

<b>POLICY TITLE: REPORTING INSTRUCTIONS AND INTAKE</b>		<b>PAGE 1 OF 3</b>
<b>POLICY NUMBER: 9.1 - ACC</b>		
<b>CHAPTER 9: SUPERVISION AND CASE MANAGEMENT</b>		
 <p><b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b></p> <p>Approved by Commissioner:</p> <p><i>Dr. Joseph R. Fitzpatrick</i></p>		<b>PROFESSIONAL STANDARDS</b>  <b>See Section VII</b>
<b>EFFECTIVE DATE:</b> July 3, 2006	<b>LATEST REVISION:</b> June 17, 2015	<b>CHECK ONLY IF</b> 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 offenders sentenced to probation or supervised release for sex offenders or paroled receive reporting instructions and have an intake completed.

**IV. CONTENTS**

- Procedure A: Offenders to be Released from a Departmental Facility
- Procedure B: Offenders to be Released from a County Jail
- Procedure C: Offenders Sentenced Directly to Probation

**V. ATTACHMENTS**

- Attachment A: Reporting Instructions for Offenders Released from a Department of Corrections Facility
- Attachment B: Reporting Instructions for Offenders Released from a Department of Corrections Facility

## VI. PROCEDURES

### Procedure A: Offenders to be Released from a Departmental Facility

1. Prior to the release of an offender from a departmental facility to probation, supervised release for sex offenders, or parole, the Institutional Probation Officer for the facility shall ensure that the offender receives instructions for reporting to the appropriate probation officer (Attachment A).
2. The Institutional Probation Officer shall ensure that the reporting instructions form is complete and signed and that the original is forwarded to the appropriate community corrections regional office. The Institutional Probation Officer shall ensure that a copy of the form is forwarded to the appropriate facility staff for inclusion in the offender's administrative file and that the offender also receives a copy.
3. When the offender reports to his or her supervising probation officer, that officer shall ensure that the probation intake is completed, the case has been properly entered into CORIS by facility staff, and instructions for further reporting are explained to the offender.
4. If the offender is to be supervised in a community corrections region other than the one from which he or she was sentenced, the supervising probation officer or a probation officer assistant shall request the file from the region in which the offender was sentenced.

### Procedure B: Offenders to be Released from a County Jail

1. When an offender receives a split sentence to a county jail, the probation officer or probation officer assistant at the court, if any, shall complete the probation intake and provide instructions to the offender for reporting to the appropriate probation officer (Attachment B) and shall ensure that the case is entered into CORIS by designated probation staff.
2. The probation officer or probation officer assistant shall ensure that the reporting instructions form is complete and signed and that the original is forwarded to the appropriate community corrections regional office. The probation officer or probation officer assistant shall ensure that the offender receives a copy of the form.
3. If there is no probation officer or probation officer assistant at the court, the probation officer who will be supervising the offender or a probation officer assistant shall attempt to perform the above tasks prior to the offender's release from the county jail and, even if there is no contact with the offender prior to

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release from the jail, shall ensure that the case is entered into CORIS by designated probation staff.

4. If there has been no contact with the offender prior to his or her release from the jail, when the offender reports to his or her supervising probation officer, that officer shall ensure that the probation intake is completed.
5. In any case, when the offender reports to his or her supervising probation officer, that officer shall ensure that instructions for further reporting are explained to the offender.
6. If the offender is to be supervised in a community corrections region other than the one in which he or she was sentenced, the supervising probation officer or a probation officer assistant shall request the file from the region in which the offender was sentenced.

**Procedure C: Offenders Sentenced Directly to Probation**

1. When an offender receives a sentence directly to probation, the probation officer or probation officer assistant at the court, if any, shall complete the probation intake and provide instructions to the offender for reporting to the appropriate probation officer (Attachment B) and shall ensure that the case is entered into CORIS by designated probation staff.
2. The probation officer or probation officer assistant shall ensure that the reporting instructions form is complete and signed and that the original is forwarded to the appropriate community corrections regional office. The probation officer or probation officer assistant shall ensure that the offender receives a copy of the form.
3. If there is no probation officer or probation officer assistant at the court, the probation officer who will be supervising the offender shall ensure that the case is entered into CORIS by designated probation staff.
4. If there is no probation officer or probation officer assistant at the court, when the offender reports to his or her supervising probation officer, that officer shall ensure that the probation intake is completed.
5. In any case, when the offender reports to his or her supervising probation officer, that officer shall ensure that instructions for further reporting are explained to the offender.
6. If the offender is to be supervised in a community corrections region other than the one in which he or she was sentenced, the supervising probation officer or a

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probation officer assistant shall request the file from the region in which the offender was sentenced.

**VII. PROFESSIONAL STANDARDS**

None

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