

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Enforcement Operations</u> STATEMENT NUMBER <u>5.80</u>
SUBJECT: <b>INTRASTATE TRANSFER OF SUPERVISION CASES</b>  PROPONENT: <u>Mike McAlister, Director</u> <i>Name/Title</i> <u>Field Services</u> <u>271-5652</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>10/21/2016</u> REVIEW DATE <u>10/01/2018</u> SUPERSEDES PPD# <u>5.80</u> DATED <u>03/01/2014</u>
ISSUING OFFICER:  <hr/> <i>William Wrenn, Commissioner</i>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. **PURPOSE:**

To provide for an orderly and consistent means of transferring offenders under supervision between District Offices within the State. The orderly and consistent transfer of these cases should ensure that the offender will receive the supervision intended by the Court or Parole Board as well as maintain community safety by assuring that the receiving District Office is aware of an offender's legal status and place of residence.

II. **APPLICABILITY:**

To all Division of Field Services Staff Only.

III. **POLICY:**

It is the policy of the Division of Field Services to transfer supervision of cases to the District Office in the county in which the offender resides with the exception of collection only cases; minimum or administrative cases with six (6) months or less of supervision remaining; and cases where offenders are in a residential treatment facility for 90 days or less. Each District Office will provide service to the towns within their geographical county border, with the exception of Manchester (Hillsborough North) and Nashua (Hillsborough South) which both cover different towns in Hillsborough County (attachment 1).

IV. **PROCEDURE:**

- A. Prior to initiating a request to transfer an offender's supervision to another District Office, the sending Probation/Parole Officer (PPO) shall:
1. Review the file to ensure that the case has been set up properly and that the file and all CORIS fields are complete in accordance with policies and procedures;
  2. The pre-transfer case review shall address the possibility of early termination, or the need for some additional action such as a violation, and the case review should be noted in CORIS Notes.
  3. The sending PPO will complete any function determined to be necessary.
- B. Upon making a determination that an offender is eligible for transfer to another District Office, the sending PPO shall call the receiving office to facilitate reporting instructions and

- verification/evaluation of residence and employment. This shall be done prior to the offender being granted permission to move. The PPO shall then initiate a formal intrastate transfer request to the prospective receiving District Office. This is done using the CORIS Supervision Request Form and sending it via e-mail to the Chief PPO (CPPO) with a copy to the Executive Secretary. Cases not eligible for intrastate transfer are as follows:
1. Collection Only;
  2. Administrative or minimum supervision cases that are within 180 days of expiration; or
  3. Cases of offenders who are in a residential treatment facility outside of their home county for less than 90 days, in which case the Chief PPO or designee of the office that covers the area where the offender/program is located will be notified, and the treatment facility will be provided the name and phone number of the supervising PPO.
- C. An offender whose case is being transferred from one District Office to another will be given reporting instructions to the receiving District Office. The offender shall be instructed to continue to report to the sending office until reporting instructions have been received.
- D. In cases where an offender is without a permanent address and is seeking residence in a shelter or transitional housing facility; consideration will be given to those offenders who have previous ties to the area; or who are otherwise in substantial compliance with their supervision conditions. These cases cannot be summarily rejected because of their housing status. Rejection should be based on a contradiction with court or parole board orders, or specific conditions of supervision. The CPPO in the sending and receiving District Offices shall hold a case conference by telephone in order to resolve any problems or concerns regarding the transfer, and seek a reasonable solution that promotes the orderly and consistent transfer if applicable; and ensures that the offender will receive the supervision and service intended by the Court or Parole Board. If the case is not transferred and an arrangement is made for the offender to temporarily report to another office, all reporting contact must be entered in CORIS so there is a documented record of case activity.
- E. Offenders who have active cases in more than one county will be supervised by the District Office in their county of residence. When an offender whose case is already being supervised in one county is ordered by a Court in another county to make payments and/or be placed under supervision, the District Office receiving the "second case" shall assemble all of the appropriate paperwork, i.e. court order, payment data (type of payment, amount, and payee) and forward this material to the District Office that holds the original or first opened case. It will be the responsibility of the District Office holding the pre-existing case to complete applicable CORIS demographic information, review the rules of probation, open the case on the computer and establish a payment plan with the offender.
- F. In an effort to maintain adequate monitoring of offenders, in the interest of public safety, offenders serving a sentence in excess of 90 days in another county's House of Correction shall have their case transferred to be administratively supervised in the county in which they are confined.
- G. In all cases except those listed in paragraph B (1), (2), and/or (3), offenders who relocate from one county to another shall be transferred to the District Office in the county in which they reside.
- H. Every effort should be made by the receiving PPO to reply to the Intrastate Supervision Request by the sending PPO within two weeks. No physical transfer of an offender's case file shall occur until the prospective receiving PPO confirms to the sending PPO that the offender has been located and that it is okay to transfer the case. In all instances, if there is a problem accepting the case, the investigating PPO or the CPPO of the receiving District Office will call the sending District Office to discuss the problems with the case.
- I. Cases that have been transferred from one county to another shall be returned to the District Office of origin when:
1. Supervision has been terminated/expired and there is unpaid restitution or fines.

REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition Standards

Standards for Adult Correctional Institutions  
Fourth Edition Standards

Standards for Adult Community Residential Services  
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services  
Third Edition Standards

Other

McALISTER/jc

MANCHESTER

Manchester

Antrim

Amherst

Bedford

Bennington

Deering

Francistown

Goffstown

Greenfield

Hancock

Hillsboro

Lynborough

New Boston

Peterborough

Weare

Windsor

NASHUA

Nashua

Greenville

Hollis

Hudson

Litchfield

Mason

Merrimack

Milford

New Ipswich

Pelham

Sharon

Temple

Wilton