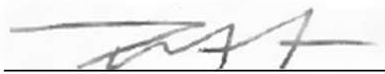


POLICY TITLE: REPORTING INSTRUCTIONS AND INTAKE POLICY NUMBER: 9.1 (ACC) CHAPTER 9: SUPERVISION AND CASE MANAGEMENT		PAGE 1 OF 6
 STATE of MAINE DEPARTMENT of CORRECTIONS Approved by Commissioner: 		PROFESSIONAL STANDARDS: See Section VIII
EFFECTIVE DATE: July 3, 2006	LATEST REVISION: August 14, 2026	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Adult Community Corrections

III. POLICY

It is the policy of the Department of Corrections that all clients sentenced to probation or supervised release for sex offenders or released to supervised community confinement, parole, or conditional commutation receive reporting instructions and have an intake completed.

IV. DEFINITIONS

1. Intake Packet – consists of the listed attachments below and the Information About Sexual Misconduct for Adult and Juvenile Community Corrections Clients (Attachment C) to Policy 6.11.6, Sexual Misconduct (PREA and Maine Statutes), Community Corrections. Note: for some clients not all of the attachments are required.

V. CONTENTS

Procedure A: Residents to be Released from a Department Facility
 Procedure B: Clients to be Released from a County Jail
 Procedure C: Clients Sentenced Directly to Probation
 Procedure D: Documentation
 Procedure E: ICOTS Intake

VI. ATTACHMENTS

Attachment A: [Introduction to Adult Community Corrections](#)
 Attachment B: [Risk Assessment Questionnaire](#)
 Attachment C: [Intake Acknowledgment](#)
 Attachment D: [Intake Form](#)

Attachment E: [Intake Checklist](#)
Attachment F: [Post-Sentence Information form](#)
Attachment G: [Conditions for an Out-of-State Client](#)

VII. PROCEDURES

Procedure A: Residents to be Released from a Department Facility

1. Prior to the release of a resident from a Department facility to probation, supervised release for sex offenders, parole, or conditional commutation, the Institutional Probation Officer (IPO) for the facility shall ensure that the resident receives the Reporting Instructions for Clients (CORRNET form), informing them of the probation officer to report to and how.
2. The IPO shall ensure that the Reporting Instructions for Clients form is signed by the resident, and the IPO shall provide a copy of the signed form to the:
 - a. assigned probation officer (PO);
 - b. appropriate facility staff for inclusion in the resident's administrative file; and
 - c. resident.
3. Prior to the release of a resident from a Department facility to supervised community confinement, the PO contacted by the resident's case manager shall provide the case manager with the Reporting Instructions for Clients (CORRNET form), for the case manager to have the resident sign the form and distribute the signed form as set out above.
4. Since each resident's current record is available in the Department's resident and client records management system, a full intake packet is not needed for a resident being released to community supervision from a Department facility.
5. When a client released to community supervision from a Department facility reports to their supervising PO, the PO shall:
 - a. provide instructions for further reporting to the client;
 - b. ensure information in the Department's resident and client records management system is accurate and up to date, to include:
 - 1) current photo;
 - 2) sentence; and
 - 3) conditions of supervision;
 - c. provide the Introduction to Adult Community Corrections letter (Attachment B) to the client;
 - d. provide the client with the Information About Sexual Misconduct for Adult and Juvenile Community Corrections Clients (Attachment C) to Policy 6.11.6, Sexual Misconduct (PREA and Maine Statutes), Community Corrections;
 - e. provide the client with the Restitution and Fee Collection Detail (form in the Department's resident and client records management system);

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- f. provide the client with the Risk Assessment Questionnaire (Attachment B), if the supervising PO determines it appropriate; and
- g. have the client sign the Intake Acknowledgment form (Attachment C).

Procedure B: Clients to be Released from a County Jail

1. When a client receives a split sentence to a county jail, a probation officer (PO) or probation officer assistant (POA) assigned by the Regional Correctional Administrator (RCA), or designee, shall complete the intake as soon as practicable after the individual is sentenced.
2. The PO or POA assigned to perform the intake shall:
 - a. review the Judgment & Commitment to confirm the sentence appears to be legal, and, if not, refer the matter to the RCA, or designee, who shall provide further direction;
 - b. determine whether a DNA sample needs to be taken, and, if so, take it;
 - c. provide the client with the Reporting Instructions for Clients (CORRNET form), informing them of the appropriate PO to report to;
 - d. ensure information in the Department's resident and client records management system is accurate and up to date, to include:
 - 1) a current photo; and
 - 2) the sentence and conditions of probation;
 - e. provide the Introduction to Adult Community Corrections letter (Attachment A) to the client;
 - f. provide the client with the Information About Sexual Misconduct for Adult and Juvenile Community Corrections Clients (Attachment C) to Policy 6.11.6, Sexual Misconduct (PREA and Maine Statutes), Community Corrections;
 - g. provide the client with the Restitution and Fee Collection Detail (form in the Department's resident and client records management system);
 - h. provide the client with the Risk Assessment Questionnaire (Attachment B), if the supervising PO determines it appropriate;
 - i. have the client sign the Intake Acknowledgment form (Attachment C).
 - j. complete the Intake Form (Attachment D);
 - k. complete the Intake Checklist (Attachment E); and
 - l. ensure that the case is entered into the Department's resident and client records management system and made active by designated adult community corrections region clerical staff.
3. The PO or POA completing the intake shall ensure that the Reporting Instructions for Clients form is signed and provide a copy of the form to the:
 - a. assigned PO; and
 - b. client.

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Procedure C: Clients Sentenced Directly to Probation

1. When a client receives a sentence directly to probation (wholly suspended sentence), a probation officer (PO) or probation officer assistant (POA) assigned by the Regional Correctional Administrator (RCA), or designee, shall complete the intake as soon as practicable after the individual is sentenced.
2. The PO or POA assigned to perform the intake shall:
 - a. review the Judgment & Commitment to confirm the sentence appears to be legal, and, if not, refer the matter to the RCA, or designee, who shall provide further direction;
 - b. determine whether a DNA sample needs to be taken, and, if so, take it;
 - c. provide the client with the Reporting Instructions for Clients (CORRNET form), informing them of the appropriate PO to report to;
 - d. ensure information in the Department's resident and client records management system is accurate and up to date, to include:
 - 1) a current photo; and
 - 2) the sentence and probation conditions;
 - e. provide the Introduction to Adult Community Corrections letter (Attachment A) to the client;
 - f. provide the client with the Information About Sexual Misconduct for Adult and Juvenile Community Corrections Clients (Attachment C) to Policy 6.11.6, Sexual Misconduct (PREA and Maine Statutes), Community Corrections;
 - g. provide the client with the Restitution and Fee Collection Detail (form in the Department's resident and client records management system);
 - h. provide the client with the Risk Assessment Questionnaire (Attachment B), if the supervising PO determines it appropriate; and
 - i. have the client sign the Intake Acknowledgment form (Attachment C).
 - j. complete the Intake Form (Attachment D);
 - k. complete the Intake Checklist (Attachment E); and
 - l. ensure that the case is entered into the Department's resident and client records management system and made active by designated adult community corrections region clerical staff.
3. The PO or POA completing the intake shall ensure that the Reporting Instructions for Clients form is signed and provide a copy of the form to the:
 - a. assigned PO; and
 - b. client.
4. If the client is to be supervised in a community corrections office other than the one in which the client was sentenced, the PO or POA who conducted the intake shall email the intake packet to the supervising PO.

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Procedure D: Documentation

1. For county jail split sentences or wholly suspended sentences only, as soon as practical after receipt of the court paperwork, designated adult community corrections region clerical staff shall make the case active in the Department's resident and client records management system.
2. The case is made active by entering the conviction and sentencing information and conditions of probation and assigning the appropriate initial probation officer (PO) within the region.
3. The remainder of the intake for county jail split sentences or wholly suspended sentences shall be entered into the Department's resident and client records management system by the clerical staff within three (3) business days of receipt of the intake packet from the PO or probation officer assistant (POA) performing the intake. This shall include the clerical staff entering the specifics of the restitution order, if any.
4. For a Department split sentence, straight sentence, or revocation of probation or supervised release for sex offenders, the assigned PO or POA shall complete the Post-Sentence Information form (Attachment F) and ensure it is uploaded into the Department's resident and client records management system within five (5) business days of when requested by Department classification staff. In the case of a revocation, the PO or POA may complete the form and ensure it is uploaded before receiving a request from classification staff.
5. For a Department spit sentence or straight sentence, as soon as practical after the case is made active by Department classification staff and the Post-Sentence Information form is received from the PO or POA, designated adult community corrections region clerical staff shall check the sentence and enter the conditions of community supervision, if the sentence includes probation or supervised release for sex offenders, and enter the specifics of the restitution order, if any.

Procedure E: ICOTS Intake

1. Upon a probation officer (PO) being assigned to an ICOTS investigation by the RCA, or designee, the case shall be entered into the Department's resident and client records management system by designated clerical staff as soon as practical, but the client shall not be made active.
2. Upon the client's arrival in Maine, either based on approved reporting instructions or an approved transfer request, the assigned PO shall complete an intake packet and ensure that the case is entered into the Department's resident and client records management system and made active by designated clerical staff.
3. Upon approval of the transfer request, the assigned PO shall complete, have the client sign, and upload the State of Maine Conditions for an Out-of-State Client (Attachment G) into the Interstate Compact Data Management System and into the Department's resident and client records management system. The PO shall enter into the Department's resident and client records management system all conditions, both from the sending jurisdiction and those imposed by adult community corrections.

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4. Upon approval of the transfer request, the assigned PO shall determine whether a DNA sample needs to be taken, and, if so, take it.

VIII. PROFESSIONAL STANDARDS

None

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