
 Corrections and Community Supervision DIRECTIVE	TITLE		NO. 9820
	Community Supervision – Friends and Family Events		DATE 02/17/2022
SUPERSEDES	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practice 4-APPFS-1A-02; Directive #4312	APPROVING AUTHORITY 		

- I. **PURPOSE:** Community Supervision will hold regular "Friends and Family Open House" events to demonstrate the Department's commitment to releasee success, acknowledge their support network, share information about the supervision process, and offer an array of available services to help with reintegration into the community.
- II. **POLICY:** Each Community Supervision region will hold an open house event which will be hosted by Executive Administration and Re-Entry Services. At a minimum, each region will hold one open house event annually.
- III. **PROCEDURES:**
 - A. Annual Friends and Family Open House: On an annual basis, each regional office will schedule a Friends and Family Open House event. The regional offices may also work with the Governor's Regional Representative, State, and local elected officials to identify prospective participants for service providers.
 1. During the first week of April of each year, the Regional Director (RD) will identify a tentative date on which the open house event will occur and submit Form #CS9820, "Annual Friends and Family Open House Schedule," with Part A completed to the Public Information Office (PIO), with a copy to the Deputy Commissioner for Community Supervision; who will track the annual open house event and assist in publicizing the event by use of social media or other media sources.
 2. Two weeks prior to the annual open house, the RD will complete the previously submitted Form #CS9820, Part B, and resubmit it to the Public Information Office, with a copy to the Deputy Commissioner for Community Supervision, finalizing the details of the event.
 3. Within five business days after the open house, the RD will submit a written report and group photograph to the PIO and Deputy Commissioner for Community Supervision detailing the event, including any notable occurrences.
 - B. Guest Logistics:
 1. Staff will send invitations to all interested releasees and their friends, family members, and/or other support network.
 2. Staff will canvas the bureau or local providers/partners to identify sufficient space to hold the event in consideration of the anticipated guest count. If the event is held inside of an area office, visitors will be subject to screening by way of walking through a magnetometer.

In the absence of exigent circumstances, legislators and their aides should neither be processed through a magnetometer, nor scanned with a hand-held metal detector. At all locations, releasees and guests will present identification in order to confirm attendance.

3. Each Regional Office will secure food and soft beverages for the event in accordance with Directive #4312, "Consumption of State Food." The Regional Office will submit a completed Form #4312A, "Request for Waiver to Provide Food for Employees at Department Functions," with a Purchase Order detailing the estimated costs (not to exceed \$500) to the Deputy Commissioner for Community Supervision for approval, who will then submit Form #4312A along with the Purchase Order to the Deputy Commissioner for Administrative Services for final approval. Any questions or issues should be raised with the Budget Chief for Community Supervision.
 4. Where possible, all Parole Officers of record will be in attendance.
- C. Presenters:
1. The Deputy Commissioner of Community Supervision, or their designee, will serve as the keynote speaker and provide welcoming remarks including a general overview and purpose of the event.
 2. Service providers for the local community will be introduced. These providers will generally represent local recovery, legal, employment, vocational, or other relevant services and support that are available to both the releasees and their friends/family.
 3. Each provider will conduct a 5- to 10-minute presentation to the guests.
 4. If available, a current or former releasee, as a credible messenger, will present on their experience with Community Supervision and their reentry path.
 5. The event will conclude with a Q&A session and informal network between releasees, guests, and Community Supervision staff.