
 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	<p>TITLE</p> <p>Deactivation of Off-Site Report Stations</p>		<p>NO. 9810</p>
			<p>DATE 01/14/2019</p>
<p>SUPERSEDES</p>	<p>DISTRIBUTION A</p>	<p>PAGES PAGE 1 OF 2</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to) Directives #9210, #9403</p>	<p>APPROVING AUTHORITY</p> 		

- I. **PURPOSE:** To instruct Community Supervision staff on the procedures to be implemented and followed whenever an off-site report location is to cease operation.
- II. **POLICY:** The Department of Corrections and Community Supervision (DOCCS) maintains Bureaus, Sub-Area Offices, and Off-Site Reporting Stations in the community to facilitate office reporting by parolees. In the event information is received by staff that an off-site report location can no longer be utilized, emergency action protocols will be implemented in order to ensure the uninterrupted supervision of parolees.
- III. **PROCEDURE**
 - A. Administrative Responsibility: When the Regional Director/Assistant Regional Director is informed that an off-site report location is scheduled to cease operating, the following emergency action protocols will immediately be implemented:
 1. The Regional Director/Assistant Director will inform the appropriate Assistant Commissioner of the impending report station closure and any reasons provided for same. The address, hours of operation, and specific caseload(s) impacted will be identified. The Assistant Commissioner will be advised if any alternative sites have been established and if there will be an interruption in office reporting. In the event of an interruption, the Assistant Commissioner will be advised of the actions pursuant to a closure (required by this plan) which will be in effect along with the effective start date.
 2. The Regional Director/Assistant Regional Director will advise Support Operations of the information obtained in Section III-A-1.
 3. The Regional Director/Assistant Regional Director will instruct local staff to begin the process of identifying alternate locations (for example: Police Departments, Sheriff's, Courts, etc.).
 4. The Regional Director/Assistant Regional Director will work with Support Operations to notify the Office of General Services (OGS) of any alternative location options.
 5. The Regional Director/Assistant Regional Director will facilitate the expedient approval of an alternate location by communicating with all necessary partners and to ensure all required OGS paperwork is submitted in a timely manner.
 - B. Supervision Responsibility: The Regional Director/Assistant Regional Director will instruct all staff impacted by the report station closure to take the following action regarding case supervision consistent with the NORS (No Report Station) plan:

1. Office report standards for each case, as required by COMPAS Level, will be replaced, for the duration of the closure, with a pre-scheduled telephone office report with the parolee.
2. The Parole Officer of record will instruct the parolees on the caseload impacted to telephone in an office report on a pre-scheduled day and time. The parolees will be given the telephone reporting instructions via a written special condition.
3. The telephone office report requirements are the same as an office report. The Parole Officer receiving the telephone office report is to verify the caller's identity by asking a few personal questions (for example: date of birth, etc.). During the telephone office report, the Parole Officer of record is expected to review the administrative topics normally covered during an office report: addressing Criminogenic/Stabilization factors, risk/needs, updating the Case Plan as appropriate, and conferencing with the Senior Parole Officer as needed.
4. Failure to make a telephone office report will be addressed via the existing failure to report protocols for a "regular" office report as per Directive #9210, "Supervision Standards for Community Supervision."
5. The Parole Officer of record will take the telephone office reports at the assigned Area Office, unless the Bureau Chief approves of an alternate location that is operationally more feasible. However, in no case shall this location be a private residence or unsecure public location.
6. The Parole Officer of record will schedule the telephone office reports on their bi-weekly flight plan.
7. Drug/Alcohol testing will be conducted in the community during collateral visits, utilizing the appropriate testing products (for example: PVP, HVP, etc.). The testing schedule will remain unchanged and consistent with Directive #9210. When necessary to conduct drug/alcohol tests in the field or a remote location, the Parole Officer of record will conduct the drug/alcohol testing with a partner present.
8. The Senior Parole Officer/Parole Officer will ensure that custodies are pre-planned as circumstances permit with a designated arrest location to be established locally in accordance with Directive #9403, "Transporting Parole Violators/Prisoners." In the event of an emergency, the custody will occur as per existing practice (for example: call for police assistance, utilize a partner, etc.).
9. In the event that a parolee does not have a landline telephone or cell phone, information regarding free cell phones through the Assurance Wireless Program will be provided to the parolee.
10. Any incorporated deviations of the above must be approved by an Assistant Commissioner for Community Supervision.