

Rules of Supervision

As part of the Reintegration process, Agent of Record shall create Rules of Community Supervision in COMPAS.

The DAI case manager shall print the Rules of Community Supervision from COMPAS, review with the inmate, and both parties shall sign. If there are multiple pages, the offender shall initial each page prior to the signature page. The Rules of Community Supervision may be signed by the inmate and the social worker with an electronic signature using a signature pad. This is not mandatory.

Social Worker shall enter a general note in COMPAS documenting the Rules of Community Supervision have been signed.

Social Worker shall scan and email the signed Rules of Community Supervision to the assigned DCC Agent of record.

Upon completion, the original hard copy must be shredded. A copy of the signed rules shall be provided to the inmate.

The English version of the Rules of Community Supervision (DOC- 10) created within COMPAS are not turned into the records office as part of the release process. They will not be placed in the Legal or Social Service file.

The Spanish (DOC-10S) and Hmong (DOC-10H) versions of the Rules of Community Supervision are not available within COMPAS. The DOC- 10S and DOC-10H shall be requested from the agent if additional rules are added beyond the standard rules which are available to be printed from MyDOC. The originals of these documents must be forwarded to the records office as part of the release process.

In the event that an inmate refuses to sign the Rules of Community Supervision, the DAI staff person shall secure the presence of another staff member and read, in full, the rules to the inmate. The other staff person will note on the bottom that the inmate refused to sign

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the Rules of Community Supervision and were read to the inmate in his or her presence. Both staff shall sign and date the form. A staff signed copy shall be provided to the inmate. Refusal to sign Rules of Supervision shall be documented in COMPAS and agent notified directly with a scanned copy.