



The Community Corrections Division (CCD) supports the DOC Mission
To improve public safety by positively changing lives
By helping improve lives today for better communities tomorrow

The Community Corrections Division fundamentals map was developed by those employees doing the work

Community Corrections Core Process	Community Corrections Operating Processes (CCOP)							Community Corrections Supporting Processes (CCSP)		
	CCOP01 <i>Conducting Assessments and Investigations</i>	CCOP02 <i>Managing Caseloads</i>	CCOP03 <i>Providing Administrative Support</i>	CCOP04 <i>Administering Programs</i>	CCOP05 <i>Performing Field Work</i>	CCOP06 <i>Responding to Violations</i>	CCOP07 <i>Effecting Arrests and Transports</i>	CCSP01 <i>Engaging Stakeholders</i>	CCSP02 <i>Increasing Employee Engagement</i>	
Community Corrections Sub-Process	<ul style="list-style-type: none"> Depositions Victim interviews Coordinate with CVL Review PC/J&S Assessments review ITR investigations ORP investigations Review GPS data PSI investigations DWOP's Travel Permits Investigate violations JABS/JBRS review Supplemental reports Investigate travel plans for SO ORCS meeting Jail interviews ICOTS investigations 	<ul style="list-style-type: none"> Check dates Tolling Intakes GPS monitoring Case plans Goals and incentives High Risk situations Triggers and motivators BOE's WA-ONE assessment Closure reports Referrals Monitoring treatment Assigning cases Collaborate with families Monitor jail rosters DOSA screens Polygraphs SSOSA/DOSA reports Reentry meetings OMNI documentation NOD's/NOA's Send CARS Progress reports 	<ul style="list-style-type: none"> Build field files Staffing cases Coordinating transports Vehicle maintenance IT LID Duty Officer 6157 ORP's Authorizing arrests Timecards/leave Policy review Itineraries Order supplies Travel permits Enter UA results Greeting public Planning UA nights WASIC/NCIC Hiring process Scanning Correspondence Managing contracts Balancing caseloads Scheduling conference rooms 	<ul style="list-style-type: none"> Critical Incident Review COS audits COS refunds LFO Billing ICOTS functions Record management Managing safety concerns Notifications Consults 71.09 referrals Stakeholder engagement Pre-release prep 71.05, 10.77 liaison Conducting investigations Court proceedings Report writing Conducting field ops Delivering CBI programs Class prep Graduation prep Administrative support Case management 	<ul style="list-style-type: none"> Collateral contacts Home visit Job site visit 5 day warrant checks Conduct UA/BA's Searches Case staffing Connect EHM Serve offender with RAV Assessment interview Arrests Outstation Transition offender out of custody 	<ul style="list-style-type: none"> Writing reports Reviewing reports Stipulated Agreements Presenting at hearings Negotiated Sanctions Serve hearing notice DWOP FTOAL Research new criminal conduct Discovery Packets Review for CCP RAV's Notice of Violation to court Review polygraphs Staff violations with ISRB 	<ul style="list-style-type: none"> Detain and arrest Evidence collection Property collection Arrest staffing 5 day warrant checks Search offender Search residence Search vehicle Coordinate with Nurses Desk Hospital watch Transporting to jail/prison/violator center Issuing warrants 	<ul style="list-style-type: none"> Coordinate with TX provider Housing vendors LE partners Court liaison Victim activities Work with PA office Local jails Community outreach Chaperone packets Reentry meetings Contracts and MOU's Policy Author Task Force participation Service referrals Network with outside agencies Market offender change groups CVL coordination SO meetings Collaborate between offices 	<ul style="list-style-type: none"> Staff Training and Development In-service training Firearms training Firearms practice Control Tactics Policy Trainings Instructor Trainings Taser Training NEO External Trainings API ACI CCOA BESI Conduct PDP's Mentor/Coach Listen and advise Problem solve Address performance issues Counseling Training new employees 	<ul style="list-style-type: none"> Leading and Engaging the Workforce Recognizing employees CCS/Unit meetings Committees PDP's Supervisor conferences Ensuring safe working environment Recruitment/retention Public Relations Approve reports Hiring Supporting EDIR Staffing cases Team Building Section DO Mediate Supervising employees Engaging employees to achieve results
Measures	a. Timely ORP investigations	a. Timely intakes	a. Policy review compliance	a. Timely IPI investigations b. Open CIR CAP items c. Duplicate LRA investigations	a. Minimum contact standards b. Supervised individuals reporting	a. Days on pre-hearing confinement	a. Warrants issued	a. Homelessness b. Supervised individuals employed	a. Timely PDP's b. AIS completion c. CCD EDIR index d. CCD Results index e. Timely CCOA completion f. Timely NEO completion	