



Sixth Judicial District Department of Correctional Services

PROBATION/PAROLE OFFICE BASED SUPERVISION APPOINTMENTS

In June 2020, at a date and time arranged between you and your supervising officer, the Department of Correctional Services will resume office-based appointments. These modified in office appointments will minimize risk of exposure to COVID-19 and are based on public health recommendations. The Department of Correctional Services is committed to taking actions that protect your health, the wellbeing of all community members, as well as community correction's staff.

You can expect that Department of Correctional Services staff, during this pandemic, will:

1. Properly wear a protective mask when meeting with you in person.
2. Cancel your appointment if there is any indication of increased risk of infection transfer.
3. Make every effort to see you in a timely manner.
4. Maintain a clean environment and sanitize high traffic areas frequently.
5. Make an effort to assist with problem solving and resource needs that you bring to our attention.
6. Adhere to social distance guidelines as strictly as possible, maintain a minimum six (6) foot distance between you and the staff during your appointment.

We expect you, the community correction's client, during this pandemic, while visiting our office locations to adhere to the following requests:

1. Wear a protective mask when you are on the property of the Department of Correctional Services.
2. The Department of Correctional Services' lobby is closed as a waiting area. You will need to make contact with your supervising officer by phone once you arrive. If you lack a phone, you can use the entryway vestibule phone.
3. Wait outside of the building until your scheduled appointment time when your supervising officer will make contact with you.

4. Complete a brief assessment each time you enter a Department of Correctional Services' building. This will include a set of standard questions regarding illness symptoms and a non-invasive temperature scan.
5. To wash your hands and or use hand sanitizer before you proceed to any interior offices.
6. Attend your meetings individually. You will not be allowed to bring any visitors and or family members inside for your appointment.
7. Fill out a Monthly Report form prior to arriving at the office.
8. You will continue to have telephone access to your supervising office during regular work hours.

If you are required to attend **group programming** at the Department of Correctional Services be advised that this programming is tentatively scheduled to restart on or shortly after July 13, 2020. Contact your supervising officer for specific details and updates regarding group attendance.