

DATE:	JULY 25, 2018
NUMBER:	E.9
SUBJECT:	CPAC SUPERVISION CASELOAD STANDARDS
RELATED SECTIONS:	P.C. 1203.016 THROUGH 1203.018 and 1208

PURPOSE

To monitor a County Parole, Home Detention, and Residential Re-entry Center and Work Furlough (RRC/WF) Program participant's behavior through home compliance checks, case manager-participant interactions, and evidence-based treatment interventions that are aligned with the participant's risk and needs.

POLICY

Each participant will undergo a validated risk/needs assessment. The assessed risk level will have corresponding minimum supervision standards requiring staff to maintain contact with participants so that the goals and objectives of community safety, security and programming can be achieved.

PROCEDURE

The County Parole and Alternative Custody Unit (CPAC) will [REDACTED] assess a participant's risk level. The initial supervision standards will be based on the highest risk score or may be determined based on criminogenic needs. This standard can be modified based on the participant's performance while in the program. Any adjustment to a participant's supervision level will be authorized by a CPAC supervisor.

The target caseload for CPAC deputies is 40:1, which may include 10 high risk and 30 low/medium risk participants. The case loads will be divided between the CPAC staff. Generally, the law enforcement CPAC staff will be responsible for the Home Detention participants and detention CPAC staff will be responsible for the RRC/WF participants, but they may be intermixed.

I. HOME DETENTION STANDARDS

At the minimum, home detention participants are required to physically check-in at the vendor's case management office bi-weekly.

In addition, the following minimum supervision standards will be set forth for all Home Detention CPAC participants:

A. GENERAL RISK LEVEL SUPERVISION

1. Low Level (1-4)
 - a. CPAC correctional counselors and the vendor staff will provide programming as appropriate.
 - b. Monthly home compliance checks as needed.

- c. Bi-weekly phone contact by CPAC case manager.
- 2. Medium Level (5-7)
 - a. CPAC correctional counselors and the vendor staff will provide programming as appropriate.
 - b. Bi-weekly home compliance checks required.
 - c. Weekly phone contact by CPAC case manager.
- 3. High Level (8-10)
 - a. CPAC correctional counselors and the vendor staff will provide programming as appropriate.
 - b. Weekly home compliance checks required.
 - c. Weekly phone contact by CPAC case manager.

II. RRC/WF STANDARDS

The following minimum supervision standards will be set forth for all RRC/WF CPAC participants:

- A. All Levels (1-10)
 - 1. CPAC correctional counselors and the RRC/WF staff will provide programming as appropriate.
 - 2. Participants will meet with the RRC/WF case manager on a weekly basis or as directed.
 - 3. Participants will meet with CPAC staff when requested by RRC/WF staff or when needed.
 - 4. Participants shall obey all rules and regulations required by the RRC/WF facility.
 - 5. All participants will have a ten day black-out period when first arriving at the RRC/WF site. The black-out period prevents the participant from leaving the site for the first ten days allowing participant to become familiar with program before being allowed into the public.

The black-out period can be shortened, extended or waived with CPAC supervisory approval.

III. COUNTY PAROLE STANDARDS

The following minimum supervision standards will be set forth for all County Parole participants:

- A. All County Parole participants will follow all conditions set forth by the County Parole Board.
- B. CPAC correctional counselors may request assistance from the CPAC staff if a County Parole participant is having issues with complying with their parole conditions.

IV. CRIMINOGENIC NEEDS

- A. Participants may be required to undergo random alcohol and/or drug testing at intervals set forth by CPAC staff or by the vendor requirements.
- B. Participants may be required to complete programming/classes as set forth by CPAC correctional counselors or required by the vendor.
- C. Home Detention and RRC/WF participant schedules may be reviewed and approved by CPAC staff. Schedules may include employment, job seeking, school, medical appointments, and general needs.

Vendors can obtain preapproval from CPAC staff to approve certain schedules.

V. DOCUMENTATION

- A. All home compliance checks will be documented as follows:
 - 1. Home Detention participants: in Offender 360 (O-360) under CPAC Conditions using "HCC" (Home Compliance Check).
 - 2. County Parolees: in the County Parole database under case file notes.
 - 3. RRC/WF facility does not require home compliance checks but if any contact is made with a participant at the facility, a CPAC deputy shall make notations in O-360 on incidents of significance.
- B. All phone contacts shall be documented as follows:
 - 1. Home Detention participants: in O-360 under CPAC Conditions "PCAL" (Phone Call).
 - 2. RRC/WF participants: in O-360 under Case Notes using CPAC Review (if needed).
 - 3. County Parolees: in the County Parole database under case file notes.
- C. Alcohol and/or drug testing of Home Detention and RRC/WF participants will be documented by the vendor and recorded in their case management software. Any anomalies will be reported to CPAC staff.

- D. Class/program attendance and completion will be documented as follows:
1. Home Detention and RRC/WF participants: by the vendor and recorded in their case management software.
 2. County Parolees: required to fax proof of class/program attendance and completion to CPAC correctional counselors.
- CPAC correctional counselors will monitor attendance and completion of required courses.
- E. All vendors and CPAC staff will communicate on a regular basis to evaluate each participant's case and discuss their progress in the program.