

Appendix G: Specific Parole and Supervised Release Intake Procedures

1. Walk-In Offenders

Walk-In offenders are those persons (parolees, supervised releases or mandatory releases) who report to CSOSA for supervision directly from a Bureau of Prisons (BOP) facility, the Central Detention Facility (CDF) or the Central Treatment Facility (CTF for supervised releases).

- Offenders released from a BOP facility, CDF or the CTF are required to report to the Offender Processing Unit within 72 hours of release. The OPU is located at 300 Indiana Avenue, N.W. Room 2070.
- The offender should report to the OPU with a copy of his/her parole release certificate, supervised release certificate or mandatory release certificate and Reporting Instructions.

For processing steps once the offender has reported to OPU, please refer to the procedures detailed in Chapter III - General Intake Functions for CSS Parole, Supervised Release and Mandatory Release.

2. Expedited Release Plan Processing (cases within 30 days of release)

- The Bureau of Prisons Community Corrections Office (CDC) will fax expedited release plan investigation requests directly to OPU.
- OPU staff will immediately enter the release plan information in SMART.
- The OPU will immediately notify the appropriate TIPS supervision staff and forward a copy of the release plan investigation request.
- OPU staff will request case file from File Management.

3. Institutional Non-Reporters

- Offenders who do not report as directed to the OPU within 72 hours of institutional release must be assigned in SMART to a CSO forthwith as a non-reporter for supervision.
- Non-reporting offenders will be identified by the OPU staff through a review of the physical case files that are maintained in a pending file awaiting the arrival of the offender from BOP, CDF or CTF. In addition, OPU staff will review a release list received on a bi-weekly basis from the BOP.
- Once identified, the non-reporting offenders will be assigned in SMART based upon the most current available case information.

The CSA will update the SMART file with as much information as is available, using the offender's case record, the BOP release plan and the TIPS case management plan.

- Through SMART, the non-reporting offender will be assigned to a supervision team. The non-reporting offender's supervision team instruction form that indicates the correct team assignment is to be printed out. The CSA will note on the form that the offender did not report and place the form in the offender's file.
- Forwarding of OPU offender case files to supervision teams—upon processing the offender (reporter or non-reporter) through SMART, the DMG CSA will then forward the offender's case file to the supervising team SCSO for assignment to a CSO.

4. Interstate Offenders

- In addition to the steps outlined in Section C – General Intake Functions the following will occur:
- OPU assigns docket numbers to Interstate transfers using the docket number given by Interstate. The dockets include a two letter state abbreviation that designates the state from which supervision was transferred, followed by sequential numbering as indicated in the log, followed by the year.

1. Notice of Action (NOA) Entries

OPU enters Notices of Action in SMART on offenders anticipated to be placed under supervision as well as on offenders currently under supervision.