

Directive 501.02 Reparative Probation Program

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Directive: 501.02

Subject: Reparative Probation Program
Effective Date: October 27, 1997 **Review and Re-Issue Date:**
Supersedes: 10/12/95 **APA Rule Number:**

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1. Article 64, Vermont Constitution; Court & Reparative Service Track Policy 339; 28 V.S.A, Chapter 1, Section 1 (b), Section 102 (b) (2), (4), Chapter 5, Section 202, Section 252 (a), (b) - (2), (6); Reparative Probation Component Specification.

2. Purpose:

2.1. The purpose of this directive is to provide the Department's Court and Reparative Services Units and the Community Reparative Boards with the necessary guidance and direction to provide and administer a Reparative Probation program under the legal status of Probation.

3. Applicability/Accessibility

3.1. This directive pertains directly to Department of Corrections Court and Reparative Services Units and the Community Reparative Boards. Anyone may have a copy of this directive.

4. Directive

4.1. PROGRAM OVERVIEW (DESCRIPTION)

4.1.1 One of the major outcomes for the program is, "The Reparative Probation process follows principles and practices of restorative justice." The DOC document, "Values and Goals of Restorative Justice for the Reparative Probation program, describes these principles and practices in detail and is critical in viewing the program. (APPENDIX I).

4.1.2 Program Purpose - The Reparative Probation program is a program within the Court & Reparative Services track. It provides Vermont's Courts with a sentencing option for offenders

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to make reparation to victims and the community. It will provide the offender with a reparative experience without expending needed correctional resources that can be more effectively used for more serious criminal offenders. By design, the Reparative Probation program will bring members of the community and victims officially into the justice process.

4.1.2.1 Reparative Probation provides an alternative to traditional probation in that the program focuses mainly on issues related to the crime and repairing injuries to victims and the community. The emphasis of programs and services, which are traditionally targeted at the offender, is now focused on victims and the community. Here, the offender accepts responsibility and becomes the "means" to make victims and communities whole.

4.1.3 Target Population - The program targets all probationers who are convicted of "non-violent" offenses established by the DOC Offense Severity Scale (See Offender Classification Manual.)

NOTE: No Domestic Abuse offenses will be eligible for reparative Probation. If an offense outside the targeted population is sentenced to the program, the board may choose to turn down the case.

4.2. PROGRAM ADMINISTRATION

4.2.1 Program Operation Manual - Each CRSU office shall construct and maintain a Reparative Program Operating Manual. This manual is intended to describe the operating elements of the program. It must contain the Program Description, all program-specific policies, directives and procedures, the menu of curriculum activities available, a list of volunteer job roles, and follow a common format established through a central process (APPENDIX II).

4.2.2 Community Resource Utilization and Management - The main premise is that getting participatory involvement from the community is an effective means to administer a restorative program. Substantive community involvement is critical to the success of the Reparative Probation program. Thus, community-based resources and citizen volunteers form the resource foundation for meeting the goals and purposes of the Reparative Probation program. This is accomplished through citizen volunteers serving on community boards, and community-based organizations and volunteers providing placement opportunities related to the four offender "goal-activity" areas, as well as serving in a "victim-liaison" role to insure victim involvement.

4.2.2.1 Each CRSU will be managed to maximize the use of volunteers, community-based resources, and local and civic-based programs. Strategies shall be implemented to develop and maintain adequate community and volunteer involvement to meet the demands of the program.

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4.2.2.2 Local CRSUs will provide support to the Reparative Boards by providing a CRSU staff member to work with the Boards, and funding administrative costs such as copying, file and record maintenance and costs associated with case processing.

4.2.3 Marketing and Promoting the Program's Use - Each CRSU manager shall implement specific strategies and methods to promote use of the Reparative Probation program for targeted offenders. Marketing strategies shall also focus on the ongoing recruitment of future board members and community-based placement opportunities.

4.3. CASE PROCESSING

4.3.1 Sentencing - Offenders are sentenced directly to the program. There is no formal "referral" or "screening" process. The Department of Corrections shall assist the Court in using the Reparative Probation program as follows: after an adjudication of guilt, offenders will be given a suspended or deferred sentence and placed on Probation. A special condition on the order is added (or checked) that states: You shall actively participate in and complete the Reparative Probation program at the direction of the Reparative Program Coordinator/Probation Officer/CSS.

4.3.2 Advocacy for Use of Administrative Warrant with Reparative Cases – CRSU Supervisors and other DOC staff who explain and interpret DOC programs must encourage the criminal justice system to use an administrative warrant when placing an offender on probation to complete the Reparative Program. An Administrative Order facilitates two key elements of the current Reparative Probation Program:

4.3.2.1 The term of probation is limited to the time it takes an offender to complete the Reparative Probation Program.

4.3.2.2 The program's focus is limited to the offender meeting the program goals.

4.3.2.3 The Department recognizes, however, that the court has the authority to order the program using a Standard Probation Warrant. The CRSU Supervisor/Manager whose court uses the Standard Probation Warrant with Reparative Probation as a matter of policy shall notify the Regional Director and the Director of Program Services. The Regional Director and the Director of Program Services will then be responsible to ensure that a plan is developed to encourage the court to sentence properly to the Reparative Probation program.

4.3.3 The intake of offenders participating in the program should follow the routine intake process established by the local CRSU office. However, a group orientation/intake process can replace a

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1-1 intake process for efficiency and effectiveness. An orientation with the offender during intake shall cover the following:

- 4.3.3.1 Explain the status of Probation.
- 4.3.3.2 Explain the Reparative Probation program and goals.
- 4.3.3.3 Ensure the offender signs the warrant.
- 4.3.3.4 Schedule the offender to appear before the Board at the next available meeting time and when the victim is available.
- 4.3.3.5 Complete an ID Face Sheet and Supervision Level Assessment (data purposes only) on the offender.

4.3.4 Case Preparation - "Reparative Board Case Packets" shall be prepared by Department staff and should be distributed to the Board in a reasonable amount of time in advance of the offender/Board meeting, or as agreed upon by Board members. The packet shall contain the following information:

- 4.3.4.1 Probation Order
- 4.3.4.2 ID Face Sheet
- 4.3.4.3 Offense Information (Affidavit)
- 4.3.4.4 Record Check (unless unavailable as of meeting time)
- 4.3.4.5 Any Victim-relevant Information. Information regarding victim issues should be obtained from the Victim Advocate and/or victim (e.g., monetary damages impact statements, etc.) See Victim Services section, page 6.
- 4.3.4.6 *Reporting Sensitive Information* - Any victim or offender information available to DOC staff which may compromise the public safety, or may be generally sensitive to any victim or member of the general public shall be communicated to the Board when developing activities; e.g., an offender with a prior sexual offense doing community service at or near the local community day care center is prohibited.

4.3.5 Offender-Board Meeting - The Department, in conjunction with the Board, shall develop a process that guides the interaction between the Board and offender. The process should align with the purposes and intent of the program, and promote efficiency and effectiveness in disposing cases.

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- 4.3.5.1 Nature of the Meeting** - The meeting between the Board and the offender is the primary and central activity in the Reparative program. The quality of the interaction between the Board and the offender is critical where "impact" of the offender's behavior can be effectively communicated. Additionally, there is a "restorative" emphasis; compensating and repairing communities and victims for harm caused, and restoring the social contract. Victims should be at the meeting, ~ if at all possible, and at a minimum, must be contacted at the beginning of the reparative process for that case. The meeting must comply with the goals and values of restorative justice as articulated by the Department (APPENDIX I).
- 4.3.5.2 Board/Offender Agreement** - The Board, upon discussion with the offender, and following its meeting process/protocols, shall present to the offender its decision with regard to assigned reparative activities. The decision and assigned activities shall be documented using the Reparative Agreement (See APPENDIX III).
- 4.3.5.2.1** The decision around activities and the Reparative Agreement should be a negotiation between the Board, the victim (if appropriate) and the offender and reflect a collaborative interaction with all three parties.
- 4.3.5.3 Confidentiality** - The contents of offender records in the possession or control of the Department are not public records. See Department Directive #254. Such records should not be disclosed outside of executive sessions or deliberations of the Board in accordance with DOC Policy and Directive #254.
- 4.3.5.4 Meeting Record** - Detailed minutes or a tape recording must be kept of all official meeting business. These must be kept for a period of 3 years after the offender is discharged from probation.
- 4.3.6 Monitoring Progress/Completion of Reparative Probation** - Assigned DOC staff/volunteers will monitor the program conditions of Reparative Probation. This may include executing the Probation Order with the offender, facilitating and scheduling the offender to appear before the Reparative Board, and verifying offender activity completion. The offender should carry the primary burden to demonstrate and provide verification of the completion of reparative activities.
- 4.3.7 Program Completion/Discharge** - The goal is to complete the activities within a 90 day period after the Board sees the offender. The Board shall decide whether an offender has satisfactorily completed the activities and the Reparative Probation program. Upon satisfactory completion of the reparative activities, the Department of Corrections shall petition the Court for a Satisfactory Discharge from Probation. If a case has a financial condition such as restitution that cannot be

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reasonably completed within the 90-day period, then the case shall remain on an administrative caseload until the financial obligation has been completed. Once the financial obligation has been completed, a Discharge Petition shall be immediately filed.

- 4.3.8** Program Failure Violation - Should the offender fail to cooperate with the Board process, the case may be returned to Court for further disposition on a Violation of Probation (VOP). DOC staff will report the program failure to the Board with a recommendation for action and disposition. If the Board recommends a VOP, and the DOC agrees that it falls within the legal definition of a violation of condition, DOC staff will process the case as a Violation of Probation according to standard operating procedures for VOPs. DOC staff will represent the direction and recommendation of the Board at any and all Court proceedings.

Note: It is possible that Board members may be subpoenaed to testify at a violation hearing.

- 4.3.9** Case-Records and Documentation - Records and Documentation of offender cases participating in the Program shall be kept and maintained by DOC staff at CRSUs. A case file shall be developed and maintained containing all documents and records collected at intake and contained in the Board Packets. A "limited" case "notes record shall be maintained with written documentation of all interactions with the offender, and any official action taken with regard to the offender. This should include victim information victim participation in the process, and completion or noncompliance of activities agreed upon.

- 4.3.10** Victim Services - When criminal offenses involve a specific victim, the DOC shall work in collaboration with and through the Victim Advocates Office to provide for the following:

4.3.10.1 Notification - Victims shall be notified with respect to:

4.3.10.1.1 the sentencing outcome;

4.3.10.1.2 the nature and goals of the program;

4.3.10.1.3 the specific "victim" goal area and options available, including community conferencing, victim-offender mediated dialogue, victim impact statements and restitution;

4.3.10.1.4 a request assessing interest in participating in a victim-offender mediated dialogue, and/or community justice conference, or any other information the victim(s) wishes to be made available to the Board; and

4.3.10.1.5 how and whom to contact with any response he/she wishes to make.

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4.3.10.2 Restitution - Every effort shall be made to facilitate the accurate and timely restitution to victims using the standard procedures for providing restitution services pursuant to all policies and procedures on restitution. Refer to Section IV, G - Restitution.

4.3.10.3 Representing the Victim Statement - If a victim has been contacted by the DOC and does not wish to participate in a meeting with the offender present, the contact person should encourage the victim to offer a statement describing his/her feelings about the crime, the offender, the harm done and what amends can be made. The contact person can either summarize what the victim has said in a "victim statement" to be included with the case file and reported directly to the board when the offender meets with them, or the victim can write up a statement and send it to the DOC. The victim can also choose to send an advocate for him/her to the board meeting to represent him/her. In any case, the offender and the board members must hear what the victim wants to relay.

4.3.10.4 Victim Advocate's Office - The DOC should work through the Victim Advocate's Office regarding all matters and communication involving the victim with respect to above items.

4.3.11 Administrative Jurisdiction of Case - This will be handled pursuant to Directive 340.01 (Administrative Transfer Procedure).

4.4. REPARATIVE PROGRAM ACTIVITIES CURRICULUM

4.4.1 The Restorative Nature of the Program - The Reparative Probation program is "restorative" in nature. The central activity in the program is the very act of "offender meeting Board." The Board, in this capacity, represents the community which extends to specific victims of crime. The interaction is designed to get the offender to realize the impact of his behavior. The very "process" of this meeting, (in and of itself), is a reparative activity where the offender is required to face a representative of the community, and is offered the opportunity to accept responsibility and make amends. In essence, this meeting may be all that is required of the offender in fulfilling the program requirements. Decisions around additional activities resulting from this meeting must focus on the offender restoring the harm caused by a specific criminal act.

4.4.1.1 It must be re-emphasized that the above is considered in the context of a range of Correctional options and services. In this case the Court is clearly choosing an option that will result in a brief exchange with the community, and which may have the offender participate in restorative type activities. Other correctional services that

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offer offender treatment are reserved for offenders who the Court chooses to place in a program option where treatment oriented services are offered.

4.4.2 Offender Activity Goal Areas - Reparative activities assigned to the offender in addition to the Board meeting shall fall within anyone of the following goal areas:

4.4.2.1 Restore and make whole the victims of crime. This may include that an offender makes restitution and a written and/or verbal apology to the victim. Other activities which the victim requests, such as performing work specifically for the victim, may be requested.

4.4.2.2 Make amends to the community. This may include an offender completing community work service, preferably a work service activity related to the criminal conduct.

4.4.2.3 Learn about the impact of crime on victims and the community - It is expected that meetings with community members and victims will effectively convey to the offender the harm that s/he has caused. Activities may consist of community justice conferencing with the victim participating, victim-offender mediated dialogue and/or participation at an empathy panel composed of members who know the impact of that crime on their community or themselves; (e.g., Mothers Against Drunk Driving, etc.).

4.4.2.4 Learn ways to avoid re-offense in the future. Offenders may complete short educational programs designed to give them knowledge, skills and techniques to help them avoid re-offending in the future. This could include Threshold/Decisions, Living Free, CRASH and conflict resolution courses, as well as others taught by volunteers and other community members.

4.4.3 Standards and Parameters for Activity Assignment - Guidelines will be used to provide direction, certainty, fairness and equity in the assignment of offender activities. The following shall be considered in the process of establishing the guidelines.

4.4.3.1 Each DOC Area and location shall work in conjunction with the Reparative Board and local criminal justice system to establish and maintain parameters for the selection and assignment of reparative activities.

4.4.3.2 Parameters shall be constructed so as to promote the following:

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4.4.5 Scheduling - Some elements of the Curriculum may be, or will have to be, scheduled on a regular basis (e.g., quarterly). In any case, attempts shall be made to schedule "offerings" so that any offender agreement can be expeditiously executed and completed within 90 days.

4.4.6 Activity/Placement/Resource Development - The DOC, in line with Section II-A, "Program Administration," shall continuously recruit and maintain adequate placement and reparative options for use by the Board.

4.4.7 Restitution - Any assignment of restitution shall follow all Statutes, Policies and Directives. The Court is responsible for setting the parameters of restitution including the amount and method of payment. The following circumstances will guide the Board's response with respect to restitution for victims in the Reparative Probation program.

4.4.7.1 **Court sets both Amount and Method of Payment** - The Board incorporates the order into the Reparative Agreement.

4.4.7.2 **Restitution is not Specified or Ordered** - Where information of monetary damage to a specific victim is obtained and available to the Board, restitution to compensate for the monetary loss shall be considered. In cases where this occurs, restitution should be negotiated with the offender under the principles of the restorative process and incorporated into the Reparative Agreement. A Modified Probation Order be submitted to the Court recommending an amount and method of payment. All sites should also work in conjunction with the Victim's Advocate and the States Attorney.

4.4.7.3 **Reconciliation Through Mediation/Conferencing** - In some cases a victim offender mediated dialogue or community justice conference will take place. One outcome of a mediated dialogue or conference may be a proposed agreement between the victim and the offender on the specific form, amount and method for the offender to compensate for the losses incurred by the victim. This proposal may attempt to change, delete or amend a court order, or set in place a new restitution order. Any alternative restitution proposal shall be considered and given priority, and shall be processed through the Court for approval.

Note - Offenders who cannot complete restitution orders within the 90-day time frame shall be continued under an administrative status until the restitution is completed, but will be considered finished with Reparative Probation per se if they have completed all other activities in the Reparative Agreement.

4.5 COMMUNITY REPARATIVE BOARDS

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4.5.1 Composition of Community Reparative Board - Reparative Boards shall be composed of citizens who represent local communities near and around the local criminal justice jurisdiction. As with all state employees, board members will be considered without regard to race, color, creed, sex, religion, handicapping condition, national origin, age, financial status or sexual preference. The following issues must be taken into account' in recruiting board members:

4.5.1.1 Board Diversity

4.5.1.1.1 A given panel or Board should be as diverse a group as is the community in the areas of economic status, gender, age, ethnic background, religious preference. Ex-offenders and those who have been victims of crime further represent this diversity.

4.5.1.1.2 Community-based Interest and Motivation

4.5.1.1.3 Commitment to Restorative Principles

4.5.1.1.4 Cross-Representation of community-based organizations (e.g., Business, Government, Faith Communities, Schools/Academic Institutions, Non-profits, etc.)

4.5.1.2 General Conflict of Interest Exclusions - The following persons shall not be considered for membership based on general "conflict of interest" issues:

4.5.1.2.1 Employed staff of the Department of Corrections, including contractors.

4.5.1.2.1 Employed members of the States Attorneys office, Conflict Attorneys, the Public Defender's office and Judges.

4.5.1.2.2 Any offender who is under current supervision by the Department of Corrections.

4.5.1.3 **Ex-Offenders** - Ex-offenders shall not be excluded for consideration to serve on a Reparative Board. However, ex-offenders must be pre-screened at a regional level per Directive #376.01.

4.5.2 Volunteer Status - Citizens serving as Reparative Board members are official DOC Volunteers and thus are considered unpaid staff. All rights are extended to board members as a Volunteer according to the DOC Policy and Directives on Volunteer Services (#376). Per this Directive, potential board members must go through regular volunteer registration procedures and complete the Department Volunteer Orientation by the Community Resource Coordinator. The need for a photo ID, written references and a record check may be waived by the CRSU

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Supervisor/Manager in consultation with the Community Resource Coordinator where the background of the applicant is already known. Only when they have completed this initial volunteer registration process may they act in the official capacity as a board member; i.e., participate at the Board meeting (as opposed to just observing.)

4.5.3 Recruitment. Screening. Selection and Appointment -The following process shall be implemented and maintained to recruit, screen, select and appoint citizen volunteers to serve on the Reparative Boards.

4.5.3.1 Recruitment: As with other volunteers for the Department, ongoing recruitment is essential for Reparative Probation. Although Board members normally serve a designated term, a Board member may resign before the term is over, or a new Board may need to be organized. At a minimum, Board members need to be recruited to fill positions where a term has expired.

4.5.3.1.1 The process: 1) Each CRSU Supervisor/Manager shall maintain an ongoing resource of local citizens (or organizations) representing diverse interests, who are willing to recommend and nominate potential Reparative Board members. 2) Existing or former Board members are encouraged to nominate such persons. 3) A victims who has participated in the reparative process may be asked to serve as a Board member. 4) Offenders who have participated in the reparative process and are no longer under Department supervision may be considered to serve as a Board member. 5) Community Resource Coordinators and other staff should assess current and prospective Department volunteers in other roles as possible Board members. 5) Routine volunteer recruitment strategies already in place in the Department should also be used.

4.5.3.2 Screening: Screening shall consider the issues identified in sub-section A above. Procedurally, potential Board members must have an interview with the Community Resource Coordinator or designated Reparative staff person, following guidelines in Volunteer Directive 376.01.

4.5.3.3 Selection: The Regional Director is responsible for the selection process, which must include Board member input. Each Regional Director will develop a process that addresses this issue. I? selecting new Board members to add to or replace someone on an existing Board, or m selecting an entirely new Board, both individual attributes and overall Board makeup must be considered. Again, commitment to restorative principles is key m selecting Board members. It is also critical to set up and maintain

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diversity on all Boards. E.g., if an opening occurs, the selection of a replacement should consider the diversity of the board at that time.

4.5.3.4 Appointment -Board members are appointed by the Commissioner of Corrections pursuant to the authority vested in him under Title 28 V.S.A, Sec. 102 b (2), (4). All selections are in the form of a recommendation for appointment by the Commissioner of Corrections. Recommendations for persons to serve on the Board shall be accompanied by information and a brief "Bio" to include: current occupation, associations and affiliations, and any other relevant information which will aid the Commissioner in the appointment process. The Commissioner will consider and make appointments upon the request and recommendation of the Regional Director. A formal appointment letter and certificate will be given to the new Board member.

4.5.4 Training

4.5.4.1 Pre-service- All individuals must complete the DOC standard Restorative Justice/Reparative training program before becoming full Board members and participating in the Reparative Board process (APPENDIX VI). The training of Reparative Board members is the responsibility of the Region and will be in accordance with the Reparative training program developed by the Department's Program Services and Human Resource Development Units, and DOC Volunteer Directive #376.01.

4.5.4.1.1 Each site will deliver pre-service training on a regularly scheduled basis, no less than annually, consistent with local needs to maintain operating Boards. Reparative Coordinators will coordinate training with other sites/areas to provide the most efficient training schedule. Changes in the prescribed pre-service training program must be approved in advance by the Program Services Director. Regional Directors shall play an active delivery and/or oversight role in the training of new Board members.

4.5.4.2 In-service -In order for Board members to be best prepared to fulfill their responsibilities, the Department will offer a variety of training/development events, locally and centrally, each year. All active board members beginning service after January 1, 1998 will be required to attend 8 hours of professional development relevant to their role each year that they are on a Board. Community Resource Coordinators are responsible for keeping records of this training for each individual.

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4.5.4.2.1 The CRSU Supervisor/Manager is responsible to offer opportunities for regular in-service training for Board members/volunteers to meet this 8-hour requirement. The goal is to increase knowledge, skills and attitudes which will promote restorative justice goals and values, as well as Reparative Probation outcomes per the component specification. Central Office will provide technical assistance, and resources shall be built into the HRD budget to facilitate these 8 hours of professional in-service per year Board members must receive advance notice of these trainings.

4.5.4.2.2 Procedures shall be developed by the CRSU Supervisor/Manager on how Board members access and attend training. The site Training Coordinator shall be involved in coordination of training.

4.5.5 By-laws - Each Community Reparative Board shall define the composition, structure and process by which it will meet and conduct reparative business. This shall be recorded in the form of "By-Laws" which define the "governance" structure of the Board and are responsive to Vermont's "Open Meeting Law." A core structure and the minimum requirements for Board by-laws are contained in APPENDIX VII.

4.5.6 Ending Board Member Service - Resignation and termination of citizens serving on Community Reparative Boards may occur for the following reasons: 1) at the request and in the interest of the Board member (e.g., term has ended); 2) at the request and in the interest of the Commissioner of Corrections.

4.5.6.1 **Board member request** - Local Boards are encouraged to agree on a protocol when individual board members desire to leave the Board. This would include resigning at the end of a stated term.

4.5.6.2 **Department Request** - Technically, the Reparative Probation program is a DOC program. The Commissioner of Corrections reserves the right to request the resignation and/or termination of any individual serving on a Community Reparative Board.

4.5.6.2.1 Such requests shall be based on substantive merits and follow a process that is "fair" and "equitable."

4.5.6.2.2 Any requests from the Board, local DOC staff, the local Criminal Justice group, or any other community member to cause the termination of a Board member shall be reviewed and considered by the Regional Director, followed by a briefing and recommendation to the Commissioner. Local/ Area procedures shall be developed to direct this

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process. Such procedures shall be reviewed by the Assistant Attorney General assigned to the Department.

4.5.7 Formation of New Boards

4.5.7.1 Rationale -The Department's goal is to move from Reparative Boards that represent all the communities in a county, to having boards in each community in a county. While towns/cities represent the most natural expression of community, some towns may have too few offenders to justify establishing a board, while some may need several boards to get the job done. Adding new boards should occur as caseload size; and/or community interest, indicate the need to establish reparative services in a town or group of towns that represent community and have sufficient offenders to justify establishing a Reparative Board.

4.5.7.2 Establishment of New Boards - A request for a new board may be initiated by Department staff, current board members or other community members (such as town, government). The Regional Director will send a letter to the Commissioner requesting the formation of a new Board, accompanied by a letter from community members (either an existing Board or community members who have not yet been involved) stating their reasons for, and suggesting a location of, the new Board(s). The Commissioner will formally authorize the establishment of each new Board, per his statutory authority. By laws will then be developed according to this Directive. (See Definitions, page 2.)

4.5.7.3 Establishment of New Panels - When a board needs more meeting times, it can establish a new "panel." (See Definitions, page 2.) A board is not limited to the number of panels it can have. There could be new board members on this panel, but at least one current board member must be on the new panel. The CRSU Supervisor/Manager may establish a new panel at any time, assuring that at least one member of the new panel is a current or former Board member. The Program Services Director will receive the specifics of this new panel before it begins operation.

4.6 STAFFING/ROLES

4.6.1 CRSU Operated - The Reparative Probation program is administered and operated out of the Department's Court and Reparative Services Unit. The CRSU Manager/Supervisor is responsible to administer the program pursuant to CRSU Operations Directive #339.01.

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4.6.2 Staff Assignment to the Board - The CRSU Manager/Supervisor is responsible to ensure that administrative support is assigned and adequate to meet the needs of the Board. S/he may assign staff and/or volunteers as needed.

4.6.3 Staff Role/Responsibilities - The general role of CRSU staff with respect to the Reparative Program is to function as a liaison between the criminal justice system, the Board, the victim and the offender, and to provide administrative support to the Board.

4.6.4 Volunteer Role - The CRSU Manager/Supervisor shall maintain a list of volunteer job descriptions designed to support the program, including those mandated statewide. Ongoing recruitment, placement and training of volunteers to work in these jobs shall be done. New volunteer roles may be established by a site and must be submitted to Central Office.

4.7 EVALUATION

4.7.1 CRSU staff shall ensure that all information and data with regard to the Reparative Probation program is collected in a way that is timely and accurate for the purposes of evaluating the program. This includes implementing any and all methods required for the collection, reporting and dissemination of data. (APPENDIX VIII.)

5 Training Method

5.1

6 Quality Assurance Processes

6.1

7 Financial Impact:

8 References

STATUTE

Restitution Law – V.S.A., Title 13, Sec. 7043

V.S.A., Title 28, Chapter 1, Sections 1, 102; Chapter 5, Sections 202,252 .

Public Meeting Law - V.S.A., Title I, Sections 311-320

DEPARTMENT DOCUMENTS

DOC Volunteer Policy 376 and Directive 376.01

DOC CRSU Operations Directive 339.01

DOC Confidentiality Policy and Offender Information Access Directive 254

DOC Graduated Sanctions Policy and Directive 421.03

DOC Reparative Probation Evaluation Directive

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DOC Reparative Probation Component Specification

DOC Evaluation Component Specification

DOC Administrative Transfer Procedure Directive 340.01

DOC Administrative Restructuring Component Specification

DOC Values & Goals of Restorative Justice for the VT Reparative Probation Program

DOC Offender Classification Manual

BOOKS, ARTICLES

Shapiro, C. (1992) Adult Probation in America: its Role in Restorative Justice

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REAL JUSTICE Family Group Conferencing Manual

Building Community Justice Partnerships: Community Peacemaking Circles, Dept. Of Justice, Canada

Van Ness, Carlson, Crawford, Strong, Restorative Justice, Justice Fellowship

Seymour, Anne, Community Reparative Boards- Volunteer Victim Liaisons. NIC Consultant

8 Responsible Director and Draft Participants