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		ADULT PAROLE ADMINISTRATION: PURPOSE, ORGANIZATION AND RESPONSIBILITY	

This Administrative Regulation is to be made available in law libraries or other inmate resource centers.

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SUMMARY of REVISION/REVIEW

This Administrative Regulation has been completely revised.

APPROVED:



 Scott R. Frakes, Director
 Nebraska Department of Correctional Services

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PURPOSE

To identify the purpose statement, organizational structure and responsibilities of the Adult Parole Administration.

GENERAL

Adult Parole Administration is a program within the Division of Programs and Community Services. In 1969, the Legislature created the Office of Parole Administration and assigned that Office the responsibility of administering parole services in the community. The Interstate Compact for Adult Offender Supervision (ICAOS) is administered by the Office of Adult Parole Administration. In 2006, legislation was passed requiring Adult Parole Administration to supervise sex offenders subject to lifetime supervision. While administratively separate from the Board of Parole, Adult Parole Administration functions in cooperation with the Board to ensure the fulfillment of its purpose statement.

PROCEDURE

I. PURPOSE

It is the purpose of Adult Parole Administration (APA) to protect the public while providing research supported community supervision and case management to parolees and lifetime supervision sex offenders by assisting such individuals to lead sustained productive and law abiding lives.

II. ORGANIZATIONAL STRUCTURE

See Attachment A, Adult Parole Administration Organizational Chart.

III. STAFF RESPONSIBILITIES

A. Administrator

The Adult Parole Administrator, who is appointed by the Director of the Nebraska Department of Correctional Services (NDCS) and approved by the Board of Parole, is responsible for administering community supervision services for adult parolees and lifetime supervision sex offenders. Duties include: establishing policies and procedures; effectuating the forfeiture of good time from parolees subsequent to review of parole hearings; serve as a member of the State Council for Interstate Compact for Adult Offender Supervision Commissioner for Nebraska and overseeing the parole interstate activities; ensuring appropriate training for staff in accordance with NDCS and legislative guidelines; monitoring budget expenditures and providing input for budget preparations; and, oversight of all Adult Parole Administration programs and supervision services.

1. Ensuring data is collected on supervision practices and programs to properly evaluate supervision and effectiveness of the program.
2. Performing such duties as may be delegated by the Board of Parole.

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B. Assistant Administrator

The Assistant Adult Parole Administrator is responsible for assisting in the administering of adult parole services. Duties include direct supervision of field services and communicating any information regarding operational challenges and developments with the Administrator; and completing the duties of the Administrator in his/her absence; coordinating Information Technology.

C. Parole Supervisor

1. Field supervisors shall be responsible for the supervision and operation of their assigned areas of responsibility utilizing practices that research has shown to be effective in reducing recidivism. Specific duties include reviewing/approving parole office work and providing quality assurance of required supervision practices.

2. Supervisors shall be responsible for the development, presentation and quality assurance of training for parole staff.

D. Parole Social Workers

Parole social workers shall be responsible for assisting field officers with supervision of special needs offenders, including but not limited to elderly parolees, parolees with severe medical or mental health disorders, and those with co-occurring disorders.

E. Senior Parole Officers

Senior parole officers are responsible for the case management of parolees including interstate transfer parolees and life time supervision sex offenders. This requires the use of research supported practices that will enhance supervision and effecting disciplinary sanctions following the violation/intervention/incentive matrices.

F. Support Staff

1. Other staff will be assigned, as needed, for such assignments as Hearing Officer. Interstate Compact Administrator and Central Office Release Officer. Duties related to these assignments are set forth in related Administrative Regulation and Operational Memoranda.

2. Office support staff will be assigned as needed in Central Office and the district offices. Office support services for the regional offices will be provided by the respective district offices.

REFERENCE

I. ATTACHMENTS

A. Adult Parole Administration Organizational Chart

B. Certified Master Social Worker Organizational Chart

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- II. AMERICAN CORRECTIONAL ASSOCIATION STANDARDS - Adult Probation and Parole Field Services (fourth edition): 4-APP-2A-01, 4-APP 2C-06, 4-APP 3A-27, 4-APP-3A-28, 4-APP-3D-01, 4-APP-3D-02, 4-APP-3D-03, 4-APP-3D-04