Hearings and Release Unit

Instructions for Developing a Release Plan

The release plan, as approved or amended by HRU, establishes the conditions with which the offender must comply while under supervision in the community.

PLACEMENT: Each release plan must have a designated placement (residence, shelter, halfway house, agent's office, etc.) and an agent of record (designee). A physical address is needed for both.

SPECIAL CONDITIONS: Special conditions of release are any conditions designed specifically for the offender. An offender's status or type of release may dictate mandatory special conditions, in addition to those conditions that address the offender's history, needs and public safety risk.

- **Consider the offender's current offense, behavior and needs, in addition to the offender's history.**
  - Refer to the offender's initial PRT report, pre-sentence investigation, probation violations, hearing reports, violations reports, criminal history, COMS, MNCIS/Odyssey Records and any other offender document.
  - Conditions should relate to the offender's history. Justification from agent and case manager should be documented.
  - Provide a complete rationale for additional recommended conditions in the miscellaneous comments.

MISCELLANEOUS COMMENTS: The information provided here is important not only for the investigating agent, but also in providing information to the hearing officer approving the plan. It is important to document any and all justification for conditions of release outside of those that are mandatory and directly relate to the current offense. In addition, the following factors are needed to provide a summary of the offender's incarceration / release:

- WHAT LEVEL OF SUPERVISION (ISR, SR, ETC)
- SRD OR RV (DIRECTIVES IN NOTES?)
- ECRC DESIGNATION
- PROGRAMMING PARTICIPATION
- DISCIPLINE HISTORY THIS INCARCERATION
- AGENT HAS APPROVED PLAN
- GRANT/SUBSIDIES APPROVED FUNDING?
- SECURITY THREAT GROUP
- MENTAL HEALTH
- AGENT RECOMMENDATIONS/JUSTIFICATIONS
- DETAINERS
- COLTON'S LAW

SPECIAL INSTRUCTIONS / NOTICES (Transportation/Reporting Instructions): Transportation is provided to offenders releasing to ISR or a community-based residential treatment facility. The reporting instructions are an important part of the offender's initial release plan as it provides the offender with information about his or her expectations for reporting. There are also mandatory instructions and notices needed for certain types of releases (see Special Instructions for Release Plans).