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POLICY AND ADMINISTRATIVE PROCEDURE Manual of Policies and Procedures				

Title VETERANS' SERVICES

Legal References (includes but is not limited to) IC 11-8-2-1	Related Policies/Procedures (includes but is not limited to) 01-03-103 01-04-101 01-04-104 01-07-101	Replaces: 01-07-105 (Eff. Date 11-1-2018 / ED # 18-49)
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I. PURPOSE:

The purpose of this policy and administrative procedure is to present a mechanism to be used by all adult facilities to ensure that all Incarcerated Veterans are provided with opportunities, services, and information relating to their military service.

II. POLICY STATEMENT:

It is the policy of the Indiana Department of Correction to provide support for incarcerated veterans through programs, projects, and education. Each incarcerated veteran shall be given information on veteran's entitlements, resources, benefits, and policies provided by the US Department of Veterans Affairs. During the release process, the incarcerated veteran will be able to work with a Health Care for Re-Entry Veterans' Specialist to assist with medical, mental health, housing, substance abuse, and pre-release concerns. The incarcerated veteran will be given the opportunity to participate in the Compensation and Pension (C&P) examination process if required to satisfy a disability claim. The Department shall encourage all incarcerated veterans to participate in activities provided to cultivate a sense of camaraderie and positive fellowship.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

- A. BYLAWS: Rules governing an American Legion Post.
- B. DEPARTMENT: The Indiana Department of Correction.

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- C. DISCHARGE FORMS: DD Form 214 Certificate of release or discharge from active duty or NGB22 National Guard Report of separation or record of service, or documents certifying military service from the federal government, and/or foreign military documentation.
- D. EXECUTIVE DIRECTOR OF VETERAN AFFAIRS: A position selected by the Deputy Commissioner to develop, oversee, and manage veterans' programs within the Department.
- E. FACILITY VETERANS COORDINATOR: A position at each facility that oversees implementation of all matters associated with incarcerated veterans.
- F. INCARCERATED VETERAN: An incarcerated individual who has served in any branch of the US Military.
- G. INVET: The Indiana Veterans' Education and Transition Units at the Edinburgh Correctional Facility and Miami Correctional Facility.
- H. HEALTH CARE FOR RE-ENTRY VETERANS SPECIALIST (HCRV): A representative from the United States Department of Veterans' Affairs (VA) who assists incarcerated veterans during the Re-Entry process.
- I. MENTORS: A volunteer who can support, advise, and guide incarcerated veterans.
- J. TELEHEALTH: Video and audio program used for medical, dental and behavioral health examinations with offsite United States Department of Veterans' Affairs (VA) staff.
- K. UNITED STATES DEPARTMENT OF VETERANS AFFAIRS (VA): A Cabinet-level executive branch department of the federal government charged with providing life-long healthcare services to eligible military veterans.
- L. VETERAN: An individual who qualifies for VA Benefits. There is a requirement of 180 days' of active duty service and a discharge or release under honorable conditions, or 90 days' active duty service with one day being served during a declared war.

IV. ADMINISTRATION:

The Deputy Commissioner of Diversity Equity, and Inclusion shall select a staff member to serve as Executive Director of Veteran Affairs in order to administer

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and expand the veterans' programs within the Department. The Executive Director shall report to the Deputy Commissioner of Diversity Equity, and Inclusion.

It is the responsibility of the Executive Director:

- A. To expand existing VA-initiated programs within and throughout the Department;
- B. To develop new initiatives for incarcerated veterans;
- C. To serve as the main point of contact within the Department and outside regarding all specific services for incarcerated veterans; work with outside organizations, such as the Veterans Administration, Indiana Department of Veterans Affairs, the Department of Workforce Development, the Department of Disabled Veterans, and other veterans' groups to ensure that the incarcerated veterans are given updated information to assist with their Re-Entry.
- D. To notify Facility Veterans Coordinators of all veteran related issues;
- E. To ensure Facility Veterans Coordinators stay informed of all relevant information available for incarcerated veterans; and,
- F. To personally meet with each incarcerated veteran within 90 days prior to release. This meeting is to ensure that each veteran has received all relevant information about resources, healthcare, employment, housing, education, and to answer any questions or concerns as it pertains to veterans' affairs.

V. FACILITY VETERANS COORDINATOR:

Each Warden shall designate a staff member to serve as the Facility Veterans Coordinator. This position should be an additional duty; it is not intended to be a full-time post. The Warden has the authority to make the post full-time as needed. If possible, this position should be filled by a veteran. The duty of this position is to oversee all veterans' programs and activities. The Facility Veterans Coordinator serves as the facility point of contact for the Executive Director of Veterans Affairs.

The duties of Facility Veterans Coordinator shall include, but is not limited to:

- A. Review monthly veterans list to determine if new incarcerated veterans have been assigned to the facility;
- B. Work with Intake unit Case Management staff to ensure that all incarcerated veterans have or have requested a DD Form 214. The DD Form 214 is not

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to be in the possession of the incarcerated veteran. This document shall be maintained in the incarcerated veteran's release portfolio. It may be used for Re-Entry processing and as needed for veterans' services;

- C. Plan and supervise all activities involving incarcerated veterans;
- D. Manage and supervise INVET housing units in facilities with such housing; and,
- E. Coordinate with the HCRV Specialist to assist with processing and determination of veterans' benefits for incarcerated veterans nearing their release date.
- F. Attend facility meetings and other meetings as necessary, such as Veterans' Representative meetings, Shelter Representative meetings, Re-Entry meetings, etc.;
- G. Dedicate approximately 5 hours per week assisting with veterans and veterans' service; and,
- H. Assist Re-Entry staff with the needs of incarcerated veterans.

VI. MILITARY DISCHARGE FORMS:

Effective July 1, 2023 all newly arrived veterans' DD Form 214 and/or NG Form 22 shall be ordered by the Intake Units.

VII. HOUSING (See Facility Directive):

The Edinburgh Correctional Facility and the Miami Correctional Facility may house all incarcerated veterans assigned to that facility in its INVET housing unit. Named facilities are subject to change based on the needs of the veteran population. These facilities shall have an established set of rules and criteria for this unit. The Wardens at other Department facilities shall determine the feasibility of establishing a veterans' housing unit. When a facility determines the need for INVET housing, a proposal shall be submitted to the Executive Director of Veterans' Services. Facilities with veteran housing units shall develop a facility directive, in accordance with Policy and Administrative Procedure 00-04-101, "The Development of Policy," to guide the operation of the unit.

VIII. AMERICAN LEGION POST:

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Facilities with an American Legion Post shall allow regularly scheduled meetings for members, provided such meetings do not jeopardize the safety and security of the facility.

Membership dues are not the responsibility of the facility. Each American Legion member shall be responsible for paying their dues. Each post may elect to pay a portion of those dues, depending upon the Post's bylaws.

At the discretion of the Warden, the American Legion Honor Guard may be used for ceremonies, such as graduations or other special events.

IX. FUNDRAISERS:

Each Department-established American Legion Post should conduct a minimum of two fundraisers during a twelve-month period. Proceeds shall be distributed in the following manner:

- A. No less than fifty percent (50%) of the proceeds shall be donated to approved charitable organizations or projects, as chosen by the active Post members;
- B. No more than forty percent (40%) of the proceeds shall be used by the Post to maintain itself, including purchasing necessary equipment, supplies, and all activities associated with veterans; and,
- C. No less than ten percent (10%) of the proceeds shall be used to support facility or Department charitable initiatives. The Warden shall make the final decision on any purchases or donations from these funds.

X. HOLIDAY RECOGNITION:

All facilities shall observe the following holidays each year:

- A. Memorial Day is observed annually on the last Monday of May. It is reserved to honor and pay respect to the military lives that have been lost.
- B. Veterans' Day is observed annually on November 11. Veterans' Day celebrates all veterans, living or dead.

If the facility has an American Legion Post, they may conduct ceremonies. The Warden shall determine the appropriate celebration for the location. Notification of the planned recognition shall be provided to the Executive Director of Veteran Affairs no later than May 1st for Memorial Day and October 1st for Veterans Day

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of each year. With the approval of the Warden and facility Business Administrator, Recreation funds may be used for these celebrations.

The Department shall identify and recognize all employees who serve or have served in the armed forces for Veterans Day. Wardens, Parole District Supervisors, and Division Directors shall determine the appropriate recognition for their service members.

XI. ACTIVITIES AND FELLOWSHIP:

In order to cultivate a sense of unity and camaraderie, the Facility Veteran Coordinator shall organize activities on a periodic basis for all incarcerated veterans. These meetings may consist of guest speakers, movies, refreshments, or discussions regarding veterans' issues and interests.

XII. MENTORING:

Each facility shall develop a mentoring program for their incarcerated veterans. The Veterans Coordinator shall recruit for mentors from the American Legion and other veterans' organizations. The Veterans Coordinator shall work with the Community Engagement Coordinator to ensure that all mentors receive the appropriate volunteer training as required by Policy and Administrative Procedure 01-03-103, "Community Engagement."

XII. TELEHEALTH SERVICES:

All facilities are equipped to provide telehealth services for incarcerated veterans in need of such service. Telehealth Services may be used for both Re-Entry reviews and Comprehensive and Pension (C&P) examinations.

XIII. APPLICABILITY:

This policy and administrative procedure is applicable to all facilities housing incarcerated adults.

signature on file
Christina Reagle
Commissioner

Date