

Number: TBD
EFFECTIVE DATE: October 10, 2000

POLICY STATEMENT

Policy Area: Supervision

Issue: Classification of Supervised Offenders

Action/Guidance: CSOSA Screener: Administrative Supervision Level Adjustment

Context: The CSOSA Screener is designed to assign supervision levels to offenders. Administrative adjustments may become necessary due to factors or information available to the officer at the time of the administration of the Screener instrument. CSOSA must cooperate with and accommodate judicial and other systems in order to provide offenders with appropriate supervision and treatment upon release. It is the aim of the CSOSA to ensure the accurate administration of the Screener to determine the appropriate level for supervision for the offender.

I. Policy:

At the initial classification, administrative supervision level adjustments may be required to increase or decrease supervision levels. However, if an offender's Screener score places the offender in a higher supervision level than is required by the following administrative guidelines, the supervision level dictated by the Screener will prevail.

Note: Prior to reducing an offender's supervision level, a CSO must perform a field visit for the purposes of verifying an offender's address and employment as well as assessing the offender's overall compliance with his/her individualized case plan. In addition, the CSO must perform a criminal record check on the offender prior to reducing his/her supervision level.

Administrative adjustments shall be used in the following instances.

- A. Mandatory releasees or parolees released into the community directly from an institution (who have not benefited from a structured, transitional, residential assistance) will begin supervision at a Maximum level.
- B. Intensive supervision levels will be assigned to probation and parole offenders who are:
 1. diagnosed with a mental health disorder;
 2. under HIDTA supervision; or
 3. sex offenders (as defined in the "Sex Offender Supervision Team" procedures).
- C. A specific supervision level required by the releasing authority as a specific condition of release.
- D. Administrative adjustments may only be implemented after an accompanying written justification has been signed by the CSO and approved by the SCSO. The CSO shall inform the offender of the adjustment and the justification for the adjustment. The SCSO shall record all adjustments on the case audit form.

II. Statutory Authority: N/A

III. Procedural References/Supercedes:

- References: Screener Instrument; Guidelines on Supervision Contact Standards, Collateral Contacts, and Field Contacts; Drug Testing and Administrative Sanctions.
- Supercedes: None