

**STANDARDS AND FORMS FOR THE
RISK / NEED CLASSIFICATION SYSTEM
AND PROBATION SUPERVISION
FOR THE PROBATION OFFICES
OF THE
DISTRICT, BOSTON MUNICIPAL AND
SUPERIOR COURTS**

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**STANDARDS AND FORMS FOR THE
RISK/NEED CLASSIFICATION SYSTEM AND PROBATION
SUPERVISION FOR PROBATION OFFICES OF THE
DISTRICT, BOSTON MUNICIPAL AND SUPERIOR COURTS**

I. STATEMENT OF PURPOSE

The purpose of the Risk/Need Classification System and Probation Supervision is to implement a planned methodology for the assessment and supervision of the probationer to promote law-abiding behavior in the community and to reduce recidivism.

II. STATEMENT OF ROLES

The Chief Probation Officer shall be responsible for implementing, monitoring and maintaining the standards and procedures governing the Risk/Need Classification System and Probation Supervision established by the Commissioner of Probation.

The First/Assistant Chief Probation Officer, under the direction of the Chief Probation Officer, shall be responsible for reviewing, approving/disapproving, monitoring classification and probation supervision decisions made by the probation officer assigned to him/her. These decisions include the risk and need assessment/reassessments, supervision plans, as well as any action the probation officer deems proper relative to extension, termination, and commencing violation proceedings of the probationer.

The PROBATION OFFICER, through his/her interactions with the probationer, is the essential nucleus of probation case classification and supervision. In the risk/need classification process, he/she shall be responsible for reviewing information already gathered on a probationer; interviewing the probationer and other appropriate parties to obtain essential information; determining the probationer's risk and need supervision levels, designing and recording a goal oriented supervision plan with appropriate due dates; implementing the plan during the supervision period, and completing reassessments when appropriate, at the established intervals.

The PROBATION OFFICER shall also be responsible for facilitating and helping the probationer to change his/her criminal behavior.

III. ELEMENTS OF THE RISK/NEED CLASSIFICATION SYSTEM

The classification system shall be comprised of the following elements:

- A. Data Review: The review of all available investigative and evaluative case data.
- B. Initial Meeting: A face-to-face meeting with the probationer for the purpose of building rapport, obtaining preliminary probationer information, and completing the Ohio Risk Assessment System - Community Supervision Screening Tool (ORAS-CSST).
- C. Scheduled Home Visit: An initial home visit to assess the living conditions and neighborhood environment, as well as to begin to establish a positive working relationship with the probationer's family and significant others.
- D. Assessment Completion: A face-to-face meeting with the probationer in order to complete the standard assessments as defined in these standards through a guided interview process.
- E. Assessment Feedback: A face-to-face meeting with the probationer during which the results of the completed assessments are reviewed, discussed, clarified, and modifications made if warranted.
- F. Supervision Plan: A face-to-face meeting with the probationer for the purpose of completing the "What I Want to Work on Questionnaire", and developing in collaboration with the probationer, an initial Probationer Individual Change Agreement (PICA).

IV. SUPERVISION CASE TYPES

Probation Supervision can take one of the following three forms:

- A. Risk/Need Supervision shall be exercised in all felony, misdemeanor and delinquency cases in which supervision is ordered by the court, except for those cases which are assigned to DUI Supervision or Administrative Supervision. Risk/Need Supervision is designed for only those cases where a comprehensive assessment and classification process is necessary to respond effectively to the risk to the community presented by the probationer and to the individual probationer's needs.

- B. **DUI Supervision** shall be exercised in all cases in which supervision is ordered by the court for an offender found guilty or having admitted to sufficient facts of Driving Under the Influence. DUI Supervision is designed for those cases where the primary purpose of supervision is to respond effectively to the risk to the community presented by the probationer who has been placed on probation supervision for operating a motor vehicle while under the influence of liquor/drugs.
- C. **Administrative Supervision** shall be exercised in those cases where the primary purpose of the court's order is the enforcement of the collection of monies or where the court/probationary sentence has a limited purpose.

The following cases are subject to Administrative Supervision consistent with MassCourts case types:

- 1. Court ordered payments only, (fines, court costs, restitution, victim/witness fees, community service);
- 2. Administrative cases are further identified under the MassCourts supervision levels for administrative cases.

Commentary: In those instances where more than one form of supervision is applicable, the probation officer shall exercise that type of supervision which prescribes the highest level of contact.

V. **PROBATIONER ASSESSMENT AND CASE CLASSIFICATION**

- A. The following standards shall apply only to Risk/Need Supervision cases. DUI Supervision and Administrative Supervision shall continue to be governed by Sections 5:00, 6:00, 7:10, 7:11, and 7:12 of the existing 1988 Standards for Supervision.
- B. The Assessment Process shall begin with the completion of the Ohio Risk Assessment System - Community Supervision Screening Tool (ORAS-CSST), and Interview and Scoring Guide. (See Attachment A.) The ORAS-CSST shall be completed within fourteen (14) days of disposition. The completed ORAS-CSST shall be reviewed by the (F)(A)CPO. If the score on the ORAS-CSST is 3 or greater for males and 4 or greater for females, the Full Assessment Process shall continue and include the following standardized assessments as defined within these standards:
 - 1. Ohio Risk Assessment System - Community Supervision Tool (ORAS-CST).

See Attachment B.

2. Self-Report Survey - Community Supervision Assessment Tool
See Attachment G.
3. Correctional Mental Health Screen (CMHS). See Attachment C.
4. Texas Christian University Drug Screen (TCUDS II).
See Attachment D.
5. What I Want To Work On Questionnaire
See Attachment E.

If the probationer scores low on the ORAS-CSST (0-2 for males, and 0-3 for females) the probationer may be classified to Low Supervision. If the probationer is at this point assigned to Low Supervision no additional Assessments shall be required. At the discretion of the (F)(A)CPO, or if requested by the court, the Full Assessment Process may be completed with any probationer that scores lower than 3 for males or lower than 4 for females on the ORAS-CSST. In such cases the reason a Full Assessment is being completed shall be recorded on the case's chronological supervision sheet.

- C. An ORAS-CSST shall not be completed on any probationer that has a present or past finding of sufficient facts or conviction for an offense that was sexual in nature; a present finding of sufficient facts or conviction for a Domestic A&B, Violation of a 209A order with a threat of or actual physical harm, or a crime which resulted in bodily harm to the victim. In such cases a Full Assessment Process shall be completed in accordance with these standards.
- D. Consistent with local practices, the (F)(A)CPO shall assign all new cases to a probation officer forthwith. It is recognized that same day assignment may be impossible under some exceptional circumstances (late court sessions, etc.). In those instances, the case should be assigned during the next working day. The (F)(A)CPO shall monitor officer case workloads through initial case assignments in an effort to equalize case workload distribution.
- E. Cases identified as appropriate for transfer to another court, shall be transferred to the court with jurisdiction of the probationer within one (1) day. The court with jurisdiction of where the probationer resides shall complete the ORAS-CSST within fourteen days of receipt of transfer.
- F. In accordance with the assessment procedures established within these standards, the

Probation Officer (PO) completing the ORAS-CST shall classify the probationer in one of the following four classification levels based on the ORAS-CST total risk score. If for any reason the PO feels a classification override to either a higher or lower classification level is appropriate, the PO shall discuss the case information with their (F)(A)CPO and obtain their approval for the override. The reason for the override shall be indicated in the Reason for Override section of the ORAS-CST.

CLASSIFICATION LEVELS

	Males		Females	Case Work Units
Low	0-14	Low	0-14	0.3
Moderate	15-23	Low/Moderate	15-21	1.0
High	24-33	Moderate	22-28	2.0
Very High	34+	High	29+	3.0

- G. Mandatory Classification Override: Any probationer that has an initial risk score that classifies them as Moderate, Low/Moderate or Low and a present or past finding of sufficient facts or conviction for an offense that was sexual in nature; a present finding of sufficient facts or conviction for a Domestic A&B, Violation of a 209A order with a threat of or actual physical harm, or a crime which resulted in bodily harm to the victim shall be classified as High for the first six months from their date of disposition. In the above cases if the initial risk score classifies them as Very High or High they shall be supervised at that classification level for a minimum of six months from the date of disposition. Following the six month reassessment (see Section X A) the probationer shall be classified in accordance with the ORAS-CST total risk score, unless overridden by an (F)(A)CPO.

Upon the review of all available investigative and evaluative case data and completed assessments, upon recommendation of the probation officer and at the discretion of the (F)(A)CPO the classification level of the override for a female may be a Moderate (Female).

The only exception to this is probationers who were a mandatory override due to an offense that was sexual in nature (present or past offense). Those offenders shall be supervised at a level of no less than high for the duration of their probationary period.

“Sexual in nature” shall be determined based upon a review of all available investigative and evaluative case data at the discretion of the (F)(A)CPO. This language does not include those offenses related to prostitution.

Where the risk of danger to the community is high in the opinion of the PO or (F)(A)CPO, or the offense involves serious bodily harm the risk score may be overridden to a higher level of supervision. Reasons for the override shall be documented in the PICA and chronological notes.

At the six month reassessment (see X C) the probationer shall be classified in accordance with the ORAS-CST total risk score, unless that would cause more than one reduction in classification level. Upon final review, a (F)(A)CPO has the discretion to override the classification level.

VI. ASSESSMENT PROCESS

- A. Initial Face-to-Face Meeting: For purposes stated herein, the PO shall have an initial face-to-face meeting with the probationer within 14 calendar days from the date of disposition, receipt of transfer, or release from custody. During this visit, the PO shall:
 1. Begin Pro-Social Modeling:
 - a. Maintain the scheduled appointment time.
 - b. Greet the probationer.
 - c. Be professional and begin to establish rapport by using engagement skills.
 2. Ask the probationer to share with you information about him/herself, and the circumstances that resulted in their placement on probation.
 3. Provide Role Clarification:
 - a. Explain the probation supervision process.
 - b. Explain the PO’s role and responsibilities and the probationer’s role and responsibilities.
 - c. Ask the probationer what he/she expects from the Probation Officer and probation supervision.

- d. Discuss non-negotiable court ordered conditions as opposed to what might be negotiable like probationer goals.
 - e. Explain/review the range of possible responses to non-compliant behavior and set clear expectations.
 - 4. Explain that you will be assisting the probationer in completing assessments to help identify any issues that may need to be addressed in order to remain crime free.
 - 5. Refer the probationer to all court ordered treatment if deferring referral until after the completion of the Assessment Process and PICA (Probationer Individualized Change Agreement) would not enable the probationer to complete the treatment by the end of their term of probation, or if directed by the court. (See Section VIII B)
 - 6. Respond to any probationer questions or concerns.
 - 7. Verify the probationer's address and all contact phone numbers provided. All collateral or alternate addresses and phone numbers should also be verified and/or obtained.
- B. Upon completion of the initial face-to-face meeting with the probationer, the PO shall schedule a time to again meet with the probationer to complete the other assessments that are part of the Full Assessment Process.
- C. Full Assessment Process Completion
- 1. The PO shall complete a review of all available investigative and evaluative material prior to commencing the Full Assessment Process.
 - 2. Prior to administering the ORAS-CST the PO shall ensure that the Self-Report Survey - Community Supervision Assessment Tool is completed. (See Attachment G.)
 - 3. When conducting the initial Assessment interview the ORAS-CST Interview Guide shall be completed. (See Attachment H.)
 - 4. After completing the Assessment interview, the ORAS-CST shall be scored using the Scoring Guide. (See Attachment I)

5. Upon completion of the ORAS-CST Interview, probationers shall complete the Correctional Mental Health Screen (CMHS). (See Attachment C.)

If the probationer answers “yes” to six or more of the first 12 questions for males, and five or more of the first eight questions for females, further mental health evaluation may be warranted.

6. If upon review of the Substance Abuse Section of the ORAS-CST the probationer’s score is three or higher, or substance abuse evaluation and or treatment has been ordered by the court, the probationer shall be instructed to complete the Texas Christian University Drug Screen (TCUDS II) prior to leaving the probation office. (See Attachment D.)

A score of three or higher based on answering “yes” to the first nine questions of the TCUDS II (in accordance with the instructions) indicates further substance abuse evaluation and treatment may be warranted.

7. If upon completion of the CMHS, and when applicable the TCUDS-II, further mental health evaluation or substance abuse evaluation is warranted, and the probationer is unwilling to comply and if there is no court-ordered condition for further evaluation and treatment, the PO shall confer with their (F)(A)CPO on whether to take the case back to court.

8. Upon completion of the initial Assessments, the PO shall complete the Probation Assessment Summary. (See Attachment J.)

F. Assessment Feedback: Upon completion of the assessments, the PO shall schedule an appointment to provide the probationer with feedback on them. The PO is expected to demonstrate pro-social behavior by:

1. Prior to meeting with the probationer, review the completed Assessments and focus on the identified needs from the assessments.
2. The PO shall discuss with the probationer the purpose and format of the assessment process prior to administering the assessments.
3. Continue building rapport by expressing empathy, and fostering a collaborative relationship.
4. Ask the probationer to share how things have been going since your last

contact with them.

- a. Continue to positively reinforce probationer pro-social thinking statements and behavior.
 - b. Point out and express disapproval of any anti-social thinking statements and behavior.
5. Explain that on this day you will be reviewing and discussing some of the information provided from the completed Assessments.
6. Share the identified needs of each Assessment with the probationer, and use open-ended questions to help the probationer further explore and clarify the Assessment results including any discrepancies.
7. After each Assessment has been reviewed, tell the probationer that you want them to think about what was discussed, so that at the next meeting you can talk about what they think they can do to address some of these issues.
8. Schedule the next meeting with the probationer, providing a specific date and time.

VII. PROBATIONER INDIVIDUAL CHANGE AGREEMENT

- A. All cases classified as Very High, High, Moderate or Low/Moderate, whether through the Assessment or override process, will have a Probationer Individual Change Agreement (PICA) (See Attachment K) created that addresses the identified probationer needs from the Assessment Process. The creation of the PICA should be a collaborative effort between the PO and the probationer, and may take more than one supervision session to complete.
- B. Prior to developing the initial PICA with the probationer, the probationer shall complete the “What I Want To Work On Questionnaire”. (See Attachment E). When completed, the questionnaire should be reviewed with the probationer in accordance with the instructions included in Attachment E.
- C. When completing the initial PICA, court ordered special conditions of probation and the probationer’s assessed needs should be considered.
- D. When completing and updating the PICA, established goals should be realistic, incremental and achievable.

- E. Not all assessed high needs should normally be included in the initial PICA, if in the judgement of the PO the probationer would not be able to address all of them at once, but shall be included in future PICA updates.
- F. Non-treatment court ordered conditions shall be complied with, but do not need to be recorded on the PICA.
- G. All court ordered treatment shall be included in the initial PICA as a goal to be worked on.
- H. The PO shall have the probationer sign a copy of the PICA when it is first created, and every time modifications are made. The PO shall provide the probationer with a copy.
- I. Once a PICA is created, the PO shall discuss the probationer's progress toward achieving the established goals and activities during each supervision visit, and provide positive reinforcement and assistance as needed.
- J. An updated PICA (see Attachment K) shall be completed when additional identified needs are being addressed.
- K. During the term of probation, the initial or updated PICA should address the probationer's assessed criminogenic need(s) that most directly contribute(s) to his/her risk of recidivating or if modifications are made to the initial PICA.
- L. The Assessment Process, the initial PICA, and an initial home visit shall be completed within 45 calendar days from the date of disposition, receipt of transfer or availability for supervision, whichever applies.
- M. The Probation Assessment and the initial PICA shall be reviewed by the PO's (F)(A)CPO within 50 calendar days from the date of disposition, receipt of transfer or availability for supervision, whichever applies. If the (F)(A)CPO is not in agreement with the initial PICA or any of the elements of the assessment process, the (F)(A)CPO shall confer with the PO to resolve any differences. When necessary, the PO shall revise the assessments and/or the PICA, and return them to the (F)(A)CPO within five calendar days. Upon approval, the (F)(A)CPO shall sign the PICA.
- N. All additions and changes made to the initial PICA (through a PICA update) during the probationer's term of probation shall be reviewed and approved by the (F)(A)CPO.

VIII. PROGRAM REFERRALS

- A. After completion of the PICA, the PO shall refer the probationer to available programs to address the needs identified through the Assessment Process and included within

the PICA.

- B. Any probationer that is currently under supervision for an offense that is: (1) sexual in nature, (2) domestic violence or (3) resulted in serious bodily harm to a victim shall be referred immediately (during the first face-to-face contact) for counseling and/or programming.
- C. Upon completion of the PICA, the PO shall within three calendar days refer the probationer to any court-ordered treatment not covered in Section B above. If in the judgement of the PO, and upon approval of the (F)(A)CPO, it will not be possible for the probationer to simultaneously participate in multiple court ordered treatment programs, then the referrals should be prioritized based on assessed needs. The PO shall make every effort to ensure that the probationer begins treatment that is not court ordered but that is part of the PICA as soon as possible. If the treatment provider has an extended wait-list, the PO should consider using an alternative provider for treatment services, if available.
- D. In making a referral, the PO shall (with the probationer present whenever possible), contact the program to inform them that he/she is making the referral. Upon confirmation by the program provider that the referral has been accepted and the start date has been established, the PO shall ensure that the probationer is aware of the program start date. The actual program start date, and when applicable, the completion date, shall be recorded on the most current PICA.
- E. The PO shall collaborate with the program provider to support the probationer in starting and successfully completing the program.

IX. SUPERVISION STANDARDS

The supervision standards are minimum expectations and should be increased at the discretion of the supervising PO or their (F)(A)CPO.

- A. Very High (MALE) and High (FEMALE) Classification Standards: The PO shall adhere to the following minimum supervision standards:
 - 1. Have a minimum of three face-to-face contacts with the probationer per month (30 calendar days). At least one of these contacts each month shall be a scheduled home visit. These contacts should be spread out evenly throughout the month (typically ten days apart).
 - 2. Residence, employment, and all special conditions of probation shall be verified every 30 days, *with the exception of sex offenders whose residence and employment shall be verified every 14 days.*
- B. High (MALE) and Moderate (FEMALE) Classification Standards: The PO shall

adhere to the following minimum supervision standards:

1. Have a minimum of two face-to-face contacts with the probationer per month (30 calendar days). At least one of these contacts every two months shall be a scheduled home visit. These contacts should be spread out evenly throughout the month (typically every fifteen days).
2. Residence, employment, and all special conditions of probation shall be verified every 30 days.

C. Moderate (MALE) and Low/Moderate (FEMALE) Classification Standards: The PO shall adhere to the following minimum supervision standards:

1. Have a minimum of one face-to-face contact with the probationer per month (30 calendar days). At least one of these contacts every three months shall be a scheduled home visit. These contacts should be spread out evenly (typically one contact every thirty days).
2. Residence, employment, and all special conditions of probation shall be verified every 30 days.

D. Low (MALE and FEMALE) Classification Standards: The PO shall adhere to the following minimum supervision standards:

1. Have a minimum of one personal contact (phone, correspondence, or face to face) with the probationer every three months (90 calendar days).
2. Residence, employment, and all special conditions of probation shall be verified every 90 days.

E. Home Visit Exceptions: The above home visit requirements shall not apply if the probationer is homeless and residing in a Shelter, or is unavailable for supervision while residing in a Residential Treatment Program.

F. Potential Indicators for Increasing Supervision Contacts: The following are possible indicators that the probationer may need to be seen more frequently for increased support and/or structure:

- A pattern of missed probation or treatment appointments.
- New arrest and/or violation of probation.
- Decreased motivation and/or confidence.

- Significant change in mood or attitude.
- Probationer is experiencing new problems in his/her major life areas (family, work, school, housing).
- A pattern of positive urine testing results.
- A pattern of un-excused absences from school or work.
- Graduated sanctions have been applied that warrant additional monitoring and support.

G. Residential Treatment:

- Those probationers in a structured residential treatment program, where the probationer will be unavailable (prohibited from leaving the program) for face-to-face supervision, shall be supervised administratively by the originating court. The CPO or his/her designee shall insure that the assigned PO verifies compliance with the program on a monthly basis. The supervising PO should also be certain that the program will inform the Probation Department immediately if the probationer should leave the program.
- If the CPO is not familiar with a program outside his/her jurisdiction, the CPO shall have a discussion with the CPO in the court where the program is located to determine whether or not the probationer is available for supervision. The CPO in the originating court shall record this in the chronological notes.
The only exception to this is probationers who were a mandatory override due to an offense that was sexual in nature (present or past offense). Those offenders shall be supervised at a level of no less than high for the duration of their probationary period.
- Those probationers in any type of residential program where they are permitted to leave the program to report to a probation officer, shall be supervised by the probation department with jurisdiction of the program. A full ORAS assessment shall be completed by the court with jurisdiction.
- If there is a minimum of four months of supervision remaining on a case upon completion of a structured residential treatment program where the probationer was not available for supervision, the originating court shall transfer the case to the court with jurisdiction for the full ORAS-CST

assessment and supervision. Those cases with less than four months left shall remain at the originating court and supervised as a “Moderate”/male and “Low/Moderate”/female for the remaining probationary period. The CPO has discretion to request the court with jurisdiction to accept the case as a “courtesy transfer” if he/she believes that is in the best interest of the probationer and/or public safety.

- The CSST shall be completed by the court with jurisdiction of where the probationer resides within fourteen days. If the probationer scores as a low, supervision shall remain with the court with jurisdiction of the probationer.

X. CASE REASSESSMENT AND CASE MANAGEMENT

- A. All probationers being supervised at the Very High, High, or Moderate level shall at a minimum have an ORAS-CST reassessment completed every six months from the date of disposition or the date of availability for supervision, whichever comes last. If any probationer admits to sufficient facts or is convicted of a new felony offense, a new assessment shall be completed. If at any time there is a change in case circumstances that could result in a change in the probationer’s Classification Level or at the direction of the (F)(A)CPO, an ORAS-CST reassessment shall be completed. When a reassessment is completed a new Probation Assessment Summary (See Attachment J) shall be filled out and a copy given to the (F)(A)CPO. No additional assessment is required on any case classified to low supervision.
- B. When a reassessment is completed an updated PICA (see Attachment K) is not required unless there has been a change in the probationer’s program status or additional identified needs are to be addressed.
- C. Those probationers who are supervised as High due to a mandatory override shall be reduced by no more than one supervision level at each six month reassessment.
- D. Whenever the court does not establish a specific payment schedule, the PO shall ensure that a payment schedule is established immediately following a review of the probationer’s financial status. The payment plan must permit full payment of or completion of all community service hours for all financial obligations two weeks prior to termination.
- E. The date, type of contact, writer’s initials and a summary of each activity which relates to a probationer’s case shall be recorded in the chronological Supervision Sheet.
- F. Unless modified by the court, all court ordered special conditions shall be enforced

and/or completed prior to the probationer's term of probation.

- G. The PO, with the approval of the (F)(A)CPO, shall request that a probationer's case be brought forward for review and for possible modification of the conditions of probation/terms of supervision by the court, when any of the following circumstances occur:
1. Where, in the opinion of the PO, one or more of the conditions of probation/terms of supervision are not enforceable.
 2. Where, in the opinion of the PO, additional conditions of probation/terms of supervision should be imposed by the court because information was not known to the court at the time of the original disposition, *Dunbrack v. Commonwealth*, 398 Mass. 502 (1986); *Commonwealth v. Morales*, 70 Mass. App. Ct. 839 (2007); or because the probationer's behavior has become such that a modification of the conditions of probation/terms of supervision have become essential to promote law-abiding behavior. *Buckley v. Quincy Division of the District Court Department*, 395 Mass. 815 (1985); *Commonwealth v. Morales*, 70 Mass. App. Ct. 839 (2007).
- The proposed addition/modification to the conditions of probation/terms of supervision must be reasonably related to the identified probationary goals, *Commonwealth v. Gomes*, 3 Mass. App. Ct. 857, 859 (2009), and should not be so punitive in effect so as to "increase significantly the severity of the original probationary conditions." *Commonwealth v. Goodwin*, 458 Mass. 11 (2010). Finally, the probationer must have clear notice of when terms of his probation are to commence. See *Commonwealth v. Ruiz*, 453 Mass. 474 (2009).
- H. The PO, where the court policy permits, and with the approval of the CPO or designee, shall have discretion to recommend to the court early termination of supervision.
- I. The District Court Rules for Probation Violation Proceedings and the Standards And Forms Regarding Probation Violation Proceedings For The Probation Offices Of The Superior Court Department shall remain in effect.
- J. Those cases with less than four months of supervision left shall remain at the originating court and supervised as a "Moderate" male and "Low/Moderate" female for the remaining probationary period. The CPO has the discretion to

request the court with jurisdiction to accept the case as a “courtesy transfer” if he/she believes that it is in the best interest of the probationer and/or public safety.

- K. The Massachusetts Probation Service Supervision Standards consist of three supervision types: Risk/Need Supervision (ORAS/OYAS), DUIL Supervision (Level One and Two) and Administrative Supervision.

DUIL Supervision shall be exercised in all cases in which supervision is ordered by the court for an offender placed under supervision for Driving Under the Influence of Alcohol (this includes a Continuance Without a Finding and a Guilty Finding). DUIL Supervision - Level One is for those offenders placed under supervision for the offense of Driving Under the Influence of Alcohol - 1st or 2nd offense. DUIL Supervision - Level Two is for those offenders placed under supervision for the offense of Driving Under the Influence of Alcohol - 3rd or subsequent offense. Cases assigned to DUIL Supervision - Level Two, shall have face to face contact with the offender to ensure compliance and independently verify compliance with all conditions of probation, at least once every 14 calendar days.

If at 12 months from the date the probationer is placed under DUIL Supervision, the offender has not been arraigned for a subsequent offense and has not been found in Violation of Probation for a technical violation of probation, the Probation Officer shall reduce the level of contact to the following : for first and second offenses, to at least some contact with the offender , which could include written status reports, telephone, letters or face-to-face, at least once every 90 calendar days: for third or subsequent offenses, to at least one face-to-face contact and verification of all conditions of probation, every 30 calendar days.

If there are additional charge(s) with any DUIL offense the higher level of supervision shall prevail. If the court intends for the probationer to be supervised as a R/N on an accompanying charge, that must be clearly noted on the Conditions of Probation and is subject to the Intra-State Transfer Guidelines.

XI. EXCEPTIONS

- A. Any exception to the standards set forth in this document shall require prior written approval from the Commissioner of Probation.