

<p style="text-align: center;"><b>STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</b></p>	<p><b>Title:</b> <b>RESPONSE SUPERVISION CONTACT STANDARDS - FIELD</b></p>	<p style="text-align: right;"><b>Page 1 of 3</b></p>						
	<b>INTERIM PROCEDURE</b>	<b>NEW</b>						
<p><b>Superseded History:</b> Along with #430.10, <i>Risk Management Supervision</i>, this Interim Procedure supersedes #371.17, <i>Offender Contact Standards for Field Services Programs</i>.</p>								
<p><b>Attachments, Forms &amp; Companion Documents:</b> N/A</p>								
<p><b>Approved:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border-top: 1px solid black; text-align: center;">_____</td> <td style="width: 33%; border-top: 1px solid black; text-align: center;">June 1, 2012</td> <td style="width: 33%; border-top: 1px solid black; text-align: center;">June 1, 2012</td> </tr> <tr> <td style="text-align: center;"><b>Andrew A. Pallito, Commissioner</b></td> <td style="text-align: center;"><b>Date Signed</b></td> <td style="text-align: center;"><b>Date Effective</b></td> </tr> </table>			_____	June 1, 2012	June 1, 2012	<b>Andrew A. Pallito, Commissioner</b>	<b>Date Signed</b>	<b>Date Effective</b>
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**PURPOSE**

The purpose of this Interim Procedure is to establish standards that guide the frequency and quality of contact between offenders assigned to Response Supervision and the staff responsible for their monitoring.

**POLICY**

It is the policy of the Vermont Department of Corrections to provide the most effective community supervision of offenders based on research and resources available. It is the goal of the Department to effectively manage resources and caseloads according to evidence best practices. The Department will strive to use the least restrictive supervision practices, consistent with community, victim and offender safety.

**AUTHORITY**

28 V.S.A. §§ 101, 102, 105, 202, 353, 403.

**REFERENCE**

Administrative Directive #430.10 *Risk Management Supervision* (6/01/12). Interim Revision Memo on *New Interim Procedure on Response Supervision Contact Standards* (6/01/12).

**DEFINITIONS**

Response Supervision: The level of supervision of offenders on probation and parole, that, because of lower severity of offense and, generally, lower risk to re-offend, requires limited supervision services. Such caseloads may include offenders transitioning from Risk Management supervision. It does not include offenders currently categorized and under supervision as a Domestic Violence or Sex Offender.

## **PROCEDURAL GUIDELINES**

### **1. Contacts for Response Supervision Cases**

Offenders who score low and medium on supervision levels are, by design, monitored for condition compliance. Contacts with these offenders on Response Supervision are limited to compliance with court orders and Parole Board conditions.

### **2. Contacts and Staff Utilization**

- a. It is the responsibility of site managers to supervise the use of staff resources so that offender contacts are made pursuant to the direction and priorities established in this Interim Procedure.
- b. As case managers, the CSSs assigned to a case, in accordance with this procedure, are responsible for determining the number and type of contacts provided an offender, and who will provide the contact (CSS, CCO, or other appropriate staff or volunteer.)

### **3. Case Planning and Contact Frequency Plan**

Offenders on Response Supervision will not get case planning services.

- c. A contract will be made with those offenders that outline their responsibilities to comply with conditions. Contacts with these offenders should be to monitor their conformance with contract deadlines.
- d. Offenders in this category will on occasion require staff response to their behavior, but resources are not designed to provide planned risk control or risk reduction services.

### **4. Planned Contact Standards for Offenders Response Status**

- a. Non-reparative: 1 contact every six (6) months.
- b. Reparative with identified victims: 2 contacts in the first three (3) months; thereafter, discharge or review once (1x) every six (6) months.
- c. Reparative without identified victims: 1 contact in the first three (3) months; thereafter, discharge or review once (1x) every six (6) months.
- d. Telephone Monitoring: - No direct contact required except to respond to non-compliance.

### **5. Prioritization of Monitoring**

Staff monitoring offenders on Response Supervision will monitor cases according to the following priority:

- a. Respond to behaviors by probationers and parolees that put victims and/or the public at risk;
- b. Complete statutorily mandated work assignments from the court or Parole Board in the time frames required and attend required hearings;
- c. Reparative Probation assignments - Board liaison and monitoring reparative cases;
- d. Community development assignments from supervisor (e.g., victim impact panels ;)
- e. Monitor "probation program" and "administrative probation program" caseload to determine if conditions of probation are being complied with;
- f. Respond to offender behaviors that staff become aware of which violate prescriptive conditions of probation and parole, but do not put victims and public at risk.

## **TRAINING**

District Managers will review this Interim Procedure with relevant staff to ensure understanding of the requirements.

## **QUALITY ASSURANCE**

District Managers will establish local procedures to comply with the following:

- Train all staff in this directive;
- Determine if offenders are contacted per the contact standards outlined in this directive;
- Inform immediate superiors when contact standards cannot be met due to insufficient resources or situations beyond their control.