

CR-SENT
1-16-87
MF1

COMMONWEALTH OF KENTUCKY
CORRECTIONS CABINET

INTENSIVE SUPERVISION PROGRAM
REPORT

102995

U.S. Department of Justice
National Institute of Justice

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by

Kentucky Corrections Cabinet

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

102995

SUBMITTED BY:

OFFICE OF ADMINISTRATIVE SERVICES

PLANNING AND EVALUATION BRANCH

NOVEMBER 1985

DESCRIPTIVE ANALYSIS
OF THE
INTENSIVE SUPERVISION PROGRAM

INCLUSIONS

OCT 17 1986

ACQUISITIONS

November 1985

Commonwealth of Kentucky
Corrections Cabinet
Office of Administrative Services
Planning and Evaluation Branch
State Office Building
Frankfort, Ky. 40601

Robert E. Wetter, Ph.D.
Research Specialist

ABSTRACT

In response to the overcrowding crisis, the Intensive Supervision Program (ISP), was designed to place selected offenders in the community who would otherwise be in prison. Under intensive supervision, caseloads are limited to 25 clients, and an enormous range of sanctions and controls are enforced. Probation and parole conditions govern the residence of the offender, inhibit movements, require regular reporting, forbid contact with certain persons or areas, forbid the use of alcoholic beverages and nonprescription drugs, and require participation in treatment programs. There is a 10:00 p.m. - 6:00 a.m. curfew seven days per week, and curfew checks are made in person and by telephone during these hours. A major emphasis of the Intensive Supervision Program is surveillance. A preliminary analysis of the past 12 months reveals the following:

1. Of the 400 offenders received in the Intensive Program, in the 12 month period, only three (3) have been returned to prison as a result of a new felony conviction. And one (1) of the convictions was for a felony committed while not under ISP supervision.
2. Eighty-six percent (86.3%) of all participants coming into the Intensive Supervision Program were employed or attending school.

3. Eighty-three percent (83%) of all participants in the Intensive Supervision Program are still active in the program or have successfully completed the program and have been transferred to regular supervision. Seventeen percent (17%) have been returned to prison; all but three (3) on technical violations.

TABLE OF CONTENTS

	Page
INTRODUCTION	1
OBJECTIVES OF THE INTENSIVE SUPERVISION PROGRAM	3
PROGRAM OVERVIEW	3
PAROLE	4
PROBATION	5
ADMINISTRATIVE MOVEMENT	5
PROCEDURES	6
ISP POPULATION DESCRIPTION	
PAROLE	7
PROBATION	7
ADMINISTRATIVE MOVEMENT	9
POPULATION PROFILES	9
POPULATION DESCRIPTION SUMMARY	10
STATISTICAL RESULTS	
PAROLE	11
PROBATION	11
ADMINISTRATIVE MOVEMENT	13
SUMMARY OF GROUPS	14
INTENSIVE SUPERVISION CONTACTS	14
EMPLOYMENT	15
IMPLICATIONS OF RESULTS	
PROTECTION OF THE COMMUNITY	15
BENEFITS TO CLIENTS	16

PROGRAM IMPLEMENTATION	16
SAVINGS	17
COURT USAGE	19
FOOTNOTES	24
APPENDICES	26

LIST OF TABLES

Table		Page
1	Days In ISP By Type Of Case 09/01/84 thru 08/31/85	8
2	Actions By Case Types 09/01/84 thru 08/31/85	12

LIST OF FIGURES

Figure		Page
1	Persons Added to ISP (Cumulative) by Date 09/01/84 thru 08/31/85	20
2	Persons Released to ISP (Cumulative) by Date 09/01/84 thru 08/31/85	21
3	Persons Added to or Releases from ISP (Cumulative) by Date 09/01/84 thru 08/31/85	22
4	Active Persons in Program by Month 09/01/84 thru 08/31/85	23

LIST OF APPENDICES

Appendix		Page
A	Intensive Supervision Program Eligibility Criteria	26
B	Procedures	32

INTRODUCTION

The 1984 session of the Kentucky General Assembly funded a new community based program in response to the state's growing prisoner population. The program, the Intensive Supervision Program (ISP), is designed to place selected offenders in the community who would otherwise be in prison.

Historically, punishment has been equated solely with prison, ignoring the fact that probation and other sanctions can be even more effective. However, construction and operating costs have forced public officials to reassess the traditional practice of incarceration. It is estimated that it will cost \$80,000 per bed to construct a new prison; in addition, operating costs are currently in excess of \$12,000 per inmate per year. The Kentucky Legislature, working with a no tax increase budget, chose to fund the Intensive Supervision Program as a less expensive alternative without compromising security concerns.

For those who may believe that incarceration is the only just punishment, it is important to remember that probation and parole entail a loss of liberty. Under intensive supervision, an enormous range of sanctions and controls can be enforced. Probation and parole conditions govern the residence of the offender, inhibit movements, require regular

reporting, forbid contact with certain persons or areas, forbid the use of alcoholic beverages and nonprescription drugs, and require participation in treatment programs.

The primary difference between probation and parole services already available in the Commonwealth and the new program is smaller caseloads which will allow closer surveillance.

Caseloads of regular officers range up to 126 depending on location and job responsibilities. Probation and Parole Officers have numerous responsibilities in addition to caseload management. Large caseloads do not permit close contact. The caseload of each Intensive Supervision Officer is limited to a total of 25.

The Intensive Supervision Officer has primary responsibility for the case and places importance on employment, continuing education, counseling, community resource referrals, maintenance of court ordered fees, and special alcohol and drug treatment. A major emphasis of the program is surveillance and includes home visits on weekends and at night.

An important element of intensive supervision must be a realistic appraisal of the offender's performance and a readiness to act if he fails to perform properly. Technical violations need not take the extreme of prison commitment. Rather, an alternative would be to impose additional conditions, closer supervision, or placement in a residential facility.

THE OBJECTIVES OF THE INTENSIVE SUPERVISION PROGRAM

- A. Increased protection of the community through closer surveillance of the offender.
- B. Provide the Courts with a viable alternative to incarceration.
- C. Substantial savings to the Commonwealth through more appropriate use of prison beds.
- D. Aid the clients in accepting their responsibilities to themselves, their families, and to the community in which they reside.
- E. Reduction of prison population.

PROGRAM OVERVIEW

The first Intensive Supervision clients were received into the program in September, 1984. Thus, this report will look at statistical data¹ collected for the twelve month period beginning September 1, 1984 and ending August 31, 1985. During this time period, the program was limited to offenders returning to the seven areas of the state with the largest number of commitments. These areas are: Jefferson, Fayette, Daviess, Warren, McCracken, and Madison counties, and Northern Kentucky.

Clients are placed in the program through three different avenues: parole, probation, and administrative movement.

Parole

A candidate for ISP parole is an individual who is within 12 months of parole eligibility and who has not been given a serve-out or deferment by the Parole Board. Maximum custody cases and individuals that have any outstanding statutory good time loss for serious incidents less than one year old will not be considered for ISP. Candidates must not have any out of state detainers and may not have a prior violent felony conviction within the last five (5) years (see specific details in Appendix A).

Candidates are first screened by an interdepartmental commission to see that they meet all the criteria outlined in the above document. The names of individuals who meet these criteria are sent to the Parole Board for further review. After review, the Parole Board determines whether or not they will interview the candidate for possible acceptance into the Intensive Supervision Program. Also the Parole Board, at its own discretion, may select any eligible individual not screened by the interdepartmental commission to be placed into the Intensive Supervision Program.

Probation

A candidate for ISP Shock Probation is an individual who has been convicted and sentenced to an institution. The individual's background, as well as the ISP guidelines for inclusion, (see Appendix A), are reviewed by the candidate's presentence investigating officer. If the offender meets these guidelines, the case is further reviewed by the District Supervisor, who submits a list of possible candidates to the Circuit Court for final determination. In addition, the Circuit Court, at its own discretion, may select any shock probationer and place the individual into ISP without prior referral by the District Supervisor.

Administrative Movement

Probationers and parolees under regular supervision may be transferred to the Intensive Supervision Program. Administrative movement of clients may be used as an alternative to revocation for technical or misdemeanor violations in an effort to prevent a return to prison. For probationers, the recommendations for transfer to ISP is presented to the Court during the revocation hearing. For parolees, the recommendation is made to the Administrative Law Judge during the preliminary revocation hearing.

If a client is wavering close to revocation or preliminary violation status, the supervising officer, after review by

the District Supervisor, may transfer the case to Intensive Supervision as an alternative prior to the client being placed in revocation status. This intervention is done to better protect the public and to prevent a return to prison.

Procedures

The conditions of ISP are presented to the client (Form CC-1046, Appendix B) for his signature. The ISP Officer makes sure that the new person going into ISP fully understands all the ISP conditions. The conditions of ISP are the same regardless of how the individual got into the program. In general, people in ISP must remain in the program for at least four (4) months before they are considered for movement to regular supervision unless their sentence has expired or the Parole Board has stipulated otherwise. No client can stay in the Intensive Supervision Program longer than twelve months. Because the Intensive Supervision caseload is limited to 25 clients, the officer can effectively maintain a closer contact with the client. There are a minimum of 2 face-to-face contacts required per week with a minimum of two additional contacts on weekends or evenings per month. In addition to the total of ten face-to-face contacts per month the client must be at home during the hours of 10:00 p.m. to 6:00 a.m. daily. Curfew checks are made at random times by the Intensive Supervision Officer. Other procedures (employment verification, law

enforcement notification, local record checks, neighborhood watch, case reviews, special reports and travel permits) are outlined in Appendix B.

ISP POPULATION DESCRIPTION

Parole

This ISP Parole group included 207 (51.75% of the entire 400 person ISP population) who were new cases (people who came directly from an institution). This group can be described as mostly white (55.07%) and male (89.86%) with an average age of 30.29 years when they entered ISP; they spent an average of 112.52 days in the program (Table 1).

The ISP Parole group showed an incoming 80.68% employment rate upon acceptance into the program. This employment rate includes both full and part-time employment, as well as school attendance.

Probation

Individuals going into the ISP Shock Probation group included 49 (12.25% of the entire 400 person population) who were new cases. This group can be generally described as white (81.63%) and male (89.80%) with an average age of 27.60 when they entered ISP; they spent an average of 128.49 days in the program (Table 1). The ISP Shock Probation group showed a 85.71% employment rate upon acceptance into the program.

TABLE 1

DAYS IN ISP BY TYPE OF CASE
09/01/84 THRU 08/31/85

TYPE OF CASE	DAYS IN ISP		
	NO. OF CASES	% OF TOTAL	AVERAGE # DAYS
Parole	207	51.75	112.52
Probation	49	12.25	128.49
Administrative Movement	144	36.00	100.65
TOTALS	400	100.00	110.20

This employment rate includes both full and part-time employment, as well as school attendance.

Administrative Movement

The Administrative Movement group had a total of 144 individuals (36.00% of the total ISP population). They included 109 clients who are parolees (27.25% of the total ISP population and 75.69% of the Administrative Movement group), as well as 35 individuals who are probationers (8.75% of the total ISP population and 24.31% of the Administrative Movement group). This group can best be described as mostly white (65.28%) and male (93.75%) with an average age of 28.43 years when they entered ISP. Within the Administrative Movement groups, the parolees spent an average of 93.50 days in the program and the probationers spent an average of 122.91 days. The total group stayed an average of 100.65 days (Table 1).

The Administrative Movement group showed a 86.81% employment rate upon acceptance into the program, which includes both full and part-time employment, as well as school attendance.

Population Profiles

During this time period there were 394 first-time clients and 6 second-time clients for a total of 400 incoming actions to ISP. For ease of discussion, the total 400 incoming actions will be treated as 400 different clients; this should not alter the overall conclusions from the data. This group

contained 248 whites (62.00%) and 152 blacks (38.00%). A total of 365 males (91.25%) and 35 females (8.75%) were in the program. These 400 clients had an average age of 29.29 years when they entered and they stayed an average of 110.20 days in the Intensive Supervision Program.

Population Description Summary

The above is a picture of each of the three ISP groups. The most dissimilar feature of the two groups is that ISP Probation has a larger proportion of whites (81.63%) than does ISP Parole (55.07%). As would be expected ISP probationers are younger (almost three years) than the ISP parolees (27.60 vs 30.29 years). And although the average ISP parolee within the ISP parole group spent less time in ISP (112.52 days) than the probationer within the ISP Probation group (128.49 days) this fact is neither a positive nor a negative factor in the overall performance of either group. A person may have had a shortened stay in ISP because: 1) the individual has met his four (4) month obligatory stay in ISP and has been approved for transfer to regular probation or parole (a positive instance), or 2) the individual has failed to meet the obligations of ISP and has gone to an institution (a negative instance). A person may also have a lengthened stay in ISP because the individual, although meeting the standards of ISP, has displayed tendencies that leads the ISP officer to believe that he needs more time with

the client within the ISP structure so as to improve the client's chances to succeed under regular supervision. The success of a given individual or group is not measured by the length of stay within ISP but by the percentage of people who are meeting or have met the ISP standards.

STATISTICAL RESULTS

Parole

Of the 207 parole clients in the program as of August 31, 1985, 119 are currently succeeding on supervision, and 62 have been transferred to regular supervision, thus allowing for a success rate of 87.44% in this category. Only 26 individuals have been returned to the institution for technical violations, giving a revocation rate of only 12.56%.

No parolee who entered the program through the regular parole method has committed a new offense (See Table 2).

Probation

Of the 49 shock probation clients in the program as of August 31, 1985, 34 are currently succeeding on supervision, and 11 have been transferred to regular supervision, allowing for a success rate of 91.84% in this category. Only four (4) individuals have been returned to the institution for a technical violation, giving a failure rate of only 8.16%.

TABLE 2

ACTIONS BY CASE TYPE
09/01/84 thru 08/31/85

<i>Frequency Col Pct</i>	PAROLE	PROBATION	ADMIN. MOVEMENT	TOTAL
UNDER SUPERVISION	119 57.49	34 69.39	81 56.25	234 58.50
TRANS TO REG SUPERVISION	62 29.95	11 22.45	24 16.67	97 24.25
TECH VIOLATION	26 12.56	4 8.16	35 24.30	65 16.25
NEW CONVICTION	0 00.00	0 00.00	3 2.08	3 0.75
ISSUED DISCHARGE	0 00.00	0 00.00	1 0.70	1 0.25
TOTAL	207 51.75	49 12.25	144 36.00	400 100.00

No shock probationer who entered the program through the regular shock probation method has committed a new offense (See Table 2).

Administrative Movement

Of the 144 clients who entered the program by administrative transfer, 81 are currently succeeding on supervision, 24 have successfully completed ISP and have been transferred to regular supervision. One has been issued a final discharge, thus allowing a success rate of 73.61%. Three individuals have committed new offenses and 35 have been returned as technical violators for a revocation rate of 26.39%.

The fact that only three cases out of 400 have committed new offenses is an astonishing figure and in itself can justify the program. *It should be noted that these three cases came from the Administrative Movement part of the program.* All cases in this classification were placed there due to pending revocation proceedings as a result of technical violations or were very close to pending revocation status before being placed in the program. This is the high risk group of individuals in the program and the new conviction rate of only 2.08% in that classification is much better than anticipated and is only 0.75% of the total of 400 cases. If not for this program, nearly all 144 persons in this group would have been returned to the institution.

Summary of Groups

Of the 400 offenders participating in the Intensive Supervision Program from September 1, 1984 through August 31, 1985, 332 (83.0%) successfully completed the Program or were receiving services as of August 31, 1985. Sixty five (65) (16.25%) did not complete the Program due to technical violations, and 3 (0.75%) did not complete ISP due to new convictions.

Intensive Supervision Contacts

One of the major distinctions of Intensive Supervision from regular probation and parole supervision is increased surveillance of the offenders activities. The minimum contacts required by the program design are 10. Intensive Supervision Program officers have exceeded the required number and have completed the following contacts during the twelve month period.

Face-to-Face Field Contacts	8,363
Face-to-Face Office Contacts	4,273
Telephone Contacts	<u>2,682</u>
Total	15,318

Field contacts are made in the offenders home or place of employment and office contacts are made in the probation and parole office.

Intensive Supervision Program clients are under strict curfew requirements and must be in their homes from 10:00 p.m. to 6:00 a.m. Contacts by officers are made at random times late at night both in person and by telephone to ensure that clients are abiding by the curfew limits.

Employment

Conditions of supervision stipulate that probationers and parolees must be employed. Participation in an educational or vocational training program will be counted as employment. Data show that 345 (86.3%) of the ISP participants were either employed or in school upon acceptance into the program.

IMPLICATIONS OF RESULTS

Protection of the Community

It is clear that the Intensive Supervision Program has met and even exceeded its goal of "Increased protection of the community through closer surveillance of the offender". The ISP officers had a total of 15,318 contacts with ISP clients (8,363 face-to-face in the field contacts; 4,273 face-to-face office contacts; and 2,682 telephone contacts) for an average number of contacts per month of 10.57². Not only have the ISP Officers met their quantitative requirements, as to the number of contacts, but they have also met and exceeded an underlying program expectation regarding qualitative contacts

with these clients, since only three (3) individuals (0.75%) of the 400 offenders in the Intensive Supervision Program have had new convictions. Truly, a very remarkable finding.

Benefits to Clients

Of the 400 individuals that have been or are in the program, only 68 (17%) have been returned to prison, another remarkable finding. Without ISP these people would not have had the opportunity to show society that they could function outside the confines of an institution. Thus, the Intensive Supervision Program has met another of its objectives, to "Aid the clients in accepting their responsibilities to themselves, their families, and to the community in which they live".

Program Implementation

The Corrections Cabinet has used a very deliberate approach in its ISP population recommendations. Instead of trying to fill the program quickly, it proceeded with a conscientious effort to place individuals into ISP who would be most able to benefit and least likely to be a threat to society. Figure 1 shows the gradual increase of persons entering the Intensive Supervision Program starting in September of 1984. As can be seen from Figure 1, by September 1985 (a full year later) 400 individuals have been placed in the program. Figure 2 shows the number of persons released from ISP.

Figure 3 shows the superimposition of Figure 2 over Figure 1 and one can see from it that the growth rate has been systematically increasing. Figure 4 shows the month by month ISP active population, which at the end of August 1985 numbered 234 clients. From the data just reviewed it seems that the Cabinet's deliberate approach has been very successful.

Savings

Continued growth of the Intensive Supervision Program will not only pay for itself but also save the Commonwealth tax dollars. The overall institutional average cost to incarcerate an individual in Kentucky during FY83-84 was \$29.39/day. The average time a person stayed in ISP was 110.20 days. Even using the average cost for a minimum security facility of nearly \$20.00 per diem (FY83-84 figures) the taxpayers of Kentucky did not have to pay \$881,600 ($\$20.00/\text{day} \times 110.20 \text{ days} \times 400 \text{ clients}$) for the housing and security of these clients while on intensive supervision. Between September 1, 1984 and August 31, 1985, the direct cost³ of the Intensive Supervision Program was \$446,700. Thus, after subtracting the program cost (\$446,700) from institutional savings (\$881,600) the net was \$434,900 plus the supervision fees collected. Over this twelve month period \$4,081 was collected from ISP participants in supervision fees⁴. These fees and the net savings noted above equal a total of \$438,981 that was contributed by ISP to the Commonwealth. This savings does not account for the 52 hours

of community service and the \$220 of restitution the ISP clients contributed. These figures are the minimum possible savings to the Commonwealth. Certain factors, although important, are difficult to quantify; for example, had ISP not been available would a particular client have been paroled to regular supervision at his normal parole eligibility date - if not, the length of time between the parole eligibility date and the date the person actually did get paroled would have cost the state an average of \$20.00 per diem (minimum security prison costs). But if the individual was in ISP there would be no such housing cost. Multiply this possible saving by the possible times they may have occurred and the savings could be enormous. These savings from ISP grow from year-to-year as the average number of clients in ISP grows. These figures do not include the possible savings on new prison construction that may have been needed to house these individuals had ISP not been provided. Not only is ISP saving tax dollars but also reducing the prison population of individuals who can function outside the walls of an institution.

Beds freed by the ISP can now be used to help overcome the very serious overcrowding situation that faces the State. Thus, ISP is clearly directing its efforts to provide "Substantial savings to the Commonwealth through more appropriate use of prison beds" and toward the "Reduction of

the prison population", which are further objectives of the Intensive Supervision Program.

Court Usage

Although ISP has not as of yet been fully utilized by the Courts, the option has been made available to them. With more familiarity, and with the knowledge of the positive outcomes of the program, the ISP alternative could be a very attractive one to the Courts. The current program expansion from nine (9) counties to 23 counties should enhance additional Court involvement.

INTENSIVE SUPERVISION PROGRAM

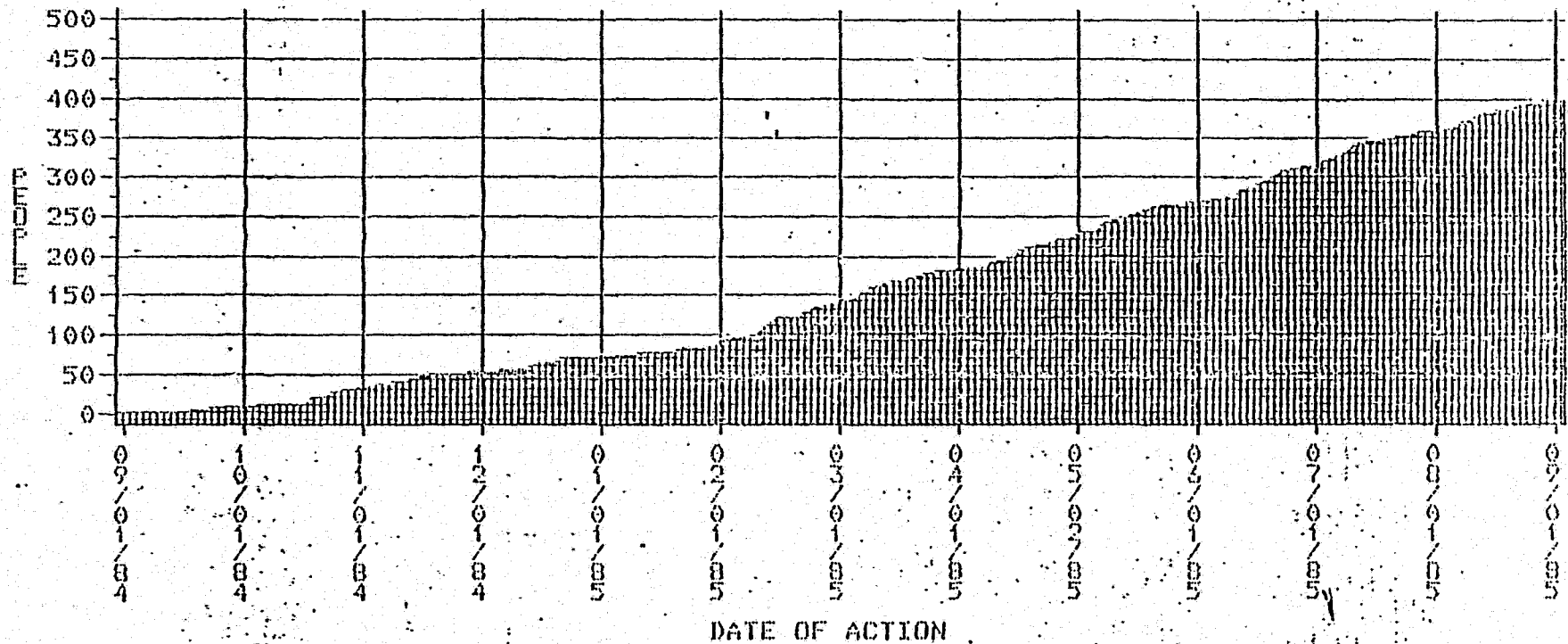


FIGURE 1. PERSONS ADDED TO ISP (CUMULATIVE) BY DATE
09/01/84 THRU 08/31/85

INTENSIVE SUPERVISION PROGRAM

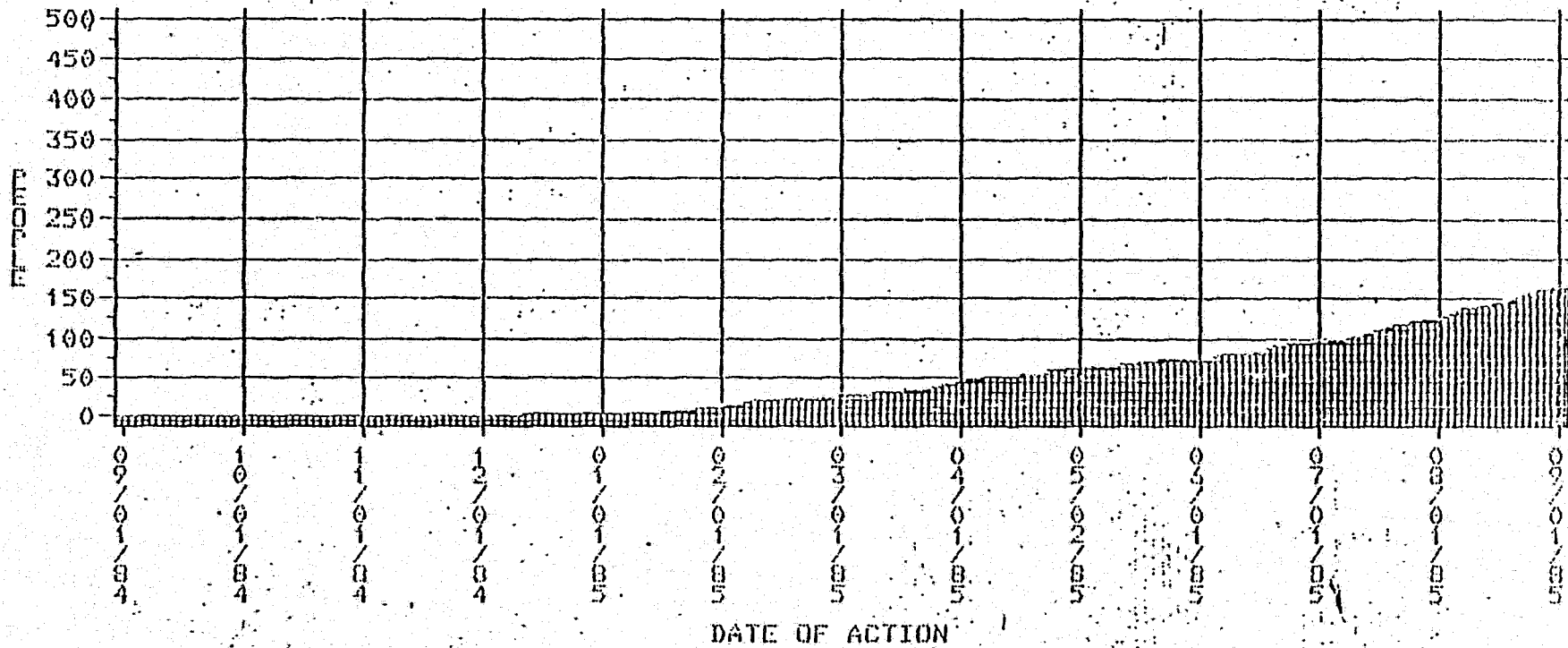
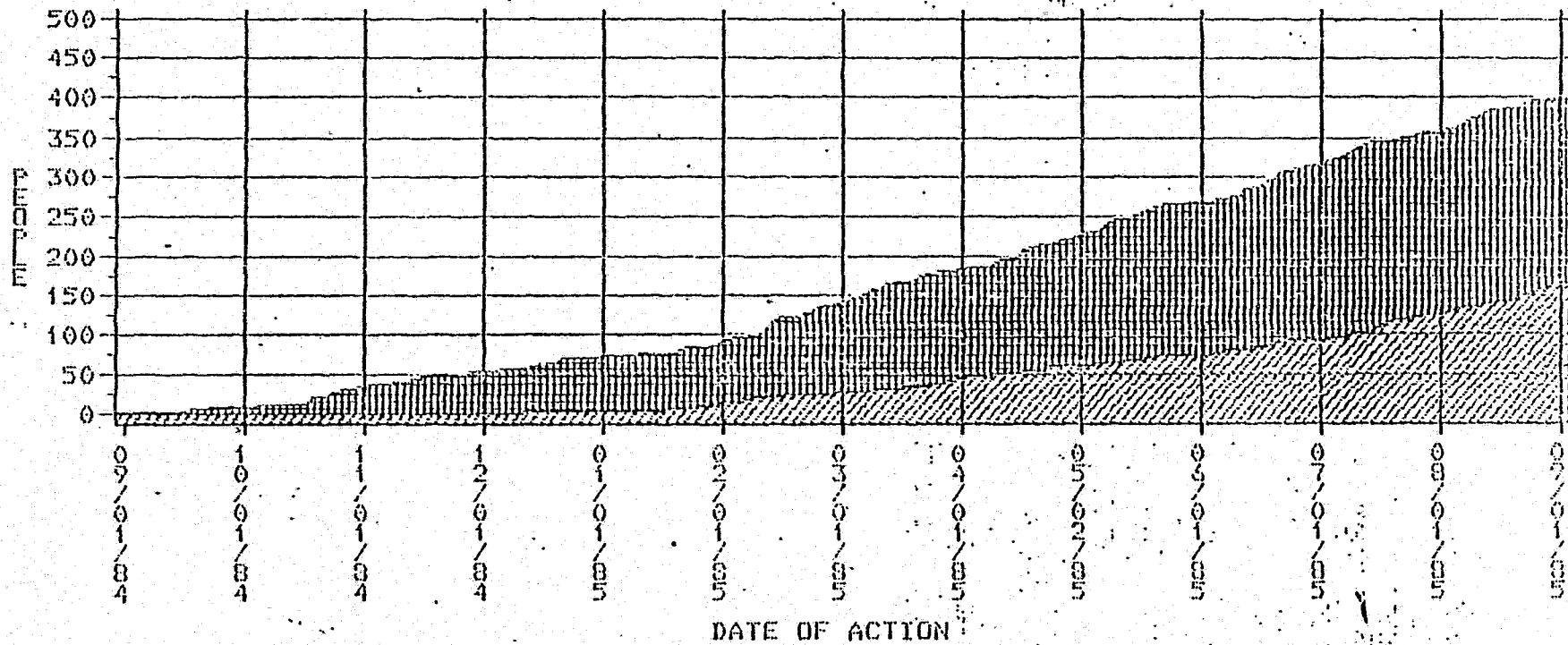


FIGURE 2. PERSONS RELEASED FROM ISP (CUMULATIVE) BY DATE
09/01/84 THRU 08/31/85

INTENSIVE SUPERVISION PROGRAM



LEGEND: TYPE OF ACTION
 \\\\\\\\\\\ OUTGOING ++++++ INCOMING

FIGURE 3. PERSONS ADDED TO OR RELEASED FROM ISP (CUMULATIVE) BY DATE
 09/01/84 THRU 08/31/85

INTENSIVE SUPERVISION PROGRAM

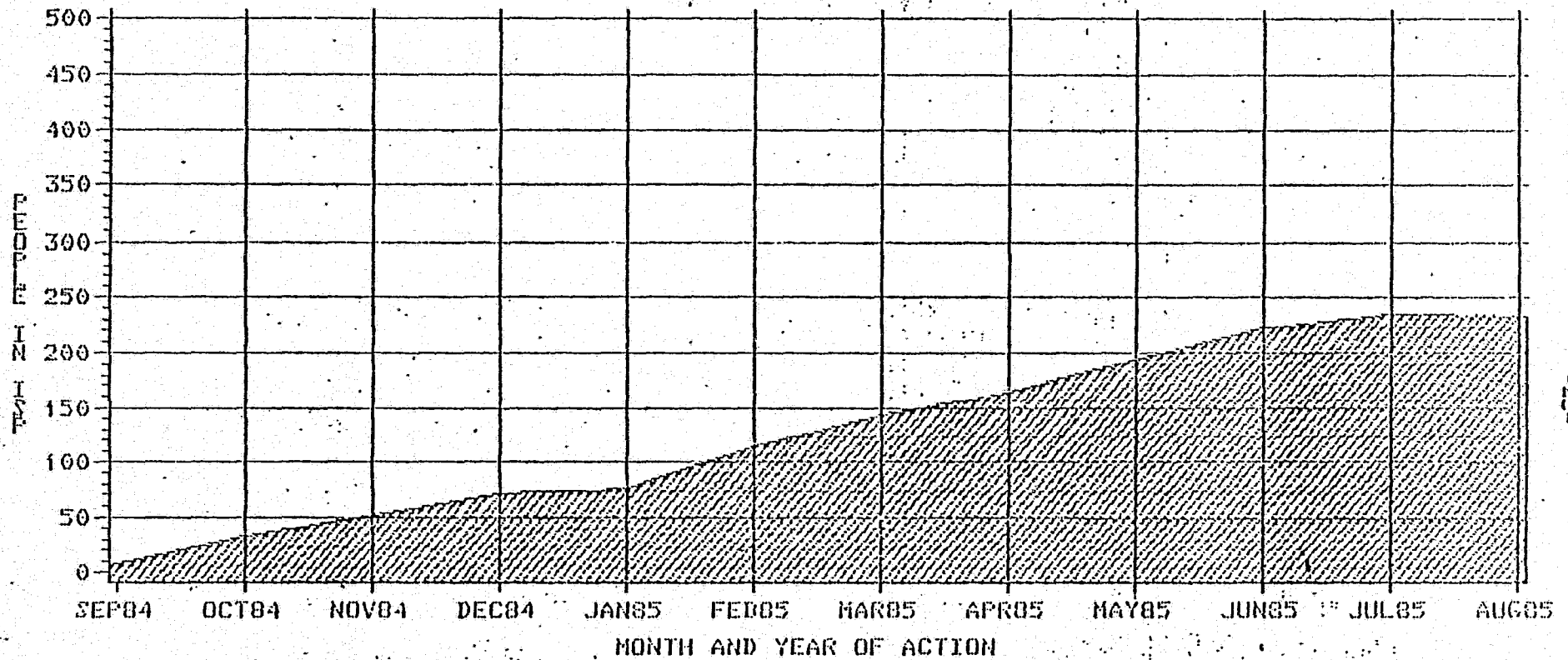


FIGURE 4. ACTIVE PERSONS IN PROGRAM BY MONTH
09/01/84 THRU 08/31/85

Footnotes

¹The data for this descriptive analysis comes directly from each of the Probation and Parole Districts. The probation information was taken from Form CC 1051 and the parole information from Form CC 1070.

²ISP Officer to client contact data was obtained from Form CC-1050, Intensive Supervision - Probation and Parole Caseload Report. The average number of contacts per month were calculated as follows:

$$\begin{array}{r} 110.20 \text{ average days per client} \\ \times 400 \text{ clients in program for 1 year} \\ \hline 44,080.00 \text{ client days for 1 year} \end{array}$$

$$\begin{array}{r} \# \text{ client contacts for 1 yr. } 15,318 \\ \# \text{ client days for 1 year } 44,080 \end{array} = .3475 \text{ contacts per day}$$

$$\begin{array}{r} .3475 \text{ contacts per day} \\ \times 30.4166 \text{ days per month} \\ \hline 10.57 \text{ contacts per month} \end{array}$$

³Items such as electricity, gas, water and janitorial services have not been identified in this cost; however, those items will not significantly impact the cost of the program. There are, however, two major items of expense that have not yet been incurred. Additional small equipment will be acquired for each officer and coordinator in the program. These items are included in the Phase II budget, based upon the realization of need.

4Supervision fees paid, restitution paid & community service work information was obtained from Form CC-1050, Intensive Supervision - Probation and Parole Caseload Report.

APPENDIX A

INTENSIVE SUPERVISION PROGRAM - PAROLE

ELIGIBILITY CRITERIA

The selection of participants for the Intensive Supervision Program will be made by the Kentucky Parole Board after the Corrections Cabinet's screening of those residents who meet the following criteria:

1. Candidate must be within 12 months of their parole eligibility date. Persons who have been given serve-outs or deferments by the Board are not eligible.
2. Maximum custody cases will not be considered for entry into the program.
3. Candidate cannot have any outstanding statutory good time loss for serious incidents less than one year old.
4. Candidate must not have any outstanding detainers in other states. However, candidates may have a felony or misdemeanor detainer in Kentucky, but local authorities will be notified by the Institutional Parole Officer prior to release on parole. Corrections staff will ascertain whether a detainer is for a felony or misdemeanor or merely an order for a court appearance.

5. Other than the present sentence, candidate must not have a prior felony conviction reflecting violence or violent tendencies within the last five years.
6. Candidate must remain in the Intensive Supervision Program for at least four months before consideration for moving to regular supervision. The only exception is for those who have reached their expiration of sentence. Those persons who have been assigned a longer period of intensive supervision by the Parole Board may not be transferred to regular supervision until the Parole Board requirement has been met.
7. Candidates serving sentences for the following offenses will not be considered for the Intensive Supervision Program:
 - a. Rape - any degree or Attempted Rape
 - b. Sodomy - any degree or Sexual Abuse I
 - c. Escape or
Attempted Escape - within last five years
 - d. Robbery, First Degree
 - e. Assault, First Degree
 - f. Murder
 - g. Persistent Felony Offender I

CLASSIFICATION AND SELECTION PROCESS - PAROLE

1. All eligible inmates will be reviewed monthly for possible placement in the Intensive Supervision Program by an interdepartmental commission comprised of institutional and community service staff.
2. Once qualification for the Intensive Supervision Program has been established, the inmate is recommended for advanced parole review by the Kentucky Parole Board.
3. The Parole Board has the option of placing regular, deferred, and parole violator cases into the program without prior screening by the interdepartmental commission.
4. If not granted parole, inmate will remain in present custody level and status.
5. If granted parole, inmate will be released through existing policies and procedures governing regular parolee's release to the community.

INTENSIVE SUPERVISION PROGRAM - PROBATION
ELIGIBILITY CRITERIA

1. Candidate must not have any outstanding detainers.
2. The Intensive Supervision Program will accept any shock probation case that has been referred by the Circuit Court Judge provided they have a home in one of the site locations. Those who are shock probated to the program and have a residence in a county where the program is not available will be transferred for regular probation supervision. The Court should be notified during the shock probation hearing that the Intensive Supervision Program is not available in these particular cases.
3. Candidate must remain in the Intensive Supervision Program for at least four months before consideration for moving to regular supervision. The only exception is for those who have reached their expiration of sentence.
4. Candidate must have been formally sentenced to a period of incarceration by the Circuit Court in one of the Intensive Supervision Program site locations.
5. Persons formally sentenced but not in custody due to an appeal bond will not be considered for the program.

CLASSIFICATION AND SELECTION PROCESS - PROBATION

1. After conviction and sentence to incarceration, the Probation and Parole Officer who completed the presentence investigation report will review the offender's background. If the offender meets established guidelines, the offender's name is submitted to the District Supervisor for consideration for the Intensive Supervision Program.
2. The District Supervisor will review each case and submit a list of eligible candidates to the Circuit Court for further consideration.
3. The Circuit Judge has the final and absolute authority in regard to shock probating a candidate into the program.
4. The Circuit Court Judge, in any of the site locations, may place any shock probationer into the program without referral by the Probation and Parole Officer if caseloads permit.

NOTE: This is a pilot program with limited staff and resources. The District Supervisor has the responsibility for maintaining caseloads at 25 per officer. Referrals to the Court will depend on the availability of caseloads openings, as will referrals from the court.

ADMINISTRATIVE MOVEMENT OF CLIENTS
CURRENTLY UNDER SUPERVISION

1. The Intensive Supervision Program may be used as an alternative to revocation for technical or misdemeanor violations. In the case of parolees, the officer will discuss his/her plans with the District Supervisor prior to the preliminary hearing. In the case of probationers, the Court must be advised along with our recommendation at the hearing. If the regular probationer, shock probationer, or parolee is granted supervision under the Intensive Supervision Program, the case will be transferred to an Intensive Supervision Officer.
2. If a case is simply wavering close to revocation or preliminary violation status, the supervising officer, after review with the District Supervisor, may transfer the case to an Intensive Supervision Officer. The clients need not apply nor necessarily agree to placement in the Intensive Supervision Program. Any questionable case on the part of the Supervisor should be addressed to the Assistant Director of Probation and Parole.

APPENDIX B

PROCEDURES

1. The Probation and Parole Officer will visit with the offender's family within 10 days of release to intensive supervision.
2. Face-to-face contact - A minimum of two face-to-face visits are required each week with one in the office and in the home or workplace.
 - (a) A minimum of two additional contacts will be made either on the weekends or in the evenings per month.
3. Client is under curfew and must be at home during the hours of 10:00 p.m. to 6:00 a.m. seven days per week. Curfew checks will be made during those hours by the Probation and Parole Officer either by telephone or in person.
4. Employment verification - once per week.
 - (a) If client is unemployed, a list must be submitted to the officer on report day with places visited for employment, with the company name, telephone, and person contacted. The Probation and Parole Officer will randomly check this list for verification.
5. Law enforcement notification - A list of offenders placed under intensive supervision will be given to local law enforcement agencies in order to solicit their assistance and support in providing more thorough surveillance.

6. Local record check - The Probation and Parole Officer will make at least a weekly check of arrest records to ensure that the offender has been arrest free.
7. Neighborhood watch - The Probation and Parole Officer will attempt to identify one or more responsible individuals in the community where the offender lives and attempt to solicit their assistance in monitoring the parolee's activities.
8. Case reviews will be conducted continuously.
9. Special reports as needed on client progress will be forwarded to the Court or Parole Board.
10. Instate transfers between intensive supervision sites may be considered; however, it must be approved by the District Supervisor.
11. Travel permits will not be considered during the first four months on intensive supervision unless conditions warrant such; then, it must be reviewed and approved or disapproved by the District Supervisor.
12. Clients must be in the Intensive Supervision Program for a minimum of four months before being eligible for regular supervision. The only exception is for those who have reached their expiration of sentence. No client's placement in the Intensive Supervision Program shall exceed 12 months.

CC - 1045
Rev. (8/85)

COMMONWEALTH OF KENTUCKY
CORRECTIONS CABINET
DEPARTMENT OF COMMUNITY SERVICES AND FACILITIES

APPLICATION FOR INTENSIVE SUPERVISION PROGRAM

Present Institution _____

I _____ (Resident's Name) _____ (Number) volunteer for the Intensive Super-
vision Program without any duress of the Corrections staff personnel.

I further understand that making application does not guarantee that I will be
accepted into this program nor will I receive any response if I am not.

I understand that I must have a residence in one of locations listed below.

Home Placement _____

RULES:

- I My level of supervision will be intensive.
(Two or more face-to-face contacts per week; one in office, one in my home or
at work; and weekly verification of employment. I further understand that
additional contacts will be made either on the weekends or in the evenings.)
- II I understand that I will be under a curfew and must be in my home during the
hours of 10 p.m. to 6 a.m. seven days per week. I understand that curfew
checks will be made during those hours by the Parole Officer either by tele-
phone or in person.
- III I understand that instate transfers between intensive supervision sites may
be considered; however, it must be approved by the District Supervisor.
- IV I understand that travel permits will not be considered during the first four
months on intensive supervision, unless conditions determine such; then, it
must be reviewed and approved or disapproved by the District Supervisor.
- V I understand that the Court, the Parole Board and the Corrections Cabinet have
the authority to provide special conditions to which I must adhere.

I have read and understand the conditions of this program and agree to abide by its
conditions.

Date _____

Resident's Signature _____

Witness _____

LOCATIONS:

Jefferson	Davless	McCracken	Oldham	Harlan
Fayette	Warren	Henderson	Clark	Pike
Kenton	Calloway	Christian	Boyle	Boyd
Boone	Floyd	Hopkins	Pulaski	
Campbell	Madison	Hardin	Laurel	

CC-1046
(Rev. 8/85)

COMMONWEALTH OF KENTUCKY
CORRECTIONS CABINET
DEPARTMENT OF COMMUNITY SERVICES AND FACILITIES

PAROLE ()
PROBATION ()

CONDITIONS OF INTENSIVE SUPERVISION

The Court and/or Parole Board has granted you release. In order to remain in good standing with the Court and/or Corrections Cabinet, it is necessary that you abide by the following conditions:

1. I understand that I have been placed under intensive supervision of the Kentucky Corrections Cabinet and I agree to the following:
 - A. I will report regularly as directed by the Probation and Parole Officer.
 - B. My level of supervision is Intensive.
(Two or more face-to-face contacts per week; one in office, one in my home or at work; and weekly verification of employment. A minimum of two additional contacts will be made either on the weekends or in the evenings per month.
 - C. I understand that I am under curfew and must be in my home during the hours of 10 p.m. to 6 a.m. seven days per week.

I further understand that curfew checks will be made during those hours by the Probation and Parole Officer either by telephone or in person.
 - D. Instate transfers between intensive supervision sites may be considered; however, it must be approved by the District Supervisor.
 - E. My designated area of supervision is:

County of Residence _____ Judicial District _____
 - F. Travel permits will not be considered during the first four months of intensive supervision, unless conditions determine such; then it must be reviewed and approved or disapproved by the District Supervisor.
 - G. I will not leave the designated area without the written permission of my Probation and Parole Officer.
2. I will permit my Probation and Parole Officer to visit my home and place of employment at any time.
 - A. I will work regularly and support my legal dependents. When unemployed, I will report this fact to my officer and make every attempt to obtain other employment.
 - B. I will discuss any change in home situation or marital status with my officer.
 - C. I will immediately report any change of home address or employment to my Probation and Parole Officer.
3. I understand that I am to avoid association with those persons who may contribute to my being involved in further criminal activity by not:

() Associating with any convicted felon, visiting residents of penal institutions or associating with _____.
4. As a convicted felon, I am aware of the following restrictions and procedures for obtaining a final discharge and restoration of my civil rights.
 - A. I will not be permitted to purchase, own or have in my possession, a firearm or other weapon. Purchase or possession of a firearm by a person who has been convicted of a felony is a violation of the Federal Gun Control Act of 1968 and Kentucky Statutes.
 - B. I have lost the right to vote and to hold public office and these rights can only be restored by the Governor of this Commonwealth. If I register or re-register prior to restoration of civil rights, I will be in violation of the law which provides a maximum penalty of five years in prison.

I am eligible to make application for civil rights upon receipt of my final discharge from the Parole Board or expiration of probation and if I am not under indictment. Restoration of my civil rights will not give me the right to purchase, own or possess a firearm.

C. If my sentence is from 1 to 5 years, I am eligible to apply for a final discharge at the expiration of my sentence or 24 months, whichever is shorter, provided I maintain clear conduct from the date I was paroled.

If my sentence is greater than 5 years, up to and including a life sentence, I may apply for a final discharge after I have served one-half of the time remaining from my parole release date to my maximum expiration date, or ten years, whichever is shorter, provided I maintain clear conduct from the date I was paroled.

Applications to apply for a Final Discharge or Restoration of Civil Rights may be obtained from the local Probation and Parole Office or by writing the Department of Community Services and Facilities, 5th Floor, State Office Building, Frankfort, Kentucky 40601.

D. I agree that I may be subject to a search and seizure if my Probation and Parole Officer has probable cause to believe that I may have illegal contraband on my person or property.

5. I understand that I am under the following restrictions regarding the use of alcohol:

- A. Refrain from the use of alcoholic beverages.
- B. Avoid any place where alcoholic beverages are sold as a primary commodity.

6. The possession and/or use of any narcotic or controlled substance unless prescribed by a licensed physician is a violation of my release conditions.

7. I agree that the falsification of my Releasee's Report to the Probation and Parole Officer will constitute grounds for revocation of my release.

8. I agree not to enter into any contract to act as an "informant" or special agent for any law enforcement agency unless previously discussed with the law enforcement agent, the Court, and my Probation and Parole Officer.

9. I understand that I shall not violate any laws or ordinance of this state or any other state or of the United States.

10. I understand that I am obligated to pay restitution (or child support) in the amount of \$ _____.

A. This is to be paid directly to: Name/or Court _____
Address _____

11. The Court, the Parole Board and the Department of Community Services and Facilities have the authority to provide special conditions to which I must adhere.

I agree to abide by the following special conditions set out by the Court, the Parole Board or my Probation and Parole Officer.

A. Supervision Fee: Total Fee \$ _____ Per Month \$ _____ to be paid directly to the Circuit Court Clerk. A copy of the receipt is to be brought to the Probation and Parole Officer as record of payment and accounting purposes.

B. _____

C. _____

12. I agree to refrain from harassing or threatening any Probation and Parole Officer by words or actions and further agree to cooperate fully with any Probation and Parole Officer in the carrying out of my supervision plans.

13. REMARKS: _____

I have read, or have had read to me, the above conditions of my release that I must observe while under intensive supervision. I fully understand and accept the above conditions and realize that any violation will be reported, and failure to abide by these conditions can be grounds for revocation of my release. I have been given a copy of these conditions.

Date _____ Client _____ *

Date _____ Probation and Parole Officer _____