

**PROGRESSIVE INTERVENTIVE SANCTIONS AND INCENTIVES MODEL
IN
EL PASO, HUDSPETH AND CULBERSON COUNTIES**



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FORWARD

The vision of the West Texas CSCD is to achieve a community that completely supports public safety and the rehabilitation of the client. With the support of the judiciary, West Texas CSCD has used progressive sanctions since 1990 to handle clients on community supervision.

This manual provides a general framework of guidelines for the application of incentives and progressive interventive sanctions for clients under the supervision of the West Texas CSCD. **The intention of this manual is not to supersede any instructions by any one Court.** While the current system has been successful in keeping revocation rates lower than the state average, it is necessary to establish clear, written guidelines for community supervision officer responses to various infractions. The existing progressive interventive sanctions and incentives model continues to seek to accomplish the following goals:

- ❖ Establish written guidelines for community supervision officers to respond to client violations in a swift manner;
- ❖ Allow West Texas CSCD to address lesser violations of community supervision without burdening the court with numerous violation notices and hearings;
- ❖ Promote fairness and equity in the handling of interventive sanctions and incentives for all clients supervised by West Texas CSCD to promote positive changes to address criminal behavior;
- ❖ Reduce the amount of time expended by community supervision officers, courts, and the District Attorney's Office reviewing and processing paperwork for cases;
- ❖ Expedite the response time to address adverse client behavior;
- ❖ Increase community supervision officer competency regarding knowledge and utilization of available incentives and sanctions;
- ❖ Establish a system to track arrests, and monitor the effectiveness of the incentives and sanctions.

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Progressive Sanctions Components Required in CJP

- 1. An evidence-based assessment process that includes risk and needs assessment instruments and clinical assessments that support conditions of community supervision or case management strategies.**

Clinical Management for Behavioral Health Services (CMBHS) is a web-based clinical record keeping system for state-contracted community mental health and substance abuse service providers. The CMBHS Assessment will assess six specific areas (Domains) of the client life and how the use of substances has impacted his/her life. The six (6) Domains include; Education/Employment, Family/Social, Legal, Medical, Mental Health, and Substance Abuse. In addition, the client will utilize a five axis diagnosis criteria to determine the most appropriate level of care based on the identified needs and problem area(s).

- 2. Reduced and specialized caseloads for supervision officers, which may include electronic monitoring or substance abuse testing of defendants.**

Specialized Caseloads provide a more intensive level of supervision for probationers who present a significant risk to re-offend. Probationers can be placed on a specialized caseload as an original condition of supervision or as an amended condition in lieu of revocation. West Texas CSCD currently has ten (10) specialized caseloads: 384th Adult Drug Court, DWI Drug Court, SAFPF Re-entry, Mental Health Initiative, Sex Offender, Domestic Violence, Substance Abuse, Aftercare, Child Abuse, and Gang Intervention caseloads.

- 3. The creation, designation, and fiscal support of courts and associated infrastructure necessary to increase judicial oversight and reduce revocations.**

The vision of the West Texas CSCD is to achieve a community that completely supports public safety and the rehabilitation of the probationer. With the support of the judiciary, West Texas CSCD has used progressive sanctions since 1990 to handle probationers on community supervision. This innovative method has allowed West Texas CSCD to historically maintain low revocation rates each fiscal year.

- 4. Increased monitoring and field contact by supervision officers.**

CSO's will supervise probationers in accordance with the Special Grant Conditions. A CSO may also choose to increase or decrease monitoring and field contacts in response to adverse probationer behavior.

- 5. Shortened terms of community supervision, with increased supervision during the earliest part of the term.**

West Texas CSCD will utilize Texas Risk Assessment System (TRAS) to determine the appropriate supervision level throughout the probationer's supervision term. Eligible probationers will not be kept under supervision for excessively long terms if successful completion of community supervision conditions warrants early termination (with notification to the victim if applicable).

6. Strategies that reduce the number of technical violations.

The committee developed guidelines for graduated sanctions and incentives to respond to probationer behavior. Guidelines are written clearly to allow the terms to be easily understood by the CSO and the probationer. CSO and field supervisor can respond to probationer behavior which will reduce the number of cases returned to the court for technical violations. Reason and conditions of probationer violations are explored to determine the cause for the violation and the appropriate sanction(s). Based on the reason for the violation, the CSO will take the appropriate action to address the needs indicated by the probationer to prevent future violations. This will allow violations to range in severity levels from low to high.

7. Improved coordination between courts and departments to provide early assessment of defendant needs at the outset of supervision.

West Texas CSCD incorporates judicial admonishment, expansions in court-ordered sanctions, and incentives. All of which may include judicial involvement.

8. Graduated sanctions and incentives, offered to a defendant by both the departments and courts served by the department.

The Progressive Interventive Sanctions and Incentives Model has several advantages. First, it empowers the line staff and encourages creativity to develop more alternatives to address violations. The CSO is able to explore and address the root causes that are guiding the offending behaviors (be “proactive” in attempting to prevent future violations). Second, it frees the court from having to respond to the daily routine of probationer management and allows the court to spend its time addressing probationers who are not succeeding in compliance with supervision. Combined with the caseload reduction efforts and the application of incentives, the Progressive Interventive Sanctions and Incentives Model should continue to significantly reduce the number of persons appearing before the court for technical violations. Additionally, this process redirects court and department efforts toward rehabilitative measures, increased pro-social outcomes, and successful completions.

9. The use of inpatient and outpatient treatment options, including substance abuse treatment, mental health treatment, and cognitive and behavioral programs for defendants.

Programs include TAIP (outpatient services), West Texas Behavioral Health Residential Treatment Center and community-based services. Each offender will be assessed via Clinical Management for Behavior Health Services (CMBHS). Results of screening will determine the recommended level of treatment.

10. The use of intermediate sanctions facilities.

The use of intermediate sanctions facilities will be incorporated in accordance with Progressive Interventive Sanctions Model.

11. The use of community corrections beds.

West Texas CSCD currently has a combined number of 120 community correction beds within the West Texas Behavioral Health Residential Treatment Center. Of the 120 beds, twenty (20) are male and twenty (20) are female beds for the Residential Substance Abuse Treatment (RSAT). West Texas Behavioral Health Residential Treatment facility consists of seventy (70) male beds and ten (10) females beds.

12. Early termination strategies and capabilities.

Early termination strategies are outlined in the Graduated Incentives Model that includes the Mandatory Judicial Review be initiated by the CSO for eligible probationers (with notification to the victim if applicable). In addition, frequent auditing of cases will also assist staff in determining qualifications for terminations and discharges.

13. Gang intervention strategies.

West Texas CSCD utilizes Gang Intervention Caseloads which include frequent reporting, random drug/alcohol testing, Moral Reconciliation Therapy, conflict resolution, strategies for reintegration into the community, monthly home visits, and the Graffiti Wipeout Program. The Gang Intervention strategies include identification of gang members, restitution for graffiti crimes, and counseling with cognitive components, when applicable. A community strategy includes meetings with local law enforcement agencies to discuss areas in the community considered to be high risk.

14. Designation of faith-based community coordinators who will develop faith-based resources, including a mentoring program.

The CCF Director (residential Director) is the contact person and services are provided to residents of the West Texas Behavioral Health Residential Treatment Center.

Continuum of Care for Substance Abuse Treatment

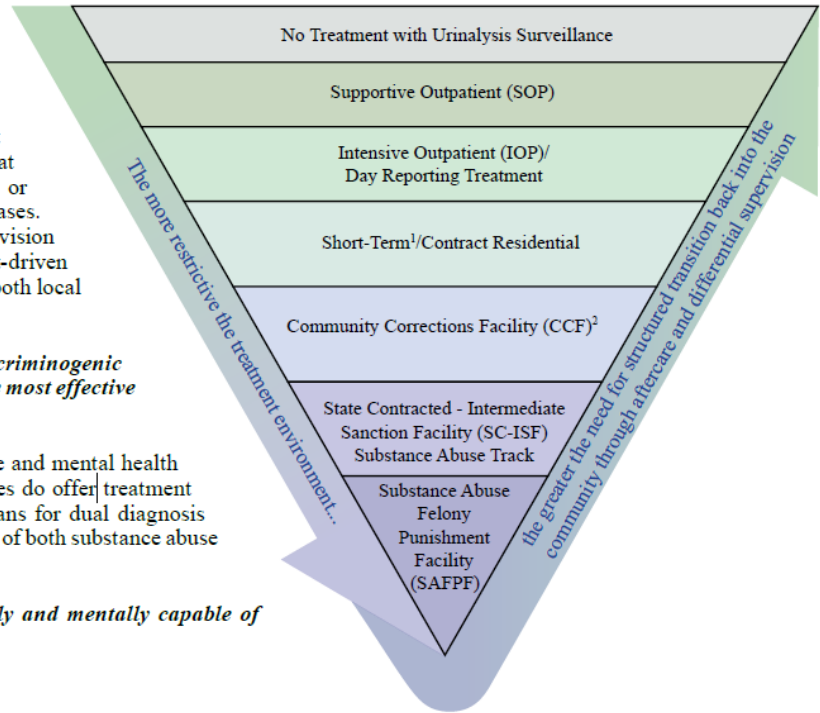
Continuum of Care for Substance Abuse Treatment

The Continuum of Care for Substance Abuse Treatment is a statewide model for intervention with probationers who have substance abuse problems. Evidence-based practices indicate that interventions should be driven by individual assessment, and that appropriate treatment should be done in the least restrictive setting available to meet the probationer's criminogenic needs. Research has found that recidivism actually increased when intensive supervision or treatment was applied in low risk, low substance abuse needs cases. Therefore, it is important for Judges and Community Supervision and Corrections Departments (CSCDs) to develop assessment-driven progressive treatment and sanctions models that incorporate both local and state treatment programs.

An assessment of an individual's risk to reoffend and his/her criminogenic needs is the most important tool available in determining the most effective course of treatment.

All probationers should be screened for both substance abuse and mental health problems. Some of the programs listed on the following pages do offer treatment for dual diagnosis probationers. Individualized treatment plans for dual diagnosis probationers should include plans for the concurrent treatment of both substance abuse and mental health problems.

Probationers referred to these programs must be physically and mentally capable of participating in and benefiting from these programs.



Definitions	
Substance Abuse	Any pattern of substance use that results in repeated adverse social consequences related to drug-taking (for example, interpersonal conflicts, failure to meet work, family, or school obligations, or legal problems).
Substance Dependence	A pattern of use of alcohol, drugs, or other substances, with tolerance and/or withdrawal symptoms, drug-seeking behavior, and lack of success in discontinuation of use - to the detriment of social, interpersonal, and occupational activities (commonly known as addiction).
Withdrawal	Those side effects experienced by a person who has become physically dependent on a substance, upon decreasing the substance's dosage or discontinuing its use.

¹Short Term Residential : A treatment term of 30 days or less in a residential substance abuse treatment program, including but not limited to a private program, contract residential treatment program, regional drug abuse halfway house funded thru the Texas Department of State Health Services (DSHS), or a relapse track return to the original CCF.

²Community Corrections Facilities (CCFs) : Not all CSCD-operated CCFs provide substance abuse treatment. The two types of CCFs providing primarily substance abuse treatment are Court Residential Treatment Centers (CRTCs) and Substance Abuse Treatment Facilities (SATFs). For information regarding specific CCF programs and placement of probationers in these programs, please contact the CSCD operating the facility. For a statewide list of CCFs, you may contact the TDCJ-CJAD Director of Residential Services at 512-305-9300.

SOP
Intake Criteria
<ol style="list-style-type: none"> 1. Assess mental health/Check Care System 2. Low or Medium Risk 3. Substance abuse screening/evaluation indicates abuse or possible dependence 4. Misdemeanor or Felony 5. Stable accomodation/support 6. Access to transportation
Program Information
<ol style="list-style-type: none"> 7. Non-secure, community based environment 8. Meet vendor criteria (if applicable)
Aftercare
<ol style="list-style-type: none"> 9. AA/NA or Supportive Programming

IOP/ Day Reporting Treatment
Intake Criteria
<ol style="list-style-type: none"> 1. Assess mental health/Check Care System 2. Medium or High Risk 3. Substance abuse evaluation indicates abuse or dependence 4. Misdemeanor or Felony 5. Stable accommodation/support 6. Access to transportation
Program Information
<ol style="list-style-type: none"> 7. Secure Environment: Low 8. Meet vendor criteria (if applicable) 9. May include dual diagnosis
Aftercare
<ol style="list-style-type: none"> 10. AA/NA, specialized caseload, other local programs

Short-Term/Contract Residential
Intake Criteria
<ol style="list-style-type: none"> 1. Assess mental health/Check Care System 2. Medium or High Risk 3. Substance abuse evaluation indicates dependence 4. Felony (Misdemeanor eligibility determined locally) 5. Some facilities accept Title V offenses
Program Information
<ol style="list-style-type: none"> 6. Secure Environment: Medium (Structured Environment) 7. Programs will vary 8. Length: 1 – 12 months
Aftercare
<ol style="list-style-type: none"> 9. Supportive outpatient 10. Consider reentry drug court 11. AA/NA, specialized caseload, other local programs

Substance Abuse Treatment Options

SAFPF
Intake Criteria
<ol style="list-style-type: none"> 1. Assess mental health/Check Care System 2. High risk or risk to abscond or history of treatment failure 3. Substance abuse evaluation indicates dependence 4. Felony only, sex offenders excluded 5. Medically eligible
Program Information
<ol style="list-style-type: none"> 6. Secure Environment: High 7. Length: 6-9 months facility 8. Relapse component
Aftercare
<ol style="list-style-type: none"> 9. Transitional Treatment Center/4Cs Program³ 10. Consider reentry drug court 11. SAFPF aftercare, if SAFPF aftercare not available SOP

SC-ISF Substance Abuse Track
Intake Criteria
<ol style="list-style-type: none"> 1. Assess mental health/Check Care System 2. Medium to High Risk or risk to abscond 3. Substance abuse evaluation indicates dependence 4. Felony only, no offense restrictions 5. May include dual diagnosis
Program Information
<ol style="list-style-type: none"> 6. Secure Environment: High 7. Length: Up to 90 days 8. Relapse component
Aftercare
<ol style="list-style-type: none"> 9. Supportive outpatient 10. AA/NA, specialized caseload, other local programs

CCF
Intake Criteria
<ol style="list-style-type: none"> 1. Assess mental health/Check Care System 2. Medium or High Risk 3. Substance abuse evaluation indicates dependence 4. Felony (up to 20% misdemeanors eligible) 5. Some facilities accept Title V offenses 6. Meets local facility requirements 7. May include dual diagnosis
Program Information
<ol style="list-style-type: none"> 8. Secure Environment: Medium/High (Structured Environment) 9. Length: 3-9 months (varies by facility)
Aftercare
<ol style="list-style-type: none"> 10. Supportive outpatient 11. Consider reentry drug court 12. AA/NA, specialized caseload, other local programs

³ 4Cs Program (CSCD Community Continuum of Care): Local programs administered by CSCDs, with the approval of TDCJ, as an aftercare alternative to the SAFP Transitional Treatment Center.

Suggested Responses to Substance Abuse Related Violations

		Initial Placement	1 st	2 nd	3 rd	
LOW RISK		No Treatment with Urinalysis Surveillance	(1) SOP	(1) Consider Re-Assessing Risk and Mental Health Needs (2) IOP	(1) Definitely Re-Assess Risk and Mental Health Needs (2) IOP or Short-Term Residential	
		SOP	(1) IOP	(1) Consider Re-Assessing Risk and Mental Health Needs (2) Relapse Group or Short-Term Residential	(1) Definitely Re-Assess Risk and Mental Health Needs (2) Short-Term Residential or CCF	
		IOP/ Day Reporting Treatment	(1) If relapse within ➢ 0 to 6 months: Short-Term Residential ➢ 6 months or more: Relapse Group	(1) Consider Re-Assessing Risk and Mental Health Needs (2) Short-Term Residential	(1) Definitely Re-Assess Risk and Mental Health Needs (2) CCF	
		Short-Term/Contract Residential	(1) If relapse within ➢ < 30 days: Short-Term Return to Relapse ➢ 1 to 6 months: CCF ➢ 6 months or more: Relapse Group	(1) Consider Re-Assessing Risk and Mental Health Needs (2) CCF, or ISF-Substance Abuse Track	(1) Definitely Re-Assess Risk and Mental Health Needs (2) ISF-Substance Abuse Track or SAFFP	
		CCF	(1) If relapse within ➢ < 30 days: Short-Term CCF Readmission ➢ 1 to 6 months: Short-Term Residential ➢ 6 months or more: SOP or IOP	(1) Consider Re-Assessing Risk and Mental Health Needs (2) Short-Term Residential	(1) Definitely Re-Assess Risk and Mental Health Needs (2) Short-Term Residential or SC-ISF Substance Abuse Track	
	HIGH RISK		SC-ISF Substance Abuse Track	(1) If relapse within ➢ < 30 days: 45 Day Relapse Track ➢ 1 to 6 months: Short-Term Residential ➢ 6 months or more: Intensive IOP	(1) Consider Re-Assessing Risk and Mental Health Needs (2) If relapse within ➢ 1 to 6 Months: SAFFP ➢ 6 months or more: Short-Term Residential	(1) Definitely Re-Assess Risk and Mental Health Needs (2) SAFFP, followed by participation in a Re-Entry Court
			SAFFP	(1) Consider Re-Assessing Risk and Mental Health Needs (2) Refer to TDCJ-CJAD SAFFP Relapse Continuum, followed by participation in a Re-Entry Court	(1) Consider Re-Assessing Risk and Mental Health Needs (2) SC-ISF Substance Abuse Relapse Track, followed by participation in a Re-Entry Court	(1) Definitely Re-Assess Risk and Mental Health Needs (2) Return to SAFFP, followed by participation in a Re-Entry Court

West Texas CSCD Progressive Interventive Sanctions Programs

TYPE OF SANCTION OR PROGRAM	CONTINUED	ENHANCED	NEW
LESS RESTRICTIVE			
1. West Texas CSCD PR Bond (Pre-Trial Release)	X		
2. West Texas CSCD Pre-Trial Diversion Program (PTD) (first offender program)	X		
3. Low Risk Diversion Caseload			X
4. Deferred Adjudication Probation	X		
5. Regular Probation and Conditions (Levels 3 and 4)	X		
6. Victim Impact Panel	X		
7. DWI Education	X		
8. Drug Client Education Class	X		
9. Deep Lung Breath Analysis Mechanism (Ignition Interlock)	X		
10. In-Home Breath Analysis	X		
11. Interlock/In-Home Caseload			X
12. Anger Management Classes	X		
13. Family Violence Education Classes	X		
14. Battering Intervention and Prevention Program	X		
15. Community Service Restitution Program	X		
a. Graffiti Wipeout	X		
b. Downtown Management District Project	X		
16. Treatment Alternatives to Incarceration Program (TAIP) or community based services	X		
17. Increase in Community Service hours	X		
18. Increase frequency of reporting	X		
19. Curfew Restrictions	X		
20. Substance Abuse Testing (Urinalysis)	X		
21. Extended Probation	X		
22. Jail Confinement as Condition of Probation	X		
23. Project Re-Direct (Mental health services for clients)	X		
24. DWI Drug Court Intervention and Treatment	X		
25. 346 th Veteran's Court	X		
26. 384 th Adult Drug Court Treatment Program	X		
27. 384 th SAFPF Re-Entry Drug Court	X		
28. Specialized Caseloads	X		
a. Substance Abuse Caseloads	X		
b. MHI Caseloads	X		
c. Sex Offender Caseloads	X		
d. Child Abuse Caseloads	X		
e. Gang Intervention Caseloads	X		
f. Domestic Violence Caseloads	X		
29. West Texas Behavioral Health Residential Treatment Center (3700 Mattox)		X	
a. Residential Substance Abuse for Males/Females	X		
b. Intensive Residential	X		
c. Aftercare Caseload/Reintegration (Special Programs)	X		
30. Substance Abuse Felony Punishment Facilities (SAFPF)	X		
31. State Boot Camp Program	X		
32. Shock Probation	X		
33. State Jail	X		
MORE RESTRICTIVE			

Definition of Terms

The terms used in this manual shall, unless the context indicates otherwise, have the meanings set forth below:

384th Adult Drug Court Treatment Program – The 384th Adult Drug Treatment Court is designed to serve non-violent clients suffering from chemical addiction. The 384th Adult Drug Court Treatment Program provides judicial intervention, intensive supervision, a team approach, links to community services, and timely access to substance abuse treatment. Participants are monitored in the community, undergo frequent drug screening/testing, and are required to report regularly to the Drug Court Judge.

384th SAFPF Re-entry Drug Court (384th Re-entry Drug Court) – The 384th Re-entry Drug Court provides intensive supervision to clients transitioning to the community from a Substance Abuse Felony Punishment Facility (SAFPF). The 384th Re-entry Drug Court is a court-based treatment program. Participants are monitored in the community, undergo frequent drug screening/testing, and are required to report regularly to the 384th Re-Entry Drug Court Judge.

Admonishment by Supervisor or Senior CSO – Client meeting with Supervisor or Senior CSO designed to advise client about violations of court orders, behavioral problems, or other supervision concerns that could lead to court involvement. The purpose is to motivate the client to comply with his/her conditions of supervision and/or sanction through persuasion and/or making the realities of further penalties known.

Alcoholics Anonymous (AA) – An international organization developed to provide support to persons trying to recover from the use of alcohol. AA is based on the 12-step program philosophy. AA is not treatment.

Anger Management Program – A program that addresses the client's ability to understand anger and recognize societal, emotional, and physical consequences, of uncontrolled emotions; and to develop coping skills for managing anger appropriately. The program consists of a minimum of twenty-six (26) hours of counseling and incorporates treatment planning into the program.

Case Classification System – Case classification is an organized system of categorizing clients for the purpose of setting case management priorities and measuring outcomes resulting from supervision intervention. This system attempts to measure risk and identify needs of clients under supervision. The West Texas CSCD uses the Texas Risk Assessment System (TRAS).

Child Abuse Caseloads (CAC) – An intensive supervision program for clients sentenced to community supervision for Injury to a Child, Abandonment/ Endangerment of a Child, or DWI with a Child. CAC clients must report to their CSO, submit to frequent alcohol and/or other drug screening/testing, attend cognitive based counseling as necessary (e.g. substance abuse treatment, parenting classes, anger management), perform community service, and observe a strict curfew. Referrals are made to the CAC from the supervision CSO or directly from the court.

Clinical Management for Behavioral Health Services (CMBHS)-Clinical Management for Behavioral Health Services (CMBHS) is **an evidence-based assessment process that includes risk and needs assessment instruments and clinical assessments that support conditions of community supervision or case management strategies.** It is a web-based clinical record keeping system used by counselors for state-contracted community mental health and substance abuse service providers. The CMBHS Assessment will assess six specific areas (Domains) of the client life and how the use of substances has impacted his/her life. The six (6) Domains include; Education/Employment, Family/Social, Legal, Medical, Mental Health, and Substance Abuse. In addition, the client will utilize a five axis diagnosis criteria to determine the most appropriate level of care based on the identified needs and problem area(s). CSOs may refer clients to counselors if questions arise regarding unidentified problems within the domains listed above.

Collateral Contact – A contact made by a community supervision officer with a source other than the client to gather information and check on an client’s compliance and progress with the conditions of supervision. Common collateral contacts may include family members, employers, neighbors, treatment providers, and jail officials. Generally, these contacts are conducted in the field, in the office, electronic mail or by telephone contact.

Community Service Restitution (CSR) - The CSR is a component of the West Texas CSCD that monitors and supervises the completion of court ordered community service hours by clients. Clients are required to perform community service hours at local non-profit agencies as a form of restitution for the commission of their crimes. The courts may assess CSR in lieu of other sanctions or revocation. *Graffiti Wipeout Program (GWO)* targets clients convicted of a gang-related and/or graffiti crime to perform the graffiti removal.

Community Supervision – The term “Community Supervision” is used interchangeably with the term “probation.” Community Supervision is a community-based corrections system, which includes a complete range of sanctions, services, and sentencing alternatives at the local level to meet the needs of all constituents, including clients, victims, the judiciary, law enforcement, service providers, governmental officials, and the general public. A client can be given a sentence imposed by the court for a period up to ten (10) years that may include, but is not limited to reporting to a CSO, submitting to drug screening/testing, completing CSR, payments of fee, fines, or restitution, or other terms deemed necessary.

Community Supervision Officer (CSO) - A CSO is an individual certified by the state of Texas to enforce the conditions of supervision for clients on community supervision ordered by a court.

Court-Ordered Sanction - A judicial response to a violation of the terms and conditions of community supervision that may result in additions or modifications to terms of supervision.

Court Services – The Court Services section is a liaison between the district, county, and magistrate courts in El Paso and West Texas CSCD staff. The section is comprised of Court Liaison Officers (CLO’s). Each CLO is assigned to at least one (1) court to facilitate court operation. This section is also responsible for preparing Pre-Sentence Investigation Reports if ordered by the court and monitoring indirect cases placed on the Absconder, Foreign National, Appeal and Detainer Caseloads.

Curfew – A curfew is a restriction on the client's movements in the community in accordance with specified times of the day. A curfew involves designated times when the client must be at home. Compliance is determined by a face-to-face contact or by a telephone call to the home.

Domestic Violence Caseloads (DVC) – An intensive supervision program for clients sentenced to community supervision for a familial assault. DVC clients must report to their CSO, submit to frequent alcohol and/or other drug screening/testing, attend a Texas accredited Battering Intervention and Prevention Program (BIPP), perform community service, observe a strict curfew, participate in counseling with cognitive behavioral components if applicable, adhere to current protective orders, refrain from further harassment, violence or threats of violence toward the victim. Referrals are made to the DVC from the supervision CSO or directly from the court.

Drug Offender Education Class (DOEC) – A class approved and regulated by the Texas Department of State Health Services that provides a variety of educational classes to clients with alcohol and other drug addictions by local providers. While most of the clients attending these programs are required by law to attend, some individuals can be referred to one of the programs as a therapeutic response to a violation in addition to, or in lieu of a sanction. These education classes do not substitute for the necessary counseling or treatment that most alcohol and other drug-addicted clients require.

Drug Screening – An initial, one-step method of determining the possible presence of an illicit drug in the urine sample of a client. A secondary method of sending urine samples via chain of evidence to a SAMHSA certified independent laboratory to confirm or deny the presence of an illicit drug in the urine sample of a client.

DWI Drug Court Intervention and Treatment Program – A comprehensive program designed with specific objectives aimed at keeping the client alcohol/drug free and reducing recidivism. It provides judicial monitoring, mandatory treatment, and intensive supervision. Eligible participants are adults convicted of a DWI offense(s).

Evidence-Based Practices (EBP) – A method of assessing risk/needs of client, targeting the high risk/needs client, matching the treatment and the CSO (skilled in behavior change) appropriate to the client; providing behaviorally oriented treatment program that addresses criminogenic needs, and utilizing progressive interventive sanctions and positive reinforcement.

Fidelity – Maintaining the integrity of a program or researched practice. In other words, loyalty or a commitment to a specific philosophy or doing what you say you will do.

Gang Intervention Caseloads (GIC) – An intensive supervision program for eligible clients who are identified as belonging to or being associated with a gang. GIC clients must report to their CSO, submit to random alcohol and/or drug screening/testing. Additionally, clients on the GIC may perform their required community service through the Graffiti Wipeout Program component of the Community Service Restitution Program. Referrals are made to the GIC from the supervision CSO or directly from the court.

Ignition Interlock Devices – The Ignition Interlock Device or Deep-Lung Breath Analysis Mechanism (IID) is a device that is connected to a motor vehicle ignition. The interlock is required until the court orders its removal. Texas Department of Public Safety (DPS) requires court notification prior to the reinstatement of the driver's license.

In-Home Deep Lung Breath Analysis- An in home breath alcohol testing device which includes a photo of the user and the date and time of the breath test.

In-House Sanctions - In-House Sanctions are actions imposed by the CSO without modifying the conditions of supervision in response to a violation. Examples of in-house sanctions are reporting more frequently, admonishment by supervisor, increased UA/BA testing, increased home visits, etc.

Judicial Admonishment – A Judicial Admonishment is a meeting with a judge to address problems of compliance by the client. The results of the hearing can range from a verbal admonishment, a modification the conditions of supervision, to revocation of community supervision. Generally, a Judicial Admonishment is used when a client is non-responsive to other interventions/sanctions.

Low Risk Diversion Caseload - An incentive utilized to reward clients who are in substantial compliance with Terms and Conditions of Community Supervision that may or may not qualify for early discharge. Clients must be assessed low risk utilizing TRAS. The Supervision Officer may place the person on minimum supervision (Low Risk Diversion Caseload), which may include less frequent reporting or reporting as a group.

Mental Health Initiative (MHI Caseload) – A specialized supervision program for clients with a history of mental impairments (i.e., schizophrenia, major depression, bi-polar disorder). The purpose of this program is to stabilize the MHI client by addressing the multiple needs of the client. A key component of this program is working closely with the local mental health portal authority to assure compliance with the treatment plan.

Motion to Revoke (MTR) – A MTR is a legal document prepared when a client commits a new offense or has failed to abide by the conditions of his/her supervision. Based on the allegations made in the MTR, the judge will make a decision to dismiss MTR and continue supervision or revoke.

Motivational Interviewing (MI) – MI is a person-centered, directive method of communication for enhancing the intrinsic motivation to change by exploring and resolving ambivalence (mixed feelings).

Narcotics Anonymous (NA) – An international organization developed to provide support to persons trying to recover from addiction to drugs. NA is based on the 12-step program philosophy. NA is not treatment.

Residential Substance Abuse Treatment Program (RSAT) – The RSAT is a six (6) month intensive residential program in El Paso for males and females housed in a separate dormitory within the West Texas Behavioral Health Residential Treatment Center. The program utilizes a Modified Therapeutic Community Model approach to provide a combination of life skills, education and employment services, cognitive behavioral programming,

substance abuse clinical screening and assessment, substance abuse treatment, and aftercare supervision. Clients are eligible for admission to the RSAT if they are assessed as high-risk for recidivism and continued substance abuse based on the outcome of a clinical assessment. A high-risk client is defined as an individual having previous treatment failures, criminal history, frequent unemployment or few job skills, and a lack of positive peer and family relationships that have resulted in unhealthy support systems.

Sex Offender Caseloads (SOP) – A specialized supervision program for clients (misdemeanor or felony) sentenced to community supervision for sex related offenses. The purpose of this program is to provide structured supervision and intensive treatment services in order to reduce the likelihood that the client will re-offend. SOP clients may be required to attend and successfully complete sex offender treatment, must report to their CSO, submit to random alcohol and/or other drug screening/testing, attend outpatient counseling, perform community service at restricted sites, observe a strict curfew, and participate in counseling with a cognitive behavior component. A key component of this program is maintaining communication with the treatment provider through regular case conferences with the client's respective therapist.

Specialized Caseloads – *Reduced and specialized caseloads for supervision officers, which may include electronic monitoring or substance abuse testing of defendants. Specialized Caseloads provide a more intensive level of supervision for clients who present a significant risk to re-offend. Clients can be placed on a specialized caseload as an original condition of supervision or as an amended condition in lieu of revocation. West Texas CSCD currently has ten (10) specialized caseloads: 384th Adult Drug Court, DWI Drug Court, SAFPF Re-entry, Mental Health Initiative, Sex Offender, Domestic Violence, Substance Abuse, Aftercare, Child Abuse, and Gang Intervention caseloads.*

Substance Abuse Caseloads – An intensive supervision program that targets high-risk clients with a history of alcohol, other drug addictions, and/or other high risk factors. Identified clients are placed in the program receiving a maximum level of supervision. Clients must report to their CSO, submit to frequent alcohol and/or other drug screening/testing, participate in substance abuse treatment, perform community service, and observe a strict curfew.

Substance Abuse Felony Punishment Facility (SAFPF) – A substance abuse therapeutic model concept in an institutional setting lasting six (6) to nine (9) months. Upon release from the institution, the client is placed at a Transitional Treatment Center followed by outpatient treatment.

Substance Abuse Felony Punishment Facility Caseload (SAFPF-Re-entry) – An intensive supervision program for clients who have been released from SAFPF and placed in the Aftercare Program. The CSO is actively involved in the client's treatment and maintains close communication with the Transitional Treatment Center staff and outpatient treatment providers. SAFPF clients must report to their CSO, submit to random alcohol and/or other drug screening/testing, attend outpatient counseling, perform community service at restricted sites, observe a strict curfew, and participate in counseling with a cognitive behavior component.

Supervision Levels – A Case Classification system that assesses the risk that a client will re-offend and the need for therapeutic services. Clients are supervised at High (Level 4), and Moderate (Level 3), and Low (Level 2).

Texas Department of Criminal Justice (TDCJ) – This state agency is responsible for supervision of adults in the criminal justice system. While TDCJ consists of several divisions, the three primary divisions charged with the care, custody, control, and supervision of clients are: Community Justice Assistance Division (CJAD), Correctional Institutions Division (CID), and the Parole Division.

Treatment Alternatives to Incarceration Program (TAIP) – A program designed to screen, assess, refer and treat chemically dependent clients. The TAIP is a state funded program designed to provide multiple levels of substance abuse treatment (from outpatient counseling to residential treatment) for clients in lieu of sending them to jail or prison.

Texas Risk Assessment System (TRAS) - TRAS is a statewide assessment tool that is an evidenced-based approach to address criminal behavior and reduce offender recidivism. TRAS is intended to assist clients with positive behavior change. Reassessments are conducted annually, or if there is a significant life change noted by the CSO.

TRAS Case Plan – A written individualized case supervision or treatment plan based on the client's identified risk and need factors to address specific problem areas and assist the client to achieve responsible behavior. The four components consist of problems/needs, goals, objectives (client action steps) and techniques (officer action steps).

Violation Notice (VN) – A written notification by the CSO to the district attorney's office regarding specific violations of the conditions of probation and recommended sanctions.

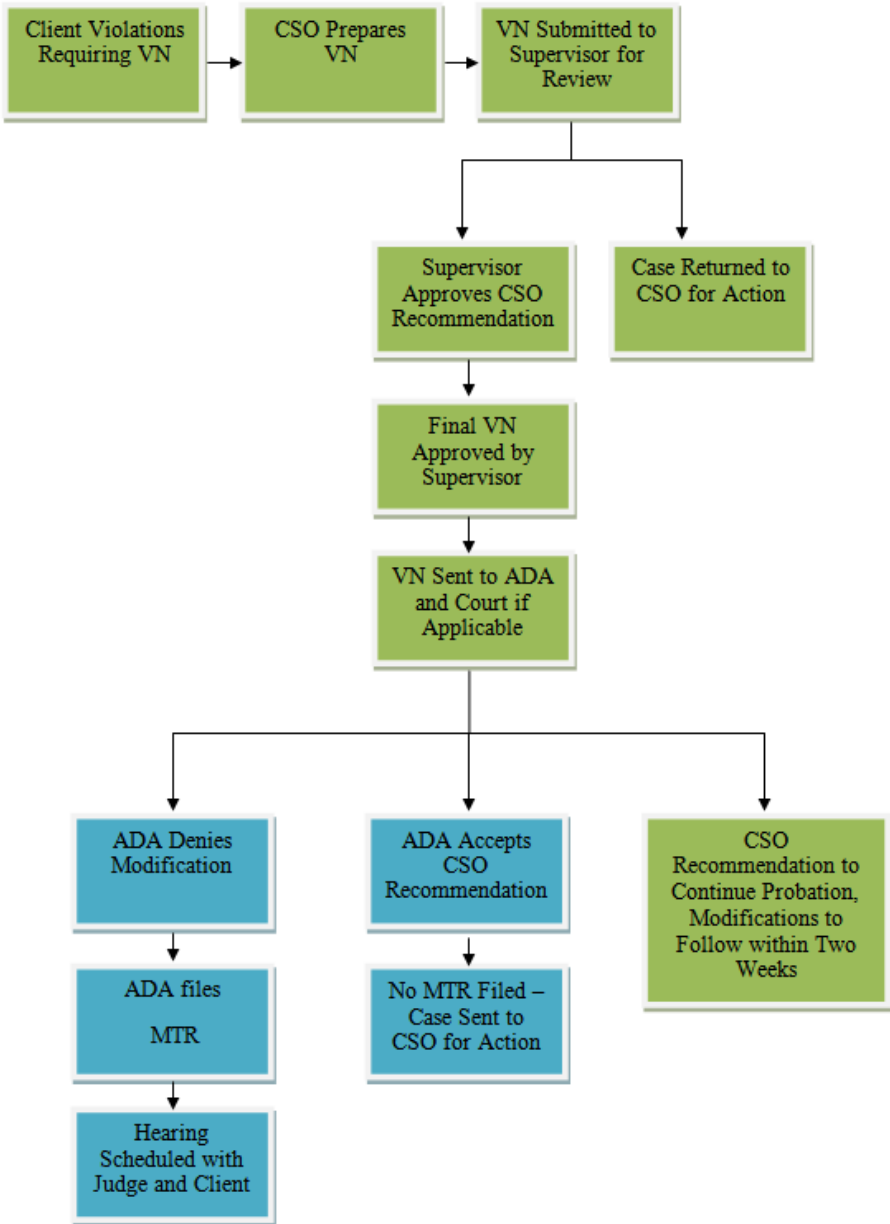
West Texas Behavioral Health Residential Treatment Center- The West Texas CSCD will provide Intensive Residential and Supportive Residential services. Length of stay is dependent on resident's progress in their treatment. Program will consist of orientation to determine level of care and prescribed treatment program. Treatment plans will spotlight on identified objectives with counselor. Residents will focus on their transition. WTBHRTC is a CJAD categorized *Community Corrections Facility (CCF)*. A CCF is a secure residential facility that is generally used to house clients who were unsuccessful in a non-residential intervention.

West Texas CSCD Personal Recognizance Bond (PR Bond) – PR Bond is a program that provides district and county judges the option of releasing clients from the El Paso County Detention Facility, who cannot afford to post bail or must be released due to legal considerations, to be supervised outside of jail under certain guidelines.

West Texas CSCD Pre-Trial Diversion Program (PTD) – A program that allows certain eligible first-time clients charged with a misdemeanor offense the opportunity to proceed through the legal system without a conviction. Upon successful completion of the program, a memorandum and motion to dismiss (MTD) is submitted to the DA's Office. If a defendant does not complete the program successfully, a memorandum is submitted to the DA's Office advising that the case is being terminated unsuccessfully. The case then proceeds through the legal system.

Current Violation Notice Process

Exhibit 1 – Current Violation Notice Process



Progressive Sanctions and Incentive Model

Violations are placed in a table (Attachment A) and ranked from least severe to most severe and correspond to four (4) client types. The client types are:

1. **Violent Offense** – clients on community supervision for firearms, child abuse, family violence, gang, aggravated-related offenses, or any other offense involving bodily injury.
2. **Sex Offense** - clients on community supervision for a sexual related offense.
3. **Substance Abuse/DWI Offense** - clients on community supervision for a Driving While Intoxicated offense and substance abuse offenses.
4. **Non-Violent Offense** – non-violent clients on community supervision for offenses that were not sexual in nature and did not involve substance abuse.

The “Progressive Interventive Sanctions and Incentives Model” is expected to impact the revocation rate for technical violations each fiscal year. CSO’s will supervise Special Programs probationers in accordance with the Special Grant Conditions. In addition a CSO may also choose to increase monitoring and field contacts in response to adverse probationer behavior. West Texas CSCD will incorporate the following practices when applying incentives and sanctions in response to client behavior:

1. **Guidelines for graduated interventive sanctions and incentives offered to the defendant by both the department and courts served by the department.**

The committee developed guidelines for graduated sanctions and incentives to respond to client behavior. Guidelines are written clearly to allow the terms to be easily understood by the CSO and the client. Responses to client behavior prior to involving the court (if court preferences allow) may reduce the number of cases returned to the court for technical violations. Reason and conditions of client violations are identified to determine the cause for the violation and the appropriate sanction(s). Based on the reason for the violation, the CSO will take the appropriate action to address the needs of the client to prevent future violations. This will allow sanctions to range in severity levels from low to high.

2. **Specialized caseloads to supervise clients.**

West Texas CSCD utilizes Specialized Caseloads to supervise Moderate and High Risk clients. These caseloads have a maximum capacity of one thousand one hundred twenty five (1125) clients at the current funding level. These caseloads provide a more intensive level of supervision for probationers who present a significant risk to re-offend.

3. **Judicial intervention when administering sanctions and incentives.**

West Texas CSCD incorporates judicial admonishment, additional individualized court-ordered sanctions, and incentives that include judicial involvement.

3. **Increased monitoring and field contact by community supervision officers.**

CSO’s will supervise clients in accordance with the Special Grant Conditions. In addition, a CSO may also choose to increase monitoring and field contacts in response to adverse client behavior.

4. **Low Risk Diversion Caseload for minimum risk level clients-** An incentive utilized to reward clients who are in substantial compliance with Terms and Conditions of Community Supervision that may or may not qualify for early discharge. Clients must be assessed low risk

utilizing TRAS. The Supervision Officer may place the person on minimum supervision (Low Risk Diversion Caseload), which may include less frequent reporting or reporting as a group.

- 5. Increased supervision during the earliest part of the term and recommend shortened terms of community supervision to the court for eligible clients.** West Texas CSCD will utilize Risk and Needs Levels determined by TRAS in providing appropriate supervision throughout the client's supervision term. Eligible clients will not be kept under supervision for excessively long terms if successful completion of community supervision conditions warrant early termination (with notification to the victim if applicable).
- 6. Increased flexibility for community supervision officers.** The CSO will have flexibility with certain violations. If the violation falls within sanction level 1 or 2 on the Guidelines for Graduated Violations table (Attachment A), the CSO can impose an interventive sanction without supervisory approval. This process will allow for swift action in addressing a violation. This flexibility only applies to situations where the CSO follows the Guidelines for Graduated Violations model and is not recommending any jail time.
- 7. Use of inpatient and outpatient treatment options, including substance abuse treatment, mental health treatment, and cognitive and behavioral programs for clients.** The Violation Response Table (Attachment B) incorporates all of the therapeutic programs available to the department. These programs include, TAIP (outpatient services), or West Texas Behavioral Health Residential Treatment Center. Each client will be assessed via Clinical Management for Behavior Health Services (CMBHS). Results of screening will determine the recommended level of treatment.
- 8. Use of community corrections beds.** West Texas CSCD currently has a combined number of one hundred and twenty (120) community correction beds within the West Texas Behavioral Health Residential Treatment Center to include twenty (20) male beds for the RSAT, (20) female beds for RSAT, seventy (70) BHTRC male beds and ten (10) BHRTC female beds.
- 9. Early termination strategies and capabilities.** Early termination strategies are outlined in the Graduated Incentives Model that includes Time credits, early discharge (if applicable) and Mandatory Judicial Review be initiated by the CSO for eligible clients (with notification to the victim if applicable).
- 10. Gang intervention strategies.** West Texas CSCD utilizes Gang Intervention Caseloads which include frequent reporting, random drug/alcohol testing, Moral Reconciliation Therapy, conflict resolution, strategies for reintegration into the community, monthly home visits, and the Graffiti Wipeout Program. The Gang Intervention strategies include identification of gang members, restitution for graffiti crimes, and counseling with cognitive components, when applicable. A community strategy includes meetings with local law enforcement agencies to discuss areas in the community considered to be high risk.
- 11. Risk assessment techniques and reassessment techniques.** West Texas CSCD utilizes the Texas Risk Assessment System (TRAS) for initial and reassessment of the clients' risk/needs level. This instrument will be utilized as a factor in the

decision to impose a particular sanction, determine the amount of contact and supervision needed, and to focus services needed by each client.

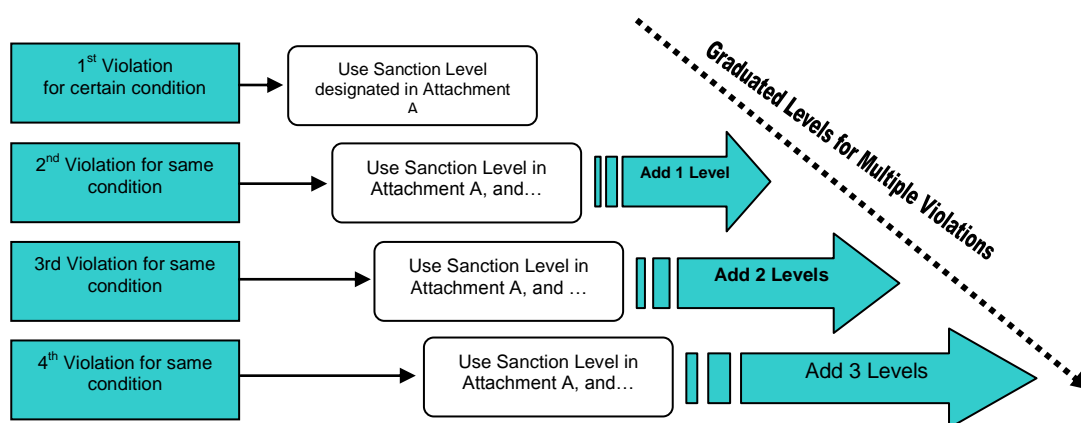
12. A method of tracking and reporting revocations.

West Texas CSCD utilizes the El Paso County Odyssey, Community Supervision Tracking System (CSTS) and Information System (ISYS), to track and report revocations. Each program and/or caseload employs an internal tracking system for tracking and reporting successful completion of programs.

Responding to Client Violations

CSOs shall consider the following guidelines when determining a violation response and/or sanction:

- ❖ No sanction will be imposed unless the CSO determines that the client had the ability to comply with the condition of community supervision and the client intentionally, knowingly, or consciously violated the condition.
- ❖ The Progressive Interventive Sanctions and Incentives Model is intended to primarily address technical violations. If a client commits a new offense, the CSO must submit a Violation Notice/MTR in accordance with department policy to notify the District Attorney's office of the infraction in the interest of public safety. The officers should always include a recommendation in lieu of revocation should the court determine that the client will continue community supervision.
- ❖ All violations should result in a sanction. The Guidelines for Graduated Violations of Terms and Conditions of Community Supervision (Attachment A) incorporates the offense type and/or special characteristics of the client to assure that the CSO will take into account the nature of the client's original offense, criminal history, and other factors when imposing a sanction. This allows the CSO to impose sanction(s) that are appropriate to the type of client when addressing violations. Please remember that imposing a sanction may or may not result in modifications.
- ❖ If the client refuses an In-House Sanction, the CSO may impose a higher-level sanction, or take the appropriate steps to make the In-House Sanction a Court-Ordered Sanction (if appropriate).
- ❖ In general, when a client commits subsequent violations, the CSO should utilize higher-level sanctions for the new violation. If a client commits a violation, use the Sanction Level designated in the table (Attachment A). However, if the client commits a subsequent violation for the same condition, you should add a level each time there is a violation for this condition (up to Level 5). For example, if a DWI client is caught drinking and he/she is classified as a moderate risk, he/she would be assigned a Level 2 sanction. If he/she were caught drinking a second time, he/she would now be assigned a Level 3 sanction, etc.



- ❖ If a single incident of a client violation involves multiple violations (e.g. a client is seen drinking in a bar, which involves the use of alcohol, being in an establishment where alcoholic beverages are served, possible violation of curfew, etc.), the CSO should not impose a sanction for each violation, but explore the behavior for the most appropriate sanction(s). This approach has been adopted to address the client's behavior rather than the violations alone. CSO will address all violations with the client and will select the appropriate sanction for the most severe violation.

- ❖ The CSO will have flexibility with certain violations. The process will allow for swift action in addressing violations. This flexibility only applies to situations where the CSO follows the Guidelines for Graduated Violations model and court action is required.

Tracking and Determining an Appropriate Violation Response

The “Violation Response Worksheet” (Attachment C) was developed to assist the CSO and the Department in tracking the violations. Additionally the Violation Response Worksheet will provide the necessary documentation for any future revocation action. This document should remain in the file for easy reference.

The CSO will then utilize the Violation Response Worksheet to keep a record of all violations throughout the term of supervision. This worksheet is used as a tool for the CSO to show the client the lack of progress in his/her supervision. This worksheet is also a tool for the CSO in support of the recommendation for a certain sanction before the Court. The Violation Response Worksheet is placed in the client’s file on the right side under the case status sheet. Additionally, the sheet is **green** in color to easily distinguish it from other documentation. For each violation listed in the Violation Response Worksheet, the violation must also be documented in the chronological records. When the client’s case has been closed out, a copy of the worksheet is forwarded to the Director of Programs and Operations in order to track the utilization of the sanctions. The Notice of Arrest form is used for offenses occurring prior to the supervision term. Instructions on completing the Violation Response Worksheet are listed in Attachment C.

Graduated Incentives

The purpose of this system is to encourage the client to comply with his/her community supervision and increase the likelihood that the client will successfully complete community supervision. This system of awarding incentives consists of three (3) levels designed to coincide with the client’s progress in meeting the requirements of community supervision (Attachment D). **Although praising a client is not listed as a specific incentive, the practice of giving praise to a client for accomplishing a task, as well as treating a client with respect and dignity should be exercised in all contacts with a client throughout his/her supervision.**

- ❖ **Level 1 Incentives** - Client has recently begun to demonstrate progress toward completing the requirements of Community Supervision
- ❖ **Level 2 Incentives** – Client has completed one or more terms/conditions of community supervision, however may still have remaining fees or other terms/conditions to satisfy
- ❖ **Level 3 Incentives** - Client has completed all of the terms and conditions of community supervision and is current on fees and should be considered for early discharge for applicable offenses.

The “Incentives Response Worksheet” (Attachment E) assists the CSO in keeping records of good behavior. Like its counterpart, the Violation Response Worksheet, it too will become part of the client’s file. Each time a client is rewarded for his/her good behavior, the process is documented on this Incentives Response Worksheet. Additionally, it also provides the necessary documentation for any future early discharge process. This document will remain in the file for easy reference. The Incentives Response Worksheet is placed in the client’s file on the right side under the case status sheet. This sheet is **yellow** in color to easily distinguish it from other documentation. When the client’s case has been closed out, a copy of the worksheet will be forwarded to the Director of Programs and Operations in order to track the utilization of the incentives. Instructions on completing the Incentive Response Worksheet are listed in Attachment E.

Attachment A
Guidelines for Graduated Violations Terms and Conditions of Community Supervision

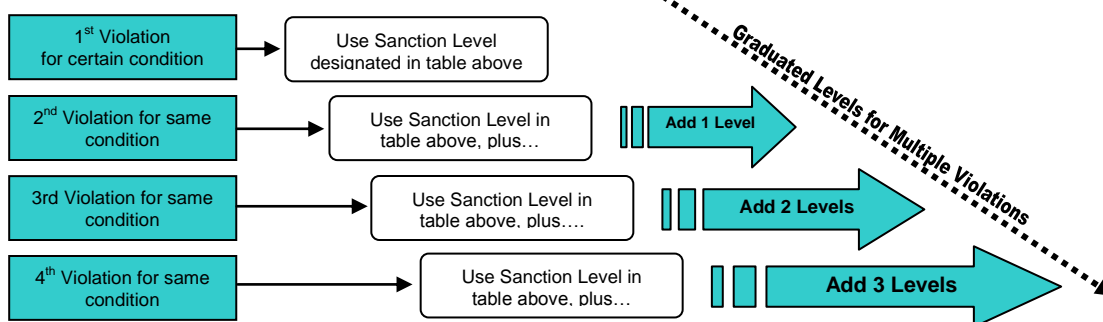
GUIDELINES FOR GRADUATED VIOLATIONS OF TERMS AND CONDITIONS OF COMMUNITY SUPERVISION

Less Severe

More Severe

Violation	Violent Offense			Sex Offense			DWI/Substance Abuse Offense			Non-Violent Offense		
	4	3	2	4	3	2	4	3	2	4	3	2
	High	Mod	Low	High	Mod	Low	High	Mod	Low	High	Mod	Low
Commission of a new offense <<Class C>>	1	1	1	1	1	1	1	1	1	1	1	1
Failure to pay fees (i.e., fine, court costs, probation fees, DPS fees, special program fees) for three (3) consecutive months	1	1	1	1	1	1	1	1	1	1	1	1
Failure to work court ordered amount of community service hours	1	1	1	1	1	1	1	1	1	1	1	1
Failure to register and attend Alcohol Education/ (DWI School), Repeat Offender Education, Drug Offender Education, Victim Impact Panel	1	1	1	1	1	1	1	1	1	1	1	1
Failure to attend AA/NA meeting	1	1	1	1	1	1	1	1	1	1	1	1
Entering an establishment where alcoholic beverages are sold	3	2	1	3	2	1	3	2	1	3	2	1
Failure to seek and/or work at suitable employment	2	2	2	2	2	2	2	2	2	2	2	2
Failure to attend an educational or vocational training program	2	2	2	2	2	2	2	2	2	2	2	2
Failure to pay Restitution	2	2	2	2	2	2	2	2	2	2	2	2
Failure to support your dependant(s)	2	2	2	2	2	2	2	2	2	2	2	2
Failure to submit to a Breath analysis or Urinalysis	3	2	1	3	2	1	3	2	1	3	2	1
Failure to designate your current place of residence	3	2	1	3	3	3	3	2	2	2	2	2
Failure to permit the CSO to contact you at your home or elsewhere	3	3	3	3	3	3	3	3	3	2	2	2
Failure to attend and complete Anger Management classes, Parenting Classes; Theft classes; or Battering Intervention and Prevention Program (BIPP)	3	2	2	3	2	2	3	2	2	3	2	2
Failure to remain in El Paso, Culberson, or Hudspeth County, Texas	3	2	2	5	5	4	2	1	1	1	1	1
Failure to report	3	2	2	3	3	3	3	2	2	2	2	2
Failure to follow curfew hours	3	2	1	4	4	4	4	3	2	2	2	2
Buy, sell, possess, or consume an alcoholic beverage or any substance for the purpose of intoxication or for any other purpose	3	3	3	3	3	3	3	3	3	3	2	1
Failure to permit the CSO to contact you at your home or elsewhere	3	3	3	3	3	3	3	3	3	2	2	2
Failure to participate in TAIP or community based services	3	3	3	3	3	3	3	3	3	3	3	3
Failure to participate in an antabuse program	3	3	3	3	3	3	3	3	3	3	3	3
Failure to report for jail commitment	5	4	3	5	4	3	5	4	3	3	3	3
Failure to avoid persons on probation or parole	5	5	4	5	5	4	4	4	3	3	3	2
Failure to abide by any supplemental conditions (Special Programs)	4	4	4	4	4	4	4	4	4	3	3	3
Failure to install and/or comply with ignition interlock in vehicle or In Home Unit	N/A	N/A	N/A	N/A	N/A	N/A	4	4	4	N/A	N/A	N/A
Failure to avoid contact with the victim in probated case	4	4	4	5	5	5	4	4	4	4	4	4
Failure to participate and complete psychological and/or psychiatric treatment	4	4	4	5	5	5	4	4	4	4	4	4
Failure to participate in and complete SAFPF and/or aftercare	5	5	5	N/A	N/A	N/A	5	5	5	5	5	5
Failure to remain at Community Corrections Facility	5	5	5	5	5	5	5	5	5	5	5	5
Failure to stay away from child safety zone	N/A	N/A	N/A	5	5	5	N/A	N/A	N/A	N/A	N/A	N/A
Failure to attend and complete a Specialized Program or classes (i.e., Gang, Sex Offender, Domestic Violence, Child Abuse, Substance Abuse, MHI, DWI)	4	4	4	5	5	5	4	4	4	4	4	4
Failure to refrain from participation in programs that include minors and/or regularly provide athletic, civic or cultural activities for children	N/A	N/A	N/A	5	5	5	N/A	N/A	N/A	N/A	N/A	N/A
Failure to register as a Sex Offender	N/A	N/A	N/A	4	4	4	N/A	N/A	N/A	N/A	N/A	N/A
Commission of a new misdemeanor offense <<non-Class C>>	4	4	4	4	4	4	4	4	4	4	4	4
Commission of a new felony offense	5	5	5	5	5	5	5	5	5	5	5	5
	4	3	2	4	3	2	4	3	2	4	3	2
	High	Mod	Low	High	Mod	Low	High	Mod	Low	High	Mod	Low
	Violent Offense			Sex Offense			DWI/Substance Abuse Offense			Non-Violent Offense		

Note:
If an client commits a violation, use the Sanction Level designated in the table above (or one step less severe). However, if the client commits a subsequent violation for the same condition, add a level to the sanction each time there is a violation for this condition (up to Level 5).



Attachment B
Violation Response Table

VIOLATION RESPONSE TABLE

(LEAST SEVERE)	Level 1 Sanctions	Victim Impact Panel	CSO has authority to choose from Level 1 or Level 2 sanctions without Supervisory approval so long as CSO follows Guidelines for Graduated Violations and sanctions. <u>Modifications are necessary when changes are made to conditions.</u>
		Client writes a letter of apology to victim	
		Verbal admonishment by the CSO	
		Increased reporting to CSO for specified amount of time	
		Increase in community service hours	
		Referral to TAIP	
		Referral to Financial Counseling	
		Second referral to alcohol or drug offender education class	
		Increase number of NA or AA meetings attendance	
	Level 2 Sanctions	Verbal admonishment by the Senior CSO or Supervisor	
		Referral to GED	
		Referral to TAIP	
		Referral to Anger Management Counseling	
		Referral to Battering Intervention Prevention Program (BIPP)	
		Referral to cognitive based counseling	
		Referral to Parenting Classes	
		Increase in treatment level	
		Increase in number of community service hours	
	Referral for job placement		
Level 3 Sanctions	Referral to 384 th Adult Drug Court	Senior SPO or Supervisory approval is needed to impose any sanctions from Levels 3, 4, or 5. Modifications may be necessary when changes are made to conditions.	
	Referral to DWI Drug Court		
	Increase frequency of alcohol and drug testing		
	Refer for Antabuse assessment		
	Increase frequency of field, collateral or treatment contacts by CSO		
	Residential treatment outside of department		
	Placement in West Texas Behavioral Health Residential Treatment Center		
	Inclusion of more restrictive curfew		
	Verbal admonishment by judge		
Level 4 Sanctions	Modification to include special conditions		
	Inclusion of Ignition Interlock System		
	Inclusion of In Home Unit		
	Inclusion of driving restriction		
	Increase in number of community service hours		
	Court order into the MHI caseload		
	Court order into the Substance Abuse caseload		
	Court order into the Domestic Violence caseload		
	Court order into the Child Abuse caseload		
	Court order into the Gang Intervention caseload		
	Court order into the Sex Offender caseload		
Placement in West Texas Behavioral Health Residential Treatment Center			
Level 5 Sanctions	Issuance of a Bench Warrant		
	Extension of community supervision term		
	Placement in the Residential Substance Abuse Treatment		
	Placement in the West Texas Behavioral Health Residential Treatment Center		
	Placement into the SAFPF		
	Placement into the SAFPF Relapse Program		
	1-3 day jail commitment		

Attachment C
Violation Response Worksheet

VIOLATION RESPONSE WORKSHEET

Client Name:		CSO:	
SID#:	Cause No.:	Case type:	Regular <input type="checkbox"/> Deferred <input type="checkbox"/>
Offense:	Degree/Class:		
Date of Probation:	Specialized Caseload? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, type	

VIOLATION NO. 1			
Date of Violation	Risk Level: <input type="checkbox"/> High <input type="checkbox"/> Low/Mod <input type="checkbox"/> Mod <input type="checkbox"/> Low	Admits or Denies violation	Admits <input type="checkbox"/> Denies <input type="checkbox"/>
Violation Committed			
Sanction Recommended/ Imposed			
Sanction Level*	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Authority of Sanction	CSO <input type="checkbox"/> SPO <input type="checkbox"/> Supv <input type="checkbox"/> Dir <input type="checkbox"/> Court Order <input type="checkbox"/>
Signature of Authority			Date:
Signature of Client			Date:

VIOLATION NO. 2			
Date of Violation	Risk Level: <input type="checkbox"/> High <input type="checkbox"/> Low/Mod <input type="checkbox"/> Mod <input type="checkbox"/> Low	Admits or Denies violation	Admits <input type="checkbox"/> Denies <input type="checkbox"/>
Violation Committed			
Sanction Recommended/ Imposed			
Sanction Level*	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Authority of Sanction	CSO <input type="checkbox"/> SPO <input type="checkbox"/> Supv <input type="checkbox"/> Dir <input type="checkbox"/> Court Order <input type="checkbox"/>
Signature of Authority			Date:
Signature of Client			Date:

VIOLATION NO. 3			
Date of Violation	Risk Level: <input type="checkbox"/> High <input type="checkbox"/> Low/Mod <input type="checkbox"/> Mod <input type="checkbox"/> Low	Admits or Denies violation	Admits <input type="checkbox"/> Denies <input type="checkbox"/>
Violation Committed			
Sanction Recommended/ Imposed			
Sanction Level*	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Authority of Sanction	CSO <input type="checkbox"/> SPO <input type="checkbox"/> Supv <input type="checkbox"/> Dir <input type="checkbox"/> Court Order <input type="checkbox"/>
Signature of Authority			Date:
Signature of Client			Date:

VIOLATION NO. 4			
Date of Violation	Risk Level: <input type="checkbox"/> High <input type="checkbox"/> Low/Mod <input type="checkbox"/> Mod <input type="checkbox"/> Low	Admits or Denies violation	Admits <input type="checkbox"/> Denies <input type="checkbox"/>
Violation Committed			
Sanction Recommended/ Imposed			
Sanction Level*	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Authority of Sanction	CSO <input type="checkbox"/> SPO <input type="checkbox"/> Supv <input type="checkbox"/> Dir <input type="checkbox"/> Court Order <input type="checkbox"/>
Signature of Authority			Date:
Signature of Client			Date:

If case has been revoked, fill in the Revocation Information section

REVOCATION INFORMATION	
Date of Revocation	
Allegations found true in revocation	

* The CSO can choose a sanction level 1 or 2 responses without the supervisor's approval if the sanction imposed falls within the guidelines of the Graduated Violations Table. Modifications are necessary for changes to conditions.

Instructions for Completing the Violation Response Worksheet

General Information

Client Name: Type in the client's full name

CSO: Type in the name of the Community Supervision Officer

SID#: Type in the SID# which is sometime referred to as the DPS number

Cause No.: Type in all of the cause numbers that resulted in the same violation and sanction. For instance, if you have a client who has two counts of possession of marijuana, all of the violations and sanctions would be the same.

Case Type (Regular / Deferred): If the client is on regular or straight supervision, check the "regular" box. If the client is on deferred supervision, check the "deferred" box.

Offense: Type the probated offense

Degree/Class: Type the degree (for felonies) or class (for misdemeanors) type. Choose from either 1st Degree Felony, 2nd Degree Felony, 3rd Degree Felony, State Jail Felony, Class A Misdemeanor, Class B Misdemeanor, or Class C Misdemeanor.

Date of Probation: Type in the date the client was placed on supervision

Specialized Caseload (Yes or No): Check the "yes" box if the client is on a specialized caseload and the "no" box if the client is not on a specialized caseload. If the client is on a specialized caseload, list the type of specialized case such as Sex Offender, Substance Abuse, Domestic Violence, Child Abuse, Gang, etc.

Assessed Risk Level (Low /Moderate/LowMod/High): Check the appropriate risk level according to the last assessment that was completed on the client using the TRAS..

In the absence of assessment tool, the level will be moderate.

Violation Information

ALL VIOLATIONS LISTED ON WORSHEET MUST BE DOCUMENTED IN THE CHRONOLOGICAL RECORDS.

Date of violation: List the date of the violation

Admits or Denies violation: Check the "admits" box if the client admits to committing the violation. If the client denies committing the violation, check the "denies" box.

Violation Committed: List the violation(s) committed in the section. Please remember that only violations listed on the Guidelines for Graduated Violations of Terms and Conditions of Community Supervision table should be listed (see page 38 of the manual) unless a judge imposed a specific condition that is not listed in the table.

Sanction Recommended/Imposed: The sanction imposed should match one of the sanctions listed on the Violation Response Table and should follow the guidelines listed in the manual. If a sanction imposed does not match the guidelines, a supervisory approval is required and a chronological entry should be made in the client's file as to why the guidelines were not followed. In addition, if a recommended sanction is not followed by court, the sanction imposed should be noted.

Sanction Level: Check the correct sanction level box that corresponds to the sanction imposed. Do not check Level 1 box for a sanction listed under the Level 2 sanctions, etc. Remember that sanctions from Levels 3, 4 and 5 require a supervisory approval.

Authority of Sanction: Check the appropriate box on whoever authorized the sanction (CSO, SPO for Senior PO, Supv for Supervisor, Dir for Director, or Court Order).

Signature of Authority / Date: The person who approved the sanction as listed above (CSO, Senior PO, Supervisor, or Director) should sign and date in this section.

Signature of Client / Date: The client should sign and date this section to notify him the sanction. This section is not being addressed in 90% of the responses received thus far.

Note: If case has been revoked, the CSO must also fill in the Revocation Information section.

Revocation Information

Date of revocation: Type in the date of the revocation

Allegations found true in revocation: List only those allegations that the court found to be true that led to revocation. For instance, if there were three allegations on the MTR (Failure to report, Failure to Pay fees and Failure to Complete Community Service) and the court found only one to be true (Failure to Report) and revoked the case based on the one allegation, you would only list this one allegation (Failure to Report).

Attachment D
Graduated Incentives Table

GRADUATED INCENTIVES TABLE

QUALIFIERS	INCENTIVE
LEVEL 1 INCENTIVES	
Client has completed court ordered programs and/or has been compliant with terms of supervision within 1/3 of original term.	
<ul style="list-style-type: none"> • Payment of Fine, Court Costs, DPS fees, Special Program fees • Current with Probation fees • Completion of Court ordered C/S hours • Successful completion of programs (DWI/VIP/DOE Class/BIPP/TAIP • Compliance with AA/NA attendance (client actively involved with support groups and sponsors) • Continued sobriety (every 6 months) • Compliance with stable employment (every 6 months) • Completion of High School/GED • Completing ACHIEVE program. • Restitution paid in full • Negative UA/BA's every 6 months • Compliance with reporting instructions as ordered by Court • Compliance with Antabuse (every 4 months) • Compliance with ignition interlock/in home unit 	<ul style="list-style-type: none"> • Reduction in C/S hours • Waiver of fees • Time Credits (if applicable) Refer to Attachment F • Early discharge (if applicable) • Positive affirmation from CSO • Reduction in frequency of reporting • Adjustment of curfew • Travel permission (if allowed by Court) • Low Risk Diversion Caseload • Mandatory Judicial Review (if applicable)
LEVEL 2 INCENTIVES	
Client has completed court ordered programs and/or has been compliant with terms of supervision within 2/3 of original term	
<ul style="list-style-type: none"> • LEVEL 1 QUALIFIERS • Non-violent clients who are compliant with terms and conditions of community supervision • Clients completing a residential program and aftercare components • Clients assigned to a specialized caseload who have reported without fail to the CSO for a period of two or more years • Low-risk clients (as defined by the TRAS) who are in good standing (have no technical violations for one year) 	<ul style="list-style-type: none"> • LEVEL 1 INCENTIVES • Clients will be re-classified to a less intensive level of supervision • Clients will be allowed to report less frequently (minimum supervision/Low Risk Diversion Caseload) • Reduction in substance abuse testing • Recommend reassessment by doctor to reduce frequency of antabuse • Positive affirmation from Supervisor
LEVEL 3 INCENTIVES	
Client has completed court ordered programs and/or has been compliant with terms of supervision within original term	
<ul style="list-style-type: none"> • LEVEL 1 AND 2 QUALIFIERS • Successful completion of Specialized Programs • Successful completion of Residential Program • Successful completion of Aftercare Program • Successful completion of Specialty Court Program • Successful completion of full term of supervision 	<ul style="list-style-type: none"> • LEVEL 1 AND 2 INCENTIVES • Clients will be acknowledged for their good behavior by the Court • Recommend full term discharge • Positive affirmation from Court

Attachment E
Incentives Response Worksheet

INCENTIVES RESPONSE WORKSHEET

CLIENT NAME:		CSO:	
SID#:		CAUSE NO.(S):	
DATE OF PROBATION:		DEGREE/CLASS:	
Risk Level: <input type="checkbox"/> High <input type="checkbox"/> Low/Mod <input type="checkbox"/> Mod <input type="checkbox"/> Low		SUPERVISION LEVEL: <input type="checkbox"/> High <input type="checkbox"/> Low/Mod <input type="checkbox"/> Mod <input type="checkbox"/> Low	
SPECIAL CONDITIONS			
Community Service Hours	Hours Assessed:	Date referred:	Date completed:
DWI School		Date referred:	Date completed:
Alcohol Abuse		Date referred:	Date completed:
Drug Client Education class		Date referred:	Date completed:
Anger Management		Date referred:	Date completed:
Family Violence Class		Date referred:	Date completed:
Cognitive based Counseling		Date referred:	Date completed:
Outpatient counseling	Specify:	Date referred:	Date completed:
Inpatient counseling referred:	Specify:	Date referred:	Date completed:
TAIP		Date referred:	Date completed:
CCF	Specify CCF:	Date referred:	Date completed:
Intensive Supervision caseload	Specify Caseload:	Date referred:	Date completed:
SAFPF & Aftercare		Date referred:	Date completed:
NA/AA		Date referred:	Date completed:
Other program		Date referred:	Date completed:
CURRENT FINANCIAL & COMMUNITY SERVICE AUDIT			
Restitution fees		All other fees	
Assessed \$		Assessed \$	
1	Balance \$	Balance \$	Balance Hrs Date last worked:
2	Balance \$	Balance \$	Balance Hrs Date last worked:
3	Balance \$	Balance \$	Balance Hrs Date last worked:
4	Balance \$	Balance \$	Balance Hrs Date last worked:
5	Balance \$	Balance \$	Balance Hrs Date last worked:
CURRENT INCENTIVE(S) SUMMARY:			
Qualifier	Incentive level	Process Completed	Date
1	1 2 3		
2	1 2 3		
3	1 2 3		
4	1 2 3		
5	1 2 3		
DISCHARGE SUMMARY: (ONLY FILL OUT IF PURSUING A DISCHARGE)			
Re-arrested	Yes <input type="checkbox"/> No <input type="checkbox"/>	Stable Employment	Yes <input type="checkbox"/> No <input type="checkbox"/>
Charges pending	Yes <input type="checkbox"/> No <input type="checkbox"/>	Completed all Special Conditions listed above	Yes <input type="checkbox"/> No <input type="checkbox"/>
Paid all Restitution	Yes <input type="checkbox"/> No <input type="checkbox"/>	Positive UA	Yes <input type="checkbox"/> No <input type="checkbox"/> Date(s) of positive UA:
Paid all Court Costs	Yes <input type="checkbox"/> No <input type="checkbox"/>	Items listed below apply to Early Discharges	
Paid all Fine	Yes <input type="checkbox"/> No <input type="checkbox"/>	Minimum supervision for 3 months	Yes <input type="checkbox"/> No <input type="checkbox"/>
Paid all Probation fees	Yes <input type="checkbox"/> No <input type="checkbox"/>	Home contact in last 30 days	Yes <input type="checkbox"/> No <input type="checkbox"/>
Paid all other fees	Yes <input type="checkbox"/> No <input type="checkbox"/>	JIMS / Traffic / Warrants check completed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reported as instructed	Yes <input type="checkbox"/> No <input type="checkbox"/>	TCIC/NCIC check	Yes <input type="checkbox"/> No <input type="checkbox"/>
CSO Signature:		Supervisor Signature:	
Date:		Date:	
EARLY DISCHARGE INFORMATION:			
Date ED Granted:	Party who initiated ED? CSO <input type="checkbox"/> P's Attorney <input type="checkbox"/> Court <input type="checkbox"/> Other <input type="checkbox"/>		

Instructions for Completing the Incentive Response Worksheet

General Information

Client Name: Type in the client's full name

CSO: Type in the name of the Community Supervision Officer

SID#: Type in the SID# which is sometime referred to as the DPS number

Cause No.: Type in all of the cause numbers that resulted in the same violation and sanction. For instance, if you have a client who has two counts of possession of marijuana, all of the violations

Assessed Risk Level (Low/Moderate/High): Check the appropriate risk level according to the last assessment that was completed on the client using the TRAS.

Assessed Needs Level (Low/Moderate/High): Check the appropriate need level according to the last assessment that was completed on the client using the TRAS.

Supervision Level (Low/Moderate/High): Check the appropriate supervision level according to the last assessment that was completed on the client.

Special Conditions

Community Service Hours: Type in the number of community service hours assessed, the date he/she was referred to community service and the date he/she completed the hours (if applicable)

All other sections: List all the programs that apply to the client, the date the client was referred to the program and if completed, the date he/she completed the program.

Current Financial & Community Service Audit

Restitution: List the amount of restitution assessed and the latest balance

All other fees: List all of the fees assessed and the latest balance

Community Services Hours: List the latest balance of community service hours still needed to be completed and the last date the client worked community service.

Current Incentives Summary

Qualifier: List the qualifier or reason why the client earned an incentive such as client completed a program such as family violence.

Incentive: List the reward that you will intend to give the client for his/her good behavior and/or compliance with the terms and conditions such as testing a client less often for drugs

Procedure/Process Completed: List the process that you took in order for the client to receive the incentive such as permission of court to have client report every 90 days.

Date: Fill in the date the incentive was awarded

Discharge Summary Fill out this section only if a discharge is requested or has been granted

All sections: Check off the box that most appropriately fits the category

CSO Signature: The CSO must sign and date the form

Supervisor Signature: The supervisor for the CSO must sign and date the form

Early Discharge Information

Date ED Granted: List the date that the early discharge was granted

Party who initiated ED: Check off the box most appropriate to who initiated the early discharge whether it was the CSO, the client's attorney, the Court (Judge) or Other for anyone else.

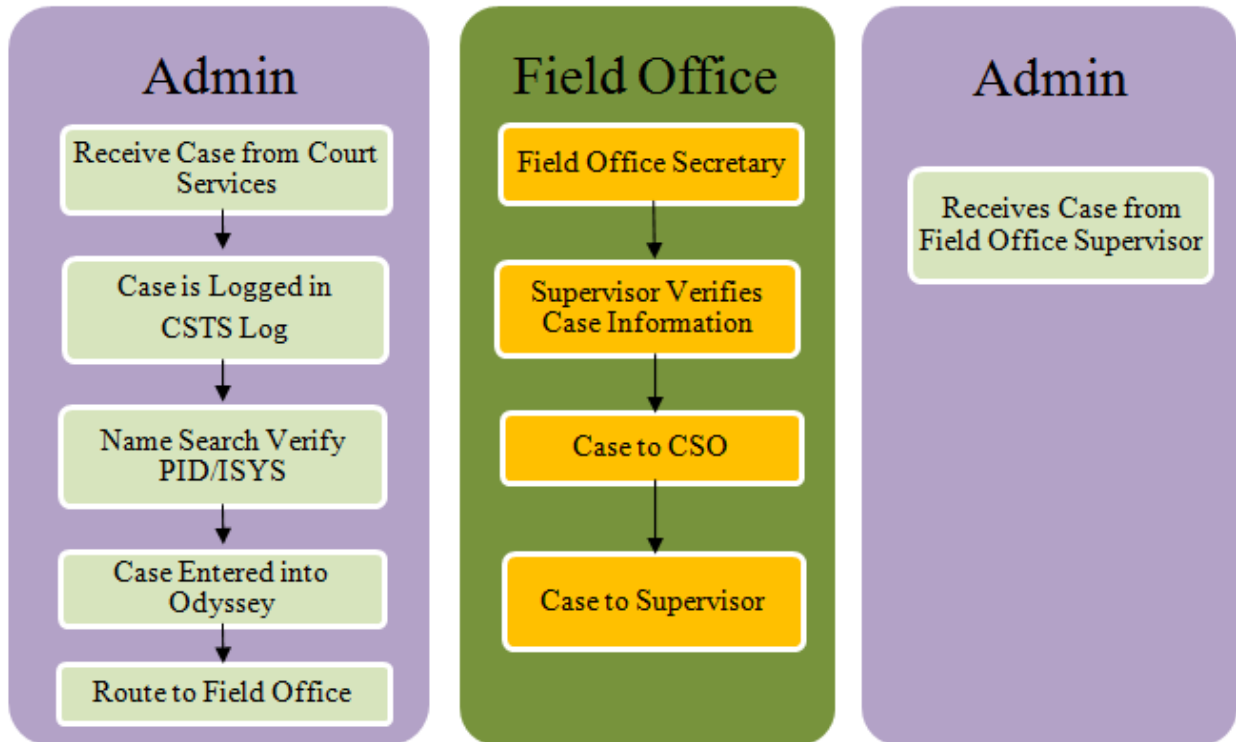
Attachment F
Time Credits

Time Credits for Completion of Certain Conditions of Community Supervision
Sec. 20A.

- (A) This section applies only to a defendant who:
- (1) is granted community supervision, including deferred adjudication community supervision, for an offense punishable as a state jail felony or a felony of the third degree, other than an offense:
 - (A) Under Chapter 49, Penal Code;
 - (B) Involving family violence as defined by Section 71.004, Family Code;
 - (C) Included as a “reportable conviction or adjudication: under Article 62.001 (5); or
 - (D) Under Section 20.03 or 28.02, Penal Code;
 - (2) is not delinquent in paying required fines, costs, or fees; and
 - (3) has fully satisfied any order to pay restitution to a victim.
- (B) A defendant described by Subsection
- (a) is entitled to receive any combination of time credits toward the completion of the defendant’s period of community supervision in accordance with this section if the court ordered the defendant as a condition of community supervision to:
 - (1) earn a certificate, diploma, or degree described by Subsection (d);
 - (2) make a payment described by Subsection (d); or
 - (3) complete a treatment or rehabilitation program described by Subsection (e).
- (C) A defendant is entitled to time credits toward the completion of the defendant’s period of community supervision for earning the following certificates, diplomas, or degrees:
- (1) a high school diploma or high school equivalency certificate: 90 days; and
- (D) A defendant is entitled to time credits toward the completion of the defendant’s period of community supervision for the full payment of court costs, fines, attorney’s fees, and restitution as follows:
- (1) court costs: 15 days;
 - (2) fines: 30 days;
 - (3) attorney’s fees: 30 days; and
 - (4) restitution: 60 days.
- (E) A defendant is entitled to time credits toward the completion of the defendant’s period of community supervision for the successful completion of treatment or rehabilitation programs as follows:
- (1) alcohol or substance abuse counseling or treatment: 90 days;
 - (2) vocational, technical, or career education or training program: 60 days;
 - (3) parenting class or parental responsibility program: 30 days;
 - (4) anger management program: 30 days; and
 - (5) life skills training program: 30 days.
- (F) A defendant’s supervision officer shall notify the court if one or more time credits under this section, cumulated with the amount of the original community supervision period the defendant has completed, allow or require the court to conduct a review of the defendant’s community supervision to determine if the defendant is eligible for a reduction or termination of community supervision under Section 20, taking into account any time credits to which the defendant has completed, as applicable:
- (1) the lesser of one-third of the original community supervision period or two years of community supervision;
or
 - (2) the greater of one-half of the original community supervision period or two years of community supervision.
- (G) A court may order that some or all of the credit to which a defendant is entitled under this section be forfeited if, before the expiration of the original period or a reduced period of community supervision, the court:
- (1) after a hearing under Section 21, finds that a defendant violated one or more conditions of community supervision; and
 - (2) modifies or continues the defendant’s period of community supervision under Section 22 or revokes the defendant’s community supervision under Section 23.

Attachment G
Case Process

Case Process



- Terms and Conditions
- ISYS Search to confirm if active PID exists
- Merge cases if necessary
- Case is received by Admin and will be routed to Field Office no later than the end of the next business day.

- Secretary: Receives, logs, enter fees and interventions
- Special Program/TAIP Interventions need to be entered on the first initial face to face Contact with CSO.
- Once case reviewed by Supervisor; CSO will supervise case.
- Supervisor will approve closure and will route case to Admin.

- Deferred cases need discharge orders (Exception of CC1)
- Revocation: offender profile must be completely filled out with correct destination.