**Routledge Handbook on Community Corrections**

**County-Specific Chapter Template**

Each chapter should describe your country in details. The preference is to have statistical information and to help us gather specific information about each class. We designed a survey to help gather information on the chapter. Please complete this survey—[International Community Corrections Survey](https://secure-web.cisco.com/1FmtiG9AR1agw6653yTmObDJevmNy0uyXHJhcRNyNT5gxJkH1UVq2s6ICULJHt8BCXB5_ysp-hY4PNT-35_SCqv8TyOWHIpsqeenvmKAQ-UaqyYaT2K7Id8obfc6WuF5a1H2kMUU9tD3qpTSb9i31FRhFVXnZGrOnZ0jOAsKGg89_06cn5k0TGDrbsidCac9lcNws24THDIErHCvQM0Ety-2mOEYlWfpAKZmFHM_j-N2ZIFaBEkKUIzi8ipdFbvzlOcLKxD77fX4V4WKp9_68djN6frd33XzGkFXphnS1g3XmYz0kA4X6bmDVUO3JpC3DnsRMWGLyQFN3A494jlpS-pwZf5jrivH6p5djZg3Ni0L8hzctHfXz_ep6Stf-2iLvNHF0YjCDEGL9S05f1YccTWaA2ea4CCAShXoruAyjIjDXnH7Yf-7OdI73fgfHVCnS/https%3A//gmuchss.az1.qualtrics.com/jfe/form/SV_eSaJAe2xoQhEoJg)—at the onset of writing your chapter. Then address the following topic areas. Feel free to follow the following outline.

1. **Abstract of Your Chapters**
2. **Sections of Your Paper**
3. **Probation in a nutshell** – please provide a short description of what probation means in your country, does is cover also parole or early interventions, what are the main activities provided by the probation service in your country; what seems to be the model of probation in your country (e.g. brokerage, social work, enforcement and control etc.).
4. **Brief history of probation in the country** – when was it established and why, was it public or private, what were the main developments since then (turning points), can you see any significant influence from other countries or ideologies
5. **Mission, vision and objectives** – they are normally covered in the special legislation regarding community supervision or they are part of some strategic documents.
6. **Organization** – administrative organization (reports to judiciary, executive agency, etc.), hierarchies, no. of offices, distribution urban/rural, specialized teams.
7. **Staff** - requirements for selection and recruitment, induction and continuous training, type of staff, no. of staff, staff/probation ratio in the last three years (caseload), staff monitoring and supervision etc.
8. **Substantive legislation** – please provide a short overview of the sanctioning system in your country at the pre-trial, trial and post-trial stages; describe the involvement of probation in each of these stages; what are the responsibilities of probation in each of the stages (e.g. reporting, supervising etc.)
9. **Supervision practice** – please describe the supervision procedure from the moment the sentence or the probation decision reached the probation office; please pay attention to timelines, people involved, tools or programs used and so on. Include the following to better understand the real practice, not only the ‘law in books’:

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| Topic | Description  |
| Length of the supervision | what is the average supervision period in your country in the last three years (in months), is there a minimum provided by the law; what is the average no. of working hours provided for community service (CS) in the last three years; what is the average length of supervision for different obligations such as electronic monitoring, house arrest etc.; is there a difference between the probation term and the length of supervision etc.  |
| Intensity and conditions | are there minimum conditions for probation; what is the average no. of conditions imposed on individual under supervisions, can they be mixed with fines or short custody, what is the frequency of the meetings regulated, what is the average no. of probation appointments per month or year in the last three years, are there fees involved for the individual under supervision; if so, what is the average amount of conditions. |
| Formal treatment | are the individual under supervision obliged to submit to different programs; are these programs rehabilitative or more punitive; are they accredited independently; is there a procedure for that; are they manualized; are they independently evaluated for impact; if so, with what conclusion etc. |
| Consequences of breach | what is the breach policy in your country; how does it work in practice; how many individuals were breached in the last three years for technical violations; how many for a new offence |
| Supervision outcomes | how is the organization measuring for success; what are the intermediate outcomes used; is the information regarding accommodation, employment, access to education of medical/drug treatment collected; if so, please provide them for the last three years; is reoffending rate during or after supervision collected; if so, please provide for the last three years.  |
| Supervisee’s Voice | Voice of individual under supervision collected regularly and incorporated into supervision plans; if so, how and when; what seem to be the conclusions; how are the answers used by the organization, pains of probation etc. Comment on issues of procedural justice and voice.  |
| The use of technology | Identify the type of technology (i.e. telephone visits, drug testing, electronic monitoring, online supervision, etc.) and how it is used. Include artificial intelligence, virtual reality, etc. |

1. **Victim involvement** – is the probation service involved in delivering direct services to the victims; if so, how; is supervision informed by the victim perspective etc.
2. **Working with volunteers** – are volunteers involved in the probation activities; if so, what and how; how are the volunteers selected, recruited, monitored for quality and supported or remunerated. Are there guidelines on how to work with them?
3. **Supervision privatization** – are there supervision activities privatized? How, in what conditions? How many individuals under supervisions are covered by the private structures?
4. **Future developments** – what are the upcoming developments that you expect in your jurisdiction as fac as community corrections is concerned.
5. List important publications and websites in your jurisdiction.

**Editorial instructions for Each Chapter**

1. All texts have to be written in Word, font type 12, line spacing 1.5, Times New Roman. Aim for 7.500 words, excluding the reference list (be sure to complete the attached survey that will help us develop an understanding of world trends) .

2. For spelling, please use the US English as in Webster’s New Collegiate Dictionary.

3. Tables, figures and graphics have to be made in Word or Excel. Any other formats have to be handed in separately.

4. Include full references in the text (e.g. Bonta, 1996; Bonta et al, 2001). Please use footnotes sparingly.

5. Books should be cited as in: Castells, M. (1996), *The Information Age*, Blackwell, Oxford.

6. Chapters should be cited as in: Burns, J.P.A. and Mules, T.L. (1986), ‘A Framework for the Analysis of Major Special Events’, in: Burns J.P.A., Hatch J.H. and Mules T.L. (eds), *The Adelaide Grand Prix: The Impact of a Special Event*, The Centre for South Australian Economic Studies, Adelaide, pp. 5-38.

7. Articles should be cited as in: Baldridge, J.V. and Burnham, R.A. (1975), ‘Organizational Innovation: Individual Organizational and Environmental Impacts’, *Administrative Science Quarterly*, 20, pp. 15-75.

8. Reports should be cited as in: Department of Sport, Recreation and Tourism (1986), *Department of Sport, Recreation and Tourism Annual Report 1985-86*, Parliamentary Paper No. 413/1986, Australian Government Service, Canberra.

9. If quoting from a publication, please include the page number(s) of the quote.

10. Only ibidem may be used, not op. cit..

11. Use ‘above’ and ‘below’ for cross referencing, not ‘supra’ and ‘infra’. Do not use numbers to cross reference.

12. Use lower case ‘g’ for ‘the government’.

13. Quotes should be as in ‘Keith is the first of the “new” brand of scholars’. Please note that the apostrophe ' (on your keyboard) is not a quotation mark! Go to insert, symbol to add these marks.

14. Numbers one to ten in words, 11 or more in numbers. Also use full numbers for 86-88, etc.

15. Dates as in ‘23 May 2004’.

16. Please use ‘Article’ or ‘section’ in the text of the book and the abbreviation ‘Art.’ and ‘s.’ in the footnotes.

17. Please use UK not U.K.

18. Please mention technical terms for the first time in English, with the term in the original language between brackets (e.g. community service – travail d'intérêt général (FR), werkstraf (NL), gemeinnützige Arbeit (DE), activitate neremunerată într-o institutie de interes public (RO) etc.). Use the English term further in your contribution.

19. Case names should be in italics.

20. Use ‘he or she’ or ‘they’ unless you need to be specific as to gender.

21. Don’t insert any running headers or footers. That will be done later. Headings should be used from WORD – level 1, 2 and 3

22. Please use styles to mark paragraph or chapters headings. So, header 1 for chapters, header 2 for paragraphs et cetera. These headers can be found at the top of your screen on the right. Select the text concerned and click on the right header.

23. Please don’t add any sections in your text.

24. Please don’t use auto-numbering or automatic bullets.

25. Prepare an abstract to your chapter.