

Policy

Each Chief Probation Officer will identify funds for the purchase of community services to supplement existing programs and establish procedures for extraordinary treatment or services being provided through Community Corrections fiscal resources and management.

Offenders under Community Corrections supervision have the same right to receive community service/treatment as any other member of the community and will be expected to pay for their own services to the extent of their ability. Only under extraordinary circumstances will the Department pay for offender services.

Local and generally accessible community resources and financing means will be explored prior to the expenditure of Department funds for the purchase of services/treatment for offenders. All expenditures for community services are contingent upon budgetary allocations.

Procedures

When community resource services needed by offenders are not available from within the Department and when other community resources and the offender are unable to fund the service/treatment, the supervising Probation Officer, in coordination with the District Supervisor may attempt to purchase services and/or treatment to the extent that Department resources will allow, as follows:

A. Review and Approval:

The supervising officer shall prepare the case management services plan, as follows:

1. In memorandum form, the officer shall provide the District Supervisor with a written recommendation for the approval of community services at Department expense along with the updated case record;
2. Within ten working days of receipt, the District Supervisor shall review the memorandum, case record and indicate approval or disapproval in writing on the requesting memorandum.
3. If the plan is approved at District Supervisor level, fiscal authorization with funding for services shall be obtained from the Chief Probation Officer, or designee. The memorandum shall identify the amount of the expenditure, and clearly identify the vendor as well as fiscal management considerations appropriate to the case and service being procured.

B. The offender must provide a Release of Information (form 20-602.01A) or similar release to ensure Community Corrections access to the treatment/service record of the offender referred before the referral is made and the commencement of treatment/service at Department expense.

C. Within 30 days of an offender's initial appointment with the provider, the supervising officer shall obtain a verbal treatment evaluation on the offender, which must include diagnosis, prognosis, estimated costs and duration of service/treatment. A written evaluation will be obtained within 60 days. The evaluation will be made part of the case

Community Treatment Services

Chapter: Community Programs

record and fiscal management as is appropriate to the case and in conformance with procedures established by the Chief Probation Officer for this purpose. This evaluation will be assessed to confirm the necessity of the treatment plan approved per A.3. above and may serve as justification to end or revise the plan.

- D. Whenever community services provided at Department expense differ from the plan approved by the Chief Probation Officer, the Chief Probation Officer must be notified to determine fiscal impact. Ongoing services funded by the Department will be reviewed each quarter by the Chief Probation Officer to assess their continuation contingent upon budgetary resources.

January 25, 2001
Date

Margaret M. Pugh
Margaret M. Pugh, Commissioner
Department of Corrections

Forms Applicable to this Policy:

20-602.01A – Release of Information