

HANDBOOK ON MANAGING
THE *ESCRITÓRIO SOCIAL* I

Guide for the Application of the Methodology for Mobilizing Pre-released People

SERIES *FAZENDO JUSTIÇA* | COLLECTION POLICY FOR RELEASED PEOPLE





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**Guide for
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Pre-released
People**

BRASÍLIA, 2024

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Foreword

The National Council of Justice (CNJ, acronym in Portuguese), in partnership with the Ministry of Justice and Public Security (MJSP, acronym in Portuguese) and the Brazilian office of the United Nations Development Programme (UNDP Brazil), develops the Program *Fazendo Justiça* (Doing Justice) establishing a significant milestone in the search for innovative solutions in the field of criminal and juvenile justice.

The Program works to qualify structures and services, promotes training, supports the drafting of regulations and public policies, and develops informative documents. These materials include guides, manuals, researches and models that combine technical and normative knowledge with the reality experienced in different places across the country. These products identify good practices and offer guidance to facilitate the immediate and effective implementation of interventions.

The Program is aligned with the decision of the Supreme Court in the Claim of Non-Compliance with a Fundamental Precept Lawsuit (ADPF, acronym in Portuguese) No. 347, which in October 2023, recognized that Brazilian prisons are in an unconstitutional state of affairs and demanded national and local plans to overcome this situation. The Program also carries out various actions in the juvenile justice field, following the principle of absolute priority guaranteed to adolescents and young people in the country's norms and laws.

At present, 29 initiatives are being carried out simultaneously, taking into account challenges considering the complete cycle of criminal and juvenile justice, as well as transversal initiatives. Among them is the International Articulation and Protection of Human Rights, which facilitates the exchange of experiences between Brazil and other countries in public policies related to the criminal and juvenile justice cycle.

We recognize that each country faces unique contexts and challenges. We also believe in sharing knowledge and experiences as a tool for collective transformation. To this end, titles selected from the Program's different collections have been translated into English and Spanish, such as this publication.

The strategy behind international articulation also includes support for events, courses, and training in collaboration with international partners, as well as the translation into Portuguese of standards and publications aligned with the topics worked on by the Program. This promotes a necessary exchange of ideas and practices for a future in which dignity and respect for fundamental rights are common values for all of us.

Luís Roberto Barroso

President of the Supreme Court and the National Council of Justice

Presentation

Prison and juvenile justice systems in Brazil have always been marked by serious structural problems, reinforced by diffuse responsibilities and the absence of nationally articulated initiatives based on evidence and good practices. This picture began to change in January 2019, when the National Council of Justice (CNJ) started to lead one of the most ambitious programs ever launched in the country for the construction of possible alternatives to the culture of incarceration, the Program *Justiça Presente*.

This is an unequalled inter-institutional effort, of unprecedented scope, which has only become possible thanks to the partnership with the United Nations Development Programme in the execution of activities on a national scale. The Program also counts on the important support of the Ministry of Justice and Public Security, through the National Penitentiary Department.

The publications of the Series *Justiça Presente* cover topics related to the Program, involving the criminal justice system, such as alternatives to imprisonment, electronic monitoring, and attention to pre-released people from the prison system, consolidating public policies and providing rich material for training and raising awareness among actors.

It is encouraging to see the transformative potential of a work carried out in a collaborative way, which seeks to focus on the causes instead of insisting on the same and well-known consequences, suffered even more intensely by the most vulnerable classes. When the highest court in the country understands that at least 800,000 Brazilians live in a state of affairs that operates on the margins of our Constitution, we have no other way but to act.

These “Handbooks of *Escritórios Sociais* Management” cover services – state or municipal, public, private or civil society, of the Judiciary or Executive Branches – that are aimed at assisting pre-released people and their families. There are three Handbooks that will help managers and professionals in the qualification of services, proposing specific and new methodologies for mobilization of pre-released people, for the singularization of care and for the management of *Escritórios Sociais*.

The publication of the Handbooks complements CNJ Resolution No. 307/2019, the publication of the National Care Policy for Released People from the Prison System and the dissemination of *Escritórios Sociais* throughout the country aiming to provide an effective response for the social reintegration of people who leave Brazilian prisons.

José Antonio Dias Toffoli

President of the Supreme Court and the National Council of Justice

Acknowledgments

The present work is the result of a participatory process that had the dimension of Brazil and that can be divided into three moments:

First, during the designing of the methodological process, the conversations with Olga Spinoza – from Santiago de Chile – and Luciano Losekann brought meaning to the first formulations. Petra Pfaller, Marta Conte, Esalva Silveira, and Mariana Leiras read and commented the initial material, and Luciane Engel brought examples from her practice to comprise the annexes of this work. This text is basically the translation of all these contributions.

The second moment was the training meetings for the implementation of *Escritório Social* units, when the Methodology was exposed to representatives of all Brazilian states in the second half of 2019. The meetings and the discussions held could not only qualify the methodological proposal and the instruments contained therein, but also consolidate the importance of its foundations. The extent of this experience prevents us from thanking each contribution by name, but not from expressing our gratitude to everyone who was part of it.

Then, with the proposal already outlined, we were able to count on the validation meeting in which released people and their families participated, and whose speeches reinforced the need to constitute processes to enable listening and reflecting on the experiences lived in prison and recognizing the possibilities and difficulties of the “exit”. Therefore, it was possible to be sure that we were on the right path. This moment of validation and review also counted on the careful reading by Iñaki Riveira Beiras from Barcelona and the contributions of Christiane Russomano Freire and Giovane Scherer.

However, all of this was only possible due to the originality of the Program *Justiça Presente* and its work proposals. I register the critical reading of Luana Basílio e Silva, the presence and decisive support of Felipe Athayde Lins de Mello, and the especial complicity and professionalism of Pollyanna Alves, who participated in absolutely every moment of this work. All these contributions reflect the privilege and gratitude of the author of the present Guide for having participated in the “Consulting for the development of a Methodology for Mobilizing Pre-released People”.

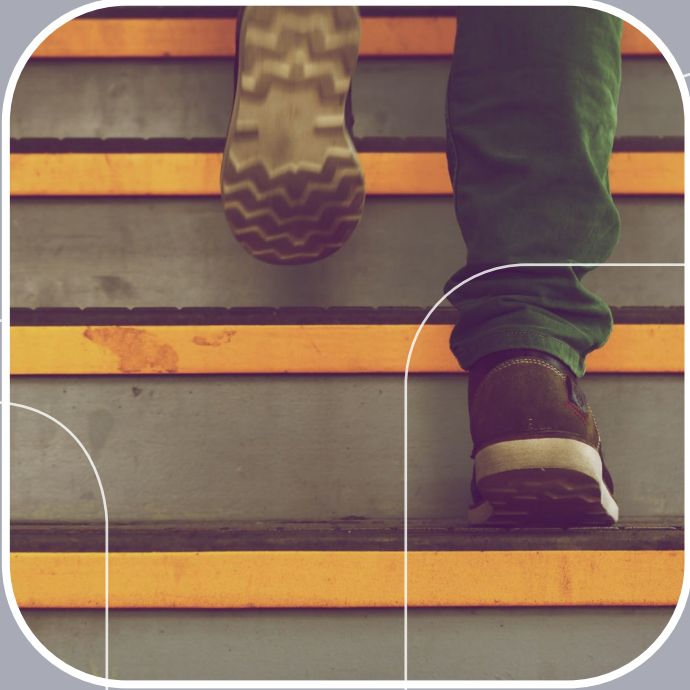
Technical presentation

The “Guide for the Application of the Methodology for Mobilizing Pre-released People” aims to equip the teams related to *Escritório Social* units and prisons to implement activities to prepare for leaving prison or for conditional release. The Guide is part of the work of the Program *Justiça Presente*, developed by the National Council of Justice (CNJ) and the United Nations Development Programme (UNDP) with the support of the Ministry of Justice and Public Security (MJSP) to improve the conditions of compliance with sentences and juvenile justice measures, and also to develop policies for pre-released people in Brazil.

One of the pillars of the Program *Justiça Presente* deals with “Subsidies for the promotion of citizenship and guarantee of rights of people deprived of liberty in the prison system” whose main strategy is the creation of *Escritório Social* units in the capitals of the 27 units of the federation, and the improvement of the existing local services that already serve this public. In an attempt to promote the dissemination of specific equipment for released people and promote a policy of care for pre-released people in the country, Resolution No. 307 was published in December 2019, instituting the National Care Policy for Released People from the Prison System within the scope of the Judiciary. The normative elucidates that assistance actions to released people from the prison system will be centralized in *Escritório Social* units within the scope of the Judiciary along with the Executive. The *Escritório Social* is proposed with shared management between the Judicial and State Executive Branches and intend to have teams from the network of social protection and inclusion services welcoming and following up released people, besides helping prisons in the process of preparing people in custody for liberty. It is precisely in this sense that the proposal for the **Methodology for Mobilizing Pre-released People is included**, designed to help in the implementation of actions aimed at preparing for liberty and what this Guide will focus on.

The present Guide provides the objectives, principles, institutional responsibilities, the activity planning process, the development of the Individual Release Plan, the individual assistance, workshops, the forms of articulation, monitoring, and evaluation of activities, and the communication of good practices. However, it is always good to remember that the conditions of prisons and specific demands have an endless number of variables, which will only be known in each case. Therefore, the proposals presented herein must be adapted to each context.

We hope that this Guide will not only be a technical tool, but mainly a stimulus for the implementation and improvement of activities to assist pre-released people. Even though many difficulties are imposed for the development of these practices, we have the ethical and professional duty to improve small existing spaces of liberty and face the symbolic walls that imprison us in routines that only reproduce and justify the logic of incarceration.



Part I

UNDERSTANDING THE METHODOLOGY AND ITS METHODOLOGICAL BASES

1 WHAT IS THE METODOLOGY FOR MOBILIZING PRE-RELEASED PEOPLE? WHAT ARE ITS OBJECTIVES?

The Methodology for Mobilizing Pre-released People deals with the joint construction (professional and person deprived of liberty) of an exit plan to be worked through individual assistance, workshops, and complementary activities in the six months prior to liberty. It offers subsidies to those teams or professionals who seek instruments for the non-naturalization of the prison reality and who believe in the potential of individuals, in citizenship rights, and in the possibility of making it different – and difference – in the performance of their functions. To outline this Methodology, we considered the conditions for serving the sentence proposed in different legal mechanisms such as the Federal Constitution, Brazil's Criminal Execution Law, the Nelson Mandela Rules, and the knowledge of reality and how far it is from this legal ideal. Prison overcrowding and the precarious sanitary and habitability conditions of most prisons, the presence of criminal organizations, as well as difficulties to implement the planned assistance are some of the aspects considered structuring and inherent to the prison system in Brazil, and that will certainly have an impact on the inmate's return to life in liberty.

It is in this context that the importance of the proposed assistance is outlined, whose general objective is:

To provide subsidies to the *Escritório Social* and the prison staff in the mobilization for assistance of pre-released people to develop life projects with a critical, autonomous, and civic insertion in their post-prison life.

The specific objectives proposed for the application of the Methodology are:

- (i) To initiate a preparation process with pre-released people for liberty, enabling to recognize individual, family, and social difficulties and potentials, aiming at building strategies to face the circumstances present during their social reinsertion.
- (ii) To relate pre-released people to *Escritório Social* units or other post-prison assistance services, enabling access to social policy resources to reduce existing vulnerabilities and the damage caused by the detention process.
- (iii) To foster articulations with civil society institutions, the public security system, and the criminal justice system to expand the commitment to respecting the rights of people in custody and people released from the prison system and encourage the development of decarcerating processes.

Therefore, the aim is to prepare pre-released people to be able to autonomously access and demand the services and assistance proposed for the exercise of citizenship, facing the challenges of leaving prison with the necessary support for the organization of their social and personal life.

2

WHO ARE PRE-RELEASED PEOPLE IN THE CONTEXT OF THE METHODOLOGY AND WHAT ARE THEIR CONDITIONS?

For the purposes of applying the Methodology, pre-released people are those who are expected to leave prison in six months, both from closed and semi-open regimes.

However, more than a legal and temporal issue, the definition of "who are pre-released people" requires the explanation of some factors that have already been fully proven by the force of empirical data – as shown in Infopen reports – and in different theoretical analyses. Based on these data and the methodological design proposed here, it is understood that despite the unique conditions of each person deprived of liberty with his/her history of determinations of social class, gender, race, family, individual potential, health, work, institutional trajectories, educational level, professional training, etc., there is something uniting them and that has been translated here from three distinct but deeply interconnected aspects.

More than connected, these aspects are produced and reproduced in the same reality. They will all reverberate so that pre-released people have a greater or lesser capacity of resilience and the possibility of building new life projects. They are the following:

2.1. The social issue: racial and class inequalities

The characterization of pre-released people requires the understanding of aspects related to the social condition involving their life history before prison, their "selection" process for the "world of crime", and their conditions and consequences of serving a custodial sentence. The social condition arising from social class and skin color, and its correlated poverty criminalization, comes from a moral hierarchy endorsing and naturalizing processes of construction and historical reconstruction of Brazilian inequality. Social class, race, and skin color are the main indicators of the existing inequality in access to goods that were socially constructed, such as knowledge, culture, new technologies, etc. Social policies should be considered in this context, whose financing and provision by the State are increasingly limited, which makes the abyss between the poorest and the richest people in Brazil even greater, and it will certainly impact on their prison release.

2.2. Disregard of individual rights

Another condition of pre-released people is their insertion "in the life of crime" and in the criminal justice system. The type of offence, the length of time and sentence regime, the excessive time

of pre-trial detention, the presence or absence of defense, the occurrence of torture, the association with criminal organizations, and the disciplinary infractions are aspects with a direct impact on the possibilities and limitations that arise when leaving prison. But the most impactful thing is the fact that all these conditions are naturalized and often not understood as infringements of existing rights during the criminal process and serving the sentence. The following issues outline the difficulty or even the lack of defense: the criminalization of poverty, different social and generational vulnerabilities, conditions of gender and skin color, among others that imply a weakening of the due process of law, and consequently of the very conception and implementation of justice. These vulnerabilities will translate into the existing selectivity in the work of the police, in criminalization and penalization processes, in serving the sentence, and finally in release conditions and the possible repetition of this cycle, with criminal recidivism.

2.3. Consequences of life in prison

Prison is structured based on a selective and repressive logic leading to the depersonalization and annulment of the subjectivity of individuals assigned to it. Therefore, it surpasses the loss of liberty and hurts the dignity of the individual, generating concrete consequences for those subject to it. These consequences are of different orders and involve, among other aspects, physical, sensory, and emotional sequelae. The architectural structure; prison overcrowding; the absence of collective spaces such as libraries, workshops, classrooms, etc.; the lack of privacy; the permanence in deteriorated, dirty, humid, contaminated, and poorly ventilated spaces impact the rate of people infected with HIV, hepatitis, and tuberculosis it is much higher in prison than in the general population. In the same context it is the worsening of mental health conditions of people deprived of liberty and the use of legal or illegal drugs. On the other hand, rigid routines and pre-defined schedules, the need to adopt stereotyped standards of language and expression, the imposition of behaviors in the way of walking and talking to workers, the clothes to be used and the limits to access any service are opposed to the autonomous administration of the criminal organizations inside the corridors and accommodations. It is, therefore, a continuation of production and reproduction of illegalisms and relations of domination and power¹, which will have implications not only during the serving of the sentence, but also for the (im)possibilities that will be imposed in life in liberty, enhancing other social markers of exclusion and vulnerability.

¹ MJ/Deppen. WOLFF, Maria Palma. *Postulados, princípios e diretrizes para a política de atendimento às pessoas egressas do sistema prisional*. Brasília: 2016. Available at: <http://www.institutoelo.org.br/site/files/arquivos/3ee754e254592ef408806d189d164bb5.pdf>.

3

WHAT PRINCIPLES UNDERLY THE PROPOSED ACTIONS?

Working with people deprived of liberty must consider the complexity and relevance of many violations that these individuals suffer during their lives, violations of rights that do not start with criminalization, but which are implied in it. They are different vulnerabilities that complete each other, articulate, and overlap in different moments and dimensions of life. In this sense, work must have an ethical commitment not to naturalize and not to deal with this reality, a commitment that can be explained by the following principles:

3.1. Understanding prison reality and its consequences

An effective work aimed at the insertion of the person deprived of liberty in social life requires the understanding of the consequences of deprivation of liberty. It is known that for the person in custody to have a “normal life” in prison, he/she needs to adapt not only to routines, but also to the power relations in force, whether legally or illegally established. Understanding that leaving prison has physical, psychological, emotional, social, and cultural effects is to comprehend that criminalization and deprivation of liberty structurally comprise the subjectivity of the person who will participate in the service. Even today, prison institutions deal with situations of torture and treatment that break the dignity of the human being, with great influence of criminal organizations, and with the fact that the State does not comply with the law daily. It is worth remembering that the Brazilian legal apparatus was structured to protect the interests of property – with its corollary slavery – and of patriarchy, and that these conditions also seem to have taken root in our institutions.

3.2. Insertion in the social, territorial, and community reality

The 1988 Constitution proposes the administrative decentralization, among other mechanisms for the democratization of the State. From this perspective, it comes the consideration that the municipality offers the greatest possibilities for transparency and management control over public policies. Thus, the municipalization of social policies expresses the idea that democracy will be concretely implemented in everyday public life.

Besides, it is this decentralization that allows recognizing the specificities of territories, their weaknesses, and constituted strengths, thus enabling a more direct confrontation of local demands and needs. The identification of the existing social and cultural resources of each region, the types of productive activities, and the demands of the labor market must permeate the entire

process of preparing people for their release from prison. Released people and their families must be recognized as part of a specific community and municipality, which makes them users of the existing services by right. Issues involving leaving prison should therefore be the point of interest and concern of local entities, and therefore links and articulations must be established at the municipal level.

3.3. Network perspective opposed to endogenous and isolated practices

Coping with the conditions exposed as characteristics of pre-released people requires a range of behaviors, measures, and solutions whose path it is not possible to follow only from detention and to a single institution or professional specificity.

Thus, intersectionality calls for the participation of different social policies, different State institutions, and accountability of all the institutions of the Justice System (Judiciary Branch, Prison Administration, Community and Penitentiary Councils, Public Prosecutor's Office, and Public Defender's Office). Likewise, the three levels of government are certainly involved: the municipality because it is there that Programs and the main mechanisms of participation and social control take place; the state level both for the state administration of criminal enforcement and for the possibility of building networks and partnerships; and the federal organizations with their possibility of stimulating, financing, controlling, and supervising public policies. Understanding social networks is not limited to a map of services or a list of referrals. Rather, it presupposes joint construction, acknowledgement of demands, non-compliance with established institutional and political limits, and a creative and committed influence of institutions. Interdisciplinarity, on the other hand, refers to the complexity involving the understanding of pre-released people, which certainly cannot be tackled by a discipline alone; knowledge from different areas is necessary, as these are not only individual, social, or legal issues, among other aspects.

3.4. Understanding the pre-released person as a subject of rights, commitment to human rights, and respect for differences

Understanding the person in custody as a subject of rights means to admit the prerogative that – even if infringing the criminal law – he/she should not be deprived of humanity and dignity and that detention is not deprivation of all citizenship rights. In this sense, all kinds of diversities and the ethical commitment to overcome moral and moralizing judgments in the understanding of

the other are considered. Thus, especially when it comes to public and state spaces such as the proposal presented herein, women, black people, indigenous people, migrants, disabled people, LGBTI or the elderly must be seen and respected in the specificities and peculiarities of their personal and social condition.

3.5. Practices carried out with permanent evaluation and criticism

It is widely known that projects and initiatives for practices in education, labor, professional training, and culture in the prison system, even if successful, hardly become a routine or part of a systematic sentence fulfillment, as they are normally related to civil servants or specific people, and do not comprise a public policy. It is difficult for services to be organized based on planning systems. The absence of indicators and evaluation processes has a direct implication on the (dis)continuity of the few but successful existing experiences.

Considering the dynamics of reality and the complexity of the proposed work, as well as the importance of evaluation processes for the continuity of the Programs, it is important to establish continuous guidelines for the improvement and evaluation of the practice. There must be both routine and concurrent evaluation of activities directly involving the participants, and periodically with partner institutions according to the indicators to be established.

3.6. Social participation as the basis for actions

The principles listed above undoubtedly refer to the understanding that the practices proposed by the Methodology for Mobilizing Pre-Released People will not be idealized, planned or executed based only on the action of a designated person. It is a work proposal comprising the scope of the problem in which it is inserted and its expressions in the social, legal, and institutional fields, and that therefore shows the need for different players to commit and influence practices to face it. This involves the person deprived of liberty and his/her family, people directly responsible for prison management (security officers, technical teams, administrative workers, teachers), operators of the Judiciary and other instances of the justice system and social policies and Programs, as well as representatives of the civil society.

4 WHAT ARE THE INSTITUTIONS INVOLVED AND THE PROPOSED ATTRIBUTIONS?

The attributions presented below generally address the institutions responsible for criminal enforcement and should, like the other aspects of the Methodology proposed here, be adjusted to local possibilities and limits. Likewise, besides the institutions listed here, others may be invited to contribute, participate, and formally commit to the activities to assist pre-released people, such as penitentiary councils, people in custody and family associations, universities, the Public Defender's Office, the Public Prosecutor's Office, NGOs, "Sistema S" organizations, business organizations, Councils (social assistance, health, education, etc.), among others.

4.1. *Escritório Social*²

- Articulation with instances of the Judiciary Branch and the state Executive Branch bodies responsible for social policies enforcement;
- Awareness-raising and coordination of the penitentiary management, of the assistance coordination or criminal treatment in prison administration bodies for the implementation of the Methodology by their technicians, as well as for the promotion of continuing education strategies;
- Participation in training for the technicians responsible for carrying out the activities of the Methodology and creation of spaces for exchanging experiences and articulation among the professionals involved;
- Development of flows between prison facilities and the existing equipment for assistance to the released person;
- Disclosure and identification of partners in civil society, articulating resources regarding art, culture, labor market, among others;
- Dissemination and mobilization of the Penitentiary Council, Community Council, and other Councils (education, health, social assistance, among others) to participate and collaborate with the activities;

² *Escritório Social* units are designed to assist released people, therefore their need to participate in the preparation for liberty. In places where this equipment is not available, other institutions will be in charge of that, or there will even be a redistribution to the other institutions listed here. The trademark *Escritórios Sociais* is mentioned in the text in its original language (Portuguese). The term can be translated as "Social Offices".

- Mobilization with representative organizations of municipalities aiming to build joint agendas for carrying out the activities provided for in the Methodology;
- Participation in the planning, monitoring, and evaluation of the activities planned;
- Advising the professionals responsible for carrying out the activities proposed by the Methodology for Mobilizing Pre-released People with theoretical and technical support, making it possible to adjust workflows and create spaces for listening and coping together with the difficulties found at work;
- Periodic evaluation and updating of the Guide to implement the Methodology for Mobilizing Pre-released People especially regarding the partnerships identified at local level;
- Periodic visits to prison facilities to advise on the implementation of activities, their execution, and evaluation, also enabling the exchange of experiences among professionals from different prison facilities;
- Communicating professionals who apply the Methodology for Mobilizing Pre-released People in prison facilities about the entry of the person they have referred to assistance in the *Escritório Social*.

4.2. Central Penitentiary Administration Body³

- Officialization of the Methodology for Mobilizing Pre-released People by issuing regulations (ordinance or technical note) as an activity of institutional interest (Formulation example in Annex 6);
- Insertion of the actions foreseen in the Methodology for Mobilizing Pre-released People in the planning and activities within the scope of prison administration;
- Adaptation of the Methodology Proposal to the state reality by establishing priorities, stages for implementation, workflows, schedules, and other specific processes even with the issuance of regulations and insertion of the Methodology by Penitentiary Schools to promote continuing education;
- Encouraging prison administrations with the aim of implementing the Methodology, seeking to involve the prison security sectors;
- Release and assignment of technicians and workers for planned work and activities, both in and out the prison facilities;

³ Generic name considering the different state administrative arrangements for the penitentiary policy management.

- Articulation of the Methodology Proposal with other state public security agencies, as well as with other departments responsible for education, labor, social assistance, women and diversity policies, among others;
- Disclosure and articulation with the bodies representing professional categories involved in implementing the Methodology;
- Insertion of the Methodology in the curricula and activities of prison schools to implement training processes on the topic for managers and workers;
- Creation of collegiate instances of articulation with municipalities, Public Prosecutor's Office, Public Defender's Office, Judiciary Branch, and civil society organizations to promote and evaluate the Methodology, as well as the Care Policy for the Released Person as recommended by CNJ Resolution No. 307, of December 17th, 2019;
- Management of information on the actions taken and referrals to the Care Policy for the Released Person.

4.3. Prison Units

- Disclosure of the proposal for the Mobilization of Pre-released People and mobilization of the different local instances for the enforcement of public policies;
- Preparation of a situational diagnosis and local planning, implementation of activities with the participation of the management and representatives of the different sectors present in the prison administration, including establishing internal communication flows for the implementation of activities;
- Organization of internal referral flow to the teams of the names listed by the Unified Electronic System for Penal Enforcement (SEEU, acronym in Portuguese) as possible participants in activities to mobilize pre-released people;
- Adaptation of the Methodology to the local reality, establishing priorities, stages for the implementation, workflows, schedules, and other specific processes in the context of the prison unit;
- Issuance of regulations to establish schedules, routines, and responsibilities of management teams and prison staff to implement the activities;
- Authorization of external participants and collaborators to engage in activities carried out within the scope of the Methodology;
- Disclosure of the actions carried out with the local media;

- Mobilization and articulation of the existing resources in the municipality: Community Council (health, education, social assistance, among others), universities, NGOs;
- Representation in different local instances of participation and social control of policies of interest and related to the Methodology;
- Construction of collegiate bodies of articulation with municipalities, Public Prosecutor's Office, Public Defender's Office, Judiciary Branch, and civil society organizations to promote and evaluate the Care Policy to the Released Person;
- Management of information on the actions taken and referrals to the assistance services for the released person.

4.4. City Halls

- Providing access of pre-released and released people to social assistance services, education, health, leisure, culture, sport, among others in the municipality;
- Considering the release from prison and the problems involved in it as a co-responsibility of the municipality, explaining goals, objectives, and specific actions in the plans and Programs of local policies;
- Enabling the participation of municipal employees in the activities related to their acting area in tasks carried out within the scope of prison facilities;
- Establishing quotas in external jobs positions for pre-released and released people in the municipal administration bodies.

4.5. Community Council

- Encouraging and supporting the implementation of the Methodology for Mobilizing Pre-released People;
- Participating in activities proposed within the scope of the Methodology for Mobilizing Pre-released People, either in thematic workshops or as special tasks;
- Contributing with mediations between the local civil society and the prison facility in the search for resources to implement the activities provided for in the Methodology.

4.6. Judiciary Branch

- Alerting prison establishments via SEEU of each individual who starts to count his/her period of six months to enter the regime progression or conditional release;
- Stimulating the Enforcement Courts, via Prison System Monitoring and Inspection Groups (GMF) of the Courts of Justice, to support and participate in the activities;
- GMFs support and follow-up to *Escritório Social* units or to the equipment of the state community to face the difficulties of implementing the Methodology;
- Participation of technical teams of Criminal Enforcement Courts in monitoring and execution of activities (as in some of the planned workshops);
- GMFs and Enforcement Courts monitoring of local planning, implementation, and evaluation of activities;
- Encouragement from Enforcement Courts to the participation of people deprived of liberty in activities to prepare for liberty when in contact with them;
- Allocation of funds from fines to supply the materials needed to carry out activities to mobilize pre-released people subsidizing both the acquisition of inputs for projects implemented by prison teams and the implementation of projects proposed by civil society organizations.



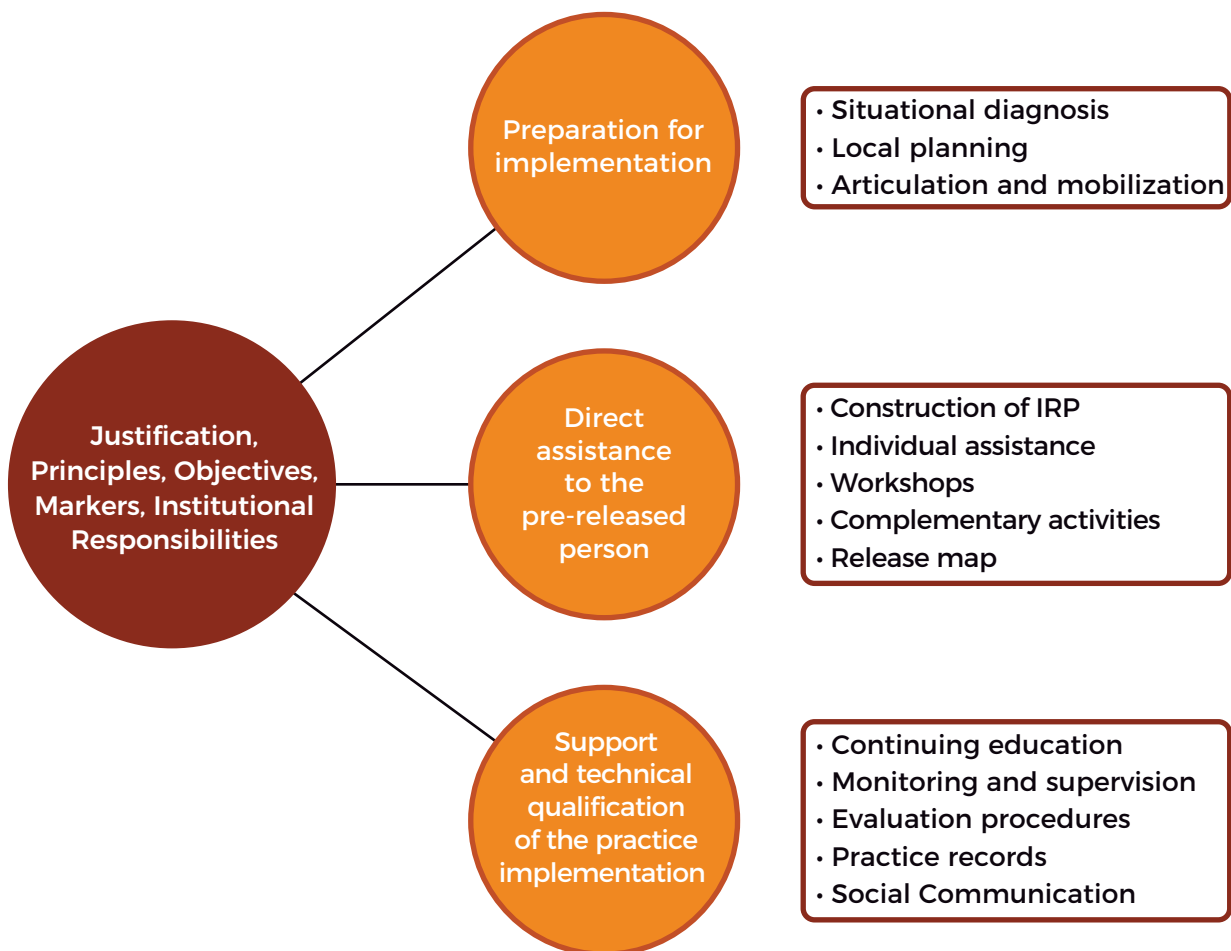
Part II

PREPARING THE IMPLEMENTATION OF ACTIONS

5 HOW IS THE METHODOLOGY ORGANIZED? WHAT ARE THE PILLARS OF THE ACTIONS?

The implementation of activities can be divided into three pillars that should not be analyzed in order of importance or temporal application, as well as they cannot be understood separately. The order and length of each stage will depend on the different existing conditions in each unit of the federation and will have to be adapted to the specific realities of each prison facility. Its explanation intends to set different spaces of intervention necessary for the implementation of the Methodological Proposal presented here. The axes and the corresponding activities are represented below.

Figure 1: Methodology pillars



6 HOW TO START IMPLEMENTING THE METHODOLOGY FOR MOBILIZING PRE-RELEASED PEOPLE? HOW AND WHOM TO ARTICULATE WITH?

The activity planning should be structured by the prison system actors and involve the prison management, security workers, technical staff and other professionals from the prison facility or other institutions that may directly or indirectly contribute to the work.

At this point, the state regulations formalizing the specific scope of each state (already mentioned in item 4.2) and the explanatory folder with the main points of the Methodology can be used for better understanding and commitment to the activities (Annex 1). The mobilization to implement the Methodology may count on other institutions such as the *Escritório Social*, the Criminal Enforcement Court, or the Community Council, which will be able to support the Methodology executors and coordinators.

After internal formalization, contacts and articulations external to the prison facility should be initiated, such as the Enforcement Courts, Community Council, Penitentiary Council; Municipal Councils Representing Social Policies, Municipal Secretariats, Professional Councils, Universities and Representatives of Social Policy Equipment, Workers Unions, and Civil Society Organizations. These articulations aim at raising support and resources for the development of specific activities of the Methodology and developing the articulation of community resources to be used when pre-released person leaves the prison system.

7 WHAT IS THE SITUATIONAL DIAGNOSIS?

The situational diagnosis aims to make the local reality compatible with the indications of the Methodological Proposal, internalizing or specifying the objectives and other fundamentals designed for the implementation of the Methodology, bringing objective data from the local reality, and indicating the needs and institutional and technical possibilities to implement the activities. The situational diagnosis is part of the work planning, and the actions will be developed based on it. It is the understanding of territorial conditions and services and the conditions for serving the sentence. It must be prepared by the person responsible for implementing the Methodology, but with the participation of the management and other prison employees, sentencing judge and technical team, Community Council, among others involved in criminal enforcement.

Besides establishing the parameters for the implementation of the Methodology actions in the daily life of prison facilities, foreseeing their routines, this action can also reach the goal of dis-

closing and mobilizing the necessary partnerships to implement the activities. An example of situational diagnosis is found in Annex 2.

7.1. Social reality

For the preparation of the situational diagnosis, the existing services to meet the demands must be mapped in the municipality and in the region. Besides, how institutions work must be known, in order to integrate them to the activities and to prepare the individual plan and the release map. Part of the mapping is the indication of community resources that would need to be accessed, but which do not exist or are not available. Cultural aspects of the community involving greater or lesser support for the development of the work should also be pointed out. Note that the mapping is already part of the development of the work, and therefore will require resources such as the release and assignment of workers to implement the activities.

7.2. Prison reality

The work must consider the reality of each prison facility and its movements observing factors such as territory, accessibility, and resources. It must consider the characteristics and demands of the beneficiaries, which will indicate the priorities and techniques to be adopted for the previously defined objectives of instructing pre-released people.

It is not about carrying out an extended analysis of the conditions of the local community and the prison facility, as the important thing here is to contextualize the reality for the development of a local plan.

8 HOW TO DEVELOP THE LOCAL PLAN?

Based on the development of the situational diagnosis, in which elements of reality were raised, the elements contained herein should be re-read for its local application. In addition to the situational diagnosis, the local planning for the application of the Methodology may add objectives to those already mentioned, bring the specificities of the prison population, specify the demands and routines of the Methodology activities in the prison facility (schedule/frequency/days of activities), add and define attributions of partner institutions not yet identified, define other activities of local interest, and define criteria/indicators, formats and frequency of the evaluation (Roadmap in Annex 3).



Part III

DIRECT ASSISTANCE

9

HOW IS ADMISSION TO ASSISTANCE?

After the development of the local plan to use the Methodology for Mobilizing Pre-released People the assistance itself will start. After the communication of the SEEU informing the implementation of the time lapse for granting the conditional release or the change of regime, the convicts will be invited to participate in the activities, and only after the initial interview and the agreement between them and the responsible technician is that they will be admitted.

In the agreement, besides the explanation of the activities to be developed within the scope of the Methodology, it should be clarified that participation will not be mandatory, and that this follow-up will not be evaluative. Therefore, this participation will not have positive nor negative repercussions in the court decisions. It is also important to mention the commitment to professional secrecy in the context of individual assistance provided by technicians, and the need to respect divergent opinions and the thoughts and feelings expressed by participants in the workshops.

10

WHAT IS THE INDIVIDUAL RELEASE PLAN?

The Individual Release Plan aims to know the situation of pre-released person in details, like the time of detention and the sentence to be served, among other information to allow the release individualization.

The aim is to identify the demand involving social problems and needs associated with restoring affective/family ties, the inclusion in the healthcare network meeting the integrality of the demands (health problems, use and abuse of legal and illegal substances, chemical addiction, mental health problems, among others), and the Social Protection Network (SUAS, acronym in Portuguese). The demand can also be associated with the link with work and educational/cultural development, social assistance benefits, personal documentation, rights, attention, and follow-up of mental health, among other needs arising from the deprivation of liberty observed since their entry into the prison system. In general terms, it is suggested to approach the following aspects:

1. Relation with the Justice and summary of criminalization history and prison life; relation with criminal organizations.
2. Current conditions of physical and mental health and use of legal and illegal drugs, experiences of access to assistance services and treatment projections.

3. Level of educational background, school life, learning difficulties, records of bullying, reasons for leaving school, interests, and expectations in continuing education.
4. Professional training and experiences in the labor world, acknowledged skills, expectations, and concerns about the future.
5. Presence and role of the family in serving the sentence, vulnerabilities experienced by the family, social protection for the family, history of violations and violence, relationships of mutual accountability; existence of other significant personal relationships; perception of roles of race and gender in the family and social life.
6. Existing and necessary documentation to the release from prison or for serving the sentence in semi-open regime.
7. Specific demands of the current prison regimes.
8. Other important aspects involved in the life history that may be meaningful for the release or the semi-open regime: social participation, art, religion, etc.

Based on the aspects raised, the interests, possibilities, and aspects that should be addressed in the process of preparing for liberty should be registered, thus making up the Plan.



WHAT SHOULD BE ADDRESSED IN INDIVIDUAL ASSISTANCE?

Based on the demands defined in the Individual Release Plan, there will be individual meetings and/or with the participation of family members to face the issues listed, whether regarding to civil documentation, family matters, or even other personal issues that may lead to greater vulnerability upon release or remaining in a more lenient regime.

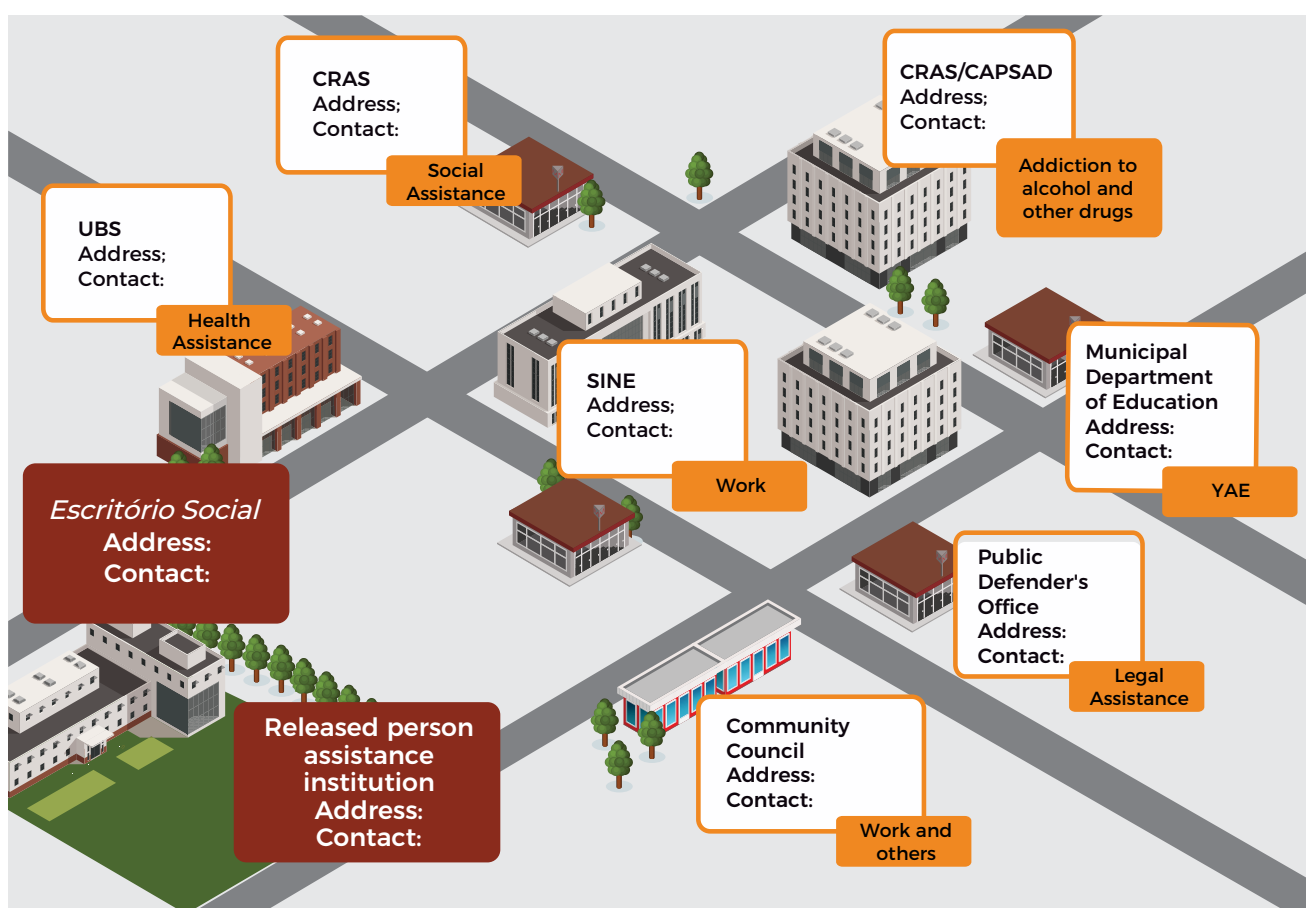
Theoretical references and specific instruments of each profession (psychology and social assistance) or other general techniques such as restorative circles and non-violent communication may be used for this assistance.

12 WHAT IS THE RELEASE MAP?

After participating in workshops, individual or family assistance, and other activities, people should assess the impact of the actions taken to build their release project, such as their participation in these activities.

After that, the proposal is the joint development of a "release map" presenting the instructions to be followed during the first days of liberty, reference elements for the social policy service network according to individual demands, and referrals to court when necessary. A copy of the map with the data of the detailed locations (address, opening hours, reference person, etc.), must be given to pre-released people so that they can follow the references and reflections of the work carried out (See Annex 4).

Figure 2: Exemplary graphic representation of the Release Map



Assistance must be developed in the prison facility system emphasizing the main referrals carried out, which must be shared with the *Escritório Social* for an eventual active search of the released person.

The pre-released person must receive a formal referral from the prison facility to the *Escritório Social* or to the referenced equipment along with the "release map". Periodic meetings with the network are suggested to assess workflows and processes and to discuss the cases when necessary.

13 WHAT ARE WORKSHOPS AND WHICH TOPICS SHOULD BE ADDRESSED?

Workshops to prepare for liberty aim to deal with topics of general interest to pre-released people, also enabling the socialization of expectations, fears, and envisioned alternatives. The exchange of experiences also provides a space for maturation and reflection on the individual plan developed.

The discussion of four major topics is proposed: (i) family and community relations, (ii) rights and citizenship, (iii) detention and its consequences, and (iv) work and professional alternatives which are divided into four meetings. Note that there is no hierarchy between the topics and no priority in implementation, as shown in figure 3 below.

Workshops (with 2 to 4 meetings for each of the topics) are weekly organized based on guiding questions for reflection, a brief basic text to contextualize the topic, and group dynamics. Films and other cultural elements could be presented to facilitate information and reflections on the topics covered. Depending on the local reality, workshops may also have special guests: sentencing judge, representatives of the *Escritório Social* or assistance service to the released person, representatives of health and assistance services, Community Councils, family members, among others. It is suggested the use of the "round-table discussions" reinforcing the participation and protagonism of everyone even to define the topics. The language must be simple, didactic, and explicatory to pre-released people. Pre-released people that develop work activities should also be taken into account, and these workshops may be offered to them at different times, if it is possible for the prison facility.

In the first meetings of each thematic workshop, it is important to explain the purpose and the questions proposed for the topic and the discussions that should happen again at the end of the four meetings comprising the evaluation of the discussions and the work carried out. Due to the dynamics of the prison facilities, it is known that groups will be constantly modified, that is why each meeting requires a brief introduction and presentation of the coordinator and participants.

Figure 3: Workshops and their topics



The four meetings outlined below for each of the topics suggest dynamics and texts. The “framed” texts were designed on a single page considering the possibility of being reproduced and delivered to the participants. Likewise, there are suggestions for activities whose texts should be reproduced and emphasized to facilitate the application of the dynamics suggested for working with the groups.

14 WHAT ARE THE PURPOSES OF EACH TOPIC AND WHAT ARE THEIR INSTRUMENTS AND TECHNIQUES?

14.1. Citizenship rights and resources

PURPOSE

This topic brings elements for the acknowledgement of human rights and their importance for building a life project for when they leave prison, discussing the possibilities and difficulties in accessing the service network. Therefore, the aim is to encourage inclusion in the equipment, use of services,

and main equipment of the local social network of health – physical, mental, drug abuse – education, social assistance, professional training, also including the resources of *Escritório Social* units, Public Defender's Office, Community Councils and NGOs, self-help groups, among other resources needed when leaving prison.

GUIDING QUESTIONS

What are my rights and duties as a citizen? What resources are there to implement citizenship? What impact has access these services had on my life? What difficulties have I experienced in exercising these rights? Do I somehow contribute so that my family members are entitled to these rights? Is it possible to fight for these rights? How do I understand the relation of these rights to liberty?

1st Meeting: What are Human Rights

DYNAMICS: Reading and reflection

This dynamic proposes reading the basic text “The meaning of having rights” shown below. The documentary “*What are Human Rights*” can also be presented (available dubbed at <https://www.youtube.com/watch?v=8xt0ujMak8E>).

After reading and/or watching the documentary, one should seek the participants' understanding of the information of the film and/or text, trying to focus on the Brazilian reality: How do they perceive the construction of human rights in Brazil? How do they perceive the impact of the Portuguese colonization with the appropriation of indigenous lands and slavery? How do they understand the repercussions of these events today?

THE MEANING OF HAVING RIGHTS

Human rights (HR) – as we know them today – are the result of many historic struggles. Many women, men and even children gave their lives so that we could recognize health, education, housing, food, the due process of law, non-violation of home, and the right to vote and be voted as everyone's rights.

Thus, the struggles of workers back in the French Revolution in 1896, black people in quilombos and cities for the end of slavery in Brazil, or women from various places in the world in the early twentieth century for the right to vote are part of the rights enumerated today in the Federal Constitution of Brazil and in other legislations. So, we can say that, more than a law, Human Rights can be considered as our possibility to fight for a decent life for all.

With the foundation of the United Nations (UN) after the horrors of World War II, and with the Universal Declaration of Human Rights and other documents following it (such as the Nelson Mandela Rules, Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment), HR started to be understood in a perspective of universalization, and no longer in the internal context of the countries; in other words, it is the idea that the rights of citizens are above the sovereignty of the countries. But, this is not something ready and solved as many contradictions arise so that it becomes reality. We need to continually struggle for their constitution and effectiveness.

*HR have **ethical foundations** (e.g., the reasons why we understand that women are not inferior to men or that black people have been subjected to countless injustices throughout our history) to “positify” them in a **legislation** (laws that we already have and other laws that we need to guarantee them), but they also need **public policies** to be implemented. So, awareness of a right and its legal guarantee are not enough. We also need to have instruments for its application, the so-called public and social policies. For example, if we are against the violence suffered by many women, if we have the Maria da Penha law, we must have resources for women to fight against the violence suffered, such as women's police stations, shelter units, etc.*

It is in this sense that the Federal Constitution of Brazil deals with fighting social and regional inequality bringing in Article 5 the individual rights, in Article 6 the social rights, and other articles specifying various other issues related to the well-being of the population and with the rights of those who are in prison. Therefore, citizenship does not only have a legal meaning but implies the understanding of belonging, a broad commitment involving different rights and duties that concern everyone. This context embraces the civil society and the State with their institutions, as well as the way each one of us relates to our families, our friends, our community.

2nd Meeting: Identifying social resources

DYNAMICS: Knowing and searching

To make rights effective, it is necessary to know the existing resources to face the different demands. The table below presents possible demands and their resources. Each of the items can be separated into cards; after randomly distributing the cards, participants must find their “pair”. In the case of smaller groups, the table can also be used as a “puzzle” in which each participant fits their cards in the corresponding topic.

After identifying each problem and its resource, the group is asked to assess the importance, effectiveness, criteria, and difficulties in accessing the aforementioned rights, and the link between the resource and public policy can be explained, as well as which instance whether public or private is responsible for its implementation. The list below can be added with other elements evaluated by the moderator, according to the interest of the group.

Public transportation vouchers to search for jobs	CRAS – Social Assistance Reference Center
Tuberculosis treatment	Basic Healthcare Center
Treatment for chemical addiction	AA – Alcoholics Anonymous/ Psychosocial Assistance Center/CAPS
Referral to professional courses	<i>Escritório Social</i>
Referral to work	Community Council/SINE
Enrollment in YAE – Youth and Adult Education	Municipal Department of Education
Information about other processes	Public Defender's Office
Difficulties to escape the "world of crime"	Organization of inmate's family members
Assistance to face domestic violence	Women's movements/NGOs
Racist attitude in refusing to present documents at the police station	Civil Police Ombudsman/ Black Movement Defenders
Procedure for loss of family custody initiated upon detention	Child Protective Services

These elements can also be worked on with the creation of a large map of resources and their local addresses as graphically suggested in figure 2 on page 32 dealing with the creation of an individual “release map”.

The meeting ends with the preparation for the next workshop on this topic – which will count on the invited people and institutions –, and therefore the main questions and concerns about social policies and their resources should be raised to be exposed in that opportunity.

A division of tasks is also suggested to organize the following meeting: rapporteurs, those responsible for organizing the room, water, and coffee service, preparation of a small thank you note for the guests, etc.

3rd Meeting: Conversation with partners

DYNAMICS: Conversation circle with guests from partner institutions

Based on the identification of partner institutions carried out in the preparation of the situational diagnosis for the application of the Methodology, and according to the demands listed by the group in previous meetings, between two and four institutions will be invited, and the representatives of these institutions will make a brief explanation of their work, possibilities and limits to assist the released person.

The rapporteurs chosen in the previous meeting will present the doubts and questions raised by the group, also making the floor available to other participants.

This meeting may have a more open character, and other workers, managers, and members of the technical team who are interested may participate. However, these participations must be agreed with representatives of partner institutions included in the group.

4th Meeting: Participation and commitment to rights

DYNAMICS: Writing the letter of intent and commitment

The activity begins by recovering the understanding of Human Rights, which gives us the idea that rights are not ready; they are the result of the participation of subjects who did not conform to injustices. In this sense, it is not enough just to complain about a right not fulfilled or a violation suffered. It is necessary to understand the process of violations; it is necessary not to reproduce it and take a stand against it. It is necessary to build strategies related to liberty, equality, and fraternity, which historically symbolize Human Rights.

On the other hand, the Federal Constitution of Brazil also brings the right to social participation in different ways. By regulating the different rights it specifies the presence of social control and social participation via the management councils of the different public policies. The Constitution thus defines a broad understanding of citizenship, which means that the right to participate is much more than the right to vote.

With this clarification, participants should be encouraged to reflect on how they can commit to building a freer, more egalitarian and more fraternal society, and also how to claim for their rights by learning to defend themselves from situations of injustice in a citizen's way and via legal channels. Each participant should suggest a point to be part of the letter of intent on Human Rights of the group. A copy will later be given to each member.

14.2. Detention and its consequences

PURPOSE

The intention of the topic and activities proposed herein is to reflect on the existing processes of violence and their constituent elements in the contemporary society, enabling the development of mediations between the general determinants of criminality and the unique situation of each pre-released person. The idea is to reflect on the role of prison in society addressing possible processes of maturation and personal growth, the negative contributions of this experience, the possibilities of resilience, and the need to undertake a process of "harm reduction" for when they leave prison.

GUIDING QUESTIONS

How do I understand the role of prison in society and the entry into the “world of crime”? How did my singularities (being a woman, man, youngster, black person, LGBTI) impact this process? What is the impact of prison in my life? What could I learn from this experience? Is it possible to “get out of it”? What is needed to face the consequences of the processes of criminalization and deprivation of liberty?

1st Meeting: Who are we?

DYNAMICS: *Brasil com P* [Brazil with P]

Use the lyrics of the Rap “*Brasil com P*”; the reading can be accompanied by the song or video in which Gog, its author, sings. The points discussed, like prejudice against black and poor people, criminal selectivity, privilege of those with more money, tendency of institutions to punishment, weakness of social policies, increased inequality between the poor and the rich, and the population's difficulty to be heard, among other aspects addressed in the music, must be compared to personal experiences. The idea is to overcome behaviors of mere victimization, seeking to deepen the understanding and creation of “*escape routes*” from said determinations

BRASIL COM P [BRAZIL WITH P]

Author: GOG - Genival Oliveira Gonçalves

Published research proves / Preferably black, poor, prostitutes for the police to arrest / Stop and think why? I go on / In the peripheries they practice perversity / PM's

On the political stage they promise, promise / Pure clowning / For their own profit / Beaches programs swimming pools palms / For the periphery / Panic gunpowder pa pa pa!

Front page / Price paid / Neck chests lungs punctured / It doesn't look like much Pedro Paulo / Profession bricklayer / Favorite pastime, pandeiro / Pandeiro partner Arrested carrying powder went through his worst nightmares / Prison cellars personal problems

Psychological lost partners past present / Parents relatives main belongings Pc / Privileged politician arrested / Seemed like a joke / Paid a bribe for police duty

Passed through the front door / I may seem psychopathic / Pivot to persecution / I foresee people carrying pistols / Pronouncing swear words / Prosecutors calling for arrests / Sin! / Life imprisonment / Words pronounced / By the poet periphery By this pronouncement we ask for punishment for small powerful fish Heavy weights / We mainly ask for passion for the homeland prostituted by the Portuguese We warn! / Partial position may provoke / Protests paralyzes pickets Popular pressure / Worried? / We promote peaceful marches / Lectures we pamphlet / We pass persecutions / Dangers by squares stages

We protested because they privatized toll ports / Forbidden! Petulant policemen pressured them / Pangaroos trampled on them and claimed prizes / Pure scam! / Priests and pastors promoted processions asking the population for pity and patience / Parables and prophecies promised petals of paradise / The predator prevailed

We stopped and thought deeply / Why do the poor weigh plastic paper cardboard for their fare and bread? Why do plagues proliferate throughout the country / Why the president why? The predator predominates / Why?

For the little princess, the patrician: Prestige, patronage, progress, patrimony, property, palaces, porcelain, pearls, perfumes, plastic, feathers, sequins / Why does it continue? / For the predestined plebeian: Pranto, perforations, condolences, wrist bracelet, pinga, dust, stonings, paying installment by installment, paralyzed partners, paraplegics, prostitution.

Public figures could be pressured, they remain paralyzed / Standard procedure, congratulations! / I ask permission to ask: Why black skin, brown posture? Po thinker, stepped on, worse, posed for playboy, for the audience / I ask for posture, personality For partners, for partners / President, palmares proclaims: First, permanent popular presence. Proposal: Comb by comb.

2nd Meeting: Conversation circle with reading and discussion of the basic text

DYNAMICS: Conversation circle with reading and discussion of the basic text

Based on the discussions of the previous meeting and the discussion on the selectivity of the criminal system and its preference for black and poor people, this meeting will be aimed at thinking about how the detention time affected the life of each person.

The text below "Detention and its consequences" brings some elements to trigger the discussion, and may be read in sequence by one or more members, or in parts focusing on the elements of each paragraph.

After reading, some questions can be asked to the group, such as, "Is it possible to have a society without any system that punishes the crimes committed?", "Is there prison without personal suffering?", "How would it be?"

The meeting can end with each member listing a negative and a positive consequence brought by detention to their lives.

DETENTION AND ITS CONSEQUENCES

We know that looking at criminality in Brazil is looking at a set of issues such as poverty, difficulty in accessing education, professional training, place of residence, race, color, among other factors that comprise the criminalization process. These situations are present in the "screening" of who will be the target for criminalization, criminal sentence, and finally detention. These issues indicate the (non)implementation of social rights, and at the same time they imply the difficulty to respect individual rights: access to defense and the possibility of denouncing violations also depend on these conditions. Thus, some authors mention groups that "stand up for" the punitive process, that is, those that best adapt to the selectivity involving, among other aspects, the "Ps": poor black people from the periphery, according to the song "Brasil com P" by Gog.

There is also the inherent repressive logic of prison leading to the depersonalization and annulment of the individual subjectivity. Therefore, it goes beyond the loss of liberty, as it hurts the dignity of the subjects and generates emotional, sensory, and physical consequences not only to people deprived of liberty but also to workers. It concerns the permanence in deteriorated, dirty, humid, contaminated, poorly ventilated, overcrowded environments. There are no collective spaces and activities, workshops, classrooms, etc., and, naturally, an absence of privacy.

In this sense, "the rigid routines and pre-defined schedules, the need to adopt stereotyped standards of language and expression, the imposition of behaviors in the way of walking and talking to workers, the clothes to be used are opposed to the autonomous administration of the criminal organizations inside the corridors and accommodations. Therefore, it is a continuum of production and reproduction of illegalisms and domination and power relations, which will also have implications to the (im)possibilities imposed to the free life"⁴.

But all this does not mean that this period did not bring any learning. The idea that "no man ever steps in the same river twice" indicates that everyday experiences, the impacts of the reality we all live in, and the relationships we establish modify and change us, making us grow. In this sense, detention time can also mean maturity, self-knowledge, overcoming beliefs, finding out new values. And it needs to be balanced, especially when we think of the challenges to be faced upon leaving prison.

3rd Meeting: Projecting the experiences and difficulties of the released person

DYNAMICS: Discussion about the released person's markers

Studies on the prison population and their condition upon release from prison bring some markers for the condition of the released person. These are some conditions to be faced by most of those who remained in prison for some time. The activity consists of imagining a meeting that could be at a bar table and encouraging them to look at the circumstances experienced at the time of release and project their feelings, perceptions, and possible developments.

The activity emphasizes the released person **status markers**⁵, which must be detached and placed together in an envelope, and each group member must take one of the "markers" and present it to their colleagues. In the presentation, they must associate the "status marker" with a hypothetical situation that they may experience upon their release and bring their feelings and concerns on this topic. In the list below, there are some elements that the coordinator can use to make the discussion more dynamic.

⁴ MJ/Depen. WOLFF, Maria Palma. *Postulados, princípios e diretrizes para a política de atendimento às pessoas egressas do sistema prisional*. Brasília: 2016. Available at: <http://www.institutoelo.org.br/site/files/arquivos/3ee754e254592ef408806d189d164bb5.pdf>.

⁵ MJ/Depen. WOLFF, Maria Palma. *Postulados, princípios e diretrizes para a política de atendimento às pessoas egressas do sistema prisional*. Brasília: 2016. Available at: <http://www.institutoelo.org.br/site/files/arquivos/3ee754e254592ef408806d189d164bb5.pdf>.

1) Urban mobility

The difficulty in transportation is because released people from prison often do not have public transportation vouchers to go home, much less to comply with certain orders of going to Court or the Penitentiary Council. They were often serving the sentence in other cities far from their homes. In this sense, it is essential that all work with released people such as the one carried out in *Escritório Social* units must provide access to resources to enable the mobility of the released person.

2) Documentation

Difficulties in having or carrying personal documentation, birth certificate, identity card, military service certificate, employment record book, among others, are common. Whether the documentation exists or was requested and prepared during detention, there is no guarantee that the person deprived of liberty will be able to have access to it when he/she leaves the prison system. The documentation does not always follow the various transfers of prison, and it is not always preserved. There are also obstacles of the Electoral Court (voter registration card) and of the Armed Forces (military service certificate).

3) Weakness in family and community ties

The detention period naturally establishes a spatial and emotional distance from family life. Also, the difficulties faced in carrying out visits range from the cost of displacement, availability of time required, loss of workdays, exposure to vexatious strip search, submission to the rules of 'leaders' of the criminal organization, among others. These aspects weaken the ties as not sharing the family daily life makes the establishment of relationships and experiences of material and mutual affective care far behind. Likewise, the distance from the community – whether from friends or from work relationships – brings the feeling of non-belonging or dispensability in the context of the family or community.

4) Work

Besides the struggle for material survival, work is directly related to belonging to the legal world of good and productive people. However, in the conditions of the contemporary labor world, the lack of qualification and professional training, precarious educational training, and mastery of new technologies associated with difficulties related to imprisonment, including prejudice and discrimination, hinder and/or prevent access to the so-called 'labor world'. This is because, if possibilities are already very little for workers in general, they will be much worse for those released from prison who carry all the resulting traumas.

5) Housing

'Having somewhere to go' does not only mean being able to afford shelter and housing. It brings a sense of belonging, the possibility of seeing themselves in a social place, and the possibility of being referenced in social assistance services. Likewise, not being able to have an address during a job interview or not being able to receive mail is another limiting factor when trying to get a job. This is such a significant aspect that being a released person has become a characteristic of part of the homeless population assisted by the Special Social Protection and Social Assistance Policy equipment, such as *Centro POP* units. The demand for temporary equipment and resources for that is already significant in the general population, and now has a strong sense of urgency for this public.

6) Criminal records and prejudice

One consequence of the period of incarceration is undoubtedly the discrimination that released people face. If personal conditions, low education, precarious professional training, difficulties with documentation and a fixed address already determine non-citizenship, being an ex-convicted will be the condition of the resistances and difficulties faced not only to enter the labor market, but in many areas of social life. The criminal records reinforce the dividing line between good and productive people and undesirable and socially useless and harmful ones – a line that often extends to family members who also start to be stigmatized as 'inmate's family members'.

7) Cognitive difficulties and information gap

The educational level of people serving a custodial sentence in Brazil is a paradigm of social inequalities, criminal selectivity, and the few existing possibilities when they release prison. These limitations will be enhanced by the difficulty in accessing formal education, culture, information, and professional training, and by the restriction of contact and exchange with the 'outside world'. In this context, there is still the restricted movement through information technologies – which are required in today's life – with important consequences to access the labor market and all other social services.

8) Need for access to justice

Regardless of the released person's situation, whether at the end of his/her sentence or serving a conditional release, or even in an open regime, there is a constant need for information on the progress of the criminal procedure and on rights and duties within the scope of criminal justice. Bureaucratic and legal measures are often needed and will be decisive for the continuity and organization of life in liberty. However, there are many limitations to access existing resources, including the Public Defender's Office.

9) Health problems

The consequences of detention are huge for the inmate's health. Infectious-contagious diseases and a series of other health problems must be faced and will add to the other difficulties mentioned. Drug addiction is also emphasized, and it is often present in the criminalization process and in the prison context, the confrontation of which will demand efforts on the part of the released person and his/her family.

4th Meeting: Baggage for return travel

DYNAMICS: Packing the bags

The meeting should be presented as a closing of the previous discussions, therefore the need for synthesis and individual reflection. A sheet of paper with a copy of the two bags must be handled to each participant. In one of the bags, each participant must list the "belongings" (feelings, needs, thoughts) they decided to leave behind when they are released, and in the other they must list those feelings and decisions they want to take because they will be important and necessary on this journey towards liberty.

Figure 4: My bags



14.3. Personal, family, and community relationships

PURPOSE

The elements of the present workshop and proposed meetings aim to help pre-released person understand themselves as part of a relational context and overcome the subordinating or victimizing feelings; to reflect on the importance and limits of family relationships and their implications in a give and take context; to acknowledge established family roles, gender specificities, the existence of stereotypes and prejudices, and project their impacts upon prison release; and to discuss the responsibility before, during, and despite detention.

GUIDING QUESTIONS

What does it mean to live in society? How and with whom do I share my life? What does family mean to me? How do I understand gender relations? What do I expect from my personal relationships? What commitments do/can I make to my family, society, and community? How do I face the difficulties of my social space and the pressures it brings to my life?

1st Meeting: Family settings

DYNAMICS: Family in and out of the "box"

With a small cardboard box placed in the center of the circle, the dynamics is to reflect on the different types of family and affective relationships developed throughout our lives, whose diversity does not always fit in the "box" of the traditional concept of family. The proposal is that each person in the group writes his/her name on a piece of paper. Participants should choose to talk about one affection and care relationship that they experience or have already experienced, like with a child, father, mother, partner, or friend. When telling their "story" they should choose whether it fits in the "box" and then put their name in the cardboard box (which should be in the center of the circle) or choose a story that does not fit this pattern and put their name out of the box.

The proposal is to share with the group stories about their family relationships, being able to understand the concept of "extended family", which says much more about care and affection than about the blood and formal ties between people. The activity coordinator should encourage testimonies and the sharing of reflections.

2nd Meeting: Me and the world

DYNAMICS: Reading and reflection on liberty and determination

In this second moment of discussion, the group is asked to reflect on the text **Me and the World**. The activity can be developed in different ways: silent reading, collective reading, listening to Gonzaguinha's song mentioned in the text, etc. After this moment, everyone's understanding of the issues addressed in the text can be shared. The focus of the discussion is personal responsibility and the existing possibilities and limits in the context of prison release.

ME AND THE WORLD

Our relationship with the world goes from determinations and impositions to possibilities of freedom – of thinking, deciding on aspects of our life, positioning against what we think is important, how to fight for our rights, how to build our relationship with family and community. Thus, we can say that we are at the same time the product and the result of our time and its impositions (of consumption of things and limitations of access to goods that should exist for everyone, for example), and of our freedom of choice facing the world surround us.

The endless question is, "is it possible to be free while serving a custodial sentence?" Another one is, "is it possible to be free in a world that restricts us and shows us only 'a dead end'?" But aren't we responsible for scaping from this 'death'? José Paulo Paes reflects on that in his little poem "Saldo", where he understands that the "worst of all" is to refuse to perceive reality, to accommodate and not to risk new experiences:

...the faucet runs dry (but the worst is the absence of thirst)

...the light is off (but the worst is the taste of the dark)

... the door is closed (but the worst is the key on the inside)

We can say that even if we live in prison (a determination in itself) and with the other impositions that come with it, we will still have some space, even if it is a small space of freedom. For example, I can decide how to treat my family members, whether or not I will fight somehow to improve my children's future, whether or not I reinforce the skills I have (interpersonal relationships, creativity, work). I will be able to decide if I face my prejudice against the different and what is present in my surroundings: if I face my sexism, my emotional dependence, my prejudice

against LGBTI people, if I try to understand and help a disabled, elderly, or mentally ill person who is also serving a sentence.

It is not a matter of having the power to fully decide life, but of knowing what struggles you would like to fight. Human dignity is not a final result, but the possibility of fighting for a life worth living. And there is no such thing as an isolated person with a life worth living; the “world around us” is also “our world”, as shown in this part of “Caminhos do Coração”, a song by Gonzaguinha:

*And I learned that it always depends
So many, many, different people
Every person is always the brands
Of the daily lessons of so many other people*

*It's so beautiful when we step firmly
In these lines that are in the palms of our hands
It's so beautiful when we go to life
On the paths where it beats, the heart is much stronger*

*It's so beautiful when we understand
That we are so many people wherever we go
And it's so beautiful when we feel
That you are never alone no matter
How much you think you are*

Tell me, what do you think?

3rd Meeting: Rehearsal of liberty

DYNAMICS: Can we have fun?

In the release process, the possibility of experiencing different feelings and sensations is as relevant as the other moments of reflection and knowledge. Confinement tends to produce sensory, cognitive, and psychological limitations that need to be addressed. Thus, it is important to prepare for release by providing recreational activities followed by groups in the case of the semi-open regime or good and different experiences in the case of the closed regime.

A relaxed activity like the collective organization of a party for the birthdays of the month is suggested, or a round of testimonies about funny or picturesque stories that each one experienced. It is essential for people to understand that they deserve the joy, and that fun and leisure should be part of their lives, as well as work, education, and other commitments.

4th Meeting: Representing life in liberty

DYNAMICS: In a few words

With this activity, the proposal of the workshop on social, family, and community relations is concluded. In view of the experiences of the previous meetings, the proposal is to create a sentence about what is significant or represents how the return to family and community is being for each one of them.

Writing is free and can be expressed in different formats, including poetry, drawing, music, composition, reporting, and testimony that can be shared with the group. The important thing is to value the possibility and the right to express fears and concerns, as well as hope and the possibility of building new life projects.

14.4. Work and professional alternatives

PURPOSE

In this topic, the aim is to offer some tools for understanding the world of contemporary work and its inherent difficulties. The idea is to provide access to information on local demands, types of bonds and employability, and on the possibilities of resources for professional training and improvement, and address the existing prejudices in the labor market, as well as new professional fields and careers.

GUIDING QUESTIONS

What is work and what does it mean today? How do I perceive my limits and my possibilities of working in liberty? How do I see my inclusion in the formal labor world after my detention time? What skills do I have or would like to develop? Am I available to invest in a professional rescue? What are the existing problems for insertion in the labor market? How to face them?

1st Meeting: Sharing experiences

DYNAMICS: Dream cards⁶

Detention, and everything it involves, and the living conditions in today's world often prevent us from dreaming and projecting possibilities that are different from those we are used to having in our lives. We often fail to look at the skills we have because they do not seem to fit into what we believe to be our destiny in life. However, we know that without dreams there is no movement, we get paralyzed even before we start walking; the dream does not need to be something huge, spectacular; it just needs to be a dream. That is why sharing dreams is important, as it allows us to know better what we really want, decide which path to take and the partnerships – internal and external to us – that we need to seek to go along with us in this direction.

⁶ Dynamics based on "Enchanting life with the Organization of Production, Fair and Solidary Marketing and Consumption". Available at: <https://marista.edu.br/ims/wp-content/uploads/2017/07/2-Encantar-a-vida-com-a-Organiza%C3%A7%C3%A3o-da-Produ%C3%A7%C3%A3o-Comercializa%C3%A7%C3%A3o-Justa-e-Solid%C3%A1ria-e-Consumo.pdf>

The idea of this meeting is to enable everyone to freely express their dream. For this, the group will have the “**work dream card**”, a cardboard with the words “**My dream is to...**”. Each person who picks the card must state what they would like to work on when they are released and what skills they see in themselves to do so. After each manifestation, the card is passed to the next person who should simply pass it on if they do not have a dream to share. Manifestations should not be judged as to whether they are correct, viable or not; the activity coordinator should write down the main ideas and return them for the group's final reflection.

2nd Meeting: Changes in the labor world

DYNAMICS: Unfortunately we are not alone

Understanding the processes that the labor world has gone through and their consequences are very problematic for a large part of the population and especially for released people is essential for understanding the current configurations of the labor market, its possibilities, and the limits posed for a large part of the population. The text below brings elements for this reflection.

THE LABOR WORLD

The production, trade, and consumption of goods have not always happened the way we know it today. In other words, work, considered a process of nature transformation, has taken on various forms of organization in human history. First, we had community life and activity where everything was shared by everyone, then slavery in the ancient world, serfdom in the Middle Ages, and then capitalism, which is the way to produce and organize the wealth we know.

Capitalism has defined two main social classes: the workers and the owners of the means of production. It means that those who have money have the production instruments, that is, they own the land, the factory, the machines, and profits from what is produced there. Thus, the workers without these means sell their work in the labor force for a salary, which will be more or less in accordance with the qualifications of these workers. Thus, we have a society hierarchy in which having money is also having the power to decide what will be produced, how it will be produced, how the distribution of tasks will be, and who will consume it. The owners of the means of production receive the greater part of the wealth via profits, interest, or land income, while the workers receive only a small part – the salary –, which only precariously guarantees their subsistence.

But capitalism has also changed since its emergence in the 17th and 18th centuries. At the beginning of the 20th century, for example, we had the so-called Fordist model in which the factory was central to production and people's lives. Thus, there were the unions fighting for the rights of certain professional categories. Today, we have the neoliberal model in a context of globalization, which means that a product can have a part of its production in one country and another part in the other side of the world. Thus, we can easily buy a product over the internet (a cell phone, for example) that was produced in China with Brazilian raw material that is being marketed by an American company. The workers do not totally understand their work as they did in the past. This new period of capitalism has not only brought this change, but also changes to labor relations. In other words, there was a time when basically the only form of regulation of labor relations was a fixed wage with determined working days, but now we have countless other ways in which these relations are posed: informal work, part-time jobs, etc. This fragmentation had an important impact on the organization of workers, weakening their organizations and struggles. Technology has also brought many changes to production. What used to require several hands to be produced before is now the task of just one person who only needs to know how to operate computer Programs and give the right commands. With all this, workers are also seeking new ways to fight for their rights, as well as new forms of labor organization and economic production.

After reading, the coordinator should ask the group to emphasize the points of greatest significance and focus especially on the aspects affecting the condition of being in detention. The reflection should deepen the connection of these issues with the living conditions of their families and the difficulties projected to get a job position when they are released.

Work that is considered unproductive should also be emphasized, such as educating children, home care, assistance for the elderly and ill people in the family, which are often disregarded and not valued because they are not part of a commercial/financial relationship.

Whenever possible, in addition to reading and discussing the text above, documentaries and short videos explaining the current conditions of capitalist development should be used.

3rd Meeting: The ideal job

DYNAMICS: Working conditions

In this meeting, the proposal is to reflect on the working conditions and the relationships involved in different professional activities, and what qualities they should develop. We often do not have the space to make big decisions about what, how, for whom to produce, but even so, we need to be alerted to take advantage of the small existing spaces that may indeed represent some change to the labor relations.

Based on the indicators described below, the coordinator challenges the group to design an activity that can include them. As a starting point, the suggestion is to create a large poster with the words “working conditions” written in the center and its six indicators: legal, labor, social, environmental, economic, and educational around it. Participants must expose and write on the poster the aspects characterizing each one of them also exemplifying them with concrete situations. Below is the definition of the aspects comprising the characterization of working conditions.

1) Legal

Respect to the existing legislation and the regulation of production and product.

2) Labor

Respect to work standards, considering health and safety conditions, etc.

3) Social

The ends of the work, usefulness, and the consequences of this production to the community.

4) Environmental

Concern with direct or indirect environment preservation.

5) Economic

Payment, economic viability, gains and losses for the different subjects involved.

6) Educational

What is possible to learn about the activity individually or collectively?

4th Meeting: Possibilities, forms, and ways

DYNAMICS: How to work?

Recognizing the different forms of work organization in society is important for recognizing the rights we have in the world of production. In this dynamic, the use of newspapers and magazine clippings is suggested so that participants can individually or in small groups characterize some of the labor forms exemplified below.

After this stage, the group meets to expose their ideas and explain what guided each one. The coordinator should encourage discussion about the positive and negative aspects of each type of work.

Formal work

It is known as “work with a formal contract” or “employment”, which enables the guarantees of labor legislation: vacation, employment security fund, etc.

Informal work

Paid work without formal relationship between employer and employee. Many domestic workers are in these conditions.

Volunteer work

Activity carried out without payment and aimed at assisting people and communities.

Unpaid work

Routine activities that are often not even considered as work, such as taking care of home, children, and sick people.

Labor analogous to slavery

Developed under precarious conditions and without remuneration or generating debts with the employer.

Entrepreneurship

The possibility of creating, maintaining, and managing their own businesses.

Cooperatives

A work system in which the ownership of the means of production is collective, and everyone participates in decisions and profits.

Solidarity economy

The work understood as a means of emancipation from a process of economic democratization, creating a work alternative different from the capitalist logic. Its principles are self-management, democracy, respect for nature, fair trade, and solidarity consumption.

15 WHAT COMPLEMENTARY ACTIVITIES CAN BE DEVELOPED?

In addition to the priority workshops, other workshops and activities should be developed, and they can be carried out along with other sectors and services of the prison facility and can also be offered to people deprived of liberty not related to the Methodology. They are cultural activities: arts and literature, family groups, and thematic workshops addressing the issues of drug use, environment, health prevention, issues of gender, masculinities, ethnicity and social class, human rights, masculinities and violence, short-term practical courses such as computer, craftwork, healthy eating, garbage recycling, and commented movie sessions. An example of these activities is detailed in Annex 5.



Part IV

TECHNICAL QUALIFICATION SUPPORT AND DISCLOSURE OF THE PRACTICE

The forms of qualification, support and disclosure of the practice described below are not isolated activities. They are complementary and must be organized concurrently with the planning and development of activities. Thus, as demonstrated in the flowchart representation (figure 5), these activities do not have a specific methodological moment to be implemented, as they must be present during the entire process of applying the Methodology.

16 WHAT IS CONTINUING EDUCATION?

A continuing education process should be seen as part of the Methodology, as the proposed actions are dynamic and need to be complemented with the local reality and adjusted to the conflicts for their implementation. Thus, social reality, social transformations, and the relationship between public policies and prison issues should be constantly reflected on.

For the development of continuing education processes, different resources can be used, like those available within the management of criminal services for training civil servants – especially civil servant training schools – and those made available by partner institutions (Judiciary Branch, Public Defender's Office) and local resources such as Community Councils and universities. Different pedagogical means: face-to-face, distance learning, use of social networks, among others, should also be considered. It is suggested to define three priorities for the continuing education process, as explained below.

16.1. For the ones who implement the Methodology

First, the training for the implementation team must deal with the appropriation of the foundations of the Methodology for Mobilizing Pre-released People and the instruments and techniques proposed to equip operators for the challenges of this implementation. However, during activities, the demands for training and improvement of the team on different theoretical, technical, and ethical aspects involving the work must be acknowledged taking into account especially the existing conditions in the prison system. Likewise, considering the dynamics of reality, there is a need for updates on different topics related to work.

16.2. Activities for the prison staff

Considering that this Methodological Proposal concerns an interdisciplinary work, different sectors of the prison facility must be involved in it. It is not just about understanding the methodological process that colleagues will develop but acknowledging the foundations of this proposal for joint work. Likewise, there are

topics of interest to the Methodology connected to other aspects of serving a custodial sentence that can be discussed by the group of the prison staff.

16.3. Training the service network and partnerships

The understanding of the prison reality, its conditions and contradictions, and the legislation regulating it are aspects that often cannot go beyond the prison walls, which are not just physical constructions as they are also the symbol of separation and social isolation. For this reason, and in order to be able to work together as a network, the services must be activated to comprise the assistance process for pre-released people to have basic knowledge about the prison institution, the legislation related to criminal enforcement, and the process of returning to liberty. This activity depends on local demands and resources, and can be articulated, for example, with universities, Community Councils, Enforcement Courts, among other resources.

17 HOW IS THE PRACTICE MONITORED AND SUPERVISED?

For the monitoring and supervision of the implementation of the activity, the proposal is to create the following:

- Methodology monitoring and supervision team, which can be centralized in the *Escritório Social* or in the technical teams of the Criminal Enforcement Courts or the state coordination of the technical teams working in prison facilities.
- Management groups with the participation of partner institutions to implement the Methodology aiming at monitoring and institutional collaboration.
- An instrument of face-to-face or virtual articulation between the workers to implement the activities at the regional or state level aiming at the exchange of experiences and shared studies.

18 WHEN AND HOW IS IT IMPORTANT TO EVALUATE ACTIVITIES?

The evaluation of the methodological process must be part of the entire working process and all its activities. Planning, individual and group assistance, the articulations made, and the forms of commu-

nication used, among other aspects, need to be constantly rethought for their affirmation and/or redirection. It is considered that:

- The bodies responsible for the process of implementing the activities create quantitative and qualitative indicators such as the number and type of actions implemented, number of workers involved, number of people assisted, type and number of actions with pre-released people, list of partner institutions, limits, and unveiled possibilities;
- The pre-released person personal perception on the assistance process experienced in the closing interview;
- The participation of all the actors and institutions involved;
- Spaces for scientific research and production in partnership with universities to monitor the implementation of the Methodology and evaluate the results.

19 HOW TO PROCEED WITH SOCIAL COMMUNICATION AND DISCLOSURE?

The disclosure of activities should be considered a part of the Methodology and is intended both to reinforce positive agendas contributing to broaden the social and community participation in the assistance process and to internally consolidate the development of activities. It can also contribute to the evaluation process.

The technician responsible to implement the Methodology will be able to rely on both the release contained in Annex 1 of this Guide and the materials produced by the participating subjects, with scientific articles produced internally or by the academia, and with the disclosure of quantitative and qualitative data consolidated within the scope of the implementation of the Methodology. Thus, the proposal is to disclose within the following scopes:

19.1. Internal disclosure

- Involves the Methodology operators, through exchanging experiences, exposing the alternatives created and surveying the training needs;
- Directed at the prison administration, reinforcing integrated work, participation, and involvement of different sectors related to criminal enforcement;

19.2. Disclosure in the participating network and the community in general

- Focused on the partner network, managers of social policies and related to the public security area to establish partnerships for the implementation of the Methodology for Mobilizing Pre-released People;
- For the local media, with a view to enable a greater understanding of the prison reality, the possibilities, and individual capacities of the subjects, as well as greater integration with the community and its resources;

19.3. Scientific communication

Universities and educational institutions might participate, through academic events, experience sharing, theoretical deepening, analysis, and exchange of experiences. This participation reinforces the university's commitment to social development, and the prison context enables the comprehension of social reality, as well as criminal and penitentiary legislation.

20 WHAT AND WHY TO RECORD THE ACTIVITIES?

20.1. Recording activities in general

Recording the activities, both internally (meetings with management and the security sector, discussion with other professionals, holding workshops, etc.) and externally (meeting with the service network, with the sentencing judge, with the Community Council, participation in Municipal Councils, etc.), is intended to build memory of activities and enables sharing the experience. It may also constitute quantitative and qualitative data for the evaluation and resizing of the strategies and instruments used. Thus, without bureaucratizing the implementation of activities, the adoption of a "field diary" or other forms of recording is suggested, even if in a synthetic, practical way.

20.2. Recording individual attendance

The records of individual care, especially made to prepare the Individual Release Plan, should be concerned with comprising the assistance, mobilization process of pre-released people. Therefore, the confidentiality of the individual data collected must be preserved. The development of the

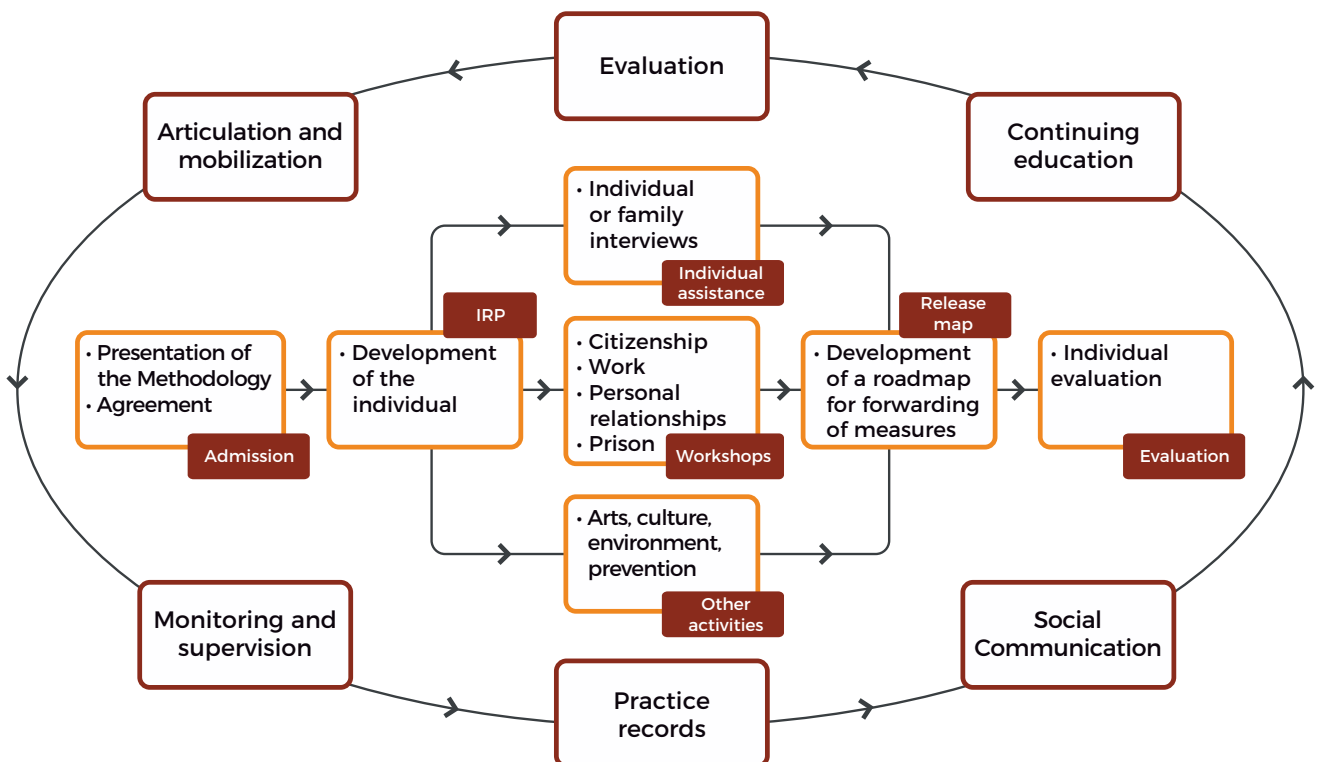
“release map”, referrals to the *Escritório Social*, or other services must be carried out jointly with the beneficiaries, therefore with their consent to the information contained and shared with these services.

21 AFTER ALL, WHAT IS IMPORTANT TO EMPHASIZE?

The activities proposed in this Guide are not definitive forms of action; they conduct to a methodological perspective related to the acknowledgement of reality, its determinations and possibilities. Therefore, it is not a closed and definitive Program; it needs to be appropriated and adapted to the different realities and existing possibilities in the diversity of the Brazilian prison system. However, all the actions described here are not mere theoretical idealizations, as they come from the reflections, suggestions, and experiences of countless people, as already explained.

Another aspect to emphasize is that all the activities proposed here are equally important for the implementation of the Methodology. The figure below tries to represent the comprehensiveness of the actions and the necessary connection between them.

Figure 5: Action flowchart



On the other hand, due to the complexity of the topics developed in the “Methodology for the Mobilizing Pre-released People”, many issues could not be sufficiently deepened in this Guide. In fact, each of the twenty questions covered here could be discussed, theoretically referenced, and supplemented with lots of data. But this is not the scope of the Guide. It intends to awaken, propose, and promote actions to minimize the problems experienced by people deprived of liberty in returning to life in liberty. Thus, it is expected that each worker, each institution, or group responsible or involved in its implementation can carry out the necessary in-depth studies.

However, all efforts would be innocuous if the principles proposed (addressed in question No. 3 of this Guide) for the foundation of the Methodology are somehow not present. Thus, we cannot forget that the basis of all actions are the acknowledgement of the prison reality and its consequences, insertion in the social, territorial, and community reality, network perspective opposed to endogenous and isolated practices, acknowledgement of pre-released person as a subject of rights, committed to human rights and respect for differences, practices carried out with permanent evaluation and criticism and participation as the basis for actions.

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ANNEXES

Annex 1 EXPLANATORY FOLDER OF THE METHODOLOGY

NOTES ON THE METHODOLOGY FOR MOBILIZING PRE-RELEASED PEOPLE

The Methodology for Mobilizing Pre-released People is part of the Program Justiça Presente, carried out by the National Council of Justice – CNJ – in partnership with UNDP – United Nations Development Programme and support from the National Prison Department – Depen – reaching the whole Brazilian criminal and prison justice system. One of the concerns of Justiça Presente is to offer “Subsidies for the promotion of citizenship and guarantee of the rights of persons deprived of liberty in the prison system”, and in this sense there are proposals for the creation of Escritório Social units to assist the released person and assist prison facilities in the implementation of activities to prepare people in custody for liberty. In State Xx the adoption of the Methodology was regulated by yyy.

Studies on released people and the existing services to assist them indicate that the importance of preparing for liberty begins during the period of detention. The way in which they leave prison without minimal social resources and without relations to an assistance network is not compatible with the need to build new life projects and does nothing to prevent these people from relapsing. The conditions for serving the sentence in Brazil indicate the need to invest in a new methodology in compliance with Criminal Execution Law's provisions. Even though the activities only take place immediately prior to release, it is possible to make a difference in the life of the inmate, his/her family, and his/her surroundings. Thus, it is important for the State to address the problem of pre-released people and people released from the prison system via its institutions.

The proposed Methodology for Mobilizing Pre-released People in Brazilian Prison Units aims at people who are serving a custodial sentence in a closed or semi-open regimes and who are six months away from obtaining sentence progression, conditonal release, or permanent liberty. However, the activities suggested here aim to establish a process, a movement connecting with social policies and services to assist the population, and, when it is the case, Escritório Social units, and other specific services to assist the released person from the prison system. The general objective proposed for the Methodology is:

"To provide subsidies to Escritório Social units and the prison staff in the mobilization for assistance of released people from the prison system to develop life projects with a critical, autonomous, and civic insertion in their post-prison life".

The specific objectives proposed for the application of the Methodology are:

- (i) To initiate a preparation process of released people for liberty enabling to recognize individual, family, and social difficulties and potentials aiming at strengthening the creation of strategies to face the circumstances present during their social reinsertion.*
- (ii) To relate released people to Escritório Social units or other post-prison assistance services enabling access to social policy resources to reduce existing vulnerabilities and the damage caused by the imprisonment process.*
- (iii) To foster articulations with civil society institutions, the public security system, and the criminal justice system to expand the commitment to respect the rights of people deprived of liberty and released people and encourage the development of decarcerating processes.*

The institutions involved are, among others, the Enforcement Court, Community Councils, municipal departments of health, social assistance, culture, professional councils, universities, social policy facilities, workers' unions, and civil society organizations. The articulation with these institutions aims at raising support and resources for the development of specific activities of the Methodology and to develop the articulation of community resources to be used when pre-released people leave. Therefore, activities will not only be implemented inside the facilities, but it presupposes both the participation of the prison's technicians in local events and spaces, and the participation of people representing institutions in the activities carried out in there.

Among the activities proposed are the development of an Individual Release Plan, individual and family assistance, the organization of thematic workshops (citizenship, work, social relations, detention), and sociocultural activities (according to local possibilities and needs). At the end of the process, the development of a "release map" containing the main information and necessary referrals is indicated.

The aim is to develop pre-released person's autonomy, enabling him/her to access and demand services and assistance proposed for citizenship. This autonomy is for pre-released people to be safer when leaving prison and with the necessary support for the organization of their lives regarding social and personal issues.

Annex 2 SITUATIONAL DIAGNOSIS

Survey on the local reality

It is the prison in the city of Campo Livre, 400 km away from the state capital. The city has 30,000 inhabitants, and its economy is basically based on agriculture and commerce. It is a city whose human development index (HDI, acronym in Portuguese) is above the state average, but this “average” only shows the significant existing inequality. The rich neighborhoods of the large rural producers contrast with the poverty on the outskirts of the city, with precarious infrastructure and problems with sanitation and urban mobility. Maybe due to being a traffic route, the city records a significant violence rate, since it is the third city in the state in terms of homicide rate, as shown by the Atlas of Violence 2018.

The city has a Community University with undergraduate courses (including law, medicine, psychology, and social work), postgraduate courses (master's and specialization levels) in many areas. The University also has some university extension Programs such as the forest engineering course working with the community to recover riparian forests in the region rivers and organize an international literary event which annually mobilizes the entire region.

It has three primary healthcare units and only one Psychosocial Assistance Center (CAPS, acronym in Portuguese) which also meets the demands from other small towns in the surrounding area. CAPS Alcohol and Drugs is being created in the city as numerous cases of alcohol and drug abuse are recorded. The University Hospital has few psychiatric beds, which certainly do not meet all the demand that is not just from the municipality. There are some Alcoholics Anonymous groups working in the city.

Within the scope of Social Assistance, Campo Livre has two Social Assistance Reference Centers (CRAS, acronym in Portuguese) – and one Specialized Social Assistance Reference Center (CREAS, acronym in Portuguese) – developing Programs of low and medium social complexity in the municipality. According to the Municipal Secretariat, there are not enough resources to meet all the demands of the population.

There is a unit for the compliance of juvenile justice measures in the municipality serving the districts of the eight municipalities in the region. The city has a center for alternative sentences and measures located in the Court House and operating with two professionals from the Department of Penitentiary Administration, but with no equipment to assist released people who count only on the support of churches and the Community Council in case of emergency.

Prison Facility Characterization

The prison unit in which the mobilization work with pre-released people will be implemented (the other prison is a semi-open male prison with a capacity for 120 people deprived of liberty and a population of 190) works in closed regime for the serving of sentences and pre-trial detention. Its capacity is for 300 people in custody, but currently (September 2019) has a prison population of 730 people, with approximately 60 women in prison already counted. The information is that around 55% of inmates are in pre-trial detention. The most common crimes follow national data: robbery, theft, and drug trafficking, and a large part of this population of youngsters. The prison facility has presented several problems such as escapes, "sales" of housing, drug trafficking. This year, the prison facility underwent an intervention by the Department of Penitentiary Administration due to the large number of escapes and reports of corruption by prison officers to "sell" the best accommodations. Currently, the entire institution's management team was changed.

About 10% of people deprived of liberty work, but in activities restricted to cooking, cleaning, and maintenance work. The prison facility has a Healthcare Team (in partnership with the Ministry of Health), two Youth and Adult Education (EJA, acronym in Portuguese) teachers for literacy in elementary and high school. However, the lack of space and security greatly harms the school activities, and teachers complain about the lack of support from prison workers, as they do not release people in custody for the activities. There is also the presence of the *Pastoral Carcerária* and groups of evangelical churches.

The technical team comprises two social workers; one is a psychologist, and the other one is the lawyer in charge of administrative disciplinary processes. There is also a great demand for assistance from the Public Defender's Office. However, it is the same professional who assists the two prisons in the city, not being able to keep up with the demand.

With the support of the judge of the Criminal Enforcement Court, the Community Council is being reactivated, and people involved in this process have shown interest in participating in activities to mobilize pre-released people. The local Court House has two technicians (a psychologist and a social worker) to meet all the demands of the district.

Articulations

After a meeting with the prison administration and the head of prison security, we were authorized to start the articulations to implement the activities. The explanatory folder of the Methodology was handled to the director, who was receptive to it despite saying that there should be no harm to the other activities (development of reports and emergency assistance) assigned to the technical team, and therefore the work will only be carried out by a social worker. The security team also pointed out some difficulties but stated their interest in cooperating.

Parallel to this, conversations were held with the teachers and the health team of the prison, who stated the importance and need for this assistance and were willing to collaborate to the extent of their possibilities with the activities of the Methodology for Mobilizing Pre-Released People.

As for the external articulations, support was sought from the Court House's technical team, whose professionals were responsible for referring to the enforcement judge the need to schedule a meeting with the prison's management to reinforce the implementation of the Methodology. Contacts were also signed with the Municipal Department of Social Assistance, which mentioned the precarious resources, but even so indicated the coordinator of the Reference Center for Social Assistance (CRAS) to continue the articulations.

The contacts with the University discussed numerous work possibilities, such as agreements for internships in psychology and social work within the scope of Methodology, entrepreneurship courses by the school of economics, and some activity with the professors of the literature course. However, these actions come up against the need to formalize the agreement, and the prison's administration will refer to the central body. Another obstacle is poor resources of the University, for example, to pay the professors for the extension activities. However, after this contact, a professor from the biology course volunteered to carry out a workshop to create a worm farm for the production and sale of humus using organic waste from the prison.

The Community Council has a new board and is willing to collaborate, mainly by assisting people deprived of liberty and their families when they leave prison. The Criminal Enforcement Court was asked to provide funds from court fines for the purchase of some necessary equipment and materials.

Annex 3 LOCAL PLANNING ROADMAP

Planning assistance activities for the pre-released person at Prison X

Unit Director:

Responsible Technician:

1. Introduction

The objectives of the work and its consequences to the community. Introduce the members of the technical team or other institutional origin who will be in charge of implementing the activities.

2. Objectives

Transcribing the proposed objectives for the implementation of the Methodology contained in this Guide and making additions or adjustments, if necessary.

3. Partner institutions

Listing the institutions that will participate in the activities and what their assignments are.

4. Location and time of individual assistance and workshops

Mentioning the place of individual assistance and the location of workshops and other activities, as well as the scheduled times.

5. Resources for developing activities

Listing the resources that will be accessed from the prison facility and those that will be requested from the Criminal Enforcement Court.

6. Characteristics of participants

Estimation of the exit movement in conditional release and for the semi-open regime. If possible, make a brief contextualization of the main characteristics of the beneficiaries (age, education, crimes, sentence).

7. Description of workshops

Defining the number of meetings and techniques to be used for each topic (considering the need to adapt the form and content proposed in this Guide).

8. Complementary activities

Describing other possible activities from the resources articulated in the situational diagnosis (lectures, other workshops, professional courses, movie debate).

9. Monitoring, evaluation, and communication

Establishing a working group (unit management, Criminal Enforcement Court technician, Community Council, university, etc.) for evaluation and referrals necessary to the continuity of the work. Suggest forms of internal and external communication to the facility.

Annex 4 INDIVIDUAL RELEASE PLAN

To illustrate the release map, we tell the history of R.G.S., 24 years old.

The guy is a pre-released person who is in the Criminal Institute of open and semi-open regimes. He has incomplete elementary school education and so far, does not have professional training or work history to enable him to provide for himself. He has basic personal documentation and a history of several medical appointments or hospital discharges during his detention time at the Institute, and reports from other people deprived of liberty that he would be experiencing frequent fainting. However, medical evaluations did not indicate significant or serious problems for such episodes and suggested that fainting was related to a possible anxiety crisis.

He was sent for individual psychological assessment during the implementation of the Individual Release Plan (PIS, acronym in Portuguese) and a mental disability was found. In other words, he presents incomplete development of intellectual functioning characterized by impairment of the faculties determining the global level of intelligence, cognitive functions, language, motor skills, and behavior. In the case of R.G.S., the intellectual, cognitive, and behavioral impairment observed was more pronounced than the other functions. Given the situation, it was possible to understand its functioning and the causes of the symptoms presented, including the behavior that triggered the crime for which he is serving his sentence.

R.G.S.'s family was called to discuss other aspects of affective and social ties, besides his history and the family's knowledge on the guy's intellectual condition. R.G.S.'s mother went to the Criminal Institute to participate in the implementation of the Individual Release Plan and did not seem comfortable with the call. She justified her son's detention by saying that she does not support him nor agrees with his attitude, and that the guy was well educated but got involved with other guys in the neighborhood and ended up committing a robbery and being arrested.

R.G.S. is the youngest son and has two brothers; he was raised by his mother and grandmother. His mother provides for the family working as a maid every day. From the time her children were young, his grandmother took care of them during the day. When his mother arrived home late at night, she also took over the other domestic tasks. Nobody knows from the father of the children. The family lives on the outskirts of the capital. The mother has not shown to make a difference between the children in terms of affection. The oldest son works and studies and has never been involved in crimes. She said she demands the same from the two children, and at first, she seemed to deny her child's disability. Due to the circumstances, the mother went to the Institute other times to clarify her son's difficulties and to participate in R.G.S.'s preparation for release.

The security team was asked to reserve an appropriate space in the accommodation respecting the guy's condition and demands until he was finally released from detention. The judge was informed about R.G.S.'s condition and the need to anticipate the progression to house arrest.

In this case, individual and family assistance was prioritized, and R.G.S. did not participate in the thematic workshops of the Individual Release Plan.

Release map

In the days close to R.G.S.'s release, his mother was instructed about the treatment he needs, covering from family relationships to inclusion in formal education and a job suited to his level of development. As R.G.S. was being medicated for anxiety and psychotic episodes, information about the medication like name, prescription, time to be administered, and frequency of appointments in the public care service were given verbally and in writing to the mother, who was already aware and accepted the special care that her son needs.

In the situational diagnosis of the territory, it was observed that there is no specific service to treat R.G.S. regarding the continuity of schooling and assistance to his intellectual demand. The existing services are focused on mental health and/or alcohol and other drugs use. The Association of Parents and Friends of Exceptional Children (APAE, acronym in Portuguese) is the institution that could better treat him despite its limitations, as his demands go beyond the specialties and focus of APAE. Even so, the institution was invited to check the possibility of being a reference to the mother who would take care of R.G.S. while he was in liberty. Also, a survey of companies with special job positions for people with disabilities was carried out to show the family how to help R.G.S. apply for a job. A supermarket was initially suggested. This idea was developed during the individual assistance until his release.

R.G.S. and his mother were provided with addresses and written referrals to APAE, to a Basic Healthcare Unit which works with family healthcare and can follow him, and to the Social Assistance Reference Center for R.G.S. to enroll the Continuous Cash Benefit Programme – BPC, acronym in Portuguese – and/or assistance for his insertion in the labor market. They also received contacts of the Court House Social Service in case they need it due to R.G.S.'s recent conditional release.

Addresses and appointments were also indicated on a real map of the city, so that they could clearly visualize and locate them.

Annex 5 COMPLEMENTARY ACTIVITIES

The topics addressed in the workshops – social and personal relations, work, citizenship, life in prison – and those addressed in individual assistance can be approached through complementary topics and based on different artistic and cultural resources.

Movie debate

The movie debate comprises broadcasting a documentary or film to stimulate reflection on a given topic. It is important to consider that instructions and debates are guided in such a way to avoid moral judgments. Thus, a more didactic and artistic approach, if possible, may show better results in the liability process.

Example of documentary and how it can be explored

In the example presented herein, the issues of citizenship, work, and interpersonal relationships can be approached from the perspective of the collectivity and the importance of the sum of efforts in the transformation of reality, the search for a fairer society in particular from the point of view of human rights.

Waste Land (*Lixo Extraordinário* in Portuguese) is the record of the work of artist Vik Muniz in Jardim Gramacho, the largest landfill in Latin America located in the city of Duque de Caxias, Rio de Janeiro. The film was premiered in January, 2011. In the documentary, the artist's works are portrayed with the participation of people who work with waste recycling. After this contact with art and the artistic production process in which these people are present in body and soul, a reflection is produced on interpersonal relationships, relations with the self, with objects, and with the planet. The debate on the documentary becomes an interesting activity because it portrays a reality close to that experienced by most people deprived of liberty. Besides, it deals with a subject that interconnects us: consumption, disposal, environmental preservation, and social inequality. The aspects discussed can be related to accountability with attitudes, with the relationships we establish in other spheres of life, how we understand ourselves in this system, and what strategies are possible to build. The reflections are numerous and can produce long hours of debate.

It is also possible to organize an activity related to the documentary they watched and debated, and promote a collective effort to collect garbage from the prison facility or plant trees and flowers.

Annex 6

STATE ORDINANCE FOR THE ADOPTION OF THE METHODOLOGY

Ordinance No.

The Secretary of State Penitentiary Affairs, in the use of his due grants, decides to

- 1) Adopt the Methodology proposed by the National Council of Justice/CNJ via Program *Justiça Presente* to mobilize pre-released people from the prison system in the State of Rio Grande do Sul.
- 2) Recommend to the technical teams of prison facilities the use of the principles laid down in the material, as well as the different stages – preparation, implementation of activities, continuing education, disclosure – as well as the instruments and techniques contained in the “Guide for Application of the Methodology for Mobilizing Pre-Released People” published by CNJ.
- 3) Emphasize, as directed by the aforementioned Guide, the need to comply with all stages of implementation, enforcement, and evaluation with the direct or indirect participation of the prison facility staff.
- 4) Register the interdisciplinary nature of the actions and, therefore, the constant need for involvement, commitment, and participation of other instances of public and social policies with special emphasis on the actors of the public security and criminal justice systems, of social policies and equipment for the assistance of the released person from the prison system, as well as local civil society organizations.
- 5) Emphasize the role of the Secretariat and its different departments in advising and supporting the prison facilities to implement the Methodology by the promotion of possibilities and technical and institutional support.

FACT SHEET

Department for Monitoring and Inspection of Prison and Socio-educational Systems

Assistant Judges of the Presidency

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