

CHAPTER: 900
Inmate Programs and Services

DEPARTMENT ORDER:
**901 – Inmate Records Information and
Court Action**

**OFFICE OF PRIMARY
RESPONSIBILITY:**
CRPM

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ACCESS

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Arizona Department of Corrections Rehabilitation and Reentry



Department Order Manual

A handwritten signature in black ink, appearing to read "Ryan Thornell", is written over a horizontal line.

Ryan Thornell, Director

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PURPOSE

This Department Order (**DO**) establishes procedures and standards for the development and maintenance of individualized Inmate Record Files to ensure their accuracy, and establishes procedures for permitting authorized public access to records.

PROCEDURES

1.0 RECEIVING COMMITMENTS AND ASSIGNING IDENTIFICATION NUMBERS

- 1.1 Notification of Arizona Superior Court Commitments to the Arizona Department of Corrections, Rehabilitation and Reentry (ADCRR) – Notification of persons committed to, and awaiting transfer to the Department shall be provided to the **Calculation, Records and Population Management Administrator or designee** via the **Arizona Criminal Justice Information System (ACJIS)** teletype or **electronic communication** from the committing county Sheriff's Office. The **Calculation, Records and Population Management Administrator** shall:
 - 1.1.1 **Upon receipt of the ACJIS teletype or electronic communication**, coordinate with the committing county and the affected Reception Center(s) to ensure the transfer of inmates to the Department **on the next scheduled intake day**.
 - 1.1.2 **Ensure all authorization(s) to transfers sent to the committing county Sheriff's Office also include the designated Sheriff's Office medical department personnel. The Calculation, Records and Population Management Administrator or designee shall:**
 - 1.1.2.1 **Coordinate with the committing county Sheriff's Office medical department to request Continuity of Care (COC) summaries and serious mental illness (SMI) information is provided to the affected Reception Center(s) the day prior to transfer or is transmitted within 48 hours of the newly committed inmate(s) arrival.**
 - 1.1.2.2 **Collaborate with ADCRR Health Services Coordinator or designee for any incoming inmate(s) who has a serious or complex medical or mental health etiology that would require initial intake to occur at a non-Reception Center ADCRR facility.**
 - 1.1.2.3 **Maintain a current directory of designated medical personnel for all county Sheriff's Offices who are responsible for sending COC's and SMI summaries to ADCRR Reception Center(s).**
 - 1.1.2.4 **Review the county Sheriff's Office medical directory for any updates on a bi-annual basis.**
 - 1.1.3 Provide the affected Reception Center(s) with a list of inmates approved for transfer to Department custody.
- 1.2 Notification of Release Violators returning to Department custody may be provided to the institutions by the following:
 - 1.2.1 **Calculation, Records and Population Management Administrator or designee**
 - 1.2.2 Community Corrections

- 1.2.3 Supervising Community Corrections Officer
 - 1.2.4 County Sheriff Office/city Police Department
 - 1.2.5 Central Office Communications Center (Communications Center)
 - 1.2.6 Any other source
- 1.3 Institution staff shall, upon receipt of a Commitment Order(s) and/or the list of inmates approved for transfer by the **Calculation, Records and Population Management Administrator or designee**, complete a name and status search for each inmate approved for transfer utilizing:
- 1.3.1 **The ACJIS network, check** using both the Arizona Crime Information Center (ACIC) and the National Crime Information Center (NCIC), for:
 - 1.3.1.1 Arizona State Identification (SID) Number.
 - 1.3.1.2 Federal Bureau of Investigation (FBI) Number; or Universal Control Number (UCN).
 - 1.3.1.3 Outstanding wants/warrants.
 - 1.3.2 The Arizona Corrections Information System (ACIS) **to** check for:
 - 1.3.2.1 Prior ADCRR number assignment - Recommitments shall retain the number assigned during the initial commitment.
 - 1.3.2.2 Inmate Status
 - 1.3.2.2.1 Inmates who have **previously** completed a commitment to the Department shall be returned to custody as a Recommitment.
 - 1.3.2.2.2 Inmates who have not completed the previous commitment shall be returned as a Release Violator with a New Commitment, a Technical Release Violator, a Court Returnee with a New Commitment, or a Court Returnee.
 - 1.3.2.2.3 Inmate release status shall be determined by reviewing the ACIS Automated Inmate Record.
 - 1.3.2.3 Fingerprint Verifications - The institution Offender Information Unit (OIU) Manager shall be responsible for a review of any Recommitments or violators for previous fingerprint verifications on ACIS. If there is previous fingerprint verification, the Arizona Automated Fingerprint Identification System (AZAFIS)/ADCRR Identification System Officer shall complete FAST ID as outlined in section 6.0.
- 1.4 Inmate Arrivals
- 1.4.1 Certified sentencing documents, to include fingerprint and Pre-sentence Investigation Reports, shall be received for all persons committed to the Department to serve a term of imprisonment as outlined in **Arizona Revised Statute (A.R.S.)** §13-607 and §13-701. Information shall be noted on the commitment document if the Pre-sentence Investigation Report has been waived, sealed by the court, or cannot be located.

- 1.4.1.1 The Department shall not accept any inmate without a **certified copy of the judgement and sentence, signed by the sentencing judge, and a copy of a recent Pre-sentence Investigation Report, unless the court waived preparation of the report pursuant to A.R.S. §13-701(B).**
- 1.4.2 The institution OIU Manager and/or designated staff shall compare the name and birth date on the certified sentencing documents with the name and birth date on the approved transfer list prior to the committed person being accepted. If the names do not match, the Central Office Accountability and Movement Officer shall be contacted for verification of the change and approval to accept the inmate into the Department's custody.
- 1.4.3 The institution OIU Manager and/or designee, upon notification of New Commitment arrivals, shall:
 - 1.4.3.1 Register and assign an ADCRR number to all New Commitments. Recommitments with an ADCRR number from a previous commitment shall retain that number as outlined in this section.
 - 1.4.3.1.1 **If a duplicate ADCRR number is inadvertently created or assigned, the OIU Manager and/or designee shall immediately notify the Central Office OIU Liaison and the Central Office Accountability and Movement Officer. The decision will then be made if the ADCRR number is available to be utilized for another arriving inmate or if the duplicate ADCRR number shall be merged with the original ADCRR number. The original ADCRR number from an inmate's previous commitment shall be the controlling ADCRR number.**
 - 1.4.3.2 Utilize the ACIS Intake Module to generate a list of arrivals that shall be sent out to the complex Central Intake Processing (CIP), **Healthcare** and Mental Health staff, Transportation, Education, Accountability, **and to include all other staff as required.**
- 1.4.4 Upon confirmation all documents have been received and/or approved, the institution OIU Manager and/or designated staff shall review the documents for the following:
 - 1.4.4.1 Certification by the Clerk of the Court of jurisdiction
 - 1.4.4.2 Raised certification seal on the commitment documents
 - 1.4.4.2.1 Certification seal may be absent as long the documents are transmitted digitally in a secure fashion as approved by the **Calculation, Records and Population Management Administrator.**
 - 1.4.4.3 Signature/name of the sentencing judge
 - 1.4.4.4 Verification of fingerprint on the certified sentencing document
 - 1.4.4.5 Verification of the Pre-sentence **Investigation** Report being waived, sealed, or not located as outlined in this section

- 1.4.4.6 Concurrent/Consecutive terms to be served
 - 1.4.4.6.1 If the commitment documents indicate the sentence is to run concurrently or consecutively to any other state or federal sentence, the delivering authority and/or the other jurisdiction shall be contacted for verification the inmate has completed the other jurisdiction's sentence.
 - 1.4.4.6.2 If the inmate has not completed the other jurisdiction's sentence, the delivering authority shall be advised that the inmate will be returned to county custody and not be accepted by the Department.
 - 1.4.4.6.3 Upon verification and advisement inmates cannot be accepted by the Department, the certified commitment document(s) shall be forwarded to the **Calculation, Records and Population Management** Bureau, Time Computation Unit (TCU), for placement on the Concurrent/Consecutive custody case load.
- 1.4.5 Upon verification the commitment documents are true and accurate, Reception Center Intake staff shall:
 - 1.4.5.1 Verify the assigned ADCRR number of all New Commitments.
 - 1.4.5.2 Review commitment document(s) or the ACIS Automated Inmate Record to determine if the inmate requires special conditions of the commitment to the Department.
 - 1.4.5.3 Identify each inmate received into Department custody using FAST ID and certified sentencing documents.
 - 1.4.5.4 Initiate the ACIS Automated Inmate Record as outlined in section 8.0.
 - 1.4.5.5 Establish an Intake packet and forward it to the TCU as outlined in section 8.0.
- 1.5 Self-Surrenders – Male inmates ordered by the sentencing court to self-surrender to the Department shall be received and processed through the Arizona State Prison Complex (ASPC) - Phoenix - Alhambra Reception and Treatment Center. Females shall be processed through the ASPC-Perryville Reception Center.
 - 1.5.1 The institution OIU Manager and/or designated staff shall have, or inmates shall bring, a copy of the commitment document.
 - 1.5.1.1 A Pre-sentence Investigation Report may not be available in these instances.
 - 1.5.1.2 If a certified commitment order was not issued by the sentencing judge, an "Order of Confinement" document may be accepted.
 - 1.5.1.3 If there are no commitment documents, the institution OIU Manager and/or designated staff shall contact the TCU.

- 1.5.2 All inmates who have self-surrendered shall be processed for Intake in the same manner as inmates escorted by law enforcement personnel.
- 1.6 Release Violators and Arriving Inmates with Six Months or Less Remaining to Serve - The institution OIU Manager and/or designated staff shall notify the TCU within one workday of inmates arriving to the Department.
- 1.7 Criminal Alien Reception Center Identification Procedures
 - 1.7.1 The ASPC-Phoenix and ASPC-Perryville Wardens shall ensure office space is provided to ICE staff to conduct interviews on a daily basis.
 - 1.7.2 Reception Center Intake staff shall ensure:
 - 1.7.2.1 Department 287(g) Officers are notified of approved transfers from the county jails, and upon request, provide copies of commitment orders, Pre-sentence **Investigation** Reports, and photographs at no cost.
 - 1.7.2.2 The accurate "Place of Birth" is entered on the ACIS appropriate Personal Characteristics screen during the initial ACIS date entry for a New Commitment.
 - 1.7.2.3 All inmates who have been identified as a Criminal Alien or who have the potential to be identified as a Criminal Alien are processed through the ICE Unit at Intake within four calendar days of admission.
 - 1.7.3 Department 287(g) Officers shall:
 - 1.7.3.1 Make the determination of citizenship.
 - 1.7.3.2 Ensure the citizenship of all Criminal Aliens is correct. As a citizen of a country other than the United States (U.S.), Criminal Aliens have the right to contact the Foreign Consulate Office of their country of citizenship. Staff shall afford this opportunity to Criminal Aliens if requested.
 - 1.7.3.2.1 The Department 287(g) Officers shall notify the Foreign Consulate Office for those countries which mandate notification.
 - 1.7.3.3 Place detainers when deemed necessary.
 - 1.7.3.4 Provide the following handouts to all Criminal Aliens as required by ICE:
 - 1.7.3.4.1 List of Free Legal Service Providers
 - 1.7.3.4.2 Department of Homeland Security Office of **the** Inspector General Hotline Flyer
 - 1.7.3.4.3 The Signature Form for receiving ICE Mandated Forms
 - 1.7.3.4.4 ADCRR Notice to Criminal Aliens in both English and Spanish
 - 1.7.3.5 Ensure the following information is transmitted to ICE within four calendar days of admission:

- 1.7.3.5.1 Inmate name
 - 1.7.3.5.2 Sentence information
 - 1.7.3.5.3 Home address, where applicable
 - 1.7.3.5.4 Work address, where applicable
- 1.7.4 Reception Center Intake staff shall:
- 1.7.4.1 Upon determination by Department 287(g) Officers that an inmate is deportable or non-amenable to deportation by receipt of an ICE Detainer/ Non-Action Letter, ensure all applicable ACIS screens accurately identify inmates as either deportable or non-amenable to deportation.
 - 1.7.4.1.1 If inmates are not amenable to deportation proceedings, Department 287(g) Officers shall state the reason on the ACIS Offender Comment screen.
 - 1.7.4.1.2 If the reason is due to an inmate being a U.S. Citizen or a Naturalized Citizen, the citizenship status on the ACIS Personal Characteristics screen shall be changed to indicate the correct status.
 - 1.7.4.2 Upon determination of citizenship status, annotate the ACIS Personal Characteristics screen with one of the following identifiers:
 - 1.7.4.2.1 United States Citizen, whether U.S. born or naturalized.
 - 1.7.4.2.2 Criminal Alien, detainer is present. There may or may not be a Deportation Order.
 - 1.7.4.2.3 Criminal Alien determined to be legal per ICE (Legal Permanent Resident). No detainer, not amendable to deportation ICE has no interest in taking into custody.
 - 1.7.4.2.4 Criminal Alien determined to be legal per ICE (Legal Permanent Resident) detainer is present. An immigration judge is to determine the status and if deportable.
- 1.7.5 Institutions shall maintain a current website address of all Foreign Consulate Offices in the U.S. Contact information is available from the U.S. Department of State at <http://www.state.gov/misc/list/index.htm>. Inmates shall make a written request to their assigned Correctional Officer (CO) III for use of the toll-free number to the Foreign Consulate of the applicable country.
- 1.8 **Virtual Immigration Hearing Process**
- 1.8.1 **If an Immigration Hearing is scheduled for an ADCRR inmate, the institution's OIU shall receive notification of the hearing from the Immigration Judge's Judicial Assistant. Additionally, notification may also be provided by Central Office Immigration Customs and Enforcement (ICE) Liaisons.**

- 1.8.1.1 **The notification shall include:**
 - 1.8.1.1.1 **A list of inmates to be heard**
 - 1.8.1.1.2 **A link to the Webex hearing address**
 - 1.8.1.1.3 **A time for the hearing**
 - 1.8.1.1.4 **The judges name**
 - 1.8.1.1.5 **Instructions to access the Webex program**
- 1.8.2 **Upon receipt of the notification, the OIU Manager and/or designees shall:**
 - 1.8.2.1 **Mark all the hearing information on the institution’s calendar.**
 - 1.8.2.2 **Annotate in ACIS on the appropriate screens the hearing date.**
 - 1.8.2.3 **Send an email to the institution’s identified ICE liaisons, the listed inmate(s) CO III, CO IV, and Associate Deputy Warden for the impacted unit.**
- 1.8.3 **The institution’s identified ICE Liaisons shall be responsible for ensuring the inmate is present at a minimum of 30 minutes before the scheduled hearing time.**
- 1.8.4 **After the hearing results are obtained, the Calculation, Records and Population Management staff shall annotate the results on the appropriate ACIS screens.**
- 1.8.5 **Documents pertaining to the hearing shall be placed in the inmate’s Master Record File.**
- 1.9 **Communication Between Government Agencies and Immigration and Customs Enforcement –** The Department prohibits its employees and representatives from taking any action to prohibit or in any way restrict the maintenance or intergovernmental exchange of information concerning an individual’s citizenship or immigration status, or otherwise maintaining such information, or otherwise exchanging such information with any other federal, state, or local government entity and officials, including through written or unwritten policies or practices, notwithstanding any state or local policies to the contrary.

2.0 PLACEMENT/ACKNOWLEDGEMENT AND PROCESSING OF DETAINER ACTION LETTERS AND NOTIFICATION REQUESTS

- 2.1 **Receipt of a Detainer/Warrants/Notification Request –** The institution OIU Manager or designee, upon receipt of a warrant and/or request to place a detainer, “Hold” or notification on an inmate, shall ensure all received actions are valid, properly acknowledged, and the inmate is served and/or notified within 15 workdays of receipt. To determine validity, the designated authority shall ensure:
 - 2.1.1 **Detainers/Warrants received through the U.S. mail, fax, or email have a certification seal and at least two types of identification/physical description of the inmate in question.**
 - 2.1.1.1 **Identification of the inmate shall be in the form of either the FBI number, SID number, or Social Security Number.**

2.1.2 Requests for detainers on civil actions (i.e., ICE) or notification requests are on agency letterhead. The demanding jurisdiction's prosecutor may be contacted if there is any doubt as to the validity of a detainer. **ICE detainers shall be forwarded to the Calculation, Records and Population Management Bureau, via TCU ICE@azadc.gov email list.**

2.1.3 Warrants/requests for a "Hold" and/or notification requests accepted through the ACJIS contain a warrant number and provide identification and physical description information on the inmate.

2.2 Processing Detainers/Holds/Notification Requests

2.2.1 The institution OIU Manager shall ensure the ADCRR number **or identification received as outlined in 2.1.1.1** and a description of the inmate indicated on the **detainer/warrant/documentation matches the ADCRR number or identification information** and description of the inmate in custody and log the detainer/**hold**/notification action on the ACIS Detainer **Summary** screen within one day of receipt if the descriptions and numbers match using the following identification codes:

2.2.1.1 Untried Charges – Untried charges pending against an inmate from another state, federal, or county jurisdiction, not including parole.

2.2.1.1.1 **A detainer for untried charges can only be received by the District/County Attorney from the prosecuting jurisdiction the detainer originated from.**

2.2.1.2 Untried detainers shall be broken down **into** the following subtypes:

2.2.1.2.1 In-State – Charges from one of the counties within Arizona that have not been disposed of yet, and where the inmate has not been to trial. These types of charges will require the Uniform Mandatory Disposition of Detainers Act to be completed as outlined in section 3.0.

2.2.1.2.2 Out-of-State –Charges from any other state than Arizona that have not been disposed of yet, and where the inmate has not been to trial. These types of charges will require the Interstate Agreement on Detainers (IAD) Act to be completed as outlined in section 3.0.

2.2.1.2.3 Federal – Charges from the federal government that have not been disposed of yet, and where the inmate has not been to trial. These types of charges will require the **Federal** IAD Act to be completed as outlined in section 3.0.

2.2.1.3 Tried – **Detainers** received from other state, federal, and/or county jurisdictions where the inmate has already been tried by the prosecuting court. Tried Detainers shall be broken down by the following subtypes:

2.2.1.3.1 Parole or Probation Violation – **Detainers** for when an inmate has violated **the** terms of their conditions of supervision.

- 2.2.1.3.1.1 Parole violation **detainers** for Arizona releases handled through the Warrant Services/Hearings Unit Manager **shall not be entered on the Detainer Summary screen.**
- 2.2.1.3.2 Detainer Conviction State (DCS) – Charges that have been disposed of and inmates have been sentenced to serve another state's sentence either concurrently or consecutively with the Arizona sentence.
- 2.2.1.3.3 Detainer Conviction County – Charges within the state that have been disposed of and the inmate has been sentenced to serve a term with a county jurisdiction.
- 2.2.1.3.4 Detainer Conviction Federal – Charges that have been disposed of and **the** inmate **has** been sentenced to serve a federal sentence either concurrently or consecutively with the Arizona sentence.
- 2.2.1.3.5 Detainer Conviction Other
- 2.2.1.3.6 Detainer/Treaty
- 2.2.1.4 "ICE" (ICE Detainers) – Upon receipt of ICE Detainers, the ACIS Personal Characteristics screen shall be reviewed to ensure the citizenship field accurately describes inmates as a Criminal Alien and Department 287(g) Officers shall enter the citizenship status on the appropriate ACIS screen.
- 2.2.1.5 "MISD" (Misdemeanor Warrants) – This code shall only be used when an agency **is going to extradite and** specifically requests a "Hold" be placed on an inmate for a misdemeanor warrant.
 - 2.2.1.5.1 If the **other** agency **will not extradite** upon release, **a case note shall be made on the Institution Records case note type of the warrant.**
 - 2.2.1.5.2 The inmate shall be informed of the obligation to have misdemeanor charges disposed of. If the charges are not disposed of, the assigned Community Corrections Officer shall be notified of the misdemeanor charges pending against the inmate.
- 2.2.1.6 Notification of Release Request – This code is used for notification purposes only. This action does not prevent inmates from being released from Department custody. Notification requests are normally placed for restitution obligations, misdemeanor convictions, concurrent convictions or supervision purposes.
- 2.2.1.7 "CS" (Child Support) – Same as a Notification of Release Request, specific to child support.

- 2.2.1.8 “FH” (Felony Hold) – A Felony Hold code shall be entered on the ACIS Detainer **Summary** screen at any time during an inmate’s incarceration if information becomes available that indicates the inmate has pending felony charges **and the jurisdiction of those pending charges intends to extradite either during or after the inmate’s ADCRR incarceration.**
 - 2.2.1.8.1 **Receipt of a felony warrant shall be entered as a felony hold on the ACIS Detainer Summary screen.**
 - 2.2.1.8.2 **If after a felony hold is entered an untried detainer is received for the same case as the felony warrant, then the felony hold shall be cancelled and an untried detainer entered on the ACIS Detainer Summary screen.**
- 2.2.2 The institution OIU Manager shall:
 - 2.2.2.1 Log the detainer/**hold**/notification action on the ACIS Detainer **Summary** screen if one of the actions listed above is lodged against an inmate at an institution or unit within an institution that prevents the inmate from being housed there. If applicable, the inmate shall be **re**-classified and moved to the appropriate location.
 - 2.2.2.2 Acknowledge receipt of the detainer by preparing an official Detainer Acknowledgment Letter in accordance with Attachment B. ICE **and United States Marshals Service** Detainers may be acknowledged by signing the bottom portion of the detainer placement request. Copies shall be forwarded as follows:
 - 2.2.2.2.1 Original – Demanding agency
 - 2.2.2.2.2 Copy – Institutional File with all original certified documents
 - 2.2.2.2.3 Copy – Master Record File with copies of original documents
- 2.2.3 The institution OIU staff shall notify the demanding agency of the inmate's pending release and verify the detainer/notification is still in effect 90 calendar days prior to an inmate's release.
 - 2.2.3.1 If the inmate only has a Felony Hold, the institution OIU staff shall notify the jurisdiction of the pending release and verify the Felony Hold is still in effect.
- 2.2.4 The institution OIU Manager **or designee** shall notify Community Corrections via email if a detainer/Felony Hold is placed after the Release packet has been forwarded to Community Corrections. The Release packet shall be returned to the **assigned** CO III if necessary, via the Release Management Module of ACIS.
- 2.2.5 When a detainer is received by the institution OIU Manager and/or designated staff or at an institution where an inmate is not located, the detainer shall be entered on the ACIS Detainer **Summary** screen, the correct institution shall be immediately notified, and the document(s) shall be forwarded to the correct institution for acknowledgment and processing.

- 2.3 Cancellation of a Detainer/**Hold** – The institution OIU Manager or designee, upon receiving notification to cancel a detainer, shall:
 - 2.3.1 Review the ACIS Detainer **Summary** screen and the ACIS Offender Comment screen to determine if detainers are Tried or Untried.
 - 2.3.2 Ensure the cancellation notice is being requested by the agency that originated the detainer and all references made to name, ADCRR number, warrant number, and/or alien identification number match the original documents.
 - 2.3.3 **The OIU Manager and/or designee shall:**
 - 2.3.3.1 Verify **by email that** the detainer is no longer in effect if **the** other jurisdiction is cancelling their detainer. **If email is not an option, a phone call can be made and an ACIS case note made with the name of the other agency’s individual, who the phone call was with, as well as the phone number called.**
 - 2.3.3.2 Enter the cancellation date on the ACIS Detainer **Summary** screen.
 - 2.3.3.3 Acknowledge receipt of the cancellation notice by preparing an official Detainer Acknowledgment Letter and sending it to the originating jurisdiction along with a copy of the cancellation notification.
 - 2.3.3.4 Ensure all original documents, to include the cancellation notification and a copy of the Detainer Acknowledgement Letter is maintained in the Institutional File **and uploaded into ACIS.**
 - 2.3.3.5 Ensure inmates are notified and provided a copy of the cancellation request through the CO III.
 - 2.3.3.6 Forward a copy of the cancellation notice to the Master Record File.
 - 2.3.4 Contact the other jurisdiction for verification of completion of sentence prior to cancellation if the authorization to cancel a detainer is received after a DCS Detainer is placed.
 - 2.3.5 **If a cancellation notice for a detainer or hold is received and the inmate is out to court in the jurisdiction the notice was received from, the detainer or hold should not be cancelled in ACIS until the inmate comes back into ADCRR custody.**
 - 2.3.5.1 **If a cancellation notice for a detainer or hold is received and the inmate is not currently out to court in the jurisdiction the notice was received from, the detainer or hold shall be cancelled in ACIS after verification as outlined in section 2.3.3.1.**
 - 2.3.6 **A detainer, hold, or notification request shall not be cancelled upon an inmate reaching the release date. The detainer, hold, or notification status will be reevaluated if the inmate comes back into ADCRR custody.**
- 2.4 Deletion of Detainers from an ACIS Automated Inmate Record – Detainers shall only be removed when they were placed on the wrong ACIS Automated Inmate Record. The correction of detainer information shall be completed as follows:

- 2.4.1 If the error is discovered prior to acknowledgment of receipt of the detainer being sent to the requesting agency, the detainer may be deleted from ACIS without comments.
- 2.4.2 If the error is discovered after acknowledgment of receipt of the detainer has been sent to the requesting agency, the detainer shall be deleted and the following shall be documented on the ACIS Offender Comments screen of the inmate against whom the detainer is actually being made:
 - 2.4.2.1 The date of correction, the original date of the detainer placement.
 - 2.4.2.2 The ADCRR number of the inmate the detainer was originally placed on.
 - 2.4.2.3 The date the correction was made and the initials of the staff member who made the correction.

3.0 IN-STATE/INTERSTATE AGREEMENT ON DETAINERS ACT

- 3.1 In-State Uniform Mandatory Disposition of Detainers (**UMDDA**) – The right to a speedy trial of persons in prison within the state. The Uniform Mandatory Disposition of Detainers provides inmates with an appropriate procedure for demanding trial, including the prosecutor's duty to notify the inmate of their right to demand an immediate trial whenever a detainer is lodged against the inmate.
 - 3.1.1 **Receipt of a felony warrant is not sufficient to initiate the UMDDA process. A detainer must be received by the District/County Attorney from the prosecuting jurisdiction.**
 - 3.1.2 The **UMDDA** shall not apply to detainers issued for:
 - 3.1.2.1 Parole violations.
 - 3.1.2.2 Probation violations.
 - 3.1.2.3 Unexpired portions of a sentence.
 - 3.1.2.4 Out of state detainers.
 - 3.1.3 The institution OIU Manager or designee shall:
 - 3.1.3.1 Verify a received detainer and **UMDDA** are completed accurately and include a certification of inmate status and time left to serve on the current sentence(s).
 - 3.1.3.2 Serve the inmate within 15 calendar days after receipt.
 - 3.1.3.3 Advise the inmate:
 - 3.1.3.3.1 Of the detainer source and content and their right to request a final disposition.
 - 3.1.3.3.2 They may temporarily be transferred to the custody of the demanding jurisdiction, upon request for final disposition.
 - 3.1.3.3.3 Their current sentence shall continue to run while the inmate is in the county's custody.

- 3.1.3.3.4 They shall be returned to the Department's custody to complete their sentence(s) upon completion of the court proceedings and final disposition of the charges in the other jurisdiction.
- 3.1.3.4 If the inmate refuses to sign the Uniform Mandatory Disposition of Detainers:
 - 3.1.3.4.1 Note on the inmate's signature line the inmate refused to sign.
 - 3.1.3.4.2 Sign and date the form.
 - 3.1.3.4.3 Have a second Department employee sign and date the form as a witness.
 - 3.1.3.4.4 Inform the inmate refusal to sign does not dismiss the detainer.
 - 3.1.3.4.5 File the **UMDDA** in the Institutional File.
 - 3.1.3.4.6 **Suspend the time frames in ACIS.**
- 3.1.3.5 If the inmate chooses to request final disposition:
 - 3.1.3.5.1 Have the inmate sign and date the form.
 - 3.1.3.5.2 Have a second Department employee sign and date the form as a witness.
 - 3.1.3.5.3 Sign the form and mail it to the Clerk of the Court of jurisdiction and to the prosecuting attorney using certified registered mail with "Return Receipt Requested".
- 3.1.3.6 Upon receipt of the Return Receipt Request, enter the stamped/written date on the receipt on the ACIS Detainer **Summary** screen in the Agreement Date field.
 - 3.1.3.6.1 The process outlined in sections 3.1.3 through 3.1.3.5.3 shall be completed for each in-state jurisdiction having placed a detainer on an inmate.
 - 3.1.3.6.2 The inmate shall be released to the first jurisdiction to provide an "Order to Secure Attendance of Prisoner" issued by the jurisdictional court.
 - 3.1.3.6.3 The inmate shall be brought before the jurisdictional court within 90 calendar days of the date of the Return Receipt Request and brought to trial within 90 calendar days of arrival in the demanding jurisdiction.

- 3.1.3.7 Send a follow-up letter 45 calendar days after the date of the Return Receipt Request to the other jurisdiction advising there are 45 calendar days remaining in which they may take custody of the inmate.
 - 3.1.3.8 If the 90 calendar day time frame is not met by the other jurisdiction, notification **shall be made to the inmate that the time frames were not met.**
 - 3.1.3.9 Upon completion of the court action and return of the inmate, ensure:
 - 3.1.3.9.1 The court's final disposition documents are received and processed in accordance with section 4.0.
 - 3.1.3.9.2 A copy of **UMDDA** or a complete Detainer packet is forwarded to Central Office Records for the Master Record File.
- 3.2 Interstate – The Interstate Agreement on Detainers (**IAD**)
- 3.2.1 The IAD process uses standardized terminology, forms and formats common to all signatory states. Following is the list of forms currently in use:
 - 3.2.1.1 Agreement on Detainers - Form I, "Notice of Untried Indictment, Information or Complaint and of Right to Request" hereafter, Form I (Form 901-6)
 - 3.2.1.2 Agreement on Detainers - Form II, "Inmate's Notice of Place of Imprisonment and Request for Disposition of Indictments, Information or Complaints" hereafter, Form II (Form 901-7)
 - 3.2.1.3 Agreement on Detainers - Form III, "Certificate of Inmate Status" hereafter, Form III (Form 901-8)
 - 3.2.1.4 Agreement on Detainers - Form IV, "Offer to Deliver Temporary Custody" hereafter, Form IV (Form 901-9)
 - 3.2.1.5 Agreement on Detainers - Form V, "Request for Temporary Custody" hereafter, Form V (Form 901-10)
 - 3.2.1.6 Agreement on Detainers - Form V-A, "Prisoner Option of Rights and Advisory Form (Cuyler vs. Adams) Request for Temporary Custody" hereafter, Form V-A (Form 901-11)
 - 3.2.1.7 Agreement on Detainers - Form V-B, "Prisoner Agreement to Temporary Transfer of Custody" hereafter, Form V-B (Form 901-12)
 - 3.2.1.8 Agreement on Detainers - Form VI, "Evidence of Agent's Authority to Act for Receiving State" hereafter, Form VI (Form 901-13)
 - 3.2.1.9 Agreement on Detainers - Form VII, "Prosecutor's Acceptance of Temporary Custody Offered in Connection with a Prisoner's Request for a Disposition of a Detainer" hereafter, Form VII (Form 901-14)

- 3.2.1.10 Agreement on Detainers - Form VIII, "Prosecutor's Acceptance of Temporary Custody Offered in Connection with Another Prosecutor's Request for Disposition of a Detainer" hereafter, Form VIII (Form 901-15)
- 3.2.1.11 Agreement on Detainers - Form IX, "Prosecutors Report on Disposition of Charges", hereafter Form IX (Form 901-16)
- 3.2.1.12 Agreement on Detainers/Governor's Notice Letter (Attachment C)
- 3.2.2 The IAD process shall not apply to detainers issued by the non-signatory states of Louisiana and Mississippi and shall not apply when:
 - 3.2.2.1 An inmate's sentence is death.
 - 3.2.2.2 The inmate escaped from another state's custody and is wanted in that state solely on the basis of the unsatisfied prison term.
 - 3.2.2.3 The detainer is for an alleged probation or parole violation.
 - 3.2.2.4 The detainer is for deportation purposes.
- 3.2.3 The IAD process may be used, but is not recommended, when a prosecutor in another state advises the State of Arizona that the death penalty is being sought in the case. A Governor's Warrant of Extradition with an accompanying Executive Agreement is recommended for use in the place of the IAD **in this instance**.
- 3.2.4 A detainer shall be lodged against the inmate with the OIU of the institution where the inmate is housed, before the IAD process is applied. The detainer shall be based upon an "untried" indictment, information, or complaint **and must be received from the District/County Attorney from the prosecuting jurisdiction**.
- 3.2.5 The institution OIU Manager, within 15 calendar days of receipt of an Untried Detainer, shall ensure the inmate is served with a completed Form I **and Form II**.
 - 3.2.5.1 Upon receipt of the Form I **and Form II** signed by the inmate, the institution OIU Manager shall complete Form III through Form IV.
 - 3.2.5.2 Completed Forms I through IV shall be signed by the inmate and the Warden as indicated on the forms.
 - 3.2.5.3 Forms I through IV shall be distributed and mailed as indicated on the forms.
- 3.2.6 An inmate requesting final disposition under the IAD (Article III) shall be brought to trial within 180 calendar days of the date the prosecutor receives the appropriate documents/date on the Return Receipt Request. The institution OIU Manager and/or designee shall track the time frames.
- 3.2.7 The demanding state's official agent shall complete and forward Form VI and Form VII to the Department's Interstate Agreement on Detainers Administrator and the Warden of the institution where the inmate is currently housed when they are prepared to accept temporary custody of the inmate.

- 3.2.7.1 Upon arrival at the institution, the official agent of the demanding state shall present proper identification, a copy of the Forms VI and VII and a certified copy of the Indictment, Information, or Complaint prior to taking custody of the inmate.
- 3.2.8 If the inmate has multiple detainers from more than one state, the institution OIU Manager shall provide written notification to the other states advising them of the date and name of the state taking custody of the inmate.
- 3.2.9 Another jurisdiction(s) within the same state may take custody of the inmate, upon completion of a Form VIII. Each jurisdiction requesting the custody of the inmate shall inform the institution that originally transferred custody of the inmate of their request, and arrange for the inmate's transfer to their jurisdiction.
- 3.2.10 When an inmate refuses to sign Form **I and II**, the demanding jurisdiction may request temporary custody of the inmate by initiating the process under Article IV of the IAD. The prosecutor shall provide, to the holding institution:
 - 3.2.10.1 The completed Form V.
 - 3.2.10.2 A certified copy of the indictment, information, or complaint.
 - 3.2.10.3 A certified copy of the warrant.
 - 3.2.10.4 A certified copy of the fingerprint card, photograph, and physical description of the inmate being requested.
- 3.2.11 The institution OIU Manager and/or designee shall:
 - 3.2.11.1 Complete a Form V-A within 15 workdays of receipt of the Form V and accompanying documents and ensure the inmate is:
 - 3.2.11.1.1 Served with Form **I and II** and informed **that** a request for temporary custody has been made under Article IV of the IAD.
 - 3.2.11.1.2 Informed of the source and content of the Form V and accompanying documents, and of the right to request a final disposition of the indictment, information, or complaint.
 - 3.2.11.1.3 Informed of the right to petition the Governor of Arizona, for intervention, within 30 calendar days of the receipt of the request for temporary custody. The Governor has 30 calendar days from receipt of the inmate's petition to disapprove the request or deny availability, either by the Governor's own motion or by nonintervention.
 - 3.2.11.1.4 Informed of the right to a pre-transfer (identity) hearing pursuant to Cuyler vs. Adams (449 U.S. 433; 1981) including representation of counsel and opportunity for habeas corpus.

- 3.2.11.1.5 Informed, that, if he or she does not agree to a voluntary transfer, a hearing shall be arranged through the presiding judge of the Superior Court to be scheduled on the earliest available date on the court calendar.
 - 3.2.11.2 Upon completion of service of the Form V, ensure:
 - 3.2.11.2.1 Six copies of the Form V-B are completed and included with the Form V and accompanying documents to be presented to the Superior Court Judge of **the** jurisdiction for the pre-transfer hearing.
 - 3.2.11.2.2 An Agreement on Detainers/Governor's Notice Letter is completed and forwarded to the Governor of Arizona.
 - 3.2.11.3 Upon completion of the pre-transfer hearing and when the 30-day period of notice to the Governor has expired, with no objections made, or when the inmate agrees to a voluntary transfer by signing Form V-B, complete Forms III and IV and forward them to the prosecuting attorney in the demanding state.
 - 3.2.11.3.1 The prosecuting attorney shall complete and forward a Form VI to the holding institution's Warden. Other prosecutors within the demanding state who also are prepared to accept temporary custody of the inmate shall send a Form VIII to the holding institution's Warden.
 - 3.2.11.3.2 An inmate, whose transfer of custody was at the request of the prosecutor under Article IV, shall be brought to trial within 120 calendar days of their arrival in the demanding state.
 - 3.2.11.3.3 The inmate shall be returned to the custody of the releasing institution's Warden at the earliest possible date after the court proceedings are concluded.
 - 3.2.11.3.4 All prosecuting officials in the demanding state shall complete Form IX and forward the completed form to the Warden of the releasing institution, the Interstate Agreement on Detainers Administrator, and the Warden and/or agency that will have jurisdiction over the inmate when the inmate is returned to the sentencing state after completion of the Arizona sentence.
 - 3.2.11.4 Upon completion of the IAD process, ensure all applicable ACIS screens are updated with the disposition of the inmate's charges and a completed Detainer packet is forwarded to Central Office Records for placement in the inmate's Master Record File.
- 3.3 Executive Agreements and Warrants of Extradition – All Executive Agreements and Warrants of Extradition shall be coordinated with the Department's Extradition Officer.

3.3.1 Requests for final dispositions on detainers lodged against an inmate by the non-signatory states of Louisiana and Mississippi shall be referred to those states. If those states choose to take action prior to the inmate's release, such action shall be coordinated through the Department's Extradition Officer and shall be requested using an Executive Agreement.

3.3.2 Governor's Warrants of Extradition, without an Executive Agreement shall not be honored until the inmate is within 90 calendar days of a release.

4.0 COURT ACTIONS

4.1 **Out to Court** Status – Inmates summoned to court via the Order to Secure Attendance shall be placed on **Out to Court** status and, if **eligible**, shall continue earning release credits while at court.

4.1.1 Upon notification from the agency taking custody that an inmate's presence is required in court, the institution OIU Manager or designee, shall ensure:

4.1.1.1 An Intake/Transfer of Custody - Body Receipt, **Form 901-2**, is prepared.

4.1.1.2 Affected units are notified of the date and time of pick-up.

4.1.1.3 Any special handling information regarding the inmate is annotated on the receipt. Special handling information may include, but **is** not limited to:

4.1.1.3.1 Protective Custody issues.

4.1.1.3.2 Assaultive behavior.

4.1.1.3.3 Security Threat Group (STG) issues.

4.1.1.3.4 Escape risk.

4.1.1.3.5 **Mental Health.**

4.1.1.3.6 Request from medical a COC that shall detail any and all medical and/or mental health issues, any special transport needs, and any medications that the inmate is currently prescribed.

4.1.1.3.6.1 The COC shall be provided to the agency picking the inmate up. If the inmate requires special transport arrangements; the agency shall be notified in advance of their arrival to pick the inmate up.

4.1.2 All inmates being released to court shall have a verified fingerprint from the current commitment on the appropriate ACIS screen.

4.1.3 All inmates shall be FAST ID'd and verified prior to release to other agencies.

4.1.4 Verification that Deoxyribonucleic acid (DNA) has been taken shall be verified on all inmates prior to release to other agencies.

- 4.2 Temporary Transfers – Inmates may be summoned to court by the issuance of the following:
- 4.2.1 Order Securing Attendance of Prisoner (OSA) – An inmate may be temporarily transferred to the county of jurisdiction when such an order is requested by the prosecuting County Attorney in the county from which the prisoner is wanted and issued by a jurisdictional judge of the court. The inmate shall be returned to Department custody upon completion of the court action. If the date on the OSA differs from the date the County Officer arrives to pick up the inmate, the County Officer shall correct and initial the change on the OSA. The inmate can then be released to that jurisdiction.
 - 4.2.2 Writ of Habeas Corpus – An inmate may be temporarily transferred to a county or federal jurisdiction when a Writ of Habeas Corpus is issued to give evidence before the court. A Writ of Habeas Corpus is most commonly used by the Federal Government. The inmate shall be returned to Department custody upon completion of the court action.
 - 4.2.3 Interstate Agreement on Detainers – An inmate may be temporarily transferred to another state or to a federal jurisdiction, either upon the inmate's own request or at the request of the agency or jurisdiction when all proper documentation as identified in section 3.0, is presented to the holding institution and to the Department's Interstate Agreement on Detainers Administrator.
 - 4.2.4 Governor's Warrant of Extradition with Executive Agreement – An inmate may be temporarily transferred to another state's jurisdiction upon completion of an extradition hearing by a Superior Court Judge in the county in which the inmate resides. The inmate may, usually when a sentence of life, or the death penalty, has been issued and with Arizona approval, remain in the custody of the other state's jurisdiction upon completion of the court action.
 - 4.2.5 Telephonic **or virtual** hearings requested by the prosecuting court authority shall be forwarded through **the** institution OIU for verification and scheduling.
 - 4.2.5.1 **Upon receipt of the court order for telephonic or virtual hearing, the OIU Manager or designee shall enter the court hearing information into ACIS Scheduling and in the Court Action comment section.**
 - 4.2.5.2 **The OIU Manager or designee shall email the inmate's CO III, CO IV, and Associate Deputy Warden the date and time of the hearing, as well as the video link provided by the court.**
 - 4.2.6 Securing Attendance of Witness – An inmate may be temporarily transferred to a county jurisdiction within the state or out of state when an order "Securing Attendance of a Prisoner for the Purpose of Testifying" is issued. The inmate shall be returned to Department custody upon completion of the court action.
 - 4.2.6.1 In-State – The order shall be issued by a Superior Court Judge of the county in which the trial is being held.
 - 4.2.6.2 Out-of-State – The transfer shall be coordinated by the other state's Prosecuting Attorney with the County Attorney's Office, of the county in which the inmate is currently located.

- 4.2.6.2.1 Upon presentation of the order, the inmate **may** be turned over to the Sheriff's Office of the Arizona County and held until the other jurisdiction takes custody.
- 4.2.6.2.2 **If an inmate refuses to be transported to the demanding agency and the order received from the demanding agency does not include the verbiage "by any means necessary" or a similar statement, custody of the inmate shall not be transferred to the demanding agency.**
- 4.2.6.2.3 The inmate may be turned over to another state agency directly from a Department institution providing the order specifically states the Department shall relinquish custody to the other state.
- 4.2.6.3 Tribal Courts – An inmate may be temporarily transferred to a tribal jurisdiction when such an order is requested by the tribal prosecutor and issued by a tribal judge and approved by the Warden. The inmate shall be returned to Department custody upon completion of the court action.
 - 4.2.6.3.1 The institution OIU Manager and/or designee shall ensure the documents are certified and signed by the tribal judge and include language indicating the name of the tribal jurisdiction, their responsibility of taking custody of and pick-up and transport the inmate, the dates for pick up, court hearing, and the return to the Department (if known). If the return date is not known, language shall be included stating the inmate will be returned to the Department's custody upon completion of the court action.
 - 4.2.6.3.2 The institution OIU Manager and/or designee shall forward the request to the Warden, who shall staff with the **Deputy Assistant Director for Prison Operations** for final approval.
- 4.2.7 When an inmate returns to Department custody after a temporary transfer due to pending charges or for any other reason that might affect the inmate's sentence or term of incarceration, the institution OIU Manager shall ensure the information contained in the returning agency's documentation is entered on all applicable ACIS screens and provide the new information to the TCU.
 - 4.2.7.1 If documentation is not received, the institution OIU Manager or designee shall contact the jurisdictional court to determine the court disposition of the case.
 - 4.2.7.2 Any information received from the court regarding the disposition shall be entered on the ACIS Offender Comment screen under the Court Action transaction type.
 - 4.2.7.3 All inmates shall be FAST ID'd and verified upon return to Department custody from other agencies.

4.3 Release of Prisoner While Out to Court

4.3.1 Any inmate who reaches a Release Eligibility Date while "Out to Court" shall meet all release criteria outlined in DO #1001, Inmate Release System and #1002, Inmate Release Eligibility System, including the requirements of signing the applicable Conditions of Supervision form and completing a Release **Home Plan**.

4.3.1.1 Inmates who refuse to sign shall not be released.

4.3.1.2 A detainer shall be lodged by the releasing institution with the jurisdiction that is taking custody.

4.3.2 If all release criteria are met, the institution OIU shall:

4.3.2.1 Verify with Community Corrections:

4.3.2.1.1 Release conditions are current.

4.3.2.1.2 The inmate has signed the appropriate Conditions of Supervision.

4.3.2.1.3 Release **Home Plan** has been approved by Community Supervision for "Release from custody" on the specific release type.

4.3.2.1.4 **The inmate** meets literacy standards **based on release type requirements**.

4.3.2.1.5 The DNA is completed.

4.3.2.1.6 The fingerprint has been verified.

4.3.2.2 Forward detainees from other agencies to the jurisdiction that has custody of the inmate and notify the detainer agency.

4.3.2.3 Notify the jurisdiction having custody of the inmate:

4.3.2.3.1 The detainer may be dropped.

4.3.2.3.2 The Department has no further interest, if applicable.

4.3.3 Inmates shall, if applicable, be under Community Supervision until reaching their Sentence Expiration Date (SED) or Community Supervision End Date (CSED).

4.4 Additional Sentences – Upon receipt of an additional sentence, the receiving institution OIU shall process the New Commitment in accordance with section 1.0.

4.5 Sentence Modifications/Vacated **Sentences/Sentences or Convictions** Reversed and/or Remanded for a **Rehearing or a New Trial**

4.5.1 Upon receipt of documentation regarding "sentence **modifications**," "**vacated sentences**" and/or "**sentences or convictions**, which have been reversed and/or remanded for **rehearing or a new trial**", the receiving staff member shall forward all documentation to the TCU.

4.5.2 The TCU shall process this documentation in accordance with DO #1002, Inmate Release Eligibility System. Institution OIUs are not authorized to process these documents.

4.6 Committed Name

4.6.1 The name listed on the committing court document shall be the inmate's official name recorded on all Department documents and on the Master Record File.

4.6.1.1 If there is more than one court commitment, the name listed for the ruling sentence shall be the official name. All other names shall be listed as "Also Known As" (AKA).

4.6.1.2 When an inmate has multiple commitments with different names listed on the documents, staff shall use the name listed on the ruling sentence to register the inmate on ACIS. If the ruling sentence cannot be determined:

4.6.1.2.1 The inmate shall be registered with the name on the first commitment entered on the ACIS Sentence Structure screen.

4.6.1.2.2 The TCU shall be notified and **transmitted** a copy of the court documents so the ruling sentence may be determined.

4.6.1.2.3 The TCU shall verify the information on the ACIS Sentence Structure screen within three hours of receipt of the **transmitted** court documents.

4.6.1.2.4 Upon verification of the ruling sentence, the TCU shall notify the Reception Center, by email, of the inmate's official name. The Reception Center staff shall, if necessary, change the inmate's legal name to the name specified by the TCU.

4.6.2 When an inmate is returned to the Department as a Recommitment, violator and/or Court Returnee with a New Commitment and has a name other than the original name used when first committed, the institution OIU Manager and/or designated staff shall review the court **documentation** to determine the ruling sentence.

4.6.2.1 If the New Commitment is the ruling sentence, the name shall be the inmate's official name to be used on all documents. Upon entering this information on the ACIS Sentence Structure screen, the ACIS Release Date Calculation screen, which identifies the ruling sentence, automatically generates the change to the inmate's ACIS Automated Inmate Record.

4.6.3 The receiving institution OIU shall ensure the Institutional File indicates the name change and appropriate staff is requested to take new photographs and issue a new Inmate Identification Card. Notification of the inmate's official name shall be forwarded to Central Office Records to update the Master Record File.

4.6.4 The TCU shall:

- 4.6.4.1 Process official name changes. Inmates may officially change their names through the appropriate courts of jurisdiction, both criminal and civil, **but in accordance with section 4.6.1, only an official name change by the committing criminal court will result in a change of the name listed on all Department documents and in the Master Record file.**
- 4.6.4.2 Verify the inmate's prior official name and ensure the inmate has NOT been transferred under the provisions of the Interstate Corrections Compact.
 - 4.6.4.2.1 Inmates transferred under the Interstate Corrections Compact shall have written approval from the sentencing state to have their name changed and shall request such approval through the **Intergovernmental Liaison.**
- 4.6.4.3 Record the legal name change **authorized by the committing court** as the official name of the inmate and the inmate's prior official name as an "AKA" in the inmate's Automated Inmate Record. **Official name changes authorized by a civil court will be recorded as an "AKA".**
- 4.6.4.4 Provide written notification to the Central Office Records, the Office of Victim Services, and the institution OIU of the name change. The original court order shall be forwarded to Central Office Records and a copy sent to the institution OIU.
- 4.6.5 **In the event of a name change authorized by the committing criminal court:**
 - 4.6.5.1 The Central Office Records Supervisor shall ensure the name on the Master Record File is changed in accordance with the court order.
 - 4.6.5.2 The institution OIU Manager shall ensure the name listed in the Institutional File is changed, a new Escape Bulletin is printed and notification, as applicable, is made to the following:
 - 4.6.5.2.1 Warden and/or Deputy Warden
 - 4.6.5.2.2 **Healthcare Services**
 - 4.6.5.2.3 The appropriate Chief of Security
 - 4.6.5.2.4 The unit's CO IV
 - 4.6.5.2.5 Inmate Banking
 - 4.6.5.2.6 Mail and Property processing areas
 - 4.6.5.2.7 Visitation
 - 4.6.5.2.8 **Unit Accountability Officer**
- 4.6.6 Inmates requesting name changes through a court process shall pay the costs associated with the name change including the cost of new photographs and an Inmate Identification Card.

4.6.7 When officially confirmed **with the committing criminal court**, the new name shall be the official inmate name used by the Department.

4.7 Inmates Returning from Court – The institution OIU Manager shall:

4.7.1 Monitor the status of out to court inmates and request the outside agency to notify them of the return of the inmate, via telephone.

4.7.2 Notify the complex Accountability and Movement Officer of the inmate's pending return for proper housing placement.

4.7.3 Notify the Special Security Unit (SSU) Officer and CO IV of the inmate's pending return and subsequent unit destination.

4.7.3.1 The SSU Officer shall contact the sending agency to inquire about the inmate's behavior while in their custody and to follow-up with any applicable information to include any behavior issues, rejection of appeals, change in sentence or additional commitment.

4.7.3.2 The CO IV shall interview the inmate upon return to Department custody to evaluate **the** inmate's demeanor and morale. The inmate **shall automatically be referred** to Mental Health Services for assessment if the outcome of the court case resulted in an additional felony conviction, an increased sentence, or an appeal was denied.

4.7.4 Ensure ACIS is annotated under **the Court Actions and Agreement-On-Detain case notes, as well as in the Detainer Summary comment section**, based on the paperwork returned with the inmate (i.e., minute entry or other official document provided by the sending court authority) regarding next court date, pleas agreement, sentencing information, etc.

4.7.5 Contact the sentencing court the day the inmate is returned for the status of the case and any minute entries if an inmate is returned without paperwork.

4.7.6 Contact TCU staff for assistance if they do not receive paperwork or a response within 24 hours.

4.7.7 For courts with information available on the Internet, access the information from the Internet and print any necessary documentation (i.e., minute entries or status of case) and annotation of such is made on the ACIS **Court Actions** screen.

4.7.8 FAST ID all incoming inmates.

4.7.9 Ensure the information on inmates' additional sentences is processed as follows:

4.7.9.1 Information is entered on ACIS.

4.7.9.2 Classification is reviewed, reclassifying if necessary.

4.7.9.3 Certified sentencing documents are forwarded to the TCU for verification.

4.7.9.4 Unit CO IV is notified of the additional sentence.

4.7.10 Coordinate the release of inmates being released while out to court (and has reached their Earned Release Credit Date (ERCD) with an approved release program and signed conditions) with the arresting agency, ensuring a Teletype is sent to the arresting agency to drop the Department Detainer Hold.

4.7.11 Check the status of inmates out to court to ensure no erroneous release by the court and provide the Warden a monthly report.

4.7.11.1 In-state county jails shall be contacted every month.

4.7.11.2 Out-of-state county jails shall be contacted every 3 months.

4.7.12 Ensure employees are notified of an inmate's disciplinary incidents or medical health or mental health issues while out to court by providing the unit Accountability and Movement Officer and the Medical Unit a copy, if warranted, of the county's documentation. A copy is also placed in the inmate's Institutional File.

4.8 **Orders to set Aside Judgement, Seal Arrest Conviction and Sentencing Records, or Expunge a Conviction**

4.8.1 Upon receipt of documentation that sets aside a judgment, seals arrest conviction and sentencing records, or expunges a conviction, the receiving staff member shall forward all documentation to the TCU.

4.8.2 The TCU shall process the documentation in accordance with section 15.2.

5.0 **PHOTOGRAPHS OF INMATES** – All Department inmate photographs shall be taken using the Mug Photo Interface Subsystem (MPI). Private prisons shall use digital cameras to take inmate photographs and send them electronically to the closest Department institution for inclusion in the MPI.

5.1 Reception Center Intake Processing – Photographs shall be taken of each inmate during the initial Intake process in the proper order.

5.1.1 Frontal and profile photographs taken of the inmate at Reception Centers shall reflect the inmate's appearance upon arrival. If the inmate arrives wearing glasses, photographs shall be taken both with and without glasses. All photographs shall be distributed as follows:

5.1.1.1 One frontal, one right profile, and one left profile - Institutional File.

5.1.1.2 One frontal, one right profile, and one left profile - Master Record File.

5.1.2 Additional frontal and profile photographs with the inmate's hair pulled back away from the face shall be made. Inmates shall be in compliance with DO #704, Inmate Regulations. These photographs shall be distributed for use as follows:

5.1.2.1 Frontal and Profile - Escape Bulletin

5.1.2.2 Frontal - Inmate Identification Card

5.1.2.3 Frontal and Profile - Master Record File

5.1.2.4 Frontal for the unit's Accountability/Movement Office picture board

5.1.2.5 Frontal and Profile - Institutional File

5.1.3 Photographs of all tattoos – Tattoos located on the genital area and buttocks of both male and female inmates shall not be taken, but shall be annotated on the MPI and ACIS. Any tattoos which reveal any part of the female breast shall not be taken, but shall be annotated on the MPI and on ACIS. Photos of all other tattoos shall be taken and properly annotated on the MPI and on ACIS.

5.1.4 If there are noticeable changes in an inmate's appearance, (i.e., growing facial hair, cutting hair, shaving of head, or new tattoos) a new photograph shall be taken immediately using the MPI.

5.1.4.1 **If a noticeable change includes a new tattoo and has been verified, ACIS shall be updated to include the new tattoo information.**

5.1.5 Every inmate shall have a new photograph taken every five years of incarceration.

5.1.6 All photographs shall be maintained in the MPI database for future use.

5.1.7 No photograph shall be removed or replaced from the MPI database without notification and approval from the **Calculation, Records and Population Management Administrator** and/or designee.

5.2 Release Processing

5.2.1 The assigned Release Process staff member shall:

5.2.1.1 Prior to an inmate being released, take frontal profile and full-length photographs of the inmate using the MPI and save it into the MPI database.

5.2.1.2 In the event the MPI is non-operational, prepare an Affidavit of Identification for Issuance of a License, Identification or Arizona Health Care Cost Containment System (AHCCCS) (Attachment D) in lieu of a Release Identification Card.

5.2.1.3 Ensure all photographs are taken in the proper order no earlier than 180 calendar days prior and no later than 10 calendar days of release.

5.2.1.3.1 Photos taken within 180 days of release for an MVD replacement credential meet the needs of the release photo requirement.

5.2.2 Inmates shall be dressed in normal civilian clothing or state issued blue shirts and jeans. Orange jump suits, hats, coats/jackets or sunglasses shall not be worn for release photographs.

5.2.3 The release photographs shall clearly identify the inmate by name and ADCRR number and attached to the Release packet or the Institutional File, in accordance with section 13.0, and forwarded to Central Office Records.

5.2.4 Private prisons shall use digital cameras to take inmate photographs and send them electronically to the closest Department institution for inclusion in the MPI.

6.0 FINGERPRINTS OF INMATES

- 6.1 The AZAFIS/ADCRR Site Administrator shall be responsible for all operations of the AZAFIS/ADCRR Identification System, to include training, hardware, software, installation and equipment maintenance in accordance with DO #121, Arizona Criminal Justice Information and Identification System.
- 6.2 No inmate shall be released from the Department without a verified fingerprint on their current incarceration annotated on ACIS (Fingerprint Verification Screen or Audit Release Comment Screen) by the AZAFIS/ADCRR Site Administrator and/or designee at Central Office.
- 6.3 Verification of Fingerprints
 - 6.3.1 Upon receipt of the verified fingerprint card from **Department of Public Safety (DPS)**, AZAFIS/ADCRR Site Administrator and/or designee shall verify the inmate's identity using the Arizona SID and FBI numbers within two workdays and annotate on the ACIS Fingerprint Verification screen.
 - 6.3.2 If the Department does not receive a verified fingerprint within two workdays of the prints being taken, the institution OIU shall contact the AZAFIS/ADCRR Site Administrator and/or designee to check for the fingerprint card status and ask for further direction.
 - 6.3.3 If no verification can be made by DPS or by ACJIS research, a comment shall be placed on the ACIS Audit Release Comment screen indicating no fingerprint verification was possible by the AZAFIS/ADCRR Site Administrator and/or designee.
 - 6.3.3.1 Inmates who were not fingerprinted by the arresting agency will not have an Arizona SID number or FBI number. The AZAFIS/ADCRR Site Administrator and/or designee shall attempt to obtain verification from DPS.
 - 6.3.3.2 If there is a fingerprint on the court document in the inmate's Master Record File, the AZAFIS/ADCRR Site Administrator and/or designee shall hand carry the court document and the fingerprint card to DPS. DPS will then do a manual verification, if possible. Some fingerprints are unable to be verified.
 - 6.3.3.2.1 If there is a match, DPS will create a criminal history and issue an Arizona SID number.
 - 6.3.3.2.2 The AZAFIS/ADCRR Site Administrator and/or designee shall make the appropriate entry on ACIS.
 - 6.3.3.2.3 The inmate shall then be released with an Arizona Criminal History and an Arizona SID Number.
 - 6.3.4 Unverified Fingerprints - If there is not a fingerprint on the court document in the inmate's Master Record File, and DPS cannot match the fingerprint, the AZAFIS/ADCRR Site Administrator and/or designee shall make a notation on the ACIS Audit Release Comment screen indicating that no fingerprint verification is possible and the inmate will be released without an Arizona Criminal History, Arizona SID Number or verified fingerprints.

- 6.3.5 Releases - All inmates released shall have a verified fingerprint or a notation on ACIS why there is no verification as outlined in this section.
 - 6.3.5.1 If the inmate has not been out of Department custody since the last verified entry on the ACIS Fingerprint Verification screen, the inmate can be released on that verification.
 - 6.3.5.2 If the inmate has been out of Department custody and has no current verification noted on the ACIS Fingerprint Verification screen or Audit Release Comment screen, the institution OIU shall have the inmate fingerprinted.
- 6.3.6 FAST ID equipment shall produce the Arizona SID number, date of birth, name, and if DNA has been collected. FAST ID cannot be used solely for identification of new commitments into the Department and is not a substitute for full fingerprints.
 - 6.3.6.1 If FAST ID indicates a DNA sample is on file at DPS, the Department shall not require a DNA sample and the AZAFIS/ADCRR Identification System Officer shall annotate the default date of 2/29/08 on ACIS.
 - 6.3.6.2 If FAST ID indicates no DNA sample is on file with DPS, a DNA sample shall be taken at Intake and processed accordingly.
 - 6.3.6.3 Institution OIU staff shall confirm there is a verified fingerprint on the ACIS Fingerprint Verification screen. If there is a previous verification, the OIU shall request a FAST ID.
 - 6.3.6.4 Once the FAST ID is complete, the AZAFIS/ADCRR Identification System Officer shall email the information in the correct format to the AZAFIS/ADCRR Site Administrator and/or designee at Central Office.
 - 6.3.6.4.1 The AZAFIS/ADCRR Site Administrator and/or designee shall then verify the fingerprint and notify the institution of the verification.
 - 6.3.6.5 If the FAST ID does not come back with any information, then a full set of fingerprints shall be taken.
 - 6.3.6.6 Once the fingerprint has been verified, the inmate may be released.
- 6.3.7 Release Violators
 - 6.3.7.1 If the Release Violator has a previous verified fingerprint on the ACIS Fingerprint Verification screen, the inmate may be verified using FAST ID as described in 6.3.6 through 6.3.6.6 above.
 - 6.3.7.2 If the Release Violator does not have a previous verified fingerprint on the ACIS Fingerprint Verification screen, the inmate shall be fully fingerprinted.

7.0 DEOXYRIBONUCLEIC ACID (DNA) TESTING OF INMATES

- 7.1 Staff shall perform a **FAST ID and/or an ACJIS review** to determine if a DNA sample has already been submitted to DPS. If the **FAST ID and/or an ACJIS review** verifies a DNA sample has been submitted, Reception Center security/Intake staff shall enter 02-29-08 as the default date that the DNA was taken and **indicate that** no DNA needs to be taken.
- 7.2 If the **FAST ID and/or an ACJIS review** verifies a DNA sample has not been submitted, Reception Center security/Intake staff shall collect the DNA upon the inmate's arrival to the Department to include Release Violators. Designated staff shall:
 - 7.2.1 Collect and transmit the sample to the DPS.
 - 7.2.2 Ensure ACIS is updated to indicate the correct date the DNA test was obtained.
- 7.3 Genetic/Paternity/Maternity DNA Testing
 - 7.3.1 The **Calculation, Records and Population Management** Administrator and/or designee shall:
 - 7.3.1.1 Work in cooperation with the **approved laboratory vendors** to assist in the collection of genetic specimens required for the performance of Genetic DNA Testing per a court order issued by a court of this state or another as defined by A.R.S. §25-807.
 - 7.3.1.2 Determine which inmates are to undergo Genetic DNA Testing by verifying the information contained in the court order of this state or another.
 - 7.3.2 All court orders requesting Genetic DNA testing for inmates for paternity/maternity testing shall contain the following information:
 - 7.3.2.1 Inmate's name
 - 7.3.2.2 Inmate's ADCRR number
 - 7.3.2.3 Inmate's date of birth
 - 7.3.2.4 The case number assigned by the court
 - 7.3.2.5 A signature **or electronic filing verification** by a judge of a Superior Court of the issuing state
 - 7.3.3 The **Calculation, Records and Population Management Administrator and/or designee shall maintain a list of approved laboratory companies, as well as an adequate supply of their DNA Sample Collections Kits.**
 - 7.3.3.1 **All DNA Sample Collection Kits, provided by the approved laboratory vendor must include the following:**
 - 7.3.3.1.1 Buccal Swabs, transport envelopes, and all necessary forms
 - 7.3.3.1.2 Specific instruction for obtaining the DNA sample
 - 7.3.3.1.3 A pre-paid envelope for the return of the DNA sample to the appropriate laboratory

- 7.3.4 A court order for genetic testing issued by an out of state court shall be treated as an enforceable order in Arizona provided it meets the requirements of this section.
- 7.3.5 The **Calculation, Records and Population Management** Administrator or designee shall forward the court order **via electronic transmission (email)** to the appropriate institution site within **one** workday from the day the court order was received by the **Calculation, Records and Population Management** Bureau. The forwarding date shall be annotated on the ACIS note type PAT/MAT DNA screen.
- 7.3.6 Obtaining the DNA sample – Upon receipt from the **Calculation, Records and Population Management** Administrator or designee, trained staff shall:
 - 7.3.6.1 Obtain the DNA sample within five workdays from receipt of the request and appropriate forms using the instructions provided by the DNA Sample Collection Kit.
 - 7.3.6.2 Transmit the DNA sample within 24 hours from the time the sample was taken in the manner provided by the laboratory.
 - 7.3.6.3 Enter the following on the ACIS note type PAT/MAT DNA screen:
 - 7.3.6.3.1 Date the DNA sample was taken
 - 7.3.6.3.2 Inmate’s name and ADCRR number
 - 7.3.6.3.3 Laboratory/Agency requesting the DNA sample
 - 7.3.6.3.4 Tracking number (if applicable)
 - 7.3.6.3.5 ACIS Staff ID
 - 7.3.6.4 **Update the ‘DNA Collection’ tracking measure designated by the Calculation, Records and Population Management Administrator or designee with the following information:**
 - 7.3.6.4.1 **Date completed by the institution**
 - 7.3.6.4.2 **Tracking number (if applicable)**
 - 7.3.6.4.3 **Verification that an ACIS case note was completed**
 - 7.3.6.4.4 **Indicate the Staff SID who completed the DNA collection**
 - 7.3.6.5 Should an inmate refuse to provide a DNA sample:
 - 7.3.6.5.1 Complete and have the inmate sign the Refusal form provided in the DNA Sample Collection Kit.
 - 7.3.6.5.1.1 **If the kit does not have a Refusal form, staff shall ask the Calculation, Records and Population Management Administrator or designee to verify with the respective laboratory company how they would like the refusal to be handled.**

7.3.6.5.2 Scan the signed Refusal form and **return it electronically (via email) to the requesting laboratory vendor.**

7.3.6.5.3 **If the requesting laboratory vendor requests the original Refusal form, mail the original refusal form back in the pre-paid envelope provided with the DNA Sample Collection Kit.**

8.0 ESTABLISHING AN INMATE FILE

8.1 ACIS Automated Inmate Record – The ACIS Automated Inmate Record shall be initiated by registering the inmate in the ACIS Intake Module on the date of receipt of the commitment document or upon the inmate's arrival at a Reception Center.

8.1.1 The following ACIS screens shall be established within 24 hours and/or prior to the inmate's transfer from the Reception Center to another institution by Reception Center Intake staff:

8.1.1.1 External Movement

8.1.1.2 Sentence Structure (The information entered shall be taken from the certified sentencing documents, the Pre-sentence Investigation Report or ACJIS)

8.1.1.3 **Upload the sentencing documents, Pre-sentence Investigation Report, criminal history, or ACJIS into ACIS Court Documents.**

8.1.1.4 Personal Characteristics

8.1.1.4.1 The inmate's ethnicity shall be entered **into ACIS**. If an inmate is of mixed race, the inmate has the choice of race designation while incarcerated.

8.1.1.4.2 Native American inmates shall be asked their tribal affiliation and **have it** documented in this area.

8.1.1.4.3 Scars, marks, and tattoos shall be documented in ACIS under note type TATTOOS.

8.1.1.4.4 The FBI and Arizona SID numbers shall be entered.

8.1.1.4.5 The Driver's License or Arizona Identification Card number shall be entered.

8.1.1.5 ACIS Personal History screen

8.1.1.6 Custody Classification

8.1.1.7 Agency Release Notification - **The appropriate notification requests shall be entered on the Detainer Summary screen.**

8.1.1.8 Citizenship/Ethnic Codes and ICE Detainers - Department ICE staff shall enter codes and detainers at Intake.

- 8.1.2 The escape flyer shall be printed after completion of 8.1.1.1 through 8.1.1.7 of this section.
 - 8.1.2.1 A frontal and profile digital photograph of the inmate shall be used when creating the flyer.
 - 8.1.2.2 Escape flyers shall be maintained for each inmate assigned to the institution in a secure area designated by the Warden or Deputy Warden.
- 8.1.3 When notified that an inmate has changed appearance, program staff and/or SSU staff shall notify the institution OIU for updating the ACIS record and for the designated MPI staff to print a new escape flyer. The designated MPI staff shall print and forward the new escape flyer to the designated staff member who shall replace the old flyer.
- 8.1.4 ACIS transactions shall be established and completed by the institution OIU Manager and/or designated staff at the institution, private prison and/or Community Corrections in accordance with Attachment A, ACIS Transactions Responsibilities and Time Frames.
- 8.2 Institutional File - The Institutional File shall be established within one workday after the inmate's arrival.
 - 8.2.1 Files on New Commitments shall be established and labeled with the inmate's name and assigned ADCRR number.
 - 8.2.2 Files and/or Release packets on Recommitments and violators shall be requested from Central Office Records.
 - 8.2.3 All files shall contain one copy of the following documents as they are completed by designated staff:
 - 8.2.3.1 Copies of photographs (upon Intake and after processing of the inmate)
 - 8.2.3.2 Pre-sentence Investigation Report, if available
 - 8.2.3.3 Judgment of Sentence or Confinement Order (from the committing court)
 - 8.2.3.4 Mail Waiver, Form 901-32
 - 8.2.4 The OIU of the **intake** institution, within one workday after the inmate's arrival, **shall** forward an Intake packet containing the following documents to the TCU:
 - 8.2.4.1 Copy of the **ACIS** Daily Arrival Sheet (Not required by ASPC-Eyman Intake)
 - 8.2.4.2 Original/certified copy of the Judgment(s) of Sentence
 - 8.2.4.3 Original Pre-sentence Investigation Report
 - 8.2.4.4 Photographs
 - 8.2.4.5 All other documents required for inmate's Master Record File placement.
 - 8.2.4.6 **If a court document is not available upon arrival, the OIU or the receiving institution shall contact the Central Office OIU Liaison for assistance.**

- 8.2.5 The TCU shall file all documents in the Master Record File upon completion of the Intake audit and send it to the Central Office Records Supervisor and/or designee.
- 8.2.6 Sentencing documents shall be provided to the TCU the same day as the arrival of inmates who have four months or less to serve upon arrival.
- 8.2.7 Technical Release Violators – Reception Center Intake staff shall notify the TCU of Technical Release Violators returned to custody within one workday.
- 8.3 Master Record File - The Central Office Records Supervisor and/or designee shall establish a Master Record File within five workdays after receipt of court documents on Concurrent/Consecutive Custody cases and/or the inmate's arrival.
 - 8.3.1 Files on New Commitments shall be established and labeled with the inmate name and ADCRR number that was assigned as outlined in section 1.0.
 - 8.3.2 Files on Recommitments, Release Violators, or escapees shall be removed from the active shelves and/or requested from record retention within two workdays of notification and reactivated.
 - 8.3.2.1 Within one workday after a Technical Release Violator or an inmate who had escaped from an institution is returned to custody, the Institutional File/Release packet shall be forwarded to the housing institution.
 - 8.3.2.2 Within five workdays, the institution OIU Manager and/or designee shall ensure the Release packet for a Recommitment inmate contains the initial Intake photographs and release photographs.

9.0 FILING GUIDELINES/FORMS DISTRIBUTION

- 9.1 All institution OIUs and Central Office Records shall establish and maintain Inmate Record Files in green, four-sided file folders adhering to the following filing guidelines:
 - 9.1.1 The Master Record File and/or the Institutional File shall contain only the documents and/or information approved and listed in the established file format.
 - 9.1.2 Forms that are not identified in the approved filing format shall be returned to the originator.
 - 9.1.3 All documents shall be filed in chronological order with the most recently dated document on top.
 - 9.1.4 All Master Record and Institutional Files shall be organized in terminal-digit sequence with color-coded numeric tabs.
 - 9.1.5 Any existing two-sided file folders shall be converted to four-sided folders.
- 9.2 Forms Development - Staff shall request and receive approval from the **Calculation, Records and Population Management** Administrator for any new forms or previously deleted forms to be included in the Master Record or Institutional File. Such requests and approvals shall be in writing. Forms development and revision shall be made in accordance with DO #114, Forms Management System.

9.3 Forms Distribution

9.3.1 Staff completing forms on the ADCNet shall ensure forms are distributed as indicated on the bottom of the forms.

9.3.2 Distribution for non-electronic forms maintained in the Master Record and Institutional Files shall be as follows:

9.3.2.1 White (Original) - Master Record File

9.3.2.2 Yellow - Inmate or as designated on form

9.3.2.3 Pink - Institutional File or as designated on form

9.3.3 Exceptions to the above distribution shall include the following:

9.3.3.1 Certificate of Absolute Discharge, **Form 1002-21**

9.3.3.1.1 Original - Inmate

9.3.3.1.2 Copy - Master Record File

9.3.3.2 Proclamation of Parole

9.3.3.2.1 Original - Inmate

9.3.3.2.2 Copy - Master Record **File**

9.3.3.2.3 Copy - Institutional File

9.3.3.3 Forfeitures/Rescissions/Restoration Forms - These forms shall be sent directly to the TCU for processing.

9.3.3.4 Disciplinary Forms **for Guilty Decisions Only**

9.3.3.4.1 White (Original) - Master Record File

9.3.3.4.2 Pink - Inmate

9.3.3.4.3 Yellow - Institutional File

9.4 Routing Documents

9.4.1 The original or designated copy of any document that is to be filed in the Master Record File shall be routed to Central Office Records and shall legibly indicate:

9.4.1.1 The inmate's first and last name.

9.4.1.2 The inmate's ADCRR number on all pages.

9.4.2 Designated Institutional File copies shall be forwarded to the OIU of the institution where the inmate is currently housed.

9.4.3 Designated copies may be retained for Special Purpose files when required by **DO** or authorized by a Deputy Director, Assistant Director, **Deputy Assistant Director for Prison Operations**, Warden, Deputy Warden, or the **Calculation, Records and Population Management** Administrator.

9.5 Removal of Documents - Documents or information contained in Inmate Record Files shall be removed only when properly authorized.

9.5.1 Department employees may submit a written request to remove a document(s) from Inmate Record Files through the chain of command to the Assistant Director for Prison Operations or designee. The request shall:

9.5.1.1 Identify the document or information that is to be removed.

9.5.1.2 Include the date of the document.

9.5.1.3 Give specific reasons for the requested removal.

9.5.1.4 Identify all Inmate Record Files where the document or information is found.

9.5.2 The Assistant Director for Prison Operations or designee may approve removal of documents from files, if after reviewing the request for removal, the Assistant Director determines the document or information is inaccurate, erroneous, and/or would affect decisions made by Department staff or the ABOEC.

9.5.2.1 If the removal request is approved, the authorization for removal of documents or information shall be forwarded to the **Calculation, Records and Population Management** Administrator for processing.

9.5.2.2 The Assistant Director for Prison Operations shall direct removal of specified documents/information from all Inmate Record Files.

9.5.3 The institution OIU Manager shall ensure all documents/information specified by the Assistant Director for Prison Operations or designee is removed from the following:

9.5.3.1 Institutional File

9.5.3.2 Any Special Purpose File

9.5.3.3 Any other Inmate Record Files that include the documents or information

9.5.4 Documents removed from Inmate Record Files shall be forwarded to Central Office Records. Central Office Records staff shall remove the documents or information from the Master Record File, post the receipt of documents received, and destroy all copies of the documents removed.

9.5.5 The **Inmate Appeals Administrator** or **Operations Appeals Administrator** may direct removal of disciplinary actions and/or related documents or information for disciplinary actions that have been dismissed.

9.5.5.1 Instructions to remove disciplinary actions shall be in memorandum format, addressed to Central Office Records and the TCU.

- 9.5.5.2 Central Office Records staff shall ensure the documents or information is removed from the Master Record File and a copy of the memorandum is forwarded to the OIU of the institution where the inmate is housed.
- 9.5.5.3 The TCU shall ensure any Class III or forfeiture of time credit actions as a result of the discipline, prior to dismissal are removed from the inmate's Release Date Calculation.
- 9.5.5.4 The institution OIU staff shall remove the documents or information identified in the memorandum.

10.0 PUBLIC/INMATE ACCESS TO RECORDS

- 10.1 Public Inspection - Records of inmate care and custody, with the exception of Corrections Compact cases, are subject to public inspection.
 - 10.1.1 **Requests for this information shall be handled by the Public Records Office. All staff shall direct these requests to the Public Records Office to ensure proper review before release.**
- 10.2 Disclosure - The Department shall not disclose records or portions of records **that**:
 - 10.2.1 Reveal the identity of a confidential informant.
 - 10.2.2 Endanger the life or physical safety of a person.
 - 10.2.3 Jeopardize an ongoing criminal investigation.
 - 10.2.4 Contain reports or other written materials (i.e., Do Not House With (DNHW) memorandums, relating to decisions regarding placement into Protective Custody).
 - 10.2.5 Contain a victim's current or former address, telephone numbers and protected criminal history information. (Pre-sentence Investigation Reports)
 - 10.2.6 Protective Custody Files, unless subpoenaed by a court.
 - 10.2.6.1 If subpoenaed, Protective Custody Files shall be redacted **prior to release.**
- 10.3 Public Information - Public record information may be given to any member of the public. Information considered public is as follows:
 - 10.3.1 Name and ADCRR number of any inmate committed to the Department
 - 10.3.2 Conviction data contained in the Judgment of Sentence or minute entry
 - 10.3.3 Verified conviction data from ACIS
 - 10.3.4 Date of admission
 - 10.3.5 Institution - Only the institution where the inmate is housed, unless the Master Record File indicates that location is not to be released. The **Intergovernmental Liaison** shall be notified.
 - 10.3.6 Date of scheduled release and/or discharge

- 10.3.7 Decisions of the ABOEC
- 10.3.8 Name and office telephone number of the supervising Community Corrections staff member
- 10.3.9 Name and office telephone number of the assigned CO III
- 10.4 Confidential Information Release - Confidential information may be provided to Department staff as authorized, criminal justice system agencies, governmental agencies approved by the Department to receive confidential information, and **healthcare** providers under contract to the Department. Confidential information shall not be released until the following eligibility of the requesting party has been determined. The requestor is an authorized:
 - 10.4.1 Employee of the Department as required by assigned duties.
 - 10.4.2 Criminal justice system agency as required to accommodate needs of the inquiry.
 - 10.4.3 Contract agency, **healthcare** provider, or other government agency. Information may be limited to those records deemed relevant to the proper provision of services.
- 10.5 Access to Records by Inmates and Discharged Inmates
 - 10.5.1 Inmates shall not be permitted direct access to any Master Record, Institutional or Special Purpose Files, except for their own Medical Record. Inmates shall not assist in the preparation or photocopying of reports contained in these files **pursuant to A.R.S. §31-221(E)**.
 - 10.5.2 Inmates may possess copies of material from the Department website, except **when** possession of material or information from the inmate database is strictly prohibited.
 - 10.5.3 The Department may provide to an inmate copies of documents that involve an administrative hearing, a court proceeding, or any document the Director determines appropriate for the inmate to have.
 - 10.5.4 When Parole or Absolute Discharge from imprisonment is denied by the ABOEC, the inmate may request to view the ABOEC's written statement specifying the reasons for denial.
 - 10.5.4.1 The request to view the ABOEC's reason for denial shall be submitted, on an Inmate Letter, Form 916-1, to the unit's CO IV or designee.
 - 10.5.4.2 Upon receipt of the written request, the CO IV or designee, shall obtain the written copy of the ABOEC's decision from the Institutional File, and allow the inmate to review it.
 - 10.5.4.3 Upon completion of the review, the CO IV shall replace the document in the exact location in the Institutional File from which it was removed.
 - 10.5.4.4 The CO IV or designee shall document the request and the review on the ACIS Inmate Access Record Log.
 - 10.5.5 After completing all sentences, discharged inmates may be allowed access to their own Master Record File excluding any confidential information **by submitting a public records request**.

10.6 ACIS Automated Summary (Open) Record

10.6.1 The ACIS Automated Summary Record shall include the following:

10.6.1.1 Sentencing and release date calculations

10.6.1.2 Institutional movement

10.6.1.3 Disciplinary history

10.6.1.4 Detainers and warrants

10.6.1.5 Institutional work or job history

10.6.1.6 Classification actions

10.6.1.7 ABOEC Hearing actions

10.6.2 To request to view their ACIS Automated Summary Record, inmates shall send an Inmate Letter to their unit CO IV or designee.

10.6.2.1 Requests shall be made once each year or **at least** 30 calendar days prior to an ABOEC hearing. Inmates may not request to view their ACIS Automated Summary Record more than once each year, unless they are scheduled for more than one appearance before the ABOEC in 12 months.

10.6.3 The CO IV or designee, upon receipt of a request for a copy of an inmate's ACIS Automated Summary Record, shall:

10.6.3.1 Review the ACIS Full Inmate Record to ensure release eligibility dates have been verified by the TCU.

10.6.3.1.1 If the Release Date Calculation has not been verified or if it is believed that the Release Date Calculation is incorrect and the projected release is within 120 calendar days, the CO IV or designee shall send an email to the TCU Administrator/ Manager with a brief explanation of the issue.

10.6.3.1.2 If the projected release date is over 120 calendar days, the inmate may write the TCU using the Inmate Letter.

10.6.3.1.3 The TCU shall, within five workdays, audit the Release Date Calculation on inmates with projected release dates within 120 calendar days and respond to the CO IV via email.

10.6.3.2 Print the ACIS Automated Summary Record.

10.6.3.3 Log the request on the ACIS Inmate Record Access Log.

10.6.3.4 Provide the ACIS Automated Summary Record to the inmate, in person.

10.6.3.5 Destroy the printed copy of the ACIS Automated Summary Record when the inmate has completed the viewing.

10.6.4 Inmates shall not have access to any other inmate's ACIS Automated Summary Record or assist in the preparation or reproduction of reports contained in those records.

10.7 Access/Inspection of Inmate Files

10.7.1 Requests for access or inspection of inmate files or other information shall be in accordance with DO #201, Legal Services – Records Release and DO #1104, Inmate Medical Records.

10.7.2 Requests for statistical information regarding offenders committed to the Department and requests to use Inmate Record Files for research projects **shall be** in accordance with DO #203, Research Projects and A.R.S. §31-222.

10.8 Review and Challenge

10.8.1 An inmate may request, through DPS, access to **their** criminal justice information for the purpose of determining the accuracy and completeness of the records.

10.8.2 The inmate shall request from DPS an information packet and shall be responsible for all costs related to the review of criminal justice information.

11.0 RECORD FILE ROOM SECURITY - The Assistant Director for Prison Operations and/or designee shall approve the issuance of keys for the Records Managers and/or designated staff. A list of authorized key holders shall be provided to the communication center.

11.1 All OIUs shall be locked and secured during non-duty hours.

11.2 Master Record Files shall be available during regular working hours for review by any member of the public, the ABOEC, Law Enforcement Agencies, or Department staff.

11.3 Institutional Files shall be available during regular working hours for review by Department and ABOEC personnel only.

11.4 Master Record and Institutional Files shall not be removed from the OIU by anyone except Department or ABOEC personnel. All other personnel authorized to review Master Record and Institutional Files shall review them in the area provided.

11.5 The institution OIU Manager and/or designated staff shall escort visitors to the OIU areas.

11.6 When in possession of an inmate file, a reviewer shall not give the file to any other staff member without first notifying the Central Office Records Supervisor or the institution OIU Manager.

11.6.1 The file shall be the responsibility of the reviewer and the reviewer is required to abide by statutes governing the confidentiality of the records.

11.6.2 If the file is forwarded to another party, the original reviewer shall be responsible for the file unless the Central Office Records Supervisor or the institution OIU Manager is notified in writing.

11.7 Master Record Files shall be returned to the OIU no later than 3:00 PM each Friday. Institutional Files shall be returned to the institution OIU no later than 4:00 PM each day.

11.8 Reviewers shall not remove any documents from the files.

12.0 SPECIAL PURPOSE AND SENSITIVE FILES

- 12.1 Authorization – The Deputy Director and the Assistant Director of Prison Operations may authorize the creation of Special Purpose Files. Special Purpose Files shall supplement, but not replace the Master Record File or the Institutional File.
- 12.2 Organization - Special Purpose files shall be organized in accordance with a uniform filing format established by the **Calculation, Records and Population Management** Administrator and subject to the same laws, rules, and instructions as the Master Record Files regarding security, disclosure, and confidentiality.
 - 12.2.1 Special Purpose files maintained by Prison Operations such as Property, and Protective Custody, shall be maintained in terminal digit order.
- 12.3 Classification as a Sensitive File
 - 12.3.1 A Department staff member who determines a need to classify an Institutional and/or Master Record File as a Sensitive File shall forward a memorandum through the chain of command to the **Calculation, Records and Population Management** Administrator requesting it be placed in the Sensitive File area. The memorandum shall include:
 - 12.3.1.1 The name of the person to be notified when a request is made to access the Institutional and/or Master Record Files.
 - 12.3.1.2 A recommendation to secure the Institutional and/or Master Record Files, if appropriate.
 - 12.3.1.3 A recommendation for the length of time the Institutional and/or Master Record Files should be considered a Sensitive File.
 - 12.3.1.4 The specific reasons for classifying an Institutional and/or Master Record File as a Sensitive File, which may include, but are not limited to:
 - 12.3.1.4.1 Protective Custody issues.
 - 12.3.1.4.2 Sensational or high profile cases.
 - 12.3.1.4.3 The Institutional and/or Master Record Files contain information that is likely to cause harm to specific individuals.
 - 12.3.1.4.4 The inmate is involved in ongoing litigation.
 - 12.3.1.4.5 The inmate is related to a Department employee.
 - 12.3.2 Upon the **Calculation, Records and Population Management** Administrator's review and written approval for Institutional and/or Master Record Files to be classified as a Sensitive File:
 - 12.3.2.1 The **Calculation, Records and Population Management** Administrator or designee shall email the institution OIU Manager requesting the Institutional File be removed from the shelf and locked in a file cabinet in an institution OIU area designated for Sensitive Institutional Files.

- 12.3.2.1.1 Sensitive Master Record File cabinets shall be located in an area designated by the **Calculation, Records and Population Management** Administrator.
- 12.3.2.2 The approved memorandum shall be placed in the Sensitive Institutional and/or Master Record File.
- 12.3.2.3 An Out Guide shall be placed in the general file area to indicate the Institutional and/or Master Record File is secured in the Sensitive File cabinet.
- 12.3.2.4 Sensitive Files shall be reviewed annually to determine if they should continue to be classified as a Sensitive Files.
 - 12.3.2.4.1 Files shall remain Sensitive Files until the expiration date of the request or if the review indicates the need no longer exists.
 - 12.3.2.4.2 Institutional and/or Master Record Files no longer a Sensitive File shall be returned to the general file area.
- 12.3.3 The **Calculation, Records and Population Management** Administrator shall restrict access to Sensitive Files to staff identified in the memorandum as having authorized access, designated OIU staff and other persons who require access to the Institutional and/or Master Record File during the normal course of their duties.

13.0 INMATE RECORDS TRANSFER

- 13.1 Transfer of Inmates - When inmates are transferred from one institution to another, the institution OIU Manager at the transferring institution shall ensure staff responsible for forwarding the Institutional File, Property File, Visitation File, Inmate Medical Record, and STG information to the receiving institution are notified.
 - 13.1.1 OIU staff at the transferring institution shall ensure:
 - 13.1.1.1 All Institutional Files are sealed in a box or manila envelope.
 - 13.1.1.2 A **current** escape flyer is prepared for each inmate who is transferring.
 - 13.1.1.3 The SSU Coordinator is notified of the transfer of inmates who have been identified as STG members.
 - 13.1.2 SSU shall ensure STG information for each inmate identified as an STG suspect is forwarded to the receiving institution.
 - 13.1.3 **Healthcare** staff shall ensure a Medical Record for each inmate being transferred is forwarded to the receiving institution, **when applicable**.
 - 13.1.4 Property and Visitation Files shall be delivered to the transporting staff by the designated staff member from those areas.
 - 13.1.5 The receiving institution Transportation Coordinator shall ensure Inmate Record Files and Escape Bulletins are distributed to the appropriate staff.

13.1.6 When an inmate is transferred out of state, under contractual agreement, the institution OIU Manager shall forward the entire Institutional File and all Special Purpose Files to Central Office Records.

13.2 Release of Inmates

13.2.1 The Property and Visitation staff within five workdays after an inmate's release or discharge of sentence under supervision of the Department, shall:

13.2.1.1 Purge and shred all duplicate information from inmate files.

13.2.1.2 **Fasten together** the remaining documents **in a packet and forward** to the institution OIU.

13.2.2 The institution OIU staff shall:

13.2.2.1 Prepare a Release packet using ACCO fasteners and forward it to Central Office Records. Release packets shall contain the Release Confirmation Report, final release confirmation, and the following placed on top of the Release packet:

13.2.2.1.1 All Pre-sentence Investigation Reports

13.2.2.1.2 Pre-Release documents (i.e., **BOEC documents**, Authorization to Release Medical Information, Conditions of Supervision, **Institution Release Confirmation Report**)

13.2.2.1.3 IAD and/or **UMDDA** packet

13.2.2.1.4 All court documents

13.2.2.1.5 Initial Intake and release photographs

13.2.2.1.6 **Final ACJIS check**

13.2.2.1.7 Visitation documentation

13.2.2.1.8 Property documents for the previous two years and the final inventory documents

13.2.2.1.9 Any information, to include reports received from other jurisdictions, relating to sex offenses

13.2.2.1.10 DNHW memorandums

13.2.2.2 Forward all Property and Visitation File folders to Central Office Records with the Release packet. File folders shall be rubber banded to the Release packet.

13.2.2.3 Separately from the Release packet, forward the following **intact** Institutional Files with the special circumstances easily identifiable to Central Office Records for retention:

13.2.2.3.1 Landmark cases as determined by the Director, **General Counsel**, Attorney General, and the Archives.

13.2.2.3.2 Cases of notoriety as determined by the **Calculation, Records and Population Management** Administrator.

13.2.2.3.3 Files related to inmates and offenders on supervision who have died while under Department custody (i.e., homicide, suicide, death by accident, death by natural causes, and death by execution) **shall be held for 30 days or until Criminal Investigations Unit has finalized cause of death in ACIS.**

13.2.3 **Healthcare** staff shall forward the inmate Medical Record to the Medical Records Area.

13.2.4 Community Corrections shall, within 30 calendar days after the completion of an offender's supervision term:

13.2.4.1 Scan and upload any paper documents into ACIS.

13.2.4.2 Update the offender's ACIS Movement screen to indicate the offender has completed supervision.

14.0 FILE AUDITS

14.1 The OIU, upon receipt of inmates from the Reception Center, shall conduct a **full** Institutional File audit of the following incarceration documents and ACIS screens:

14.1.1 Sentencing information

14.1.2 Release Date Calculation

14.1.3 Detainer/Warrant Information

14.1.4 ACIS Fingerprint Verification screen

14.2 A complete Institutional File audit shall be **conducted by OIU** for any inmate within six months of release.

15.0 INMATE RECORDS RETENTION AND DISPOSITION

15.1 Retention and Disposition Schedule - Upon an inmate's discharge from the Department, **the Calculation, Records and Population Management** Administrator shall ensure the inmate's files are closed and maintained in accordance with approved retention and disposition schedules.

15.1.1 The **Calculation, Records and Population Management** Bureau shall:

15.1.1.1 Permanently maintain the complete closed Master Record and Institutional Files as outlined in this section.

15.1.1.2 Maintain the closed Master Record Files, including the institutional Release packets at Central Office Records until inmates reach their SED/CSED.

15.1.1.3 At the end of the SED/CSED, if inmates have not been recommitted to the Department, the closed Master Record Files, including the Release packets, shall have all extraneous material shredded.

- 15.1.2 The Master Record File, may include the following documents, and shall be forwarded to the **Arizona State** of Library, Archives and Public Records - Records Management Division, in accordance with the records retention schedule.
 - 15.1.2.1 Statement of Facts from the Committing Court, if applicable
 - 15.1.2.2 Judgment and commitment document(s), to include sentence modifications
 - 15.1.2.3 Movement Authorizations
 - 15.1.2.4 Pre-sentence Investigation Report(s)
 - 15.1.2.5 Proclamation Commuting the Sentence, if applicable
 - 15.1.2.6 Proclamation of Parole, if applicable
 - 15.1.2.7 Certificate(s) of Absolute Discharge
 - 15.1.2.8 Release Violation Warrants or Warrants of Arrest, if applicable
 - 15.1.2.9 Education Certificates (GED Only)
 - 15.1.2.10 Final Classification Actions (If not on ACIS)
 - 15.1.2.11 Protective Custody Reports
 - 15.1.2.12 DNHW memorandums
 - 15.1.2.13 Final Release Date Confirmation
 - 15.1.2.14 Photographs
 - 15.1.2.15 Verified fingerprint card
 - 15.1.2.16 Death Certificate, if applicable
 - 15.1.2.17 Detainer IAD information, if applicable
 - 15.1.2.18 Community Corrections packets to include: warrants, Conditions of Supervision, Face Sheets, Chronological Logs, urinalysis results and any information provided by treatment progress reports
- 15.2 **Annotation of ADCRR Records and Removal of Inmate Record from the AZCorrectons.gov Internet Website – Pursuant to Arizona law, a person may, under certain circumstances, apply to have a judgment set aside, petition to seal arrest, charges, adjudications, convictions or sentences expunged. The necessary action depends on the statute under which the action is ordered, as follows:**
 - 15.2.1 **A.R.S. §13-905 – Setting Aside Judgement** – Upon receipt of a certified court document **setting aside a judgement pursuant to A.R.S. §13-905**, the TCU shall, **in consultation with the General Counsel:**
 - 15.2.1.1 Validate the court document via the court.

- 15.2.1.2 **Update the person’s ADCRR records with an annotation that the conviction has been set aside pursuant to A.R.S. §13-905.**
- 15.2.1.3 **Not redact or remove a record or information from the record of a person whose conviction is set aside pursuant to A.R.S. §13-905(G).**
- 15.2.2 **A.R.S. §13-911 – Sealing of Arrest, Conviction and Sentencing Records – Upon receipt of a certified court document sealing arrest, conviction and sentencing records pursuant to A.R.S. §13-911, the TCU shall:**
 - 15.2.2.1 **Validate the court document via the court and confirm with the DPS that it has received the Order.**
 - 15.2.2.2 **Designate the case records associated with the Order as sealed.**
 - 15.2.2.3 **If the inmate/offender has more than one sentence, only the records of the sentences that are impacted by the Order will be sealed.**
 - 15.2.2.4 **Records sealed pursuant to A.R.S. §13-911 shall be made available to:**
 - 15.2.2.4.1 **The person whose records are sealed and any attorney who has filed a notice of appearance in the sealed case.**
 - 15.2.2.4.2 **The victim of the case, if the victim has exercised their notification rights under A.R.S. §13-4414.**
 - 15.2.2.4.3 **Any of the following, if the purpose relates to the requestor’s official duties or internal hiring practices, or both:**
 - 15.2.2.4.3.1 **A law enforcement agency**
 - 15.2.2.4.3.2 **A prosecuting agency**
 - 15.2.2.4.3.3 **A probation department or any agency charged with producing a Pre-sentence Investigation Report**
 - 15.2.2.4.3.4 **A court**
 - 15.2.2.4.3.5 **The Department of Child Safety or Child Welfare agency**
 - 15.2.2.4.3.6 **The Department of Juvenile Corrections**
 - 15.2.2.4.3.7 **The state Department of Corrections or any other correctional facility in this state**
 - 15.2.2.4.3.8 **The clerk of court or any department responsible for maintaining court records**
 - 15.2.2.5 **Forward the order(s), after review, to the General Counsel with proposed steps for processing.**
 - 15.2.2.6 **Upon General Counsel confirmation:**

- 15.2.2.6.1 **Notify the Public Records Office and the Information and Public Affairs Division of the sealing.**
- 15.2.2.6.2 **Confirm with Information Technology that any information related to the sealed sentence does not appear on the public website.**
- 15.2.2.7 **If every sentence for which the inmate/offender was committed is sealed, confirm with Information Technology that the inmate’s picture and any other identifying information, other than the inmate’s ADCRR number, is removed from the public website.**
- 15.2.2.8 **Expungement of Arrest, Charge, Adjudication, Conviction or Sentence Records – Upon receipt of documentation expunging arrest, charge, adjudication, conviction or sentence records pursuant to A.R.S. §36-2862, the TCU shall:**
 - 15.2.2.8.1 **Validate the court document via the court and confirm with the DPS that it has received the Order.**
 - 15.2.2.8.2 **Seal and separate the expunged records from ADCRR’s records and clearly identify in each file and electronic record that the arrest, charge, conviction, adjudication, and/or sentence are expunged.**
- 15.2.2.9 **If the inmate/offender has more than one sentence, only the records of the sentences that are impacted by the Order shall be expunged.**
- 15.2.2.10 **ADCRR shall not make any expunged record available to any person except to the individual or their attorney.**
 - 15.2.2.10.1 **Notify the Public Records Office and the Information and Public Affairs Division of the expungement.**
 - 15.2.2.10.2 **Confirm with Information Technology that all information related to the expunged sentence does not appear on the public website.**
 - 15.2.2.10.3 **If every sentence for which an inmate/offender is committed is expunged, confirm with Information Technology the inmate/offender’s picture and all other identifying information, other than the ADCRR number, is removed from the public website.**

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms for the following:

- Arizona Correctional Information System (ACIS)
- Central Classification
- Confidential Information
- Criminal History Record

- Department 287(g) Officers
- Detainer
- Fast ID
- Inmate Record
- Institutional File
- Institutional Hearing Proceedings Site
- Interstate Agreement on Detainers (IAD)
- Live Scan
- Master Record File
- Medical Record
- MUG Photo Interface Subsystem (MPI)
- Other Jurisdiction
- Private Prison
- Receiving State
- Sensitive File
- Sentence Modifications
- Special Purpose Files
- Tried Detainer
- Untried Detainer

ATTACHMENTS

Attachment A – ACIS Transactions Responsibilities and Time Frames

Attachment B – Detainer Acknowledgment Letter

Attachment C – Agreement on Detainers/Governor's Notice Letter

Attachment D – Affidavit of Identification for Issuance of a License, Identification or AHCCCS

FORMS LIST

901-2, Intake/Transfer of Custody - Body Receipt

901-6, Agreement on Detainers/Form I

901-7, Agreement on Detainers/Form II

901-8, Agreement on Detainers/Form III

901-9, Agreement on Detainers/Form IV

901-10, Agreement on Detainers/Form V

901-11, Agreement on Detainers/Form V-A

901-12, Agreement on Detainers/Form V-B

901-13, Agreement on Detainers/Form VI

901-14, Agreement on Detainers/Form VII

901-15, Agreement on Detainers/Form VIII

901-16, Agreement on Detainers/Form IX

901-32, Mail Waiver

916-1, Inmate Letter

1002-21, Certificate of Absolute Discharge

AUTHORITY

A.R.S. §13-607, Judgment of Guilt and Sentence Document; Fingerprint; Contents of Document; Recitations

A.R.S. §13-701, Sentence of Imprisonment for Felony; Presentence Report; Aggravating and Mitigating Factors; Consecutive Terms of Imprisonment; Definition

A.R.S §13-905, Setting Aside Judgment of Convicted Person on Discharge; Application; Release From Disabilities; Certificate of Second Chance; Firearm Possession; Exceptions

A.R.S §13-911, Sealing of Arrest, Conviction and Sentencing Records; Requirements; Fee; Appeal; Definition

A.R.S §13-4414, Notice of Post-Conviction Release; Right to be Heard; Hearing; Final Decision; Free Electronic Recording

A.R.S. §25-807, Precedence of Maternity and Paternity Proceedings; Delay for Paternity Tests; Court Order; Evidentiary Use; Alternative Tests; Out-of-State Orders; Immunity

A.R.S. §31-221, Master Record File; Information from Other Agencies; Confidentiality of File; Access; Definition

A.R.S. §31-222, Research and Evaluation Programs

A.R.S §36-2862, Expungement; Petition; Appeal; Dismissal of Complaints; Rules

A.R.S. §41-151.14, State and Local Public Records Management; Violation; Classification; Definition

A.R.S. §41-151.15, Preservation of Public Records

A.R.S. §41-1750, Central State Repository; Department of Public Safety; Duties; Funds; Accounts; Definitions

28 C.F.R. §20.24 Code of Federal Regulations, **State Laws on Privacy and Security**

Arizona Rules of Criminal Procedure, Rule 8.3 – Prisoner’s Right to a Speedy Trial

ATTACHMENT A

ACIS TRANSACTIONS RESPONSIBILITIES AND TIME FRAMES

DIVISION/UNIT	TRANSACTION	TIME FRAME
ALL	Offender Comments	Date of action
ALL	Outside Inquiries	Date of inquiry
Classification	Custody Classification	Date of receipt /arrival
Classification	Initial Classification	Date of action
Classification	Re-Classification	Date of action
Community Corrections (CC)	Gain/Loss History	Date of action
Disciplinary Hearing Officer	Discipline Violation/Appeal	Date of action
Education	Education/Vocation Data	Within five workdays after data is obtained
Healthcare Services	Medical/Mental Health Scores	Within four workdays from date of Intake. Exception: One workday from date evaluation completed
Institution OIU and/or designated staff	Agency Release Notification	Within five workdays of receipt/arrival
Institution OIU and/or designated staff	Inmate escape flyer	Date of arrival
Institution OIU and/or designated staff	Internal Assignment	Date of receipt/arrival
Institution OIU and/or designated staff	Offender Registration	Date of receipt/arrival
Institution OIU and/or designated staff	Personal Characteristics	Date of arrival
Institution OIU and/or designated staff	Personal History	Date of arrival
Institution OIU/TCU	Sentence Structure	Date of arrival
Institution OIU/TCU	Detainer/Warrants	Date of notification
Institution OIU/TCU/CC	Release Status Change	Effective date of status change or notification
Institution OIU/TCU	Automated/Manual Release list Calculation/Release Eligibility	Upon completion of Audit Intake packet
Institution OIU/TCU	ABOEC Actions	One day from receipt of disposition
Institution OIU/TCU	Sentence Modification/ Vacates	Within five workdays from receipt of notification
Institution Security	Transfer Orders	Date of Central Classification approval
Mental Health	Psychological Assessment	Within one workday after assessment is completed
Calculation, Records and Population Management Bureau	Fingerprint Verification	With three workdays

ATTACHMENT B

ARIZONA DEPARTMENT OF CORRECTIONS, REHABILITATION AND REENTRY
701 EAST JEFFERSON STREET
PHOENIX, ARIZONA 85034
(602) 542-5497
<https://corrections.az.gov/>

DETAINER ACKNOWLEDGMENT LETTER

AGENCY NAME
AGENCY ADDRESS
AGENCY CITY, STATE, ZIP CODE

DATE

INMATE NAME:

ADCRR #:

CR#:

The below paragraph(s) contain information regarding the above named individual.

A notification request/child support hold/misdemeanor has been placed in accordance with your request dated *[DATE]*. You will be notified approximately 30-90 days prior to the Individual's release.

A detainer/FH has been placed in accordance with your request dated *[DATE]* and you will be notified approximately 90 days prior to the individual's release.

Your detainer/hold has been removed in accordance with your request dated *[DATE]*.

We have been unable to locate any information regarding the above-named individual.

Per your request of *[DATE]* the above named individual is scheduled for release on *[DATE]* upon approved program. This notice will cancel your notification request.

Please call to confirm this inmate's current location and release dates.

Sincerely,

Correctional Records Manager (Signature block)

Distribution: Original - Requesting Agency
Copy: Master Record File
Institutional File
Inmate

ATTACHMENT C

AGREEMENT ON DETAINERS/GOVERNOR'S NOTICE LETTER

PREPARE USING OFFICIAL LETTERHEAD
(TECHNICAL ASPECTS TO BE DETERMINED BY AUTHOR)

Arizona State Capitol Building
1700 West Washington
Phoenix, AZ 85007

The Honorable (current Arizona State Governor's name):

Pursuant to Article IV(a) of the Agreement on Detainers, we are hereby giving notice that on the day of _____ A.D. 20_____, the Prosecuting Attorney for the county of _____, in the state of _____ has requested temporary custody of ADCRR _____, who is currently serving a _____ year term of imprisonment for the crime of _____. Inmate stands charged in the accompanying indictments with the crime of _____ and is sought for purposes of trial.

A pre-transfer hearing under Cuyler vs. Adams has been requested in _____ County Superior Court and will be heard as soon as possible.

If no action is taken within thirty days from this date, and all time limits have been exhausted for filing of a writ of habeas corpus, we will proceed to offer temporary custody of _____ to the state of _____.

Sincerely,

Signature Block
Interstate Compact Administrator

XX/xx (use appropriate accountability initials)

cc: C/O Master File
Institutional Field File

Attachments: Form V
Indictments

ATTACHMENT D

ARIZONA DEPARTMENT OF CORRECTIONS, REHABILITATION AND REENTRY

AFFIDAVIT OF IDENTIFICATION

FOR ISSUANCE OF A LICENSE, IDENTIFICATION CARD OR AHCCCS

Please print neatly or type form

Full Legal Name _____
(Last) (First) (Middle)

Name convicted under (if different) _____
(Last) (First) (Middle)

FBI # _____ AZSID# _____ ICE A# _____

Social Security # _____ ADCRR # _____

Date of Birth _____ Citizenship _____

Place of Birth _____
(City) (State)

Race _____ Hgt. _____ Wgt. _____ Eyes _____ Hair _____

Scars/Tattoos _____

Residence Street Address _____

City _____ State _____ Zip _____

Supervising Community Corrections staff _____

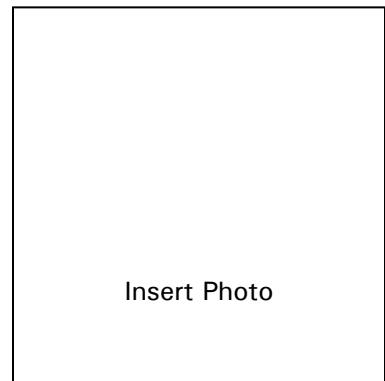
Office Telephone# _____ FAX # _____

Certification Signature _____

Print Name _____

Phone # _____

Date of Release _____



THIS AFFIDAVIT EXPIRES 10 DAYS FROM THE DATE OF RELEASE