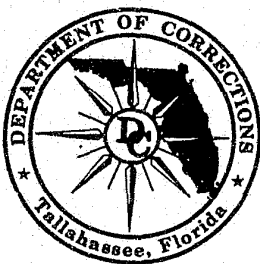


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## DEPARTMENT OF CORRECTIONS

Louie L. Wainwright, Secretary

### Probation and Parole Services

AN IMPLEMENTATION MANUAL FOR

# COMMUNITY CONTROL

A NEW CONCEPT OF  
PUNISHMENT WITHIN THE COMMUNITY

104224

● PUBLIC SERVICE

● VICTIM RESTITUTION

● CONFINEMENT IN RESIDENCE

● MONTHLY SUPERVISION FEES

104224

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# COMMUNITY CONTROL IMPLEMENTATION MANUAL

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## THE CONCEPT OF COMMUNITY CONTROL

### I. INTRODUCTION

The Correctional Reform Act of 1983 authorized the implementation of Community Control by the Florida Department of Correction's Probation and Parole Services as an alternative to imprisonment (Chapter 948 Florida Statutes).

Community Control is not intensive probation. It is a distinctively different type of program that is punishment oriented and allows selected offenders to serve their sentences confined to their homes under "house arrest" instead of in prison.

Community Control provides a safe means of punishing criminal offenders which helps address the problem of prison overcrowding without jeopardizing the safety of the community. Instead of the state providing support for the offender and his family, he supports himself and dependents.

Restitution, reparation and punishment are provided which help satisfy the victims of the crime as well as society.

Community Controlees are:

- ...Confined under "house arrest" to their residence except during regular employment, public service work, or participation in self-improvement activities approved by the Community Control Officers.

- ...Mandated to do public service work for governmental and non-profit agencies to make reparation to society.

- ...Required to pay monthly fees to the State to help offset costs to the taxpayers.

- ...Mandated to fill out "Daily Activity Logs" to account for their time and activities and to help build responsibility and accountability.

- ...Required to maintain regular and paid employment to support themselves and their families.

- ...Ordered to submit to urinalysis and/or breathalyzer tests at any time to detect drug or alcohol usage.

- ...Required to participate in self-improvement programs to enhance their chances of rehabilitation.

Community Control Officers:

- ...Caseloads are restricted to a maximum of 20 cases to each officer by statute.

...Officers work regularly on Saturdays and Sundays to provide surveillance and control.

...Telephone robots are being used in some locations to help the officer with surveillance.

...Portable radios carried by the officers are tuned to law enforcement frequencies to reduce danger to the officer and improve safety to the community.

...Regular contacts are made by the officer at the community controlee's residence and place of employment and other locations.

...Other court-ordered conditions are enforced which include submitting monthly reports, getting permission to change residence or employment, reporting to office as directed, and not using alcohol to excess.

...Various surveillance techniques are used to help insure that the controlees do not illegally leave their residence.

One of the purposes of community control is to develop responsibility and accountability on the part of the offender for his criminal activity. Performing public service or free labor for public agencies helps to indemnify the community for the misbehavior. At the same time, it helps in improving the offender's feeling of self-worth and accomplishments along with the realization that punishment is a consequence of violating the law.

Public service jobs include unskilled manual labor (56%), clerical (20%), skilled labor and professional work (17%), and miscellaneous (7%). Work is primarily done for governmental agencies (45.2%), non-profit social agencies (33.5%), educational (6.5%), medical (10%), and churches (4.8%).

Local Offender Advisory Councils are utilized to identify public service volunteer jobs for community controlees to comply with court orders. The councils also assist in identifying appropriate community resources which help involve the community controlees in active participation in self-improvement programs.

The community and state benefit:

...Punishment alternatives for the courts are provided without the cost of imprisonment in an institution.

...Costs are much less when comparing \$2.86 for community control supervision to \$27.65 per day for imprisonment in operating costs (1985-86 FY).

...Prison construction costs are reduced which are presently estimated at about \$36,000 per bed (1985-86 FY).

...Community Controlees support themselves and family instead of being a burden to the state which frequently occurs during institutional imprisonment.

...Retribution and restitution to society is provided through public service work.

This Community Control Implementation and Training Manual has been designed to crystalize the philosophy of community control and procedures for implementation and program maintenance.

In addition to this manual a Community Resource Directory has been developed by each Probation and Parole Circuit Office to identify and provide descriptions of resources to be used in community control including public service and other innovations. Also, an Offender Advisory Council and Public Service Guide has been published to aid the development of these advisory councils in various circuits wishing to form them.

## II. POLICY AND PROCEDURES

### A. AUTHORITY/LEGAL REFERENCES

Florida Statutes Chapter 948.10 provides the authority for the Department of Corrections to establish and operate a Community Control Program.

### B. OBJECTIVES AND GOALS

The purpose and objectives of sentencing to community control include the following:

1. To impose strict non-institutional sanctions in the local community for those convicted of crime;
2. To provide a safe diversionary alternative to prison confinement for the courts;
3. To provide protection to the community through surveillance and control of cases;
4. To identify and involve appropriate community resources to accommodate supervisory objectives;
5. To enforce participation by cases in self-improvement programs which encourage non-criminal behavior;
6. To establish public service programs in the community and enforce participation;
7. To enforce confinement to residence, curfew and other restrictions;
8. To develop team as well as individual supervision;
9. To provide surveillance on weekends and holidays; and,
10. To restrict caseloads to a maximum of 20 cases per community control officer.

### C. DEFINITIONS

1. "Community Control" is a form of intensive supervised custody in the community including surveillance on weekends and holidays administered by officers with restricted caseloads. It is an individualized program in which the freedom of the offender is restricted within the community, home, or non-institutional residential placement, where specific sanctions are imposed and enforced.



2. "Community Control Officer" is the term used to designate those officers who are assigned to exclusively work with community control sentenced cases.
3. "Public Service" describes the required work that a person is ordered to perform without pay for the benefit of the community in addition to the regular hours of paid employment. Public service shall be performed only for designated tax-supported or tax-exempt entities as certified by the Internal Revenue Service and which have entered an informal agreement to "employ" and provide feedback to the Department on cases instructed to report. Public service may include, but not be limited to, any of the following:
  - Work on any property or any building owned or leased by any state, county or municipality or any non-profit organization or agency, or in any program under the control or sponsorship of the public employer that serves the common good.
  - Work on any state, county or municipally owned road or highway.
  - Landscaping, maintenance or service work in any state, county, or municipal park or recreation area.
  - Work in any state, county, or municipal hospital or any Sunland Center or other non-profit organization or agency.
4. "Sanctions" are used in the context of those restrictions which are imposed on an offender in community control which substitute for the loss of freedom by imprisonment.

D. IDENTIFICATION OF COMMUNITY CONTROL CASES

The following procedures identify suitable cases for the community control diversionary alternative which would otherwise have been incarcerated:

1. Community Control Investigator - Each office shall designate staff who are responsible for identifying inmates who have received short term sentences to the Department without benefit of a presentence investigation. These cases shall be identified by reviewing court dispositions immediately after sentencing, to intervene prior to the transporting of inmates to the state prison reception center. All cases sentenced without benefit of a presentence investigation are initially reviewed and those eligible for community control immediately interviewed and an Investigative Worksheet (DC4-930) completed preparatory to completing a Postsentence Investigation. Should the case be transported to the

reception center prior to completion of the investigation, the person(s) designated as Community Control Investigator(s) shall coordinate with prison staff. The report shall be completed and submitted to the court prior to the 60 days which the court has for reconsideration of sentence under F.S. 958.06 and Rule 3.800 Florida Rules of Criminal Procedure, and within 30 days of beginning the investigation.

2. Classification Officer - Any cases committed to prison for short term sentences select offenses without a presentence or postsentence investigation shall be identified by the Classification Officer at the prison reception center and may notify the probation and parole office in the county of commitment. This notification and a copy of the admission summary is provided promptly to allow community control staff time to complete a postsentence investigation and submit a letter of recommendation to the court with the attached postsentence investigation within the 60 days allowed for reconsideration of sentence under F.S. 958.06.

The classification staff may also bring to the attention of the Circuit Probation and Parole Office cases in which a PSI was conducted which upon subsequent review seem to appropriate for Community Control. These recommendations by the classification staff are consistent with the responsibilities of the Department (F.S. 948.10(3)) which states:

"The Department shall develop and implement procedures to diagnose offenders during the prison intake process in order to recommend to the sentencing court during the period of retained jurisdiction, suitable candidates for placement in a program of Community Control."

Note: Cases sentenced under the Youthful Offender Act of 1985 are not restricted to 60 day maximum for the sentencing court to reconsider the sentence in cases where the court has retained jurisdiction.

3. Presentence Investigator - The officer conducting the presentence investigation who plans to recommend that a particular offender be sent to prison due to his criminal background or the seriousness of the crime may recommend community control as an alternative. A subtitle "Community Control" shall be added to the "Recommendation" section to indicate a positive or negative recommendation by the officer. Rationale based on specific facts shall be provided for the courts consideration. The officer shall indicate in all positive recommendations the following: "Under normal conditions, prison would be recommended. However, due to the restrictive conditions

required under community control, it is recommended that the court place this offender in community control."

4. Presentence Investigation Approving Supervisor - When reviewing each presentence investigation wherein a prison sentence has been recommended, the approving supervisor shall consider community control as an alternative. He has the prerogative to recommend community control as the official position of the Department if the case is a suitable candidate. After discussing with the officer, the supervisor may modify the report, inserting his rationale and his recommendation which is then delivered to the court. Conflicting recommendations are prohibited.
5. Sentencing Judge - The judge, in sentencing an offender with or without the benefit of a presentence investigation, may initiate a community control sentence as an alternative to imprisonment.
6. Revocation Judge - The court may sentence to community control any probation case found to be in violation of the terms and conditions of the probation in lieu of a prison sentence.
7. Parole Commission - Parole violators may be considered by the Parole Commission following a final revocation hearing for placement in community control. Community control supervision shall be similar to that offered to cases sentenced by the court. The Parole Commission has developed criteria for offenders to be considered which are covered in Parole Commission Policy #21.16 (Attachment #1).

#### E. ELIGIBILITY TARGET GROUP FOR COMMUNITY CONTROL

The following persons may be considered for community control:

1. Individuals found guilty of any non-capital felony offense who are deemed appropriate by the sentencing judge due to the seriousness of the crime and/or criminal background and who would not be placed on regular probation.
2. Probation violators.
3. Parole violators.

#### F. INVESTIGATIONS

1. The officer shall use the presentence or postsentence investigation on which to base the recommendation for community control to the courts. The recommendations shall be specific and contain the officer and/or supervisor's rationale for making the recommendation,

indicating that the offender is not suitable for probation and that community control is indicated in lieu of a prison sentence. Include specific sanctions and/or other special conditions in recommendations. The alternatives available to the court for disposition of an offender are covered in Section IV "Court Alternatives".

2. A postsentence investigation should be initiated immediately by the probation and parole office on cases who have been sentenced without a presentence investigation to prevent the inmate from being transferred to the reception center prior to court reconsideration.

The classification officer at the prison reception center is responsible for identifying any new inmates received that may be eligible for community control. He shall immediately notify the probation and parole office in the sentencing circuit and provide information necessary to begin the postsentence investigation.

3. Specific recommendations shall be included as part of the presentence investigation recommendation. Fine may also be recommended.
4. An individualized plan for community control shall be included in the presentence or postsentence investigation which addresses educational, vocational, alcohol/drug programs, public service and/or other requirements.
5. The court is required by Statute to a diagnosis and evaluation on offenders found guilty of lewd, lascivious or indecent assault on a child, sexual battery against a child, or exploitation of a child for the purposes of pornography or prostitution (F.S. 948.03(3)).

#### G. SUPERVISION

1. Conditions of Community Control:
  - a. The court or Commission (F.S. 947.23(6)(c)) shall determine the terms and conditions of community control which may be modified or rescinded. Suggested conditions may include:
    - (1) Not later than the fifth day of each month, you will make a full and truthful report to your Community Control Officer on the form provided for that purpose.
    - (2) You will pay the State of Florida thirty dollars (\$30) per month toward the cost of your supervision, unless otherwise waived in compliance with Florida Statutes.

- (3) You will not change your residence or employment or leave the county of your residence without first procuring the consent of your Community Control Officer.
- (4) You will neither possess, carry or own any weapons or firearms without first securing the consent of your Community Control Officer.
- (5) You will live and remain at liberty without violating the law. A conviction in a court of law shall not be necessary in order for such a violation to constitute a violation of your community control.
- (6) You will not use intoxicants to excess; nor will you visit places where intoxicants, drugs or other dangerous substances are unlawfully sold, dispensed or used.
- (7) You will work diligently at a lawful occupation and support any dependents to the best of your ability, as directed by your Community Control Officer.
- (8) You will promptly and truthfully answer all inquiries directed to you by the Court or the Community Control Officer, and allow the officer to visit in your home, at your employment site or elsewhere, and you will comply with all instructions he may give you.
- (9) You will report to your Community Control Officer at least four (4) times a week, or, if unemployed full time, daily.
- (10) You will perform \_\_\_\_\_ hours of public service work, as directed by your Community Control Officer.
- (11) You will remain confined to your approved residence except for one half hour before and after your approved employment, public service work or any other special activities approved by your Community Control Officer.
- (12) You will submit to urinalysis, breathalyzer or blood tests at any time requested by your Community Control Officer, or the professional staff of any treatment center where you are receiving treatment, to determine possible use of alcohol, drugs or controlled substances.
- (13) You will maintain an hourly accounting of all

your activities on a daily log which you will submit to your Community Control Officer upon request.

(14) You will participate in self-improvement programs as determined by the Court or your Community Control Officer.

(15) You will make restitution to \_\_\_\_\_ in the amount of \_\_\_\_\_ at the rate of at least \_\_\_\_\_ per month.

b. Special Conditions Required for Sex Offenders - The court shall require as a special condition of community control that persons found guilty of any of the following offenses obtain and complete professional counseling from agencies specified in F.S. 948.03(3). The offender should be ordered by the Court or Commission to authorize the release of treatment information to the Community Control Officer and/or the Court or Commission:

(1) Lewd, lascivious, or indecent assault or act upon, or in the presence of a child.

(2) Sexual battery, as defined in Chapter 794, against a child.

(3) Exploitation of a child for pornographic purposes, as provided in Section 450.151 or for prostitution.

2. Developing an Individualized Program:

The officer shall not establish any programs that have more severe sanctions than ordered by the court or Commission. However, offenders who are placed into a community control program shall be encouraged to develop an individualized program jointly with his community control officer which is designed to support the conditions established by the court or Commission. The plan is developed by the community control officer and the offender incorporating his needs, problems, capabilities and limitations. Specific programs available in the community through the Department of Corrections or other agencies and organizations shall be considered, and goals as well as completion times established. Objectives shall be clearly stated in the plan for improvement. The case diagnosis made during the presentence investigation shall play a key role in guiding the direction of these goals and objectives.

a. Joint Planning Needs Assessment - The Community Control Officer shall schedule a joint needs

assessment planning conference immediately following intake of each Community Control offender. At this time the various factors that have been disclosed as having had a negative influence along with the positive factors are reviewed. The basis of these observations are drawn from the presentence or postsentence investigations, probation or prison adjustment if the offender is a probation or parole violator, available test results, input of educators, family, employers and the personal observations of the investigating officer and/or Community Control Officer.

- b. Establishing a Plan with Objectives - The plan shall include the community based sanctions and restraints indicated by the court or Commission. With the aid of a Community Resource Directory, the agencies and organizations which are available are identified. These areas include education, substance abuse, mental health and other rehabilitation programs.

Objectives shall be established in a specific way to clearly define the steps to be taken, with the particular agency or person and target dates for each step and a completion date. The officer shall provide firm guidance in a constructive manner and make sure that the objectives are within the offender's capability although he may be required to exert maximum effort to achieve the goals. The Supervisor's review and approval shall be made on the plan.

- c. Reviewing Progress and Compliance - The individualized community control plan has specific objectives identifying the provider of each service to be obtained. This recorded plan shall also be placed in the case file and signed by both the officer and the offender to prevent misunderstanding in regard to what is expected and the offenders responsibilities during the community control supervision. It also provides continuity upon transfer between officers. Officers shall discuss the individualized plan frequently with the offender to assure compliance, make necessary adjustments or to render positive encouragement.
- d. Supervisory Review - In addition, the Supervisor of the Community Control Officers shall conduct regular reviews of Community Control cases on a quarterly basis to insure that the minimum standards are being met as prescribed by this manual and Florida Statutes.

- e. Court Can Admonish or Commend - The court may cause a community controllee to appear before it to be admonished, commended, or discharged from further supervision.

3. Termination of Supervision:

- a. Normal Termination - Community Control offenders may terminate normally per the Court or Commission's order, but are limited to a maximum of two years per sentence in the program, unless two sentences were ordered by the court to run consecutively.
- b. Reduce to Regular Probation - If an offender makes a satisfactory adjustment and completes the sanctions imposed in the community control plan prior to the expiration of the term imposed by the court, provision is made in F. S. 948.01(7) for the Department to petition the court to reduce the offender to regular probation supervision. This would normally occur on a modification order format or, in the case of a parole, a separate order by the Parole Commission.
- c. Early Termination - The court may also be petitioned by the Department to discharge an offender from community control providing the offender has made satisfactory adjustment and completed all programs and sanctions imposed upon him (F.S. 948.04(12)).

4. Violation of Community Control Terms and/or Conditions:

- a. On cases originating from the Parole Commission (F.S. 948.06(5): cases in community control program who have allegedly violated terms and conditions are subject to the provisions set forth in F.S. 947.22 and 947.23.
- b. On cases originating from the courts (F.S. 948.06): the process of charging and hearing violations on community control cases is the same as provided for probationers. The courts, according to the combined statutes on both community control and probation, may modify, revoke, reinstate or dismiss charges after a hearing. Time spent in community control can not be considered as any part of the time that the offender is sentenced to serve as a result of a revocation.

5. Transfer Out-of-State Limited:

Due to the unavailability of an intensive level of supervision in other states the Interstate Compact transfer of a community controllee will not be feasible at



this time. If absolutely no plan can be developed in the State of Florida, the court or Commission will need to be advised to consider the alternatives.

6. Caseload:

- a. Size - Caseloads shall be limited to 20 cases per officer as required by statute in order to ensure an adequate level of staffing to provide intensive supervision and surveillance.
- b. Program Phase-in - Cases may be gradually assigned to the officers selected for community control with the balance of this time spent on community control investigations until the maximum caseload is reached.

7. Staff:

The following roles may overlap to accommodate Community Control Officers' schedules and especially in smaller offices. To perform weekend surveillance and/or supervision, rescheduling of normal working hours and days for staff shall be authorized. A minimum of 40 hours work for each week is required.

a. Role of Supervision

- (1) To provide intensive supervision, counseling and service as team leaders.
- (2) To develop plans for the self-improvement of the offender.
- (3) To develop resources suitable for placement of offenders in public service assignments.
- (4) To maintain liaison with community resources which are working with offenders.
- (5) To develop, coordinate, and/or lead group counseling.
- (6) To gain information from collateral visits to office or via phone which can help provide guidance to offender, or to assist the surveillance officer in checking on employment, school or training assignments.
- (7) To use all practical and proper methods to aid and encourage persons serving a community control sentence to continually attempt to bring about improvement in their conduct and condition.

b. Role of Surveillance

- (1) To provide extra surveillance to community control offenders by visiting the offender's residence to observe and enforce confinement to residence.
- (2) To make sure the community controlee is reporting to work, public service, or other approved places when not confined to residence.
- (3) To monitor the offender's involvement in mandatory public service assignments.
- (4) To check with collateral field contacts including law enforcement officers and other volunteers on behavior of the offender in areas such as drinking habits, use of drugs, house arrest compliance, child support, payment of restitution and cost of supervision fees.
- (5) To provide contacts with offenders including weekends and evenings.
- (6) To keep informed concerning the conduct, habits, associates, employment, recreational activities, and whereabouts of assigned offenders.

8. Supervising Contacts Standards:

In order to provide regular intense supervision and surveillance of offenders in the Community Control Program, a minimum total of seven contacts per week per case shall be made with both the offender and the community to provide needed information on the offenders activities. Community contacts include employers, parents, teachers, counselors, volunteers, law enforcement officers, etc. Of seven weekly contacts, at least two shall be in person with the offender including at least one in the field. Field visits shall be made by officers to include home, employment, school, and public service assignments. In addition to these personal contacts, at least one "collateral" field contact shall occur each week. Should the employable offender become unemployed, daily contact shall be maintained with the officer until work is found.

MINIMUM MONTHLY CONTACT STANDARDS			
<u>TOTAL</u>	<u>PERSONAL</u>	<u>COLLATERAL</u>	<u>TOTAL</u>
MONTHLY	24	4	28
WEEKLY	6	1	7

The 24 personal contacts shall consist of no less than 4 field and 4 office visits each month. Field visits, if increased, may substitute for office visits. Personal telephone contacts (16) are included in the offender contacts required with the officer. These standards shall be met on a weekly basis. Contacts are not to be averaged but are for each case assigned.

### III. ADMINISTRATIVE

#### A. AVAILABILITY OF PROGRAM

Florida Statutes provide that the number of cases assigned to a community control officer be limited to a maximum of 20 cases (F.S. 948.10(2)). Annual appropriations limit the number of community control officers available for community control.

If the court orders an offender to be placed in the community control program and the caseload(s) have reached the limit, the courts or the Parole Commission will be advised and given an indication of the probable time before another case can be accepted. The court or Commission may then choose another sentencing alternative.

When referrals are received and caseloads have reached the limit, the Correctional Probation Administrator and designated supervisors should review the cases already in community control to determine if there are cases there that may be recommended to the court to change the court order to regular probation or to change the Commission orders to parole to make additional space.

Although statutes indicate that "not less than 10% of the probation and parole field staff" are committed to the operation of community control proviso language and/or budget

appropriations limit the Department's maximum amount of resources that can be allocated to community control.

B. STRUCTURED PROGRAM DEVELOPMENT

In order to be able to supplement the personal contacts required to provide a high degree of surveillance and supervision and to provide some information to offenders which is designed to point them in the right direction, the officers in charge of community control offenders should consider the development of structured correctional programs requiring group attendance. These programs could be presented by the officers themselves or by experts recruited from the community. Examples of subjects that might be appropriate are areas dealing with respect for the law, responsibility and accountability including respect for personal and property rights of others, family relationships, handling frustration and tension, or review of the conditions of Community Control.

C. ORIENTATION OF JUDGES

Training or orientation programs for judges relating to community control dispositions is the responsibility of the Florida Court Education Council and the Office of the State Court Administrator. The latter are responsible for the development of a reference manual, directory and training programs for judges. In addition, it will be necessary for the Correctional Probation Administrator in each circuit to coordinate closely with the courts providing information needed to keep them abreast as to the availability of staff for community control caseloads and all other information that may assist the courts in implementing Community Control and making decisions.

D. TRAINING - STAFF

Training programs by the Department of Corrections shall be developed or enhanced and made available for probation and parole field staff, local Offender Advisory Councils, and others responsible for the implementation of community control programs. Areas of staff training emphasizing self-defense will need to be stressed for those involved in the enforcement of sanctions.

E. COMMUNITY CONTROL RESOURCE DIRECTORY DEVELOPMENT

A Community Control Resource Directory shall be developed by each probation and parole office to provide information on the available community resources that are appropriate for offenders under community control, including public service. These directories can be particularly useful when counseling the offender and developing self-improvement plans. Directories shall include the following:

1. Name of resource, address, phone, county location, capacity, cost and person.
2. Offender's eligibility and characteristics which prohibit acceptance.
3. Objectives of program.
4. Primary source of referral.
5. Average length of stay in program.
6. Services offered.

NOTE: In addition to procedures outlined here, offenders in community control shall be supervised according to procedures in the Supervision Section of the Probation and Parole Manual of Procedures.

F. LOCAL OFFENDER ADVISORY COUNCIL (Also see Community Control Resource Directory)

Cities and counties may jointly or separately develop a program under F.S. 948.90 designed to provide the judicial with community alternatives for non-violent offenders requiring closer control than normally afforded by regular probation supervision but who may not require a prison sentence. Support shall be provided by the cities and/or counties to a Local Offender Advisory Council which will be composed of members appointed in equal numbers from the governmental agencies along with two members appointed by the chief judge and one member appointed by the regional office of the Department of Corrections. In addition to identifying and developing community services and programs for use by the courts in diverting offenders from imprisonment, council duties also include the identification and development of non-paid public service work assignments and programs providing the mechanism to link appropriate agencies and services to those offenders with need for assistance. They will assist the circuit court in determining if an appropriate behavioral contract can be developed with an offender in a community program as an alternative to incarceration and make recommendations to the court. Each Correctional Probation Administrator will designate at least one staff person to be available to work with the councils and assist them in the development and maintenance of public service outlets where offenders can fulfill the time required by the court as a condition of community control or probation.

G. PUBLIC SERVICE SPECIALISTS

A senior probation and parole officer position will be temporarily designated in most circuits to identify, coordinate and review public service work programs. The responsibility may

also include coordinating the establishment of offender advisory councils and associated activity.

#### H. PUBLIC SERVICE LIABILITY

In order to encourage the use of public service as one valuable sanction in the Community Control plan, the legislature has made provisions to accommodate the possible concern of a non-profit or governmental entity making use of the services of the offender. For the distinct assignment of community control, the offender is considered to be an employee of the state concerning personal and/or third party injury. An offender in a public service program would be covered by Workers' Compensation for personal injury (F.S. 948.01(6)) and liability for injuries caused to others (F.S. 948.01(5)).

#### IV. COURT ALTERNATIVES

Circuit Court Judges handling criminal cases have a number of alternatives in passing sentence to offenders found guilty of a felony crime. This decision should be made following a presentence investigation (or a postsentence investigation) where recommendations of sanctions and conditions should be included in the community control or probation sentence. The alternatives available to the Judge for disposition are as follows:

- A. A fine.
- B. Probation with adjudication of guilt withheld.
- C. Probation with adjudication of guilt.
- D. Probation without adjudication of guilt plus a fine.
- E. Probation with adjudication of guilt plus a fine.
- F. Community Control with adjudication withheld (requiring intensive supervision and surveillance for 2 years or less.
- G. Community Control with adjudication determined (maximum 2 years).
- H. Probation with adjudication of guilt withheld with a special condition requiring a period of restriction to a Probation Restitution Center, county facility or community residential or nonresidential facility of up to 364 days or less.
- I. Same as "H" but adjudicated guilty.
- J. Sentence to the county jail up to 364 days.
- K. Split sentence of up to 364 days in county jail followed by probation supervision which starts immediately upon release regardless of any gain time or parole.

- L. Split sentence of up to 364 days in county jail followed by a period of community control supervision.
- M. Split sentence in state prison with probation to follow. If period is less than one year the offender shall be committed to the community facility.
- N. Same as "M" except with community control to follow.
- O. Sentenced to imprisonment in a state correctional institution.
- P. May be sentenced as a Youthful Offender if defendant was at least 18 or transferred for prosecution to the criminal division of the circuit court and whose crime was committed before the defendant's 21st birthday. The court may place the offender on probation or community control up to the maximum time allowed in prison for the crime for which the offender is convicted. The total commitment to custody may be for a period not to exceed 6 years and the court is required to specify a period of not more than the first 4 years to be served by imprisonment and a period of not more than 2 years to be served in a community control program.
- Q. Other alternatives not listed above are available:

- Work Release from the county jail if available.

NOTE: Work Release requires sufficient space to house separately and requires the County Commission and Sheriff's Office to initially set it up and the Sheriff's Office and the Department of Corrections to establish a system to check out applications, verify employment, etc. The court shall sign Work Release orders for disbursement of funds.

- There are a number of alternatives within probation or community control orders including the provision for restitution or requirement for public services.
- Reconsideration by the court of original sentence -- within 60 days of sentence (F.S. 958.06 and Florida Rules of Criminal Procedure 3.800).

# DAILY ACTIVITY LOG

SUNDAY \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Date

TIME	LOCATION	ACTIVITY
MORNING		
6:00am		
7:00		
8:00		
9:00		
10:00		
11:00		
NOON		
12:00pm		
1:00		
2:00		
3:00		
4:00		
5:00		
EVENING		
6:00pm		
7:00		
8:00		
9:00		
10:00		
11:00		
MIDNIGHT		
12:00am		
1:00		
2:00		
3:00		
4:00		
5:00		

MONDAY \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Date

TIME	LOCATION	ACTIVITY
MORNING		
6:00am		
7:00		
8:00		
9:00		
10:00		
11:00		
NOON		
12:00pm		
1:00		
2:00		
3:00		
4:00		
5:00		
EVENING		
6:00pm		
7:00		
8:00		
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11:00		
MIDNIGHT		
12:00am		
1:00		
2:00		
3:00		
4:00		
5:00		

TUESDAY \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Date

TIME	LOCATION	ACTIVITY
MORNING		
6:00am		
7:00		
8:00		
9:00		
10:00		
11:00		
NOON		
12:00pm		
1:00		
2:00		
3:00		
4:00		
5:00		
EVENING		
6:00pm		
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MIDNIGHT		
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4:00		
5:00		

WEDNESDAY \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Date

TIME	LOCATION	ACTIVITY
MORNING		
6:00am		
7:00		
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9:00		
10:00		
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NOON		
12:00pm		
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4:00		
5:00		



# DAILY ACTIVITY LOG

THURSDAY \_\_\_\_\_ / \_\_\_\_\_  
Day Date

TIME	LOCATION	ACTIVITY
MORNING		
6:00am		
7:00		
8:00		
9:00		
10:00		
11:00		
NOON		
12:00pm		
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EVENING		
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MIDNIGHT		
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FRIDAY \_\_\_\_\_ / \_\_\_\_\_  
Day Date

TIME	LOCATION	ACTIVITY
MORNING		
6:00am		
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8:00		
9:00		
10:00		
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NOON		
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SATURDAY \_\_\_\_\_ / \_\_\_\_\_  
Day Date

TIME	LOCATION	ACTIVITY
MORNING		
6:00am		
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9:00		
10:00		
11:00		
NOON		
12:00pm		
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5:00		
EVENING		
6:00pm		
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10:00		
11:00		
MIDNIGHT		
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4:00		
5:00		

I certify that this is true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

**JUDGMENT OF GUILT PLACING DEFENDANT  
IN COMMUNITY CONTROL**

STATE OF FLORIDA

Plaintiff

In The \_\_\_\_\_ Court  
of \_\_\_\_\_ County, Florida  
Case No. \_\_\_\_\_

— vs —

Defendant

This cause coming on this day to be heard before me, and you, the defendant \_\_\_\_\_  
\_\_\_\_\_ being now present before me, and you

having: ENTERED A PLEA OF GUILTY TO  
ENTERED A PLEA OF NOLO CONTENDERE TO  
BEEN FOUND GUILTY BY THE VERDICT OF A JURY OF  
BEEN FOUND GUILTY BY THE COURT TRYING THE CASE WITHOUT A JURY OF  
the offense of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

the Court hereby adjudges you to be guilty of said offense; and

It appearing to the satisfaction of the Court that probation is an unsuitable dispositional alternative to imprisonment in this case and that the seriousness of the offense and other aggravating factors dictate that community-based sanctions should be imposed, requiring intensive supervision and surveillance;

Now, therefore, it is ordered and adjudged that the imposition of sentence is hereby withheld, and that you be placed in a Community Control program for a period of \_\_\_\_\_ under the supervision of the Department of Corrections and its officers, such supervision to be subject to the provisions of the laws of this state.

It is further ordered that you shall comply with the following conditions and sanctions of community control:

- (1) Not later than the fifth day of each month, you will make a full and truthful report to your Community Control Officer on the form provided for that purpose.
- (2) You will pay the State of Florida thirty dollars (\$30.00) per month toward the cost of your supervision, unless otherwise waived in compliance with Florida Statutes.
- (3) You will not change your residence or employment or leave the county of your residence without first procuring the consent of your Community Control Officer.
- (4) You will neither possess, carry or own any weapons or firearms without first securing the consent of your Community Control Officer.
- (5) You will live and remain at liberty without violating the law. A conviction in a court of law shall not be necessary in order for such a violation to constitute a violation of your community control.
- (6) You will not use intoxicants to excess; nor will you visit places where intoxicants, drugs or other dangerous substances are unlawfully sold, dispensed or used.
- (7) You will work diligently at a lawful occupation and support any dependents to the best of your ability, as directed by your Community Control Officer.
- (8) You will promptly and truthfully answer all inquiries directed to you by the Court or the Community Control Officer, and allow the Officer to visit in your home, at your employment site or elsewhere, and you will comply with all instructions he may give you.
- (9) You will report to your Community Control Officer at least four (4) times a week, or, if unemployed full time, daily.
- (10) You will perform \_\_\_\_\_ hours of public service work, as directed by your Community Control Officer.
- (11) You will remain confined to your approved residence except for one half hour before and after your approved employment, public service work or any other special activities approved by your Community Control Officer.
- (12) You will submit to urinalysis, breathalyzer or blood tests at any time requested by your Community Control Officer, or the professional staff of any treatment center where you are receiving treatment, to determine possible use of alcohol, drugs or controlled substances.
- (13) You will maintain an hourly accounting of all your activities on a daily log which you will submit to your Community Control Officer upon request.
- (14) You will participate in self-improvement programs as determined by the Court or your Community Control Officer.
- (15) You will make restitution to \_\_\_\_\_ in the amount of \_\_\_\_\_ at the rate of at least \_\_\_\_\_ per month.

You are hereby placed on notice that the Court may at any time rescind or modify any of the conditions of your community control, or may extend the period of community control as authorized by law, or may discharge you from further supervision or return you to a program of regular probation supervision; and if you violate any of the conditions and sanctions of your community control, you may be arrested and the Court may revoke your community control and impose any sentence which it might have imposed before placing you on community control.

It is further ordered that when you have reported to the Community Control Officer and have been instructed as to the conditions of community control you shall be released from custody if you are in custody and if you are at liberty on bond, the sureties thereon shall stand discharged from liability.

It is further ordered that the Clerk of this Court file this order in his office, record the same in the Minutes of the Court, and forthwith provide certified copies of same to the Community Control Officer for his use in compliance with the requirements of law  
DONE AND ORDERED IN OPEN COURT, this the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

\_\_\_\_\_  
(Judge)

I acknowledge receipt of a certified copy of this order. The conditions have been explained to me and I agree to abide by them.

Date \_\_\_\_\_

\_\_\_\_\_  
Community Control Officer

\_\_\_\_\_  
Defendant

**ORDER WITHHOLDING ADJUDICATION OF GUILT AND PLACING DEFENDANT  
IN COMMUNITY CONTROL**

STATE OF FLORIDA

Plaintiff

In The \_\_\_\_\_ Court  
of \_\_\_\_\_ County, Florida  
Case No. \_\_\_\_\_

Defendant

This cause coming on this day to be heard before me, and you, the defendant \_\_\_\_\_  
being now present before me, and you

having: ENTERED A PLEA OF GUILTY TO  
ENTERED A PLEA OF NOLO CONTENDERE TO  
BEEN FOUND GUILTY BY THE VERDICT OF A JURY OF  
BEEN FOUND GUILTY BY THE COURT TRYING THE CASE WITHOUT A JURY OF  
the offense of \_\_\_\_\_

It appearing to the satisfaction of the Court that probation is an unsuitable dispositional alternative to imprisonment in this case and that the seriousness of the offense and other aggravating factors dictate that community based sanctions should be imposed, requiring intensive supervision and surveillance;

Now, therefore, it is ordered and adjudged that the adjudication of guilt and imposition of sentence is hereby withheld, and that you be placed in a Community Control program for a period of \_\_\_\_\_ under the supervision of the Department of Corrections and its officers, such supervision to be subject to the provisions of the laws of this state.

It is further ordered that you shall comply with the following conditions and sanctions of community control:

- (1) Not later than the fifth day of each month, you will make a full and truthful report to your Community Control Officer on the form provided for that purpose.
- (2) You will pay the State of Florida thirty dollars (\$30.00) per month toward the cost of your supervision, unless otherwise waived in compliance with Florida Statutes.
- (3) You will not change your residence or employment or leave the county of your residence without first procuring the consent of your Community Control Officer.
- (4) You will neither possess, carry or own any weapons or firearms without first securing the consent of your Community Control Officer.
- (5) You will live and remain at liberty without violating the law. A conviction in a court of law shall not be necessary in order for such a violation to constitute a violation of your community control.
- (6) You will not use intoxicants to excess; nor will you visit places where intoxicants, drugs or other dangerous substances are unlawfully sold, dispensed or used.
- (7) You will work diligently at a lawful occupation and support any dependents to the best of your ability, as directed by your Community Control Officer.
- (8) You will promptly and truthfully answer all inquiries directed to you by the Court or the Community Control Officer, and allow the Officer to visit in your home, at your employment site or elsewhere, and you will comply with all instructions he may give you.
- (9) You will report to your Community Control Officer at least four (4) times a week, or, if unemployed full time, daily.
- (10) You will perform \_\_\_\_\_ hours of public service work, as directed by your Community Control Officer.
- (11) You will remain confined to your approved residence except for one half hour before and after your approved employment, public service work or any other special activities approved by your Community Control Officer.
- (12) You will submit to urinalysis, breathalyzer or blood tests at any time requested by your Community Control Officer, or the professional staff of any treatment center where you are receiving treatment, to determine possible use of alcohol, drugs or controlled substances.
- (13) You will maintain an hourly accounting of all your activities on a daily log which you will submit to your Community Control Officer upon request.
- (14) You will participate in self-improvement programs as determined by the Court or your Community Control Officer.
- (15) You will make restitution to \_\_\_\_\_ in the amount of \_\_\_\_\_ at the rate of at least \_\_\_\_\_ per month.

You are hereby placed on notice that the Court may at any time rescind or modify any of the conditions of your community control, or may extend the period of community control as authorized by law, or may discharge you from further supervision or return you to a program of regular probation supervision; and if you violate any of the conditions and sanctions of your community control, you may be arrested and the Court may revoke your community control and impose any sentence which it might have imposed before placing you on community control.

It is further ordered that when you have reported to the Community Control Officer and have been instructed as to the conditions of community control you shall be released from custody if you are in custody and if you are at liberty on bond, the sureties thereon shall stand discharged from liability.

It is further ordered that the Clerk of this Court file this order in his office, record the same in the Minutes of the Court, and forthwith provide certified copies of same to the Community Control Officer for his use in compliance with the requirements of law.

DONE AND ORDERED IN OPEN COURT, this the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_

\_\_\_\_\_  
Judge

I, \_\_\_\_\_, Clerk of the Court, do hereby certify that a true and correct copy of this order has been furnished to the defendant and that he has agreed to abide by them.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Community Control Officer

**JUDGMENT, SENTENCE AND ORDER PLACING DEFENDANT  
IN COMMUNITY CONTROL DURING PORTION OF SENTENCE**

STATE OF FLORIDA  
— vs —

Plaintiff  
  
Defendant

In The \_\_\_\_\_ Court  
of \_\_\_\_\_ County, Florida  
Case No. \_\_\_\_\_

This cause coming on this day to be heard before me, and you, the defendant \_\_\_\_\_  
\_\_\_\_\_ being now present before me, and you

having: ENTERED A PLEA OF GUILTY TO  
ENTERED A PLEA OF NOLO CONTENDERE TO  
BEEN FOUND GUILTY BY THE VERDICT OF A JURY OF  
BEEN FOUND GUILTY BY THE COURT TRYING THE CASE WITHOUT A JURY OF  
the offense of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

the Court hereby adjudges you to be guilty of said offense; and

It appearing to the satisfaction of the Court that the ends of justice and the welfare of society would be best served by imposing a sentence upon you and by placing you in a community control program after you have served a portion of such sentence.

Have you any cause to show why sentence should not be pronounced upon you? You saying nothing in bar or preclusion of sentence.

It is hereby ordered and adjudged that you be confined in the County Jail/committed to the Department of Corrections for a term of \_\_\_\_\_, with credit for \_\_\_\_\_ jail time; that after you have served \_\_\_\_\_ of said term, you shall be placed in a Community Control program for a period of \_\_\_\_\_ under the supervision of the Department of Corrections and its officers, such supervision to be in accordance with the laws of this state. After you are released on community control you shall comply with the following terms and conditions of community control:

- (1) Not later than the fifth day of each month, you will make a full and truthful report to your Community Control Officer on the form provided for that purpose.
- (2) You will pay the State of Florida thirty dollars (\$30.00) per month toward the cost of your supervision, unless otherwise waived in compliance with Florida Statutes.
- (3) You will not change your residence or employment or leave the county of your residence without first procuring the consent of your Community Control Officer.
- (4) You will neither possess, carry or own any weapons or firearms without first securing the consent of your Community Control Officer.
- (5) You will live and remain at liberty without violating the law. A conviction in a court of law shall not be necessary in order for such a violation to constitute a violation of your community control.
- (6) You will not use intoxicants to excess; nor will you visit places where intoxicants, drugs or other dangerous substances are unlawfully sold, dispensed or used.
- (7) You will work diligently at a lawful occupation and support any dependents to the best of your ability, as directed by your Community Control Officer.
- (8) You will promptly and truthfully answer all inquiries directed to you by the Court or the Community Control Officer, and allow the Officer to visit in your home, at your employment site or elsewhere, and you will comply with all instructions he may give you.
- (9) You will report to your Community Control Officer at least four (4) times a week, or, if unemployed full time, daily.
- (10) You will perform \_\_\_\_\_ hours of public service work, as directed by your Community Control Officer.
- (11) You will remain confined to your approved residence except for one half hour before and after your approved employment, public service work or any other special activities approved by your Community Control Officer.
- (12) You will submit to urinalysis, breathalyzer or blood tests at any time requested by your Community Control Officer, or the professional staff of any treatment center where you are receiving treatment, to determine possible use of alcohol, drugs or controlled substances.
- (13) You will maintain an hourly accounting of all your activities on a daily log which you will submit to your Community Control Officer upon request.
- (14) You will participate in self-improvement programs as determined by the Court or your Community Control Officer.
- (15) You will make restitution to \_\_\_\_\_ in the amount of \_\_\_\_\_ at the rate of at least \_\_\_\_\_ per month.
- (16) You shall report in person within 72 hours of your release from confinement to the Probation and Parole office in \_\_\_\_\_ County, Florida unless otherwise instructed by your Community Control Officer.

You are hereby placed on notice that the Court may at any time rescind or modify any of the conditions of your community control, or may extend the period of community control as authorized by law, or may discharge you from further supervision or return you to a program of regular probation supervision; and if you violate any of the conditions and sanctions of your community control, you may be arrested and the Court may revoke your community control and impose any sentence which it might have imposed before placing you on community control.

It is further ordered that the Clerk of this Court file this order in his office, record the same in the Minutes of the Court, and forthwith provide certified copies of same to the Community Control Officer for his use in compliance with the requirements of law  
DONE AND ORDERED IN OPEN COURT, this the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

\_\_\_\_\_  
(Judge)

I acknowledge receipt of a certified copy of this order. The conditions have been explained to me and I agree to abide by them.

Date: \_\_\_\_\_

Instructed by: \_\_\_\_\_

Community Control Officer

— and —  
upon \_\_\_\_\_

CC-100F  
Rev. 1-76

FLORIDA PAROLE AND PROBATION COMMISSION  
POLICY STATEMENTS

SUBJECT: Revocation

POLICY NUMBER: 21.16

POLICY TITLE: Community Control Utilization as Alternative  
to Parole Revocation

DATE ADOPTED BY COMMISSION: 12-9-83

SUBSEQUENT ACTION:

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Community Control is a legislatively created program which is designed to serve both the courts and the Commission. The statutes clearly direct that the program serve as an alternative to incarceration where normal probation or parole services are not acceptable alternatives. In the case of parole, the program may be utilized in Revocation Hearings as a dispositional alternative only after a finding of fact that a misdemeanor or technical violation has occurred. Parolees who are serving new felony sentences are obviously not eligible. Restricted caseloads (20 cases maximum) together with program emphasis will allow the Department of Corrections to provide intensive supervision, surveillance and treatment, as well as the opportunity to administer meaningful sanctions in response to deviant behavior.

When utilizing the Community Control Program, the statutes direct the Commission to individualize sanctions which are commensurate with the seriousness of the crime. In this regard, the Department of Corrections, assisted by selected judges and other outside advisors has developed a core set of conditions which they are prepared to offer in each case. These conditions, which are attached, are self-explanatory and will be individually administered. Obviously, there will be justifiable reasons to alter individual conditions depending on the parolee's situation; these conditions should be viewed as the bench mark as it relates to sanctions. In addition, the Commission is encouraged to order additional sanctions, where appropriate, which would have specific and individual significance.

Even though the program focuses on sanctions, it by no means ignores rehabilitation. The Commission is also required to specify rehabilitative conditions as part of the plan.

A review of the Community Control legislation as well as an analysis of the core conditions makes it clear that the program is intense and demanding of both staff and parolees. For this reason, the Commission has been given legislative authority to set the term of community control and to return parolees to standard caseloads with less rigid conditions when the Commission feels that adequate sanctions have been administered.

Parole violators who have not received a new commitment to the Department's custody will be screened for the Community Control alternative. (Emphasis will be placed on the risk the parolee presents to the community. If an individual is believed to present too high a risk even in Community Control, such alternative will not be considered viable.)

FLORIDA PAROLE AND PROBATION COMMISSION  
POLICY STATEMENTS

SUBJECT: Revocation

POLICY NO. 21.16

POLICY TITLE: Community Control Utilization as Alternative to Parole  
Revocation

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If the Commission determines that the risk level is acceptable, the parolee may be placed on Community Control by special Commission Order. The Commission Order shall contain the terms and conditions of Community Control.

FLORIDA PAROLE AND PROBATION COMMISSION  
POLICY STATEMENTS

SUBJECT: Revocation

POLICY NO. 21.16

POLICY TITLE: Community Control Utilization as Alternative to Parole  
Revocation

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Attachment I

CORE CONDITIONS OF COMMUNITY CONTROL

- You will report to your Community Control Officer at least four (4) times a week, or, if unemployed full time, daily.
- You will perform      hours of public service work, as directed by your Community Control Officer.
- You will remain confined to your approved residence except for one-half hour before and after your approved employment, public service work or any other special activities approved by your Community Control Officer.
- You will submit to urinalysis, breathalyzer or blood test at any time requested by your Community Control Officer, or the professional staff of any treatment center where you are receiving treatment, to determine possible use of alcohol, drugs or controlled substances.
- You will maintain an hourly accounting of all your activities on a daily log which you will submit to your Community Control Officer upon request.
- You will participate in self-improvement programs as determined by the Commission and your Community Control Officer.

FLORIDA PAROLE AND PROBATION COMMISSION  
POLICY STATEMENTS

SUBJECT: Revocation

POLICY NO. 21.16

POLICY TITLE: Community Control Utilization as Alternative to Parole  
Revocation

Attachment II

FLORIDA PAROLE AND PROBATION COMMISSION  
ORDER

WHEREAS, \_\_\_\_\_, DC# \_\_\_\_\_, was released on parole on \_\_\_\_\_, to remain under supervision until \_\_\_\_\_; and

WHEREAS, the Commission on \_\_\_\_\_, 19\_\_\_\_, conducted a final revocation hearing which resulted in a finding by the Commission that the parolee violated the conditions of that parole, to wit:

(insert violations)

IT IS THEREFORE ORDERED that:

1. \_\_\_\_\_ be placed in the Community Control Program of the Department of Corrections, as authorized by s.947.23, Florida Statutes.

2. He shall remain in the Community Control Program until \_\_\_\_\_, 19\_\_\_\_, and thereafter to remain on parole until \_\_\_\_\_, 19\_\_\_\_.

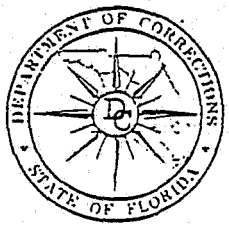
IT IS FURTHER ORDERED that he shall be subject to the original conditions of parole in addition to those set out below while in the Community Control Program:

(insert conditions)

3. Upon completion of the Community Control Program, he shall be subject to the following special conditions in addition to the original conditions of parole:

(insert conditions)





FLORIDA  
DEPARTMENT of  
CORRECTIONS

Governor  
BOB GRAHAM  
Secretary  
LOUIE L. WAINWRIGHT

NOTICE OF ASSIGNMENT

TO: \_\_\_\_\_  
(CONTACT PERSON/SUPERVISOR)

THIS INTRODUCES \_\_\_\_\_

BEGINNING \_\_\_\_\_  
(DATE)

IS REQUIRED TO WORK A TOTAL OF \_\_\_\_\_ HOURS.

AT \_\_\_\_\_  
(PUBLIC OR NON-PROFIT AGENCY) (ADDRESS)

THE CLIENT'S OFFICER IS \_\_\_\_\_

SHOULD ANY PROBLEMS ARISE, PLEASE CONTACT THE PROBATION AND PAROLE  
OFFICER LISTED BELOW.

THANK YOU.

\_\_\_\_\_  
(Probation and Parole Officer's Signature)

\_\_\_\_\_  
(Telephone)

STREET ADDRESS:

PHONE \_\_\_\_\_

(Community Control Officer)

FROM: (Agency) \_\_\_\_\_ (Worker's Name) \_\_\_\_\_

(Worker's Name)

During the work period, this form was retained by:            The Agency                      The Worker

\_\_\_\_\_ This worker has partially completed the hours he has agreed to work for us, and his/her work has been            Satisfactory            Unsatisfactory.

\_\_\_\_\_ I do not wish to have this individual returned to my agency for community service work in the future.

Signature of Agency Contact Person/Phone

DEPARTMENT OF CORRECTIONS  
PROBATION AND PAROLE SERVICES

Department of Corrections and Public Service Agency  
Work Site Agreement

\_\_\_\_\_ has been assigned to \_\_\_\_\_  
(Name of Offender)

\_\_\_\_\_ to perform \_\_\_\_\_  
(Name of Public Service Agency)

hours/days of public service work as directed by the court.

A work schedule will be arranged for the offender that is agreeable with him/her and the agency. The schedule can only be altered with permission of the Department of Corrections or the public service agency supervisor. Failure to comply with this schedule, i.e. no show or tardiness, will result in termination of the agreement.

The offender will be supervised in the performance of his/her duties. Periodic reports will be provided for the Department of Corrections and the court as to the number of hours completed and the overall work performance of the offender. (See Attached)

It is understood that the public service agency will not be held responsible for any injuries to the offender that may occur in the course of the assignment.  
(F.S. 948.01(5))\*

The undersigned representatives accept the provisions of this agreement.

DEPARTMENT OF CORRECTIONS:

PUBLIC SERVICE AGENCY:

\_\_\_\_\_  
(Supervision Office)

\_\_\_\_\_  
(Name of Agency)

\_\_\_\_\_  
(Representative)

\_\_\_\_\_  
(Representative)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

\*F.S. 948.01(5) states: "An offender who participates in any work program under the provisions of this chapter shall be considered an employee of the state for purposes of liability, unless otherwise provided by law."

## PART B - SUPERVISION GUIDELINES

A supplement to the Implementation Manual for Community Control.

### I. STAFFING

#### A. General

Primary community control officers are limited to a maximum caseload of 20 community controlees. Correctional probation officers may be assigned to perform community control duties when the caseload is fewer than 11 community controlees. All probation and parole office locations will have Community Control Program availability. Officers are encouraged to volunteer for community control officer openings in order to enhance their professional advancement.

#### B. Type of Officers

1. Primary Officers - Officers who supervise 11 or more community control cases and who routinely have no other operational responsibilities except an investigation workload when the officer's caseload is fewer than 20 community controlees.
2. Dual Purpose Officers - Officers who supervise fewer than 11 community controlees along with a partial caseload of probationers and parolees and/or investigations. The workload is weighted in order to achieve minimum standards, but community control duties shall be given priority.
3. Back-up Officers - Officers designed to fill in for primary or dual purpose officers during leave or emergencies. Officers should generally be trained concerning community control duties. Temporary suspension or transfer of other work may be authorized. This experience will help qualify these officers for full-time community control officer duties.

#### C. Officer Workload

1. A correctional probation officer's regular probation work should not be reduced until an equivalent amount of community control work is assigned.
2. Upon assignment of community control work, a correctional probation officer's workload will be immediately adjusted using the Workhour Formula (154 workhours per month or as funded):

#### WORKHOUR FORMULA

Presentence Investigations	=	12.0 hours
Post Sentence Investigations	=	10.0 hours
Pre-parole Investigations	=	4.5 hours
Violation Report	=	2.0 hours
Security Investigations	=	2.5 hours

Other State	=	4.0 hours
Work Release and ROR	=	4.0 hours

Supervision of Probation/Parole Cases is measured according to class:

Maximum Classification	=	4.0 hours
Medium Classification	=	2.0 hours
Minimum Classification	=	1.0 hours

Supervision of each Community Control case	=	8.0 hours
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(actual value equals 7.7 but 8 hours is used to simplify calculations)

3. In reducing the correctional probation officer's workload, the supervisor will take into consideration:
  - . cases presently assigned which can be scheduled for early termination recommendation;
  - . risk classification downgrades;
  - . transfers to another officer;
  - . reduction in investigative assignments.
  
4. The following is an example of a composite workload for a primary community control officer supervising fewer than 20 community controlees combined with investigative responsibilities:

#### PRIMARY COMMUNITY CONTROL OFFICER

11 Community Controlees	x	8.0	=	88 hrs
4 Post Sentence Invest.	x	10.0	=	40 hrs
2 Presentence Invest.	x	12.0	=	24 hrs
1 Violation Report	x	2.0	=	2 hrs
 TOTAL PER MONTH				 154 hrs

5. An example of a composite workload for a dual purpose community control officer is:

DUAL PURPOSE COMMUNITY CONTROL OFFICER			
6 Community Controlees	x	8.0 =	48 hrs
7 Maximum Probationers	x	4.0 =	28 hrs
14 Medium Probationers	x	2.0 =	28 hrs
6 Minimum Probationers	x	1.0 =	6 hrs
2 Presentence Invest.	x	12.0 =	24 hrs
2 Post Sentence Invest.	x	10.0 =	20 hrs
TOTAL PER MONTH			154 hrs

D. Characteristics for New Community Control Officers

1. Maturity - Community control officers must be credible, positive, straight forward, mature, and professional.
2. Stability - Officers selected must have shown job stability insofar as overall demeanor, good work habits, and personal attendance records.
3. Performance Appraisal - No one in a below standard status in any performance standard during the last 12 months should be selected for community control work.
4. Minimum Training and Experience - Each officer selected for community control work should have reached permanent status as a Correctional Probation Officer I or II. Exceptions must be approved by the Regional Administrator. Law enforcement experience and self defense training is desirable.

E. Computer Designation as Community Control Officers

Officers should not be entered into the computer as community control officers until they have atleast 11 or more cases. Primary community control officers shall be entered into the computer (PP09) with the designation "CCT" code preceding the position title.

II. ADMINISTRATIVE AND INTAKE

A. General

Community control supervision shall be provided by an experienced officer using a blend of traditional supervision techniques and surveillance. The special techniques and methods

described later are designed to cope with the higher risk offenders.

B. Teams and Back-up Officers

Teams offer greater safety to officers who travel in high crime neighborhoods especially at night. Also, a team member offers continuity of contact with the community controllee when an officer is absent for leave, training or time off.

1. Teams consisting of two or three individuals should normally be used. These officers will collaborate providing coverage supplementing each other's contacts. The primary responsibility remains with the officer to whom the case is assigned.
2. Teams consisting of a community control officer and a specially trained staff member or volunteer may be approved by the Correctional Probation Administrator.

Teams may be an effective approach to make home visits after normal office hours as well as on weekends or holidays. Volunteers who may be recommended to provide assistance include bonded law enforcement officers, bonded auxiliary law enforcement officers or other volunteers who are specifically trained. They must be approved by the community control officer's supervisor.

C. Physical Location of Officers

Community control officers should be located in and included as an integral part of probation and parole office operations. This facilitates communication between regular and community control officers including discussions on investigation recommendations and caseload movement from and to community control and probation.

D. Officers Work Schedules

1. Whenever practical, officers should work a 40-hour adjusted work week set in advance by their supervisor. This is designed to fulfill supervision and surveillance coverage requirements over a seven day period including evenings and unannounced field visits for purposes of enforcing "house arrest".
2. Supervisors of community control officers should participate in the scheduling of officers' work to ensure coverage is spread evenly throughout the week. Contacts should be monitored on a weekly basis in order to ensure standards are met, including contacts between Friday at 5:00 p.m. through 8:00 a.m. Monday and contacts after 5:00 p.m. weekdays.

3. Weekly minimum contacts standards shall be maintained despite absences of community control officers due to leave or training. The office supervisor should develop an alternate plan of maintaining contact requirements.
  - a. Contacts will include at least two weekend personal contacts per month.
  - b. Case contacts shall be made on at least one day of any two day state holiday.
  - c. Contacts will be made with community controlees on every other single holiday.
  - d. Community control teams may exceed the minimum weekend and holiday contact requirements.
  - e. When one or two days of a weekend schedule is worked, sufficient time off should be scheduled during the following Monday through Thursday. When a supervisory type team is utilized, it is appropriate for the days off to be staggered so that coverage can be provided.
  - f. When emergency circumstances require an unscheduled evening field visit, the schedule should be adjusted or after-the-fact regular compensatory time used. This requires the supervisor's approval.
  - g. When an officer's normal day off falls on a holiday and he is required to work, the officer will be credited with eight hours of holiday/special compensatory leave.

E. Field Time Accountability

1. Officer's Responsibility - Field travel will routinely be planned before leaving the office to make efficient use of available time, travel budget and for security and safety purposes. Officers are responsible for recording date and time of all contacts on the offender casesheet on a daily basis.
2. Supervisor's Role - Supervisors will review travel logs to ensure efficient and effective travel.
3. Field Communication - Location of officers in the community should be communicated by available portable radios to a base station (e.g. Sheriff's Office).

F. Investigations, Intake and Transfers

1. Presentence Investigations - All officers, with the approval of their supervisor, should recommend community



control in the presentence investigation analysis when it is a suitable option. In offices where the immediate supervisor is not actively involved in community control functions, the prospects should be discussed with a community control supervisor or, if none, a community control officer. A specific number of public service hours should be included in each community control recommendation.

2. Postsentence Investigations - The correctional probation administrator is responsible for developing local procedures to identify felons who have community control potential when a presentence investigation was not ordered. A postsentence investigation should be completed within 30 days of sentence:
  - a. The correctional probation administrator in each circuit is also responsible for ensuring that appropriate on-going coordination is maintained with sentencing judges so that on a case-by-case basis the circuit is knowledgeable of specific kinds of cases the judge might consider for community control. These would primarily be cases sentenced to prison without the judge having complete information, but who the court may be willing to return from prison during the first 60 days of sentence.
  - b. The judge and court officer's daily dialogue should allow community control potential to be known early enough to enable the defendant to be interviewed prior to being transported to prison.
  - c. Forcible felonies, although not the primary focus of Community Control, may be considered eligible for recommendation to the court when circumstances warrant. The Correctional Reform Act of 1983 only precludes capital cases from placement into Community Control.
  - d. Postsentence investigations on community controlees will normally be assigned to the community control primary, dual purpose, or back-up officer.
3. Violations - Probation and parole violators should be reviewed with the officer's supervisor to consider suitability of making a recommendation for community control to the court or Commission.
4. Parolees - The Florida Parole Commission's request for community control following a determination of parole violation (in a final hearing) will by agreement be expedited by a telephone call to the Probation and Parole Office responsible for supervision. The proposed plan

will be immediately confirmed with a response by phone the following day.

5. Transfers

- a. All officers shall place priority consideration on community controlees who undergo transfer or cross jurisdiction for employment purposes. A community controlee shall not be neglected during a transfer or travel permit; the sending officer shall phone the "receiving" circuit to obtain reporting instructions enabling the offender to report directly to a specific officer. This officer is then responsible for establishing contact no later than the next workday.
- b. Case material shall be forwarded to the circuit office that provides "courtesy" supervision or is receiving the transfer. At least minimum levels of supervision is to be provided during any interim period. If a community controlee works on a regular basis outside the jurisdiction of the officer responsible for supervision, the office having jurisdiction of the job site shall assume the employment contact responsibility and provide frequent reports of contact date, time and case notes.
- c. Transfer requests will be forwarded within two working days. In the event an investigation report and/or order of supervision is not available at time of transfer request, a handwritten Form One (DC4-930), a list of special conditions, and the sending officer's position number should accompany the request.
- d. Courtesy supervision should be limited to ten days in special circumstances approved by administrators of both sending and receiving circuits.

6. Computer Entries

The following procedures shall be utilized for the computer entry of community control cases:

- a. Community control cases coming directly from court shall be entered via the Caseload Transaction Register as a new intake, Gain 01, and Supervision Type 10.
- b. Cases from court that are placed on community control followed by probation shall be entered via the Caseload Transaction Register as Gain 01 and Supervision Type 10. The component in the sentence

structure as per "HELP, CC" instructions shall be entered.

- c. Probation cases, where probation is modified to community control, shall be entered as Gain 02 and Supervision Type 10. The sentence structure shall be modified as instructed by the Management Information System according to "HELP, CC".
- d. Probation cases where probation is revoked and the individual placed on community control shall be entered by Gain 02 and Supervision Type 10. The sentence structure shall be modified according to "HELP, CC".
- e. Parole cases where community control is used in lieu of revocation shall be entered by Gain 02 and Supervision Type 12. The sentence structure shall be modified according to instructions in "HELP, CC". Item #21 on the sentence structure shall be checked to reflect community control sentence.
- f. Community control cases modified to probation are gained by the probation officer, Gain 02 and Supervision Type 01.
- g. Supervisors are responsible for submitting to the Correctional Probation Administrator data to be included in the Investigative Report/Worksheet (DC4-939).
- h. Sentencing guidelines scoresheets shall be submitted to the Probation and Parole Program Office on all new community control intakes unless not sentenced under guidelines.
- i. Correctional Probation Administrators should hold regular staff meetings to discuss program improvements and circuit-wide meetings should be conducted.

### III. PUBLIC SERVICE WORK

This is an integral part of the Community Control Program designed by the Legislature to be a part of restitution and reparation to society. Judges should be encouraged to order 140 hours of public service for each case.

Each public service job assigned shall be approved by the supervising officer and the immediate supervisor. Offenders should not be placed in public service work assignments which provide opportunities to commit a new offense relating to their past criminal history nor forced to perform work for any religious organization against their will.

#### IV. GUIDELINES FOR SUPERVISED CUSTODY

##### A. Orientation of Community Controlees

1. Instruction on the conditions of supervision and house arrest shall be given on the first day of supervision. Incarcerated persons shall be instructed as soon as possible and prior to release. A copy of the Order of Supervision, grievance procedure and 24-hour availability procedure shall be provided to the offender.
2. Orientation shall emphasize that community control is like being in prison in the offender's own house. Therefore, the residence and working site are viewed as "places of incarceration".
3. Orientation shall inform the offenders of their responsibility to contact the officer, and that they can expect regular unannounced visits at any time.
4. It is suggested that those persons such as family members, employers or volunteers who will be effected by the surveillance and frequent supervision be provided with a thorough orientation of the Community Control Program. This may be done individually or group.
5. The supervision plan should include contractual-like time standards for complying with conditions of supervision.

##### B. Contacts and Contact Standards

1. As indicated in the Implementation Manual for Community Control, the following constitutes the minimum standards for each Community Control case:

COMMUNITY CONTROL MINIMUM WEEKLY CONTACT STANDARDS						
FIELD		OFFICE		TELEPHONE		
PERSON.	COLLAT.	PERSON.	COLLAT.	PERSON.	COLLAT.	TOTAL
1 FP or 1 HP	1 FC or 1 HC	1 OP	0	4 TP	0	7

- . Another FP or HP contact may be substituted for the required OP.
- . At least 4 TP's shall be initiated by the community controlee.

- . Office and telephone collateral contacts shall not be counted toward achievement of minimum contact standards.
  - . Office staff receiving personal phone calls from offenders can be credited for a telephone personal contact.
  - . The officer shall complete a Community Control Worksheet (DC4-952) at the end of each week and submit it to his immediate supervisor for review. The blank form DC4-952 may be obtained with names of cases from the computer.
  - . Unemployed offenders not attending educational/vocational training on a full-time basis are required by the order of community control to report to the officer weekdays on a daily basis at a time specified by the officer.
2. All contacts must be recorded in the case book including AM or PM and made a part of the permanent record. All contacts shall be recorded on the officer's casesheets. The following is a list of the type and definition of the various contacts:
- . TC - Telephone Collateral - An incoming or outgoing call from or to a person other than the offender.
  - . TP - Telephone Personal - An incoming or outgoing call from or to the offender.
  - . OP - Office Personal - A meeting with the offender at the office.
  - . OC - Office Collateral - A contact with any person other than the offender at the office in regard to an offender under supervision.
  - . FP - Field Personal - Face-to-face contact with an offender outside the office and away from home.
  - . FC - Field Collateral - Face-to-face contact outside the office with anyone other than the offender.
  - . HP - Home Personal - Face-to-face contact with the offender at his home.
  - . HC - Home Collateral - Contact with a member of the offender's family or other person at the offender's home.
  - . FSP - Field Surveillance Personal - Used for surveillance of community controllee in the field when no physical contact is made, (offender may or may not know he has been observed).
  - . HSP - Home Surveillance Personal - Surveillance contact of community controllee at his place of residence when no

physical contact is made (offender may or may not be aware he has been observed).

C. House Arrest Sanction/Deprivation of Nonessential Activities or Privileges.

1. Limits of Confinement to Residence - Officers shall prepare a plan for each community controlee during the orientation process which is to be regularly updated. The plans shall include the following:

- a. Confinement to residence limits

Offenders shall be confined to their residence except when at work or authorized absence. Any extensions to the confines of the dwelling are to appear on the supervision plan and be approved by the immediate supervisor. "Residence" shall be defined as the actual structure of the house or apartment and may include the grounds considered to be the property which is part of the residence unless otherwise defined by the court or the supervising officer.

- b. Court ordered public service work.

- c. Restitution and other monetary obligations if applicable.

- d. Other special conditions.

2. Travel

The following types of travel for community controlees may be authorized under the circumstances provided:

- a. Essential Travel - Travel from the community controlee's residence for work purposes or religious expression, vocational/educational training, self-improvement programming, public service, and/or scheduled appointments with the officer at the office.
- b. Acceptable Travel - Limited to the fulfillment of the basic needs of the community controlee. For example, shopping, banking and attending to financial business, medical needs, family emergencies, and/or other basic needs.
- c. Combined Travel - Essential and acceptable travel may be combined. It may often be expedient for the community controlee to make arrangements to do the grocery shopping at "Grocery Shop" every Monday, for example, and wash clothes at "Super Clean Laundry"

every Friday enroute home from work, so the ordinary travel time allowed is extended for this purpose. In this arrangement the officer is able to spot-check the whereabouts of the community controlee.

- d. Advanced Approval - Essential travel or acceptable travel shall be approved in advance by the officer and must be in sufficient detail to allow the officer to know when and where the offender will be.
- e. Single Parents or Living Alone - Travel may be expanded to accommodate personal needs such as shopping which in other cases can be provided by family members.
- f. Emergency Travel - Any travel taken due to emergencies such as family illness that is life threatening or a death in the family shall be reported as soon as possible, but no later than the following day. Officers shall confirm that the travel was legitimate and necessary or take appropriate action.

D. Case Review Monitoring

Case reviews will be conducted on a three month cycle and before transferring the case. One feature of the case review will be early identification of cases that can be recommended to the Court for reduction to regular probation supervision.

E. Violation Procedures

All violations of community control will be investigated on priority basis and a decision made relative to future handling. Violations will be recorded in the fieldbook and discussed with the supervisor. Violation reports, affidavits and warrants will be completed as soon as possible and the officer will assist law enforcement officers in the apprehension of the offender. IN THE EVENT THE OFFENDER IS RELEASED ON BAIL OR ROR ON THE VIOLATION, THE OFFICER IS STILL REQUIRED TO MEET OR EXCEED MINIMUM CONTACT STANDARDS.

F. Probation and Restitution Center (PRC)

- 1. Eligible community controlees who require the type of residential services provided by a Probation and Restitution Center should be referred under separate PRC procedural guidelines.
- 2. Offenders who are accepted into a PRC as a condition of community control are subject to the rules of the center and the sanctions of community control including house arrest.

3. A correctional probation officer at the Probation and Restitution Center shall have supervision responsibility and record the contacts including courtesy contacts made by a community control officer. Contacts at the center count toward the minimum contact standards.
4. Travel from the center will be approved in advance by the PRC supervising officer.
5. When a community controllee in a Probation and Restitution Center is authorized a weekend pass, the following procedures apply:
  - a. The officer who originally referred the case to PRC will be consulted by PRC staff to determine if the community control officer concurs with the granting of a weekend pass. The community controllee who is allowed to leave the PRC shall be instructed to remain in his approved community residence.
  - b. The community control officer, upon notice of a weekend release from the PRC, will assume temporary responsibility to ensure that the community controllee abides by the conditions of house arrest. The officer will make personal contact at the residence.
  - c. Community controlees who need to leave the residence during the weekend for essential or acceptable travel are required to get permission from the community control officer.
  - d. Community control officers will provide to the PRC supervising officer a verbal report of courtesy contacts within two days.

G. Daily Activity Logs

These logs will be reviewed by the supervising officer and recorded in the casebook. If collected, they shall be kept in one file and maintained for a period of time established in the Records Retention Schedule for this series of records (pending proposal is 30 days), and then destroyed in accordance with Policy and Procedure Directives 4.03.03 and 2.02.31 unless the officer needs to retain specific logs to support a violation charge.

H. Early Termination

Recommendations to the court for early termination of community control cases shall be approved by the officer's supervisor. The Petition For and Transfer to Probation (DC4-908) form shall be utilized if the community controllee is recommended to be reduced to regular probation.



## V. SECURITY/SAFETY PROCEDURES

### A. Office Security Procedures

Each office is required to have an operational procedure for internal security. All employees shall be aware of the procedure and trained to react appropriately.

### B. Field Safety

1. Each community control officer shall pre-file a travel itinerary which they intend to follow.
2. Each circuit shall develop a check-in system for officers to use when traveling in the field.
3. Isolated areas, taking short-cuts and places of concealment should be avoided. Officers should be aware of the nearest telephone and carry coins for a pay telephone. All officers should carry cards with emergency telephone numbers.
4. Comfortable clothing and shoes suitable for running should be worn while making field contacts. Jewelry, large amounts of cash, or purses should not be conspicuous while on field visits.
5. Team supervision should be required for critical or dangerous supervision situations.
6. Parking should be arranged when possible to near the place where you expect to make a field contact.
7. The initial field contact to a residence should be made during the daytime and an officer should approach the offender's residence from an angle.
8. Officers should stay alert to their body language as well as the offender's and others in the area.
9. After the visit is over, the scene should be left immediately and case notes recorded at another location.
10. Direct assistance to stranded motorists or picking up hitchhikers should be avoided.
11. Use of force is to be avoided unless necessary to prevent bodily harm to the officer or others in the immediate vicinity. If force is required, the Supervision Section of the Probation and Parole Manual of Procedures shall be strictly adhered to.
12. All assaults, verbal and physical, shall be reported to the officer's immediate supervisor according to the

Probation and Parole Manual of Procedures. Incident reports shall be filed as required.

13. Law Enforcement Officer assistance should be requested when the community control officer feels threatened, if his life is in danger or an arrest needs to be made. Procedures outlined in the Supervision Section of the Probation and Parole Manual of Procedures should be followed.
14. Officers should attempt to obtain a picture of each offender and place it in the file or on the casesheet.
15. Supervisors should obtain a photograph and description of each officer, the auto tag number and a description of the automobile used.
16. Officers should when possible always have car windows up and doors locked when in a high-risk area.

C. Radios

1. Radios should be assigned to community control officers on a priority basis considering officers who are:
  - a. Proceeding to a known dangerous assignment;
  - b. Working after dark;
  - c. Working weekend shift;
  - d. Not able to have a team member ride with them.
2. Officers shall abide by the rules and regulations of the law enforcement office which provides services.
  - a. Use radio according to regulations. Where use is prohibited for other than life threatening situations, use accordingly and preserve your privileges.
  - b. Use standard signal codes.
  - c. Do not use for personal business.
  - d. Use radio to report crimes in progress.
3. Do not remove radios from the leather carrying cases which are designed to resist damage. Female officers should not put radios inside their purses.
4. Do not leave radio in the auto due to heat damage and theft possibility.

5. Keep the radios in a safe place at the office when not checked out, and in the officer's home when off duty.
6. Officers must sign out radios by serial number, date and time signed out.
7. The assigned channel should be monitored keeping alert to activity in the area as well as communication which may be directed to the officer.
8. The officer's individualized identification number shall be used on the air. Also specify the street address and the city if there is a possibility of confusion.
9. The officer shall sign on and off the radio with the dispatcher when initially entering and leaving the field.
10. When permitted, the radio should be used to announce the officer's individual stops. If the officer perceives he is in a potentially dangerous situation, he may use code (10-74) in many locations to arrange for the dispatcher to call back within three minutes. In this case, if the officer fails to respond, all available units are dispatched to provide needed assistance.
11. The Sheriff's Office will monitor the use of the radios and generally record all communications. All communications should be professional. Standard codes shall be used in accordance with the practice of the dispatcher.
12. Portable radios are operable for no longer than 36 hours without recharging the battery. It takes two hours to recharge the battery. Spare batteries should be recharged to allow radios to be in continuous use.
13. A list of officers' phone numbers and areas of primary supervision is to be provided to the dispatcher along with office location.
14. If the radio is equipped with 3 channel capability, one channel is often used for officer-to-officer communication, another for immediate teletype on vehicle registration and the third for announcement of the field travel location.
15. When traveling in teams, it is suggested that one officer remain a safe distance apart so that help can be readily summoned in an emergency.

## VI. TRAINING FOR COMMUNITY CONTROL OFFICERS

### A. Areas of Training First Year

The correctional probation administrator, in coordination with the regional training specialist, should develop and provide training for the community control officer during the first year following appointment. The following areas of training have proven effective in assisting community control officers and are recommended:

1. DCP-562 - Team Supervision for Community Control Officers - Specialized practicum exercise for community control officers concerning principles of scheduling, coordinating, and meeting monetary and contact standards of community control caseloads.

Minimum Time Required: 6 hours

2. DCP-563 - Surveillance Techniques for Community Control Officers - A combined class and field practicum exercise covering legal liabilities, overt and covert surveillance, as well as rules of engagement in the use of field surveillance. The use of several possible scenarios in a hands-on field setting and as may concern Community Control supervision is provided. Independent decision-making must be exercised by the officer in fulfilling his surveillance requirements.

Minimum Time Required: 24 hours

3. DCP-564 - Street Survival Techniques for Community Control Officers - Principles of street survival are taught from the standpoint of varied social, economic, and racial circumstances throughout the State of Florida. The difference between an urban and rural environment is compared and contrasted. Emphasis is upon street sensitivity and recognition of abnormal and asocial behavior. Techniques covered will include time and date scheduling. Use of teams, proper dress, location of safe houses, preparation of itineraries, use of field radio and immediate action in crisis circumstances are provided.

Minimum Time Required: 24 hours

4. DCP-610 - Crisis Intervention Conflict Management - A continuation of interpersonal skill type training developed in DCP-479 with expanded emphasis placed on identification of crisis and potential crisis situations with methods to manage these conflicts.

Minimum Time Required: 24 hours

5. DCP-507 - Crisis Intervention for the Community Control Officer - Continuing activities beyond DCP-506 designated to emphasize the differences originating in the basic custodial nature of Community Control supervision as opposed to regular street probation are provided.

Minimum Time Required: 15 hours

Prerequisite: DCP-506 - Crisis Intervention Conflict Management

TOTAL TIME REQUIRED: 102 HOURS

B. Advanced and Specialized Training

Other advanced and specialized training for community control officers include the following which will help the officer to meet the annual inservice training requirements.

DCP-550	Self-Defense Refresher	32 hours
DCP-551	Firearm Refresher	8 hours
DCP-592	Advanced Search & Seizure Techniques	8 hours
DCP-593	Assertiveness Training	6 hours
DCP-594	Urinalysis Devices Used in Drug Screening	6 hours
DCP-603	Games Offenders Play - Refresher	4 hours
DCP-604	Legal Issues - Refresher	4 hours
DCP-610	Time Management for Community Control Officers	8 hours
DCP-611	Electronic Monitoring Devices	4 hours
DCP-673A		
- 673E	Motivational Dynamics	40 hours