

Overview of Short-Term Transitional Leave (STTL) Process

Summary

STTL was developed to improve the entire transitional planning process for inmates. The 30-day STTL process provides incentives for inmates to successfully complete any recommended programming, excel at work assignments, maintain good behavior, and create a more effective plan for a successful transition. This is especially true for inmates who may not be eligible for a full AIP program. Allowing inmates to participate in STTL serves to improve the entire transition process and has potential to pass along huge cost savings for the State of Oregon while facilitating a more successful reentry.

Process

1. Inmates apply for STTL 12-9 months in advance of the tentative transitional leave (TL) date. This allows for time to create an effective transition plan. This also provides a high incentive for inmates to complete any recommended programming during the remainder of their sentence, excel at work assignments, and maintain good behavior in order to avoid DRs that would exclude them from STTL consideration. Some inmates may be allowed to apply for STTL closer to the tentative TL date, depending on individual circumstances.
2. Once the application is approved by the DOC counselor, the MDT, and in some cases by the Superintendent, the STTL application is sent to the STTL coordinator (currently Denise Sitler). After a final review, the STTL application is sent to the field in order to do a preliminary approval of the proposed address and to fine tune the release planning process. A full release plan will also be sent out to each county during the normal time frame prior to the transitional leave begin date.
3. When the PO is assigned the STTL case, they need to verify the proposed address and provide recommendations pertaining to the STTL plan. The STTL field investigation needs to be complete within 30-45 days of the county receiving the STTL application.
4. Once the PO has made a recommendation for either approving or denying the proposed STTL plan, they will enter a detailed chrono and email the current STTL coordinator. Once again, this is a preliminary field investigation and a full release plan will be sent out at a later date.
5. Once the STTL has a final approval or denial by the DOC Community Corrections Division, the signed STTL application will be sent by the STTL coordinator back to the DOC counselor and the county of release for their records.
6. An approved STTL can be denied at any time if the inmate fails to meet all criteria during the entire incarceration period leading up to TL. For example, any

program fails, work fails, behavior issues, or a change in the status of the approved address can be a cause to cancel the STTL.

7. In certain cases, if an STTL is denied due to an unsuitable address proposed in the initial STTL plan, the inmate may submit a more suitable address within the designated timeframe.
8. About 30 days prior to the STTL begin date, the STTL Authorization (form 1480) is forwarded by the DOC counselor to the STTL coordinator, and once it is approved and signed, the form is returned to the DOC counselor, records, and a copy is also sent to the county as a reminder of the pending transition date for the inmate.
9. Inmates approved for STTL who require medication will be provided a 30-day supply for STTL and an additional 30-day supply for the beginning of PPS.
10. For DOC counselors, the STTL timelines, process, and forms can be found on the U: drive.
11. Inmates who violate conditions of TL may be either sanctioned up to three days by the PO or returned to DOC custody. These violations are staffed by the PO and the STTL Coordinator/Community Corrections Division. If a warrant is issued due to an escape from TL, the inmate will always be returned to DOC custody once apprehended. The inmate may only be held in prison for the remainder of the original sentence. To date, violations during STTL status have been extremely rare.
12. Any questions relating to the STTL process can be forwarded to Denise Sitler, denise.sitler@doc.state.or.us.