



State of Connecticut

JUDICIAL BRANCH

COURT SUPPORT SERVICES DIVISION

ADULT PROBATION AND BAIL SERVICES

936 Silas Deane Highway, Wethersfield, CT 06109

Interstate Compact for Adult Offender Supervision State Council

Meeting Minutes

July 16, 2014

Present: Gary Roberge (IC Commissioner/Director of Adult Services/Judicial- CSSD); Brian Austin (Executive Assistant State's Attorney); Linda Cimino (Director of the Office of Victim Services); Eric Ellison (Department of Correction); Tami Ford (Interstate Compact Coordinator/Judicial - CSSD); Natalie Latulippe (Deputy Compact Administrator for Adult Probation- CPO II/Judicial - CSSD); Lynn Milling (Director of Interstate Compact for Department of Correction); Rich Sparaco (Executive Director Board of Pardons and Parole); Steve Strom (Assistant Attorney General/Office of Attorney General); Fred Watton (Deputy Compact Administrator- Manager Board of Padons and Parole).

Welcome and Introductions:

Commissioner Roberge called the meeting to order at 9:02 a.m.

1. Consideration of minutes from April 2, 2014 State Council meeting:

The minutes from the April 2, 2014 State Council meeting were unanimously approved as corrected.

2. Judges Training- IC Legal Counsel Rick Masters:

Commissioner Roberge announced that Harry Hageman, Executive Director for the Interstate Commission for Adult Offender Supervision (ICAOS) will have Rick Masters, legal counsel for ICAOS and Dori Ege, Chair of the ICAOS Training Committee conduct Interstate Compact (IC) Training for the CT Judges at the upcoming Criminal Division Judges Seminar on September 23rd and 26th, 2014. Both Rick Masters and Dori Ege have conducted a similar training in KS. Commissioner Roberge was provided a copy of the PowerPoint the IC Commission created for KS which he offered to email to the State Council members for review and any suggested edits. Commissioner Roberge would like the training to be tailored to cover issues specific to CT. One of the topics Commissioner Roberge would like discussed during the training is the retaking process as it relates to the Court for both CT and out of state offenders.

A web-ex will be held on July 31, 2014 from 10-11a.m. to review any proposed changes to CT's PowerPoint in preparation for the Judge's training. Commissioner Roberge invited State Council members to sit in on the meeting. Executive Assistant State's Attorney Austin requested the final PowerPoint be distributed to his staff prior to the training in September. Commissioner Roberge estimated the PowerPoint will be finalized by mid-August.

3. Victim Notification Process Update (VINE):

DCA Latulippe distributed a copy of the ICOTS VINE VUI Messaging Document. This document was created by the ICAOS National Office and outlines the VINEWatch script flow for ICOTS (Interstate Compact Offender Tracking System). VINEWatch allows victims of offenders who transfer through the compact to 'opt in' to receive notifications when certain activities are submitted in ICOTS.

DCA Latulippe confirmed with the National Office that the phone numbers listed on the scripts will be separate for Probation and Parole cases. The phone number currently listed for Probation belongs to Commissioner Roberge so DCA Latulippe indicated she will follow up with the National Office to get that changed as soon as possible. The number listed for CT Parole is their main number which is 203-805-6605.

DCA Watton expressed concern that making violation notifications available to victims would cause victims to call the CT Probation and Parole IC offices with questions that either the Office of Victim Services or the other state's IC office would be better equipped to answer. After some discussion among the State Council members, it was decided that victim safety is CT's primary concern so all of the notifications will be made available to victims.

Linda Cimino previously inquired if employees of the Office of Victim Services could be given access to ICOTS in the event they begin receiving calls from victims once VINEWatch is implemented in CT. DCA Latulippe confirmed with the National Office that any staff of the Judicial Branch can be given access to ICOTS provided they read the ICOTS Privacy Policy and User Agreement. Each ICOTS user is also required to complete the 'Application for ICOTS Access' form which will be kept on file at the CT Probation IC office. Linda indicated she would provide the Committee with the scripts used by DOC in SAVIN.

DCA Latulippe will schedule a meeting to discuss how and when VINEWatch will be implemented in CT. Lynn Milling suggested that staff from the Office of Victim Services and DOC be in attendance. Linda Cimino and Eric Ellison agreed to have their staff attend the meeting.

4. Annual Business Meeting 2014:

The upcoming 2014 Annual Business Meeting (ABM) is being held in Oklahoma City, OK from August 25th - 27th. Commissioner Roberge, DCA Latulippe and DCA Watton will be in attendance. Since this is a non-voting year, the ABM will focus on training, which will include a DCA Training Institute. DCA's Latulippe and Watton will arrive to the ABM one (1) day earlier than Commissioner Roberge in order to participate in an all-day training specifically designed for DCA's. An overview of the 2014 ABM will be discussed at the next State Council meeting currently scheduled for November 19, 2014.

5. CT Sanctioning Grid:

The National Office requested every compact member state provide a "violation grid" to be posted on the ICAOS website. Each attendee received a copy of the 'CT Probation Response to Non-Compliance Guideline'. The information contained within this document came from CSSD/Adult Probation's Response to Non-Compliance Policy 4.22 and is currently posted on the ICAOS website. DCA Watton indicated that he spoke to ICAOS Executive Director Harry Hageman regarding the submission of CT Parole's violation grid which is in the process of being developed.

Although the violation grid was not required but rather requested by the National Office, these documents will assist the sending state when reviewing an Offender Violation Report (OVR) received from the receiving state. The OVR should only be utilized when the sending state considers a violation committed by the offender to be significant. The sending state can view the grid and compare the information to the OVR to ensure the receiving state is using the same decision making process with IC offenders as they do their own in regards to how they respond to violations, i.e. technical violations, new arrests, etc.

6. Border States Meeting- CT, RI, MA, NY:

Commissioner Roberge will be conducting a Border State meeting which will be held at 936 Silas Deane Highway on 8/13/14 at 11:00 a.m. The meeting will include DCA's from both Parole and Probation from CT, RI, MA and NY to discuss any issues. The goal of the Border State meeting is to keep the lines of communication open between CT and its border states and to maintain a cooperative working relationship.

7. Statistics Update:

DCA Latulippe provided each attendee with CT's Compliance Report for April - June 2014. Compliance audits conducted by the National Office are based on combined statistics from Probation and Parole. CT continues to maintain overall compliance in every category.

It is expected that the National Office will notify Commissioner Roberge at least one month prior to conducting CT's compliance audit for fiscal year 2015. New measures were added to the upcoming audit: Case Closure Reply, Requested Progress Reports and User Logins. When ICOTS users have not signed into the system for a year they are now required to be deactivated.

8. IC Retakings:

Commissioner Roberge indicated that CT Probation conducts approximately 30-35 air retakings per year however additional retakings are conducted utilizing state issued vehicles. Commissioner Roberge inquired with Eric Ellison as to how many retakings are conducted by Parole. Eric indicated Parole has a Fugitive Unit, overseen by Dan Bennett and that they conduct 15-20 per month; noting that number is a combination of retakings and extraditions.

DCA Latulippe provided an update as to the progress regarding the IC retaking policy for probation. The policy is currently being reviewed by a sub-committee consisting of Warrant Service Officers and Chief Probation Officers. Once their review is complete and all changes are made, the final draft will be submitted to the Judicial Branch's legal department for approval. There was a discussion regarding Probation's plan to have two days of training at the Transportation Security Administration (TSA) Training Center in the Boston MA area for probation officers conducting flying retakings. The facility has an airplane simulator and most of the trainers at this facility are Federal Air Marshals. There was also a discussion regarding medication for offenders during transport. Steve Strom stated that the W-10 Medical Information Report is used whenever an offender is transferred.

9. Probation Update:

DCA Latulippe mentioned three (3) new staff members recently joined the IC unit. In order to make sure each staff member is properly trained on the IC rules as well as ICOTS, IC Coordinator Ford will be conducting 2-3 hour in-house trainings every other week.

10. Parole Update:

DCA Watton raised the topic of whether or not incoming IC offenders are required to register their weapons on CT's Weapons Registry. DCA Watton indicated he contacted the State Police and was told that based on the way the public act is currently written; an incoming IC offender would not be required to register their weapon(s).

Commissioner Roberge indicated he is a member of a work group surrounding this issue and agreed to raise the question at their next meeting to determine if the Public Act applies to incoming IC offenders.

11. Other Business

Rich Sparaco indicated the Board of Pardons and Parole (BOPP) has a new chair and requested Erica Tindale's name be removed from the CT State Council member list and to replace it with Carleton Giles as he is the new chair. Rich Sparaco also indicated Chair Carleton Giles requested he represent the BOPP as a voting member of the CT State Council member. The motion to have Rich Sparaco become a voting member of the council was approved.

There was also motion to remove Steven Grant, Executive Director of the Judicial Branch, Court Support Services Division (CSSD) as a member of CT's State Council. The motion was approved. Commissioner Roberge agreed with this motion. DCA Watton seconded.

Commissioner Roberge discussed the fact that CSSD continues to work with Appriss to obtain data from ICOTS which Probation IT staff will filter into CT's Case Management Information System (CMIS). The goal is to give Probation the ability to run CMIS reports specifically for IC cases and to have any activities due in ICOTS be reflected on the APO's CMIS 'to do' list. CT will be the pioneering state using this system and the National Office has shown interest in how this process will work.

12. Conclusion of meeting

Commissioner Roberge requested a motion to adjourn the meeting at 10:34 am which was seconded by DCA Latulippe.

Next meeting: November 19, 2014