

TENNESSEE DEPARTMENT OF CORRECTION COMMUNITY CORRECTION PROGRAM STANDARDS

ALL COMMUNITY CORRECTIONS PROGRAMS

AP1.00 Administration. Organization. Management

AP1.01 The Grantee, hereafter referred to as the Agency, has an organizational chart that accurately reflects the structure of authority, responsibility and accountability within the agency. The chart is reviewed annually and updated, as needed.

AP1.02 The Program will have a local advisory board or committee that is representative of the community, and its membership complies with TCA 40-36-201.

AP1.03 The Advisory Board or committee shall meet at a minimum of once a month for the first three months of a new program and on a quarterly basis thereafter. (*Rules 0420-2-2-.08*)

AP1.04 The Agency has a policy and procedure/operations manual and quantifiable performance standards which are reviewed, updated, and approved at least annually by the Advisory Board/Committee, and made available to all staff and volunteers, and upon request, to others. Staff shall sign and date a form acknowledging they have read and been trained in the necessary manuals.

AP1.05 All changes to agency policies, procedures/operations manual and performance standards shall be submitted to the Tennessee Department of Correction (TDOC) for written approval prior to implementation.

AP1.06 There is a written procedure to disseminate approved, new, or revised policy and procedure to designated staff, volunteers, and where appropriate, to offenders prior to implementation. Documentation of policy disbursement is maintained in the administrative files.

AP1.07 Written policy and procedure outline a system by which the program manager and/or designee can audit and review, on a timely basis, the operations and programs within the agency. Agency operations and programs should be executed as outlined in the agency's policy, procedures and standards.

AP1.08 The program staff will prepare an annual report within sixty calendar days following the end of the fiscal year of its activities which will include, at a minimum, statistical data, activities and financial data. The annual report shall be provided to the advisory board or committee the State Director of Community Corrections and to Tennessee Department of Correction Central Office.

AP1.09 The Agency will prepare a monthly statistical report and send to Tennessee Department of Correction Central Office no later than the 15th of each month. This report should include any major incidents and program services highlights. If the Grantee relies on an external information system (such as government or agency-wide) for its reports and cannot submit said reports by the 15th calendar day of each month, the grantee may request in writing, a 7 calendar day waiver from the Director of the State's Community Corrections Division.

AP1.10 The Agency has a written policy, procedure/s that states it is a correctional program offering services pursuant to the provisions of TCA 40-36-101 et. al. and that the program meets state licensing requirements, if applicable.

AP1.11 The Agency has a written policy and procedure that provides that the program and its services are the responsibility of the Agency Board, program manager or his/her designee.

AP1.12 The Agency facility meets local fire and safety codes and maintains documentation of same.

AP1.13 The Program has written fire and other emergency plans that are communicated to all employees and offenders, and are reviewed and updated, if needed, at least annually. The plan includes the following:

AP1.13.1 Location of publicly posted evacuation plan that includes the use of exit signs and directional arrows for traffic flow in building.

AP1.13.2 Quarterly drills and documentation of drills.

AP1.14 The Agency's mission statement affirms that the supervision program is to provide necessary services to felony offenders with the goal of reducing the probability of continued criminal behavior and to insure the safety of the community.

AP1.15 The Agency will have a written policy and procedure regarding "Release of Information" which address circumstances under which release of information is permitted, restrictions on type of information to be released, and structure and identification information to be placed on the form which includes, but is not limited to the following:

Name of person, agency or organization requesting information extra spaces removed
Specific information to be released
Purpose or need for the information
Expiration date
Date consent form was signed
Signature of client
Signature of individual witnessing client's signature
Before the release of any information regarding a client a signed Release of Information form must be completed.
A signed copy of the consent form is filed in the client's case record.

AP1.16 The Agency will have a written policy and procedure regarding the length of time a case record is maintained (three-year minimum after discharge from program).

AP1.17 The Agency is expected to strive to retain a 90% Success Rate. The Success Rate is calculated by determining the number of successful closures that did not re-offend and re-enter the Tennessee prison or jail system for a period of one-year after successful closure.

AP1.18 All incidents occurring within the jurisdiction of the agency concerning the safety and securing of the Facility, community staff, and/or clients, or those which may result in media attention, must be reported to Tennessee Department of Correction Central Communications Center within 30 – minutes of an agency's knowledge of the event occurring.

AP1.19 All cases of physical force or restraint shall be reported in writing, dated and signed by the staff reporting the incident. Such report shall be placed in the resident's case record and a copy forwarded to the Director of Community Corrections within 24-hours of occurrence.

AP1.20 All Agencies will record an Intake and Termination report in TOMIS on all offenders within the specified time period, this includes transfers between Community Corrections programs and including suspension of direct supervision. Reports are to specifically record information that details of offender's arrival and departure time, date and cause, treatment participation, outcome and assessment, as well as program performance. Data is to be recorded in TOMIS under LCDG, AAAA for the Intake report and under TEPE for Termination reporting.

AP1.21 All Agencies shall have written Policy and Procedure to ensure compliance with PREA.

AP2.00 Personnel

AP2.01 The Agency has a written policy to guard against conflict of interest. This policy will include:

AP2.01.1 That no employee connected with the agency uses his or her official position to secure privileges or advantages.

AP2.01.2 That no staff shall accept for themselves, any member of their family, or close associate, any personal gift, favor, or service from an offender.

AP2.02.2 Policy will include the requirement for a National Crime Information Center (NCIC) check to be completed on all potential employees.

AP2.02 There will be written personnel policies and procedures that provide for a personnel manual that is reviewed and approved by the governing authority annually and is made available for employees that covers, at a minimum, the following areas:

- Organizational Chart
- Staff Development
- Recruitment and Selection
- Promotion
- Job Qualifications and Job Descriptions
- Affirmative Action
- Title VI
- Grievance and Appeal Procedures
- Sexual Harassment
- Orientation
- Employee Evaluation
- Personnel Records
- Benefits
- Holidays
- Leave (Annual, Sick, Holiday, Maternity, Military)
- Hours of Work (Time Sheets)
- Compensation
- Travel
- Disciplinary Procedures
- Termination
- Resignation
- Employee Probationary Period

AP2.03 The minimum educational requirement for appointment as program manager is baccalaureate degree in one of the social or behavioral or management sciences or a related field, or four (4) years of relevant professional experience and training at the supervisory level.

AP2.04 The minimum qualifications of a case officer are specified in writing by the agency and include, at a minimum, a bachelor's degree or relevant professional experience.

AP2.05 All annual, sick, and compensatory leave must be taken during the fiscal year that the leave was accrued. The State shall not be responsible for any carryover leave.

AP2.06 There are written job descriptions and job qualifications for all positions of the agency. Each job description includes job title, responsibilities of the position and required minimum experience and education.

AP2.07 The Agency will have an employee grievance procedure which has been approved by the local advisory board.

AP2.08 There is a current, complete, and confidential personnel record maintained for each employee.

AP2.09 Written policies direct a NCIC check to be completed on all NEW hires, prior to employment or appointment. Documentation of the records check shall be maintained in the employees personnel file.

AP3.00 Volunteers/Interns

This section applies only to an agency that utilizes volunteers or interns.

AP3.01 Written policy and procedure for volunteer citizen involvement include a system for selection, training, term of service, termination of service, and definition of tasks.

AP3.02 Written policy and procedures specify that volunteers agree in writing to abide by all agency policies, particularly those relating to the security and confidentiality of information.

AP3.03 Written policy specifies that volunteers perform professional services only when certified or licensed to do so, or after a thorough check of background and professional education.

AP3.04 Written policy specifies all volunteers shall be administered a criminal records check prior to employment or appointment as a volunteer. Documentation of the records check shall be maintained.

AP4.00 Staff Training and Development

AP4.01 Written policy provides that all new professional staff in the program will have at least 40 hours of on site orientation to the policies, organizational structure, programs and regulations of the program, as well as, Tennessee Department of Correction required DNA Buccal Swabbing sample collection, PREA and LSCMI/MI assessment training. This orientation will be completed before new staff are allowed to work without direct supervision. This affects all new full-time or part-time staff.

AP4.02 Written policy and procedures provide that clerical and support staff employees will complete orientation and training appropriate to their assignment (Full-Time 16 hours - Part-Time 8 hours).

AP4.03 Written policy and procedure provide that all case officers complete 40 hours of pre-service training. Pre-service training will be provided by the Agency, or designee, within six months of a new case officer's employment. Upon completion of orientation, the employee signs and dates a statement that orientation training has been received.

AP4.04 Community Correction Agencies, either individually or collectively, will be responsible for providing at least 30 hours of in-service training per year to their program managers and 40 hours of training for case officers. The Tennessee Department of Correction will be responsible for providing a minimum of ten (10) hours of core issues to the Program Managers on an annual basis. All training shall be job related.

AP4.05 Written policy requires the program manager to keep a running total of training hours of all agency employees in individuals files for inspection upon request. This file should contain documentation of 40 hours of Orientation and ongoing annual training hours for: Clerical and Support staff, Manager, and Officers.

AP5.00 FISCAL MANAGEMENT, Vehicle Management

AP5.01 The Agency will operate under an annually written budget of anticipated revenues and expenditures that are approved by the governing authority.

AP5.02 An annual independent fiscal audit of the agency will be conducted. The agency is responsible for securing and scheduling the auditor. All independent fiscal audits will be sent to the State Agency and must be received no later than nine (9) months after the close of the fiscal year.

AP5.03 The Agency administrative capabilities will include standard procedures regarding inventory control, purchasing, and requisitioning of supplies. All monies collected at the facility will be placed in a secure location. Deposits will be done within 72 hours after collections. These specific methods will be utilized for the receipt, safeguarding, dispersing and recording of funds.

AP5.04 Written policy, procedure, and practice provide for insurance coverage that includes, at a minimum, property insurance and comprehensive general liability insurance; such insurance is provided either through private companies or self-insurance.

AP5.05 There are written fiscal policies, procedures, and practices adopted by the governing authority, including, at a minimum, the following: internal controls, petty cash, bonding, signature controls on checks, offender funds, receipting and employee expense reimbursements.

AP5.06 Written policy, procedure, and practice provide that the facility, at a minimum, prepares and distributes to its governing authority and appropriate agencies and individuals the following documents: income and expenditure statements, funding source financial reports, and independent audit reports.

AP5.07 Written policy, procedure and practice provide for purchasing and requisitioning supplies and equipment and for property inventory and control.

AP5.08 Written policy, procedure and practice provide that all funds, including any canteen funds are audited independently following standard accounting procedures and that an annual financial status report is available as a public document.

AP5.09 No Vehicle purchased with State funds can be assigned directly to a Community Corrections Agency employee and be used to travel to and from home to their workstation without approval from the State Agency. Any and all exceptions must be in accordance with the State of Tennessee, Department of Finance and Administration's Comprehensive Travel Regulations, Policy 8. All vehicles, unless an exception is granted by the State, must be pooled and made available for staff use. Vehicles must be parked at the Agency Office at night. If any of the vehicles are needed at night for official business (i.e. surveillance, home visits, etc.) purposes, or if an employee must leave in the morning to travel to outlying areas, the vehicle may be assigned on a daily basis as these assignments arise and driven home by the employee.

AP5.09.1 A Vehicle Sign-out Logging System must be kept by any Agency having purchased a car with State funds. This logging system must include: name of employee vehicle issued to, date and time of issuance of vehicle for travel, beginning odometer reading, reason for issuance, time of return and odometer reading upon return.

AP5.09.2 All vehicles purchased with State funds will be listed on the Agency's inventory. The inventory shall include a copy of the title for each newly purchased vehicle.

AP5.09.3 Vehicles purchased with State funds may not be used as a trade-in for a newer vehicle.

AP5.09.4 In accordance with TCA Sections 8-30-202 and 8-30-203, any employee using a vehicle purchased with State funds is required to comply with all traffic laws and possess a valid driver's license from the employee's domicile state. A copy of the employee's driver's license should be kept on file in the employee's personnel record.

AP5.10 Each grantee may receive up to 15% of its yearly grant at the beginning of the grant year and thereafter on a monthly reimbursement basis after the receipt of and approval of a request for funds invoice (Rules Chapter 0420-2-2-.11 (4)). Any Agency requesting an advance must place the request on the Agency's letterhead stationery and submit it to Tennessee Department of Correction Fiscal Services for approval. All advances will be repaid by the end of the fiscal year in which it was received. Any balance still owing at the end of the fiscal year will be deducted from the final expenditure claim.

AP5.11 Disbursement Reconciliation and Close Out. The Grantee shall submit a final grant disbursement reconciliation report within 60 days of the end of the Grant Contract. Said report shall be in form and substance acceptable to the State. The State will not be responsible for the payment of invoices that are submitted to the state after the final grant disbursement reconciliation report. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the Section C, Payment Terms and Conditions of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit said refund with the final grant disbursement reconciliation report. The Grantee must close out its accounting records at the end of the grant period in such a way that reimbursable expenditures and revenue collections are NOT carried forward.

AP5.12 Under no circumstances, will the State reimburse rental expenses for property used by a Community Corrections Agency when the relevant property is owned by an employee (or a member of the employee's family) of the Community Corrections Agency and whose salary is paid from the Grant Contract.

AP5.13 State Community Corrections contracts will not reimburse Agencies for "longevity" pay. Longevity pay is usually given to employees as a supplemental based on the number of years with an agency. Any Agency choosing to give employees longevity pay must cover this cost from funds not associated with the Tennessee Department of Correction contract.

AP6.00 RESEARCH AND EVALUATION

AP6.01 The Agency will have a policy and procedure governing the conduct of research and address the issues of informed consent and release of information. The State Director of Community Corrections in

conjunction with the Director of Decision Support: Research and Planning, Tennessee Department of Correction must approve all research projects in writing prior to implementation.

Supervision Programs

S1.00 Pre-Sentence Investigative Reports

S1.01 Written policy and procedure governs the conduct of case officer pre-sentence investigations, and preparation of reports in accordance with the Tennessee Department of Correction Pre-Sentence Investigation (PSI) manual (pre, post, classification, and specific data reports).

S1.02 All pre-sentence (investigative) reports and recommendations are reviewed and approved by a program manager or designee prior to submission to the court.

S1.03 Written policy and procedure protects the confidentiality of pre-sentence reports and case records.

S1.04 All offenders admitted into a community corrections program are required to have an investigative report entered into Tennessee Offender Management Information System (TOMIS). In the event that an offender is admitted into the program, and has a Pre-Sentence Report on the current offense in TOMIS, the community corrections Agency is not required to complete a report. Any offender admitted into a community corrections Program, who does not have an investigative report on file in TOMIS, is required to have a post-sentence report completed and entered into TOMIS within forty-five (45) working days from program admittance.

S1.05 All community corrections offenders who are revoked shall have a classification report completed in TOMIS. If an investigative report was already completed by the community correction agency and is in TOMIS, the supervising Agency shall be required to update the PSI information as required by the Tennessee Department of Correction Pre-sentence Investigation Manual. Otherwise, a classification report is required to be completed within ten (10) working days following the date the offender was revoked.

S2.00 Records

S2.01 The Agency has written policy, procedures, and practice governing case record management, including, at a minimum, the following areas: the use and content of offender records; right to privacy; security, placement, and preservation of records; and schedule for retiring or destroying inactive records.

S2.02 Each case record includes, at a minimum, the following information:

- A. Offender Background Information Form
- B. Investigation Report on TOMIS (PSI)
- C. Signed behavioral contract and/or program rules if applicable;
- D. DNA- buccal swabbing information
- E. Medical, Psychological record (if applicable);
- F. Individual plan or program (if applicable);
- G. Signed release of information forms (when utilized);
- H. Evaluation/assessments; LSCMI
- I. Current employment data;
- J. Judgment document and/or court order to community corrections;
- K. Signed Offender Grievance Form;
- L. Referrals to other agencies (if applicable);
- M. Drug/Alcohol screenings/results;
- N. Progress reports;
- O. Chronological entries;
- P. Violation Report (if applicable);
- Q. Grievance and disciplinary record (if applicable);
- R. Title VI;
- S. Sex Offender register (if applicable);
- T. Judges orders for DNA testing (if applicable);

S2.03 An Intake and Termination report is to be recorded in TOMIS by the Agency on every offender both at intake and termination, including transfers between Community Corrections programs and including suspension of direct supervision, specifically recording information that provides detail about offender's arrival and departure to the program. Intake and Termination reports are to be recorded in TOMIS under LCDG.

S2.04 Offender case record audits are conducted by the manager or designee in accordance with written policies and procedures. Program Managers will insure that audits are done quarterly on each case officer and at least 25% of the offender case records are reviewed each quarter. All offender case records opened during a given month shall be checked within forty-five (45) working days. The Manager will insure that offender case records comply with State and Program standards and that there is clear documentation of these audits in the offender case file.

S2.05 Written policy and procedure regarding the confidentiality of individual case records will address at a minimum:

1. Offender access;
2. Staff access;
3. Circumstances when release of information is permitted; and
4. Restrictions on the type of information that can be released.

S2.06 Required release of information forms shall include but is not limited to:

1. Name of person, agency, or organization requesting information
2. Name of person, agency, or organization releasing information;
3. The specific information to be disclosed;
4. The purpose or need for the information;
5. Expiration date;
6. Date consent form is signed;
7. Signature of offender; and
8. Signature of individual witnessing offender's signature.

A copy of the consent form is maintained in the offender's case record.

S2.07 Written policy and procedure specify that all materials relating to any offender with which the Agency has had personal contact, shall be maintained for at least three (3) years after termination of the case, and/or until all audit issues have been resolved; whichever is longer.

S2.08 Written policy and procedure specify that in the event an officer is on leave or whose position is vacant for an extended period of time, that there exists and is implemented a mechanism to provide continuing supervision services to the vacant officer's caseload.

S2.09 Program policies shall provide that all staff adhere to Tennessee Department of Correction procedures and functions regarding access and use of the TOMIS system. Programs shall be aware of and ensure the necessity of system security procedures. All programs will utilize the TOMIS system as mandated by the Tennessee Department of Correction. Programs are required to enter TOMIS information for the following functions:

Within 10 working days:

1. Offender Movements (LIMD)
2. Offender Intake Report (LCDG) of arrival
3. Offender DNA sample confirmation on (LCLA)
3. Staff Assignments (LCD3)
4. Plan of Service (LCDF) (*OPI SCORE ON THIS SCREEN*)
Within 45 days: (Investigative Report (LCLS and Related Screens))
5. Offender Termination Report (LCDG) of departure

S3.00 Intake, Transfer, and Termination

S3.01 The intake report shall be entered in TOMIS conversation LCDG under code AAAA to record detailed information about the offender's arrival. The Intake Report should include at a minimum:

1. Date and Time of last court date appearance.
2. Judgment Order information or placement relevant details.
3. Restrictions, Court Ordered special instructions /treatment assignments.
4. Estimated date of program completion.

S3.02 Policy outlines the (LSCMI) assessment process, and all other assessment processes for each offender referred or under supervision. LSCMI assessment is required for every offender, unless a current LSCMI exists upon arrival, Staff will conduct and record an LSCMI result within 60 days of the offender's arrival.

At a minimum this includes:

1. What constitutes an assessment;
2. Who conducts the assessment;
3. When it is conducted; and
4. The format in which information is collected and summarized.

S3.03 Unless an Offender DNA sample is confirmed on LCLA, staff will conduct a swab sampling and record the information in the offender file, and on TOMIS under LCLA, within 10 days of an offender's arrival.

S3.04 The assessment should include any report submitted to the court prior to sentencing that identifies an offender's specific needs, or a similar report prepared after sentencing. At a minimum this includes information from outside agencies or vendors, or internally generated diagnostic evaluations.

S3.05 All offenders in community corrections shall have a written behavioral contract. At intake, the community corrections staff shall discuss and develop with each offender a written behavioral contract based on an assessment of client needs, outlining specific objectives to be achieved by the offender while in the program, the offender's obligations to the victim and community, and a signed statement by the offender to abide by the terms of the contract.

S3.06 Policy and procedure insure that each offender understands his/her conditions of sentence; receives a written copy; and acknowledges receipt and understanding in writing.

S3.07 When specific services ordered by the court are not available, the field staff shall notify the court. Documentation shall be maintained of such notification.

S3.08 Policy and procedure establish a process for the successful termination of offenders. At a minimum, each offenders file will be reviewed for successful termination after each twelve (12) months of supervision. The first such review will come at 12 months or at the discretion of the Program Manager or designee. The results of the review will be recorded in the case file.

S3.09 The Agency shall adhere to the Tennessee Department of Correction written procedures governing the transfer of offender supervision to and from other agencies. Policy for the transfer of offenders shall follow these procedures. All transfer/s shall be acceptable if an offender has residence in the receiving agency county. Determine if the offender is ready for transfer and has the sentencing courts permission to transfer.

S3.10 All paperwork must be complete (i.e.; the case file set-up, pre or post sentence reports), fees, behavioral contract sign and explained to the offender, initial interview and assessments completed, and all entries completed on TOMIS. This is the sending Agency's responsibility to have completed on all offenders.

S3.10.1 The sending manager is to contact the receiving manager, by EMAIL to notify of request to transfer and to start the transfer investigation.

S3.10.2 The receiving agency has 15 days to assign transfer investigation to an officer, investigate, and reply to the sending agency's manager.

S3.10.3 The receiving agency's manager contacts the sending agency as to status of transfer, (accepted or rejected) by EMAIL.

S3.10.4 The sending agency forwards the case file. Any file that has incomplete data should be returned to sending agency.

S3.10.5 Receiving agency should make TOMIS changes, (LIMD, LCD3, LCDF, LCDG) and start supervising the case.

S3.10.6 Sending agency should do TEPE entry on TOMIS explaining reason for transfer, any treatment provided or other interactions, and any court ordered conditions.

S3.11 Written policy and procedure requires that all offenders are informed of the grievance procedure available and discussed with the offender during the intake process.

S3.12 The agency shall develop policy and procedures that specifically outlines the frequency and manner in which offender drug testing, criminal records checks and employment verifications are administered for active cases under supervision. Any such procedure shall be quantifiable.

S3.13 The termination report shall be entered in TOMIS conversation LCDG under code TEPE to record detailed information about the offender's departure. The Termination Report should include at a minimum:

1. Date and Time of program completion/departure.
2. Relevant outcomes or details of termination.
3. Outcome assessment/ staff treatment assessment/comments.
4. Detail any program performance highlights.

S4.00 Offender Contacts and Supervision

S4.01 The Agency's mission statement affirms that the supervision program is to provide necessary services to felony offenders with the goal of reducing the probability of continued criminal behavior and safety of the community.

S4.02 There is a written policy to prohibit any client from being in a position of control or authority over other clients.

S4.03 The Agency will have a written policy and procedure for conducting searches of clients and all areas of the house in order to control contraband and locate missing or stolen property.

S4.04 There is a written procedure for the prevention, detection, and apprehension of absconders. This procedure is reviewed and updated annually.

S4.05 There is a written policy restricting the use of physical force unless justifiable self-protection, protection of others, prevention of property damage, and then only to the degree necessary and in accordance with appropriate statutory authority.

S4.06 All cases of physical force or restraint shall be reported in writing, dated and signed by the staff reporting the incident. Such reports shall be placed in the resident's case record and a copy forwarded to the Director of Community Corrections within 24-hours of occurrence.

S4.07 The use of personal abuse and corporal punishment is prohibited through written policy and procedure.

S4.08 The Agency's mission statement affirms that the supervision program is to provide necessary services to felony offenders with the goal of reducing the probability of continued criminal behavior and promoting the safety of the community.

S4.09 Policy and procedure require, at minimum, the quarterly review of an offender's compliance to the conditions of sentence with the offender. Revision of the conditions or level of supervision will be made when appropriate. All changes to a more/less restrictive supervision level should be reviewed and approved by a supervisor.

S4.10 Policy establishes levels of supervision and regulates movement between levels. The court or agency assessment shall determine the level of supervision of offenders. Agency policy allows supervision levels to be more intensive but not less intensive than the Tennessee Department of Correction directives.

Level One: Face to face contact a minimum of twice weekly. One home visit every 30 day period.

Level Two: Face to face contact a minimum of once weekly. One home visit every 30 day period.

Level Three: Face to face contact at least once every fifteen (15) day period. One home visit per 90 day period.

Level Four: Face to face contact at a minimum of once each (calendar) month in the office to verify that program goals and special conditions are current (Sup. Fees and CCF Fees, etc). The offender will not be placed on level four until he/she successfully completes twelve months of supervision and the court has denied transfer to probation. Documentation of the court's refusal to transfer the offender to probation should be placed in the offenders file.

A week is defined as a calendar week. There shall be no gaps of more than ten (10) days between face to face contacts. Agency policy will define what constitutes reasonable attempts to conduct face to face contacts.

S4.11 Policy requires that the case officer or other duly authorized persons maintain personal contact with the offender according to the supervision level set by minimum state standards and program guidelines. Supervision of the offender should include at a minimum the monitoring of an offender's special conditions and employment status. A duly authorized person is any Agent or qualified person who offers the necessary services on an accepted contractual basis. All contacts shall be documented in the chronological records.

S4.12 The Agency's total active caseload may not average above 40 active offenders per case officer, unless otherwise authorized by the Tennessee Department of Correction at its discretion to exceed this limit. **(NCR)**

S4.13 Administrative cases or inactive cases may not be counted towards the 40 to 1 caseload ratio. Administrative cases are defined as those cases where an offender has absconded from community correction supervision. Inactive cases are defined as those cases where an offender has been incarcerated in a County or State correctional facility for any reason or in a residential treatment program. Also any offender who has been arrested while on Community Corrections for a violation of program rules and has made bond to secure his/her release shall be considered an inactive case and shall not be supervised by the community corrections Agency.

S4.14 Written policy and procedure provide that the case supervision program staff may request the court to add, remove, or modify any or all of the special conditions of supervision.

S4.15 Written policy specifies the type of actions required to locate and recover absconders prior to the issuance of a violation warrant. An absconder is defined as an offender with whom no contact has been made for a maximum of thirty (30) days. Agency policy will specifically identify the minimum time period in which a violation warrant is filed with the sentencing court. The absconder may be entered on NCIC.

S4.16 Written policy states that community correction offenders may not cross the Tennessee state line into another state except with the written approval of the sentencing court.

S5.00 Violations

S5.01 Written policy shall establish a process for handling known and alleged violations. Following confirmation of a violation, the case officer will adhere to established procedures to determine what action is

required. A decision will be made at this time regarding the need for a formal violation and/or revocation proceeding or an informal administrative adjustment. Alternatives to revocation are encouraged when public safety is not endangered and the possibility of successful community adjustment exists.

S5.02 Any violation with a request for a warrant must be approved in writing by a manager or designee.

S5.03 Policy prohibits the general use of offenders as police informants and specifies any conditions for exceptions. If an offender is used as an informant this will be noted in the chronological entries in the case record. Procedures will include securing the approval of the program manager and the court.

S5.04 Written policy and procedure provide for the use of physical force only in instances of justifiable self-defense, protection of others, prevention of property damage, and in accordance with appropriate statutory authority. Only the minimum force necessary is employed.

S5.05 All incidents occurring within the jurisdiction of the Agency concerning the safety and security of the facility, community, staff and/or supervised offenders or which may result in media attention, must be reported to Tennessee Department of Correction Central Communications Center within 30 – minutes of knowledge of the event occurring.

S5.06 Written policy and procedure shall specify that all Community Corrections personnel are prohibited from carrying weapons during the performance of duty. Any Personnel proven to be in violation shall be subject to disciplinary action up to and including termination as provided in agency policy.

S6.00 Community Service, Restitution and Fees

S6.01 Written policy requires that, in court ordered cases where the victim suffered monetary and/or property loss, there will be a written restitution contract discussed and developed with each offender containing these minimum elements:

- A. Name of offender and victim;
- B. Total amount of restitution;
- C. The amount of payment;
- D. The method of payment; and
- E. The payment schedule.

S6.02 The victim will be consulted when possible by the district attorney's office or the program staff in the development of the restitution plan. The agency is encouraged to develop restitution plans for the client's consideration. The following factors about the victim and the offender should be considered:

1. Present income/employment;
2. Physical and mental condition of the offender;
3. Education;
4. Family circumstances; and
5. Victim impact and loss.

S6.03 Policy requires that all offenders will participate in community service work unless not specifically ordered by the court. Placement should, wherever possible, fit the needs and skill of the offender and provide meaningful work to the community. Community service hours will be reasonable and will not interfere with the offender's regular paid employment. Offenders will be supervised at all times while performing community service work.

S6.04 Policy will require that there is a written agreement between the offender, the program and the agency receiving services. The agreement will contain:

1. Name, address, and phone number of agency;
2. Job duties;
3. Service hours and days;
4. Site supervisor's name and responsibilities;
5. Time frame for completion; and

6. Signatures of offender, program manager or designee and an agency representative.

S6.05 Where program staff directly supervise offenders performing community service work, the written agreement will contain the following:

1. Job duties;
2. Service hours and days;
3. Time frame for completion; and
4. Signatures of offender, program manager or designee.

S6.06 Written policy and procedure specify that all offender payments (fees, fines, restitution) collected by the agency shall have a pre-numbered receipt prepared and placed in the offender case file. One copy shall be given to the offender at the time of collection. Only money orders, and cashiers checks are the accepted forms of payment from offenders. In no circumstance shall cash payment be accepted from offenders. Offender supervision fees are considered to be current if the fee balance owed is not delinquent by more than ninety (90) calendar days. The Agency must follow the collection procedures as described in the Fee Manual when collecting the Community Corrections Fees (CCF), with exception to references to the TOMIS fee system.

S6.07 All supervision fees collected must be accounted for and reported within the month received.

S6.08 Supervision Fees are to be collected by the Grantee to offset their grant budget. Grantees should collect a minimum 75% of the supervision fees owed by offenders. Grantee will use the following formula to calculate Supervision Fee obligation/projection:

$$\text{Number of Case Officer} \times \text{Contract listed number of Active Cases} \times \$15.00 \times 12 \text{ Months} \times 75\% = \text{Supervision Fee obligation}$$

The Supervision Fee obligation will be shown, with the calculations written in the Narrative part, on line 24 of the Budget Detail Report that is attached to each contract and any subsequent amendments.

S6.09 With approval from the State Agency, any Supervision Fees collected over the Obligation amount as detailed in the Agency's Contract (see 11.08), may be expended by the collecting Agency during the fiscal year collected for one-time expenditures only unless otherwise directed by the State Agency. Over-collections approved to be used will not decrease the level of State funding except in the last month of a fiscal year. Any unused portion of the over-collection will be used at the end of a fiscal year to decrease the amount of State funds needed to pay the final expense claim.

COMMUNITY CORRECTIONS DAY REPORTING CENTER STANDARDS

DR1.00 ADMINISTRATION AND MANAGEMENT

DR1.01 The Agency has written policies and procedures for the day reporting center's program and these are specified in the policy and procedure manual that is accessible to all employees. The manual is reviewed at least annually and updated as needed. The policy and procedure manual may be separate or included in the community corrections policy and procedure manual.

DR1.02 The Agency shall have written Policy and Procedure to ensure compliance with PREA.

DR1.03 All incidents occurring within the jurisdiction of the Agency concerning the safety and security of the facility, community, staff and/or supervised offenders or which may result in media attention, must be reported to Tennessee Department of Correction Central Communications Center within 30 – minutes of knowledge of the event occurring.

DR2.00 PROGRAM SERVICES

DR2.01 The Agency has a written policy and procedure that governs the programs offered by treatment, education, and vocational programs, and coordination with other agency programs and services in the community.

DR2.02 The day reporting center's program provides or makes arrangements for the following services:

- LSCMI risk/needs assessment
- education/vocation programs
- individual and group treatment activities that may include a holistic counseling approach
- family contact, if needed
- mental health services
- buccal swabbing sampling

DR3.00 RECORDS

DR3.01 The Agency has written policy, procedures, governing case record management, including, at a minimum, the following areas; the use and content of offender records; right to privacy; security, placement, and preservation of records; and schedule for retiring or destroying inactive records.

DR3.02 The Agency maintains a record on each offender available in a master file, and including, at a minimum, the following information:

- Initial intake Information Form
- Case information from referral source
- Case history/social history
- DNA- Buccal swabbing information
- Medical records, when available
- Psychological/psychiatric reports, if available
- Assessment LSCMI and program plan
- Current employment data
- Program rules and disciplinary policy, signed by offender
- Documented legal authority to accept offender
- Title VI
- Referrals to other agencies
- Pertinent education information
- Exit Summary
- Signed medical consent authorization, if applicable

DR3.03 An Intake and Termination report is to be recorded in TOMIS by the Agency on every offender both at intake and termination, including transfers between Community Corrections programs and including suspension of direct supervision, specifically recording information that provides detail about offender's arrival and departure to the program. Intake and Termination reports are to be recorded in TOMIS under LCDG.

DR3.04 Program policies shall provide that all staff adhere to Tennessee Department of Correction procedures and functions regarding access and use of the TOMIS system. Programs shall be aware of and ensure the necessity of system security procedures. All programs will utilize the TOMIS system as mandated by the Tennessee Department of Correction. Programs are required to enter TOMIS information for the following functions:

Within 10 working days:

1. Offender Movements (LIMD)
2. Offender Intake Report (LCDG) of arrival
3. Offender DNA sample confirmation on (LCLA)
3. Staff Assignments (LCD3)
4. Plan of Service (LCDF) (*OPI SCORE ON THIS SCREEN*)
Within 45 days: (Investigative Report (LCLS and Related Screens)
5. Offender Termination Report (LCDG) on departure

DR4.00 Intake. and Termination

DR4.01 The intake report shall be entered in TOMIS conversation LCDG under code AAAA to record detailed information about the offender's arrival. The Intake Report should include at a minimum:

1. Date and Time of last court date appearance.
2. Judgment Order information or placement relevant details.
3. Restrictions, Court Ordered special instructions /treatment assignments.
4. Estimated date of program completion.

DR4.02 The termination report shall be entered in TOMIS conversation LCDG under code TEPE to record detailed information about the offender's departure. The Termination Report should include at a minimum:

1. Date and Time of program completion/departure.
2. Relevant outcomes or details of termination.
3. Outcome assessment/ staff treatment assessment/comments.
4. Detail any program highlights.

DR5.00 PHYSICAL PLANT

DR5.01 The building conforms to all applicable state and local building codes.

DR5.02 Private counseling and group meetings space is provided.

DR6.00 Supervision and Case Management

DR6.01 There is a written policy to prohibit any client from being in a position of control or authority over other clients.

DR6.02 The Agency will have a written policy and procedure for conducting searches of clients.

DR6.03 There is a written procedure for the prevention, detection, and apprehension of absconders. This procedure is reviewed and updated annually.

DR6.04 There is a written policy restricting the use of physical force unless justifiable self-protection, protection of others, prevention of property damage, and then only to the degree necessary and in accordance with appropriate statutory authority.

DR6.05 All cases of physical force or restraint shall be reported in writing, dated, and signed by the staff reporting the incident. Such reports shall be placed in the resident's case record and a copy forwarded to the Director of Community Corrections within 24-hours of occurrence.

DR6.06 The use of physical force and corporal punishment is prohibited through written policy and procedure.

DR6.07 Staff monitors movement of offenders into and out of the facility in accordance with written policy and procedure.

DR6.08 Unless a current LSCMI exists upon arrival, staff will conduct and record an LSCMI result for all new Intakes, within 60 days of an offender's arrival.

DR6.09 Unless an Offender DNA sample is confirmed on LCLA, staff will conduct a swab sampling and record the information in the offender file and on TOMIS under LCLA, within 10 days of an offender's arrival.

COMMUNITY CORRECTIONS RESIDENTIAL PROGRAM STANDARDS

RP1.00 ADMINISTRATION, ORGANIZATION, AND MANAGEMENT

RP1.01 The Agency shall be headed by a single administrative officer, appointed and responsible to the governing authority of the agency. An organizational chart is developed and reviewed annually (in writing) which accurately reflects the structure of authority, responsibility, and accountability within the facility and the agency.

RP1.02 Written policy and procedure shall require that the facility administrator and supervisors shall meet at least monthly with their own staff members who are directly under their supervision. Minutes will be kept.

RP1.03 The Agency shall have a policy manual that is reviewed, updated, and approved at least annually by The Advisory Board and/or agency administrator, and made available to all staff members and volunteers; and upon request, to others.

RP1.04 All changes to policy, procedure/operations manual and performance standards shall be submitted to the Department of Correction for written approval prior to implementation.

RP1.05 The Agency will have a written policy to guard against conflict of interest.

RP1.06 Staff monitors movement of residents into and out of the facility in accordance with written policy and procedure.

RP1.07 The Agency shall have written Policy and Procedure to ensure full compliance with PREA.

RP2.00 RECORDS

RP2.01 The Agency will maintain a case record for each client who receives services. Each case record includes the following information:

- Initial Intake Information Form
- Case Information from Referral Source (if available)
- Investigative Report
- Medical Record (if available)
- Behavior Contract or Plan
- DNA- Buccal swabbing information
- Signed Release of Information Forms
- Assessment LSCMI and program plan
- Offender Evaluation and Progress Reports (Minimum of monthly basis)
- Offender Daily Chronological Entries
- Signed Grievance Statement of Understanding
- Current Employment Data
- Program Rules and Disciplinary Policy (signed and dated by client and staff)
- Documented Legal Authority to Accept Resident (court order)
- Grievance and Disciplinary Record (if applicable)
- Referrals to Other Agencies (if applicable)

RP2.02 An Intake and Termination report is to be recorded in TOMIS by the Agency on every client both at intake and termination, information should provide specific details about each client's arrival to and departure from the residential program. Intake and Termination reports are to be recorded in TOMIS under LCDG, within AAAA for Intake reporting and TEPE for Termination reporting within 10 working days of client's arrival and departure.

RP2.03 Program policies shall provide that all staff adhere to Tennessee Department of Correction procedures and functions regarding access and use of the TOMIS system. Programs shall be aware of and ensure the necessity of system security procedures. All programs will utilize the TOMIS system as mandated by the Tennessee Department of Correction.

RP2.03 All entries into the case records are dated and clearly identify the staff member making the entries.

RP2.04 At the termination of the client's program participation, a termination report is recorded in TOMIS which reviews the client's performance and departure information.

RP2.05 At a minimum, audits on all offender case records will be conducted on a quarterly basis and according to policy and procedure.

RP2.06 The Agency will have written policy and procedure regarding the confidentiality of individual case Records (i.e., addresses, client access, staff access, and release of information). In compliance with written policy and procedure all case records are marked "confidential" and kept in a secure location.

RP3.00 FACILITY

RP3.01 The Agency shall not enter into any agreement that purports to create an interest in real property (e.g. rental agreement) until said rental agreement is approved, in writing, by the Commissioner of the Tennessee Department of Correction or his/her designee.

RP3.02 The Agency shall be in compliance with all applicable zoning ordinances or is attempting to comply with or change such laws, codes, or zoning ordinances through legal means and shall conform with applicable building codes.

RP3.03 The Agency will be located within one mile of public transportation, or other means of transportation is available.

RP3.04 The Agency will have documentation stating that all sleeping quarters have ventilation of at least 10 cubic feet of outside or re-circulated filtered air per minute per human occupant.

RP3.05 The Agency will have documentation stating that all sleeping quarters have lighting of at least 20 foot-readability in reading and grooming areas.

RP3.06 To the extent possible, all sleeping areas provide some degree of privacy.

RP3.07 Each client has been provided in their sleeping quarters a bed, mattress and-pillow, bed linen, chair, and closet/locker space for the storage of personal items.

RP3.08 The Agency will have a written policy and procedure regarding the issuance of clean, usable bedding, linen, and towels to new residents, with the provision for laundering on a weekly basis.

RP3.09 The Agency will provide personal hygiene articles on an emergency basis.

RP3.10 The Agency will have a written policy that outlines the rules that permit offenders to decorate their sleeping quarters and/or common use areas.

RP3.11 The Agency provides private counseling space with adequate furniture.

RP3.12 The Facility, at a minimum, has one operable toilet for every ten residents.

RP3.13 The Facility, at a minimum, has one operable washbasin with hot and cold running water for every ten residents.

RP3.14 The Facility, at a minimum, has one operable shower or bathing facility with hot and cold running water for every ten residents. The hot water does not exceed 110 degrees F (43 degrees C).

RP3.15 The Facility has one operable washer and one operable dryer for every 10 residents.

RP3.16 The Facility is in compliance with the sanitation and health codes of the applicable government's jurisdiction.

RP3.17 The Agency will have a written policy and procedure regarding vermin and pest control, and trash and garbage removal.

RP3.18 The Agency has a written documentation that weekly sanitation and safety inspections of all internal and external areas and equipment are conducted in accordance with written policy and procedure.

RP3.19 The Agency will ensure that the facility is in good repair with a housekeeping and maintenance plan.

RP3.20 The Agency will have written policy and procedure regarding maintenance and use of facility vehicles when in use.

RP3.21 The Agency will have at least one telephone available and accessible to clients.

RP4.00 SAFETY AND EMERGENCY PROCEDURES

RP4.01 The Agency will have written fire and other emergency plan/s that are communicated to all employees, volunteers, visitors, and offenders. These plans are reviewed and updated at least annually.

RP4.02 There is written policy and procedure regarding fire prevention regulations to ensure the safety of staff, volunteers, offenders, and visitors. The policy and procedure include:

Provision for an adequate fire protection service.

A system of fire inspections and testing of equipment at least quarterly.

An annual inspection by local and/or state fire officials.

Availability of fire protection equipment at appropriate locations throughout the house.

RP4.03 All emergency plans disseminated to appropriate staff and interested parties and are posted in conspicuous places in the house.

RP4.04 All Staff are initially trained in the implementation of the emergency plans. All training is documented.

RP4.05 Emergency evacuation drills under varied conditions are conducted at least quarterly during hours when the majority of residents are in the house. All drills are to be documented.

RP4.06 All exits are in compliance with state and/or local fire safety authorities.

RP4.07 The Agency shall have automatic fire alarm and smoke detection systems that are approved by the state's fire marshal. Said systems are tested on a regular basis. The agency shall have documentation on said system testing.

RP5.00 FOOD SERVICE

RP5.01 When the Agency contracts for food service, the Contractor shall comply with all sanitation and health codes enacted by the state and/or local authorities.

RP5.02 All food service provided requires that all menus are reviewed and approved by a registered dietitian or physician. The Tennessee Department of Correction master menu may be utilized as an approved dietary plan.

RP5.03 The Agency will have a single menu for staff and clients.

RP5.04 Special diets are prepared to meet the medical needs of residents and provisions are made to meet the dietary needs of the residents.

RP5.05 All in-house food services shall comply with all sanitation and health codes enacted by state and/or local authorities.

RP5.06 All foods are properly stored at the end of each meal.

RP5.07 Kitchen and dining areas are properly ventilated, furnished, cleaned and meet all relative OSHA and public health ordinances.

RP6.00 MEDICAL CARE AND HEALTH SERVICES

RP6.01 The Agency will have a written agreement with a licensed hospital, clinic, or physician to provide emergency services on a 24-hour basis.

RP6.02 There is one staff member present on each shift trained in emergency First-aid procedure including cardiopulmonary resuscitation (CPR) having 911 emergency contact authority.

RP6.03 There are written emergency medical back-up plans which are communicated to all employees and residents.

RP6.04 First-aid equipment is available at all times. Said equipment shall be approved by a recognized health authority. A monthly inspection of first aid equipment shall be made by the program manager or designee to ensure equipment meets minimum stocked standards of health authority.

RP6.05 At the time of admission, staff inquires about any physical problems that might require medical attention and documents the medical history in the offender's case file.

RP6.06 The Agency will have a written policy and procedure to provide medical examination for any employee or resident suspected of having communicable disease or debilitating condition (e.g. diabetes, heart disease, or epilepsy).

RP6.07 The Agency will have a written policy and procedure regarding urine collection for testing purposes and interpretation of results.

RP6.08 The Agency will have a written policy and procedure regarding the possession, control and use of controlled substances: prescribed medications, and over-the-counter drugs. These policies and procedures also stipulate that prescribed medications are administered to the resident according to the specific directions of their prescribing physician.

RP6.09 The Agency will have a written policy and procedure stating that records of all medications that are distributed by staff are maintained and audited daily. Also the records will include date, time, and name of resident receiving medication, and the name of staff distributing medication.

RP6.10 There is written policy and procedure providing the prompt notification of the client's next of kin in case of serious illness, surgery, death, or injury. Any death in the program is reported immediately to the proper authorities.

RP7.00 Intake. and Termination

RP7.01 The intake report shall be entered in TOMIS conversation LCDG under code AAAA to record detailed information about the offender's arrival. The Intake Report should include at a minimum:

1. Date and Time of last court date appearance.
2. Judgment Order information or placement relevant details.
3. Restrictions, Court Ordered special instructions /treatment assignments.
4. Estimated date of program completion.

RP7.02 The termination report shall be entered in TOMIS conversation LCDG under code TEPE to record detailed information about the offender's departure. The Termination Report should include at a minimum:

1. Date and Time of program completion/departure.
2. Relevant outcomes or details of termination.
3. Outcome assessment/ staff treatment assessment/comments.
4. Detail any program highlights.

RP7.03 The Agency will have a written policy and procedure governing intake information. The following will be completed on the initial intake form:

Name
Address
Date of Birth
Sex
Race or ethnic origin
Reason for referral
Whom to notify In case of emergency
Date information gathered
Name of referring agency or committing authority
Special medical problems or needs
Personal physician
Legal status, including jurisdiction, length and conditions of sentence
TOMIS number
Medical history
Signature of both interviewee and staff taking information.

RP7.04 Discrimination on the basis of race, creed, or national origin is prohibited and is clearly stated in agency policy and made available to the offender.

RP7.05 A copy of admission criteria and pre-intake procedures is distributed to all referring agencies.

RP7.06 When a referral is not accepted into the program the referring agency and/or court is notified and a specific reason is stated.

RP7.07 At the time of intake, the staff discusses with the client the following information:

Program goals
Rules governing conduct
Program rules and regulations
Possible disciplinary actions and procedures available to staff
Available services

RP7.08 The above is documented by both the client and staff's signature and the client is specifically given a copy of the rules and regulations.

RP7.09 Staff designs a written treatment plan for each resident. The plan is signed and dated by staff and client. The plan includes criteria of expected behavior and accomplishments, and at a time schedule for achieving specified goals. Within the first two weeks of a resident's admission, a treatment plan will be completed.

RP7.10 On a monthly basis the resident's progress will be reviewed either through a staff meeting or by Individual staff, and the results will be documented.

RP7.11 Any changes in the behavioral plan will be discussed with that resident. This will be dated and documented by the staff and resident's signature.

RP7.12 There is at least one Staff person on the premises who is awake, available, and responsive to the residents' needs 24-hours a day.

RP7.13 All Program rules and regulations pertaining to residents are posted in a conspicuous place.

RP7.14 The Agency will have a written policy and procedure regarding grievance and appeal process. This policy states the grievance is transmitted without alteration, interference, or delay to the party responsible for receiving and investigation.

RP7.15 There is a written policy and procedure regarding the removal of any client from the program.

RP7.16 Policy and procedure is written regarding the house's reimbursement by residents.

RP7.17 The Agency resources will be used to assist residents in locating suitable housing upon termination

from the program.

RP7.18 The opportunity for recreational and leisure time activities is provided to all residents.

RP7.19 The Agency will have a written policy and procedure regarding the enrollment of residents in educational and vocational training programs.

RP7.20 There is a written policy and procedure allowing residents to attend religious services on a voluntary basis.

RP7.21 Intake and Termination Reporting information will be listed in TOMIS under code AAAA for Intake, and code TEPE for Termination.

RP7.22 Unless a current LSCMI exists upon arrival, staff will conduct and record an LSCMI result for all new Intakes, within 60 days of an offender's arrival.

RP7.23 Unless an Offender DNA sample is confirmed on LCLA, staff will conduct a swab sampling and record the information in the offender file and on TOMIS under LCLA, within 10 days of an offender's arrival.

RP8.00 SUPERVISION

RP8.01 There is a written policy to prohibit any client from being in a position of control or authority over other clients.

RP8.02 The Agency will have a written policy and procedure for conducting searches of clients and all areas of the house in order to control contraband and locate missing or stolen property.

RP8.02 All incidents occurring within the jurisdiction of the agency concerning the safety and securing of the Facility, community staff, and/or clients, or those which may result in media attention, must be reported to Tennessee Department of Correction Central Communications Center within 30 – minutes of an agency's knowledge of the event occurring.

RP8.03 There is a written procedure for the prevention, detection, and apprehension of absconders. This procedure is reviewed and updated annually.

RP8.04 There is a written policy restricting the use of physical force unless justifiable self-protection, protection of others, prevention of property damage, and then only to the degree necessary and in accordance with appropriate statutory authority.

RP8.05 The use of physical force and corporal punishment is prohibited through written policy and procedure.

RP8.06 Staff monitors movement of residents into and out of the facility in accordance with written policy and procedure.

Community Corrections Program

GLOSSARY OF TERMS

1. Absconder

An offender who avoids or flees from supervision by concealing his or her whereabouts. There has been no face-to-face contact for (30) days. Differs from "failure to report" in that the officer's investigation reveals that the offender has obviously and most likely left residence, job and geographic area with no intent to voluntarily return.

2. Active Case

The active supervision of felony offenders based on level one (1) through level four (4) of the Program Standards 5.12.

3. Administrative Supervision

The supervision of absconder felony offender's records through arrest checks, phone calls and may be a home visit.

4. Alcohol and Drug Treatment

Treatment services that are provided by a certified Substance Abuse Counselor, in either an outpatient or inpatient setting. The purpose for such treatment is to eliminate substance abuse dependency.

5. Arrest Records Check

A verification check by the supervising officer of an offender's recent arrest/conviction history as completed through either the local or state law enforcement agencies. Documentation of the verification check is required.

6. Assessment

An administered instrument that is utilized to evaluate an offender's needs/behaviors in relation to provided supervision services. The assessment instrument is considered to be different than an investigative report. The assessment may be utilized to determine program eligibility, screening and specific services placements for offenders.

7. Behavioral Contract

A document, developed for the offender that is an agreement between the agency and the offender that outlines the plan that he/she will adhere to during the supervision period. The plan should incorporate special conditions, treatment services, educational/vocational counseling schedule, supervision contacts, restitution and community work service. The specific objectives to be achieved by the offender should have identified expected completion time frames.

8. Buccal Swabbing-DNA sampling

Offender's DNA collection made through use of a TBI swabbing kit. A copy of the sampling form is placed offender's file to document the sampling, also a confirmation will be recorded in TOMIS under in LCLA.

9. Chronological Case Record (case notes)

A standardized method of documenting all offender contacts made by a supervising officer. This record is maintained in the offender's case file and is kept in chronological order by date of contact.

10. Classification Report

An investigative report prepared for the Department of Correction required for offenders that are revoked and returned to a Department of Correction Institution or local jail facility. The report is required for all revocations and should contain at a minimum all information required in the TDOC Investigation Guidelines Manual.

11. Collateral Contact

A contact made by the supervising officer with a person other than the offender.

12. Community Residential Center

A community corrections program that, is specifically designed to house offenders in a residential setting.

This may include halfway houses, transition centers, etc. that are designed to provide treatment and rehabilitation services.

13. Community Service Work/Restitution

Court ordered free labor by a community correction offender provided to non-profit agencies in the community.

14. Cost Allocation Plan

A means of distributing to various programs, costs which benefit more than one program and are not directly assigned. Cost allocation is basically a mathematical exercise to distribute costs to programs in a manner that the costs are proportional to the benefit received.

15. Curfew Checks

The regular monitoring of an offender's assigned curfew by the supervising community corrections officer. The officer may use a mixture of home visits and electronic surveillance in order to accomplish this task.

16. Day Reporting Center

A highly structured community based program designed to allow offenders with special needs to report to the center on a frequent basis. Offenders are to adhere to weekly schedules for purposes of attaining required skills for employment, etc.

17. Determinate Release

The process of releasing an offender that is sentenced to a local jail or state institution with a sentence of two (2) years or less and then placed on regular probation for supervision until revocation or expiration of sentence.

18. Diagnostic Evaluation

A clinical assessment of an offender's psycho-social functioning; conducted by a certified professional through contract with a community corrections agency.

19. Discharge

The successful termination of an offender in a community corrections program. A court order is required to terminate the offender prior to sentence completion or successful transfer to probation.

20. Discharge Summary

A report that is completed on all offenders who are discharged either successfully or by revocation that summarizes their performance while under community corrections supervision.

21. Documentation

Written information that summarizes the content of the offender related contact by a community correction officer.

22. Electronic Monitoring

A computerized program of monitoring offender's whereabouts via electronic signals transmitted through telephone lines. Electronic monitoring systems are either passive or active. Passive systems utilize random contact with offenders and all offender contacts shall be verified as being the actual offender. Active systems utilize 24 hour monitoring of an offender's location in relation to his/her residence. All electronic monitoring contacts, negative or positive, shall be documented by the agency.

23. Face to Face Contact

A personal contact made between an offender and the officer. Does not include telephone contact.

24. Home Visit

Personal contact made between an offender and the officer at the offender's residence. A successful contact can only be counted as one contact.

25. House Arrest

Court ordered confinement of an offender at his/her established residence. The offender is not permitted to leave the residence without the expressed permission of the supervising officer. The offender in this status is monitored intensively through a minimum of two face to face contacts per week and/or the use of electronic monitoring.

26. Inactive Cases

Cases in which there has been no face-to-face contact between the offender and the case officer for at least thirty (30) days (absconding status) and/or when an offender has been incarcerated in a county or state correctional facility for any reason. Also, any offender who has been arrested while on community corrections for a violation of program rules and has made bond to secure his/her release.

27. Indirect Cost

Cost associated with a financial audit, when community corrections program is part of the audit, such as automated data processing, payroll administration, and financial administration or bookkeeping, procurement services including solicitation of bids, preparation and award of contracts, portion of executive salaries in multi-program agencies which can not be specifically determined as direct cost.

28. Individual Plan (Supervision Plan)

A written document that is forwarded to the court, prior to and/or after an offender's placement in the program. This plan shall be inclusive of, but not exclusive of the following:

- a. assessments
- b. diagnostic evaluation
- c. written behavior contract special court ordered conditions
- d. investigative report

29. Intake

The process by which a trial judge sentences an offender to Community Correction and upon arrival it is to be noted in TOMIS under LCDG in AAAA, and known as: intake reporting.

30. Intermediate Sanctions

Mechanisms that are administered by the community corrections program for the offender as an alternative to revocation. The mechanisms involve the development of intensified contacts and/or applied programs that the offender must adhere to in order to regain full compliance with his/her community corrections rules.

31. Investigative Report

An investigative report is required for all Tennessee felons and diversions. The Community Corrections Officer is responsible for searching out all pertinent facts about the offender, verifying information gathered, interpreting and evaluating data, and presenting it in an organized and objective report through the entry of data into TOMIS conversations. The officer is responsible for investigating each offender without preconception or pre-judgment. Since there may be disclosure of sources of information, individuals must be informed that the information they furnish will be revealed to the defendant.

32. Judgment Order (Community Corrections Order)

An official document signed by the Judge placing the offender in a community corrections program.

33. Level of Service/Case Management Inventory (LS/CMI)

An assessment tool used to determine and develop the most effective treatment plan for the offender to maximize offender success.

34. Misdemeanor Offender

An offender who is convicted of an offense that is punishable for a maximum period of 11 months, 29 days. Offenders convicted of misdemeanor offenses are not permitted to be supervised on community corrections.

35. Parole

Parole is a conditional release of a prisoner serving an indeterminate or unexpired sentence under the supervision of a parole officer. Parole is granted by the Board of Parole and, like probation, subjects the offender to certain rules and behavior standards.

36. Pre-Sentence Report

An investigative report on an offender's background that provides the court and agency with information for sentencing decisions and treatment provision. If the offender does not have a pre-sentence report completed in TOMIS at the initial court hearing, then a subsequent Investigative report containing the required information will be completed in TOMIS upon referral to the community corrections program.

37. Probation

The release by the courts of a person found guilty of a crime, upon verdict or plea, without imprisonment subject to conditions imposed by the court and subject to the supervision of the probation service.

38. Probation Order

A court order that places the offender directly on to Probation and Parole probation supervision.

39. Random

A term used in agency policy that quantifies the minimum amount of action required for a particular function. Specific time frames for the minimum contacts to be completed must always be identified in agency policy.

40. Referral Code

An acronym used to identify a particular activity in the chronological case history of an offender.

41. Revocation Order

An order signed by the Judge that revokes the offender from the community corrections program and returns he/she to either incarceration or another diversionary program.

42. Recidivism

The number of felony offenders sentenced to a local jail or a state institution after successful completing one (1) year or more in community corrections divided by the total number of offenders under supervision.

43. Rules of the Tennessee Community Corrections Program

Under the authority of Title 40, Chapter 36 of the Tennessee Code Annotated, the Tennessee Department of Correction is responsible for the development of rules that are in accordance with the requirements of the Administrative Procedures Act for the statewide implementation of the Tennessee Corrections Act. The rules clarify and interpret the elements of the Act; prescribe minimum standards for the establishment, administration and evaluation of community corrections programs; and serve as a foundation for the Department's administrative policies as well as the local program operational policies and procedures.

44. Rural

Rural is defined as a multi-county judicial district.

45. Special Condition

A requirement of an offender that is ordered by the sentencing court that is not usually found in the standard rules of community corrections. The offender is required to complete or abide by a specific activity(s) that are designed to enhance the offender's probability of success.

46. Standards of Community Corrections

Guidelines that are developed in conjunction with the Rules of Community Correction that establish minimum requirements for administrative, fiscal, supervision, and records maintenance functions of all community corrections agencies.

47. Supervision Level

The identified level of supervision that an offender is required to be supervised at by the community corrections officer. All supervision levels shall have minimum recommended time frames for total length of supervision.

48. Support Staff

An employee that does not have a caseload or actively supervises felony offenders.

49. TOMIS (acronym)

Tennessee Offender Management Information System. A mainframe computer system that the Tennessee Department of Correction utilizes to maintain information on all Community Corrections sentenced offenders.

50. TEPE (acronym)

This is the termination code to be used to load TOMIS with end result details of an Offender's assignment to a Community Corrections facility. The acronym means: Termination Progress evaluation. Such an entry to TOMIS should contain all the specific details of the offenders stay, as well as end results, treatment outcomes; details of termination and Case Officer comment notes.

51. Termination

The process by which an offender has terminated their time, in the community corrections program as assigned and: completed, absconded, been revoked, or other- departure must be noted TOMIS under LCDG and TEPE known as: termination reporting, is what the Department of Correction utilizes to maintain information on all Community Corrections sentenced offenders known as closing case entries.

52. Travel Permit

A written document, signed by the Judge, which permits an offender to travel outside of the state. The document shall include dates, intended location and time of travel.

53. Victim Restitution

Compensation made to a victim and/or community in the form of monetary payment or community service work by the offender.

54. Violation Report

A report filed with the sentencing court that identifies that the offender is in non-compliance with his/her rules or special conditions as defined in the Community Corrections Court Order.

The Community Corrections Standards have been reviewed; and TDOC approved on April 2, 2014 and are effective July 1, 2014.

Donna Burke

Approved: Date: April 2, 2014

State Director of Community Corrections