

 Corrections and Community Supervision DIRECTIVE	TITLE		NO. 9509
	Staff Coverage at Community Supervision Offices		DATE 09/26/2019
SUPERSEDES DIR # 9509 Dtd. 08/30/18	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) Directives #9504 "Case Conference," #9210 "Supervision Standards for Community Supervision," #2203 "Annual Leave"	APPROVING AUTHORITY 		

- I. PURPOSE:** To instruct Community Supervision personnel on ensuring the appropriate level of supervision of caseloads and staff at all times, including whenever on approved leave.
- II. POLICY:** Supervision of caseloads and staff will not desist due to approved leave time. Regions, Bureaus, Units, and caseloads will have supervisory coverage at all times. Bureau Chiefs (BC) and Senior Parole Officers (SPO) will adhere to the normal business hours of the workday except when such hours may be modified based on the operational needs of the individual location and with the written approval of the Regional Director (RD) or designee.
- NOTE: Supervisory staff will ensure all approvals of Peace Officer or non-Peace Officer employees' leave will not interfere with the safe operational needs of the Regions/Bureaus/Units.
- III. DEFINITIONS**
- Standard Hours of Operation: Standard hours of operation at Community Supervision Field Offices are from 8:30 am to 4:30 pm, Monday-Friday, with expanded hours of operation for purposes of parolee reporting and in response to operating needs.
- IV. PROCEDURE**
- A. Parole Officer (PO) Responsibility
1. Upon receiving approval for leave, the PO will discuss the plan for caseload coverage with the SPO, who will be responsible for ensuring coverage of the caseload while the PO of record is on leave.
 2. The covering PO will be responsible for supervising the additional caseload in accordance with Directive #9210, "Supervision Standards for Community Supervision," until the PO of record returns from leave.
 3. The PO of record is responsible for ensuring compliance with standards as outlined in Directive #9210, "Supervision Standards for Community Supervision." Pre-leave and post-leave approved flight plans should take into account foreseeable duties as well as minimum contact standards of individuals released on parole, conditional release, presumptive release, or release to a period of post-release supervision.
- B. Senior Parole Officer (SPO) Responsibility
1. Upon receiving approval for leave, the SPO will discuss the plan for Unit coverage with the BC, who will be responsible for ensuring coverage of the Unit while the SPO of record is on leave.

2. The SPO will update the covering SPO prior to departure.
 3. The covering SPO will be responsible for supervising the additional Unit/staff until the SPO of record returns from leave.
 4. The SPO of record will provide written notification to the Unit advising them of the covering SPO.
 5. The SPO of record is still responsible for ensuring that by the end of each month, any PO with approved leave is in compliance with the Supervision Standards as outlined in Directive #9210, "Supervision Standards for Community Supervision." The SPO must ensure that the PO's pre-leave and post-leave work schedules and flight plans take into account foreseeable duties, as well as minimum contact standards of individuals released on parole, conditional release, presumptive release, or release to a period of post-release supervision.
- C. Bureau Chief (BC) Responsibility
1. Upon receiving approval for leave, the BC will discuss the plan for Bureau coverage with the RD, who will be responsible for ensuring coverage of the Bureau while the BC of record is on leave.
 2. The BC will update the covering BC prior to departure.
 3. The covering BC will be responsible for supervising the additional Bureau/Unit/staff and addressing all related matters.
 4. The BC will provide written notification to the Bureau advising them of the covering BC.
- D. Regional Director (RD)/Assistant Regional Director (ARD) Responsibility
1. Upon receiving approval for leave, the RD/ARD will discuss the plan for coverage of the Region with the Assistant Commissioner, who will be responsible for ensuring coverage of the Region while the RD is on leave.
 2. The RD/ARD will update the covering RD/ARD prior to departure.
 3. The covering RD/ARD will be responsible for supervising the entire Region and addressing all related matters.
 4. The RD/ARD will provide written notification to the Region advising them of the covering RD/ARD.