
 <b>Department of Corrections and Community Supervision</b>  <b>DIRECTIVE</b>	TITLE <b>Parolee Liaison Program</b>		NO. 9816
			DATE 12/01/2023
SUPERSEDES	DISTRIBUTION A B	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) 7 NYCRR Chapter V	APPROVING AUTHORITY 		

- I. **PURPOSE:** To establish a Parolee Liaison Program (PLP), which will provide a forum for the sharing of information between the parolee population and Community Supervision management. The sharing of information will provide an element of transparency and a sense of fairness to the parolee population. The potential trust gained by the establishment of a PLP will allow for more open communication between parolees and Community Supervision staff, resulting in better supervision outcomes.
  - II. **POLICY:** Each Community Supervision Area Office or Region (NYC) shall establish a PLP consisting of Community Supervision staff and currently supervised parolees in the established area.
  - III. **COMPOSITION:** Each PLP Committee will be comprised of the following:
    - A. Community Supervision will be represented by a minimum of four staff members assigned to the PLP from the following positions: Regional Director, Assistant Regional Director, Bureau Chief, Reentry Manager, Assistant Reentry Manager, and Senior Parole Officer.
    - B. The parolee population will be represented by a maximum of three individuals that reside in the Area Office/Region coverage area of the PLP. Parolee committee members will participate on a volunteer basis, and they must meet the following selection criteria:
      1. Parolee must be in good standing with regard to their parole status (i.e., no open arrests or pending violations).
      2. Parolee cannot be serving or have served a sentence for a sex-related offense.
      3. Parolee cannot be serving or have served a sentence for an offense against a minor unless they were a minor at the time of the offense.
      4. Parolee must be free of controlled substances unless under the care of a medical professional.
      5. Parolee must be currently under supervision and have completed a minimum of six months of supervision.
      6. Parolee representatives must be willing and able to participate in quarterly PLP committee meetings.
      7. The Bureau Chief will submit the names of potential parolee volunteers to the Regional Director/Assistant Regional Director for approval.
- NOTE: PLP parolee representatives may be invited to participate in other Reentry supportive transition focused events.

- C. The committee chairperson (lead person) shall be the highest-ranking Community Supervision staff person serving on the committee.

- IV. PROCEDURE:** The PLP will serve as a forum where general concerns from the parolee population can be shared with Community Supervision staff to achieve resolutions and/or a better understanding of the issues presented.
- A. The PLP committee will meet on a quarterly basis at minimum.
  - B. Meetings shall occur in person or electronically (i.e., conference call, video conference).
  - C. Meetings shall be scheduled for one-hour timeframes. The timeframe may be adjusted as needed with the agreement of the committee members.
  - D. The meeting agenda items must be submitted to the PLP chairperson at least five business days prior to the scheduled meeting. An agenda for the meeting will be compiled and disseminated to all participants.
  - E. The individual issues of concern of a specific parolee will not be addressed at the committee meetings.
  - F. The Regional Director shall have the authority to approve or disapprove agenda items that the committee cannot agree upon.
  - G. Committee meeting discussions shall be recorded by way of written minutes.
  - H. The written minutes shall be the responsibility of a Community Supervision staff member.
  - I. A copy of all meeting minutes shall be kept on file at the Regional office. Copies of the minutes will be provided to all PLP committee members.
  - J. Parolees will be provided with the PLP parolee representatives' email addresses and/or phone numbers in order to submit concerns to bring forward to the PLP committee at the next scheduled meeting.