

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Directive: 344.01

Subject: Collaborative Community Supervision

Effective Date: 11-13-2002

Review and Re-Issue Date:

Supersedes: New

APA Rule Number:

Recommended for approval by: Richard Turner, Director/Correctional Services	Authorized By: John Gorczyk, Commissioner
_____	_____
Signature	Signature
Date	Date

1. Authority:

Title 28, V.S.A §1, 2a, § 3, 101 (10), 102, b (14), § 721

2. Purpose:

To define and describe “Collaborative Community Supervision,” a Department of Corrections operational strategy supplementing ORP, which links the community to the provision of integrated human services and risk management, services to offenders. The goals of Collaborative Community Supervision are:

- To foster offender responsibility in the community and connect the community with the offender.
- To increase the quantity, scope and quality of dialogue between Corrections and citizens of the community.
- To increase the potential for pro-active coordinated interventions with offenders, using all available state and community resources.
- To increase the opportunities for conflict and dispute resolution.
- To increase the community’s sense of efficacy in addressing the issues that affects its quality of life.
- To provide meaningful ways for Department of Corrections staff to collaborate with the community in holding offenders accountable for addressing criminogenic needs.
- To promote community safety.

3. Applicability/Accessibility

This directive applies to all CCSC and CRSU staff and to all Probationers, Parolees/SCS, furloughees and community restorative panels. Any person may have access to this directive.

Collaborative Community Supervision

4. Directive:

Collaborative Community Supervision is a strategy that relies on the assignment of staff or staff teams to specific neighborhoods, towns or larger districts. This strategy facilitates and builds relationships and networks that support offender reintegration, and offender accountability as outlined in the purpose. It provides an organizational structure for CRSU staff to concentrate their reparative board, alternative dispute resolution, and other community activities in defined geographic areas to enhance visibility and local collaboration. It provides an organizational structure for CCSC staff to supervise offenders in their home communities, develop offender community support networks, utilize local community boards for sanctioning and rewarding offender behavior and ensure that offenders repair the harm done, return value to the community, and meet victim needs.

4.1 Supervision Districts and Staff Assignments

CCSC Superintendents and CRSU Managers/Supervisors collaborate and to the greatest extent possible identify common supervision districts within their jurisdictions.

All Vermont communities fall into a supervision district or districts. These supervision districts have a community identity (or identities) and have sufficient numbers of resident offenders and community resources to make collaborative community supervision cost effective and practicable. In developing supervision districts, managers and supervisors consult with local governmental and community based non-governmental agencies, as appropriate, to identify geographic districts.

4.1.1 CCSC

- Superintendents identify geographic supervision districts (neighborhoods, towns, town clusters).
- Unless contra-indicated by the needs of specific offender cohorts (e.g. youth under the age of 22), to the greatest extent possible, caseloads are assigned geographically by neighborhood, town or town clusters.
- Superintendents assign as least one CSS to be staff liaison in each Collaborative Community Supervision District.
- Caseload equity and economic efficiencies may result in geographically areas being split or shared. This means that staff may be involved in supervision of part of a district or more than one district.
- Wherever possible, CSS and CCO staff work in supervision teams to carry out the field responsibilities of Collaborative Community Supervision. CCO staff may have supervision responsibilities outside of their assigned supervision district.
- Individual CSS and CCO staff may also have concurrent responsibilities as members of treatment teams.
- Caseloads are assigned in accordance with geographic districts.
- Work with community restorative panels will be assigned in accordance with geographic districts, when feasible.
- Other community work (e.g. alternative dispute resolution activities, community justice center liaison) will be assigned in accordance with geographic districts, when feasible.

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4.1.2 CRSU

- Caseloads are assigned in accordance with geographic districts.
- Work with community restorative panels will be assigned in accordance with geographic districts, when feasible.
- Other community work (e.g. alternative dispute resolution activities, community justice center liaison) will be assigned in accordance with geographic districts, when feasible.

4.2 Department of Correction Role in Collaborative Community Supervision

It is the responsibility of Department of Corrections to:

- Address the underlying causes of offender behavior within the principle of least restrictive response consistent with public safety
- Support offenders in being responsible for addressing harm done by their behavior.
- Make offenders accountable to the community, including the victim.
- Rely on the use of incarceration of offenders only when behavior indicates that incapacitation is needed to protect the community from risk of harm, or when an offender refuses to be accountable to the community.

4.2.1 CCSC

- Staff reach out to victims in order to support their sense of safety and restoration.
- CSS and CCO "offender direct" and "offender indirect" contacts occur primarily in a field setting
- Offender contacts emphasize establishing partnerships with family, employer and other community supports.
- Staff use established community structures, to include restorative boards and Community Justice Centers, to promote citizen participation in the offender change process.
- Staff participate in public information programs regarding corrections and community justice.
- Staff collaborate with citizens or citizen groups, like neighborhood associations, to enhance the network of supervision for individual offenders and/or high-risk areas.

4.2.2 CRSU

- CSS will respond to Corrections connected community issues around safety and social concerns in concert with the community, the CCSC's, and other state and local governments, public and non profit agencies.
- Develop in concert with CCSC's, other state and local governments, private and non-profit agencies, and networks which support and empower neighborhoods, districts, and communities safe and productive places to live.
- Will support offenders being responsible to their victims and the communities in which you live.

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5. Training Method

Superintendents and CRSU supervisors and managers have been trained in this directive. They are responsible for conducting periodic training of line staff in the supervision and community justice implications of this directive.

6. Quality Assurance Processes

- Superintendents and CRSU Managers/Supervisors will jointly sign work site procedures establishing districts for geographic network supervision.
- Every January 2, Superintendents and CRSU Managers/Supervisors will submit a report to their respective directors listing supervision districts and the names of staff assigned to these.
- Superintendents will review field contact reports to assure that CSS and CCO offender contacts occur primarily in a field setting. Superintendents will review field contact reports to assure that there is an emphasis on collateral community contacts.

7. Financial Impact:

The department anticipates that there will be an increase in field operating expenses because of increased mileage and vehicle expenses.

8. Responsible Director and Draft Participants

Jacqueline Kotkin, Assistant Director/Correctional Services;
Steve Lickwar, Director/Reparative Services