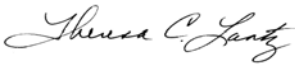
 <p style="text-align: center;">State of Connecticut Department of Correction</p> <p style="text-align: center;">ADMINISTRATIVE DIRECTIVE</p>	Directive Number: 11.1	Effective Date: 1/31/2009	Page 1 of 6
	Supersedes: Parole and Community Services, dated 9/1/2005		
Approved By: 	Title: Parole and Community Services		

1. Policy. The Department of Correction (DOC) shall enhance public safety with responsible supervision of offenders under conditional release to the community. The Parole and Community Services Division shall support the Department's mission by providing supervision and services that reinforce successful community reintegration.

2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 18-81, 18-100, 18-100c, 18-101, 18-101b, 18-105 through 18-107, 54-124a through 54-133.
 - B. Collective Bargaining Agreement, American Federation of State, County and Municipal Employees (NP-4) Bargaining Unit, July 2004, Article 35.
 - C. Administrative Directives 1.2, Organization; 1.9, Audits; 2.7, Training and Staff Development; 4.4, Access to Inmate Information; 4.5, Victim Services; and 9.2, Offender Classification.
 - D. American Correctional Association, Standards for Adult Probation and Parole Field Services, Third Edition, August 1998, Standards 3-3002, 3-3005, 3-3008, 3-3011, 3-3012, 3-3016, 3-3019, 3-3087 through 3-3089 and 3-3195.

3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Board of Pardons and Paroles. As provided for in Section 54-124a(f) of the Connecticut General Statutes, the Board of Pardons and Paroles has independent decision-making authority to (1) grant or deny parole, (2) establish conditions of parole or special parole, and (3) rescind or revoke parole or special parole.
 - B. Case Management. A documented system of supervision that coordinates and involves an offender in a structured framework of programs and services with established goals based on the offender's risk assessment and identified needs.
 - C. Community Contracted Residential and Non-Residential Programs. Community based, private or non-profit agencies contracted by the Department to provide community reintegration services.
 - D. Community Release. A correctional program based in the community for eligible inmates, which includes transitional supervision, transitional placement and residential program placement as authorized in accordance with Sections 18-100 and 18-100c of the Connecticut General Statutes and Administrative Directive 9.2, Offender Classification.
 - E. Deputy Director of Parole and Community Services. A manager of the Department of Correction, who shall serve as an assistant to the Director of Parole and Community Services.
 - F. Director of Parole and Community Services. A manager of the Department of Correction, appointed by the Commissioner, who shall serve as the administrative head of the Parole and Community Services Division.
 - G. Discretionary Parole. The release to the community, pursuant to Section 54-125 or 54-125a of the Connecticut General Statutes by an action of a panel of the Board of Pardons and Paroles, of an inmate

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whose term of confinement has not expired, and under such terms and conditions set forth by a panel of the Board of Pardons and Paroles which are subject to regular monitoring by a DOC parole officer for a specified period of time.

- H. Parole District. A geographical service area comprised of designated municipalities, administered by a parole manager and staffed by parole officers and ancillary support personnel, to which offenders under direct community supervision are assigned based on residence.
 - I. Parole Manager. A community-based DOC employee of managerial rank who administers the daily operations of a district office or specialized parole unit and who is responsible for direct supervision of all staff assigned.
 - J. Parole Officer. A community-based DOC employee who is trained in community supervision techniques, case management methods, and relevant administrative functions.
 - K. Special Parole. A mandatory period of parole supervision, as ordered by the court, pursuant to Section 54-125e of the Connecticut General Statutes, required of an offender after completion of a term of confinement, subject to terms and conditions of supervision established by a panel of the Board of Pardons and Paroles.
 - L. Transfer Parole. The discretionary transfer by the Chairperson of the Board of Pardons and Paroles of an offender to supervision by the Parole and Community Services Division, pursuant to Section 54-125h of the Connecticut General Statutes.
 - M. Transitional Placement. A program in which certain offenders may be transferred by the Commissioner of Correction or designee to an approved community or private residence after satisfactory performance in a residential program pursuant to Section 18-100(e) of the Connecticut General Statutes.
 - N. Transitional Supervision. A community correction program approved by the Commissioner of Correction for offenders who meet the criteria as outlined in Section 18-100c of the Connecticut General Statutes.
4. General Principles. The administration and management of the Parole and Community Services Division to include all personnel and inmates assigned to the Division shall be as follows:
- A. The Commissioner of Correction or designee shall establish the policies and procedures for community release (i.e., Transitional Supervision and halfway house placements) and shall also determine eligibility dates and conditions for community release, as well as the level of supervision for those offenders who are transferred to community release programs at the discretion of the Commissioner or designee.
 - B. The Chairperson of the Board of Pardons and Paroles has the authority and responsibility as set forth in Section 54-124a(c - e) of the Connecticut General Statutes, which includes but is not limited to (1) overseeing all administrative affairs of the Board, and (2) adopting policies in all areas of pardons and paroles including but not limited to granting pardons; commutations of punishments; or releases, conditioned or absolute, in the case of any person convicted of any offense.
 - C. The Parole and Community Services Division shall develop, implement and maintain policies and procedures which shall require:
 - 1. the supervision and enforcement of all conditions imposed on offenders released to Discretionary Parole, Special Parole,

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- Transfer Parole, Transitional Placement, and Transitional Supervision, and for the management of offenders placed in contracted residential programs.
2. the Division to focus on successful strategies to reduce recidivism and to support the reintegration of offenders into the community by providing programs and structured activities with clearly defined behavioral expectations.
 3. the Division to strive to employ evidence-based practice, emergent technology, and innovation to ensure effective supervision, service delivery, and accountability. A range of social, substance abuse, and support services shall be provided by contracted providers and by collaboration with other state, municipal, and private agencies.
 4. the Division to enforce the provisions of the Interstate Compact Agreement regarding offenders from other jurisdictions in accordance with Section 54-133 of the Connecticut General Statutes.
5. Field Operations Manual. The Deputy Directors of Parole and Community Services shall develop and maintain a field operations manual containing detailed information concerning Division organization and general policy, office procedures, specialized units, case management, and security procedures. The field operations manual shall be reviewed by the Director of Parole and Community Services by October 1st of each year and revised as necessary.
6. Division Organization. The Parole and Community Services Division shall be comprised of the following operational components in accordance with Administrative Directive 1.2, Organization:
- A. District Parole Offices. District parole offices shall be located in the following municipalities:
 1. Bridgeport;
 2. Hartford;
 3. New Haven;
 4. Norwich; and,
 5. Waterbury.
 - B. Specialized Parole Units. The Parole and Community Services Division shall develop and maintain parole units to administer the specialized functions of the Division. These specialized units shall be identified as:
 1. Central Intake Unit;
 2. Fugitive Investigations Unit;
 3. Mental Health Unit;
 4. Residential Services Unit;
 5. Special Management Unit;
 6. Strategic Planning and Research Unit; and,
 7. Support Services Unit.
7. Duties and Responsibilities. Parole and Community Services Division staff shall be assigned, but not limited to, the following duties and responsibilities:

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- A. Director of Parole and Community Services. The Director of Parole and Community Services shall, at a minimum:
1. administer supervision and community reintegration services to offenders consistent with Department of Correction and Board of Pardons and Paroles policy.
 2. conceptualize procedures to ensure staff familiarity with all Administrative Directives, Parole and Community Services Division policies, and policies and regulations promulgated by the Board of Pardons and Paroles.
 3. select and supervise all management and supervisory staff for the Division.
 4. determine programmatic needs of the Division.
 5. establish policies, procedures, and practices which govern the operations of the Division.
 6. formulates Division goals and objectives.
 7. serve as the Department's principle liaison with the Board of Pardons and Paroles.
- B. Deputy Director of Parole and Community Services. The Deputy Director of Parole and Community Services shall, at a minimum:
1. provide supervision for all parole managers in the Division.
 2. assist in the development and the implementation of policies, procedures, and practices which govern the operations of the Division.
 3. implement procedures to ensure staff familiarity with all Administrative Directives, Parole and Community Services Division policies, and policies and regulations promulgated by the Board of Pardons and Paroles.
 4. assign, supervise, monitor and ensure compliance with Department standards and policies through periodic audits in accordance with Administrative Directive 1.9, Audits.
 5. direct and coordinate the services delivered and activities conducted by Parole and Community Services district offices and support functions.
 6. assist in the formulation of Division goals and objectives.
 7. may assume responsibility of Division in the absence of the Director of Parole and Community Services.
 8. perform other related duties, as required.
- C. Parole Manager. The Parole Manager shall, at a minimum:
1. manage and coordinate parole and community services in a district office or specialized unit according to established guidelines and procedures;
 2. schedule, assign, oversee and review the work of staff;
 3. conduct performance evaluations;
 4. determine priorities and plan Division work;
 5. establish and maintain Division procedures;
 6. develop or make recommendations on policies and standards;
 7. evaluate, audit and make recommendations on Department programs and operations; and,
 8. perform other related duties, as required.

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- D. Parole Officer (PO-2). The Parole Officer 2 shall, at a minimum:
1. perform case management and counseling activities for an assigned group of offenders;
 2. conduct preliminary investigations and coordinate and authorize release of offenders;
 3. investigate and approve requests for out of state supervision;
 4. review case files, conduct needs assessment and develop a plan for supervision;
 5. coordinate development of a rehabilitation program for offenders;
 6. make appropriate referrals to community based programs for necessary treatment and evaluation;
 7. monitor offender progress while in treatment;
 8. lead lower level employees as assigned; and,
 9. perform other related duties, as required.
- E. Parole Officer (PO-1). The Parole Officer 1 shall, at a minimum:
1. perform tasks associated with community supervision, guidance and control of an assigned caseload of offenders;
 2. conduct preliminary investigations and assist in coordinating and authorizing release of offenders;
 3. review offender case files;
 4. conduct needs assessment and develop a plan for supervision;
 5. coordinate development of a rehabilitation program for offenders;
 6. make appropriate referrals to community based programs for necessary treatment and evaluation;
 7. monitor offender progress while in treatment;
 8. prepare notes, reports and written documentation; and,
 9. perform other related duties, as required.
8. Weapons and Equipment. Unless otherwise ordered by the Director of Parole and Community Services, parole officers and managers shall be issued the following:
- A. Department issued firearm;
 - B. soft body armor;
 - C. state-owned motor vehicle;
 - D. handcuffs;
 - E. chemical agent;
 - F. cellular telephone; and,
 - G. pager.
- Employees assigned state equipment shall turn-in such equipment when the employee is on any type of leave or workers' compensation in excess of two (2) weeks. All equipment turn-in shall be in accordance with the provisions of the Field Operations Manual.
9. Physical/Duty Requirements and Working Conditions. Each parole officer and parole manager shall possess and retain sufficient strength, stamina, agility and endurance to perform all assigned duties as required. Personnel assigned a state-owned motor vehicle and/or a Department issued weapon shall possess a valid driver's license and shall retain Department weapons certification, respectively. Each parole officer and parole manager shall also obtain NCIC/COLLECT certification.

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Parole managers shall be on 24-hour call. Parole officers shall be on 24-hour call and subject to hours of work per NP-4 Collective Bargaining Agreement.

10. Community Contracted Residential and Non-Residential Programs. Community based agencies contracted by the Department shall provide community reintegration services to include, but not be limited to:
 - A. substance abuse treatment;
 - B. mental health services;
 - C. relapse prevention;
 - D. education and vocational training;
 - E. employment development;
 - F. family and domestic violence counseling; and,
 - G. residential placement.
11. Files and Record Keeping. The Parole and Community Services Division shall manage and maintain the necessary records for each offender committed to its supervision in accordance with Department policy. At a minimum, an offender file shall include relevant information regarding community placement information, release status, case management plan information, and behavioral tracking during parole and/or community release placement. This file shall be kept current, accurate and secure. Access to offender files, records and/or any other related information shall be maintained in accordance with Administrative Directive 4.4, Access to Inmate Information and shall be retained as per applicable policy.
12. Victim Services Notification. The Parole and Community Services Division shall provide timely notification, support and appropriate information to the DOC Office of Victim Services and to the Board of Pardons and Parole's Victim Services Coordinator about offenders under its jurisdiction in accordance with Administrative Directive 4.5, Victim Services and other applicable laws.
13. Notification and Cooperation with the Board of Pardons and Paroles. The Parole and Community Services Division shall collaborate with the Board of Pardons and Paroles on matters of mutual responsibility, and shall make timely and appropriate notifications as required by relevant statutes, regulations and policies.
14. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.