



Program Statement

OPI: CPD/CCB
NUMBER: P7030.01
DATE: 2/23/2005
SUBJECT: Community Corrections
Mission and
Responsibilities

1. **PURPOSE AND SCOPE.** To outline the mission and responsibilities of community corrections, a component within the Correctional Programs Division, Federal Bureau of Prisons (Bureau).

2. **PROGRAM OBJECTIVES.** The expected results of this program are to clearly outline the duties, responsibilities, and job controls of community corrections staff.

3. **STANDARDS REFERENCED.** None

4. **DIRECTIVES REFERENCED**

P1400.04 Contact with other Agencies and Organizations
(9/9/96)

P3906.16 Employee Development Manual (3/21/97)

P7010.05 Interagency Agreement between the U.S. Bureau of
Prisons (BOP) and U.S. Marshal Service (USMS)
(12/6/93)

5. **COMMUNITY CORRECTIONS MISSION STATEMENT.** The mission of community corrections is to establish and oversee contracts for community-based programs and to secure bed space for federal offenders serving their sentences in non-Bureau facilities. Community corrections also provides support to Bureau institutions by reviewing and classifying newly-sentenced offenders.

Community corrections staff:

- a. Develop and oversee contract facilities that provide:
 - pre-release assistance for inmates who are nearing their release date, and

- a structured environment for certain probationers, parolees, and supervised releases.
- b. Develop and oversee contract facilities that provide secure confinement for sentenced federal offenders housed in non-federal facilities, including federal juvenile offenders.
- c. Develop and maintain working relationships with the federal law enforcement family, as well as state and local governments.
- d. Provide inmate systems and case management services to offenders in non-Bureau facilities.
- e. Provide technical assistance to state and local criminal justice agencies and serve as the general liaison between the Bureau and the public.
- f. Develop and oversee contracts for community-based transitional drug abuse treatment (TDAT).

6. **ORGANIZATIONAL STRUCTURE OF COMMUNITY CORRECTIONS.** The Community Corrections Branch (CCB) is a component of the Correctional Programs Division (CPD) located in the Central Office, Washington, DC.

a. **The CCB Administrator**

- reports to CPD's Senior Deputy Assistant Director. CCB is responsible for providing guidance and policy direction to Bureau staff on community corrections initiatives.

b. **The Community Corrections Regional Administrator (CCRA)**

- is responsible for all community corrections operations within his or her region and the management of contract resources (funds) associated with contract confinement and community corrections programs. These duties are performed under the direction of the Regional Director.

c. **The Regional Management Team (RMT)** is ordinarily comprised of the following:

- CCRA
- Assistant Regional Administrator (sometimes filled in lieu of Management Center Administrator (MCA),

- Transitional Drug Abuse Treatment Coordinator (T-DATC),
- Community Corrections Regional Safety Specialist (CCRSS),
- Community Corrections Regional Inmate Systems Specialist (CCRIS), and
- Administrative Officer.

The RMT provides guidance to community correction staff within their region and works under the direction of the CCRA.

d. **The Community Corrections Manager (CCM)** is responsible for all community corrections operations in their assigned judicial district(s).

- The CCM provides direction to the:
 - Community Corrections Contract Oversight Specialist (COS),
 - Case Manager,
 - Legal Instruments Examiner (LIE),
 - Community Corrections Specialist (CCS), and
 - Community Corrections Administrative Assistant (AA).

The CCM works under the direction of the RMT.

e. **The CCM office:**

- is responsible for processing requests for designation,
- computing inmate sentences,
- managing inmates transitioning from an institution to a community-based facility, and
- monitoring contract facilities within their assigned judicial district(s).

CCMs must ensure that U.S. Probation Offices (USPOs) and the U.S. Marshals Service (USMS) are informed of any significant changes in Bureau policy and procedures.

f. **The Transitional Drug Abuse Treatment Coordinator (T-DATC)** is responsible for the management and oversight of contract resources for community-based drug abuse treatment.

- The T-DATC provides direction to the:
 - Drug Abuse Treatment Oversight Specialist (DATOS),
 - Transitional Drug Abuse Treatment Specialist (T-DATS), and
 - T-DAT Management Analyst.

7. **TECHNICAL ASSISTANCE.** The RMT provides technical assistance to community corrections staff during operational reviews to ensure previously noted deficiencies have been corrected, or satisfactory alternatives have been developed. The RMT assesses the office's progress towards implementing any new program initiatives and provides on-going assistance as needed.

8. **QUALITY CONTROL PLANS AND QUALITY ASSURANCE PLANS**

a. A **quality control plan (QCP)** is:

- a written group of activities designed to ensure a standard of excellence;
- a system or process for monitoring program outcomes through inspections or reviews;
- intended to provide the responsible program manager with key information to help measure the quality of work performed, and
- a successful plan will allow program managers to operate within acceptable quality levels.

A QCP will clearly identify the following:

- the specific program outcome to be monitored (e.g., CCC referrals - timeliness, responsiveness, completeness of log entries; designations - timeliness, accuracy of scoring, completeness of comments, and log entries),
- the method (e.g., review of SENTRY runs, files, logs) and frequency (e.g., weekly, monthly, quarterly) of conducting and reporting inspections, and
- the community corrections staff responsible for completing the inspections.

Program managers will have their QCP reviewed and approved by the RMT, to include any revisions. Policy changes, QCP inspection reports, operational and/or program review reports, and staff turnovers will indicate if there is a need for QCP revisions.

b. Similar to a QCP, a **quality assurance plan (QAP)** is:

- a written group of activities designed to ensure a level of excellence;
- intended to provide responsible program administrators (e.g., CCRA, CCB Administrator) with key information to help measure the quality of work performed by a program manager and staff under their supervision; and
- intended to develop and implement a successful plan that will provide administrators with an assurance that programs under their responsibility are meeting their objectives.

The QAP should clearly identify the elements (e.g., specific outcome, method and frequency of conducting and reporting, and, staff responsibilities) of the plan.

An administrator's QAP will be based on the premise that program managers, and not the administrator, have primary responsibility for the management and quality control of program outcomes. An administrator's QAP is not a substitute for quality control by the program manager.

The method and frequency of conducting and reporting QAP inspections will rely primarily on a review of QCP inspection reports. A review of QCP reports, coupled with independent sampling, provides the basis for QAP reports.

9. **STAFF TRAINING.** The RMTs are responsible for establishing training and educational programs to upgrade the expertise of and prepare staff for progressively more responsible positions. Training standards can be found in the **Employee Development Manual** Program Statement.

- Training requirements for community corrections trainees can be found in the **Community Corrections Trainee and Reference Guide.**

Continuing education is particularly critical for TDAT staff. As technology progresses, innovative techniques for treating the drug-dependent inmate population continue to be developed.

TDAT staff are expected, through on-going professional reading and annual continuing education, to become aware of the latest approaches to therapeutic interventions. TDAT staff are to become knowledgeable of the techniques that provide the greatest benefit to the inmate population.

When resources permit, the Bureau's Central Office Psychology Services Branch will sponsor a continuing education program to help TDAT staff meet this obligation.

10. **PUBLIC RELATIONS.** Community corrections staff are to establish and maintain rapport with federal agencies including the courts, USPOs, the USMS, the Federal Bureau of Investigation (FBI), and United States Attorneys Offices.

The RMT will routinely evaluate liaison and public relations functions to ensure community corrections staff are maintaining on-going contacts, establishing good working relationships, and disseminating accurate information regarding significant changes within the Bureau to the appropriate agencies. This can be completed by telephone, through in-person contacts with various members of these agencies, or by questions directed to community corrections staff.

Community corrections staff must periodically visit these agencies to exchange information and keep them abreast of Bureau activities and programs. For further information refer to the **Contact with other Agencies and Organizations** Program Statement.

a. **Federal Courts.** Community corrections staff are to regularly advise federal courts of services and programs available to inmates and of relevant changes in Bureau policies and procedures.

Community corrections staff can coordinate with Chief U.S. Probation Officers to attend meetings of the U.S. District Court and arrange periodic informal visits with judges and magistrates.

Community corrections staff serve as a link between judges and Bureau wardens by inviting and escorting judges to community corrections centers (CCCs) and Bureau institutions, and by encouraging judges to participate in Bureau conferences and other Bureau activities.

b. **U.S. Probation Office.** It is essential that community corrections staff develop close working relationships with USPOs in their assigned districts. Community corrections staff will take the lead in inviting U.S. Probation Officers to visit and participate in monitoring contract programs, to participate in training at institutions, contractor training sessions, pre-release meetings, CCC staff meetings, and Bureau and probation training conferences.

Community corrections staff will encourage U.S. Probation Officers to make use of CCC programs for appropriately sentenced offenders.

c. **Court Services and Offender Supervision Agency (CSOSA)**. The community corrections office with responsibility for the District of Columbia (DC) must interact with CSOSA as it does with any USPO.

CSOSA is responsible for functions of parole, probation, and pretrial supervision of inmates sentenced in DC Superior Court.

d. **U.S. Marshals Service**. The Bureau utilizes jails jointly with the USMS and often depends on them to secure and monitor jail contracts.

The Bureau also depends on the USMS to assume custody of CCC failures and other offenders in Bureau custody. Cooperation with the USMS in the designation process is essential for efficient operations.

Community corrections and USMS staff must meet on a regular basis. See the **Interagency Agreement Between the U.S. Bureau of Prisons (Bureau) and the U.S. Marshals Service** Program Statement.

e. **State, Local & Private Agencies**. Community corrections staff must be sensitive to the needs and concerns of the local community. They must be aware of, and communicate with state and local corrections agencies, law enforcement, and social services agencies.

Community corrections staff should participate on community advisory boards and local civic groups and be sensitive to the concerns of locally-elected officials.

f. **Bureau Institutions**. Communication between community corrections staff and institution staff is essential. The community corrections office often serves as the link between federal courts, USPOs, and Bureau institutions.

Community corrections staff must schedule regular visits to Bureau institutions in their geographical area of responsibility. Meetings will be scheduled with appropriate staff to keep them advised of contract resources, program initiatives, referral procedures, etc.

Community corrections staff must consult with wardens in their districts regarding the possibility of providing training during regularly scheduled institution training classes.

Community corrections staff will attend pre-release meetings at institutions to discuss the expectations of the community corrections program, CCC rules, and the requirements of participating in special programs, such as TDAT. Inmates will be

given a clear understanding that they are still in the custody of the Bureau while residing in a CCC and their access to the community will be restricted depending on individual circumstances.

Community corrections staff are encouraged to invite institution staff to visit CCC facilities and treatment providers on a regular basis.

/s/
Harley G. Lappin
Director