
 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 11.5	Effective Date 8/15/2009	Page 1 of 5
	Supersedes New Directive		
Approved By 	Title Time Out Program		

1. Policy. The Department of Correction shall provide eligible offenders remanded to custody the opportunity to return to community supervision upon completion of appropriate programming.
2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 18-81, 18-100(e), 18-100c and 54-125e.
 - B. Administrative Directives 9.5, Code of Penal Discipline; 11.1, Parole and Community Services; and 11.3, Remand of Offender to Actual Custody.
 - C. Parole and Community Services, Field Operations Manual, Section 4.7, Casenote Entries.
3. Definitions and Acronyms. For the purposes stated herein, the following definitions and acronyms apply:
 - A. BOPP. Board of Pardons and Paroles.
 - B. CAIT. Computer Assisted Inmate Transfer.
 - C. Direct Admission Facility. A correctional facility designated to receive inmates committed by the courts. The following facilities are designated as direct admission facilities: Bridgeport Correctional Center; Corrigan-Radgowski Correctional Center; Hartford Correctional Center; Manson Youth Institution; New Haven Correctional Center; and York Correctional Institution.
 - D. Disciplinary Action. For an offender assigned to:
 1. Transitional Supervision or Transitional Placement. Disciplinary action shall consist of the issuance of a disciplinary report and a termination report.
 2. Parole. Disciplinary action shall consist of the issuance of a parole violation report.
 - E. Offender. An individual subject to supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of the Commissioner of Correction or the Chairman of the Board of Pardons and Paroles.
 - F. Parole. The conditional release from imprisonment prior to the end of a criminal sentence granted by the Board of Pardons and Paroles that allows an offender to serve the remainder of the sentence in the community under supervision provided the offender follows the conditions of parole.
 - G. Remand. The physical procedures used to arrest and return an offender to actual custody.
 - H. 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.
 - I. Sponsor. An individual who provides an approved community or private residence, and who consents to the placement of an offender in that residence and to the conditions required by the Department.

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- J. Technical Violation. A violation of release conditions that does not necessarily lead to disciplinary action.
 - K. Time Out Unit. A housing unit within a correctional facility used to house offenders who have violated the conditions of their release and who have voluntarily agreed to participate in relevant programming in order to return to the community in an expedited fashion.
 - L. Transitional Placement. A program in which certain offenders in the custody of the Commissioner of Correction 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.
 - M. Transitional Supervision (TS). 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.
 - N. Warrant for Re-imprisonment. The formal, continuing legal authority issued by the Board of Pardons and Paroles to a proper officer and based on probable cause, to arrest, hold and confine a person for violation of parole.
4. Time Out Unit. Each facility with a Time Out Unit shall provide appropriate programming and services to assist offenders remanded to custody in returning to community supervision. The Unit Administrator or designee shall coordinate with the Director of Programs and Treatment (Division) and the Director of Parole and Community Services or their designees in order to develop and maintain the operational, supervisory and programmatic functions of the Time Out Unit.
5. Technical Violation Review. Each technical violation committed by an offender shall initiate a case conference between the parole officer and the appropriate parole manager. The outcome of the case conference shall determine if the offender will:
- A. continue community supervision;
 - B. be assigned to the Time Out Program in accordance with the provisions of Section 6 of this Directive; or,
 - C. be returned to custody pending disciplinary action.
6. Time Out Program Eligibility Criteria. In order to be eligible for participation in the Time Out Program, each offender returned to custody must:
- A. be classified as an overall level 1 or 2;
 - B. not have any pending cases or outstanding warrants; and,
 - C. not have contacted or attempted to contact the victim of his/her crime when the underlying offense is domestic violence.
- If an offender has previously participated in a Time Out Program and commits additional technical violations, the offender may be considered for assignment to the Time Out Program on a case-by-case basis.
7. Time Out Program Admission Procedures. Offenders returned to custody who are eligible to participate in the Time Out Program shall be processed as follows:

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A. Transitional Supervision and Transitional Placement. Upon return of the offender to a direct admission facility, the parole officer shall review the requirements and procedures of the Time Out Program with the offender to include an explanation of form CN 11.501, Waiver of Notice and Hearing. The offender shall be afforded the opportunity to participate in the Time Out Program.

1. Offender Agrees to Participate.

a. Parole Officer Actions. If the offender agrees to participate in the Time Out Program, the parole officer shall issue the offender a misconduct report and check the "Time Out Program" box on form CN 110301, Remand to Actual Custody Order. Form CN 110301 shall be lodged at the direct admission facility by the parole officer. The imposed sanction on the misconduct report shall be the offender's "Successful Participation in the Time Out Program". The offender shall be required to review and sign the misconduct report and CN 11.501, Waiver of Notice and Hearing in order to be assigned to the Time Out Program.

b. Receiving Facility Actions. The direct admission facility who receives the offender shall promptly CAIT the offender for transfer to a facility with a Time Out Unit, as appropriate. Direct admission facility staff shall update the offender's RT-60 screen to indicate "Return from TS Pending Relapse Program." Changes to an offender's overall security level shall only be initiated by Time Out Program staff.

2. Offender Declines to Participate. If the offender declines to participate in the Time Out Program, the parole officer shall:

- a. lodge CN 110301, Remand to Actual Custody Order at the direct admission facility;
- b. prepare form CN 9503, Disciplinary Report for "Violation of Program Provisions" in accordance with Administrative Directive 9.5, Code of Penal Discipline; and,
- c. complete a termination report in accordance with the Field Operations Manual (Section 4.7, Casenote Entries).

B. Parole. Upon return of the offender to a direct admission facility, the parole officer shall review the requirements and procedures of the Time Out Program with the offender to include an explanation of form CN 11.501, Waiver of Notice and Hearing. The offender shall be afforded the opportunity to participate in the Time Out Program.

1. Offender Agrees to Participate.

a. Parole Officer Actions. If the offender agrees to participate in the Time Out Program, the parole officer shall issue the offender a misconduct report and check the "Time Out Program" box on form CN 110301, Remand to Actual Custody Order. Form CN 110301 shall be lodged at the direct admission facility. The imposed sanction on

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the misconduct report shall be the offender's "Successful Participation in the Time Out Program". The offender shall be required to review and sign the misconduct report and CN 11.501, Waiver of Notice and Hearing in order to remain in the Time Out Program.

- b. Receiving Facility Actions. The direct admission facility who receives the offender shall promptly CAIT the offender for transfer to a facility with a Time Out Unit, as appropriate. Direct admission facility staff shall update the offender's RT-60 screen to indicate "Return from Parole Pending Relapse Program." Changes to an offender's overall security level shall only be initiated by Time Out Program staff.
2. Offender Declines to Participate. If the offender declines to participate in the Time Out Program, the parole officer shall:
 - a. lodge CN 110301, Remand to Actual Custody Order at the direct admission facility; and,
 - b. prepare a parole violation report, which shall be forwarded to the Board of Pardons and Paroles for review and issuance of a Warrant for Re-imprisonment.
- C. Notification to Parole Officer. Upon offender admission to the Time Out Program, program staff shall complete and fax CN 11.502, Time Out Program Compliance Report to the supervising parole officer.
8. Program Time Limits. Length of program participation shall be determined by program staff based on the offender's status (Parole, Transitional Supervision, etc.), not to exceed 60 business days. In cases of Special Parole, the length of program participation shall not to exceed 30 business days.
 9. Program Completion. Upon completion of the Time Out Program, program staff shall complete and fax CN 11.502, Time Out Program Compliance Report to the parole officer. The parole officer shall conduct a case conference with his/her parole manager in order to determine when the offender will be returned to community supervision. The supervising parole officer shall notify program staff of the offender's release date via RTM1P.
 10. Program Non-compliance and Failure. Offenders who fail to comply with the conditions of the Time Out Program may be subject to disciplinary action. Disciplinary action taken against an offender shall be reviewed by the Unit Manager and the parole officer for the offender's continued participation in the program. In the case of program failure, the Unit Manager shall issue the offender CN 9503, Disciplinary Report for "Violation of Program Provisions" in accordance with Administrative Directive 9.5, Code of Penal Discipline. In addition, the Unit Manager shall complete CN 11.502, Time Out Program Compliance Report and submit the completed form, along with a copy of the disciplinary report, to the parole officer. The parole officer shall then initiate a termination report or a parole violation report, as appropriate.
 11. Tracking of Program Statistics. The Unit Manager of each Time Out Program shall compile and maintain a database organized monthly of program statistics to include, at a minimum, the following information:

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- A. number of offenders admitted to the program;
 - B. number of offenders completing the program;
 - C. number of offenders returned to community supervision;
 - D. number of program failures; and,
 - E. reason for failures.
12. Criminal Violations. Offenders remanded for criminal violations shall not be eligible for participation in the Time Out Program.
13. Forms and Attachments. The following forms are applicable to this policy/procedure and shall be utilized for their intended function:
- A. CN 11.501, Waiver of Notice and Hearing; and,
 - B. CN 11.502, Time Out Program Compliance Report.
14. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.