


Chapter:	<b>Probation Orders</b>	Classification:	<b>Public Document</b>
Subject:	<b>Modified Counter Reporting</b>		
For:	<b>Community Corrections</b>	 Authorized by Executive Director	

**1. Policy**

- 1.1 It is the policy of Correctional Services that supervision goals can be achieved through a wide range of modes of intervention. Some individuals may only require limited contact for monitoring in order to ensure compliance with court mandated conditions.
- 1.2 Community Corrections will establish and implement a modified counter reporting option which provides limited monitoring of select individuals to ensure ongoing compliance with court ordered conditions.


**2. Modified (Counter) Reporting Option**

- 2.1 Modified (counter) reporting may be utilized as a
  - 2.1.1 mode of intervention, in accordance with Policy and Procedures, Subject No. 14.03.00, [Supervision Standards - Intervention Modes](#)
  - 2.1.2 operational contingency plan to address individual supervision issues during the absence of a probation officer (PO)

**3. Procedures**

- 3.1 Designation of an individual for modified counter reporting will be authorized by the PO or the SPO.
- 3.2 Where modified counter reporting is utilized, the PO or SPO will
  - 3.2.1 explain and have the individual sign the Modified Counter Reporting Agreement (see form [14.08.00 - A](#))
  - 3.2.2 provide them with a copy
  - 3.2.3 a signed copy will be uploaded to JEIN
- 3.3 Where modified counter reporting is used as a supplemental mode of intervention or as an operational contingency plan, each time the individual reports, the PO will
  - 3.3.1 have the individual complete the Modified Counter Reporting Information form, (see form [14.08.00 - B](#))
  - 3.3.2 enter an activity note and upload the form to the JEIN OCM
  - 3.3.3 provide the individual with a new reporting date

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- 3.4 Whether modified counter reporting is applied as a supplemental mode of intervention or as a supervision option, the frequency of reporting will be consistent with established supervision levels and standards in accordance with Policy and Procedures, Subject No. 14.03.00, [Supervision Standards - Intervention Modes](#).
- 3.5 The SPO will review all modified counter reporting cases within the office on an ongoing basis and will be responsible for ensuring that the option is utilized properly.
- 3.6 Supervision may be reactivated at any time by the PO or SPO or at the request of the offender.

**4. Exclusions**

- 4.1 POs will determine an individual's eligibility for modified counter reporting by risk to reoffend in accordance with Policy and Procedures, Subject No. 28.01.00, [Youth Level of Service/Case Management Inventory, Level of Service/Case Management Inventory](#).
- 4.2 Individuals excluded from consideration for modified counter reporting include
  - 4.2.1 medium risk individuals who have not completed
    - 4.2.1.1 the conditions of their Probation Order
    - 4.2.1.2 the agreed upon terms of their case plan
  - 4.2.2 maximum or above risk individuals