
 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	<p>TITLE</p> <p>Approving Parolee Employment with Human Services Agencies</p>		<p>NO. 9211</p>
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<p>SUPERSEDES</p> <p>DIR# 9211 Dtd. 09/07/18</p>	<p>DISTRIBUTION</p> <p>A B</p>	<p>PAGES</p> <p>PAGE 1 OF 2</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to)</p>	<p>APPROVING AUTHORITY</p> 		

- I. **PURPOSE:** This directive provides guidelines to staff when making decisions to allow parolees under community supervision to secure employment with agencies or companies that provide services or goods to the Department of Corrections and Community Supervision (DOCCS), or services to the criminal justice population.
- II. **POLICY GOAL:** To enhance the employability of parolees under community supervision. To allow parolees to gain and have promotional employment opportunities; to reduce the risk of recidivism.
- III. **DEFINITIONS**
 - A. Human Service Agency: An agency that promotes the well-being and self-sufficiency among individuals, families, and community.
 - B. Self-Sufficiency Assistance: Can include, but is not limited to treatment, employment, mentoring, education, vocation, and family reunification.
- IV. **RESPONSIBILITIES OF FIELD STAFF:** When considering a request for employment in a Human Services Agency, where a parolee will have supervisory responsibilities or case management responsibilities over other parolees under Community Supervision, all of the following factors must be considered:
 - Current COMPAS Level and prior criminal offense history;
 - Parolee's adjustment to supervision;
 - The parolee has remained drug-free for a period of at least one (1) year;
 - The parolee's employment, as a case manager at the job location, will not represent a threat to a prior victim;
 - Any parolee subject to the Sexual Assault Reform Act (SARA) will not be permitted to work at a location that would violate Executive Law 259 c (14); and
 - The employer is fully aware of the parolee's status and criminal history.
- V. **PROCEDURE**
 - A. All requests received to work as a case manager are to be elevated through the chain of command to the Bureau Chief. If the Bureau Chief approves, the approval must be annotated in the Case Management System (CMS), and the parolee is to be notified of the approval. No further action is needed at that point.
 - B. If the Bureau Chief does not approve, the Bureau Chief must forward the request and reason for denial to the Regional Director, who will forward the request, along with Bureau Chief's rationale to deny, to the attention of the appropriate Assistant Commissioner for Community Supervision.

- C. The Assistant Commissioners will forward the denied request, along with the Assistant Commissioner's recommendation, to the attention of the Deputy Commissioner for Community Supervision, who will make the final determination to either approve or deny a request for a parolee to be employed as a case manager.