
MISSOURI DEPARTMENT OF CORRECTIONS
DIVISION OF PROBATION AND PAROLE

** POLICY AND PROCEDURE MANUAL **

PROCEDURE TITLE: PROCEDURE NO. P7-
1.22
Influenza Outbreak and Pandemic Planning and Response

Signature on File

EFFECTIVE DATE:
April 6, 2020

Division Director

I. PURPOSE

This procedure provides guidance to division employees and serves as the primary agency plan and response for maintaining essential functions and services during an influenza outbreak or pandemic.

- A. AUTHORITY: 217.040 RSMo
- B. APPLICABILITY: All divisional staff
- C. SCOPE: Nothing in this procedure is intended to create a protected liberty interest. This procedure is intended to guide staff actions.

II. DEFINITIONS

- A. Absconder - A client under supervision who has left their residence without the permission of the supervising officer for the purpose of avoiding supervision.
- B. Antiviral Medications - Medications presumed to be effective against potential pandemic influenza virus strains.
- C. Avoiding Supervision - A client who deliberately and repeatedly fails to report as directed.
- D. Chief Administrative Officer (CAO) - The chief administrative officer is the highest-ranking individual at the worksite, as designated below. Exception: Employees at worksites who do not report to the worksite chief administrative officer shall be accountable to the assistant

division directors/central office section heads who are in their chain of command.

1. Division Director
 2. Deputy Division Director
 3. Regional Administrator
 4. Superintendent (as applicable)
 5. District Administrator
- E. Command Center - A unit operated by department staff 24 hours a day to serve as an emergency contact for department staff, law enforcement and clients, including the processing of escapee and absconder warrants. The Command Center will issue an escape or absconder wanted person entry when mandated by the results of an investigation or notification.
- F. Community Supervision Center (CSC) - A structured residential facility designed to allow clients to remain in the community while focusing on issues related to employment, treatment and securing a home plan.
- G. Critical Services - The services involving Command Center operations, community supervision centers, the Transition Center clients supervised at the following supervision levels:
1. Initial Assessment Phase,
 2. High Risk Level,
 3. Very High Risk Level,
 4. Sex Offenders,
 5. Domestic Violence Clients, and
 6. Seriously Mentally Ill (SMI)
- H. Domestic Violence Clients - Individuals with a special condition imposed by the court or Parole Board and/or under supervision for the following offenses where an intimate partner was the victim:
1. Aggravated Stalking (565.225 RSMo; prior to 01/01/2017),
 2. Domestic Assault 1st (565.072 RSMo),
 3. Domestic Assault 2nd (565.073 RSMo),
 4. Domestic Assault 3rd (565.074 RSMo),
 5. Domestic Assault 4th (565.076 RSMo),
 6. Stalking 1st (565.225 RSMo), and
 7. Violation Order Protection/Ex Parte (455.085 and 455.050 RSMo).
- I. Electronic Monitoring - The assignment of a client to a home environment under the supervision of the division utilizing electronic monitoring surveillance.

- J. Emergency Staffing Level - The minimum amount of staff required to keep a field and institutional District/ CSC/TC/ Central Office open. For a district office this shall be a CAO and two other staff, one of which must be an officer. Emergency staffing levels for each CSC/TC shall be proportional to the residential population (For example, 25% of beds occupied requires a similar level of staff to be at the facility). For Central Office, an ongoing assessment shall be made by the Division Director as to the emergency staffing level contingent upon the level of support required throughout the agency.
- K. High Profile Absconders - This absconder group includes the following:
1. dangerous felons,
 2. sex offenders,
 3. clients with a pending dangerous felony, sex offense or felony domestic violence charge,
 4. clients who have made threats of violence that jeopardize public safety, and
 5. clients who have escaped custody from a Department of Corrections facility.
- L. High Risk Level - This supervision level requires considerable officer monitoring, engagement, strategy/plan development and supervision activity as clients are at high risk of recidivism, based on the Ohio Risk Assessment System.
- M. Influenza Pandemic - Virulent human flu that causes a global outbreak or epidemic over a wide geographical area. As there is little natural immunity the disease can spread easily from person to person.
- N. Initial Assessment Phase - This initial phase is for clients new or returning to community supervision in which they are assessed for criminogenic needs, related factors, and receive information relative to the expectations of supervision.
- O. Low Risk Level - At this level, clients have supervision plans in place they have developed with their officer, which they are primarily responsible for addressing. The officer's role is to monitor the plan, guide the client as needed, and redirect the supervision plan based on changing circumstances. The Ohio Risk Assessment System for these clients indicates a low risk of recidivism.
- P. Moderate Risk Level - Clients at this level require more than the standard activities of the low risk level. These clients need ongoing officer direction, guidance and assistance in meeting their case plan goals. Male clients scoring Moderate Risk and female clients scoring

Moderate or Low/Moderate Risk are supervised at the Moderate Risk Level. The Ohio Risk Assessment System for these clients indicates a moderate risk of recidivism.

- Q. Personal Protective Equipment (PPE) - Items used to prevent the acquisition or transmission of disease between persons, such as gloves, masks, gowns, etc.
- R. Residential Facility - A community based facility contracted by the department for the housing of clients and services, which may vary depending on facility.
- S. Serious Mental Illness (SMI) - The DSM-V defines mental disorders as “a clinically significant behavioral or psychological syndrome or pattern that occurs in an individual and that is associated with present distress or disability (i.e., impairment in one or more important areas of functioning) or with a significantly increased risk of suffering death, pain, disability, or an important loss of freedom”.
- T. Sex Offenders - All persons under the supervision of the Division of Probation and Parole for offenses under Chapter 566 or any sex offense involving a child under Chapter 568 or 573 for which sexual treatment is mandated by state statute. Offenses prosecuted as "attempt" class cases also require sex offender supervision and treatment.
- U. Social Distancing - A strategy that reduces contact between people. Some examples of this include, planning for liberal work leave policies, work from home strategies and avoiding public transportation.
- V. Standard Operating Procedure (SOP) - Worksite requirements that describe specific tasks, actions or activities relative to the organization's procedures.
- W. Standard Precautions - A required practice for protection against infectious diseases in the workplace.
 - 1. Standing six feet away from another person.
 - 2. Hand washing with soap and water for at least 20 seconds, or using alcohol based wipes, gels or foams that include at least 60% alcohol after every contact with another person or contact with objects in a common area.
 - 3. Cover your cough or sneeze with tissues and dispose of tissues properly. Expect those around you to do the same.

4. Avoid shaking hands with other people.
 5. Avoid touching eyes, nose and mouth.
- X. Transition Center - A residential facility which provides community based transitional services and supervision programming to male offenders released from the Division of Adult Institutions, as well as offenders under community supervision who are in need of additional structure. Access to services may include substance use treatment, vocational training, employment readiness, educational, home plan assistance, family reunification, and linkages to other community based resources.
- Y. Vendors - Businesses and their employees who are contracted by the department to perform services such as delivery of goods, products, materials, etc., and normally enter the facility under escort. These individuals are not considered staff of the department and do not receive a permanent department identification card.
- Z. Very High Risk Level - Enhanced supervision or residential placement such as the CSC; programming should be provided for moderate and high need domains. These clients are at considerably high risk of recidivism, based on the Ohio Risk Assessment System.

III. PROCEDURE

A. General Guidelines

1. Emergency Operation Plan - Each work site shall establish a Standard Operating Procedure (SOP) to be included in their Emergency Operation Plan outlining additional protocols and staffing requirements not included in this procedure. This SOP shall follow the Specific Emergency Incident Plan Format established in the Emergency Operation Plan Guidelines (Attachment A).
2. Declaration Process - Once a declaration of an influenza outbreak or pandemic has been made by the Division Director, this procedure shall be implemented based on recommendations from the Missouri Department of Health and Senior Services, the lead agency for health related emergencies. The Division Director shall inform all staff via email the Influenza Outbreak/Pandemic Planning and Response procedure is operational.
3. Equipment and Supplies - In conjunction with an influenza outbreak or pandemic, the Division of Probation and Parole shall ensure an

adequate supply of Personal Protective Equipment (PPE) is distributed to each district office and facility.

- a. Standard precautions shall be used regardless of the availability of PPE.
 - b. Visitor and client access to the district offices and facilities should be limited.
 - c. The distribution of any antiviral medication supplies shall be coordinated through designated department staff.
4. Staffing - All Probation and Parole district and satellite offices and facilities shall be open during core business hours, for as long as emergency staffing levels can be maintained.
- a. A minimum of the Chief Administrative Officer (CAO)/designee and two other staff members, including a Probation and Parole Officer (PPO) or Unit Supervisor, shall be required for each district and satellite office.
 - b. Staffing levels at the TC and CSCs shall be established in the facility's Emergency Operation Plan SOP.
 - c. Institutional Parole Office staff shall follow the SOP for the institution.
 - d. For Central Office, an ongoing assessment shall be made by the Division Director as to the emergency staffing level contingent upon the level of support required throughout the agency.
 - e. When the influenza outbreak or pandemic has made it impossible for a district office, the TC or CSC to maintain emergency staffing levels, the district office, TC or CSC shall be closed and a temporary supervision location shall be established for clients and staff.
 - 1) Determination of the closing and relocation of the worksite is made by the Division Director in consultation with the Deputy Division Director and Regional Administrator (RA).
 - 2) The RA shall provide a daily report to the Division Director indicating the districts that have been closed, along with the temporary district assignment designations.
 - f. Due to the nature of an influenza outbreak or pandemic and the need to maintain social distancing, staff may be required to work

outside of normal work schedules to include weekends and holidays.

- 1) Staff may be required to work on a rotational basis outside regular office hours in order to fulfill required work hours.
 - 2) Staff may be required to temporarily work outside their job classification and perform duties not normally assigned to meet department needs.
- g. Staff may be required to perform portions of their work remotely, at their residence or other locations. The CAO/designee shall schedule staff to serve as part of the emergency staffing level for the worksite on an equitable rotating basis.
5. Contracted Vendors - The CAO/designee shall advise local contracted vendors that an influenza outbreak or pandemic has been declared.
- a. As it relates to the residential facilities, the contracted vendors may be directed to release all clients with home plans as soon as possible, and to work with the Probation and Parole liaison, or their designee, to transfer any sex offenders or homeless clients to the nearest TC or CSC.
 - b. Clients who are currently on electronic monitoring shall remain on the equipment and continue to be monitored as deemed appropriate by the supervising officer or CAO/designee. Clients shall request schedule changes by telephone unless they have reported to an office location.
 - c. The CAO/designee shall maintain contact with vendors regarding the status of programming services.
6. Impacted Activities
- a. In order to limit the impact of an influenza outbreak or pandemic, the primary method of contact should be through video and phone interactions. Staff face to face interaction with clients and others shall be limited. The emphasis is on social distancing except for those critical services that require direct personal interaction.
 - b. During an influenza outbreak or pandemic, the following activities shall be suspended:

- 1) DNA collection,
 - 2) Polygraphs,
 - 3) In-person training, and
 - 4) Breathalyzers.
- c. During an influenza outbreak or pandemic, the following activities may be suspended as directed by the Division Director/designee:
- 1) Agency meetings,
 - 2) Court appearances, unless directed by the court,
 - 3) Electronic Monitoring (EM) installations,
 - 4) Home visits,
 - 5) Urinalysis,
 - 6) Community and employment visits, and
 - 7) Other non-critical functions and activities as designated by the Division Director/designee.

B. Field Response

1. Emergency Supervision Levels - Each district and facility shall immediately implement the emergency supervision levels for all clients.
 - a. Emergency Supervision Level for Low Risk Level Clients
 - 1) Clients supervised at the Low Risk level shall be directed to call or email the supervising officer every 90 days until they are notified the influenza outbreak or pandemic has ended, at which time the client is to be provided with Reporting Instructions, if required.
 - 2) If a client fails to make contact as required, then the PPO shall contact the client by phone.
 - 3) All supervision activity shall be documented in the agency computer system.

- 4) Non-compliance with supervision conditions shall continue to be addressed per divisional procedure.
 - 5) A phone violation interview shall be conducted for required Violation Reports (VR).
- b. Emergency Supervision Level for Moderate Risk Level Clients
- 1) Clients supervised at the Moderate Risk level shall be directed to call the supervising officer on a monthly basis until they are notified the influenza outbreak or pandemic has ended, at which time the client is to be provided with Reporting Instructions, if required.
 - 2) Non-compliance with supervision conditions shall continue to be addressed per divisional procedure.
 - 3) Clients with a pending VR, where revocation or delayed action has been recommended, shall be expected to be seen face to face one time per month.
 - 4) For client in violation status, the use of Electronic Monitoring, including GPS, shall be considered.
 - 5) If a client fails to make monthly contact as required, then the PPO shall contact the client by phone.
 - 6) All supervision activity shall be documented in the agency computer system.
 - 7) A violation interview shall be conducted for required VRs, which may occur via phone if the client is not to report to the office during the required violation interview time frame.
- c. Emergency Supervision Level for Clients in the Initial Assessment Phase, Sex Offenders, Domestic Violence Clients, Seriously Mentally Ill (SMI), and High and Very High Risk Level Clients
- 1) These clients shall be seen face to face at least once per month.
 - 2) If a client has been reporting at a sub office, then the client shall be advised of any changes in the reporting location when they call in to receive Reporting Instructions.

- 3) PPE may be used by staff during the client visit. Standard precautions shall be exercised.
 - 4) All supervision activity shall be documented in the agency computer system.
 - 5) Non-compliance with supervision conditions shall continue to be addressed per divisional procedure.
 - 6) A violation interview shall be conducted for required VRs, which may occur via phone if the client is not to be seen during the required violation interview time frame.
 - 7) For client in violation status, the use of Electronic Monitoring, including GPS, shall be considered.
- d. Emergency Supervision Level for Clients in the Transition Center, a Community Supervision Center or Residential Facility.

If enacted by the Division Director, the following requirements shall be followed for clients in the TC, CSC or RF:

- 1) The CAO/designee may release all clients from the TC, CSC or RF who have acceptable home plans.
- 2) The homeless and sex offenders shall not be released from the TC, CSC or RF.
- 3) Clients that remain at the facility shall not be permitted to leave the facility during the influenza outbreak or pandemic. The only exceptions shall be for required medical treatment, or for release to a field home plan.

2. Client Notification

- a. All clients shall be advised through the Divisional notification process of any changes to their supervision requirements.
- b. The CAO/designee shall ensure written notification is posted on the front door of every client reporting location.
- c. Clients residing in the TC, CSC or RF shall be notified directly.

3. Court Notification - The Division Director shall forward notification the agency has implemented emergency procedures to all courts, through the Office of State Court Administrator.
4. Supervision and Field Investigation Exceptions
 - a. No client shall be permitted to travel out of state, except for employment and emergent situations, as approved by the CAO/designee.
 - b. The home investigation process shall be modified as clients move between districts.
 - 1) Telephone contact between the sending and receiving district shall be utilized to coordinate the transfer.
 - 2) No Investigation Request shall be required prior to the transfer of the client in the agency computer system.
 - 3) The new district shall assume supervision at the appropriate emergency supervision level.
5. Absconders and Clients Avoiding Supervision
 - a. If a client is determined to be an absconder or avoiding supervision, then the PPO shall complete a VR and issue an agency warrant in accordance with divisional procedure.
 - b. High profile absconders and clients avoiding supervision shall still be forwarded to the Central Office Fugitive Coordinator per divisional procedure.

C. Institutional Response

1. Institutional Plan - The CAO/designee shall be familiar with the influenza outbreak or pandemic plan for the institution. Institutional Parole Office staff shall follow the SOP developed for the institution.
2. Parole Board Hearings - Parole Board hearings may be conducted by video conference, telephone conference or be temporarily suspended. When institutions are locked down due to the influenza outbreak or pandemic and offenders are not available for hearings, the Parole Board may utilize available information to establish a release date.
3. Emergency Staffing - In situations where the institutional influenza outbreak or pandemic plan allows for staff movement in and out of

the facility, the CAO/designee shall establish emergency staffing levels.

4. Institutional Releases - The Institutional Parole Officer shall maintain contact with the district office to ensure Reporting Instructions are received prior to a client's release.

D. Central Office Response

1. Command Center shall:
 - a. serve as the emergency communication center, and
 - b. maintain a minimum emergency staffing level of 50%; staffing levels may be maintained through utilization of staff from other worksites.
2. Administrative Operations - The Division Director shall determine the emergency staffing plan for Central Office administrative staff. The requirements relative to the purchase of goods and services, personnel requirements, and time and attendance reporting shall remain the same.
3. Emergency Supply Distribution - The Division Director, in conjunction with the Employee Health and Safety Coordinator shall determine distribution of equipment.
4. Agency Operations - The Division Director shall notify the appropriate Central Office staff as offices are closed due to the influenza outbreak or pandemic.

IV. ATTACHMENTS/FORMS

- A. [Emergency Operation Plan Guidelines](#)

V. REFERENCES

- P2-1.1 Parole Board Investigations
- P3-2.5 Levels of Supervision
- P3-8.6 Re-engagement and Absconder Procedure
- P3-10.2 Inter-District Transfer
- P3-11.1 Supervision of Sex Offenders
- P4-4.1 Transition Center
- P4-4.2 Community Supervision Centers
- P4-5.1 Electronic Monitoring
- P4-6.1 Contracted Residential Facilities
- P6-7.2 Release Processing

P7-1.1 Policy and Procedure Development

VI. HISTORY

Original effective date: August 15, 2009

Revision effective date: January 18, 2011

Revision effective date: June 20, 2016

Revision effective date: April 6, 2020