

DEPARTMENT OF CORRECTION 	COMMUNITY CORRECTIONS DIVISION	DIRECTIVE NUMBER: 136.04.02.002	PAGE NUMBER: 1 of 2
		SUBJECT: Documentation	Updated: 09-1995 Revised: 03-08-02

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Board of Correction that the Department of Correction establish procedures and guidelines for the administration of the sentences of persons committed to the custody of the Board of Correction.

01.01.00 PURPOSE

To establish guidelines for documenting actions taken by offenders and officers.

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03.00.00. REFERENCES

Department Policy 136, Sentence Administration.

04.00.00. DEFINITIONS

Board. The state Board of Correction.

Documentation. A written notation in the field book made and initialed by a Probation and Parole Agent.

Field Book. A binder containing a written record of all offenders under the supervision of a particular Agent containing information about each offender and notations made by the Agent regarding activities of and information concerning that offender.

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05.00.00. PROCEDURE

Probation and Parole Agents (PPA) shall utilize field books to keep accurate documentation of the activities of each offender under their supervision. Agents shall document all-important matters in RED in their field books. Entries that are to be signed by the district manager or section supervisor are as follows:

ENTRIES TO BE SIGNED	PPA	Senior PPA
Initial Sign-Up	X	X
LSI-R	X	X
Case Conferences	X	X
Audits	X	X
Discretionary Jail Time	X	X
Extension of Time Requirements	X	X
Searches	X	X
Agent's Warrants	X	X
Technical Violations	X	
Law Violations	X	
Positive Substance Results	X	
Deceptive Polygraph Test	X	
Positive Plethysmograph	X	

Agents shall document each contact with an offender by noting the date of the contact, where the contact was made, and summarizing the events or conversations that took place taking particular care to note any instructions or directives given the offender by the officer. Agents shall initial each entry made in the field book.

Agents shall use their discretion in documenting any collateral contacts or events that occur that may affect an offender's progress or status.

Administrator, Operations Division

Date