

Chapter 07 - Supervision and Monitoring

Section 01 – Supervision

**Authority: Correctional Services Article, §§ 6-111, 6-117, 6-119, 6-121, 7-308, 7-501 and 7-502
Criminal Procedure Article, §§ 6-219 through 6-231**

A. Introduction.

The goal of supervision is to reduce recidivism through employment of evidence-based supervision practices to facilitate positive change in supervised individuals. Attaining this goal begins with recognizing that contacts between an agent and a supervised individual are not ends in themselves but are opportunities for agents to achieve specific objectives. These objectives include establishing rapport with the supervised individual, assessing the individual's criminogenic factors and triggers, developing and, when needed, modifying a case plan, and using both subtle and overt incentives and sanctions to guide the individual toward positive change. Lastly, if supervision efforts fail and a supervised individual's behavior poses a risk to public safety, it is incumbent upon the individual's agent, in consultation with the agent's supervisor, to take timely and appropriate action to address that risk.

B. Scope. This section:

- (1) Applies to supervision generally; and
- (2) Does not contain the specific supervision requirements that may apply to a specialized supervision jurisdiction, program, or unit.

C. Parole.

- (1) Subject to certain exceptions, an inmate is eligible to be paroled if the inmate:
 - (a) Was sentenced under the laws of the State to serve a term of six months or more; and
 - (b) Has served, in confinement, one-fourth of the inmate's aggregate sentence.
- (2) The exceptions referred to in paragraph (1) include an inmate's eligibility for parole at any time in order to undergo drug or alcohol treatment.
- (3) An inmate is eligible for parole release at any time in order to undergo drug or alcohol treatment unless the inmate is serving a sentence for a crime:
 - (a) Of violence;
 - (b) Generally related to drug dealing; or

(c) Involving abuse of a child or a vulnerable adult.

(4) State statutes pertaining to parole eligibility are:

(a) Contained in the Annotated Code of Maryland, Correctional Services Article, Title 7;
and

(b) Available online through the Maryland State Law Library website, at
<http://www.lawlib.state.md.us/>.

D. Order for Release on Parole.

(1) An Order for Release on Parole is a legally enforceable, written agreement between an inmate and the State, whereby the:

(a) State, through the Parole Commission, agrees, conditionally, to release the inmate from prison or jail; and

(b) Inmate agrees to obey the conditions of the inmate's parole.

(2) **General Conditions of Parole.** With two exceptions, the general conditions of parole apply to every inmate paroled by the Parole Commission. The two exceptions are parole conditions 10 and 11, listed immediately below as 3(j) and (k). These conditions do not apply to an individual whose term of confinement resulted from a crime committed before May 1, 1991.

(3) The general conditions of parole, in the order in which they appear on an Order for Release on Parole, are:

(a) Condition 1: Report as directed and follow your parole agent's instructions;

(b) Condition 2: Work regularly;

(c) Condition 3: Get permission before:

(i) Changing your home;

(ii) Changing your job; or

(iii) Leaving the State of Maryland;

(d) Condition 4: Obey all laws;

(e) Condition 5: Notify your parole agent immediately if you are arrested;

(f) Condition 6: You shall not illegally possess, use, or sell any narcotic drug, controlled dangerous substance, or related paraphernalia;

(g) Condition 7: You shall not own, possess, use, sell, or have under your control any dangerous weapon or firearms of any description without approval of the Parole Commission;

(h) Condition 8: You shall so conduct yourself as not to present a danger to yourself or others;

(i) Condition 9: Special conditions;

(j) Condition 10: You must pay a monthly supervision fee as required by law unless the Parole Commission exempts you wholly or partly from payment of the fee; and

(k) Condition 11: If ordered by the Parole Commission to undergo drug or alcohol abuse testing, you must pay for the testing if required to do so by the Division of Parole and Probation.

(4) Special Conditions of Parole. Special conditions of parole are conditions specific to the parolee on whose Order for Release on Parole they appear. A special condition of parole:

(a) Usually is established prior to an individual's release on parole;

(b) May be rescinded or modified by the Parole Commission; and

(c) May be added to the Order for Release on Parole after the individual's release on parole.

E. Mandatory Release.

(1) Unlike parole, mandatory release is the non-discretionary release of an inmate from incarceration. The mandatory release of an inmate:

(a) Is determined by the Division of Correction; and

(b) Is effected by the issuance, to the inmate, of a Mandatory Supervision Release Certificate.

(2) By law, a mandatory release subjects the released inmate to:

(a) All laws, rules, regulations, and conditions that apply to parolees; and

(b) Any special conditions established by the Parole Commission.

(3) State statutes pertaining to mandatory release are:

(a) Contained in Annotated Code of Maryland, Correctional Services Article, Title 7; and

(b) Available online through the Maryland State Law Library website, at <http://www.lawlib.state.md.us/>.

(4) **General Conditions of Mandatory Release.** The general conditions of mandatory release are the same as the general conditions of parole. The exceptions to the general conditions, set forth above in D(2), also apply to mandatory release.

F. Probation.

(1) A criminal defendant may receive probation upon a verdict of guilty following a defendant's:

(a) Criminal trial;

(b) Agreed statement of facts;

(c) Accepted plea of *nolo contendere*; or

(d) Alford plea, by which the defendant does not admit guilt but does admit that the State could prove the facts alleged and that a guilty finding would result.

(2) A trial court may place a defendant on supervised or unsupervised probation:

(a) After judgment; or

(b) Except as provided in paragraph (3) of this subsection, before judgment.

(3) A trial court may not place a defendant on probation before judgment if the defendant committed a crime listed or referenced in Maryland Annotated Code, Criminal Procedure Article, § 6-220. These crimes include:

(a) First and second degree rape;

(b) Driving while impaired or under the influence if the defendant was convicted or received probation for one of those crimes within the preceding 10 years; and

(c) A second or subsequent crime involving a controlled dangerous substance.

(4) Maryland Annotated Code, Criminal Procedure Article, § 6-220, is available online through the Maryland Law Library website, at <http://www.lawlib.state.md.us/>.

(5) **Time Limits of Probation.** Except as provided in paragraphs (7) and (8) of this subsection, the probationary term of a defendant who receives probation after judgment in the Maryland District Court may not exceed three years.

(6) Except as provided in paragraphs (7) and (8) of this subsection, the probationary term of a defendant who receives probation after judgment in a State Circuit Court may not exceed five years.

(7) **Time Limits of Probation for Certain Sex Offenses.** Consistent with the provisions of Maryland Annotated Code, Criminal Procedure Article, § 6-222(a)(3)(ii), the probationary term of a defendant convicted of certain sex offenses involving a minor may not exceed:

- (a) 10 years if the probation is ordered by a State Circuit Court; or
- (b) Six (6) years if the probation is ordered by a Maryland District Court.

(8) **Extension of Probation for Restitution Collection.** A probationary term may be extended for an additional three years by the Maryland District Court and for an additional five years by a State Circuit Court only if the:

- (a) Probationer consents in writing; and
- (b) Extension is only for the purpose of making restitution.

(9) **Probation/Supervision Orders.** In order to record a probation agreement between a court and a defendant, all Maryland courts use the “Probation/Supervision Order”. Except for the order’s title and the common categorizing of the conditions on each order into standard conditions and special conditions, the language of the order varies among jurisdictions and, sometimes, within a single jurisdiction.

(10) **Standard Conditions.** With exception, the standard, or general, conditions of probation do not derive from statute but from judicial practice. One exception is the probation condition which requires a probationer to pay all fines, cost, restitution, and fees as ordered by a court.

(11) The standard conditions of probation are as follows:

- (a) Report as directed and follow your Supervising Agent’s instructions;
- (b) Work and/or attend school regularly;
- (c) Get permission from your Supervising Agent before:

- (i) Changing your home:
- (ii) Changing your job;
- (iii) Leaving the State of Maryland; or
- (iv) Owning, possessing, using or having under your control any dangerous weapon or firearm of any description;
- (d) Obey all laws and incur no jailable offenses;
- (e) Notify your Supervising Agent at once if charged with a criminal offense, including jailable traffic offenses;
- (f) Permit your Supervising Agent to visit your home announced and/or unannounced;
- (g) Do not illegally possess, use, or sell any narcotic drug, controlled dangerous substance, counterfeit substance, or related paraphernalia;
- (h) Appear in court when notified to do so; and
- (i) Pay all fines, costs, restitution, and fees as ordered by the Court.

(12) **Special Conditions.** Special conditions of probation are conditions specific to the probationer on whose “Probation/Supervision Order” they appear. (See subsection G(7) for information regarding when a special condition shall be requested.) A special condition:

- (a) Requires the probationer to do something; or
- (b) Prohibits the probationer from doing something.

(13) A judge may, in placing a defendant on probation:

- (a) Strike or modify a standard condition;
- (b) Include a special condition; or
- (c) Do both (a) and (b).

G. Agent’s Duties.

- (1) The duties of a parole and probation agent include:

- (a) Using evidence-based strategies and techniques to supervise probationers, parolees, and mandatory release supervisees;
- (b) Applying supervision resources selectively to address the criminogenic factors of high-risk offender behaviors first;
- (c) Assisting a supervised individual in:
 - (i) Developing and maintaining a crime-free lifestyle; and
 - (ii) Meeting the conditions of parole, probation, or mandatory release;
- (d) Taking timely and appropriate action in response to noncompliance with the conditions of parole, probation, or mandatory release;
- (e) Reporting arrearages in court-ordered payments;
- (f) Reporting a new criminal charge that is a felony or the outcome of a criminal charge that is a felony not later than five days after the agent learns of the new criminal charge or the outcome of a criminal charge;
- (g) Reporting a new criminal charge that is a misdemeanor or the outcome of a criminal charge that is a misdemeanor not later than ten days after the agent learns of the new criminal charge or the outcome of a criminal charge;
- (h) Recording in a case note:
 - (i) A supervised individual's new criminal charge;
 - (ii) The essential information regarding a supervised individual's new criminal charge, including the new offense, date of offense, and date of arrest;
 - (iii) Whether the supervised individual self reported the new criminal charge; and
 - (iv) The type and date of report submitted to the Parole Commission or sentencing court regarding the supervised individual's new criminal charge; and
- (i) Establishing and maintaining an accurate record of contacts and significant events regarding each individual supervised by the agent.

(2) **Supervision Assigned by Intake Unit.** When supervision of an individual is assigned to an agent by an intake unit, the agent shall be responsible for supervising the individual from the date that the "Supervision Case Intake Record" is electronically received at the agent's office.

(3) Upon receipt of a case file, an agent shall:

- (a) Review the order or certificate by which the individual was placed under supervision;
 - (b) Review the case material, including criminal, institutional, and supervision history record information; and
 - (c) Enter a case note to document the date the agent first reviewed the case material.
- (4) If an agent's review of the items listed in (3)(a) through (c) reveals that either incorrect or incomplete information was entered into OBSCIS II by the intake reviewer, the agent:
- (a) May not return any of the case material to the intake unit; and
 - (b) Shall:
 - (i) Inform the agent's immediate supervisor of the incorrect or incomplete information; and
 - (ii) Be responsible for correcting or completing the information.
- (5) Unless the immediate supervisor determines that the incorrect or incomplete information is of a minor nature, the supervisor shall notify the intake supervisor of the intake reviewer's error.
- (6) **Offender Identification.** During an offender's initial two months of supervision, an agent shall:
- (a) Determine whether a supervised individual has a driver's license or a State-issued identification card and enter the determination into Case Notes; and
 - (b) If a supervised individual has neither a driver's license nor a State-issued identification card, refer the individual to the Maryland Motor Vehicle Administration to acquire a driver's license or identification card and note the referral in Case Notes.
- (7) **Request for Special Condition.** Consistent with the case plan and in response to an identified criminogenic factor, an agent shall refer a supervised individual to an appropriate community resource. If the individual refuses the referral, fails to appear for a referral appointment, or is otherwise uncooperative with the referral, the agent shall submit a report to the sentencing court or the Parole Commission to request that a special condition be added to the individual's release or probation order.
- (8) **Follow-Up to Issuance of Warrant for Violation of Probation .** When an agent learns that a warrant for violation of probation has been served on the supervised individual named in the warrant and the individual is incarcerated, the agent shall:

- (a) Update the “Date Warrant Served” field in the Case Notes warrant screen;
- (b) Register the offender with VINELink® in order to receive notice of the individual’s release; and
- (c) Change the individual’s case status to nonactive incarcerated (NAI) in OCMS.

(9) **Release Following Arrest.** When an agent learns that an arrested supervised individual has been released from incarceration or detention, the agent shall:

- (a) If applicable, change the individual’s case status to active (ACT); and
- (b) Resume supervision of the individual.

H. Case Notes.

(1) Case notes establish a supervision record whose purposes include:

- (a) Providing supervisors and others with a summary of the work done by an agent;
- (b) Enabling an agent to gauge a supervised individual’s progress and adjustment during the term of supervision; and
- (c) Documenting supervision events, agent observations, and supervised individual admissions for potential use in a violation hearing.

(2) Unless an agent is authorized to use another medium for entering and maintaining a case note, the exclusive medium for entering and maintaining case notes shall be OCMS.

(3) **Time Limitation.** An agent shall enter a case note not later than the close of the business day during which the agent learned of the reason or basis for entering the case note.

(4) If the reason or basis for entering a case note occurs after business hours or during a non-workday, the agent shall enter the case note not later than close of business on the next workday.

(5) An agent may not:

- (a) Erase, delete, or otherwise obliterate a case note; or
- (b) Enter a case note containing:
 - (i) Shorthand; or

- (ii) Abbreviations other than those set forth in this section or the [Helpful Tip - Case Notes Entries in OCMS](#)

(6) **Case Note Content.** An agent shall enter a case note for each:

- (a) Action, including a supervision activity, that the agent takes in response to a supervised individual's criminogenic factors, as identified in the case plan; and
- (b) Significant event that occurs in the course of supervising a supervised individual.

(7) The term significant event includes the agent's:

- (a) Submitting a report to the Parole Commission or a court regarding the supervised individual; and
- (b) Receiving a response from the Parole Commission or a court regarding a submitted report.

(8) An agent shall enter clear and concise case notes that capture, as applicable, the agent's:

- (a) Observations of the supervised individual;
- (b) Conversations with the supervised individual;
- (c) Instructions given to the supervised individual;
- (d) Conversations with other individuals about the supervised individual; and
- (e) Receipt of letters, including electronic mail, regarding the supervised individual.

(9) **Supervisor's Audit Entries.** When, for any reason, a supervisor audits or reviews case material, the supervisor shall, in the "Case Note" section:

- (a) Enter "CR" (Case Review); and
- (b) Indicate the reason for the review (e.g. media inquiry, payment obligation audit, routine case review).

I. Case File and Case File Organization.

(1) An agent shall maintain a case file for each release and supervision order assigned to the agent.

(2) A case file consists of:

- (a) A file folder; and
- (b) Paper documents relating to the offender.

(3) Except as may be permitted under paragraph (4) of this subsection, an agent shall ensure that the documents placed in each file folder are ordered chronologically, with the most recent items to the front.

(4) An agent may attach, to the inside front of the supervised individual's file folder, an individual's:

- (a) Parole order;
- (b) Probation order; or
- (c) Mandatory release certificate.

(5) **Removal of a Case File from an Office.** Except as permitted under paragraph (6) of this subsection, an agent who removes a case file from the agent's office shall return the case file to the agent's office not later than the close of business on the same day that the case is removed.

(6) An agent may exceed the time limitation set forth in paragraph (5) if exceeding the limitation:

- (a) Serves a business purpose; and
- (b) Is approved by the agent's supervisor.

(7) **Reporting Loss or Theft of Case Folder.** If a case folder or any of its contents are lost or stolen, an agent shall submit to the agent's supervisor a written report regarding the loss or theft not later than the close of business on the workday that the agent becomes aware of the loss or theft.

J. Risk Assessment and Reassessment.

(1) **Incorporation by Reference: *Operations Manual 05.04.*** [*Operations Manual 05.04*](#) ("*Assessment, Classification, and Case Planning*") is hereby incorporated to this section for the assessment process to be conducted on supervision cases opened or made Active on or after October 1, 2017 (the effective date of the Justice Reinvestment Act).

(2) **Supervisory Review and Approval Required.** Each risk reassessment shall be reviewed and approved by a supervisor.

K. The Case Plan.

Incorporation by Reference: *Operations Manual 05.04. Operations Manual 05.04* (*“Assessment, Classification and Case Planning”*) is hereby incorporated to this section for the case planning process to be conducted on cases opened or made Active on or after October 1, 2017 (the effective date of the Justice Reinvestment Act).

L. Supervision Activities.

(1) **Purpose.** A supervision activity is an activity undertaken by an agent that is consistent with the case plan. Supervision activities include an interview with a supervised individual, a conversation with a member of the individual’s family, a sanction or reward, or a referral for treatment. Supervision activities often are opportunities for an agent to acquire information about an individual for the purposes of:

- (a) Developing and maintaining an effective case plan aimed at guiding the supervised individual toward positive change;
- (b) Reviewing a case plan to increase its effectiveness;
- (c) Ensuring that the individual is complying with the individual’s conditions of parole, probation, or mandatory release;
- (d) If the individual is not complying with the individual’s conditions of parole, probation, or mandatory release, responding appropriately to the individual’s noncompliance; and
- (e) Using motivational interviewing techniques to guide the individual towards adopting responsible and law-abiding behavior.

(2) Subsection M of this section contains the various types of supervision activities that are available to an agent. Except as otherwise set forth in this subsection and in the addendum to this section (*“Supervision Level Requirements: General Supervision”*), the overall supervision plan and case circumstances, not the supervised individual’s supervision level, shall dictate the type, extent, and purpose of each supervision activity.

(3) An agent's determinations regarding the number and type of supervision activities shall be:

- (a) Consistent with the mission of the Division;

- (b) In furtherance of the goals of supervision; and
 - (c) An outcome of case planning.
- (4) If an agent's supervisor directs or authorizes an agent to effect contacts that are in addition to the contacts established in the case plan, the:
- (a) Supervisor shall make a case note explaining the reason for the contact increase; and
 - (b) Agent shall effect the additional contacts as directed or authorized.
- (5) One type of supervision activity is a communication between the supervision agent and:
- (a) A supervised individual;
 - (b) A supervised individual's friend or family;
 - (c) A supervised individual's employer;
 - (d) A person who is a member of the supervised individual's community, if the person knows the supervised individual;
 - (e) A person who is providing treatment, counseling, or another service to the supervised individual in connection with an individual's supervision;
 - (f) A victim; and
 - (g) A member of the criminal justice system, including a:
 - (i) Judge;
 - (ii) Parole commissioner;
 - (iii) Prosecutor; and
 - (iv) Law enforcement officer.
- (6) Except as otherwise provided in this subsection, an agent shall identify a case note for each supervision activity with or about a supervised individual as:
- (a) Positive, if the agent, another agent, or a field supervisor, speaks with the individual;
 - (b) Negative, if the agent attempts, unsuccessfully, to speak with the individual; or

(c) Collateral, if the agent, another agent, or a field supervisor, speaks with, or receives correspondence written by, a person regarding the supervised individual and the person:

- (i) Is not the supervised individual;
- (ii) Is not an employee, a divisional intern or volunteer; and
- (iii) Has information relevant to the case.

M. Types of Supervision Activities.

Note: A supervision activity may not impede an offender's progress toward a supervision goal. If, for instance, an offender is unable to report to an agent due to the offender's employment schedule, treatment program, or for some other valid reason, the agent shall arrange to see the offender at an alternate time or place or by alternative means such as by video positive call.

(1) **Home.** An agent's meeting with the supervised individual or a member of the supervised individual's household is an opportunity for the agent to:

- (a) Gain information and insight into an individual's living situation; and
- (b) Establish a link to those with whom the individual lives.

(2) An agent:

- (a) May contact, in person, a supervised individual's home:
 - (i) With or without prior notice to the individual of the date or time of the contact; and
 - (ii) To speak, in the individual's absence, with an individual who lives with the supervised individual; and
- (b) May not conduct a search of an individual's personal effects or living space.

(3) **Home Positive ("HP").** An agent shall record, in the agent's case notes, a home positive only if the agent meets with the supervised individual at the individual's residence.

(4) **Home Collateral ("HC").** An agent shall record, in the agent's case notes, a home collateral only if, while the agent is at the supervised individual's residence, the agent meets with an individual who resides there with the supervised individual.

(5) **Home Negative ("HN").** An agent shall record, in the agent's case notes, a home negative only if, while the agent is at the supervised individual's residence, the agent meets with no one who resides at the individual's residence.

(6) **Employment.** An agent may conduct an employment supervision activity by:

(a) Seeing, but not speaking to, the supervised individual at the individual's worksite or workplace;

(b) Speaking with an employee, other than the supervised individual, at the individual's reported workplace or worksite, if the employee confirms the supervised individual's employment status;

(c) Viewing a supervised individual's current (not more than 30 days old) pay stub or pay envelope and recording in the agent's case notes all of the following:

(i) Name and address of the supervised individual's employer;

(ii) Pay period covered;

(iii) Hours worked; and

(iv) Net income; or

(d) If the supervised individual is self-employed, viewing a supervised individual's business license (e.g., barber/beautician certification) and recording in the agent's case notes all of the following:

(i) Date the license was issued;

(ii) Date through which the license is valid; and

(iii) Name and address of a business entity registered by the supervised individual or doing business under the individual's license.

(7) An agent may not schedule an office, home, or field contact with a supervised individual if it will require the individual to have to take off or reschedule a work commitment in order to meet with the agent.

(8) **Employment Positive ("EP").** An agent shall record, in the agent's case notes, an employment positive only if the agent:

(a) Speaks with the supervised individual at the individual's workplace or worksite; or

(b) Conducts a video positive call with the supervised individual at the individual's workplace or worksite; or

(c) Sees but does not speak with a supervised individual at the individual's workplace or worksite and it is clear to the agent that the individual is in work status.

(9) **Employment Collateral ("EC")**. An agent shall record, in the agent's case notes, an employment collateral only if the agent meets the requirements set forth in paragraph (6)(b), (c), or (d) of this subsection.

(10) **Employment Negative ("EN")**. An agent shall record, in the agent's case notes, an employment negative when the agent telephones or contacts the supervised individual's employer, in person, for the purpose of verifying the individual's employment and none of the following results:

(a) Employment positive;

(b) Employment collateral; or

(c) Employment verification-sight.

(11) **Telephone**. An agent shall record, in the agent's case notes, a:

(a) Telephone positive ("**TP**") when the agent speaks with a supervised individual;

(b) Telephone negative ("**TN**") when the agent telephones the supervised individual but does not speak with the individual; and

(c) Telephone collateral ("**TC**") when the agent:

(i) Speaks with a person other than the supervised individual regarding a particular supervised individual;

(ii) Receives a voice-mail message from a supervised individual;

(iii) Leaves a voice-mail message for the supervised individual;

(iv) Receives a message from an employee that the supervised individual telephoned;
or

(v) Receives a message that a person telephoned the agent regarding a particular supervised individual.

(12) **Office.** An office meeting, held in a divisional office, between an agent and:

- (a) A supervised individual; or
- (b) A person, other than an employee, regarding a particular supervised individual.

(13) **Office Positive ("OP").** An agent shall record, in the agent's case notes, an office positive only if the agent, another agent, or a field supervisor, meets with the supervised individual in a divisional office regarding a matter pertinent to supervision.

(14) **Office Collateral ("OC").** An agent shall record, in the agent's case notes, an office collateral only if the agent, another agent, or a field supervisor, meets in a divisional office with a member of the public regarding a particular supervised individual.

(15) **Office Staff Contact.** An agent shall record, in the agent's case notes, an office staff supervision activity when an individual in one of the following positions speaks face-to-face with a supervised individual:

- (a) Laboratory technician;
- (b) Agent assistant;
- (c) Intern;
- (d) Volunteer; or
- (e) Administrative support staff, including a receptionist.

(16) **Video Contact.** Video call technology offers an agent the opportunity to simultaneously view a supervised individual while speaking with the individual remotely. The technology requires a supervised individual to utilize a smartphone or tablet and at least one of the following video conferencing software:

- (a) Zoom™;
- (b) Skype®;
- (c) FaceTime®;
- (d) Google Meet™; and
- (e) Microsoft Teams®.

(17) **Video Positive ("VP").** An agent shall record, in the agent's case notes, when an agent:

- (a) Speaks with a supervised individual via a video call; and
- (b) The supervised individual is visible via video to the agent for the entire duration of the call.

(18) An agent shall indicate in the case note entry for a video positive contact the following:

- (a) The number or email address entered for the supervised individual;
- (b) The software platform from which the video call was conducted; and
- (c) Where the supervised individual appeared to be (e.g., at home, in the community, etc.) during the call and any relevant observations about the individual's surroundings at the time.

(19) **Video Negative.** An agent shall record, in the agent's case notes, when an agent initiates a video call to a supervised individual but does not speak to the individual.

(20) **Record Checks: State Criminal History and Driving Records.** If a supervised individual is not registered in the ADR system, an agent shall access and review the individual's online Maryland Rap Sheet and driving records:

- (a) Each March and September; and
- (b) Thirty days prior to closing a case.

Note: Use the abbreviations "**RCS**" for record check submitted and "**RCR**" for record check received.

(21) **Other Record Checks.** An agent shall record, in the agent's case notes, record checks of any type, including CJIS, ToxAccess, Maryland Electronic Courts (MDEC), Judicial Information System (JIS), and Maryland Judiciary Case Search that are conducted or obtained by the agent.

(22) **Community.** A community supervision activity is a meeting between an agent and a supervised individual or other individual that occurs outside of a divisional office or official business site of the Division.

(23) **Community Positive ("CP").** An agent shall record, in the agent's case notes, a community supervision activity only if the:

- (a) Agent speaks face-to-face with a supervised individual; and

(b) Activity does not qualify as any other type of supervision activity set forth in this section.

(24) **Community Collateral ("CC")**. An agent shall record, in the agent's case notes, a community collateral only if the:

(a) Agent speaks with, sees, or receives correspondence from, a member of the public regarding a particular supervised individual; and

(b) Activity does not qualify as any other type of supervision activity set forth in this section.

(25) **Community Negative ("CN")**. An agent shall record, in the agent's case notes, a community negative if the agent leaves the agent's office to meet with a supervised individual or another individual but the meeting does not occur.

(26) **Special Condition Verification ("SCV")**. An agent shall record, in the agent's case notes, each instance in which the agent verifies whether a supervised individual is in compliance with a special condition.

(27) **Attempted Special Condition Verification ("ASCV")**. An agent shall record, in the agent's case notes, each instance in which the agent unsuccessfully attempts to verify a supervised individual's compliance with a special condition.

(28) **Failure to Report ("FTR")**. An agent shall note in the agent's case notes "Failed to Report" or "FTR" when a supervised individual fails to report as instructed by the agent.

(29) **Criminogenic Factor**. An agent shall enter a case note regarding a criminogenic factor when a criminogenic factor is discussed with a supervised individual.

(30) **Subsequent Offense ("SO")**. An agent shall enter a case note for a subsequent offense when the agent learns that a supervised individual is charged with committing a crime.

(31) **Transfer Entry ("TE")**. An agent shall make a transfer entry, as set forth in H(2) of this manual, when supervision of an individual is being transferred from one agent to another within the State.

(32) **Other ("OTH")**. An agent shall use the abbreviation "OTH" when a case note entry concerns a matter not listed in paragraphs (1) through (32) of this subsection or paragraph (1) of subsection P.

N. Home Verification and Absconder Searches.

(1) **Home Verification ("HV").** The purpose of verifying a supervised individual's home is to establish whether or not the individual lives at the address the individual provided to the Division.

(2) **High Supervision Level.** If a supervised individual's supervision level is High or the case is in Review status, an agent shall verify the supervised individual's residence by speaking face-to-face with the individual or another member of the individual's household at the individual's residence, in accordance with the General Supervision matrix that is an addendum to this section.

(3) **Moderate Supervision Level.** An agent shall verify the residence of a supervised individual in the moderate or low-moderate supervision level in accordance with the General Supervision matrix that is an addendum to this section.

(4) An agent shall verify the residence of a supervised individual in the moderate level by speaking face-to-face with the supervised individual or another member of the individual's household, at the individual's residence.

(5) **Exception to On-Site Home Verification.** Initial, on-site home verification is not required if the agent or another agent verified the supervised individual's current residence within the preceding ninety days in the course of conducting:

- (a) A pre-sentence investigation;
- (b) An interstate home and employment investigation; or
- (c) A parole home and employment investigation.

(6) **Contact Standards: High.** An agent shall effect contacts for each individual supervised in the High supervision level in accordance with the General Supervision matrix that is an addendum to this section.

(7) **Contact Standards: Moderate.** An agent shall effect contacts for each individual supervised in the Moderate supervision level in accordance with the General Supervision matrix that is an addendum to this section.

(8) **Contact Standards: Low Moderate and Low.** An agent shall effect contacts for each individual supervised in the Low Moderate supervision level in accordance with the General Supervision matrix that is an addendum to this section.

(9) **Sexual Offender Non-Reporter to Intake.** If a sexual offender fails to report for intake, an agent shall conduct the absconder search described in paragraph (12) of this subsection not

later than two days after the agent receives an electronic mail message or notice by another medium that the sexual offender failed to report for intake.

(10) **Suspected Absconder.** An agent shall suspect a supervised individual absconded if:

- (a) The agent learns from a credible source, such as a member of the individual's family, that the individual moved and left no forwarding address;
- (b) The individual fails to keep two consecutive appointments with the agent and, if applicable, a service provider listed on the case plan; or
- (c) During an attempted home contact, the agent finds the individual's residence to be vacant.

(11) Not later than thirty days after one of the items listed in the preceding paragraph occurs, an agent shall complete an absconder search, as set forth in the next paragraph.

(12) **Absconder Search.** An agent shall conduct an absconder search by:

- (a) Attempting a home contact, unless the basis for the agent's suspicion that a supervised individual has absconded from supervision is that the agent found the individual's residence to be vacant;
- (b) Conducting a VINELink® inquiry, as set forth in paragraph (13) of this subsection;
- (c) Telephoning the supervised individual;
- (d) Sending a letter to the supervised individual at the individual's last known address;
- (e) Searching the FBI online database;
- (f) Using DASHBOARD to conduct all record checks available through that utility; and
- (g) Contacting, as applicable, the supervised individual's treatment provider and employer.

(13) **VINELink® Inquiry.** An agent shall:

- (a) Access VINELink® through the hyperlink, <http://www.vinelink.com/index.jsp> ; and
- (b) Follow the online instructions for conducting a name search of the supervised individual through VINELink®.

(14) If a positive name match results from an agent's VINELink® search, the agent shall follow up with a confirmatory telephone call to the facility identified by VINELink®.

(15) **Conclusion That Offender is Absconder.** An agent shall conclude that a supervised individual has absconded from supervision only after making all of the efforts listed in paragraphs (12) through (14), with negative results.

(16) **Absconder Warrant or Other Action.** Except as set forth in paragraph (18) of this subsection, in consultation with the immediate supervisor, an agent may request a warrant or take some other action in response to a supervised individual who absconds from supervision. The "other action" shall be limited to submitting an informative report or one requesting guidance.

(17) **Time Limitation.** An agent shall take an action specified in paragraph (16) of this subsection:

(a) If the supervised individual is subject to High supervision, not later than 30 days after the searches described in paragraphs (12) through (14) yield negative results;

(b) If the supervised individual is subject to Moderate or Low Moderate supervision, not later than 15 days after the searches described in paragraphs (12) through (14) yield negative results; and

(c) If the supervised individual is a non-reporter to intake but is not a sexual offender, not later than 10 days after the searches described in paragraphs (12) through (14) yield negative results.

(18) **Sexual Offender Absconder.** Not later than three days after the searches described in paragraphs (12) through (14) yield negative results, an agent shall:

(a) Request a warrant for the sexual offender's arrest; and

(b) Notify the appropriate law enforcement agency that the sexual offender cannot be located.

O. Low Supervision Level Cases; Pending Split Sentence; Non-Active Unavailable.

(1) **Low.** An agent shall ensure that each individual supervised by the agent at the Low supervision level is instructed, as applicable, to:

(a) Pay all court-ordered money as required under the individual's payment plan;

(b) Complete all special conditions; and

(c) Inform the agent immediately if the:

(i) Individual intends to relocate or to travel to another state;

(ii) Individual's residence or telephone number changes; or

(iii) Individual is arrested for or criminally charged with committing a jailable offense.

(2) **Agent's Duties.** The duties owed by an agent who supervises an individual classified as Low shall include:

(a) Reporting arrearages in court-ordered payments, as set forth in subsection S of this section;

(b) Reporting a new criminal charge or the outcome of a criminal charge, as set forth in subsection S of this section;

(c) Monitoring pending split sentenced cases, if any;

(d) Attending a hearing pursuant to a subpoena or summons received from a court or the Parole Commission;

(e) Verifying special condition compliance between 55 and 60 days prior to case expiration and, not later than 10 days thereafter, advising the court or Parole Commission of noncompliance;

(f) If the individual has not been assigned an SID number, conducting record checks through CJIS and the MVA every six months;; and

(g) Thirty (30) days prior to case expiration:

(i) Reviewing the individual's online Maryland Rap Sheet through CJIS and driving records through the MVA; and

(ii) Reporting any new criminal and serious moving violations, if any are found.

(3) **Transfer of Low Supervision Case in Response to Offender's Arrest.** If an individual who is supervised at the Low supervision level is arrested, the supervising agent shall report the new arrest as set forth in subsection S(26) of this section, and:

(a) If the individual cannot post bail bond, retain supervision; or

(b) If the individual posts bail bond, transfer the case for classification into a higher level of supervision if there are at least ninety days remaining before the legal expiration date is reached and the crime for which the individual was arrested:

- (i) Is a felony;
- (ii) Is a misdemeanor assault;
- (iii) Is a sexual offense;
- (iv) Involves a minor (i.e., child) victim;
- (v) Involves a firearm; or
- (vi) Involves a significant risk to public safety.

(4) Pending Split Sentence and Non-Active Unavailable cases. An agent shall:

- (a) Effect contacts for each individual with a case in Pending-Split Sentence or Non-Active Unavailable status in accordance with the applicable matrix that is an addendum to this section.
- (b) Document, in OCMS, the outcome of each contact.

Note: The information to be entered into OCMS pursuant to paragraph (4)(b) shall, at a minimum, include the name and location of the facility where the offender is located, the offender's facility identification number, if any, and the offender's projected release or deportation date.

P. Responding to Offender Behavior: Rewards and Sanctions.

(1) **Introduction.** Rewards and sanctions are vital tools in an agent's effort to change a supervised individual's behavior. The appropriate and timely use of these tools is critical to the success of that effort and, ultimately, to the goal of reducing recidivism.

(2) An agent shall document in the agent's case notes the:

- (a) Basis for a delivered reward or sanction;
- (b) Specific reward or sanction delivered;
- (c) Date when the agent learned of the basis for the reward or sanction; and

(d) Date the reward or sanction was delivered to the supervised individual.

(3) **Rewards.** An agent shall use rewards consistently and proportionately to reinforce a supervised individual's compliant behavior. Examples of rewards include:

- (a) Praising the individual's efforts to comply with a special condition;
- (b) Complimenting the individual when the individual makes positive choices and sound decisions;
- (c) Modifying the contact plan to reduce the number or change the type of contacts;
- (d) Recognizing milestones reached by the individual, such as completing a special condition or remaining alcohol and drug free for a particular length of time; and
- (e) Requesting an abatement or early termination of supervision.

(4) **Sanctions.** An agent shall respond to a supervised individual's noncompliant act or omission swiftly and in proportion to the noncompliant behavior. Examples of sanctions include:

- (a) A reprimand delivered in person with the offender by the agent or the agent's supervisor;
- (b) Modifying the supervision activity plan to increase the number of supervision activities or to change the type of supervision activities;
- (c) Where available, using the more stringent and restrictive sanctions of shock incarceration, Home Detention, and Night Watch;
- (d) Those that may be approved within a particular region or program;
- (e) Requesting a summons or subpoena for the individual's appearance at a revocation or violation hearing; and
- (f) When a circumstance set forth in subsection S(16) is met, requesting that a warrant be issued for the individual's arrest.

Q. Supervision Reports.

(1) **Purpose of Report.** Supervision reports serve multiple purposes, including:

- (a) Informing a court or the Parole Commission of a significant event or development that occurs during the course of supervision;
- (b) Requesting guidance or clarification regarding a provision of the release or supervision order;
- (c) Recommending that a particular action be taken or authorized by a court or the Parole Commission; and
- (d) Supplementing a previously submitted report with additional information.

(2) **Supervision Report Form.** An agent shall prepare a supervision report using only the DPSCS Reporting System which is:

- (a) Available through SafetyNet, at <http://intranet.dpscs.mdstate/>; and
- (b) Explained in the "OBSCIS II User's Guide".

(3) **Electronic Reports to the Parole Commission.** An agent who prepares a supervision report for submission to the Parole Commission shall electronically send, through the DPSCS Reporting System, the report to the agent's immediate supervisor for review.

(4) **Supervisor's Review.** A supervisor who receives a report pursuant to paragraph (3) of this subsection shall:

- (a) Review the report;
- (b) When the report is approved, select "MPC-Locked (Approved)" from the DPSCS Reporting System drop-down menu;
- (c) Sign and date a hardcopy of the report; and
- (d) Ensure that the agent:
 - (i) Signs and dates the hardcopy; and
 - (ii) Files the signed and dated hardcopy of the report in the case folder.

(5) **Electronic Reports to a Court.** An agent who prepares a supervision report for submission to a court shall electronically send, through the DPSCS Reporting System, the report to the agent's immediate supervisor for review.

(6) **Supervisor's Review.** Unless a court accepts an electronic report, a supervisor who receives a report pursuant to paragraph (5) of this subsection shall:

- (a) Review the report;
- (b) When the report is approved, select "Court-Locked (Approved)" from the DPSCS Reporting System drop-down menu;
- (c) Sign and date a hardcopy of the report; and
- (d) Ensure that:
 - (i) The agent signs and dates the hardcopy;
 - (ii) The signed and dated hardcopy and the appropriate number of copies of the report are forwarded to the court; and
 - (iii) A copy of the report is filed in the case folder.

(7) **Supervision Report Titles.** A supervision report title reflects the purpose of the report. The titles are:

- (a) Request for:
 - (i) Warrant;
 - (ii) Subpoena;
 - (iii) Summons;
 - (iv) Guidance; and
 - (v) Reprimand;
- (b) Request to:
 - (i) Close;
 - (ii) Modify Conditions;
 - (iii) Cancel Warrant and to Close Case Unsatisfactory; and
 - (iv) Leave Warrant Outstanding Past Expiration;
- (c) Informative;
- (d) Supplemental;

- (e) Disposition;
- (f) Payment Violation Report;
- (g) Additional Information: Maryland Parole Commission; and
- (h) Final.

(8) An agent:

- (a) May not modify a report title; and
- (b) Shall select, from the report titles listed in paragraph (7), a title that most nearly reflects the report's purpose.

(9) The reports titled Request for Subpoena and Request for Reprimand apply only to the Parole Commission. An agent may not request that a court:

- (a) Issue a subpoena; or
- (b) Reprimand a supervised individual.

Note: The report titled "Request for Summons" applies only to a court.

(10) **Supervision Report Content.** An agent shall include in a report information that:

- (a) Is relevant to the purpose of the report; and
- (b) Contains sufficient detail to be useful to the decision maker, if the purpose of the report is to request that a decision be made by a court or the Parole Commission.

(11) Prior to signing a report, an agent shall review a prepared report to find and correct errors:

- (a) Of fact, such as the date a reported incident or event occurred; and
- (b) In grammar, spelling, and punctuation.

(12) Provided that an agent can establish that the crime for which a supervised individual is newly arrested occurred during the period of supervision, an agent may allege that the supervised individual failed to obey all laws, absent a conviction.

(13) Before an agent alleges that a supervised individual failed to obey all laws, absent a conviction, the agent shall obtain the police report regarding the offense.

(14) **Statement of Charges.** An agent shall attach a page titled “Statement of Charges” to each:

- (a) Warrant and subpoena request that is submitted to the Parole Commission; and
- (b) Warrant and summons request that is submitted to a court.

(15) A Statement of Charges shall include, in this order:

- (a) The title “Statement of Charges” at the top center of the page;
- (b) The supervised individual’s last name, first name, date of birth, and divisional case number below and to the right of the title;
- (c) The introductory line, “It is alleged that the subject of this report violated the following conditions”;
- (d) In ascending order, the number designation and language (taken verbatim from the supervised individual’s probation or release order) of each condition allegedly violated by the supervised individual;
- (e) Immediately following each condition violation alleged, the essential facts supporting the alleged violation, including, as applicable:
 - (i) Concise and specific information regarding the nature and dates of the violation alleged;
 - (ii) Information regarding a new offense or conviction, such as the crime, date that the crime was committed, the amount of bail bond, trial date and location, and complaint and docket numbers; and
 - (iii) If the violations alleged include positive urinalysis results, only cite a positive which conforms to the metabolic or "time elapsed" reporting schedule;
- (f) The statement, “I solemnly swear or affirm under penalties of perjury that the contents of this report are true to the best of my knowledge, information and belief.”;
- (g) A signature and date line for the agent, under which shall appear the agent’s full name, job title, office address and office telephone number; and
- (h) A signature and date line for the agent’s supervisor, under which shall appear the supervisor’s full name, job title, office address and office telephone number.

(16) **Request for Warrant.** An agent shall request a warrant for an offender's arrest when, in addition to any other basis permitted in this section:

- (a) The supervised individual's continued presence in the community will pose an unreasonable risk to community safety; or
- (b) A court or the Parole Commission directs the agent to submit a warrant request.

(17) Except as set forth in paragraphs (16) and (18) of this subsection, an agent may not request a warrant when the supervised individual's violations are solely technical violations.

(18) An agent may request a warrant for a technical violator if the:

- (a) Agent has reasonable and definite grounds to believe that the supervised individual poses a risk to community safety;
- (b) Agent's supervisor agrees that requesting a warrant serves community safety; or
- (c) Supervised individual is at risk of harming himself or herself.

(19) An agent shall include in a warrant request all violations of the supervised individual's probation or release order:

- (a) To date; and
- (b) Not previously cited in a report to the court or Parole Commission.

(20) **Detainer.** When a requested warrant is to be lodged as a detainer, an agent shall include in the report:

- (a) The name and address of the detention center, jail or prison where the offender is incarcerated; and
- (b) A request that the warrant be lodged as a detainer.

(21) **Request for Summons or Subpoena.** An agent shall request a summons from a court or a subpoena from the Parole Commission when:

- (a) An supervised individual's probation or release violation does not pose a risk to community safety;
- (b) A court directs the agent to submit a summons request;
- (c) The Parole Commission directs an agent to submit a subpoena request; or

(d) The supervised individual is refusing supervision.

(22) **Request for Guidance.** An agent shall request guidance from a court or the Parole Commission when a condition of a supervised individual's probation or release order is unclear to the:

(a) Agent; and

(b) Agent's supervisor.

(23) **Request for Reprimand.** If a supervisor has previously reprimanded a supervised individual for noncompliant behavior, an agent may request that a member of the Parole Commission meet with the agent and supervised individual for the purpose of reprimanding the offender.

(24) **Payment Violation.** Procedures regarding the preparation and submission of a Payment Violation Report are contained in section 07 ("Collection of Offender Payment Obligations") of this chapter.

(25) **Request to Modify Condition.** An agent may request that a court or the Parole Commission add, delete, or modify a condition of probation or release.

(26) **Informative.** Except as set forth in paragraph (27) of this subsection, an agent shall submit an Informative Report when the purpose of the report is to impart information about a supervised individual (including a new arrest) to a court or the Parole Commission.

(27) An agent may not submit an Informative Report to a court or the Parole Commission in order to supplement information previously reported to the court or Parole Commission.

(28) **Supplemental.** As provided in paragraph (27) of this subsection, an agent shall submit a Supplemental Report to a court or the Parole Commission when the purpose of the report is to furnish additional information regarding a matter previously reported to the court or Parole Commission. (See paragraph (36) for reporting information in response to a request for the information from the Maryland Parole Commission.)

(29) **Disposition.** An agent shall submit a Disposition Report to inform a court or the Parole Commission of the outcome of a supervised individual's new criminal charge.

(30) **Request to Close.** An agent may request to close a case prior to the legal expiration date of the case if:

(a) Unusual circumstances exist that render a supervised individual physically unable to respond to supervision; and

(b) The agent's immediate supervisor agrees that the request is appropriate.

(31) **Request to cancel warrant and to close case unsatisfactory.** If the criterion set forth in paragraph (33) is met, an agent shall request that the Parole Commission cancel an outstanding warrant for a supervised individual whose case is closed in delinquent status.

(32) **Definition.** In paragraph (33) of this subsection, the term "crime free" means the absence of a criminal charge, other than a minor traffic violation (such as speeding or failing to stop at a stop sign or red light), which is pending or resulted in a:

- (a) Conviction;
- (b) *Stet*;
- (c) Probation before judgment; or
- (d) *Nol pros*.

(33) **Criterion.** The sole criterion for the requirement set forth in paragraph (31) is that the supervised individual shall have remained crime free for at least one year, as measured from the date the warrant was issued by the Parole Commission.

(34) In order to determine whether a supervised individual meets the criterion set forth in paragraph (33), an agent shall access and review all supervised individual-related criminal, traffic, and court records available online.

Note: Many of the records to be reviewed pursuant to paragraph (34) are accessible through the DASHBOARD utility. For those records not available through DASHBOARD, an agent shall separately access the records online through the custodial agency or department.

(35) If the request set forth in paragraph (31) is:

- (a) Granted by the Parole Commission, the agent shall, when closing the case, select case closing code 75 on the form DPP-SUP-43 ("Case Record Update"); or
- (b) Denied by the Parole Commission, the agent may resubmit the request six months from the date of the denial.

(36) **Additional Information: Maryland Parole Commission.** An agent shall submit this report only in response to a request from the Maryland Parole Commission for a document or additional information. An agent shall include in this report a reference to the previous report which prompted the request for additional information.

(37) **Final.** When an agent learns of a supervised individual's death, the agent shall:

- (a) Record, in the agent's case notes, the name of the person from whom the agent learned of the individual's death;
- (b) If the death occurred in Maryland, request a death certificate from the Division of Vital Records; and
- (c) If the death occurred outside of Maryland, request a death certificate from the state in which the death occurred.

(38) If a requested death certificate is received, the agent shall:

- (a) If the supervised individual was a probationer, prepare and submit a Final Report to the court and attach a copy of the death certificate to the report;
- (b) If the supervised individual was a parolee, prepare and submit a Final Report to the Parole Commission and separately send a copy of the death certificate to the Parole Commission; and
- (c) Close the supervised individual's case, as set forth in subsection S(3) of this section.

(39) If a requested certificate of death cannot be obtained, the agent shall consult with the agent's immediate supervisor to determine the appropriate course of action, under the particular circumstances presented.

R. Offender Case Management System. The Offender Case Management System (OCMS) is an integrated and automated system that is used department wide from the point of offender entry to the offender's point of exit. OCMS functions to permit single-system tracking and recording of offender-related information. Except for offender payment obligations, OCMS shall be the exclusive instrument for recording offender information.

S. Case Closings.

(1) Except as set forth in paragraph (2) of this subsection, an agent shall close a case not later than 10 days after the earlier that the:

- (a) Case reaches its legal expiration date;
- (b) Case is ordered closed by a court or the Parole Commission, as applicable; or
- (c) Supervised individual's parole, probation, or mandatory release is revoked.

(2) An agent may not close a case:

- (a) That reaches its legal expiration date, if a violation proceeding is pending; or
 - (b) With unpaid fines, costs, or restitution unless the unpaid monies are:
 - (i) Waived by a court; or
 - (ii) Referred to the Central Collection Unit.
- (3) An agent shall close a case by:
- (a) Completing all case closing functions in OCMS;
 - (b) If the supervised individual was obligated to make payments through the Division, obtaining and placing in the case folder a paper copy of the case summary screen;
 - (c) If the supervised individual is not registered in the ADR system, conducting an online State criminal history records check of the individual;
 - (d) Consolidating all case-related material, except case notes, in the case folder;
 - (e) Attaching the completed and signed form DPP-SUP-43, if applicable, to the outside cover of the case folder; and
 - (f) Submitting the case folder to the agent's supervisor for review and approval.
- (4) **Supervisor.** A supervisor shall:
- (a) Review, for accuracy and completeness, each case submitted for closure; and
 - (b) Approve a case for closure if the case is accurate and complete.

T. Form DPP-ADM-7A ("Daily Activity Worksheet").

(1) **Introduction.** The requirement that an agent complete a form DPP-ADM-7A ("Daily Activity Worksheet") serves the purposes of:

- (a) Enhancing staff safety; and
 - (b) Documenting work-related travel expenses incurred by an agent during the course of supervising individuals on probation, parole, or mandatory release supervision.
- (2) An agent shall record, on form DPP-ADM-7A, each supervision contact and other work activity that the agent:

- (a) Intends to conduct outside of the office or other official site of divisional business; and
- (b) Actually conducts outside of the office or other official site of divisional business.

(3) Incorporation by Reference: *General Order 25-001 "Fieldwork"*. DPP General Order 25-001 ("Fieldwork") is hereby incorporated to this section for fieldwork activity commencing on or after July 1, 2025.

~~—(3) Prior to an agent's leaving the agent's office to conduct a supervision contact or other work activity outside of the office, the agent shall:~~

~~——(a) Enter on form DPP ADM 7A the:~~

~~——(i) Agent's name;~~

~~——(ii) Date; and~~

~~——(iii) Name and address of each intended supervision contact or other work activity to be conducted outside of the office; and~~

~~——(b) Submit a copy of the form DPP ADM 7A to the agent's supervisor.~~

~~—(4) When an agent returns to the agent's office after attempting supervision or other contacts outside of the office, the agent shall:~~

~~——(a) Ensure that the form DPP ADM 7A is fully completed; and~~

~~——(b) Submit the completed form DPP ADM 7A to the agent's supervisor.~~

~~—(5) **Review and Retention of Completed DPP SUP 7A.** Upon receiving an agent's submitted form DPP SUP 7A, a supervisor shall:~~

~~——(a) Review the completed form; and~~

~~——(b) Retain the completed form for a minimum of three years.~~

~~**U. Duty of Agent to Contact Office.** When an agent is conducting community contacts or performing other work related activities outside of the office, the agent shall telephone the agent's office at least once:~~

~~—(1) In the morning, if the agent's community work will end before noon;~~

~~—(2) In the afternoon, if the agent's community work began after noon; or~~

~~—(3) In the morning and the afternoon, if the agent's community work began before noon and will end after noon.~~

V. Unsupervised Probation.

(1) **Definition.** In this subsection, *unsupervised probation* means a probation case which a sentencing court specifies on a *Probation/Supervision Order* is to be unsupervised by the Division.

(2) **Limited Purpose of Unsupervised Probation.** An unsupervised probation case assigned to an agent shall be assigned exclusively for the limited purposes specified on the *Probation/Supervision Order*. These limited purposes vary and may include:

- (a) Determining whether a supervised individual is complying with a special condition;
- (b) Reporting a new criminal charge or conviction incurred by a supervised individual; or
- (c) Monitoring payment obligations that are payable through the Division.

(3) An agent may not impose any requirement upon an unsupervised probationer that is in addition to a requirement imposed by the sentencing court as specified on the probationer's *Probation/Supervision Order*. Prohibited additional requirements include in-person home contacts, reporting obligations, and drug or alcohol testing.

(4) **Unsupervised Probation and the Interstate Compact.** An agent who is assigned an unsupervised probation case shall determine, pursuant to Operations Manual 09.D, whether the supervised individual's crime qualifies for interstate transfer. If it does, the agent or monitor shall consult with the Division's Interstate Compact Office for guidance regarding whether the particular case is subject to the Interstate Compact.

(5) **Supervision and Program Fees.** A supervision or program fee shall be imposed on an unsupervised probation case only if the sentencing judge has ordered the probationer to pay a supervision fee as a special condition specified in the *Probation/Supervision Order*.

(6) **Duration of Unsupervised Case.** The duration of an unsupervised probation case shall be the earlier occurring of the:

- (a) Satisfaction by the supervised individual of the purpose specified on the *Probation/Supervision Order* (e.g., payment obligation or special condition); or
- (b) Reaching of the expiration date set forth on the *Probation/Supervision Order*.

(7) **Supervised Probation Followed by Unsupervised Probation.** A *Probation/Supervision Order* may require a term of supervised probation to be followed by unsupervised probation. When a supervised individual's *Probation/Supervision Order* includes supervised probation followed by unsupervised probation that begins or ends upon a specified date or satisfaction of a special condition or payment obligation, an agent shall close the unsupervised probation case when, as applicable, the:

- (a) Specified date is reached;
- (b) Special condition is met; or
- (c) Payment obligation is satisfied.

(8) **Noncompliance of Unsupervised Offender.** If a supervised individual fails to comply with a term or condition of unsupervised probation that the Division is responsible for monitoring (see paragraph (2) of this subsection), an agent shall report the noncompliance within the time limitations established for supervised probation cases.

W. Case Transfers.

Note: The procedures in this subsection do not apply to transfer of a sexual offender's supervision. The procedures applicable to the supervision transfer of a sexual offender are set forth in 09.07.02 of this manual.

(1) **Introduction.** Case transfer is a supervision or monitoring significant event that, if delayed or done improperly, can break continuity in supervision or monitoring and enable a supervised individual to avoid accountability for noncompliant behavior. Consequently, this subsection prescribes pre-transfer considerations and mandates transfer procedures for the express purpose of eliminating or reducing that possibility.

(2) **Supervisory Pre-Approval Required.** Prior to initiating a transfer, an agent or monitor shall obtain the prior approval of the agent's or monitor's immediate supervisor to initiate the transfer process.

Note: The pre-approval required in paragraph (2) may not be construed as permission to transfer supervision or monitoring. The pre-approval, if given, is for the process set forth in paragraphs (3) through (9) of this subsection to begin.

(3) **Pre-Transfer Considerations.** Prior to effecting a transfer, all of the following shall be considered by the agent or monitor and the immediate supervisor:

- (a) The supervised individual's case plan;

- (b) A release or probation order condition for treatment;
- (c) The supervised individual's employment status;
- (d) The supervised individual's compliance history in view of the case plan and supervision requirements;
- (e) The supervised individual's substance abuse history and testing results;
- (f) The supervised individual's risk level and, if required, face-to-face contact needs;
- (g) The supervised individual's ability to report to the office to which the individual is currently required to report; and
- (h) The need and ability of the current agent to effect an on-site contact at the supervised individual's residence.

(4) **Special Circumstance Transfers.** If a transfer is necessitated by a relationship (e.g., supervised individual and agent or monitor are related or are friends) or unusual difficulties between an agent or monitor and a supervised individual, the immediate supervisor shall forward a recommendation to the intermediate supervisor who shall:

- (a) Review the transfer request circumstance; and
- (b) Approve or disapprove the transfer request.

Note: A transfer may not be approved for the convenience of an agent or monitor.

(5) **Case Notes Entry Required.** An approved transfer shall be entered into Case Notes by the supervisor who approves the transfer and the supervisor shall include reference to the pre-transfer considerations set forth in paragraph (3) of this subsection.

(6) **Pre-Transfer Requirements for Supervised Individuals with Substance Abuse Conditions.** A supervised individual's current agent or monitor shall ensure and verify that an individual who has a release or probation order condition for substance abuse is scheduled for an assessment or treatment session in the new jurisdiction.

Note: The sole purpose of paragraph (6) is to prevent a delayed assessment or a lapse in treatment by the supervised individual.

(7) **Reporting Instructions.** An agent or monitor shall obtain reporting instructions for the supervised individual and give the instructions to the individual only after the applicable requirements set forth in subsection (1) through (6) are met.

(8) **E-Mail Notification of Transfer.** After the requirement set forth in paragraph (7) is met, an agent or monitor shall send an e-mail containing all of the following information to the supervised individual's new agent or monitor, with a copy to the sending and receiving supervisors:

- (a) Name of the supervised individual and the individual's divisional case number or numbers;
- (b) Reporting instructions that were given to the supervised individual;
- (c) A listing of the supervised individual's special conditions, if any; and
- (d) Any information regarding the supervised individual that is likely to assist the new agent or monitor in supervising or monitoring the individual.

Note: The e-mail notification requirement set forth immediately above does not apply to intra-office transfers.

(9) **Effective Date of Transfer.** The effective date of a transfer is the date the e-mail described in paragraph (8) of this subsection is sent. Sole responsibility for a case belongs to the receiving agent or monitor once the notification e-mail is sent. Please see paragraph (15) of this subsection and the Note that follows it regarding misassigned cases.

(10) **Post-Transfer Contact.** Not later than 10 workdays after the date a transferred supervised individual is to report to the individual's new agent or monitor, that agent's or monitor's supervisor shall ensure that contact between the supervised individual and the individual's new agent or monitor has occurred.

(11) **Low Risk Cases.** Generally, the cases of supervised individuals in the Low risk level are ineligible for transfer. However, when a special circumstance arises and transfer is appropriate, the transfer may be effected. The approving supervisor shall detail, in Case Notes, the particular circumstances that support the transfer and the supervisor's approval for the transfer to occur.

(12) **Moderate and Low Moderate Risk Offenders.** The cases of supervised individuals in the Moderate and Low Moderate risk levels are eligible for transfer in accordance with this policy.

(13) **High Risk Offenders: Intermediate Supervisor Approval.** Except as set forth in paragraph (14) of this subsection, the cases of supervised individuals in the High risk level are eligible for transfer in accordance with this policy but require the transfer approval of the intermediate supervisor. The intermediate supervisor who approves a transfer shall include a Case Notes approval entry that references the pre-transfer considerations set forth in paragraph (3) of this subsection.

(14) **Misassigned Cases.** If it is found that a case was misassigned in transfer, the agent or monitor to whom the case is misassigned shall, pending subsequent transfer by the agent or

monitor to the correct assignment, supervise or monitor the offender. At a minimum, supervising or monitoring of a misassigned case includes:

- (a) A face-to-face contact with the supervised individual; and
- (b) Special condition verification or referral, as applicable.

Note: Paragraph (14) effectively prohibits the automatic return of a misassigned assigned case to the sending agent or monitor or sending agent's or monitor's supervisor because of the misassignment or any other transfer error.

(15) **Caseload Builds.** When a caseload is to be incrementally established, or built, for an agent or monitor (e.g., Initial assignment following Entrance Level Training program graduation), the agent's or monitor's supervisor shall effect the build using only cases of supervised individuals in the Low, Low Moderate, and Moderate risk levels. Under certain circumstances, a case load build may include the cases of individuals supervised in the High risk level but only if the intermediate supervisor approves the transfer.

(16) **Joint Responsibility for Case Accountability.** The responsibility for ensuring that each case sent and received in transfer for supervision, monitoring, or investigation is the joint responsibility of managers in the affected span or spans.

(17) **Permanent Separation, Promotion, or Extended Leave.** When an agent or monitor is permanently separated from the Division, promoted, or is on extended leave from the Division, the immediate supervisor shall be responsible for ensuring that the transfer provisions set forth in this section are followed.

X. Confidential Informants.

(1) **Definition.** In this subsection, "confidential informant" means an individual who provides information to a State, Federal, or local law enforcement agency regarding the illegal activities of others, usually with the confidential informant's identity shielded and the confidential informant's receiving something (e.g., money, charging or sentencing leniency, or a *nolle prosequi*) in exchange for the information provided.

(2) **Response to Contact Regarding Use or Offender as Confidential Informant.** An employee who is contacted by a State, Federal, or local law enforcement agency regarding the use or prospective use of a supervised individual as a confidential informant shall report the contact to the employee's supervisor in writing.

(3) **Content of Report.** At a minimum, an employee who is to submit the report required under paragraph (2) of this subsection shall include the following information in the report:

- (a) The name, title, and agency of the originator of the contact;

- (b) The date of the contact;
- (c) Whether the contact was in person, by telephone or by letter, including e-mail; and
- (d) A summary of the contact.

(4) **Supervisory Review.** A supervisor who receives a report as described in paragraph (3) of this subsection shall:

- (a) Review the report;
- (b) Conduct follow-up, as necessary, to ensure that the report contains all relevant information; and
- (c) Forward the report through the chain-of-command for consideration by and guidance from the Executive Deputy Director.

(5) **Authorization Required.** Unless specifically authorized by the Executive Deputy Director, an employee may not enter into an agreement with a State, Federal, or local law enforcement agency regarding the use or prospective use of an offender as a confidential informant.

(6) **Certain Case Note Entries in Red Font.** Certain information that is entered into Case Notes is of a highly sensitive nature and may not be disseminated outside of the Division without the prior approval of a Field Supervisor I or higher. Such information includes contacts and contact content between an employee and the Division's warrant service and intelligence personnel as well as non-Divisional intelligence and law enforcement entities. An employee shall enter a case note in red font when a contact or contact content pertains to a sensitive or confidential law enforcement or intelligence issue. When such an entry is made, the employee who entered the case note shall inform the employee's supervisor of the entry. Additionally, when case information is to be disseminated outside of the Division, the employee shall include in the case note the:

- (a) Full name and title of the supervisor who gave prior approval for the dissemination; and
- (b) Date prior approval for the dissemination was granted.

(7) **Confidential Informant's Identity.** An employee may not:

- (a) Identify a confidential informant in Case Notes; or
- (b) Divulge the identity of a confidential informant to another individual unless there is an essential business necessity to do so.

(8) **Supervisor's Responsibility.** A supervisor who receives notice that a red-font entry was entered into Case Notes shall:

- (a) Review the entry;
- (b) Discuss the entry with the employee who entered the case note;
- (c) Determine what, if any, follow-up or additional action to take regarding the entry; and
- (d) Notate the relevant case note to reflect:
 - (i) The essence of the discussion conducted with the employee; and
 - (ii) What further action, if any, is to be taken by the supervisor, the employee, or both.

Y. Supervised Individuals and Firearms.

(1) **Policy Statement.** The policy of both the Division and the Maryland Parole Commission is that no supervised individual may possess a firearm while the individual is being supervised or monitored. This policy applies whether or not a supervised individual is being actively supervised or monitored. Accordingly, an agent or monitor may not permit a supervised individual to possess a firearm. Additionally, Baltimore City prohibits individuals convicted of certain offenses after certain dates from possessing firearms and requires these individuals to enroll with the city's gun registry.

Note: See paragraph 18 of this subsection regarding a probationer's request to use or to possess a firearm, pursuant to the probationer's supervision order.

(2) **Procedures and Use of Form DPP-SUP-30.** During the first meeting with a supervised individual newly placed with the Division and, for all other supervised individuals, during the next face-to-face meeting, an agent or monitor shall provide the individual with form DPP-SUP-30 for signing and dating.

(3) After the supervised individual signs and dates the form DPP-SUP-30, the agent or monitor shall:

- (a) Sign and date the form;
- (b) Make a photocopy of the signed and dated form;
- (c) Give the photocopy to the supervised individual;
- (d) Place the original in the case file; and

(e) Record in a case note that the offender signed the form and was given a copy of it.

(4) **Refusal to Sign.** If a supervised individual refuses to sign form DPP-SUP-30, the agent or monitor shall:

(a) Inform the individual that possessing a firearm of any description while on parole or probation is a violation and also may be a crime under federal or State law;

(b) Place the date, the individual's name and date of birth on form DPP-SUP-30, followed by these words: "Individual Refuses to Sign";

(c) Sign and date the form;

(d) Place the form in the case file; and

(e) Record in a case note that the individual refused to sign the form and include the statement that the individual was notified that possession of a firearm of any description by a parolee or probationer is a parole or probation violation and may be a crime under federal or State law.

(5) **Firearm Registration History.** For each open case, an agent shall determine whether the supervised individual has a firearm registration history. To make this determination, the agent shall:

(a) Access OCMS;

(b) Proceed to and select the "Gun Check" function; and

(c) Follow the procedures set forth in paragraphs (6) through (8) of this subsection, as applicable.

(6) **Outcome: No Match or Possible Match.** Once "Gun Check" is clicked, a screen will appear that indicates either no match or at least one possible match. If there is no match, no further action is required. If there is a possible match, the agent shall determine whether the registrant listed is the supervised individual.

(7) **Registrant Is Not Offender.** If the agent determines that a registrant is not the supervised individual, no further action is required.

(8) **Registrant Is Offender.** If the agent determines that a registrant is the supervised individual, the agent shall:

(a) Inform the individual that the individual's name appears on the State firearm registration database;

(b) Instruct the individual to:

(i) Legally transfer possession or ownership of the firearm and obtain and complete Department of State Police form 77 at a State Police barrack or a Maryland licensed firearms dealer;

(ii) If the firearm is transferred, not later than 30 days from the date the agent informs the individual of the registration submit to the agent a copy of the Department of State Police form 77; and

(iii) Obtain and submit to the agent a police report, if the offender claims that the firearm was stolen; and

(c) If the crime for which the supervised individual is presently being supervised is a disqualifying crime, and the individual was placed with the Division on or after August 16, 2007, take the steps set forth in the next subsection.

(9) Notification to the Department of State Police. If the crime for which an individual is presently being supervised is a disqualifying crime and the agent learns through the "Gun Check" procedures that the individual may be in possession of a firearm, the agent shall:

(a) Notify the Department of State Police of the individual's possible possession and legal disqualification from possessing a firearm; and

(b) Take the step set forth in the next subsection and record a case note that the step was accomplished.

(10) Electronic Mail Message. On the same day that an agent learns through the "Gun Check" procedures that an individual who is being supervised for a disqualifying crime may be in possession of a firearm, the agent shall send an electronic mail message to guns@dpscs.state.md.us. The message which shall include the individual's:

(a) Name; and

(b) SID number.

Note: The purpose of the procedures in paragraphs (9) and (10) is to assist law enforcement in determining whether the supervised individual is in violation of federal or State firearms laws and to enhance officer safety if the firearm is to be confiscated by law enforcement.

(11) Response to Noncompliance. If a supervised individual refuses to transfer or otherwise legally dispose of a firearm within 30 days, an agent shall initiate a violation proceeding. If the individual is being supervised for a disqualifying crime, the agent shall charge that the individual failed to obey all laws (i.e., rule 4 violation). Additionally, for all supervised individuals (i.e.,

those being supervised for a disqualifying crime or a non-disqualifying crime), the agent shall allege that the individual violated:

- (a) As applicable, the parole condition or probation condition which prohibits a supervised individual from, in part, possessing a firearm without prior permission of the Parole Commission or the supervising agent; and
- (b) Any other rule violated by the individual while being supervised (e.g., failure to report or to follow lawful instructions issued by an agent).

(12) **Warrant or Summons.** An agent and agent's supervisor shall consider the circumstances of each case in determining whether a warrant or summons will be requested.

(13) **Mandatory Response to an Offender's New Arrest for a Gun Offense.** When an agent learns that a supervised individual has been charged with the commission of a gun offense, the agent shall, not later than two business days after learning of the charge:

- (a) Determine whether the gun offense allegedly occurred during the individual's supervision term; and
- (b) In conjunction with the agent's supervisor, conduct a thorough case review to determine whether the individual poses a significant risk to public safety; and
- (c) If the determination is that the individual does pose a significant risk to public safety, submit a request for warrant to the, as applicable:
 - (i) Sentencing court;
 - (ii) Maryland Parole Commission; or
 - (iii) Both.

(14) **Mandatory Response If No Warrant Requested or Issued.** If the determination required under subsection (13)(b) of this section is that the supervised individual does not pose a significant risk to public safety or a requested warrant is not issued, an agent shall transfer the individual's supervision to a Violence Prevention Unit.

(15) **On-site Home Contact Required.** Prior to transferring supervision of an individual pursuant to paragraph (14) of this subsection, an agent -- or another agent designated by a supervisor -- shall verify the individual's residence through an on-site home contact.

(16) **On-site Home Contact Time Limitation: No Significant Threat.** If the pending transfer arose from the determination that the supervised individual does not pose a significant risk to public safety, the on-site home contact required under paragraph (15) of this subsection shall

occur not later than five (5) work days after the agent received notice of the individual's new gun charge.

(17) **On-site Home Contact Time Limitation: Warrant Not Issued.** If the pending transfer arose from the sentencing court's or Parole Commission's declining to issue a requested warrant, the on-site home contact required under paragraph (15) of this subsection shall occur not later than two (2) work days after the agent receives notice that a requested warrant will not be issued.

(18) **Probationer Request to Possess or To Use a Firearm.** If, pursuant to a supervision order, a probationer who is not prohibited, by law, from possessing a firearm, requests an agent's or monitor's permission to possess or to use a firearm, the agent or monitor shall:

- (a) Deny the request; and
- (b) Inform the probationer that permission to use or to possess a firearm must be obtained from the sentencing judge in writing and that the writing must:
 - (i) Identify the probationer by full name and court case number;
 - (ii) Specify the duration of the permission;
 - (iii) Be signed by the judge; and
 - (iv) Be mailed directly to the agent or monitor from the court.

(19) **Baltimore City Gun Offender Registration Ordinance.** The Baltimore City Gun Offender Registration ordinance, effective January 1, 2008, requires individuals who are convicted of a gun offense in a court in Baltimore City to register as gun offenders. (Baltimore City Code, Article 19, § 60-1.) In furtherance of the Department's mission to make communities safer and to reduce gun violence in Maryland, the agency is partnered with the Baltimore Police Department to register gun offenders. .

(20) **Intake.** Except as set forth in paragraph (21) of this subsection, a supervised individual who is required to register with the Baltimore City Gun Registry Unit shall be referred to that unit by Intake. See Chapter 05 of this manual for information and procedures regarding the referral procedures.

(21) **Agent's or Monitor's Responsibility.** An agent or monitor who supervises an individual placed on probation by a court in Baltimore City shall determine whether the individual is required to enroll with the Baltimore City Gun Registry Unit. If enrollment is required, the agent or monitor shall determine whether the individual enrolled. If the individual was to have enrolled but did not do so, the agent or monitor shall:

- (a) Direct the individual to enroll on or by a specific date; and
- (b) Contact the Baltimore City Gun Registry Unit (410-764-6912) to update the unit's personnel regarding the instructions that were issued to the individual.

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NOTE: SEE CONTACT STANDARDS ADDENDUM ON NEXT THREE PAGES

GENERAL SUPERVISION CONTACT STANDARDS – July 1, 2022				
LEVEL	HIGH and REV	MODERATE	LOW-MODERATE	LOW
REQUIRED HOME VERIFICATION	Verification of home address by Home Positive contact within 20 days of: (1) Intake; and (2) An address or residence change	Verification of home address by Home Positive contact within 20 days of: (1) Intake; and (2) An address or residence change	By documentation or positive video call within 20 days of: (1) Intake; and (2) An address or residence change	By documentation or positive video call within 20 days of: (1) Intake; and (2) An address or residence change
MONTHLY HOME CONTACT	At least ONE home contact per month which may be: Home Positive or Home Collateral	As directed above	As directed above	As directed above
MINIMUM IN PERSON CONTACTS FIRST 90 DAYS OF SUPERVISION	At least TWO positive contacts per month for first 90 days which may be: Office Positive; Home Positive; or Community Positive	At least ONE positive contact per month for first 90 days which may be: Office Positive; Home Positive; or Community Positive	At least ONE positive contact per month which may be: Office Positive; Telephone Positive; or Video Positive	Positive contact shall be determined by incident-driven behaviors and non-compliance.
MINIMUM FACE-TO-FACE CONTACTS AFTER 90 DAYS OF SUPERVISION	At least TWO positive contacts per month one of which may include a Video Positive if the offender is in compliance with special conditions (other than fines, costs, and fees)	At least ONE positive contact per month which may be Video Positive on alternating months if the offender is in compliance with special conditions (other than fines, costs, and fees)		
SPECIAL CONDITION VERIFICATION	ONE per month	ONE per month	ONE per month	ONE per month
EMPLOYMENT VERIFICATION	ONE per month	ONE per month	As needed	As needed

NON-ACTIVE (NAU/NAI/EPA) REQUIREMENTS Effective August 24, 2022					
NAU STATUS	MONTHLY	QUATERLY	SEMI-ANNUAL	YEARLY	OTHER
LOCAL DETENTION CENTERS (NAI Status) *	CHECK VINELINK OR CONTACT FACILITY CONFIRM STATUS UPDATE IN OCMS				IF PENDING CHARGE CHECK 5 DAYS AFTER COURT DATE UPDATE IN OCMS
DIVISION OF CORRECTIONS (MD OR OTHER STATE) (NAI Status) *		CHECK VINELINK OR CONTACT FACILITY CONFIRM STATUS UPDATE IN OCMS		IF LIFE SENTENCE CONFIRM STATUS UPDATE IN OCMS	IF PENDING CHARGE CHECK 5 DAYS AFTER COURT DATE UPDATE IN OCMS
FEDERAL BUREAU OF PRISONS (FBOP) (NAI Status) *		CHECK FBOP OR CONTACT FACILITY CONFIRM STATUS UPDATE IN OCMS		IF LIFE SENTENCE CONFIRM STATUS UPDATE IN OCMS	
IMMIGRATION CUSTOMS & ENFORCEMENT (ICE) (NAI Status) *	CONTACT ICE CONFIRM STATUS UPDATE IN OCMS				
INPATIENT HOSPITAL/TREATMENT/NU RSING HOME	CONTACT FACILITY CONFIRM STATUS UPDATE IN OCMS				
UNSUPERVISED	VERIFY SPECIAL CONDITION, IF APPLICABLE UPDATE IN OCMS		CONDUCT RECORD CHECKS UPDATE IN OCMS		MONITOR W/SUP-16 FREQUENCY DETERMINED BY SUPERVISION LEVEL UPDATE IN OCMS
NON-TRANSFERABLE OUT-OF-STATE					MONITOR W/SUP-16 FREQUENCY DETERMINED BY SUPERVISION LEVEL UPDATE IN OCMS
EXPIRED PENDING ACTION (EPA)	REVIEW REASON WHY THE CASE CANNOT BE CLOSED AT THIS TIME UPDATE IN OCMS				IF PENDING VOP CHECK 5 DAYS AFTER COURT DATE UPDATE IN OCMS
OTHER					CONTACT FACILITY CONFIRM STATUS UPDATE IN OCMS

* NAI STATUS WILL OVERRIDE EPA STATUS EVEN AFTER EXPIRATION. ONCE THE OFFENDER IS RELEASED THE CASE MAY THEN BE CHANGED TO EPA STATUS

PSS (PENDING SPLIT SENTENCE) REQUIREMENTS Effective August 24, 2022				
PSS STATUS	MONTHLY	QUARTERLY	YEARLY	OTHER
LOCAL DETENTION CENTERS	CHECK VINELINK OR CONTACT FACILITY CONFIRM STATUS UPDATE IN OCMS			IF PENDING CHARGE CHECK 5 DAYS AFTER COURT DATE UPDATE IN OCMS
DIVISION OF CORRECTIONS (MD OR OTHER STATE)		CHECK VINELINK OR CONTACT FACILITY CONFIRM STATUS UPDATE IN OCMS		
FEDERAL BUREAU OF PRISONS (FBOP)			CHECK FBOP OR CONTACT FACILITY CONFIRM STATUS UPDATE IN OCMS	
IMMIGRATION CUSTOMS & ENFORCEMENT (ICE) (NAI Status) *	CONTACT ICE CONFIRM STATUS UPDATE IN OCMS			
OTHER				CONTACT FACILITY CONFIRM STATUS UPDATE IN OCMS

Documentation in Case Notes should include but not be limited to: name of location/facility, name/DOB of offender (if different), identification number (DOC#, inmate locator #, etc.) projected release date if applicable and other critical information.