

<p style="text-align: center;">STATE OF VERMONT</p> <p style="text-align: center;">AGENCY OF HUMAN SERVICES</p> <p style="text-align: center;">Department of Corrections</p>	<p style="text-align: center;">Title:</p> <p style="text-align: center;">Supervision of Sentenced Offenders in the Community</p>		<p style="text-align: right;">Page 1 of 33</p>									
<p>Chapter: Classification & Planning</p>	<p style="text-align: center;">Directive # 348</p>	<p><i>Supersedes: #348 Community Supervision dated 12/13/2017 #371.15; Conditional Reentry dated 12/30/02; 371.13 Pre-Approved Furlough dated 12/30/02</i></p>										
<p>Local Procedure(s) Required: No Applicability: All staff (including contractors and volunteers) Security Level: "B" – Anyone may have access to this document.</p>												
<p>Approved:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;">SIGNED</td> <td style="text-align: center; width: 33%;">12/30/2020</td> <td style="text-align: center; width: 33%;">01/01/2021</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">James W. Baker, Commissioner</td> <td style="text-align: center;">Date Signed</td> <td style="text-align: center;">Date Effective</td> </tr> </table>				SIGNED	12/30/2020	01/01/2021	_____	_____	_____	James W. Baker, Commissioner	Date Signed	Date Effective
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PURPOSE

This directive outlines the process and practices related to supervision of sentenced offenders in the community under the legal status of community supervision furlough, pre-approved furlough, parole, supervised community sentence, and probation.

AUTHORITY

28 V.S.A §§ 102(c)(14); 202; 205; 353; 403; 723; 724; 808a; 1351 et seq.; APA Rule #94-07 (CVR 13-130-014) *Supervised Community Sentence*; APA Rule #08016 (CVR 13-130-018) *Supervision Fees for Offenders under Field Supervision by the DOC*.

POLICY

It is the policy of the Department of Corrections (DOC) to provide the most effective community supervision of offenders based on research and resources available. Supervision intensity is based on the offender’s risk to re-offend and the severity of the

offense. The foundations of effective supervision are quality risk assessment and the application of appropriate supervision services. The DOC shall strive to use the least restrictive supervision practices, consistent with community, victim, and offender safety.

It is the implementation of purposeful interventions and activities that distinguishes supervision from mere monitoring and reporting of offender activities. Research has demonstrated that to reduce offender recidivism and obtain positive results from community supervision, combining risk control and risk reduction strategies is far more effective than selecting one strategy over the other. The implementation of the appropriate combination in an individual case is guided by the framework further described in this directive.

GENERAL GUIDELINES

A. Community Supervision Types and Eligibility Requirements

1. Community Supervision Furlough (CSF)

The Department may release a person from a correctional facility to participate in a reentry program while serving the remaining sentence on community supervision furlough.

Persons are eligible for release to CSF if they:

- a. have served the minimum term of their total effective sentence;
- b. are ineligible or refuse presumptive parole;
- c. have no outstanding warrants, detainers, commitments, or pending charges;
- d. are compliant with risk related requirements; and
- e. are not otherwise restricted (i.e., through a case staffing determination).

Note: Any eligible sex offender must be approved by a case staffing determination for release.

If there are factors that could cause a delay to the release of an eligible offender, the CSS will follow the case staffing determination process.

2. Treatment Furlough (Pre-Approved Furlough)

An offender may be placed on treatment furlough to participate in programs administered by the DOC in the community that reduce the offender's risk to reoffend or that provide reparation to the community in the form of supervised work activities.

Persons are eligible for Pre-Approved Furlough if:

- a. The DOC eligibility determination and screening finds the offender eligible for the program.
- b. The sentencing judge, if available, otherwise, a Superior Court judge has approved the Pre -Approved Furlough agreement, signed by the offender, which sets forth the terms and conditions of the proposed furlough.
- c. The court has sentenced the offender to a term of imprisonment that falls within the guidelines of the correctional program referred to, specifically recommends on the mittimus that the offender be placed on pre-approved furlough and recommends the specific correctional program for which the offender has been screened and found eligible.

3. Parole

DOC shall supervise and control persons placed on parole, subject to the rules and orders of the Parole Board as to the conditions of parole.

4. Supervised Community Sentence (SCS)

DOC shall supervise persons placed on supervised community sentence by the court. The DOC will set the conditions of supervisions. Cases are under the authority of the Parole Board for resolution.

5. Probation

After passing sentence, a court may suspend all or part of the sentence and place a person in the care and custody of the DOC. DOC shall maintain general supervision of persons placed on probation, and to prescribe rules, consistent with any orders of the court, governing the conduct of such persons.

B. Supervision Conditions

1. DOC will impose conditions of supervision for each offender on furlough and supervised community sentence (*Appendix: Standard and Special Conditions*). DOC standard conditions are designed to maintain control and supervision of offenders and will apply to all offenders on furlough and supervised community sentence. DOC special conditions are imposed on a case-by-case basis based on the criminogenic risk and needs of the individual. Each special condition imposed will relate to an assessed criminogenic risk and needs area, as indicated by a validated risk instrument or assessment, or directly tied to offense history and public safety. All offenders must agree to comply with supervision conditions.
2. DOC shall monitor and enforce supervision conditions as imposed by the court for offenders

on probation or parole board for offenders granted parole.

C. Risk Management Supervision

Risk Management Supervision combines the use of risk control and risk reduction strategies that are vital to positive outcomes for community supervision of offenders. Risk control strategies are directed at deterring future non-compliance by holding offenders accountable through reprimands. Response strategies to non-compliant behavior could include warnings, loss of privileges, and, when appropriate, the imposition of more intrusive/restrictive requirements and violations. Risk reduction strategies are directed at promoting future compliance by assisting the offender through information, education/training, counseling, programming, treatment, or other needs-reducing services to bring about positive changes in the circumstances that led to the non-compliant behavior.

1. Defining Risk Management Cases and Services

- a. Risk Management cases include, at a minimum:
 - i. Risk assessments, both standard and specialized, as required;
 - ii. Consideration of the egregiousness/harm of the offense; and
 - iii. Furlough cases will have a case plan to address an offender's risk and required programming. All case plans must be updated when a goal, objective, or intervention has been met or needs to be modified and when something substantial has changed.
 - iv. Offenders not on furlough must have a supervision contract to address the needs and conditions of supervision.
- b. Services shall be defined and guided by the offender's level of risk and by the conditions set by the Court, the Parole Board and/or the DOC.
- c. All contacts and communication regarding risk management supervision and supervision level adjustments must be documented in the OMS.

2. Risk Management Supervision Levels

- a. PPOs shall assign a supervision level in accordance with the following *Risk Management Supervision Level (RMSL) Grids* for all Risk Management cases.
- b. The RMSL grid shall be completed on offenders currently incarcerated serving a partially suspended (split) sentence or pending violations of probation or parole when the offender is released into the community.
- c. An offender being supervised with multiple legal statuses shall be assigned to the RMSL level which would receive the highest level of correctional resources.
- d. All regular cases shall have the RMSL scores entered into OMS. Staff shall not override

the RMSL score up for the purposes of increasing contact. Contact frequencies may be increased at any time; however, the RMSL score shall not be increased for the purpose of increasing contacts.

3. Risk Management Supervision Level Grids

a. Standard Offender Grid.

A review of offense type and risk assessments places an offender in one of four supervision levels. Supervision Level 4 uses the highest level of DOC resource allocation, while Level 1 uses the least.

Standard Supervision Level Grid			
Offense	Risk Level <i>As determined by the ORAS.</i>		
	Low & Low Moderate	Moderate	High
Listed	(R2)	(R3)	(R4)
Non-listed	(R1)	(R2)	(R3)

b. Domestic Offender Grid

All qualifying domestic violence offenders will be supervised based on the chart below.

1. **Qualifying offenses** (to include attempted) for Domestic Violence supervision:
 - a. Any Domestic Assault, Stalking, Violation of Abuse or Restraining Order against an intimate partner; or
 - b. Any offense where the affidavit indicates that the behavior was domestic in nature and does not fall into one of the above offenses. These cases require supervisory approval for supervision within the Domestic Violence RMSL.
2. If the victim is a non-intimate partner (e.g., brother, roommate, etc.), then the offender shall be supervised as a standard offender.

Offense	Risk Level <i>As Determined by the ORAS and/or DVSIR</i>		
	Low	Moderate	High
Listed	(D2)	(D3)	(D4)
Non-listed	(D1)	(D2)	(D3)

c. Sex Offender Grid

1. At the initial meeting, the PPO shall assign the offender to Supervision Level 4 for the first 90 days of supervision. The override to Level S4 shall apply to the number of offender direct contacts only. The other contact requirements (e.g., residence check, collateral contacts, etc.) shall be in accordance with the offender’s natural assessment level.
2. The use of GPS monitoring in the first 90 days is not required and left up to the discretion of the local supervision team.
3. After 90 days of supervision, the PPO may adjust the sex offender supervision level by utilizing the *Sex Offender Supervision Level Grid*, based on the offender’s static and dynamic risk scores on the VASOR-2 and the Sex Offender Treatment Intervention and Progress Scale (SOTIPS).
4. Sex offenders who are sanctioned to incarceration for 90 days or more shall restart their 90-day intensive supervision upon release from a correctional facility.
5. Sex offenders who are returned to incarceration on a graduated sanction or for less than 90 days shall return to their previous RMSL designation. With an approved local staffing these offenders may be overridden up.
6. Every January and July, the PPO shall review and update the sex offender’s SOTIPS scores and adjust the offender’s supervision level if needed.
7. The PPO shall use their discretion and judgment as to the amount of contact the offender needs, but at the very least shall meet the minimum standard.
8. Sex offenders on community supervision shall remain on Risk Management Supervision.
9. *Juvenile Sex Offenders*. If the offender is under the age of 18 when the offense was committed the PPO shall consult with the appropriate Field Operations Manager.
10. *Child Pornography Only and other Category “B” Offenders*. If the offender’s sexual offenses have been limited Category “B” offenses as defined in the Static-99 Coding Manual, use the ORAS-CST score to set the supervision level, where supervision levels are as follows:
 - a. Level 2 = ORAS-CST Low
 - b. Level 3 = ORAS-CST Moderate
 - c. Level 4 = ORAS-CST High

d. If the offender has a prior sex offense that is not Category B, then the Category B is scored with the Static 99R and VASOR2 using the Category B Sex Offenses from Static 99R below:

- i. Consenting sex with other adults in public places;
- ii. Crimes relating to child pornography (possession, selling, transporting, creating where only pre-existing images are used, digital creation of);
- iii. Indecent behavior without a sexual motive (e.g., urinating in public);
- iv. Offering prostitution offenses;
- v. Pimping/pandering;
- vi. Seeking/hiring prostitutes; and
- vii. Solicitation of a prostitute.

11. Female Sex Offenders. As the DOC's sex offender assessments tools are designed for the male population, contact requirements shall be determined by the local sex offender supervision team in consultation with the Risk Intervention Services Manager. *The ORAS assessment shall be completed for Female Sex Offenders.*

12. Post-Programming or No-Programming Sex Offenders. Offenders who have completed all required programming for sexual deviancy or those not mandated to complete programming for sexual deviancy shall be supervised using the *Sex Offender Supervision Level Grid*. For offenders who do have a program treatment provider, staff shall complete the SOTIPS themselves.

Sex Offender Supervision Level Grid				
VASOR-2 Risk Scale		SOTIPS		
		Low	Moderate	High
		SOTIPS 0-10	SOTIPS 11-20	SOTIPS 21-48
Low	0 to 5	(S1)	(S2)	(S2)
Moderate Low	6 to 8	(S2)	(S2)	(S3)
Moderate High	9 to 11	(S2)	(S3)	(S4)
High	12 to 22	(S3)	(S4)	(S4)

Child Pornography and Other Category "B" Offenders			
ORAS			
Low	Moderate	High	Very High
(S1)	(S2)	(S3)	(S4)

e. Treatment Furlough (TF), Medical Furlough (MF), and Residential Treatment Offenders released on Treatment Furlough, Medical Furlough, or admitted to a residential treatment facility shall have the RMSL completed once they have ended their period of treatment and are supervised directly from a Probation and Parole office. While on TF, MF, or in the residential treatment facility the assigned PPO shall make collateral contacts for supervision purposes.

4. Courtesy Supervision

Courtesy supervision occurs when one field site (receiving) assists in the supervision of an offender who is assigned to another field site (sending). In this situation, the sending field site will notify the receiving field site of the need for courtesy supervision. Both the sending and receiving District Managers (DMs), or designee, need to agree for the need for courtesy supervision. Once an agreement is made, DMs or designee shall identify responsibilities held by each site prior to the courtesy supervision beginning.

5. Special Circumstances

District Managers may use discretion when setting supervision standards in circumstances where a person's location does not warrant the contact proscribed in the RSML grid (e.g., residential treatment facility, hospice/hospital care).

6 . Contact Standards

There are three contact requirement grids: standard offenders, domestic offenders, and sex offenders. The grids below outline the minimum contact standards for the number of **offender direct contacts per month**. *Total* indicates the number of offender direct contacts. *Field* indicates the number of offender direct contacts in the field (out of the office). The field contacts count toward the number of total contacts. PPOs shall use their discretion and judgment as to the amount of contact the offender requires while ensuring the minimum standard is met. In general, an offender direct contact shall include the contact activities listed in this document.

a. Standard Offenders

Minimum Contact Requirements for Standard Offenders				
	(R1)	(R2)	(R3)	(R4)
Total	1 per month	2 per month	3 per month	4 per month
Field	n/a	n/a	1 per month	2 per month

b. Domestic Offenders

Minimum Contact Requirements for Domestic Offenders				
	(D1)	(D2)	(D3)	(D4)
Total	1 per month	2 per month	3 per month	4 per month
Field	n/a	n/a	1 per month	2 per month
Partner Contact	n/a	Every 6 months	Every 3 months	1 per month

Partner contact applies to the offender's current intimate partner if the offender is in a relationship – this is to ensure that the relationship is safe.

Staff shall explain to the offender and intimate partner that contact will be made with the intimate partner every month and that this is a requirement per DOC policy. Should an intimate partner not wish to be contacted then the DOC shall provide a referral to the local domestic violence organization for informational purposes.

c. Sex Offenders

Minimum Contact Requirements for Sex Offenders				
Requirement	Level 1 (S1)	Level 2 (S2)	Level 3 (S3)	Level 4 (S4)
Total Offender Direct	1 per month	2 per month	3 per month	4 per month
Offender Direct in the Field	1 per year	1 per year	1 per month	2 per month
Treatment Provider	1 per month if still in treatment	1 per month if still in treatment	1 per month if still in treatment	1 per month
Collateral Contact	Quarterly	1 per month	1 per month	2 per month
Reviewed by SO Team	Annually	Semi-annually	Semi-annually	Semi-annually
Polygraph Testing	As Needed	As Needed	As Needed	1 per year for 2 years, then as needed
Record Check	Annually	Annually	Annually	Annually
Residence Verification	Annually	Annually	Annually	Annually

6. Contact Activities

- a. An offender direct contact is an opportunity for the PPO and/or CCO to assist in motivating the offender toward change. Research indicates that it is the quality of the contacts, as opposed to the number of contacts, which reduces recidivism.
- b. The following activities shall serve as the cornerstone of offender direct contacts by field staff:
 - i. Review the offender's progress on previously established case plan responsibilities and, if necessary, help the offender adjust.

- ii. Discuss the offender's progress and involvement in any required programs or services.
- iii. Review the offender's long term and short-term goals as outlined in their case plan.
- iv. Discuss the offender's financial situations, including restitution, child support, supervision fees, treatment fees, rent, utilities, etc.
- v. Explore any problems or concerns that the offender is having or that have come to the attention of staff through other means, especially through collateral contacts.
- vi. Reinforce any offender strengths or positive factors that were identified during the assessment process.
- vii. Identify and address any offender thinking errors or discrepancies.
- viii. Reinforce offender pro-social behavior and statements with verbal recognition and encouragement.
- ix. When necessary, set appropriate limits and provide clear direction to the offender.
- x. Explore the offender's ambivalence to positive change.
- xi. Elicit self-motivational statements from the offender.
- xii. Use effective communication skills to include open-ended questions, reflections, affirmations, and summarizations.
- xiii. Address all Sex Offender Registry needs and requirements when speaking with sex offenders.
- xiv. Conclude by summarizing and reinforcing any positive progress and behavior and summarize any offender responsibilities that need to be completed before the next contact.

7. Types of Contacts

- a. **Field Contact:** An interaction with an offender or collateral person which takes place outside the P&P office. Examples include an offender's residence or work site. Field checks are **routinely to be used for supervision Levels 3 and 4**. However, a field contact may occur for any supervision level if a situation warrants. Field contacts shall occur as needed to appropriately manage the case.
- b. **Collateral Contact:** A direct or indirect contact between DOC staff and individuals who know or are involved with the offender. These contacts may be risk control or risk management-focused and are intended to supplement the direct supervision of the offender and provide critical information about the offender's performance in the community. Collateral contacts may include victim, partner, children, employer, landlord, police, neighbors, community support group, service providers, State's Attorney, etc.

- i. Except for sex offenders, PPOs shall exercise their discretion to determine the number of collateral contacts that are needed to supervise an offender, although there shall be contact with the treatment provider, family members, community support group, and employers.
 - ii. Collateral contacts for sex offenders vary depending on their supervision level.
 - iii. Collateral contacts for domestic violence offenders shall vary depending on their supervision level. If the domestic violence offender is in an intimate relationship, the PPO shall contact the partner according to the contact standards above.
 - iv. All collateral contacts shall be documented in contact notes in OMS.
- c. Sex Offender Residence Check:
- i. The frequency of residence checks is determined by the offender's level of risk.
 - ii. PPO or CCO shall document the check and all information in contact notes, to include all individuals living in the residence, i.e., name, age, and relationship to the offender.
 - iii. Neighbors may also be contacted to obtain collateral information.
 - iv. For sex offenders with an actual RMSL assignment is Level S4 (not RMSL Level S4 for initial supervision purposes), this check shall include contact with a close neighbor to obtain collateral information on the offender's behavior. If there is more than one close neighbor, staff shall alternate checks, or randomly check with other neighbors.

D. Risk Control Strategies

DOC shall use risk control strategies consistent with the offender's risk to re-offend and offense severity. Risk control strategies are used to lessen the likelihood of negative behavior and to support positive offender behavior. If an offender is displaying risky behaviors, indicating anti-social attitudes or beliefs, or other indicators such as lack of stability or stress, the PPO shall increase the use and intensity of risk control strategies. If the offender is displaying pro-social behavior and is compliant with supervision, the intensity of risk control strategies shall decrease.

The application of risk control strategies shall be commensurate with the offender's supervision level, as well as the offender's progress and behavior during supervision. The PPO shall use professional judgment and discretion when applying risk control strategies. Risk control strategies shall also take into consideration the person(s) risk profile for which the offender poses a direct risk.

1. Electronic Monitoring (EM) may be used to assist in the monitoring of probation, parole, SCS, or furlough conditions to:
 - a. Supplement supervision.
 - b. Support the release of an offender.

- c. Respond to non-compliant behavior.

Designated staff shall review all cases on EM to ensure compliance with EM and supervision conditions and shall document any non-compliance issues in contact notes in OMS.

2. Other Risk Control Strategies

In accordance with conditions set by the Court, the Parole Board, and/or the DOC, other risk control techniques may include, but are not limited to:

- a. Increased Contacts;
- b. Alcohol and Drug Testing;
- c. Curfew Restrictions;
- d. Modification of Conditions;
- e. Restriction of Associates; and
- f. Restriction of Locations.

3. Case Review and Movement

- a. The PPO shall actively review risk management cases to ensure that the case plans are commensurate with the offender's compliance, treatment and/or progress, behavior, and motivation to change, and adjust supervision accordingly.
- b. There are four ways for an offender's supervision level to change:
 - i. When an offender on furlough or offender on SCS is granted parole;
 - ii. When risk scores on risk assessments move an offender to a higher or lower supervision level;
 - iii. When a sex offender who does not fit the criteria for utilization of the risk instruments, and the PPO applies their professional judgment in consultation with their Supervisor to adjust the offender's supervision level, or when a Sex Offender Supervision Team recommends an increase or a reduction in the supervision level to manage risk;
 - iv. When the offender is transferred to Administrative Supervision.

4. Completion of Risk Management Supervision

Status:	Completion Information:
Furlough	All furlough status offenders shall be under Risk Management Supervision for the duration that they are on furlough. Furlough offenders shall be considered for parole when eligible.
Supervised Community Sentence (SCS)	All SCS status offenders shall be under Risk Management Supervision for the duration that they are on SCS. SCS offenders shall be considered for parole or discharge when eligible.
Parole	Parole cases shall be under Risk Management until they “max-out” their sentence or are transferred to Administrative Supervision.
Term and Deferred Probation (Non-Sex Offense)	The PPO shall review the record of each Risk Management probationer serving a specified term during the month prior to the midpoint of that probationer’s specified term. The PPO shall make recommendations in accordance with DOC policy on Term Probation Midpoint Review. If the case is not discharged as part of midpoint review, the PPO may submit a request for discharge at a later date once the offender has met all of the probation conditions.
Indefinite Probation Further order of the court (Non-Sex Offense)	<p>Non-listed Offenders: The DOC may recommend discharge from probation for offenders serving a non-listed offense when the probationer:</p> <ol style="list-style-type: none"> 1. Has successfully completed all special conditions of probation, and; 2. Has completed at least six (6) months on supervision. <p>Listed Offenders: The DOC may recommend discharge from probation for offenders convicted of a listed offense when the probationer has fulfilled all of the following:</p> <ol style="list-style-type: none"> 1. Has successfully completed all special conditions of probation; 2. Has not exhibited risk-related behavior during the last six months ; 3. Has received approval from the District Manager or designee; and 4. Has completed at least two years on supervision for felony offenses and one year on supervision for misdemeanor offenses.
Probation Sex Offenders (Further order of the court)	The DOC shall not recommend discharge from probation for offenders on supervision for a sex offense. If a PPO is before the Court on a motion filed by the offender regarding discharge, the PPO shall answer questions directed to them, but shall not recommend a discharge from probation.

5. Transferring to Administrative Supervision

<u>Status:</u>	<u>Criteria:</u>
Parole (Sex Offender)	Sex offender cases shall remain in Risk Management Supervision during their supervision period unless approved by the Director of Field Services or designee.
Parole (Listed Offense)	An offender convicted of a listed offense is eligible for transfer to Administrative Supervision when the following requirements are met: <ol style="list-style-type: none"> 1. Is in compliance with their case plan; 2. Been in compliance with their parole conditions for one year; and 3. Completed required risk intervention services.
Parole (Non-Listed Offense)	An offender convicted of a non-listed offense is eligible for transfer to Administrative Supervision when the following requirements are met: <ol style="list-style-type: none"> 1. Is in compliance with their case plan; 2. Been in compliance with their parole conditions for six months; and 3. Completed required risk intervention services.
Probation	If the Court chooses not to discharge a probationer recommended for discharge by the DOC, the probationer's Risk Management case may be transferred to Administrative Supervision. The exceptions are sex offenses. Sex offenders shall remain on Risk Management Supervision during their supervision period unless approved by the Director of Field Services or designee.

E. Administrative Supervision

Administrative Supervision is assigned to offenders who score moderate or less on DOC screening risk assessment instruments after considering the offender's severity of offense. Those offenders whose behavior indicates that a lesser level of supervision than Risk Management requires may be moved to Administrative Supervision. Administrative Supervision does not include case planning and focuses on a written contract for compliance with probation and parole conditions and referral to appropriate services.

1. An offender is eligible for Administrative Supervision if they:
 - a. have an SLA assessment score of 11 or less;

- b. are not a Sex Offender or Domestic Violence offender¹; and
- c. are not supervised on furlough (not to include work crew).

2. Telephone Reporting Supervision Program (TRSP)

- a. Administrative supervision is primarily carried out through the TRSP. Telephone supervision allows PPOs to supervise larger caseloads of low and moderate risk offenders, enabling the DOC to allocate resources to offenders of greater risk and/or severity of offense consistent with correctional best practices.
- b. Offenders can also transition or transfer into administrative supervision by being lowered from a risk management level of supervision.
- c. TRSP PPOs shall supervise the offenders on their caseload based on telephone self-report and third-party verification.

3. The intake process for TRSP participants is critical as it represents the best opportunity to explain the program rules and expectations and establish a cooperative attitude toward completion of probation requirements.

- a. Any staff conducting a TRSP intake shall enter a thorough and complete contact note prior to referring the case to TRSP.
- b. All conditions must have dates set for completion.
- c. The PPO shall explain to the offender that failure to follow through with TRSP expectations and/or deadlines for completing probation conditions could result in dismissal from TRSP and/or a violation.
- d. Offenders with a requirement for any type of treatment shall be given a deadline for scheduling an assessment (and signing releases of information), as well as a date for completing the minimum recommended treatment.
- e. Documents received concerning offender completion of requirement shall be entered into OMS.
- f. Non-compliant behavior shall be documented using the incident reporting process.
- g. Offenders currently on TRSP who continue to meet eligibility criteria may be automatically transferred to another site. If offender has a controlling residence condition, communication should occur prior to transfer.
- h. Arrest of offenders supervised on TRSP is permissible provided that any arrest actions comply with the appropriate DOC policy.
- i. Enrollment in TRSP and information about any violation behavior shall be documented in OMS. It is also important to maintain accurate and consistent data in the OffenderLink program (i.e., the automated, telephone-based supervision system). This

¹ Domestic Violence offenders cannot be supervised on Administrative supervision directly from court. They must first be supervised on Risk Management supervision and then transfer to Administrative supervision.

is vital for effective case management and enables the DOC to evaluate program outcome.

- j. Offenders not eligible for transfer under ICAOS can be placed on TRSP for Vermont Supervision.
- k. A PPO who is assigned a TRSP caseload shall comply with the DOC's policy on victim notification.

4. Administrative Supervision and Contact Requirements:

- a. Completion of supervision contract to address an offender's court-ordered special condition(s); defined and guided by the offender's conditions set by the Court, or the Parole Board. A contract shall be made with offenders that outline their responsibilities to comply with conditions.
- b. Enrollment in TRSP.
- c. In-person contacts will only occur to support an offender in achieving their supervision goals.

5. The PPO shall conduct a case review to:

- a. ensure that the conditions of supervision correspond with the offender's compliance, treatment progress, behavior, and motivation to change, and adjust supervision accordingly;
- b. adhere to the Mid-Point Review procedure; and
- c. transfer offenders to TRSP.

Cases may be transferred from response supervision to risk management supervision with the approval of the District Manager or designee. The transfer shall only be approved if the offender's risk poses a threat to public safety.

6. Reparative Probation Condition

The DMs and the Restorative Justice Executive, or their designees, will coordinate on eligibility for the reparative/restorative condition of probation. DOC will inform the courts as to the types of cases that are appropriate for this condition. The local field office will coordinate with the CJC's to develop a process to satisfy any imposed reparative or restorative condition. Reparative requirements will be documented in the offender's supervision contract.

7. Completion of Administrative Supervision

Parole	Parole cases shall be monitored until they “max-out” their sentence or are recommended for early discharge.
Term Probation	The PPO shall review the record of each probationer serving a specified term during the month prior to the midpoint of that probationer’s specified term. The PPO shall make recommendations in accordance with DOC policy on Term Probation Midpoint Review. If the case is not discharged as part of midpoint review, the PPO may submit a request for discharge at a later date once the offender has met all of the probation conditions.
Deferred Sentence Probation	The PPO shall review the record of each probationer serving a deferred probation sentence during the month prior to the midpoint of that probationer’s specified term. The PPO shall make recommendations in accordance with DOC policy on Term Probation Midpoint Review. If the case is not discharged as part of midpoint review, the PPO may submit a request for discharge at a later date once the offender has met all of the probation conditions.
Indefinite Probation Further Order of the Court Non- Listed Offenders	The DOC may recommend discharge from probation for offenders serving a non-listed offense when the probationer: <ol style="list-style-type: none"> 1. Has successfully completed all conditions of probation; and 2. Has completed at least six months on supervision.
Indefinite Probation Further Order of the Court Listed Offenders and DV Offenders	The DOC may recommend discharge from probation for offenders convicted of a listed offense while on Administrative Supervision when the probationer has fulfilled all of the following : <ol style="list-style-type: none"> 1. Has successfully complied with all standard conditions and completed all special conditions of probation; 2. Has not exhibited risk-related behavior during the term of supervision while on Administrative Supervision;

	<p>3. Has received approval from the District Manager or designee; and</p> <p>4. Has completed at least one year on supervision.</p>
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PROCEDURAL APPLICATION

A. Community Supervision Intakes

1. Steps typically completed by administrative staff.
 - a. Take a digital picture on a plain white background, with no board, and import into OMS.
 - b. Enter/verify/update the offender’s home, work, school address (if applicable) as well as verifying all information in the Booking info tab in OMS.
 - c. Add/update the Legal Status and type.
 - d. Enter/Verify charges and charge status and update if needed.
 - a. Upload/verify all case documents are in each of the charges/counts
 - e. Print ID Face sheet and put one copy into offenders’ local record.
 - f. For PAF/CSF print a copy and put into the furlough book.
 - g. Assign a PPO.
2. Steps typically completed by a probation and parole officer.
 - a. Review and explain court orders, supervision conditions, and agreements as required for the appropriate legal status.
 - b. Probation Order(s) and Sign (*Probation and Telephone Response Supervision Program*)
 - c. Supervision Conditions (*Supervised Community Sentence/Community Supervision Furlough*)
 - d. Agreement to Participate in the Community Restitution Program (CRP) (*Treatment Furlough/Work Crew*)
 - Generate a work schedule in OMS
 - e. Review and sign the ADA Orientation Form 1 (and Form 2 if applicable).
 - f. Review and sign the Grievance Procedure.
 - g. Review and sign the financial form/supervision fee work sheet (*Not applicable to ICOTS*)
 - Forward copy to assigned Admin.
 - Include a copy of the probation order if fines and fees are indicated on A probation order.
 - h. Collect DNA and enter the date of collection in the OMS
 - i. Review Sex Offender Registry (if applicable to current offense) (*Not WC*)

- Complete Sex Offender Registry Requirement Form **OR**
- Complete Sex Offender Registry Update Form
- j. Complete Potential Collateral Consequences of Conviction Notice
- k. Determine Listed or Non-Listed and check off in OMS (*not HD/TRSP*)
- l. Complete Supervision Level Assessment (*PRO/ICOTS/TRSP*)
- The Supervision Level Assessment (SLA) shall be used for placement determinations for non-sex/domestic violence probation cases for placement determination
- m. Request an updated Record Check to include Vermont, NCIC, other states the offender reports he/she resided in and Department of Motor Vehicles (*Not HD and WC Only*)
- n. Refer the offender to Risk Reducing Program Orientation/Group (*PAF/SCS*)
- o. Assist the offender in completing a furlough agreement and provide the offender with a copy (*PAF/SCS/CSF*)
- p. Complete TRS Agreement/Contract (*TRSP*)
- q. Complete Supervision Contract Form(*TRSP*)
- r. Complete Community Restitution Program Orientation/Scheduling, if required(*TRSP*)
- s. Initial Reparative Board meeting scheduling, if required and possible(*TRSP*)
- t. Provide the offender with their next appointment date and time. (*not HD/TRSP*)
- u. The offender agrees to participate in the CRP for the number of days ordered by the court, by signing the Offender Work Crew Schedule in OMS. Staff will print and give a copy of the signed Offender Work Crew Schedule to the offender. (*WC Only*)
- v. Enter contact note documenting the intake, outlining the current offense(s) and the status.
- w. PO holds the case until accepted by receiving state. Once accepted, PO shall document the acceptance and give the file to the appropriate CCPS. (*ICOTS: Sending cases only*)
- x. Follow local procedure for distribution of case (*ICOTS Receiving cases only*)
- y. Send required paperwork to the Parole Board (*SCS*)

B. Out of State Travel and Commuting

1. The DOC recognizes the need for offenders in the community to travel out of state from time to time. The DOC permits community offenders to travel to other states on a temporary basis. The DOC may also grant temporary travel authorization for offenders supervised on furlough for special circumstances. Additionally, the DOC understands that there may be circumstances where an offender desires to live out of state or in Canada, even though they are being supervised for a Vermont offense.
2. A Probation & Parole Officer (PPO) may recommend temporary travel for purposes other than relocation to offenders on probation, parole, or supervised community sentence (SCS) who want to travel to another state for a period of fewer than thirty days. Except for

instances when offenders are commuting for employment, shopping, or medical purposes, consecutive travel permits where the offender is out-of-state for more than thirty days are prohibited unless approved by the Deputy Compact Administrator. All decisions regarding authorizing travel shall be documented in contact notes in the "Privilege Granted" or "Privilege Denied" category in the Offender Management System (OMS).

3. Day travel is defined as travel by an offender when the offender is out-of-state fewer than twelve hours, and not overnight.
4. Overnight travel is defined as travel by an offender when the offender is out-of-state longer than twelve hours.
5. When the offender's supervision conditions allows for the restriction of travel, the DOC will use the following guidelines to approve travel requests:
 - a. The offender must be on probation, parole, or supervised community sentence with a travel condition.
 - b. The offender must be engaging and participating in their offender case plan and/or supervision contract.
 - c. The offender must be compliant with their conditions of supervision.
 - d. Approval of temporary travel shall not pose a foreseeable risk of harm to the community.
6. Commuting probation, parole, and SCS offenders:
 - a. The PPO may authorize temporary travel to offenders who are employed in another state and commute regularly for work purposes. Before approving the travel, the PPO shall verify the employment in another state.
 - b. Victim protection: If the victim(s) in the offender's case(s) lives in another state, the PPO shall assess any safety issues before approving travel for an offender. If the PPO approves travel, they shall notify all victim(s) in another state who have requested notification.
 - c. Sex Offenders:
 - i. If the offender is convicted of any sexual offense, or if the affidavit of the underlying offense provided by the court after adjudication contains information that describes any element of a sexual offense, the PPO shall also get approval from the Community Correction Program Supervisor (CCPS) prior to approving travel for any purpose.
 - ii. All sex offenders traveling out of state for overnight trips must have a travel permit prior to travel commencing.
 - If approved, the PPO shall determine if the sex offender will need to register as a sex offender in the receiving state. If the offender must register with the other state, the PPO shall contact the receiving state's Sex Offender Registry to get registry information and direct the offender

- to register in the other state upon arrival.
- When issuing the travel permit to the sex offender, the PPO shall complete and attach the Law Enforcement Notification Form to the travel permit and shall order the offender to have it signed by local Law Enforcement Agency (LEA) or State Police Agency upon arrival or entry into the state.
- iii. The PPO shall document all processes as it relates to sex offender travel permits in contact notes in the “Privilege Granted” or “Privilege Denied” categories in OMS.
- d. The District Manager shall get approval from the Director of Field Services, or the Field Operations Manager when approving travel that is not in compliance with this directive.

The grid below outlines when a travel permit is necessary:

Crime Type:	Day Travel:	Overnight Travel:
Non-Listed Misdemeanor	No Travel Permit Required	No Travel Permit Required
Non-Listed Felony	No Travel Permit Required	Travel Permit Required
Listed Offense	Travel Permit Required	Travel Permit Required
Sex Offense	Travel Permit Required	Travel Permit Required

- e. Offenders on furlough supervision shall not be approved for Temporary Travel except under the following circumstances:
 - i. The offender is convicted of a non-listed offense, and the travel is for medical services not available in Vermont.
 - Travel must be approved by the District Manager.
 - ii. The offender is convicted of a listed offense as defined in the DOC Policy on Designation of Listed Offenses, and the travel is for medical services not available in Vermont.
 - Travel must be approved the Director of Field Services, or a Field Operations Manager.
 - iii. Other exceptions to the above must be approved by the Director of Field Services, or a Field Operations Manager, at the request of the District Manager at the office where the offender is currently being supervised.
 - iv. All offenders on furlough supervision shall be issued a travel permit prior to leaving the state. All travel shall be documented in contact notes, in the “Privilege Granted” in OMS.
 - v. If approved for travel, the offender’s furlough conditions shall be modified to allow

for out-of- state travel.

f. The DOC shall not authorize travel outside the United States or its territories.

C. Compliance with the Interstate Commission for Adult Offender Supervision (ICAOS)

1. The ICAOS is a formal agreement between member states that contains a set of rules and guidelines for the interstate movement of certain adult offenders, including the procedure for the transfer of the supervision of adult offenders from one state to another.
2. It is the policy of the DOC to adhere to the ICAOS rules and procedures. The DOC recognizes that adherence to the ICAOS rules results in better offender management and an increased level of public safety. The DOC adheres to all state and federal laws, rules of ICAOS, and Sex Offender Registry requirements when permitting offender travel.
3. DOC staff assigned to work with ICAOS cases shall apply the rules as directed by the Interstate Compact. For rules and directions under the Interstate Compact, staff shall refer to the ICAOS website for details information on the following topics:
 - a. Transfer of supervision.
 - b. Transfer of sex offenders.
 - c. Application for transfer.
 - d. Reporting instructions.
 - e. Request for transfer of paroling offenders.
 - f. Notice of arrival and departures.
 - g. Victim notifications.
 - h. Supervision in the receiving state.
 - i. Transfers to a subsequent receiving state.
 - j. Violation reports.
 - k. Closing of supervision.
 - l. Retaking of offenders.
 - m. Administrative due process hearing.
4. The DOC Deputy Compact Administrator shall:
 - a. Provide training to DOC staff;
 - b. Approve staff access to the Interstate Compact Offender Tracking Systems (ICOTS);
 - c. Aid on issues and interpretation of the Interstate Compact rules;
 - d. Adhere to dispute resolution process outlined in ICAOS rules;
 - e. Ensure that the DOC complies with the Interstate Compact; and
 - f. Act as the only source of communication between Vermont and other states involving Interstate Compact cases. No other DOC staff shall communicate with the sending or receiving state directly.
5. District Managers or Community Corrections Program Supervisors (CCPS) shall:
 - a. Assign cases for Interstate Compact investigation;

- b. Review information sent to the Compact Office to ensure that it complies with the rules of the Interstate Compact;
- c. Review cases in which Vermont rejects a case for transfer; and
- d. Ensure that the administrative staff at the field offices enter information into OMS accurately.

6. The PPO shall:

- a. Comply with the rules of the Interstate Compact;
- b. Ensure all communication with other states involving Interstate Compact cases is through the DOC Interstate Compact Office;
- c. Adhere to the time frames indicated by the Interstate Compact rules for all activities involving the Interstate Compact; and
- d. Inform their CCPS/District Manager of any rejection of a transfer request from a sending state, and the need to review and approve any rejections from the sending state.

7. Relocation: Travel Authorization Under ICAOS

- a. The DOC may issue Travel Permits to offenders on probation or parole who reside in another state at the time of sentencing, in accordance with the provisions of the Interstate Compact, Rule 3.103.
- b. If the offender is not a resident of the receiving state, the DOC shall not issue a Travel Permit allowing the offender to travel to the receiving state until the receiving state has replied to the transfer request and issued reporting instructions. Staff shall refer to the ICAOS website for rules on issuing travel permits for relocation purposes.
- c. No Travel Permit shall be granted for sex offenders by the DOC, as the sending state, until reporting instructions are issued by the receiving state.
- d. Offenders who do not meet criteria for transfer under ICAOS who reside out-of-state at the time of sentencing may be allowed to return to their home state. Offenders who request to move to another state while on supervision may move to that state. All requests to relocate to another state must have the approval of the District Manager or designee. The supervising PPO shall develop a plan with the offender to allow for long distance supervision and monitoring of the offender's conditions. All such plans require supervisor approval and shall be documented in the "Privilege Granted" or "Privilege Denied" contact notes categories in OMS.

D. Residence Approvals

- 1. The DOC conducts pre-approvals on residences for offenders with a residence special condition to ensure that the residences comply with public, staff, and offender safety requirements. Additionally, DOC reviews local and state zoning regulations and takes into consideration the proximity to identified or potential victims.

2. The residence approval process for incarcerated offenders being released shall start no later than 60 days in advance for offenders being released to furlough and 90-days in advance for offenders being considered for parole. The process shall include:
 - a. CSS will notify the offender that residence approval is required and ask the offender to submit a residence.
 - b. CSS documents in the residence investigation custom form.
 - c. CSS shall notify the PPO of the proposed address for release.
3. DOC Field staff shall use the following criteria when considering the approval of an offender's proposed residence:
 - a. Household members agree to allow DOC staff access to the residence and property for supervision;
 - b. The residence allows for safe access by DOC staff;
 - c. The proposed residence has the approval of the landlord and/or housing authority (if applicable) for the offender to reside there;
 - d. There are no weapons at the proposed residence;
 - e. The offender's placement in the residence does not pose a direct risk of harm to children living at, in close proximity to, or regularly visiting the residence, to the offender's partner, and/or other household members;
 - f. The offender's placement in the residence does not pose a direct risk of harm to the victim, or affected persons;
 - g. The offender's placement in the residence does not violate a Sex Offender/Domestic Violence special condition of supervision;
 - h. The offender's residence shall not be approved if DOC is aware that it would violate any local or town ordinances;
 - i. DOC staff shall, at a minimum, contact the adult household members including the offender's domestic partner, if he or she resides at the residence. These household members must indicate their acknowledgement of the offense(s) for which the offender has been convicted.
 - j. If alcohol was a factor in the commission of the crime, there is a documented history of alcohol abuse, or if alcohol becomes an issue during field supervision, then alcohol shall not be permitted in the residence.
 - k. DOC staff shall adhere to the DOC/DCF MOU on Child Protection. Staff will contact DCF to make sure there are no residence concerns.
 - l. All residence denials and approvals shall be reviewed and approved by the District Manager or designee.
4. A residence review for offenders with standard residence condition shall be conducted by field staff thirty days prior to the project release date.
 - a. Field staff shall conduct a residence verification.
 - b. The PPO shall contact the adult occupant(s) at the proposed residence to explain the conditions of supervision and ensure the residence does not conflict with other supervision conditions.
 - c. Staff shall check unoccupied residences to ensure the location is a residence.
5. If staff deny a residence,
 - a. The PPO shall notify the District Manager or designee of the negative recommendation.
 - b. The District Manager or designee will review the rationale with the PPO to determine if any steps/actions or renegotiations can be taken to mitigate the

identified concerns, including electronic monitoring.

- i. If mitigation strategies are identified, the PPO has the responsibility to carry out those actions.
 - ii. If the District Manager or designee agrees with the denial, the PPO shall enter the denial in OMS in either the “Residence Verification & Approval” custom form and specifically details the reason for the denial, and that mitigation strategies were not available.
 - c. In cases when the field and facility disagree about the appropriateness of a denied residence, the Facility Superintendent and the District Manager shall attempt to resolve the matter. If the managers are not able to come to an agreement, either party may make a request to the Director of Field Services for review and final decision.
6. Offenders who do not initially have a residence to submit may still submit one for approval at any point prior to release.
 7. To complete residence approval for offenders on furlough with a zero total effective minimum sentence, responsible staff shall ensure the following occurs:
 - a. Non-Listed Offender: The residence check shall occur during the first field visit, if required.
 - b. Listed Offender: The offender shall report directly to the correctional facility.

E. Driving

The DOC understands that Vermont is a rural state where public transportation is limited. The DOC knows that the ability to drive while on community supervision can be imperative for day-to-day life, as well as to meet offender case management goals. It is the policy of the DOC to permit offenders to drive while on community supervision, so long as they have a valid license, follow the law, and do not have a special supervision condition that restricts or prohibits driving.

F. Offender Financial Obligations

The DOC requires offenders to pay court-ordered fines/fees, restitution, and DOC supervision fees. It is the policy of the DOC that offenders placed under supervision will fulfill their financial responsibilities resulting from their convictions. As part of supervision, DOC staff work with offenders to provide the following guidance in meeting their financial obligations:

- Determination of offender financial responsibilities;
- Collection practices, including method and place of payment;
- Any exceptions, if applicable, of an offender’s financial responsibility; and
- Guidance on responding to offender non-compliance.

1. Offender Supervision Fee Requirements

The DOC is responsible for collecting supervision fees of up to \$30 per month from offenders under the supervision of the DOC and in the community on the following legal statuses:

- a. Probation;
- b. Community Supervision Furlough;
- c. Pre-Approved Furlough (PAF);
- d. Supervised Community Sentence (SCS); and
- e. Parole

Note that the DOC currently collects a \$15 supervision fee from offenders.

2. Offender Supervision Fee Determinations

Supervision fees are determined pursuant to the DOC's policy on Fiscal Management.

- a. The supervision fee for all eligible offenders on probation, Community Supervision Furlough, PAF, SCS, or parole is \$15 per month and shall be charged on the first calendar day of the month to any offender required to pay the fee.
- b. If the offender is sentenced on the 1st day of the month, they will be charged for that month. If they are sentenced on the 2nd day of the month or after, supervision fees will begin the following month.
- c. Offenders in the following categories are exempt from paying the monthly supervision fee to the DOC:
 - i. Offenders whose sole source of income is Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), Medicaid for the Aged, Blind or Disabled (MABD), Veteran's Disability, or the Reach Up Program;
 - With proper documentation
 - ii. Offenders sentenced to the Community Restitution Program (Work Crew) only;
 - iii. Offenders supervised in another state, subject to the rules of the Interstate Compact for Adult Offender Supervision (ICAOS);
 - iv. Offenders residing in a residential treatment facility for thirty consecutive days or more; and
 - v. Offenders housed in a correctional facility for thirty consecutive days or more.

3. New Case Set Up

Newly sentenced offenders or offenders being released to the community from incarceration for the first time shall have their supervision fees set up accordingly:

- a. As part of Community Supervision intake, the field office shall complete the Payment Contract/Waiver Application in the Offender Management System (OMS).
- b. The receiving field office shall have the PPO and offender sign the Supervision Fees Waiver/Payment Contract. This makes the waiver or contract determinations automatically.
- c. Offenders who indicate they are on SSI, SSDI, MABD, or in the Reach Up Program shall provide written proof. The supervision fee will be assessed until the offender provides the appropriate documentation and it is uploaded into the offender's OMS record.
 - i. The PPO shall review the exemption status of offenders collecting Reach Up on an annual basis and upload updated documentations into the offender's OMS record.
 - If the offender continues to collect Reach Up, the exemption shall be continued.
 - If the offender is not receiving Reach Up, and does not otherwise qualify under any other exemptions, supervision fees shall be reinstated, and the Payment Contract/Waiver Application shall be updated.
- d. Offenders on parole supervision for life may request an exemption from supervision fees when they are on "Administrative Supervision" status as ordered by the Parole Board.
- e. The PPO shall ensure that the supervision fee assessments are stopped when an offender is incarcerated for thirty consecutive days or more, and the assessments shall be reinstated when the offender is released from incarceration back to the community.

4. Payment Processing of Supervision Fees

- a. Offenders shall make payments in the form of a certified bank check or money order made payable to the "Vermont Department of Corrections" using the payment coupon provided by the field office and located on the DOC's Internet site.
- b. The offender shall mail their supervision fees to the designated mailing address on the payment coupon.
- c. The administrative staff person responsible for entering payments into the DOC accounting system shall follow DOC accounting practices.
- d. Offenders may pre-pay supervision fees.

5. Non-Payment of Supervision Fees

- a. While it is the offender's responsibility to pay supervision fees, it is the responsibility of the PPO to encourage, motivate, and monitor offenders to ensure payments are current.
- b. It is the offender's responsibility to pay any prior unpaid supervision fees.
- c. Prior to closing any probation supervision case, the PPO shall make every possible effort to ensure that the offender has paid all supervision fees in full. An offender on probation shall not be violated for failure to pay supervision fees. Probation cases may be discharged from supervision if all other conditions have been met except payment of supervision fees; however, any outstanding debt because of unpaid supervision fees shall remain in the DOC accounting system for referral to the State Income Tax offset. Program administered by the State of Vermont Tax Department.
- d. Offenders under the supervision of the DOC and in the community on furlough, PAF, SCS, or parole shall not be returned to jail solely for failure to pay supervision fees; however, any outstanding debt as a result of unpaid supervision fees shall remain in the DOC accounting system for referral to tax offset debt collection.

6. Cancellation of Supervision Fees

- a. Cancellation of supervision fees shall occur when an offender has been discharged from community supervision.
- b. Supervision fees shall not be applied if an offender is re-incarcerated for more than 30 days.

7. Case Transfers

- a. The receiving field office shall complete the Payment Contract/Waiver Application questions as part of the field intake process.
- b. The receiving field office shall have the PPO and offender sign the Supervision Fees Waiver/Payment Contract.
- c. The receiving field office will get all required documentation from the offender if the current documentation is older than 1 year.

Appendix
Vermont Department of Corrections
Conditions of Supervision

Standard Conditions:

The following Standard Conditions are required of *all* individuals on Furlough and Supervised Community Sentence.

C1. I will not be cited or charged; I will not commit any act punishable by law, including city and municipal code violations.

C2. I will report (within 24 hours) any contact I have with law enforcement to my supervising officer, or designee.

C3. I will not engage in threatening, violent, or assaultive behavior.

C4. I will report to my supervising officer, or designee, as required.

C5. I will allow my supervising officer, or designee, to visit me in my home or place of employment or elsewhere at any time, as necessary.

C6. I will sign a new, or modified, Conditions of Supervision as directed by my supervising officer, or designee.

C7. I will not possess weapons or firearms.

C8. I will not leave the State of Vermont without permission from my supervising officer, or designee.

C9. I will sign any releases, or other documents, necessary for my supervising officer, or designee, to discuss my progress in all of my Department of Corrections required programs, including, but not limited to, alcohol/drug treatment, sex offender treatment, mental health treatment, and risk-reducing and needs based services.

C10. Before any changes occur in my contact information, I will notify my supervising officer, or designee, with current, accurate contact information so that I can be reached by email, phone, place of employment, mailing address, and/or physical address.

C11. I will be accessible to my supervising officer, or designee, via telephone. If I have a cell phone, I will inform my supervising officer, or designee, that I have a cell phone and will set up voicemail so it can be used by my supervising officer, or designee, to leave me messages. I will check my messages daily and respond as directed.

C12. I will not enter or inhabit a residence my supervising officer has denied based on risk to the public and/or my victim(s).

Special Conditions:

The following Special Conditions shall be applied on a case-by-case basis and must be based on the risk and needs of the individual. Each imposed condition must be tied to an offender's criminogenic risk and needs area(s), as indicated by a validated risk instrument or assessment, or the condition must be directly tied to offense history and public safety.

SC13. I will not have any contact with my victim(s) through any means (e.g., letters, phone calls, tapes, videos, visits, communications through electronic media including, but not limited to, email, internet contact, texting, tweeting, communications via social media, etc. or any form of contact through a third party), unless approved, in advance and in writing, by my supervising officer, or designee. This includes: *[insert victim(s) initials]*.

SC14. I will participate as directed in community service work, work crew, or structured work search as directed by my supervising officer, or designee.

SC15. I will participate in electronic monitoring as directed by my supervising officer, or designee. I will not tamper with any electronic monitoring equipment and will be financially responsible if loss, or damage, occurs.

SC16. I will not purchase, possess, or consume illegal drugs and/or regulated drugs without a prescription from a licensed health care professional.

SC17. I will not drink alcohol to the extent that it interferes with my supervision or creates an unsafe situation for myself or others.

SC18. I will submit to a drug screen or alcohol test as directed by my supervising officer, or designee.

SC19. I will actively seek employment or engage in job readiness courses as directed by my supervising officer, or designee.

SC20. I will not associate with any person identified by my supervising officer, or designee, as someone to whom I am an active risk or who may be an active risk to me (e.g., someone actively engaged in criminal behavior).

SC21. I will refrain from the use of alcoholic beverages while on community supervision furlough due to risk-related charges from the past or present, and/or risk area identified through a validated substance use assessment.

SC22. I will continue to reside at an approved residence while on supervision.

SC23. I will abide by any curfew imposed by my supervising officer, or designee. My curfew is: *[insert curfew]*.

SC24. I will participate in any necessary screening for risk-reducing (e.g. criminogenic risk) and needs-based services to the satisfaction of my supervising officer. I will also complete any recommended

services, including residential risk-reducing and needs-based services, deemed necessary by a validated risk instrument or assessment, or determined to be necessary for public safety based on my offense history, to the satisfaction of my supervising officer. This includes the following:

- A. Substance use treatment
- B. Mental health treatment
- C. Domestic violence programming
- D. Sex offense treatment programming

NOTICE

1) While I am on Community Supervision Furlough, I am subject to an arrest warrant pursuant to 28 VSA 808e for absconding supervision issued by the Department of Corrections if:

- a) I attempt to elude or evade supervision, or
- b) I leave the state without permission.

2) Should I violate this agreement by traveling to any jurisdiction in or outside the US, where I may be found, I hereby waive extradition to the State of Vermont. I will not contest any effort by any jurisdiction to return me to the State of Vermont. I may also be subject to re-payment of the cost of extradition for my return.

**SPECIAL CONDITIONS AND PROGRAMMING:
Intimate Partner Violence**

Treatment

SC25. I will attend, participate in, and complete a Department of Corrections recognized program for intimate partner violence risk at my own expense and to the full satisfaction of my supervising officer, or designee.

SC26. I will abide by any Temporary/Final Relief from Abuse Orders and any other Family Court orders that pertain to child visitation and support.

**SPECIAL CONDITIONS AND PROGRAMMING:
Sexual Risk-Related Conditions**

SC27. I will successfully enroll in, participate in, and complete a treatment program for individuals who have exhibited sexually harmful behavior as directed by my supervising officer, or designee, and as approved by the Department of Corrections, and I will assume the costs of treatment.

SC28. I will execute releases authorizing my sex offender treatment and any other treatment provider(s) to have unrestricted communications with my supervising officer or designee, the State's Attorney's Office, and the Court about my participation in sex offender and any other required treatment, including but not limited to my attendance, level of participation, and information that relates to evaluating whether I have successfully participated in and completed treatment, or in the interest of public safety.

SC29. I will not purchase, possess, or use pornography, or erotica, or go to adult bookstores, sex shops, topless bars, etc., unless approved in advance by my supervising officer, or designee.

SC30. I will not access, or loiter in, places where children congregate (e.g., parks, playgrounds, schools) unless otherwise approved in advance by my supervising officer, or designee.

SC31. I will not allow any male or female or male and female (check just one box) passengers to ride in my vehicle, unless otherwise approved in advance by my supervising officer, or designee.

SC32. I will not own, possess, or use a camera, recorder, cell phone, or other electronic devices that have recording and/or internet capabilities, without prior permission of my supervising officer, or designee.

SC33. I will give my supervising officer or designee, search and seizure privileges to search my persons and/or property without a warrant and confiscate pornography, erotica, digital media, computer, cellular telephone, iPad, electronic notebook, Smart TV, Smart Watch, etc. or any other item which may constitute a violation of my conditions.

SC34. I will submit to, and pay for, periodic polygraph examinations at the direction of my supervising officer, or designee. These polygraph examinations will be used to determine my compliance with supervision and treatment requirements.

SC35. I will surrender any digital or electronic devices, media, or computers to my supervising officer or designee, for forensic examination, as directed by my supervising officer, or designee. If so directed, I will allow my supervising officer, or designee, to monitor my use of these devices and the internet. I will assume all expenses for monitoring and abide by any computer and internet use contracts if so directed by my supervising officer, or designee.

SC36. I will not initiate or maintain contact with male or female or male and female (select just one) persons under the age of 16 or 18 years, unless otherwise approved in advance and in writing by my supervising officer, or designee. Said contact may require the accompaniment of a responsible adult and approval by my supervising officer, or designee. Contact includes any communications through electronic media encompassing, but not limited to, email, internet contact, texting, tweeting, and communications via social media.

SC37. I will not work or volunteer for any business or organization that provides services to persons under the age of 16 or 18 years (**select just one**), unless otherwise approved in advance by my supervising officer, or designee.

SC38. I will not work or volunteer for any business or organization that provides services to vulnerable adults unless otherwise approved in advance by my supervising officer, or designee.

SC39. I will inform any persons identified by my supervising officer or their designee of my conviction(s) and conditions of supervision, and I will inform my supervising officer or their designee of any individuals with whom I have a significant relationship or close affiliation. My supervising officer, or designee, will determine who shall be informed of my offending history and conditions of supervision.

SC40. I will not participate in friendships or relationships with individuals who have children, unless otherwise approved in advance by my supervising officer, or designee.

SC 41. I will not reside where children reside or within 300 feet of where children congregate (e.g., parks, playgrounds, schools) unless otherwise approved in advance by my supervising officer, or designee.

SC42. I will not reside where vulnerable adults reside or where vulnerable adults congregate, i.e., nursing homes, assisted housing, etc., unless otherwise approved in advance by my supervising officer, or designee.

SC43. I will not engage in employment or volunteering unless it has been pre-approved by my supervising officer, or designee.