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| Sixth District Department of Correctional Services POLICY | | Issue Date 03/06/92 | Effective Date 07/18/16 | Policy Number 203-16A |
| Subject PRETRIAL RELEASE SUPERVISION CASE PROCEDURES | | | Review Month December | Author 0102/0483 (JAL/KSC) |
| Rescinds 203-16 | References | | | |

POLICY:

Staff monitors release with supervision defendants.

PROCEDURE:

1. The Supervisor assigns the case to a Pretrial Agent.
2. If the defendant resides outside the District/County, staff proceed with the Transfer of Supervision (206).
3. Staff ensure the defendant's file contains all pertinent court orders, Release Agreement (200B), and initial interview.
4. Staff record all defendant related contacts in the generic notes.
5. For defendants who reside in the County, staff meets with the defendant within five (5) working days of the defendant's release.
6. Defendants are required to call in weekly, unless released on supervision for any of the offenses listed in Procedure #7.
7. Defendants are required to report in person bi-weekly to the Pretrial Agent, when released on supervision for the following offenses:

Arson
Assault Causing Bodily Injury Domestic Abuse with Prior Conviction for Like Offense
Assault Sex Abuse
Assault While Participating in a Felony, No Injury
Assault With Intent
Assault With Intent to Commit Sexual Abuse
Attempted Murder
Burglary, First Degree
Child Endangerment

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PROCEDURE: (continued)

Child Stealing
Domestic Assault, Penalty Enhanced & Restricted Airway
Extortion
Going Armed With Intent
Harassment
Homicide By Vehicle
Incest
Indecent Contact With A Child
Kidnapping
Lascivious Acts With A Child
Manslaughter
Murder
Neglect or Abandonment
Possession of Explosive/Incendiary
Possession With Intent to Deliver/Precursors - Methamphetamine
Robbery
Sexual Abuse
Stalking
Terrorism
Willful Injury

8. Upon supervisory approval staff may increase or decrease the nature and frequency of contacts based the following criteria:
 - A. Maintaining contact with staff;
 - B. Complying with special conditions, including treatment referrals;
 - C. Remaining arrest free.
 - D. History of convictions for assaultive/forcible felony offenses.

9. During the initial meeting, staff:
 - A. Determine the nature of supervision (e.g. telephone contact or face-to-face contact);
 - B. Review and (re)sign the Release Agreement, Offender Grievance Form (115A), and the PREA Offender Education and Agreement Forms (2412A, 2412C) with the defendant.
 - C. Has the offender sign the appropriate releases of information, as applicable.
 - D. Explain program requirements and advise the defendant to report the following during each contact and update as appropriate in ICON:
 - 1.) Home/cellular telephone number;
 - 2.) Address;

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PROCEDURE: (continued)

- 3.) Employment information;
 - 4.) Any rearrests;
 - 5.) Last contact with attorney;
 - 6.) Next court date;
 - 7.) Compliance with special conditions (i.e. IDAP, substance abuse treatment).
10. Staff document changes to contact requirements and the reasons for the changes in ICON Generic Notes.
 11. Staff inform defendant of available resource agencies and assist the defendant in securing services from the agency, if requested or if ordered by the Court. Staff record the defendant's compliance with the resource agency in ICON Generic Notes.

BY ORDER OF:

Bruce Vander Sanden, Director