



**Parole and Probation
DIVISION DIRECTIVE MANUAL**

AG REVIEW BY:	ORIGINATION DATE: 02/24/1997	APPROVED BY: BERNARD W. CURTIS, CHIEF <i>(original signature on file)</i>
REFERENCES:	DATE EFFECTIVE: 11/01/2010	SUBJECT: Contact Guidelines
PROCESSED BY: Nancy Tiffany	REVISION DATE: 11/01/2005, 12/12/2005, 06/01/2006, 11/07/2007, 01/01/2008 11/25/2008, 09/07/2010	DIRECTIVE NUMBER: 6.2.101

A. PURPOSE:

To set forth the minimum requirements for supervision contacts.

B. POLICY:

The Division establishes offender contact objectives based upon classification.

C. DEFINITIONS:

1. **Personal Contact (PC)**

Any in-person interaction with an offender, regardless of location.

There are five categories of personal contacts:

a. **Personal Contact - Home (PCH)**

A personal contact with an offender in the offender's residence.

b. **Personal Contact - Field (PCF)**

A personal contact with the offender in the field, but other than at the offender's residence, employment, jail or court. Requires discussion with the offender regarding their supervision.

c. **Personal Contact - Employment (PCE)**

A personal contact with the offender on their job/program. The contact will be as minimally intrusive as required to complete the task.

d. **Personal Contact - Office (PCO)**

A personal contact with the offender occurring in the office.

2. **Employment Verification (EV)**

Visiting the offender's place of employment/program, documented verification of employment/program, or verification of legitimate job search for unemployed offenders.

3. **Monthly Report (MR)**

A written report submitted by the offender on a Parole/Probation Monthly Supervision Report form, on a monthly basis or more often as appropriate. A monthly report may be taken in the office, the field or any other location deemed appropriate.

4. **Residence Verification (RV)**

A verification of the offender's residence through a home contact or documented proof.

5. **Special Conditions (SC)**

A verification that all applicable special conditions of supervision have been met or complied with for that month.

6. **Surveillance (SV)**

The gathering of information while observing the offender's residence, employment, recreational activity or events. This also includes any physical location where the offender is or is suspected of being located. Any review or search of social media websites, computer

files, telephone files or any other type of electronic device, maintained as an offender's personal equipment, is considered surveillance.

Surveillance must last for a minimum of 30 minutes or until the purpose of the surveillance is achieved. Surveillance must be noted in the surveillance log and a chronological entry in OTIS is required, beginning with the title "Surveillance."

For residential confinement offenders, surveillance may also be an electronic verification outside of the home or other location where the offender may be located.

7. **Collateral Contact (CC)**

Information or evidence received from another law enforcement officer/agency, counselor/treatment facility or reliable third party that can be utilized, as deemed appropriate, for purposes of employment verification, residence verification, field contact or special condition verification.

H. PROCEDURE:

1. **Intake Status (Does not apply to cases that will be immediately transferred to the Administrative Caseload.) See 6.3.101 Intake Process Directive for time frames and all requirements.**

1 drug test, if appropriate
1 PCH
1 MR
1 EV
Duty to warn, as applicable
SC verified/addressed, financial obligations

2. **General Requirements**

The following are required for all types of supervision, excluding administrative caseloads, each month:

1 MR
1 PC
1 EV
1 SC
Financial obligations, drug tests, surveillance, and attempts to locate as indicated

3. **Specific Additional Minimum Monthly Requirements**

a. General Supervision Caseload

15 PCH or PCF or PCE
15 CC

Mandatory Parole cases require 1 additional CC or PC

b. Intensive Supervision/Gang Caseload

Every offender will have a PCH every 60 days

30 PCH or PCF or PCE

20 CC

5 surveillances

c. Sex Offender/House Arrest Caseload

Every offender will have a PCH every 90 days

15 PCH or PCF or PCE

15 CC

5 surveillances

Any sex offender may be supervised at the Intensive supervision contact level as deemed appropriate.

d. Specialty Court caseloads

As determined by each command

e. Mixed caseloads in rural offices

Intensive supervision, sex offender and house arrest contact guidelines are the same for mixed caseloads in rural offices as in the commands.

4. **Administrative Caseloads**

1 PC every six months

5. Special conditions, which are to be performed a set number of times per month, will receive monthly verification that they are being performed as ordered. These would include, but are not limited to: intensive or weekly outpatient counseling, attendance at a 12-step program, drug testing and community service work. Attempts to verify special conditions will be documented in OTIS and taken into consideration when determining whether special conditions have been addressed for the month.
6. Special conditions, which do not require any sort of action, will not require verification. Examples of this type of condition are: search and seizure, no contact with a victim/co-offender and no drinking.