

# 53405 IT OF OFFENDER REHABILITATION

ISSUES IN IMPLEMENTING THE  
SOLE SANCTION RESTITUTION PROGRAM IN GEORGIA



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## BACKGROUND

Modern restitution and victim compensation programs have developed from the same historic roots. Initially, any wrong-doing was settled between the parties or kin-groups with restitution by the wrong-doer to the offended as the desired outcome. As state authority developed, standardized procedures to settle disputes and to ensure restitution and, possibly, to share revenues collected from the wrong-doer became paramount. As criminal law developed, the interests of the victim were supplanted by those of the state with the victim eventually being largely ignored in criminal proceedings.

Interest in the victim was never entirely lost since a number of proposals considering the victim have been made recurrently. In the 1800's, one writer argued that the offender should be required to make restitution and that victim satisfaction should be an important part of criminal law.<sup>1</sup> Others set forth plans which would require offenders to work to make reparation to their victims, identifying the need for public victim compensation as a supplement to offender restitution.<sup>2</sup> Currently, however, restitution has been characterized as a probation condition, and is often viewed as an auxillary to other correctional treatment procedures.<sup>3</sup>

Restitution in itself is not an effective mechanism for assisting crime victims who have suffered losses since any system of victim reparation dependent on the identification and conviction of the offender will provide redress for only a small number of victims. The small number of victims who might receive restitution is further reduced by the economic conditions of offenders and by other aspects of the criminal justice system. The use of prisons with their traditionally low wage systems limits the capacity

of the offender to meet the victim's needs. The extensive use of plea bargaining also serves to eliminate victims from restitution consideration if conviction is a prerequisite for restitution. Constitutional questions may be raised if offenders are required to make restitution for offenses for which they have not been convicted. The small number of crimes solved through the arrest and conviction of an offender, the generally low socio-economic status of most convicted offenders, low prison wages, and plea bargaining all operate against restitution as an effective remedy for crime victims.<sup>4</sup>

The rehabilitative impact of restitution is a theme expressed by many. Some have argued that the infliction of mental or physical anguish is morally unjustified and that restitution is morally and ethically an appropriate penalty for crime. It is suggested that restitution will have a more beneficial impact on the offender than incarceration or other types of pain.<sup>5</sup> Others argue that enforced labor is justified to enable the offender to make restitution.<sup>6</sup> Various proposals which include both institutional and non-institutional labor have been suggested, including a relatively recent alternative developed by Kathleen Smith whereby convicted offenders could be offered the availability of prison labor at the prevailing union wage rates.<sup>7</sup> From prison earnings, they would provide their own support, support their families, and would pay restitution to the victim.

A number of methods for integrating restitution into the criminal justice system have been developed:

1. as an alternative to prison<sup>8</sup>,
2. as a probation condition<sup>9</sup>,
3. within prison through a revised wage system<sup>10</sup>,
4. within a community corrections program<sup>11</sup>.

Common to these proposals is the suggestion that restitution is rehabilitative to the offender. Theorists argue that:

1. the undoing of one's wrong is an important part of therapy<sup>12</sup>;
2. wrong-doers will either make restitution in some from or rationalize their wrong-doings<sup>13</sup>;
3. restitution can be structured in such a manner that an offender will voluntarily undo his wrongs<sup>14</sup>; and,
4. restitution can provide a more constructive focal point for probationer/probation officer interaction than usual probation conditions.<sup>15</sup>

The use of restitution as a rehabilitative tool for offenders raises several issues. Central to these is the sufficiency of the restitution sanction: will making restitution, in and of itself, provide sufficient rehabilitative effects to ensure the well-being of the community? Many feel that it will not. One writer argues for a surety bond to be posted by community representatives for imprisoned offenders who have completed restitution. The bond is a pre-condition of release and according to Spencer would be necessary to ensure the offender's continued good behavior.<sup>16</sup> Another writer provides for a discretionary fine as well as restitution.<sup>17</sup> Still another argument states that additional penalties are necessary to protect society as well as to reduce inequities between wealthy and poor offenders.<sup>18</sup> Other theorists discuss the use of restitution in conjunction with other sanctions and do not perceive it as a sole-sanction treatment.<sup>19</sup> Recent experiences of the Minnesota Restitution Center have indicated further that other treatment-like activities must be utilized in conjunction with restitution.<sup>20</sup> In contrast to these thoughts, the arguments can be derived that requiring more than exact restitution may create an inequitable situation with the offender becoming the victim.<sup>21</sup>

A related issue is whether restitution should be made to the victim or to society at large. Some proposals require restitution to both - a discretionary fine, for instance, is an example of restitution to the overall society and is imposed in addition to restitution to the victim. The requirement of a dual restitution obligation to the community as well as to the victim is consistent with the legal concept of crime as a wrong against society as well as the individual. Restitution to the individual victim is usually discussed, however, in relation to imposing additional sanctions. One exception is the concept of creative restitution which seems to be directed more toward community service than toward victim compensation.<sup>22</sup> The Minnesota Restitution Center experiment provides for both types of restitution although the use of symbolic restitution (restitution to the community through contributed service) has occurred only when actual victims could not be located or did not wish to participate.<sup>23</sup> While logical arguments can be developed to justify either symbolic restitution (to mitigate damage done to the overall society) or specific restitution (to the actual victims of crimes), the extent to which offenders would perceive these obligations is questionable.

Another issue in the implementation of restitution in correctional programs is the desirability of personalizing victim-other contacts. This issue has not received the emphasis that others have, although the assumption is usually one of restitution through a monetary system clearly leading to the potential of avoiding personal contacts. It has been argued that contact with the victim is desirable to reduce the opportunity for harm-doers to rationalize their harm doing.<sup>24</sup> Also suggested are direct personal victim-offender contacts in situations involving restitution to the actual victim, and, in the Minnesota program, efforts are deliberately made to facilitate such

contacts. Experience in Minnesota shows that this can be accomplished to some extent at least in the negotiation stages of the restitution agreement.

In summary, the rationale for a restitution program must rest upon its presumed impact on the offender. Restitution, in this respect, is in need of considerable study to test its effectiveness. It is still unknown what impacts systematically organized programs of restitution might have on offenders. In addition to answering this basic question, further research also needs to be conducted to ascertain the differential impact of restitution as a sole sanction contrasted with restitution used in conjunction with other sanctions; the impact of service restitution as compared to financial restitution; and, if possible, the impact of restitution involving personalized victim-offender contacts as compared to restitution without such contacts.

## PROGRAM OVERVIEW

### Introduction

Georgia's non-residential restitution program was funded by the LEAA in FY 1977. Although residential programs had been developed earlier, this grant initiative represented a first attempt to routinize certain aspects of restitution programming within probation. Program administrators hoped to develop a research based program which would realistically address the needs of the criminal justice system, victims and offenders. To that end certain program components were isolated for study, including:

1. the development of restitution plans or agreements which would encompass offender involvement in the process and extensive investigation into the offender's payment ability and the assessment of loss;
2. the use of community-service in those cases where offenders appeared unable or unlikely to make financial restitution; and
3. the use of restitutive sentencing as a sole-sanction, that is, without other forms of punishment or supervision.

### Administration and Staffing

(See Appendix I for organizational chart, job descriptions, etc.)

As originally conceived, the Sole-Sanction Restitution Program (SSRP) was to operate on a pre- and post-incarceration level in four of Georgia's 42 judicial circuits with a total staff of 17. Twelve of the fourteen field staff were divided among the four participating circuits. A restitution specialist, a correctional caseworker aide, and a secretary were teamed in each of the jurisdictions to develop field operations and to collect research data. Another two staff members - a restitution

specialist and a secretary-were to be placed at the Georgia Diagnostic and Classification Center (GDCC). These two staff were expected to serve as liaison between the Parole Board and the field personnel. Expectations were that these personnel would screen prisoners entering from the four participating circuits and develop restitution plans for appropriate offenders.

In addition to the field positions, three central administrative positions were developed. The program was to be coordinated by a planner and a researcher supported by a secretary. These personnel were to be responsible for the overall planning, development and implementation of the program.

Program field staff were assigned to the Department's Community Based Services Division where they were ultimately responsible to the Division's Deputy Commissioner through routine administrative channels. In the Central Office the program's planner was assigned to the Grants Section within the General Services Administration and its researcher was placed with the Office of Research and Evaluation. Thus, all components of the program - field operations, program monitoring and administration, and program evaluation - were separated organizationally, but were operating within appropriate functional areas of the Department.

#### Program Research

The SSRP was originally developed to achieve programmatic and research goals. Chief among the research objectives was the proposed assessment of the efficacy of restitution as a criminal justice sanction. Although restitution had been used informally for many years, a systematic assessment of the sanction had never been accomplished. It was the intent

of this particular project and of the entire LEAA Restitution Initiative to achieve such an evaluation of restitution. The LEAA had funded seven projects and had contracted with the Criminal Justice Research Center (CJRC) in Albany, New York to provide an opportunity to study restitution at several points of intervention within the criminal justice process.

All aspects of the Georgia project which might impinge on the national evaluation were subject to review and possible change. This was especially true with the development of the program design and selection procedures and local data collection. Initial efforts with the national evaluators produced a preliminary design which appeared to meet research and programmatic needs. (See Appendix II for a complete discussion of the development of program design). The model that was developed did provide for random allocation into treatment/non-treatment groups. In addition, several screening points were provided to allow district attorneys and judges to eliminate inappropriate offenders. Further modifications of the design occurred as the program developed. Unfounded preconceptions and programmatic constraints tended to require attention and continual design adjustment until finally it became unlikely that the initial research goals could be adequately addressed.

Project data collection was the second major research concern. Early efforts were made to develop data forms which would be available for use at project start-up. Although this task was accomplished, local data forms were abandoned once forms were developed by the CJRC. As can be noted from review of an offender data packet contained in Appendix III, these forms were extremely comprehensive. Sufficient data was available from these forms to more than meet local needs. Additional forms were seen to be an unnecessary burden for program field staff, so local attempts at data collection ceased.

### Selection Procedures

Admission to the program was to be restricted to offenders meeting certain selection criteria. These criteria included several screening stages involving decisions made by program personnel, the judiciary and the offenders themselves. Initially court dockets were to be examined so that cases deemed ineligible by offense could be eliminated. (See Appendix IV for selection criteria) Immediately following this elimination of ineligible offenses, the remaining cases were to be reviewed to determine where the offender lived. If he did not reside within the circuit in which he was being tried, he was to be eliminated at this point. In this manner, summary screening decisions were expected to eliminate a large portion of the total cases.

Following these initial screening decisions, further review of each potentially eligible case was necessary. This review included weighing such factors as:

1. mental and emotional stability,
2. physical capabilities,
3. tendencies toward violent behavior,
4. prior criminal record, and
5. history of drug/alcohol use.

Although guidelines were developed for each criterion, it was expected that the field personnel would exercise professional judgement as the final determinant in whether or not a particular case would be selected as eligible for the program.

After this screening step, the District Attorney was to be contacted and asked to review the cases selected as eligible. If he concurred with the program decision, then processing would continue. If, on the other

hand, he did not agree, then the case would be summarily eliminated. Following DA approval, the offender would be contacted and asked if he would be willing to participate. If he was willing, then a determination would be made as to his ability to repay the assessed loss. If it appeared that he would be able to repay the loss within the program's specified 24 month period, then a payment plan would be developed and presented to the judge at sentencing. Finally, the judge would be expected to review the case, the completed investigation and payment plan, and decide whether to assign the case to the program.

As can be noted, there are several exclusion points within the process. First, program personnel would attempt to isolate and concentrate on offenders who would appear to be most acceptable to the DA's and judiciary in their circuits. Until the program had stabilized, it was important to reassure local officials that the program was dealing only with relatively stable, non-violent offenders. After community acceptance of the program had been assured, criteria might be expanded to allow more diverse types of offenders to be considered for eligibility.

Although the program was originally intended for implementation at GDCC, early population estimates indicated that insufficient numbers of offenders would be available for proper utilization of the personnel assigned there. Additionally, there was concern that the local judiciary might object to offenders being returned too quickly to the jurisdictions from which they were sentenced. For these reasons, this component was deleted prior to the implementation of the program.

### Random Allocation of Offenders

As a special condition of the grant award, random allocation of program offenders into treatment and non-treatment groups was required. It was expected that random assignment would occur immediately after the program had been fully explained to the offender and he had volunteered for participation. Thus, anyone who did volunteer for participation would be aware that he would, by chance, be assigned to:

1. a program of regular probation supervision with no financial sanction,
2. a program of regular probation supervision and payment of service or financial restitution, or
3. a program of payment of financial or service restitution with probation supervision terminated upon completion of the restitution obligation.

The actual procedure for random assignment can be reviewed in Appendix V. It was developed so that field personnel would have a relatively simple method which could be monitored centrally. This in fact did occur, with few actual problems resulting from procedural matters, but with major difficulties resulting from conceptual differences. In fact, early during the program the control group of participants receiving only probation supervision was abandoned and assignment was made solely into early termination and regular probation supervision groups.

### Restitution Plans

A detailed performance contract specifying the amount and type of restitution was to be developed for each offender. Any modification made by the court would require approval by the offender as well before he

entered the agreement to participate. Should he not accept the proposed modification, the offender would be able to choose not to participate in the program. All decisions concerning restitution were to be made based on the circumstances of each case.

The restitution plan was to consist of either financial restitution, service restitution, or a combination of both. In all cases, the offender would be expected to complete the restitution requirements within a maximum 24 month period. It was anticipated that the plan would contain a general time schedule by which the offender's progress could be measured, but that fixed, inflexible schedules would be avoided. Even so, offenders who failed to fulfill the performance contract would be subject to return to the criminal justice system for appropriate disposition.

#### Financial Restitution

Financial Restitution was originally envisioned as monies repaid to victims for losses suffered. It was expected that only offenders who had the earning ability to realistically make such payments while meeting their own needs would be expected to pay financial restitution. Program staff were expected to assist such offenders in budget planning, debt consolidation, and vocational counseling when appropriate. Financial Restitution was expected to be paid from documented personal earnings not from money borrowed to make financial restitution payments. Existing probation procedures would be used to remit payments to victims.

### Service Restitution

Program field staff were expected to develop community service options for offenders who might not have the capability to make financial restitution. Service restitution would be accomplished through offender participation in unpaid documented work which would be accomplished for the good of the local community. The dollar value of restitution owed would be converted to equivalent hours of service restitution. It was expected that the conversion value would be based on the type service performed, in a manner which would accurately reflect the fair market value. Service restitution would either be "in-kind" (relating to the offense) or general service unrelated to the particular offense. Direct service to victims was not expected to be used due to the risk of further victimization or lawsuits.

### Victim Involvement

It was expected that each victim would be notified by mail as to his case outcome. This letter would provide general expectations about the amount and projected date(s) of payment. While the offender was making payments, his victim would be kept informed about the offender's progress. If the offender were to be making financial payments, it was thought that the monetary payments themselves would serve as progress reports. If the payments were to be made through service, it was expected that the field staff would issue quarterly progress reports detailing the activities in which the offender had been involved. Any disruptions in payments would require notification of the affected victim with an explanation of the reason for the disruption. At any time the victim could decline involvement in these proceedings.

## CONCLUSIONS

### Restitution

The concept of Restitution is a varied one. Restitution has come to mean many things to many people. To some it may be a cash repayment to the victim for the amount of loss; to others restitution means community service in lieu of a cash fine; and still to others it may be direct service to a particular victim. These are only a few examples of the variety contained in the concept and should indicate a potential problem for any program which intends to study the impact of a systematic usage of restitution..

A great deal of effort was expended during the early days of the program attempting to clarify and define restitution as a concept. It was possible to delineate various forms and to provide lengthy discussion of the major variations. It was also possible to agree which of the alternatives might be most desirable for use in the project. It was not possible, however, to take any one conceptualization and implement it in the field as "restitution." Within each circuit there were at least three employees of the grant program. Additionally, there were other circuit personnel (judiciary and district attorneys) each of whom had his own idea what restitution should be. Admittedly, not all of these different conceptualizations would have a direct bearing on the development of the project, but in each instance sufficient variance occurred to insure that restitution would not be a constant within each circuit.

As it became obvious that restitution had been used extensively for some time in each circuit, it also became obvious that one overriding conceptualization of restitution had occurred through its informal use. Restitution was to most a means of repaying a cash loss to a particular

victim. Macon, however, having had previous experience with symbolic or service restitution, was a logical site to expect further use of service as a criminal justice sanction. Early in the life of the project it was hoped that such an approach-the use of service restitution-might be expanded and used with much more flexibility and creativity. It was also understood that the use of cash repayment would probably continue as the major form of restitution involved. There was little attempt at this early time to provide more than general guidelines as to what constituted restitution. It soon became apparent that such lack of direction and guidance was in error. Once data began to become available it became obvious that many probationers were entering the program who were not actually involved in repayment of restitution. Restitution had come to mean:

1. Community service in lieu of cash fines;
2. Cash payments to victims;
3. Community service in lieu of payment of some victims; and in some instances
4. Cash payments of fines.

To further cloud the issue, in most instances where a restitution obligation did exist, the offender was also assessed a fairly large fine and/or court costs.

All this is to say that in one circuit nearly all cases involved community service restitution with the likelihood that a cash or service fine might be added to the sentence. In other circuits nearly all cases involved cash repayment of a restitution obligation with the likelihood of a service or cash fine. In the last circuit cash and service restitution appeared together, usually in conjunction with a cash service fine. In each instance the method in which restitution was implemented depended on several factors:

1. Prior usage by the courts - In circuits where cash repayment was widely used and accepted, this became restitution.

2. Project efforts - In circuits where service as an alternative to cash payments was stressed to DA's and the judiciary by program personnel, service came to be used fairly extensively; and

3. Types of cases taken into the program - Although in part related to #2 above, project personnel were allowed relative freedom in screening cases so that case types varied widely from circuit to circuit. Where cases involved bad checks, cash restitution was nearly always ordered. If the loss was suffered by the state, then service was a more viable alternative.

Simply, restitution was never clearly defined and used as a single concept. It has retained its varied usage even within this program. With each type of restitution which has appeared within the program, there has been another type treatment offered and one more subgroup to deal with in the analysis of the program results. Due to the variance in type of restitution used, there is not one, but rather there are many types of restitution programs to look at. For instance, is cash restitution coupled with a service fine more effective than service restitution with no fine; or is direct service to the victim for his loss more effective than community service to repay a fine where there has been no actual victim loss.

Such lack of uniformity resulted in further diluting the experimental efforts of the program. Already the lack of a valid control group had severely reduced the potential of the program. The lack of comparability among various offender groups served to weaken the experimental efforts to such an extent that only the substantial number of offenders taken into the program served to make its continuation worthwhile. It was felt that with sufficient numbers of offenders taken into the various program options, at least gross comparisons would be possible. The data from the program would be of limited value, but at least some value would be accrued from its research components.

## SUMMARY

SSRP, while successful programmatically, was unable to provide the research data which was initially expected. Two major reasons for this failure have been discussed but one further explanation can be offered, possibly relating the two. As initially conceived SSRP was a broad and far-reaching research effort. In an attempt to answer all questions, the project failed. The few questions for which answers will be found are not even the same as those originally posed. Most have been qualified and reduced in scope to be more manageable. While earnest attempts were made to respond to the original research needs, the scope of those research needs was overwhelming. It soon proved to be impossible to develop the research component in the manner projected.

Many smaller problems were compounded by the fact that attempts were being made in four circuits to implement identical programs. Rather than searching for one solution, four were usually required. Such efforts resulted in costs in time and morale and contributed greatly to the overall failings of the effort. Further, the extent of the initial research expectations such as citizen and victim surveys and offender psychological and attitudinal assessments required skills and expertise beyond that possessed by DOR evaluation personnel.

## RECOMMENDATIONS

Since the research data are yet to be analyzed, the following recommendations are based on observation of the project and its development. For approximately one and a half years SSRP evolved. It was never static. As its evolution continued, attempts were made to point the program in the direction originally conceptualized. These efforts were unsuccessful, however, due to the inertia the program had developed.

Thus we come to the recommendations:

1. SSRP was placed within the Community-Based Services Division, a branch of DOR whose chief function is to provide services to the courts and to offenders. It was in large part the Division's mission-service which hindered the project's development. Since judicial cooperation is necessary for the Division's effective operation, it proved extremely difficult for circuit administrators to propose project elements which they feared might alienate the judiciary they were required to serve. Due in part to such hesitancy, the project's research component failed to materialize. This failure was not the fault of any individual or group of individuals, but was dictated in large part by the structure and mission of the organization. Care should be taken in future attempts to implement such research programs. Where key decision makers such as judges are not contained within the organization, strong efforts should be made to involve them throughout the planning and development of the project. If there is a lack of commitment, efforts should be made to relocate the project to an area where decision makers are committed to the project's success.
2. Care should be taken to view the historical data prior to site selection. In a project like SSRP, it would be preferable to select a location where the experimental design represented an experiment. In large part SSRP only duplicated and systematized actions that were common prior to the project's implementation. In each of the experimental circuits wide usage of restitution was evident, so to call SSRP an experiment in restitution is not accurate. More correctly, the ill-fated control group represented the experiment or the departure from the norm. Had the selected circuits had little history of restitution use, the problems would have been different, but perhaps more manageable since there would be less fear of denying restitution to a deserving party. Restitution in this setting would be new and innovative, not so likely to fall victim to the old established routine.

3. Future programs should be developed on a much less extensive basis. The problems encountered in attempting to implement a research program simultaneously in four judicial circuits was another major factor in the failure to produce good research data. Although it might have been possible to develop a single project which would produce good sound data, the attempt to implement a uniform program in four locations met with failure. While this failure did not impact the programmatic aspects of the project, it did make implementation of the project's research component significantly more difficult. While a project of smaller scope would generate fewer cases for analysis, the greater control which should be possible would provide for a much greater likelihood that the project's experimental aspects might succeed.

Further, the research component should be designed to look at relatively limited issues. Unless an extensive budget is available for evaluation, the resources necessary for extensive research goals are simply not available. It would appear much more reasonable to initially propose what is achievable rather than overreaching. Rather than being forced to continually reduce projected research objectives, it would be possible to concentrate on achieving reachable expectations from the outset.

4. Program research needs and their impact on the program's operation should be clearly defined prior to the attempted implementation of the program. If research is to become an integral component of an action program, it is necessary to design the program so that the research efforts might have a reasonable chance for success. It is not possible to achieve such planning unless the research needs are clearly defined, however.

5. Essentially, there is only one overall recommendation. Extensive planning is necessary. Goals and objectives should be clearly defined and they should be reasonable. Efforts should be made to limit the program where possible. Limits should be geographic and theoretical. It is not possible to effectively monitor a program which is geographically distant or which is not completely understood or conceptualized. By all means, where possible, simplify.

## FOOTNOTES

<sup>1</sup> Jeremy Bentham, Political Remedies for the Evil of Offenses, in The Works of Jeremy Bentham, Now First Collected Under the Supervision of His Executor, John Bowing, Part II (Edinburgh, Scotland: William Tait, 1838), pp. 371-375, 386-388.

<sup>2</sup> Herbert Spences, Prison Ethics, in Essays: Scientific Political and Speculative, Vol. 3 (New York: D. Appleton and Company, 1892), pp. 165-171, 178-189; Raffael Garofalo, Criminology (Boston: Little, Brown, and Co., 1914), pp. 419-420, 423-435.

<sup>3</sup> Richard E. Lester, "Criminal Restitution: A Survey of Its Past History," University of Richmond Law Review, Vol. 5 (1970), pp. 71-80.

<sup>4</sup> Ibid.

<sup>5</sup> Spencer, Prison Ethics, pp. 165-171, 178-189.

<sup>6</sup> Giorgio Del Vecchio, "The Problem of Penal Justice," in Considering the Victim: Readings in Restitution and Victim Compensation, ed. by Joe Hudson and Burt Galaway (Springfield, Illinois: Charles C. Thomas, 1975), pp. 85-101.

<sup>7</sup> Garofalo, Criminology, pp. 419-420, 423-435; Spencer, Prison Ethics, pp. 165-171, 178-189; Del Vecchio, "The Problem of Penal Justice," in Considering the Victim, pp. 85-101; Kathleen Smith, A Cure for Crime: The Case for the Self-determinate Prison Sentence (London: Gerald Duckworth and Co., Ltd., 1965), pp. 13-29.

<sup>8</sup> Garofalo, Criminology, pp. 419-420, 423-435; Del Vecchio, "The Problem of Penal Justice," in Considering the Victim, pp. 85-101.

<sup>9</sup> Irving E. Cohen, "The Integration of Restitution in the Probation Services," Journal of Criminal Law, Criminology, and Police Science, Vol. 34 (1944), pp. 315-321.

<sup>10</sup> Smith, A Cure for Crime, pp. 13-29.

<sup>11</sup> Burt Galaway and Joe Hudson, "Issues in the Correctional Implementation of Restitution," in Hudson and Galaway, Considering the Victim, pp. 351-360.

<sup>12</sup> O. Hobart Mowrer, "Loss and Recovery of Community," in Innovations to Group Psychotherapy, ed. by George M. Gazda (Springfield: Thomas, 1968), pp. 130, 133-140, 147, 148.

<sup>13</sup> Stewart Macauley and Elaine Walster, "Legal Structures and Restoring Equity," Journal of Social Issues, Vol. 27 (1971), pp. 173-188.

<sup>14</sup> Albert Egash, "Creative Restitution - A Broader Meaning for an Old Term," Journal of Criminal Law, Criminology, and Police Science, Vol. 48 (1958), pp. 619-622.

15 Cohen, "Integration of Restitution," in Journal of Criminal Law, Criminology, and Police Science, pp. 315-321; Galaway and Hudson, "Issues in the Correctional Implementation of Restitution," in Hudson and Galaway, Considering the Victim, pp. 351-360; and Burt Galaway and Joe Hudson, "Restitution and Rehabilitation: Some Central Issues," Crime and Delinquency, Vol. 18 (1972), pp. 403-410.

16 Spencer, Prison Ethics, pp. 165-171, 178-189.

17 Smith, A Cure for Crime, pp. 13-29.

18 Stephen Schafer, Compensation and Restitution to Victims of Crime, 2nd ed. (Montclair, New Jersey: Patterson Smith, 1970), pp. 117-129.

19 Eglash, "Creative Restitution," in Journal of Criminal Law, Criminology and Police Science, pp. 619-622; Cohen, "Integration of Restitution," in Journal of Criminal Law, Criminology, and Police Science, pp. 315-321.

20 Galaway and Hudson, "Issues in the Correctional Implementation of Restitution," in Hudson and Galaway, Considering the Victim, pp. 351-360.

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23 Galaway and Hudson, "Issues in the Implementation of Restitution," Hudson and Galaway, Considering the Victim, pp. 351-360.

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**APPENDIX I**

Job Description for  
Program Coordinator

1. Work in cooperative liaison fashion with DCOR personnel, the Board of Pardons and Paroles, and other grant personnel to fully plan, develop, and implement the grant program concept.
2. Supervise, in conjunction with the Evaluation and Monitoring Services Section of the DCOR, all grant research functions, including the work of the Research Associate and the work of the Evaluation Consultant(s).
3. Coordinate all public relations for the program through the appropriate media and the DCOR Office of Public Information; develop program brochures and pamphlets; attend conferences and workshops wherein the grant program can be publicized.
4. Coordinate the integration of the grant program with ongoing DCOR programs, specifically planning for the future statewide implementation of the grant concept as a program area.
5. Serve as a resource person for grant field personnel and DCOR Community-Based Services personnel regarding the development of the grant concept and/or restitution programming in general.
6. Participate, in conjunction with DCOR Community-Based Services personnel, in the hiring and the regular quarterly evaluations of the Restitution Specialist.
7. Develop, in cooperation with the DCOR Training Section, appropriate training workshops for all grant personnel.
8. Interview and employ the Evaluation Consultant(s).
9. Travel statewide conducting field monitoring to resolve both programmatic and research problems.
10. Travel out of state to required LEAA national meetings regarding grant programs; travel to select national and/or regional conferences at which the grant program can be publicized or at which increased knowledge of other similar program concepts can be obtained to aid in program development.
11. Function as grant manager/monitor: making quarterly reports and special reports to the LEAA; monitoring and approving all grant expenditures; performing quarterly budget analyses; and preparing and submitting any necessary grant adjustments.
12. Maintain an awareness of developments related to the grant concept which occur in other states and/or on the national level.
13. Assume responsibility for justifying the continuation of the grant program on state funding after termination of the grant, if the program has proven successful.

Job Description for  
Research Consultant

1. Responsible for providing scientific research designs, methods, and strategies for evaluating program performance.
2. Responsible for ongoing review of pertinent literature, keeping abreast of current restitution research.
3. Responsible for the formulation of the research hypotheses/ objectives for evaluation and delimiting scope of evaluation.
4. Responsible for data gathering utilizing scientific research methods, including questionnaire design, coding, keypunching and verification of data.
5. Responsible for maintenance and protection of confidential research data and records.
6. Responsible for developing computer programs employing accepted statistical procedures for data storage and analysis.
7. Supervise field data collectors. Advise and guide data collectors in the use of scientific collection techniques and other related needs.
8. Conduct field inspections of program activities related to grant research.
9. Coordinate information flow between Program Planner, various DCOR divisions, and field personnel.
10. Maintain active professional relationships with research units of other state, federal or local agencies as well as membership in various correctional and research associations.
11. Perform other duties not enumerated above to improve the efficiency of program, evaluation section and department.

Job Description for  
Secretary

1. Provide general secretarial support to the Planner and Research Associate.
2. Edit and type all quarterly and monthly progress reports, grant adjustments, papers for public presentation, research reports, special project reports, memorandums, letters, and other grant correspondence.
3. Provide dictation and transcription functions as related to the typing of all grant correspondence.
4. Maintain files containing all grant documents, correspondence, contracts, budgets, and expenditure reports.
5. Coordinate and maintain federally required Daily Time Reports for all grant personnel, notifying the Planner of any delinquencies.
6. Maintain an up to date grant personnel roster.
7. Maintain an inventory control list of all grant equipment.
8. Maintain weekly itineraries of the Planner and Research Associate.
9. Serve as receptionist for the Planner and Research Associate, answering the telephone, scheduling appointments, and providing general information concerning the grant program.

Job Description for  
Restitution Specialist

1. Fully orient all prospective program participants to the program intent and requirements, explaining all program conditions.
2. Develop a realistic restitution plan with the offender for review by the court and/or Parole Board.
3. Organize local citizen committees to direct service restitution function; assist these committees in finding tasks and match offenders with these tasks as appropriate.
4. Responsible for all program public relations, speeches, citizen involvement activities at the field level.
5. Provide the courts and Parole Board with monthly reports regarding the offender's progress in making restitution, including a listing of the service restitution activities being performed.
6. Provide victims of program participants with knowledge of case outcome, realistic expectations regarding restitution, and quarterly reports regarding the offender's progress in service restitution.
7. Counsel with program participants, families, and/or employers as needed to ensure compliance with the restitution program and continued progress toward ultimate rehabilitation.
8. Make and follow up agency referrals when appropriate to Vocational Rehabilitation, Department of Labor, mental health agencies, etc.
9. Function as the primary field liaison between the court and/or the Board and other DCOR grant personnel.
10. Assist the Research Associate in data collection required for evaluation purposes, completing all requested research forms and/or questionnaires.
11. Issue delinquent reports and warrants for program violators; make recommendations to the court or the Parole Board concerning revocation of probation or parole.
12. Supervise the Correctional Caseworker Aide in the collection of fines and monetary restitution, and in doing pre-sentence investigations.

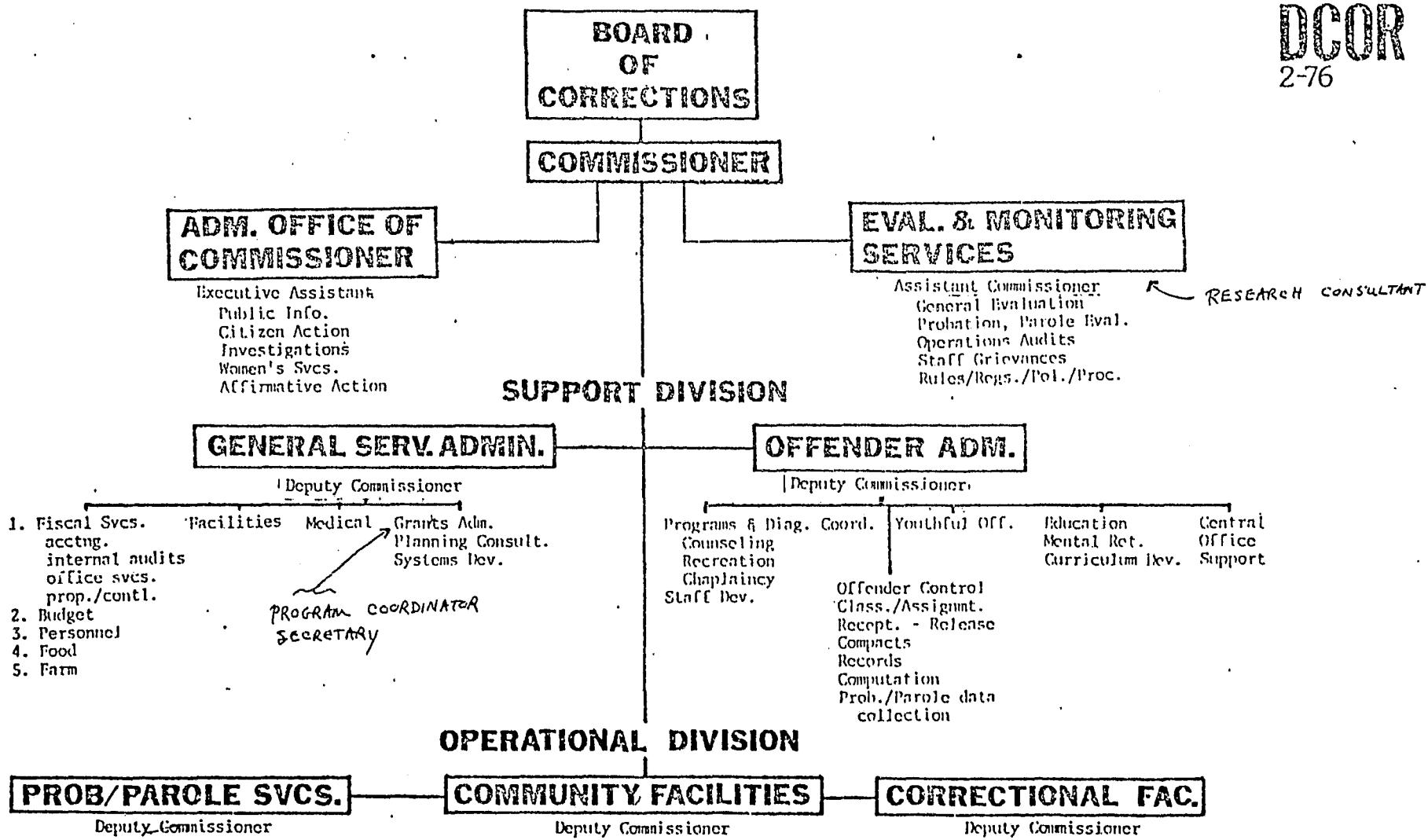
Job Description for  
Correctional Caseworker Aide

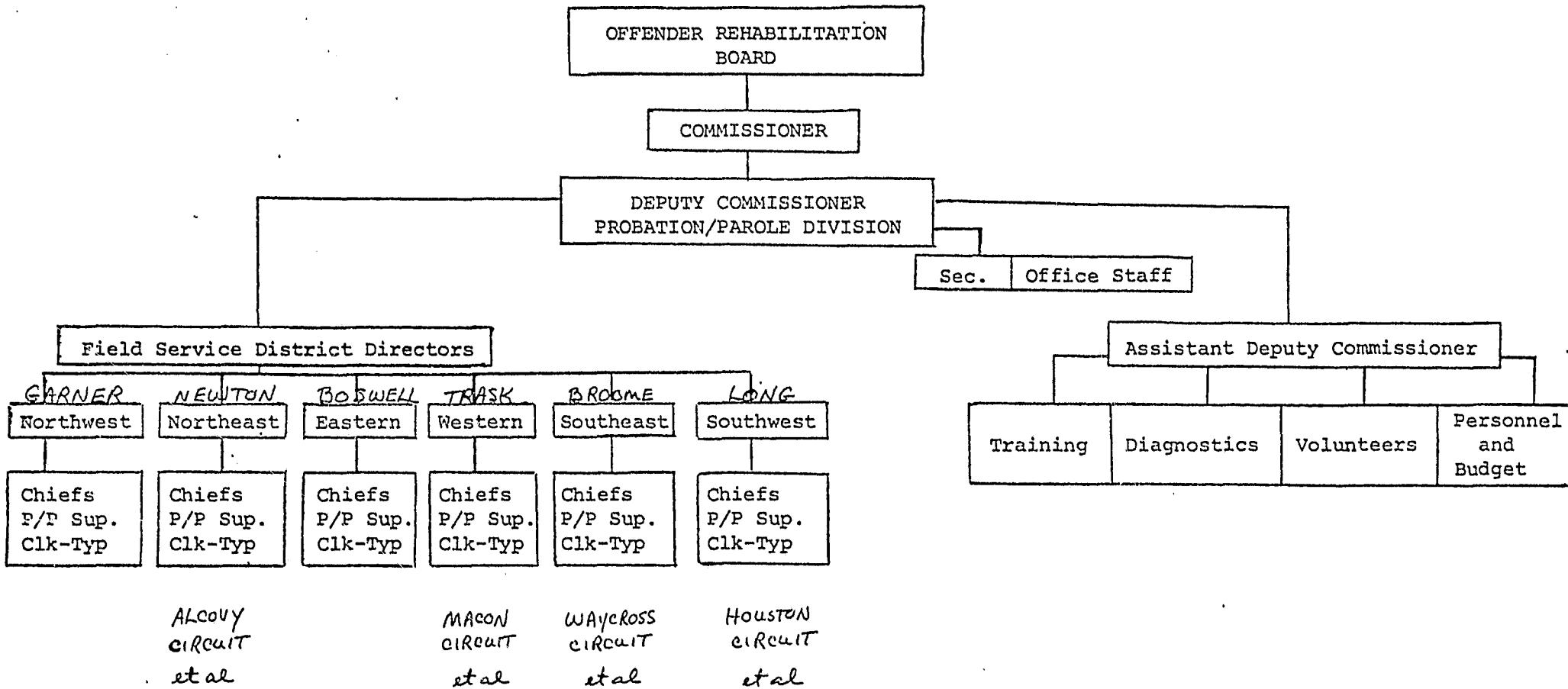
1. Do thorough pre-sentence investigation or post-sentence investigation on all eligible program participants, inclusive of an analysis of the prospective participant's financial situation.
2. Attend sessions of criminal court as appropriate to the needs of the Probation Restitution Program.
3. Conduct case histories and basic initial interviews under the direction of the Restitution Specialist.
4. Assist the Restitution Specialist in the gathering of information for statistical reports as required by grant research and/or DCOR policies and procedures.
5. Explain to program participants the general rules, procedures, and services available through the local probation office and the Restitution Probation Program.
6. The supervision of program participant restitution payment records, including recognition of delinquent payments.
7. Assist in the collection of fines and monetary restitution by notifying the participant of past due payments.
8. Provide basic field work for the probation office such as visiting in the client's homes and places of employment to provide assistance or to verify information, arranging transportation for clients, etc.
9. Request and file office records and pertinent data for use by the Restitution Specialist concerning the clients assigned to their respective caseloads.
10. Attend training seminars as requested in order to better develop professional skills in working with Probation Restitution Program clients.

Job Description for  
Typist

1. Provide general filing and clerical functions associated with the grant program.
2. Type all reports and correspondence directed to the courts, the Parole Board, grant personnel, and other DCOR administrative and field personnel.
3. Perform bookkeeping and accounting functions related to the collection of fines, restitution payments, and other financial program matters.
4. Coordinate collection of federally required Daily Time Reports and forward them on a pay period basis to the Probation Restitution Program Planner.
5. Assist the Restitution Specialist in the collection of grant research data.
6. Serve as receptionist for the grant personnel, answering the telephone, scheduling appointments, and handling all general grant information and correspondence activities.
7. Provide other direct support services to the Probation Restitution Program field personnel as appropriate.

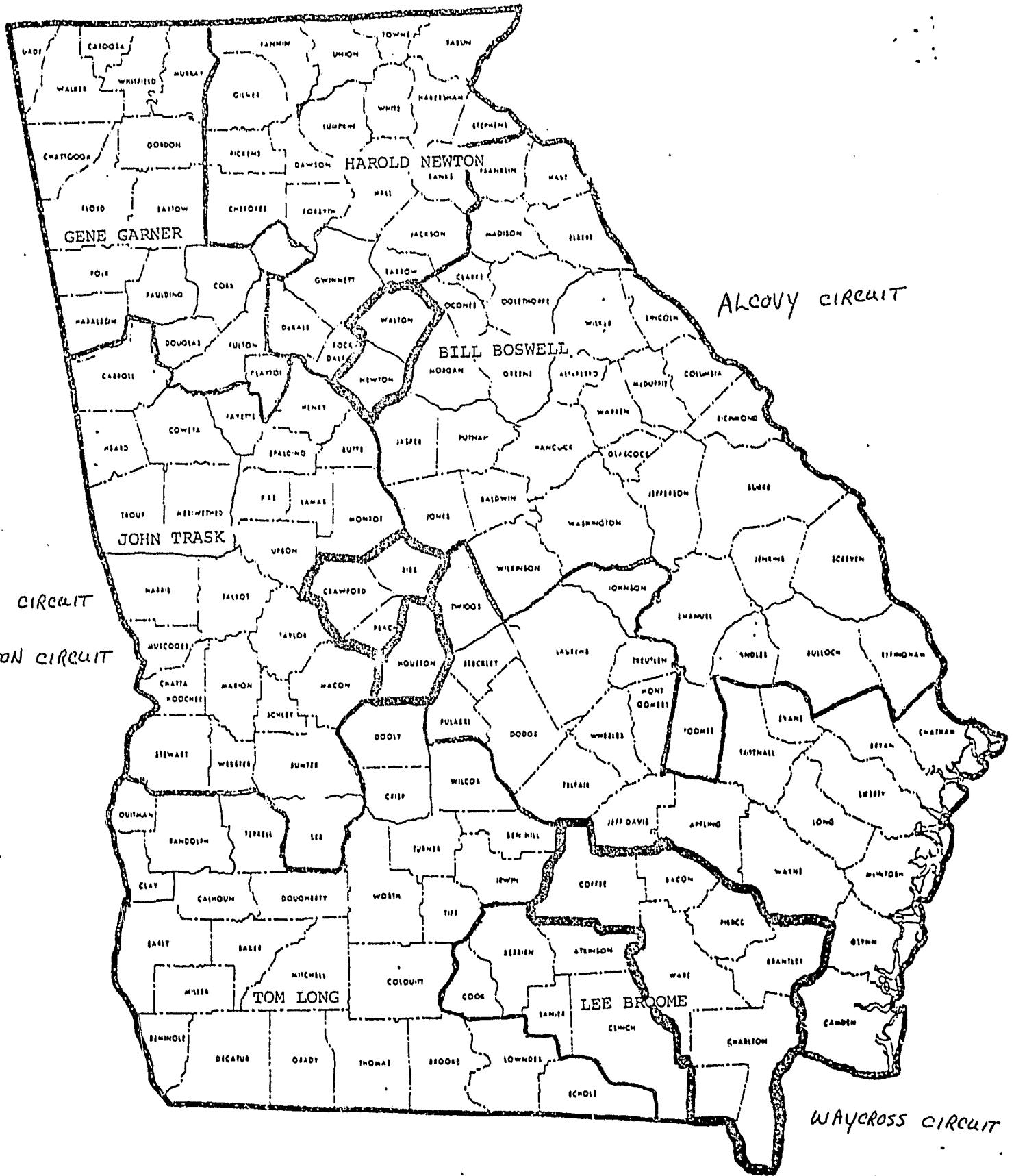
**DCOR**  
2-76





EFFECTIVE JULY 1, 1977

COMMUNITY BASED SERVICES  
DISTRICT BOUNDARIES



**APPENDIX II**

The Sole-Sanction Restitution Program was established in four judicial circuits--Alcovy, Houston, Macon, and Waycross. Selection of these circuits occurred prior to the implementation of the grant design, primarily through consultation with CBS Division District Directors and Circuit Chiefs. Those circuits which indicated support and desire for the proposed program were isolated and the four present circuits were selected. Some months later, following program funding October 1, 1976, a tentative program design was developed. (See Attachment 1.) This design included random assignment of offenders into two basic groups--one which involved restitutive sentencing and another which did not. During the month of October, meetings were held with the District Directors and Circuit Chiefs from each of the four experimental circuits to further refine and adapt the proposed design.

Upon completion of this initial round of site-visits a more detailed program design was developed and returned to local administrators for review and comment (see Attachment 2). Upon receiving suggestions, further revisions were made, resulting in the program flow detailed in Attachment 3. This proposal was then presented to grant field personnel for their review and comment at the grant orientation meeting held in December, 1976. Following this session, additional revisions were made, resulting in the development of two proposed program processes. These were refined and in conjunction with a random assignment procedure were adopted as the basic procedures for processing clients. (See Attachments 4 and 5.)

After the process had been in use for several months additional field visits were made. Initially it appeared that the proposed procedures were operative. However, during the site visits held in April, 1977 it became obvious that the experimental control group was not viable. During the two

months of processing, only 2-3 offenders had been assigned to the control group. Although field personnel had attempted to place offenders in the group, these placements had been rejected by judge or district attorney to such an extent that the group was essentially non-existent. Further examination revealed the obvious:

1. The four experimental circuits had a long history of extensive use of restitution.
2. Judges and district attorneys were not willing to allow offenders who were suitable for restitution not to make restitution, resulting in rejection of control group members following their assignment.

Although the judges and district attorneys in each of the four circuits had been made aware of the program, it seemed that there was not a clear understanding of the intent of the content of the design. It had been assumed that sufficient points existed throughout the design to eliminate ineligibles prior to random assignment. Such was not the case, however, and the control group was being lost.

Due to these and other problems it became necessary to develop an alternative program flow. Although it was expected that the original design would remain operative, it no longer provided a valid means of studying the efficacy of restitution as a sentencing alternative. To reestablish a viable research orientation the following alternatives were considered:

1. an evaluation of the efficacy of service as an alternative to financial sanctions;
2. the evaluation of restitution as a sole-sanction as opposed to being used as an add-on sanction; and,
3. the evaluation of restitution in conjunction with intensive supervision as an alternative to incarceration.

The last option was chosen, for even though the number of potential participants was projected as fairly small, it was felt that the research

potential justified the attempt. To that end, the program flow described in Attachment 6 was developed and distributed for review and comment.

From the outset it was known that few, if any, cases would be forthcoming from the Houston Circuit due to very low incarceration rates--30 per year for the past two years. It was projected that Macon would provide over half the cases for the new option. However, the judiciary were not receptive for numerous reasons--primarily the multitude of alternatives available at the time. Discovering this, another attempt to reestablish a random design was instigated, resulting in the flow outlined in Attachment 7, which provides an assessment of the efficacy of SSRP as compared to existent processing and supervision in each of the impacted circuits.

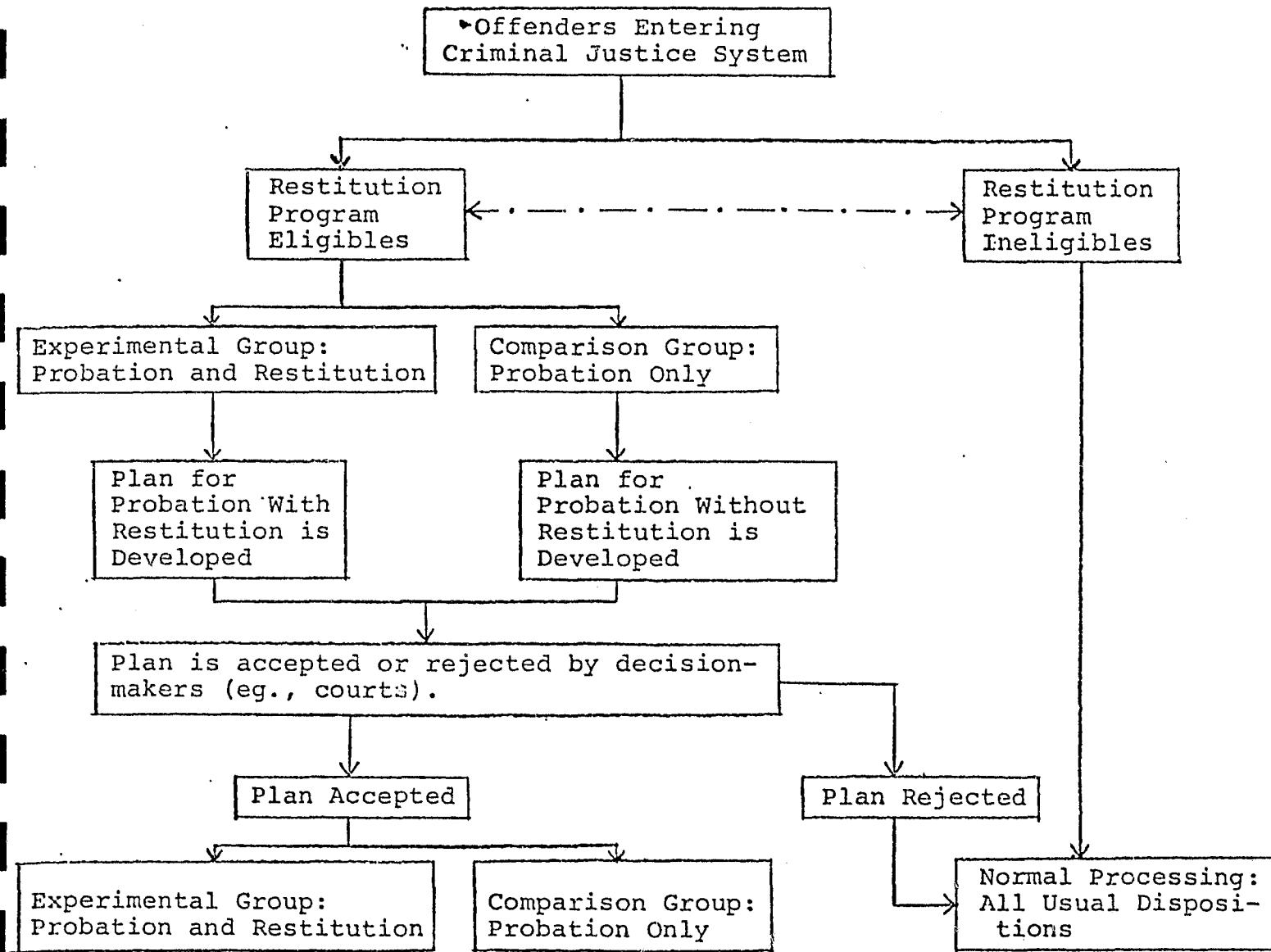
BASIC PROGRAM RESEARCH DESIGN

Chart 1

OFFENDER'S CASE APPEARS  
ON DOCKET

DA's Office Performs  
Investigation.  
(provides open files and  
weekly docket for restitu-  
tion personnel)

Restitution personnel perform investigation,  
and case review for restitution suitability  
determination.

IF "hard case" or  
if plan would involve  
more than 18 months

THEN

Reject and Usual Processing

IF approved by Rest. Spec.  
and DA

THEN

Theoretical pool of eligibles

Seek approval of DA and client  
for additional data gathering

IF no

THEN reject  
and usual processing

IF yes

THEN data collection,  
random assignment to  
control experimental groups

CONTROL

Assignment to Non-Sole Sanction -  
Prob. + Financial Rest.  
Prob. + Service Rest  
Prob. only

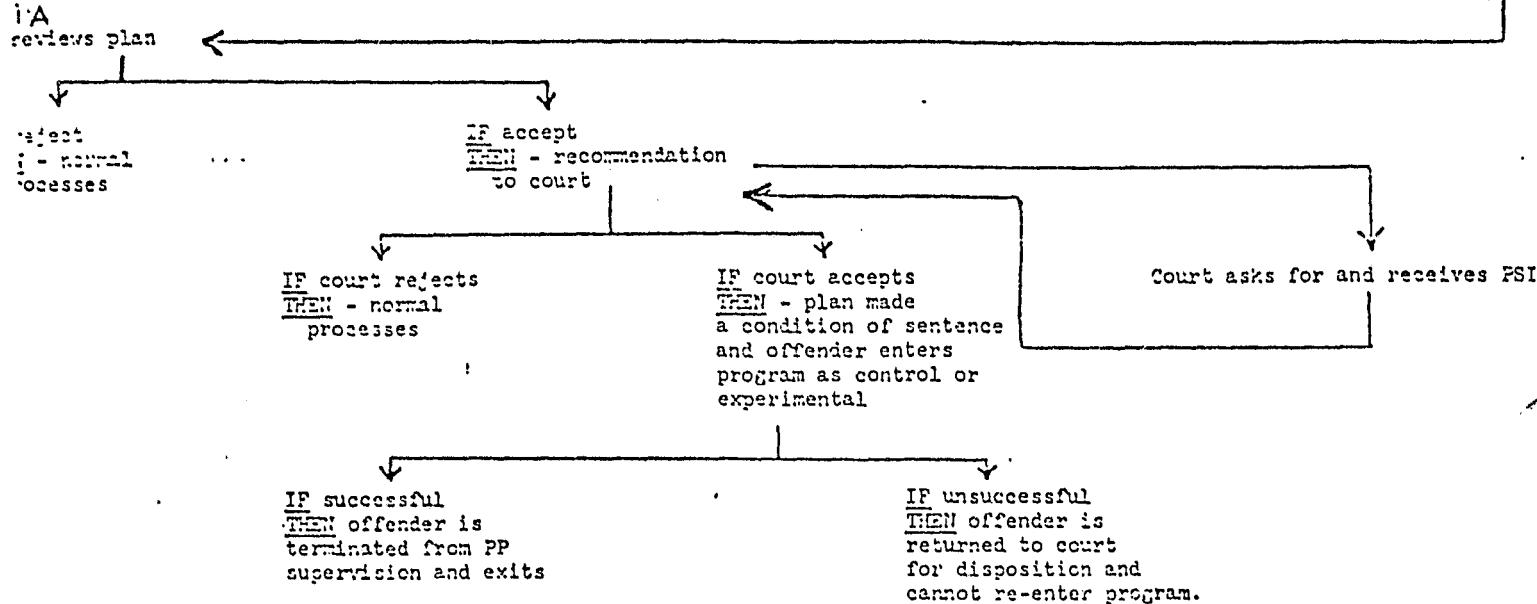
EXPERIMENTAL

Prob. + Financial Rest.  
Prob. + Service Rest.

(A)

Chart 1 (continued)

Plan Developed by Rest. Spec.



Offender's Case  
Placed on Docket:

Close Coordination with the  
District Attorney's Office  
will be required.

Grant Personnel do Case Review of District Attorney Files  
to Determine Basic Program Eligibility:

See attached list of offenders  
eligible for program.

→ IF case is INELIGIBLE,  
THEN case is processed normally.

→ IF case is ELIGIBLE,  
THEN . . .

Grant Personnel seeks approval of Defense Attorney and  
Offender to investigate the case for a possible restitution  
recommendation to the DA:

A handout generally describes  
the program will be used here

→ IF Defense Attorney/Offender refuse,  
THEN case is processed normally.

→ IF Defense Attorney/Client agree,  
THEN . . .

Defense Attorney/Offender will  
be required to sign a Release  
of Information Authorization  
form (CBS-11).

Grant Personnel do a Restitution Suitability Investigation

→ IF Restitution is not appropriate for a case, OR  
IF Restitution is appropriate, but cannot reasonably be  
made within 18 months,



THEN case is processed normally.

→ IF Restitution is appropriate, and  
can reasonably be made within 18 months,  
THEN . . .



Grant Personnel randomly assigns each case to one of three  
groups AND develops a specific restitution plan recommenda-  
tion as appropriate to each group and to circumstances of  
each individual case.

→ 1. Sole Sanction Restitution Group →  
Sole Sanction Financial Restitution, OR  
Probation + Service Restitution:

→ 2. Normal Probation Restitution Group →  
Normal Probation Financial Restitution, OR  
+ Service Restitution:

→ 3. Regular Probation Group →  
Regular Probation only: no restitution:

Restitution Plan Recommendation is given to  
District Attorney for use in the plea bargaining process:



→ IF District Attorney or Defense Attorney reject restitution plan,  
THEN case is processed normally.

→ IF District Attorney and Defense Attorney accept restitution plan,  
THEN the restitution plan is recommended to the court:

(At this point, the court may or may not request a PSI)

→ IF the court rejects the restitution plan,  
THEN case is processed normally.

→ IF the court accepts the restitution plan,  
THEN the plan is made a condition of the offender's  
probation sentence:

→ IF the offender does not successfully complete all conditions  
of his probation,  
THEN offender is returned to the court for further disposition.

→ IF the offender does successfully complete all conditions  
of his probation,  
THEN the offender is terminated from active supervision in  
accordance with his particular restitution plan:

PRE-PLEABasic Procedures

Correctional Caseworker screens all new upcoming cases and determines those cases eligible for restitution program consideration.

District Attorney reviews each case eligible for program consideration and either rejects case as unsuitable for restitution or asks court to order that a case investigation be done by Correctional Caseworker before plea in order to determine restitution suitability and develop a restituiton plan recommendation if later deemed appropriate.

Correctional Caseworker does preliminary restituiton suitability investigation to determine those cases eligible for further restitution program consideration.

Correctional Caseworker explains restitution program to offender and defense attorney and asks them to sign a CBS-11 Release of Information Form and to agree to cooperate in the development of a specific restitution plan if offender is later determined to be suitable for the restitution program.

Correctional Caseworker conducts a thorough investigation of all cases eligible for further consideration and provides report to Restitution Specialist.

Restitution Specialist uses attached random selection procedure to assign cases to one of three groups.

Restitution Specialist gathers additional case information as necessary and works with District Attorney and offender/defense attorney toward development of an appropriate and mutually acceptable recommendation for each case.

Comments

Close coordination with District Attorney's office is required regarding new upcoming cases. Some cases are screened out due to nature of offense and are processed normally. See attached list of offenses eligible for program consideration.

Some cases are screened out due to District Attorney rejection and are processed normally. Court provides Correctional Caseworker with signed order to conduct pre-plea case investigation.

Correctional Caseworker screens out all cases not meeting grant program restitution suitability criteria (see attachment) and refers excluded cases to District Attorney for normal processing (District Attorney may or may not eventually make a restitution recommendation to court).

Correctional Caseworker explains program goals, methods, options, and outcomes. If offender or defense attorney refuse to sign CBS-11, or if they sign but offender is later determined to be unsuitable for grant program, then case is screened out and is processed normally by District Attorney.

Correctional Caseworker uses the PSI Format (short or long Form) outlined in the CBS manual, but also focuses on case circumstances relating to restitution.

Cases are assigned to the three groups in the following approximate percentages: Sole Sanction probation plus restitution (50%); regular probation plus restitution (40%); regular probation without restitution (10%).

Per CBS-11 agreement, Restitution Specialist does not provide District Attorney with any case information which could be used to prosecute offender. Restitution Specialist can only make a case recommendation.

After due consultation with all parties, Restitution Specialist presents District Attorney and offender/defense attorney with his case recommendation for acceptance, rejection, or further negotiation.

After all parties agree to a mutually acceptable case recommendation, District Attorney presents case recommendation to court for consideration.

If case recommendation is acceptable to court, offender is sentenced and offender's compliance with specific terms of case recommendation is made a special condition of offender's probation.

The Restitution Specialist will supervise a caseload consisting only of those cases in the three randomly assigned groups in which case recommendations were accomplished to the satisfaction of all parties concerned.

Recommendations developed for either the Sole Sanction probation plus restitution group or the regular probation plus restitution group must involve either a specific monetary (# of \$) or service (# of hours) restitution commitment (or both) by the offender, according to individual case circumstances. Recommendations developed for the regular probation group must not involve any monetary or service restitution by the offender, but a fine can also be a part of the recommendation.

Either District Attorney or offender/defense attorney may reject the Restitution Specialist's case recommendation and Restitution Specialist may be unable to negotiate a compromise. If a mutually acceptable case recommendation cannot be accomplished, Restitution Specialist advises court of this and District Attorney makes his own case recommendation to court

Court has usual option to reject case recommendation altogether or to require some further modification of case recommendation.

All other cases will be supervised by regular probation personnel, even though some form of restitution may comprise a part of their sentence.

POST-PLEABasic Procedures

Correctional Caseworker screens all new upcoming cases and determines those cases eligible for initial restitution program consideration.

District Attorney reviews all cases eligible for program consideration and screens out additional cases which he views as unsuitable for further restitution program consideration.

District Attorney conducts usual plea-bargaining process with offender/defense attorney and prepares his case recommendation (which may or may not involve restitution.).

After offender enters plea, District Attorney asks court to order that a more thorough investigation be done by Correctional Caseworker on certain cases in order to determine restitution program suitability and to develop a restitution plan recommendation if later deemed appropriate.

Grant program is explained by Correctional Caseworker to offender and defense attorney and they are asked to agree to cooperate in the development of a specific restitution plan if later deemed appropriate.

Comments

Close coordination with District Attorney's office is required regarding new upcoming cases. Some cases are screened out due to nature of offense and are processed normally. See attached list of offenses eligible for program consideration.

Cases which are screened out due to District Attorney rejection are processed normally.

While plea-bargaining process is going on, Correctional Caseworker does preliminary case investigation on remaining eligible cases and screens out all cases not meeting grant program suitability criteria (see attachment). Correctional Caseworker notifies District Attorney of certain cases for which a more thorough investigation is desired.

Court provides Correctional Caseworker with order to do PSI on certain cases and District Attorney defers making recommendation to court pending outcome of Correctional Caseworker investigation. All other cases are processed normally.

If offender or defense attorney refuse to agree to cooperate in the development of a restitution plan, or if they agree to cooperate but offender is later determined to be unsuitable for the grant program, then case investigation is processed normally (which may or may not result in a restitution recommendation to court.)

Correctional Caseworker conducts a thorough investigation of all eligible cases and provides report to Restitution Specialist.

Restitution Specialist uses attached random selection procedure to assign cases to one of three groups.

Restitution Specialist gathers additional case information as necessary and works with District Attorney and offender/defense attorney to develop an appropriate and mutually acceptable recommendation for each case. After due consultation with all parties, Restitution Specialist presents District Attorney and offender/defense attorney with his case recommendation for acceptance, rejection, or further negotiation.

After all parties agree to a mutually acceptable case recommendation, District Attorney presents this case recommendation to court for consideration.

If case recommendation is acceptable to court, offender is sentenced and offender's compliance with specific terms of case recommendation is made a special condition of offender's probation.

The Restitution Specialist will supervise a caseload consisting only of those cases in the three randomly assigned groups in which case recommendations were accomplished to the satisfaction of all parties concerned.

Correctional Caseworker uses the PSI Format (short or long Form) outlined in the CBS manual, but also focuses on case circumstances relating to restitution.

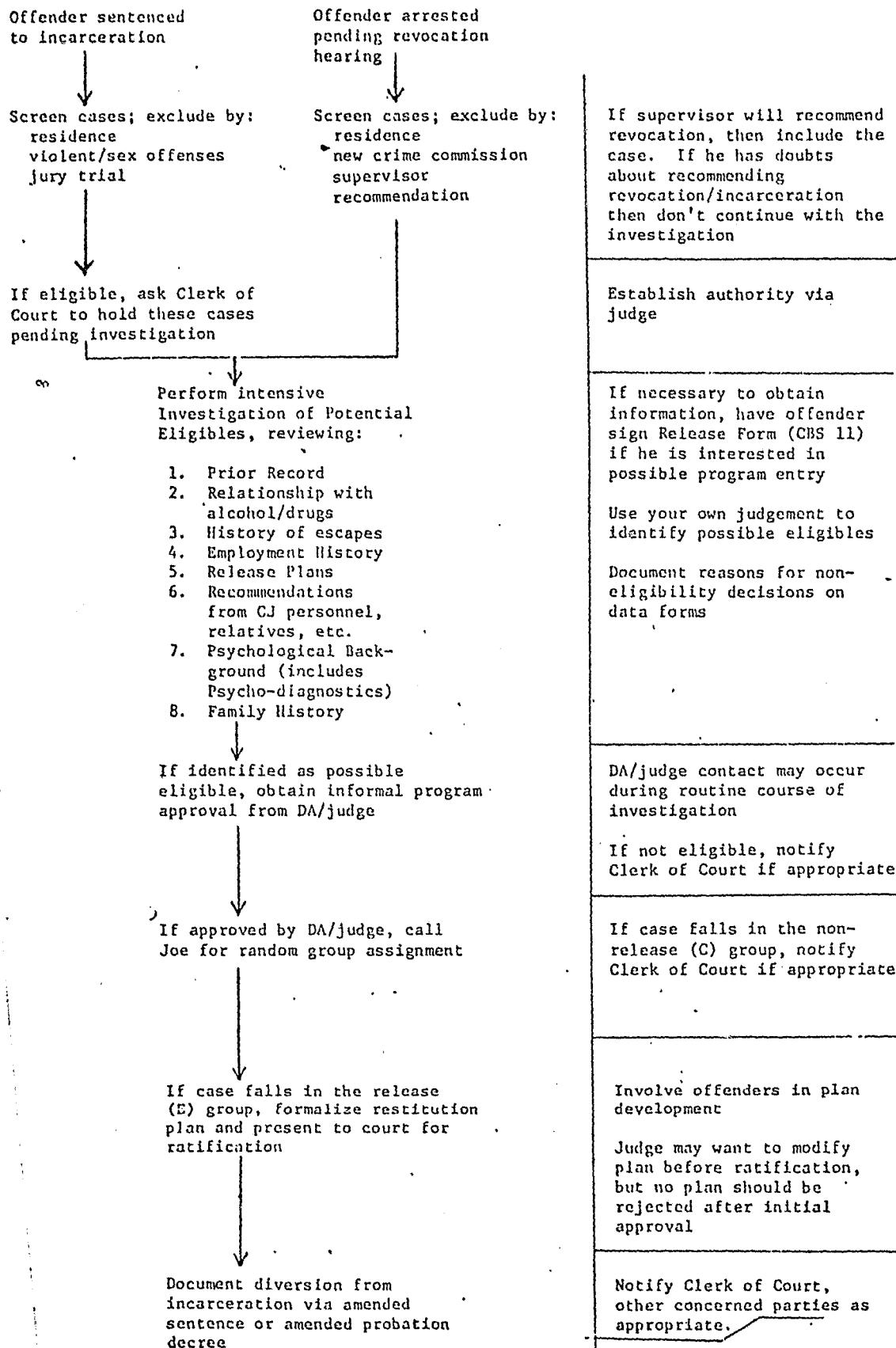
Cases will be assigned to the three groups in the following approximate percentages: Sole Sanction probation plus restitution (50%); regular probation plus restitution (40%); regular probation without restitution (10%).

Recommendations developed for either the Sole Sanction probation plus restitution group or the regular probation plus restitution group must involve either a specific monetary (# of \$) or service (# of hours) by the offender, according to individual case circumstances. Recommendations developed for the regular probation group must not involve any monetary or service restitution by the offender, but a fine can be a part of the recommendation.

Either District Attorney or offender/defense attorney may reject the Restitution Specialist's case recommendation and Restitution Specialist may be unable to arrange a compromise. If a mutually acceptable case recommendation cannot be accomplished, Restitution Specialist advises court of this and District Attorney makes his own case recommendation to court.

Court has usual option to reject case recommendation altogether or to require some further modification of case recommendation.

All other cases will be supervised by regular probation personnel, even though some form of restitution may comprise a part of their sentence.

Flow Process for Incarceration Diversion

PRE-PLEABasic Procedures

Correctional Caseworker screens all new upcoming cases and determines those cases eligible for restitution program consideration.

District Attorney reviews each case eligible for program consideration and either rejects cases as unsuitable for restitution or asks court to order that a case investigation be done by Correctional Caseworker before plea in order to determine restitution plan recommendation suitability and develop a restitution plan recommendation if later deemed appropriate.

Correctional Caseworker does preliminary restitution suitability investigation to determine those cases eligible for further restitution program consideration.

Correctional Caseworker explains restitution program to offender and defense attorney and asks them to sign a CBS-11 Release of Information Form and to agree to cooperate in the development of a specific restitution plan if offender is later determined to be suitable for the restitution program.

Comments

Close coordination with District Attorney's office is required regarding new upcoming cases. Some cases are screened out due to nature of offense and are processed normally.

Some cases are screened out due to District Attorney rejection and are processed normally. Court provides Correctional Caseworker with signed order to conduct pre-plea case investigation.

Correctional Caseworker screens out all cases not meeting grant program restitution suitability criteria and refers excluded cases to District Attorney for normal processing (District Attorney may or may not eventually make a restitution recommendation to court).

Correctional Caseworker explains program goals, methods, options, and outcomes. If offender or defense attorney refuses to sign CBS-11, or if they sign but offender is later determined to be unsuitable for grant program, then case is screened out and is processed normally by District Attorney.

Correctional Caseworker ascertains if offender will be able to complete payment of his obligations within 24 months.

Restitution Specialist makes random assignment of eligible offenders to one of two groups.

Restitution Specialist gathers additional case information as necessary and works with District Attorney and offender/defense attorney toward development of appropriate and mutually acceptable recommendations for each case.

After due consultation with all parties, Restitution Specialist presents District Attorney and offender/defense attorney with his case recommendation for acceptance, rejection, or further negotiation.

Based on preliminary income and loss assessment, restitution personnel estimate payment ability. If it appears that the offender cannot pay service and/or cash within 24 months, he is screened out and returns to normal processing.

Offenders are allowed to participate or not, based on outcome of random assignment. If an offender is assigned to the non-participatory group, he is returned to normal processing. If he participates, then the Correctional Caseworker will conduct a thorough investigation from which a sentence recommendation will later be developed. Although program contact ends with non-participatory group, additional data will be collected from these offenders at a later time.

Per CBS-11 agreement, Restitution Specialist does not provide District Attorney with any case information which could be used to prosecute offender. Restitution Specialist can only make a case recommendation.

Recommendations developed for either the Sole Sanction probation plus restitution group or the regular probation plus restitution group must involve either a specific monetary (# of \$) or service (# of hours) restitution commitment (or both) by the offender, according to individual case circumstances. Recommendations developed for the

regular probation group must not involve any monetary or service restitution by the offender, but a fine can also be a part of the recommendation.

After all parties agree to a mutually acceptable case recommendation, District Attorney presents case recommendation to court for recommendation.

Either District Attorney or offender/defense attorney may reject the Restitution Specialist's case recommendation and Restitution Specialist may be unable to negotiate a compromise. If a mutually acceptable case recommendation cannot be accomplished Restitution Specialist advises court of this and District Attorney makes his own case recommendation to court.

If case recommendation is acceptable to court, offender is sentenced and offender's compliance with specific terms of case recommendation is made a special condition of offender's probation.

Court has usual option to reject case recommendation altogether or to require some further modification of case recommendation.

The Restitution Specialist will supervise a caseload consisting only of those cases in the three randomly assigned groups in which case recommendations were accomplished to the satisfaction of all parties concerned.

All other cases will be supervised by regular probation personnel, even though some form of restitution may comprise a part of their sentence.

POST-PLEABasic Procedures

Correctional Caseworker screens all new upcoming cases and determines those cases eligible for initial restitution program consideration.

District Attorney reviews all cases eligible for program consideration and screens out additional cases which he views as unsuitable for further restitution program consideration.

District Attorney conducts usual plea-bargaining process with offender/defense attorney and prepares his case recommendation (which may or may not involve restitution.)

After offender enters plea, District Attorney asks court to order that a more thorough investigation be done by Correctional Caseworker on certain cases in order to determine restitution program suitability and to develop a restitution plan recommendation if later deemed appropriate.

Grant program is explained by Correctional Caseworker to offender and defense attorney and they are asked to agree to cooperate in the development of a specific restitution plan if later deemed appropriate.

Comments

Close coordination with District Attorney's office is required regarding new upcoming cases. Some cases are screened out due to nature of offense and are processed normally.

Cases which are screened out due to District Attorney rejection are processed normally.

While plea-bargaining process is going on, Correctional Caseworker does preliminary case investigation on remaining eligible cases and screens out all cases not meeting grant program suitability criteria.

Correctional Caseworker notifies District Attorney of certain cases for which a more thorough investigation is desired.

Court provides Correctional Caseworker with order to do PSI on certain cases and District Attorney defers making recommendation to court pending outcome of Correctional Caseworker investigation. All other cases are processed normally.

If offender or defense attorney refuse to agree to cooperate in the development of a restitution plan, or if they agree to cooperate but offender is later determined to be unsuitable for the grant program, then case

Correctional Caseworkers ascertain if offender will be able to complete payment of his obligations within 24 months.

Restitution specialist makes random assignment of eligible offenders to one of two groups.

Restitution Specialist gathers additional case information as necessary and works with District Attorney and offender/defense attorney to develop an appropriate and mutually acceptable recommendation for each case. After due consultation with all parties, Restitution Specialist presents District Attorney and offender/defense attorney with his case recommendation for acceptance, rejection, or further negotiation.

investigation is processed normally (which may or may not result in a restitution recommendation to court.)

Based on preliminary income and loss assessments, restitution personnel estimate payment ability. If it appears that the offender cannot pay service and/or cash within 24 months he is screened and returns to normal processing.

Offenders are allowed to participate or not, based on outcome of random assignment. If an offender is assigned to the non-participatory group, he is returned to normal processing. If he participates, then the Correctional Caseworker will conduct a thorough investigation from which a sentence recommendation will later be developed. Although program contact ends with the non-participatory group, additional data will be collected from these offenders at a later time.

Recommendations developed for either the Sole Sanction probation plus restitution group or the regular probation plus restitution group must involve either a specific monetary (# of \$) or service (# of hours) by the offender, according to individual case circumstances. Recommendations developed for the regular probation group must not involve any monetary or service restitution by the offender, but a fine can be a part of the recommendation.

If case recommendation is acceptable to court, offender is sentenced and offender's compliance with specific terms of case recommendation is made a special condition of offender's probation.

The Restitution Specialist will supervise a caseload consisting only of those cases in the three randomly assigned groups in which case recommendations were accomplished to the satisfaction of all parties concerned.

Court has usual option to reject case recommendation altogether or to require some further modification of case recommendation.

All other cases will be supervised by regular probation personnel, even though some form of restitution may comprise a part of their sentence.

**APPENDIX III**

SSRP Program Data

Coder ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

Revised 1/1/78

Intake data to be completed for all offenders initially screened eligible.

Offender's Name \_\_\_\_\_

Offender's Social Security #: \_\_\_\_\_

Offender's State ID # (GCIC): \_\_\_\_\_

Offender's FBI #: \_\_\_\_\_

Offender's Indictment/Accusation #: \_\_\_\_\_

1. VENUE: Court through which offender is  
is being processed

- 1 = State Court  
2 = Superior Court

-List the county on the line following  
the court code.

1. VENUE Court \_\_\_\_\_  
County \_\_\_\_\_

2. JUDGE: Sentencing judge \_\_\_\_\_

2. JUDGE \_\_\_\_\_

3. SOURCE: Source of case

3. SOURCE \_\_\_\_\_

- 1 = routine screening of indictment  
list/arraignment calendar  
2 = referral by DA/solicitor  
3 = referral by judge  
4 = referral by DA -- Diversion  
Program (Macon Circuit only)  
5 = transfer from other caseload  
6 = other (specify)

Specify \_\_\_\_\_

SSRP Program Data

Coder ID \_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I. Initial Screen (Present Offense/Residence)

4. SSDAT: Date

4. SSDAT \_\_\_\_\_

II. DA/Solicitor Review

Check here if the case was not reviewed by the prosecutor or his representative (e.g., the investigator). Skip to item 6.

5. DAOUT: Outcome of DA screening

- 1 = eligible  
2 = ineligible (list reasons and end packet after this item)

5. DAOUT  eligible, processing continues  
 ineligible

Specify reasons \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If ineligible, end packet here.

I. Suitability Screen (Prior Record)

6. PSSOUT: Preliminary suitability screen outcome

6. PSSOUT

eligible, processing continues  
 ineligible, more than one prior felony conviction

ineligible, chronically addicted to drugs/alcohol

Check  
all  
that  
apply

- ineligible, mental/emotional impairment not treatable as out-patient  
 ineligible, offender has non-negotiable detainers  
 ineligible, offender is a professional criminal

(CONTINUED ON NEXT PAGE)

SSRP Program Data

Coder ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

ineligible, offender has history of dangerous behavior. List prior offenses which define this behavior  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ineligible, physical handicap which might prohibit participation (specify: \_\_\_\_\_)

other (specify: \_\_\_\_\_)

If ineligible, end packet here.

A. Prior Adult Record

If the offender has no prior record as an adult check this box and proceed to Alcohol/Drugs (Section B).

7. ARRONE: Date of first arrest as an adult

7. ARRONE \_\_\_\_\_

8. MISCON: Total number of known prior misdemeanor convictions

8. MISCON \_\_\_\_\_

00 = none  
01-96 = actual number of convictions  
98 = unknown

-Enter the exact number of convictions known to be misdemeanors.  
Any entries in the record that are unclear as to whether felony or misdemeanor should be ignored in this tally.

SSRP Program Data

Coder ID \_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Offender ID \_\_\_\_ - \_\_\_\_ - \_\_\_\_

State/Juris/Prog ID \_\_\_\_ / \_\_\_\_ / \_\_\_\_

9. FELCON: Total number of known prior felony convictions

00 = none  
01-96 = actual number of convictions  
98 = unknown

-See instructions for MISCON, above.

9. FELCON \_\_\_\_

10. PRORVA: Number of probation revocations -- adult

0 = probation imposed but never revoked  
1-5 = actual number of revocations  
6 = 6 or more  
7 = not applicable, never on probation  
8 = unknown

10. PRORVA \_\_\_\_

11. PAREVA: Number of revocations from parole for which returned to incarceration -- adult

0 = released  
1-5 = actual number of revocations  
6 = 6 or more  
7 = not applicable, never on parole  
8 = unknown

11. PAREVA \_\_\_\_

SSRP Program Data

Coder ID \_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Offender ID \_\_\_\_-\_\_\_\_-

State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

12. PRLIST: List of prior adult offenses and dispositions

-Code the prior adult record in the columns provided on the answer sheet or append a xerox copy of the complete record. Code all offenses known to be available to district attorney or judicial decision-makers.  
-If more than 8 prior offenses, continue in space below.

Offense	Statute	Date	Disposition
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

SSRP Program Data

Coder ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

B. Alcohol/Drugs

13. ALCUSE: Offender's history of alcohol use

0 = none  
1 = light use  
2 = moderate use  
3 = heavy use  
4 = alcoholic classification  
5 = reformed alcoholic  
6 = unknown

- Code "1" reflects light social usage, not generally considered debilitating in any way. Alcohol use did not inhibit work/school performance, family relations, etc.
- Code "2" moderate use indicates occasional problems, where alcohol use had been known to impinge upon work, family obligations somewhat but without permanent harm, e.g., loss of job, separation from family, assaults while drunk, arrest.
- Code "3" if alcohol use significantly impinges upon work, family/social relationships. Formal job discipline or firing as a result, separation (voluntary or involuntary) from family for 1 or more days, assaultive or suicidal behavior while drunk.
- Code "4" alcoholic -- if the offender is in a perpetual state of craving for alcohol, i.e., alcohol consumption is the central factor in his/her life, he/she cannot function without it. Offender had been subject of voluntary (AA) or involuntary (court-directed) attempts to cure.
- Code "5" if the offender had previously been in a state described in code "4" but is now reformed ("cured").
- Code "8" if no information appears on alcohol use.

13. ALCUSE \_\_\_\_\_

SSRP Program Data

Coder ID \_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

14. ALCRIM: Does the offender's prior record indicate any relationship between the use of alcohol and his/her criminal behavior

1 = yes  
2 = no  
8 = unknown/no record

15. DRGUSE: Offender's history of drug use

0 = none  
1 = light use (includes experimental use of marijuana)  
2 = moderate use  
3 = heavy use  
4 = addicted  
5 = reformed drug abuser  
8 = unknown

16. DRGCRM: Does the offender's prior record indicate any relationship between the use of drugs and his/her criminal behavior

1 = yes  
2 = no  
8 = unknown/no record

14. ALCRIM \_\_\_\_

15. DRGUSE \_\_\_\_

16. DRGCRM \_\_\_\_

IV. Voluntariness Determination

If the case is processed post-plea and voluntariness determination is not applicable, check here and skip to Section V Offender Income Information.

17. VOLOUT: Voluntariness outcome

17. VOLOUT

eligible processing continues  
 ineligible

List reasons for not volunteering:

If ineligible, end package

SSRP Program Data

Coder ID \_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Offender ID \_\_\_\_ - \_\_\_\_ - \_\_\_\_

State/Juris/Prog ID \_\_\_\_ / \_\_\_\_ / \_\_\_\_

V. Offender Income Information

18. DEPO: Total number of dependents for whom the offender is financially responsible

1-5 = actual number of dependents

6 = 6 or more

7 = dependents but number unknown

8 = unknown if offender has dependents or not

-Include the offender as his/her own dependent.

-Include the offender's spouse and all minor children (under 18) living with the offender as dependents of that offender, and all other persons for whom the offender has a continuing financial responsibility.

-Dependents may be children or adults, living with or apart from the offender. In the case of adults (other than spouse), or children living apart from the offender. The key element in determining dependency is the provision of continuing financial support, including voluntary or non-voluntary contributions (e.g., alimony, child support).

-The number of dependents has to be at least one to account for the offender.

19. INCO: Offender's approximate total (i.e., gross) income per year -- year prior to disposition

01 = less than \$1,000

02 = \$1,000 to \$1,999

03 = \$2,000 to \$2,999

04 = \$3,000 to \$3,999

05 = \$4,000 to \$4,999

06 = \$5,000 to \$5,999

07 = \$6,000 to \$7,499

08 = \$7,500 to \$9,999

09 = \$10,000 to \$11,999

10 = \$12,000 to \$14,999

11 = \$15,000 to \$19,999

12 = \$20,000 to \$24,999

13 = \$25,00 and up

18. DEPO \_\_\_\_

19. INCO \_\_\_\_

97 = not applicable, offender incarcerated for entire year prior to disposition

98 = unknown

SSRP Program Data

Coder ID \_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Offender ID \_\_\_\_ - \_\_\_\_ - \_\_\_\_

State/Juris/Prog ID \_\_\_\_ / \_\_\_\_ / \_\_\_\_

20. FINCO: Family's approximate total (i.e., gross) income per year -- year prior to disposition. Include the offender's income (see item INCO) in this amount

01 = less than \$1,000  
02 = \$1,000 to \$1,999  
03 = \$2,000 to \$2,999  
04 = \$3,000 to \$3,999  
05 = \$4,000 to \$4,999  
06 = \$5,000 to \$5,999  
07 = \$6,000 to \$7,499  
08 = \$7,500 to \$9,999  
09 = \$10,000 to \$11,999  
10 = \$12,000 to \$14,999  
11 = \$15,000 to \$19,999  
12 = \$20,000 to \$24,999  
13 = \$25,000 and up (specify)  
98 = unknown

-Include only income of the offender, his/her spouse, and all minor children (under 18) living with the offender.

-Code the gross income, that is, the total amount before deductions.

Include the offender's income as part of the family income. Compute this figure on the basis of present earnings, considering all sources of income including public assistance (aid to dependent children, welfare, social security, veterans' benefits) and alimony and child support received.

-Code on basis of the year prior to disposition. If the offender or his/her family members worked less than 1 full year estimate the income for one year.

20. FINCO \_\_\_\_

If "13," specify \_\_\_\_\_

SSRP Program Data

Coder ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

21. FAMWEL: Is the offender or his/her family on welfare?

- 0 = neither the offender nor his/her family are on welfare  
1 = yes, offender on welfare  
2 = yes, family on welfare  
3 = yes, both on welfare  
8 = unknown

21. FAMWEL \_\_\_\_\_

VI. Offender's Payment Ability

22. PABID: Payment ability assessed by

22. PABID

- judge  
 DA/solicitor  
Check  DA investigator  
all  restitution staff  
that  other (specify) \_\_\_\_\_  
apply

23. PABSRC: Source(s) of information utilized by restitution staff for payment ability assessment.

- Check here if the restitution staff did not verify, assist in, or independently assess the offender's ability to pay.  
Skip to item 24.

(CONTINUED ON NEXT PAGE)

SSRP Program Data

Coder ID \_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Offender ID \_\_\_\_ - \_\_\_\_ - \_\_\_\_

State/Juris/Prog ID \_\_\_\_ / \_\_\_\_ / \_\_\_\_

	Check if Contacted/Consulted	Approximate Number of Attempts Needed to Make Contact
Offender	____	____
Offender's family	____	____
Offender's neighbors	____	____
Offender's employer/former employer	____	____
Welfare department	____	____
Offender's bank	____	____
Other _____	____	____
_____	____	____

24. PABOUT: Outcome of payment  
ability screening

24. PABOUT

- eligible, able to pay within 24'  
months, processing continues  
 ineligible, unable to pay within 24'  
months (specify reasons)  
\_\_\_\_\_

If ineligible, end packet here.

II. Offender Information

A. General Information

25. DOBO: Date of birth

25. DOBO \_\_\_\_ - \_\_\_\_ - \_\_\_\_

SSRP Program Data

Coder ID \_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_ / \_\_\_\_ / \_\_\_\_

26. SEXO: Sex of offender

1 = male  
2 = female  
8 = unknown

26. SEXO \_\_\_\_

27. RACEO: Race/ethnic background  
of offender

1 = white  
2 = black  
3 = American Indian  
4 = Spanish speaking  
5 = Asian  
6 = other  
8 = unknown

27. RACEO \_\_\_\_

B. Home/Family Situation

28. MARSTO: Legal marital status at  
time of disposition

1 = married (includes common-law)  
2 = single, never married  
3 = divorced  
4 = separated  
5 = widow(er)  
7 = other  
8 = unknown

28. MARSTO \_\_\_\_

29. LIVWO: Offender lived with -- at  
time of disposition. Check all  
that apply in the spaces provided.

-If detained or incarcerated at  
disposition code status at last  
community exposure.

Check  
all  
that  
apply

spouse  
 paramour  
 children (include step-children,  
adopted children)

other relatives (include in-laws)  
 friends  
 alone  
 other  
 unknown

SSRP Program Data

Coder ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

30. RESTAB: Residential stability of offender year prior to the present involvement with the criminal justice system

1 = stable  
2 = unstable  
7 = not applicable, incarcerated for more than 6 months in year prior to present involvement with criminal justice system  
8 = unknown

-If the offender has 3 or more address changes within the past year which appear unrelated to job or school, code "2 = unstable." If no specific mention is made of any moves assume no moves and code as "1 = stable."  
-Consider only the period prior to the present contact with the criminal justice system. Do not consider changes reflecting moves from home to an institution or moves between institutions.

31. COUNTO: County in which the offender's present residence is located. Use county codes.

998 = county unknown

32. RESO: Offender's present residence (street address, if possible)

C. Education

33. EDUCO: Education level of offender; highest grade complete

00-17 = grades completed  
97 = other (specify)  
98 = unknown

30. RESTAB \_\_\_\_\_

31. COUNTO \_\_\_\_\_

32. RESO \_\_\_\_\_

33. EDUCO \_\_\_\_\_

Specify \_\_\_\_\_

SSRP Program Data

Coder ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

D. Work/Occupation Status

34. WORKO: Offender's work status at the time of arrest for the present offense(s)

1 = not working  
2 = working, full-time employment  
3 = working, steady part-time employment  
4 = working, occasionally  
8 = unknown

35. LENGWO: How long was the offender in the above category (WORKO) as of the time of arrest for the present offense(s) -- in months

1 = less than 1 month  
2 = 1 to 3 months  
3 = 4 to 6 months  
4 = 7 to 9 months  
5 = 10 to 12 months  
6 = 13 months or more  
8 = work status unknown or unknown how long in above status

*-Each interval includes 3 full months,  
e.g., 3 1/2 months would be entered  
under code "2."*

36. WKPATO: If six months or less in above item (LENGWO), characterize the work pattern for the year prior to arrest

1 = not working  
2 = working, full-time employment  
3 = working, steady part-time employment  
4 = working occasionally  
5 = incarcerated for more than half of the year  
7 = not applicable, more than 6 months in LENGWO  
8 = unknown, no record

34. WORKO \_\_\_\_\_

35. LENGWO \_\_\_\_\_

36. WKPATO \_\_\_\_\_

SSRP Program Data

Coder ID \_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_ / \_\_\_\_ / \_\_\_\_

37. REASWO: If working part-time or not working in item (WORKO) above, indicate the principal reason for this

01 = retired  
02 = temporarily disabled  
03 = permanently disabled  
04 = on strike  
05 = no work available  
06 = housewife  
07 = independent income, no need to work  
08 = student  
09 = other (specify)  
97 = not applicable, working full-time  
98 = unknown work status or reason

-If no differentiation can be made between several reasons, code as "other" and specify on answer sheet.

38. OCCO: Primary occupation of offender

00 = no occupation  
01 = professional, technical, kindred  
02 = owners, managers, and administrators, excluding farm  
03 = sales workers  
04 = clerical and kindred  
05 = craftsmen and kindred  
06 = operatives, except transport  
07 = transport  
08 = laborers, excluding farm  
09 = farmers and farm managers  
10 = service workers, except private household  
11 = private household workers (domestic)  
12 = armed forces (as career)  
13 = other (specify)  
14 = student  
15 = housewife  
16 = illicit occupation (prostitution, gambling, etc.)  
98 = unknown

-Occupation refers to the principal business or vocation of the offender regardless of whether he is presently working at this occupation or not. See general instructions, number 5.

SSRP Program Data

Coder ID \_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Offender ID \_\_\_\_

State/Juris/Prog ID \_\_\_\_ / \_\_\_\_ / \_\_\_\_

III. Randomization

39. RANID: Random assignment made by

39. RANID \_\_\_\_

Specify \_\_\_\_\_

40.. RANOUT: Outcome of random assignment

40. RANOUT \_\_\_\_

Specify \_\_\_\_\_

- 1 = SSR experimental -- random
- 2 = SSR experimental -- forced  
(i.e., offender participated in an incident in which a coparticipant has been declared an SSR experimental)
- 3 = control -- random
- 4 = control -- forced (i.e., coparticipant in incident declared control)
- 5 = probation + restitution  
experimental -- random
- 6 = probation + restitution  
experimental -- forced (i.e., coparticipant in incident declared probation + restitution experimental)
- 7 = other (specify)

IX. Plan Formulation

41. PFID: Plan formulated by

41. PFID \_\_\_\_

Specify \_\_\_\_\_

A. Loss Assessment

42. VICNUM: Number and type of victims

42. VICNUM

Personal \_\_\_\_\_

Organizational \_\_\_\_\_

SSRP Program Data

Coder ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

43. LOSSID: Losses assessed by

43. LOSSID

Check  
all  
that  
apply

judge

DA/solicitor

DA investigator

restitution staff

other (specify) \_\_\_\_\_

44. LOSSRC: Source(s) of information utilized by restitution staff to determine victim losses.

Check here if the restitution staff did not verify, assist in, or independently assess the victim's losses. Skip to item 45.

-Indicate only the records or persons/agencies utilized in determining the loss amount for the restitution award. If only records were consulted, do not indicate the sources of information of those records. A separate Program Loss Assessment should be filled out for each victim.

Official Criminal Justice Records

Check if Consulted

Arrest report

\_\_\_\_\_

DA investigation

\_\_\_\_\_

Warrant

\_\_\_\_\_

Other criminal justice records

\_\_\_\_\_

(CONTINUED ON NEXT PAGE)

SSRP Program Data

Coder ID \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Offender ID**

State/Juris/Prog ID   /  /

Persons/Agencies	Check if Contacted/Consulted	Approximate Number of Attempts Needed to Make Contact
Victim(s)		
All (or only) victim	—	—
Some victims (if multiple victim case)	—	—
DA/solicitor	—	—
Police	—	—
Insurance company	—	—
Other persons or agencies (e.g., bank, hospital, etc., list)	—	—
<hr/> <hr/> <hr/> <hr/>	—	—
<hr/> <hr/> <hr/> <hr/>	—	—
<hr/> <hr/> <hr/> <hr/>	—	—

## b. PLAN CONTENT/DISPOSITION GRID

Recommendations presented to:  DA/solicitor  
 Judge  
 Offender/defense attorney

## RESTITUTION

## SSRP Program Data

Coder ID \_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## PLAN RECOMMENDED

45a. Restitution:  No recommendation made

Recipient No.	Recipient I.D.	Amount \$	Service Type	Service Hours	Location of Service
1	-----	-----	-	----	
2	-----	-----	-	----	
3	-----	-----	-	----	
4	-----	-----	-	----	
5	-----	-----	-	----	
6	-----	-----	-	----	
7	-----	-----	-	----	
8	-----	-----	-	----	

## DISPOSITION ORDERED

45b. Restitution:  Not ordered /  Same as recommendation

Recipient No.	Recipient I.D.	Amount \$	Service Type	Service Hours	Location of Service
1	-----	-----	-	----	
2	-----	-----	-	----	
3	-----	-----	-	----	
4	-----	-----	-	----	
5	-----	-----	-	----	
6	-----	-----	-	----	
7	-----	-----	-	----	
8	-----	-----	-	----	

## Codes for service type

- 0 = no service
- 1 = direct restoration to victim or damage caused by offender's behavior
- 2 = service to public agency or community generally
- 3 = service to charitable organization
- = other (specify)

## Specify service types

\_\_\_\_\_  
 If hours = 997, specify hours  
 \_\_\_\_\_  
 If amount = 99997, specify amount  
 \_\_\_\_\_

## Reasons for change in recommendation:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Specify service types

\_\_\_\_\_  
 If hours = 997, specify hours  
 \_\_\_\_\_  
 If amount = 99997, specify amount  
 \_\_\_\_\_

## PLAN CONTENT/DISPOSITION GRID (Continued)

FINES

## SSRP Program Data

Coder ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

PLAN RECOMMENDED					
46a. Fine: No recommendation made					
Recipient No.	Recipient I.D.	Amount \$	Service Type	Service Hours	Location of Service
1	-----	-----	-	----	
2	-----	-----	-	----	
3	-----	-----	-	----	

## Codes for service type

- 0 = no service  
 1 = direct restoration to victim of damage caused by offender's behavior  
 2 = service to public agency or community generally  
 3 = service to charitable organization  
 4 = other (specify) \_\_\_\_\_

## Specify service types

- \_\_\_\_\_  
 \_\_\_\_\_  
 If hours = 997, specify hours  
 \_\_\_\_\_  
 \_\_\_\_\_  
 If amount = 99997, specify amount  
 \_\_\_\_\_

DISPOSITION ORDERED					
46b. Fine: Not ordered / Same as recommendation					
Recipient No.	Recipient I.D.	Amount \$	Service Type	Service Hours	Location of Service
1	-----	-----	-	----	
2	-----	-----	-	----	
3	-----	-----	-	----	

## Reasons for change in recommendation:

- \_\_\_\_\_  
 \_\_\_\_\_  
 If hours = 997, specify hours  
 \_\_\_\_\_  
 \_\_\_\_\_  
 If amount = 99997, specify amount  
 \_\_\_\_\_

## Specify service types

## PLAN CONTENT/DISPOSITION GRID (Continued)

Coder ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Offender ID \_\_\_\_\_  
State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

PLAN RECOMMENDED	DISPOSITION ORDERED	REASONS FOR CHANGE IN RECOMMENDATION
<p>47. <u>Jail/Prison</u> <input type="checkbox"/> No recommendation made  Recommended ____ months  <input type="checkbox"/> Recommended, no length specified</p>	<p><input type="checkbox"/> Not ordered <input type="checkbox"/> Same as recommendation  Ordered ____ months  Suspended? Yes No (Circle one)</p>	
<p>48. <u>Probation</u> <input type="checkbox"/> No recommendation made  Recommended ____ months  <input type="checkbox"/> Recommended, no length specified</p>	<p><input type="checkbox"/> Not ordered <input type="checkbox"/> Same as recommendation  Ordered ____ months  Suspended? Yes No (Circle one)</p>	
<p>49. <u>Costs</u> <input type="checkbox"/> No recommendation made  Recommended \$ _____</p>	<p><input type="checkbox"/> Not ordered <input type="checkbox"/> Same as recommendation  Ordered \$ _____  Suspended? Yes No (Circle one)  <input type="checkbox"/> Costs included in restitution  <input type="checkbox"/> Costs included in fine</p>	
<p>50. <u>Other</u> <input type="checkbox"/> None recommended  Recommended (specify)  _____  _____  _____</p>	<p><input type="checkbox"/> None ordered <input type="checkbox"/> Same as recommendation  Ordered (specify)  _____  _____  _____</p>	

SSRP Program Data

Coder ID \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_ / \_\_\_\_ / \_\_\_\_

51. PFFIN: Date plan finalized

-Code here the date on which the plan was finalized, to the point that it is ready for the consideration of the judge/DA.

52. NOTEQ: For each victim where the restitution recommended in the plan does not equal the full amount of the loss, explain why. Convert service restitution to dollar values (e.g., offender unable to pay full amount, partial restitution ordered, etc.).

51. PFFIN \_\_\_\_\_

52. NOTEQ  Check here if none

Victim ID

Reasons

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

53. VNOREC: For each victim of the incident (i.e., listed in the Incident Grid(s)) who is not receiving restitution, explain why (e.g., unable to locate victim, victim did not want restitution, etc.).

53. VNOREC:  Check here if none

Victim ID

Reasons

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SSRP Program Data

Coder ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

54. PROSUP: Supplemental program supports. If none, indicate.

54. PROSUP \_\_\_\_\_  
\_\_\_\_\_

55. DOS: Date of sentencing

55. DOS \_\_\_\_\_

56. TCOUNS: Type of counsel at sentencing

56. TCOUNS \_\_\_\_\_

- 0 = not represented by counsel
- 1 = public defender
- 2 = assigned counsel
- 3 = private counsel (retained)
- 4 = counsel provided by a private organization
- 5 = other
- 7 = represented, lawyer classification unknown
- 8 = unknown if represented

C. Payment Plan (Cash)

Check if no cash payments (fine, restitution, or costs) are to be made as part of the disposition.  
Skip to 60.

57. PAYONE: Date first cash payment (fine, restitution, or costs) is to be made

57. PAYONE \_\_\_\_\_

58. PAYEND: Projected date of last cash payment

58. PAYEND  
restitution payments \_\_\_\_\_  
(If "none," indicate)  
all payments \_\_\_\_\_

SSRP Program Data

Coder ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Offender ID \_\_\_\_\_  
State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

59. PAYSCH: Payments will be made according to the following schedule:

\$ \_\_\_\_\_ per \_\_\_\_\_ (month, week)

If the payment schedule is variable, indicate the specific arrangements:

---

---

D. Service Plan

Check if no service is to be performed (fine or restitution) as part of the disposition. Skip to 63.

60. SRVONE: Date service to begin

60. SRVONE \_\_\_\_\_

61. SRVEND: Projected date of last service performance

61. SRVEND  
restitution payments \_\_\_\_\_  
(If "none," indicate)  
all service \_\_\_\_\_

62. SRVSCH: Service will be performed according to the following schedule:

Recipient I.D.	Arrangements Day/Time	Monitored by:
-----	_____	_____
-----	_____	_____
-----	_____	_____
-----	_____	_____

SSRP Program Data

Coder ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

E. Plan Formulation

63. PLNSRC: Contacts made in developing the offender's payment/service plan by restitution staff

Persons/Agencies	Check if Contacted/Consulted	Approximate Number of Attempts Needed to Make Contact
Offender	_____	_____
Victim(s)		
All (or only) victim(s)	_____	_____
Some victims (if multiple victim case)	_____	_____
Service agencies		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

64. VICONV: Were any of the victims contacted to convert cash restitution to service?

64.  No

Yes (List I.D.'s of those contacted and check whether they agreed to convert cash to service):

Agreed		
Contacted	Yes	No
-----	---	---
-----	---	---
-----	---	---
-----	---	---

SSRP Program Data

Coder ID \_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_ / \_\_\_\_ / \_\_\_\_

65. VICNOT: Date victim(s) notified  
of case outcome

65. VICNOT

Victim	Date
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----

Coder ID \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_  
 Victim ID \_\_\_\_\_  
 State/Juris/Prog. ID \_\_\_\_\_ / \_\_\_\_\_

Revised 8/1/77

1. VICLOS: Indicate whether this loss assessment is being computed for a personal or an organizational victim.

Personal Victim  
 Organization Victim

2. LOSS MATRIX

	Column I	Column II	Column III	Column IV	*Specify _____
Type of Loss	Gross Amount Lost	Recovery-Police/Other (Not Insurance)	Recovery-Insurance/Workman's Comp.	Amount Not Recovered	
Money Stolen	-----	-----	-----	-----	**Specify _____
Property Stolen	-----	-----	-----	-----	
Property Damaged	-----	-----	-----	-----	
Medical Expenses	-----	-----	-----	-----	
Value of Lost Property	-----	-----	-----	-----	
Total	-----	-----	-----	-----	
Other **	-----	-----	-----	-----	

Code amounts:

00000-99995 = actu. amount  
 99996 = \$99,999 or more  
 99998 = unknown

3. ESTOL: In the case of property stolen, which factors were considered by program staff in determining the loss amount? Check all that apply.

not applicable, no property stolen  
 original cost  
 actual replacement cost  
 victim estimate of loss  
 insurance company statement  
 police estimate  
 other (specify \_\_\_\_\_)  
 unknown

4. DAMEST: In the case of property damaged, which factors were considered by program staff in determining the loss amount? Check all that apply.

not applicable, no property damaged  
 original cost  
 actual replacement cost  
 actual repair cost  
 victim estimate  
 insurance company statement  
 police estimate  
 other (specify \_\_\_\_\_)  
 unknown



**CONTINUED**

**1 OF 2**

Complete these items only for personal victims:

5. VINJUR: Victim physical injury as a result of the present victimization

-Check all that apply.

- None  
 Unknown  
 Gunshot/knife wound  
 Broken bones or teeth knocked out  
 Internal injuries; knocked unconscious  
 Bruises, black eye, cuts, scratches, swelling, burns  
 Other (Specify) \_\_\_\_\_
- 

6. VICMED: Type of professional medical treatment

-Check the single most appropriate response.

-This item applies only to medical attention by a doctor or other medically trained person (e.g., nurse, dental surgeon, etc.) and not to self-administered treatment such as bandaging a wound.

-Code "2" includes hospital emergency treatment or emergency treatment in family doctor's office or a clinic.

- None  
 Unknown  
 Emergency room/doctor treatment only  
 Admitted to hospital for care (at least overnight)

## Augment Answer Grid

Coder ID \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Offender ID**

State/Juris/Prog. ID   /  /

**Incidents:** A single robbery event involving the commission of one or more offences. An incident is unique as to time and place. Therefore, two robberies by the same offender would constitute two incidents if they occurred at different times or at different locations. They would constitute a single incident if both robberies occurred at the same time and place (e.g., the burgling of a couple). Similarly, the burglary of four apartments in one apartment complex by the same offender on one evening would constitute four separate incidents.

**2. WEAP: Weapon**

- 0 = no weapon involved
  - 1 = feigned weapon
  - 2 = weapon in offender's possession but not used
  - 3 = weapon used to threaten victim
  - 4 = weapon used in attempt to injure victim
  - 5 = weapon used to injure victim
  - 6 = weapon present, unknown whether used or simply in possession
  - 7 = other (specify on answer grid)
  - 8 = unknown

3. WEAP: Type of weapon

- 00 = no weapon involved  
 02 = blunt instrument  
 03 = knife/sharp instrument  
 04 = chemical (e.g., lye, acid, gne, etc.)  
 05 = explosives (including incendiaries)  
 06 = handgun  
 07 = long gun (including sawed-off shotgun)  
 08 = gun, type unknown  
 09 = other (specify on answer grid)  
 98 = unknown type of weapon

(NOTE: There is no "01" code in this item.)

#### **8. VPRC1\*: Victim precipitation**

- 1 = yes  
2 = no  
3 = unknown

### 9. VOR: Victim-offender relationship

to the offender, and vacate the

- 1 = family/relative
  - 2 = employer
  - 3 = ex-employer
  - 4 = other acquaintance
  - 5 = stranger
  - 6 = other
  - 7 = not applicable, no
  - 8 = unknown

19. INCLC: Location of Insiders:

- 9 = eff0008 00E 180A160 02E611A**

For personal view only. Not for distribution.

- 1 = victim's home -- occupied  
2 = victim's home -- not occupied or immediate surroundings  
3 = victim -- elsewhere

For seven sections (VII-FX), use the following sheet codes:

- 4 = at the place of business -- occupied
  - 5 = at the place of business -- unoccupied
  - 6 = business -- elsewhere
  - 7 = other location (specify on another p. 13)
  - 8 = unknown

Georgia System Processing

Coder ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog. ID 4/ \_\_\_\_/\_\_\_\_

I. Arrest/Conviction

1. DOARR: Date of arrest
2. STARR: Legal status of offender at time of arrest for conviction offenses

0 = free  
1 = released: ROR  
2 = released: bail/bond  
3 = released: pending further action  
4 = probation  
5 = parole  
6 = community correctional programs  
7 = other (specify)  
8 = status unknown

1. DOARR \_\_\_\_\_

2. STARR \_\_\_\_\_

Specify \_\_\_\_\_

Conviction

3. DOC: Date of conviction
  4. NOCONV: Total number of conviction charges
- 1-6 = actual number of charges convicted  
7 = 7 or more (specify)  
8 = unknown

(Do not include the number of counts per charge in determining the response.)

3. DOC \_\_\_\_\_

4. NOCONV \_\_\_\_\_

Specify \_\_\_\_\_

Georgia System Processing

Coder ID      Date      /      /

**Offender ID**

State/Juris/Proc. # 4/

5. CCHGXX: Conviction charges

5. CCHGXX

6. ACHGXX: Acquittal charges

6. ACHGXX

(Acquittal charges will only appear if the offender proceeds to trial. Do not code charges dismissed by the court or charges dropped by the prosecutor or complainant whether at trial or in the plea negotiation or bargaining process.)

Georgia System Processing

Coder ID \_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Offender ID \_\_\_\_ - \_\_\_\_ - \_\_\_\_

State/Juris/Prog. ID 4/ \_\_\_\_ / \_\_\_\_

7. HOWCON: Basis of conviction

- 01 = plea of guilty, no trial
- 02 = plea of nolo, no trial
- 03 = plea of guilty during trial
- 04 = plea of nolo during trial
- 05 = convicted by judge (bench trial)
- 06 = convicted by jury (jury trial)
- 07 = other (specify) \_\_\_\_\_
- 96 = convicted by plea, type unknown
- 97 = trial, type unknown (i.e., bench or jury trial)
- 98 = basis of conviction unknown

7. HOWCON \_\_\_\_\_

Specify \_\_\_\_\_

II. Detention Status

8. GACLIB: Offender's primary status --  
arrest to sentence

- 1 = detained
- 2 = released: ROR
- 3 = released: bail/bond
- 4 = released: other (specify) \_\_\_\_\_
- 5 = released: release mechanism unknown
- 8 = unknown if released or not

8. GACLIB \_\_\_\_\_

Specify \_\_\_\_\_

In this item record the one status which  
best characterizes the period between arrest  
and sentence. Thus if the offender was  
released on ROR for two weeks but detained  
for seven weeks between arrest and sentence  
"1" should be coded indicating the offender's  
primary status was "detained."

9. GACDAY: Total number of days in detention --  
arrest to sentence

9. GACDAY \_\_\_\_\_

Specify \_\_\_\_\_

- 00 = not detained
- 01-95 = actual number of days
- 96 = 96 or more (specify) \_\_\_\_\_
- 97 = detained, number of days unknown
- 98 = unknown if detained

### Offender Interview Schedule

Interviewer Note: (a) The first series of questions is aimed at setting the tone for the interview, to put the offender at ease, and establish your position as someone who is interested in hearing what the offender has to say. The responses to the questions should allow you to begin the process of assessing the attitudes of the offender toward the victim in terms of the three scales -- blame, hostility, and empathy. Although some factual information may be given by the offender at this stage, your primary attention should be upon the attitude assessment task. You may note any factual information but be sure to verify it when the appropriate question arises later in the interview (See Rules for Interviewing, C.l.c.) Although you may wish to make a provisional assessment on the three attitude scales as the offender talks, your final assessment should be made at the end of the interview, after all of the factual information is collected.

(b) Before interviewing offenders be sure you understand the nature of the offense(s) about which you will be talking. Also, be sure you understand the intent of the interview questions. By preparing yourself prior to conducting the interview you will be able to focus the offender's responses on the intended substance of the questions and avoid asking manifestly inappropriate questions. The result will be a shorter, smoother interview.

Offender Interview Schedule

Interviewer ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog. ID \_\_\_\_/\_\_\_\_/\_\_\_\_

M1. Did anything in particular lead up to the incident(s)?

Probe "What?" Ask yourself who does the offender seem to be blaming for the incident?

M2. Do you think it/(they) could have been prevented in any way?

Probe "How?"; "Why not?" Again, ask yourself who does the offender seem to be blaming for the incident?

M3. How do you feel about the [person(s)]/business(es)/organization(s)] against [whom(which)] you were convicted of committing the offense(s)?

Probe for precise nature of offender's feelings. Hostility? Empathy?  
(See Rules for Interviewing "B2" on neutral probes.)

M5. Was there any reason you chose [this/these] particular (person(s))/business(es)/organization(s)] or was it just by chance?

Check all that apply and circle one box for the source blamed most by the respondent.

Blame assessment:

- Blames no one  
 Self  
 Co-offender(s)  
 Victim(s)  
 Other people (Specify) \_\_\_\_\_

- Other (Specify) \_\_\_\_\_

Hostility towards the victim(s)

1 Not Hostile	2	3 Somewhat Hostile	4	5 Very Hostile	Check here if Rater does not know
---------------------	---	--------------------------	---	----------------------	---

Empathy

1 Not Empathic	2	3 Somewhat Empathic	4	5 Very Empathic	Check here if Rater does not know
----------------------	---	---------------------------	---	-----------------------	---

Reasons victim chosen:

N. Now I would like to focus on a few of the details of what you have just described. You may feel that you have answered some of the questions already, but I want to be sure I haven't misunderstood anything; so I will ask this set of questions to get as complete a picture as possible of what happened.

Questions in Section N are designed primarily to obtain the offender's viewpoint about the loss assessment. You should be attentive, however, to any expression of feelings by the offender that might be useful to you in rating the blame, hostility, and empathy items.

Record amounts to nearest whole dollar. When the offender is unable to provide an exact amount try to get his/her best estimate of the amount.

#### Injury

N1. Was(were) the victim(s) injured in any way as a result of what happened?

- No (Skip to N4)  
 Yes  
 Unknown (Skip to N4)

N2. Do you think any of the injuries were serious enough to need professional medical attention? What type?

- No \_\_\_\_\_  
Yes  
 Emergency room/doctor treatment only  
 Admitted to hospital for care (overnight)  
 Unknown

If necessary probe for distinction between professional medical attention, and self-prescribed or self-administered. Make sure the offender's response can be coded in one of the categories provided. E.g., probe, "Do you think the person(s) had to go to a doctor or hospital?" "Do you think he/she/they had to stay overnight at the hospital?"

#### Work Time Loss

N3. Do you think anyone injured missed any time from work because of the injury?

- No  
 Yes  
 Unknown

Do not include time lost as a result of criminal justice processing (e.g., witness time).

#### Property/Services/Cash Taken

N4. Was anything taken during this incident? This includes theft of services and anything obtained by deception or fraud.

- No (Skip to N13)  
 Yes  
 Unknown (Skip to N13)

Even though this information probably will have been obtained already, verify it with the offender at this point. For example, "You said you took a wallet, is that right?"

Offender Interview

Offender ID \_\_\_\_\_

Cash Taken

N5. Was any cash taken?

- No (Skip to N9)  
 Yes  
 Unknown (Skip to N9)

Exclude money or goods obtained by use of a credit card or checks. Checks and credit card losses are included in the "Property/Services Taken" section below.

N6. What was the total amount taken?

\$ \_\_\_\_\_  
 Unknown

N7. Was any of the cash returned to the authorities or the victim?  
To whom?

- No (Skip to N9)  
 Unknown (Skip to N9)  
Yes (check all that apply)  
 Police  
 Probation/parole officer  
 Victim  
 Other (Specify) \_\_\_\_\_

N8. How much of the cash was returned?

\$ \_\_\_\_\_  
 Unknown

Property/Services Taken

N9. Was any property taken or services obtained during the incident (not including the cash just mentioned)?

- No (Skip to N13)  
 Yes  
 Unknown (Skip to N13)

Include checks, credit cards, bonds, etc., and theft of services.

N10. Altogether, what was the value of the property and/or services (not including the cash just mentioned)?

\$ \_\_\_\_\_  
 Unknown

Include the value of money, goods, or services obtained by use of credit cards or checks, or by fraud or deception.

N11. Was any of this amount returned to the authorities or the victim?  
To whom?

- No (Skip to N13)  
 Unknown (Skip to N13)  
Yes (check all that apply)  
 Police  
 Probation/parole officer  
 Victim  
 Other (Specify) \_\_\_\_\_

**N12. How much?**

Exclude any returned cash already mentioned.

\$

 Unknown

If the recovered property was damaged, the amount recorded here should be the value of the property in its damaged state, not its original value. E.g., if a car worth \$1,000 is stolen and is returned with \$200 collision damage, the amount entered here should be \$800. If only a few of the stolen articles were returned, include only the value of the property returned. If stolen services are repaid, the amount paid back should be included here.

**Damage****N13. Was anything damaged but not taken during this incident?**

Give examples if necessary; e.g., was a lock or window broken, clothing damaged, etc.

 No (Skip to N15) Yes Unknown (Skip to N15)**N14. What do you think it would cost the victim to have this damage repaired?**

\$

 Unknown

Specify \_\_\_\_\_

---

---

**N15. Do you know whether the victim had any losses that haven't been mentioned so far? What? What do you think the value was?****Victim Recovery****N16. Do you think the victim(s) was(were) able to get anything back for the loss or damage [other than what was returned by you (and the other persons involved)]?** No (Skip to Section O) Yes Unknown (Skip to Section O)15  
F

Offender Interview

Offender ID \_\_\_\_\_

N17. How much? All, a large part, or only a small part?

- All
- Large part
- Small part
- Unknown

N18. How do you think it was recovered?

- Insurance
- Tax write-off
- Other (Specify) \_\_\_\_\_
- Unknown

O. Now I would like to ask you a few questions about the criminal justice system and get your opinions about it.

O1. After the incident, what contacts did you have with criminal justice agents? The police? Prosecutors (DA)? Defense lawyers? Court officials? Judges? Prison staff? Probation? Parole officers?

Check all that apply in the space provided. (O1 and O2)

O2. Of the people you dealt with, do you feel that they (any) were concerned about you as an offender? (Who? Any others?)

O3. Who do you think was most concerned about you as an offender?

If the respondent states more than one agency/person equally, mark each one in the space provided. (O3 and O4)

O4. Who do you think was least concerned?

Contact	O1.	O2.	O3.	O4.
Offender Concern	Concern for Offender	Most Concern	Least Concern	Concern
Police	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.A.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Defense Attorney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judge(s)/Courts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Probation Off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrections Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parole Authorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other(Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Q5. How satisfied are you with the way you were treated. (No pause) Think, for example, of a straight line; at one end you have a "0" which means totally dissatisfied; and at the other end you have 100 which means totally or 100 percent satisfied. zero equals totally dissatisfied; 100 equals totally satisfied. Where would you place yourself on the line? \_\_\_\_\_ %

Explain the use of the satisfaction line again if necessary. Try to have the respondent state a numbered point on the line. For example, if the respondent says, "about half way," probe -- "Which figure would you say comes closest, 40, 50, 60?"

---



---

#### Rationality of disposition:

- P1. By and large, do you think your sentence makes any sense? Why?

1 Very Irrational	2	3	4	5 Very Rational	<input type="checkbox"/> Rater doesn't know
-------------------------	---	---	---	-----------------------	---

Rate the offender's belief of the rationality of the disposition based on his/her responses to P1 and P2.

Why:

- P2. Do you think anything good or bad will come out of this for you? Why?

<input type="checkbox"/> Good	<input type="checkbox"/> Bad	<input type="checkbox"/> Both	<input type="checkbox"/> Don't know
-------------------------------	------------------------------	-------------------------------	--

- P3. How fair do you think this sentence is to you? (No pause) Using the line again, only this time 0 (zero) means totally unfair and 100 means totally or 100 percent fair. \_\_\_\_\_ %

- P4. How fair do you think this sentence is to the person(s) that you were convicted of committing the crime against? Use the line again. \_\_\_\_\_ %

- P5. How fair do you think this sentence is to the community at large that you were convicted of committing the crime against. 0 = totally unfair; 100 = totally fair. \_\_\_\_\_ %

Offender Interview

Offender ID \_\_\_\_\_

- Q. Finally, I would like to find out how you feel about offenders making restitution to victims of crimes as part of their sentence.

I'm going to describe to you briefly three types of restitution. For each one I would like you to tell me whether you think it is a good or a poor idea.

For each response check the appropriate box on the grid.

Q1. The first type is financial restitution where offenders pay money that goes back to victims for losses caused by the crime. Do you think this is a good idea or a poor idea?

Q2. The second type is where offenders make restitution by performing service for victims, for example, repairing damage caused during the incident. Is this a good idea or a poor idea?

Q3. The last type is where offenders make restitution by performing service for the community such as cleaning up parks or working at the Boys Club. How about this, is it a good idea or a poor idea?

Q4. Now, of these three types which do you think is the best idea?

Q5. Of the remaining two which is the better idea?

	Good Idea	Poor Idea	Undecided	Rank
E1. Financial				
E2. Service				
E3. Community				

In the RANK column, place a "1" by the type indicated to be the best, a "2" by the type indicated to be next best, and a "3" by the remaining type.

Offender Interview

Offender ID \_\_\_\_\_

Q6. How widely do you think restitution should be used in the criminal justice system? For all offenses, some offenses, or none at all?

Check the appropriate response:

- All offenses (Skip to E8)  
 Some offenses  
 No offenses

If respondent says all offenses, skip to (E8). If respondent says some offenses or none at all, ask:

Q7. Why do you think it should not be used for all offenses?

Reasons for not using for all offenses:

Q8. People have different ideas about the purposes of restitution. What do you think is its most important purpose? Anything else?

Most important purpose of restitution:

If the person does not know what you mean, ask this probe question:

Some people see restitution as useful to the community, the offender, and/or the victim. How do you think it will be most useful?

Respondent: "It will be most useful to the victim."

Interviewer: "How?"

If this is a comparison offender ask the following question (Q9) and end the interview. If experimental offender skip Q9 and continue the interview.

For Comparison Offenders Only

Q9. What about in your case? (No pause) Do you think restitution would have been a good idea or not a good idea? Why? Why not?

Single Victim

- Good idea  
 Not a good idea  
 Don't know

Multiple Victims

- Good idea for all victims  
 Good idea for some victims  
 Not a good idea  
 Don't know

Why; Why not:

For Comparison Offenders -- End Interview

For Experimental Offenders Only

Q10. What about in your case? (No pause) Do you think restitution is a good idea or not a good idea? Why?

Single Victim

- Good idea
- Not a good idea
- Don't know

Multiple Victims

- Good idea for all victims
- Good idea for some victims
- Not a good idea
- Don't know

Why:

Q11. Considering what happened in the incident(s), do you think the restitution ordered was too much, too little, or about right?

Single Victim

- Too much
- About right
- Too little
- No opinion

Multiple Victims

- Too much, all victims
- About right, all victims
- Too little, all victims
- Mixed (e.g., too much for some; too little for others)
- No opinion

Q12. How satisfied are you with the service provided by [Project Name]. Use the satisfaction line again. Zero equals totally dissatisfied; 100 equals totally satisfied.

Q13. Do you have any suggestions about ways that the service might be improved?

Ways to improve:

END INTERVIEW.

### Offender Follow-Up Interview Schedule

Interviewer Note: (a) The first series of questions is aimed at setting the tone for the interview, to put the offender at ease, and establish your position as someone who is interested in hearing what the offender has to say. The responses to the questions should allow you to begin the process of assessing the attitudes of the offender toward the victim in terms of the three scales -- blame, hostility, and empathy. Although some factual information may be given by the offender at this stage, your primary attention should be upon the attitude assessment task. You may note any factual information but be sure to verify it when the appropriate question arises later in the interview (See "Rules for Interviewing," C.1.c.) Although you may wish to make a provisional assessment on the three attitude scales as the offender talks, your final assessment should be made at the end of the interview, after all of the factual information is collected.

(b) Before interviewing offenders be sure you understand the nature of the offense(s) about which you will be talking. Also, be sure you understand the intent of the interview questions. By preparing yourself prior to conducting the interview you will be able to focus the offender's responses on the intended substance of the questions and avoid asking manifestly inappropriate questions. The result will be a shorter, smoother interview.

Offender Follow-Up  
Interview Schedule

The first thing I'd like to ask you about is the offense itself.

Interviewer ID \_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog. ID \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PM1. Looking back on what happened, did anything in particular lead up to the incident(s)?

Probe "What?" Ask yourself who does the offender seem to be blaming for the incident?

PM2. Do you think it/(they) could have been prevented in any way?

Probe "How?"; "Why not?" Again, ask yourself who does the offender seem to be blaming for the incident?

PM3. How do you feel now about the [person(s)/business(es)/organization(s)] against [whom(which)] you were convicted of committing the offense(s)?

Probe for precise nature of offender's feelings. Hostility? Empathy?  
(See "Rules for Interviewing 'B2'" on neutral probes.)

PM4. Thinking back, was there any reason you chose [this/those] particular [person(s)/business(es)/organization(s)] or was it just by chance?

Check all that apply and circle one box for the source blamed most by the respondent.

Blame assessment:

- Blames no one  
 Self  
 Co-offender(s)  
 Victim(s)  
 Other people (specify) \_\_\_\_\_

- Other (specify) \_\_\_\_\_

Hostility towards the victim(s)

1	2	3	4	5	Check here if Rater does not know
Not Hostile	Somewhat Hostile	Very Hostile			

Empathy towards the victim(s)

1	2	3	4	5	Check here if Rater does not know
Not Empathic	Somewhat Empathic	Very Empathic			

Reasons victim chosen:

THERE IS NO PN SECTION.

Offender Follow-Up  
Interview Schedule

Offender ID \_\_\_\_\_

PO. Now I would like to ask you a few questions about the criminal justice system and get your opinions about it.

POL. As a result of this incident, what contacts did you have with criminal justice agents? The police? Prosecutors (DA)? Defense lawyers? Court officials? Judges? Prison staff? Probation? Parole officers? Restitution staff?

Record all contacts relating to this (these) incident(s) from the time of the incident to the time of this interview.

Check all that apply in the space provided. (PO1 and PO2)

PO2. Of the people you dealt with, do you feel that they (any) were concerned about you as an offender? (Who? Any others?)

PO3. Who do you think was most concerned about you as an offender?

If the respondent states more than one agency/person equally, mark each one in the space provided. (PO3 and PO4)

PO4. Who do you think was least concerned?

POL.	PO2.	PO3.	PO4.
Concern for Offender	Most Concern	Least Concern	Concern
Police	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.A.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Defense Attorney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judge(s)/Courts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Probation Off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrections Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parole Authorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restitution Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Offender Follow-Up  
Interview Schedule

Offender ID \_\_\_\_\_

P05. If you think about everything that has happened to you regarding this(these) incident(s), how satisfied are you with the way you were treated. (No pause) Think, for example, of a straight line; at one end you have a "0" which means totally dissatisfied; and at the other end you have 100 which means totally or 100 percent satisfied. Zero equals totally dissatisfied; 100 equals totally satisfied. Where would you place yourself on the line? \_\_\_\_\_ %

Explain the use of the satisfaction line again if necessary. Try to have the respondent state a numbered point on the line. For example, if the respondent says, "about half way," probe -- "Which figure would you say comes closest, 40, 50, 60?"

PP1. By and large, do you think the sentence you received makes any sense? Why?

Rate the offender's belief of the rationality of the disposition based on his/her responses to PP1 and PP2.

PP2. Do you think anything good or bad has come out of this for you? Why?

PP3. How fair do you think this sentence was to you? (No pause) Using the line again, only this time 0 (zero) means totally unfair and 100 means totally or 100 percent fair. \_\_\_\_\_ %

Rationality of disposition:

1 Very Irrational	2	3	4	5 Very Rational	<input type="checkbox"/> Rater does not know
-------------------------	---	---	---	-----------------------	--

Why:

Good

Bad

Both

Don't know

Why:

Offender Follow-Up  
Interview Schedule

Offender ID \_\_\_\_\_

PP4. How fair do you think this sentence  
is to the victim(s) of the  
offense(s)? Use the line again.

\_\_\_\_\_ %

PP5. How fair do you think this sentence  
is to the community at large?

\_\_\_\_\_ %

If necessary, clarify "community at large"  
as the "people of the [town/city/county]"  
in which the incident(s) took place.

PQ. Now I would like to find out how you feel about offenders making restitution to  
victims of crimes as part of their sentence.

I'm going to describe to you briefly three types of restitution. For each one I  
would like you to tell me whether you think it is a good or a poor idea.

For each response check the appropriate  
box on the grid.

PQ1. The first type is financial restitu-  
tion where offenders pay money that  
goes back to victims for losses  
caused by the crime. Do you think  
this is a good idea or a poor idea?

PQ2. The second type is where offenders  
make restitution by performing  
service for victims; for example,  
repairing damage caused during  
the incident. Is this a good  
idea or a poor idea?

PQ3. The last type is where offenders  
make restitution by performing  
service for the community such  
as cleaning up parks or working  
at the Boys Club. How about  
this, is it a good idea or a  
poor idea?

PQ4. Now, of these three types, which do  
you think is the best idea?

PQ5. Of the remaining two which is  
the better idea?

	Good Idea	Poor Idea	Unde-cided	Rank
PQ1. Financial				
PQ2. Service				
PQ3. Community				

In the RANK column, place a "1" by  
the type indicated to be the best,  
a "2" by the type indicated to be  
next best, and a "3" by the remaining  
type.

Offender Follow-Up  
Interview Schedule

Offender ID \_\_\_\_\_

PQ6. How widely do you think restitution should be used in the criminal justice system? For all offenses, some offenses, or none at all?

Check the appropriate response:

- All offenses (skip to PQ8)  
 Some offenses  
 No offenses

If respondent says all offenses, skip to (PQ8). If respondent says some offenses or none at all, ask:

PQ7. Why do you think it should not be used for all offenses?

Reasons for not using for all offenses:

PQ8. People have different ideas about the purposes of restitution. What do you think is its most important purpose? Anything else?

Most important purpose of restitution:

If the person does not know what you mean, ask this probe question:  
Some people see restitution as useful to the community, the offender, and/or the victim. How do you think it will be most useful?

Respondent: "It will be most useful to the victim."

\*Interviewer: "How?"

PQ9. If an offender is ordered to make restitution, do you think the rest of his/her sentence should be more lenient than if no restitution is ordered, or should it make no difference at all?

- Treated more leniently  
 Makes no difference  
 Don't know

For Experimentals, Skip to PQ11.

Offender Follow-Up  
Interview Schedule

Offender ID \_\_\_\_\_

FOR COMPARISON OFFENDERS ONLY

PQ10. What about in your case? (No pause) Do you think restitution would have been a good idea or not a good idea? Why? Why not?

Single Victim

- Good idea  
 Not a good idea  
 Don't know

Multiple Victims

- Good idea for all victims  
 Good idea for some victims  
 Not a good idea  
 Don't know

Why; Why not:

FOR COMPARISON OFFENDERS -- END INTERVIEW

FOR EXPERIMENTAL OFFENDERS ONLY

PQ11. Do you think the rest of your sentence was more lenient because you had to make restitution?

- Yes  
 No  
 Don't know

PQ12. If you had not been required to make restitution what do you think your sentence would have been?

- Probation (length \_\_\_\_ months)  
 Fine (amount \$ \_\_\_\_\_)  
 Jail/Prison (length \_\_\_\_ months)  
 Other (specify terms) \_\_\_\_\_

Probe for specific terms of the sentence if necessary, e.g., length or amount.

- Don't know

PQ13. What about in your case? (No pause) Do you think restitution has been a good idea or not a good idea? Why? Why not?

Single Victim

- Good idea  
 Not a good idea  
 Don't know

Multiple Victims

- Good idea for all victims  
 Good idea for some victims  
 Not a good idea  
 Don't know

Why; Why not:

Offender Follow-Up  
Interview Schedule

Offender ID \_\_\_\_\_

PQ14. Do you think another type of restitution such as [insert types not ordered], might have been better for you?

If "yes," ask: "Which type(s) and why?"

In the blank above insert the type(s) of restitution not assigned in the present case. For example, if the offender was to make financial restitution insert "direct service to victim" and "community service."

PQ15. Considering what happened in the incident(s), do you think the restitution ordered was too much, too little, or about right?

PQ16. What arrangements were made for you to make this restitution?

Probe: Financial Restitution

Was it to be paid once a week, once a month, all at once, or some other way?

How much per period?

Probe: Service to Victims or Community Service

For example, how many hours per week were you to work?

If a combination of cash and service was ordered be sure the offender indicates the arrangements for making both types.

If the arrangements were changed since the time of the original order be sure that the offender's responses to questions PQ16 and PQ17 reflect the most recent arrangements.

- Yes, cash
- Yes, direct service
- Yes, community service
- No
- Don't know

Why: .

Single Victim

- Too much
- About right
- Too little
- No opinion

Multiple Victims

- Too much, all victims
- About right, all victims
- Too little, all victims
- Mixed (e.g., too much for some; too little for others)
- No opinion

Financial

- No fixed schedule
- Weekly \$ \_\_\_\_\_ /wk.
- Every 2 wks. \$ \_\_\_\_\_ /2wks.
- Monthly \$ \_\_\_\_\_ /mo.
- Lump sum
- Other \_\_\_\_\_

Service to Victims

- No fixed schedule; offender to perform a total of \_\_\_\_\_ hours
- No fixed number of hours; offender to perform specific task(s)
- \_\_\_\_\_ hours per week
- Other (specify) \_\_\_\_\_
- Don't know, never notified of schedule
- Don't know, can't recall (Skip to PQ18)
- Don't know, never notified of schedule  
Don't know, can't recall (Skip to PQ18)

Offender Follow-Up  
Interview Schedule

Offender ID \_\_\_\_\_

PQ17. How satisfied are you with the arrangements for you to make restitution? Use the line again, 0 equals totally dissatisfied; 100 equals totally satisfied. \_\_\_\_\_%

PQ18. Has making restitution imposed any hardship on you or your family? Please explain.

- No  
Yes:  went on welfare  
 loan from relatives/friends  
 loan from bank/finance company  
 had to take second job  
 wife/husband had to go to work  
 had to sell personal/family belongings or property  
 other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PQ19. Has making restitution benefited you or your family in any way? Please explain.

- No  
 Yes (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ask the next question (PQ20) only if the offender was to make financial restitution. If no financial restitution, skip to PQ21.

PQ20. What happens to the money you have been assigned to pay; to whom does it go?

Probe to ascertain where the offender believes the money ultimately goes, i.e., to the victim(s), insurance company, the State, county, city, etc. Also, probe to determine the total amount the offender believes each recipient is to receive.

- Don't know \_\_\_\_\_  
 Victim(s) \$ \_\_\_\_\_  
 Insurance company \$ \_\_\_\_\_  
Check  Third party other than  
all insurance company \$ \_\_\_\_\_  
that  Fines, court costs,  
apply supervision fees \$ \_\_\_\_\_  
 Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_

Offender Follow-Up  
Interview Schedule

Offender ID \_\_\_\_\_

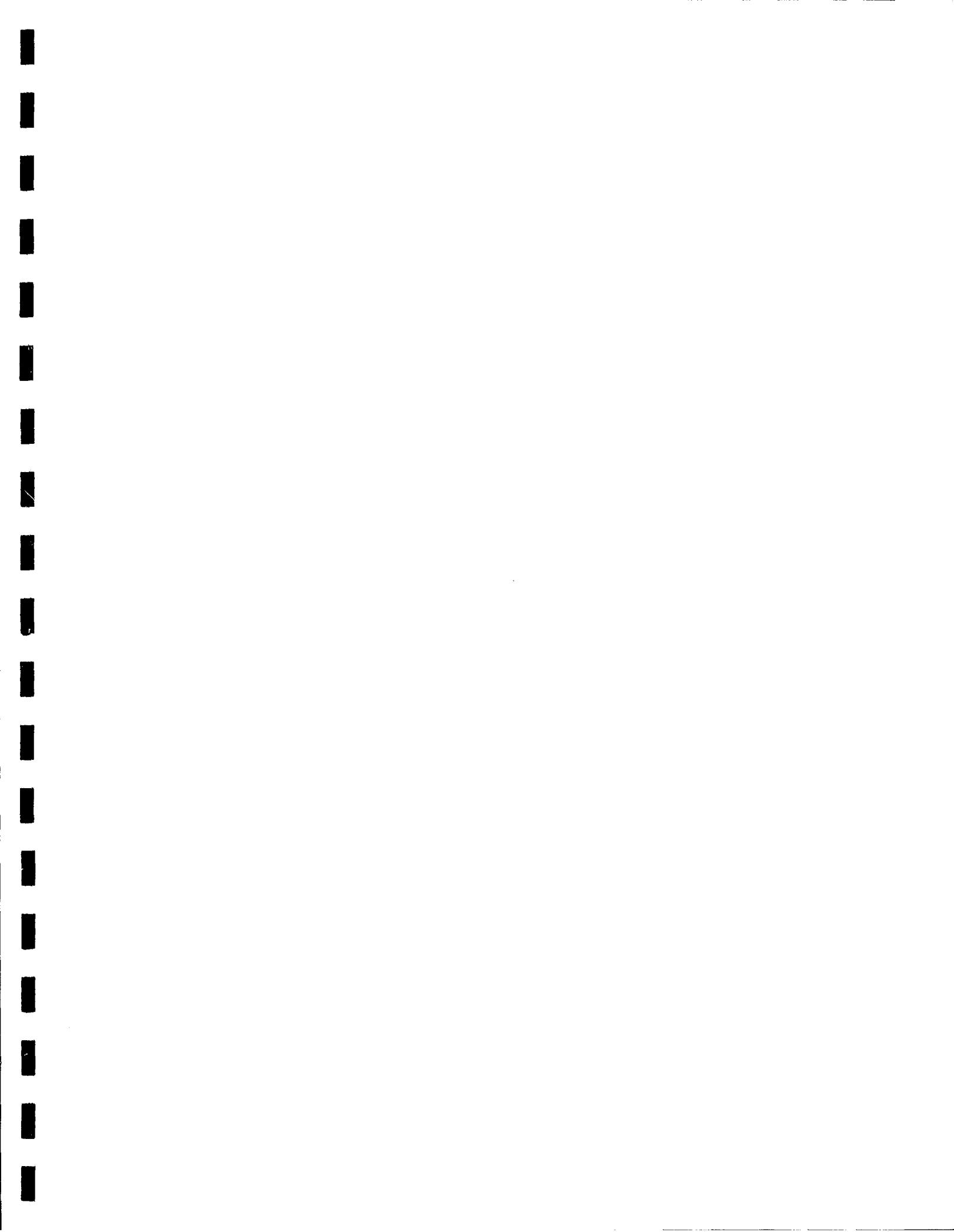
PQ21. How satisfied are you with the service provided by [Project Name]. Use the satisfaction line again. Zero equals totally dissatisfied; 100 equals totally satisfied.

\_\_\_\_\_ %

PQ22. Do you have any suggestions about ways that the service might be improved?

Ways to improve:

-----  
END INTERVIEW.  
-----



This report should be completed for all offenders at month intervals. (The instructions for Offender-Monitoring Report to determine when the first report commences.) Reporting would continue until (1) offender is released from the criminal justice system or the restitution grant expires, whichever comes

#### Report Period

- OBREP: Quarterly reporting period

Month: 3 6 9 12 15 18  
(Circle appropriate month)

#### Characteristics of the Offender

- OBLAL: Offender's legal status at the end of this reporting period

0 = free (released from all supervision)  
1 = probation, normal supervision  
2 = probation, intensive supervision  
3 = parole  
4 = work release  
5 = incarceration  
6 = absconded (probation/parole supervision suspended)  
7 = other (specify)  
8 = unknown

OBLALC

Specify \_\_\_\_\_

- OBDATE: Date of change in legal status (if changed during this reporting period only)

999997 = not applicable, no change in status  
during this reporting period  
999998 = unknown

OBDATE

- OBLMAR: Characterize the offender's marital status during this reporting period

1 = married (includes common-law)  
2 = single, never married  
3 = divorced  
4 = separated  
5 = widow(er)  
7 = other  
8 = unknown

OBLMAR

- OBDMP: Characterize the offender's employment status during this reporting period

1 = not working  
2 = working, full-time employment  
3 = working, steady part-time employment  
4 = working, occasionally  
8 = unknown

OBDMP

6. OBLIV: Characterize the offender's living arrangements during this reporting period

Incarcerated for entire reporting period  
 Spouse  
 Paramour  
 Children (include step-children, adopted children)  
 Other relative (include in-laws)  
 Friends  
 Alone  
 Other  
 Unknown

7. OBREP: Total number of dependents for whom the offender is financially responsible  
1-5 = actual number of dependents  
6 = 6 or more  
7 = dependents but number unknown  
8 = unknown if offender has dependents or not

OBREP

8. OBRES: Number of residence changes during this reporting period  
0 = no residence changes  
1-4 = actual number of residence changes  
5 = 5 or more  
6 = not applicable, incarcerated for entire reporting period  
7 = more than one, but number unknown  
8 = unknown

OBRES

9. OBWEL: Characterize the welfare status of the offender or his/her family during this reporting period  
0 = neither the offender nor his/her family on welfare  
1 = offender on welfare  
2 = family on welfare  
3 = both on welfare  
8 = unknown

OBWEL

10. OBEDUC: Educational level of offender -- highest grade completed  
00-17 = grades completed  
97 = other (specify)  
98 = unknown

OBEDUC

Specify \_\_\_\_\_

#### Offender-Based Monitoring Report Answer Sheet

Coder ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Offender ID \_\_\_\_\_

State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

GEORGIA  
1/1/78

- II. OBLCLI: Characterize the offender's involvement with alcohol during this reporting period

0 = none  
1 = light use  
2 = moderate use  
3 = heavy use  
4 = alcoholic classification  
5 = reformed alcoholic  
8 = unknown

OBLCLI

12. OBDRUG: Characterize the offender's involvement with drugs during this reporting period

0 = none  
1 = light use  
2 = moderate use  
3 = heavy use  
4 = addicted  
5 = reformed drug abuser  
8 = unknown

OBDRUG

#### III. Significant Events

13. OBSDIC: Significant events this reporting period

OBSDIC \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### IV. Violations of Conditions of Release/Supervision

For items 14 through 18 on next page enter the information requested for each occurrence that has come to your attention during this reporting period.

(CONTINUE ON NEXT PAGE)



17. UPROV: Violations proven during this reporting period

-Enter the date on which the violations were proven and specify the exact nature of the violation(s).

-Violations proven in this period may have occurred in this or a previous reporting period.

Not applicable, none this reporting period

DATE

**VIOLATIONS PROVEN**

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18. OBREV: Outcome from revocation proceedings during this reporting period

-Enter the date of the outcome(s) and check the appropriate outcomes (e.g., date of final revocation hearing, etc.) resulting from each revocation proceeding during this or any earlier reporting period. Specify terms where indicated.

Not applicable, none this reporting period

DATE

## OUTCOME

Returned to probation/parole/work release -- no new condition

Returned to probation/parole/work release -- new condition (specify \_\_\_\_\_)

Revoked (specify terms \_\_\_\_\_)

Other (specify \_\_\_\_\_)

Returned to probation/parole/work release -- no new condition

Returned to probation/parole/work release -- new condition (specify \_\_\_\_\_)

Revoked (specify terms \_\_\_\_\_)

Other (specify \_\_\_\_\_)

## V. New Criminal Justice Processing

For items 19 through 22 enter the dates and charges/dispositions for each occurrence that has come to your attention during this reporting period.

19. OSARR: Arrests during this reporting period

- Arrests must be for criminal behavior not technical violations of conditions of release/supervision.
- Arrests this period may be for criminal behavior during this or an earlier period.
- Use master list codes, see general instructions number 4.

Not applicable, none this reporting period

A. Date   /  /

Charges:

B. Date   /  /

Charges:

C. Date 1-1-1

Chargers

Master List	CTS	A/C	If ML-998 specify
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. (Continued)

### Chrysanthemums

Master List	CTS	A/C	If ML-99 specify

2. OSCMC: Formal charges this reporting period

- Formal charges are those charges contained in the document upon which a prosecution is based. Generally, this document is an indictment, information, accusation, complaint, or presentment.
  - Code only formal charges not reported in previous reporting periods.
  - Formal charges in this period may be for criminal behavior and/or arrests during this or an earlier period.
  - Use master list codes, see general instructions number 4.

Not applicable, none this reporting period

3.        /        /        /

Charges:

— 1 —

Offender-Based Monitoring Report  
Answer Sheet

Coder ID \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Offender ID**

State/Juris/Prog. ID   /  /

21. OSCOM: Convictions this reporting period

- Convictions during this reporting period may be for criminal behavior and/or formal charges during this or an earlier reporting period.
  - Use master list codes, see general instructions number 4.

Not applicable, none this reporting period

A. Date   /  /

1. Date 1-1-1

**Charges:**

C. Date 1-1

**Charges:**

Offender-Based Monitoring Report  
Answer Sheet

Coder ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Offender ID \_\_\_\_\_  
State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

GEORGIA  
1/1/78

- OBSENT: New dispositions this reporting period  
-Sentences during this reporting period may be for convictions during this or an earlier period.  
 Not applicable, none this reporting period.

/ / / /  Previously suspended sentence imposed (specify terms \_\_\_\_\_)

New sentence imposed (specify terms \_\_\_\_\_)

Other (specify \_\_\_\_\_)

/ / / /  Previously suspended sentence imposed (specify terms \_\_\_\_\_)

New sentence imposed (specify terms \_\_\_\_\_)

Other (specify \_\_\_\_\_)

ment/Service Record

4. CSERV: Was the offender under an obligation to perform service (i.e., service for fines, restitution or mandatory community service) during this period?

NO  
 Yes, obligation continues  
 Yes, but obligation fulfilled this period (Date \_\_\_\_/\_\_\_\_/\_\_\_\_)  
 Yes, officially released from obligation this period (Date \_\_\_\_/\_\_\_\_/\_\_\_\_)  
Reasons \_\_\_\_\_

- 23b. CFIN: Was the offender under an obligation to make financial payments (i.e., for fines, costs or restitution) during this period?

NO  
 Yes, obligation continues  
 Yes, but obligation fulfilled this period (Date \_\_\_\_/\_\_\_\_/\_\_\_\_)  
 Yes, officially released from obligation this period (Date \_\_\_\_/\_\_\_\_/\_\_\_\_)  
Reasons \_\_\_\_\_

- 23c. CREST: Was the offender under an obligation to make or perform restitution during this period?  
N.B. Rentitution refers to cash payments to the victim or service in lieu of such payments.

NO  
 Yes, obligation continues  
 Yes, but obligation fulfilled this period (Date \_\_\_\_/\_\_\_\_/\_\_\_\_)  
 Yes, officially released from obligation this period (Date \_\_\_\_/\_\_\_\_/\_\_\_\_)  
Reasons \_\_\_\_\_

- 23d. CREIN: Was the offender reinstated to the restitution program after having been previously released from his/her obligations?

NO  
 Yes (Date reinstated \_\_\_\_/\_\_\_\_/\_\_\_\_)

\*If "no" is coded in items 23a-d (i.e., assigned obligations completed prior to this period) -- END PACKET HERE.

- 24a. CSSR: Is the offender a Sole Sanction (SSR) case?

NO, skip to 25  
 Yes

- 24b. CREASH: If SSR and not terminated from supervision or placed on inactive status, indicate reasons

Not applicable, payments or service continue  
Reasons \_\_\_\_\_

A. Financial Payment Record

25. OBPAID: Amount of financial payments paid to date  
00000 = none  
00001-99995 = actual dollar amount paid (nearest whole dollar)  
99996 = \$99,996 or more  
99997 = not applicable, no financial ordered  
99998 = amount unknown

OBPAID

Number of times during this reporting period the offender has:

26. OBFAIL: Failed to pay at all

OBFAIL

Specify \_\_\_\_\_

27. OBLATE: Made late payments

OBLATE

Specify \_\_\_\_\_

28. OBPART: Paid less than the full amount ordered

OBPART

Specify \_\_\_\_\_

Codes for items OBFAIL, OBLATE, and OBPART:

- 0 = never  
1-5 = actual number of times  
6 = 6 or more  
7 = not applicable, no financial payments ordered  
8 = unknown

rvices Performance Record

OHOUR: Number of hours of service performed to date  
000 = none  
1-995 = actual number of hours  
996 = 996 hours or more  
997 = not applicable, no service restitution ordered  
998 = unknown

CUR

of times during this reporting period the offender

OMISS: Failed to perform a scheduled service

OSS

Specify \_\_\_\_\_

OBSLOW: Performed a scheduled service late

OBSLOW

Specify \_\_\_\_\_

OBIT: Only partially fulfilled a scheduled service

OBIT

Specify \_\_\_\_\_

For items OMISS, OBSLOW, and OBIT

never  
actual number of times  
or more  
not applicable, no service ordered  
unknown

VII. Actions Taken

33. OBLACT: What action (short of termination/revocation) has been taken during this reporting period, to assure adherence to the restitution order?

GEOGRAPHY  
1/1/78

Check  
all  
that  
apply

- No action taken
- Warning issued
- Magas garnished
- Supervision intensified
- Plan amended (specify) \_\_\_\_\_
- Support program added (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_
- Not applicable, full compliance with the restitution ordered

Specify \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Offender-Based Monitoring Report  
Answer Sheet

Coder ID \_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Offender ID \_\_\_\_-\_\_\_\_-\_\_\_\_

State/Juris/Prog ID \_\_\_\_/\_\_\_\_/\_\_\_\_

APPENDIX IV

Offenses Eligible for Program Consideration

FELONY OFFENSES

Homicide

1103                   Involuntary Manslaughter

Damage of Property

1501                   Criminal Damage 1st Degree  
1502                   Criminal Damage 2nd Degree  
1504                   Damaging, Destroying, or  
                        Deceptive Property to Defraud Another  
1505                   Vandalism to a Place of Worship

Burglary

1601                   Burglary  
1602                   Possession of Tools for Commission of Crime

Deception Practices

1701                   Forgery 1st Degree  
1702                   Forgery 2nd Degree  
1705                   Illegal Use of Credit Card

Theft

1802                   Theft by Taking  
1803                   Theft by Deception  
1804                   Theft by Extortion  
1805                   Theft of Lost or Mislaid Property  
1806                   Theft by Receiving Stolen Property  
1807                   Theft of Services  
1808                   Theft by Conversion  
1809                   Theft of Trade Secret  
1813                   Theft of Motor Vehicle or  
                        Part of Component  
1814                   Theft of Leased Personal Property

Robbery

1901                   Robbery

Disorderly Conduct

2609                   False Public Alarm  
2613                   Criminal Interference With Government Property

MISDEMEANOR OFFENSES

All misdemeanor offenses are eligible for program consideration.

List of Program Suitability Criteria

1. The offender's present primary offense must be on the list of offenses eligible for Program Consideration.
2. The offender must have no more than two felony convictions, inclusive of the current conviction. More than one conviction stemming from the same act or series of acts shall be considered as one conviction.
3. The offender must show no evidence of being chronically addicted to alcohol, drugs, or any other chemical agent.
4. The offender must show no evidence of being psychotic, severely emotionally disturbed, or brain-damaged to such extent that out-patient treatment would be insufficient to meet his needs.
5. The offender must have no history of societally dangerous behavior within five years of the current conviction, as demonstrated by the absence of convictions for such offenses as felony assault, armed robbery, forcible sex acts, use of a dangerous weapon in the commission of a crime, etc.
6. The offender must have no non-negotiable detainers or other unresolved charges which would prevent his full program participation.
7. The offender must be a non-professional criminal. A professional criminal is defined as an individual who has chosen to earn his living outside the law with no demonstrated history of consistent attempts at lawful employment as a source of financial support, or who is identified as being involved with organized criminal activities.
8. The offender must be a resident of a county within the judicial circuit in which the program is functioning.
9. The offender must be willing to fully participate in the program.
10. The offender must be reasonably able to complete his restitution plan within a maximum of 24 months.

**APPENDIX V**

## Group Assignment Procedure

By means of the method outlined in the following paragraph, place the offender in one of the following groups:

- a) restitution, with active probation supervision ending upon completion of the restitution obligation (sole sanction restitution).
- b) restitution, in conjunction with normal probation,
- c) normal probation.

Determine the offender's birthdate by asking the offender or by finding the information in his records. Determine the last digit of the date of the month on which the offender was born. If the date has only one digit, use that number.

For instance:

- a) if the offender's birthdate is February 14, 1959, use the number 4 for placement purposes, or
- b) if the offender's birthdate is January 3, 1949, use the number 3 for placement purposes.

If the last digit is:

- a) 2, 3, 5, 6, or 7 - the offender is placed in the sole sanction restitution group for whom plans will be developed specifying restitution and the termination of active supervision following successful completion of the restitution obligation.
- b) 0, 1, 8, or 9 - the offender is placed in the group for whom plans will be developed specifying restitution and normal probation.
- c) 4 - the offender is placed in the group for whom plans are drawn specifying probation only.

Group Assignment Procedure (con't)

Based on examination of birthdates contained within existing offender files, it was found that each digit, 0-9, of the last number of the birthdate contained 8-12% of the total N. This percentage approximates 10% as would be assumed if birthdates were totally random. In addition, the groupings used for assignment were also selected randomly, using an existing table of random numbers.

It is assumed that the procedure will allow routine monitoring and will provide an easily implemented tool for the field personnel.



**E N D**