



*"Your Partners In Public Safety"*

# **Supervision Strategies *and* Treatment Alternatives**

**MISSOURI DEPARTMENT OF CORRECTIONS  
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## **INTRODUCTION**

This booklet has been prepared for the use of those providing direct supervision of offenders. It is also for the use of the Parole Board, judges, and attorneys as a guide in recommending an appropriate offender management strategy. The Department is committed to preparing offenders to live civil, sober and productive lives. The goal is to ensure an opportunity for positive personal progress within the least restrictive environment. By outlining specific offender management strategies, eligibility criteria and the referral process where applicable, it is our hope an offender's needs will be more adequately assessed and met.

Change is constant in the area of offender management strategies. This booklet has been revised and amended as a result of changes in the area of supervision levels and offender management strategies. This booklet is provided as a guide and is accurate to the date of print. Applicable policy and procedure should be referred to for further information and clarification.

Revisions of this booklet will be made available as needed and can be accessed on the Missouri Department of Corrections website: [www.doc.mo.gov](http://www.doc.mo.gov). If you have any questions, please contact your local Probation and Parole Office.

## **I. COURT CONTROLLED CASES**

### **LEVELS OF SUPERVISION:**

When the Court assigns an offender to the supervision of the Division of Probation and Parole, an Initial Assessment is conducted. The Initial Assessment Phase lasts 120 days. During this period, the offender is assessed for criminogenic needs, related factors and receives information relative to the expectations of supervision. An assessment tool for males called the Field Risk Reduction Instrument (FRRI) and for females called the Gender Responsive Assessment (GRA) is used to calculate the intervention level and predict potential benefit of community supervision strategies and community treatment. Each case assigned for supervision is managed at one of three levels. These levels include Level III, Level II and Level I. The supervising officer continually assesses the risk and needs of the offender to determine the appropriate level of supervision. Through on-going assessment, the Probation and Parole Officer (PPO) ensures problem areas are addressed and the offender processes through the system without undue risk to the community. For probationers, terms of probation range from a minimum of six months to a maximum of five years. There are a full range of community resources utilized to address the needs of the probationer.

All officer initiated supervision contacts are to be purpose driven and conducted on a schedule that enhances the likelihood of the successful completion of required activities, with minimal negative impact on the offender's existing pro-social activities. Contacts will be dictated by the supervision plan and in some cases may exceed minimum contact requirements.

### **SUPERVISION STRATEGIES:**

There are a variety of supervision strategies within the Department of Corrections for offenders under Court jurisdiction. Based on local practice and/or availability, the Court should consider the level of risk/need the offender presents, the type of strategy described and the eligibility criteria.

#### **A. ALT-CARE**

##### **St. Louis-Description:**

Alt-Care is an intensive outpatient program designed for women who have demonstrated a need for substance use treatment and related supportive services. This program utilizes a therapeutic community approach, emphasizing participant/peer involvement in the process of recovery and may last up to two years.

##### **Eligibility:**

1. Female offenders with active substance use issues requiring intensive treatment. Pregnant women or women with children will be given priority placement.
2. Female offenders residing in St. Louis City/County. Offenders must reside within the 270 Loop for St. Louis City/County.

3. Offenders must have a minimum of one year remaining on supervision. Contact a Unit Supervisor at District EP if the offender has eight or more months remaining on supervision.
4. The offender must be available to participate in treatment from 9:00 am to 6:00 pm if placed in Level One treatment.
5. Sex offenders or offenders that have to adhere to sex offender guidelines can be referred.

**Referral:**

Contact an ALT Care Primary Booking Officer at District EP.

The Booking Officer will then provide the Referring Office with an assessment date, along with a Welcome Letter to the offender. Upon the Referring Officer's receipt of the assessment date and Welcome Letter, the Referring Officer will enter the offender into MOCIS under "Classes."

Once the offender completes the assessment, the Booking Officer will notify the Referring Officer via email that the offender successfully completed Intake. The email will also include the Alt Care Officer's name that will be assuming supervision of the offender. The Referring Officer will then prepare the case file for transfer. This includes all necessary paperwork, updating Earned Compliance Credit (ECC), Violation Reports, GRA, submitting an Intervention Fee (IF) Waiver if applicable, completing the Transfer Case Summary Report and "half sheet" to transfer the case to District EP.

**ALT-CARE**

**Jackson County-Description:**

Alt-Care is an intensive outpatient program designed for women who have demonstrated a need for substance use treatment and related supportive services. This program utilizes a holistic approach, emphasizing participant/peer involvement in the process of recovery and may last up to two years. Mental Health Services and Medication Assisted Recovery are available.

**Eligibility:**

1. Female offenders with active substance use issues requiring intensive treatment. Pregnant women and female IV users will be given priority placement.
2. Female offenders residing in Jackson County. Cases living in areas not covered by public transportation will be assessed on a case by case basis as to their ability to get to the program location and may be screened away after consulting with the supervisor.

3. It is preferred that offenders have a minimum of one year remaining on supervision; however, with the receiving district's Alt-Care supervisor approval, if the offender has at least six months remaining on supervision an exception can be made.
4. The offender must be available to participate in treatment from 8:30am to 4:30pm, Monday - Friday, if placed in Level One treatment.
5. Sex offenders or offenders that have to adhere to sex offender guidelines can be referred.

**Referral:**

Districts 4, 4C, 4W, and 24 participate in the Alt-Care program. Contact the District's Alt-Care Officer (according to home plan location) for scheduling. Other districts can refer the offender to Alt-Care if the offender moves to one of the above catchment areas. Unless a direct transfer, the sending district will complete an investigation request.

The District Alt-Care officer will schedule the intake and complete the booking process in MOCIS/Classes upon receipt of the Community Treatment Referral form. The District Alt-Care Officer will advise the referring officer of the intake date and time which is always 8:30am.

The District Alt-Care officer will notify the referring officer about the offender's arrival for Intake. If the offender kept their intake date, the District Alt-Care Officer will advise the referring officer when the offender returns for their next day of treatment so that the case can be transferred. The Referring Officer will then prepare the case file for transfer. This includes all necessary paperwork, updating ECC, Violation Reports, GRA, submitting an IF Waiver if applicable, completing the Transfer Case Summary Report and "half sheet" to transfer the case over to the receiving District's Alt-Care officer.

**B. COMMUNITY MENTAL HEALTH TREATMENT PROJECT**

**Description:**

Community Mental Health Treatment is designed for offenders with a moderate level of mental health conditions. Offenders receive an assessment, are assigned a mental health caseworker and receive their medication. The goal of this program is to stabilize offenders with mental health impairment to the point they can maintain employment and ultimately assume financial responsibility for their ongoing mental health treatment needs.

**Eligibility:**

1. Offender does not have the ability to pay for mental health treatment and services.
2. Offender does not qualify for Medicare.
3. Offender does not have health insurance.

4. Offender has a previously documented identifiable mental health need or is being referred for an evaluation for the need of services.
5. Offender is employable (their mental health condition is not so disruptive as to render them unable to hold a job).

**Referral:**

Enter into MOCIS Programs utilizing Classes. Refer to local procedures relative to case movement for this program.

**C. COMMUNITY SUBSTANCE USE TREATMENT**

**Description:**

Community Substance Use Treatment is designed to provide a full range of substance use treatment to offenders, including outpatient treatment, inpatient treatment, medication assisted treatment (Vivitrol) and case management. Existing Department of Mental Health treatment providers are used to deliver priority substance use services to identified Department of Corrections (DOC) offenders in the field.

**Eligibility:**

1. All offenders on active field supervision are eligible.
2. Offenders must have an identified substance use problem, or the initial case screening must indicate a need for further professional evaluation as to treatment needs.
3. Referred offenders either lack resources to pay for their own treatment or a determination has been made that a priority treatment referral needs to occur, utilizing funding set aside for DOC offenders.

**Referral:**

Enter into MOCIS Programs utilizing Classes.

Referring staff member shall review the Authorization to Disclose Protected Medical/Health Information and the offender Treatment Services Guideline with the offender located on the K Drive, P&P Forms, and obtain the offender's signature.

The referring staff member shall interview the offender to fill out the information required for the Community Services Treatment Referral Form.

Offenders shall be provided a copy of the Authorization to Disclose Protected Medical/Health Information and the offender Treatment Services Guidelines for their own records.

All three forms are to be submitted to the treatment provider prior to the offender's first scheduled appointment and maintained in the file.



Tracking entry is required when offenders are placed in a community substance use treatment program contracted for payment by the Department.

**D. COMMUNITY SUPERVISION CENTER (CSC)**

**Description:**

The Community Supervision Center (CSC) is a structured residential facility designed to allow offenders to remain in the community while focusing on issues related to employment, treatment and securing a home plan. Most offenders will be referred to local community resources and other outside agencies.

**Eligibility:**

1. Male and female offenders are accepted.
2. Must be a resident, or former resident, of the District catchment area in which the Center is located. An offender with family support currently residing in the catchment area may also qualify.
3. Offenders should be experiencing field supervision problems and be in need of additional stability and control. Felony cases are the primary focus. However, misdemeanor cases may be accepted with CAO/designee approval.
4. Must be 18 years of age or older.
5. Offenders who have posted bond on a pending felony charge are eligible for referral.
6. Offenders who have mild to moderate physical or mental health conditions must be able to:
  - a. Understand directions for taking prescriptions
  - b. Perform self-care
  - c. Seek physical or mental health care through a community based provider
7. The cost of the care shall be the responsibility of the offender.
8. Any issues related to physical or mental health conditions, and history of suicide attempts or ideations, should be noted in the "Comments" section of the program tracking entry.
9. Interstate cases are eligible for placement.
10. Should questions arise regarding referral, the referring staff member shall contact the CSC Unit Supervisor to discuss an appropriate assignment.
11. Exceptions may be made on a case by case basis with CAO/designee approval.

**Referral:**

The supervising PPO will first call the Unit Supervisor of the CSC in the county where an offender is intending to reside to pre-screen the case. If approved, the referring PPO will forward a copy of the CSC Referral Sheet and CSC Supervision Agreement to the CSC District. Both forms are located on the K-Drive in the RF, CRC and CSC Information Folder.

Upon approval for placement, MOCIS Programs utilizing Residential Facilities shall be entered for the referral by the designated CSC staff member.

**E. COURT ORDERED DETENTION SANCTION**

**Description:**

The Court Ordered Detention Sanction (CODS) is a 120 day program placement within the Division of Adult Institutions by the Court as a violation response (RSMo 559.036). An assignment to this program occurs as the result of a Court hearing. The specific 120 day program placement for each offender for CODS will be determined by Division of Offender Rehabilitation Services (DORS) staff after delivery to the facility. This program is MANDATORY, unless the offender consents to the revocation of probation or is found otherwise ineligible.

**Eligibility:**

To be eligible for a detention sanction, offenders must be sentenced in the State of Missouri and on probation for an offense listed in Chapter 579 RSMo, or an offense previously listed in Chapter 195 (Drug Related Offenses) RSMo, or for a Class D or E Felony pursuant to RSMo 559.036. The following offense and supervision criteria must be met:

1. Offense Eligibility

- a. Sentenced in the State of Missouri and on probation for an offense listed in Chapter 579 RSMo, or previously listed in Chapter 195 (Drug Related Offenses), or for a Class D or E Felony.
- b. Not found ineligible for a detention sanction by the Court, in conjunction with one of the following underlying offenses:
  - Abuse of a Child
  - Aggravated Stalking or Assault of LEO 2<sup>nd</sup> Degree as they existed prior to 1/1/2017
  - Any offense under Chapter 571
  - Assault in the 2<sup>nd</sup> Degree
  - Assault 3<sup>rd</sup> Degree when victim is a Special Victim
  - Deviate Sexual Assault
  - Domestic Assault 2<sup>nd</sup> Degree
  - Endangering the Welfare of a Child 1<sup>st</sup> Degree –Subdivision (1) or (2) of subsection 1 of RSMo 568.045 (When the person knowingly acts in a manner

that creates a substantial risk to the life, body, or health of a child less than seventeen years old; or the person knowingly engages in sexual conduct with a person under the age of seventeen years over whom the person is a parent, guardian, or otherwise charged with the care and custody)

- Incest
- Invasion of Privacy
- Involuntary Manslaughter 1st Degree (Class A or B felony)
- Involuntary Manslaughter 2<sup>nd</sup> Degree
- Rape 2<sup>nd</sup> Degree
- Sexual Assault
- Sexual Misconduct Involving a Child
- Sodomy 2<sup>nd</sup> Degree
- Stalking 1<sup>st</sup> Degree
- Statutory Rape 2<sup>nd</sup> Degree
- Statutory Sodomy 2<sup>nd</sup> Degree

## 2. Supervision Eligibility

- a. The following types of violations are excluded from detention sanction consideration:
  - Absconders
  - Laws (Found guilty, pled guilty or arrested on suspicion of and felony, Misdemeanor, or Infraction)
  - Weapons
  - Special conditions which prohibit victim or other contact
- b. Offenders are not eligible for a detention sanction if previously placed in a 120 day institutional program by the Court for the same underlying offense or during the same probation term.

### **Referral:**

1. An order from the Court with the stipulation the offender is sentenced under RSMo 559.036. Appropriate booking system activity will occur by case management staff after the DORS assessment is completed and the offender is assigned to an Institutional Treatment Center or Shock Incarceration Program. No bed should be booked.
2. A Court Ordered Detention Sanction (CODS) assignment shall occur based on a court hearing.
3. When appropriate, as dictated by agency procedure, the supervising PPO shall recommend CODS in their Initial Violation Report (IVR).
4. The Court may independently order a CODS assignment, regardless of the Violation Report recommendation, for eligible offenders.
5. The Court, in conjunction with the supervising PPO, must determine that the offender

meets the criteria for CODS.

6. The Court must indicate on the Sentence and Judgment, or court order, that the offender has been sentenced pursuant to the provisions of RSMo 559.036.

## **F. DAY REPORT (BASES)**

### **Description:**

Day Report is a supervision enhancement and is designed to address the needs of offenders who have demonstrated an inability to successfully function with less supervision and are in need of additional structure. A specific personalized plan is developed for each offender to address their unique needs.

Day Report offers the opportunity for daily contact with the offender as well as providing a “clearinghouse” or “service center” for a variety of services to meet the needs of offenders in the program. Day Report offers the opportunity for daily contact with the offender as well as providing services and referrals to community resources.

### **Eligibility:**

1. Offenders who have not responded to intervention strategies.
2. Offenders who have two or more special need categories identified on the needs scale excluding the Substance Use category.
3. Offenders with a need for additional structure and control.
4. Offenders must have a minimum of one year remaining on supervision.

### **Referral:**

Enter into MOCIS Programs utilizing Supervision Enhancements. Refer to local procedures relative to case movement for this program.

## **G. DOMESTIC VIOLENCE CASELOAD**

### **Description:**

Offenders convicted of Domestic Violence (DV) offenses, who meet the eligibility criteria, are supervised under the Domestic Violence Supervision Agreement. They are subject to increased contacts and must complete a Batterer’s Intervention Program (BIP) with an approved provider. Focus is placed on identifying abusive behaviors, taking responsibility for their actions, and consistently demonstrating pro-social behaviors. If an offender is assessed at Intervention Level 1, they cannot be assigned to that level until they have completed a Batterer’s Intervention Program and have consistently demonstrated pro-social behaviors.

**Eligibility:**

Offenders convicted of the following offenses after 10/1/14, in which the victim was an intimate partner:

Domestic Assault 1<sup>st</sup> (RSMo 565.072)  
Domestic Assault 2<sup>nd</sup> (RSMo 565.073)  
Domestic Assault 3<sup>rd</sup> (RSMo 565.074)  
Domestic Assault 4<sup>th</sup> (RSMo 565.076 )  
Violation of Order of Protection /Ex Parte (RSMo 455.085 and 455.050)  
Stalking (RSMo 565.225)  
Aggravated Stalking (RSMo 565.225)

If convicted prior to 10/1/14, offenders will not be supervised as a Domestic Violence offender unless one or more of the following events occur:

- A new violation requiring an increased level of supervision
- New incident of violent or abusive behavior
- New conviction for a DV related crime
- Court order requiring supervision as a DV offender

**Referral:**

Once identified as a Domestic Violence offender, the offender must sign the Domestic Violence Supervision Agreement. Offenders will be subject to increased contacts and will be required to complete a Batterer's Intervention Program. Staff will enter the appropriate supervision enhancement in MOCIS.

**H. DRUG COURT**

**Description:**

Drug Court is available to eligible deferred prosecution and probation offenders. Probation and Parole staff in participating counties works with local state courts, prosecutors, defense attorneys and treatment programs to intervene and curtail the criminal careers of participants at the earliest opportunity. While in Drug Court, offenders are required to complete substance use treatment, submit to frequent drug testing, participate in community-based job training and employment, maintain extended sobriety, complete community service and be held to a high degree of accountability. Typically, Drug Courts are 12-18 months in duration. Drug Court programs differ by area, eligibility criteria and referral process.

**Eligibility (General criteria, check local program for specifics):**

1. Non-violent felony drug addicted high risk/high need offenders, possibly including alcohol related offenses.
2. Male or female offenders.

3. Active substance use problems and in need of intensive treatment and supervision.
4. Pre-plea and post-plea cases, depending on local program practices.
5. Offenders with serious physical or mental health conditions may be excluded.

**Referral:**

The referral process differs among programs. However, the Prosecuting Attorney is usually the initial point of referral with screening and assessment conducted by Probation and Parole staff. Final approval is by the Court.

Once the decision has been made to place an offender in Drug Court, enter into MOCIS Programs utilizing Supervision Enhancements.

**I. ELECTRONIC MONITORING**

**Description:**

Electronic Monitoring (EM), a home based strategy, enhances supervision through the use of various Electronic Monitoring devices. Intervention, control, and treatment are the supervision objectives of Electronic Monitoring. Control of movement is substantially enhanced as a result of curfew requirements and restricted activities, which are monitored 24 hours per day. Generally, EM will be a minimum of 30 days with a maximum of 120 days in duration. Use of less than 30 days or more than 120 days requires authorization by a supervisor.

**Eligibility:**

1. Offenders with an approved home plan in the state of Missouri.
2. Offenders on supervision for either felony or misdemeanor charges.
3. Certain monitoring equipment does require the offender to have compatible telephone service.
4. Case CANNOT be suspended.

**Referral to EM:**

Enter into MOCIS Programs utilizing Supervision Enhancements.

**J. FREE AND CLEAN**

**Description:**

The Free and Clean Program is a contracted program that provides aftercare treatment to all male offenders coming out of the institutional treatment programs and returning to the St. Louis or Jackson County areas.

**Eligibility:**

1. The offender must have successfully completed a 120 Day ITC, Long Term Treatment and/or CODS (Treatment).
2. The offender must have at least 6 months left on supervision before they reach their optimal discharge date.
3. The offender must reside within the St. Louis I-270 loop (if you have any questions whether an offender lives within the loop, please feel free to contact the booking officer at TCSTL) or in Jackson County contact the booking officer at District 4, District 4 West, or the booking officer at District 4C.

**Referral:**

**Primary Population (120 ITC and Long Term Treatment Releases):**

The Free and Clean Program accepts offenders that have successfully completed 120 Day ITCs, Long Term Treatment and CODS (Treatment). These offenders are seen by an on-site Probation and Parole Officer at Free and Clean and are assigned an on-site Substance Use Counselor. All St. Louis offenders will be released to TCSTL. For Board Home and Employment (BHE) Investigations, please note “This is a Free and Clean case” in the comments section. For Court releases, please submit the 120 Court Report/Supplemental Violation Report (if it is a CODS release) to TCSTL. All Jackson County offenders will be released to District 4, 4W or 4C based on zip code.

**K. INSTITUTIONAL TREATMENT CENTER (ITC)**

**Description:**

Institutional Treatment Centers (ITC) are located at various Department of Corrections facilities. The programs are highly structured treatment programs focusing on substance use disorders, relapse prevention, criminality and life skills. Release and treatment plans are developed prior to program completion.

**Eligibility:**

1. Offenders must be sentenced pursuant to RSMo 559.115, with the recommendation for placement in an Institutional Treatment Center indicated on the Sentence and Judgment.
2. Both male and female offenders.
3. SACA 3 or above.
4. Offenders must have an active substance use problem which cannot be successfully managed in a community setting.

5. Offenders convicted of a sexual assault offense may be allowed to participate in treatment unless otherwise excluded by statute.
6. Offenders convicted of offenses for which there are statutory prohibitions that do not allow the Court to grant probation, or any offenses where a prohibition on parole exists, including requirements to serve more than 120 days prior to release, are excluded.
7. Offenders convicted of the following offenses are not eligible for probation release pursuant to RSMo 559.115.8 based on probation restrictions:
  - a. Abuse of a Child pursuant to RSMo 568.060 when classified as a Class A felony
  - b. Child Molestation in the First Degree pursuant to RSMo 566.067 when classified as a Class A felony
  - c. Murder in the Second Degree pursuant to RSMo 565.021
  - d. Predatory Sexual Offenders pursuant to RSMo 566.125
  - e. Rape in the First Degree under Section 566.030
  - f. Sodomy in the First Degree under Section 566.060
  - g. Statutory Rape in the First Degree pursuant to RSMo 566.032
  - h. Statutory Sodomy in the First Degree pursuant to RSMo 566.062
8. Offenders convicted of the following offenses are not eligible for probation release pursuant to RSMo 559.115 based on parole restrictions:
  - a. Abuse of a Child pursuant to RSMo. 568.060 (Offenders convicted of Class D offenses must serve 1 year before probation or parole, Class B must serve 5 years and Class A must serve 15 years)
  - b. Armed Criminal Action pursuant to RSMo 571.015 (Minimum period for first conviction is 3 years, second conviction is 5 years and third conviction is 10 years)
  - c. Chronic DWI Offenders pursuant to RSMo 577.023 (577.010 after 1-1-17) Aggravated offenders are eligible after having served at least 60 days incarceration
  - d. Habitual DWI offenders pursuant to RSMo 577.010
  - e. Capital Murder pursuant to RSMo 565.001
  - f. Discharge a Firearm pursuant to RSMo 558.016 (Prior offenders shall serve at least 10 years)
  - g. Enticement of a Child less than 15 pursuant to RSMo 566.151
  - h. Failure to Register as a Sex Offender-3rd Offense pursuant to RSMo 589.425
  - i. Rape 1<sup>st</sup> Degree pursuant to RSMo 566.030
  - j. Sodomy 1<sup>st</sup> Degree pursuant to RSMo 566.060
  - k. Pharmacy Robbery 1<sup>st</sup> RSMo 569.025 (prior to 1-1-2017)
  - l. Pharmacy Robbery 2<sup>nd</sup> RSMo 569.035 (prior to 1-1-17)
  - m. Involuntary Manslaughter in the First Degree pursuant to RSMo 565.024
  - n. Prior or Persistent Assault Offenders pursuant to RSMo 565.079
  - o. Promoting Child Pornography in the First Degree pursuant to RSMo 573.025
  - p. Promoting Child Pornography to a Minor in the First Degree pursuant to RSMo 573.025
  - q. Promoting Child Pornography in the Second Degree pursuant to RSMo 573.035



- r. Promoting Child Pornography to a Minor in the Second Degree pursuant to RSMo 573.035
  - s. Sexual Trafficking of a Child less than 12 pursuant to RSMo 566.213
  - t. Sexual Assault Offenses pursuant to RSMo 589.040 (Offenders imprisoned for sexual assault offenses shall complete MOSOP before release to parole-otherwise eligible Sex Offender Assessment Process (SOAP) offenders may be released on 120 day probation without MOSOP completion)
  - u. Stealing Livestock/Captive Wildlife value >\$3,000 pursuant to RSMo 570.030
9. Offenders convicted of the following offenses are not eligible for probation release pursuant to RSMo 559.115 based on parole restrictions-non-parole eligible offense:
- a. Child Molestation in the First Degree when the victim is under 12 and there was serious physical violence or the offender was a repeat sex offender pursuant to RSMo 566.067
  - b. Discharge of a Firearm pursuant to RSMo 558.016 (Persistent Offenders are not eligible for probation, parole or conditional release).
  - c. Prior and Persistent Assault Offenders pursuant to RSMo 565.079
  - d. Drug Trafficking Offenses pursuant to RSMo 195.222, 195.223, 195.291, 195.292, 195.295, 195.296 (Prior to 1/1/2017)
  - e. Murder First Degree pursuant to RSMo 565.020
  - f. Persistent Sexual Offender pursuant to RSMo 566.125
  - g. Tampering with Victim/Witness pursuant to RSMo 575.270
10. Offenders with serious physical or mental health conditions which cannot be reasonably accommodated or which would prevent them from benefiting from the program may be excluded.

**Referral to ITC Process:**

Enter into MOCIS Programs utilizing Classes. The offender will be assigned to a treatment center with a projected entry date. For (120-day) Court cases, the offender should reach the Reception and Diagnostic Center no more than 36 days and not less than 15 days prior to the entry date.

NOTE: If the offender reaches the institution outside these parameters, they may be excluded from participation in the program.

**L. LONG-TERM COURT ORDERED SUBSTANCE ABUSE PROGRAM (LTC)**

**Description:**

The Long Term Court Ordered Substance Abuse Program is a therapeutic community treatment program, specifically developed for offenders with a serious substance use disorder, with a duration of up to two years. The majority of offenders complete this program in 12 months.

The therapeutic community program uses self and mutual help approaches, peer pressure, and role modeling in a structured environment to achieve the recovery goal.

The treatment program is highly structured and may be comprised of three phases. Phase I involves a thorough assessment of offenders for treatment through drug and therapeutic community education. Phase II is the intensive treatment component and requires offenders to complete a core curriculum of substance use education and life skills training. A supplemental curriculum is provided to address the individual needs of the offender. Phase III involves offenders in a relapse prevention and re-entry curriculum. Additionally, Phase III offenders may participate in community work release (if available) and save 25% of their earnings. Preceding discharge, a community aftercare plan is developed for the offender and stipulated in the release plan.

**Eligibility:**

1. Both male and female offenders.
2. Offenders must be sentenced pursuant to RSMo. 217.362 with a minimum term of four years in the Department of Corrections. The sentence should not be in direct conflict with any other sentence provisions that cannot be resolved with the court.
3. Offenders must be assessed as substance dependent and/or having a history of serious substance use problems. This must be documented and substantiated by staff from Probation and Parole or by a licensed professional in the field of chemical dependency.
4. Offender must be a chronic non-violent offender which is defined as:
  - An offender with at least three non-violent **FELONY** findings of guilt.
  - Felonies can be a combination of prior or present offenses including SIS or SES probation. Felonies must have separate cause numbers or have separate offense dates.
  - Any plea of guilt or a guilty verdict is a “finding” of guilt.
5. Offenders currently or previously convicted of the following offenses are not eligible due to the violent nature of the offense:
  - a. Abuse of a Child if the child dies as a result of injuries sustained from conduct chargeable under section 568.060
  - b. Arson 1<sup>st</sup> Degree
  - c. Assault 1<sup>st</sup> Degree
  - d. Assault 1<sup>st</sup> Degree of a Special Victim
  - e. Attempted Rape 1<sup>st</sup> Degree if physical injury results
  - f. Attempted Sodomy 1<sup>st</sup> Degree if physical injury results
  - g. Child Kidnapping
  - h. Domestic Assault 1<sup>st</sup> Degree
  - i. Elder Abuse 1<sup>st</sup> Degree
  - j. Rape 1<sup>st</sup> Degree
  - k. Sodomy 1<sup>st</sup> Degree
  - l. Kidnapping
  - m. Murder 2<sup>nd</sup> Degree

- n. Parental Kidnapping committed by detaining or concealing the whereabouts of the child for not less than 120 days under section 565.153
  - o. Robbery in the First Degree
  - p. Statutory Rape in the first degree when the victim is a child less than twelve years of age at the time of the commission of the act giving rise to the offense
  - q. Statutory Sodomy in the first degree when the victim is a child less than twelve years of age at the time of the commission of the act giving rise to the offense
  - r. Intoxication related traffic offense or intoxication-related boating offense if the person is found to be a habitual offender or habitual boating offender such as terms are defined in section 577.001.
6. Offenders convicted of the following offenses are not eligible due to statutory prohibitions excluding probation or requiring a minimum prison term of over two years:
- a. Abuse or Neglect of a Child (MOCODE 568.060-002Y201238)
  - b. Abuse or Neglect of a Child less than 14 years of age and sexual exploitation (MOCODE 568.060-003Y201238)
  - c. Abuse or Neglect of a Child 2<sup>nd</sup> or subsequent offense (MOCODE 568.060-005Y201238)
  - d. Abuse or Neglect of a Child (Class A felony) with serious emotional or physical injury (MOCODE 568.060-004Y201238)
  - e. Abuse or Neglect of a Child (Class B felony) with serious emotional or physical injury (MOCODE 568.060-006Y201238)
  - f. Aiding/Abetting Discharge of a Firearm with injury or death-persistent offender (MOCODE 571.030-005Y200352)
  - g. Aiding/Abetting Discharge of a Firearm with injury or death-prior offender (MOCODE 571.030-006Y200352)
  - h. Armed Criminal Action (MOCODE 571.015-001Y197552)
  - i. Attempted Enticement of a Child (MOCODE 566.151-001Y201764)
  - j. Attempted Rape 1<sup>st</sup> with serious injury (MOCODE 566.030-003Y201311 )
  - k. Attempted Sodomy 1<sup>st</sup> with injury (MOCODE 566.060-003Y201311)
  - l. Attempted Sodomy 1<sup>st</sup> (MOCODE 566.060-004Y201311)
  - m. Child Molestation 1<sup>st</sup> Degree – victim less than twelve years of age, displays deadly weapon or prior sex offense (MOCODE 566.067-001Y201736)
  - n. Discharge Firearm-persistent offender (MOCODE 571.030-001Y200352)
  - o. Discharge Firearm-prior offender (MOCODE 571.030-001Y200352)
  - p. Distribution/Sales-persistent drug offender (MOCODE 195.211-999Y198935)
  - q. Enticement of a Child (MOCODE 566.151-001Y201764)
  - r. Failure to register as Sex Offender-3<sup>rd</sup> offense (MOCODE 589.425-005Y200636)
  - s. Habitual DWI (MOCODE 577.010-019Y201754)
  - t. Rape 1<sup>st</sup> with injury/weapon (MOCODE 566.030-004Y201311 )
  - u. Rape 1<sup>st</sup> (MOCODE 566.030-001Y201311)
  - v. Sodomy 1<sup>st</sup> and displays deadly weapon (MOCODE 566.060-004Y201311)
  - w. Sodomy 1<sup>st</sup> (MOCODE 566.060-001Y201311)
  - x. Livestock/Captive Wildlife theft value in excess of \$3,000 - prior offender (MOCODE 570.030-030Y201723)
  - y. Murder 1<sup>st</sup> Degree (MOCODE 565.020-001Y198409)
  - z. Persistent Sex Offender (pursuant to RSMo 566.125)

- aa. Domestic Assault 1<sup>st</sup> Degree-persistent offender (MOCODE565.072-005Y200013)
  - bb. Pharmacy Robbery 1<sup>st</sup> Degree (MOCODE 569.020-001Y197912)
  - cc. Pharmacy Robbery 2<sup>nd</sup> Degree (MOCODE 569.025-001Y198912)
  - dd. Sexual Trafficking of Child less than twelve years of age (MOCODE 566.213-001Y200664)
  - ee. Trafficking in Drugs/Attempt to Traffic in Drugs 1<sup>st</sup> Degree/over statutory amount (MOCODE 195.222-001Y198935)
  - ff. Trafficking in Drugs/Attempt to Traffic in Drugs 1<sup>st</sup> Degree/near schools/public housing/hotels (MOCODE 195.222-003Y198935)
  - gg. Trafficking in Drugs/Attempt to Traffic in Drugs 1<sup>st</sup> Degree/within a motor vehicle (195.222-004Y198935)
  - hh. Trafficking in Drugs/Attempt to Traffic in Drugs 2<sup>nd</sup> Degree over 450 grams (MOCODE 195.223-002Y198935)
  - ii. Trafficking 1<sup>st</sup> Degree-prior drug offender (MOCODE 195.222-002Y198935)
  - jj. Trafficking 2<sup>nd</sup> Degree-prior or persistent drug offender (MOCODE 195.223-001Y198935)
7. Offenders convicted of the following offenses are eligible; however, the offense requires a minimum prison term of two years:
- a. DWI Alcohol-chronic offender (MOCODE 577.010-002Y201754)
  - b. DWI Drug Intoxication-chronic offender (MOCODE 577.010-002Y201754)
  - c. DWI Alcohol and Drug-chronic offender (MOCODE 577.010-002Y201754)

The officer books the offender to COMPLETE treatment to coincide with the 24<sup>th</sup> month of incarceration, as appellate courts have ruled the offender may not be placed in the program longer than the actual program length, which the department has defined as 12 months.

8. Offenders convicted of the following offenses are eligible; however, the offense requires a minimum prison term of six months:
- a. Domestic Assault 1<sup>st</sup> Degree-prior domestic violence offender (MOCODE 565.072-004Y199813)
  - b. Domestic Assault 2<sup>nd</sup> Degree with violence-prior domestic violence offender (MOCODE 565.073-001Y200013)
  - c. Domestic Assault 2<sup>nd</sup> Degree-persistent domestic violence offender (MOCODE 565.073-002Y200013)
  - d. DWI Alcohol-aggravated offender (MOCODE 577.010-025Y201754)
  - e. DWI Drug Intoxication-aggravated offender (MOCODE 577.010-025Y201754)
  - f. DWI Alcohol and Drug-aggravated offender (MOCODE 577.010-025Y201754)
  - g. Excessive BAC-aggravated offender (MOCODE 577.012-002Y200554)
9. Offenders with serious physical or mental health conditions which cannot be reasonably accommodated or which would prevent them from benefiting from the program may be excluded.

**Referral:**

Enter into MOCIS Programs utilizing Classes. The offender will be assigned to the program with a projected entry date. The offender should be delivered to the Reception Center no more than 8 weeks prior to the projected entry date.

**M. MENTAL HEALTH COURT**

**Description:**

Mental Health Court is designed to serve offenders on probation with co-occurring disorders, developmental disabilities, or head injury in the criminal justice system. While in Mental Health Court, offenders will work closely with the Court, Probation and Parole, and community treatment providers to facilitate positive behavioral changes. Participants of Mental Health Court are required to attend groups that meet their immediate needs (parenting classes, anger management, etc), submit to random drug tests, and maintain compliance with prescribed medications. Typically, Mental Health Courts are 12 to 18 months in duration, but in some locations may be extended to last the entire term of probation. Mental Health Court programs differ by area, eligibility criteria, and referral process.

**Eligibility:**

1. Axis I diagnosis of a major mental illness and/or an identifiable substance use problem
2. Developmental Disability
3. Head Injury
4. The offender has experienced unsuccessful adjustment with his/her current level of supervision and possibly pending revocation
5. Non-Violent offenders

**Referral:**

The referral process differs among programs; however, defense attorneys, prosecuting attorneys, and Probation and Parole staff can recommend participation. The eligibility assessment is conducted by cooperating mental health providers who make a recommendation for participation. Final approval and placement in the program is at discretion of the Judge/Commissioner.

Enter into MOCIS Programs utilizing Supervision Enhancements.

**N. OFFENDERS OFFERING ALTERNATIVES (OOA)**

**Description:**

Offenders Offering Alternatives is a program designed to educate probationers on the realities of prison, promote positive choices, and deter criminal behavior. This program is facilitated in Missouri Correctional Facilities by a group of carefully selected and trained incarcerated offenders. The Offenders Offering Alternatives program scheduling and availability differ by area. OOA activities are attended and supervised by the Institutional Activities Coordinators Office, Institutional Parole Staff and Field Probation and Parole Staff. By design, the training environment is non-threatening and non-intimidating in an effort to enhance the educational value for the probationer.

**Eligibility:**

Any offender who is actively on supervision with the Missouri Board of Probation and Parole. Offenders can be referred or given a directive to attend by the Court or supervising officer. Standard clearance procedures are completed at the institution. Offenders with active warrants will not be allowed entry.

**Referral:**

Enter into Program Tracking using normal MOCIS booking procedures.

**O. OPPORTUNITY TO SUCCEED (OPTS)/ CO-OCCURRING CASE MANAGEMENT PROGRAM (Co-CMP) (St. Louis)**

**Description:**

Co-CMP, formerly known as OPTS, is a comprehensive program that provides intensive case management services to offenders with co-occurring disorders (both substance use and mental health disorders). The offender is required to have a clinically diagnosed mental health disorder (Axis I) with documented substance use (i.e. cited for drug use in a Violation Report). The goal is to provide the high risk/need offender with co-occurring disorders a coordinated and comprehensive casework delivery system of community based services. The services that could be referred to include: substance use treatment, mental health treatment, employment, vocational training, educational services, housing assistance, health care services, general counseling services and transportation.

Intensive case management services are provided by Gateway, 1430 Olive in St. Louis City. Case managers will work closely with the offender and his/her supervising officer. Together, they will provide a continuum of care and an intensive level of supervision with the goal of reducing recidivism and commitments while ensuring public safety and promoting the offender's self-sufficiency.

**Eligibility:**

1. Documented mental illness and substance use problem.
2. Minimum of one year (optimal discharge date) remaining on term of supervision.

3. Need for participation in a substance use/dual diagnosis treatment program.
4. Experiencing unsuccessful adjustment with Probation and Parole supervision.
5. Experiencing chronic unemployment problems as demonstrated by an inability to obtain or maintain a job due to substance use and/or mental illness.
6. Experiencing difficulties in other major life areas such as family, anger management, legal or education.
7. Does not have the financial means to provide for his/her treatment.
8. Possible housing problems or a need for assistance in obtaining housing to increase stability.
9. Problems related to the treatment of the offender's mental illness, such as inconsistent appointments or medication issues.

**\*\*\* PLEASE NOTE:**

A documented clinical diagnosis is needed, a substance use problem must be documented, and the offender must have one year remaining under supervision (before Optimal discharge date). However, NOT ALL of the above criteria must be present to warrant a referral to the program.

**Referral to OPTS:**

1. Complete the Community Treatment Referral form. (Do not enter in MOCIS)
2. Document clinical diagnosis and other pertinent information on the form.
3. Fax or e-mail completed form to District 7-South.
4. The offender will be scheduled to complete Intake by the Co-CMP officer.
5. After the offender successfully completes the intake process, the Referring Officer will be notified.
6. The Referring Officer will complete a Transfer Case Summary Report and "half-sheet" to assigned Co-CMP officer.
7. For institutional referrals, the IPO will complete the Field Home and Employment (FHE) Investigation, notating the referral in the investigation and forward such to District 7-South.

## **P. PATHWAY TO CHANGE**

### **Description:**

Pathway to Change is an essential element of the offender management approach utilized by the Missouri Department of Corrections. Research shows that building cognitive skills has been the single most effective intervention technique that can be employed by corrections. The curriculum adopted by the Department addresses issues related to criminal behavior and recidivism such as: factors that lead to criminal behavior, responsible decision making, examination of values and attitudes, successful relationships, identifying and correcting thinking errors. This is a twelve week program. The first 6 sessions must be completed in chronological order and the last 6 may be completed as chosen by the officer/offender.

### **Eligibility:**

Anyone under the supervision of Probation and Parole is eligible to participate in Pathway to Change.

### **Referral:**

Enter into MOCIS Programs utilizing Classes.

## **Q. POST-CONVICTION DRUG TREATMENT PROGRAM**

### **Description:**

The Missouri Post-Conviction Drug Treatment Program provides for non-institutional and institutional substance use treatment programs. Phase I of the program utilizes existing community-based treatment programs. Phase II of the program is offered at the Department's Institutional Treatment Centers (ITC).

### **Eligibility:**

1. Offenders placed on probation, with a special condition for this program under the provisions of RSMo 217.785. If an offender is currently on probation, the Court may send the offender to the Phase II of this program under the provisions of RSMo 217.785, while continuing the offender on probation. SIS and SES probations are eligible.
2. First time offenders (Plea or finding of guilt for first felony offense), who have pled guilty or been found guilty of a violation of the provisions of RSMo 579 or previous chapter 195 (drug offenses) are eligible.
3. An offender may have multiple offenses and still be eligible if the offenses were adjudicated at the same time.
4. First time offenders (Plea or finding of guilt for first felony offense), whose abuse of a controlled substance was a precipitating or contributing factor in the commission of the offense are eligible.



5. Both male and female probationers.
6. Probationers must have an active substance use problem.
7. Probationers with an alcohol only problem are not eligible.
8. Offenses for which there are statutory prohibitions that do not allow the Court to grant probation are excluded.
9. Probationers with serious physical or mental health conditions which cannot be reasonably accommodated or which would prevent them from benefiting from the program may be excluded.
10. Probationers will be admitted to Phase II of the program if they have failed to successfully complete Phase I of the program or if Phase I is not available in the community.

**Referral:**

This Post-Conviction Drug Treatment Program is Court ordered by way of special condition. For placement in the institutional portion (Phase II) of the program, enter into MOCIS Programs utilizing Classes. The offender's probation is continued while in Phase II. The offender will be assigned to a treatment center with a projected entry date. For (120-day) Court cases, the offender should reach the reception center no more than 36 days and not less than 15 days prior to the entry date.

NOTE: If the offender reaches the institution outside these parameters they may be excluded from participation in the program.

**R. RESIDENTIAL FACILITY (RF)**

**Description:**

Residential Facilities (RF) are designed to provide case management, including community referrals, in a controlled residential environment for the diverse needs of offenders. Assessment of the offender's needs, development of a referral/treatment plan, job skills development, community release and aftercare are components of the residential program. Identified needs are then addressed through community-based programming. A portion of earnings is required to be placed in personal savings.

**Eligibility:**

1. Offenders with a demonstrated need to be supervised in a structured residential environment and/or are unable to provide a viable home plan.
2. Felony offenders on probation, parole or conditional release supervision. Misdemeanor offenders may be considered on a limited, case-by-case basis provided they meet the offense requirements for misdemeanor supervision.

3. Offenders with serious physical or severe mental health conditions may be excluded from placement in a Residential Facility.
4. HCBC in Kansas City accepts male and female offenders.  
MERS and Schirmer House in St. Louis accept females only.  
Reality House in Columbia accepts male offenders only.

**Referral:**

Enter into MOCIS Programs utilizing Residential Facilities. You will receive notification of the offender's projected entry date into the program.

**S. SERIOUS MENTAL ILLNESS (SMI) CASELOAD:**

**Description:**

The DSM-V defines mental disorders as “a clinically significant behavioral or psychological syndrome or pattern that occurs in an individual and that is associated with present distress or disability (i.e., impairment in one or more important areas of functioning) or with a significantly increased risk of suffering death, pain, disability, or an important loss of freedom.” The assumption is that all offenders and treatment are not the same; therefore, supervision effectiveness can be moderated by offender characteristics. When and where possible, interventions are enhanced when we match a offender's individual characteristics to treatment, programs, and supervision.

**Eligibility:**

Offenders identified with one or more of the following during the pre-screening process shall be reviewed by a supervisor and considered for supervision as an SMI offender:

1. Patterns of behavior that are associated with a significantly increased risk of death, pain, disability, or an important loss of freedom including:
  - Previous Not Guilty by Reason of Insanity determinations or currently under evaluation;
  - Diagnosis by a mental health professional of a serious mental illness within the past 24 months;
  - History of suicide attempt(s);
  - Incidents of harm directed at self or others; or
  - In-patient hospitalization(s) due to mental health issues.
2. In addition to the above, one or more of the following must be present:
  - Inability to work based on receipt of current disability benefits (or pending application) based on mental health issues;

- Offenders currently under psychiatric care; or
- Diminished level of social functioning in life areas such as, but not limited to:
  - ✓ health and hygiene practices,
  - ✓ housing,
  - ✓ communication,
  - ✓ safety, or
  - ✓ management of time and finances.

3. Classification of a Mental Health (MH) score of 3 or above.

**Referral:**

1. Obtain the offender's signature on the Authorization for Disclosure of Consumer Medical/Health Information Form according to divisional procedure.
2. Review all case material noting emphasis on the potential influence of an underlying psychiatric condition.
3. Interview the significant other(s) regarding the offender's past and current behavior.
4. Conduct a home visit to evaluate living conditions and level of functioning
5. Contact the local Department of Mental Health (DMH) Administrative Agent, Department of Social Services Family Support Division, and other relevant agencies from which the offender may be receiving services.
6. Verify employment by contacting employers, if applicable.
7. Contact treatment providers, if applicable.
8. Refer the offender for a level of functioning screening by a MH service provider.
9. When referring an offender to a certified program for treatment, the Probation and Parole Officer (PPO) shall submit the DOC/DMH Community Treatment and Recovery Services Referral Form. This form can be located on the K-Drive, in P&P forms.
10. If a determination is made the offender needs supervision as an SMI case, then the offender shall be assigned to an SMI caseload, when district resources are available, and entered in MOCIS Supervision Enhancements.

## **T. SEX OFFENDER ASSESSMENT PROCESS (SOAP)**

### **Description:**

The Sex Offender Assessment Process (SOAP) provides an intensive assessment in order to determine the nature and extent of psychopathology, risk for reoffending and psychological treatment needs of sex offenders. The SOAP prepares a report assessing the risk an offender poses to the community and the offender's amenability to treatment within a community setting to assist the Court in making a decision whether to release the offender back to the community. The SOAP report provided to the Court will include:

- A general assessment of mental and emotional health.
- Determination of probable risk to sexually re-offend in the community.
- Assessment of the offender's motivation for treatment and change.
- Recommendation: The recommendation will focus on the potential risk to sexually re-offend and whether that risk can be most effectively dealt with in the community or in a correctional setting. It is expected that any sex offender considered appropriate for release on probation will be required to participate in sex offender specific treatment while serving probation.

### **Eligibility:**

1. Offenders must be convicted of a sexual offense as defined in RSMo 589.015, 566, 568 or 573.
2. Offenders must be sentenced pursuant to RSMo 559.115, with recommended placement in the Sex Offender Assessment Process indicated on the Sentence and Judgment.
3. A Pre-Sentence Investigation or Sentencing Assessment Report must have been completed in reference to the present offense.
4. Male and female offenders are eligible.
5. Offenders convicted of offenses for which there are statutory prohibitions that do not allow the Court to grant probation, or any offenses where a prohibition on parole exists, including requirements to serve more than 120 days prior to release, are not eligible.
6. Offenders with serious physical or mental health conditions which cannot be reasonably accommodated or which would prevent them from being assessed are not eligible.
7. Offenders convicted of the following offenses are not eligible for probation release pursuant to RSMo 559.115.8 based on probation restrictions:
  - a. Murder in the Second Degree pursuant to RSMo 565.021
  - b. Rape in the First Degree pursuant to RSMo 566.030
  - c. Sodomy in the First Degree pursuant to RSMo 566.060

- d. Statutory Rape in the First Degree pursuant to RSMo 566.032
  - e. Statutory Sodomy in the First Degree pursuant to RSMo 566.062
  - f. Child Molestation in the First Degree pursuant to RSMo 566.067 when classified as a Class A felony
  - g. Abuse of a Child pursuant to RSMo 568.060 when classified as a Class A felony
  - h. Predatory Sexual Offenders pursuant to RSMo 566.125
8. Offenders convicted of the following offenses are not eligible for probation release pursuant to RSMo 559.115 based on parole restrictions:
- a. Abuse of a Child pursuant to RSMo 568.060 (Offenders convicted of Class D offenses must serve 1 year before probation or parole, Class B must serve 5 years and Class A must serve 15 years)
  - b. Armed Criminal Action pursuant to RSMo 571.015 (Minimum period for first conviction is 3 years, second conviction is 5 years and third conviction is 10 years)
  - c. Chronic DWI Offenders pursuant to RSMo 577.023 (577.010 after 1-1-17) Aggravated offenders are eligible after having served at least 60 days incarceration
  - d. Habitual DWI offenders pursuant to RSMo 577.010
  - e. Capital Murder pursuant to RSMo 565.001
  - f. Enticement of a Child less than 15 pursuant to RSMo 566.151
  - g. Failure to Register as a Sex Offender-3rd Offense pursuant to RSMo 589.425
  - h. Rape First Degree pursuant to RSMo 566.030
  - i. Sodomy First Degree Pursuant to RSMo 566.060
  - j. Involuntary Manslaughter in the First Degree pursuant to RSMo 565.024
  - k. Pharmacy Robbery in the First Degree pursuant to RSMo 569.025 (Prior to 1-1-17)
  - l. Pharmacy Robbery in the Second Degree pursuant to RSMo 569.035 (Prior to 1-1-17)
  - m. Prior or Persistent Assault Offenders pursuant to RSMo 565.079
  - n. Sexual Trafficking of a Child less than 12 pursuant to RSMo 566.213
  - o. Sexual Assault Offenses pursuant to RSMo 589.040 (Offenders imprisoned for sexual assault offenses shall complete MOSOP before release to parole-otherwise eligible SOAP offenders may be released on 120 day probation without MOSOP completion)
  - p. Discharge a Firearm pursuant to RSMo 558.016 (Prior offenders shall serve at least 10 years).
  - q. Stealing Livestock/Captive Wildlife value >\$3,000 pursuant to RSMo 570.030
  - r. Promoting Child Pornography in the First Degree pursuant to RSMO 573.025
  - s. Promoting Child Pornography to a Minor in the First Degree pursuant to RSMO 573.025
  - t. Promoting Child Pornography in the Second Degree pursuant to RSMO 573.035
  - u. Promoting Child Pornography to a Minor in the Second Degree pursuant to RSMO 573.035
9. Offenders convicted of the following offenses are not eligible for probation release pursuant to RSMo 559.115 based on parole restrictions - non-parole eligible offense:
- a. Child Molestation in the First Degree when the victim is under 12 and there was

serious physical violence or the offender was a repeat sex offender pursuant to RSMo 566.067

- b. Prior and Persistent Assault Offenders pursuant to RSMo 565.079
- c. Drug Trafficking Offenses pursuant to RSMo 195.222, 195.223, 195.291, 195.292, 195.295, 195.296 (prior to 1/1/2017)
- d. Murder First Degree pursuant to RSMo 565.020
- e. Persistent Sexual Offender pursuant to RSMo.556.125
- f. Tampering with Victim/Witness pursuant to RSMo 575.270
- g. Discharge of a Firearm pursuant to RSMo 558.016 (Persistent offenders are not eligible for probation, parole or conditional release)

10. Offenders convicted of an attempt to commit a sex offense are eligible.

11. Offenders found to be predatory sexual offenders are not eligible.

**Referral:**

An order from the Court with the stipulation the offender is sentenced under RSMo 559.115 with placement in the Sex Offender Assessment Process.

**U. SHOCK INCARCERATION PROGRAM (SIP)**

**Description:**

The Shock Incarceration Program (SIP) is a 12-week, multi-phased program focusing on assessment, employability and life skills (when available), educational and vocational guidance, substance use education, and the development of viable release plans. The program may have a voluntary physical activity component.

**Eligibility:**

Offenders must be sentenced pursuant to RSMo 559.115, with the recommendation for placement in the Shock Incarceration Program indicated on the Sentence and Judgment.

1. Male and female offenders.
2. No current sex offenders will be admitted.
3. Minimum to medium classification profile.
4. Offenders convicted of offenses for which there are statutory prohibitions that do not allow the Court to grant probation, or any offenses where a prohibition on parole exists, including requirements to serve more than 120 days prior to release, are excluded.
5. Offenders convicted of the following offenses are not eligible for probation release pursuant to RSMo 559.115.8 based on probation restrictions:
  - a. Murder in the Second Degree pursuant to RSMo 565.021
  - b. Rape in the First Degree under Section 566.030

- c. Sodomy in the First Degree under Section 566.060
  - d. Statutory Rape in the First Degree pursuant to RSMo 566.032
  - e. Statutory Sodomy in the First Degree pursuant to RSMo 566.062
  - f. Child Molestation in the First Degree pursuant to RSMo 566.067 when classified as a Class A felony
  - g. Abuse of a Child pursuant to RSMo 568.060 when classified as a Class A felony
  - h. Predatory Sexual Offenders pursuant to RSMo 566.125
6. Offenders convicted of the following offenses are not eligible for probation release pursuant to RSMo 559.115 based on parole restrictions:
- a. Abuse of a Child pursuant to RSMo. 568.060 (Offenders convicted of Class D offenses must serve 1 year before probation or parole, Class B must serve 5 years and Class A must serve 15 years)
  - b. Armed Criminal Action pursuant to RSMo 571.015 (Minimum period for first conviction is 3 years, second conviction is 5 years and third conviction is 10 years)
  - c. Chronic DWI Offenders pursuant to RSMo 577.023 (577.010 after 1-1-17) Aggravated offenders are eligible after having served at least 60 days incarceration)
  - d. Habitual DWI offenders pursuant to RSMo 577.010
  - e. Capital Murder pursuant to RSMo 565.001
  - f. Enticement of a Child less than 15 pursuant to RSMo 566.151
  - g. Failure to Register as a Sex Offender-3rd Offense pursuant to RSMo 589.425
  - h. Rape First Degree pursuant to RSMo 566.030
  - i. Sodomy First Degree Pursuant to RSMo 566.060
  - j. Involuntary Manslaughter in the First Degree pursuant to RSMo 565.024
  - k. Pharmacy Robbery 1<sup>st</sup> pursuant to RSMo 569.025 (Prior to 1-1-17)
  - l. Pharmacy Robbery 2<sup>nd</sup> pursuant to RSMo 569.035 (Prior to 1-1-17)
  - m. Prior or Persistent Assault Offenders pursuant to RSMo 565.079
  - n. Sexual Trafficking of a Child less than 12 pursuant to RSMo 566.213
  - o. Sexual Assault Offenses pursuant to RSMo 589.040 (Offenders imprisoned for sexual assault offenses shall complete MOSOP before release to parole- otherwise eligible SOAP offenders may be released on 120 day probation without MOSOP completion)
  - p. Discharge a Firearm pursuant to RSMo 558.016 (Prior offenders shall serve at least 10 years).
  - q. Stealing Livestock/Captive Wildlife value >\$3,000 pursuant to RSMo 570.030
  - r. Promoting Child Pornography in the First Degree pursuant to RSMo 573.025
  - s. Promoting Child Pornography to a Minor in the First Degree pursuant to RSMo 573.025
  - t. Promoting Child Pornography in the Second Degree pursuant to RSMo 573.035
  - u. Promoting Child Pornography to a Minor in the Second Degree pursuant to RSMo 573.035
7. Offenders convicted of the following offenses are not eligible for probation release pursuant to RSMo 559.115 based on parole restrictions-non-parole eligible offense:
- a. Child Molestation in the First Degree when the victim is under 12 and there was serious physical violence or the offender was a repeat sex offender pursuant to

RSMo 566.067

- b. Discharge a Firearm pursuant to RSMo 558.016 (Persistent Offenders are not eligible for probation, parole or conditional release)
  - c. Prior and Persistent Assault Offenders pursuant to RSMo 565.079
  - d. Drug Trafficking Offenses pursuant to RSMo 195.222, 195.223, 195.291, 195.292, 195.295, 195.296 (Prior to 1/1/2017)
  - e. Murder First Degree pursuant to RSMo 565.020
  - f. Persistent Sexual Offender pursuant to RSMo 566.125
  - g. Tampering with Victim/Witness pursuant to RSMo 575.270
8. Offenders with serious physical or mental health conditions which cannot be reasonably accommodated or which would prevent them from benefiting from the program may be excluded. M-3/MH-3 and lower only.

**Referral:**

Enter into MOCIS Programs utilizing Classes. The offender will be assigned to an institution that provides SIP with a projected entry date. For (120-day) Court cases, the offender should reach the Reception Center no more than 36 days and not less than 15 days prior to the entry date.

NOTE: If the offender reaches the institution outside these parameters they may be excluded from participation in the program.

**V. TRANSITION CENTER OF ST. LOUIS (TCSTL)**

**Description:**

The Transition Center of St. Louis (TCSTL) is a residential facility which provides community based transitional services and supervision programming to male offenders released from the Division of Adult Institutions, as well as, offenders under community supervision who are in need of additional structure. Access to services may include substance use treatment, vocational training, employment readiness, educational, home plan assistance, family reunification, and linkages to other community based resources.

**TCSTL Eligibility for Probation and Parole Field Referrals:**

1. Offenders must have at least six (6) months left on supervision accounting for Earned Compliance Credits.
2. Probation Technical Violation Field Referrals sentenced out of and returning to St. Louis City, St. Louis County or St. Charles County.
3. Offenders on parole/condition release supervision should be a resident from one of the following counties: St. Louis, Jefferson, Franklin, St. Charles or St. Louis City. Counties outside the aforementioned may be considered with Chief Administrative Officer/Designee approval.
4. Based upon a technical violation, offenders can be referred when their case management plan outlines a need for programming and behavior modification.



5. Offenders must be under supervision for a felony offense.
6. Unless previously determined to be disabled, offenders should be able to maintain employment in the community or participate in a vocational rehabilitation program in the community.
7. Discharged Lifetime Supervision sex offenders will not be accepted.
8. Offenders are not eligible for TCSTL placement if they have serious physical or mental health conditions. (**No M4, M5, MH4 or MH5 referrals**)
9. Mild to moderate physical or mental health conditions are acceptable providing the offender is stable and medically compliant:
  - a. Offenders must be able to understand directions for taking prescriptions and be able to comprehend and participate in programming while taking medication as prescribed.
  - b. Offenders must be able to care for themselves without assistance from staff or residents.
  - c. The offender should not be homicidal or suicidal at the time of the referral.
10. Offenders cannot be at a substance use crisis level which is referred to as a short term change in one's psychological functioning based on chronic daily usage of opioid synthetic drugs, cocaine, and other drugs. These individuals, based on intake and assessment, would need placement in medical detoxification. Offenders also in need of intensive outpatient substance use treatment will not be considered.
11. Offenders cannot be at a mental health crisis level which is exhibited by an individual showing extreme emotional disturbance or behavioral distress, considering harm to self or others, disoriented or out of touch with reality, have a compromised ability to function, or is otherwise agitated and unable to be calmed.

**TCSTL Eligibility for Institutional Program, Institutional Parole and Conditional Release Referrals:**

1. Offenders who are within 9 months of parole/conditional release eligibility.
2. Offenders must have at least six (6) months left on supervision after release.
3. Offenders should have a potential home plan from one of the following counties: St. Louis, Jefferson, Franklin, St. Charles or St. Louis City.
4. Unless previously determined to be disabled, offenders should be able to maintain employment in the community or participate in a vocational rehabilitation program in the community.

5. Discharged Lifetime sex offenders will not be accepted.
6. Offenders are not eligible for TCSTL placement if they have serious physical or mental health conditions. **(No M4, M5, MH4 or MH5 referrals)**
7. Mild to moderate physical or mental health conditions are acceptable providing the offender is stable and medically compliant:
  - a. Offenders must be able to understand directions for taking prescriptions and be able to comprehend and participate in programming while taking medication as prescribed.
  - b. Offenders must be able to care for themselves without assistance from staff or residents.
  - c. The offender should not be homicidal or suicidal at the time of the referral.
8. Offenders cannot be at a substance use crisis level which is referred to as a short term change in one's psychological functioning based on chronic daily usage of opioids, synthetic drugs, cocaine, and other drugs. These individuals based on intake and assessment would need placement in medical detoxification. Offenders also in need of intensive outpatient substance use treatment will not be considered.
9. Offenders cannot be at a mental health crisis level which is exhibited by an individual showing extreme emotional disturbance or behavioral distress, considering harm to self or others, disoriented or out of touch with reality, have a compromised ability to function, or is otherwise agitated and unable to be calmed.

### **Institutional Referrals to TCSTL**

1. For institutional referrals, the offender will submit an Application for Referral to the TCSTL to the PPO. After receiving the application, if the offender meets the eligibility criteria, the PPO shall prepare a TCSTL Referral Form which will be reviewed by a supervisor to ensure the offender meets the TCSTL criteria. If approved by a supervisor, then the Referral Form will be mailed to DOC.SLCRCParoleOffice which will be reviewed by an Intake TCSTL PPO within five working days.
2. Upon review, the TCSTL PO shall notify the referring PPO via email either indicating the offender did/did not meet the criteria. Should the offender not meet the criteria, the TCSTL Unit Supervisor will sign off on the denial and the PPO will inform the referring PPO of the reason for the denial via email.
3. If the offender meets the criteria, the referring PPO will prepare a report to the Parole Board recommending a Special Condition of TCSTL.
4. If a Board decision is received adding the special condition, the PPO will submit an OPII Investigation to TCSTL. The investigation shall notate that prior approval has been obtained by TCSTL. Once the investigation has been approved by TCSTL, the referring PPO will enter the case in MOCIS Programs utilizing Residential Facilities.

5. The case shall be transferred to TCSTL upon the offender's release from the institution, per the Institutional Release procedure.

### **Field Referrals to TCSTL**

1. The PPO will prepare a TCSTL Referral Form which will be reviewed by a supervisor to ensure the offender meets the TCSTL criteria.
2. If approved by a supervisor, then the Referral Form, along with an OPII Investigation will be sent to TCSTL, and reviewed by an Intake PPO within five working days.
3. Upon review and acceptance, the TCSTL PPO shall notify the referring PPO via an OPII Investigation Response.
4. Should the offender not meet the criteria, the TCSTL Unit Supervisor will sign off on the denial and the PPO will inform the referring PPO of the reason for the denial via the OPII Investigation Response.
5. Upon notice of acceptance, the referring PPO will enter the case in MOCIS Programs utilizing Residential Facilities.
6. If a field referral, the case shall be transferred to TCSTL immediately upon verification that the offender arrived at the facility.

## **II. PAROLE BOARD CONTROLLED CASES**

### **LEVELS OF SUPERVISION:**

When the Parole Board releases an offender on Parole or Conditional Release to the supervision of the Division of Probation and Parole, an Initial Assessment is conducted. This Initial Assessment Phase lasts 120 days. During this period, the offender is assessed for criminogenic needs, related factors and receives information relative to the expectations of supervision. An assessment tool for males called the Field Risk Reduction Instrument (FRRI) and for females called the Gender Responsive Assessment (GRA) is used to calculate the intervention level and predict potential benefit of community supervision strategies and community treatment. Each case assigned for supervision is managed at one of three levels. These levels include Level III, Level II and Level I. The supervising officer continually assesses the risk and needs of the offender to determine the appropriate level of supervision. Through on-going assessment, the PPO ensures problem areas are addressed and the offender processes through the system without undue risk to the community.

All officer initiated supervision contacts are to be purpose driven and conducted on a schedule that enhances the likelihood of the successful completion of required activities, with minimal negative impact on the offender's existing pro-social activities. Contacts will be dictated by the supervision plan and in some cases may exceed minimum contact requirements.

## **SUPERVISION STRATEGIES:**

There are a variety of supervision strategies within the Department of Corrections for offenders under Parole Board jurisdiction. Based on local practice and/or availability, the Parole Board considers the level of risk/need the offender presents, the type of strategy described and the eligibility criteria.

### **A. ALT-CARE**

#### **St. Louis-Description:**

Alt-Care is an intensive outpatient program designed for women who have demonstrated a need for substance use treatment and related supportive services. This program utilizes a therapeutic community approach, emphasizing participant/peer involvement in the process of recovery and may last up to two years.

#### **Eligibility:**

1. Female offenders with active substance use issues requiring intensive treatment. Pregnant women or women with children will be given priority placement.
2. Female offenders residing in St. Louis City/County. Offenders must reside within the 270 Loop for St. Louis City/ County.
3. Offenders must have a minimum of one year remaining on supervision. Contact a Unit Supervisor if the offender has eight or more months remaining on supervision.
4. Must be available to participate in treatment from 9:00 am to 6:00 pm if placed in Level One treatment.
5. Sex offenders or offenders that have to adhere to sex offender guidelines can be referred.

#### **Referral:**

Contact an ALT Care Primary Booking Officer at District EP.

The Booking Officer will then provide the Referring Office with an assessment date, along with a Welcome Letter. Upon the Referring Officer's receipt of the assessment date and Welcome Letter, the Referring Officer will enter the offender into MOCIS under "Classes."

Once the offender completes the assessment, the Booking Officer will notify the Referring Officer via email that the offender successfully completed Intake. The email will also include the Alt Care Officer's name that will be assuming supervision of the offender. The Referring Officer will then prepare the case file for transfer. This includes all necessary paperwork, updating ECC, Violation Reports, GRA, submitting an IF Waiver if applicable, completing the Transfer Case Summary Report and "half sheet" to transfer the case over to District EP.

## **Jackson County-Description**

Alt-Care is an intensive outpatient program designed for women who have demonstrated a need for substance use treatment and related supportive services. This program utilizes a holistic approach, emphasizing participant/peer involvement in the process of recovery and may last up to two years. Mental Health Services and Medication Assisted Recovery are available.

### **Eligibility:**

1. Female offenders with active substance use issues requiring intensive treatment. Pregnant women and female IV users will be given priority placement.
2. Female offenders residing in Jackson County. Cases living in areas not covered by public transportation will be assessed on a case by case basis as to their ability to get to the program location and may be screened away after consulting with the supervisor.
3. It is preferred that offenders have a minimum of one year remaining on supervision; however, with the receiving District's Alt-Care supervisor approval, if the offender has at least six months remaining on supervision an exception can be made.
4. Must be available to participate in treatment from 8:30am to 4:30pm, Monday - Friday, if placed in Level One treatment.
5. Sex offenders or offenders that have to adhere to sex offender guidelines can be referred.

### **Referral:**

Districts 4, 4C, 4W, and 24 participate in the Alt-Care program. Contact the District's Alt-Care Officer (according to home plan location) for scheduling. Other districts can refer the offender to Alt-Care if the offender moves to one of the above catchment areas. Unless a direct transfer, the sending district will complete an investigation request.

The District Alt-Care officer will schedule the intake and complete the booking process in MOCIS/Classes upon receipt of the Community Treatment Referral form. The District Alt-Care Officer will advise the referring officer of the intake date and time which is always 8:30am.

The District Alt-Care officer will notify the referring officer about the offender's arrival for the Intake. If the offender kept their intake date, the District Alt-Care Officer will advise the referring officer when the offender returns for their next day of treatment so that the case can be transferred. The Referring Officer will then prepare the case file for transfer. This includes all necessary paperwork, updating ECC, Violation Reports, GRA, submitting an IF Waiver if applicable, completing the Transfer Case Summary Report and "half sheet" to transfer the case over to the receiving District's Alt-Care officer.

## **B. COMMUNITY MENTAL HEALTH TREATMENT PROJECT**

### **Description:**

Community Mental Health Treatment is designed for offenders with a moderate level of mental health conditions. Offenders receive an assessment, are assigned a mental health case worker and receive their medication. The goal of this program is to stabilize offenders with mental health impairment to the point they can maintain employment and ultimately assume financial responsibility for their ongoing mental health treatment needs.

### **Eligibility:**

1. Offender does not have the ability to pay for mental health treatment and services.
2. Offender does not qualify for Medicare.
3. Offender does not have health insurance.
4. Offender has been classified as a MH-3 or MH-4.

### **Referral:**

Enter into MOCIS Programs utilizing Classes. Refer to local procedures relative to case movement for this program.

## **C. COMMUNITY SUPERVISION CENTER**

### **Description:**

The Community Supervision Center (CSC) is a structured residential facility designed to allow offenders to remain in the community while focusing on issues related to employment, treatment and securing a home plan. Most offenders will be referred to local community resources and other outside agencies.

### **Eligibility:**

1. Male and female offenders are accepted.
2. Must be a resident, or former resident, of the District catchment area in which the Center is located. An offender with family support currently residing in the catchment area may also qualify.
3. Offenders should be experiencing field supervision problems and be in need of additional stability and control. Felony cases are the primary focus. However, misdemeanor cases may be accepted with CAO/designee approval.
4. Must be 18 years of age or older.
5. Offenders who have posted bond on a pending felony charge are eligible for referral.

6. Offenders who have mild to moderate physical or mental health conditions must be able to:
  - Understand directions for taking prescriptions
  - Perform self-care
  - Seek physical or mental health care through a community based provider
7. The cost of the care shall be the responsibility of the offender.
8. Any issues related to physical or mental health conditions, and history of suicide attempts or ideations, should be noted in the “Comments” section of the program tracking entry.
9. Interstate cases are eligible for placement.

Should questions arise regarding referral, the referring staff member shall contact the CSC Unit Supervisor to discuss an appropriate assignment.

Exceptions may be made on a case by case basis with CAO/designee approval.

**Referral:**

The supervising PPO will first call the Unit Supervisor of the CSC in the county where the offender is intending to reside to pre-screen the case. If approved, the referring PPO will forward a copy of the CSC Referral Sheet and CSC Supervision Agreement to the CSC District. Both forms are located on the K-Drive in the RF, CRC and CSC Information Folder.

Upon approval for placement, MOCIS Programs utilizing Residential Facilities shall be entered for the referral by the designated CSC staff member.

**D. COMMUNITY SUBSTANCE USE TREATMENT**

**Description:**

The Community Substance Use Treatment is designed to provide a full range of substance use treatment to offenders, including outpatient treatment, inpatient treatment, medication assisted treatment (Vivacrol) and case management. Existing Department of Mental Health treatment providers are used to deliver priority substance use services to identified Department of Corrections offenders in the field.

**Eligibility:**

1. All offenders on active field supervision are eligible.
2. Offenders must have an identified substance use problem, or initial case screening must indicate a need for further professional evaluation as to treatment needs.

3. Referred offenders either lack resources to pay for their own treatment or a determination has been made that a priority treatment referral needs to occur, utilizing funding set aside for DOC offenders.

**Referral:**

Enter into MOCIS Programs utilizing Classes. The referral process is established at the local level.

**E. COMMUNITY SUPERVISION CENTER**

**Description:**

The Community Supervision Center (CSC) is a structured residential facility designed to allow offenders to remain in the community while focusing on issues related to employment, treatment and securing a home plan. Most offenders will be referred to local community resources and other outside agencies.

**Eligibility:**

1. Male and female offenders are accepted.
2. Must be a resident, or former resident, of the District catchment area in which the Center is located. An offender with family support currently residing in the catchment area may also qualify.
3. Offenders should be experiencing field supervision problems and be in need of additional stability and control. Felony cases are the primary focus. However, misdemeanor cases may be accepted with CAO/designee approval.
4. Must be 18 years of age or older.
5. Offenders who have posted bond on a pending felony charge are eligible for referral.
6. Offenders who have mild to moderate physical or mental health conditions must be able to:
  - a. Understand directions for taking prescriptions
  - b. Perform self-care
  - c. Seek physical or mental health care through a community based provider
7. The cost of the care shall be the responsibility of the offender.
8. Any issues related to physical or mental health conditions, and history of suicide attempts or ideations, should be noted in the “Comments” section of the program tracking entry.
9. Interstate cases are eligible for placement.



10. Should questions arise regarding referral, the referring staff member shall contact the CSC Unit Supervisor to discuss an appropriate assignment.
11. Exceptions may be made on a case by case basis with CAO/designee approval.

**Referral:**

The supervising PPO will first call the Unit Supervisor of the CSC in the county where an offender is intending to reside to pre-screen the case. If approved, the referring PPO will forward a copy of the CSC Referral Sheet and CSC Supervision Agreement to the CSC District. Both forms are located on the K-Drive in the RF, CRC and CSC Information Folder.

Upon approval for placement, MOCIS Programs utilizing Residential Facilities shall be entered for the referral by the designated CSC staff member.

**F. DAY REPORT (BASES)**

**Description:**

Day Report is a supervision enhancement and is designed to address the needs of offenders who have demonstrated an inability to successfully function with less supervision and is in need of additional structure. A specific personalized plan is developed for each offender to address their unique needs. Day Report offers the opportunity for daily contact with the offender, as well as, providing services and referrals to community resources.

Day Report offers the opportunity for daily contact with the offender and provides a “clearinghouse” or “service center” for a variety of services to meet the needs of offenders in the program.

**Eligibility:**

1. Offenders not performing successfully under supervision.
2. Offenders have two or more special need categories identified on the needs scale excluding the Substance Abuse category.
3. Offenders with a need for additional structure and control.
4. Offenders must have a minimum of one year remaining on supervision.

**Referral:**

Enter into MOCIS Programs utilizing Supervision Enhancements. Refer to local procedures relative to case movement for this program.

## **H. DOMESTIC VIOLENCE CASELOAD**

### **Description:**

Offenders convicted of Domestic Violence (DV) offenses, who meet the eligibility criteria, are supervised under the Domestic Violence Supervision Agreement. They are subject to increased contacts and must complete a Batterer's Intervention Program (BIP) with an approved provider. Focus is placed on identifying abusive behaviors, taking responsibility for their actions, and consistently demonstrating pro-social behaviors. If an offender is assessed at Intervention Level 1, they cannot be assigned to that level until they have completed a Batterer's Intervention Program and have consistently demonstrated pro-social behaviors.

### **Eligibility:**

Offenders convicted of the following offenses after 10/1/14, in which the victim was an intimate partner:

Domestic Assault 1<sup>st</sup> (RSMo 565.072)  
Domestic Assault 2<sup>nd</sup> (RSMo 565.073)  
Domestic Assault 3<sup>rd</sup> (RSMo 565.074)  
Domestic Assault 4<sup>th</sup> (RSMo 565.076)  
Violation of Order of Protection /Ex Parte (RSMo 455.085 and 455.050)  
Stalking (RSMo 565.225)  
Aggravated Stalking (RSMo 565.225)

If convicted prior to 10/1/14, offenders will not be supervised as a Domestic Violence offender unless one or more of the following events occur:

- A new violation requiring an increased level of supervision
- New incident of violent or abusive behavior
- New conviction for a DV related crime
- Board order requiring supervision as a DV offender

### **Referral:**

Once identified as a Domestic Violence offender, the offender must sign the Domestic Violence Supervision Agreement. Offenders will be subject to increased contacts and will be required to complete a Batterer's Intervention Program. Staff will enter the appropriate supervision enhancement in MOCIS.

## **G. ELECTRONIC MONITORING**

### **Description:**

Electronic Monitoring (EM), a home based strategy, enhances supervision through the use of various Electronic Monitoring devices. Intervention, control, and treatment are the supervision objectives of Electronic Monitoring. Control of movement is substantially enhanced as a result of curfew requirements and restricted activities, which are monitored

24 hours per day. Generally, EM will be a minimum of 30 days with a maximum of 120 days in duration. Use of less than 30 days or more than 120 days requires authorization by a supervisor.

**Eligibility:**

1. Offenders with an approved home plan in the state of Missouri.
2. Offenders on supervision for either felony or misdemeanor charges.
3. Certain monitoring equipment does require the offender to have compatible telephone service.
4. Case CANNOT be suspended.

**Referral:**

Enter into MOCIS Programs utilizing Supervision Enhancements.

**H. FREE AND CLEAN**

**Description:**

The Free and Clean Program is a contracted program that provides aftercare treatment to all male offenders coming out of the institutional treatment programs and returning to the St. Louis or Jackson County areas.

**Eligibility:**

1. The offender must have successfully completed a 120 Day ITC, Intermediate and Long Term Treatment and/or CODS (Treatment).
2. The offender must have at least 6 months left on supervision before they reach their optimal discharge date.
3. The offender must reside within the St. Louis I-270 loop (if you have any questions whether an offender lives within the loop, please feel free to contact the booking officer at TCSTL or in Jackson County contact the booking officer at District 4, District 4 West, or the booking officer at District 4C).

**Referral:**

**Primary Population (120 ITC, Intermediate and Long Term Treatment Releases):**

The Free and Clean Program accepts offenders that have successfully completed 120 Day ITC's, Long Term Treatment and CODS (Treatment). These offenders are seen by an on-site Probation and Parole Officer at Free and Clean and are assigned an on-site Substance Use Counselor. All St. Louis offenders will be released to TCSTL. For Board Home and Employment (BHE) Investigations, please note "This is a Free and Clean case" in the

comments section. For Court releases, please submit the 120 Court Report/Supplemental Violation Report (if it is a CODS release) to TCSTL. All Jackson County offenders will be released to District 4, 4W or 4C.

## **I. IMPACT OF CRIME ON VICTIMS CLASS (ICVC)**

### **Description:**

Impact of Crime on Victims program is designed to aid offenders in becoming aware of how their crime affected their victims, their victim's families, and the community. This program is designed to provide offenders with the knowledge of acceptable behavior and understanding the importance of becoming a productive, contributing member of the community.

Each series of classes will consist of a minimum of 20 hours of class time and appropriate homework.

### **Eligibility:**

Any offender may be referred to attend the program by Institutional Staff, the Parole Board, the Court or the Probation and Parole Officer but it is a voluntary program for the offender.

### **Referral:**

Enter into MOCIS Programs utilizing Classes.

## **J. INSTITUTIONAL TREATMENT CENTERS (ITC)**

### **Description:**

Institutional Treatment Centers (ITC) are located at various Department of Corrections facilities. The programs are highly structured treatment programs focusing on substance abuse, relapse prevention, criminality and life skills. Release and treatment plans are developed prior to program completion.

### **Eligibility:**

1. Offenders must be stipulated by the Parole Board for treatment (ITC).
2. Both male and female offenders. Eligible female violators are limited to dangerous felons, sex offenders, offenders with a propensity for violence (assault/domestic violence, weapon offenses), felony law violations that are dismissed, refused or not filed and pregnant offenders in the first or second trimester of pregnancy.
3. Offenders with serious physical or mental health conditions which cannot be reasonably accommodated or which would prevent them from benefiting from the program may be excluded.

4. Parole Board cases in violation status based on a pending felony are not eligible until the felony offense is resolved.
5. Parole Board cases are not eligible for an ITC if they have completed an ITC, have been negatively terminated or withdrew from an ITC in the past year.
6. Offenders must have at least eight months left of their sentence to be eligible.

**Referral:**

Enter into MOCIS Programs utilizing Classes. The offender will be assigned to a treatment center with a projected entry date.

**K. OPPORTUNITY TO SUCCEED (OPTS)/ CO-OCCURRING CASE MANAGEMENT PROGRAM (Co-CMP) (St. Louis)**

**Description:**

Co-CMP, formerly known as OPTS, is a comprehensive program that provides intensive case management services to offenders with co-occurring disorders (both substance use and mental health disorders). The offender is required to have a clinically diagnosed mental health disorder (Axis I) with documented substance use (i.e. cited for drug use in a Violation Report). The goal is to provide the high risk/need offender with co-occurring disorders a coordinated and comprehensive casework delivery system of community based services. The services that could be referred to include: substance use treatment, mental health treatment, employment, vocational training, educational services, housing assistance, health care services, general counseling services and transportation.

Intensive case management services are provided by Gateway, 1430 Olive in St. Louis City. Case managers will work closely with the offender and his/her supervising officer. Together, they will provide a continuum of care and an intensive level of supervision with the goal of reducing recidivism and commitments while ensuring public safety and promoting the offender's self-sufficiency.

**Eligibility:**

1. Documented mental illness and substance use problem
2. Minimum of one year (optimal discharge date) remaining on term of supervision
3. Need for participation in a substance use/dual diagnosis treatment program
4. Experiencing unsuccessful adjustment with Probation and Parole supervision
5. Experiencing chronic unemployment problems as demonstrated by an inability to obtain or maintain a job due to substance use and/or mental illness
6. Experiencing difficulties in other major life areas such as family, anger management, legal or education

7. Does not have the financial means to provide for his/her treatment
8. Possible housing problems or a need for assistance in obtaining housing to increase stability
9. Problems related to the treatment of the offender's mental illness, such as inconsistent appointments or medication issues

**\*\*\* PLEASE NOTE:**

A documented clinical diagnosis is needed, a substance use problem must be documented, and the offender must have one year remaining under supervision (before Optimal discharge date). However, NOT ALL of the above criteria must be present to warrant a referral to the program.

**Referral:**

1. Complete the Community Treatment Referral form. (Do not enter in MOCIS)
2. Document clinical diagnosis and other pertinent information on form.
3. Fax or e-mail completed form to District 7-South.
4. The offender will be scheduled to complete Intake by the Co-CMP officer.
5. After the offender successfully completes the intake process, the Referring Officer will be notified.
6. The Referring Officer will complete a Transfer Case Summary Report and "half-sheet" to assigned Co-CMP officer.
7. For institutional referrals the IPO will complete the FHE Investigation, notating the referral in the investigation, and forward such to District 7-South.

**L. PATHWAY TO CHANGE**

**Description:**

Pathway to Change is an essential element of the offender management approach utilized by the Missouri Department of Corrections. Research shows that building cognitive skills has been the single most effective intervention technique that can be employed by corrections. The curriculum adopted by the Department addresses issues related to criminal behavior and recidivism such as: factors that lead to criminal behavior, responsible decision making, examination of values and attitudes, successful relationships, identifying and correcting thinking errors. This is a twelve week program. The first 6 sessions must be completed in chronological order and the last 6 may be completed as chosen by the officer/offender.

**Eligibility:**

Anyone under the supervision of Probation and Parole is eligible to participate in Pathway to Change.

**Referral:**

Enter into MOCIS Programs utilizing Classes.

**M. RESIDENTIAL FACILITY (RF)**

**Description:**

Residential Facilities (RF) are designed to provide case management, including community referrals, in a controlled residential environment for the diverse needs of offenders. Assessment of the offender's needs, development of a referral/treatment plan, job skills development, community release and aftercare are components of the residential program. Identified needs are then addressed through community-based programming. A portion of earnings is required to be placed in personal savings.

**Eligibility:**

1. Offenders with a demonstrated need to be supervised in a structured residential environment and/or are unable to provide a viable home plan.
2. Felony offenders on probation, parole or conditional release supervision.
3. Offenders with serious physical or mental health conditions may be excluded from placement in a Residential Facility.
4. HCBC in Kansas City accepts both male and female offenders. MERS and Schirmer House in St. Louis accept females only. Reality House in Columbia accepts male offenders only.

**Referral:**

Enter into MOCIS Programs utilizing Residential Facilities.

**N. SERIOUS MENTAL ILLNESS (SMI) CASELOAD:**

**Description:**

The DSM-V defines mental disorders as “a clinically significant behavioral or psychological syndrome or pattern that occurs in an individual and that is associated with present distress or disability (i.e., impairment in one or more important areas of functioning) or with a significantly increased risk of suffering death, pain, disability, or an important loss of freedom.” The assumption is that all offenders and treatment are not the same; therefore, supervision effectiveness can be moderated by offender

characteristics. When and where possible, interventions are enhanced when we match a offender's individual characteristics to treatment, programs, and supervision.

**Eligibility:**

Offenders identified with one or more of the following during the pre-screening process shall be reviewed by a supervisor and considered for supervision as a SMI offender:

1. Patterns of behavior that are associated with a significantly increased risk of death, pain, disability, or an important loss of freedom including:
  - previous Not Guilty by Reason of Insanity determinations or currently under evaluation;
  - diagnosis by a mental health professional of a serious mental illness within the past 24 months;
  - history of suicide attempt(s);
  - incidents of harm directed at self or others, or
  - in-patient hospitalization(s) due to mental health issues.
2. In addition to the above, one or more of the following must be present:
  - inability to work based on receipt of current disability benefits (or pending application) based on mental health issues;
  - offenders currently under psychiatric care, or
  - diminished level of social functioning in life areas such as, but not limited to:
    - ✓ health and hygiene practices,
    - ✓ housing,
    - ✓ communication,
    - ✓ safety, or
    - ✓ management of time and finances.
3. Classification of a Mental Health (MH) score of 3 or above

**Referral:**

1. Obtain the offender's signature on the Authorization for Disclosure of Consumer Medical/Health Information Form according to divisional procedure.
2. Review all case material noting emphasis on the potential influence of an underlying psychiatric condition.



3. Interview the significant other(s) regarding the offender's past and current behavior.
4. Conduct a home visit to evaluate living conditions and level of functioning
5. Contact the local Department of Mental Health (DMH) Administrative Agent, Department of Social Services Family Support Division, and other relevant agencies the offender may be receiving services from.
6. Verify employment by contacting employers, if applicable.
7. Contact treatment providers, if applicable.
8. Refer the offender for a level of functioning screening by a MH service provider.
9. When referring an offender to a certified program for treatment, the Probation and Parole Officer (PPO) shall submit the DOC/DMH Community Treatment and Recovery Services Referral Form. This form can be found on the K-Drive in P&P Forms.
10. If a determination is made the offender needs supervision as a SMI case, then the offender shall be assigned to a SMI caseload, when district resources are available, and entered in MOCIS Supervision Enhancements.

O. **TRANSITION CENTER OF ST. LOUIS (TCSTL)**

**Description:**

The Transition Center of St. Louis (TCSTL) is a residential facility which provides community based transitional services and supervision programming to male offenders released from the Division of Adult Institutions, as well as, offenders under community supervision who are in need of additional structure. Access to services may include substance use treatment, vocational training, employment readiness, educational, home plan assistance, family reunification, and linkages to other community based resources.

**TCSTL Eligibility for Probation and Parole Field Referrals:**

1. Offenders must have at least six (6) months left on supervision accounting for Earned Compliance Credits.
2. Probation Technical Violation Field Referrals sentenced out of and returning to St. Louis City, St. Louis County or St. Charles County.
3. Offenders on parole/conditional release supervision should be a resident from one of the following counties: St. Louis, Jefferson, Franklin, St. Charles or St. Louis City. Counties outside the aforementioned may be considered with Chief Administrative Officer/Designee approval.
4. Based upon a technical violation, offenders can be referred when their case management plan outlines a need for programming and behavior modification.

5. Offenders must be under supervision for a felony offense.
6. Unless previously determined to be disabled, offenders should be able to maintain employment in the community or participate in a vocational rehabilitation program in the community.
7. Discharged Lifetime Supervision sex offenders will not be accepted.
8. Offenders are not eligible for TCSTL placement if they have serious physical or mental health conditions. **(No M4, M5, MH4 or MH5 referrals)**
9. Mild to moderate physical or mental health conditions are acceptable providing the offender is stable and medically compliant:
  2. Offenders must be able to understand directions for taking prescriptions and be able to comprehend and participate in programming while taking medication as prescribed.
  3. Offenders must be able to care for themselves without assistance from staff or residents.
  4. The offender should not be homicidal or suicidal at the time of the referral.
10. Offenders cannot be at a substance use crisis level which is referred to as a short term change in one's psychological functioning based on chronic daily usage of opioid synthetic drugs, cocaine, and other drugs. These individuals, based on intake and assessment, would need placement in medical detoxification. Offenders also in need of intensive outpatient substance use treatment will not be considered.
11. Offenders cannot be at a mental health crisis level which is exhibited by an individual showing extreme emotional disturbance or behavioral distress, considering harm to self or others, disoriented or out of touch with reality, have a compromised ability to function, or is otherwise agitated and unable to be calmed.

**TCSTL Eligibility for Institutional Program, Institutional Parole and Conditional Release Referrals:**

1. Offenders who are within 9 months of parole/conditional release eligibility.
2. Offenders must have at least six (6) months left on supervision after release.
3. Offenders should have a potential home plan from one of the following counties: St. Louis, Jefferson, Franklin, St. Charles or St. Louis City.
4. Unless previously determined to be disabled, offenders should be able to maintain employment in the community or participate in a vocational rehabilitation program in the community.
5. Discharged Lifetime sex offenders will not be accepted.

6. Offenders are not eligible for TCSTL placement if they have serious physical or mental health conditions. (**No M4, M5, MH4 or MH5 referrals**)
7. Mild to moderate physical or mental health conditions are acceptable providing the offender is stable and medically compliant:
  - a. Offenders must be able to understand directions for taking prescriptions and be able to comprehend and participate in programming while taking medication as prescribed.
  - b. Offenders must be able to care for themselves without assistance from staff or residents.
  - c. The offender should not be homicidal or suicidal at the time of the referral.
8. Offenders cannot be at a substance use crisis level which is referred to as a short term change in one's psychological functioning based on chronic daily usage of opioids, synthetic drugs, cocaine, and other drugs. These individuals based on intake and assessment would need placement in medical detoxification. Offenders also in need of intensive outpatient substance use treatment will not be considered.
9. Offenders cannot be at a mental health crisis level which is exhibited by an individual showing extreme emotional disturbance or behavioral distress, considering harm to self or others, disoriented or out of touch with reality, have a compromised ability to function, or is otherwise agitated and unable to be calmed.

### **Institutional Referrals To TCSTL**

1. For institutional referrals, the offender will submit an Application for Referral to the TCSTL to the PPO. After receiving the application, if the offender meets the eligibility criteria, the PPO shall prepare a TCSTL Referral Form which will be reviewed by a supervisor to ensure the offender meets the TCSTL criteria. If approved by a supervisor, then the Referral Form will be mailed to DOC.SLCRCParoleOffice which will be reviewed by an Intake PPO within five working days.
2. Upon review, the TCSTL PPO shall notify the referring PPO via email either indicating the offender did/did not meet the criteria. Should the offender not meet the criteria, the TCSTL Unit Supervisor will sign off on the denial and the PPO will inform the referring PPO of the reason for the denial via email.
3. If the offender meets the criteria, the referring PPO will prepare a report to the Parole Board recommending a Special Condition of TCSTL.
4. If a Board decision is received adding the special condition, the PPO will submit an OPII Investigation to TCSTL. The investigation shall notate that prior approval has been obtained by TCSTL. Once the investigation has been approved by TCSTL, the referring PPO will enter the case in MOCIS Programs utilizing Residential Facilities.
5. The case shall be transferred to TCSTL upon the offender's release from the institution, per the Institutional Release procedure.

### **Field Referrals To TCSTL**

1. The PPO will prepare a TCSTL Referral Form which will be reviewed by a supervisor to ensure the offender meets the TCSTL criteria.
2. If approved by a supervisor, then the Referral Form, along with an OPII Investigation will be sent to TCSTL, and reviewed by an Intake PPO within five working days.
3. Upon review and acceptance, the TCSTL PPO shall notify the referring PPO via an OPII Investigation Response.
4. Should the offender not meet the criteria, the TCSTL Unit Supervisor will sign off on the denial and the PPO will inform the referring PPO of the reason for the denial via the OPII Investigation Response.
5. Upon notice of acceptance, the referring PPO will enter the case in MOCIS Programs utilizing Residential Facilities.
6. If a field referral, the case shall be transferred to TCSTL immediately upon verification that the offender arrived at the facility.

### **III. CORRECTIONAL CENTERS**

#### **RECEPTION AND DIAGNOSTIC CENTERS**

All offenders sentenced by the Court to serve a sentence are received at a Reception and Diagnostic center, except male offenders sentenced to death are received at the Potosi Correctional Center. Offenders are assessed and classified according to a number of variables that determine their custody level and program needs. Following this classification process, offenders are assigned to the appropriate correctional center.

#### **LEVELS OF CUSTODY**

##### **Description:**

Correctional Centers are classified as Minimum (1), Medium (2) or Maximum (5). This classification system dictates the extent of security that a facility possesses, as well as resources and programming. Offenders are housed at the appropriate facility based on a risk/need assessment.

##### **Eligibility:**

Offenders are initially classified when first received at a Reception and Diagnostic Center and reclassified at regularly scheduled intervals based on the following variables:

1. Medical Needs
2. Mental Health Care Needs

3. Public Risk Needs
4. Institutional Risk Needs
5. Educational Needs
6. Vocational Training Needs

**Placement:**

Following the diagnostic process, the Diagnostic Center will assign an offender to an appropriate correctional center. All institutional reassignments are approved by the Central Transfer Authority. Offenders are assigned to an institution based on but not limited to:

- Security considerations and offender external classification
- ADA, medical and mental health consideration
- Vocation or education, reentry program and family visitation considerations
- Youthful offenders will only be housed with other youthful offenders in accordance with institutional services procedures regarding housing assignments

**RESOURCES AVAILABLE IN CORRECTIONAL CENTERS**

**Description:**

Correctional centers may provide the following resources to offenders:

- Adult Basic Education /HiSet
- Vocational Education
- Medical and Mental Health Services
- Institutional Jobs or Work Release
- Parenting Classes
- Cognitive Skills Development Program
- Substance Use Education and Program
- Alcoholics Anonymous and other substance use support groups
- Restorative Justice Projects
- Community Service Opportunities
- Library Services
- Recreational Activities
- Visitation

**Eligibility:**

Offenders are assigned or have access to these programs based on their needs, behavior or classification.

**Referral Process:**

Referrals are made by institutional staff, self-referral or statutory requirements.