

Chapter 05 Intake Process

Section 01— Procedures

A. Introduction.

(1) This section identifies certain tasks that must be done on the first day of the intake, classification and assessment process, as well as tasks that may be done later in the process. Generally, an intake reviewer will perform the first-day tasks. However, unless preempted by subsequent policy or instructions from higher authority, each regional administrator shall, in furtherance of the efficient operations of a region's intake office, determine which tasks shall be done exclusively by that office and which shall be done by the agent or monitor to whom a case is assigned.

(2) Intake purposes. The purposes of intake are to:

(a) Create an electronic case record; and

(b) Initiate the process of assigning an offender to supervision commensurate with the offender's risk and needs.

(c) Assessment and classification. The purposes of assessment and classification are to ensure that an offender is directed to the appropriate type and level of supervision and that a case plan exists or is developed for each offender determined to be a high or moderate risk.

B. Purpose.

The purpose of this section is to establish procedures for:

(1) Obtaining legal and personal information about an offender newly placed on parole, probation, mandatory supervision, or pretrial release;

(2) Opening a case in OCMS; and

(3) Assigning an offender's case to an agent or monitor.

C. Definitions.

(1) In this section, the following terms have the meanings indicated.

(2) Terms defined.

(a) "CJIS" means the Criminal Justice Information System."

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(b) “DASHBOARD” means the Department’s centralized electronic utility through which criminal, judicial, motor vehicle and other information may be obtained without the need to access the various individual data systems which contain this information.

(c) “Federal Bureau of Investigation (FBI) number” means the number assigned by the FBI to a fingerprint record.

(d) “Judicial Information Systems (JIS)” or the Maryland Courts electronic portal (<https://jportal.mdcourts.gov>) means the online information system maintained by the Maryland Administrative Office of the Courts that contains, among other information, criminal and civil case history information.

(e) “METERS” means the Maryland Electronic Telecommunication Resource System.

(f) “MVA” means the Motor Vehicle Administration’s database containing driving and vehicle registration records.

(g) “National Crime Information Center (NCIC)” means the National Crime Information Center of the Federal Bureau of Investigation. The National Crime Information Center is an on-line information system that contains nationwide criminal history record information.

(h) “OBSCIS II” means the Offender Based State Corrections Information System that is the ~~central community corrections~~ financial database for offender debts payable through the Division of Parole and Probation.

(i) “OCMS” means the Offender Case Management System.

(j) “Other designated employee” means an employee, including an agent or monitor, who is tasked by the appropriate office or regional authority to enter information into OCMS, OBSCIS II, or both.

(k) “Photograph” means a digital, analog, or film photograph.

(l) “Pre-Sentence Investigation (PSI) Report” means an investigative report prepared by a divisional employee at the request of a court.

(m) “Report of Arrest and Prosecution (RAP) Sheet” means a chronological listing of an individual’s arrest and conviction record.

(n) “State Identification number (SID)” means the number assigned by the Department’s Information Technology and Communications Division to a fingerprint record.

(o) “Unsupervised probation” means a probationary term that is specified by a sentencing court on a *Probation/Supervision Order* to be unsupervised by the Division.

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D. First-Day Procedures: Arrival of an Offender at Intake.

(1) The procedures listed in this subsection and each subsection labeled “First-Day Procedures” shall be completed on the first day of the intake process. Usually, the first day is the day that that an offender arrives at intake after being placed with the Division for supervision or monitoring.

(2) When an offender arrives at intake, the intake reviewer or other designated employee shall:

(a) Have the offender sign the office intake log; and

(b) Obtain and scan, for uploading to OCMS, the offender’s parole order, probation order, or mandatory release certificate.

(3) If an offender reports to a divisional office without a parole order, probation order, or mandatory release certificate, an intake reviewer or other designated employee shall:

(a) Make a case note entry to indicate that the offender reported for intake without a parole order, probation order, or mandatory release certificate; and

(b) Follow the general procedures set forth in this section for opening an offender’s case by using information provided:

(i) By the offender; and

(ii) Through CJIS, JIS, and DASHBOARD.

(4) If an offender’s parole order, probation order, or mandatory release certificate is received after the offender’s intake has been conducted, the intake reviewer or other designated employee shall forward the order or certificate to the agent or monitor who was assigned the offender’s and the receiving agent or monitor shall scan and upload the document into OCMS.

(5) If an offender appears to be under the influence of alcohol or drugs or is behaving in a loud, insulting, or confrontational manner toward staff, an employee shall:

(a) Notify the intake supervisor or, in the absence of an intake supervisor, a field supervisor I or above; and

(b) Make a case note entry, if possible, which includes the:

(i) Employee’s observations of the offender’s behavior;

(ii) Name of the supervisor notified; and

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(iii) Supervisor's determination as to which parts of the intake process shall be completed by the agent or monitor who is assigned the offender's case.

Note: If a note cannot be entered into Case Notes contemporaneously with the behavior described in paragraph (5), an email identifying the offender and describing the behavior shall be composed and sent to the intake supervisor for later forwarding to the assigned agent or monitor.

(6) **Pre-interview tasks.** Prior to conducting an intake interview of an offender, the intake reviewer or other designated employee shall:

(a) Access CJIS, METERS, and OCMS to obtain the offender's arrest and conviction history, MVA information, and to determine whether an outstanding arrest warrant exists for the offender;

(b) Determine whether the offender is to be either supervised or monitored, as set forth in subsection F;

(c) Assign an agent or monitor to the offender's case in accordance with the procedures set forth in subsection F;

(d) If applicable, complete form DPP-COL-1 if the offender has been ordered to pay a supervision fee, DDMP fee, testing fee, public defender's fee, fines, court costs, or restitution. (See Note immediately below)

Note: The completion of form DPP-COL-1 may, in the determination of each regional administrator, be deferred to the supervising agent or monitor. If restitution is due from an offender and a regional administrator has deferred completion of the DPP-COL-1 to the supervising agent or monitor, an intake reviewer shall enter in the appropriate database only the restitution amount, if known, or "TBD" if the amount is not known.

(6) **Offender identification.** If an offender does not possess a State-issued identification card or driver's license and is a resident of Maryland, an intake reviewer or other designated employee shall:

(a) Inform the offender that State identification cards and driver's licenses can be obtained through the Maryland Department of Transportation's Motor Vehicle Administration;

(b) Provide the offender with a Maryland Department of Transportation's Motor Vehicle Administration Fact Sheet, website address, or other pertinent information to assist the offender in obtaining official identification; and

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(c) Inform the offender that there is no fee for an identification card if the offender has been released from incarceration 60 or fewer days before applying for the card.

Note: For additional information regarding application for State-issued identification cards and driver's licenses, visit the Maryland Motor Vehicle Administration online: <http://www.marylandmva.com/DriverServ/Apply/default.htm> .

E. First-Day Procedures: Record Checks.

(1) A variety of record checks and data acquisitions are to be conducted for each offender newly placed with the Division. These record checks and data acquisitions, acquired by direct access or through METERS, include the following:

- (a) CJIS Identification/Index screen;
- (b) Maryland RAP sheet;
- (c) FBI warrant search;
- (d) FBI RAP sheet;
- (e) MVA driving record; and
- (f) Maryland Sexual Offender Registry, as set forth in paragraph (5) of this subsection.

(2) If an offender will not be supervised or monitored where the intake is conducted, an intake reviewer may not include a hard copy of an offender's FBI record with the intake material to be forwarded to the assigned agent or monitor.

(3) If the FBI warrant record search reveals that there is an outstanding warrant for the offender's arrest, the intake reviewer:

- (a) May not disclose to the offender the existence of the FBI warrant alert;
- (b) Shall discreetly notify the intake supervisor, or in the intake supervisor's absence, the employee who has been designated to act in the intake supervisor's absence, of the FBI warrant alert; and
- (c) Shall follow the office protocol for investigating whether a warrant exists for the offender's arrest.

(4) If a records search reveals the existence of a case for the offender that is listed in pending warrant status ("PWS") or delinquent ("DEL") status, the intake reviewer:

- (a) May not disclose to the offender the existence of the PWS or DEL case; and

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(b) Shall follow the office protocol for investigating whether a warrant exists for the offender's arrest.

(5) **Maryland Sexual Offender Registry (MOSOR) record check.** Regardless of the crime for which an offender is placed with the Division, an intake reviewer or other designated employee shall:

(a) Determine whether the offender is registered with the Sexual Offender Registry by checking MOSOR;

(b) Enter a case note to document the result of the MOSOR check.

(6) If the intake supervisor requires an intake reviewer or other designated employee to acquire additional online information regarding an offender, the intake reviewer or other designated employee shall acquire that information.

(7) **Pre-sentence investigation report.** The intake reviewer or other designated employee shall determine whether a pre-sentence investigation report exists for the offender by accessing the OCMS investigations module and note the outcome of this determination in a case note entry. If a pre-sentence investigation report exists, the case note entry shall include a case note that one does and the assigned agent or monitor shall review the pre-sentence investigation report as part of the assessment and classification process.

F. First-Day Procedures: Case Assignment Determinations.

(1) Except as provided below in paragraphs (3) through (6), an intake reviewer or other designated employee shall assign a case to a monitor if the offender is on probation for:

(a) Driving under the influence (DUI) of alcohol;

(b) Driving while impaired (DWI) by alcohol, drugs, a combination of drugs and alcohol, or a controlled dangerous substance; or

(c) A DUI- or DWI-related traffic offense.

(2) When an intake reviewer or other designated employee receives a "Probation/Supervision Order" that specifies that an offender is to be assigned to DDMP, the intake reviewer shall assign the case in accordance with this subsection.

(3) An intake reviewer or other designated employee shall assign a case to an agent if the offender is on probation pursuant to one or more probation orders resulting from a conviction or probation before judgment for:

(a) DUI or DWI; and

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(b) A non traffic-related offense.

(4) If a case for the offender already is assigned to an agent, the intake reviewer shall assign the offender's new case to that agent.

(5) An intake reviewer or other designated employee shall assign a case to an agent for supervision if the offender's criminal history includes conviction for:

(a) A sexual offense;

(b) Murder;

(c) Manslaughter;

(d) Manslaughter by motor vehicle;

(e) Homicide by motor vehicle;

(f) Homicide by vessel; or

(g) Three or more felonies within the last 10 years.

(6) An intake reviewer or other designated employee shall assign a case to a specialized supervision unit in accordance with the regional procedures for assignment to a specialized supervision unit.

(7) **Sexual offenders.** If an offender is a sexual offender (See the qualifying offenses listed in paragraphs (8) through (12) of this subsection) an intake reviewer or other designated employee shall:

(a) Place the offender in supervision level LV1; and

(b) Assign the offender to be supervised by a sexual offender supervision agent.

(8) **Child sexual offender.** "Child sexual offender" means an individual who committed one of the following crimes after October 1, 1995 and who was subsequently convicted of the crime:

(a) Criminal Law Article, §3-602, involving sexual abuse of a child under the age of 18;

(b) Criminal Law Article, §§ 3-303 through 3-307, a first or second degree rape or a sexual offense involving a child under the age of 15;

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(c) Criminal Law Article, § 3-308, a fourth degree sexual offense involving a child under the age of 15, if the sentencing court ordered the individual to register as a sexual offender; or

(d) A crime in another state or in a federal, military, or Native American tribal court that, if committed in this State, would constitute a crime listed in item (i) or (ii) of this subparagraph.

(9) **Offender.** “Offender” means an individual who is under court order to register with the Central Registry as a result of having committed one of the following crimes on or after July 1, 1997:

(a) Criminal Law Article, § 3-503 (a)(2), for a crime involving the kidnapping of a child under the age of 16;

(b) Criminal Law Article, § 3-503(a)(1), for a crime involving the abduction of a child under the age of 12;

(c) Criminal Law Article, § 3-502, for the crime of kidnapping, if the victim is under the age of 18;

(d) Criminal Law Article, § 3-308, for the crime of fourth degree sexual offense involving a victim under the age of 18;

(e) The common law crime of false imprisonment if the victim is under the age of 18 and the individual is not the victim’s parent;

(f) A crime involving the soliciting of a person under the age of 18 to engage in sexual conduct;

(g) Criminal Law Article, § 11-207, for a crime involving child pornography;

(h) Criminal Law Article, §§ 11-303 through 306, for pandering or prostitution if the intended prostitute or victim is under the age of 18;

(i) Criminal Law Article, § 3-323, for the crime of incest if the victim is under the age of 18;

(j) Criminal Law Article, § 11-107, for the crime of indecent exposure if the victim is under the age of 18;

(k) Criminal Law Article, § 3-321, for the crime of sodomy if the victim is under the age of 18;

(l) Criminal Law Article, § 3-322, for the crime of unnatural or perverted sexual practice if the victim is under the age of 18;

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(m) A crime that involves conduct that by its nature is a sexual offense against a person under the age of 18;

(n) An attempt to commit a crime listed in items (i)–(xiii) of this subparagraph; or

(o) A crime in another state or in a federal, military, or Native American tribal court that, if committed in this State, would constitute a violation listed in items (i)–(xiv) of this subparagraph.

(10) **Sexual offender.** “Sexual offender” means an individual who:

(a) Regardless of the offense for which the individual is under supervision, is required, by law, to register with the Central Registry as a child sexual offender, an offender, a sexually violent offender or a sexually violent predator; or

(b) Is not required to register with the Central Registry but is under supervision for a sexual offense.

(11) **Sexually violent offender.** “Sexually violent offender” means an individual who committed one of the following crimes on or after July 1, 1997 and who was subsequently convicted of the crime:

(a) Criminal Law Article, § 3-303, first degree rape;

(b) Criminal Law Article, § 3-304, second degree rape;

(c) Criminal Law Article, § 3-305, first degree sexual offense;

(d) Criminal Law Article, § 3-306, second degree sexual offense;

(e) Criminal Law Article, § 3-307, third degree sexual offense;

(f) An attempt to commit a crime listed in items (i)-(v) of this subparagraph;

(g) Assault with the intent to commit rape in the first or second degree, or assault with the intent to commit a sexual offense in the first or second degree as prohibited on or before September 30, 1996, under former Article 27, § 12; or

(h) A crime in another state or in a federal, military, or Native American tribal court that, if committed in this State, would constitute a crime listed in (a)-(f) of this paragraph.

(12) **Sexually violent predator.** “Sexually violent predator” means an individual who:

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(a) Committed a subsequent sexually violent offense on or after July 1, 1997 and was convicted of the offense; and

(b) Was determined by a court, at the request of the State's Attorney and with due notice to the individual, to be at risk of committing another sexually violent offense.

(13) **Registration.** An intake reviewer or other designated employee shall direct an offender to register as a sexual offender if the individual:

(a) Meets the registration criteria listed in paragraphs (8) through (12) of this subsection; and

(b) Is not registered with the Central Registry and, if applicable, the local law enforcement unit, for the crime for which the individual is to be supervised.

(14) **Lifetime Supervision (LTS).** The case status of a sexual offender who is designated for lifetime supervision shall be NAU (nonactive unavailable) and shall remain NAU until any other case or cases are closed.

(15) **Violence Prevention Initiative ("VPI").** An intake reviewer or other designated employee shall screen each criminal supervision offender for possible VPI supervision. The screening shall be conducted electronically using the instrument available in OCMS.

(16) **VPI-qualifying offender.** If an offender qualifies for VPI supervision, an intake reviewer or other designated employee shall:

(a) Assign supervision of the offender to a VPI supervision agent; and

(b) Place the offender in supervision level VP1.

G. First-Day Procedures: Control Number and Agent or Monitor Assignment.

(1) An intake reviewer or other designated employee shall assign an offender's newly opened case to an agent or monitor, in accordance with the unit's or office's case-assignment procedures.

(2) Except as set forth in paragraph (3) of this subsection, when an offender's residence is located in one jurisdiction and the offender is paroled or released on probation directly to a treatment facility that is located in a different jurisdiction, an intake reviewer or other designated employee shall assign the case based on the treatment facility's location.

(3) If a special order that contains an exception to the requirement set forth in paragraph (4) of this subsection is issued by an intake reviewer's regional

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administrator, an intake reviewer or other designated employee shall follow the case assignment procedures in the special order.

(4) An intake reviewer or other designated employee shall assign a case to an agent or monitor whose divisional office has jurisdiction for supervising or monitoring offenders in the geographic area where the offender lives.

(5) If an offender will not be supervised or monitored from the office where the offender reports for intake, the intake reviewer or other designated employee shall:

(a) Conduct the intake; and

(b) Telephone the intake office or the field office where the offender will be supervised or monitored to obtain:

(i) The name of the agent or monitor who will supervise or monitor the offender; and

(ii) Reporting instructions for the offender's initial office visit with the agent or monitor.

Note: If a region publishes a case-assignment protocol for cases assignments to that region from outside that region, the published protocol shall be followed.

(6) **Electronic mail notification to assigned agent or monitor.** Upon assignment of an offender to an agent or monitor, an intake reviewer or other designated employee shall immediately send an electronic mail message to the assigned agent or monitor that:

(a) Notifies the agent or monitor of the newly assigned offender's name and case number; and

(b) Refers the agent or monitor to the initial case note entry.

H. First-Day Procedures: Intake Interview and Direct Entry into OCMS.

(1) An intake reviewer or other designated employee shall schedule an offender to report to the offender's assigned agent or monitor on the earlier of the agent's or monitor's next in-day or report day but not later than 5 workdays after the offender appears for intake.

(2) During the intake interview, an intake reviewer or other designated employee shall:

(a) Write the following on DPP-SUP-21 ("Report Card") and give the card to the offender:

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- (i) The name of the agent or monitor to whom the offender is to report;
 - (ii) The office address and telephone number of the offender's agent or monitor;
and
 - (iii) The date the offender is to report to the offender's agent or monitor; and
- (b) To the extent possible, answer questions that the offender may ask about the conditions of supervision or monitoring.
- (3) Before the conclusion of the intake session, an intake reviewer or other designated employee shall electronically scan and upload into OCMS, then return to the offender the offender's:
- (a) Parole order, probation order, or mandatory release certificate; and
 - (b) Identification.
- (4) An intake reviewer or other designated employee shall make a case note entry to document that:
- (a) A case has been opened for supervision and assigned to an Agent or Monitor;
 - (b) Reporting instructions were issued, including the details of those instructions;
 - (c) To the extent possible, the intake reviewer or other designated employee answered the offender's questions, if applicable.
- Note:** As special conditions are entered into the appropriate OCMS screen, it is preferred that the selected condition be as close to an exact match of the language found on the supervision order. Avoid use of the special condition "Other" wherever possible.
- (5) An intake reviewer or other designated employee shall enter the offender's:
- (a) Personal, legal, and supervision or monitoring information into the appropriate data fields; and
 - (b) Supervision fee, testing fee, public defender's fee, DDMP fee, fines, court costs, restitution and 2% collection fee into the OBSCIS II "Collection Data" screen in accordance with the guidelines set forth in the OBSCIS II User Manual.

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I. First-Day Procedures: Case Material and LiveScan.

(1) Unless excluded by other provisions in this section, an intake reviewer or other designated employee shall upload the following documents into OCMS:

(a) A copy of the offender's parole order, probation order, or mandatory release certificate;

(b) Signed form DPP-COL-1; and

(2) The intake reviewer shall forward the case material to the intake supervisor as soon as possible, but not later than one workday following the:

(a) Offender's intake; or

(b) An intake conducted in the absence of an offender upon receipt of the offender's parole order, probation order, or mandatory release certificate.

(3) An intake supervisor shall:

(a) Review the case material received pursuant to paragraph (2) of this subsection to ensure that the material is accurate, correct, and complete;

(b) Review, print, and approve by signature and date:

(i) A payment obligation summary screen entered into OBSCIS II or, if applicable, another agency collection system of record; and

(ii) Upload the record into OCMS as a document.

(c) Complete the first-day portion of the Checklist; and

(d) Forward the case material to the assigned agent or monitor not later than one workday following the intake supervisor's certification that the case material is accurate, correct, and complete.

(4) **SID numbers: LiveScan.** Positive identification of and acquisition or verification of an SID for each offender newly placed with the Division shall occur through LiveScan. In order to accomplish these tasks, an intake reviewer or other designated employee shall:

(a) Perform the steps set forth in paragraph (6) of this subsection in the order the steps appear in that paragraph; and

(b) Use only the SID number provided by the Maryland Automated Fingerprint Identification System (MAFIS) to open a case.

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Note: It is critically important that a SID number be identified or acquired for each offender.

(5) An intake reviewer or other designated employee shall:

(a) Take an offender's digital image and fingerprints and submit them to MAFIS in accordance with LiveScan procedures;

(b) Await the MAFIS response to the submission;

(c) After the response from MAFIS is received, complete and enter the intake in OCMS;

(d) Search Case Notes by the SID number that was received from MAFIS and entered into OCMS; and

(e) Ensure that the offender's digital image appears in Case Notes.

Note: If LiveScan is temporarily unavailable, the intake reviewer or other designated employee shall enter a case note to alert the supervising agent or monitor that the offender must be fingerprinted and photographed when LiveScan is again available.

(6) When a search results in no SID number being found for an offender, an intake reviewer or other designated employee shall conduct a name search of OCMS to determine whether a temporary SID number was previously assigned to the offender. If LiveScan is unavailable at an office and a temporary SID number was previously assigned to the offender, the intake reviewer shall use this temporary SID number for the instant case.

(7) When a search of the Identification/Index results in no SID number being found for an offender, an intake reviewer shall conduct a name search through OCMS to determine whether a temporary SID number was previously assigned to the offender. If no temporary SID number was previously assigned to the offender, the intake reviewer or other designated employee shall assign a temporary SID number to the offender by leaving the SID number field blank when entering the intake data into OCMS.

J. First-Day Procedures: Cases Referred from the Medical Advisory Board.

(1) Not later than one workday after an intake unit receives a referral form from the Medical Advisory Board, the intake reviewer or other designated employee shall:

(a) Conduct record checks in accordance with the provisions set forth in subsection F;

(b) Assign the case to:

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- (i) A monitor; or
 - (ii) The same agent or monitor who is supervising or monitoring the individual referred by the Medical Advisory Board if the individual is already under supervision or monitoring;
 - (c) Prepare the intake in accordance with the procedures set forth in subsection I; and
 - (d) Forward the case material to the assigned agent or monitor.
- (2) If an individual who is referred by the Medical Advisory Board is currently being monitored by a DDMP monitor, the Medical Advisory Board may elect to have the individual:
- (a) Sign an Authorization for Release of Information form; and
 - (b) Assigned to the same monitor.
- (3) An intake reviewer or other designated employee who receives a signed Authorization for Release of Information form from the Medical Advisory Board, shall promptly forward the form to the monitor whose name appears on the form.

K. First-Day Procedures: Court-Ordered Home Detention Monitoring Cases.

- (1) If an offender has been sentenced to serve a period of court-ordered home detention to be followed by a period of supervised probation, the intake reviewer or other designated employee shall open the offender's case in accordance with the procedures set forth in subsection L for opening a split-sentence case.
- (2) If an offender has been sentenced to serve a period of court-ordered home detention as a special condition of the offender's probation, then the intake reviewer or other designated employee shall open the offender's case according to the general procedures set forth in subsections D through H.

L. First-Day Procedures: Pending Split-Sentence Cases.

- (1) A court may sentence an offender to a split sentence whereby, before commencing probation supervision, the offender is required to serve a period of:
 - (a) Incarceration in a State correctional facility;
 - (b) Confinement in a local correctional facility; or
 - (c) Court-ordered home detention monitoring.

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(2) Upon receipt of a probation order containing a split sentence, an intake reviewer or other designated employee shall:

(a) Open the offender's case in OCMS;

(b) Screen the offender for assignment to sex offender and Violence Prevention Initiative supervision and, if the offender qualifies for either, assign the case and enter the appropriate supervision level in OCMS, as set forth in subsection F of this section;

(c) Enter "12/31/2099" as the expiration date in OCMS if the sentence is indeterminate;

(d) Place the case in pending split sentence ("PSS") status in OCMS;

(e) Assign the case to an agent or monitor in accordance with the procedures set forth above in subsection F and below in paragraph (3); and

(f) Make a case note entry to indicate the current location of the offender, if that information is known or can be obtained by the intake reviewer or other designated employee.

(3) The intake reviewer or other designated employee shall assign the PSS case to the agent of record if the record search of OCMS reveals that the agent is already assigned an active, non-active, delinquent, or PSS case on the offender.

M. First-Day Procedures: Unsupervised probation.

(1) Except as set forth in the next paragraph, an intake reviewer or other designated employee may not open an unsupervised probation case.

(2) If a *Probation/Supervision Order* directs the Division to perform any activity regarding a case specified to be unsupervised, an intake reviewer or other designated employee shall open the case and assign it to an agent or monitor, as applicable.

Note: The activities referred to in paragraph (2) include monitoring a case for a new arrest or special condition compliance.

N. Failure of An Offender to Appear for Intake.

(1) An offender shall be deemed a non-reporter if the offender fails to appear for intake within 24 hours, or as otherwise instructed by the releasing authority or court, following the offender's release from confinement or court, State holidays, Saturdays, and Sundays excluded.

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(2) Upon receipt of the parole order, probation order, mandatory release certificate, or pretrial release order of an offender who failed to appear for intake, an intake reviewer or other designated employee shall conduct an intake for the offender to the fullest extent that it can be completed.

(3) **Electronic mail notification.** An intake reviewer or other designated employee shall, on the same workday that an offender is deemed to be a non-reporter:

(a) Notify the following employees by electronic mail of the offender's failure to report for intake:

(i) Intake supervisor;

(ii) Assigned agent or monitor; and

(iii) Assigned agent's or monitor's immediate supervisor; and

(b) Enter the abbreviation "NRI" (Non-Reporter to Intake) in the case notes.

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