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PAROLE SUPERVISION:

ADMINISTRATIVE TIME STUDY

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Budget and Planning
(TEXAS) BOARD OF PARDONS AND PAROLES

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NCJRS

DEC 4 1987

ACQUISITIONS

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Parole Supervision: Administrative Time Study

Introduction:

The Field Supervision Time Study determined the amount of time required to supervise cases based on minimum agency supervision requirements. By examining the amount of time required to supervise a case, the number of cases under supervision, and the time available for supervision, a caseload capacity can be determined. Caseload capacity is the maximum number of cases a parole officer can supervise and still meet minimum agency supervision requirements. Based on the 68,000 hours of supervision work required by 35,000 parolees, an officer's caseload capacity has been determined to be 63:1.

One critical element of this calculation is based on the number of hours determined to be available for direct supervision. The methodology for calculating caseload capacity divides the number of hours available for supervision by the average amount of work required by one case. By dividing the 68,000 hours of supervision work per month required by the 35,000 cases being supervised, the average case requires 1.9 hours of work per month. If 120 hours are available for supervision (as calculated in the 1984 Field Supervision Time Study), then an officer can supervise 63 cases ($120/1.9$) and meet minimum agency requirements.

This report will examine how many hours are actually available for supervision by determining personal and administrative time requirements. By determining and deducting these time requirements from the average number of work hours per month, a determination of how many hours are available for Parole Supervision can be established, and concomitantly, an objective measure of caseload capacity can be determined.

Methodology:

All calculations presented in this report are averages. While the average case, average Parole Officer, average administrative time, etc. may only exist in statistical calculations, averages represent the most accurate methodology for determining and presenting the information crucial to this report.

Two general areas must be examined and deducted from the average work month to determine supervision hours available: (1) Personal deductions and (2) Administrative deductions.

Personal Deduction:

Personal deductions include (1) Vacation leave, (2) Sick leave, and (3) Holidays. The 1984 Field Supervision Time Study, utilizing data from the personnel office, determined that on the average 8 hours of annual leave and 7 hours of sick leave are utilized each month by the average Parole Officer. In FY 86, state employees received 14 holidays, with 3 requiring skeleton crews. Holidays were allocated 8 hours per month. Personal deductions thus accounted for a total of 23

hours in the average work month.

Administrative Time Study:

A survey conducted by Region Supervisors in Regions 5 and 8 asked Parole Officers to estimate average time required to perform various administrative duties each month (see Attachment A). As detailed in Table 1, the Administrative Time Study indicates the average administrative requirements each month averages almost 41 hours. In the interest of presenting a conservative and objective estimate of administrative time, many survey items were completely omitted to avoid debate regarding their accuracy or efficacy. Thus, the average presented in Table 1 must be considered as a minimum estimate regarding the administrative time required in Parole Supervision.

Table 2 summarizes personal and administrative deductions from the average work hours per month and per day, and the remaining time available for Parole Supervision. The calculations are based on an average 174 work hours per month (40 hours/week x 52.2 weeks= 2,088 work hours per year or 174 work hours per month). Approximately 110 hours per month or 5.0 hours per day are available for Parole Supervision. Table 3 reports then percentage of time allocated to each function. Personal and Administrative deductions account for roughly one-third (1/3) of work hours each month with two-thirds of work hours utilized for Parole Supervision.

Average Work Day:

With the available data it is possible to detail an average work day, purely hypothetical but illustrative and supportive of previous data. As Table 4 indicates the average officer would utilize approximately 1.1 hours for personal functions, 2.0 hours for administrative duties, and 5.0 hours for Parole Supervision. This would allow for utilizing 2.5 hours for 1 Intensive case, 1.5 hours for 1 Medium case, and 1.0 hours for a Minimum case. In this hypothetical example this would constitute all the contact an officer would have with these three cases for a month. Thus, in a 22 day work month, an officer could supervise 3 cases a day or 66 in a month, if they were distributed as 22 Intensives, 22 mediums, and 22 minimums. This distribution is quite similar to current agency distribution. This crude calculation lends additional support to the 63:1 caseload capacity calculation.

Conclusion:

Employers can become desensitized to the constant complaints of employees regarding too much work. Furthermore, lacking any convincing evidence to substantiate overwork or evidence linking overwork to negative performance or failure to meet job requirements, complaints of this nature remain unaddressed and unresolved. The Field Supervision Time Study, the calculation of caseload and supervision capacity, and the calculation of supervision time available, provide compelling evidence of a critical work overload in Parole Supervision. Defining and documenting negative performance or failure in Parole Supervision is impossibly subjective. But sentiment expressed at all levels of Field Supervision personnel indicates increased difficulty in

providing adequate Parole Supervision. Additionally, while anecdotal in nature, the frequency of serious parole violations in the media and "cracks in the system" present a picture to the public of a failing system.

This report has documented the allocation of work hours in Parole Supervision by category. It provides additional support for a caseload capacity of 63:1, an overload of Field Supervision workload, and the significant administrative requirements of Parole Supervision.

TABLE 1

Field Supervision: Administrative Time Study

<u>Administrative Duty</u>	Time Required (Minutes/Month)		
	<u>Region 5</u>	<u>Region 8</u>	<u>Average</u>
Reports:			
Monthly Stat. Report	83	115	99
Travel Voucher	156	209	183
Visual Contact Sheet	37	63	50
Stat. Worksheet	17	13	15
Daily Worksheet	73	160	116
Meetings:			
Unit and Region Supervisor	167	218	193
	74	295	184
Caseload Functions:			
Arrest Sheets	302	294	298
Case Review, Audit	93	190	141
Scheduling (Visits, Agencies)	85	190	138
Office Functions:			
Mail (Pick-up, Correspondence)	240	272	256
Phone, Visitors	561	546	554
Special Projects	123	321	222
Total (Minutes/Month)	2,011	2,886	2,449
Average: Hours/Month	33.5	48.1	<u>40.8</u>

TABLE 2

Hours Available for Supervision

	<u>Per Month</u>	<u>Per Day</u>
Average Work Hours	174 hours	8 hours
Subtract:	<u>Hours</u>	<u>Hours</u>
Personal Deductions:		
Vacation	8	.4
Sick Leave	7	.3
Holidays	8	.4
Administrative:		
Reports	8	.4
Meetings	6	.3
Caseload Functions	10	.5
Office Functions	17	.8
Hours Available for Direct Supervision.	— 110 hrs/mo.	— 5.0 hrs/day

TABLE 3

Distribution of Work Hours

	<u>% of Work Hours/Month</u>
Personal:	
Vacation	4.6%
Sick Leave	4.0%
Holidays	4.6%
Total Personal:	13.2%
Administrative:	
Reports	4.6%
Meetings	3.5%
Caseload Functions	5.7%
Office Functions	9.8%
Total Administrative:	23.6%
Direct Supervision:	63.2%
Total Direct Supervision:	63.2%
Total	<u>100%</u> <u>100%</u>

TABLE 4

Average Work Day/Month

	<u>Hours Per Day</u>	<u>Hours Per Month (x 22 days)</u>
Personal	1.0	22.0
Administrative	2.0	44.0
Supervise - Intensive	2.5	55.0
Supervise - Medium	1.5	33.0
Supervise - Minimum	<u>1.0</u>	<u>22.0</u>
Total	8.0 hour/day	176 hours/month

Caseload Distribution

Intensive = 22
 Medium = 22
 Minimum = 22

Caseload Size = 66

APPENDIX

- ATTACHMENT A: Administrative Time Study**
- ATTACHMENT B: Monthly Workload and Statistical Report**
- ATTACHMENT C: D.P.O. Travel Voucher**
- ATTACHMENT D: Visual Contact Sheet**
- ATTACHMENT E: Statistical Worksheet**
- ATTACHMENT F: Daily Worksheet**

ATTACHMENT A: Administrative Time Study

ADMINISTRATIVE TIME STUDY

Following is a list of administrative duties, not associated with supervision or investigation of releasees, performed by Officers:

1. Forms - Preparation of

- 119-AV. — a. Monthly Workload and Statistical Report - 1910 MIN.
- 137-AV. — b. Travel Voucher - time used daily, weekly or monthly 2185 MIN
for preparation and submission of the Travel Voucher
- 23-AV. — c. Time & Labor Distribution Sheet - time used daily and 363 MIN
at the end of the month for submission of this form.
- 8-AV — d. Change of Time Worked (Leave Cards) - 126 MIN
- 59-AV — e. Visual Contact Sheet - time used to prepare the 940 MIN
complete Visual Contact Sheet for the next month's use.
- 59-AV. — f. Statistical Worksheet - time used to prepare the 566 MIN
Statistical Worksheets for the next month's use.
- 118-AV — g. Completion of Daily Worksheets - time used in 1890 MIN
calculating and totaling mileage, and the time used
in gathering and forwarding Daily Worksheets to
Regional Supervisor.

2. Meetings - Agency (include all travel time):

- 182-AV — a. Unit Meetings - 2910 MIN.
- 84-AV — b. Regional Meetings 1648 MIN.
- 498-AV — c. Conferences - training sessions are not included 7970 MIN.
in this section.
- 30-AV — d. Grievance Hearings 480 MIN.
- 8-AV. — e. Promotional Interviews. 130 MIN

Average minutes
per officer

2491.4

19 AV — 3. Agency Conferences - Individual conferences held to discuss general policies and procedures - case conferences are not included. 350 min.

130 AV — a. Unit Supervisor 2080 min

9 AV — b. Regional Supervisor - 145 min.

NA — c. Director NA

14 AV — d. Personnel Evaluation - 217 min

112 AV — 4. Scheduling - time used to prepare next month's schedule. 1795 min

NA — 5. Building maintenance - time used for any type duty associated with the Office building, lessor, moving of an office, theft of property, etc. NA

6. Supplies

2 AV — a. Inventory - 30 min.

NA — b. Ordering NA

NA — c. Distribution NA

7. Equipment

6 AV — a. Inventory - 100

NA — b. Ordering NA

NA — c. Distribution NA

2 AV — d. Repairs - 30

8. Mail - includes travel time

NA — a. Pickup of mail NA

NA — b. Distribution of Mail NA

19 AV — c. Posting - time involved in sorting, envelope preparation, application of postage & posting of mail. 15 mi

NA — d. Postage Inventory NA

NA — e. Acquiring postage. NA

- 229AV — 9. Arrests Sheets - time used to pick up Arrest Sheets and 3663 MIN
time used to review (include travel time).
- 59 AV — 10. Agency Correspondence - time used to prepare letters, memos, 945 MIN
etc. that does not relate to supervision.
- 48 AV — 11. Background investigations 760 MIN.
- 112 AV — 12. Special projects - such as the Time Study. 1797 MIN
13. Audits •
- 77 AV — a. Case reviews - 1235 MIN
- 81 AV — b. Audits - 1302 MIN
14. Office procedures.
- 188 AV — a. Answering phone 3010 MIN
- 43 AV — b. Visitors - 680 MIN

ATTACHMENT B: Monthly Workload and Statistical Report

**FIELD SERVICES DIVISION
MONTHLY WORKLOAD AND STATISTICAL REPORT**

FS-53
8-85

MONTH OF March DISTRICT NUMBER 824
DISTRICT OFFICE Austin UNIT SUPERVISOR Vacant

	P	M	OOS	PPT
1. ACTIVE CASES FIRST DAY OF MONTH.....	40	33	3	
A. RELEASED FROM TDC.....	3	4		
B. TRANSFER FROM OTHER STATE.....			3	
C. OTHER CASES RECEIVED.....		1		
D. TOTAL CASES RECEIVED.....	3	5	3	
E. IN CUSTODY.....	3	3		
F. NEW ASSIGNMENTS REQUIRING SCS.....				

10

2. CASES CLOSED DURING MONTH				
A. DISCHARGE TDC.....	1			
B. ANNUAL REPORTS GRANTED.....				
C. REVOCATION TDC.....	1	2		
D. REVOCATION OTHER STATE.....				
E. OTHER CASES CLOSED.....	2			
F. INTERSTATE TRANSFER.....				
G. INTRASTATE TRANSFER.....				
H. TOTAL CASES CLOSED.....	4	2		
I. ACTIVE CASES LAST DAY OF MONTH.....	39	36	6	81

3. INACTIVE (DECLARED BY CENTRAL)				
A. ABSCONDERS.....				
B. ADJUDICATED IN CUSTODY.....	2			

4. INVESTIGATIONS				
A. WORKLOAD INVESTIGATIONS ASSIGNED.....		3		
B. PRE-PAROLE COMPLETED.....	2		2	
C. OTHER INVESTIGATIONS COMPLETED.....				

5. CASES UNDER SUPERVISION BY COUNTIES				
1. <u>Bastrop</u>	24	21	6	
2. <u>Travis</u>	15	15	0	
3.				
4.				

6. ACTIVE CASELOAD BY LEVEL OF SUPERVISION AND CONTACT	INT.	MED.	MIN.	NEW ARRIV.	HALFWAY HOUSE
TOTAL CASES.....	18	31	22	10	
HP.....	12	24	15		
OP.....	1	8	5		
FP.....	4	1	3		
NC.....	2	4	3		
ALL OTHER CONTACTS.....	66	65	54		

7. CASE REVIEW SCORE None

JD:ve 4-1-86
APPROVAL Heath
 H. B. Skelton/Supv/Region VIII
DATE 4-1-86
DIST. REGION VIII ✓
DPO/PCX J. Durward/824/Austin
OFFICER Heath/US/Austin

ATTACHMENT C: D.P.O. Travel Voucher

DATE	RECORD OF TRANSPORTATION AND DUTIES PERFORMED (CONT'D)	MILEAGE BETWEEN POINTS
4-2-86	Traveled from headquarters to: Bastrop, Bastrop County. 30.9 Bastrop County Jail, Bastrop, J.Straman case, field parolee. 1.4 Return to Bastrop. 2.7 Traveled to Elgin, Bastrop County. 18.0 608 E. 2nd, Elgin, J. Ward case, home visit collateral, mother. 2.1 Returned to Elgin. 1.9 Returned to Headquarters. 25.6	82.6
4-3-86	Traveled from headquarters to: Elgin, Bastrop County. 25.6 113 Rocky Point Ln, Elgin, W. Townley case, home visit parolee. 18.3 Return to Elgin. 18.4 Returned to headquarters. 25.6	87.9
4-4-86	Traveled from headquarters to: 300 W. 8th, Austin, J.Fierro case, Investigative Contact, U.S.Marshal. 4.0 Returned to headquarters. 4.1 Traveled from headquarters to: Bastrop, Bastrop County. 30.9 Rt.3, Box 409E, Bastrop, G.Rieber case, home visit parolee (new arrival) 8.4 Return to Bastrop. 8.4 Traveled to Elgin, Bastrop County. 18.0 608 E. 2nd, Elgin, J.Ward case, home visit parolee. (new arrival) 2.3 Returned to Elgin. 2.3 Returned to Headquarters. 25.6	104.0
4-8-86	Traveled from headquarters to: Travis County Sheriff, Austin, F.Ramirez case, Field collateral, Warrant Placement. 4.0 Returned to headquarters. 4.1 Traveled from headquarters to: Bastrop, Bastrop County. 30.9 P.O.Box 818, Bastrop, J. Martinez case, home visit parolee. 8.7 Federal Correctional Institution, Bastrop, R.Thomas case, Field parolee. 4.2 Bastrop County Jail, Bastrop, J.Hidges case, field parolee. 9.6 Returned to Bastrop. 2.4 Traveled to Elgin, Bastrop County. 18.0 409 N.Main, Elgin, S.Hampton case, home visit parolee. 1.7 Returned to Elgin. 1.8 Returned to headquarters. 25.6	111.0

DATE	RECORD OF TRANSPORTATION AND DUTIES PERFORMED (CONT'D)	MILEAGE BETWEEN POINTS
4-9-86	Traveled from headquarters to: Elgin, Bastrop County. 25.6 102 Zaragosa, Elgin, B.Morgan case, home visit parolee. 3.1 Rt.3,Box 433, Elgin, P.Jackson case, home visit parolee. 4.1 Rt.3Box 17, Elgin, W. Penson case, home visit parolee. 5.7 700 Madison, Elgin, T. Stephenson case, field collateral, Ms. Davis. 3.7 515 Madison, Elgin, G.Rodriguez case, home visit collateral, sister. 1.0 121 Zaragosa, Elgin, S. Rodriguez case, home visit parolee. 4.6 Returned to Elgin. 1.7 Traveled to McDade, Bastrop County. 9.0 Rt.1,McDade, L.Edwards case, home visit parolee. 1.0 Returned to McDade. 1.0 Traveled to Elgin, Bastrop County. 9.0 Rt.1,Box 93, Elgin,S. Jones case, home visit collateral, mother. 5.1 Rt.1,Box 87, Elgin, C. Cayce case, home visit parolee. 1.3 Returned to Elgin. 4.7 Returned to headquarters. 25.6	106.2
4-10-86	Traveled from headquarters to: Travis County Sheriff, Austin, R.Berry case, 4.1 Field collateral, Central Records. 4.0 Returne to headquarters. Traveled from headquarters to: Smithville, Bastrop County. 42.8 107 Cleveland, Smithville, L. Corona case, home visit parolee. 1.4 102 Hudgins, Smithville, T. Layton case, home visit parolee. 1.1 P.O.Box 124, Smithville, D. Richey case, home visit parolee. 7.8 P.O.Box 603, Smithville, S. Stroud case, home visit parolee. 8.6 428 Navajo, Smithville, M. Alexander case, home visit parolee. 9.1 Returned to Smithville. 5.2 Traveled to Cedar Creek, Bastrop County. 24.1 Rt.2,Box 409, Cedar Creek, D.Guest case, home visit parolee. 10.4 Return to Cedar Creek. 10.4 Returned to headquarters. 24.6	153.6
4-11-86	Traveled from headquarters to: Manor, Travis County. 13.0 Rt.2,Box 90M, Manor, O.Wilson case, home visit parolee. 6.4	

DATE	RECORD OF TRANSPORTATION AND DUTIES PERFORMED (CONT'D)	MILEAGE BETWEEN POINTS
4-11-86	CONTINUED Returned to Manor. 6.4 Traveled to Elgin, Bastrop County. 12.6 111 Kennedy, Elgin, P.Stoglin case, home visit parolee. 2.3 Rt.1,Box 109, Elgin, S. Washington case, home visit parolee. 5.7 Returned to Elgin. 5.3 Traveled to Bastrop, Bastrop County. 18.0 Federal Correctional Institution, Bastrop, J.Fierro and B. Moreland cases, Field parolee's. 8.7 Returned to Bastrop. 8.7 Traveled to Manor, Travis County. 31.0 Rt.3,Box 303, Manor, F.Ward case, home visit parolee. 2.4 Returned to Manor. 2.4 Returned to headquarters. 13.0	135.9
4-15-86	Traveled from Headquarters to: Bastrop, Bastrop County. 30.9 436 Mokelue, Bastrop, J.Bergh case, home visit parolee. 5.9 P.O.Box 834, Bastrop, J.Horyza case, home visit parolee. 8.0 Rt.2,Box 134 EF, Bastrop, M.Johnson case, home visit parolee. 3.1 Bastrop County Jail, Bastrop, J.Haughbaugh,T. Aldridge and J.Hodges case, Investigative Contact, Jay. 10.7 Star Route Box 28BB, Bastrop, S. Houston case, home visit collateral, nephew. 8.1 Returned to Bastrop. 6.3 Traveled to Cedar Creek, Bastrop County. 12.1 Rt.1,Box 409, Cedar Creek, D. Guest case, home visit parolee. 10.7 Returned to Cedar Creek. 10.7 Returned to headquarters. 24.6	131.1
4-16-86	Traveled from headquarters to: Cedar Creek, Bastrop County. 24.6 P.O.Box 242, Cedar Creek, M.Montez case, home visit collateral, daughter. 9.3 Returned to Cedar Creek. 9.3 Traveled to Mcdade, Bastrop County. 39.1 Rt.1, Mcdade, L.Edwards case, home visit parolee. 1.0 Returned to Mcdade. 1.0 Traveled to Bastrop, Bastrop County. 27.0 Bastrop County District Atty., Bastrop, L.Edwards and R. Bergsley cases, Investigative Contact,Compton 1.7 Returned to Bastrop. 2.4 Traveled to Cedar Creek, Bastrop County. 12.1 P.O.Box 242, Cedar Creek, M.Montez case, home visit parolee. 9.3	

DATE	RECORD OF TRANSPORTATION AND DUTIES PERFORMED (CONT'D)	MILEAGE BETWEEN POINTS
2-16-86	CONTINUED Returned to Cedar Creek. 9.3 Returned to headquarters. 24.6	170.7
2-22-86	Traveled from headquarters to: 3203 Guadalupe, Austin, G. Galloway case, 5.8 Pre-Parole Investigation - No Contact. 5.8 Returned to Headquarters. Traveled from headquarters to: Red Rock, Bastrop County. 34.0 P.O.Box 13, Red Rock, R. Starke case, home visit parolee. 4.0 P.O.Box 28, Red Rock, M. Johnston case, home visit parolee. 3.6 Rt.1, Box 136A, Red Rock, G. Wendland case, home visit parolee. 12.7 Returned to Red Rock. 8.4 Traveled to Mcdade, Bastrop County. 41.0 Rt.1, Mcdade, L. Edwards case, home visit parolee. 1.0 Returned to Mcdade. 1.0 Traveled to Elgin, Bastrop County. 9.0 Rt.1, Box 87, Elgin, C. Cayce case, home visit parolee. 4.7 Returned to Elgin. 4.7 Returned to Headquarters. 25.6	161.3
2-23-86	Traveled from headquarters to: Cedar Creek, Bastrop County. 24.6 603 Riddle, Cedar Creek, R. Bargsley case, home visit parolee. 12.8 Returned to Cedar Creek. 12.7 Traveled to Bastrop, Bastrop County. 12.1 Bastrop County Jail, Bastrop, T. Stephenson case, field parolee. 2.3 Federal Correctional Institution, Bastrop, D. More- land case, Investigative Contact, Butelleo. 8.7 Returned to Bastrop. 8.7 Traveled to Elgin, Bastrop County. 18.0 409 N. Main, Elgin, D. Hampton case, home visit parolee. 1.9 Returned to Elgin. 1.8 Returned to headquarters. 25.6	129.2
2-29-86	Traveled from headquarters to: Del Valle, Travis County. 11.0 U.S. Post Office, Del Valle, W. Dempsey case, Pre-Parole Investigation, Post Master. 1.4 8105 Linden, Del Valle, W. Dempsey Case, Pre-Parole Investigation, Parents. 8.5 Returned to Del Valle. 8.5 Traveled to Bastrop, Bastrop County. 19.9	

DATE	RECORD OF TRANSPORTATION AND DUTIES PERFORMED (CONT'D)	MILEAGE BETWEEN POINTS
4-29-86	<p>CONTINUED</p> <p>Bastrop County Jail, Bastrop, D. Carpenter, J. Arrellano and T. Stephenson case, Investigative contact, T. Adams. 1.7</p> <p>1304 Chestnut, Bastrop, F. Jackson case, home visit parolee. 1.0</p> <p>702 Maple, Bastrop, L. Westmoreland case, home visit collateral, mother. 1.4</p> <p>Rt. 2, Box 149G1, Bastrop, B. Vernon case, home visit - No Contact. 8.9</p> <p>Returned to Bastrop. 9.3</p> <p>Traveled to Elgin, Bastrop County. 18.0</p> <p>Rt. 1, Box 93, Elgin, S. Jones case, home visit parolee. 4.7</p> <p>Rt. 3, Box 433, Elgin, P. Jackson case, home visit parolee. 9.6</p> <p>Returned to Elgin. 4.9</p> <p>Traveled to Cedar Creek, Bastrop County. 30.1</p> <p>Rt. 1, Box 565, Cedar Creek, L. Jones case, Home visit parolee. 11.7</p> <p>Returned to Cedar Creek. 11.7</p> <p>Returned to headquarters. 24.6</p>	186.9
	TOTAL	1609.3

ATTACHMENT D: Visual Contact Sheet

ATTACHMENT E: Statistical Worksheet

ST 77 WORKSHEETS

CASES RECEIVED
A. FROM 1982

MARY

B. FROM OTHER STATE
TOTAL

C. OTHER
TOTAL

D. TOTAL CASES REC.
TOTAL

CASES CLOSED
A. DISMISSED TDC

B. ANNUAL REPORTS GRANTED
TOTAL

C. REVOCATION TDC
TOTAL

D. REVOCATION COS
TOTAL

E. OTHER
TOTAL

F. INTRASTATE TRANSFER
TOTAL

G. INTERSTATE TRANSFER
TOTAL

H. FINAL CASES CLOSED
TOTAL

I. ACTIVE CASES LEFT

MELANIE - VIVY
PINGVA
YBARRA

VASQUEZ PAUL
MELENDEZ
HALLGREN, J

HOWARD L

~~DELA SANTIAGO~~
DE LA SANTIAGO
ARMSTRONG, J
DENE, J

~~ARMSTRONG, J~~
ARMSTRONG, J
DENE, J

DEER

AMY E

SCHMIDT
BRINCKER
WILLIAM T
RAIDT

FRENCH, J

DOOD, J
KORCZ, J

MELANIE (CALABRO)
~~DELA SANTIAGO~~
GUERRA, R (MISSE)

Reddy
MARTIN, K

MARTIN, K

~~ARMSTRONG, J~~

~~ARMSTRONG, J~~

ATTACHMENT F: Daily Worksheet

DAILY WORKSHEET

TRAVEL		TIME		SPEEDOMETER		NO. MILES	CASE	CONTACT CODE		Supv PERSON CONTACTED	
From	To	Dep.	Arr.	Dep.	Arr.			Sup.	Inv.	Code	
	HQs		6:50								
	ELGIN, Bastrop Co	9:30	10:25	786.4	812.0	25.6					
	RT 1 Box 91	10:25	10:35		816.7	4.7	R. PATTERSON	HC		MI	MOTHER
	515 OLD MCDADE	10:50	11:05		822.5	5.8	C. KERR	HP/HC		I	PAROLEE
	106 ZARAGOZA	11:20	11:25		824.2	1.7	B. MORGAN	HP/HC		I	"
	ELGIN	11:50	11:55		825.6	1.4					
	SMITHVILLE	11:55	2:00		856.6	31.0					
	P.O. Box 603	2:00	2:10		861.2	4.6	S. STRANO	HP/HC	OSS	MI	PAROLEE / SPONSOR
	107 CLEVELAND	2:45	2:55		866.8	5.6	L. CORONA	HP/HC		MI	"
	102 HURDINS	3:20	3:25		867.9	1.1	T. LAYTON	HP/HC		I	"
	428 NAVADO	4:00	4:15		873.9	6.0	M. ALEXANDER	MNC		M	LEFT CARD
	P.O. Box 124	4:20	4:35		880.4	6.5	D. RICHEY	HP/HC		MI	PAROLEE
	SMITHVILLE	5:00	5:15		887.8	7.4					
	CEDAR CREEK	5:15	6:10		912.9	25.1					

Date: 3-21-86
 Total Mileage: 171.9

SUPERVISION CODE:
 HP—Home Visit Parolee
 HC—Home Visit Collateral
 FP—Field Parolee
 FC—Field Collateral
 NC—No Contact
 (Precedes the Symbol H or F)

INVESTIGATION CODE:
 PP—Pre-Parole
 OSS—Out of State
 NC—No Contact
 IC—(Violation:
 Detainer; Death
 Notice, etc.)

REMARKS:
 * LUNCH ENROUTE