



## **OPERATIONS ORDER**

### **Adult Day Reporting Center**

#### **Purpose and Scope**

The Adult Day Reporting Center (ADRC) is an intensive, on-site community supervision and intervention program servicing male and female offenders 18 years of age or older, placed under the supervision of the Probation Department. Depending on the offender's assessed needs, the structured phase program can last between 9 to 12 months with aftercare for up to an additional six months.

#### **Affected Personnel**

All staff assigned to any of the Adult Day Reporting building sites.

#### **Authority**

Administrative Directive

#### **Effective Date**

Upon Execution of the Chief Deputy of Adult Community Corrections

#### **I. Eligibility**

- A. The following eligibility and suitability criteria should be taken into consideration when determining if an offender is accepted into the ADRC program:
1. Must be on felony probation, mandatory supervision, or Post Release Community Supervision.
  2. Utilizing the Level of Supervision-Case Management Inventory risk assessment (LS-CMI), assessed as having a moderate to high risk to reoffend and have been identified as having high needs (i.e. education, companions, pro-criminal attitude, criminal history); Risk level must be at least 20 or above.
  3. Supervision time to participate and complete the program, including aftercare, should be preferably one (1) year or more.
  4. No active warrants.
  5. No sex offenders.
  6. Batter's Treatment cases are acceptable.
  7. Home Detention/Work Release commitments acceptable (need SSO authorization).
  8. Gang association and homeless acceptable.

9. Mental health issues that do not limit or impair his/her ability to understand and/or complete program criteria, requirements, and participate in program services.
  10. Must have counseling conditions.
- B. ADRC officers will only have caseloads of offenders participating in the program. If the program reaches capacity, potential candidates will be assessed and placed on a waiting list. Candidates on the waiting list will be referred to field supervision. As capacity for program participants is reached, criteria for eligibility will be reassessed and limited. Potential candidates will be referred to field supervision units and placed on a waiting list for ADRC.

## **II. Program Curriculum**

- A. The ADRC program is designed to provide participants with a variety of services and community resources based their individual needs. Services and resources can include, but are not limited to:
1. Employment assistance;
  2. Vocational training referrals;
  3. Educational assistance;
  4. Resource center;
  5. Counseling services;
  6. Wellness assistance;
  7. Pro-Social / Recreational activities;
  8. Limited transportation assistance;
  9. Provider workshops; and
  10. Community services
- B. The phases of the ADRC program include:
1. Phase One: Evaluation and Assessment
    - a. Clear expectations of program;
    - b. Create Treatment Plan and goals;
    - c. Mental health or wellness assessment;
    - d. Introductory coursework;
    - e. Access to resources such as vocational, employment, educational, housing, etc.; and
    - f. Adult Work Project (2 days)/ Community Service hours started
  2. Phase Two: Services begin on site
    - a. Attend courses as indicated based on Treatment Plan;
    - b. Counseling services provided (Pre-treatment/Substance Misuse, Anger Management, Cognitive Behavioral Treatment);
    - c. Individual counseling available;
    - d. Access to resources such as vocational, employment, educational, housing, etc.; and
    - e. Adult Work Project/Community Service

3. Phase Three: Services continue on site
  - a. Reinforce learned skills;
  - b. On-going program support;
  - c. Employment Readiness Courses; and
  - d. ADRC graduation preparation
4. Phase Four: Aftercare
  - a. Community-based referrals and support;
  - b. Continued one on one counseling sessions;
  - c. Ability to bring client back into the program for additional services, if needed; and
  - d. Graduation

### **III. Incentives**

- A. Probation Officers are encouraged to use special incentives (case by case basis) to acknowledge participants for reaching milestones within the ADRC program. Prior to providing these incentives, the Probation Officer shall discuss the milestone with their Supervisor and/or with the Multi-Disciplinary Team (MDT), to obtain approval.
  1. Examples of milestones include, but are not limited to:
    - a. GED Completion;
    - b. Completion of NCCT program;
    - c. Perfect Attendance;
    - d. Above average behavior in community;
    - e. Regular payment of restitution;
    - f. Obtaining employment/attending higher education program; and
    - g. Completion of family reunification program
  2. Examples of special incentives include, but are not limited to:
    - a. Sporting Event Tickets;
    - b. Gas Cards;
    - c. Gift Cards;
    - d. Movie Tickets;
    - e. Reduced level of supervision;
    - f. Reduced frequency of drug testing; and
    - g. Reduced frequency of court appearances (Re-Entry Court Clients only)

### **IV. Sanctions**

- A. The participant may engage in behaviors which do not meet the ADRC program standards; thereby resulting in imposed intermediate sanctions. Various behaviors include, but are not limited, to the following:
  1. Failure to follow the ADRC participant agreement and group/facility rules, which include:
    - a. Being under the influence of alcohol or drugs; or possession of narcotics, drugs, and other contraband;
    - b. Intimidation or violence such as fights, throwing things, or provoking others;

- c. Disrespect of ADRC staff, other clients, or guests;
  - d. Having any weapon in possession; and
  - e. Violation of signed contract
2. Failure to report current place of address;
  3. Failure to complete community service hours;
  4. Submit a positive drug test; or failure to submit a drug urinalysis;
  5. Failure to report for an office visit;
  6. Failure to avoid gang members, stay away from specified associates or area;
  7. Failure to stay away from victim;
  8. Possession of a firearm or prohibited weapon;
  9. Abscond; and
  10. Fresh arrest

- B. Intermediate sanctions vary from least severe to most severe. Officers may determine the level of sanction based on the behavior. Intermediate Sanctions include, but are not limited, to the following:
1. Verbal admonishment by the Probation Officer;
  2. Increased level of treatment to include residential;
  3. Community service hours or Adult Work Project;
  4. Increase in frequency of alcohol and drug testing;
  5. Increase level of Supervision to include Electronic Monitoring or Global Positioning Satellite (GPS);
  6. Issuance of bench warrant;
  7. Flash Incarcerations; and
  8. Revocation resulting in jail time (PRCS only).

**Attachments**

None

**Amends/Replaces Previous Order**

Adult Day Reporting Center Operations Order dated 5/17/12

**Authorized By**



**Date**

2/24/20

*Michele Vela-Payne, Chief Deputy of Adult Community Corrections*