Colorado Department of Corrections

John Hickenlooper
Governor

Rick Raemisch
Executive Director

Transitioning from Prison to Parole

Our Mission: To prepare offenders for progressive transition throughout their incarceration with meaningful dialogue, positive reinforcement, services, and accountability that will lead to their successful re-entry as law-abiding citizens.

Staff: Through the leadership and consistent efforts of 194 case managers, we strive to accomplish our daily mission.

Functions: Case management helps ***facilitate the achievement of self-management*** through advocacy, assessment, planning, communication, education, resource management, and service coordination. Our Case managers work in collaboration with other facilities, Parole and treatment providers to link offenders with services that match their needs. They strive to provide services to offenders that are safe, offender centered, and timely for their successful re-entry.

Release Processes

Release to Community Corrections:
Case managers identify eligibility criteria: estimated parole eligibility date (PED); violent or non-violent offense classification; check for felony warrants/detainers/ or pending charges, and acceptable institutional behaviors.

Refer non-violent offenders at 19 months to PED
If accepted, place non-violent offenders at 16 months to PED

Refer violent offenders at 9 months to PED
If accepted, place violent offenders at 6 months to PED

Case managers notify the facility mental health coordinator four weeks prior to the due date of the community corrections referral. If necessary, the mental health coordinator shall complete and electronically submit the "Mental Health Transition" report.

Case managers discuss the process with the offenders and update the "Community Release Form" for submission to the Community Corrections Referral Unit.

Case managers will collaborate with Community Corrections Boards and Centers to answer any questions if necessary.

RESPONSIBILITIES SPECIFIC TO COMMUNITY RELEASES:
Case managers contact the facility medical department and request if the offender is medically cleared and physically capable of movement and request at least a ten day supply of medications and at least a 30 day supply of psychiatric medications or special instructions to accompany the offender at the time of movement.

Transportation arrangements are made through Central Classification and the Central Transportation Unit.

A letter of prison record may be provided by the case manager, community reintegration specialists, re-entry specialists, or community parole officers to offenders leaving to community corrections.

Release to Parole

STRUCTURE:
Case managers present the offender's case to the Colorado Board of Parole.

After the case manager has been notified of the offender's release date, the case manager will meet with the offender and explain the parole agreement and conditions of parole. Case managers answer any questions and obtain the offender's signature.

RESPONSIBILITIES SPECIFIC TO PAROLE RELEASES:
Case managers will collaborate with CPO's, parole supervisors, CRES, and Pre-release personnel during the pre-parole planning and investigation of parole plans as necessary.

Case managers will consult with medical and mental health to determine if screenings and arrangements for community follow-up are necessary.

Case managers distribute the parole agreement and reporting instructions. Case managers fax the parole agreement to the Parole office where the offender will be reporting.

Case managers arrange transportation through the Central transportation unit, provide a bus tickets, bus tokens, or confirm if the offender will be picked up by family, friends, or the parole officer. Each situation is unique and handled in accordance with the offender's needs.

A letter of prison record may be provided by the case manager, community reintegration specialists, re-entry specialists, or community parole officers to offenders leaving on parole.

Release to Discharge

STRUCTURE:
An offender will be released to statutory discharge if no parole period is required.

RESPONSIBILITIES SPECIFIC TO DISCHARGE RELEASES:
Case managers collaborate with Court services to ensure no pending cases are unresolved.

RESPONSIBILITIES FOR ALL RELEASES:

- Social Security card is available
- Disability benefits are in process if appropriate
- Sex offender registration is completed if appropriate
- DNA sample is obtained if appropriate
- Checks for outstanding pending charges or missing mittimi
- Conduct a case review to identify and attempt resolution of any pending criminal actions or missing mittimi
- Ensure a current Progress Assessment Summary is available
- Review the offender's earned time awards before the offender is within 120 days of release
- The Victim Services Unit will be notified of offender movement
- Verification of identity
- Review and verification of the release papers.
- Current photograph on record
- Completion of facility actions such as grievances, disciplinary actions, or claims for damages or lost possessions

- Completing release arrangements which include notification of parole law enforcement agencies on high profile releases
- Determine transportation needs
- Property processing
- Mail forwarded to appropriate address
- All releasing offenders will retain all necessary forms of identification upon release
- Medical/mental health unit will be notified of a pending release
- Necessary paperwork/forms are completed and the offender working file is prepared for processing, prior to departure
- Proper handling of offender file
- Case managers will ensure all offenders being released will be provided with a Firearms Advisement

Case management is the core of correctional programming and is distinguished by:

1. Its level of assertiveness;
2. Its ongoing nature;
3. Its focus on long -term inter positive outcomes resulting from multiple interventions;
4. It's continual interagency and inner-system of communication.