

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	CHAPTER: 1000 RELEASES/COMMUNITY SUPERVISION	OPR:  CC OPS
	DEPARTMENT ORDER: 1001 <i>INMATE RELEASE SYSTEM</i>	SUPERSEDES: See Attachment D
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## PURPOSE

This Department Order establishes procedures and guidelines for the release of all inmates committed to the Arizona Department of Corrections, including procedures for the registration of sex offenders and the notification of law enforcement authorities prior to the release of sex offenders. Additionally, this Department Order ensures notification procedures are in accordance with applicable Arizona Revised Statutes (A.R.S.) and Department Order #1002, Inmate Release Eligibility System, and establishes procedures for victims to be informed prior to the release of and after the escape of inmates.

## APPLICABILITY

This Department Order refers only to the inmate release process. For the purpose of this Department Order, Offender Information Unit (OIU) is a unit in Department institutions and Contract Beds facilities, which, unless specifically identified otherwise, maintains inmate records and tracks inmate release eligibility dates. The job functions of the Community Corrections Liaison shall be conducted by OIU in Contract Beds facilities and in Department units without a Community Corrections Liaison position.

## PROCEDURES

### 1001.01 ARIZONA BOARD OF EXECUTIVE CLEMENCY HEARINGS

- 1.1 The Offender Services Bureau, Time Computation Unit (TCU), in accordance with Department Order #1002, Inmate Release Eligibility System, shall:
  - 1.1.1 Calculate and determine eligibility dates for Arizona Board of Executive Clemency (ABOEC) Hearings.
  - 1.1.2 Prepare certification lists for the Time Computation Administrator or designee's approval.
  - 1.1.3 Forward certification lists to the ABOEC upon the Time Computation Unit Administrator or designee's approval.
    - 1.1.3.1 Certification lists may be generated weekly from the Adult Information Management System (AIMS).
- 1.2 The Offender Information Unit (OIU) Manager shall ensure within two work days of notification of the availability of the ABOEC's preliminary agenda:
  - 1.2.1 The agenda is reviewed.
  - 1.2.2 Both the TCU and the ABOEC are advised of any discrepancies.
  - 1.2.3 The Correctional Officer IV is advised the preliminary agenda is ready to print.
- 1.3 The Correctional Officer IV shall submit to the assigned Correctional Officer III a list of inmates requesting an ABOEC Board Hearing and a completed Board Hearing Application, Form 1001-5, for each inmate the same day as received.
  - 1.3.1 A log shall be maintained for all Board Hearing Applications received and Progress Report for Board Hearing, Form 1003-14, shall be completed.

- 1.3.2 AIMS shall be annotated appropriately.
- 1.4 The assigned Correctional Officer III shall:
  - 1.4.1 Ensure a Board Hearing Application is presented to and signed by each inmate applying for an ABOEC Board Hearing within five work days of receipt.
  - 1.4.2 If an inmate refuses to sign the Hearing Board Application:
    - 1.4.2.1 Write "Refused to Sign" on the inmate signature line of the Board Hearing Application.
    - 1.4.2.2 Date and witness the Board Hearing Application.
    - 1.4.2.3 Forward the Hearing Board Application to the OIU for processing.
  - 1.4.3 Ensure Board Hearing Applications and Progress Reports for Board Hearings are returned to the unit Correctional Officer IV upon completion.
  - 1.4.4 Submit Progress Report for Board Hearings and Board Hearing Applications to the institution OIU staff, through the unit Correctional Officer IV, within ten work days from receipt of the preliminary agenda.
- 1.5 The OIU staff shall:
  - 1.5.1 Indicate received dates of Progress Reports for Board Hearing and Board Hearing Applications on appropriate AIMS screens.
  - 1.5.2 Annotate the information on the AIMS Parole Board Events screen.
  - 1.5.3 Forward Progress Reports for Board Hearings and Board Hearing Applications to the Board, and indicate the sent date on appropriate AIMS screens.
  - 1.5.4 Ensure the Central Office and/or Complex Security Threat Group (STG) Unit Manager is notified of validated gang members scheduled for a Board Hearing.
  - 1.5.5 Forward a copy of the Progress Report for Board Hearing and the Board Hearing Application to the Master Record File upon completion of the Board Hearings.
  - 1.5.6 Forward a copy of the ABOEC's final agenda with the scheduled dates and times upon notification of its availability to:
    - 1.5.6.1 All units with inmates scheduled to be heard for the upcoming Board Hearings.
    - 1.5.6.2 The Complex Disciplinary Hearing Officer.
  - 1.5.7 Notify the ABOEC and TCU of changes to an inmate's eligibility prior to the Board Hearing.
  - 1.5.8 Notify TCU when an inmate scheduled for an ABOEC Board Hearing:
    - 1.5.8.1 Has been placed into a Non-Earning Class Status as a result of being found guilty of a major disciplinary violation.

1.5.8.2 Has an active detainer.

- 1.6 The TCU shall verify the Non-Earning Class Status and/or determine the inmate's eligibility due to the detainer, and, if applicable, prepare a Board of Executive Clemency Changes, Form 1001-8, for the ABOEC's immediate attention.
- 1.7 The unit Board Liaison shall coordinate and escort inmates and visitors to and from Board Hearings.
- 1.8 The ABOEC shall notify the OIU of the final decision within ten work days from the Board Hearing date. The Board has the sole discretion to grant, deny, rescind, revoke or reinstate a Board Release.
- 1.9 Upon receipt of the results, the Correctional Officer III shall ensure the inmate is notified of the ABOEC's decision. Pre-Release packets shall be completed by the assigned Correctional Officer III for inmates granted a release in accordance with the Technical Manual #1001-TM-OPS and forwarded to the Community Corrections Liaison.
- 1.10 The Community Corrections Liaison shall ensure the Pre-Release packets are completed accurately and logged into the AIMS Parole Board Events screen and forwarded to Community Corrections for processing.

**1001.02 ADMINISTRATIVE RELEASES**

- 1.1 The TCU shall calculate and determine eligibility dates for Administrative Releases, as outlined in Department Order #1002, Inmate Release Eligibility System.
- 1.2 The names of all inmates eligible for an Administrative Release shall be automatically generated onto the AIMS Release Eligibility List screen (Tentative or Provisional Release Lists) 210 calendar days prior to the actual release date. Daily changes to the AIMS Release Eligibility List may occur due to, but may not be limited to:
  - 1.2.1 Short-term offenders.
  - 1.2.2 Changes in custody.
  - 1.2.3 Placement and/or Rescission of Non-Earning Class status.
  - 1.2.4 Forfeitures and/or Restorations.
  - 1.2.5 Additional sentences and/or re-sentencing.
  - 1.2.6 Administrative decisions.
- 1.3 AIMS Release Eligibility List
  - 1.3.1 OIU staff shall print 210 calendar day and 60 calendar day AIMS Release Eligibility Lists monthly to ensure all inmates eligible for release are processed in a timely manner.
  - 1.3.2 Intake centers shall print an AIMS Release Eligibility List daily.

- 1.3.3 The Correctional Officer IV or designee shall run a caseload list batch report and/or an AIMS Release Eligibility List monthly.
- 1.3.4 The TCU, the Correctional Officer IV and the Offender Information Unit Manager shall communicate to each other any changes which may affect the release of an inmate on the Release Eligibility List.
- 1.3.5 The Offender Information Unit Manager shall:
  - 1.3.5.1 Ensure an Inmate Release Eligibility Identification System (Manual Release List) is established and maintained in accordance with Technical Manual #1001-TM-OPS.
  - 1.3.5.2 Within three work days of printing the final AIMS Release Eligibility List, determine the inmate's current location and ensure:
    - 1.3.5.2.1 There are no discrepancies between the printed list, the Manual Release List and the AIMS Release Date Calculation screen.
    - 1.3.5.2.2 Notification is made according to requests on the AIMS Detainer/Notification screen.
- 1.3.6 The assigned Correctional Officer III shall submit a Pre-Release packet for the Provisional Release, in accordance with Department Order #1002, Inmate Release Eligibility System, for inmates with an offense date between August 8, 1985 and December 21, 1993 eligible for a Provisional and/or Earned Release Credit Date (ERCD) Release.

## 1001.03 SPECIAL CASELOAD INMATES

- 1.1 Concurrent/Consecutive Custody (CC/CS) - The Interstate Agreement on Detainers (IAD) Deputy Compact Administrator shall ensure the Time Computation Unit Administrator or designee and Offender Information Unit Manager are notified when inmates in other State or Federal jurisdictions have filed for disposition of Arizona charges.
  - 1.1.1 The Time Computation Unit Administrator or designee and the Offender Information Unit Manager shall maintain a log of IAD notifications for tracking purposes.
- 1.2 Upon disposition of Arizona charges, the Interstate Agreement on Detainers Deputy Compact Administrator shall ensure the Agreement on Detainer - Form IX, Form 901-16, is forwarded to the Time Computation Unit Administrator or designee.
- 1.3 Upon receipt of the certified sentencing court document, the Time Computation Unit Administrator or designee shall:
  - 1.3.1 Contact the holding State or Federal Jurisdiction for the inmate's physical location, anticipated release date and the other jurisdiction's identification number for the inmate.
  - 1.3.2 Forward the documents to the Time Computation Unit Technician for AIMS entry.

- 1.4 Upon data entry completion, the Time Computation Unit Technician shall forward the documents to the Time Computation Unit Administrator or designee for preparation of the Detainer/Notification Letter, Form 1001-9, as applicable.
  - 1.4.1 The Detainer/Notification Letter and a copy of the sentencing documents shall be forwarded to the holding State or Federal jurisdiction, with a copy of the Detainer/Notification Letter to the Sheriff for the sentencing County to place a detainer on the inmate.
  - 1.4.2 The original sentencing documents and a copy of the Detainer/Notification Letter shall be forwarded to the Offender Services Bureau OIU, for establishment of the inmate Master Record File and filing of the intake documents.
- 1.5 The TCU shall track release eligibility dates on all CC/CS custody caseload inmates and maintain a Manual Release List.
- 1.6 The TCU or OIU staff shall ensure the ABOEC is notified if an inmate scheduled for a Board Hearing, in accordance with Department Order #1002, Inmate Release Eligibility System, is returned to Arizona custody or transferred to another jurisdiction.
- 1.7 If an inmate serving a concurrent sentence with another jurisdiction reaches a release eligibility date prior to or at the same time as the other jurisdiction, the Time Computation Unit Administrator or designee shall:
  - 1.7.1 Ensure a Proclamation of Parole is received from the ABOEC for all parole releases.
  - 1.7.2 If applicable, forward a copy of the Proclamation of Parole and/or the applicable Conditions of Supervision and Release to the Records Manager of the holding jurisdiction with a letter requesting the holding jurisdiction have the inmate sign the applicable form(s) and return the signed documents to the Time Computation Unit Administrator or designee for processing.
  - 1.7.3 Verify release eligibility for all Administrative Releases and ensure the applicable Conditions of Supervision and Release forms are signed.
  - 1.7.4 Notify the Community Corrections Bureau of the release and provide a release program along with the applicable signed Conditions of Supervision and Release and/or Proclamation of Parole.
  - 1.7.5 Review the AIMS Personal History screen for DNA testing and, if applicable, arrange for DNA to be taken.
  - 1.7.6 Ensure fingerprint verification has been completed.
  - 1.7.7 Upon receipt of the approved program from the Community Corrections Bureau:
    - 1.7.7.1 Provide written notification of the inmate's release type and effective date(s) to the holding jurisdiction's Records Manager.
    - 1.7.7.2 Forward a copy of the written notification to the sentencing county's Sheriff to have the detainer dropped on the inmate's release date from the Arizona sentence.

1.7.7.3 Authorize the other jurisdiction to drop the effective Arizona Detainer/Notification Request on the inmate's release date from the Arizona sentence.

#### 1.8 Corrections Compact Inmates

1.8.1 If an inmate was transferred to another state under the Corrections Compact pursuant to a contractual agreement, as outlined in Department Order #1004, Inmate Transfer System, the inmate's release dates and parole certification dates shall be monitored as if the inmate were incarcerated in the State of Arizona, in accordance with Department Order #1002, Inmate Release Eligibility System.

1.8.2 All releases for Arizona inmates in the Corrections Compact shall be coordinated through the Special Services Unit.

1.8.3 All releases for non-Arizona inmates accepted through the Corrections Compact into Department custody shall be the responsibility of the sending jurisdiction and shall be coordinated through the Special Services Unit.

#### 1.9 Absconders

1.9.1 Offenders absconding from Department Community Supervision shall be tracked by the Warrant Services Hearing Unit (WSHU).

1.9.2 The WSHU shall:

1.9.2.1 Provide the Time Computation Unit Administrator or designee with a list of apprehended absconders.

1.9.2.2 Coordinate Revocation Hearings with the ABOEC for offenders absconding from supervision and returned to Department custody.

1.9.3 Absconders apprehended and sentenced to another jurisdiction shall be placed on the Community Corrections/Community Supervision Custody Caseload upon notification from the WSHU.

### 1001.04 **RELEASE PROCEDURES – INSTITUTIONS**

1.1 The Offender Information Unit Manager shall ensure an Inmate Release Eligibility Identification System (Manual Release List) is established and maintained as outlined in the 1001-TM-OPS Technical Manual.

1.2 The Community Corrections Liaison shall utilize a tracking system for completing Sex Offender packets one year prior to release and regular Pre-Release packets seven months prior to release.

1.3 Wardens shall ensure eligible inmates receive either a Released Offender Identification Card or a Released Sex Offender Identification Card upon release from Department custody, as outlined in the 1001-TM-OPS Technical Manual.

1.3.1 Released Offender Identification Cards shall be valid for a period of 30 calendar days from the date of the offender's release from custody.

- 1.3.2 Any offender requesting a replacement Released Offender Identification Card which is past the 30 calendar days shall not receive a replacement Released Offender Identification Card.
- 1.4 Inmates shall not be eligible for a Released Offender Identification Card when they:
  - 1.4.1 Go "out to court" and have not reached any eligible release status.
  - 1.4.2 Have a felony detainer or warrant.
    - 1.4.2.1 Any inmate released to a felony detainer with a citizenship identifier code of 1 shall be eligible for a Released Offender Identification Card upon release from the detainer. The Released Offender Identification Card shall be issued by the WSHU, upon reporting to supervision. The release date shall be the date which the offender was released from the Law Enforcement Agency which placed the detainer.
  - 1.4.3 Have an Immigration Customs Enforcement (ICE) detainer.
- 1.5 Inmates Released From ICE
  - 1.5.1 Any inmate released from ICE who has been determined through the legal process by ICE to be a Legal Permanent Resident (LPR) shall be eligible for a Released Offender Identification Card.
    - 1.5.1.1 Inmates released from ICE prior to reaching their ERCD shall be returned to a Department institution. The releasing institution shall issue a Released Offender Identification upon their ERCD.
    - 1.5.1.2 Inmates released from the custody of ICE after reaching their ERCD shall be issued a Released Offender Identification Card by the WSHU upon reporting for supervision. The release date shall reflect the date which the offender was released from ICE detainer custody.
  - 1.5.2 Any inmate released from ICE who has not been granted LPR status through the legal process shall not be eligible for a Released Offender Identification Card.
    - 1.5.2.1 Inmates released from ICE who have been determined through the legal process to be from a non-deportable country shall be directed to contact ICE for identification papers, as the Department does not have the authority to issue these identifications.
- 1.6 The Correctional Officer IV shall ensure each Correctional Officer III:
  - 1.6.1 Regardless of the release type, tracks inmate releases which are required to have a complete Sex Offender packet and ensure packets are submitted one year prior to release.
  - 1.6.2 Submits standard Pre-Release packets seven months prior to release.
- 1.7 The Correctional Officer III shall ensure statutory compliance for the identification of potential sex offenders, as outlined in the Classification Technical Manual.

- 1.8 Release to Detainer/Notification of Felony Charges – U.S. Marshal, County Sheriff, Out of State Agencies - Inmates shall be released only to a verified Law Enforcement Agency on the Administrative/Board Release date.
  - 1.8.1 If the release date falls on a Saturday, Sunday or a holiday, and the receiving agency cannot transport, Community Corrections may grant a Temporary Release (TR) to the detainer if inmates are statutorily eligible. This includes detainees to U.S. Marshal, out of state police agencies and County Sheriffs.
    - 1.8.1.1 Inmates not statutorily eligible for a TR may be released to a detainer on the day preceding the weekend or holiday, only upon Community Corrections approval.
    - 1.8.1.2 The OIU staff shall submit an adjusted release memo to Community Corrections for approval.
    - 1.8.1.3 If approved, the inmate shall be released on the day prior to the weekend or holiday.
  - 1.8.2 A Release Memo "DO 1002, Authorization to Release to Court Order" shall be presented to and signed by the Agent of the Law Enforcement Agency attesting the inmate will not be released from custody until they notify WSHU of the inmate's pending release. The OIU shall ensure the Authorization to Release to Court Order is appropriately annotated in AIMS.
  - 1.8.3 For an Out-of-State detainer in which an inmate will not be returning to Arizona prior to the Administrative/Board type of release, the OIU shall notify the assigned Correctional Officer III an Interstate Compact packet is required, as outlined in section 1001.07 of this Department Order.
  - 1.8.4 No detainees shall be cancelled by the Department upon an inmate's release.
    - 1.8.4.1 The OIU shall document on the AIMS DT08 08 Institutional Records screen the name of the agency which took custody of the inmate upon release. This includes felony detainees, probation notifications, ICE detainees and misdemeanor warrants.
    - 1.8.4.2 If the warrant/detainer is for a misdemeanor, the ICE Detainer is ruling for release and the inmate shall be released to the custody of ICE.
    - 1.8.4.3 If the inmate has both an ICE and felony detainer from another agency, the felony detainer is ruling over the ICE Detainer. All paperwork regarding the ICE Detainer shall be given to the agency picking up the inmate and ICE shall be notified.
    - 1.8.4.4 Upon return to custody, the OIU shall verify the status of the detainer and make the appropriate comments on the AIMS DT08 08 Institutional Records screen and cancel the detainer, if applicable.
- 1.9 Transition Program Release – Inmates shall be reviewed for eligibility pursuant to A.R.S. 31-281 and Department Order #1002, Inmate Release System. The Correctional Officer III shall:
  - 1.9.1 Utilize the DI95 AIMS Scheduling screen to determine those inmates needing review.

- 1.9.1.1 If inmates meet all criteria for the Non-Violent - Transition Program Release, Attachment A, but there are unknown dispositions for exclusionary charges, the Correctional Officer III shall attempt to determine the dispositions and make appropriate entries on the AIMS DI97 screen before forwarding the Transition Program Screening, Form 1001-10.
- 1.9.1.2 If dispositions cannot be determined, the Correctional Officer III shall note the attempts to resolve on Transition Program Application and Agreement forms, Form 1001-11 on the appropriate AIMS screen.
- 1.9.2 Scan or fax a copy of each completed Transition Program Screening form to the Community Corrections Transition Program Coordinator within 30 calendar days of the automated AIMS DI95 appointment.
- 1.9.3 Ensure inmates understand the conditions for participation in the Transition Program and sign the Transition Program Application and Agreement.
- 1.9.4 Scan or fax each signed Transition Program Screening form and Transition Program Application and Agreement to the Community Corrections Transition Coordinator.
- 1.9.5 The Community Corrections Transition Coordinator shall, upon receiving a Transition Program Application and Agreement and Transition Program Screening form, update the AIMS DI21 screen and inform the Community Corrections Release Unit inmates are Transition Program eligible.
  - 1.9.5.1 The Community Corrections Release Unit shall make notations on the appropriate AIMS screen.
- 1.9.6 Following completion of investigations by Community Corrections Officers and the Community Corrections Supervisor, the Transition Program Coordinator shall make final entries on the AIMS DI21 screen and forward completed Transition Program Application and Agreements and Transition Program Screening forms to the Community Corrections Release Unit.
  - 1.9.6.1 The Community Corrections Release Unit shall follow established release policy procedures from this point forward.
- 1.9.7 The Transition Program Coordinator shall check the daily report for inmates disqualified for the Transition Program and make the appropriate AIMS notations.
- 1.9.8 A monthly list of anticipated Transition Program releases shall be available to:
  - 1.9.8.1 Community Corrections Liaisons.
  - 1.9.8.2 Community Corrections Officers.
  - 1.9.8.3 The Office of Victim Services.
  - 1.9.8.4 The TCU.
  - 1.9.8.5 Medical/Mental Health Release Planners.
- 1.9.9 The complex OIU shall request release confirmations in accordance with existing policy and advise Community Corrections of confirmed Transition Program releases.

1.9.10 Designated staff shall update the appropriate AIMS screen with an inmate's eligibility, approval and action taken or an inmate's ineligibility and the reasons.

1.10 Release To Probation - Inmates shall be reviewed for eligibility pursuant to A.R.S. 31-233, A.R.S. 13-901, A.R.S. 13-902, A.R.S. 13-603 subsection K, and Department Order #1002, Inmate Release Eligibility System. If the inmate meets eligibility:

1.10.1 The TCU shall:

1.10.1.1 Complete an initial intake audit and review all court documents to determine if Community Supervision Time has been waived by the courts due to a consecutive term of probation.

1.10.1.2 Review temporary release eligibility criteria.

1.10.1.3 Send a monthly tentative Release Eligibility List to the County Probation Departments.

1.10.1.4 Upon the 60 calendar day release confirmation, verify release eligibility.

1.10.1.5 Upon the 7 calendar day final release confirmation, notify the institution OIU of the release date and amount of time to extend probation, if applicable, and enter the release confirmation on the AIMS Release Audit Comment screen.

1.10.1.6 Issue an Absolute Discharge and forward it to the County Probation Departments.

1.10.2 The Institution OIU shall, upon the 7 calendar day release confirmation, notify the Community Corrections Liaison of the inmate's tentative release date.

1.10.3 The Community Corrections Liaison shall:

1.10.3.1 Upon notification from the OUI, complete the Inmate Notification of Release to Probation, Form 1003-21, to include the number of days to extend probation, if applicable.

1.10.3.2 Complete the reporting instruction using the List of County Probation Offices, Attachment A of the Technical Manual #1001-TM-OPS. If the County has more than one Probation Office, the Community Corrections Liaison shall contact the main number to determine the assigned Probation Office.

1.10.3.2.1 A copy of the Inmate Notification of Release to Probation shall be given to the inmate, sent to the County Probation Office, and placed in the Institution File.

1.10.4 Reporting Instructions – General Population Inmates – General population inmates shall report to the designated County Probation Office within 72 hours from release.

1.10.5 Reporting Instructions – Sex Offenders, Sexually Violent Persons (SVP) and Global Positioning (GPS) Monitored Inmates

- 1.10.5.1 Inmates with a sex offense status code of A through E or G and/or are sentenced pursuant to A.R.S. 13-705-P (formerly A.R.S. 13-604.01) which requires GPS monitoring, shall be released on their ERCD/Absolute Discharge.
  - 1.10.5.2 The OIU shall contact the designated Probation Office 24 hours prior to the inmate's release to advise them of an inmate's release date, time and home address, and to coordinate transportation.
  - 1.10.5.3 If the release falls on a weekend or holiday, the OIU shall contact the Probation Office on the last work day prior to the inmate's release.
  - 1.10.5.4 The Department shall transport the inmate to the designated Probation Office on the actual ERCD/Discharge date to include weekends and holidays by 1000 hours.
  - 1.10.5.5 Inmates whose assigned Probation Office is not within a reasonable distance from the facility where the inmate will be released from shall be transported to the Department institution nearest to the Probation Office 24 hours prior to release. The inmate shall be housed in detention pending release the following day.
  - 1.10.5.6 The sending institution OIU shall be responsible for notifying the Probation Department.
  - 1.10.5.7 An inmate shall not be released to a third party, to include family members for transport to the Probation Office.
- 1.11 Dual Supervision Release – Transition Program Release/Release to Probation - If an inmate has been released to the community to participate in the Transition Program, the supervising Community Corrections Officer shall:
- 1.11.1 Supervise the offender until the offender's TR/Absolute Discharge date is reached.
  - 1.11.2 Complete the Inmate Notification of Release to Probation form.
  - 1.11.3 Complete the reporting instructions.
    - 1.11.3.1 For offenders transferred to Maricopa County Probation, Community Corrections Officers shall instruct offenders to contact the Maricopa County Adult Probation "Hotline" within 72 hours from release from Community Supervision.
    - 1.11.3.2 All other offenders shall report to the designated County Probation Office within 72 hours from release from Community Corrections supervision.
      - 1.11.3.2.1 A copy of the Inmate Notification of Release to Probation form shall be given to the offender, sent to the County Probation Office, and placed in the offender's file.
- 1.12 TR/CSBD Criminal Alien Releases
- 1.12.1 TCU shall verify statutory eligibility in accordance with Department Order #1002, Inmate Release Eligibility System.

- 1.12.2 Community Corrections shall review and approve/deny TR/CSBD upon TCU's verification of eligibility.
- 1.12.3 The Correctional Office IV shall ensure each Correctional Officer III tracks the Criminal Alien's release and submits a standard Pre-Release packet seven months prior to release, in accordance with this Department Order.
  - 1.12.3.1 The Pre-Release packet shall indicate the proposed primary, secondary and third placements.
  - 1.12.3.2 For Criminal Aliens with a Citizenship Identifier Code of 3 and 6, primary placement will be the detainer to ICE. Secondary and third placements shall still be proposed. The full list of Citizenship Identification Codes is available in Citizenship Identification Codes, Attachment C.
  - 1.12.3.3 Criminal Aliens with identifiers of 5 will be released directly to Community Supervision. The Pre-Release packet shall include three proposed placements to the community.
- 1.12.4 The OIU shall complete the Criminal Alien Release, Form 1004-26, on all Criminal Aliens being released from Department custody, regardless of the type of release.
  - 1.12.4.1 Upon release of the Criminal Alien from the Department, a copy of the Criminal Alien Release form shall be given to the ICE agent, sent to Community Corrections, and the original placed in the inmate's Master Record File.
    - 1.12.4.1.1 A copy of the applicable signed Conditions of Supervision and Release, the Pre-Release Investigation Sheet, Form 1001-2, and the Release Authorization, Form 1003-6, shall be given to all Criminal Aliens with identifiers of 3, 5 or 6 who have Community Supervision.
    - 1.12.4.1.2 Copies of the forms shall be placed in the inmate's Master Record File and sent to Community Corrections.
    - 1.12.4.1.3 No Criminal Aliens with an identifier of 5 shall be released on a TR/CSBD unless there is an approved placement by Community Corrections to the community.
- 1.12.5 Community Corrections shall monitor all Criminal Aliens using the AIMS batch report and the Immigration Status Letter form released to the custody of ICE.
  - 1.12.5.1 Upon notification from ICE a Criminal Alien is not amenable to deportation, the Department shall take custody of the Criminal Alien from ICE within 72 hours, unless the inmate has reached their ERCD or CSED.
    - 1.12.5.1.1 Inmates released from ICE after reaching their ERCD shall report to Community Corrections.
    - 1.12.5.1.2 Inmates released from ICE after reaching their CSED are not under the supervision of the Department.
  - 1.12.5.2 Community Correction shall notify the OIU at the nearest complex within 24 hours.

- 1.12.5.3 The OIU shall coordinate transportation within 24 hours upon notification from Community Corrections.
- 1.12.6 Any Criminal Alien not eligible for TR/CSBD or One-Half Deport shall be processed for their next eligible release date in accordance with this Department Order and Department Order #1002, Inmate Release Eligibility System. The above process shall be followed for all supervised releases.
- 1.13 Interstate Compact Release - Upon release of an inmate with an approved Interstate Compact placement, the Offender Information Unit Manager or designee shall email an Interstate Compact Departure Notification to the ISC Unit no later than the close of business the same day of release. The email shall include:
  - 1.13.1 A scanned copy of the applicable signed Conditions of Supervision and Release form, including the specific reporting instructions, as provided by the ISC.
  - 1.13.2 The mode of travel.
  - 1.13.3 The date of release.
  - 1.13.4 The name and relationship of the person who is picking the inmate up.
- 1.14 To ensure continuity of care for inmates after release from Department custody, Medical and Mental Health Release Planners shall be involved in the release process.
- 1.15 The Correctional Officer III scheduling an inmate's release shall:
  - 1.15.1 Notify both Mental Health Release and Medical Release Planners 90 calendar days prior to the inmate's release date.
  - 1.15.2 Ensure the recommendations and program arrangements made by the Mental Health Release and Medical Release Planners are provided to Community Corrections staff in advance of the inmate's release.
- 1.16 The Correctional Officer III, Mental Health and Medical Release Planners shall share all necessary information to assist in planning the inmate's successful release.
- 1.17 Mental Health Release Planners shall:
  - 1.17.1 Plan for all inmates with a mental health score of 3 or greater or for any inmate designated as Seriously Mentally Ill. Activities shall involve contacting the appropriate Regional Behavioral Health Authority (RBHA) to ensure inmates are fully assessed by the RBHA and the appropriate mental health resources are arranged prior to release.
  - 1.17.2 Plan for all inmates with significant medical conditions requiring structured and immediate medical services upon release. Categories of inmates requiring medical release planning shall include:
    - 1.17.2.1 Inmates needing hospital, skilled nursing care, assisted living, physical rehabilitation placement or other residential placement to address their specific medical needs.
    - 1.17.2.2 Inmates requiring immediate clinical services upon release, such as dialysis, chemotherapy, or surgical intervention.

- 1.17.2.3 Inmates with chronic conditions such as HIV/AIDS requiring appointments and follow-up care to ensure medications and treatments are continued without interruption.
- 1.17.2.4 Inmates requiring established payment sources to ensure continuation of necessary medical care upon release. Examples may include inmates requiring skilled or assisted living services, or inmates requiring a payment source to continue necessary medication treatment.

## 1001.05 SEX OFFENDER PACKETS

- 1.1 The Correctional Officer III shall:
  - 1.1.1 Review the AIMS Inmate Record and Institutional File of inmates with a classification Sex Offender Status Code of A, B, C, D, E or G one year prior to their release to determine present, prior or out-of-state sex or sexually motivated offense convictions.
  - 1.1.2 Prepare a Sex Offender Notification Information Sheet/Checklist, Form 1001-3.
  - 1.1.3 Attach a Sex Offender Registration/Notification Requirements, Form 1001-1, to the Sex Offender Notification Information Sheet/Checklist.
  - 1.1.4 Submit the Sex Offender Notification Information Sheet/Checklist and the Sex Offender Registration/Notification Requirements to the Correctional Officer IV for service and Pre-Release packet completion.
    - 1.1.4.1 The Sex Offender Registration/Notification form and the Sex Offender Information Sheet/Checklist are only required to be submitted to the Sex Offender Coordination Unit (SOCU) for violators.
  - 1.1.5 Forward a copy to the Institutional File and Master Record File.
- 1.2 The Correctional Officer IV, through the assigned Correctional Officer III, shall forward the following packet to the Community Corrections Liaison:
  - 1.2.1 Two current photographs (face) of each identified inmate attached to the Sex Offender Checklist form. Completed sex offender packets shall include the following in designated sequence:
    - 1.2.1.1 Completed Sex Offender Notification Information Sheet/Checklist.
    - 1.2.1.2 Completed Registration/Notification Requirements, if applicable, signed and dated by the identified inmate. If the inmate refuses to sign the forms:
      - 1.2.1.2.1 The Correctional Officer III shall write "inmate refused to sign", on the inmate signature block. A second staff member shall sign and date as witness.
      - 1.2.1.2.2 The inmate's refusal to sign shall not affect the release.
    - 1.2.1.3 Copies of Sentencing Documents, Pre-Sentence Investigation Reports to include the PSI criminal history information, and any other pertinent information.

- 1.2.3 Forward one sex offender packet to the SOCU. All packets shall be copied one-sided on white paper only.
- 1.3 Upon receipt of a sex offender packet, the SOCU shall:
  - 1.3.1 Complete a review of applicable documents and make the final determination of the inmate's sex offender status.
  - 1.3.2 Annotate the sex offender status and applicable comments on the designated AIMS screen.
  - 1.3.3 Maintain the SOCU Special Purpose file for those designated sex offenders per statutory guidelines in compliance with established retention schedules.

#### **1001.06 PRE-RELEASE PACKETS**

- 1.1 Within 210 calendar days prior to release of an inmate, the OIU shall:
  - 1.1.1 Print an AIMS Tentative Release Eligibility List for Administrative Releases.
  - 1.1.2 Review the list on a month-by-month basis and compare it to the Manual Release List to ensure all inmates scheduled for release are identified and have been added or deleted as movement occurs.
  - 1.1.3 Compare the release dates with the AIMS Release Date Calculation, the AIMS Offender Comments screen (such as the AIMS Audit Release Offender Comment or the AIMS Time Computation Offender Comment screens) and/or the Manual Release List to ensure accuracy and consistency.
  - 1.1.4 Initiate an Institution Release Confirmation Report (IRCR), Form 1001-7, and complete the verification process as outlined in Technical Manual #1001-TM-OPS.
  - 1.1.5 Forward a copy of the Tentative Release List to:
    - 1.1.5.1 Complex Intake Processing and/or warehouse, as applicable.
    - 1.1.5.2 The Facility Health Unit Administrator.
    - 1.1.5.3 Appropriate Education Staff.
- 1.2 Within ten work days after the ABOEC granted release, the Board Hearing Liaison shall:
  - 1.2.1 Access the Parole Board Hearing screen to ensure all granted dispositions have been entered on AIMS.
  - 1.2.2 Forward a listing of the ABOEC granted releases to the Correctional Officer IV, who shall ensure a Pre-Release packet is prepared.
- 1.3 Within ten work days of receipt of a ABOEC granted disposition or 210 calendar days prior to an eligibility date for an Administrative release (see DEFINITIONS for specific releases) the inmate's assigned Correctional Officer III shall ensure:

- 1.3.1 Inmates granted releases by the ABOEC requiring placement into a residential program shall be interviewed and accepted into the residential program prior to forwarding a Pre-Release packet to Community Corrections. Applicable release types include parole, home arrest and work furlough.
    - 1.3.1.1 Halfway house acceptance letters from the Department's authorized halfway house list shall be placed in the Pre-Release packet.
  - 1.3.2 Pre-Release packets are not processed without the following:
    - 1.3.2.1 A street address and/or map with directions.
    - 1.3.2.2 A verified proposed sponsor and contact phone number, if available.
  - 1.3.3 An inmate has been interviewed and accepted into a residential program prior to forwarding the Pre-Release packet to Community Corrections for ABOEC granted releases requiring a residential program, such as parole, home arrest and work furlough.
    - 1.3.3.1 If accepted into a halfway house, an acceptance letter is received from authorized halfway houses from the Department-approved list.
  - 1.3.4 The inmate has signed the applicable Conditions of Supervision and Release and a copy is included in the Pre-Release packet.
    - 1.3.4.1 If the inmate refuses to sign the Conditions of Supervision and Release, the assigned Correctional Officer III shall sign as a witness and the inmate shall not be released. The Offender Information Unit Manager, or designee, shall send a copy of the refusal to the TCU, Community Corrections and to the ABOEC, if applicable.
    - 1.3.4.2 If inmate agrees to sign the applicable Conditions of Supervision and Release, he or she shall be released.
    - 1.3.4.3 The applicable Conditions of Supervision and Release, set by the Community Corrections Bureau, for an inmate released to a detainer shall include the requirement for the inmate to report to the Warrant Services & Hearing Unit Supervisor or designee within 24 hours of release from the detainer. The conditions shall specify the address, phone number and contact for reporting.
  - 1.3.5 Request an Arizona Crime Information Center and National Crime Information Center (ACIC/NCIC) check, and ensure the results are annotated on the appropriate AIMS screen.
  - 1.3.6 Forward the Pre-Release packet, to the Community Corrections Liaison, who shall verify the contents and forward it to Community Corrections and note it into the appropriate AIMS screen.
- 1.4 The Release Notification Services Unit shall send release notifications to victims and agencies in accordance with section 1001.06 of this Department Order.
  - 1.5 Prior to the release of an inmate, the assigned OIU staff shall:

- 1.5.1 Within 30 calendar days, notify the Business Manager of the inmate(s) being released.
  - 1.5.2 Within 30 calendar days, notify Health Services of the inmate(s) being released.
  - 1.5.3 Within 30 calendar days, access the AIMS Release Notification screen and the AIMS Offender Comment screen to confirm that victim and agency notifications have been sent. If notifications have not been sent, contact or notify the Victim Services Unit prior to releasing the inmate(s). If notifications have not been sent, the assigned OIU staff shall contact or notify the Victim Services Unit prior to the inmate's release.
  - 1.5.4 30 calendar days prior to release date, notify, if applicable, any agencies who have requested a hold or notification on the inmate.
  - 1.5.5 15 calendar days prior to release date, notify the Community Corrections or Probation Office, as applicable, of the inmate(s) being released.
  - 1.5.6 15 calendar days prior to release date, complete the Institutional Release Confirmation Report.
  - 1.5.7 Within 15 calendar days of release, if the inmate is to be on a supervised release, ensure there is a valid release program and TCU release confirmation as outlined in Department Order #1002, Inmate Release Eligibility System.
  - 1.5.8 If the inmate is being released to supervision without an approved placement, within two work days of release, forward the signed Conditions of Supervision and Release form to the Community Corrections Bureau. The Correctional Officer III, upon receipt, shall ensure the Special Conditions prepared by the Community Corrections Bureau staff are signed by the inmate and forwarded to the Offender Information Unit Manager prior to the inmate's release.
  - 1.5.9 Ensure a copy of the signed Special Conditions of Supervision and Release form has been distributed to the inmate(s), the institutional(s) and the Master Record File(s).
- 1.6 The Warden or designee, upon receipt of the TCU verification, shall release the inmate to the specific approved release placement on the confirmed date of release.
    - 1.6.1 As applicable to the release conditions, the inmate shall be instructed to:
      - 1.6.1.1 Report to the designated Community Corrections office within one work day after release or by 1500 hours the day of release.
      - 1.6.1.2 Report to the committing County Probation Department upon release.
      - 1.6.1.3 Comply with applicable Sex Offender Registration requirements.
    - 1.6.2 An inmate shall, under normal conditions, be released on the appropriate release date. Under exceptional conditions, as in the case of a release to detainer, the release date may be postponed to arrange for transportation. The inmate cannot be held past the Administrative Release date.
    - 1.6.3 The Movement Coordinator or the assigned staff shall enter the release movements onto the AIMS External Movement screen as outlined in Technical Manual #1001-TM-OPS.

- 1.6.4 Health Services staff shall ensure:
  - 1.6.4.1 Released inmates in need of medication are provided up to a maximum of a 30-day supply of the prescribed medication, depending upon the type of drug.
  - 1.6.4.2 All inmates have DNA testing completed prior to release effective January 1, 2004, as outlined in Technical Manual #901-TM-OPS.
- 1.6.5 OIU staff receiving misdemeanor or felony warrants after inmates have been released shall:
  - 1.6.5.1 Forward the information to the assigned Community Corrections Officer for appropriate action.
  - 1.6.5.2 Notify the sending jurisdiction of the inmate's status if the inmate is on a supervised release.
  - 1.6.5.3 Ensure the inmate is returned to the originating jurisdiction if the inmate is on an unsupervised release.

**1001.07 INTERSTATE COMPACT (ISC) PACKETS** - The following procedures shall be implemented for eligible inmates requesting an Interstate Compact transfer to another jurisdiction pursuant to Interstate Commission for Adult Offender Supervision (ICAOS) Rules.

- 1.1 Interstate Compact Application Fee Procedures for Institutions – A \$200.00 Interstate Compact Application Fee payable to the Arizona Department of Corrections shall be processed prior to each inmate Interstate Compact transfer request.
  - 1.1.1 Inmates initiating an Interstate Compact transfer shall on the same day:
    - 1.1.1.1 Forward a completed Interstate Compact Application Fee Agreement for Inmates/Offenders, Form 1003-22 to the Community Corrections Liaison or designee for processing.
    - 1.1.1.2 Complete an Inmate Request for Withdrawal Form, Form 905-1, in the amount of \$200.00 and forward to Inmate Banking for processing.
      - 1.1.1.2.1 Inmates shall write "Interstate Compact Application Fee" in the Reason section.
  - 1.1.2 Inmate Banking shall process the Inmate Request for Withdrawal Form within four work days of receipt.
  - 1.1.3 Upon receipt of Interstate Compact Application Fee Agreement for Inmates/Offenders, Community Corrections Liaisons or their designees shall:
    - 1.1.3.1 Review the inmate's AIMS Inmate Banking screen (BK03) within five work days to verify the \$200.00 application fee was withdrawn from the inmate's account.
    - 1.1.3.2 Complete the Staff Section of the Interstate Compact Application Fee Agreement for Inmates/Offenders after confirming the Inmate Request for Withdrawal Form for the application was processed.

- 1.1.3.3 E-mail a scanned copy of the Interstate Compact Application Fee Agreement for Inmates/Offenders to [isc\\_parole@azcorrections.gov](mailto:isc_parole@azcorrections.gov).
    - 1.1.3.3.1 Approved ISC Application Fee shall be the e-mail's subject.
    - 1.1.3.3.2 The body of the e-mail shall include the inmate's name and ADC Number.
  - 1.1.3.4 Send the original Interstate Compact Application Fee Agreement for Inmates/Offenders to Community Corrections – Interstate Compact Office.
    - 1.1.3.4.1 If sending Interdepartmental Mail, use Mail Code 926.
    - 1.1.3.4.2 If sending through the United States Postal Service, use the address of 801 S. 16<sup>th</sup> St. Phoenix, AZ 85034.
  - 1.1.3.5 Maintain a copy of the processed Interstate Compact Application Fee Agreement for Inmates/Offenders.
  - 1.1.3.6 Initiate the Interstate Compact transfer request five business days after sending the e-mail to the Community Corrections – ICS Office.
- 1.2 Interstate Compact Application Fee Procedures for Community Corrections – A \$200.00 Interstate Compact Application Fee payable to the Arizona Department of Corrections shall processed prior to each offender Interstate Compact transfer request.
- 1.2.1 Offenders initiating an Interstate Compact transfer shall give their assigned Community Corrections Officer/Parole Officer the following:
    - 1.2.1.1 A completed Interstate Compact Application Fee Agreement for Inmates/Offenders, Form 1003-22.
    - 1.2.1.2 A money order in the amount of \$200.00 from a FDIC insured bank or the United States Postal Service.
  - 1.2.2 Community Corrections Officer/Parole Officers shall:
    - 1.2.2.1 Confirm the received Money Order is from either a FDIC insured bank or the United States Postal Service.
    - 1.2.2.2 Complete the Staff Section of the Interstate Compact Application Fee Agreement for Inmates/Offenders.
    - 1.2.2.3 Mail the original Interstate Compact Application Fee Agreement for Inmates/Offenders and the \$200.00 Money Order to the designated Community Corrections Fee Collection Center located at 801 South 16<sup>th</sup> St., Phoenix, AZ 85034.
    - 1.2.2.4 E-mail [isc\\_parole@azcorrections.gov](mailto:isc_parole@azcorrections.gov), using "Approved ISC Application Fee" as the subject of the e-mail. The body of the e-mail shall include:
      - 1.2.2.4.1 The Money Order issue number.

- 1.2.2.4.2 The Offender's name and ADC number.
  - 1.2.2.4.3 Confirmation the original Interstate Compact Application Fee Agreement for Inmates/Offenders and the \$200.00 Money Order have been mailed.
  - 1.2.2.5 Maintain a copy of the processed Interstate Compact Application Fee Agreement for Inmates/Offenders.
  - 1.2.2.6 Initiate the Interstate Compact transfer request five business days after sending the e-mail to the Community Corrections – ICS Office.
- 1.3 The Correctional Officer III shall:
- 1.3.1 Initiate the ISC Transfer Request packet no earlier than 140 calendar days prior to the inmate's earliest eligible release.
    - 1.3.1.1 Transfer Requests shall not be denied to eligible inmates based upon release date time frames. Packets may be processed and submitted at any time prior to an inmate's earliest eligible date.
    - 1.3.1.2 In-state Pre-Release packets do not preclude an ISC Transfer request. In the event the ISC transfer is not accepted, the In-state Pre-Release packet will be processed. Pre-Release packets shall be submitted in accordance with section 1001.06 of this Department Order.
    - 1.3.1.3 The Transfer Request packet shall include all necessary documentation consistent with ICAOS Rule 3.107, Application for Transfer of Supervision.
    - 1.3.1.4 Completed ISC Transfer Request packets shall be forward promptly to the complex Community Corrections Liaison or designee for entry into the ICOTS system.
    - 1.3.1.5 Incomplete packets returned for correction shall be completed promptly by the Correctional Officer III and resubmitted to the Community Corrections Liaison.
  - 1.3.2 Approved Transition Program inmates shall not be eligible to apply for Interstate Compact Transfer until after they are released to and remain in Arizona in an approved placement for the first 90 calendar days of their early release.
- 1.4 The Community Corrections Liaison or designee shall:
- 1.4.1 Review ISC Transfer Request packets prepared by the Correctional Officer III to ensure compliance per ICAOS rules and Department written instructions.
    - 1.4.1.1 Incomplete packets received from a Correctional Officer III not meeting ICAOS rules shall be returned for prompt correction.
    - 1.4.1.2 Completed Transfer Requests shall be entered into the ICOTS system and submitted to the Community Corrections ISC office.

- 1.4.2 Enter appropriate AIMS DT08 99 the same day of submittal into ICOTS and the ISC Unit to include:
  - 1.4.2.1 ISC Transfer Request packets submitted via ICOTS on (date). Include staff identifier initials.
  - 1.4.2.2 ICOTS OFFENDER Number.
  - 1.4.2.3 ICOTS CASE Number.
- 1.5 The Community Corrections ISC Supervisor, Deputy Compact Administrator (DCA) or designee shall.
  - 1.5.1 Review the Transfer Request packet received via ICOTS for completeness/accuracy. Incomplete Transfer Request packets shall be returned to the Community Corrections Liaison via ICOTS for prompt correction and resubmission.
  - 1.5.2 Complete the appropriate AIMS entries to reflect the submittal of the Transfer request to the Receiving State. Transfer Request will be submitted no earlier than 120 calendar days prior to the inmate's earliest eligible release date.
- 1.6 Contract Beds facilities and ASPC - Phoenix shall submit ISC Transfer Request packets to the Community Corrections Release Unit seven months prior to the inmate's earliest eligible release date.
- 1.7 The Warrant Services Hearing Unit Supervisor or designee shall:
  - 1.7.1 Designate a Warrant Services Hearing Unit Community Corrections Officer to monitor an out of state Detainee who does not return to Arizona prior to their ERCDC.
  - 1.7.2 The Warrant Services Hearing Unit Community Corrections Officer shall initiate an ICS Transfer Request, per ICAOS, Rule 3.107, upon release of the detainer should he/she make the request. The released detainee shall be required to submit the ICS file.

## 1001.08 PRE-RELEASE PACKET CONDITIONS

- 1.1 Inmates with a Date of Offense Prior to September 27, 1990 - The Director may request the ABOEC rescind an approved release if an inmate is found guilty of a major disciplinary violation.
  - 1.1.1 The Warden may determine whether a rescission will be requested and detain an inmate pending a major disciplinary violation until the outcome of the Disciplinary Hearing.
  - 1.1.2 Inmates granted a Home Arrest Release shall:
    - 1.1.2.1 Adhere to any other conditions imposed by the court, the ABOEC or supervising Home Arrest Officer.
    - 1.1.2.2 Comply with all other conditions of supervision contained in the Home Arrest Authorization and Conditions of Supervision and Release.
    - 1.1.2.3 Remain on inmate status and shall be subject to all limitations of rights and movement of an inmate, as outlined in Department Order #1002, Inmate Release Eligibility System.

- 1.2 Inmates With a Date of Offense Between September 27, 1990 and December 31, 1993 - Inmates who do not remain in an earning or parole eligible class status shall have their ABOEC granted release rescinded as outlined in Department Order #1002, Inmate Release Eligibility System. Inmates granted Home Arrest shall follow the Conditions of Supervision as outlined in 1.1.2.1 through 1.1.2.3 of this section.
- 1.3 Inmates with a Date of Offense Between August 13, 1986 and December 31, 1993 - The TCU shall calculate a parole ERCD for all inmates released on Parole status pursuant to A.R.S. 31-412A, to include all release credits earned to date of PED or release.
  - 1.3.1 Inmates reaching their ERCD while on Parole shall:
    - 1.3.1.1 Be terminated from parole supervision.
    - 1.3.1.2 Not be under the authority of the ABOEC.
- 1.4 Inmates with a Date of Offense between September 27, 1990 and December 31, 1993 - Inmates cannot waive an ERCD release.
  - 1.4.1 Inmates on an ERCD release shall not be supervised by the Department.
  - 1.4.2 Inmates who have refused to sign Conditions of Supervision and Release form for a Provisional Release and are eligible for an ERCD release shall be released on their ERCD.
  - 1.4.3 Inmates on a Provisional Release shall be automatically released from supervision on their ERCD, unless the Provisional Release is revoked or is pending revocation.
- 1.5 Inmates with a date of offense on/after January 1, 1994 who refuse to sign and abide by the applicable Conditions of Supervision and Release prior to release on an ERCD to begin Community Supervision shall not be released.
  - 1.5.1 An inmate who has reached their Sentence Expiration Date and has signed the applicable Conditions of Supervision and Release shall be released to begin the term of Community Supervision with an approved program.
  - 1.5.2 If the inmate refuses to sign and agree to the Conditions of Supervision and Release prior to release on the Sentence Expiration Date, the inmate shall not be released and shall serve the term of Community Supervision in Department custody.
  - 1.5.3 If the inmate agrees to sign the applicable Conditions of Supervision and Release he/she may be released to begin Community Supervision Time.
- 1.6 Inmates released under supervision by Community Corrections shall:
  - 1.6.1 Agree to and sign the applicable Conditions of Supervision and Release.
  - 1.6.2 Accept any special release conditions imposed by the Department, which may include, but not be limited to:
    - 1.6.2.1 Participation in an outpatient or residential program offering drug and/or alcohol abuse treatment.
    - 1.6.2.2 Participation in an outpatient or residential mental health program.

- 1.6.2.3 Assignment to the Community Correctional Center.
- 1.6.2.4 Assignment to a private agency offering appropriate services through a contractual arrangement with the Department.
- 1.6.3 Remain in the State of Arizona unless arrangements have been made by the Interstate Compact Administrator for the transfer of supervision to another state, or it is determined by Community Corrections that the issuance of a travel permit is in the best interest of the releasee and/or the public.
- 1.7 Releasees on Home Arrest or Work Furlough status automatically reverting to Provisional Release status on their eligibility date may receive a Temporary Release to the Provisional Release regardless of their custody level prior to release.
  - 1.7.1 Releasees may receive a TR to the ERCD if they:
    - 1.7.1.1 Are eligible, by statute and meet criteria as outlined in Department Order #1002, Inmate Release Eligibility System.
    - 1.7.1.2 Have an acceptable, pre-approved release program including, but not limited to, a residence, employment and/or training or educational program.
  - 1.7.2 Wardens may rescind any approved Temporary Release based upon sound correctional practice. Wardens shall notify the Community Corrections Operations Director and the institution OIU, who shall notify the TCU, of such actions.
  - 1.7.3 Releasees on Home Arrest, Work Furlough or Parole status pending a revocation shall not be eligible for automatic reversion to a Provisional Release and/or an ERCD.
- 1.8 When a releasee violates the Conditions of Supervision and Release, the Community Corrections Operations Director may:
  - 1.8.1 Return the releasee to the institution.
  - 1.8.2 Request revocation of the release.
  - 1.8.3 Counsel releasee and monitor behavior.
- 1.9 The OIU staff shall release Criminal Alien inmates with a detainer and/or deportation orders to the Immigrations Custom Enforcement (ICE) in accordance with Department Order #1002, Inmate Release Eligibility System.
- 1.10 The OIU staff shall release inmates to the Drug Offender Transition Program as outlined in Department Order #1002, Inmate Release Eligibility System.

## **1001.09 RELEASE PROCEDURES – COMMUNITY CORRECTIONS**

- 1.1 Assigned Community Corrections staff shall log received release packets/sex offender packets/ISC packets on the AIMS Community Corrections Investigation/Reports screens within three work days of receipt, indicating the appropriate area of assignment:
  - 1.1.1 Community Corrections Office, including Home Arrest.
  - 1.1.2 Interstate Compact for the Supervision of Community Corrections Offenders.

- 1.1.3 Warrant Services Hearing Unit Manager, for release to detainees.
- 1.1.4 Community Correctional Center (CCC).
- 1.1.5 SOCU for determination of registration/notification and/or SVP requirements.
- 1.2 Assigned staff shall forward the packet to the assigned office/unit within one work day after the packet has been entered into the AIMS Community Corrections Investigation/Reports screen.
- 1.3 Assignment to Community Corrections /Field Services
  - 1.3.1 The Community Corrections Office Supervisor shall assign received packets within two work days of receipt to a Community Corrections Officer for investigation. Assignment and due dates shall be entered on the AIMS Community Corrections Investigation/Reports screen and shall not exceed two calendar days prior to the inmate's release date.
  - 1.3.2 Upon receipt of the Pre-Release packet, the Community Corrections Officer shall have a maximum of 15 work days in the Maricopa and Pima County areas, or a maximum of 30 work days in the regional areas, to investigate the release plan and complete the Pre-Release Investigation Report and Release Authorization, Form 1003-6. The Pre-Release Investigation Report shall be submitted to the Community Corrections Office Supervisor by the assigned due date for approval.
    - 1.3.2.1 The Community Corrections Office Supervisor may grant extensions in order to complete the Pre-Release Investigations Report.
    - 1.3.2.2 Extensions of due dates shall be entered into AIMS.
      - 1.3.2.2.1 Due dates shall not exceed the inmate's earliest statutorily eligible release date to Community Supervision.
      - 1.3.2.2.2 The Community Corrections Operations Director or designee shall approve any extensions.
  - 1.3.3 If an investigation results in a recommendation for denial of the release plan, the Community Corrections Officer shall notify the Correctional Officer III.
    - 1.3.3.1 The Pre-Release packet with a copy of the denial report shall be forwarded to the Community Corrections Release Unit if no other placement(s) have been listed.
    - 1.3.3.2 If another placement is listed, the Community Corrections Officer shall return the packet and denial report to the Community Corrections Release Unit for reassignment.
      - 1.3.3.2.1 AIMS shall be updated to show such reassignment.
  - 1.3.4 The Community Corrections Supervisor shall forward the Pre-Release Investigation Report within three work days of receipt to the assigned Community Corrections staff member for logging and final approval by the Community Corrections Operations Director designee.

- 1.3.5 The Community Corrections Operations Director or designee shall make the decision for release of the inmate to an approved community program.
- 1.3.6 Within two work days after final approval by the Community Corrections Operations Director or designee for an offender's release to Home Arrest, the Community Corrections staff shall electronically request a final verification of the release confirmation from the TCU with the actual release date.
  - 1.3.6.1 The Community Corrections Bureau staff shall forward an authorization to release an inmate to the Home Arrest Program via e-mail to the housing Institution Offender Information Unit Manager and the Community Corrections Office.
  - 1.3.6.2 The Director may request the ABOEC rescind an inmate's Board approved release if found guilty of a major disciplinary violation in accordance with section 1001.09 of this Department Order.
  - 1.3.6.3 The Warden may detain an inmate who is pending a major disciplinary violation until the outcome of the Disciplinary Hearing, to determine whether a rescission will be requested on board releases.
  - 1.3.6.4 The Warden may deny an inmate who is pending a major disciplinary violation until the outcome of the Disciplinary Hearing if the release is a TR or the Community Supervision Begin Date (CSBD).
- 1.4 Assignment to Interstate Compact Services – The Interstate Compact Administrator for the supervision of offenders shall ensure:
  - 1.4.1 The Interstate Compact Pre-Release Transfer Request packets are logged, and sent to the respective receiving jurisdictions no more than 120 calendar days prior to the earliest release date or in compliance with ICAOS rules time frames.
  - 1.4.2 After receipt of an acceptance from the other jurisdiction, the Pre-Release Investigation Report is forwarded to the Community Corrections Operations Director or designee via the release unit. Appropriate annotation is made on AIMS.
  - 1.4.3 If placement is denied by the other jurisdiction, the AIMS offender comments screen is annotated to indicate the denial and notification is made to the appropriate OIU manager who shall within one work day of receipt:
    - 1.4.3.1 Notify the appropriate Correctional Officer III or Correctional Officer IV.
    - 1.4.3.2 Notify the TCU of the denial via e-mail so the inmate can be scheduled for a subsequent ABOEC Board Hearing if applicable.
- 1.5 Assignment to Warrant Services Hearing Unit - Within seven work days of receipt of a Concurrent/Consecutive Custody Case Release Request, or within 14 calendar days prior to release eligibility date to a detainer, the Community Corrections Operations Administrator or designee shall complete the Pre-Release Investigation Report and Authorization.
  - 1.5.1 A field investigation by the WSHU is not required.
  - 1.5.2 Within one work day after administrative approval, the assigned staff shall transmit a release authorization to the CC/CS Custody Case Manager or designee, as applicable, and update the AIMS screen within three days.

- 1.6 Community Corrections staff shall update the appropriate AIMS screen for offenders who have any change of status while under supervision. This includes return to custody, abscond, escape, and/or reversions from one release type to another.
- 1.7 All Released Offender Identification Cards shall be issued in accordance with section 1001.04 of this Department Order.

#### 1001.10 RELEASE NOTIFICATION

- 1.1 Victim Notification - Within 30 calendar days after receiving a completed and signed post-conviction notification request from the victim or the victim's lawful representative, the Office of Victim Services, Release Notification Unit shall mail the following to the victim:
  - 1.1.1 A victim notification request acknowledgment.
  - 1.1.2 A victim notification status change.
  - 1.1.3 A listing of release types.
  - 1.1.4 An AIMS-generated time computation chronon AIMS DI18 screen, informing the victim of the inmate's earliest release date, if the inmate's sentence exceeds six months.
  - 1.1.5 A Release Notification Letter informing the victim of the inmate's actual release date, if the inmate's sentence is 6 months or less.
  - 1.1.6 An Office of Victim Services Brochure informing victims of their rights and the services provided by Office of Victim Services.
- 1.2 Victim Information - The Office of Victim Services shall file the following information as it is received and update the AIMS Release Notification screen:
  - 1.2.1 The name, address and telephone number of courtesy notifications.
  - 1.2.2 Changes of address or telephone number from any of the parties approved for courtesy notification.
  - 1.2.3 Victim/lawful representative notification requests.
  - 1.2.4 Victim/lawful representative notification status changes.
  - 1.2.5 Correspondence pertaining to courtesy notification/victims or lawful representatives.
  - 1.2.6 Requests from the victim, the family or household members who are denoted by the victim, to not receive inmate mail.
- 1.3 Agency Information - The OIU's, to include Reception Centers, shall ensure the following information is recorded on the AIMS Release Notification screen.
  - 1.3.1 Name, address and telephone number of sentencing judge(s).
  - 1.3.2 Name, address and telephone number of arresting agency(s).
  - 1.3.3 Name, address and telephone number of county attorney(s).

- 1.3.4 Court Record (CR) number, of all commitment and court information which corresponds with the information listed in, 1.3.1 through 1.3.3 above.
- 1.4 Inmate Information - The Release Notification Services Unit shall:
  - 1.4.1 Notify appropriate Warden in writing of any requests submitted by the victim to "Not Receive Inmate Mail".
  - 1.4.2 Annotate in the Confidential section of the AIMS Offender Comments screen all requests to "Not Receive Inmate Mail".
- 1.5 Release Notification – Within 30 to 60 calendar days, but no later than 15 calendar days prior to the post-conviction release of any inmate, or within 24 hours after a court-ordered release or the death of an inmate, the Release Notification Unit shall:
  - 1.5.1 Mail a Release Notification Letter to the victim and other approved courtesy notifications to the most current address shown for each on the AIMS Release Notification screen.
  - 1.5.2 Mail a committing/arresting agency Release Notification Letter to the committing court, the County Attorney of the committing county and the arresting agency.
  - 1.5.3 Ensure mailing information is accurately generated by the AIMS Release Notification screen prior to mailing the notifications.
  - 1.5.4 Enter the date the letter was mailed, the release type and the release date on the AIMS Offender comment screen.
- 1.6 Escapes – When an inmate escapes, the Communications Center (Communications) shall notify, by phone, the County Attorney and all victims listed on the AIMS release Notification screen immediately after the escape has been confirmed or upon entry of the escape on ACIC/NCIC.
  - 1.6.1 When an escapee is apprehended, Communications shall again notify the County Attorney and all victims listed on the AIMS Release Notification screen by phone.
  - 1.6.2 Within one work day, the Release Notification Unit shall provide written notification of an escape or apprehension to the County Attorney and all victims listed on the AIMS Release Notification screen.
- 1.7 Undeliverable Mail – If a Release Notification Letter is returned the Release Notification Services Unit shall, prior to filing the letter, enter the reason for return on the AIMS Release Notification screen and, if the letter indicates:
  - 1.7.1 After attempting to contact the victim by phone to obtain a current address re-mail the letter to the victim.
  - 1.7.2 If the envelope provides a change of address, re-type the Notification Letter and mail to the current address.
  - 1.7.3 Record the return of the Notification Letter on the Release Notification screen with the specific reason for it being returned.

- 1.8 Confidentiality – The address of the victim’s immediate family or lawful representative shall not be disclosed to anyone without the written consent of the victim, the victim’s immediate family, or lawful representative.
- 1.9 Release Prior to Notification – Inmates shall not be released prior to the 15 calendar day advance notice unless the release is a release notification exception. In such instances, the victim and other parties subject to notification shall be notified within 24 hours of the order to release.
- 1.10 Return to Custody Inmates – The Release Notification Services Unit shall, within five days of receiving notification a released inmate has returned to Department custody for violation(s) of release conditions and/or returned from escape/abscond status, use certified mail to notify the victim of the inmate’s return. A subsequent Release Notification Letter shall be mailed upon determination of the inmate’s re-calculated release due to the violation.
- 1.11 Complaints From Victims – Victim complaints shall be handled as expeditiously as possible.
  - 1.11.1 The Release Notification Unit Manager shall handle the initial complaints.
  - 1.11.2 Unresolved complaints shall be elevated by the Release Notification Unit Manager, through the chain-of-command.
  - 1.11.3 Complaints of an urgent nature may be referred to the Office of Victim Services Administrator at any time.
  - 1.11.4 A log of all victim telephone calls shall be maintained and the calls annotated in the confidential section of the AIMS Offender Comment screen.
- 1.12 Notification Letters – Any new or modified letters of forms used for victim notification shall be forwarded to the Attorney General’s Office of Victim Services for review and retention. The Release Notification Unit Manager shall:
  - 1.12.1 Ensure the format of the letters accurately describes the intent and purpose.
  - 1.12.2 Ensure development and modification of Release Notification information is submitted to the Information Technology Services Bureau for correction and/or addition to the Automated Release Notification System.
  - 1.12.3 Track and maintain the letters and forms submitted to the Attorney General’s office and the Information Technology Bureau.

#### **1001.11 SEX OFFENDER REGISTRATION/RELEASED SEX OFFENDER IDENTIFICATION CARDS**

- 1.1 Upon identification an inmate is subject to sex offender registration/community notification as required by A.R.S. 13-3821 and A.R.S. 13-3825, the Sex Offender Coordination Unit Supervisor or designee shall:
  - 1.1.1 Prepare an Arizona Department of Public Safety (DPS), Sex Offender Registration Form, 802-04169 and identify in the upper left corner of the form whether the registration is an initial registration or an updated registration.
  - 1.1.2 Forward the registration form to the appropriate institution Time Computation Unit Manager no more than ten working days prior to the inmate’s anticipated release date.

- 1.2 The Offender Information Unit Manager or designee shall ensure completion and dissemination of the DPS Sex Offender Registration Form within three work days of receipt from SOCU. For inmates requiring a release prior to the designated ten day period, OIU shall ensure the registration/release ID process is coordinated immediately and forward completed documents to SOCU and DPS prior to inmate's release from custody. All Sex Offender Registrations/Sex Offender Release Identifications shall be completed as follows:
  - 1.2.1 OIU documents Registrant's Home Street Address, release date and Community Corrections Officer contact information (if applicable) shall be completed on form prior to forwarding to Mug Photo Interface (MPI) Authorized user for processing.
  - 1.2.2 Inmate's approved Community Correction's release program address shall be documented as the Registrant's Home Street Address for inmates with Community Supervision.
  - 1.2.3 "ADC-PRISON" shall be documented as the Registrant's Home Street Address for inmates released either without an approved Community Supervision residence or released without Department Community Supervision.
  - 1.2.4 Inmate's release date shall be documented in comment block on form.
  - 1.2.5 Community Corrections/Probation Officer contact information shall be documented in designated box if applicable.
  - 1.2.6 Prepared DPS form shall be forwarded to the MPI Authorized User for completion of the electronic Sex Offender Registration and Released Sex Offender Identification Card.
- 1.3 The MPI Authorized User shall complete the Electronic Sex Offender Registration and Released Sex Offender Identification Card in accordance with Identification Training on the MPI Subsystem, LIVESCAN, and FAST ID required annually.
  - 1.3.1 Transfer data from prepared DPS registration form onto LIVESCAN electronic form for all initial registrations.
    - 1.3.1.1 Registrant's Address and Release Date must be data provided from OIU on form (Not from inmate at time of registration).
    - 1.3.1.2 Update inmate's physical characteristics, if applicable.
    - 1.3.1.3 The Type 03 fingerprint card is required for all sex offender registrations.
    - 1.3.1.4 Fingerprints are required for all INITIAL registrations.
    - 1.3.1.5 Print completed registration form and present to the inmate for signature/date.
    - 1.3.1.6 After the inmate signs, indicate INITIAL registration date at the upper left corner of the form.
    - 1.3.1.7 If inmate refuses to sign, write "Refused to Sign" on the Signature of Registrant line.

- 1.3.1.8 The MPI authorized user must sign and date in the area marked "Registering Agency Office Use Only", witnessing inmate signature or refusal.
- 1.3.2 Update registrations require a completed registration form and MPI new sex offender record only. Fingerprints are not required.
  - 1.3.2.1 Fingerprints shall not be entered for update registrations only.
  - 1.3.2.2 The original prepared form received from OIU shall be completed by an MPI authorized user by obtaining the inmate's signature, witnessing and dating the form.
- 1.3.3 Create "New Sex Offender Record" in MPI for every initial and update registration.
  - 1.3.3.1 Ensure demographic data is entered.
    - 1.3.3.1.1 Enter designated Registered Sex Offender identifier (SO).
    - 1.3.3.1.2 ADC inmate number followed by (SO) shall be used.
  - 1.3.3.2 Complete "NOTES" entry to indicate Initial/Update Sex Offender Registration and Sex Offender Identification completion.
  - 1.3.3.3 Capture inmate's photo (face). Inmate must be in BLUE Release shirt for photo.
  - 1.3.3.4 Print a Released Sex Offender Identification Card and immediately forward the completed registration form, fingerprint card, if applicable, and Released Sex Offender Identification Card to OIU for dissemination.
  - 1.3.3.5 The MPI Department record shall immediately be updated with Sex Offender Registration Photo and "NOTES" entry matching sex offender record entry.
- 1.4 OIU shall verify the accuracy/completion of copies and distribute as follows:
  - 1.4.1 Immediately fax a signed copy to DPS, Sex Offender Compliance Unit without copies of Refusals to Register. Refusals to register shall not be forwarded to DPS.
  - 1.4.2 Immediately forward completed copy to SOCU, including all completed registrations and Refusals to Register.
  - 1.4.3 A copy of completed registration/refusals shall be placed in the inmate's Master Record File.
  - 1.4.4 The Registration Form with the original inmate/staff signatures and hard fingerprint card shall be mailed to DPS, Sex Offender Compliance Unit.
  - 1.4.5 The inmate shall be provided a copy of all completed registration forms and the Released Sex Offender ID upon release from Department custody.
  - 1.4.6 AIMS shall be annotated with date of completed registration and dissemination.

- 1.5 The SOCU shall:
  - 1.5.1 Within three calendar days of release, fax a copy of the signed registration form to the County Sheriff in which offender is approved to reside, if applicable.
  - 1.5.2 Retain a copy of the signed registration form and fingerprint card, in the inmate's SOCU Special Purpose file.
  - 1.5.3 Obtain a Verified Sex Offender Registration fingerprint card from the Department Site AZAFIS Administrator or designee.
- 1.6 If the sex offender is to be supervised after release, ensure notification of the registration is made available.
- 1.7 Ensure the offender's AIMS record is appropriately annotated.

## **1001.12 SEX OFFENDER NOTIFICATION**

- 1.1 The SOCU shall:
  - 1.1.1 Complete applicable Arizona Criminal Justice Information System (ACJIS) and Justice Web Interface (JWI) screens within 72 hours upon the release of an inmate from Department custody per statutory requirements.
  - 1.1.2 Provide designated information to the DPS for the purpose of community notification, to be made by local law enforcement.
  - 1.1.3 Provide applicable information, as available, to local law enforcement agencies for use in determining community notification. Ensuring every effort is made to maximize cooperation to ensure public safety.
  - 1.1.4 Enter the information on the appropriate AIMS screen.
- 1.2 Community Corrections Officer's shall:
  - 1.2.1 Ensure sex offenders subject to Registration/Notification have an approved placement prior to being released on a Provisional Release.
  - 1.2.2 Supervise sex offenders in accordance with established Community Corrections Technical Manual guidelines for the term of supervision.
  - 1.2.3 Assist the sex offender in locating a permanent residence, when the offender is released under supervision and does not have an approved placement.
  - 1.2.4 Notify the SOCU of the approved address through AIMS entry.
  - 1.2.5 During the intake process enter the offender's residence into designated AIMS screen.

## **1001.13 PRE-RELEASE PROCESS FOR SEXUALLY VIOLENT PERSONS (SVP) - Pursuant to Arizona Revised Statute (A.R.S.) 36-3701 (renumbered from A.R.S. 13-4602, Effective 1998), inmates who have been convicted of crimes enumerated in A.R.S. 36-3701, including all past and present convictions in Arizona and outside jurisdictions are subject to the Sexually Violent Persons review/referral process.**

- 1.1 Classification staff shall Identify inmates with current and/or prior convictions enumerated in A.R.S. 36-3701 and designate appropriate classification sex code.
- 1.2 The complex Community Corrections Liaison or designee shall establish a tracking system for completion of sex offender Release packets one year prior to release, as outlined in 1001.05 of this Department Order.
- 1.3 One year prior to release, forward one Sex Offender Release packet to the SOCU for every inmate designated a classification sex code of A, B, C, D, E or G, regardless of release type.
- 1.4 The SOCU shall complete review of Sex Offender Release packet and identify inmates subject to the SVP review/referral process, pursuant to A.R.S. 36-3701.
  - 1.4.1 Coordinate evaluation with designated mental health evaluator (psychologist, psychiatrist) and designated Department institutional mental health staff no more than 120 days prior to inmate's release from Department custody.
  - 1.4.2 Request/obtain mental health records and consent for SVP screening from institution mental health staff. Obtain and provide all available documentation designated per statute to mental health evaluator for determination of SVP criteria and possible further referral to county attorney.
  - 1.4.3 Provide all available documentation designated per statute to appropriate County Attorney/Attorney General upon completion of evaluation and recommendation of Mental Health Evaluator.
  - 1.4.4 Serve offender with SVP petition at designated location in accordance with court directive.
  - 1.4.5 Track caseload of SVP petitioned/committed offenders until expiration of Department Community Supervision term.
  - 1.4.6 Coordinate transport/ transfer of Community Supervision offender to designated field Community Corrections Office if discharged from ACPTC prior to expiration of Department Community Supervision.
- 1.5 Department Mental Health supervisor or designee shall:
  - 1.5.1 Obtain the inmate's written consent/refusal on the Consent for Screening Sexually Violent Persons Status, Form 1103-22, from SOCU, and return signed/witnessed form to SOCU per designated deadline date.
  - 1.5.2 Forward all specified records to SOCU per designated deadline date upon receipt of Mental Health Records Request memo from the SOCU.
- 1.6 The Department Medical Records Supervisor or designee shall, upon receipt of the Continuity of Care Request memo from the SOCU, forward all specified records to SOCU per designated deadline date.
- 1.7 The Time Computation Unit Administrator or designee shall, upon request (email) from the SOCU, provide an Audit of Release Dates by the designated deadline date.
- 1.8 The Offender Information Unit, Central Office Supervisor or designee shall, upon request via e-mail from SOCU, provide a Prior Pack to SOCU by the designated deadline date.

## 1001.14 RELEASE VERIFICATION AUDIT

- 1.1 Initial Release Verification Request - OIU staff shall request confirmation of the release dates, via e-mail, from the TCU according to the Release Verification Schedule, Attachment B, prior to the release of any inmate.
- 1.2 Home Arrest - Within two work days of approval by the Community Corrections Operations Director or designee, the institution shall request verification of release eligibility by sending a release request by e-mail to the TCU. The TCU shall:
  - 1.2.1 Send a release confirmation via e-mail to the Community Corrections Bureau and the institution OIU as outlined in Technical Manual 1002-TM-OPS.
  - 1.2.2 Within two work days of receipt of the release approval from the Community Corrections Bureau, process the Home Arrest Release request.
- 1.3 Processing Initial Institutional Release Requests
  - 1.3.1 After receipt of the request for confirmation from the OIU, the TCU shall:
    - 1.3.1.1 Within two work days, annotate the AIMS Offender Comments screen that a release request was received.
    - 1.3.1.2 Provide a tentative confirmation in accordance with the Release Verification Schedule, Attachment B, to include all eligible release dates (i.e., dual confirmations to include TR/CSBD and Administrative/Board granted releases).
      - 1.3.1.2.1 The initial release confirmation shall include a full Master Record File review and release audit, including a manual calculation which shall be compared to the AIMS automated release date for accuracy.
      - 1.3.1.2.2 All release confirmations shall be sent via e-mail to the OIU, SOCU, the Community Corrections Release Unit, and Victim Services.
    - 1.3.1.3 Ensure a copy of the manual calculation and the release confirmation are placed in the inmate's Master Record File upon completion of the audit. The initial release eligibility is tentative and is not the final authorization to release the inmate.
    - 1.3.1.4 Within 15 work days, process all tentative release requests and dispositions granting parole or ABOEC releases to inmates. If the request for a release confirmation is after the parole or administrative release eligibility date, and if TCU staff can process the verification prior to the release date requested, the TCU and OIU staff shall establish an earlier release date.
    - 1.3.1.5 Within five work days, process Work Furloughs and Temporary Releases.
    - 1.3.1.6 Determine eligibility or ineligibility for a Provisional Release.
    - 1.3.1.7 If the inmate is ineligible for Provisional Release, determine if the inmate is eligible for an ERCD release.

- 1.3.1.7.1 If the inmate is eligible for an ERCD release, enter the applicable code which indicates the inmate is "ineligible for Provisional Release but eligible for ERCD release" on the AIMS Custody Classification screen.
- 1.3.1.7.2 If the inmate is ineligible for an ERCD release, enter the applicable code which indicates the inmate is "ineligible for Provisional Release and ERCD release," on the AIMS Custody Classification screen.
- 1.3.1.8 After determining the release eligibility from Provisional Release to an ERCD or SED release:
  - 1.3.1.8.1 Recalculate the release eligibility dates.
  - 1.3.1.8.2 Notify the institution of the recalculated release date via e-mail and reason for the denial.
  - 1.3.1.8.3 Enter on the AIMS Audit Release Offender Comments screen the eligible release types and dates. The reason(s) for ineligibility and the recalculated release dates.
- 1.3.2 Community Corrections shall:
  - 1.3.2.1 Send the final program approval/denial for supervised releases to the OIU in accordance with the time frames outlined in 1001.09 of this Department Order and annotate the appropriate AIMS screen. The annotation shall include the reason for the denial of the TR/CSBD.
  - 1.3.2.2 Notify the TCU via email on the final approval/denial of all supervised releases.
- 1.4 Final Release Eligibility Review - Within 15 work days prior to the inmate's scheduled release, the OIU staff shall:
  - 1.4.1 Notify the TCU via e-mail of the pending releases.
  - 1.4.2 Request an ACIC/NCIC check and make a final release eligibility review in accordance with Department Order #1002, Inmate Release Eligibility System, and Technical Manual 1001-TM-OPS.
  - 1.4.3 Electronically notify the Security Threat Group Unit if the inmate to be released has an STG code of V (Validated); D (Debriefed); A (Pending Appeal); P (Pending Debrief); M (Enrolled in Step-down) and C (Completed Step-down). Information shall include:
    - 1.4.3.1 The inmate's name and ADC number.
    - 1.4.3.2 The date and type of release.
    - 1.4.3.3 The address the inmate is being released to, if available.
    - 1.4.3.4 Any special release conditions or relevant information.

- 1.4.4 Review the appropriate AIMS screens which could affect the inmate's release date one work day prior to release, as outlined in this Department Order.

## 1.5 Processing Final Institution Releases

- 1.5.1 After receipt of the request for confirmation from the OIU, the Time Computation Administrator/Offender Services Bureau Administrator or designees shall confirm the release date and complete a final release confirmation within seven work days of the inmate's release.
  - 1.5.1.1 The final release confirmation shall include verification of the approved program, disciplinary actions, review of sentencing documents and verification of initial release confirmation.
  - 1.5.1.2 The final release confirmation shall be forwarded to the OIU, SOCU, the Community Corrections Release Unit and Victim Services via e-mail.
- 1.5.2 Inmates who do not have an approved program by Community Corrections shall be denied the TR/CSBD and serve until their ERCD/SED.
  - 1.5.2.1 Community Corrections shall notify the TCU via e-mail if a program is approved prior to the inmate's ERCD/SED.
  - 1.5.2.2 Upon verification of the approved program, the TCU shall provide the OIU, SOCU, and Victim Services with the adjusted TR/CSBD date.
- 1.5.3 Exceptions – The final release confirmation for the following release types may be provided prior to the seven day time frame:
  - 1.5.3.1 Technical Violators.
  - 1.5.3.2 DC to Probation (Condition of Probation).
  - 1.5.3.3 One-Half Deport.
  - 1.5.3.4 Inmates sentenced to service the full sentence imposed (flat sentence).
  - 1.5.3.5 Home Arrest.
  - 1.5.3.6 Inmates approved for Interstate Corrections Compact.
- 1.5.4 No inmates shall be released without a final release confirmation from the TCU.

## 1001.15 **ADJUSTED ADMINISTRATIVE RELEASES**

- 1.1 Inmates with court ordered Community Supervision shall not be released on a weekend or holiday to a TR/CSBD.
  - 1.1.1 TR/CSBD releases shall occur Monday through Friday.
  - 1.1.2 Inmates whose TR/CSBD falls on a weekend or holiday shall be released on the first work day after the weekend or holiday.

- 1.1.3 All inmates granted a discretionary release shall report to their assigned Community Corrections Officer per established guidelines outlined in this Department Order.
- 1.2 Registerable/Notifiable Sex Offenders without viable home plans whose ERCD falls on a weekend, holiday or Friday shall be released on the day prior to their ERCD (Monday through Thursday only), if statutorily eligible.
  - 1.2.1 The Department shall transport the inmate from the releasing institution to the designated Community Corrections Office by 3:00 p.m.
    - 1.2.1.1 If the designated Community Corrections Office is not within a reasonable distance from the institution where the inmate will be released, 1.3.2 through 1.3.2.2 of this section shall be followed.
- 1.3 Registerable/Notifiable Sex Offenders with viable home plans (an approved Community Corrections placement) whose ERCD falls on a weekend, holiday or Friday shall be released on the day prior to their ERCD (Monday through Thursday only), if statutorily eligible.
  - 1.3.1 The Department shall transport the inmate from the releasing institution to the designated Community Corrections Office by 3:00 p.m.
  - 1.3.2 If the designated Community Corrections Office is not within a reasonable distance from the institution, the inmate shall be transported to the Department institution nearest to the designated Community Corrections Office 24 hours prior to release.
    - 1.3.2.1 Transportation arrangements shall be made by the OIU and Central Office Classification.
    - 1.3.2.2 The inmate shall be housed in detention pending release the following day.
  - 1.3.3 An immediate family member and/or approved sponsor may pick up sex offenders with viable home plans only, and provide transportation to the assigned Community Corrections Office. If an immediate family member and/or approved sponsor is not available, the Department shall transport the inmate to the Community Corrections Office.
- 1.4 Sexually Violent Persons (SVP) – ERCD and SED for Sexually Violent Persons (SVP) who are under a court ordered SVP Civil Petition shall be released and transported by the Department to the Arizona State Hospital on the date of the ERCD/SED, to include weekends and holidays. No SVP shall receive a TR/CSBD.
- 1.5 GPS Monitored Inmates – Inmates who require GPS electronic monitoring whose ERCD falls on a weekend, holiday or Friday, shall be released on the day prior to their ERCD release date, (Monday through Thursday only) if statutorily eligible.
  - 1.5.1 The Department shall transport the inmate directly to their assigned Community Corrections Office for application of the GPS by 9:00 a.m. Monday through Thursday.
- 1.6 Non Registerable/Notifiable Sex Offenders whose ERCD falls on a weekend or holiday shall be released the day prior to their ERCD, if statutorily eligible. These inmates may be released Monday through Friday.

## 1.7 Earned Release Credit Dates on Weekends/Holidays

1.7.1 Inmates scheduled to be released on their ERCD on a weekend or holiday shall be released on the Friday prior to the weekend or the day prior to the holiday, Monday through Friday if statutorily eligible, unless circumstances specified in 1.2 through 1.5.1 of this section require the inmate to be released Monday through Thursday.

1.7.1.1 Temporary Releases shall only be for one to three calendar days prior to their ERCD.

1.7.2 Inmates who have been assessed as maximum/intensive supervision and/or are validated STG members shall be released in accordance with 1.7.1 of this section and shall report to their assigned Community Corrections Office by 3:00 p.m. on the day of release.

1.7.3.1 The Community Corrections Officer shall submit the applicable Conditions of Supervision and Release with approved the Pre-Release Investigation Report for inmates defined in this section.

1.8 ABOEC Granted Releases – Pursuant to A.R.S. 31-412A, inmates scheduled to be released on their Parole Eligibility Date (PED) on a weekend or holiday shall be released on the Friday prior to the weekend or the day before the holiday, Monday through Friday if statutorily eligible, unless circumstances specified in 1.2 through 1.5.1 of this section require the inmate to be released Monday through Thursday.

1.8.1 If the inmate is not statutorily eligible for a TR, the date of release may be adjusted to the next work day.

## 1.9 Home Arrest

1.9.1 The OUI shall request release confirmation from the TCU on home arrest inmates.

1.9.2 Inmates released on home arrest shall only be released Monday through Friday, excluding holidays.

## 1.10 Mandatory/Provisional Releases

1.10.1 Adjusted released shall be processed if the release date falls on a weekend or holiday.

1.10.2 Inmates shall be released on the Friday prior to the weekend or the day prior to the holiday (Monday through Friday).

1.11 Sentence Expiration Date/Community Supervision End Date/ERCD prior to Truth in Sentencing - Inmates shall be released on their weekend or holiday release date.

1.12 Absolute Discharge – Inmates with an Absolute Discharge shall be released on the date of the discharge.

1.13 Mandatory Literacy – Inmates with a SED which falls on a weekend or holiday and were previously denied CSBD/ERCD due to mandatory literacy, but have since met the requirements, shall be released the Friday prior to the weekend or the day prior to the holiday (Monday through Friday).

1.13.1 If the mandatory literacy requirements have not been met, the inmate shall be released on the day of their SED.

- 1.14 Interstate Compact (ICS) – Inmates with an approved Interstate Compact placement shall be released on their actual release date, to include weekends and holidays.
- 1.15 Non-Eligible Temporary Release Inmates – Inmates who are not statutorily eligible for a TR shall be released on their actual ERCD/CSED/PED.
  - 1.15.1 The inmate shall sign the applicable Conditions of Supervision and Release.
  - 1.15.2 The inmate shall report to their assigned Community Corrections Office within one work day after the weekend or holiday, unless circumstances specified in this Department Order require same day reporting.
    - 1.15.2.1 If same day reporting is required, the OIU shall coordinate with the Community Corrections Officer for the weekend and holiday release.
  - 1.15.3 Inmates who are Registerble/Notifiable and/or require GPS monitoring who are not statutorily eligible for a TR shall be released on their ERCD/SED.
    - 1.15.3.1 The inmate shall be transported by the Department to the Community Corrections Office in accordance with 1.2 through 1.5.1 of this section.
    - 1.15.3.2 The OIU shall coordinate with the Community Corrections Officer for the weekend and holiday releases.
- 1.16 Criminal Alien Releases
  - 1.16.1 One-Half Deport Releases – Inmates who are eligible for deportation at one half of their sentence shall be release to ICE on or after that designated date, to include weekends and holidays.
  - 1.16.2 Criminal Aliens scheduled to be released on their ERCD on a weekend or holiday may be released on the Friday prior to the weekend or the day prior to the holiday, if statutorily eligible and meet the TR criteria outlined in Department Order #1002, Inmate Release System.
- 1.17 Probation Detainers – Inmates with Probation Detainers whose release date falls on a weekend or holiday shall be released on the weekend or holiday.
- 1.18 Weekend/Holiday Earned Release Credit Date/Temporary Release Process
  - 1.18.1 Adjusted Release memos are required for Registerable/Notifiable Sex Offenders and inmates requiring GPS monitoring.
  - 1.18.2 The TCU shall send the release confirmations via e-mail to the OIU, the Community Corrections Release Unit, and the Office of Victim Services.
  - 1.18.3 The OIU shall notify the Community Corrections Officer and the Community Corrections Supervisor via e-mail as to the inmate’s actual release date.
  - 1.18.4 The Community Corrections Officer shall monitor the AIMS Community Service Investigation/Reports screen and note any changes to the inmate’s release date.

## IMPLEMENTATION

Within 90 days of the effective date of this Department Order the Division Director for Offender Operations shall ensure the Inmate Release System Technical Manual is updated and distributed.

## DEFINITIONS

**BOARD LIAISON** - A staff member, at a Department institution or at a private prison, who has the responsibility for coordinating the Hearings conducted by the Board of Executive Clemency within the institution.

**COURTESY NOTIFICATIONS** - Other than the victim, interested parties, whose signed, written request for notification have been approved by the Victim Notification Unit, Administrator or designee.

**LAWFUL REPRESENTATIVE** - A person designated by the victim or appointed by the court who acts in the best interest of the victim.

**LIVESCAN** – Equipment used to electronically capture and send fingerprints and demographic information.

**MUG PHOTO INTERFACE SUBSYSTEM (MPI)** – Equipment used to capture demographic information, capture photos and print Released Offender Identification Cards.

**POST-CONVICTION DATA** - Arrest information without disposition if an interval of one year has elapsed from the date of arrest and no active prosecution of the charge is pending or information is disclosed that the police have elected not to refer the matter to a prosecutor or a prosecutor has not elected to commence proceedings or there is an acquittal or dismissal.

**POST-CONVICTION RELEASE** - Parole, Work Furlough, Home Arrest, or any other permanent, conditional or temporary discharge from confinement in the secure custody of the Department of Corrections.

**PRE-RELEASE PACKET** - Board and/or Administrative Conditions of Release and specified documents from an inmate's Institutional File which are forwarded to Community Corrections- Release Unit for investigation of an approved release placement.

**RELEASE NOTIFICATION EXCEPTIONS** - A legislative or executive action requiring the release of an inmate, or a group or classification of inmates, with less than fifteen calendar days advance notice.

**SEX OFFENDER PACKET-** Packet forwarded to Sex Offender Coordination Unit (SOCU) one year prior to inmate's release date for determination/processing of statutory sex offender requirements.

**VICTIM** - The person against whom the criminal offense was committed. If the person was killed or incapacitated, the victim's immediate family or other lawful representative is considered to be the victim, unless that person is in custody for an offense or is the accused.

{Original Signature on File}

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Charles L. Ryan  
Director

## **ATTACHMENT**

Attachment A – Drug Offenders – Transition Program Release Criteria  
Attachment B - Release Verification Schedule  
Attachment C – Citizenship Identifier Codes  
Attachment D – Supersedes

## **FORMS LIST**

1001-1 - Sex Offender Registration/Notification Requirements  
1001-1S - Registro de Delincuente Sexual/Requisitos de Notificación (Spanish Version)  
1001-2 - Pre-Release Information Sheet  
1001-3 - Sex Offender Notification Information Sheet/Checklist  
1001-4 - Receipt of State Prisoner on Discharge from Arizona State Prison Complex  
1001-5 - Board Hearing Application  
1001-7 - Institutional Release Confirmation Report  
1001-8 - Board of Executive Clemency Changes  
1001-9 - Detainer Letter  
1001-10 - Transition Program Screening  
1001-11 – Transition Program Application and Agreement

## **AUTHORITY**

A.R.S. Title 13, Criminal Code  
A.R.S. 13-703, Repetitive Offenders, Sentencing  
A.R.S. 13-704, Dangerous Offenders, Sentencing  
A.R.S. 13-705, Dangerous Crimes Against Children; Sentencing, Definitions  
A.R.S. 31-281, Transition Program; Drug Offenders; Report  
A.R.S. 13-3821 Persons Required To Register; Procedure; Identification Card; Assessment; Definitions  
A.R.S. 13-3825 Community Notification  
A.R.S. 31-233, Order for Removal; Purposes; Duration; Failure to Return; Classification  
A.R.S. 31-251, Hard Labor Required of Prisoners; Labor Classification; Definition  
A.R.S. 31-252, Use of Prisoners in Public Works; Cooperative Prisoner Labor System; Definitions  
A.R.S. 31-411, Parole or Discharge; Conditions of Parole; Release Under Supervision of State Department of Corrections; Notice of Hearings; Exceptions  
A.R.S. 31-412, Criteria for Release on Parole, Release; Custody of Parolee; Definition  
A.R.S. 31-414, Absolute Discharge of Parolee; Effect; Notice to Victim  
A.R.S. 31-433, Power of Governor to Grant Reprieves, Commutations and Pardons  
A.R.S. 36-370, Definitions  
A.R.S. 41-1604.06, Earned Release Credit Eligibility Certification; Classification; Appeal  
A.R.S. 41-1604.07, Earned Release Credits; Forfeiture; Restoration  
A.R.S. 41-1604.09, Parole Eligibility Certification; Classifications; Appeal; Recertification; Applicability; Definition  
A.R.S. 41-1604.10, Earned Release Credits; Forfeiture; Restoration; Applicability  
A.R.S. 41-1604.11, Order for Removal; Purposes; Duration; Work Furlough; Notice; Failure to Return; Classification; Applicability  
A.R.S. 41-1604.12 Community Correctional Centers, Powers and Duties; Allocation of Compensation; Absence Without Leave; Classification; Notice; Hearing; Location/ Applicability  
A.R.S. 41-1604.13, Home Arrest, Eligibility; Victim Notification; Conditions; Applicability, Definition  
A.R.S. 41-1604.14, Release of Prisoners with Detainers; Eligibility; Revocation of Release  
A.R.S. 41-1604.15 Probation or other release non-eligibility; Violent Crime; Under the Influence of Marijuana; A Dangerous Drug or a Narcotic Drug

**ATTACHMENT A – TRANSITION PROGRAM RELEASE  
DEPARTMENT ORDER 1001**

**Section A**

<p><b>Ineligible Offenses (include but are not limited to)</b> (Reference Section 1.0 Criteria, <b>subsection 1.1</b>)</p>	
<ul style="list-style-type: none"> <li>• Indecent exposure</li> <li>• Public sexual indecency; public sexual indecency to a minor</li> <li>• Sexual abuse</li> <li>• Sexual conduct with a minor</li> <li>• Sexual assault</li> <li>• Sexual assault of a spouse</li> <li>• Adultery</li> <li>• Molestation of a child</li> <li>• Continuous sexual abuse of a child</li> <li>• Sexual misconduct; behavioral health professionals</li> <li>• Unlawful sexual conduct; correctional employees; persons in custody</li> <li>• Sexual offense; evidence of similar crimes</li> <li>• Sexually oriented businesses; hours of operation</li> <li>• Violent sexual assault; natural life sentence</li> <li>• Reckless burning</li> <li>• Arson of a structure or property</li> <li>• Arson of an occupied structure</li> <li>• Arson of an occupied jail or prison facility</li> <li>• Burning of wild lands</li> <li>• Any type of DUI</li> </ul>	<p><b>Offense involving death or physical injury or the use of a deadly weapon or dangerous instruments:</b></p> <ul style="list-style-type: none"> <li>• Negligent homicide</li> <li>• Manslaughter</li> <li>• Second degree murder</li> <li>• First degree murder</li> <li>• Dangerous crimes against children</li> <li>• Assault</li> <li>• Aggravated assault</li> <li>• Dangerous or deadly assault by prisoner or juvenile</li> <li>• Drive by shooting</li> <li>• Discharging a firearm at a structure</li> <li>• Misconduct involving weapons or dangerous instrument</li> <li>• Kidnapping</li> <li>• Armed robbery</li> <li>• Unlawful discharge of firearms</li> <li>• Child or vulnerable adult abuse; emotional abuse</li> <li>• Accidents involving death or personal injuries; failure to stop</li> </ul>

**Section B**

<p><b>Ineligible Major or Minor Disciplinary Rule Violations</b> (Reference Section 1.0 Criteria, <b>Subsection 1.7.1</b>)</p>	
<ul style="list-style-type: none"> <li>• Taking a Hostage</li> <li>• Intentionally Causing the Death or Great Bodily Injury of Another; Person</li> <li>• Sexual Assault</li> <li>• Assault or Battery with a Deadly Weapon or any Assault on Staff</li> <li>• Arson</li> <li>• Escape, Aiding Escape or Preventing the Discovery of an Escape</li> <li>• Negligence or Carelessness Causing Death or Great Bodily Injury</li> <li>• Assault, Battery or Striking any Person with any Weapon or Object, etc.</li> <li>• Possession or Manufacture of Dangerous Contraband</li> </ul>	<ul style="list-style-type: none"> <li>• Threatening any Person with Bodily Harm</li> <li>• Tampering with any Security or Safety Equipment</li> <li>• Violating or Attempting to Violate any of the Laws of Arizona or the U.S.A.</li> <li>• Throwing or Projecting an Item at Another Person</li> <li>• Inciting or Participating in a Riot, Disturbance, Demonstration or Work Stoppage</li> <li>• Extortion or Intimidation</li> <li>• Engaging in any Sexual Act, Including Indecent Exposure, etc.</li> <li>• Giving or Offering a Bribe or Anything of Value to any Staff Member, etc.</li> </ul>

**ATTACHMENT B – RELEASE VERIFICATION SCHEDULE  
DEPARTMENT ORDER 1001**

<b>RELEASE TYPE</b>	<b>OFFENDER INFORMATION UNIT REQUEST</b>	<b>TIME COMPUTATION UNIT CONFIRMATIONS</b>
Tentative Releases	90 days prior to release	Within 60 days prior to release
Parole (Offenses between 8/13/86 and 12/31/93)	Upon receipt of approved program	Upon receipt of Board Disposition to obtain a ERCD Parole Expiration Date
Parole (Offenses Prior to 8/13/86)	Upon receipt of approved program	Within 15 days prior to release, to obtain a recalculated Parole Expiration Date.
Emergency Parole Offenses Prior to 1/1/94	Upon receipt of approved program	Upon receipt of request from Institution OIU with date to be released
Work Furlough Offenses Prior to 1/1/94	Upon receipt of approved program	Upon receipt of Board Disposition or within 15 days from date the Victim Notification Unit Administrator or designee sends out the letter.
Provisional Release	90 days prior to release	Within 30 days prior to release
Transition Program	Upon receipt of the approved application by Community Corrections notify TCU within one work day.	Upon receipt of the Institution's request for release confirmation be completed within two work days.

**(Already processed through the Time Computation Unit with the Release Date changed by any subsequent disciplinary or court actions)**

Earned Release Credit	90 days prior to release	Within 60 days prior to release
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**(A.R.S. 41-1604.10 Prior TIS)**

**(A.R.S. 41-1604.07 TIS)**

**(For Offenses between 8/13/86 and 12/31/93)**

Home Arrest	Not required	Forwarded to the TCU by Community Corrections within 2 days after final approval
Community Supervision (TR) (A.R.S. 31-233) Begins Date	90 days prior to release	Within 60 days prior to release
Absolute Discharge (A.R.S. 31-414)	Not required	Upon receipt of Board Disposition
Absolute Discharge (A.R.S. 13-603K) Offenses on or after 1/1/94 Absolute Discharge A.R.S. 41-1604.10 D Offenses prior to 1/1/94 Absolute Discharge A.R.S. 41-1604.07 D Offenses on or after 1/1/94	90 days prior to release	Within 60 days prior to release

**ATTACHMENT C – CITIZENSHIP IDENTIFIER CODES  
DEPARTMENT ORDER 1001**

**CITIZENSHIP IDENTIFIER CODES**

<b>Number</b>	<b>Citizenship</b>	<b>Explanation</b>
1	United States Citizen	Whether born in the United States/abroad, derived or naturalized. Should not have an ICE Detainer
3	Criminal Alien	Illegally in the United States; may or may not be deportable/amendable to deportation. Should have an ICE Detainer.
5	Legal Permanent Resident (LPR)	Legally in the United States and is not amendable to deportation at this time. Should not have an ICE Detainer.
6	Legal Permanent Resident (LPR)	Legally in the United States, however, due to the crime committed, may possibly be deportable/ amendable to deportation. These cases must go before an immigration judge to determine whether or not to pull their legal status or allow them to keep it. Once the judge makes the decision, the identifier code will change either to 3 or 5. Should have an ICE Detainer.

**ATTACHMENT D – SUPERSEDES  
DEPARTMENT ORDER 1001**

Department Order #1001, Inmate Release System, supersedes:

Department Order #1001, Inmate Release System (11/18/09)

DI 192, *Registration of Sex Offenders* (4/18/02)

DI 219, *Non-Violent Offenders-Transition Program Release* – Revised (10/1/10) – Procedures section

DI 271, *Adjusted Administrative Releases* – Revised (1-21-10)

DI 275, *TR/CSBD Criminal Alien Release* (1/7/10) – Criteria and Release Procedures sections

DI 276, *Release Confirmations and Detainers*, (1/4/10)

DI 288, *Release to Probation - Senate Bill 1053 - Revised* (10/1/10) - Section 3.0 Release Procedures

DI 290, *Interstate Compact Application Fee* (8/4/10)