

# TABLE OF CONTENTS

<b>Chapter 1</b>	<b>Administration and Management .....</b>	<b>1</b>
<b>Section 1A</b>	<b>General Administration</b>	
	Mission .....	2
	Organization Structure .....	4
	Policy Formulation .....	5
	Inter-Local Agreements .....	10
	Performance Objectives .....	11
	Placement and Assessment .....	13
	Work Hours.....	19
	Staff Workload.....	20
	Opporunities for Clients.....	21
	Incentives/Sanctions .....	23
	Contractual Services .....	24
	Community Service .....	27
	Program Monitoring .....	28
	Public Information .....	30
	Safety and Control .....	32
	Firearms and Other Weapons.....	33
<b>Section 1B</b>	<b>Fiscal Management</b>	
	Fiscal Control.....	34
	Client Fees .....	37
	Budgets .....	39
	Inventory, Purchasing and Insurance .....	42
	Audits.....	45
<b>Section 1C</b>	<b>Personnel</b>	
	Policy Manual .....	46
	Orientation .....	47
	Criminal Records Checks .....	49
	Standards of Conduct.....	50
<b>Section 1D</b>	<b>Staff Development</b>	
	Coordination .....	54
	Administrative and Supervisory Staff.....	56
	Full-Time Non-Administrative Staff .....	58
	Part-Time Staff .....	60
<b>Section 1E</b>	<b>Management Information System</b>	
	Information System.....	62
	Research and Special Projects.....	69
	Distribution of Reports .....	72
	Case Files.....	73
	Client Access to Case Files .....	77

<b>Chapter 2</b>	<b>Program Components.....</b>	<b>78</b>
<b>Section 2A</b>	<b>Adult Intensive Supervision (AISP)</b>	
	Initial Contact and Orientation.....	79
	Case Plans .....	82
	Risk/Needs Assessment .....	85
	Contact Requirements.....	87
	Notification and Law Enforcement Checks .....	94
	Unemployed Clients.....	97
	Case Closure .....	98
	Courtesy Supervision .....	105
<b>Section 2B</b>	<b>Specialized Programming</b>	
	Purpose .....	115
	Referral .....	116
	Orientation .....	117
	Documentation.....	118
	Liberty Restrictive Programming.....	119
<b>Chapter 3</b>	<b>Services.....</b>	<b>132</b>
<b>Section 3A</b>	<b>Drug/Alcohol Testing</b>	
	Purpose .....	133
	Authorization for Testing and Client Selection .....	135
	Selection of Methodologies .....	137
	Drug Testing Protocol.....	139
<b>Section 3B</b>	<b>Open.....</b>	<b>148</b>
<b>Section 3C</b>	<b>Open.....</b>	<b>149</b>
<b>Appendix</b>	<b>Glossary.....</b>	<b>150</b>