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Robert Patton, Director Oklahoma Department of Corrections	Signature on File		

Supervision of Community Offenders

Probation and parole officers will supervise offenders in a manner that fulfills the mission of the Department of Corrections (DOC), safeguards the community, and meets the programmatic needs of the offender. Supervision utilizes evidenced-based practices in order to change offender attitudes and behaviors, which in turn, reduces the likelihood of criminal behavior. (4-APPFS-2A-01, 4-APPFS-2A-07)

The desired outcome of supervision is to increase successful offender outcomes, thereby reducing recidivism. Success is measured by decreasing the number of offenders accelerated or revoked to prison while under supervision.

Intermediate measures of progress include: percentage of employed offenders; percentage of offenders participating in substance abuse treatment; percentage of

offenders participating in educational programs; and percentage of offenders participating in cognitive programs.

Outcome data will be analyzed regularly by administrators and officers to identify system strengths and weaknesses. (4-APPFS-3D-08) This evaluation will be employed to identify and implement system modifications based on theory, research, policy, practice, outcomes, and feedback. (4-APPFS-2A-07, 4-APPFS-3D-08)

Offenders released from incarceration to parole, suspended or court ordered post imprisonment supervision will be considered to be under post imprisonment supervision and will be actively supervised for a minimum of nine to 12 months unless the scheduled discharge date occurs within this time frame.

For the purpose of this procedure, the term “offender” applies to individuals under community supervision by the Oklahoma Department of Corrections (DOC).

In addition to modular placement, all sex offenders will be managed in accordance with [OP-160601](#) entitled “Supervision of Sex Offenders.” (4-APPFS-2A-06)

I. Orientation to Supervision

The supervision of an offender begins upon the offender’s reporting to the probation and parole office or upon receipt of reliable information that the offender is under supervision. Reliable information includes certified court documents such as a Judgment and Sentence, a Summary of Facts, or court minutes.

The supervising officer will use the initial 60 days of supervision to begin building rapport with the offender. This will serve to enhance communication in an effort to improve the quality and validity of the information obtained during the completion of the assessment and for use in the joint development of the “Transition Plan” ([Attachment C](#), attached). Capable guardians will be given the opportunity to be included in the orientation/supervision process.

A. Conducting the Orientation

Upon case assignment, the officer must complete the offender orientation interview within 15 days. The officer will discuss the supervision rules and conditions as ordered by the sentencing court or releasing authority; provide the offender with a means to contact the officer outside of normal office hours; review eligibility for termination of supervision; offer assistance with community based resources; and provide information to the offender regarding the agency’s grievance process.

1. The “Orientation to Supervision” ([Attachment D](#), attached) will be completed. The officer will review with the offender all information in the section titled “Verification of General Orientation.”
2. The officer will discuss with the offender the items listed in the section titled “Initial Supervision Plan,” and will negotiate with the

offender to develop this plan. The officer and offender will sign the negotiated agreement and a copy will be provided to the offender. (4-APPFS-2A-08, 4-APPFS-2B-01)

3. Offenders will submit to DNA testing as required by [OP-140401](#) entitled “DNA Testing.”
4. If the offender’s primary language is other than English, the supervising officer will assist in having the rules and conditions translated into a language understood by the offender. The Department of Corrections maintains a listing of available interpreters who can assist with communication. (4-APPFS-2B-01)

B. Referrals

If the offender has been ordered by the sentencing court or administrative authority to complete a specific program or evaluation, the offender will be provided with written referral instructions as soon as the officer becomes aware of the order. If the assessment indicates a programmatic need, the offender will be placed into the appropriate programmatic module. If the assessment indicates no treatment need, the court shall be advised and supervision will be terminated. If court ordered services are not available, the sentencing court or administrative authority will be notified for further dispositional consideration. (4-APPFS-2A-12)

C. Specialized Programs (4-APPFS-2A-06)

Offenders participating in drug court, mental health court or community sentencing and who are supervised by probation and parole will comply with guidelines established by the specific program rather than being subject to the provisions of this procedure.

II. Assessment

The Oklahoma Department of Corrections, Division of Community Corrections, has selected two instruments: the Level of Service Inventory-Revised (LSI-R) and Adult Substance Use Survey (ASUS), to identify offender risk and needs directly impacting the likelihood of criminal behavior.

A. Conducting the Assessment (4-APPFS-2A-02, 4-APPFS-2A-03, 4-APPFS-2A-09)

The officer will review EZAssess to determine whether or not an LSI-R has been completed for the current case(s) and whether an ASUS has been completed within the prior 24 months. If an LSI-R is found in EZAssess and is current within the previous 90 days, the assessment will be reviewed for validity, and updated if appropriate. A new LSI-R will only be conducted if the assessment is not current within the previous 90 days.

The officer will conduct the LSI-R/ASUS and home visit within 45 days of initiating supervision. The LSI-R interview may be conducted at the offender's residence or at any other location agreeable to the officer and offender.

1. Documenting Information

The officer will utilize the home visit in order to ensure accurate information has been obtained in reference to the offender's accommodation, lifestyle, and capable guardians. To ensure verification of the criminal history information, the officer will request a criminal records check to include FBI, OSBI and DPS records.

2. Identifying Needs (4-APPFS-2A-06)

- a. The LSI-R total score and the protective score create a baseline measure to evaluate the offender's progress toward meeting supervision goals. The officer will retrieve LSI-R results from EZAssess utilizing the division's automated management information system, Computerized Offender Management Information Technology (COMIT). COMIT identifies mandatory module placements and may provide identification of other behavioral areas that should be considered by the officer for placement into a programmatic module. (4-APPFS-3D-29)
- b. COMIT is a tool to assist the officer in examining behavioral issues of the offender but should not be relied upon to determine if a particular need area is criminogenic for the offender. The supervising officer must make that determination after a full review of the situation surrounding the offender and consideration of ancillary factors relating to the offender and the offender's behavior.
- c. Unless an identified need is determined to be criminogenic by the supervising officer, that is; contributing to the criminal behavior of the offender, module placement is not allowed. The team supervisor must approve the decision of a PPO I not to make optional programmatic module placement; a PPO II may make that decision without supervisor's approval. Any waiver of mandatory programmatic module placement requires supervisor's approval.
- d. Although the LSI-R will provide the basis for identifying criminogenic needs, if obvious needs are observed by the officer prior to the completion of the LSI-R/ASUS or the development of the transition plan, appropriate referrals will be made at the time of the observation.

3. Module Assignment

- a. An offender may be required to complete more than one programmatic module based on placement criterion. This negotiated placement may occur simultaneously or incrementally, depending upon the severity of the criminogenic need, the offender's stage of change, program availability, or other responsivity issues.
- b. Movement from one module to another may occur as a result of successful completion of the currently assigned module. If the transition plan has consecutive modules requiring completion, the offender would move on to the next (most salient) module. If the offender has the ability, multiple modules may be assigned simultaneously. Upon module completion, the supervising officer will ensure the assigned modules are closed in the COMIT system.
- c. When an offender has satisfied all requirements within an assigned module, the officer will review the negotiated transition plan and the offender's risk level. If additional module placement is warranted based upon identified criminogenic need factors and LSI-R element scoring criteria, the offender may be placed in an additional module.

4. ASUS

The ASUS is a self-administered assessment. However, prior to initiating the assessment, the officer must carefully explain the guidelines for completing each section. The offender completes the ASUS while the officer manually obtains a preliminary score for the LSI-R using the "Data Entry Sheet." The results of the ASUS will be entered into EZAssess.

B. Utilizing the Assessment Results

The chart below lists programmatic modules and associated LSI-R elements that determine placement:

MODULE ASSIGNMENT	MANDATORY PLACEMENT*	OPTIONAL PLACEMENT**
	Elements	Elements
Employment	LSI-R 12 and 13	LSI-R 12 or 13
		If neither 12 or 13, examine 11, 18, 21 or 22
Education	No mandatory placement	15 or 16 and either 10, 11,12,13,14 or 17
Substance Abuse	LSI-R 39 or 40 and 41	LSI-R 39 or 40 and any element 42-45, consider

		SUHM recommendation
Cognitive – Mental Health	LSI-R 47 or 50	LSI-R 46 or 49
Cognitive – Anger Mgt.	No mandatory placement	LSI-R 8, 9,10, 14, 17, 19, 20, 23, 36, 42, 43, 51, 52, 53, 54
Cognitive – Behavior Enhancement	No mandatory placement	LSI-R 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 33, 34, 39, 40, 51

R Score of 9 and Below

Offenders with an overall LSI-R score of 9 or below will normally be assigned to an active caseload for no longer than six months, and then closed in accordance with [OP-160201](#) entitled “Opening, Closing and Transferring Cases Under Supervision.”

2. LSI-R Score of 10-18

- a. Offenders scoring 10-18 on the LSI-R will be placed in a programmatic module if responses to substance abuse questions mandate placement.
- b. If there are no substance abuse needs identified by the LSI-R, the offender will normally be assigned to an active caseload for no longer than six months, and then closed in accordance with [OP-160201](#) entitled “Opening, Closing and Transferring Cases Under Supervision.” This supervision period will be for the purpose of completing additional collateral verification of assessment data and further evaluation of the offender’s risk factors and may extend for up to six months after the offenders’ initiation of supervision utilizing the “Case Review for Non-Module Supervision.”
- c. The request will be submitted to the team supervisor by completing the “Case Review for Non-Module Placement Supervision” ([Attachment B](#), attached) and reviewed for approval by the assistant district supervisor.

3. No Module Placement

The supervision of offenders with no module placement will focus on providing the offender with access to services or programs that are requested by the offender or ordered by the court. These services or programs are not based on criminogenic need and the officer should ensure supervision resources are not expended in monitoring the offender’s participation in the services or programs, unless such monitoring is indicated.

4. Violent Offense/Violent History

Careful review and evaluation of assessment results and of the information obtained through collateral verification should be made of offenders with a violent offense history/conviction.

- a. Any offender having a current conviction in the high or highest category as outlined in [OP-060102 \(F\) \(M\)](#) entitled “Female/Male Initial Custody Assessment Procedures” will not be terminated from supervision until an evaluation has been completed to determine the need for cognitive programming to include domestic violence counseling, anger management, or cognitive behavioral counseling.
- b. If a need is identified, a plan will be developed with the offender utilizing the “Case Review for Non-Module Placement Supervision” ([Attachment B](#)) and an appropriate referral will be made.
- c. Active termination of supervision will not occur until the offender has successfully completed any identified treatment or educational programs recommended.
- d. If the court has ordered programs specific for violent behavior (anger management, domestic violence programs etc.), supervision will continue until the offender has completed the required program. The court ordered programs will be included in the justification on, the “Case Review for Non-Module Placement Supervision” ([Attachment B](#)).
- e. No offender who is required to register in accordance with [OP-020307](#) entitled “Sex and Violent Crime Offender Registration,” will be terminated prior to their supervision expiration date unless so ordered by the sentencing court.

5. Court Notification

If the sentencing court has requested notice prior to the termination of supervision of offenders with no module placement, the court will be notified by the submission of a special report that includes the results of the assessment and the request that the balance of the sentence be ordered unsupervised. Supervision will not be terminated until a response has been received from the court.

- a. Supervision may be transferred to the administrative caseload pending approval by the court to terminate supervision. The transfer to the administrative caseload will be in accordance with [OP-160801](#) entitled “Administrative Caseload.”

- b. Upon discovery that an offender has displayed new behavior contrary to public safety, the case may be reactivated in accordance with [OP-160201](#). (4-APPFS-2B-02)

C. Reassessment (4-APPFS-2A-11)

Assessment is a continuous process that is accomplished throughout supervision by the officer's observation of the offender's behavior and lifestyle changes. (4-APPFS-2A-02)

1. Documented reassessment utilizing the LSI-R should occur following measurable criminogenic change that would indicate increased risk. Upon reassessment, results will be entered into EZAssess and updated into the Computerized Offender Management Information Technology (COMIT) system to determine any change in module placement.
2. Reduction of risk will not serve to remove any offender from an assigned programmatic module unless the module requirements have been met. Change may occur independently or in response to incentives or sanctions.

III. Transition Plan (4-APPFS-2A-08, 4-APPFS-2A-09)

The transition plan, a behavioral contract based upon identified criminogenic needs, includes measurable criteria of expected behavior and accomplishments, a time schedule for achieving specific goals, and scheduled progress reviews.

A transition plan will be negotiated and completed within 60 days of the offender being received for supervision. Programmatic modules utilized in the transition plan will be identified through the LSI-R results being imported into COMIT. The plan should include the expected frequency of reporting and home visits determined necessary by the officer in order to assist the offender with successful progress toward module completion.

A. Developing the Plan

The transition plan negotiated between the officer and the offender is the foundation of the supervision process. The offender is more likely to commit to a plan in which he has had input.

1. Plan Objectives

Each objective of the transition plan will include both officer action steps and offender action steps. To determine the appropriate action steps, the offender's current stage of change must be identified and documented.

a. Offender Action Steps

The offender action steps specify methods, techniques, and resources to be used. Action steps will also include the expected frequency of reporting as negotiated.

b. Officer Action Steps

The officer action steps outline the assistance the officer will provide to the offender and how the officer will monitor the offender's progress in meeting the objectives of the transition plan.

2. Programmatic Modules

The programmatic modules, objectives for module completion, possible offender action steps and criteria for successful module completion are listed below:

a. Employment (4-APPFS-2D-02)

Maintaining full time (30 hours or more per week) lawful employment is the objective of the employment module. Action steps may include:

- (1) Participation in change readiness workshop;
- (2) Participation in employment workshop;
- (3) Cognitive behavioral program designed to change attitudes toward employment; or
- (4) Structured job search.

Offenders exempt from this module may include those who are: unemployable (either permanently or temporarily); retired; a full-time student; or a homemaker.

Successful module completion occurs after six months of continuous, verified, and lawful employment.

b. Education (4-APPFS-2D-03)

The objective of the education module is to improve the offender's educational level. Action steps may include:

- (1) Participation in change readiness workshop;
- (2) Identification of literacy assistance required;
- (3) Selection of an appropriate provider;

- (4) Establishing an initial assessment/appointment; or
- (5) Attendance and participation in programming as recommended by the provider.

Successful module completion occurs upon the offender attaining the literacy/skill level initially identified.

c. Substance Abuse (4-APPFS-2D-04)

The objective of this module is for the offender to demonstrate and maintain a substance-free lifestyle. The recommended treatment level derived from the LSI-R/ASUS guides the officer in determining the type and frequency of treatment for the offender. Action steps may include:

- (1) Participation in change readiness workshop;
- (2) Referral;
- (3) Additional assessment;
- (4) Treatment;
- (5) Substance screening; or
- (6) Compliance with the treatment provider's discharge plan.

Officers are responsible for verifying the offender's progress through use of urinalysis testing. Offenders in a substance abuse module should be drug tested, by the supervising officer or treatment provider, at a minimum of once every 90 days.

Successful module completion occurs after 12 months with no indicated drug use. The abstinence of drug use must be documented by an initial (negative) urinalysis.

d. Cognitive Mental Health

The objective of this module is stabilization of the offender and the establishment of a continuum of care. Action steps may include:

- (1) Identifying and selecting an appropriate treatment provider;
- (2) Scheduling the initial intake/assessment;

- (3) Offender attendance and participation in treatment as recommended by the clinician; or
- (4) Compliance with the provider's discharge plan.

Module completion occurs upon the stabilization of the offender's behavior as determined by the treatment provider and the supervising officer.

e. Cognitive-Anger Management Module

The objective of this module is successful completion of an approved cognitive treatment program addressing anger management/domestic violence issues. Action steps may include:

- (1) Participation in change readiness workshop;
- (2) Identifying and selecting an appropriate treatment provider;
- (3) Establishing an initial assessment appointment;
- (4) Offender attendance and participation in treatment as recommended by the provider; or
- (5) Compliance with the provider's discharge plan.

Module completion occurs upon successful conclusion of treatment as determined by the supervising and the treatment provider.

f. Cognitive-Behavior Management

The objective of the behavior enhancement module is to provide restructuring of erroneous thinking patterns, which include poor self-control skills, low impulse control thresholds, and non-consequential thinking. Action steps may include:

- (1) Participation in change readiness workshop;
- (2) Identifying and selecting an appropriate treatment provider;
- (3) Establishing an initial assessment appointment;
- (4) Attendance and participation in treatment as recommended by the provider; or

- (5) Compliance with the provider's discharge plan.

Module completion occurs upon successful conclusion of treatment as determined by the supervising officer and the treatment provider.

B. Finalizing the Plan

1. After the transition plan has been negotiated with the offender and finalized, the officer will meet with the offender and the offender's capable guardians (when appropriate) in order to discuss the transition plan and to address any questions relating to supervision. The capable guardian will be advised of the supervision process, expectations of the offender, and of the importance of family participation and support.
2. The transition plan should be considered a fluid document that may require change as an offender's attitudes, values and beliefs are modified. Any subsequent change in the transition plan will be negotiated between the officer and offender, and a copy, signed by both, provided to the offender (4-APPFS-2A-10).

IV. General Supervision

A. Monitoring Progress

The officer will continually monitor the offender's progress through the use of:

1. Offender and/or Collateral Interaction
2. Residential Visit
 - a. Home visits will be conducted in accordance with the current transition plan or if deemed necessary by the officer.
 - b. A change of residence will be verified within 30 days of the reported change by a home visit.
 - c. Residential verification will be done as deemed necessary by the officer. Verification can be a home visit, utility bill, lease, letter from landlord, etc.
3. Substance Testing

Testing will be initiated as deemed necessary by the officer.
4. Staffing

Staffing of a case will take place between the offender and officer with the team supervisor, and the treatment provider if deemed necessary.

5. Employment Verification

Employment will be verified quarterly. Changes of employment will be verified within 30 days of the reported change. Verification may be made through employment contact, check stubs, letter from employer, etc.

6. Records Check

Checks with FBI, OSBI and DPS will be completed as mandated by [OP-160201](#) entitled "Opening, Closing and Transferring Cases Under Supervision" and as deemed necessary by the officer.

7. Written Report

Reports will be completed by the offender at each officer contact. At each offender contact, the officer must review and document:

- a. The offender's progress with the transition plan;
- b. The current stage of change;
- c. The status of any court ordered obligations;
- d. Any changes that would result in a need for a new assessment or and update in the transition plan; and
- e. Any other relevant information obtained.

8. The officer will initiate appropriate responses to significant offender actions, positive or negative through the use of incentives and sanctions, as outlined in [OP-161002](#) entitled "Intermediate Sanctions for Probation Offenders," when possible. Some violations must be addressed through a "Violation Report" as outlined in [OP-160301](#) entitled "Reports and Investigations."

9. Offenders who have successfully completed all programmatic module requirements should be considered for advance/statutory termination of supervision as outlined in [OP-160201](#) entitled "Opening, Closing and Transferring Cases Under Supervision." (4-APPFS-2A-14) Subsequent to the receipt of the records, the officer will complete an exit LSI-R with the offender prior to termination. The results will be entered in EZAssess. (4-APPFS-2A-13, 4-APPFS-3D-29)

B. Missed Contacts

If an offender misses a scheduled appointment or does not contact the officer as directed, an attempt to make contact with the offender will occur within five days of knowledge of a missed contact. An appointment would include those scheduled with the supervising officer, treatment or other program provider. Once contact with the offender is made, a staffing may be conducted in order to determine an appropriate response.

C. Absconders

If contact with the offender cannot be made or when an officer has reason to believe an offender has absconded, the officer will make inquiries at the last known residence and place of employment, and will check with family, friends, local jails, welfare and service agencies, and other agencies with which the offender may have had contact. In addition, letters may be mailed to other possible contacts including those outside the immediate area. All locator attempts shall be completed within the initial 30 days of the missed contact. (4-APPFS-3B-10)

1. Once the determination has been made that the offender has absconded supervision, the supervising officer will submit a violation report within four working days. The violation report will contain detailed information outlining all locator attempts by the officer.
2. Interstate offenders who have absconded supervision will have their cases closed through ICOTS upon submission of a "Violation Report" and "Case Closure Notice" to the Interstate Compact Administrator. The summary section of the report will include the following language: "The above referenced offender is an absconder. Oklahoma is closing interest at this time."
3. If an absconder is located prior to court action and investigation reveals that the offender has not committed any new offenses and is not viewed as a risk to the community, supervision will continue with the offender's re-entry/continuation of assigned modules and the court will be notified. If the court has intervened with the issuance of an application or a warrant, the supervising officer should recommend continued community supervision if the offender poses no risk to the community. (4-APPFS-2B-12)

D. Documentation (4-APPFS-3D-29)

Case notes will be maintained throughout the period of supervision. Case notes document pertinent information, including progress or lack of progress toward transition plan objectives, current residential and employment status, progress toward court-ordered programs, those present during contact, date of next expected contact from the offender and any other relevant information.

1. Entries will be detailed, specific, and include date, time, place, and type of interaction.
2. Case notes will be entered as closely as possible following the interaction, but no more than 24 hours, or the next working day.

E. Out of State Travel

Periodically, offenders may have the need to travel outside the state. Officers have the authority to grant permission for offenders to leave the state for a period of 30 days. Any request for travel exceeding 30 days must be approved by the immediate supervisor through a staffing.

- a. Offenders convicted of sex offenses may be approved for travel outside the state for a period not to exceed 14 days and must be issued a written "Travel Permit" ([DOC 160103B](#), attached) in accordance with [OP-160601](#) entitled "Supervision of Sex Offenders."
- b. Offenders residing in Oklahoma who are employed in another state requiring daily travel outside of Oklahoma will be issued a permanent work travel permit indicating the offender's place of employment to include the address and telephone.
- c. Community offenders (GPS, EMP, PPCS, etc.) are not allowed to travel outside the State of Oklahoma.
- d. Any offender requesting authorization to travel outside the United States will require approval by the court (probation offenders), the Pardon and Parole Board (parole offenders) or the sending state if the offender is supervised through the interstate compact.

F. Informant Activities

An offender will be discouraged from participation as an informant. Offenders will be advised that engaging in informant activities does not preclude them from adhering to programmatic module actions nor from abiding by the rules and conditions of the sentencing or administrative authority.

G. Institutional Visitation

Offenders desiring to visit immediate family members confined in a departmental facility may make written application to the supervising officer for permission to visit in accordance with [OP-030118](#) entitled "Visitation."

1. If approved by the supervising officer, a letter shall be prepared by the supervising officer that contains the name, DOC number and relationship to the offender to be visited. A copy of the current rap

sheets shall be attached to the letter.

2. The letter shall be submitted to the district supervisor who will review all such requests and, if approved, forward to the appropriate facility head.
3. The offender shall be advised that access to the facility for visitation will not be authorized by the facility until the offender has been added to the other offender's visiting card.
4. The submission of the request and the final decision will be documented in the "Chronological Record."

V. References

Policy Statement No. P-160100 entitled "Purpose and Function of Probation and Parole"

OP-020307 entitled "Sex and Violent Crime Offender Registration"

OP-030118 entitled "Visitation"

OP-060102(F/M) entitled "Female/Male Initial Custody Assessment Procedures"

OP-140401 entitled "DNA Testing"

OP-160201 entitled "Opening, Closing and Transferring Cases Under Supervision"

OP-160301 entitled "Reports and Investigations"

OP-160601 entitled "Supervision of Sex Offenders"

OP-160801 entitled "Administrative Caseload"

OP-161002 entitled "Intermediate Sanctions for Probation Offenders"

22 O.S. §§ 305.2 through 305.5

57 O.S. § 510(15)

57 O.S. § 512

57 O.S. § 517

22 O.S. § 991a

VI. Action

The district supervisors will be responsible for compliance with this procedure.

The associate director of Field Operations will be responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure will be effective as indicated.

Replaced: Operations Memorandum No. OP-160103 entitled "Supervision of Community Offenders" dated August 16, 2013

Distribution: Policy and Operations Manual
Department Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
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DOC 160103A	“Written Report” (English and Spanish)	Attached
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DOC 160103B	“Travel Permit”	Attached
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<u>Attachments</u>	<u>Title</u>	<u>Location</u>
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Attachment A	“Evidence-Based Offender Management Guidelines” (Supplement to OP-160103)	Attached
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Attachment B	“Case Review for Non-Module Placement Supervision”	Attached
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Attachment C	“Transition Plan”	Attached
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Attachment D	“Orientation to Supervision (English and Spanish)”	Attached
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