentorship – staff will communicate with mentee, address issues that may have arisen, and encourage a match with a new mentor.

When the mentorship ends, the mentor's information must be deleted from the Family/Associates section found on the home screen for each inmate in the Offender Management System:

## 12. Donations and Contributions

There may be individuals or community organizations and businesses that donate money or other items and services of value such as gift cards, gas cards, etc. to the Free2Succeed program. Each district has a designated account held in trust at IDOC Central Office fiscal, e.g. District 1 Free2Succeed.

### ***Donations of cash or check:***

- Complete the *Donation – Tax Receipt Form* and give it to the donor and keep a copy of it to forward to Central Office.
- Log the donation on the *Free2Success Donation Log* located on the P drive. This is a monthly, running total for all districts. Just add to and save it to keep a running total for the month.
- Send the donation to the CMPM at Central Office to be deposited in the corresponding Free2Success trust account.

### ***Donations of items:***

- Complete a *Donation – Tax Receipt Form* and give it to the donor. There is no need to make a copy.
- Items are not forwarded to Central Office but stay in the district to be used at the discretion of the district staff.
- Log the item and value (approximate if needed) on the *Free2Succeed Donation Log*.

### ***Expenditure request:***

- The MSC will submit a Request to Use Free2Succeed Donation to the CMPM.
- If approved, items will be purchased and the receipts submitted to the CMPM for reimbursement. Purchases for the Free2Succeed program cannot be made using P-cards.
- Log the purchases in the *Free2Succed Donation Expenditure Log* located on the P drive by adding to the existing list and save it to keep a running total for the month.
- Possible approved uses may be gas cards up to \$10 each, marketing tools specific to a district, team shirts for a Free2Succeed softball team, or other activities directly associated with mentor support and the Free2Succeed program.

<b>Control Number:</b> 606.03.01.001	<b>Version:</b> 1.0	<b>Title:</b> Offender Mentoring Services: Free2Succeed	<b>Page Number:</b> 15 of 15
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### 13. Documentation and Reporting Requirements Retention

The following types of documentation will be maintained for IDOC purposes. Other documentation may be required per contracts and agreements:

- Mentor Recruitment
- Managed Mentors
- Community Outreach
- Mentor Training / Orientation
- Request for Mentors
- Matches (New and Cumulative)
- Closed Matches
- Mentor Support
- Hours and Donations

### DEFINITIONS

***Volgistics*** – An online volunteer management system

### REFERENCES

[\*Mentor Report\*](#)

[\*Mentor Agreement\*](#)

[\*Mentee Agreement\*](#)

[\*Mentor Application\*](#)

[\*Request for a Mentor\*](#)

[\*Mentor Agreement and PREA Notification\*](#)

[\*Confidentiality Agreement\*](#)

[\*Release of Liability Form\*](#)

[\*Position Description\*](#)

[\*Donation Tax Receipt Form\*](#)

[\*Sex Offender Chaperone Criminal Background Investigation Questionnaire\*](#)

[\*Sex Offender Chaperone Agreement\*](#)

[\*Sex Offender Chaperone Authorization to Release Information\*](#)

Board of Correction IDAPA Rule 06.01.01.21

Standard Operating Procedure [606.02.01.001](#), *Volunteer Services in Correctional Facilities*

Standard Operating Procedure [501.02.01.001](#), *Facility Access*

Standard Operating Procedure [701.04.02.006](#), *Sex Offenders: Supervision and Classification*

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