

STANDARD OPERATING PROCEDURE — COMMUNITY REENTRY FAIRS

Community Reentry Fair Participant Screening Process.

1. All new organizations who sign up for the scheduled resource fair shall be screened by the Director of Community Engagement and Special Projects.
2. The Director of Community Engagement and Special Projects shall determine whether the organization is suited for a partnership with DPSCS.
3. The Director of Community Outreach and Special Projects shall receive screening assistance from Department Unit Directors, as it pertains to their area of expertise, such as substance use disorder, social work, medical services, etc.

Community Resource Fair Event Planning and Process.

RSU Administrative staff shall send resource fair invitations via email with listed link:

- a. Google Registration ([DPSCS Reentry Fair Registration](#)); and
- b. Resource Fair Calendar.
2. Registration for the upcoming scheduled fair shall be closed two weeks prior to the fair date.
3. Registration forms must include:
 - a. Name of the organization;
 - b. Point of Contact (POC) and/or person completing the form;
 - c. Name of attendees attending the fair (3 people maximum); and
 - d. Brief description of what services are provided by the organization.
4. Using the registration spreadsheet formulated from the Google form, the RSU Administrative staff shall create a list documenting the following information:
 - a. Name of organization;
 - b. Person of contact and email; and
 - c. Name of attendees.
5. Once registration is closed the list will be sent to:
 - a. Facility Assigned Reentry Specialist Facility;
 - b. Facility Administrator or the Assistant Warden;
 - c. Facility Volunteer Activities Coordinator; and

- d. Others as required by the facility.
- 6. Logistics in the facility shall be handled onsite by:
 - a. Facility Reentry Specialist; and
 - b. Facility Administrator and/or Assistant Warden.
- 7. The reentry specialist shall notify the facility managing official of the following:
 - i. Resource fair date; and
 - ii. Number of vendors who are participating in the fair.
- 8. At least 7 days prior to the resource fair a confirmation letter shall be sent by the Reentry Administrative Officer to the organization's point of contact confirming attendance and any special requests.
- 9. During the fair the Reentry Administrative Officer or Reentry Specialist shall disseminate evaluations to organizations and collect them at the end of the fair.

Process for Identifying Incarcerated Individuals Who May Attend the Fair.

- 1. The Assigned Site Reentry Specialist shall work with case management or designee at their assigned facility to identify eligible incarcerated individuals who will be in attendance.
- 2. The Reentry Specialist shall utilize the list provided to document all incarcerated individuals in attendance.
- 3. The list shall then be sent by the Reentry Specialist to the Department's ADA Coordinator via email for review. The ADA Coordinator will then identify incarcerated individuals who may need reasonable accommodations.
- 4. Once the incarcerated individuals are identified from the list, the ADA Coordinator will return the list to the Reentry Specialist indicating all incarcerated individuals who may require reasonable accommodations.
- 5. The Reentry Specialist will ask all ADA identified individuals if they are in need of any accommodations to attend the resource fair. If yes, the Reentry Specialist shall coordinate with the on-site facility ADA Coordinator (Assistant Warden) to ensure accommodations are made.

Processes to be Completed at the Conclusion of Fair.

- 1. At the conclusion of the resource fair, the Reentry Specialist shall work with the RSU Administrator Officer to capture the following data sorted by Maryland County/City:
 - a. Incarcerated individual's name;
 - b. Incarcerated individual's SID and DOC(CL) number; and

- c. The county (or Baltimore City) where the individual plans to live upon release.
- 2. Incarcerated Individual Reentry Fair Evaluation.
 - a. Reentry Specialist shall allow incarcerated individuals to complete the [Incarcerated Individual Reentry Fair Evaluation Survey](#) (Appendix I) prior to dismissal from the fair.
 - b. The results of the surveys shall be given to the RSU Administrative staff for electronic filing.
- 3. Organization/Vendor Reentry Fair Evaluation.
 - a. Upon the conclusion of the fair, the Reentry Specialist shall provide non-DPSCS organizations who participated in the reentry fair an evaluation of the fair to complete: [DPSCS - Reentry Resource Fair Evaluation](#) (Appendix J).
 - b. The results surveys shall be delivered to the RSU Administrative staff for record keeping purposes.