

 <p style="text-align: center;">STATE OF NEW YORK DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION</p> <p style="text-align: center;">DIRECTIVE</p>	TITLE		NO. 9203
	Post Transfer Supervision		DATE 08/30/2013
SUPERSEDES DIR# 9203 Dtd. 02/28/2013	DISTRIBUTION A B	PAGES PAGE 1 OF 1	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY <i>Angela B. Gomez</i>		

- I. PURPOSE:** To provide for continuous and uninterrupted community supervision in the interest of public safety and compliance with the supervision plan and conditions of release.
- II. POLICY:** The transfer of cases between Parole Officers should not interrupt the supervision plan that exists at the time of the transfer. A releasee who has an established program in the community, i.e. residence, employment, program participation, reporting schedule, and conditions of release, should not have changes instituted by the receiving Parole Officer except as noted in this policy.
- III. PROCEDURE:** Cases shall be transferred as per Policy and Procedure Manual Item 9204.02.
- A. Pre Transfer: Once transfer has been approved, the sending Parole Officer will prepare a detailed Transfer Summary in the Case Management System (CMS). The summary should include, but is not limited to, the following: description of the residence and household members; any concern that might affect the Parole Officer's safety; current means of support; current compliance with special conditions; present program participation and completion of mandated programs. The sending Parole Officer shall include all case specific supervision details regarding the releasee and summarizes the releasee's adjustment to supervision and compliance with conditions of release.
- Once the receiving Parole Officer reviews the detailed Transfer Summary, questions or concerns should be communicated to the sending Parole Officer for clarification. The receiving Parole Officer will then have a case conference with their Senior Parole Officer. Under no circumstance will the receiving Parole Officer change the supervision plan prior to discussing it with the Senior Parole Officer. Any disputes regarding changes in supervision that arise between Senior Parole Officers and the Parole Officers are to be brought to the attention of the Bureau Chief for resolution.
- B. Post Transfer: The receiving Parole Officer must review the Transfer Summary and make a CMS entry updating the record. Once the Senior Parole Officer/Parole Officer case conference is completed, and a determination is made to change any portion of the releasee's supervision plan, the Parole Officer will meet with the releasee and advise him or her of the change(s), the rationale for the change(s), and a time frame for when the releasee can request a review. The releasees reporting schedule should be guided by his or her COMPAS risk score. There must be an articulable rationale for the changing of a releasee's reporting schedule, employment, housing, and curfew. The receiving Parole Officer will also review all special conditions currently in place with the releasee. This will include Board and Parole Officer imposed special conditions. Questions regarding the applicability of any condition are to be discussed with the Senior Parole Officer during the case conference. All changes and justifications must be detailed in CMS.
- The receiving Parole Officer must consider time on supervision, COMPAS risk and needs, and response to supervision before making any changes to the supervision plan. Justifications for making changes must be based on case specific details and sound case management. A releasee wishing to dispute change(s) to the supervision plan should be referred to the Bureau Chief.