

# Interim Revision Memo

**To:** All Staff

**From:** Robert D. Hofmann, Commissioner

**Date:** July 21, 2008



---

**Effective immediately**, following are changes to current administrative directives.

~~**Directive 371.15 - Conditional Re-entry:** This directive is no longer applicable to offenders serving a sentence in a correctional facility for a conviction of any sex offense, or if the affidavit of the underlying offense provided by the court after adjudication contains information that describes any elements of a sexual offense. At this time these offenders are not eligible for release to the community on conditional re-entry status or for a positive recommendation from the Department to parole status without a central office case staffing. A central case-staffing request and all supporting documentation must be sent to the Assistant Director of Classification Management at least 90 days prior to the anticipated release date.~~

**NOTE: Superseded by Administrative Policy #348, *Supervision of Sentenced Offenders in the Community*, dated January 1, 2021.**

~~**Directive 371.26 - Reintegration Furlough:** This directive is no longer applicable to offenders serving a sentence in a correctional facility for a conviction of any sex offense, or if the affidavit of the underlying offense provided by the court after adjudication contains information that describes any elements of a sexual offense. At this time these offenders are not eligible for release to the community on conditional re-entry or reintegration status and shall not receive a positive recommendation from the Department to parole status without a central office case-staffing. A central case-staffing request and all supporting documentation must be sent to the Assistant Director of Classification Management at least 90 days prior to the anticipated release date.~~

**NOTE: Superseded by APA Rule #11-043, *Granting Reintegration Furlough*, dated November 12, 2011.**

~~**Directive 371.05 - Offender Responsibility Planning:** Attachment 2, ORP Case Plan Instructions for Staff: Offender summary section, third bullet regarding projected movement date, and Department of Corrections Expectations section, are no longer applicable to offenders serving a sentence in a correctional facility for a conviction of any sex offense, or if the affidavit of the underlying offense provided by the court after adjudication contains information that describes any elements of a sexual offense. At this time these offenders are not eligible for release to the community on conditional re-entry status or for a positive recommendation from the Department to parole status without a central office case-staffing. A central case-staffing request and all supporting documentation must be sent to the Assistant Director of Classification Management at least 90 days prior to the anticipated release date.~~

**NOTE: Superseded by Administrative Policy, #371.05, *Offender Case Planning (OCP)*, dated June 1, 2012.**

**Directive 371.08 - Classification of Offenders Convicted of Listed Offenses:** Section 2.1, Section 4.3, and Section 4.6 of this directive are no longer applicable to offenders serving a sentence in a correctional facility for a conviction of any sex offense, or if the affidavit of the underlying offense provided by the court after adjudication contains information that describes any elements of a sexual

offense. At this time these offenders are not eligible for release to the community on conditional re-entry status or for a positive recommendation from the Department to parole status without a central office case-staffing. A central case-staffing request and all supporting documentation must be sent to the Assistant Director of Classification Management at least 90 days prior to the anticipated release date.

**Directive 371.12 - Program Participation Requirements for Offenders Convicted of Listed Offenses:** Section 4.3, level summary table, of this directive is no longer applicable to offenders serving a sentence in a correctional facility for a conviction of any sex offense, or if the affidavit of the underlying offense provided by the court after adjudication contains information that describes any elements of a sexual offense. At this time these offenders are not eligible for release to the community on conditional re-entry status or for a positive recommendation from the Department to parole status without a central office case-staffing. A central case-staffing request and all supporting documentation must be sent to the Assistant Director of Classification Management at least 90 days prior to the anticipated release date.

**Directive 371.24 - Classification of Offenders Convicted of Non-Listed Offenses:** Section 2.1 and Section 4.2 of this directive are no longer applicable to offenders serving a sentence in a correctional facility for a conviction of any sex offense, or if the affidavit of the underlying offense provided by the court after adjudication contains information that describes any elements of a sexual offense. At this time these offenders are not eligible for release to the community on conditional re-entry status or for a positive recommendation from the Department to parole status without a central office case-staffing. A central case-staffing request and all supporting documentation must be sent to the Assistant Director of Classification Management at least 90 days prior to the anticipated release date.

~~**Directive 371.25 - Parole Reviews and Recommendations:** Section 4.5 and Appendix I of this directive are no longer applicable to offenders serving a sentence in a correctional facility for a conviction of any sex offense, or if the affidavit of the underlying offense provided by the court after adjudication contains information that describes any elements of a sexual offense. At this time these offenders are not eligible for release to the community on conditional re-entry status or for a positive recommendation from the Department to parole status without a central office case-staffing. A central case-staffing request and all supporting documentation must be sent to the Assistant Director of Classification Management at least 90 days prior to the anticipated release date.~~

**NOTE: Superseded by Administrative Policy, #371.25, *Parole Reviews & Recommendations*, dated September 30, 2013.**

~~**Directive 425.02 - Program Completion:** This directive is no longer applicable to offenders convicted of any sex offense, or if the affidavit of the underlying offense provided by the court after adjudication contains information that describes any elements of a sexual offense. Department staff will not recommend or support a discharge from probation for the above referenced offenders.~~

**NOTE: Superseded by Administrative Policy #430.10, *Risk Management*, dated June 1, 2012. The general procedures and current information related to this topic can be found in Administrative Policy #371.02, *Case Management*, dated December 1, 2016.**