

Idaho Department of Correction 	Standard Operating Procedure Operations Division Probation and Parole Services	Control Number: 701.04.02.006	Version: 4.5	Page Number: 1 of 24
		Title: Sex Offenders: Supervision and Classification		Adopted: 10-9-2001 Reviewed: 4-18-2012 Next Review: 4-18-2014

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BOARD OF CORRECTION IDAPA RULE NUMBER 701

[Probation and Parole Supervision](#)

POLICY CONTROL NUMBER 701

[Probation and Parole Services](#)

DEFINITIONS

[Standardized Terms and Definitions List](#)

Association for the Treatment of Sexual Abusers (ATSA): An international organization that focuses specifically on the prevention of sexual abuse through the effective management of sex offenders.

Chaperone: An Idaho Department of Correction (IDOC)-approved person who is trained to escort or accompany a sex offender to an approved event or location where contact with minor children is probable.

Level of Service Inventory (LSI): An instrument used to (a) sample an offender's risk factors in order to provide a comprehensive risk and needs assessment, which is necessary in identifying offender treatment planning and supervision; and (b) screen for crime-producing attributes based on a total score with results presented in 10 subscale domains. (All references to LSI include all subsequent revisions.)

Polygraph Report: A report generated by the use of a biophysical instrument, which is used to detect deception or verify the truth of statements.

Sex Offender: An offender who has been convicted of unlawful sexual behavior or criminal sexual intent, regardless of any plea agreement that has been deemed appropriate for sex offender supervision.

Sex Offender Supervision Caseload (SOSC): A specialized caseload for supervising sex offenders.

Sex Offender Treatment: Programming – provided by a clinical member of the Association for the Treatment of Sexual Abusers (ATSA) – that (a) consists of a regimen of educational and therapeutic meetings, and (b) must be consistent with the ATSA's *Practice Standards and Guidelines*.

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Sex Offense: Unlawful sexual behavior or criminal sexual intent, which may result in a criminal justice intervention or official sanction.

Stable 2007: A specific sex offender risk assessment instrument that measures factors that are potentially changeable but endure for months or years.

Static 99: A specific sex offender risk assessment instrument that (a) contains the four (4) Rapid Risk Assessment for Sexual Offense Recidivism (RRASOR) items and six (6) additional items, and (b) yields separate long-term probabilities for sexual and/or violent re-offense risks. (All references to static 99 include all subsequent revisions.)

Violent Sexual Predator (VSP): A person who was designated as a sexual predator by the Sex Offender Classification Board where such designation has not been removed by judicial action or otherwise.

PURPOSE

The purpose of this standard operating procedure (SOP) is to provide procedures, expectations, and standards for the supervision of sex offenders who are on a sex offender supervision caseload (SOSC) or general supervision caseload.

SCOPE

This SOP applies to (a) all Probation and Parole Bureau staff members supervising sex offenders, (b) some Education, Treatment, and Reentry Bureau staff members such as clinical staff and the sex offender program manager, and (c) all sex offenders who are under the jurisdiction of the Idaho Department of Correction (IDOC).

RESPONSIBILITY

Deputy Chief of the Probation and Parole Bureau

The deputy chief of the Probation and Parole Bureau (or designee) is responsible for:

- Overseeing probation and parole services;
- Ensuring the guidelines and procedures provided herein are adhered to; and
- Ensuring each probation and parole district review this SOP annually.

District Managers and Section Supervisors

District managers (or designees) are responsible for ensuring that staff are practicing the guidelines, standards, and procedures provided herein.

District managers and section supervisors are responsible for the implementation and probation and parole district's annual review of this SOP.

Probation and Parole Officers (PPOs)

PPOs are responsible for:

- Practicing the procedures provided herein; and
- Reading this SOP at least once annually.

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GENERAL REQUIREMENTS

1. Staff Training and Caseload Size

Training

The district manager (or designee) is responsible for ensuring that PPOs receive a minimum of 16 hours of training specific to sex offender supervision. The deputy chief of the Probation and Parole Bureau (or designee) shall ensure that annual sex offender supervision training is available and provided to PPOs engaged in sex offender supervision under this SOP. This shall include updated certification training on assessments being used to assess sex offender risk level and rehabilitative needs by bureau staff.

Caseload Size

The district manager (or designee) shall ensure the number of sex offenders assigned to each caseload will be managed at appropriate levels so that effective supervision strategies can be utilized.

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Sex Offender Supervision Intake

The district manager (or designee) shall use discretion in making a determination on whether or not a case will be assigned for sex offender supervision when the case does not meet assignment or exclusion criteria as outlined in the [IDOC Sex Offender Supervision Probation/Parole Officer Manual](#). The district manager, designee, or intake staff member shall review assignment and exclusion criteria and conduct a file review using appendix A, *Sex Offender Supervision Classification Matrix*, to make a determination of how the case will be supervised.

Process Steps: Case Staffing (Intake)

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Intake Staff Member	1	Review the placement criteria.
Section Supervisor or District Manager	2	<ul style="list-style-type: none"> Conduct a case staffing (see the note box that follows this table) along with file review; Review the exclusion and assignment criteria in the IDOC Sex Offender Supervision Probation/Parole Officer Manual; and Use appendix A, <i>Sex Offender Supervision Classification Matrix</i>, as needed.
Section Supervisor or District Manager	3	Make a determination as to the supervision of the offender. Note: You may use discretion to override, with justification, the criteria and/or matrix classification for case assignments.
Intake Staff Member	4	Document in the Corrections Integrated System (CIS) as a case update: <ul style="list-style-type: none"> The staffing and whether or not the case is assigned for sex offender supervision; and Any overrides and the justification. Note: Title the CIS entry 'Case Staffing (Intake)'.
Intake Staff Member	5	<ul style="list-style-type: none"> Assign the case to the appropriate PPO or probation and parole unit for supervision; and Document the case assignment in the CIS as a case update. Note: Title the CIS entry 'Case Assignment'.

For further assistance with CIS, see your designated CIS super user.

Note: There is no definitive answer on every case involving a sex offense. The criteria provided in this section is a guideline for section supervisors **and** district managers to determine which offenders need to be supervised on a SOSC **or** under the [Sex Offender Agreement of Supervision](#) (appendix B). The *Sex Offender Supervision Classification Matrix*, (appendix A) is provided for section supervisors, district managers, **and** PPOs to use to determine whether or not the case should be further staffed for sex offender supervision. The case staffing shall begin with the district manager (or designee) forwarding the case to the sex offender program coordinator for staffing with Education, Treatment, and Reentry Bureau clinical staff. The sex offender program coordinator shall

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provide a recommendation to the section supervisor or district manager (as applicable) within three (3) business days of receiving the request to staff the case.

2. Sex Offender Risk Assessment Instruments

In addition to the level of service inventory (LSI), the Probation and Parole Bureau uses two (2) specific instruments to determine the risk level and supervision needs of each sex offender: the static 99 **and** the stable 2007.

Note: Due to the LSI and Static 99 being revised every couple of years, all references herein to the LSI and Static 99 shall mean the most current 'revised' version.

Static 99

The static 99 is designed to predict sexual and violent recidivism among male offenders over 18 years of age who have been convicted of at least one sex offense against a child **or** a non-consenting adult.

Note: 'Failure to register' and 'failure to report' are not sex offenses and cannot be used for the primary (i.e., INDEX) offense for the purposes of the risk assessment. Staff shall use the last actual sex offense as the primary (i.e., INDEX) offense when completing the risk assessment.

Stable 2007

The stable 2007 measures dynamic risk factors that may change with intervention over a period of six (6) months.

Risk Assessment Timeframes

PPOs shall conduct the LSI, static 99, and stable 2007 during the following time frames using an interview process and full case file (c-file) review.

Risk Assessment	Items	Frequency of Use Intervals		Supervision Level Changes and/or Probation or Parole Violations
Static 99	10	Initial intake	When additional sexual or violent offenses have occurred	Only during probation or parole violations when a new sexual crime has occurred
Stable 2007	13	Initial intake	Every six (6) months	During any probation or parole violations or significant supervision changes
LSI	54	PSI (pre-sentence investigation) level or intake	Yearly. Based on LSI scores of 'moderate' to 'high'	During any probation or parole violations or significant changes

3. Supervision Levels for Sex Offender Supervision

The sex offender supervision matrix combines the static 99 and stable 2007 to attain the best supervision level for the offender. The stable 2007 risk level will be used when the static 99 cannot be used for assessing the offender.

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Note: Due to the LSI and Static 99 being revised every couple of years, all references herein to the LSI and Static 99 shall mean the most current 'revised' version.

Sex Offender Supervision Matrix

The sex offender supervision matrix shall be used for classification when the static 99 and stable 2007 are used for risk assessment purposes. The sex offender supervision matrix combines the stable 2007 and static 99 results to obtain a risk level. A final supervision level of 'SO low', 'SO moderate', or 'SO high' is assigned a minimum number of supervision contacts (see appendix C, *Sex Offender Supervision Contact Standards*) that must be made during certain timeframes.

Instruction: Conduct the stable 2007 **and** static 99 risk assessments. Obtain the final score results for both assessments, and use the following matrix **and** final score results for both assessments to determine the sex offender classification.

		Stable 2007		
		Low Score: 1-3	Moderate Score: 4-11	High Score: 12+
Static 99	Low Score: 1 to -3	SO low	SO low	SO high
	Moderate Score: 2 to 5	SO moderate	SO moderate	SO high
	High Score: 6+	SO high	SO high	SO high

Stable 2007 Classification Matrix

The stable 2007 classification matrix may be used when the offender does not meet the criteria for risk assessment with the static 99, but upon review of the case the offender would meet guidelines for criteria to be supervised as a sex offender (see [section 2](#)).

Example: The offender has an offense that is 20 years old, but has never had a period of supervision in the community that has exceeded 10 years without a new criminal conviction. At that point the offender would be assessed using the stable 2007 classification matrix to obtain a supervision level.

The following stable 2007 classification matrix shall be used to assess supervision levels when the static 99 cannot be utilized:

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Stable 2007	
Score	Classification
Low Score: 1-3	SO low
Moderate Score: 4-11	SO moderate
High Score: 12+	SO high

Risk Assessment Exceptions

There may be cases that will require additional staffing with the Sex Offender Management Team due to exceptional circumstances. These cases may not meet the criteria for risk assessment purposes and may need further approval for transfer to or from supervision on a SOSC through a Sex Offender Management Team case review.

Sex Offender Management Team Case Reviews

Upper level case reviews shall be utilized for cases that are considered exceptional in not meeting assignment or exclusion criteria. Under these circumstances, the probation and parole district may need additional guidance as how to assign the case based on the information presented. The initial level of review shall begin with a case staffing between the PPO **and** the district manager (or designee). If the supervision level cannot be determined during that staffing, then the case may be referred to the Sex Offender Management Team.

Process Steps: Sex Offender Management Team Case Reviews

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
PPO	1	Determine whether a case staffing and review is needed with the district manager (or designee).
District Manager (or Designee)	2	Staff the case with the PPO to determine whether further review is needed to determine if the offender needs sex offender supervision <u>or</u> needs to be moved to a general supervision caseload.
PPO	3	Document the staffing and decision in the Corrections Integrated System (CIS) as a case update and title it 'District SOSC Review'.
District Manager (or Designee)	4	If further review is needed, forward the case to the sex offender program manager.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Sex Offender Program Manager	5	<ul style="list-style-type: none"> Jointly review the case with clinical staff members <u>and</u> other appropriate IDOC staff (as needed); Respond to the PPO <u>and</u> district manager (or designee) and approve or deny sex offender supervision for the offender <u>or</u> the offender's move to a general supervision caseload; and Document the staffing <u>and</u> decision in the CIS as a case update and title it 'SO MGMT Case Review'.
		Note: If supervision <u>or</u> movement was denied, the process ends here.
PPO	6	Manage the case based on the decision made by the sex offender program manager. (Also see section 7 of this SOP.)

For further assistance with CIS, see your designated CIS super user.

Assessment and Supervision of Female Sex Offenders

PPOs shall use the LSI, polygraph report, assessment of participation in treatment, and discretion to determine the female sex offender risk and needs. The result of the LSI will determine the supervision level of 'SO low', 'SO moderate', or 'SO high' as follows:

- An **LSI score of 31 or higher** shall be supervised at the 'SO high' level;
- An **LSI score between 16 and 30** shall be supervised at the 'SO moderate' level; and
- An **LSI score between 0 and 15** shall be supervised at the 'SO low' level.

Case Management of Sex Offenders

District managers (or designees) shall ensure that specific procedures are followed regarding the initial intake **and** supervision of sex offenders who have been placed on probation or parole.

Process Steps: Initial Intake and Supervision of Sex Offenders Placed on Probation or Parole

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
District Intake Unit Officer or Section Supervisor	1	<ul style="list-style-type: none"> Document the case assignment in the Corrections Integrated System (CIS) as a case update; and Route the c-file to the appropriate PPO.
		Note: Title the CIS entry 'Case Assignment'.
PPO	2	<ul style="list-style-type: none"> Review the offender's c-file <u>and</u> additional information provided in the CIS; and If the case needs further review or staffing, see section 1 and/or section 3 of this SOP.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
PPO	3	Use the static 99 <u>and</u> stable 2007 (see section 2 of this SOP) to classify the offender, and begin the offender management plan (OMP) process.
PPO	4	Verify whether the offender has attended orientation, signed a <i>Sex Offender Agreement of Supervision</i> (appendix B), <u>and</u> any other documents pertaining to sex offender supervision.
PPO	5	<ul style="list-style-type: none"> • If required by law, ensure that the offender has registered and has submitted a DNA sample; and • If the offender has not submitted a DNA sample, obtain one in accordance with SOP 326.04.01.001, <i>DNA Collection Procedures</i>.
PPO	6	Jointly with the sex offender treatment provider, develop an OMP in accordance with SOP 607.26.01.014 , <i>Program Management: Offender</i> .
PPO	7	<ul style="list-style-type: none"> • Refer the offender to resources in the community to meet the risk and needs areas indicated on the risk assessment instruments; and/or • Refer the offender to a sex offender treatment provider who meets the criteria outlined in section 5 of this SOP.
PPO	8	Document in the CIS as a supervision contact note to indicate that ‘the file and risk assessment documents have been reviewed, the OMP entered, and that intake and orientation has been completed’.

For further assistance with CIS, see your designated CIS super user.

Orientation

Sex offenders may be required to attend sex offender **and/or** general supervision orientation.

Supervision Contact Standards and Activities

Unless an extension is granted (see below), the PPO shall follow the standards identified in appendix C, *Sex Offender Supervision Contact Standards*.

The PPO may require the sex offender to submit appendix D, [Sex Offender Supervision Supplemental Monthly Report](#), on a schedule determined by the PPO. **The PPO shall be required to make supervision contact note entries in the Corrections Integrated System (CIS), if the sex offender lists any changes on the Sex Offender Supervision Supplemental Monthly Report.**

Note: A supervision contact note entry in the CIS is not required when the *Sex Offender Supervision Supplemental Monthly Report* does not contain any changes that need to be documented.

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Supervision Contact Standard Extensions

All effort should be made to adhere to the *Sex Offender Supervision Contact Standards* (appendix C). Under extreme circumstances (e.g., absconding, incarceration, PPO leave of absence), PPOs may request a time extension to complete certain supervision contact standards. **The district manager (or designee) shall approve extensions and ensure they are documented in the CIS as a case update and title it 'Supervision Contact Standard Extension'.**

4. Case Staffing: During the Supervision Period (for Intermediate Sanctions and Arrests)

During the supervision period, the PPO shall be required to engage in a case staffing regarding specific sex offender supervision activities **and** probation or parole violations.

Process Steps: Case Staffing (Intermediate Sanctions and Arrests)

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Entry Level PPO	1	Staff case(s) with a supervisor (or designee) before implementing intermediate sanctions.
		Note: PPOs who have 'senior' status but are new to sex offender supervision are also required to perform this entry level step. Note: Case staffing must occur with the district manager (or designee) until it is determined that the PPO is sufficiently trained.
PPO	2	Staff agent's warrants <u>and</u> requests for discretionary jail time (DJT) with district manager (or designee). (See SOP 701.04.02.018 , <i>Warrants: The Use of Agent's, Bench, and Parole Commission</i>).
District Manager (or Designee)	3	Document the staffing <u>and</u> sanction or arrest decision in the Corrections Integrated System (CIS) as a case update and title it 'Case Staffing (Sanction)' or 'Case Staffing (Arrest)'.

For further assistance with CIS, see your designated CIS super user.

5. Sex Offender Sex Offender Treatment Providers and Treatment

Sex Offender Treatment Providers

The Education, Treatment, and Reentry Bureau shall be responsible for the endorsement process for approving providers for each probation and parole district. An approved sex offender treatment provider list shall be maintained and updated by the sex offender program manager.

Pre-sentence Investigation (PSI) Reports and Other Sharing of Information

Pre-sentence Investigation (PSI) Reports shall not be copied and given to the sex offender treatment provider. However, the PPO should summarize details of the case for the sex offender treatment provider to use during the treatment.

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Sex Offender Treatment Aftercare

Sex offenders shall be required to attend all aftercare programming approved by the PPO. The attendance period is typically for a period of one year after successfully completing community-based sex offender treatment.

Note: A sex offender's refusal to participate in an approved treatment program is a violation of the conditions of his supervision and/or court or parole order (if indicated).

6. Polygraph Testing

Polygraphs

For the purpose of this SOP only, the Probation and Parole Bureau will only use polygraph examiners that are approved by the Education, Treatment, and Reentry Bureau **and** certified by the American Polygraph Association in accordance with their Model Policy for Post-Conviction Sex Offender Testing (PCSOT).

PSI Reports and Other Sharing of Information

PSI Reports shall not be copied and given to the polygraph examiner. However, the PPO should summarize details of the case for the polygraph examiner to use during the examination.

PPO's Use of the Polygraph Report

After the polygraph report is received from the polygraph examiner, the PPO shall review the polygraph report and document the information in the CIS in the assessments module. The PPO will staff cases with deceptive or inconclusive polygraph reports with the district manager (or designee) **and** follow sanctioning procedures in accordance with SOP [701.04.02.020](#), *Violation Response Matrix: Community Corrections*.

- A single inconclusive or deceptive polygraph report should not be used as a basis to impose a sanction or intervention, but may be the basis for further investigation such as a specific issue polygraph.
- Admissions by the sex offender during the exam process that suggest involvement in additional violations of law and/or victims shall be immediately referred to law enforcement authorities for investigation.
- When the polygraph report reveals that the sex offender is not in compliance with treatment and/or the conditions of his supervision, is engaged in high risk behaviors, or indicates deception, then the OMP should be modified according to the violation response matrix.

Note: It is recommended that the PPO discuss the situation with the sex offender treatment provider **and** jointly develop an OMP to address the treatment and monitoring compliance of the sex offender. The PPO, sex offender treatment provider (if the sex offender is in treatment), and section supervisor shall jointly make a decision as to the need for a specific issue polygraph if relevant information has been gained as a result of the polygraph report.

Note: The OMP shall be developed in accordance with SOP [607.26.01.014](#), *Program Management: Offender*.

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Other Types of Testing

The IDOC does not use or support voice stress analysis as a substitute for the polygraph or as an additional supervisory tool in the context of sex offender management.

7. Sex Offender Violations and the Violation Response Matrix

Sex offender supervision includes the use of the violation response matrix (SOP [701.04.02.020](#), *Violation Response Matrix: Community Corrections*), the writing of both probation and parole violation reports (SOP [701.04.02.001](#), *Probation and Parole Supervision Strategies*) and appropriate use of agent's warrants (SOP [701.04.02.018](#), *Warrants: The Use of Agent's, Bench, and Parole Commission*).

8. Alternative Caseloads for Supervision, Case Transfer Criteria and Procedures, and Discharges

Note: Due to the LSI and Static 99 being revised every couple of years, all references herein to the LSI and Static 99 shall mean the most current 'revised' version.

Creating Sex Offender Aftercare Caseloads

Each probation and parole district should create a sex offender aftercare caseload consisting primarily of sex offenders who have completed treatment and are stable under supervision. PPOs monitoring the sex offender aftercare caseloads may have a combination of sex offenders **and** offenders convicted of other non-sexual crimes.

Transferring to a Sex Offender Aftercare or General Supervision Caseload

The minimum criteria for transferring a sex offender from a SOSC to a sex offender aftercare **or** general supervision caseload are as follows:

- There has been a reduction in risk factors as identified on the stable 2007.
- The sex offender achieved a supervision level of 'SO low'.
- The sex offender has demonstrated an ongoing compliance with the conditions of his supervision for a period of 12 or more months.

Note: Exceptions to the criteria can be made under certain circumstances, such as for a disability that is due to a physical or mental health issues, the age of the offender, and with regard to ongoing educational programs with part-time employment.

- A relapse prevention plan has been developed and is in effect.
- An aftercare plan has been established.

The PPO shall also consider the following when making the transfer decision:

- With the exception of those sex offenders assigned to a satellite office, violent sexual predators (VSPs) shall not be transferred to a sex offender aftercare **or** general supervision caseload.
- Sex offenders on a sex offender aftercare **or** general supervision caseload shall be required to follow appendix E, *Sex Offender Modified Agreement of*

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Supervision, and therefore shall not be supervised under their previous Sex Offender Agreement of Supervision (appendix B).

- All offenders transferred to sex offender aftercare **or** general supervision caseload shall be assessed using the LSI **and** supervised in accordance with SOP [607.26.01.014](#), *Program Management: Offender*.

Typically, sex offenders transferring to a sex offender aftercare **or** general supervision caseload will have completed their intensive sex offender treatment within a minimum of 12 consecutive months.

Note: When a sex offender aftercare caseload is not available **or** the sex offender is assigned to a satellite office, the sex offender may be transferred to a general supervision caseload.

All sex offenders who have completed treatment are subject to a minimum of one polygraph per year. A failed polygraph with regard to sexual issues **or** any indication of behavioral problems may result in the sex offender being returned to a SOSC for treatment with a sex offender treatment provider.

Special Conditions for Transfer a Sex Offender Aftercare or General Supervision Caseload

Sex offenders transferred to a sex offender aftercare **or** general supervision caseload shall be required to:

- Sign and adhere to the special conditions listed by the PPO on the general caseload Agreement of Supervision; and
- Submit to an annual maintenance polygraph.

Violations While on General Supervision Caseload

Sex offenders who violate supervision while on a general supervision caseload shall be reassessed by only certified staff using the stable 2007. (The static 99 shall be used if a new sex crime was committed.) After disposition following a probation or parole violation hearing, the offender may be reassessed for transfer to a SOSC.

Sex Offender Supervision Discharges

Probation

In accordance with SOP [701.04.02.017](#), *Early Termination of Probation or Parole Supervision*, PPOs shall not request an early discharge nor support a sex offender's request for early discharge from probation. If requested by the court, the PPO shall submit a progress report outlining factual information that details the offender's progress on supervision to date.

Parole

An early discharge from parole may be requested by the PPO for sex offenders who have successfully completed one-third (1/3) of their parole term and all treatment requirements. The PPO shall staff these cases with the district manager (or designee) prior to writing a progress report. All requests for discharge from parole shall be reviewed and signed by the district manager (or designee) **and** submitted to the Idaho Commission of Pardons and Parole for review.

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9. Sex Offender Registration

PPOs shall use the Idaho State Police (ISP) website **or** physically view the offender's sex offender registration receipt to verify that the sex offender has completed sex offender registration within the time frames specified by Idaho Code. Verification shall occur within one week of receipt of a new case **or** notification of an offender's change of residence. **The PPO shall document (in the CIS) the offender's compliance with sex offender registration laws.**

10. Approval of Sex Offender Supervision Activity Requests and Travel Permits

Sex Offender Supervision Activity Requests

Appendix F, *Sex Offender Supervision Activity Request*, **and** appendix G, *Sex Offender Supervision Activity Request Safety Plan*, must be submitted two (2) weeks prior to any activity **or** travel by all sex offenders currently attending treatment. The *Sex Offender Supervision Activity Request* (appendix F) **and** *Sex Offender Supervision Activity Request Safety Plan* (appendix G) must be submitted by all sex offenders prior to traveling out-of-state for purposes other than ongoing employment, treatment, healthcare appointments, or polygraph testing **and** before a travel permit is issued.

Travel Permits: Intrastate and Interstate

Sex offender travel shall be staffed between the PPO and district manager (or designee) and approved on a case-by-case basis. **All travel permits for sex offenders shall require a second approval documented in the CIS by the district manager (or designee).**

Sex offenders shall be required to report to the local jurisdiction of the travel destination to determine sex offender registration laws during extended interstate travel. PPOs shall fax all interstate travel permits to the Interstate Compact Unit (located at Central Office) prior to travel. The Interstate Compact Unit will notify the receiving state of the sex offender's travel in accordance with SOP [704.04.02.001](#), *Interstate Compact Agreement*, **and** directive [704.04.02.002](#), *Intrastate Transfers*, as applicable.

Note: State guidelines for sex offender registration during travel can be found on the Interstate Commission for Adult Offender Supervision's website.

Process Steps: Submitting and Approving Travel Permits

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
PPO	1	Direct the sex offender to complete appendix F, Sex Offender Supervision Activity Request , and appendix G, Sex Offender Supervision Activity Request Safety Plan , to be submitted for a travel permit.
		Note: Inform the sex offender that the sex offender treatment provider must complete the <i>Sex Offender Supervision Activity Request</i> before the sex offender returns it to you.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
PPO	2	<p>Within three business days of receiving the completed <i>Sex Offender Supervision Activity Request</i> <u>and</u> <i>Sex Offender Supervision Activity Request Safety Plan</i> from the sex offender:</p> <ul style="list-style-type: none"> Review the offender's risk assessments, level of treatment completed, risk level, and case information (if needed, contact the sex offender treatment provider); and Verify whether or not the offender's designated chaperone has met the requirements <u>and</u> signed all required chaperone forms described in section 13 of this SOP.
PPO	3	<p>Approve or deny the submitted <i>Sex Offender Supervision Activity Request</i>.</p> <ul style="list-style-type: none"> <u>If approved</u> – complete a travel permit, <u>and</u> submit the completed <i>Sex Offender Supervision Activity Request</i> <u>and</u> <i>Sex Offender Supervision Activity Request Safety Plan</i> to the district manager (or designee) for approval or denial. <u>If denied</u> – the process ends here.
District Manager (or Designee)	4	<p>Approve or deny the completed <i>Sex Offender Supervision Activity Request</i> <u>and</u> travel permit.</p> <ul style="list-style-type: none"> Document the approval or denial for travel in the CIS as a case update and title it 'Activity Request Approved' or 'Activity Request Denied'; and <u>If approved</u> – sign the <i>Sex Offender Supervision Activity Request</i> <u>and</u> travel permit (if attached). (The process continues at step 5.) <u>If denied</u> – notify the PPO. (The process ends here.)
PPO	5	<ul style="list-style-type: none"> Make a copy of the completed <i>Sex Offender Supervision Activity Request</i>, <i>Sex Offender Supervision Activity Request Safety Plan</i>, and travel permit (if necessary); Return the documents that have original signatures to the sex offender; and Notify the sex offender of any registration requirements for out-of-state travel (see section 10 of this SOP for additional information).
PPO	6	<p>Fax your copy of the travel permit to the Interstate Compact Unit (located at Central Office) prior to the offender's travel.</p> <p>Note: The Interstate Compact Unit will make out-of-state notifications in accordance with 704.04.02.001, <i>Interstate Compact Agreement</i>.</p>

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Interstate Compact Unit Staff	7	<ul style="list-style-type: none"> Review the travel permit; Notify the destination state of the offender's intent to travel; and If there are any issues regarding the travel plan, notify the PPO.

For further assistance with CIS, see your designated CIS super user.

11. Employment and Education

Sex offenders shall not be allowed to be employed in positions that will bring them into close contact with potential victims or vulnerable populations. Exceptions shall be staffed with the district manager (or designee). As promptly as possible, PPOs shall make every effort to investigate employment offers **and** approve those that are suitable so the sex offender does not lose the employment offer. The investigation may be done via telephone **or** during an on-site face-to-face contact with the potential employer's hiring authority. Any change of employment shall be verified by the PPO within two (2) weeks of the hire date, unless an extension is granted by the district manager (or designee). **Verifications shall be documented in the CIS as a supervision contact note and in the employment link. Entries in the supervision contact note will include the name and title of the person contacted and that they were informed of the offender's sex offense, criminal history, and restrictions.**

Sex offenders can participate in educational **or** vocational classes either online **or** on campus and may use a computer to conduct course-related activities and complete assignments. Sex offenders will need prior approval from the PPO **and** district manager (or designee) to use a computer that has Internet access. **The PPO shall document the approval in the CIS as a case update and title it 'Computer Use/Internet Approved'.**

12. Geographical Boundaries and Housing Guidelines

Idaho Code, section 18-8329, mandates that registered sex offenders not reside within 500 feet of the property on which a school is located. City ordinances may be imposed that further limit geographical boundaries within the city where registered sex offenders may make residence. PPOs shall conduct daylight verification using technologically advanced devices to measure distance from a restricted area to the proposed residence. Housing approval for proximity to other high-risk areas will be determined on a case-by-case basis at the discretion of the district manager (or designee). The sex offender's compliance with additional directives that are based on the location of the residence shall be monitored with specific questions during scheduled maintenance polygraphs.

13. Chaperones

Sex offenders are prohibited from frequenting locations identified in appendix B, *Sex Offender Agreement of Supervision*, without an approved chaperone. Chaperones must be 21 years of age or older **and** be willing to hold the sex offender accountable to the conditions of treatment and supervision. Training for chaperones must be conducted by an approved sex offender treatment provider (if available). The following forms must be completed for any individual volunteering to be a chaperone for a sex offender:

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- Appendix H, *Sex Offender Chaperone Background Investigation Questionnaire*;
- Appendix I, *Sex Offender Chaperone Agreement*; and
- Appendix J, *Sex Offender Chaperone Authorization to Release Information*.

Note: Individuals with conflicts of interest must be closely scrutinized for the appropriateness of being a chaperone for a sex offender.

Process Steps: Chaperone Approval

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
PPO	1	<ul style="list-style-type: none"> • Inform the sex offender of the chaperone rules and requirements; and • Give the sex offender the following forms to give to the prospective chaperone to complete. (The sex offender or prospective chaperone may also be instructed to download these forms from the IDOC's Internet website.) <ul style="list-style-type: none"> ◆ Appendix H, <u>Sex Offender Chaperone Background Investigation Questionnaire</u>; ◆ Appendix I, <u>Sex Offender Chaperone Agreement</u>; and ◆ Appendix J, <u>Sex Offender Chaperone Authorization to Release Information</u>.
Sex Offender	2	When the prospective chaperone has completed the <i>Sex Offender Chaperone Background Investigation Questionnaire</i> , <i>Sex Offender Chaperone Agreement</i> , and <i>Sex Offender Chaperone Authorization to Release Information</i> , return them to the PPO.
PPO	3	Conduct a background check on the prospective chaperone, inform the sex offender of your intent to approve or deny the prospective chaperone, and: <ul style="list-style-type: none"> • <u>If preliminarily approving the prospective chaperone</u> – schedule an appointment to meet with the prospective chaperone. • <u>If denying the prospective chaperone</u> – the process ends here.
Sex Offender and Prospective Chaperone	4	<ul style="list-style-type: none"> • <u>Sex offender task only</u> – bring the prospective chaperone to meet with the PPO. • <u>Prospective chaperone task only</u> – meet with the PPO.
PPO	5	<ul style="list-style-type: none"> • Interview the prospective chaperone and verify age, identity, and the ability to be a chaperone; and • Document the interview in the CIS as a supervision contact note and title it 'Collateral'.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
PPO	6	Give the prospective chaperone the <i>Sex Offender Chaperone Agreement</i> <u>and</u> <i>Sex Offender Chaperone Authorization to Release Information</i> previously submitted by the sex offender, direct the prospective chaperone to chaperone training, and inform him to have the sex offender treatment provider sign the documents.
Prospective Chaperone	7	Complete the chaperone training, ensure the sex offender treatment provider signs the <i>Sex Offender Chaperone Agreement</i> <u>and</u> <i>Sex Offender Chaperone Authorization to Release Information</i> , and return the documents to the PPO.
PPO	8	If the prospective chaperone successfully completes the chaperone training, document the training in the CIS as a case update and title it 'Chaperone Approved'.
PPO	9	Monitor the chaperone and if issues arise, revoke his status as an approved chaperone. Note: If issues arise and the chaperone status is being revoked, document the CIS as a case update and title it 'Chaperone Revocation'.

For further assistance with CIS, see your designated CIS super user.

14. Relationships

PPOs may approve a sex offender to have an age-appropriate relationship with a person who has a minor child/children who are not the sex offender's children. The PPO shall review any court-ordered **or** parole conditions to ensure the sex offender's contact with the person's minor child/children will not violate the sex offender's terms of supervision. Before the sex offender is allowed to have an age-appropriate relationship with a person who has a minor child/children, the PPO shall inform all persons (who have legal parental rights to the minor child/children) of the sex offender's conviction history and those persons having legal parental rights must provide written consent allowing the sex offender to have contact with their minor child/children.

Precedence: Civil Court Orders vs. Written Consent

Any civil court order that dictates when and what kind of contact can be made with a minor child/children will take precedent over any other written consent provided for interfamilial situations involving the minor child/children.

Note: In all cases, appropriate safeguards shall be in place to protect minor children. All persons (who have legal parental rights to the minor child/children) have the right to refuse contact between their minor child/children and the sex offender.

Process Steps: Approving a Sex Offender Age-appropriate Relationship

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
PPO	1	Educate the sex offender regarding this SOP.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Sex Offender	2	<ul style="list-style-type: none"> Request permission from the PPO for you to be able to establish a relationship with an age-appropriate person who has a minor child/children who are not your children; and If the whereabouts of all persons (who have legal parental rights to your prospective partner's minor child/children) are unknown, ensure that the PPO receives verification from your prospective partner. <p><u>Note:</u> Verification may consist of child support enforcement documents, relative's contact information, a court order relinquishing custody, birth certificates, and other documentation.</p>
PPO	3	Review the sex offender's court-ordered or parole conditions, risk assessment scores, risk level, level of treatment completed, and case information.
PPO	4	<p>Contact the sex offender's sex offender treatment provider and requests an addendum to the treatment contract.</p> <p><u>Note:</u> Addendums may vary in format, as they are individually developed by each sex offender treatment provider.</p>
PPO	5	<p>Receive the addendum, review it, and approve or deny the sex offender's request to establish the relationship.</p> <ul style="list-style-type: none"> <u>If approved</u> – schedule an appointment with the sex offender and the prospective partner to meet with you at your office; and instruct the sex offender to educate his prospective partner about the instant offense, and his treatment, criminal history, and status of supervision. <u>If denied</u> – document the denial in the CIS as a case update and title it 'Relationship Denial'. (The process ends here.)
Sex Offender	6	Bring the prospective partner to meet with the PPO.
PPO	7A	<ul style="list-style-type: none"> Interview the sex offender's prospective partner, identify risk factors, verify age and identity, obtain information regarding the prospective partner's children, and obtain contact information for all persons who have legal parental rights to the sex offender's prospective partner's minor child/children; If the whereabouts of all persons who have legal parental rights to the sex offender's prospective partner's minor child/children are unknown, ensure that you receive verification from the sex offender's prospective partner; and

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
PPO	7B	<ul style="list-style-type: none"> • Document the meeting in the CIS as supervision contact note. <p><u>Note:</u> Verification may consist of child support enforcement documents, relative's contact information, a court order relinquishing custody, birth certificates, and other documentation.</p>
PPO	8	<ul style="list-style-type: none"> • Attempt to contact all persons who have legal parental rights to the sex offender's prospective partner's minor child/children to verify that notification has been completed and that the sex offender's crime and supervision status has been disclosed; and • If contact is made, send appendix K, <u>Sex Offender Informed Consent for Visitation with Minors</u>, to the individual and request its completion and return. <p><u>Note:</u> If contact is made and the individual returns the form, proceed to step 9. If contact is made, but the individual does not return the form, the process ends here. If contact is not made, skip to step 10.</p>
PPO	9	<ul style="list-style-type: none"> • Receive and review the completed <i>Sex Offender Informed Consent for Visitation with Minors</i> form; • Approve or deny the sex offender's request to establish the relationship with his prospective partner; • Document the approval or denial in the CIS as case update and title it 'Relationship Approval'; and • Submit the addendum to the treatment contract <u>and</u> the completed <i>Sex Offender Informed Consent for Visitation with Minors</i> form to the district manager (or designee). <p><u>Note:</u> If denying the sex offender's request, the process ends here. If approving the sex offender's request, the process skips to step 11.</p>
PPO	10	<p><u>If contact was not made with the individual as described in step 8,</u> submit the addendum to the treatment contract <u>and</u> all documentation of attempts to contact the individual to the district manager (or designee).</p>
District Manager (or Designee)	11	<ul style="list-style-type: none"> • Review all submitted documents; • Approve or deny the contact between the sex offender and his partner's minor child/children; and • Document the approval or denial in the CIS as a case update and title it 'Contact Consent Approved' or 'Contact Consent Denied'.

For further assistance with CIS, see your designated CIS super user.

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15. Electronic Monitoring of VSPs

Idaho Code, Section 18-8314, defines the VSP classification and mandates that all VSPs be placed on electronic monitoring for the duration of their supervision. VSPs will be placed on a SOSC **and** monitored at the high level of supervision. For procedural information regarding the intake of a sex offender on the electronic monitoring program, see SOP [701.04.02.005](#), *Electronic Monitoring Program: Offender*. PPOs are responsible for advising the sex offender of the VSP classification **and** how VSP information is provided to the community. For further information on the VSP case review and classification process see the [IDOC Sex Offender Supervision Probation/Parole Officer Manual](#).

16. Section Supervisor Case Reviews and Case Audits

Section supervisors shall conduct 30-day reviews on all sex offender cases assigned to entry-level PPOs. Reviews shall continue for a period of time until the PPO achieves satisfactory performance in all supervision areas regarding intake, risk assessment, and case planning. Section supervisors may conduct random 30-day reviews for all PPOs that are not on entry-level status to ensure risk assessment **and** SOP compliance. Section supervisors shall conduct random audits on the caseloads of those PPOs who are under their management. The random audit rate shall be a minimum of two (2) cases on one-third (1/3) of the assigned staff.

Example: The section supervisor has nine (9) PPOs assigned to him. He must randomly conduct audits on three (3) PPOs at the rate of two (2) cases per PPO, which would equal auditing six (6) cases on a monthly basis. Entry-level PPOs shall be the priority for minimum audits per month.

Supervision case reviews and audits will be conducted in accordance with this SOP, using appendix L, [Sex Offender Case Audit Form](#), **and** appendix M, [Sex Offender 30-Day Review Form](#).

17. IDOC Sex Offender Supervision Probation/Parole Officer Manual

The [IDOC Sex Offender Supervision Probation/Parole Officer Manual](#) assists PPOs in the supervision of sex offenders. The manual outlines procedures, sexual offending behaviors, polygraph standards, and a number of other areas that can be referenced by PPOs.

REFERENCES

American Polygraph Association (www.polygraph.org)

Appendix A, *Sex Offender Supervision Classification Matrix*

Appendix B, *Sex Offender Agreement of Supervision*

- [Appendix B, Sex Offender Agreement of Supervision](#)

Appendix C, *Sex Offender Supervision Contact Standards*

Appendix D, *Sex Offender Supervision Supplemental Monthly Report*

- [Appendix D, Sex Offender Supervision Supplemental Monthly Report](#)

Appendix E, *Sex Offender Modified Agreement of Supervision*

- [Appendix E, Sex Offender Modified Agreement of Supervision](#)

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Appendix F, *Sex Offender Supervision Activity Request*

- [Appendix F, Sex Offender Supervision Activity Request](#)

Appendix G, *Sex Offender Supervision Activity Request Safety Plan*

- [Appendix G, Sex Offender Supervision Activity Request Safety Plan](#)

Appendix H, *Sex Offender Chaperone Background Investigation Questionnaire*

- [Appendix H, Sex Offender Chaperone Background Investigation Questionnaire](#)

Appendix I, *Sex Offender Chaperone Agreement*

- [Appendix I, Sex Offender Chaperone Agreement](#)

Appendix J, *Sex Offender Chaperone Authorization to Release Information*

- [Appendix J, Sex Offender Chaperone Authorization to Release Information](#)

Appendix K, *Sex Offender Informed Consent for Visitation with Minors*

- [Appendix K, Sex Offender Informed Consent for Visitation with Minors](#)

Appendix L, *Sex Offender Case Audit Form*

- [Appendix L, \(Fill-in version\)](#)

Appendix M, *Sex Offender 30-Day Review Form*

- [Appendix M, \(Fill-in version\)](#)

Association for the Treatment of Sexual Abusers (ATSA) (www.atsa.com)

Directive [704.04.02.002](#), *Intrastate Transfers*

Idaho Code, Title 18, Chapter 83, Section 18-8314, *Powers and Duties of the Sex Offender Management Board*

Idaho Code, Title 18, Chapter 83, Section 18-8329, *Adult Criminal Sex Offenders – Prohibited Access to School Children – Exceptions*

Idaho Department of Correction Manual, [Sex Offender Supervision Probation/Parole Officer](#)

Interstate Commission for Adult Offender Supervision (www.interstatecompact.org)

Standard Operating Procedure [326.04.01.001](#), *DNA Collection Procedures*

Standard Operating Procedure [607.26.01.014](#), *Program Management: Offender*

Standard Operating Procedure [701.04.02.001](#), *Probation and Parole Supervision Strategies*

Standard Operating Procedure [701.04.02.005](#), *Electronic Monitoring Program: Offender*

Standard Operating Procedure [701.04.02.017](#), *Early Termination of Probation or Parole Supervision*

Standard Operating Procedure [701.04.02.018](#), *Warrants: The Use of Agent's, Bench, and Parole Commission*

Standard Operating Procedure [701.04.02.020](#), *Violation Response Matrix: Community Corrections*

Standard Operating Procedure [704.04.02.001](#), *Interstate Compact Agreement*

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State of Idaho, Idaho State Police (www.isp.idaho.gov)

Static 99 Clearinghouse (www.static99.org)

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IDAHO DEPARTMENT OF CORRECTION
Sex Offender Supervision Classification Matrix

Offender's Name: _____ IDOC Number: _____

PPO's Printed Name: _____

PPO's Signature: _____

Section Supervisor's Printed Name: _____

Section Supervisor's Signature: _____

District: _____ Review Date: _____

Criminal History			
Note: This matrix will be used with both female and male offenders.	Yes	No	Comments
1. Has the offender been convicted of a crime that is sexual in nature as the primary offense?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, then go to question 1 under <u>Crime Circumstances</u> . If no, got to question 2.
2. Has the offender been convicted of a non-sex offense as the primary offense, but has a prior sex offense?	<input type="checkbox"/>	<input type="checkbox"/>	For either response, go to question 3.
3. Has the offender been recently convicted of 'failure to register' as the primary offense?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, go to question 5. If no, then go to question 4.
4. Has the offender been charged with a crime that is sexual in nature, but has not been convicted?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, stop and staff case with section supervisor or district manager. If no, go to question 5.
5. Is the sex offense 10 or more years old?	<input type="checkbox"/>	<input type="checkbox"/>	If yes go to question 6. If no, go to question 1 under <u>Crime Circumstances</u> .
6. Has the offender had 10 or more consecutive years without a non-sexual or non-violent offense? (Note: this does not include vehicular offenses: speeding, parking, no insurance, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	If yes, then go to question 7. If no, go to question 1 under <u>Crime Circumstances</u> .
7. Has the offender had 10 or more consecutive years without offenses where they have either spent time incarcerated or has had a suspended sentence?	<input type="checkbox"/>	<input type="checkbox"/>	If no, go to question 1 under <u>Crime Circumstances</u> . If yes, stop and staff case with section supervisor or district manager for supervision on a general supervision caseload.

Crime Circumstances			
Note: This matrix will be used with both female and male offenders.	Yes	No	Comments
1. Has the offender been designated as a violent sexual predator (VSP)?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, then supervise as a sex offender under the <i>Sex Offender Agreement of Supervision</i> . If no, then go to question 2.
2. Is there an identifiable victim in this crime?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, go to question 3. If no, then staff case with section supervisor or district manager. Note: Category B offenses are provided in SOP 701.04.02.006, <i>Sex Offenders: Supervision and Classification</i> .
3. Does the crime involve the Internet with enticement or the viewing of child pornography?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, supervise as a sex offender under the <i>Sex Offender Agreement of Supervision</i> . If no, go to question 4.
4. Does the crime involve two (2) consenting persons within a five (5) year age difference?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, go to question 5. If no, then go to question 6.
5. Is the victim 14 years or older?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, go to question 6. If no, then go to question 1 under <u>Treatment and Programming</u> .
6. Was force used during the commission of the crime?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, then go to question 1 under <u>Treatment and Programming</u> . If no, then go to question 7.
7. Was the offender age 16-17 during the commission of the crime?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, go to question 8. If no, then go to question 1 under <u>Treatment and Programming</u> .
8. Was the crime serious enough that it could have warranted a felony charge in adult court?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, then go to question 1 under <u>Treatment and Programming</u> . If no, then staff case with section supervisor or district manager for a general supervision caseload.
Treatment and Programming			
Note: This matrix will be used with both female and male offenders.	Yes	No	Comments
1. Has the offender previously completed sex offender treatment?	<input type="checkbox"/>	<input type="checkbox"/>	If no, go to question 2. If yes, then staff case with section supervisor or district manager for general supervision caseload.
2. Does the offender have mental health issues that warrant ongoing medication and treatment?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, then staff case with section supervisor or district manager. If no, then supervise as a sex offender under the <i>Sex Offender Agreement of Supervision</i> ..

**IDAHO DEPARTMENT OF CORRECTION
Sex Offender Supervision Contact Standards**

Supervision Level	Home Visits	Face-to-Face Contacts	Employment Verifications	Treatment Collateral Contacts	Polygraph
SO Low	Every four (4) months	Every four (4) months	Every four (4) months	Monthly (if in active treatment)	Annually
SO Moderate	Every three (3) months	Every three (3) months	Every three (3) months	Monthly (if in active treatment)	Annually
SO High	Monthly	Monthly	Monthly	Monthly	Every six (6) months

A **home visit** must be completed within two (2) weeks after the offender's change in residence.

A **face-to-face contact** and **home visit** can be accomplished during one contact.

If the offender is not in active treatment, then **treatment collateral contacts** are not needed.

- **Home visit:** A probation and parole staff member shall conduct an on-site visit to the residence and establish the living situation and conditions of the offender.
- **Treatment collateral:** In person, in writing, or telephone contact specifically with the treatment provider.
- **Employment verification:** Initial verification of employment shall be done in person or by telephone by a probation and parole staff member. Ongoing verification of employment may occur in person, by telephone, or by paycheck stub.