

AB109 POSTRELEASE COMMUNITY SUPERVISION (PCS) INTAKE PROCESS

- AUTHORITY:** Sections 667.5, 1170.12, 1192.7, 1203.2, 2962, 3000, 3000.08, 3003, 3450-3465, and 3060.7, California Penal Code
Administrative Directive
- RESCINDS:** Procedure Manual Item 2-3-101, dated 07/07/16
- FORMS:**
- | | |
|---|----------------------------|
| Probation Referral Memo | (F057-1045) |
| 611 Packet Pre-Release Check List | (CDCR Form) |
| 611 Release Program Study | (CDCR Form) |
| Abstract of Judgment (AOJ) | (Court Form) |
| Legal Status Summary (LSS) and/ or
Sentence Data Sheet (SDS) | (CDCR Form)
(CDCR Form) |
| 1515-CS Notice and Conditions of
Postrelease Community Supervision | (CDCR Form) |
| Record Check Request - Adult | (F057-1064) |
| Notification to County of Change in Status | (CDCR Form) |
| Static 99R (Sex Offender Assessment) | (CDCR Form) |
| CA Static Risk Assessment (High Control Supervision) | (CDCR Form) |

PURPOSE: To define the intake process for offenders placed under Postrelease Community Supervision (**PCS**) effective October 1, 2011 and establish uniform guidelines and procedures for processing referrals from the California Department of Corrections and Rehabilitation (CDCR) including referrals from prisons and the Division of Adult Parole Operations (DAPO).

I. GENERAL INFORMATION

Overview of 2011 Public Safety Realignment Act:

Realignment transferred the responsibility of supervision to the 58 counties for felons (excluding high risk sex offenders, **servicing a current term of life and mentally disordered offenders**) released from prison whose commitment offenses are statutorily defined as non-serious (1192.7(c) PC) and non-violent (667.5(c) PC). These individuals may have prior violent or serious **offenses**, or be registered sex offenders.

II. PROCEDURE

A. Referrals

1. Referrals are received from CDCR and other counties via one of the following:
 - a. CDCR
 - 1) **Secure Automated File Exchange (SAFE)**
[REDACTED]
 - 2) Fax
 - 3) **E-Mail**

The vast majority of CDCR referrals are generated from the various prisons located within the state. However, some referrals may come from the Division of Adult Parole Operations (DAPO). These are sometimes referred to as “Court Walk-Over’s” / “Direct Court Releases” or **Out of County “Transfers-in”**.

b. Other Probation Departments (Transfer-Ins)

- 1) Fax
- 2) E-mail

2. Referrals should include the following:

- a. CDCR 611 Pre-Release Checklist Cover page
- b. 611 Release Program Study
- c. Abstract of Judgment
- d. Legal Status Summary (LSS) **and/ or**
- e. **Sentence Data Sheet**
- f. 1515-CS (Notice and Conditions of Postrelease Community Supervision)
- g. Probation Officer Report (POR) and/or Arrest Report
- h. Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) (requested but not required)
- i. **Post Release Packet (Transfer – in)**
- j. **Change in Status Forms or any other applicable CDCR forms**

3. Sex Offender cases will also include a Static-99R actuarial assessments. CDCR must provide a Static-99R sex offender risk score in order to statutorily determine PCS eligibility. PCS intake will follow-up and request the Static-99R assessment if not included in the referral packet.

4. Consistent with Section 3060.7 PC, offenders identified as “High Control” will include a completed CA Static Risk Assessment (CSRA).

B. PCS Clerical Duties

1. PCS clerical staff will routinely log into **SAFE** website daily and check for referrals, download and save referral packet, and print out a hardcopy for processing.
2. Place forms in order noted above (Section II.A.2).
3. Receiving clerk enters the case into Probation Department Integrated Case Management System (ICMS) **with existing A# or a new A-File is created.**
4. Creates a Probation Referral Memo.
5. Request a record check (“RAP” sheet)
6. Refer to PCS Intake Case Classifier (SPO) for assignment.
7. Completed packet is returned to clerical who responds to CDCR with Inmate Reporting Instructions.
8. **Scans or downloads appropriate case related documents.**

9. Packet is routed to Adult Intake for processing. Once completed, it is routed to assigned Deputy Probation Officer.

C. PCS Intake and Case Classifier SPO Duties

1. Reviews packet and confirms legal eligibility and jurisdiction for PCS supervision.
2. Coordinates with clerical confirming Inmate Reporting Instructions.
3. Also coordinates with clerical and Probation Department volunteers regarding requesting missing documentation from CDCR.
4. If a case is ineligible for PCS supervision, the Intake SPO will respond to CDCR accordingly to provide supporting facts surrounding why the case has been rejected or needs to be sent to another County and facilitates the process. Cases may be deemed ineligible per Sections 667.5 and 1192.7 PC, per Sections 1170.12 and 2962 PC, because the offender has been supervised by Parole for 60 days or more consistent with Section 3000.08 PC, or if CDCR has referred an offender to Orange County in error (**County of last legal residence not Orange County**).
5. Initiates a response to CDCR and confirms a Notification to County of Change in Status in order to document the change.
6. Problem cases that have no record and no current referral from CDCR such as Court "Walk-Over" (when an offender reports directly from the Court or DAPO), are referred to the PCS Officer of the Day for processing and gathering of offender information. This information is provided to the PCS Intake Case Classifier SPO for review and coordination with CDCR, **DAPO** and the Court consistent with the above processes.
7. The PCS Intake and Case Classifier SPO serves as a liaison and point of contact for CDCR (both Prisons and DAPO). He/she is familiar with various personnel throughout the state and is the "hub" for maintaining and sharing various state contact lists.
8. **Enters completed packet for tracking into PCS Master List of 611 Packets.**

REFERENCES:

Procedures: None

Policies: A-1 Policy, Procedure and the Law
A-2 Upholding Departmental Philosophy and Principles
B-2 Inter and Intra Agency Confidentiality
C-6 Case Assignments

S. McCoy

APPROVED BY: