

**PROBATION DEPARTMENT
ADULT MANUAL**

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Revised:	12/12/19

**Notes and
References**

POST RELEASE COMMUNITY SUPERVISION INTAKE

Pursuant to AB109/117/17, beginning on October 1, 2011, Santa Barbara County began supervising offenders released from state prison who were serving sentences for non-serious, non-violent felonies per the Penal Code, including sex offenders not deemed high risk based on their Static 99R scores. A Post Release Community Supervision (PRCS) intake position was created to assist the transition of these offenders from the custody of the prison to supervision by the department.

I. Procedures Preceding the Offender’s Release from Prison:

Prior to an offender’s release from prison, staff from the California Department of Corrections and Rehabilitation (CDCR) will determine if the offender qualifies for PRCS or parole supervision. Once the determination is made that an offender qualifies for PRCS, a prison packet including a Release Program Study (CDCR 611) will be forwarded to Probation via CDCR’s Secure Automated File Exchange (SAFE). The AB109 AOP will log the prison packet, download the file, scan it into IMPACT, and notify the appropriate PRCS intake officer and supervisor by email. The AB109 AOP will then open the case in IMPACT, add the CDCR number, request a CLETS database check, and change the body status to “incarcerated.”

The PRCS intake officer will review the offender’s prison packet, CLETS results, and case history to determine appropriate Reporting Instructions and Special Conditions of PRCS. Problematic cases should be staffed with the assigned supervisor prior to the completion and issuance of reporting instructions. The “Reporting Instructions” section of the CDCR 611 will be completed, and Special Conditions of PRCS (PRO-110) will be produced. Offenders under Post Release Community Supervision are subject to search and seizure of all personal electronic devices under their custody or control to which they have sole, shared, partial, or limited access, without a search warrant, at any time of the day or night. Depending on the nature of the offense, offenders may also be ordered to provide Probation with all passwords and not possess any application or device that may delete data from their electronic device(s). The PRCS Special Conditions (Pro 110) have been amended to include two versions of the search condition. Both documents will be scanned into IMPACT and uploaded to the SAFE prior to 30 days of the offender’s scheduled release date. An event entry will be completed in IMPACT to include the offender’s expected release date, criminal history, known substance abuse history, gang affiliation, disability and mental health status, registration requirements, residence plans, and disciplinary write-ups.

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The PRCS intake officer will conduct a Pre-Release Video Conference (PRVC) whenever possible to conduct an intake interview and completion of the Inventory of Needs (ION) assessment. In order to schedule the video conference interview, the PRCS intake officer will submit a request to the institution where the defendant is incarcerated, through the CDCR website. The PRCS intake officer should note in the request whether a 30 or 60 minute block of time is needed and any days that he/she is not available to conduct the interview. Within seven (7) days of submitting the request, CDCR staff will respond with two options for the scheduled interview date and time. Note: These dates/times can be up to 30 days out. The PRCS intake officer selects one of the dates/times and CDCR will confirm and send an Outlook calendar invite.

During the interview, the PRCS intake officer should ascertain the defendant's programming, mental health and/or housing needs in order to have referrals/services in place prior to the defendant's release.

If the prison packet is incomplete or there are questions regarding an offender's status or history with the CDCR, the officer should contact the Institution County Liaison at the prison in which the offender is housed. The Institution County Liaison List is available on the Probation Collaboration Portal, on the Adult page, under AB109, PRCS Entity Contacts.

Staff from CDCR will review the Special Conditions of PRCS with the offender, obtain the offender's signature, and forward the offender-signed copy to Probation. The signed Special Conditions of PRCS will be uploaded into IMPACT upon receipt, and the "Conditions" tab in IMPACT will be updated to include the offender's special conditions.

Offenders classified by the CDCR as "High Control" pursuant to 3060.7 PC will be screened for GPS monitoring. If it is not believed that GPS monitoring is necessary, the screening can consist of a discussion with the SPO, which will be documented via a chronological note; otherwise, a GPS Request (Pro 684) should be completed. If High Control offenders are due to report on a weekend or holiday, the case will be staffed with a supervisor. In addition, offenders may be screened for GPS if the controlling case or criminal history indicates the offender poses a threat to a particular victim or the community.

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Victims of domestic violence and sex offenses will be sent victim letters and advised of the offender’s pending release date and no contact conditions.

Pre-release field visits and residence verifications will be completed for offenders required to register pursuant to 290 PC.

If the offender is classified as Enhanced Outpatient Program (EOP) and determined by the CDCR to be unable to utilize public transportation, the officer will make transportation arrangements with the releasing institution and/or coordinate a pickup plan.

II. Procedures for Court Walkovers:

In cases where an offender is sentenced to a “paper” prison commitment wherein the commitment is deemed served (due to the accumulation of custody credits awarded) by the court at the time of sentencing, the offender will be directed to report to the Division of Adult Parole Operations (DAPO) for classification. Parole will screen the case, and if the offender is determined to be eligible for PRCS, a CDCR 611 form will be completed by Parole and forwarded to Probation. In these cases, since the offender was never received by the CDCR, a full packet will not be received; however, the same intake procedures will be applicable.

III. Procedures Following the Offender’s Release from Prison:

After an offender’s release from prison, and upon the offender’s initial report to Probation, an intake appointment will be scheduled with the assigned PRCS intake officer. The offender’s photo will be taken and uploaded into IMPACT, and DNA will be collected from the offender if it has not already been received by the CAL-DNA Data Bank. The Notice and Conditions of Post Release Community Supervision (CDCR 1515-CS) and Special Conditions of PRCS (PRO-110) will be reviewed, and the offender will be oriented on the PRCS behavioral expectations and consequences for non-compliance. Offenders with a history of substance abuse will be placed on call-in testing and provided drug testing instructions. If registration is required pursuant to 290 PC, 11590 H&S, 457.1 PC, or 186.30 PC, the offender will be instructed to register with the local law enforcement agency pursuant to the legal timeframes.

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The following forms will be reviewed and signed by the offender:

- Consent for Release of Information (PRO-146)
- Urine Testing Admonishment (PRO-214)
- Weapons Restrictions for Probationers (PRO-215)
- Drug Testing Instructions (PRO-262), if applicable
- PRCS Sex Offender Intake Packet (PRO-501SB/SM), if applicable
- Applicable registration forms

The following treatment and program referrals will be made, when applicable:

- AB109 Mental Health Services
- Probation Report and Resource Center (PRRC)
- Substance Abuse Counseling
- Employment Services
- Batterer's Intervention Program
- Sex Offender Therapy
- Sober Living Environment
- Homeless Shelter

The PRCS intake officer will refer the offender to AB109 Mental Health Services for an assessment if the offender is designated as Correctional Clinical Case Management System (CCCMS) or Enhanced Outpatient Program (EOP) on the CDCR 611, or if there is an indication that Mental Health services are needed. An "Officer Instruction" event, set to display on the IMPACT overview page, will also be entered to easily identify the offender's PRCS mental health classification.

During the intake interview, an Adult Information Sheet (AIS) and a Correctional Offender Management and Profiling Alternative Sanctions (COMPAS) Inventory of Needs (ION) assessment will be completed. A Case Plan will be started in COMPAS, which will be later supplemented and completed by the offender's supervision officer.

The offender's body status, contact information, attributes, and treatment status will be updated in IMPACT. The supervision start, early termination, and next termination dates in IMPACT will be verified to ensure they reflect the offender's actual release date and Controlling Discharge Date (CDD), if applicable.

The PRCS intake officer will complete a "General Transfer Chrono" and forward the offender's file to the assigned SPO for transfer to a supervision officer. If the

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offender has an ICE hold, the file will be retained on the intake caseload for monitoring.

In the event the offender fails to report to Probation within two working days of release, the PRCS intake officer will immediately notify the appropriate Compliance Response Team (CRT) and complete a PRCS Warrant of Arrest (PRO-19) and PRCS Warrant Request - Initial Failure to Report (PRO-17A). These documents will be forwarded to the assigned SPO for approval.

In the event the offender is released from prison to a hold from another law enforcement agency, the PRCS intake officer will continue to monitor the offender's custody status.

Should the offender plan to reside out of the county and provide proof of residency or intended residency, the PRCS intake officer can initiate an outgoing PRCS transfer request in accordance with 3460 PC. To initiate a PRCS transfer, the officer will contact the receiving county's PRCS transfers liaison and forward the offender's prison packet and a completed PRCS Transfer Cover Sheet, which is available at <http://www.cpoc.org/realignment>. In order to facilitate the PRCS transfer process, an offender may receive a temporary travel permit to reside out of county while a PRCS transfer request is pending. If a PRCS transfer request is denied by the receiving county, the offender must return to Santa Barbara County for local supervision.

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