

 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	<p>TITLE</p> <p>Arrival Report and Initial Interview</p>		<p>NO.</p> <p>9010</p>
			<p>DATE</p> <p>06/07/2019</p>
<p>SUPERSEDES</p> <p>DIR #9010 Dtd. 05/15/18</p>	<p>DISTRIBUTION</p> <p>A B</p>	<p>PAGES</p> <p>PAGE 1 OF 4</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to)</p> <p>ACA Expected Practice 4-APPFS-2A-04; Directives #9025, #9210, #9250, #9401, #9402, #9432</p>	<p>APPROVING AUTHORITY</p> 		

- I. PURPOSE:** To provide NYS Department of Corrections and Community Supervision (DOCCS) Parole Officers with instructions in taking and documenting arrival reports, and conducting the first in-depth interview with NYS parolees released from a DOCCS Correctional Facility, to enhance their successful reintegration into the community.
- II. POLICY:** It is the policy of DOCCS to enhance public safety and assist parolees in their successful reentry into the community. To assist in this effort, the Parole Officer (PO) of record or Duty Officer will conduct an Arrival Report within 24 hours of a parolee's release from a correctional facility. Additionally, absent exigent circumstances, the Parole Officer of record will conduct an Initial Interview with the parolee within 5 business days of the Arrival Report and will document the interview in the Case Management System (CMS). Ideally, the Parole Officer of record will complete the Initial Interview at the time of the Arrival Report.
- III. DEFINITIONS**
- A. Arrival Report: The first in-person contact a parolee has with the PO of record or Duty Officer after release to Community Supervision. This contact is expected to be made in person, except in the most exigent circumstances, when other arrangements may be sufficient with approval from the Bureau Chief. In all cases, the completion of the Arrival Report will be documented in the CMS in accordance with Directive #9025, "Case Management System (CMS) Operational Guidelines."
 - B. Duty Officer: A Parole Officer assigned to an Area Office, responsible for various administrative duties on a rotational basis in the absence of the Parole Officer of record.
 - C. Initial Interview: The first interview between the Parole Officer of record and new releasee. Among other topics related to supervision, the "Initial Interview/Individualized Supervision Plan (ISP)", [Form #CS9010A](#), is to be completed, reviewed, and discussed with the parolee during this interview.
 - D. Parolee/Releasee: For the purpose of this Directive, the term parolee/releasee refers to a person supervised by DOCCS in the community who is released to Parole, Conditional Release, or Post Release Supervision
- IV. PROCEDURE**
- A. Arrival Report
 - 1. The PO of record (or Duty Officer in the absence of the PO of record) will conduct the Arrival Report at the work location when newly released parolees report. The "Arrival Report Checklist," [Form #CS9010](#), must be utilized to assist staff in ensuring all pertinent information and areas are covered.
 - 2. The PO of record or Duty Officer shall:

- a. Review with the parolee the Certificate of Release to determine compliance with reporting instructions;
- b. Read and review with the parolee any Conditions of Release and Special Conditions that apply (note the parolee's acknowledgement of understanding);
- c. If applicable, explain and administer the GPS Monitoring program;
- d. Verify identification status (encourage the procurement of valid NYS identification) and inquire about the possession of other government issued identification, including a passport;
- e. Take the necessary PIMMS photo(s), ensuring any scars or tattoos are also entered into PIMMS;
- f. Verify/Confirm the housing plan and/or need for Department of Social Services (DSS) or Department of Homeless Services (DHS) assistance;
- g. Read and review Parental Notification, [Form #CS9601B](#), "Post-Release Notice Regarding Requests for Parental Contact;"
- h. If applicable, review Office of Mental Health Discharge Plan and appointments;
- i. Advise of any other program, treatment, or employment appointments and sign related consents for release of information;
- j. Review any Order(s) of Protection against (or in favor) of parolee;
- k. Review with parolee his or her financial situation and resources including obligation to pay supervision fees, methods of payment and waiver eligibility in accordance with Directive #9250 "Supervision Fees (Community Supervision)";
- l. If applicable, file any change of address form (DCJS Form 3231) with the Sex Offender Registry, with the parolee's signature;
- m. Inform the parolee of the date, time, location of the next scheduled report, and name and contact information of the assigned PO and SPO or other PO who will take the report;
- n. Explain the role of a Duty Officer and the purpose of the 24-hour hotline;
- o. Verify accuracy of CMS annotations for Approved Residence (Screen F-17), Next Report Date, Special Conditions (Screen F-6) and Physical Description (Screen F-6);
- p. Print the Parolee Arrival/Assignment Report (see Attachment A - Form #CMS4027) from CMS (Screen F-15);
- q. Enter the requested information on the line provided for Nicknames and Distinguishing Scars;
- r. The Parole Officer conducting the Arrival Report will enter the Date, Place, and Time the report was completed along with the Next Report Date;
- s. The Parole Officer conducting the Arrival Report will have the parolee sign the Arrival/Assignment Report, and distribute as required.

B. Initial Interview

1. The Parole Officer will review and discuss the following with the parolee during the Initial Interview (see [Form #CS9010](#)):
 - a. Parolee's residence/phone number and employment program;
 - b. Medical/mental health concerns and referral, if applicable;
 - c. Substance abuse history and referral to treatment program as needed;
 - d. Gambling/domestic violence history and referral to treatment program, if applicable;
 - e. DMV ID/license status;
 - f. Conditions of Release/Special Conditions;
 - g. Reporting schedule and how to contact the Parole Officer;
 - h. Merit/Mandatory Termination and Three-Year Discharge from supervision and Certificate of Relief/Good Conduct;
 - i. Supervision fee obligation, methods of payment; eligibility for waiver; and
 - j. Parolee Grievance Process; method to follow if parolee has a complaint about the Officer.
2. The Parole Officer will complete an Initial Interview/ ISP, [Form #CS9010A](#), within 14 days of release. The ISP will address the high and medium criminogenic needs and stabilization needs of the parolee for community reentry and supervision.
3. The Parole Officer will document the completion and review of the ISP with the parolee in CMS using the Activity Code "IN."

NOTE: While there are 14 days from the date of release to complete the ISP, it is understood that the Initial Interview MUST take place within five days of the Arrival Report.

- C. Senior Parole Officer Responsibility: The SPO will review and sign the ISP and discuss the plan and progress with the Parole Officer during Supervision Standards Conferences.

CMSARRV * * * NEW YORK STATE - DOCCS * * * DATE: _____
COMMUNITY SUPERVISION
PAROLEE ARRIVAL/ASSIGNMENT REPORT

Name: _____ Area: _____
NYSID: _____ SPD Name: _____
DIN: _____ PD Name: _____

PHYSICAL DESCRIPTION/PERSONAL CHARACTERISTICS

Sex: _____ Race: _____ Ethnicity: _____ DOB: _____
Height: _____ Eyes: _____ Facial Hair: _____
Weight: _____ Hair: _____ Teeth: _____
Build: _____ Skin: _____ Glasses: _____

Nicknames: _____

Distinguishing Scars/Marks/Tattoos/Other: _____
TATTOO ARM, LEFT UPPER TATTOO ARM, RIGHT UPPER

SUPERVISION INFORMATION

Parole Regulations/Special Conditions Discussed: YES NO N/A
SIST Conditions Discussed: YES NO N/A
Board Imposed Special Conditions: _____

Approved Residence: _____

Comments: _____

ASSIGNMENT INFORMATION

Assigned PO: _____

Date of Arrival: ____/____/____ Place: _____ Time: ____:____ AM/PM
Report Taken By: _____ Shield #: _____
Next Report Date: _____ NON-REPORT Report To: _____

Signature of Releasee/Respondent