

VT Department of Corrections

INTERIM REVISION MEMO

TO: All Staff
FROM: Andrew A. Pallito, Commissioner
THROUGH: Dale Crook, Director of Community Corrections, Re-entry & Classification
RE: Interim Revision Memo – Case Staffing Forms
DATE: January 9, 2012
Cc: Lisa Menard, Mike Touchette, John Murphy, Cullen Bullard

There have been some modifications to the Case Staffing process; the following is now in effect. Other directives relating to the case staffing process are still in effect.

The changes to the following Case Staffing forms are in effect as of January 17, 2012. This includes (attached): *Case Staffing Form*, *Sex Offender Release Case Staffing Form*, and *Furlough Violations Case Staffing Form*. Also attached are *Furlough Violation Guidelines*.

The purpose for the changes are to reduce paperwork and move the Department towards its legislative goal of reducing administrative paperwork by 50% by July 1, 2012, and to improve consistency of practice among field offices.

The attached case staffing forms are much shorter than the previous versions. These forms replace previous versions of any case staffing forms, and should be used from this date forward.

****Note**** Previously submitted case staffing reports that have been updated do not need to be redone in the new attachments; the previous forms with the updates will be accepted.

Following is the process for furlough violations, central and sex offender release staffings:

Furlough Violations

- All violations of furlough will be staffed locally by the DM/Designee for resolution. There is no need for a case staffing report at this level. The DM/Designee will be responsible to ensure that the NOS hearing process is completed prior to determining the sanction. The DM/Designee will enter an electronic case note outlining the staffing determination and **release plan**.
- The local staffing and case note will occur within five (5) business days after the return.
- Local Staffing Determination:
 - If the staffing determination is for an interrupt greater than 30 days or a furlough revocation, it must be approved by Central Office.
 - If violation is for a new charge which is a listed offense, escape, or felony, then approval to revoke furlough can be made by the DM/designee at the local level.

- For case staffings forwarded to Central Office, the PO will fill out the *Furlough Violation Case Staffing Form*, and a staffing will be scheduled.
- If the local staffing is recommending incarcerated programming (CSC, INDAP, etc.), the determination for incarcerated programming will need the approval of the Director of Program Services. Refer to Interim Revision Memo 371.06 *Suspension and Termination from Correctional Programs*, dated April 15, 2010.
- All NOSs, Graduated Sanctions and Work Crew Failures, which include incarceration, will be tracked at the local level. There will be two (2) tracking sheets: one for an NOS Hearing Process and the other for an Incarcerated Response.
- All responses to violations of furlough will be in accordance with the *Furlough Violation Guidelines* (attached).
- The Incarcerated Response tracking sheet will be audited and reviewed 1) to determine if sites are in compliance with the *Furlough Violation Guidelines*, 2) to determine there is any discrepancy between the sites, and 3) the length of stay.

Central Case Staffing

- Central Level staffings include Custody and Placement, Level C Designation, Program Participation, and RSN.
- The CSS/PO will complete and forward the *Case Staffing Form* and supporting documentation to include affidavits and sentencing documentation, to the appropriate supervisor. The supervisor will review and forward the case staffing to dccasestaffing@state.vt.us. **Note:** This follows the same process as the current case staffing process with the exception of the new case staffing form and additional documentation.
- With the reduction of paperwork required in the *Case Staffing Form*, both case co-managers will need to have a clear understanding of the case to be able to present at the staffing, as well as being prepared to answer questions.

Sex Offender Release Case Staffing

- For all Sex Offender releases needing approval by the Central Office Sex Offender Review Committee, the CSS/PO will complete and forward the *Sex Offender Release Case Staffing Form* and supporting documentation, to include treatment evaluations, affidavits, and sentencing documentation, to the appropriate supervisor. The supervisor will review and forward the case staffing to dccasestaffing@state.vt.us. **Note:** This follows the same process as the current sex offender case staffing process with the exception of the new *Sex Offender Release Case Staffing Form*.
- With the reduction of paperwork required in the *Sex Offender Release Case Staffing Form*, both co-case managers will need to have a clear understanding of the case to be able to present at the staffing, as well as being prepared to answer questions.

Please discard old forms and begin using these immediately. They will be available in the Approved Statewide Forms folder under Case Staffing Forms, found on the “S” drive under Templates.

If you have any questions, please contact Dale Crook, Cullen Bullard or Mike Touchette.

CASE STAFFING FORM

Name: Inmate name

Type(s):

Custody and Placement

Program Participation

Level C Designation

RSN

Date of Birth: DOB

Facility Site: CRCF

Field Site: BAPP

Facility CSS: Facility Caseworker **Field CSS: Field PO**

STAFFING INFORMATION

Date of Request: Enter date staffing report submitted to Classification division.

Requested by: Enter person/title/office/facility requesting staffing.

Rationale for Request: Enter details of current behaviors or needs which precipitated the staffing review request.

Review and Approved by: Enter person/title of CWS/CLUS/CPS who reviewed, approved, and forwarded to the Classification division.

CONVICTIONS & SENTENCE INFORMATION

Affidavit attached:

Prior Record: Enter relevant convictions that relate to current convictions or behaviors.

INSTITUTION BEHAVIOR AND FIELD SUPERVISION

Facility Behavior Summary: Enter brief overview of inmate's behavior.

Prior Supervision History: Enter brief overview of inmate's past supervision history.

PROGRAM ASSESSMENT

Overview: Enter brief overview of inmate's program needs.

Program History: Current and Past Program History

CASE PLAN

Case Plan: Provide narrative related to progress and compliance with inmate's current case plan. This will include release planning, residence, employment, treatment, programming, and education. Include how ADA/SFI/Medical and Mental Health needs will be addressed.

VICTIM

Victim Services Specialist Input: Input from the VSS or Victim Services

Victim Services Notified of the Release and informed of the Staffing Date: Y / N

RSN

CSS CHECKLIST - Rationale used (check all that apply):

Listed offender High/medium-high risk/needs LSI Level C designation
Designated High Risk by Sex Offender Review Committee

RSN Criteria:

Media issues/coverage: Discuss any media attention or attach media release.
Victim reaction and/or safety concerns: Provided by VSS
Community reaction: Discuss any community sentiment concerns.
Other reasonable rationale: Other criteria not included above.

Level C

VRAG Score: VRAG Requested:

RECOMMENDATION

Specific recommendation to include time frames, aftercare requirements, and resources/action needed for release:

SEX OFFENDER RELEASE CASE STAFFING FORM

Name: Inmate name Date of Birth: DOB

Facility Site: Facility Field Site: Field office

Facility CSS: Facility Caseworker Field CSS: Field PO

STAFFING INFORMATION

Date of Request: Enter date staffing report submitted to Classification division.

Type of Release: CR

Staffing Date Scheduled For: Date of staffing if known

Review and Approved by: Enter person/title of CWS/CLUS/CPS who reviewed, approved, and forwarded to the Classification division.

CONVICTIONS & SENTENCE INFORMATION

Affidavit attached:

Prior Record: Enter relevant convictions that relate to current convictions or behaviors.

INSTITUTION BEHAVIOR AND FIELD SUPERVISION

Facility Behavior Summary: Enter brief overview of inmate's behavior.

Prior Supervision History: Enter brief overview of inmate's past supervision history.

PROGRAM ASSESSMENT

VTPSA Program Summary Attached:

Program History: Current and Past Treatment History

VICTIM

Victim Services Specialist Input: Input from the VSS or Victim Services

Victim Services Notified of the Release and informed of the Staffing Date: Y / N

RELEASE PLAN

Release Plan: Transition and Residence Plan, Aftercare Plan, Community/Victim risks, Employment, Requirements and resources/actions needed for release.

FURLOUGH VIOLATION CASE STAFFING FORM

Offender Name:

Date of Birth:

Field Site: Bennington

Field CSS:

STAFFING INFORMATION

Date of Request:

Requested and prepared by:

Narrative of Violation: A description of conditions and behavior causing the violation

FIELD SUPERVISION HISTORY

History of non-compliance and responses within the past twelve (12) months:

Date of Violation	Behavior/Condition Violated	Response

RECOMMENDATION AND RELEASE PLAN

Specific recommendation to include time frames, requirements, and resources/action needed for release:

Furlough Violations Guidelines

Below are guidelines for Response to Furlough Violations. This is not an inclusive list.

Level 1 Violations	Level 1 Sanctions
<ul style="list-style-type: none"> ➤ Failure to report as instructed ➤ Out of Place ➤ 1st Positive Drug/Alcohol Test ➤ Missed Treatment/Programming Group ➤ Unemployment or Failure to Seek Employment within 45 days ➤ Failure to Fulfill Financial Obligations ➤ Failure to Follow Case Plan/OCP 	<ul style="list-style-type: none"> ➤ Graduated Sanction Thinking Report ➤ Apology (Verbal or Written) ➤ Verbal Warning ➤ Develop Relapse Prevention Plan ➤ Written Essay/Educational Activities ➤ Increase Contacts for up to 30 days ➤ Increase Curfew Restrictions for up to 30 days ➤ Use of Schedules for up to 30 days ➤ Use of SCRAM if risk-related alcohol consumption
Level 2 Violations	Level 2 Sanctions
<ul style="list-style-type: none"> ➤ Multiple Level 1 Violations within past 90 days ➤ Non-compliance with Special Conditions Not Indicated Above ➤ Continued Substance Abuse or 2nd Positive Drug/Alcohol Test ➤ Continued Missed Treatment/Programming Group ➤ Failure to Comply with Level 1 Sanctions ➤ Contact with Restricted Persons (Non Sex Offender/Domestic Violence) 	<ul style="list-style-type: none"> ➤ Referral for Treatment Assessment ➤ Community Service Work for up to 80 hours ➤ Community Restitution Work Crew for up to 10 days ➤ Curfew/Restriction to Residence ➤ Increased Reporting as directed for Alco-sensor, drug testing, employment search, or other related activity ➤ Activities to Address Risk Behaviors (self-help) ➤ Loss of Curfew/Placed on Schedule ➤ Modification of the Case Plan to Address Risk-Related Behavior ➤ Use of Electronic Monitoring Equipment along with Level 2 Sanction for up to 60 days ➤ Can include Level 1 Sanctions as well
Level 3 Violations	Level 3 Sanctions
<ul style="list-style-type: none"> ➤ Multiple Level 2 Violations within past 90 days ➤ Failure to Comply with Level 2 Sanctions ➤ Non-compliance with Special Conditions and/or Sex Offender/Domestic Violations ➤ Non-threatening Contact with Victim ➤ Contact with Minors (Sex Offender) ➤ Suspension or Placed on Probation in Treatment/Programming Group ➤ Misdemeanor behavior (Non-risk/Non-violent) ➤ Threatening Behavior (Non-risk/Non-victim) ➤ Out of Place for More then 24 Hours 	<ul style="list-style-type: none"> ➤ Use of Electronic Monitoring Equipment along with Level 2 Sanction for up to 60 days ➤ Can include Level 1 and 2 Sanctions as well
Level 4 Violations	Level 4 Sanctions
<ul style="list-style-type: none"> ➤ Multiple Level 3 Violations with in past 90 days ➤ Failure to Comply with Level 3 Sanctions 	<ul style="list-style-type: none"> ➤ Up to 3 days of incarceration for non-listed ➤ Up to 5 days of incarceration for listed ➤ May be followed up with a Level 1, 2, or 3 Sanction
Furlough Revocation Violations	Furlough Revocation Action
<ul style="list-style-type: none"> ➤ Multiple Level 4 Violations ➤ Failure to Comply with Level 3 Sanctions ➤ Felony Activities ➤ Offender Risk to Public ➤ Treatment/Program Failure ➤ Risk-related or Violent Misdemeanor ➤ Violent Behavior ➤ Threatening Behavior (Risk/Victim) ➤ Contact with Victim (Unwanted/Threatening) ➤ Contact with Minors (Sex Offender) ➤ Escape ➤ Loss of Residence 	<ul style="list-style-type: none"> ➤ Application of Graduated Sanction if Appropriate ➤ Release Planning ➤ Referral to Programming ➤ Furlough Interrupt ➤ Furlough Revocation