

STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS

Directive: 125.01

Subject: Css I And Ii Performance Standards
Effective Date: December 1, 1998 Review and Re-Issue Date:
Supersedes: NEW APA Rule Number:

Recommended for approval by:		Authorized By:	
_____ Signature	_____ Date	_____ Signature	_____ Date

1. Authority:

1.1 Authority for this directive is derived from Title 28 V.S.A. (c) (1).

2. Purpose:

2.1 Consistent with the Department of Corrections professional principles and goals, correctional services specialist staff, statewide, need to be informed of what their work duties are and by what standards will be evaluated.

3. Applicability/Accessibility

3.1 Anyone may have a copy of this directive.

4. Directive

4.1 PERFORMANCE EVALUATION STANDARDS FOR CORRECTIONAL SERVICE SPECILISTS AT COMMUNITY CORRECTIONAL SERVICES CENTERS

4.1.1 Major Duties:

- 4.1.1.1 Case Management
- 4.1.1.2 Group Facilitation
- 4.1.1.2 Victim Issues
- 4.1.1.3 Court/Parole Board Duties
- 4.1.1.4 Legal Documentation

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4.1.1.5 Professional Development

4.1.1.6 General Performance

4.1.1.6 Other Related Duties

4.1.2 Case Management

4.1.2.1 Case planning

4.1.2.1.1 Case plans shall be developed through the use of validated and accepted assessment tools.

4.1.2.1.2 Case plans shall address offender's top three criminogenic needs.

4.1.2.1.3 Revised case plans shall be developed through the use of relapse prevention plan.

4.1.2.1.4 Co-case management shall be utilized for assessment, planning and a continuum of treatment services intended to reduce risk.

4.1.2.2 Referrals

4.1.2.2.1 Referrals are made within five working days of initial meeting with offender.

4.1.2.2.2 Providers are contacted at a minimum of every thirty days for a progress report. (In cases where a CSS is unable to meet the following time requirement due to workload or circumstances surrounding a case, a memo must be sent to a casework supervisor for his/her review and approval. Casework supervisors are to maintain a file of all memos per CSS).

4.1.2.3 Assessments (Stages of Change, Contact Standards)

4.1.2.2.1 Adhere to Contact Standards for Field Services Program Directive 421.02 and related procedures.

4.1.2.4 Case Notes

4.1.2.4.1 All case notes are to be entered in the automated offender database.

4.1.2.4.2 Content to be professional, accurate and factual.

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4.1.2.4.3 Content reflects motivational interviewing language and relapse prevention methodology, coupled with steps taken by CSS to monitor change.

4.1.2.4.4 All offender contact, activity, correspondence and collateral contacts shall be incorporated in the case notes.

4.1.2.5 Collection of fines, fees and surcharges

*Pending the department's ability to aggregate data.

4.1.2.5.1 Adhere to Supervision Fees Policy 426, Supervision Fees Directive 426.01 and Offender Fees for Contracted Intervention Services Directive 426.02, and related procedures.

4.1.2.5.2 Performance standards will be measured by the rate of consistent monthly payment rendered according to payment plan.

4.1.2.6 Monitoring/Modifying Conditions

4.1.2.6.1 Modifications are requested consistent with limited risk control.

4.1.2.6.2 Modifications are requested within five working days of verification of alleged behavior.

4.1.2.6.3 (In cases where a CSS is unable to meet the following time requirement due to workload or circumstances surrounding a case (i.e., protecting a victim) a memo must be sent to a casework supervisor for his/her review and approval. Casework supervisors are to maintain a file of all memos per CSS).

4.1.2.7 Furloughees

4.1.2.6.1 Adhere to Furloughs Policy 372, Pre-Approved Furlough Directive 372.01, Furloughees Residence Approval Directive 372.02, and Furlough Revocation Directive 372.03 and any related procedures.

4.1.2.8 Earned Reduction of Term

4.1.2.8.1 Adhere to Reduction of Term For Good Behavior Policy 316, Reduction of Term for Good Behavior Directive 316.01 and related procedures.

4.1.2.9 Community Resources

4.1.2.9.1 Provide offenders with a list of need/risk reducing community resources, and, if necessary, assist with the referral process.

4.1.2.10 Offender Contact

4.1.2.10.1 Offender contact will be scheduled.

4.1.2.10.2 One-on-one contact to occur within five days of receipt of case.

4.1.2.10.3 Communication with offender focused on risk indicators and pre-intervention strategies.

4.1.2.10.4 Incorporate motivational interviewing and relapse prevention methodology into all offender contact.

4.1.2.10.5 Adhere to Offender Case Management System (OCMS) principles and guidelines. (In cases where a CSS is unable to meet the following time requirement due to workload or circumstances surrounding a case, a memo must be sent to a casework supervisor for his/her review and approval. Casework supervisors are to maintain a file of all memos per CSS).

4.1.2.11 File Management

4.1.2.11.1 Adhere to Offender File Organization Directive 251.01.

4.1.3 Group Facilitation - For CSS II's

4.1.3.1 Co-facilitate intervention groups for offenders with staff and/or contact providers.

4.1.3.1.1 Facilitate/co-facilitate a group.

4.1.3.1.2 Demonstrate understanding of basic group facilitation skills.

4.1.3.1.3 Attain and maintain working knowledge of treatment methodologies pertinent to assigned program(s).

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4.1.3.1.4 Allocate time to prepare and debrief group process.

4.1.3.1.5 Use designated forms to document group process and related activities.

4.1.3.1.6 Utilize automated offender scheduling system to track offenders' attendance, participation and progress.

4.1.3.1.7 Adhere to various program procedures, to include program rules, guidelines and documentation.

4.1.3.2 Restitution

*Pending department's ability to aggregate data.

4.1.3.2.1 Adhere to Restitution Directive 338.02.

4.1.3.2.2 Establish a written payment plan within ten working days from receipt of restitution order.

4.1.3.2.3 Modify plan, as need, reflecting change in financial status.

4.1.3.2.4 Performance standards will be measured by the rate of consistent monthly payment rendered according to payment plan.

4.1.3.3 Victim Notification/Communication

4.1.3.3.1 Adhere to Victims Right to Release Notification Directive 428.01.

4.1.3.3.2 Victim notification plan documented in case notes and followed through as described:

4.1.3.3.2.1 Concerns

4.1.3.3.2.2 Means of contact

4.1.3.3.2.3 Frequency of contact, per policy and as requested

4.1.3.3.2.4 Needs solicited and incorporated in case notes, case plan and furlough agreement

4.1.3.3.2.5 Victim notification form updated as needed.

4.1.3.4 Knowledge of Appropriate Referrals

4.1.3.4.1 Adhere to Victim Services Policy 338.

4.1.4 Court/Parole Board Duties

4.1.4.1 **Violation of Probation**

- 4.1.4.1.1** Violations are brought in all cases of new convictions, unless otherwise stipulated by the court.
- 4.1.4.1.2** Request disposition of all violations in a manner that is consistent with the seriousness of the offense and original offense.
- 4.1.4.1.3** Modifications are requested consistent with limited risk control.
- 4.1.4.1.4** Violations submitted to court within five working days following verification of alleged behavior.
- 4.1.4.1.5** Emergency arrests are made only when there is a risk the violator may abscond or present a danger to self or other.
- 4.1.4.1.6** (In cases where a CSS is unable to meet the above time requirement due to workload or circumstances surrounding a case, a memo must be sent to a casework supervisor for his/her review and approval. Casework supervisors are to maintain a file of all memos per CSS.)

4.1.4.2 **Discharges**

- 4.1.4.2.1** Adhere to Program Completion Directive 425.02.
- 4.1.4.2.2** Secure documentation from program provider reflecting offenders progress in relation to risk reducing outcomes.
- 4.1.4.2.3** Discharge reports contain the following information:
 - 4.1.4.2.3.1** Progress toward risk reducing activities
 - 4.1.4.2.3.2** General community status is noted
 - 4.1.4.2.3.3** Financial responsibilities are addressed

4.1.4.3 **Modifications**

- 4.1.4.3.1** Requests are consistent with limited risk control.
- 4.1.4.3.2** Submitted to court/parole board within five working days following verification of behavior.

(In cases where a CSS is unable to meet the above time requirement due to workload or circumstances surrounding a case, a memo must be sent to a casework supervisor for his/her review and approval. Casework supervisors are to maintain a file of all memos per CSS)

4.1.4.4 Parole Board Summaries

4.1.4.4.1 Attend hearings.

4.1.4.4.2 Submitted on time, concise and factual.

4.1.4.4.3 Summaries to include the following details:

4.1.4.4.3.1 Previous Supervision History

4.1.4.4.3.2 Dates and nature of disciplinary reports and graduated sanctions

4.1.4.4.3.3 Date(s) of release on furlough

4.1.4.4.3.4 Details of offense noted on every packet
"Refer to previous packet" not acceptable

4.1.4.4.3.5 Outline of community treatment plan

4.1.4.4.3.6 Victim notification clearly marked

4.1.4.4.3.7 All necessary documents attached (i.e., updated sentence computation, case plan, prior criminal record/motor vehicle record, verified/approved-disapproved parole plan, restitution information)

4.1.4.4.3.8 Detailed recommendation - if not recommended, explain risk/if recommended explain why

(In cases where a CSS is unable to meet the above time requirement due to workload or circumstances surrounding a case, a memo must be sent to a casework supervisor for his/her approval. Casework supervisors are to maintain a file of all memos per CSS.)

4.1.5 Legal Documents and Reports

4.1.5.1 Furloughs

4.1.5.1.1 Adhere to Furloughs Policy 372, Pre-Approved Furlough Directive 372.01 and related procedures.

4.1.5.2 Sanctions (Graduated Sanctions, Disciplinary Reports) and Positive Reinforces

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4.1.5.2.1 Adhere to Inmate Discipline Policy 410, Discipline Directive 410.01, Graduated Sanctions Directive 421.03 and related procedures.

4.1.5.3 Intermediate Sanctions Reports

4.1.5.3.1 Adhere to format outline in the Sentencing Options Manual.

4.1.5.3.2 Reports will be clear, concise, accurate and submitted in accordance with predetermined deadline.

4.1.5.4 Pardons

4.1.5.4.1 Adhere to Pardon Investigation Guidelines

4.1.5.5 Incident Reports

4.1.5.5.1 Adhere to Reporting Incidents Policy 405.

4.1.6 Professional Development

4.1.6.1 Attend training as appropriate to enhance professional development and recertification

4.1.6.1.1 Create and maintain a professional development plan and follow through (see attached form).

4.1.6.2 Attend all mandatory/relevant training, meetings and skill enhancement activities

4.1.6.2.1 Adhere to Corrections Competency Training Policy 107 and Corrections Competency Training Directive 107.01.

4.1.6.2.2 Attend and actively participate in meetings.

4.1.6.2.3 Demonstrate a willingness to address skill or performance deficiencies.

4.1.6.3 Team Player

4.1.6.3.1 Support others input and ideas, be willing to share ideas and accept from/offer feedback to others.

4.1.6.3.2 Demonstrate a cooperative effort by conducting yourself in such a manner as to nurture a positive work environment.

4.1.6.3.3 Demonstrate flexibility, objectivity and exhibit self as a motivator of change.

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4.1.6.3.4 Assume responsibility to coordinate and facilitate meetings.

4.1.6.4 Educational Enhancement (Optional)

4.1.6.4.1 Pursue educational goals relevant to professional responsibilities and practices and/or future career development goals.

4.1.7 General Performance

4.1.7.1 Adhere to, support and promote Departmental "Work Rules"

4.1.7.2 Monitor workload to meet expectations within forty hours a week

4.1.7.2.1 Prioritize workload.

4.1.7.2.2 Manage time in order to achieve highest level of productivity.

4.1.7.2.3 Maintain a daily calendar for purposes of scheduling and supervisory review.

4.1.7.2.4 Plan for leave and coverage.

4.1.7.3 Conduct and present yourself in a professional manner

4.1.7.3.1 Maintain professional interpersonal relations with peers, offenders and members of the community.

4.1.7.3.2 Consistently conduct yourself in such a manner as to demonstrate proper use of authority.

4.1.7.4 Maintain an open channel of communication with supervisors, peers and other relevant parties

4.1.7.4.1 Communicate in writing and verbally any relevant information.

4.1.7.4.2 Adhere to External Written Communication Directive 76.01.

4.1.8 Other Related Duties

4.2 PERFORMANCE EVALUATION STANDARDS FOR CORRECTIONAL SERVICES SPECIALISTS AT CENTRAL FACILITIES

4.2.1 Major Duties

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- 4.2.1.1** Case Management
- 4.2.1.2** Group Facilitation
- 4.2.1.3** Victim Issues
- 4.2.1.4** Court/Parole Board Duties
- 4.2.1.5** Legal Documentation
- 4.2.1.6** Professional Development
- 4.2.1.7** General Performance
- 4.2.1.8** Other Related Duties

4.2.2 Case Management

4.2.2.1 Case Planning

- 4.2.2.1.1** Case plans shall be developed through the use of validated and accepted assessment tools.
- 4.2.2.1.2** Case plans shall address offenders' top three criminogenic needs.
- 4.2.2.1.3** Revised case plans shall be developed through the use of relapse prevention plans.
- 4.2.2.1.4** Co-case management shall be utilized for assessment, planning, and a continuum of treatment services intended to reduce risk.

4.2.2.2 Referrals

- 4.2.2.2.1** Referrals are made within five working days of initial meeting with offender.
- 4.2.2.2.2** Providers are contacted at a minimum of every thirty days for a progress report.

4.2.2.3 Case Notes

- 4.2.2.3.1** All case notes are to be entered in the automated offender database.
- 4.2.2.3.2** Content to be professional, accurate and factual.
- 4.2.2.3.3** Content reflects motivational language and relapse prevention methodology, coupled with-steps taken by the CSS to monitor change.

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4.2.2.3.4 All offender contact, activity, correspondence and collateral contact shall be incorporated in case notes.

4.2.2.4 **Reclassifications**

4.2.2.4.1 Completed in a co-case management format to include the offender and relevant program staff and in accordance with the Classification Manual.

4.2.2.5 **Furloughs**

4.2.2.5.1 Adhere to Furloughs Policy 372, Pre-Approved Furlough Directive 372.01, Furlough Residence Approval Directive 372.02, and Furlough Revocation Directive 372.03 and any local procedures.

4.2.2.6 **Earned Reduction of Term**

4.2.2.6.1 Adhere to Reduction of Term for Good Behavior Policy 316, Reduction of Term for Good Behavior Directive and 316.01 and related procedures.

4.2.2.6.2 Earned Reduction of Term Plans will be completed within fifteen days of their admission.

4.2.2.7 **Community Resources**

4.2.2.7.1 Maintain and provide a list of community resources for offender and, if necessary, help facilitate the process.

4.2.2.8 **Offender Contact**

4.2.2.8.1 Allow for a minimum of thirty minutes twice a month to meet with all assigned offenders.

4.2.2.8.2 In person contact in accordance with contact standards.

4.2.2.8.3 Communication with offender focused on risk indicators and pre-intervention strategies.

4.2.2.8.4 Incorporate motivational interviewing and relapse prevention methodology into all offender contact.

4.2.2.8.5 Adhere to Offender Case management principles and guidelines.

4.2.2.9 **Direct Placement**

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4.2.2.9.1 Coordinate transfer process by ensuring communication with field staff and community resources.

4.2.2.10 Out of State Placements

4.2.2.10.1 Adhere to Out of State Transfer - Supplemental Facility - Placement Selection and Transfer Process Procedure 314.01.01.

4.2.2.11 File Management

4.2.2.11.1 Adhere to Offender File Organization Directive 251.01.

4.2.3 Group Facilitation-For CSS II's

4.2.3.1 Co-facilitation intervention groups for offenders with staff and/or contact providers.

4.2.3.1.1 Facilitate/co-facilitate a group as required.

4.2.3.1.2 Demonstrate understanding of basic group facilitation skills.

4.2.3.1.3 Attain and maintain working knowledge of treatment methodologies pertinent to assigned program(s).

4.2.3.1.4 Use designated forms to document group process and related activities.

4.2.3.1.5 Utilize automated offender scheduling system to track offenders' attendance, participation and progress.

4.2.3.1.6 Adhere to various program procedures, to include program rules, guidelines and documentation.

4.2.3.1.6.1 Maintain group logistics

4.2.3.1.6.2 Set/maintain group schedule

4.2.3.1.7 Provide and maintain necessary materials and resources.

4.2.3.1.8 Schedule, attend and facilitate treatment team meetings.

4.2.3.1.9 Exhibit oneself as a motivator of change.

4.2.3.1.10 CSS's may be required to write program audits and/or monthly program service reports.

4.2.3.2 Victim Issues

4.2.3.2.1 Victim Notification

4.2.3.2.1.1 Adhere to Victims Right to Release Notification Directive 428.01.

4.2.3.2.1.2 Victim notification forms updated as needed.

4.2.3.2.1.3 Sex Offender Registry is completed and revised in a timely and responsible manner.

4.2.3.2.2 Knowledge of Appropriate Referrals

4.2.3.2.2.1 Provide and maintain a master list of victim services, and, if necessary, assist with initial referral process.

4.2.3.3 Parole Board Duties

4.2.3.3.1 Parole Summaries

4.2.3.3.1.1 Attend hearings.

4.2.3.3.1.2 Submitted on time, concise and factual.

4.2.3.3.1.3 Summaries to include the following details:

4.2.3.3.1.3.1 Previous supervision history

4.2.3.3.1.3.2 Date and nature of disciplinary reports and graduated sanctions

4.2.3.3.1.3.3 Date(s) of release on furlough

4.2.3.3.1.3.4 Details of offense noted on every packet - "Refer to previous packet" not acceptable

4.2.3.3.1.3.5 Outline of community treatment plan

4.2.3.3.1.3.6 Victim notification clearly marked.

4.2.3.3.1.3.7 All necessary documents attached (i.e., updated sentence computations, case plan, prior criminal/motor

vehicle record, verified /approved- disapproved parole plan, restitution information).

4.2.3.3.1.3.8 Detailed recommendation - if not recommended, explain risk/if recommended explain why

4.2.3.4 Court Duties

4.2.3.4.1 Represent department after conferring with legal division and supervisor.

4.2.3.5 Legal Documents and Reports

4.2.3.5.1 Furloughs

4.2.3.5.1.1 Adhere to Furloughs Policy 372, Pre-Approved Furlough Directive 372.01 and related procedures.

4.2.3.5.2 Sanctions (Graduated Sanctions, Disciplinary Reports) and Positive Reinforcers

4.2.3.5.2.1 Adhere to Inmate Discipline Policy 410, Discipline Directive 410.01, Graduated Sanctions Directive 421.03 and related procedures.

4.2.3.6 Professional Development

4.2.3.6.1 Attend training as appropriate to enhance professional development and recertification

4.2.3.6.1.1 Create and maintain a Professional Development Plan and follow through (see attached form).

4.2.3.6.2 Attend all mandatory/relevant training, meetings and skill enhancement activities

4.2.3.6.2.1 Attend and actively participate in meetings.

4.2.3.6.2.2 Demonstrate a willingness to address skill or performance deficiencies.

4.2.3.6.2.3 Adhere to Corrections Competency Training Policy 107 and Corrections Competency Training Directive 107.01.

4.2.3.7 Team Player

4.2.3.7.1 Support others input and ideas, be willing to share ideas and accept from/offer feedback from others.

4.2.3.7.2 Demonstrate a cooperative effort by conducting yourself in such a manner as to nurture positive work environment.

4.2.3.7.3 Demonstrate flexibility, objectivity and exhibit self as a motivator of change.

4.2.3.7.4 Assume responsibility to coordinate and facilitate meetings.

4.2.3.8 Educational Enhancement

4.2.3.8.1 Pursue educational goals relevant to professional responsibilities and practice and/or future development goals.

4.2.3.9 General Performance

4.2.3.9.1 Adhere to support and promote Departmental "Work Rules"

4.2.3.9.2 Monitor workload to meet expectations within a forty-hour work week

4.2.3.9.2.1 Prioritize workload.

4.2.3.9.2.2 Manage time in order to achieve highest level of productivity.

4.2.3.9.2.3 Maintain a daily calendar for purposes of scheduling and supervisory review.

4.2.3.9.2.4 Plan for leave and coverage.

4.2.3.9.3 Conduct and present yourself in a professional manner

4.2.3.9.3.1 Maintain professional interpersonal relations with peers, offenders and members of the community.

4.2.3.9.3.2 Consistently conduct yourself in such a manner as to demonstrate proper use of authority.

4.2.3.9.4 **Maintain an open channel of communication with supervisors, peers and other relevant parties**

4.2.3.9.4.1 Adhere to External Written Communication Directive 76.01.

4.2.3.9.4.2 Communicate in writing and verbally any relevant information.

4.2.3.9.4.3 Communicate both verbally and in writing observations related to individual staff performance on work teams.

4.2.3.10 **Other Related Duties**

4.3 **PERFORMANCE EVALUATION STANDARDS FOR CORRECTIONAL SERVICES SPECIALISTS AT REGIONAL FACILITIES**

4.3.1 **Major Duties:**

- 4.3.1.1 Case Management
- 4.3.1.2 Group Facilitation
- 4.3.1.3 Victim Issues
- 4.3.1.4 Court Parole Board Duties
- 4.3.1.5 Legal Documents
- 4.3.1.6 Professional Development
- 4.3.1.7 General Performance
- 4.3.1.8 Other Related Duties

4.3.2 **Case Management**

4.3.2.1 **Case Planning**

4.3.2.1.1 Case plans shall be developed through the use of validated and accepted assessment tools.

4.3.2.1.2 Case plans shall address offenders top three criminogenic need areas.

4.3.2.1.3 Revised case plans shall be developed through the use of relapse prevention plans.

4.3.2.1.4 Co-case management shall be utilized for assessment, planning and a continuum of treatment services to reduce risk.

4.3.2.2 **Referrals**

4.3.2.2.1 Referrals are made within five working days of initial meeting with offender.

4.3.2.2.2 Providers are contacted at a minimum of every thirty days for a progress report.

4.3.2.3 **Case Notes**

4.3.2.3.1 All case notes are to be entered in the automated offender database.

4.3.2.3.2 Content to be professional, accurate and factual.

4.3.2.3.3 Content reflects motivational interviewing language and steps taken by CSS to monitor change.

4.3.2.4 **Reclassifications**

4.3.2.4.1 Completed in a co-case management format to include the offender and relevant program staff and in accordance with the Classification Manual.

4.3.2.5 **Furloughees**

4.3.2.5.1 Adhere to Furloughs Policy 372, Pre-Approved Furlough Directive 372.01, Furloughees Residence Approval Directive 372.02 and Furlough Revocation Directive 372.03 and any local procedures.

4.3.2.6 **Out of State Transfers**

4.3.2.6.1 Adhere to Out of State - Supplemental Facility - Placement Selection and Transfer Process Procedure 314.01.01.

4.3.2.7 **Earned Reduction of Term**

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4.3.2.7.1 Adhere to Reduction of Term for Good Behavior Policy 316, Reduction of Term for Good Behavior Directive 316.01 and related procedures.

4.3.2.7.2 Earned Reduction of Term Plans will be completed with an offender within fifteen days of their admission.

4.3.2.8 Offender Contact

4.3.2.8.1 Allow for a minimum of thirty minutes twice a month to meet with all assigned offenders.

4.3.2.8.2 In person contact in accordance with contact standards.

4.3.2.8.3 Communication with offender focused on risk indicators and pre-intervention strategies.

4.3.2.8.4 Incorporate motivational interviewing and relapse prevention methodology into all offender contact.

4.3.2.8.5 Adhere to Offender Case Management System principles and guidelines.

4.3.2.9 File Management

4.3.2.9.1 Adhere to Offender File Organization Directive 251.01.

4.3.3 Group Facilitation -For CSS II's

4.3.3.1 Facilitate/co-facilitate a group as required.

4.3.3.2 Demonstrate understanding of basic group facilitation skills.

4.3.3.3 Attain and maintain working knowledge of treatment methodologies pertinent to assigned program.

4.3.3.4 Allocate time to prepare and debrief group process.

4.3.3.5 Use designated forms to document group process and related activities.

4.3.3.6 Utilize automated offender scheduling system to track offender's attendance, participation and progress.

4.3.3.7 Adhere to various program procedures, to include program rules, guidelines and documentation:

4.3.3.7.1 Maintain group logistics

4.3.3.7.2 Set/Maintain group schedule

4.3.3.8 Provide and maintain necessary materials and resources

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4.3.3.9 Schedule, attend and facilitate treatment team meetings. .

4.3.3.10 Exhibit oneself as a motivator of change.

4.3.3.11 CSS's may be required to write program audits.

4.3.4 **Victims Issues**

4.3.4.1 **Victim Notification**

4.3.4.1.1 Adhere to Victims Right to Release Notification Directive 428.01.

4.3.4.1.2 Victim notification form updated as needed.

4.3.4.1.3 Victim notification plan documented in case notes and followed through as described:

4.3.4.1.3.1 Concerns

4.3.4.1.3.2 Means of contact

4.3.4.1.3.3 Frequency of contact, per policy and as requested

4.3.4.1.3.4 Needs are solicited and incorporated in case notes, case plan and furlough agreement.

4.3.4.2 **Knowledge of Appropriate Referrals**

4.3.4.2.1 Adhere to Victim Services Policy 338.

4.3.4.2.2 Provide and maintain a master list of victim services, and, if necessary, assist with initial process.

4.3.5 **Sex Offender Registry**

4.3.5.1 Submitted and updated in a timely and responsible manner.

4.3.6 **Court/Parole Board Duties**

4.3.6.1 **Court Duties**

4.3.6.1.1 Represent department after conferring with legal division and supervisor.

4.3.6.2 **Parole Summaries**

4.3.6.2.1 Attend hearings.

4.3.6.2.2 Summaries submitted on time, concise and factual.

4.3.6.2.3 Summaries to include the following:

4.3.6.2.3.1 Previous supervision history

- 4.3.6.2.3.2 Date and nature of disciplinary reports and graduated sanctions
- 4.3.6.2.3.3 Date(s) of release on furlough
- 4.3.6.2.3.4 Details of release on furlough
- 4.3.6.2.3.5 Details of offense noted on every packet - "Refer to previous packet" not acceptable
- 4.3.6.2.3.5 Outline of community treatment plan
- 4.3.6.2.3.6 Victim notification clearly marked
- 4.3.6.2.3.7 All necessary documents attached (i.e., updated sentence computation, case plan, prior criminal record/motor vehicle record, verified/disapproved-approved parole plan, restitution information)
- 4.3.6.2.3.8 Detailed recommended - if not recommended, explain risk/if recommended explain why

4.3.7 Legal Documents and Reports

4.3.7.1 Furloughs

- 4.3.7.1.1 Adhere to Furloughs Policy 372, Pre-Approved Furlough Directive 372.01 and related procedures.

4.3.7.2 Sanctions (Graduated Sanctions, Disciplinary Reports) and Positive Reinforcers

- 4.3.7.2.1 Adhere to Inmate Discipline Policy 410, Discipline Directive 410.01, Graduated Sanctions Directive 421.03 and related procedures.

4.3.8 Professional Development

4.3.8.1 Attend training as appropriate to enhance professional development and Recertification

- 4.3.8.1.1 Create and maintain a professional development plan and follow through (see attached).

4.3.8.2 Attend all mandatory/relevant training, meetings and skill enhancement activities

Directive 125.01 Ccs I And Ii Performance Standards

4.3.8.2.1 Adhere to Corrections Competency Training Policy 107 and Corrections Competency Training Directive 107.01.

4.3.8.2.2 Attend and actively participate in meetings.

4.3.8.2.3 Demonstrate a willingness to address skill or performance deficiencies.

4.3.9 Team Player

4.3.9.1 Support others input and ideas, be willing to share ideas and accept from offer feedback to others.

4.3.9.2 Demonstrate a cooperative effort by conducting yourself in such a manner as to nurture a positive work environment.

4.3.9.3 Demonstrate flexibility, objectivity and exhibit self as a motivator of change.

4.3.9.4 Assume responsibility to coordinate and facilitate meetings.

4.3.10 Educational Enhancement (Optional)

4.3.10.1 Pursue educational goals relevant to professional responsibilities and practices and/or future career development goals.

4.3.11 General Performance

4.3.11.1 Adhere to, support and promote Departmental "Work Rules"

4.3.11.2 Monitor Workload to meet expectations within a forty-hour work week

4.3.11.2.1 Prioritize workload.

4.3.11.2.2 Manage time in order to achieve highest level of productivity.

4.3.11.2.3 Maintain a daily calendar for purposes of scheduling and supervisory review.

4.3.11.2.4 Plan for leave and coverage.

4.3.11.3 Conduct and present yourself in a professional manner

4.3.11.3.1 Maintain professional interpersonal relations with peers, offenders and members of the community.

4.3.11.3.2 Consistently conduct yourself in such a manner as to demonstrate proper use of authority.

4.3.11.4 Maintain an open channel of communication with supervisors, peers and other relevant parties

4.3.11.4.1 Communicate in writing and verbally any relevant information.

4.3.11.4.2 Adhere to External Written Communication Directive 76.01.

4.3.12 Other Related Duties

5. Training Method

5.1

6. Quality Assurance Processes

6.1

7. Financial Impact:

7.1

8. References

9. Responsible Director and Draft Participants

Julie Anderson
Brian Bilodeau
Fran Drake
Sandra Olberg
Linda Shambo
Diane Smith
Bill Soule .