

| | | | | |
|--|------------|------------------------|----------------------------|--------------------------|
| Sixth District Department of Correctional Services POLICY | | Issue Date 04/01/88 | Effective Date 06/01/16 | Policy Number 1008-16 |
| Subject NOTIFICATION OF MISSED APPOINTMENTS | | | Review Month September | Author 0633 (RME) |
| Rescinds 1008-97 | References | | | |

POLICY:

The Director ensures a system is developed and implemented that requires on-going communication regarding offender's progress in treatment.

PROCEDURE:

1. The TASC Liaison notifies the referring Agent, within one (1) working day, when an offender misses an assessment.
1. The notification to the referring Agent is documented, at minimum in ICON Generic Notes (103).

BY ORDER OF:

Bruce Vander Sanden, Director