Chapter:	**Programs and Services**	Classification:	**Public Document**
Subject:	**Program Development, Funding and Evaluation**		
For:	**Entire Division**	Authorized by Executive Director	

1. Policy

1.1 It is the policy of Correctional Services to

1.1.1 maintain current information regarding new correctional programs, trends and best practices

1.1.2 encourage the development of new programs to address the rehabilitation needs and provide for continued effective and efficient service delivery

1.2 The implementation of new programs will be based on demonstrated need and the availability of resources.

2. Program Proposal Content

2.1 New programs may be proposed by staff internally or by outside private individuals or agencies. Proposals for new programs will be in the approved format and include the

2.1.1 program title

2.1.2 program description

2.1.3 rationale, objectives, purpose and goals of the program

2.1.4 target population and anticipated number of participants

2.1.5 existence or absence of similar program models elsewhere

2.1.6 extent of similar program services which exist in the local community or in other facilities and proposed interface with existing programs

2.1.7 available research or data to justify implementation including copies of relevant background literature where applicable, e.g., publications, brochures, questionnaires

2.1.8 staff, supplies and services, office accommodation and other resource requirements

2.1.9 short-term and long-term funding requirements and a projected source of such funding

2.1.10 program duration and frequency of operation

2.1.11 security/safety requirements and privacy where applicable

2.1.12 an implementation schedule

2.1.13 time frames for testing pilot project and implementation of the program

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2.1.14   program audit process for each stage of program development

3.   Program Proposal Submission

3.1   Proposals from staff will be submitted to their superintendent or senior probation officer.

3.2   The superintendent or senior probation officer will review the proposal and forward it with comments for consideration to a Director, Correctional Services.

3.3   Proposals from individuals or agencies outside Correctional Services will be submitted through a director, superintendent or senior probation officer to the Director, Correctional Services responsible for programs.

3.4   The Director, Correctional Services responsible for programs will review all proposals. The response will be directed to the originator of the proposal at the earliest possible time. In the event the program proposal is rejected, reasons for rejection will be provided.

4.   External Funding for Programs

4.1   Superintendents and senior probation officers may utilize fiscal resources made available by private agencies or other levels of government for program development and delivery.

4.2   All proposals requesting funding from external sources will be directed for review and further processing to the Director, Correctional Services responsible for programs.

4.3   All funding from outside sources, e.g., foundations, fellowships, employment grants, will be approved by the Director.

4.4   Directors will ensure superintendents and senior probation officers employ proper accounting procedures when using fiscal or other resources from external sources.

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5. Program Review

5.1 Programs will be reviewed, either as part of a
    5.1.1 specific program evaluation requirement or schedule, or
    5.1.2 regular correctional facility or field office audit

5.2 Program review will include
    5.2.1 review of program data to determine whether stated goals and objectives are being met
    5.2.2 review utilization and deployment of staff, financial and other resources to determine if the program is being operated in an efficient, cost-effective manner
    5.2.3 examine applicable Policy and Procedures
    5.2.4 make recommendations for
        5.2.4.1 changes or improvements to service delivery
        5.2.4.2 continuation or discontinuation of the program

5.3 Staff will be required to participate in the review process by way of individual or group submissions.

5.4 Program review reports will be submitted to the Director(s), Correctional Services as appropriate. Reports will be shared with staff involved with the program delivery. After a review of the report, a plan will be developed and implemented to facilitate the required actions resulting from the report's recommendations.

6. Audit

6.1 Program audits may be conducted in accordance with Policy and Procedures, Subject No. 5.01.00, *Audits*.