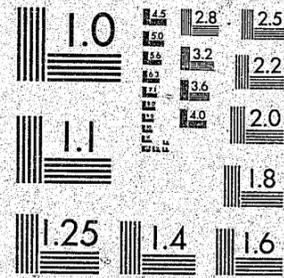


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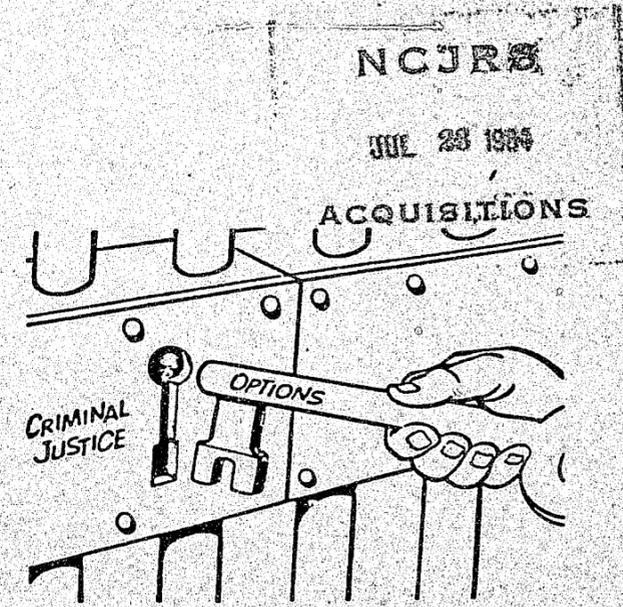
Georgia Dept. of Offender
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INTENSIVE PROBATION SUPERVISION



**PROBATION DIVISION
DEPARTMENT OF OFFENDER REHABILITATION
Floyd Veterans Memorial Building
Room 954, East Tower
Atlanta, Georgia 30334**

INTRODUCTION

The problems associated with prison overcrowding have dominated correctional thought for the past decade. The realities of prison overcrowding have resulted from an attempt to restore order and discipline to national life through the control of crime. An obvious public sentiment displayed in conjunction with the desire to control crime has been the demand for more punitiveness in the imposition of sanctions against criminal offenders.

In Georgia, we have left little doubt that we have been "tough on criminals", as evidenced by our having consistently ranked at the top nationally in our per capita rate of incarceration. The operating budget of the state's Department of Offender Rehabilitation has shown huge increases, reflecting the staggering costs of incarceration. The overcrowding problem has been worsened by loss of bed space through Federal Court intervention, and the difficulty in expeditiously moving jail inmates into already-overcrowded state prisons has caused the perception of commitment to be clouded.

In late 1981, prison overcrowding and the accompanying backlog of jail inmates awaiting transfer into the state prison system reached near-catastrophic proportions. While Georgia already enjoyed some recognition as a leader in innovative alternatives to incarceration, it became increasingly apparent that additional options had to be acceptable to the judiciary, law enforcement, and the public in terms of cost-effectiveness, punishment of the offender, and protection of society. They also had to be available within the system.

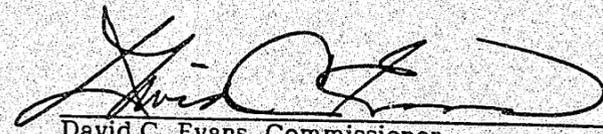
As the concerns of all components of the criminal justice system and the public were considered, it appeared that a program of intensive probation supervision, blending both services to the offender and near-daily monitoring of his activities, was a viable alternative to incarceration. While the concept of "intensive supervision" was not new, Georgia's approach to the concept was.

The Intensive Probation Supervision program (IPS) inaugurated in Georgia in July, 1982, offers the opportunity to provide close community supervision to selected offenders who normally would have entered prison were it not for the existence of the program. The IPS team, comprised of an experienced Probation Officer and a Surveillance Officer, supervise a maximum caseload of twenty-five (25) offenders who present no unacceptable risk to the community in which they are supervised. The caseload consists primarily of non-violent felony offenders who have been convicted of property offenses.

Although attempting to provide those rehabilitative services to offenders which would prevent further criminal activity and change criminal lifestyle patterns, an additional goal of IPS is to closely monitor the offender's activities. To accomplish this, very strict standards of supervision are incorporated into the IPS program, ranging from near-daily face-to-face contact with the probationer to mandatory curfews.

The Probation Division plans to provide Intensive Probation Supervision to all judicial circuits where significant numbers of potentially-divertible offenders exist, and where there is an expressed desire by the judiciary for the program. Support for the IPS program has manifested itself statewide, particularly through imposition of a Probation Fee by sentencing judges on probated offenders. The revenues from such fees are currently supporting all costs of the IPS program in Georgia. Each IPS team will be capable of diverting thirty-six (36) offenders from prison on an annual basis, resulting in a striking cost-avoidance to Georgia taxpayers.

Georgia's IPS program was developed with primary consideration being given to the involvement of all areas of the criminal justice system, as well as the local communities in which the program operates. The intent of the efforts of the IPS program are to enhance the relationship and establish better communications and understanding between the Department of Offender Rehabilitation, law enforcement, the judiciary, and the citizenry. Both offenders and the public will benefit from the results of the program.



David C. Evans, Commissioner
Georgia Department of Offender Rehabilitation

The Intensive Probation Supervision program in Georgia is operationally a reflection of facts expressed by Commissioner David C. Evans in his introductory statements on pages 1 - 2. Specifics of program mechanics are as follows:

IPS CASELOAD ASSIGNMENT

The primary objective of Intensive Probation Supervision is to provide community supervision to selected offenders who may be safely diverted from imprisonment. Offenders diverted to the IPS program must meet the following criteria:

1. **Must be identified as an offender who would normally have been sentenced to the state prison system in his/her respective circuit.**
2. **Priority for program inclusion will be those offenders who are diverted from the state prison system as the result of an amended sentence.**
3. **Primary consideration will be given to offenders who, after screening, represent no unacceptable risk to the safety of the community.**

Sentencing Process

Options available to Judges for sentencing offenders to Intensive Probation Supervision are:

I. Post-Sentence Diversion

This is the most acceptable method for the placement of offenders in the program. With the offender having already been sentenced to prison, post-sentence diversion unquestionably indicates a positive impact on relieving prison overcrowding.

A probation officer screens all offenders who have been sentenced to prison to determine their program acceptability. This screening insures that the offender meets the selection criteria and that background information indicates he does not pose an unacceptable risk to the safety of the community. If the offender appears to be suitable for program inclusion, the probation officer recommends to the judge that the sentence be amended so that the offender is placed on probation under the Intensive Supervision program. The Judge then makes the decision on whether or not to amend the sentence.

II. Direct Sentencing

While not as concretely indicative of diversion, an offender may

be placed under the Intensive Supervision Program through direct sentencing. Offenders must meet the established criteria for program inclusion and must be identified as the type of offender who has traditionally been sentenced to prison in that circuit.

STANDARDS OF SUPERVISION

The following required standards are established in order to maintain the intent of the term "intensive". Even so, these standards are minimum in nature and during the course of supervision the team may deem it necessary to increase the standards in individual cases. Also, since the program calls for an awareness of the continuous activity of each probationer, the team utilizes contacts with others who are associated with the probationer (e.g. those who are an integral part of the probationer's treatment plan, family members, community activity monitors, etc.). Contact with such sources provide the Intensive Team with meaningful information covering a wide range of probationer activities, use of time, newly-emerging needs, etc., that might not be provided in as substantive a manner during direct contact between the team and the probationer.

It is imperative that the Intensive Team maintain current and accurate documentation of the required standards of supervision being met. The standards of supervision for Intensive Probation Supervision quite obviously demand many contacts between probation staff, the probationer, and other agencies and individuals. The amount of contact and extent of program participation are central to the purpose and philosophy of this program.

Any deviations from the following standards of supervision must meet the approval of the Chief Probation Officer and/or Judge, with justification documented in the probationer's file. Deviations are approved only in exceptional circumstances.

PHASE I (Minimum of three months)

1. Initial contact is made with the probationer's family within the first ten (10) days of supervision to explain the Intensive Supervision program, staff expectations regarding probationer's program participation, and to elicit the family's cooperation in insuring successful diversion.
2. **Face-to-face contact with the probationer.**
 - A. If the probationer's score on the Risk/Needs Assessment is 25 or greater, the Intensive Team will make a minimum of 5 face-to-face contacts per week with the probationer, covering both days and night hours.

A typical week might include one office visit, one on-the-job visit, two home visits at night, and a Saturday contact while performing community service. Periodic weekend checks are included.

The Intensive Team personally makes each face-to-face contact. However, when exceptional circumstances prevail (e.g. a team member is involved in training, Court, or may be off due to illness, or the team is responsible for covering a large geographical area and this or other factors limit mobility, etc.), face-to-face contacts are made by others (e.g. especially other probation personnel and community activity monitors. Family members are not routinely utilized for this purpose). These designated individuals are responsible for establishing specific face-to-face contact, at the direction of the Intensive Team, in order to maintain the required number and quality of face-to-face contacts.

- B. If the probationer's score on the Risk/Needs Assessment is 24 or less, a minimum of 3 face-to-face contacts and 2 collateral contacts will be made with the probationer each week. Collateral contacts will be specifically identified as those individuals who have immediate first-hand knowledge of the probationer's activities and can provide the Intensive Team with knowledge of the probationer that will benefit in both surveillance and rehabilitation of the offender.

The same type of face-to-face contacts as specified in A (above) are expected to be made by the Intensive Team.

3. Employment verification (once per week).

This can be accomplished by a review of the probationer's check stub. However, the Probation Officer makes at least monthly contact with the employer to assess the probationer's job performance. This can be accomplished through telephone contact with the employer or by an on-site employment visit.

Full-time enrollment in school may substitute for work, provided the probationer maintains satisfactory performance. Once the probationer completes or otherwise terminates education, he/she will be required to obtain employment.

4. Verification of employment-seeking by the unemployed probationer.

The unemployed probationer is required to present verification of job search beginning at 8:00 A.M. each weekday unless otherwise instructed by the Intensive Probation Officer. Verification that the probationer has made contact with a prospective employer can be accomplished in several ways including:

- a. Having the probationer submit to the Intensive Team a duplicate job application from the agency, business, company, etc., where the probationer has applied.
- b. Having the probationer submit a statement signed by a representative of the prospective employer in lieu of a duplicate application.
- c. Phone contact with the location at which the probationer states he/she has applied.

While the primary responsibility for locating employment is the probationer's, probation staff may provide assistance in seeking and obtaining employment, including possible participation in job readiness classes or some other form of meaningful activity designed to increase the possibility of gaining employment.

5. **Curfew.**

The Sentencing Court may set the curfew requirements in the Probation Order; however, unless otherwise set by the Court, the probationer is typically in his/her residence no later than 10:00 P.M. and is allowed to leave no earlier than 6:00 A.M. the following day. The Intensive Team may, at their discretion, set more restrictive curfew hours. Variations may be necessary in certain individual situations (e.g., to accommodate the probationer's work hours). Any departure from these curfew hours must have the approval of the Intensive Probation Officer. The Probation Surveillance Officer randomly checks on curfew violations a minimum of twice per month, through a combination of telephone contacts and home visits.

6. **Law Enforcement Notification.**

A list of all probationers under Intensive Supervision is given to local law enforcement agencies monthly in order to solicit their assistance in providing more thorough surveillance. Care is taken to insure that local law enforcement recognizes

that the list should be utilized only for the purpose of communicating to the Intensive Team information as to the activities of the probationers identified on the list.

7. **Local Record Checks.**

The Probation Surveillance Officer makes a weekly check of arrest records to insure that the offender has been arrest-free.

8. **G.C.I.C. Notification.**

All offenders under Intensive Supervision are to be entered as such on the statewide computer network. In the event that the offender is arrested anywhere in the State or questioned for suspicion of a crime, the probation officer responsible for the case is immediately notified.

9. **Community/Activity Monitors.**

The Intensive Supervisor, in conjunction with the Probation Surveillance Officer, identifies responsible individuals in the community where the offender lives or works, and solicits their assistance in insuring the probationer's success on probation. These individuals are carefully selected and informed that their involvement is limited to observation and/or help as a concerned citizen.

10. **Community Service.**

All Intensive probationers are required to perform a minimum of 50 hours of community service in Phase I. Scheduling and monitoring of community service is done by the Intensive Team along with volunteers or agency staff for whom the community service is being performed. An unemployed offender is required to perform community service daily as directed by the Intensive Probation Officer, unless mitigating circumstances prevail (e.g. the probationer may be involved in community service work one-half of a day and be involved in job search activity, etc., the remaining half).

PHASE II (Three to twelve months)

After a minimum of three months, supervision can be reduced to Phase II if the probationer is responding positively to supervision, i.e., has completed 50 hours of community service, remained arrest free, acquired stable employment, remained alcohol and drug free, etc.

1. **Face-to-face contact.** Minimum of 2 times per week (1

day - 1 night).

2. **Employment Verification.** Same as Phase I.
3. **Curfew.** No later than 11:00 P.M. and ending no earlier than 6:00 A.M.
4. **Community Service.** Minimum of 30 hours.
5. **Local Record Check.** Same as Phase I.
6. **Law Enforcement Notification.** Same as Phase I.
7. **G.C.I.C.** Same as Phase I.
8. **Community/Activity Monitor.** Same as Phase I.

PHASE III

After successful completion of Phases I and II, each case is carefully reviewed to determine if goals are being accomplished and if transfer to regular supervision is feasible. If there is sufficient evidence of progress and job stabilization, the Probation Officer can recommend to the Judge that the case be transferred to a regular probation caseload. If not, or if the Judge disapproves, the following standards apply:

1. **Face-to-face Contact.** One (1) day per week (one night contact per month).
2. **Employment Verification.** Same as Phase I.
3. **Curfew.** Relaxed upon discretion of Intensive Team and/or the Court (e.g. weekend curfew only, etc.).
4. **Community Service.** Not mandatory, unless minimum of 132 hours not previously completed.
5. **Local Record Check.** Same as Phase I.
6. **Law Enforcement Notification.** Same as Phase I.
7. **G.C.I.C.** Same as Phase I.
8. **Community/Activity Monitor.** Same as Phase I.

TRANSFER TO REGULAR SUPERVISION

Upon determining that an IPS probationer has met program requirements to the degree warranting transfer to regular probation supervision, the

following steps are taken:

1. An IPS Probationer Progress Report and Order for Termination From Intensive Probation And Transfer to Regular Probation are presented to the sentencing Judge for signature.
2. At such time as the probationer is transferred from Intensive Supervision to regular probation, the receiving supervisor will do an initial Risk/Needs Assessment. If the probationer's score is greater than 25, he/she will be supervised according to the **MAXIMUM** standards, and if below 25, according to **HIGH** standards. After six (6) months of supervision by either Maximum or High standards, the probationer will be reassessed on the Reassessment Instrument and supervised according to his actual score.

Probation Surveillance Officer

Performing tasks under the direct supervision of the Intensive Probation Officer, the Probation Surveillance Officer has general responsibility for the enforcement of the conditions of probation. His/her duties include the following:

1. Enforces curfew, provides local law enforcement agencies with a list of all probationers under Intensive Supervision, completes weekly record checks, enters all Intensive Supervision probationers on G.C.I.C., and insures employment check stubs are submitted weekly.
2. Provides 24 hour surveillance capability through day, night, and weekend visits and telephone contacts.
3. Monitors and documents Community Service work.
4. Assists in completing post-sentence investigation and participates in screening conferences to determine offender acceptability for program inclusion. Aids in investigation and preparation of delinquent reports.
5. Visits the home in conjunction with the Probation Officer II during the first ten (10) days of supervision and as is consistent with the offender's progression through program phases.
6. Participates in conferences to evaluate the probationer's progress and appropriateness of changes in phases of supervision.
7. Identifies responsible individuals in the probationer's community and solicits their assistance in monitoring the probationer's activities and in providing positive support.
8. Arranges for urinalysis and breath alcohol analyzer tests as needed.
9. Arranges for probationer participation in a prison awareness visit at the nearest correctional institute.
10. Maintains proper case documentation consistent with Division policy.
11. Assists Probation Officer II as directed.

10. Coordinates public information and public relations with governmental agencies, civic clubs, church groups, and referral agencies to promote the Intensive Probation Supervision program.
11. Serves as liaison between the Intensive Supervision program and the Court, other probation staff, Judges, and law enforcement agencies in matters relating to offenders being considered for or under Intensive Supervision.
12. Insures collections of fines, restitution, probation fee, and any other court-ordered fees.
13. Insures employment verification is made weekly.
14. Identifies and maintains contact with community agencies involved in providing Community Service projects for Intensive Supervision probationers.
15. Coordinates all activities of Intensive Probation Supervision through regular consultation with the Circuit Chief Probation Officer.
16. Provides information to the Intensive Probation Coordinator concerning needed refinement and evaluation of the program.
17. Insures a smooth transition in changing probationer from Intensive Supervision to regular probation.

Probation Officer II (Intensive Probation Officer)

The Intensive Probation Officer is the primary case manager for offenders sentenced to Intensive Probation Supervision and performs his/her duties under the direct supervision of the Circuit Chief Probation Officer. In fulfilling this responsibility, his/her duties are varied and include the following:

1. Supervises 25 offenders who normally would have received a prison sentence, but are diverted to Intensive Probation Supervision.
2. Acts as team leader and supervises activities of team members to insure the caseload receives an optimum level of treatment and surveillance. Insures compliance of all team members with Intensive Supervision practices and procedures and with Court directives.
3. Coordinates the screening conference to determine acceptability of offenders for Intensive Supervision and conferences to discuss progress of those under Intensive Supervision.
4. Identifies treatment needs and coordinates or provides services to meet those needs through individual and group counseling with probationers and family members and referrals to appropriate agencies. Provides for job readiness and life skills classes to probationers.
5. Supervises the collection of post-sentence investigation information and compiles report.
6. Makes home visits within first ten (10) days of placement under supervision and as is consistent with program phases.
7. Coordinates continuing process for notification of offenders that have been sentenced to prison or are potential prison candidates and coordinates screening.
8. Handles all Court-related duties such as preparation of delinquent reports, meetings with Judges to discuss potential offenders for Intensive Supervision inclusion and progression through phases of supervision, and revocation hearings.
9. Insures proper case documentation consistent with Division policy by all team members and the timely submission of all monthly reports.

END