



**POLICY AND ADMINISTRATIVE
PROCEDURE**
Manual of Policies and Procedures

Title

THE ORGANIZATION AND DELIVERY OF PAROLE SERVICES

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-9-1-1 <i>et seq.</i>	00-03-201 01-06-101 04-06-101	ACA: "Standards for Adult Probation and Parole Field Services," except those standards relating specifically to Probation.
IC 11-13-3-1 <i>et seq.</i>	00-04-101 02-01-109	
IC 11-13-4-1 <i>et seq.</i>	01-03-103 02-01-112	
IC 11-13-6-1 <i>et seq.</i>	01-04-101 02-01-113	
IC 11-13-8-1 <i>et seq.</i>	01-04-103 03-02-104	
IC 35-50-2-8	01-04-104 03-02-107	
IC 35-50-2-9	01-04-105 03-02-108	
IC 35-50-6 <i>et seq.</i>	01-05-101 03-03-102	

I. PURPOSE:

The purpose of this policy is to establish the organization and delivery of Parole Services in the Department of Correction.

II. POLICY STATEMENT:

The Department shall provide Parole Services to those offenders released from the Department under parole supervision. The delivery of these services shall include the placement, supervision, and revocation process for adult parolees. Additionally, services shall be provided as requested by the Indiana Parole Board. The Department shall establish a Division of Parole Services to provide services to adult offenders released to parole supervision and to assist the Indiana Parole Board as requested. The Division of Parole Services shall be organized in a manner that best utilizes the resources available to the Division which may include dividing the State into districts under the authority of a District Parole Office. Also, The Division of Parole Services shall establish a manual for use by all staff of the Division that provides instruction in the conduct of assignments.

The Division of Parole Services shall assist in the successful reintegration of parolees into the community through an efficient method of casework supervision and management. The Division of Parole Services may establish specialized caseloads of parolees when it is determined that to do so would be in the best interests of public safety and the effective supervision of these parolees. In those cases where a parolee fails to abide by the conditions of parole, staff shall initiate

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revocation procedures consistent with Department procedures and any applicable State and federal law.

In addition to providing casework services to parolees, the Division of Parole Services shall conduct investigations in the community on behalf of the Department, the Indiana Parole Board These investigations shall be conducted and reported in a manner that meets the needs of the persons requesting the investigation.

III. DEFINITIONS:

- A. **ASSISTANT DIRECTOR OF PAROLE SERVICES (Assistant Director):** The staff person responsible for the supervision of six (6) District Offices as designated by the Northern Region and Southern Region.
- B. **DIRECTOR OF PAROLE SERVICES (Director):** The staff person responsible for overseeing the Department's Parole Services Division and the delivery of Parole services throughout the State.
- C. **DISTRICT SUPERVISOR:** The staff person responsible for the management of one of the Department's ten (10) Parole Districts and the supervision of all Parole staff working in and Parolees residing in that district.
- D. **INDIANA RISK ASSESSMENT SYSTEM (IRAS):** Made up of five separate assessment instruments to be used at specific points in the criminal justice process to identify an offender's risk to reoffend and criminogenic needs. The instruments are used to promote and assist with the development of individualized case plans.
- E. **PAROLE:** The conditional release to community supervision from incarceration with the Department at a time and for a period of time specified by statutory mandates or the Indiana Parole Board.
- F. **PAROLEE:** An individual released from incarceration with the Department, or from incarceration in another state, under the community supervision of the Parole Services Division.
- G. **TRAINING DIRECTOR:** The staff person responsible for providing training to the Parole Services Division staff, Parole field staff, and other Central Office staff.

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H. **DEPUTY COMMISSIONER OPERATIONS:** The Executive Staff member responsible for providing direction and supervision to the Director of Parole Services.

IV. PAROLE SERVICES DIVISION:

The Commissioner of the Department of Correction shall establish a Parole Services Division to monitor and supervise paroled offenders in Indiana. A Director shall oversee the operation of this division and report directly to the Deputy Commissioner of Operations. The Director shall provide oversight to all Parole staff in Central Office and the ten (10) Parole District Offices. The Director is responsible for ensuring that all required equipment, staff training, and procedures are provided for the Parole services staff. The Assistant Director shall oversee operational functions at six (6) designated Districts.

The Parole Services Division shall assist the Department's facilities in providing transition services to offenders released to Parole. The case plan shall be a case management approach to community supervision based on an offender's risk to re-offending using the IRAS-CST (Community Supervision Tool) Risk Instrument.

Parole staff shall develop collaborative relationships with local Community Corrections, Probation Departments, and other agencies and organizations that assist in managing and/or providing services to offenders in the community.

V. PAROLE DISTRICT OFFICES:

The State shall be divided into districts for the purposes of administering Parole services. Each district shall have an office to serve as the headquarters for the staff assigned to that district. Each district office shall be managed by a District Supervisor. The District Supervisor shall supervise all the district's employees and oversee the supervision of all Parolees residing in the district. District office staff shall include Assistant District Supervisors, Parole Agents, clerical staff, and other staff as deemed appropriate by the Department.

VI. PAROLE SERVICES DIVISION DIRECTIVE MANUAL:

The Director shall develop the Parole Services Division Directive Manual. This manual shall be used by District Supervisors and Parole Agents to carry out all required casework responsibilities relating to supervision of Parolees. The Manual shall define required standards of Parolee contact, the content of all casework related reports, and the procedure for placement, acceptance, and revocation of Parole. The Manual shall also establish guidelines for imposing intermediate sanctions on Parole violators.

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The Manual shall be developed in accordance with the procedures for Division Directives as found in the Administrative Procedure for Policy 00-04-101, "The Development, Approval, and Implementation of Policy." An electronic copy of the Division Directive Manual shall be maintained on each Parole District's shared drive along with a hard copy maintained in the District Office and District Supervisor's Office for staff review. The Training Director/Designee shall assist the District Supervisors to train staff on the Manual content. The Parole Services Division Directive Manual shall be reviewed annually for needed revision and new/revised procedures shall be distributed to staff as needed. A copy of the Parole Services Division Directive Manual shall be provided to the Department Policy Manager.

VII. OFFENDER CASE MANAGEMENT SYSTEM (OCMS) – PAROLE PORTAL:

The Director shall provide oversight to the Offender Case Management System (OCMS) PAROLE PORTAL. OCMS shall be utilized to track Parole placements, transfers of supervision, Parole case contact note entry, etc. District Supervisors shall ensure that timely entries are made in OCMS by the supervising Parole Agents. The Training Director, in cooperation with the Technology Services Division, shall train Parole staff in the use of OCMS.

VIII. PAROLE TRAINING:

The Training Director/Designee shall assist the Director in providing training to Parole staff. Parole staff training shall include all Department mandated training, Parole pre-service academy and in-service programs; employee orientation and program training consistent with the evidenced-based practices used in community-based correctional agencies. The Training Director/Designee shall work with the Division of Staff Development Emergency Operations to ensure compliance with Department staff training standards. The Training Director or designee shall work with other agencies/organizations to develop collaborative training efforts for Parole, community corrections programs and probation departments.

The Training Director or designee shall ensure that all Parole Agents and Supervisors maintain annual certification of all required training courses such as, first aid, personal protection, and CPR. The Training Director or Designee shall coordinate the pre-service academy and firearms certification and re-certification for Agents and Supervisors who are authorized to carry a firearm.

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IX. RE-ENTRY:

Parole staff shall assist offenders upon release to Parole supervision to obtain needed services in the community. Parole staff shall assist Parolees with establishing a residence and accessing community based treatment services including mental health treatment, substance abuse treatment, and sex offender treatment. The Director and Program staff shall develop and implement effective transition services to ensure that offenders obtain and maintain needed services following release to Parole. Additionally, Parole staff shall provide assistance and information to offenders prior to community release through transition programming in accordance with the administrative procedure for Policy 01-06-101, "The Development and Implementation of Re-Entry Pre-Release Programming."

X. SUBSTANCE ABUSE PROGRAMS:

Parole staff shall monitor the substance abuse of Parolees. Monitoring shall include administering random and follow-up drug testing as defined in the Parole Services Division Directive Manual. Each Parole District shall coordinate with appropriate in-house contractual program staff and refer Parolees to appropriate community substance abuse counseling providers to provide assessments, education and group treatment for Parolees with substance abuse problems. Intermediate sanctioning guidelines for Parolees who relapse into substance abuse shall be used by the Supervising Agent in a timely manner to insure that Substance Abuse needs are being addressed.

XI. SEX OFFENDER MANAGEMENT & MONITORING PROGRAM (SOMM):

Parole staff shall oversee the Phase III (aftercare) component of SOMM. Each Parole District shall assign one or more Parole Agents a specialized caseload composed exclusively of sex offenders who are considered at high risk to re-offend. Parole staff shall work closely with SOMM program staff to ensure that sex offender Parolees are monitored closely and required to comply with all applicable statutory and Parole supervision requirements. All Parolees are required to attend and participate in community-based SOMM sex offender treatment programs and are subject to polygraph testing. Select Parolees shall also be required to participate in GPS monitoring. Parole staff shall build community awareness of sex offender issues in an effort to reduce future victimization. Parole staff shall also monitor Parolee compliance with statutory requirements to register with local law enforcement agencies.

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XII. IMPOSING AND ENFORCING SPECIAL STIPULATIONS:

The Indiana Parole Board may place special stipulations on a Parolee as a condition of Parole either prior to or following release to Parole. These stipulations are intended to address an individual Parolee's risks to re-offend. Such stipulations may require a Parolee to participate in mental health or substance abuse treatment following release. Special Parole Board stipulations which restrict access to children are provided to all sex offenders prior to release by a facility release coordinator. The Board will order PAROLE STIPULATIONS FOR SEX OFFENDERS (SF 49108) which require a Parolee to attend community based treatment programs, submit to polygraph monitoring, participate in GPS monitoring, and prohibit viewing or possession of pornographic materials and/or access to the internet on all sex offenders released to Parole supervision. Based on a Parolee's behavior, special stipulations may be added or amended upon recommendation of the supervising Parole Agent. Any violation of a special Parole stipulation is grounds for Parole revocation.

XIII. SANCTIONS AND REVOCATION:

Assisting the Indiana Parole Board in administering Parole sanctions is a critical function for Parole staff. Community-based intermediate sanctions shall be developed by each Parole District to deal with technical Parole violations. The most common technical violations committed by Parolees pertain to the use of drugs and/or alcohol. Parolees who violate these restrictions may require closer supervision, frequent drug testing, and/or community-based substance abuse treatment. If the Parolee continues to commit Parole violations, the Parolee shall be considered for placement in a more restrictive environment through established short term warrant intervention processes such as programs operated by a local detention facility or community corrections partner.

Offenders who successfully complete an intermediate sanctions program within the community shall be returned to regular Parole status. If the Parolee does not successfully complete the required program, the Parole Board shall be notified by the supervising district. The Parole Board shall then decide if additional sanctions or re-incarceration are required.

When a Parolee commits a serious violation of Parole such as a criminal offense, delinquency, or multiple technical violations, the Parole Board is responsible for imposing the appropriate sanction(s). Following notification of a Parole violation via a Parole Violation Report, the Parole Board may issue a Parole Violation Warrant requiring the Parolee to remain in custody until the disposition of any criminal charges. Once the warrant is served by the Parole Agent or local law enforcement, the Parolee is entitled to a preliminary revocation hearing within ten

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(10) days of service of the warrant. The Parolee may waive this hearing pending disposition of any criminal charges.

When a Parolee's criminal charges are disposed of in court, the Parolee shall be granted a final revocation of Parole hearing within sixty (60) days of becoming available to the Parole Board. Per Indiana statute, Parole revocation is mandatory when a Parolee is convicted of a new Class A or B felony offense (if the offense is committed prior to July 1, 2014), or a Level 1, 2, 3, or 4 Felony (if the offense was committed on or after July 1, 2014).

When Parolees are charged only with a technical violation, a misdemeanor, or a Class C or D Felony (if offense was committed prior to July 1, 2014), or Levels 5 or 6 (if offense was committed on or after July 1, 2014) with no new IDOC time the Parole Board may:

- A. Find the Parolee guilty, re-incarcerate the Parolee, and set balance of time;
- B. Find the Parolee guilty, reinstate (begin a new period of Parole) him/her to Parole, and may impose additional special Parole stipulations;
- C. Find the Parolee guilty and continue him/her on Parole under the original period of Parole and elect to impose additional Parole stipulations; or
- D. Find the Parolee not guilty and immediately release him/her from custody, if applicable and continue him/her on Parole.

XIV. SUPERVISION AND DISCHARGE:

Pursuant to Indiana law, the presumptive length of Parole supervision is two (2) years. Parolees who were convicted of offenses committed prior to July 1, 1991, or Parolees on Parole for the first time, not serving a sentence for a crime against a person pursuant to IC 35-50-1-2 or IC 11-8-8-4.5 and who have clear institutional conduct for the last 180 days prior to their release date have a presumptive length of Parole supervision of one (1) year. The Parole term may be extended by the Parole Board in instances where the offender commits a violation of Parole and a Parole Violation Warrant is issued prior to the completion of the one (1) or two (2) year obligation. However, the Parolee shall be discharged upon the expiration of his/her sentence.

Exceptions to the presumptive two (2) years Parole supervision period apply to Parolees convicted of certain sex offenses. Parolees convicted of certain sex offenses committed after June 30, 1994, may be supervised on Parole for up to ten (10) years or Life. However, the Parolee shall be discharged upon the expiration of his/her sentence except for lifetime Parolees. Additionally, Parolees convicted

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of a life sentence may remain on Parole supervision for life. However, the Parole Board may consider these Parolees for discharge after five (5) years if they have maintained satisfactory adjustment over the period of Parole supervision.

XV. APPLICABILITY:

This policy and administrative procedure is applicable to all Parole Districts and Parole Staff.

signature on file
Bruce Lemmon
Commissioner

Date