



## Considerations in Resuming Community Supervision Operations

May 29, 2020

### Health and Safety Measures

- What **CODIV-19 response measures** will be implemented for staff and clients? Considerations: deep cleaning prior to staff returning; regular sanitation practices (high touch areas, bathrooms, office and meeting spaces); PPE required; PPE provided; availability and use of hand sanitizer; etc.); signs explaining safety procedures; testing measures (temperature taken); response to COVID-19 symptoms or exposure; etc.
- Can the **lobby and office space** be configured to promote social distancing guidelines? Considerations: remove excess furniture; mark 6 foot distance on chairs, floors, etc. using tape; add physical barriers to separate staff from clients (i.e. walls, windows, plexiglass); confidentiality for in-person communication; limiting use of paper and pens by clients and sanitization protocols when required; availability of Wi-Fi; etc.
- Consider **remote and alternating hour staff work schedules** to minimize the number of staff and clients in the office at one time.
- Explore options for **no-contact payment of fees and confirmation of supervision requirements**. Considerations: e-payment options; secure mailbox outside of the office/lobby for client payment and paperwork drop-off; etc.

### Case Management and Supervision

- Develop a **communication plan** for the public and advising clients of any new policies and procedures. Considerations: use of a website and/or social media; preferred client method of contact, etc.
- Develop policy and procedure for remote and in-person client **assessments and appointments**. Considerations: protocols for conducting in-person appointments; protocols for conducting remote appointments; staggering days and/or appointment times to reduce the number of staff and clients in the office; in-person contacts based on risk level; confidentiality; limitations of physical space (designate one office for in-person contacts); vulnerable and at-risk staff and clients; use of and availability of remote technology (Zoom (free licenses available through the Indiana Office of Court Technology), Microsoft Teams, WebEx, GoTo Meeting, telephone, TextNow, \*67); etc.
- Develop policy and procedure for **home visits**. Considerations: modifications for social distancing; frequency; tasks conducted at home visit; etc.
- Develop policy and procedure for administering **incentives and sanctions and monitoring responsivity** for in-person and remote client contacts.
- Develop policy and procedure for referrals and monitoring compliance with **service referrals**. Considerations: community availability; technology; monitoring options; etc.

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- Develop policy and procedure for **chemical testing**. Considerations: protocols for staff collected samples; frequency and method(s) of testing; testing based on risk level; COVID-19 safety measures at the location samples are provided; multiple testing methods; access to needed supplies (testing kits, PPE, etc.) and services.
- Develop policy and procedure for **community service** requirements. Considerations: client health and safety; availability of PPE, etc.
- Develop policy and procedure for **educational or cognitive behavioral classes**. Considerations: social distancing guidelines; options for the provision of remote services (video or telephone), etc.
- Develop policy and procedure for **responding to violations** dependent upon severity. Considerations: staff authorized discretion; referrals to court; arrests; etc.
- Develop policy and procedure for processing **Interstate Compact clients and clients returning from the Department of Correction**.
- Develop policy and procedure for **visitors**.

## Resources

### Indiana Judicial Branch

- [Indiana Supreme Court - COVID-19 Resources](#)

### Indiana Executive Branch

- [Governor's Back on Track Indiana plan](#)

### Personal Protection Equipment (PPE) and Sanitation

- [Association of Indiana Counties](#)
- [State PPE Vendors](#)
- [Recommended PPE for Correctional Facilities](#)
- [Strategies to Optimize the Supply of PPE and Equipment](#)
- [Administrators at Correctional and Detention Facilities](#)
- [Staff at Correctional and Detention Facilities](#)
- [People Who Are Incarcerated at Correctional and Detention Facilities](#)
- [Family Members of People Who Are Incarcerated at Correctional and Detention Facilities](#)
- [Resources for Correctional and Detention Facilities Main Page](#)
- [CDC](#)
- [CDC-Workplace Decision Tree](#)
- [FEMA](#)

### Case Management and Supervision

- [Drug Testing Protocols](#)
- [Behavioral Health Treatment & Recovery \(state\)](#)
- [Mental Health Support](#)
- [Behavioral Health Treatment, Recovery, Support \(federal\)](#)
- [Treatment Courts](#)
- [Court Operations](#)
- [Child Services](#)
- [Correctional & Detention Facilities](#)
- [Unemployment Assistance](#)
- [Public Health Updates \(state\)](#)

### Grant Opportunities

- [Indiana Criminal Justice Institute](#)
- [SAMHSA - https://www.samhsa.gov/coronavirus](#)
- [IDOC's Community Corrections Division Grant Procedural Bulletins](#)
- Indiana Office of Court Services – Current awardees may contact [Angie Hensley-Langrel](#) to request transfer of funds to other allowable grant budget categories (drug testing, PPE, treatment services, videoconferencing equipment/software, cell phones for remote check-ins for participants).