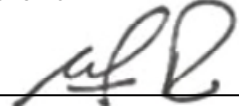


 Department of Corrections and Community Supervision DIRECTIVE	TITLE Community Supervision – Friends and Family Events		NO. 9820 DATE 12/20/2024
	SUPERSEDES DIR #9820 Dtd. 02/17/22	DISTRIBUTION A	PAGES PAGE 1 OF 2
REFERENCES (Include but are not limited to) ACA Expected Practice 4-APPFS-1A-02; Directive #4312	APPROVING AUTHORITY 		

- I. **PURPOSE:** Community Supervision will hold regular "Friends and Family Open House" events to demonstrate the Department's commitment to releasee success, acknowledge their support network, share information about the supervision process, and offer an array of available services to help with reintegration into the community.
- II. **POLICY:** Each Community Supervision region will hold an open house, which will be hosted by Executive Administration and Reentry Services. At a minimum, each region will hold one open house annually.
- III. **PROCEDURES**
 - A. Annual Friends and Family Open House: On an annual basis, each Regional Office will schedule an open house. The Regional Offices may also work with the Governor's Regional Representative, State, and local elected officials to identify prospective participants for service providers.
 1. Each year during the first full week of April, the Regional Director (RD) will identify a tentative date on which the open house will occur and submit [Form #CS9820](#), "Annual Friends and Family Open House Schedule," with Part A completed to the Public Information Office (PIO), with a copy sent to the Deputy Commissioner for Community Supervision, who will track the open house and assist in publicizing the event by use of social media or other media sources.
 2. Two weeks prior to the open house, the RD will complete the previously submitted [Form #CS9820](#), Part B, and resubmit it to the PIO, with a copy sent to the Deputy Commissioner for Community Supervision and respective Assistant Commissioner, finalizing the details of the event. Required information must include the names and associated organizations of all planned guest speakers.
 3. Within five business days after the open house, the RD will submit a written report and group photograph to the PIO and Deputy Commissioner for Community Supervision detailing the event, including any notable occurrences.
 - B. Guest Logistics
 1. Staff will send invitations to all interested releasees and their friends, family members, and/or other support network.
 2. Staff will canvass the Area Office or local providers/partners to identify sufficient space to hold the event in consideration of the anticipated guest count.

If the event is held inside of an Area Office, visitors will be subject to screening by way of walking through a magnetometer. In the absence of exigent circumstances, legislators and their aides should neither be processed through a magnetometer nor scanned with a hand-held metal detector. At all locations, releasees and guests will present identification in order to confirm attendance.

3. Each Regional Office will secure food and soft beverages for the event in accordance with Directive #4312, "Consumption of State Food." The Regional Office will submit a completed [Form #4312A](#), "Request for Waiver to Provide Food for Employees at Department Functions," with a Purchase Order detailing the estimated costs (not to exceed \$500) to the Deputy Commissioner for Community Supervision for approval, who will then submit [Form #4312A](#) along with the Purchase Order to the Deputy Commissioner for Administrative Services for final approval. Any questions or issues should be raised with the Budget Chief for Community Supervision.
4. Where possible, all Parole Officers of record will be in attendance.

C. Presenters

1. The Deputy Commissioner of Community Supervision, or their designee, will serve as the keynote speaker and provide welcoming remarks, including a general overview and purpose of the event.
2. Service providers for the local community will be introduced. These providers will generally represent local recovery, legal, employment, vocational, or other relevant services and support that are available to both the releasees and their friends/family.
3. Each provider will conduct a five to ten minute presentation to the guests.
4. If available, a current or former releasee, as a credible messenger, will present on their experience with Community Supervision and their Reentry path.
5. The event will conclude with a Q&A session and an informal network between releasees, guests, and Community Supervision staff.

Request for Waiver to Provide Food for Employees at Department Functions

Requesting Facility : _____ Requested Date: _____

Superintendent _____ Date of Function : _____

Purpose of Function : (explain the necessity of the function)

Nature of Business : (be specific)

Location : _____

Facility Employees: _____ Central Office Employees: _____ Other Guests: _____

Total Numbers to Attend: _____ (Attach list with names, titles, and their relationships to the business of the function)

Meals Provided :

Breakfast	_____	@	_____	Total	_____
Lunch	_____	@	_____	Total	_____
Dinner	_____	@	_____	Total	_____
Breaks	_____	@	_____	Total	_____

Total Meal Cost _____

APPROVAL / FUNDING SECTION : (USING FACILITY FUNDS)

Method of Payment	_____	_____	_____
	Agency #	Program	Account
	☐	☐	
	Approved	Disapproved	

Facility Stewards Signature:

Facility Superintendent Signature:

APPROVAL / FUNDING SECTION : (CENTRAL OFFICE FUNDS)

Method of Payment	_____	_____	_____
	Agency #	Program	Account
	☐	☐	
	Approved	Disapproved	

Central Office Stewards Signature:

Deputy Commissioner Signature:

APPROVAL SECTION:

Director of Nutritional Services: _____ Date: _____

Approved Disapproved

FUNDING SECTION : (USING CENTRAL FOOD ACCOUNT FUNDS)

☐ Approved ☐ Disapproved

Date: _____

Director of Nutritional Services Signature

NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

ANNUAL FRIENDS AND FAMILY OPEN HOUSE SCHEDULE

Part A: To be completed the first week of April each year.

Regional Office: _____

Regional Director: _____

Tentative Friends/ Family Date: _____

Part B: To be completed two weeks prior to event.

Confirmed Friends/Family Date: _____

How was Event Publicized: _____

Local Groups Involved: _____

State/Local Elected Officials Contacted: _____

Number to Participate in the Open House: _____

cc: Public Information Office
Deputy Commissioner for Community Supervision