



Operating Procedure

Effective Date May 1, 2016	Number 920.1
Amended 8/18/16, 10/7/16, 12/9/16, 2/3/17, 2/28/17, 4/17/17, 7/7/17, 7/19/19, 10/13/17, 2/21/18, 4/1/18	Operating Level Department
Supersedes Operating Procedure 920.1 (11/1/14) Operating Procedure 920.2 (4/1/13) Operating Procedure 920.3 (11/1/14)	
Authority COV §18.2-308.2, §19.2-303, §19.2-304, §19.2-390.1, §53.1-145, §53.1-148, §63.2-605	
Subject COMMUNITY CASE OPENING, SUPERVISION, AND TRANSFER	ACA/PREA Standards 4-APPFS-2A-02, 4-APPFS-2A-03, 4-APPFS-2A-04, 4-APPFS-2A-06 4-APPFS-2A-07, 4-APPFS-2A-08, 4-APPFS-2A-09, 4-APPFS-2A-10 4-APPFS-2A-11, 4-APPFS-2A-12, 4-APPFS-2A-15, 4-APPFS-2B-01 4-APPFS-2C-06, 4-APPFS-2D-01, 4-APPFS-2D-02, 4-APPFS-2D-03 4-APPFS-2E-01, 4-APPFS-2F-01, 4-APPFS-2F-02, 4-APPFS-2G-01, 4-APPFS-3A-27, 4-APPFS-3D-38
Incarcerated Offender Access Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	FOIA Exempt Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Attachments Yes <input checked="" type="checkbox"/> #34 No <input type="checkbox"/>
Office of Primary Responsibility Probation and Parole Procedures Committee	

I. PURPOSE

This operating procedure provides protocols and guidance for Department of Corrections Probation and Parole services to open cases for offenders coming from Interstate transfers, Institutions, Courts, or Jails; to provide surveillance and community supervision of offenders to assure public safety and assist offenders in leading crime-free lives; and to transfer offenders between Community Corrections units.

II. COMPLIANCE

This operating procedure applies to all Probation and Parole units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

Administrative P&P - A VACORIS virtual location for cases when the offender is not available for active supervision

Case Plan - A dynamic document used to guide the offender's progress in achieving their goals during supervision; it is a mutually agreed contract between the offender and supervising staff that outlines the requirements for offenders while on supervision, identifies offender goals, outlines the activities necessary to achieve those goals, and sets time frames for completion. The P&P Officer's surveillance, verification, referral, and monitoring responsibilities are defined in conjunction with each offender goal.

Case Supervision Review - A tool in COMPAS designed to periodically review and modify the offender's assigned supervision level based on changes in dynamic risk and need factors

Community Corrections Alternative Program (CCAP) - A residential facility operated by the Department of Corrections to provide evidence-based programming in accordance with COV §53.1-67.7 and COV §53.1-67.8

Community Contact - Communication with any person or agency representative who has knowledge of the offender or his activities; they may include such sources as Town, City, or State Police, schools, social agencies, friends, relatives, or acquaintances of the offender. These are variable and are directed toward addressing problems presented by the offender. Community interaction efforts should be directly related to the *Case Plan*.

COMPAS (Correctional Offender Management Profiling for Alternative Sanctions) - The DOC

approved risk/needs assessment which consists of different versions for community corrections and institutions; COMPAS is a support system for supervision and case-management decisions, a database used in combination with VACORIS, a tool that assesses two critical risks - violence and recidivism and a tool for determining the criminogenic needs that are used to develop case plans and set programing.

Conditions of Supervision - A document that details the rules an offender must abide by in order to complete supervision successfully

Detainer - An order to hold an offender in custody

Employment Verification - Confirming employment through telephone contact, personal contact at the place of employment, or the viewing of pay stubs

Evidence Based Practices (EBP) - Correctional decision-making derived from research findings about practices proven to change offender behavior thereby reducing the risk for recidivism

Field Visit - A face-to-face contact in the community with the offender or another person with knowledge of the offender's behavior and activities; field visits must occur outside of the P&P Office area.

Gang - A group of individuals who: (a) possess common characteristics that distinguish them from other offenders or groups of offenders and who, as an entity, pose a threat to the safety and security of staff, the facility, other offenders or the community; (b) have a common distinctive goal, symbolism or philosophy; (c) possess identifiable skills or resources, or engage in unauthorized/illegal activities. Criminal street gangs, neighborhood cliques, hate groups, cults, and domestic terrorists that meet these conditions are considered gangs.

Goals - Targets for change aimed at addressing offenders' identified needs and/or priority areas

Home Visit - Contact at the place of residence with either the offender or another person who can verify the offender's residence; home visits should be conducted to identify sources of support in the offender's natural community. During the home visit an effort should be made to meet the family/significant others to assess the pertinent dynamics with the home environment and to enlist the support of others in the change process.

Initial Case Opening - Steps required to begin supervision of a case transferred into a P&P District from Interstate transfers, Institutions, Courts, or Jails

Initial Contact - First meeting with the offender to establish contact and advise the offender of their supervision obligation

Initial Interview - A personal contact occurring early in supervision and involving a thorough review of conditions and the home and employment arrangements

Instructions - Directions imposed by the supervising P&P Officer related to expected behavior or in response to non-compliant behavior

Minimum Expiration Date (MED) - The date established by the authority ordering supervision (Court or Parole Board) on which the supervision is expected to expire

Motivational Interviewing (MI) - An EBP utilized to facilitate communication, enhance internal motivation to change, and build understanding and trust between the offender and the P&P Officer.

Needs - The criminogenic factors that indicate appropriate service interventions

Parole - A legal status that allows an inmate to complete his sentence to incarceration in the community subject to certain conditions and supervision

Personal Contact - A face-to-face meeting between a P&P Officer and offender

Post Release Supervision - A judicial action that allows a period of supervision in the community, subject to certain conditions, for felony offenses committed after January 1, 1995 and for which offenders are ineligible for parole. Offenders sentenced to post release supervision prior to July 1, 2000 will be supervised and reviewed in the same manner as a probation case. Offenders sentenced to post release supervision after July 1, 2000 will be supervised and reviewed in the same manner as a parole case.

Probation - A judicial action in lieu of incarceration that allows an offender to be supervised in the community subject to Court-imposed conditions

Recidivism - Although the DOC considers several recidivism measures, recidivism is generally defined as re-incarceration with a state-responsible sentence within 3 years of release. (4-APPFS-3D-38)

Record Check - Inquiry to determine criminal history information

Risk - The factors that influence or predict criminal behavior

Special Conditions - Rules imposed by a Court or the Parole Board that an offender must conform to which are in addition to the standard conditions of supervision.

Supervision Start Date - The date on which a Probation and Parole Office becomes responsible for supervision of the offender

Tasks - Realistic, behavioral action steps necessary to get the offender to successfully complete case planning goals

Transfer Case Opening - Steps required to begin supervision of a case transferred from another Virginia Community Corrections program, Facility, or District to continue supervision

Transfer Request - A request from an assigned P&P District to another P&P District to evaluate an offender for transfer of supervision

Waiver - A temporary variance to the frequency of a case management task during an offender's supervision

Working Day - Weekdays, Monday through Friday, except official state holidays.

IV. INITIAL CASE OPENING

A. Supervision Goals

1. The goal of supervision is to enhance public safety by providing necessary services based on evidence based practices to facilitate change in criminal behavior to assist offenders in leading crime-free lives, reduce recidivism, and promote lasting public safety. (4-APPFS-2A-07, 4-APPFS-3D-38)
2. It is the DOC's belief that supervision and the use of community resources are appropriate where:
 - a. Offender supervision promotes pro-social behavior and public safety.
 - b. These changes can be achieved through supervision, community resources and services, and treatment intervention.
3. The basic elements of supervision include risk/needs assessment, case planning, information from Pre- or Post-Sentence Reports, special conditions imposed by the Court or Parole Board, referral to community resources including treatment, surveillance, and follow-up action.

B. Preparation for Supervision

1. Each offender shall be assigned to a P&P Officer for supervision and case management. P&P Officer assignments should be appropriate to the offender's needs.
 - a. All new cases shall be assigned to an initial level of supervision at the time of case assignment. (4-APPFS-2A-03)
 - b. An offender required to register as a sex offender should be assigned to a sex offender specialist P&P Officer. If the offender also has known gang affiliations, the sex offender specialist P&P Officer will work closely with the gang specialist P&P Officer.
 - c. Any offender being placed on supervision that is suspected of gang involvement or believed to have gang related tattoos, brands, or markings is to be interviewed by a gang specialist P&P Officer.
 - i. The Gangs and STG Information and Gangs and STG Notes are to be checked in VACORIS for possible information on the offender's gang involvement.
 - ii. Photographs are to be taken of all tattoos, brands, and markings on each offender and uploaded into VACORIS *Physical Appearance Module*.
 - iii. Any gang related investigations, affiliations, and criteria are to be documented in Gangs and STG Information in VACORIS.
 - iv. Any general gang related information is to be documented in the Gangs and STG Notes in

VACORIS.

2. Prior to the initial interview, the P&P Officer should review background material such as the *Presentence Report* and VACORIS information relevant to social history, re-entry plan, *Case Plan*, risk/needs assessment, and previous adjustment to incarceration and/or community supervision.
3. The P&P Officer will initiate and document contact (phone, personal) with the offender on Level High supervision within 2 working days upon receiving notification that the offender has been placed on community supervision. (4-APPFS-2A-04)
4. The supervising P&P Officer and the offender should jointly develop the goals and objectives for supervision. This planning should incorporate the assessment of risks and criminogenic needs of the offender, the problems, capabilities/limitations, and the participation of the offender.
5. The *Case Opening Checklist* in VACORIS may be completed to confirm that all applicable, necessary steps to open a supervision case have been completed prior to or during the initial interview.
6. This operating procedure provides for an individualized supervision plan to be developed for each offender. This plan is reviewed and approved by a supervisor. The offender receives a copy of the *Conditions of Supervision* and *Case Plan* (if needed). The supervision plan includes, as appropriate: (4-APPFS-2A-08)
 - a. *Conditions of Supervision*
 - b. The appropriate level of supervision as determined by the offender's risk and need
 - c. Objectives to be met by the offender and the P&P Officer
 - d. Services that address the offender's needs

C. Initial Supervision Interview

1. The initial interview is to be held within 10 working days upon receiving notification that the offender has been placed on supervision (within 5 working days for Level High supervision cases) and include a thorough review of the *Conditions of Supervision*, the home and employment arrangements, and any situation that the offender may view as a problem that would hinder his/her positive adjustment into the community. (4-APPFS-2A-04)
2. An Incoming Interstate Transfer Case's initial interview will held within 10 working days (within 5 working days for Level High supervision cases) after reporting based on approved Interstate Compact Reporting Instructions or a Transfer Reply.
3. The major objectives to be completed in the first 60 calendar days of supervision are:
 - a. Establish a professional relationship based on mutual respect with the offender
 - b. Obtain the offender's participation in the analysis of his/her problems, the setting of the objectives, and establishing a *Case Plan*. This should include setting limits and expectations, and assisting the offender in connecting with resources and services in the community.
 - c. Explain thoroughly the *Conditions of Supervision* and have the offender sign them; gang members shall be provided a copy of the special instructions for gang members. (see Attachment 1 for sample)
 - d. Explain reporting instructions
 - e. Define the offender's designated area of travel and any prohibited areas
 - f. Instruct the offender how to contact staff during non-business hours (4-APPFS-2A-15)
 - g. Discuss with the offender the responsibility for community service and paying restitution (if ordered), Court costs, fines, and cost of confinement (4-APPFS-2F-01, 4-APPFS-2F-02)
 - i. In accordance with COV §19.2-353.5 offenders may request the Court to waive the interest charges accrued during past incarcerations for fines and costs using the [Certification of Incarceration Period \(Form DC-366\)](#)
 - ii. One form may be used and duplicated for multiple Courts.
 - iii. Once the offender records their Name, Date of Birth, the last four digits of their Social Security

number, and DOC Number, if possible. The form should be mailed to:

Virginia Department of Corrections
Attention Central Criminal Records
P.O. Box 26963
Richmond, Virginia 23261-6963

- iv. Only one request form is needed regardless of how many facilities the offender was housed in.
- v. The request must include an address to which the form can be returned or it will be discarded.
- vi. Requests will be returned within 5 weeks completed or with an explanation of the findings.
- vii. The offenders should submit the completed [Certification of Incarceration Period \(Form DC-366\)](#) to the applicable Circuit Court.
- viii. Offenders seeking a waiver of interest charges accrued during past incarcerations imposed by a Court in a jail or the Community Corrections Alternative Program (CCAP) in Detention/Diversion, should submit a [Certification of Incarceration Period \(Form DC-366\)](#) to the facility for completion. The offender should then submit the completed form to the applicable Court for instructions regarding any waiver requests for time periods served in the facility.
- h. Advise the offender of the unit's complaint procedure utilizing the Chain of Command with responses documented (see Operating Procedure 866.2, *Offender Complaints, Community Corrections*)
- i. Provide guidance to the offender on employment, educational/vocational training needs, leisure time programs, and activities in the community (4-APPFS-2D-02, 4-APPFS-2D-03)
- j. Provide guidance as needed to community agencies that provide financial and other assistance to offenders. The DOC utilizes *2-1-1 Virginia* as a directory of functioning community agencies. (4-APPFS- 2D-01)
- k. Obtain a digital photograph of offender
- l. Photograph all brands, markings, and tattoos for documentation in the VACORIS *Physical Appearance Module*.
- m. Scan the offender's fingerprints using the District's Live Scan equipment and obtain a State Identification (SID) number and confirmation date from the Virginia State Police. Offenders being transferred from a DOC institution do not need to be scanned if they already have a SID number and confirmation date in VACORIS.
- n. Collect DNA sample if required (see Attachment 4, *DNA Sampling of Offenders*)
- o. Have offender sign a [Consent for Release of Information \(PPS 20\)](#) 920_F8, [Spanish](#) 920_F8S. Use of the VACORIS *Consent* form is preferred, but this form is available when needed.
- p. If applicable, explain sex offender registration requirements and sex offender special conditions. Complete any applicable GPS Monitoring requirements in accordance with Operating Procedure 735.3 *Supervision of Sex Offenders in Community Corrections* and Operating Procedure 920.7 *Electronic Monitoring Program*
- q. Complete and submit *Suspected Alien Reporting Form* (SP-229) (see Operating Procedure 930.1, *Community Corrections Investigations*), as needed
- r. Complete and submit [Gang/STG Observation Report](#) 435_F1); [Gang/STG Observation Report - Tattoo Locator](#) 435_F2 (see Operating Procedure 435.2, *Offender Gang Identification and Tracking*), as needed
- s. Develop and submit a COMPAS risk/needs assessment in VACORIS within 45 calendar days
- t. Develop and submit a *Case Plan* in VACORIS for Supervision Level High, Elevated, and Medium cases within 60 calendar days. A *Case Plan* is not required for offenders placed in Supervision Level Low at Case Opening.
- u. Gather and enter information to complete all sections of the offender VACORIS Home Page.
- v. Complete the following fields whether, a PSI has been ordered or not, on the *Offender Contact Relationship* tab found under (Environmental Summary/Family Members/ Add Family Member).

Applicable Family Members include biological, adoptive, or step mother, father, sister, brother, daughter, son or the offender's spouse or any other relative that raised the offender

- i. First, Middle, Last, and Maiden name
- ii. Address and phone number
- iii. If the family member has been on supervision or incarcerated
- iv. Date of birth
- v. Highest educational level
- vi. Substance abuse history
- vii. If the family has a criminal history
- w. Deliver to the offender any personal identification documents (Birth Certificate, Social Security Card, Certificate of Release or Discharge from Active Duty (DD214), and DMV Identification Card) received from other DOC units and document offender receipt in the VACORIS log notes.
- x. Gather and enter information to complete all required sections of the offender's VACORIS *Offender Mental Health Information Module*.

D. Supervision Conditions

1. Conditions of Probation/Post Release Supervision

- a. The *Supervision Conditions* (see Attachment 2 for sample) are furnished in writing to offenders. (4-APPFS-2B-01)
 - i. *Supervision Conditions* shall be read, explained, and signed during the initial interview.
 - ii. Offenders are required to sign the conditions, indicating understanding and willingness to comply with them.
 - iii. If a communication problem (such as illiteracy, foreign language) prevents an offender from understanding the conditions, an officer assists in explaining the conditions. Conditions are translated to the language spoken by the offender
- b. *Sex Offender Special Instructions of Parole/Probation/Post Release Supervision* (see Operating Procedure 735.3, *Supervision of Sex Offenders in Community Corrections*) should be read, explained, and signed during the initial interview when applicable.
- c. The sentencing Court can impose Special Conditions of Probation and/or Post Release Supervision.
- d. The supervising P&P Officer shall enforce all Special Conditions of Probation or Post Release Supervision.
- e. If a special condition cannot be enforced, or is no longer appropriate, the supervising P&P Officer shall notify the Court in writing to gain relief from the special condition. (4-APPFS-2A-12)
- f. If the Court grants relief from the previously imposed special condition, this will be clearly documented in the case record.
- g. If the offender satisfies the special condition, this will be clearly documented in the case record.
- h. The P&P Officer should manage violations of special conditions in accordance with local P&P Office and Court practice for regular conditions of probation.

2. Conditions of Parole/Post Release Supervision

- a. The *Supervision Conditions* (see Attachment 2 for sample) shall be read, explained, and signed during the initial interview. *Sex Offender Special Instructions of Parole/Probation/Post Release Supervision* (see Operating Procedure 735.3, *Supervision of Sex Offenders in Community Corrections*) should be read, explained, and signed during the initial interview when applicable.
- b. The Parole Board retains the authority to impose Special Conditions of Parole/Post Release Supervision.
- c. Unless otherwise specified by the Parole Board, enforcement of the special condition is "at the discretion of the parole P&P Officer". Supervisor approval is needed if the special condition is not to be enforced. The reason for not enforcing the condition should be documented in the case record.
- d. The decision not to enforce the special condition should be based on an assessment of the offender's

- needs, the availability of resources, or other factors directly related to the special condition.
- e. If the Parole Board imposes a special condition, “not at the discretion of the P&P Officer”, the supervising P&P Office must make every reasonable effort to enforce the condition. If the condition cannot be enforced, the P&P Officer shall clearly document the reason why the special condition cannot be enforced. A memo shall be sent to the Post Release Unit requesting relief from the special condition imposed. An alternative plan should be included. (4-APPFS-2A-12)
3. Out-Of-State Cases (See ICAOS website <http://www.interstatecompact.org/>)
 - a. Out-of-State offenders are required to abide by both the Virginia Probation and Parole Conditions and the sending state’s conditions of probation and/or parole.
 - b. If the sending state fails to send a set of conditions with the transfer packet, the supervising P&P Officer should request a copy through Interstate Compact.
 - c. In cases where no conditions are received by the arrival/opening date, the P&P Officer should prepare the *Interstate Supervision Conditions* in VACORIS after the obligation is entered in VACORIS as an Out-of-State obligation.
 - d. At the initial interview, the supervising P&P Officer shall review and have the offender sign both the *Interstate Supervision Conditions* and the Out-of-State Conditions. Otherwise, cases transferred from out-of-state are to be opened and managed through the same processes that apply to Virginia offenders.
 4. *Special Instructions* for offenders with certain criminogenic factors may be used to supplement the *Case Plan*. (4-APPFS-2A-06)
 - a. *Sex Offender Special Instructions of Parole/Probation/Post Release Supervision* should be used in accordance with Operating Procedure 735.3, *Supervision of Sex Offenders in Community Corrections*.
 - b. [*Instructions for Substance Abuse Services*](#) 920_F1 must be used with offenders receiving HIDTA grant services and may be used for other offenders with substance abuse identified as a criminogenic factor.
 - c. *Specialized Instructions for Validated Gang Members* (see Operating Procedure 435.2, *Offender Gang Identification and Tracking* for sample) should be provided to offenders identified as gang members.
- E. Simultaneous Terms of Supervision - The originating P&P Office shall enter the sentence and Supervision Conditions into VACORIS and request that the supervising P&P Office accept concurrent supervision. A copy of the Court Order should be provided to the supervising P&P Office.
1. Supervision from Two or More Courts
 - a. The supervising P&P Officer shall review conditions of probation for both Courts and they shall be signed by the offender and the supervising P&P Officer.
 - b. Careful attention should be given to the special conditions imposed by each Court.
 - c. A copy of the signed *Supervision Conditions* should be forwarded to the originating P&P Office for their case record.
 2. Probation, Parole, and/or Post Release Supervision Simultaneously
 - a. Supervision will begin when the offender is released from incarceration.
 - b. Conditions are reviewed with the offender.
 - c. The P&P Officer should pay close attention to conditions imposed by the sentencing Court and the Parole Board. Violation of a special condition of probation does not necessarily constitute a violation of parole and vice versa.
- F. Preparation of Risk/Needs Assessment
1. Results from the COMPAS risk/needs assessment should guide casework decisions including the identification of supervision levels and the development of *Case Plans*. (4-APPFS-2A-02)

- a. All cases opened as an Initial Case Opening, in a P&P Office to start supervision from Interstate transfers, Institutions, Courts or Jails, not in waiver status, should have a COMPAS risk/needs assessment completed and documented in VACORIS within the first 45 calendar days of supervision.
 - b. A COMPAS risk/needs assessment does not need to be completed on offenders who are being transferred out-of-state.
2. For all cases, the COMPAS Lite version of the assessment may be conducted initially as a risk pre-screener.
- a. If the results of the COMPAS Lite indicate that the offender has a COMPAS supervision recommendation of 'low', the case should be placed in Level Low supervision, no further assessment is required. For consideration of an override to a higher level, the EBP Community Corrections version of COMPAS must be completed.
 - b. If the supervision recommendation is 'medium', 'medium with override consideration', or 'high', the EBP Community Corrections version of COMPAS must be completed.
3. Administration of COMPAS
- a. Official Record:
 - i. When a new COMPAS risk/needs assessment is administered, at minimum staff must review the offender's most recent presentence investigation (PSI), run a new Department of Motor Vehicles (DMV) record, and complete a Virginia Criminal Information Network (VCIN).
 - ii. Staff must garner information from these sources and other official sources containing criminal history when appropriate, not only offender self-report or interview, to complete the *Official Records* section of the assessment.
 - iii. If self-report information could not be otherwise confirmed (i.e. juvenile record information), the information should be documented in VACORIS and included in calculation of the COMPAS risk/needs assessment
 - b. Interview: (4-APPFS-2A-02)
 - i. The *Interview* section of the COMPAS risk/needs assessment must be administered in collaboration with the offender via a semi-structured interview between the supervising Officer and the offender. The interview must not be completed in a group setting.
 - ii. Assigned Officers should always use the administration of this section of the COMPAS risk/needs assessment as an opportunity to establish rapport with offenders, utilize motivational interviewing skills and techniques, and ensure that the questions are understood and answered appropriately by the offender.
 - c. Self-Report:
 - i. A hard copy of the *Self-Report* section of the COMPAS risk/needs assessment may be given to the offender to fill out in the office, unless the offender has not demonstrated an adequate reading/comprehension level.
 - ii. No other section of the COMPAS risk/needs assessment shall be filled out by the offender directly.
4. Once the COMPAS risk / needs assessment is completed, the results should be communicated with the offender and the case should be placed in the COMPAS Recommended Supervision level. (4-APPFS-2A-02, 4-APPFS-2A-03)
- a. To override the supervision level (for non-sex offenders) from the COMPAS risk/needs assessment or COMPAS *Case Supervision Review* recommendation to a lower level, the P&P Officer must hold a case conference with a supervisor who will determine supervision level after reviewing all relevant documents including the most recent Pre-Sentence Investigation Report, current criminal history (VCIN/NCIC/DMV records), VACORIS information relevant to social history, re-entry plan, previous case plans and risks/needs assessments, and previous adjustment to incarceration and/or community supervision.
 - b. Using professional judgment when assessing an offender's risk and needs, the supervising P&P Officer may request placement of the offender in a higher level of supervision if documentation is

provided to support the request. The Supervisor or Team Leader shall approve or override the level assignment request.

5. Correctional Mental Health Screen (CMHS)

- a. THE CMHS is a tool designed to assist in the detection of mental disorders. Versions are available for both men (CMHS-M), and women (CMHS-W), and are located in the Assessment Module in VACORIS.
- b. For offenders who have a COMPAS Supervision Level Recommendation of Medium or High and come to supervised probation directly from jails or courts, the gender-appropriate CMHS should be completed immediately after completing the COMPAS.
- c. Females who score “5” or more and males who score “6” or more will show a recommendation of a referral for further mental health assessment.
- d. If local resources do not exist for referral for a mental health assessment, one of VADOC’s District Mental Health clinicians should be contacted to assist with completion of the assessment.
- e. Regardless of scores, a referral may be made to the P&P Officer at any time for further assessment if concerns exist about an offender’s mental state or ability to cope emotionally or behaviorally.
- f. Referrals should be documented appropriately in the offender’s case plan, and placement into mental health treatment programs should be documented in the offender’s case plan as well as the VACORIS Program Module.
- g. For offenders who are placed on supervision directly from VADOC facilities, the CMHS is not required. Mental health issues and recommendations will be sent to P&P Offices on the Mental Health Release Summary to Community (MH9) document prior to the offender’s release from incarceration.

6. Hard copies of blank or completed COMPAS risk/needs assessments, screeners, and *Case Supervision Review* must never be given to the offenders to take out of the P&P Office.

G. Objectives Based *Case Plan* (4-APPFS-2A-02, 4-APPFS-2A-09)

1. A *Case Plan* is not required for offenders placed in Level Low supervision at Case Opening.
 - a. For these cases, the supervising officer should use VACORIS log notes to document offender progress towards addressing needs.
 - b. Subject to limited exceptions, all new offenders placed in Level Low supervision shall be enrolled into Voice Recognition Monitoring (see Operating Procedure 920.7, *Electronic Monitoring Program*) during the first initial contact with the P&P Officer.
 - c. Transfer to the Voice Recognition Monitoring Unit should be initiated once all initial case opening documentation has been reviewed and pertinent offender information entered into VACORIS (i.e. current address, phone number, urine screen results, Live Scan, confirmed SID Number, Photo, DNA, environmental summary, Court order (or documented request for one), and documentation of any P&P District procedures reviewed).
 - d. Exemptions to Voice Recognition Monitoring must be approved by the supervisor based on the following criteria: needs requiring monitoring by the supervising P&P Officer (i.e., treatment, education, mental health services, drug testing), speech or hearing impediment, inability to speak or understand English or Spanish, cognitively challenged to the point of not being able to understand the program.
2. All *Case Plans* will be developed in VACORIS within 60 calendar days of the Initial Case Opening date for all Level High, Elevated, and Medium cases not in waiver status. An interview with the offender is mandatory to assess risk, needs, motivation, amenability to change, and other significant factors.
3. The *Case Plan* should be based on the identification and prioritization of criminogenic needs and developed in collaboration with the offender using motivational interviewing.
 - a. Available local resources, criminogenic needs, the treatment implications of those needs, and any

other relevant information about the case must be considered when identifying supervision goals, related tasks, timeframes, officer actions for each task, and proportionate incentives for compliance and sanctions for non-compliance.

- b. Graduated responses to address compliance and non-compliance with the conditions of supervision and goals outlined on the *Case Plan* should be based on local practice and available local resources. (4-APPFS-2E-01)
 - i. The incentives listed below should be supplemented by additional incentives based on available P&P District resources and offender input. Incentives with monetary value require strict documentation and accountability. Suggested, possible incentives for compliance include the following
 - (a) Verbal accolade - P&P Officer praise for supervision progress
 - (b) Certificate or letter signed by the Chief P&P Officer or Deputy recognizing accomplishment of supervision goals
 - (c) Certificate for successful program milestones and completion
 - (d) Post or publish success stories - wall of fame, newsletter, probationer of the month
 - (e) Meeting with Chief P&P Officer or Deputy to recognize accomplishments
 - (f) Modify reporting schedule - schedule office visit to offender convenience or substitute field visit for office visit
 - (g) Recognize the offender and family at P&P District event or meeting
 - (h) Allow increased travel radius
 - (i) Invite offender family to program graduation events
 - (j) Recommend reduced level of supervision
 - (k) Recommend early release from supervision
 - ii. Sanctions should be imposed for non-compliance in accordance with Operating Procedure 920.6, *Violation of Supervision Conditions*.
 - c. Offender behavioral triggers should be identified and related to clear behavioral objectives with time lines established to show progress.
 - d. All personal, community, and follow-up contacts should relate to the goals, tasks, and timeframes specified in the *Case Plan* with evidence-based resources identified to ensure offender progress toward stated goals. (4-APPFS-2A-07)
 - e. Initially, only a few, simple, and attainable goals should be set in order to build offenders' self-confidence and create momentum.
4. Once the initial *Case Plan* is completed and submitted in VACORIS, a printed copy of the plan shall be signed by the offender. The offender shall be given a copy of the *Case Plan*.
 5. A supervisor must approve the *Case Plan* no later than the initial case review
 6. Behavior contracts or equivalent documents prepared by Community Corrections Alternative Programs (CCAP) or Drug Treatment Courts can supplant the *Case Plan* if the document includes the critical components, development and review with the offender, and specifies how the activities are to be monitored by program staff.
 7. *Case Plans* and VACORIS log notes shall reflect the use of motivational interviewing, discussions related to the development of case plan goals, tasks, and timeframes to include related offender and officer deadlines (related office appointments, follow up home contacts, follow up with providers, etc.) and offender responses and reactions.
 8. Guidelines for *Case Plan* development of any case opened as a Transfer Case Opening in a P&P Office as the result of a transfer (intra-state) are detailed in the *Transfer of Supervision* section of this operating procedure.

H. Possession of Firearms Prohibited By Convicted Felons

1. The offender shall be advised that both Federal Law and the Code of Virginia prohibit a convicted felon from owning, possessing, or transporting a firearm. This includes "family heirlooms", black

powder, and any firearms used for hunting purposes.

2. If a convicted felon desires to have his firearm rights restored, he may petition the Circuit Court where he resides. If the Court grants such a request, this would remove the offender from the provisions of the state law, but does not remove Federal Restrictions.
3. Under certain circumstances, offenders convicted of misdemeanors are also restricted from owning, possessing, or transporting firearms.

I. Drug Screening of Offenders

1. Each offender should be required to submit samples for alcohol and other drug testing in accordance with Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*, and local unit testing practices.
2. The unit's random drug testing program should be explained to the offender including any color code assignments and procedures.
3. All test results shall be documented in the VACORIS Drug Testing Module.

J. Sex Offender and Crimes against Minors Registration

1. Virginia law requires all individuals convicted of certain sex offense(s) or murder of a minor to register with the Department of State Police (see Operating Procedure 735.1, *Sex Offender and Crimes against Minors Registration*). Registration is required whether such conviction occurred pursuant to Virginia law or under substantially similar law of the United States or any other state.
2. Persons required to register as a sex offender in the state in which they were convicted must also register in Virginia even if the sex offense is not on the Virginia List.
3. Failure to re-register or knowingly provide false information to the Registry is punishable as a Class 1 misdemeanor (Sex Offender/Murder of a Minor) or a Class 6 Felony (Violent Sex Offender).
4. The offender shall register upon conviction, release from incarceration, or arrival from another state within 3 calendar days.
5. Each offender is required to re-register with the Department of State Police within 3 calendar days following any change in name; address; employment; electronic mail or internet identification; motor vehicle, watercraft, and aircraft registration; or any new convictions and to re-register within 30 minutes after any change in electronic mail or internet identification.
6. Sex offenders that are required to register must re-register when entering a Community Residential Program.
7. The supervising P&P Officer shall complete the [Change of Address by Registered Sex Offender \(SP-237\)](#) 735_F11 forthwith becoming aware of the change of home, job, or school address and send that form to the Virginia Department of State Police. A copy should be retained in the offender's case record and a copy should be given to the offender.
8. Upon initial registration or a change in home, job, or school addresses, the registration information must be physically verified with 30 calendar days and every 180-calendar days thereafter.

V. SUPERVISION

A. Standards of Supervision

1. Standards of supervision are based on the assigned level of supervision.
 - a. Level assignments will be reviewed when there is a change in the offender's status, including when a new COMPAS risk/needs assessment or a COMPAS *Case Supervision Review* is conducted. (4-APPFS-2A-11) A risk/needs reassessment should be administered when case activity indicates the risk profile of the offender may have changed (i.e., increased or decreased in severity) and periodically based on supervision level.
 - b. Effective supervision of the offender must be maintained in accordance with the assigned level of

supervision at all times. Special situations may require case-by-case cooperative efforts between P&P Offices.

2. The supervisor shall review and approve original assignment to a level of supervision and subsequent level changes. The minimum standards include the following levels of supervision:
 - a. Level High - COMPAS supervision recommendation *High*;
 - b. Level Elevated - Higher supervision level than COMPAS recommendation
 - i. Level Elevated supervision consists of an increased level of contacts, service referrals, and surveillance based on the perception that an offender's risk factors and needs are greater than the COMPAS supervision recommendation. These indicators generally predict an increased likelihood that an offender will re-offend, and Level Elevated supervision is designed to counteract these tendencies
 - (a) Level Elevated supervision is initially required for all offenders on medical clemency or geriatric release, predatory sex offenders, gang members (confirmed by P&P staff), and CCAP graduates unless their COMPAS supervision recommendation is *High*. See Operating Procedure 735.3 *Supervision of Sex Offenders in Community Corrections* for additional supervision requirements for sex offender cases.
 - (b) All CCAP graduates with mandatory intensive supervision requirements should be examined after thirty days and placed in another level if warranted.
 - (c) Gang members confirmed by P&P staff shall remain on Level Elevated supervision for at least six months before being considered for a reduction in supervision level.
 - (d) All changes to reduce supervision levels for confirmed gang members and medical clemency or geriatric release cases shall be approved by the Deputy Chief P&P Officer or Chief P&P Officer.
 - ii. Level Elevated may be used for offenders with court-ordered intensive supervision who do not score *High* on their COMPAS supervision recommendation.
 - iii. Offenders who do not score *High* on their COMPAS supervision recommendation may be placed in Level Elevated based on specific offender behaviors and at the discretion of the supervising P&P Officer with supervisory or Elevated Supervision Screening Committee approval. See *Elevated Supervision Screening Committee* section of this operating procedure.
 - c. Level Medium - COMPAS supervision recommendation *Medium*;
 - d. Level Low - COMPAS supervision recommendation *Low*;
 - e. Level A - Absconder
 - f. Level F - Fugitive
 - g. Level CCAP - Community Corrections Alternative Program
 - h. Level Interstate Out - Virginia offenders accepted for transfer and arrived in another state
- B. *Minimum Casework Requirements for Each Supervision Level* (see Attachment 3) - These requirements apply to offenders being supervised by Probation & Parole Offices. Casework requirements for Drug Court Programs and CCAP may differ from these probation and parole requirements and will be approved by the Regional Administrator.
 1. Level High
 - a. Personal Contacts
 - i. The P&P Officer will initiate and document contact (phone, personal) with the offender within 2 working days upon receiving notification that the offender has been placed on community supervision.
 - ii. Initial interview within 5 working days upon receiving notification that the offender has been placed on community supervision
 - iii. At least one personal contact each calendar month thereafter
 - b. Community Contacts
 - i. Two community contacts each calendar month

- ii. At least one of the community contacts must be face to face, and the viewing of pay stubs may not count as community contacts
 - iii. Contacts with a referral agency such as mental health and/or substance abuse counseling will be made on at least a monthly basis.
 - c. A personal home visit or a personal employment contact will satisfy the requirement for both the personal contact and the community contact in all cases assigned to this level of supervision.
 - d. Home Visits
 - i. One home visit within the first thirty days of case assignment
 - ii. One home visit, attempted home visit, or field visit each calendar month thereafter; there must be at least one completed home visit per calendar quarter.
 - e. Employment Verification - at least once each calendar quarter
 - f. Criminal arrests will be monitored using the *Criminal Arrest Notification and Local Inmate Data System* from VACORIS.
 - g. Drug and Alcohol Testing - as required by P&P Office policy (see Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*)
 - h. All contacts shall be documented in VACORIS *Case Notes*.
2. Level Elevated
- a. Personal Contacts
 - i. The P&P Officer will initiate and document contact (phone, personal) with the offender within 5 working days upon receiving notification that the offender has been placed on community supervision.
 - ii. Initial interview within 10 working days upon receiving notification that the offender has been placed on community supervision
 - iii. At least one personal contact each month thereafter
 - b. Community Contacts
 - i. One community contact each calendar month
 - ii. Contacts with referral agencies such as mental health and/or substance-abuse counseling will be made on at least a monthly basis.
 - c. A personal home visit or a personal employment contact will satisfy the requirement for both the personal contact and the community contact in all cases assigned to this level of supervision.
 - d. Home Visits
 - i. One home visit within the first 30 days of case assignment
 - ii. One home visit, attempted home visit, or field visit each calendar month thereafter; there must be at least one completed home visit per calendar quarter.
 - e. Employment Verification - at least once each calendar quarter
 - f. Criminal arrests will be monitored using the *Criminal Arrest Notification and Local Inmate Data System* from VACORIS.
 - g. Drug and Alcohol Testing - as required by P&P Office policy (see Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*)
 - h. All contacts shall be documented in VACORIS *Case Notes*.
3. Level Medium
- a. Contacts
 - i. An initial interview will be conducted within 10 working days upon receiving notification that the offender has been placed on community supervision
 - ii. A home visit will be conducted within the first 90 days of case assignment; can be satisfied by a home visit to the same residence for a Home Plan or Transfer Investigation within 90 days prior to case assignment.
 - iii. The frequency and type of follow-up contacts, including personal and community contacts and

- home and field visits, should be established and driven by the *Case Plan*.
- iv. All contacts shall be documented in VACORIS *Case Notes*.
 - b. Criminal arrests will be monitored using the *Criminal Arrest Notification and Local Inmate Data System* from VACORIS.
 - c. Drug and Alcohol Testing - as required by P&P Office policy (see Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*)
 - d. *Case Plan* - drives the course of supervision.
 - i. Shall be developed and revised in VACORIS
 - ii. Identifies offenders' goals during the period of supervision, outlines tasks necessary to achieve those goals, and establishes proportionate incentives for compliance and sanctions for non-compliance.
 - iii. Should be based on offenders' input, the identification and prioritization of criminogenic needs, and appropriate community resources to meet those needs
 - iv. Offender goals and tasks should be reviewed at each contact and revised as needed to address offenders' progress or delinquency in completing the outlined goals and tasks. The statuses of goals and tasks should be updated in VACORIS *Case Plan* when they are completed either successfully or unsuccessfully.
4. Level Low
- a. Subject to limited exceptions, all Level Low offenders shall be enrolled into Voice Recognition Monitoring when first placed in Level Low supervision.
 - b. For eligible offenders, transfer to the Voice Recognition Monitoring Unit should be initiated in accordance with Operating Procedure 920.7, *Electronic Monitoring Program*.
 - c. Exemptions to Voice Recognition Monitoring must be approved by the supervisor based on the following criteria: needs requiring monitoring by the supervising P&P Officer (i.e., treatment, education, mental health services, drug testing), speech or hearing impediment, inability to speak or understand English or Spanish, cognitively challenged to the point of not being able to understand the program.
 - d. If appropriate, Level Low cases retained in the P&P District may be placed on District Voice Recognition Monitoring in accordance with Operating Procedure 920.7, *Electronic Monitoring Program*.
5. Absconders/Fugitives - Level A/F
- a. Upon determination that an offender has absconded from supervision, after issuing a warrant and/or requesting that a Capias/Board Warrant be issued, the case should be placed in Level A supervision.
 - i. A record check will be conducted within six months after the warrant is issued and it will be determined and documented as to whether the warrant has been listed with VCIN/NCIC.
 - ii. If the warrant has not been listed with VCIN/NCIC, the unit will submit a letter to the appropriate law enforcement agency encouraging them to have the warrant listed.
 - iii. The record check will be considered as the level assignment review and case review in that case.
 - iv. The P&P Officer shall notify the Extradition and Fugitive Services Unit immediately upon the issuance of a PB-15, Board Warrant, or Court Warrant for any absconder who has one or more:
 - (a) Violent offenses including murder, voluntary manslaughter, kidnapping, mob related felonies, criminal sexual assault, arson, or conspiracy or attempts to commit any of the above.
 - (b) Sexual Offenses which require registration
 - (c) Other high profile cases
 - b. When a parolee absconds from supervision and is placed in Level A, the case will remain active in the unit which requested the warrant even if the offender has probation supervision with another unit in Virginia. If no parole is involved, the case will be placed in Level A in the unit where the offender was initially placed on active probation supervision. The supervision may remain in the

unit of last residence with the mutual agreement of the affected units.

- c. Out-of-state cases being supervised in Virginia are not subject to placement in Level A. An ICOTS Violation Report documenting recent home/employment checks and contacts with family/friends must be submitted to the Sending State within 30 calendar days of the awareness of the offender absconding. The case can be closed after complete Violation Report and Case Closure Notices are submitted to the Sending State.
 - d. At the end of six months in Level A status:
 - i. A record check will be conducted
 - ii. If the offender's location remains unknown, the P&P Officer will confirm the warrant and update *Home Page* information in VACORIS
 - iii. Change Supervision Level to Level F
 - iv. Transfer the case to the Extradition and Fugitive Services Unit
 - e. When the Extradition and Fugitive Services Unit has confirmed the warrant has been executed or lodged as a detainer, the case will be transferred to the originating P&P Office (probationer) or the Post Release Unit (parolee/post releasee) for violation proceedings.
 - f. When the originating P&P Office confirms the location of a probationer assigned to the Extradition and Fugitive Services Unit, it will notify the Extradition and Fugitive Services Unit to transfer the case to the P&P Office to allow initiation of violation proceedings.
 - g. If the P&P Office confirms the location of a parolee/post releasee assigned to the Extradition and Fugitive Services Unit, it will notify the Fugitive Unit and the Post Release Unit. The Fugitive Unit will transfer the case to the P&P Office to allow initiation of violation actions.
6. Level Interstate Out
- a. Respond to activity items submitted in ICOTS within deadlines and rules established by the Interstate Commission for Adult Offender Supervision.
 - b. Request a final progress report at least 2 months prior to the Minimum Expiration Date to determine if case will be able to close on MED or if an extension needs to be secured prior to the MED

C. Revising the *Case Plan*

1. The *Case Plan* should be reviewed with the offender at each contact and revised when there are substantive changes in the case circumstances, the offender's performance in the community, or offender goals and tasks. (4-APPFS-2A-11)
2. Revisions should occur when the P&P Officer becomes aware that an additional goal or task is needed or when offender responsibilities or P&P Officer actions change to address unmet needs.
3. Any change in the *Case Plan* is reviewed and discussed with the offender. This review is dated and documented by staff and offender signatures. (4-APPFS-2A-10)
4. The statuses of goals and tasks should be updated in VACORIS *Case Plan* when they are completed either successfully or unsuccessfully. Documentation of offender program participation shall be captured in the VACORIS *Programs Module*.

D. COMPAS Case Risk/Needs Reassessment - Supervision Review

1. A COMPAS *Case Supervision Review* must be administered and documented in VACORIS when case activity indicates the risk profile of the offender may have changed (i.e., increased or decreased in severity) and periodically based on supervision level. (4-APPFS-2A-02, 4-APPFS-2A-11) Results from this instrument should guide necessary adjustments to supervision level. (4-APPFS-2A-03)
 - a. A *Case Supervision Review* must be conducted for all Level High offenders every 6 months or when there is a significant change in the case (whichever comes first).
 - b. A *Case Supervision Review* must be conducted for all Level Elevated and Level Medium offenders every 12 months or when there is a significant change in the case (whichever comes first).
 - c. A *Case Supervision Review* must be conducted for all Level Low offenders when there is a

significant change in the case.

- d. A *Case Supervision Review* must be completed when an offender receives a technical violation that requires a Major Violation Report be submitted and the offender returned to supervision.
 - e. A *Case Supervision Review* should also be completed for any significant misdemeanor arrests for which a minor violation was handled internally.
 - f. If the *Case Supervision Review* is conducted and the recommendation is to raise the supervision level, a supervision level change request should be entered in VACORIS for supervisor review/approval and the appropriate contact standards will continue to be adhered to from that date.
 - g. A new COMPAS risk/needs assessment must be administered and documented in VACORIS when an offender receives a new felony or misdemeanor conviction that requires a Major Violation Report be submitted and the offender returned to supervision after the initial COMPAS is completed.
 - h. The STABLE 2007 should be used in place of a *Case Supervision Review* for male offenders on supervision with a qualifying sex offense; see the *Sex Offender* Section of this operating procedure.
2. Once the COMPAS *Case Supervision Review* or risk / needs assessment is completed, the results should be communicated with the offender and the case should be placed in the COMPAS Recommended Supervision level. (4-APPFS-2A-02, 4-APPFS-2A-03, 4-APPFS-2A-11)
 3. To override the supervision level (for non-sex offenders) from the COMPAS risk/needs assessment or COMPAS *Case Supervision Review* recommendation to a lower level, the P&P Officer must hold a case conference with a supervisor who will determine supervision level after reviewing all relevant documents including the most recent Pre-Sentence Investigation Report, current criminal history (VCIN/NCIC/DMV records), VACORIS information relevant to social history, re-entry plan, previous case plans and risks/needs assessments, and previous adjustment to incarceration and/or community supervision.
 4. Using professional judgment when assessing an offender's risk and needs, the supervising P&P Officer may request placement of the offender in a higher level of supervision if documentation is provided to support the request. The Supervisor or Team Leader shall approve or override the level assignment request.
 5. Hard-copies of the blank or completed COMPAS assessments, screeners, and *Case Supervision Review* should never be given to the offenders to take out of the P&P Office.
 6. Supervisory Discretion In Level Assignments - The Supervisor may:
 - a. Increase or decrease a supervision level with justification and supporting documentation in file
 - b. Specify types and frequency of required community contacts.
 - c. Determine whether a level change should be authorized before approving waivers.
- E. Waiver of Supervision Requirements
1. Requests for waivers may allow temporary variances to the frequency of any case management task during the offender's supervision. All approved waivers shall be documented in VACORIS and will include;
 - a. Start Date
 - b. Reason for temporary variance
 - c. Case Management Task affected
 - d. Proposed End Date
 - e. Supervisor approval if needed
 - f. When the waiver is no longer needed the actual End Date of the temporary variance shall be documented in VACORIS.

2. When standards are waived, the P&P Offices are not relieved from the responsibility to provide whatever supervision is necessary in each of those cases.
3. When a case is in waiver status due to offender participation in a residential program, the P&P Officer shall maintain at least monthly contact with the program to confirm offender participation with developing a re-entry plan.
4. After a review by the Chief P&P Officer or designee, a waiver may allow the frequency of case management tasks to be changed temporarily for the following reasons:
 - a. Termination of supervision has been recommended
 - b. Offenders who have left and remain outside a P&P District for approved medical reasons, for specific work arrangements, for education or training, or those who are participants in the Federal Witness Protection Program.
 - c. Offenders who have been formally reported to be absconders
 - d. Offenders for whom a capias, PB-15, or Board Warrant has been issued for violation of probation, parole, or post release supervision.
 - e. Offenders placed in a special supervisory status by the Court if such status is not consistent with the requirements of the standards. The supervision contact specified by the Court shall be noted in VACORIS.
 - f. Offenders while they are hospitalized or inpatients in a treatment facility
 - g. Offenders while they are incarcerated
 - h. The supervising P&P Officer to whom the offenders are assigned is on leave or attending extended training outside the office
 - i. P&P Officer position is vacant.
 - j. The P&P Officer's safety is deemed to be in jeopardy. Use of waivers for making home visits is to be granted on a case-by-case basis, and should be limited to the most compelling and unusual circumstances. These waivers should be monitored to avoid the repetitive use of waivers for an individual or area.
 - k. If it is determined that an offender cannot be supervised adequately because of a potential danger, the sentencing Court or Parole Board is to be notified in writing.
 - l. Severe inclement weather prevents the P&P Officer from performing their duties
 - m. The P&P Officer documents repeated efforts to make required contacts or the required contacts are not made as a result of the offender's failure to cooperate.

F. Administrative P&P

1. When an offender is expected to be unavailable for active supervision (generally for a period to exceed 6 months) the case may be placed in Administrative P&P. Note: Cases transferred out of Virginia via Interstate Compact should not be placed in Administrative P&P unless the ICOTS case has closed.
2. The offender's location shall be documented in VACORIS as "Administrative P&P" with reason for the assignment documented in *Comments* on the *Transfer Details* tab. The physical location in VACORIS should indicate where the offender is housed i.e., jail, residential program, etc.
3. If the offender is expected to be unavailable for an extended period, termination of supervision should be considered in accordance with Operating Procedure 920.5, *Termination of Supervision*.
4. If a parolee has a new conviction that results in a lengthy DOC/Federal sentence, update the case notes and VACORIS, notify Post Release Unit, and place in waiver until receipt of closing instructions.

G. Supervision of Out-Of-State Cases - In addition to standard supervision requirements, see Operating Procedure 920.4, *Interstate Transfer of Supervision*.

H. Travel of Offenders - The supervising P&P Office defines the designated area of travel.

NOTE: Caution should be exercised when approving travel by predatory sex offenders or violent/

assaultive offenders. See Operating Procedure 735.3 *Supervision Of Sex Offenders In Community Corrections* for additional travel permission conditions for sex offenders. ICOTS Vine Registered cases must have the documentation approving the travel attached to the *Compact Action Request* on the ICOTS case.

1. Cases on Low Level supervision may travel outside of the designated area of travel and within the confines of the United States or its territories without issuing a *Travel Permit*. Approval should be recorded in the offender's VACORIS *Supervision Notes* and include:
 - a. Documentation of the officer's approval
 - b. Travel Destination (specific address and city)
 - c. Date of departure
 - d. Date of return
 - e. Any contact information deemed necessary by the supervising officer (i.e. phone number)
 - f. Contact instructions with supervising Officer upon return, if applicable. (added 12/9/16)
 2. Levels Medium, Elevated and High
 - a. Travel Inside the State of Virginia
 - i. Designated by P&P Office policy
 - ii. Issuance of [Travel Permit - In State Travel](#) 050_F3 is determined by P&P Office policy
 - b. Travel Outside the State of Virginia
 - i. Designated by P&P Office policy
 - ii. The [Travel Permit - Out of State](#) 920_F3 will be given to the offender and a copy retained in the Case File.
 3. Travel of Offenders to Other Countries
 - a. Travel by convicted felons is administered differently in many countries. Offenders should be encouraged to consult [U.S Passport Offices](#) to ensure they can enter.
 - b. The decision to grant or deny an offender's request to travel outside of the United States is left to the discretion of the Chief P&P Officer.
 - c. If permission is given for travel, a [Travel Permit - Out of State](#) 920_F3 will be completed and kept in the offender's file.
 - d. Offenders under parole supervision have the right to appeal travel denial. Appeals are to be made to the Parole Board via the Post Release Unit.
 - e. The Chief P&P Officer should review cases for offenders being supervised by Virginia for other states, and consult the originating state via ICOTS Compact Action request before allowing the offender to travel outside of the United States with a Virginia Travel Permit.
- I. Supervision of an Offender Released to a Detainer
1. Virginia Detainer - Cases will be assigned and opened to the P&P Office wherein the detainer exists. The P&P Office shall:
 - a. Monitor the case until the detainer matter is resolved.
 - b. Transfer the case to the receiving P&P Office and notify Post Release if the offender resides in another P&P Office's jurisdiction.
 - c. Notify the Post Release Unit in order for the case to be closed if the detaining charge results in additional time which exceeds the MED.
 - d. Commence active supervision when the offender is released from a detainer and reports to the P&P Office.
 2. Other Detainers
 - a. The supervising P&P Office will have the responsibility for all cases released on parole to:

- i. Out-of-State jurisdictions
 - ii. US Marshal Detainer
 - iii. ICE (Immigration and Customs Enforcement) Detainer
 - iv. Federal Detainers
- b. When the offender is released from this type detainer and reports to the P&P Office, active supervision shall commence.
- c. If an offender is released from VADOC to a detainer in another state and upon release from that detainer proposes a home plan in the other state, the offender qualifies for mandatory Reporting Instructions and is allowed to remain there upon release while Reporting Instructions are pending. This exception does not apply to offenders released to federal detainers but states can approve discretionary Request for Reporting Instructions if they choose. The Request for Reporting Instructions must be submitted within 2 business days of the awareness of the release from the detainer to a plan in the other state.

J. Parole/Post Release Supervision Extension Procedure

1. The period of parole/post release supervision shall only be extended by the Parole Board if the extension is in the best interest of the offender and/or the community i.e., the offender has pending charges and the trial date is beyond their MED.
2. The supervising P&P Officer shall conduct a case conference with the immediate supervisor at which time the reasons for the extension are reviewed.
3. The supervisor will complete a [*Casework Review and Recommendation \(PPS 43\)*](#) 920_F5 and submit it to the Post Release Unit along with the P&P Officer's written explanation for extension of supervision. The request for extension must be submitted prior to the MED.
4. The offender should be advised of the P&P Officer's intention to extend supervision and this should be recorded in the VACORIS Case Notes.
5. Once the Board approves the extension, the offender should be provided a copy of the *Notice of Extension*.

K. Probation/Post Release Supervision Continuance or Extension

1. Virginia Probation/Post Release Supervision cases cannot be extended beyond the minimum expiration date without an order from the Court having jurisdiction.
2. Whenever there is an extension of supervision, new conditions shall be prepared, showing the new expiration date. A copy of the Court order shall be placed in the file.

L. Cooperation with Law Enforcement Agencies

1. P&P Officers should establish and maintain effective communications with local law enforcement agencies for the exchange of information relative to offender's activities and cooperate in efforts to apprehend offenders known to be or suspected of being involved in criminal activities. If P&P Officers have information that might assist law enforcement personnel, they should submit such facts immediately to the appropriate authorities.
2. When an offender has knowledge of criminal activity, the P&P Officer shall encourage and remind the offender that he has a responsibility to report such information to the police.
3. A P&P Officer shall neither encourage nor sanction the participation of an offender in undercover police work (e.g., being an informer, information gatherer, serving as a "buyer" in the area of drug use).

M. Visits of Offenders to State Correctional Institutions

1. Visits to State inmates from offenders under supervision should be discouraged.
2. However, offenders may seek permission for visitation privileges from the on line Visitor Registration

Unit on the DOC Public web site at <http://www.vadoc.virginia.gov>. (see Operating Procedure 851.1, *Visiting Privileges*)

3. Visitors who do not have access to a computer or are unable to apply on-line may contact Assisting Family of Inmates (AFOI) for assistance with submitting an online visitation application.

N. Assistance to Offenders Not Under Supervision (4-APPFS-2C-06)

1. The P&P Office may assist any person who has completed an incarceration or supervision obligation in obtaining identification documents, finding a place to live, locating employment, or otherwise becoming adjusted to the community.
2. Personal identification documents such as Birth Certificate, Social Security Card, Certificate of Release or Discharge from Active Duty (DD214), or DMV Identification Card received at a DOC facility after an offender's release will be forwarded to the P&P District serving the release plan address within 30 days by courier or certified mail in accordance with Operating Procedure 050.1 *Offender Records Management*.
 - a. P&P staff will make a reasonable effort to deliver the personal identification documents received from a DOC facility to offenders with or without active conditions of supervision.
 - b. P&P staff will return any personal identification documents not delivered within 30 days by certified mail to the sending agency.
 - c. Social Security Cards must be returned to the local Social Security Administration offices (see Operating Procedure 820.2, *Re-entry Planning*).

O. Possession of Firearms Prohibited By Convicted Felons

1. The offender shall be advised that both Federal Law and the Code of Virginia prohibit a convicted felon from owning, possessing, or transporting a firearm. This includes "family heirlooms", black powder, and any firearms used for hunting purposes.
2. If a convicted felon desires to have his firearm rights restored, he may petition the Circuit Court where he resides. If the Court grants such a request, this would remove the offender from the provisions of the state law, but does not remove Federal Restrictions.
3. Under certain circumstances, offenders convicted of misdemeanors are also restricted from owning, possessing, or transporting firearms.

P. Drug Screening of Offenders

1. Drug screens are considered a reliable method of monitoring an offender's use of drugs and alcohol.
2. It is the responsibility of every P&P Office and special program to establish a drug screening policy (see Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*). Consideration should be given to the history of the offender, the nature of the offense, special conditions imposed by the Parole Board and/or the sentencing Court, and the P&P Officer's judgment of the offender.
3. P&P Offices are encouraged to utilize the *Substance Abuse Voluntary Admission* 841_F9.
4. P&P Officers will report all confirmed or suspected instances of offenders on community supervision overdosing by utilizing the provided reporting instrument/tracking system. The Overdose Tracking System can be found at: <https://www.surveymonkey.com/r/J3SZYFS>.

Q. Sex Offenders

1. Registration and re-registration requirements for offenders convicted of certain sex offenses and certain crimes against minors are covered in Operating Procedure 735.1, *Sex Offender and Crimes against Minors Registration*.
2. Supervision of Sex Offenders should be guided by Operating Procedure 735.3, *Supervision of Sex Offenders in Community Corrections*.

3. The ACUTE 2007 will be administered on each personal contact with all male offenders under supervision for a sexual instant offense. This assessment instrument is not used for female offenders.
4. The STABLE 2007 will be administered on all male offenders under supervision for a sexual instant offense as part of a *Case Supervision Review* every six months.
 - a. For those cases reduced to Level Medium supervision, a minimum of two STABLE 2007 assessments will be administered at six month intervals.
 - b. After two STABLE 2007 have been administered in Level Medium, a STABLE 2007 will be administered at least once per year.

R. Miscellaneous

1. Offenders with Mental Health Issues
 - a. See Operating Procedure 730.3, *Mental Health Services: Levels of Service*, for mental health service resources available to Community Corrections units.
 - b. Community corrections personnel or other responsible persons can petition a local Judge or magistrate for screening of a mentally ill person for commitment, whether or not the person is being held in jail.
 - c. This commitment is called an Emergency Custody Order (ECO).
 - d. This procedure allows the mental health experts time to evaluate the individual to determine if he is a danger to himself or others due to mental illness and/or substance abuse.
 - e. All required sections of the offender's VACORIS *Offender Mental Health Information Module* should be completed when a P&P Officer determines the offender has a potential mental health issue.
2. The supervising P&P Officer shall not attempt to force the payment of private debts by threat of violation.
3. When funds are collected from offenders under community supervision, the Chief P&P Officer ensures the appropriate collection, safeguarding, and disbursement of all monies in accordance with COV §2.2-4800 et seq. and DOC operating procedures. Staff is trained in these processes. (4-APPFS-3D-25) Under no circumstances shall P&P Office personnel handle cash from anyone under supervision.
4. Staff receiving an allegation from an offender under community supervision that they were sexually abused while confined at a correctional facility (jail, DOC facility, etc.) shall notify the Chief P&P Officer or designee of the allegation.
 - a. Staff shall document the allegation through a VACORIS *Internal Incident Report* with the PREA Description checked in accordance with Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*.
 - b. The Chief P&P Officer or designee shall notify the head of the facility or appropriate office of the agency where the alleged abuse occurred and the Regional PREA Analyst.
 - c. The Chief P&P Officer or designee shall notify a Community Corrections QMHP (Mental Health Clinical Supervisor, Mental Health Clinician, or Mental Health Specialist) who will conduct assessments and refer for services as needed in accordance with Operating Procedure 730.3, *Mental Health Services: Levels of Service*.
 - d. Harassment and discrimination of offenders based on race, sex, color, religion, national origin, gender, sexual orientation, gender identity, disability, political affiliation, or veteran status is prohibited. (4-APPFS-2G-01)
5. Emergency Services - P&P Offices have a mission requirement to provide certain client services; therefore an exemption is obtained each fiscal year that allows the use of DOC Community PCards for accommodations, restaurant, and travel purchases for clients only (see Operating Procedure 260.3, *Small Purchase Charge Card Program*).
 - a. All expenditures must comply with the current spending requirements in the [State Travel](#)

[Regulations Topic 20335](#) of the DOA CAPP Manual which outlines the meal reimbursement and lodging policy. (see Operating Procedure 240.1, *Travel*)

- b. The removal of these standard restrictions should be requested when submitting an application for a new PCard and the accompanying analysis must show line items for these type expenditures.
 - c. If P&P Offices find that their PCardholder's PCards are restricted and can justify having restrictions removed, complete and submit the [PCard Change Request](#) 260_F14 to the Program Administrator. (see Operating Procedure 260.3, *Small Purchase Charge Card Program*)
 - d. Funds are made available to each P&P District annually for purchasing community services to assist offenders and to supplement existing programs.
 - i. Such funds are to be spent with approved contract vendors and must be approved by the Chief P&P Officer or designee.
 - ii. Offenders shall be advised that they are responsible for any cost incurred beyond the allowable reimbursements such as damages, rental charges, and hotel services.
 - iii. Each P&P District has the authority to establish and monitor treatment services provided by these vendors.
 - iv. No funds are to be expended if services are readily available through the local service provider.
 - v. Any multiple or single purchases, such as housing, which extend beyond 30 days for a single offender will require prior approval from the appropriate Regional Administrator or designee.
- S. Arrest of Offenders - The functions of apprehension and arrest of offenders shall be delegated to local, State, Federal, or other authorized law enforcement officials.

T. Case Review

1. Objectives of Case Reviews should include:
 - a. Assessing the quality and appropriateness of the *Case Plan*
 - b. Determining swift and appropriate response to delinquency and alleged violations
 - c. Noting progress toward successful completion of goals and tasks outlined on the *Case Plan*
 - d. Completing proper registration with criminal offender data bases including CCRE, Sex Offender Registration, and Immigration and Customs Enforcement
 - e. Utilizing available rewards, sanctions, and community resources
 - f. Complying with minimum standards of supervision and agency directives
 - g. Improving the quality of casework, documentation, and correspondence
 - h. Verifying that the level of supervision has been reviewed as required and assessing the appropriateness of the level assignment
 - i. Determining if the offender is a candidate for early termination from supervision
2. Reviewer's comments should:
 - a. Explicitly acknowledge good work
 - b. Identify items to be addressed
 - c. Be documented in VACORIS
 - d. Be followed up when supervisory instructions are issued
3. Supervisory Discretion - A supervisor may:
 - a. Review any case at any time and at any frequency after the initial review.
 - b. Review any written work, report, or outgoing correspondence at any time and at any frequency to insure accuracy, appropriateness, and timeliness.
 - c. Direct the type and frequency of required offender and community contacts.
4. Case Reviews by a Supervisor (4-APPFS-3A-27)
 - a. NOTE: Sex offender cases have additional supervision requirements in Operating Procedure 735.3

Supervision of Sex Offenders in Community Corrections.

- b. Initial case reviews shall be conducted not later than 120 days after P&P Officer assignment. There is a *Case Review Checklist* available in VACORIS.
- c. In the following significant casework events, the supervisor should review all facts and information necessary to approve the casework decision. The action may be documented as a full “case review” whenever a substantial review is completed.
 - i. Minor violations involving possible jail sentences and major violations *Major Violation Report* (PPS 55)
 - ii. Issuance of PB-15 and requests for capiases, show causes, and Board Warrants
 - iii. When a [*Casework Review and Recommendation \(PPS 43\)*](#) 920_F5 is completed
 - iv. When a *Notice of Preliminary Violation Hearing* (PPS 24) and *Designation of Probation Conditions Violated* (PPS 42) are completed
 - v. Early termination requests from probation
 - vi. Requests for waivers or substitute requirements
 - vii. Changes in supervision levels
 - viii. Authorizations for expenditures for Department of Corrections contracted service providers including adult residential care and community programs
 - ix. Case conferences
 - x. Serious Incident Reports
- d. For cases in supervision Level Interstate Out, a case review shall be conducted upon receipt of an *Offender Violation Report* or upon receipt of a *Progress Report* reporting non-significant violations or requesting early release consideration.

U. Elevated Supervision Screening Committee

1. Level Elevated supervision consists of an increased level of contacts, service referrals, and surveillance based on the perception that an offender’s risk factors and needs are greater than the COMPAS supervision recommendation. These indicators generally predict an increased likelihood that an offender will re-offend, and Level Elevated supervision is designed to counteract these tendencies.
2. Eligibility for Level Elevated supervision
 - a. Offenders who are mandated (COV, DOC procedure/practice, Court Order, or Parole Board referral) for intensive supervision but do not score High on the COMPAS supervision recommendation, should be placed in Level Elevated without special review or approval by the Elevated Supervision Screening Committee or supervisor.
 - b. Based on P&P District policy and practice, either a Chief or Deputy Chief P&P Officer or an Elevated Supervision Screening Committee should review and approve other cases to be placed in Level Elevated.
 - c. There are no policy restrictions imposed on offenders being considered for Level Elevated supervision when their COMPAS supervision recommendation is not for Level High.
3. Referrals
 - a. Caseload Referrals
 - i. P&P Officers may refer cases which meet target population and participant criteria at any time that the P&P Officer and supervisor agree the offender can profit from the program.
 - ii. Such a referral must be considered when technical violations or misdemeanor convictions have resulted in a major violation and Level Elevated supervision represents an alternative to incarceration.
 - b. Arrest Referrals - Any offender on Level Medium or Level Low supervision, who is arrested on new charges and makes bond, should be considered for placement in Level Elevated supervision.
 - c. Hearing Officer Referrals - At the preliminary parole violation hearing, the Hearing Officer may impose Level Elevated supervision participation as a sanction. The final decision will rest with the

Hearing Officer, but should be delayed pending a review by the Elevated Supervision Screening Committee or a Chief or Deputy Chief P&P Officer.

- d. Hearing Examiner Referrals: At the final parole revocation hearing, the Hearing Examiner may impose Level Elevated supervision as a sanction. The Elevated Supervision Screening Committee or a Chief/Deputy Chief P&P Officer will review the case for acceptability before placement in Level Elevated supervision can occur. If placement does not occur, the Parole Board will be notified.
4. Referral Process for Discretionary Placement in Level Elevated
 - a. Each candidate for Level Elevated must be reviewed and approved by the Level Elevated Screening Committee or a Chief/Deputy Chief P&P Officer.
 - b. An Elevated Supervision Screening Committee is comprised of a minimum of the Chief P&P Officer and/or the Deputy Chief P&P Officer and a representative from the intensive supervision staff.
 - c. The Committee/supervisor will use the COMPAS supervision recommendation and any available background information as well as the participation and input from the referring source if available.
 - d. The Committee/supervisor will consider the candidate's motivation, receptivity, and potential to benefit from Level Elevated supervision, as well as the potential risk exposure to the community.
 - e. The principle duties of the Elevated Supervision Screening Committee or supervisor are:
 - i. Staff cases to determine placement on Level Elevated supervision
 - ii. Staff cases to determine movement to standard supervision
 - iii. Target high risk cases for the District's Level Elevated supervision program
 - iv. Divert high needs cases to Level Medium with recommendations for addressing the needs of the offenders
 - v. Establish specific supervision requirements in excess of the minimum standards if needed
 5. Transition from Level Elevated to standard supervision should not occur without the approval of the Elevated Supervision Screening Committee or Chief/Deputy Chief P&P Officer.

VI. TRANSFER OF SUPERVISION (INTRASTATE)

A. Transfers between P&P Offices

1. The residence of an offender determines the P&P Office that supervises the case.
 - a. Exceptions are to be approved by the appropriate Regional Administrator(s).
 - b. If the Judge allows a probationer to reside in another P&P District without transferring the case, the originating P&P Office will notify the other P&P Office of the action taken.
 - c. A transfer should be initiated when an offender under Level High or Level Elevated supervision is expected to reside in another P&P District for more than seven calendar days.
 - d. A transfer should be initiated when an offender under Level Medium or Level Low supervision is expected to reside in another P&P District for more than 45 calendar days.
 - e. P&P Offices may place offenders participating in a residential program outside the P&P District in Waiver status, if needed, instead of initiating a transfer. The P&P District where the offender's program is located should be notified of the offender's location and time scheduled to reside there.
2. Transfer acceptability:
 - a. The offender shall be discouraged from relocating to another P&P District without an acceptable, bona fide home plan.
 - b. Pending charge(s), positive urine screens, or offender attitude do not constitute a reason for refusal of a transfer request.
 - c. Public safety should not be compromised.
3. Initially Requesting Transfer Investigation to another P&P Office

- a. The originating P&P Office must enter all transfer requests from P&P District to P&P District into VACORIS as an investigation.
- b. The originating P&P Office must ensure that all relevant information in VACORIS is complete and current, including but not limited to:
 - i. State Identification (SID) number and confirmation date from the Virginia State Police
 - ii. Photograph
 - iii. Tattoos, identifying marks
 - iv. Offender's address and employment
 - v. Current supervision obligations and conditions
 - vi. *Case Plan* (unless in Waiver status, e.g. transferred at Case Opening)
 - vii. Risk and Needs (COMPAS) Assessments, to include Case Supervision Reviews as required (unless in Waiver status, e.g. transferred at Case Opening)
 - viii. Up-to-Date Case Notes
 - ix. The P&P Officer should include an adjustment summary and any other pertinent information under the "Request Notes" section of the Investigation screen.
4. Send hard copy, fax, or scan and e-mail the Court Order and only pertinent file material requested by the receiving P&P Office that is not available in VACORIS. The receiving P&P Office will print any needed material or forms from the offender file in VACORIS.
5. When the P&P Officer gives an offender permission to proceed to another P&P District, prior to the completion of a Transfer Investigation, the P&P Officer shall notify the receiving P&P Office. The offender shall be directed to report within three workdays to the receiving P&P Office, follow their instructions, and return to the originating P&P District if the transfer is not approved.
6. The Transfer Investigation should be completed within 45 calendar days. This investigation should include:
 - a. Verification of the proposed residence
 - b. Suitability of the proposed plan
 - c. Results of a recent record check
 - d. Statement that personal contact was made with the offender, if appropriate
7. Transfer of sex offenders
 - a. Sex Offenders have additional requirements for transfer and supervision listed in Operating Procedure 735.3, *Supervision of Sex Offenders in Community Corrections*.
8. The transfers of cases on GPS have additional requirements (see Operating Procedure 920.7, *Electronic Monitoring Program*).
9. The transfer of cases with violations have additional requirements (see Operating Procedure 920.6, *Violation of Supervision Conditions*).
10. The originating P&P Office shall be advised of all subsequent transfers.
11. All denials of transfer requests must be must be approved by the Chief P&P Officer or designee.
12. If the case is not accepted by the receiving P&P Office, the originating P&P Office may appeal to their Regional Administrator.
13. If necessary, the originating Regional Administrator will contact the receiving Regional Administrator.
14. The offender will remain under supervision of the receiving P&P Office pending a final decision.
15. Preparation of Risk/Needs Assessment
 - a. For cases where a transfer is accepted before the initial COMPAS assessment is completed, the receiving P&P Office is responsible for conducting the initial COMPAS assessment within 30 calendar days of case assignment.
 - b. If the case does not have a prior COMPAS risk/needs assessment, a COMPAS Lite should be

- completed within 30 calendar days of case opening. If the supervision recommendation is 'medium', 'medium with override consideration', or 'high', the EBP Community Corrections version of COMPAS must be completed.
- c. If the case does have a prior assessment for the current supervision period, the most recent COMPAS risk/needs assessment should be reviewed within 30 calendar days of case opening. (see the *Supervision* section of this operating procedure.)
 - d. If the case is in Level High supervision and the case has been opened for more than six months since the last assessment, a COMPAS *Case Supervision Review* must be completed by the originating District prior to transfer. If the case is in Level Medium or Level Elevated supervision and the case has been opened for more than twelve months since the last assessment, a COMPAS *Case Supervision Review* must be completed by the originating District prior to transfer.
 - e. A COMPAS risk/needs assessment does not need to be completed on offenders who are being transferred out-of-state.
16. Once the COMPAS *Case Supervision Review* or risk / needs assessment is completed, the results should be communicated with the offender and the case should be placed in the COMPAS Recommended Supervision level. (4-APPFS-2A-02, 4-APPFS-2A-03)
 17. To override the supervision level (for non-sex offenders) from the COMPAS risk/needs assessment or COMPAS *Case Supervision Review* recommendation to a lower level, the P&P Officer must hold a case conference with a supervisor who will determine supervision level after reviewing all relevant documents including the most recent Pre-Sentence Investigation Report, current criminal history (VCIN/NCIC/DMV records), VACORIS information relevant to social history, re-entry plan, previous case plans and risks/needs assessments, and previous adjustment to incarceration and/or community supervision.
 18. Using professional judgment when assessing an offender's risk and needs, the supervising P&P Officer may request placement of the offender in a higher level of supervision if documentation is provided to support the request. The Supervisor or Team Leader shall approve or override the level assignment request.
 19. On assignment of Level Low supervision, eligible offenders should be transferred to the Voice Recognition Monitoring Unit in accordance with Operating Procedure 920.7, *Electronic Monitoring Program*.
 20. Level Medium Supervision
 - a. The receiving P&P Office will record the acceptance or denial of the transfer request in VACORIS. If the receiving P&P Office approves the transfer, the case will be transferred automatically by VACORIS to that P&P District.
 - b. When the receiving P&P Office completes the transfer investigation and it is found to be acceptable, the receiving P&P Office shall enter the completion for the investigation into VACORIS. This will automatically transfer the case from originating P&P District to receiving P&P Office.
 - c. Cases transferred at the time of Initial Case Opening without a completed *Case Plan* must have a *Case Plan* developed jointly with the offender that is signed and copied to the offender within 45 days after acceptance of the case.
 - d. Transfer Case Opening - When cases are accepted as a transfer in a P&P Office from another P&P Office (inter-district), the receiving P&P Officer shall perform the following actions within 60 calendar days of case assignment.
 - i. Establish a professional relationship based on mutual respect with the offender
 - ii. Conduct a personal contact
 - iii. Review Conditions of Supervision
 - iv. Review present status of special conditions
 - v. Review designated area of travel explained/defined
 - vi. Discuss offender complaint procedure

- vii. Provide information on appropriate leisure time activities and programs
- viii. Explain “non-business” hours contact procedures
- ix. Provide reporting instructions
- x. Cases transferred with a completed *Case Plan* must have a *Case Plan* jointly reviewed and revised with the offender, as needed that is signed and copied to the offender. (Level Medium cases only)
- xi. If the case being supervised is from another state (Interstate Case), the P&P Office initiating the transfer request is responsible for entering the move in ICOTS once the transfer is accepted. If the case is victim sensitive, the sending state must be notified of the offender’s new address. (see Operating Procedure 920.4, *Interstate Transfer of Supervision*)

21. Level High or Level Elevated Supervision - Additional Requirements

- a. Transfer of Level High or Level Elevated Supervision and sex offender cases should not be permitted unless the transfer is an absolute necessity and will ensure effective supervision.
- b. The originating P&P Office shall contact a supervisor at the receiving P&P Office via telephone to obtain reporting instructions for the offender. The offender is to report for an initial contact to the receiving P&P Office within three working days of relocation.
- c. Any non-VACORIS documents such as clinical assessments, treatment reports, or polygraph results shall be sent to the receiving P&P Office via fax or e-mail.
- d. Supervision of the case will begin immediately. The transfer investigation will be completed within seven working days. The case will be transferred upon approval by the receiving P&P Office. The Interstate Compact Unit will be notified, when applicable.
- e. Cases transferred at the time of Initial Case Opening without a completed *Case Plan* must have a *Case Plan* developed jointly with the offender days that is signed and copied to the offender within 45 days after acceptance of the case.
- f. Transfer Case Opening - When cases are accepted as a transfer in a P&P Office from another P&P Office (inter-district), the receiving P&P Officer shall perform the following actions within seven working days of case assignment.
 - i. Establish a professional relationship based on mutual respect with the offender
 - ii. Conduct a personal contact
 - iii. Review Conditions of Supervision
 - iv. Review present status of special conditions
 - v. Review designated area of travel explained/defined
 - vi. Discuss offender complaint procedure
 - vii. Provide information on appropriate leisure time activities and programs
 - viii. Explain “non-business” hours contact procedures
 - ix. Provide reporting instructions
 - x. Cases transferred with a completed *Case Plan* must have the *Case Plan* jointly reviewed and revised with the offender, as needed that is signed and copied to the Offender.
 - xi. If the case being supervised is from another state (Interstate Case), the P&P Office initiating the transfer request is responsible for entering the move in ICOTS once the transfer is accepted. If the case is victim sensitive, the sending state must be of the offender’s new address. (see Operating Procedure 920.4, *Interstate Transfer of Supervision*)
- g. If the case is not accepted for transfer by the receiving P&P Office, the offender is to be informed immediately and instructed to report to the originating P&P Office within three working days. An appointment will be made with the original Supervising P&P Officer to ensure minimal disruption in supervision.

B. Assignments to Community Corrections Alternative Program (CCAP)

- 1. Referrals to CCAP are regulated by Operating Procedure 930.2 *Community Corrections Alternative Program Referral Unit*.

2. Transfer between Programs in CCAP

- a. If an offender is scheduled to transfer to another CCAP Program, the requesting CCAP should initiate a transfer investigation in VACORIS to include a projected graduation date.
- b. The receiving CCAP should accept the case and enter the intake date. Once the case has been accepted, the CCAP should assign a P&P Officer to the case.

3. Transfer from a CCAP to Supervising P&P Office

- a. The CCAP will enter a scheduled graduation date for transfer back to the originating P&P Office.
- b. If the offender submits a release plan for a residence in another jurisdiction, the Facility will initiate a transfer request to the appropriate P&P Office.
- c. Upon case acceptance in VACORIS, the Facility will notify the originating P&P Office of the offender's approved transfer and the P&P Office to which the case was transferred.
- d. Transfer Case Opening - When cases are accepted as a transfer in a P&P Office from CCAP, the receiving P&P Office shall perform the following actions within 30 calendar days of case assignment.
 - i. Establish a professional relationship based on mutual respect with the offender
 - ii. Conduct a personal contact
 - iii. Review Conditions of Supervision
 - iv. Review present status of special conditions
 - v. Review designated area of travel explained/defined
 - vi. Discuss offender complaint procedure
 - vii. Provide information on appropriate leisure time activities and programs
 - viii. Explain "non-business" hours contact procedures
 - ix. Provide reporting instructions
 - x. COMPAS risk/needs reassessments and *Case Supervision Reviews* should be conducted per the *Supervision* section of this operating procedure.
 - xi. Jointly with the offender, review and revise, as needed, a *Case Plan* that is signed and copied to the offender.
 - xii. If the case being supervised is from another state (Interstate Case), the P&P Office initiating the transfer request is responsible for entering the move in ICOTS once the transfer is accepted. If the case is victim sensitive, the sending state must be notified of the offender's new address. (see Operating Procedure 920.4, *Interstate Transfer of Supervision*)
- e. The accepting P&P Office will accept the case in VACORIS and assign a P&P Officer.
- f. If the offender fails to complete the CCAP successfully, the originating P&P Office will be notified in accordance with Operating Procedure 940.4, *Community Corrections Alternative Program*, and the case transfer date will be entered into VACORIS. The originating P&P Office will accept the case and enter assigned P&P Officer.

C. Other Transfers

1. Offenders in Jail

- a. Offenders under supervision that are arrested will remain the responsibility of the supervising P&P Office until sentencing. The jail should be entered on VACORIS as the physical location.
- b. If the offender is convicted and has time to serve, see Operating Procedure 920.5, *Termination of Supervision*, for guidance based on the time to serve.
- c. An offender under supervision that is on bond (pretrial or pending appeal) must continue under supervision by the P&P Office.

2. Transfers within a P&P District (Intra-District)

- a. Transfer Case Opening - P&P Officers assuming responsibility for cases transferred from within the same P&P District (intra-district) shall complete any of the following actions for each case as prescribed by P&P District practice and procedure within 90 calendar days of case assignment.

- i. Establish a professional relationship based on mutual respect with the offender.
 - ii. Conduct a personal contact
 - iii. Review *Conditions of Supervision*
 - iv. Review present status of special conditions
 - v. Review designated area of travel
 - vi. Discuss offender complaint procedure
 - vii. Provide information on appropriate leisure time activities and programs
 - viii. Explain “non-business” hours contact procedures
 - ix. Provide reporting instructions
 - x. COMPAS risk/needs reassessments and Case Supervision Reviews should be conducted per the *Supervision* section of this operating procedure.
 - xi. Jointly with the offender, review and revise, as needed, a *Case Plan* that is signed and copied to the offender.
3. Institutions - Transfers into and out of DOC institutions will be controlled in VACORIS by institutional staff.
 4. Warrants - (see Operating Procedure 920.6, *Violation of Supervision Conditions*)
 5. Fugitive Unit - (see Operating Procedure 036.2, *Extradition and Fugitive Services Unit*)
 - a. Offenders must be in supervision level “A” before the P&P Office or CCAP can transfer them to the Fugitive Unit in VACORIS.
 - b. Once apprehended, the Fugitive Unit will transfer the offender to the appropriate P&P Office in VACORIS.
 6. Death - Once death is confirmed and appropriate reports submitted in accordance with Operating Procedure 920.5, *Termination of Supervision*, the death will be entered in VACORIS by the supervising unit.
 7. Interstate Transfers are addressed in Operating Procedure 920.4, *Interstate Transfer of Supervision*.

VII. REFERENCES

Operating Procedure 036.2, *Extradition and Fugitive Services Unit*
Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*
Operating Procedure 050.1 *Offender Records Management*
Operating Procedure 435.2, *Offender Gang Identification and Tracking*
Operating Procedure 730.3, *Mental Health Services: Levels of Service*
Operating Procedure 735.1, *Sex Offender and Crimes against Minors Registration*
Operating Procedure 735.3, *Supervision of Sex Offenders in Community Corrections*
Operating Procedure 820.2, *Re-entry Planning*
Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*
Operating Procedure 851.1, *Visiting Privileges*
Operating Procedure 866.2, *Offender Complaints, Community Corrections*
Operating Procedure 920.4, *Interstate Transfer of Supervision*
Operating Procedure 920.5, *Termination of Supervision*
Operating Procedure 920.6, *Violation of Supervision Conditions*
Operating Procedure 920.7, *Electronic Monitoring Program*
Operating Procedure 930.1, *Community Corrections Investigations*
Operating Procedure 930.2 *Community Corrections Alternative Programs Referral Unit*

Operating Procedure 940.4, *Community Corrections Alternative Program*

VIII. FORM CITATIONS

- [Travel Permit - In State Travel](#) 050_F3
- [Gang/STG Observation Report](#) 435_F1
- [Gang/STG Observation Report - Tattoo Locator](#) 435_F2
- [Change of Address by Registered Sex Offender \(SP-237\)](#) 735_F11
- [Substance Abuse Voluntary Admission](#) 841_F9
- [Instructions for Substance Abuse Services](#) 920_F1
- [Travel Permit - Out of State](#) 920_F3
- [Casework Review and Recommendation \(PPS 43\)](#) 920_F5
- [Consent for Release of Information \(PPS 20\)](#) 920_F8, [Spanish](#) 920_F8S

IX. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years from the effective date.

The office of primary responsibility reviewed this operating procedure in May 2017 and necessary changes have been made.

Signature Copy on File

4/11/16

A. David Robinson, Chief of Corrections Operations

Date