IRS GitHub TEST Document

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4-0 Forward

4-0-1

Table of Contents – Bookmarks Panel

To view the table of contents, open the navigation pane then click on the bookmarks icon.

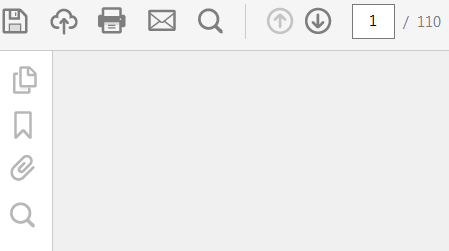
How to do this.



1. If the LEFT-side navigation pane is not open, press the “F4” key” This opens the Adobe navigation pane on the LEFT.



2. On the LEFT-side navigation pane, click the bookmark icon:



3. Pressing the “F4” key again will close the navigation pane.

4-0-2

How to Search and Find Information Quickly

1. You can click on the “table of contents” bookmarks to move to a particular section.

2. You can hold down the “Ctrl” key and press the letter “F” (Find) to open the search box.

Tip! “Ctrl” “F” works in most any document and on the Internet!

4-0-3

Tips for Using the Parole/Probation Guidance

Use agency policy to help you work better and smarter. Specialized Parole/Probation Services policy includes the following:

Parole/Probation Supervision Manual (this document)

This pertains mainly to Parole/Probation Supervision Officers and managers

Institutional Releases & Transfers Manual

This pertains mainly to ACC employees who report to the Institutional Release Services Parole/Probation Manager; however, the information may be useful to others who work with inmates and residents as part of the release process.

Parole/Probation Treatment Services Manual

This pertains mainly to ACC employees who provide treatment services for parolees and probationers.

4-0-4

Forms, Reference Documents & Examples Overview

Many forms and various input screens are found in the electronic Offender Management Information System (eOMIS). eOMIS forms are located in “Offender Standard Forms.” When a form is available on eOMIS you must use that form unless there are extenuating circumstances such as if eOMIS is off line.

Many of the forms, reference documents and examples related to this guidance are available on the Arkansas Community Correction (ACC) “intranet” that is named “EagleNet.” EagleNet has policies, forms, supplements, reference documents and examples as well as other information. The intranet is for employee use, whereas the ACC public website is designed for use by the general public.

Generally, if you use a form from the ACC intranet > on the Policy and Forms site, you must scan the completed document into eOMIS. Similarly, when you print a form from eOMIS and complete it, it must be scanned into eOMIS. For some forms an electronic signature pad can be used to enter certain information including signatures.

4-0-5

Help with Policy or Forms

If you have a question about interpreting or applying this policy please consult your supervisor.

Guidance for recommending substantive revisions to these documents or policy is addressed in the ACC “Policy and Procedure Development” policy.

If you cannot find a form, supplement, reference document or example or you have problems with the electronic forms; contact the ACC Policy Section at 501-682-9572.

4-1 Parole/Probation Services Division Overview

4-1-1

Introduction

We wrote this “Institutional Release Services Manual” to help you. “You” refers to the Parole/Probation Officer (PPO) or Agent who is working with offenders (residents and inmates) to prepare for transfer and release. We may also refer to “you” as “officer.”

Where others have a role in the process, we use position titles such as “Area Manager.” When we use “manager” the task may be done by the Area Manager or an Assistant Area Manager, at the Area Manager’s discretion.

This guidance adds commentary, clarification, and direction to appropriate agency Administrative Regulations (ARs), and Administrative Directives (ADs). If something appears confusing, incorrect, or in conflict with other policy, bring this to the attention of a manager for clarification, or follow guidance in the Policy and Procedure Development policy to request a revision.

When we specify a time period for completing a task, it is the maximum time allowed. Managers have the authority to set stricter time periods.

4-1-2

Mission Statement for Arkansas Community Correction

*To enhance public safety by enforcing state laws and court mandates through community partnerships and evidence-based programs that hold offenders accountable while engaging them in opportunities to become law-abiding productive citizens.*

4-1-3

Parole/Probation Services Division

Division Mission

*The mission of the Parole/Probation Services Division of ACC is “to provide community supervision that promotes public safety, provides restitution to victims, and provides opportunities to rehabilitate the offender into a productive member of the community*.”

Overview of Division Responsibilities

The Parole/Probation Services Division includes Institutional Release Services, Parole/Probation Treatment Services, and supervision services.

The division furnishes services as provided by state law, Board of Corrections’ Administrative Regulations (ARs) and departmental guidance. Parole/Probation Officers provide supervision services through their work with offenders, judges, court representatives, the Parole Board, co-workers, management, Interstate Compact, rehabilitation agency representatives, local and state police, and others.

Parole/Probation Officers and Agents in Institutional Release Services work at various ACC centers and Arkansas Department of Correction prisons to ensure residents/inmates meet with the Parole Board and when authorized, residents/inmates are released.

Career Planning and Placement Specialists work directly with offenders and nonprofit community organizations to provide offenders with community service jobs to develop good work habits and as restitution.

Counselors in the Parole/Probation Treatment Services area work to guide offenders and make appropriate referrals to community support services.

Support staff handles a variety of administrative tasks including preparing reports, entering information in computers, and conducting research.

Parole/Probation Officers and Agents may have both parolees and probationers on their caseload. Some Parole/Probation Officers have specialized roles/caseloads. For example, an officer may work with a drug court, SWIFT court, sex offenders, or offender intake.

4-1-4

Introduction

Note, “offender” refers to both Arkansas Department of Correction (ADC) inmates and Arkansas Community Correction (ACC) residents.

The purpose of this policy is to standardize the functions and responsibilities of the Institutional Release Officer (IRO). It is to serve as a reference for experienced IROs and as a guide for newly hired IROs in dealing with the many aspects of their duties.

The parole policies and procedures contained in this manual are meant to be compatible with the Arkansas Parole Board (APB). The APB may establish new and modify or delete existing policies at any time. Nothing in this manual should be construed as creating a “right” for an offender that does not already exist in the APB’s Policy and Procedures Manual or in Arkansas statutes.

4-1-5

Institutional Release Officer

As an Institutional Release Officer, you are the direct representative of Institutional Release Services (IRS) and an indirect representative of the Arkansas Parole Board (APB) at an assigned institution for all parole and clemency matters. You are primarily responsible forthe following:

* Identifying offenders eligible for review by the APB.
* Scheduling offenders for the appropriate parole/transfer review when eligible.
* Interviewing offenders for release plans and responding to offender questions/inquiries regarding parole and clemency in a timely manner, if possible, within 48 hours of receipt.
* Responding to inquiries from the public, offender families, friends or attorneys, or appropriate agency staff in a timely, courteous, and professional manner regarding an offender or the status of an offender’s release.
* Recording and entering release plans into the electronic Offender Management Information System (eOMIS) and submitting required documentation to the IRS.
* Ensuring scheduled offenders are interviewed by the APB when they conduct hearings at the units.
* Ensuring that release plans are sent to ACC upon approval of release by the APB, and offenders are transferred to APB mandated programs.
* Releasing offenders to community supervision, when eligible and approved by the APB.
* Receiving, verifying eligibility and scheduling executive clemency screenings or hearings as appropriate.

Additional functions and responsibilities may be assigned as required by the IRS, the APB, ACC management or unit staff with authority over IRS staff.

You are responsible for obtaining and protecting necessary passwords and access codes from information systems managers.