

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 03/18/2019	NUMBER 06.04.130
SUBJECT CASE MANAGEMENT OF PROBATIONERS AND PAROLEES	SUPERSEDES 06.04.130 (03/14/2011)	
	AUTHORITY MCL 791.236 - 791.242, MCL 791.221 - 791.230a, MCL 750.224f; Administrative Rules 791.9901 - 791.9930	
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POLICY STATEMENT:

The primary goal of parole/probation supervision is to protect the public. Public protection is enhanced through case management methods and practices that have been validated as increasing the likelihood of offender success in the community. Within the framework of statutory requirements, policy and procedure, and risk assessment results, field Agents carry out their mission by utilizing professional judgment and experience in collaboration with community partners.

RELATED POLICIES:

PD 06.03.105 Electronic Monitoring of Offenders

POLICY:

DEFINITIONS

- A. Active Supervision: The supervision of all parole and probation offenders who are able to interact with the general public and are expected to report or maintain contact with the supervising Agent.
- B. Offender: A parolee or probationer who is not in the Special Alternative Incarceration (SAI) Program.

GENERAL INFORMATION

- C. Each offender shall be assigned to a field office and Agent for supervision unless otherwise directed by the Sentencing court. Following the initial assignment, offenders may be transferred to the county of residence or a different county in accordance with PD 06.04.135 "Transfer of Probation/Parole Supervision."
- D. Offenders serving multiple probation terms are to be initially assigned to the county of the first probation sentence unless otherwise approved by the Deputy Director of Field Operations Administration (FOA) or designee. Offenders being supervised on parole and specialty court probation term are to be initially assigned to the probation office for the county of sentencing unless supervision in the county of residence would clearly benefit the offender and is approved by the region Managers from both the sentencing county and the county of residence. All other offenders being supervised on both parole and probation are to be assigned to the parole office for the county of residence unless otherwise approved by the FOA Deputy Director or designee. The field office providing supervision must keep the other jurisdiction informed of events that may require action during supervision and is responsible for the enforcement of the terms of probation or parole of the other jurisdiction.
- E. If the offender is housed in a jail, residential program, or hospital and is not available for active supervision, the field Agent shall ensure that the offender signs and is provided a copy of the supervision order and receives reporting instructions at least three business days prior to release to the community.
- F. Each supervising field Agent is responsible for ensuring a thorough orientation with each offender under his/her supervision is conducted. The orientation shall occur no later than the first business day following availability for active supervision. Any orientation outside of this time frame (i.e., notification not received from the court) is permissible if approved by the immediate supervisor.

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- G. A Correctional Offender Management Profile for Alternative Sanctions (COMPAS) assessment shall be completed on every offender at the time of the Presentence Investigation (PSI). The preparing Agent shall include the results of the COMPAS assessment in the completed PSI and shall consider the COMPAS results when recommending programming, supervision objectives, and appropriate special conditions.
- H. For Parolees, the supervising Agent shall ensure that each paroled offender has a completed COMPAS that was prepared within 12 months of the date of parole. If at the time of parole, the offender does not have a completed COMPAS or has a COMPAS that was completed more than 12 months prior, the Agent shall complete a COMPAS assessment as detailed in OP 06.01.145 "Use and Administration of COMPAS and TAP."
- I. A Transition Accountability Plan (TAP) shall be completed for each offender and maintained throughout the term of supervision. The TAP shall clearly identify offender needs and detail goals and tasks to move the offender towards pro-social behavior.

SUPERVISION LEVEL ASSIGNMENTS

- J. The FOA Deputy Director shall establish criteria to be used to determine the appropriate level of supervision for offenders on parole or probation. The criteria shall take into consideration the current conviction(s), Violent Felony Offense (VFO) and Non-VFO scores, and the supervising Agent's professional judgment. In all cases, the supervising Agent shall determine and document a supervision level for each offender as detailed in OP 06.04.130I "Classification and Supervision Level Assignment."
- K. Offenders released from Statutory or Court ordered SAI placement shall be initially assigned to intensive supervision and remain at that level of supervision for at least the first 120 calendar days of community supervision.
- L. Offenders who are not available for active supervision (jail, or hospital, etc.) shall be assigned to minimum - administrative supervision. Offenders in a residential program other than a Residential Reentry Program also shall be assigned to minimum - administrative supervision and are not allowed to leave the program for any period of time without Agent approval. Probationers for whom non-reporting status is ordered by the court also shall be assigned to minimum - administrative supervision. An offender who is not available for active supervision and is assigned to minimum - administrative supervision level under this paragraph shall be reassigned to an appropriate supervision level consistent with criteria established in OP 06.04.130I "Classification and Supervision Level Assignment" when s/he becomes available for active supervision.
- M. Paroled offenders who have been issued a #1 warrant shall be assigned a supervision level of "Parole Absconder Warrant Status." Probationers who have been issued an absconder warrant from the sentencing court shall be assigned a supervision level of "Probation Absconder Warrant Status." Paroled offenders who are in custody for alleged violation behavior but are not available to the Michigan Department of Corrections (MDOC) shall be assigned a supervision level of "Warrant Status." Paroled Offenders who have been paroled directly to a detaining authority shall be assigned a supervision level of "Paroled in Custody."
- N. Agents shall review, and where appropriate, modify the supervision level of offenders under their supervision in a manner consistent with OP 06.04.130I "Classification and Supervision Level Assignment." An offender's supervision level shall be immediately reviewed following any arrest for a felony or an assaultive misdemeanor. An offender's supervision level shall also be immediately reviewed if the offender has a history of drug or alcohol-related driving offenses, and a special condition that prohibits the operating of a motor vehicle and is arrested or ticketed for a driving related offense. An offender's supervision level shall be immediately increased whenever the supervising Agent believes the offender's behavior constitutes a public safety concern. If the offender remains on supervision after disposition of the charge(s) leading to the arrest, the supervising agent shall determine if a change in

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the supervision level is warranted.

CASE MANAGEMENT STANDARDS

- O. The FOA Deputy Director shall issue static case management standards and Agent Directed Case Management Standards that are to be followed by supervising agents for offenders under their supervision. Agents who have completed at least 12 months of case management shall apply Agent Directed Case Management Standards unless specifically directed otherwise by his/her immediate supervisor.

SPECIFIC FIREARM REQUIREMENTS

- P. All parolees are prohibited as a condition of parole from being in the unauthorized company of a person the parolee knows to possess a firearm. The Regional Manager or designee may authorize an exception if the person who possesses the firearm is a verified employee of the MDOC or a criminal justice or law enforcement agency, and who is required as part of that employment to carry a firearm, provided the firearm is either in the physical possession of the person or stored in a locked location whenever the parolee is in the person's company. A parolee may be authorized to reside with that person only if the person is a verified employee of a law enforcement agency and meets all of the above criteria and is approved by the FOA Deputy Director. Each request for a parolee to reside with a person who possesses a firearm shall be submitted to the FOA Deputy Director in the form of a Case Report (CFJ-104). The Case Report shall detail the parolee's relationship to the individual possessing the firearm, the agency or Department where the individual possessing the firearm is employed, and an explanation of how the firearm will be handled, transported, and stored. Any authorization to reside with a person who possesses a firearm shall be for a period of time no greater than 180 calendar days. In all cases any authorized contact or residence with a person who is in possession of a firearm shall be documented on a Parole Condition Authorization Form (CFJ-429) and in the Department's computerized data base. The Regional Manager or FOA Deputy Director may withdraw his/her authorization at any time.
- Q. A probationer may be prohibited as a condition of probation from being in the unauthorized company of a person the probationer knows to possess a firearm. In such cases, approval from the sentencing court shall be requested to allow contact as set forth in Paragraph P for parolees; contact shall not be permitted unless such approval is received.

PROCEDURES

- R. If necessary, to implement requirements set forth in this policy directive, the FOA Deputy Director shall ensure that procedures are developed or updated.

AUDIT ELEMENTS

- S. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

APPROVED: HEW 02/18/2019