

**CHAPTER: 1000**

**Releases/Community Supervision**

**DEPARTMENT ORDER:**

**1001 – Inmate Release System**

**OFFICE OF PRIMARY  
RESPONSIBILITY:**

**OPS  
IP&R**

# Arizona Department of Corrections

## Department Order Manual



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

Charles L. Ryan, Director

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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 (ADC), 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.), 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, the Offender Information Unit (OIU) is a unit located within the Department institutions and private prison facilities, that maintains inmate records and tracks inmate release eligibility dates, unless specifically identified otherwise. The job functions of the Community Corrections Liaison shall be conducted by the OIU in the private prison facilities and in Department institutions that do not have a Community Corrections Liaison.

## **PROCEDURES**

### **1.0 ARIZONA BOARD OF EXECUTIVE CLEMENCY HEARINGS**

- 1.1 The Offender Services Bureau, Time Computation Unit (TCU) shall, in accordance with Department Order #1002, Inmate Release Eligibility System:
  - 1.1.1 Calculate and determine eligibility dates for Arizona Board of Executive Clemency (ABOEC) Hearings.
  - 1.1.2 Prepare certification lists for the TCU Administrator or designee's approval.
  - 1.1.3 Forward certification lists to the ABOEC upon the TCU 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 OIU Manager or designee shall ensure within two workdays 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 (CO) IV is advised the preliminary agenda is ready to print.
  - 1.2.4 The AIMS Offender Comments Parole Board screen is annotated with the appropriate comment to place a movement hold code on any potential moves from the unit/complex.
- 1.3 The CO IV shall submit to the assigned CO III a list of inmates requesting an ABOEC Hearing and a completed Board Hearing Notification/Parole, Form 1001-5, for each inmate the same day as received.

- 1.3.1 A log shall be maintained for all Board Hearing Notification/Parole forms received, and the ABOEC - Institution Progress Report, Form 1001-12, shall be completed.
- 1.3.2 The AIMS Parole Board Events screen shall be annotated appropriately.
- 1.4 The assigned CO III shall:
  - 1.4.1 Ensure a Board Hearing Notification/Parole form is presented to and signed by each inmate applying for an ABOEC Hearing within five workdays of receipt.
    - 1.4.1.1 If an inmate refuses to sign the Board Hearing Notification/Parole form:
      - 1.4.1.1.1 Write "Refused to Sign" on the inmate signature line of the form.
      - 1.4.1.1.2 Date and witness the form.
      - 1.4.1.1.3 Forward the form to the OIU for processing.
    - 1.4.2 Ensure the Board Hearing Notification/Parole and ABOEC – Institution Progress Report forms are returned to the unit CO IV upon completion.
    - 1.4.3 Submit the Board Hearing Notification/Parole and ABOEC – Institution Progress Report forms to the OIU staff, through the unit CO IV, within ten workdays from receipt of the preliminary agenda.
- 1.5 The OIU staff shall:
  - 1.5.1 Indicate received dates of the Board Hearing Notification/Parole and ABOEC – Institution Progress Report forms on the AIMS Parole Board Events screens.
  - 1.5.2 Annotate the information on the AIMS Parole Board Events screen.
  - 1.5.3 Forward the ABOEC – Institution Progress Report and Board Hearing Notification/Parole forms to the ABOEC, and indicate the sent date on the AIMS Parole Board Events screen.
  - 1.5.4 Ensure the Central Office and/or Complex Security Threat Group (STG) Unit Manager is notified of validated gang members scheduled for an ABOEC Hearing.
  - 1.5.5 Forward a copy of the ABOEC – Institution Progress Report form and the Board Hearing Notification/Parole form to the inmate's Master Record File upon completion of the ABOEC 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 ABOEC Hearings.
    - 1.5.6.2 The Complex Disciplinary Hearing Officer.
  - 1.5.7 Notify the ABOEC and the TCU of changes to an inmate's eligibility prior to the ABOEC Hearing.

- 1.5.8 Notify the TCU when an inmate scheduled for an ABOEC Hearing:
  - 1.5.8.1 Has been placed into a Non-Earning Class Status as a result of being found guilty of a major Class A or B 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 ABOEC Liaison shall coordinate and escort inmates and visitors to and from the ABOEC Hearings.
- 1.8 The ABOEC shall notify the OIU of the final decision within ten workdays from the ABOEC Hearing date. The ABOEC has the sole discretion to grant, deny, rescind, revoke or reinstate an ABOEC Release.
- 1.9 Upon receipt of the results, the CO III shall ensure the inmate is notified of the ABOEC's decision. Pre-Release packets shall be completed by the assigned CO III for inmates granted a release and uploaded to the Release Management System (RMS).

## **2.0 ADMINISTRATIVE RELEASES**

- 2.1 The TCU shall calculate and determine eligibility dates for Administrative Releases in accordance with Department Order #1002, Inmate Release Eligibility System.
- 2.2 The names of all inmates eligible for an Administrative Release shall be automatically generated onto the AIMS Release Eligibility List (Tentative or Provisional Release Lists) 150 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:
  - 2.2.1 Short-term offenders
  - 2.2.2 Changes in custody
  - 2.2.3 Placement and/or Rescission of Non-Earning Class status
  - 2.2.4 Forfeitures and/or Restorations
  - 2.2.5 Additional sentences and/or re-sentencing
  - 2.2.6 Administrative decisions
- 2.3 AIMS Release Eligibility List
  - 2.3.1 The OIU staff shall print the AIMS Release Eligibility List, 150 calendar days on the first day of each month, and a 60 calendar day list mid-month to ensure all inmates that are eligible for release are processed in a timely manner.
  - 2.3.2 Intake centers shall print an AIMS Release Eligibility List daily.
  - 2.3.3 The CO IV or designee shall run a caseload list batch report and/or an AIMS Release Eligibility List monthly.

- 2.3.4 The TCU, CO IV and OIU Manager or designee(s) shall communicate with each other any changes that may affect the release of an inmate on the Release Eligibility List.
- 2.3.5 The OIU Manager or designee shall:
  - 2.3.5.1 Ensure a Manual Release List is established and maintained.
  - 2.3.5.2 Within three workdays of printing the final AIMS Release Eligibility List, determine the inmate's current location and ensure:
    - 2.3.5.2.1 There are no discrepancies between the printed list, the Manual Release List and the AIMS Release Date Calculation screen.
    - 2.3.5.2.2 Notification is made according to requests on the AIMS Detainer/Warrant History screen.

### 3.0 SPECIAL CASELOAD INMATES

- 3.1 Concurrent/Consecutive Custody – The Interstate Agreement on Detainers (IAD) Deputy Compact Administrator or designee shall ensure the TCU Administrator and OIU Manager or designee's are notified when inmates in other states or federal jurisdictions have filed for disposition of Arizona charges.
  - 3.1.1 The TCU Administrator and OIU Manager or designees shall maintain a log of Interstate Agreement on Detainers notifications for tracking purposes.
- 3.2 Upon disposition of Arizona charges, the Interstate Agreement on Detainers Deputy Compact Administrator or designee shall ensure the Agreement on Detainer - Form IX, Form 901-16, is forwarded to the TCU Administrator or designee.
- 3.3 Upon receipt of the certified sentencing court document, the TCU Administrator or designee shall:
  - 3.3.1 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.
  - 3.3.2 Forward the documents to the TCU Technician for AIMS entry.
- 3.4 Upon data entry completion, the TCU Technician shall forward the documents to the TCU Administrator or designee for preparation of the Detainer/Notification Letter, Form 1001-9, as applicable.
  - 3.4.1 The Detainer/Notification Letter form 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 form to the Sheriff for the sentencing county to place a detainer on the inmate.
  - 3.4.2 The original sentencing documents and a copy of the Detainer/Notification Letter form shall be forwarded to Central Office and OIU for establishment of the inmate Master Record File and filing of the intake documents.

- 3.5 The TCU shall track release eligibility dates on all Concurrent/Consecutive Custody caseload inmates and maintain a Manual Release List.
- 3.6 The TCU or OIU staff shall ensure the ABOEC is notified if an inmate scheduled for an ABOEC Hearing is returned to Arizona custody or transferred to another jurisdiction, in accordance with Department Order #1002, Inmate Release Eligibility System.
- 3.7 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 TCU Administrator or designee shall:
  - 3.7.1 Ensure a Proclamation of Parole is received from the ABOEC for all parole releases.
  - 3.7.2 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 inmate to sign the applicable form(s) and return the signed documents to the TCU Administrator or designee for processing.
  - 3.7.3 Verify release eligibility for all Administrative Releases and ensure the applicable Conditions of Supervision and Release forms are signed.
  - 3.7.4 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.
  - 3.7.5 Review the AIMS Personal History screen for Deoxyribonucleic acid (DNA) testing and, if applicable, arrange for DNA to be taken.
  - 3.7.6 Ensure fingerprint verification has been completed.
  - 3.7.7 Upon receipt of the approved program from the Community Corrections Bureau:
    - 3.7.7.1 Provide written notification of the inmate's release type and effective date(s) to the holding jurisdiction's Records Manager.
    - 3.7.7.2 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.
    - 3.7.7.3 Authorize the other jurisdiction to drop the effective Arizona Detainer/Notification Request on the inmate's release date from the Arizona sentence.
- 3.8 Interstate Compact Inmates
  - 3.8.1 If an inmate was transferred to another state under the Interstate Compact pursuant to a contractual agreement 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.

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

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

### 3.9 Absconders

3.9.1 Offenders absconding from Department Community Supervision shall be tracked by the Warrant Services/Hearings Unit.

3.9.2 The Warrant Services/Hearings Unit shall:

3.9.2.1 Provide the TCU Administrator or designee with a list of apprehended absconders.

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

3.9.3 Absconders apprehended and sentenced to another jurisdiction shall be placed on the Community Corrections/Community Supervision Custody Caseload upon notification from the Warrant Services/Hearings Unit.

## 4.0 RELEASE IDENTIFICATION CARDS AND PROCEDURES

4.1 Wardens or designees shall ensure eligible inmates pay for and receive a state issued Motor Vehicle Division Replacement Identification credential (i.e., driver's license or Arizona Identification Card) using their Dedicated Discharge Account (DDA) funds if the credential is not on file in the inmate's institutional file. Inmates who are not eligible to receive a state issued Motor Vehicle Division Replacement Identification credential shall be issued a Released Offender Identification Card or a Released Sex Offender Identification Card. ***[Revision – May 15, 2018]***

### 4.2 Motor Vehicle Department Credentials

4.2.1 **SECTION DELETED *[Revision May 15, 2018: Sections 4.2.1 thru 4.2.2.3.1]***

4.2.2 The CO III shall:

4.2.2.1 120 days prior to the inmate's earliest release date, complete the Identification Release, Form 1001-6, indicating the status of the inmate's Motor Vehicle Division Identification credential.

4.2.2.2 Review the address that is currently in the Arizona Criminal Justice Information System (ACJIS) with the inmate and ask if the inmate wants to change the address.

4.2.2.2.1 If the inmate wants a change of address, the CO III shall make the change using the Service Arizona website.

4.2.2.3 Once the address change is complete, upload the Identification Release form into the RMS. Every packet shall have a form.



- 4.2.2.3.1 When the RMS packet arrives at OIU for “OIU Initial”, OIU staff shall review the packet for the uploaded Information Release form, and return the packet to the CO III if the form is not attached.
- 4.2.3 The OIU Manager or designee shall print out the forms for those inmates who are qualified to participate in the program and forward them to the Identification Officers for entry into the Mug Photo Interface (MPI). **[Revision – May 15, 2018]**
- 4.2.4 The Identification Officers shall ensure:
  - 4.2.4.1 All demographic information is entered into the MPI.
  - 4.2.4.2 The inmate is brought to the Identification area.
  - 4.2.4.3 One photo is taken using the blue background (e.g., Motor Vehicle Division).
  - 4.2.4.4 The inmate signs the signatures pad.
  - 4.2.4.5 The information is sent to the Motor Vehicle Division for processing.
  - 4.2.4.6 Within 48 hours, retrieve the Motor Vehicle Division report from the MPI and send the report to the OIU Manager or designee, via email.
- 4.2.5 The OIU Manager or designee shall:
  - 4.2.5.1 Maintain a copy of the Motor Vehicle Division report.
  - 4.2.5.2 Annotate the AIMS Offender Comments Driver’s License screen on all denied request from the Motor Vehicle Division.
  - 4.2.5.3 Hold the Motor Vehicle Division report until all approved cards are received from the Motor Vehicle Division and annotate the AIMS Offender Comments Driver’s License screen that the card has been received.
  - 4.2.5.4 Provide a copy of the Identification Release form to the Inmate Banking for processing of the \$12.00 fee. The DDA must be used for this purpose. **[Revision – May 15, 2018]**
- 4.2.6 For inmates who do not have a driver’s license, an Arizona Identification number or have been declined by the Motor Vehicle Division or determined not eligible to participate in the program shall be issued a regular Department Release Identification Card. **[Revision – May 15, 2018]**
- 4.2.7 Inmates shall not be eligible for a Motor Vehicle Division credential when they: **[Revision - May 15, 2018: Sections 4.2.7 thru 4.2.7.7]**
  - 4.2.7.1 Are “out to court” and cannot be screened.
  - 4.2.7.2 Have a felony warrant or detainer or are being released to another law enforcement agency.

4.2.7.3 **SECTION DELETED**

4.2.7.4 Have a citizenship (status of “3”, “5” or “6”).

4.2.7.5 Are within 45 calendar days of release.

4.2.7.6 Do not have a driver’s license or Arizona Identification number.

4.2.7.7 Are required to register as a sex offender.

4.3 Department Released Offender Identification Cards

4.3.1 Release Offender Identification Cards shall be valid for a period of 30 calendar days from the date of the offender’s release from custody for general population inmates and ten calendar days for sex offenders and/or inmates who are Registerable/Notifiable.

4.3.1.1 Any offender requesting a replacement Released Offender Identification Card which is past 30 or 10 calendar days, as applicable, shall not receive a replacement Released Offender Identification Card.

4.3.2 Inmates shall not be eligible for a Released Offender Identification Card when they:

4.3.2.1 Go “out to court” and have not reached any eligible release status.

4.3.2.2 Have a felony detainer or warrant and will be released to another law enforcement agency.

4.3.2.2.1 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 Warrant Services/Hearings Unit, upon reporting to supervision. The release date shall be the date the offender was released from the law enforcement agency which placed the detainer.

4.3.2.3 Have an Immigration Customs Enforcement (ICE) Detainer.

4.3.3 Inmates Released from ICE

4.3.3.1 Any inmate released from ICE who has been determined through the legal process by ICE to be a Legal Permanent Resident shall be eligible for a Released Offender Identification Card.

4.3.3.1.1 Inmates released from ICE prior to reaching their Earned Release Credit Date (ERCD) shall be returned to a Department institution. The releasing institution shall issue a Released Offender Identification Card upon their ERCD.

- 4.3.3.1.2 Inmates released from custody of ICE after reaching their ERCD shall be issued a Released Offender Identification Card by the Warrant Services/Hearings Unit upon reporting for supervision. The release date shall reflect the date which the offender was released from ICE detainer custody.
- 4.3.3.2 Any inmate released from ICE who has not been granted Legal Permanent Resident status through the legal process shall not be eligible for a Released Offender Identification Card.
  - 4.3.3.2.1 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.
- 4.4 Social Security Cards *[Revision - May 15, 2018: Sections 4.4 thru 4.4.6.5]*
  - 4.4.1 Eligible inmates shall be afforded the opportunity to receive a replacement Social Security card when released. There shall be no charge for the inmate.
  - 4.4.2 The following inmates shall not be eligible:
    - 4.4.2.1 Criminal Aliens (Citizen Code of a "3", "5" or "6")
    - 4.4.2.2 Inmates leaving Department custody to another jurisdiction (Extraditable Felony or Misdemeanor Detainer)
    - 4.4.2.3 Inmates being released from Court
  - 4.4.3 Wardens or designees shall ensure:
    - 4.4.3.1 Eligible inmates are encouraged to participate in the Replacement Social Security Card program as it is extremely difficult to obtain employment without a form of ID.
    - 4.4.3.2 That inmates do not have access to other inmates' Social Security Applications. Inmates shall not assist or be in the office while another inmate is completing the process.
  - 4.4.4 The CO III shall, 120 days prior to eligible inmate's earliest release date:
    - 4.4.4.1 Determine if the inmate has a Social Security card in his/her institutional file. If the inmate does not have a Social Security card in the institutional file, the CO III shall:
      - 4.4.4.1.1 Explain the Replacement Social Security Card program to the inmate.
      - 4.4.4.1.2 Ask the inmate if he/she wants to participate in the program.

- 4.4.4.1.3 Have the inmate complete and sign the Identification Release form. This form shall be completed by all inmates regardless if they want to or do not want to participate in the program.
- 4.4.4.1.4 Scan the Identification Release form into RMS.
- 4.4.4.2 If the inmate chooses to participate in the Replacement Social Security Card program:
  - 4.4.4.2.1 Ensure the inmate completes and signs the Application for Social Security Number, Form SS-5, and Consent for Release of Information, Form SSA-3288 (Social Security Application packet), in front of the CO III.
  - 4.4.4.2.2 Give the completed Social Security Application packet to the Community Corrections Liaison. No copies shall be made.
- 4.4.5 The Community Corrections Liaison shall:
  - 4.4.5.1 Enter on the appropriate AIMS screen that he/she received the Social Security Application packet and has verified the inmate's name.
  - 4.4.5.2 Sign the Certification of Prison Records letter. Only the Community Corrections Liaison or designee shall sign the document.
  - 4.4.5.3 Enter on the appropriate AIMS screen that the forms were sent to the Social Security Administration.
  - 4.4.5.4 Send the original signed Social Security Application packet and the Certification of Prison Records letter to the Social Security Administration through inter-office mail.
  - 4.4.5.5 By the 5th day of the every month, send a report to the Quality Assurance Coordinator that contains the total number of:
    - 4.4.5.5.1 Applications received.
    - 4.4.5.5.2 Applications received by unit.
    - 4.4.5.5.3 Applications sent by CO III.
    - 4.4.5.5.4 Social Security cards given to releasing inmates for the month preceding.
- 4.4.6 The OIU shall:
  - 4.4.6.1 Annotate on the appropriate AIMS screen either the Social Security card was delivered to the Complex or if the application was unable to be processed.
  - 4.4.6.2 Give the Social Security card or Explanation of Denial to the inmate on his/her day of release.

- 4.4.6.3 Return any Social Security Cards that were unable to be given to the inmates to the Social Security Administration.
- 4.4.6.4 Keep all Social Security Application packets and replacement Social Security cards that haven't been put in an inmate's file in a locked safe or cabinet.
- 4.4.6.5 Shred all Social Security Application packets that aren't sent to the Social Security Administration, using a crisscross shredder.

## 5.0 RELEASE PROCEDURES – INSTITUTIONS

- 5.1 The OIU Manager or designee shall ensure an Inmate Release Eligibility Identification System (Manual Release List) is established and maintained.
- 5.2 Release to Detainer/Notification of Felony Charges (United States (U.S.) Marshal, County Sheriff, Out-of-State Agencies) – Inmates shall be released only to a verified law enforcement agency on the Administrative/ABOEC Release date.
  - 5.2.1 If the release date falls on a Saturday, Sunday or a holiday, and the receiving agency cannot transport, a Temporary Release (TR) to the detainer may be granted if inmates are statutorily eligible. This includes, but is not limited to, detainees to the U.S. Marshals, out-of-state police agencies and County Sheriffs.
    - 5.2.1.1 Inmates not statutorily eligible for a TR may be released to the custody of another law enforcement agency on the day preceding the weekend or holiday, only upon the TCU approval.
    - 5.2.1.2 The OIU staff shall request an adjusted release to the TCU for approval, via email.
    - 5.2.1.3 If approved, the inmate shall be released on the day prior to the weekend or holiday.
  - 5.2.2 A Release Memo 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 the Warrant Services/Hearings Unit of the inmate's pending release. The OIU shall ensure the Pre-Release Investigation Report and Release Authorization, Form 1003-6, is uploaded to the OMS and/or RMS.
  - 5.2.3 For an out-of-state detainer in which an inmate will not be returning to Arizona prior to the Administrative/ABOEC type of release, the OIU shall notify the assigned CO III that an Interstate Compact packet is required, as outlined in 1001.08 of this Department Order.
  - 5.2.4 No detainees shall be cancelled by the Department upon an inmate's release.
    - 5.2.4.1 The OIU shall document on the AIMS Offender Comments Institutional Records screen the name of the agency which took custody of the inmate upon release. This includes felony detainees, probation notifications, ICE Detainers and misdemeanor warrants.

- 5.2.4.2 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.
  - 5.2.4.3 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.
  - 5.2.4.4 Upon return to custody, the OIU shall verify the status of the detainer and make the appropriate comments on the AIMS Offender Comments Institutional Records screen and cancel the detainer, if applicable.
- 5.3 Transition Program Release – Inmates shall be reviewed for eligibility pursuant to A.R.S. §31-281 and Department Order #1002, Inmate Release Eligibility System.
- 5.3.1 The CO III shall:
    - 5.3.1.1 Utilize the AIMS Inmate Actions Schedule screen to determine those inmates needing review and the AIMS Key Inmate Action Detail screen to document the results of the review.
      - 5.3.1.1.1 If inmates meet all criteria for the Non-Violent - Transition Program Release, but there are unknown dispositions for exclusionary charges, the CO III shall attempt to determine the dispositions and make appropriate entries on the AIMS Criminal History Record screen before completing the AIMS Key Inmate Action Detail screen.
      - 5.3.1.1.2 If dispositions cannot be determined, the CO III shall note the attempts to resolve in the “Comments” section of the AIMS Key Inmate Action Detail screen.
    - 5.3.1.2 Ensure inmates understand the conditions for participation in the Transition Program and sign the Transition Program Application and Agreement Form, 1001-11.
      - 5.3.1.2.1 If the inmate refuses the Transition Program, the inmate shall document that refusal on an Inmate Letter, Form 916-1, and the Inmate Letter shall be uploaded into RMS.
    - 5.3.1.3 Upload into the RMS the signed Transition Program Application and Agreement form to the Transition Program Coordinator.
    - 5.3.1.4 Update the AIMS Key Inmate Actions Detail screen within 30 calendar days of the automated AIMS Inmate Actions Schedule screen appointment.
  - 5.3.2 The Transition Program Coordinator shall upon receiving notification of a potential Transition Program Release, via the RMS:
    - 5.3.2.1 Review for eligibility.
    - 5.3.2.2 Approve or deny the application.

- 5.3.2.3 Update the RMS and the AIMS Key Inmate Actions Detail screen.
- 5.3.3 Community Corrections shall follow established release policy procedures from this point forward.
- 5.3.4 The Transition Program Coordinator shall check the daily report for inmates disqualified for the Transition Program and make the AIMS Inmate Actions Schedule screen notations.
- 5.3.5 A monthly list of anticipated Transition Program releases shall be available to the following:
  - 5.3.5.1 Community Corrections Liaisons
  - 5.3.5.2 Community Corrections Officers
  - 5.3.5.3 The Office of Victim Services
  - 5.3.5.4 The TCU
  - 5.3.5.5 Medical/Mental Health Release Planners
- 5.3.6 The OIU shall receive release confirmations (via the RMS), and update the AIMS Offender Comments Institutional Records screen with an inmate's eligibility, approval and action taken or an inmate's ineligibility and the reasons.
- 5.4 Release To Probation – Inmates shall be reviewed for eligibility pursuant to A.R.S. §13-603(K), §13-901, §13-902, §31-233 and Department Order #1002, Inmate Release Eligibility System. If the inmate meets eligibility:
  - 5.4.1 The TCU shall:
    - 5.4.1.1 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.
    - 5.4.1.2 Review TR eligibility criteria.
    - 5.4.1.3 Send a monthly tentative Release Eligibility List to the County Probation Departments.
    - 5.4.1.4 Upon the 60 calendar day release confirmation, verify release eligibility.
    - 5.4.1.5 Upon the seven workday final release confirmation, notify the OIU (via the RMS) of the release date and amount of time to extend probation, if applicable, and enter the release confirmation on the AIMS Offender Comments Audit Release screen.
    - 5.4.1.6 Issue an Absolute Discharge and forward it to the County Probation Departments.
  - 5.4.2 The OIU shall upon the seven workday release confirmation, notify the Community Corrections Liaison of the inmate's tentative release date.

5.4.3 The Community Corrections Liaison shall:

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

5.4.3.2 Complete the reporting instructions using the List of County Probation Offices. If the county has more than one Probation Office, the Community Corrections Liaison shall contact the main number to determine the assigned Probation Office.

5.4.3.2.1 A copy of the Inmate Notification of Release to Probation shall be given to the inmate, sent to the County Probation Office within one workday of receiving the final release confirmation, and placed in the institutional file.

5.4.4 Reporting Instructions

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

5.4.4.2 Sex Offenders, Sexually Violent Persons and Global Positioning (GPS) Monitored Inmates – 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) which requires GPS monitoring, shall be released on their ERCD/Absolute Discharge.

5.4.4.2.1 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.

5.4.4.2.2 If the release falls on a weekend or holiday, the OIU shall contact the Probation Office on the last workday prior to the inmate's release.

5.4.4.2.3 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. Inmates shall be physically escorted by Department Transportation staff into the Probation Office and delivered to a Probation Office staff member, who shall sign the Intake/Transfer of Custody – Body Receipt, Form 901-2.

5.4.4.2.4 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.



5.4.4.2.5 The sending OIU shall be responsible for notifying the Probation Office.

5.4.4.2.6 An inmate shall not be released to a third party, to include family members for transport to the Probation Office.

5.5 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:

5.5.1 Supervise the offender until the offender’s TR/Absolute Discharge date is reached.

5.5.2 Complete the Inmate Notification of Release to Probation form.

5.5.3 Complete the reporting instructions.

5.5.3.1 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.

5.5.3.2 All other offenders shall report to the designated County Probation Office within 72 hours from release from Community Corrections supervision.

5.5.3.2.1 A copy of the Inmate Notification of Release to Probation form shall be given to the offender, sent to the County Probation Office within one workday of receiving the final release confirmation, and placed in the offender’s file.

5.6 Temporary Release (TR)/Community Supervision Begin Date (CSBD)/Provisional Criminal Alien Releases

5.6.1 Criminal Aliens with a citizenship status of “3” or “6” are not eligible for a TR, CSBD or a Provisional Release.

5.6.2 Criminal Aliens with a citizenship status of “5” may be eligible for a TR, CSBD or a Provisional Release in accordance with criteria outlined in Department Order #1002, Inmate Release Eligibility System.

5.6.3 The TCU shall verify statutory eligibility in accordance with Department Order #1002, Inmate Release Eligibility System.

5.6.4 Community Corrections shall review and approve/deny TR/CSBD upon TCU’s verification of eligibility.

5.6.5 The CO IV shall ensure each CO III tracks the Criminal Alien’s release and submits a standard Pre-Release packet 150 calendar days prior to release, in accordance with this Department Order.

5.6.5.1 The Pre-Release packet shall indicate the proposed primary, secondary and third placements.

- 5.6.5.2 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 Identifier Codes is available in Citizenship Identifier Codes, Attachment A.
- 5.6.5.3 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.
- 5.6.6 The OIU shall complete the Criminal Alien Release, Form 1001-13, via the Offender Management System (OMS), on all Criminal Aliens being released from Department custody, regardless of the type of release.
  - 5.6.6.1 Upon release of the Criminal Alien from the Department, a copy of the Criminal Alien Release form shall be given to the ICE agent, and the original placed in the inmate’s Master Record File.
    - 5.6.6.1.1 A copy of the applicable signed Conditions of Supervision and Release form, the Pre-Release Investigation Report, and Release Authorization form, shall be given to all Criminal Aliens with identifiers of “3”, “5” or “6” who have Community Supervision and uploaded to the RMS and the OMS.
    - 5.6.6.1.2 Copies of the forms shall be placed in the inmate’s Master Record File.
    - 5.6.6.1.3 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.
- 5.6.7 Community Corrections shall monitor all Criminal Aliens using the OMS, AIMS, RMS, and the Immigration Status Letter released to the custody of ICE.
  - 5.6.7.1 Upon notification from ICE a Criminal Alien is not amenable to deportation; Community Corrections shall determine if the inmate has reached their ERCD or Community Supervision End Date (CSED).
    - 5.6.7.1.1 Inmates released from ICE after reaching their ERCD shall report to Community Corrections, if applicable.
    - 5.6.7.1.2 Inmates released from ICE after reaching their CSED are not under the supervision of the Department.
- 5.7 Interstate Compact Release – Upon release of an inmate with an approved Interstate Compact placement, the OIU Manager or designee shall email an Interstate Compact Departure Notification to the Interstate Compact Unit no later than the close of business the same day of release. The email shall include:
  - 5.7.1 A scanned copy of the applicable signed Conditions of Supervision and Release form, including the specific reporting instructions, as provided by the Interstate Compact.

- 5.7.2 The mode of travel.
- 5.7.3 The date of release.
- 5.7.4 The name and relationship of the person who is picking the inmate up.
- 5.8 Medical/Mental Health Release Planners – To ensure the continuity of care for inmates after release from Department custody, Medical/Mental Health Release Planners, and other designated contracted health staff shall be involved in the release process.
  - 5.8.1 Within 150 calendar days of an inmate’s release date, the OIU shall forward a copy of the tentative release list to the designated contracted health staff, via email.
  - 5.8.2 The Medical/Mental Health Release Planners shall:
    - 5.8.2.1 Receive an automated email notification once the release packet is initiated, via the RMS.
    - 5.8.2.2 Review the inmate’s medical and/or mental health status to determine if the inmate has any special needs upon release.
    - 5.8.2.3 Verify the Seriously Mentally Ill (SMI) designator is annotated and is correct on the designated AIMS Mental Health Actions Screen.
    - 5.8.2.4 If the inmate requires any special needs, work with the CO III and Community Corrections to assist them in finding an appropriate placement and transportation arrangements upon release.
  - 5.8.3 The OIU shall notify the designated Medical/Mental Health Release Planners of the inmate’s scheduled release, via email:
    - 5.8.3.1 Within 30 calendar days of an inmate’s release.
      - 5.8.3.1.1 At the time of the initial release audit by the TCU, an email notification shall be sent to the designated Medical/Mental Health Release Planners notifying them of the scheduled release date, via the RMS.
    - 5.8.3.2 Within seven calendar days of an inmate’s release.
      - 5.8.3.2.1 At the time of the final release confirmation by the TCU, an email notification shall be sent to the designated Medical/Mental Health Release Planners notifying them of the scheduled release date, via the RMS.
    - 5.8.3.3 Within one workday of an inmate’s release.
  - 5.8.4 The Warden shall ensure that movement and release related issues pertaining to Medical/Mental Health notifications are discussed at each weekly Warden/ Contract Facility Health Administrator meeting.
    - 5.8.4.1 The Complex CO IV shall monitor the notification process and provide a monthly report to the Warden and the Offender Services Bureau Administrator identifying deficiencies or process related concerns.

- 5.8.5 The CO III scheduling an inmate's release shall:
  - 5.8.5.1 Notify the Medical/Mental Health Release Planners 90 calendar days prior to the inmate's release date.
  - 5.8.5.2 Facilitate the transmittal of the recommendations and program arrangements made by the Medical/Mental Health Release Planners to Community Corrections staff in advance of the inmate's release.
- 5.8.6 The CO III, Medical/Mental Health Release Planners and other contracted health staff shall share all necessary information to assist in planning the inmate's successful release.
- 5.8.7 Medical/Mental Health Release Planners and other designated contracted health staff shall:
  - 5.8.7.1 Ensure all inmates designated as SMI are enrolled into the Health Insurance Marketplace.
  - 5.8.7.2 Assist inmates designated as SMI in applying for federal benefits such as Social Security Disability Insurance (SSDI)/Social Security Insurance (SSI), if appropriate.
  - 5.8.7.3 Plan for all inmates designated as SMI. Activities shall include contacting the appropriate Regional Behavioral Health Authority to facilitate and assess the inmate's pre-release plans and arranging for the appropriate mental health resources prior to release.
  - 5.8.7.4 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:
    - 5.8.7.4.1 Inmates needing hospital, skilled nursing care, assisted living, physical rehabilitation placement or other residential placement to address their specific medical needs.
    - 5.8.7.4.2 Inmates requiring immediate clinical services upon release, such as dialysis, chemotherapy, or surgical intervention.
    - 5.8.7.4.3 Inmates with chronic conditions such as HIV/AIDS requiring appointments and follow-up care to ensure medications and treatments are continued without interruption.
    - 5.8.7.4.4 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.

## **6.0 SEX OFFENDER RELEASE PACKETS**

- 6.1 The complex Community Corrections Liaison or designee shall establish a tracking system for the completion of Sex Offender Release packets one year prior to release.

- 6.2 The CO IV shall ensure each CO III, regardless of the release type, track inmate releases which are required to have a complete Sex Offender Release packet and ensure packets are submitted one year prior to release. The CO III shall:
  - 6.2.1 Submit standard Pre-Release packets 150 calendar days prior to release.
  - 6.2.2 Ensure statutory compliance for the identification of potential sex offenders, as outlined in the Classification Technical Manual, 801-TM-OPS.
- 6.3 The CO III shall:
  - 6.3.1 Review the AIMS Inmate Record screen and institutional file of inmates with a classification Sex Offender Status Code of A, B, C, D, E or G one year prior to the their release to determine present, prior or out-of-state sex or sexually motivated offense convictions.
  - 6.3.2 Prepare a Sex Offender Notification Information Sheet/Checklist, Form 1001-3.
  - 6.3.3 Attach a Sex Offender Registration/Notification Requirements, Form 1001-1, to the Sex Offender Notification Information Sheet/Checklist form.
  - 6.3.4 Submit the Sex Offender Notification Information Sheet/Checklist form and the Sex Offender Registration/Notification Requirements form to the CO IV for service and Pre-Release packet completion.
    - 6.3.4.1 For violators, the only documents required in the Pre-Release packet are the Sex Offender Notification Information Sheet/ Checklist form and Sex Offender Registration/Notification Requirements form.
  - 6.3.5 Forward a copy of the forms to the inmate's institutional file and Master Record File.
- 6.4 The CO IV, through the assigned CO III, shall forward the following packet to the Community Corrections Liaison:
  - 6.4.1 Two current photographs (face) of each identified inmate attached to the Sex Offender Notification Information Sheet/Checklist form. Completed Sex Offender Release packets shall include the following in designated sequence:
    - 6.4.1.1 Completed Sex Offender Notification Information Sheet/Checklist form.
    - 6.4.1.2 Completed Sex Offender Registration/Notification Requirements, if applicable, signed and dated by the identified inmate. If the inmate refuses to sign the forms:
      - 6.4.1.2.1 The CO III shall write "inmate refused to sign," on the inmate signature block. A second staff member shall sign and date as a witness.
      - 6.4.1.2.2 The inmate's refusal to sign shall not affect the release.
    - 6.4.1.3 Copies of Sentencing Documents, Pre-Sentence Investigation Reports to include the Pre-Sentence Investigation (PSI) criminal history information, and any other pertinent information.

6.4.2 Forward one Sex Offender Release packet to the SOCU. All packets shall be copied one-sided on white paper only.

6.5 Upon receipt of a Sex Offender Release packet, the SOCU shall:

6.5.1 Complete a review of applicable documents and make the final determination of the inmate's sex offender status.

6.5.2 Annotate the sex offender status and applicable comments on the AIMS Offender Comments Sex Offender screen.

6.5.3 Maintain the SOCU Special Purpose file for those designated sex offenders pursuant to statutory guidelines in compliance with established retention schedules.

## 7.0 PRE-RELEASE PACKETS

7.1 Within 150 calendar days prior to release of an inmate, the OIU shall:

7.1.1 Print an AIMS Release Eligibility List for Administrative Releases.

7.1.2 Compare the list with the RMS to ensure the release packet has been loaded and ready for processing in that program.

7.1.3 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.

7.1.4 Compare the release dates with the AIMS Release Date Calculation screen, the AIMS Offender Comments screen (such as the Audit Release or the Time Computation screens) and/or the Manual Release List to ensure accuracy and consistency.

7.1.5 Forward a copy of the Tentative Release List to the following:

7.1.5.1 Complex Intake Processing and/or warehouse, as applicable

7.1.5.2 Contract Facility Health Unit Administrator

7.1.5.3 Appropriate Education Staff

7.2 Within 14 calendar days after the ABOEC granted release, the ABOEC Hearing Liaison shall:

7.2.1 Access the Parole Board Events screen to ensure all granted dispositions have been entered on AIMS.

7.2.2 Forward a listing of the ABOEC granted releases to the CO IV, who shall ensure a Pre-Release packet is initiated.

7.3 Within 14 calendar days of receipt of an ABOEC granted disposition or 150 calendar days prior to an eligibility date for an Administrative Release the inmate's assigned CO III shall ensure:

- 7.3.1 Inmates granted releases by the ABOEC requiring placement into a residential program have been 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.
  - 7.3.1.1 Halfway house acceptance letters from the Department's authorized halfway house list shall be placed in the Pre-Release packet.
- 7.3.2 Pre-Release packets are not processed without the following:
  - 7.3.2.1 A street address and/or map with directions.
  - 7.3.2.2 A verified proposed sponsor and contact phone number, if available.
- 7.3.3 The inmate has signed the applicable Conditions of Supervision and Release and a copy is included in the Pre-Release packet.
  - 7.3.3.1 If the inmate refuses to sign the Conditions of Supervision and Release form, the assigned CO III shall sign as a witness and the inmate shall not be released. The OIU Manager or designee shall send a copy of the refusal to the TCU, Community Corrections and the ABOEC, if applicable.
  - 7.3.3.2 If the inmate agrees to sign the applicable Conditions of Supervision and Release form, he or she shall be released.
  - 7.3.3.3 The applicable Conditions of Supervision and Release form, 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 and Hearings Unit Supervisor or designee, within 24 hours of release from the detainer. The conditions shall specify the address, phone number and contact for reporting.
- 7.3.4 The Arizona Crime Information Center and National Crime Information Center (ACIC/NCIC) check has been requested, and ensure the results are annotated on the appropriate AIMS Offender Comments Institutional Records screen.
- 7.3.5 The Pre-Release packet is forwarded to Community Corrections, via the RMS.
- 7.4 The Office of Victim Services Administrator or designee shall send release notifications to victims and agencies in accordance with section 11.0 of this Department Order.
- 7.5 Prior to the release of an inmate, the assigned OIU staff shall:
  - 7.5.1 Within 30 calendar days:
    - 7.5.1.1 Notify the Business Manager of the inmate(s) being released.
    - 7.5.1.2 Notify contracted Health Services of the inmate(s) being released.

- 7.5.1.3 Access the AIMS Detainer/Warrant History screen and the AIMS Victim Information screen to confirm victim and agency notifications have been sent. If notifications have not been sent, contact or notify the Office of Victim Services prior to releasing the inmate(s).
- 7.5.2 Within ten calendar days prior to release date, complete the Institutional Release Confirmation Report, Form 1001-7.
- 7.5.3 Ensure the release program is valid and a TCU release confirmation has been completed.
- 7.5.4 If the inmate is being released to supervision without an approved placement, ensure the Special Conditions are completed and signed by the inmate.
- 7.5.5 Ensure a copy of the signed Special Conditions of Supervision and Release form has been distributed to the inmate(s), and uploaded to the RMS.
- 7.6 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.
  - 7.6.1 As applicable to the release conditions, the inmate shall be instructed to:
    - 7.6.1.1 Report to the designated Community Corrections office within one workday after release or by the designated time as outlined in section 16.0 of this Department Order.
    - 7.6.1.2 Report to the committing County Probation Department upon release.
    - 7.6.1.3 Comply with applicable Sex Offender Registration requirements.
  - 7.6.2 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.
  - 7.6.3 The Movement Coordinator or the assigned staff shall enter the release movements onto the AIMS External Movements screen.
  - 7.6.4 Contracted health services staff shall ensure:
    - 7.6.4.1 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.
    - 7.6.4.2 All inmates have DNA testing completed prior to release effective January 1, 2004.
  - 7.6.5 OIU staff receiving misdemeanor or felony warrants after inmates have been released shall:
    - 7.6.5.1 Forward the information to the assigned Community Corrections Officer for appropriate action.



- 7.6.5.2 Notify the sending jurisdiction of the inmate's status if the inmate is on a supervised release.
- 7.6.5.3 Ensure the inmate is returned to the originating jurisdiction if the inmate is on an unsupervised release.

**8.0 INTERSTATE COMPACT 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.

8.1 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.

8.2 Interstate Compact Application Fee Procedures for Institutions

8.2.1 Inmates initiating an Interstate Compact transfer shall on the same day:

8.2.1.1 Forward a completed Interstate Compact Application Fee Agreement for Inmates/Offenders, Form 1003-22, to the Community Corrections Liaison or designee for processing.

8.2.1.2 Complete an Inmate Request for Withdrawal, Form 905-1, in the amount of \$200.00 and forward to Inmate Banking for processing.

8.2.1.2.1 Inmates shall write "Interstate Compact Application Fee" in the "Reason" section.

8.2.2 Inmate banking shall process the Inmate Request for Withdrawal form, within four workdays of receipt.

8.2.3 Upon receipt of Interstate Compact Application Fee Agreement for Inmates/Offenders form, Community Corrections Liaisons or their designees shall:

8.2.3.1 Review the inmate's AIMS Inmate Banking Account screen within five workdays to verify the \$200.00 application fee was withdrawn from the inmate's account.

8.2.3.2 Complete the "Staff" section of the Interstate Compact Application Fee Agreement for Inmates/Offenders form after confirming the Inmate Request for Withdrawal form for the application was processed.

8.2.3.3 Email a scanned copy of the Interstate Compact Application Fee Agreement for Inmates/Offenders form to [isc\\_parole@azcorrections.gov](mailto:isc_parole@azcorrections.gov).

8.2.3.3.1 The approved Interstate Compact Application Fee shall be the email's subject title.

8.2.3.3.2 The body of the email shall include the inmate's name and ADC Number.

8.2.3.4 Send the original Interstate Compact Application Fee Agreement for Inmates/Offenders form to Community Corrections, Interstate Compact Unit.

- 8.2.3.4.1 Interdepartmental Mail - Mail Code 926; or
- 8.2.3.4.2 United States Postal Service - 801 South 16th Street, Phoenix, AZ 85034.

- 8.2.3.5 Maintain a copy of the processed Interstate Compact Application Fee Agreement for Inmates/Offenders form.
- 8.2.3.6 Initiate the Interstate Compact Transfer Request five business days after sending the email to the Community Corrections, Interstate Compact Unit.

### 8.3 Interstate Compact Application Fee Procedures for Community Corrections

8.3.1 Offenders initiating an Interstate Compact transfer shall give their assigned Community Corrections Officer a completed Interstate Compact Application Fee Agreement for Inmates/Offenders, Form 1003-22.

8.3.2 Community Corrections Officer shall:

8.3.2.1 Provide the offender with the options available for electronic payments of the Interstate Compact Application fee amount of \$200.00.

8.3.2.2 Confirm the \$200.00 fee on the AIMS CC Fee Disclosure Screen.

8.3.2.3 Email a scanned copy of the Interstate Compact Application Fee Agreement for Inmates/Offender form to the [isc\\_parole@azcorrections.gov](mailto:isc_parole@azcorrections.gov).

8.3.2.3.1 The approved Interstate Compact Application Fee shall be the email's subject title.

8.3.2.3.2 The body of the email shall include the offender's name and ADC number.

8.3.2.4 Send the original Interstate Compact Application Fee Agreement for Inmates/Offenders form to Community Corrections, Interstate Compact Unit.

8.3.2.4.1 Interdepartmental Mail - Mail Code 926; or

8.3.2.4.2 United States Postal Service - 801 South 16th Street, Phoenix, AZ 85034 after verifying the withdrawal of the \$200.00 application fee from the offender's account.

8.3.2.5 Maintain a copy of the processed Interstate Compact Application Fee Agreement for Inmates/Offenders form.

8.3.2.6 Initiate the Interstate Compact Transfer Request five business days after sending the email to the Community Corrections, Interstate Compact Unit.

- 8.4 The CO III shall initiate the Interstate Compact Transfer Request packet no earlier than 140 calendar days prior to the inmate's earliest eligible release.
  - 8.4.1 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.
  - 8.4.2 In-state Pre-Release packets do not preclude an Interstate Compact Transfer Request. In the event the Interstate Compact transfer is not accepted, the In-state Pre-Release packet will be processed. Pre-Release packets shall be submitted in accordance with section 7.0 of this Department Order.
  - 8.4.3 The Transfer Request packet shall include all necessary documentation consistent with ICAOS Rule 3.107, Application for Transfer of Supervision.
  - 8.4.4 Completed Interstate Compact Transfer Request packets shall be forward promptly to the complex Community Corrections Liaison or designee for entry into the Interstate Compact Offender Tracking System (ICOTS).
  - 8.4.5 Incomplete packets returned for correction shall be completed promptly by the CO III and resubmitted to the Community Corrections Liaison or designee.
  - 8.4.6 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.
- 8.5 The Community Corrections Liaison or designee shall:
  - 8.5.1 Review the Interstate Compact Transfer Request packets prepared by the CO III to ensure compliance pursuant to ICAOS rules and Department written instructions.
    - 8.5.1.1 Incomplete packets received from a CO III not meeting ICAOS rules shall be returned for prompt correction.
    - 8.5.1.2 Completed Transfer Requests shall be entered into the ICOTS system and submitted to the Community Corrections Interstate Compact Unit.
  - 8.5.2 Complete the AIMS Offender Comments Interstate Compact screen entry the same day of submittal into ICOTS and the Interstate Compact Unit, to include:
    - 8.5.2.1 Interstate Compact Transfer Request packets submitted via ICOTS on (date). Include staff identifier initials.
    - 8.5.2.2 ICOTS OFFENDER Number.
    - 8.5.2.3 ICOTS CASE Number.
- 8.6 The Community Corrections Interstate Compact Supervisor, Deputy Compact Administrator (DCA) or designee shall:

- 8.6.1 Review the Transfer Request packet received, via ICOTS, for completeness/accuracy. Incomplete Transfer Request packets shall be returned to the Community Corrections Liaison for prompt correction and resubmission, via ICOTS.
- 8.6.2 Complete the AIMS Offender Comments Interstate Compact screen entry to reflect the submittal of the Transfer Request to the receiving state. Transfer Request shall be submitted no earlier than 120 calendar days prior to the inmate's earliest eligible release date.
- 8.7 Private prison facilities and ASPC-Phoenix shall submit Interstate Compact Transfer Request packets to the Community Corrections Interstate Compact Unit seven months prior to the inmate's earliest eligible release date.
- 8.8 The Warrant Services/Hearings Unit Supervisor or designee shall designate a Warrant Services/Hearings Unit Community Corrections Officer to monitor an out-of-state detainee who does not return to Arizona prior to their ERCD.
  - 8.8.1 The Warrant Services/Hearings Unit Community Corrections Officer shall initiate an Interstate Compact Transfer Request, pursuant to ICAOS, Rule 3.107, upon release of the detainer should he/she make the request. The released detainee shall be required to submit the Interstate Compact file.

## 9.0 PRE-RELEASE PACKET CONDITIONS

- 9.1 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 Class A or B disciplinary violation.
  - 9.1.1 The Warden may determine whether a rescission shall be requested and detain an inmate pending a major Class A or B disciplinary violation until the outcome of the Disciplinary Hearing.
  - 9.1.2 Inmates granted a Home Arrest Release shall:
    - 9.1.2.1 Adhere to any other conditions imposed by the court, the ABOEC or supervising Home Arrest Officer.
    - 9.1.2.2 Comply with all other Conditions of Supervision contained in the Home Arrest Authorization and Conditions of Supervision and Release.
    - 9.1.2.3 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.
- 9.2 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 9.1.2.1 through 9.1.2.3 of this section.

- 9.3 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. §31-412(A), to include all release credits earned to date of Parole Eligibility Date or release. Inmates reaching their ERCD while on Parole shall:
  - 9.3.1 Be terminated from parole supervision.
  - 9.3.2 Not be under the authority of the ABOEC.
- 9.4 Inmates with a Date of Offense between September 27, 1990 and December 31, 1993 - Inmates cannot waive an ERCD release.
  - 9.4.1 Inmates on an ERCD release shall not be supervised by the Department.
  - 9.4.2 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.
  - 9.4.3 Inmates on a Provisional Release shall be automatically released from supervision on their ERCD, unless the Provisional Release is revoked or is pending revocation.
- 9.5 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.
  - 9.5.1 An inmate who has reached their Sentence Expiration Date (SED) and has signed the applicable Conditions of Supervision and Release shall be released to begin the term of Community Supervision with an approved program.
  - 9.5.2 If the inmate refuses to sign and agree to the Conditions of Supervision and Release prior to release on the SED, the inmate shall not be released and shall serve the term of Community Supervision in Department custody.
  - 9.5.3 If the inmate agrees to sign the applicable Conditions of Supervision and Release he/she may be released to begin Community Supervision Time.
- 9.6 Inmates released under supervision by Community Corrections shall:
  - 9.6.1 Agree to and sign the applicable Conditions of Supervision and Release.
  - 9.6.2 Accept any special release conditions imposed by the Department, which may include, but not be limited to:
    - 9.6.2.1 Participation in an outpatient or residential program offering drug and/or alcohol abuse treatment.
    - 9.6.2.2 Participation in an outpatient or residential mental health program.
    - 9.6.2.3 Assignment to a Reentry Center.
    - 9.6.2.4 Assignment to a private agency offering appropriate services through a contractual arrangement with the Department.

- 9.6.3 Remain in the state of Arizona unless arrangements have been made by the Deputy Compact Administrator or designee for the transfer of supervision to another state, or it is determined by Community Corrections the issuance of a travel permit is in the best interest of the releasee and/or the public.
- 9.7 Releasees on Home Arrest or Work Furlough status automatically reverting to Provisional Release status on their eligibility date may receive a TR to the Provisional Release regardless of their custody level prior to release.
  - 9.7.1 Releasees may receive a TR to the ERCD if they:
    - 9.7.1.1 Are eligible by statute and meet criteria as outlined in Department Order #1002, Inmate Release Eligibility System.
    - 9.7.1.2 Have an acceptable pre-approved release program including, but not limited to, a residence, employment and/or training or educational program.
  - 9.7.2 Wardens may rescind any approved TR based upon sound correctional practice. Wardens shall notify the Community Corrections Operations Director and the OIU, who shall notify the TCU, of such actions.
  - 9.7.3 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.
- 9.8 When a releasee violates the Conditions of Supervision and release, the Community Corrections Operations Director or designee may:
  - 9.8.1 Counsel the releasee and monitor behavior.
  - 9.8.2 Modify conditions of the release, to include additional sanctions and a change of placement.
  - 9.8.3 Return the releasee to the institution.
  - 9.8.4 Request revocation of the release.
- 9.9 The OIU staff shall, in accordance with Department Order #1002, Inmate Release Eligibility System, release:
  - 9.9.1 Criminal Alien inmates with a detainer and/or deportation orders to ICE.
  - 9.9.2 Inmates to the Non-Violent Offenders Transition Release Program.

## 10.0 RELEASE PROCEDURES – COMMUNITY CORRECTIONS

- 10.1 Community Corrections shall monitor pre-release investigation appointments within the Department RMS and ICOTS in order to schedule and complete pre-release investigations for all offenders being released to Community Supervision under the Department Community Corrections Bureau.

## 10.2 Assignment to Community Corrections/Field Services

- 10.2.1 The Community Corrections Office Supervisor or designee shall ensure that all submitted pre-released and Interstate Compact appointments are reviewed and assigned to the appropriate Community Corrections Officer within ten workdays of receipts for completions:
- 10.2.1.1 Upon receipt of the Pre-Release packet, the Community Corrections Officer shall have a maximum of 15 workdays in the Maricopa and Pima County areas, or a maximum of 30 workdays in the regional areas, to investigate the release plan and complete the Pre-Release Investigation Report and Release Authorization, Form 1003-6, via the RMS.
  - 10.2.1.2 Expedited completion due dates shall be assigned in cases where the CSBD is less than the designated allowable time frames from receipt of the pre-release investigation.
- 10.2.2 The Community Corrections Office Supervisor or designee may grant extensions in order to complete the Pre-Release Investigations Report form. Extensions of due dates shall be entered into the RMS.
- 10.2.2.1 Due dates shall not exceed the inmate's earliest statutorily eligible release date to Community Supervision.
  - 10.2.2.2 The Community Corrections Operations Director or designee shall approve any extensions.
- 10.2.3 If an investigation results in a recommendation for denial of the release plan, the Community Corrections Officer shall notify the CO III, via the RMS.
- 10.2.3.1 The Pre-Release packet with a copy of the denial report shall be uploaded to the RMS if no other placement(s) have been listed.
  - 10.2.3.2 If another placement is listed, the Community Corrections Officer shall return the packet and denial report to the Community Corrections Release Unit for reassignment, via the RMS.
- 10.2.4 The Community Corrections Operations Director or designee shall make the decision for release of the inmate to an approved community program.
- 10.2.5 Within two workdays 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.
- 10.2.5.1 The Community Corrections Officer shall forward a Pre-Release Investigation Report and Release Authorization form (via the RMS) to the Community Corrections Electronic Monitoring Unit and TCU.
  - 10.2.5.2 The Director may request the ABOEC rescind an inmate's ABOEC approved release if found guilty of a major Class A or B disciplinary violation in accordance with this Department Order.

- 10.2.5.3 The Warden may detain an inmate who is pending a major Class A or B disciplinary violation until the outcome of the Disciplinary Hearing, to determine whether a rescission will be requested on the ABOEC releases and notify the TCU Administrator or designee.
  - 10.2.5.4 The Warden may deny an inmate who is pending a major Class A or B disciplinary violation until the outcome of the Disciplinary Hearing if the release is a TR or the CSBD, and notify the TCU Administrator or designee.
- 10.3 Assignment to Interstate Compact Services – The Deputy Compact Administrator for the supervision of offenders shall ensure:
- 10.3.1 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.
  - 10.3.2 After receipt of an acceptance from the other jurisdiction, the Pre-Release Investigation Report form is forwarded to the Community Corrections Operations Director or designee via the release unit. Appropriate annotation is made on AIMS Offender Comments Interstate Compact screen.
  - 10.3.3 If placement is denied by the other jurisdiction, the AIMS Offender Comments Interstate Compact screen is annotated to indicate the denial and notification is made to the appropriate OIU manager who shall within one workday of receipt:
    - 10.3.3.1 Notify the appropriate CO III or CO IV.
    - 10.3.3.2 Notify the TCU of the denial, via email, so the inmate can be scheduled for a subsequent ABOEC Board Hearing if applicable.
- 10.4 Assignment to Warrant Services/Hearings Unit - Within seven workdays 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 Director or designee shall complete the Pre-Release Investigation Report form and authorization.
- 10.4.1 A field investigation by the Warrant Services/Hearings Unit is not required.
  - 10.4.2 Within one workday after administrative approval, the assigned Warrant Services/Hearings Unit staff shall acknowledge the release appointment, via RMS. The Warrant Services/Hearings Unit staff shall update the AIMS Gain/Loss History screen within three workdays.
- 10.5 Community Corrections staff shall update the AIMS Gain/Loss History 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.
- 10.6 All Released Offender Identification Cards shall be issued in accordance with section 4.0 of this Department Order.



## 11.0 RELEASE NOTIFICATION

- 11.1 Victim Notification – Within 30 calendar days after receiving a completed and signed Post-Conviction Notification Request form from the victim or the victim's lawful representative, the Office of Victim Services shall mail and/or email the following to the victim:
- 11.1.1 A Victim Notification Request Acknowledgment Letter
  - 11.1.2 A Victim Notification Status Change form
  - 11.1.3 A listing of release types
  - 11.1.4 An AIMS Inmate Time Computation screen printout, informing the victim of the inmate's earliest release date, if the inmate's sentence exceeds six months
  - 11.1.5 A Release Notification Letter informing the victim of the inmate's actual release date, if, the inmate's sentence is six months or less
  - 11.1.6 An Office of Victim Services Brochure informing victims of their rights and the services provided by Office of Victim Services
  - 11.1.7 A Waiver Form
  - 11.1.8 A Victim Survey
- 11.2 Victim Information – The Office of Victim Services shall add information received from the Post-Conviction Notification Request form and update the AIMS Victim Information screen:
- 11.2.1 Name, address, telephone number and email address of courtesy notifications
  - 11.2.2 Changes of address, telephone number or email address from any of the parties approved for courtesy notification
  - 11.2.3 Victim/lawful representative notification requests
  - 11.2.4 Victim/lawful representative notification status changes
  - 11.2.5 Correspondence pertaining to courtesy notification/victims or lawful representatives
  - 11.2.6 Requests from the victim, the family or household members who are denoted by the victim, to not receive inmate mail
- 11.3 Agency Information – The OIU's, to include Reception Centers, shall ensure the following information is recorded on the AIMS Victim Information screen.
- 11.3.1 Name, address and telephone number of sentencing judge(s)
  - 11.3.2 Name, address and telephone number of arresting agency(s)
  - 11.3.3 Name, address and telephone number of County Attorney(s)
  - 11.3.4 Court Record (CR) number of all commitment and court information, which corresponds with the information listed in 11.3.1 through 11.3.3 above

- 11.4 Inmate Information – The Office of Victims Services shall:
- 11.4.1 Notify the appropriate Warden in writing of any requests submitted by the victim to “Not Receive Inmate Mail.”
  - 11.4.2 Annotate in the “Confidential” section of the AIMS Offender Comments Victim and Offender Comments Victim Notify screens all requests to “Not Receive Inmate Mail.”
- 11.5 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 within 15 calendar days upon notification of an inmate’s death, the Office of Victim Services shall:
- 11.5.1 Mail a Release Notification Letter to the victim and other approved courtesy notifications to the most current address shown for each on the AIMS Victim Information screen.
  - 11.5.2 Mail a committing/arresting agency Release Notification Letter to the committing court, the County Attorney of the committing county and the arresting agency.
  - 11.5.3 Ensure mailing information is accurately generated by the AIMS Victim Information screen prior to mailing the notifications.
  - 11.5.4 Enter the date the letter was mailed, the release type and the release date on the AIMS Offender Comments Central Office Records screen.
- 11.6 Escapes – When an inmate escapes, the Office of Victim Services shall notify, by phone, the County Attorney and all victims listed on the AIMS Victim Information screen immediately after the escape has been confirmed or upon entry of the escape on ACIC/NCIC.
- 11.6.1 When an escapee is apprehended, the Office of Victim Services shall again notify the County Attorney and all victims listed on the AIMS Victim Information screen by phone.
  - 11.6.2 Within one workday, the Office of Victim Services shall provide written notification of an escape or apprehension to the County Attorney and all victims listed on the AIMS Victim Information screen.
- 11.7 Undeliverable Mail – If a Release Notification Letter is returned, the Office of Victim Services shall, prior to filing the letter, enter the reason for return on the AIMS Victim Information screen and, if the letter indicates:
- 11.7.1 After attempting to contact the victim by phone to obtain a current address re-mail the letter to the victim.
  - 11.7.2 If the envelope provides a change of address, re-type the Notification Letter and mail to the current address.
  - 11.7.3 Record the return of the Notification Letter on the AIMS Victim Information and Offender Comments Central Office Records screens with the specific reason for it being returned.

- 11.8 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.
- 11.9 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.
- 11.10 Return to Custody Inmates – The Office of Victim Services shall, within five workdays of receiving notification that a released inmate has returned to Department custody for violation(s) of release conditions and/or returned from escape/abscond status, use U.S. postage stamped 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.
- 11.11 Complaints From Victims – Victim complaints shall be handled as expeditiously as possible.
- 11.11.1 The Victim Services Administrator or designee shall handle the initial complaints.
- 11.11.2 Unresolved complaints shall be elevated by the Victim Services Administrator or designee, through the chain of command.
- 11.11.3 Complaints of an urgent nature may be referred to the Victim Services Administrator or designee at any time.
- 11.12 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 Victim Services Administrator or designee shall:
- 11.12.1 Ensure the format of the letters accurately describes the intent and purpose.
- 11.12.2 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.
- 11.12.3 Maintain the letters and forms submitted to the Attorney General’s office and the Information Technology Bureau.

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

- 12.1 Upon identification an inmate is subject to sex offender registration/community notification as required by A.R.S. §13-3821 and §13-3825, the SOCU Supervisor or designee shall:
- 12.1.1 Prepare an Arizona Department of Public Safety (DPS) Sex Offender Registration Form, 802-04169, via the Offender Watch System.
- 12.1.2 Notify the institution and TCU Manager that the DPS Sex Offender Registration Form has been initiated and uploaded into the Offender Watch System, no more than ten working days prior to the inmate’s anticipated release date.

- 12.2 The OIU Manager or designee shall ensure completion and dissemination of the DPS Sex Offender Registration Form within three workdays of receipt from SOCU. For inmates requiring a release prior to the designated ten day period, OIU shall ensure the registration/release identification process is coordinated immediately. MPI authorized users shall upload completed documents to DPS prior to the inmate's release from custody. All Sex Offender Registrations forms shall be completed as follows:
  - 12.2.1 The OIU documents Registrant's Home Street Address, release date and Community Corrections Officer contact information, if applicable, shall be completed on the form prior to forwarding to MPI authorized user for processing.
  - 12.2.2 An inmate's approved Community Correction's release program address shall be documented as the Registrant's Home Street Address for inmates with Community Supervision.
  - 12.2.3 "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.
  - 12.2.4 An inmate's release date shall be documented in the "Comment" section on the form.
  - 12.2.5 Community Corrections/Probation Officer contact information shall be documented in the designated box, if applicable.
  - 12.2.6 Notify the MPI authorized user, via email, for completion of the electronic Sex Offender Registration and Released Sex Offender Identification Card.
- 12.3 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.
  - 12.3.1 Transfer data from prepared DPS Sex Offender Registration Form onto the LIVESCAN electronic form for all initial registrations.
    - 12.3.1.1 Registrant's Address and Release Date must be data provided from OIU on the form (Not from the inmate at time of registration).
    - 12.3.1.2 Update inmate's physical characteristics, if applicable.
    - 12.3.1.3 The Type O3 fingerprint card is required for all sex offender registrations.
    - 12.3.1.4 Fingerprints are required for all initial registrations.
    - 12.3.1.5 Print completed registration form and present to the inmate for signature/date.
    - 12.3.1.6 After the inmate signs, indicate initial registration date at the upper left corner of the form.
    - 12.3.1.7 If inmate refuses to sign, write "Refused to Sign" on the Signature of Registrant line.

- 12.3.1.8 The MPI authorized user must sign and date in the area marked “Registering Agency Office Use Only,” witnessing inmate signature or refusal.
- 12.3.2 Update registrations require a completed registration form and MPI new sex offender record only. Fingerprints are not required.
  - 12.3.2.1 Fingerprints shall not be entered for update registrations only.
  - 12.3.2.2 The original prepared form shall be completed by a MPI authorized user by obtaining the inmate’s signature, witnessing and dating the form.
- 12.3.3 Create a “New Sex Offender Record” in the MPI for every initial and update registration.
  - 12.3.3.1 Ensure demographic data is entered.
    - 12.3.3.1.1 Enter designated Registered Sex Offender identifier (SO).
    - 12.3.3.1.2 ADC inmate number followed by a Sex Offender identifier (SO) shall be used.
  - 12.3.3.2 Complete “Notes” entry to indicate Initial/Update Sex Offender Registration and Sex Offender Identification completion.
  - 12.3.3.3 Capture inmate’s photo (face). Inmate must be in Blue Release shirt for photo.
  - 12.3.3.4 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.
  - 12.3.3.5 The MPI Department record shall immediately be updated with Sex Offender Registration Photo and “Notes” entry matching sex offender record entry.
- 12.4 The MPI authorized user shall verify the accuracy/completion of copies and distribute as follows:
  - 12.4.1 Immediately upload a signed completed copy into the Offender Watch System. All completed registrations and refusals to register shall be uploaded into the Offender Watch System.
  - 12.4.2 A copy of completed registration/refusals shall be placed in the inmate’s Master Record File.
  - 12.4.3 The registration form with the original inmate/staff signatures and hard fingerprint card shall be mailed to DPS.
  - 12.4.4 The inmate shall be provided a copy of all completed registration forms and the Released Sex Offender Identification Card upon release from Department custody.

- 12.4.5 The AIMS Offender Comments Institutional Records screen shall be annotated with date of completed registration and dissemination.
- 12.5 The SOCU shall:
  - 12.5.1 Within three calendar days of release, message the County Sheriff in which the offender is approved to reside, via the Offender Watch System, if applicable.
  - 12.5.2 Retain a copy of the signed registration form and fingerprint card, in the inmate's SOCU Special Purpose file.
- 12.6 If the sex offender is to be supervised after release, ensure notification of the registration is made available.

### **13.0 SEX OFFENDER NOTIFICATION**

- 13.1 The SOCU shall:
  - 13.1.1 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 pursuant to statutory requirements.
  - 13.1.2 Provide designated information to the DPS for the purpose of community notification, to be made by local law enforcement.
  - 13.1.3 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.
  - 13.1.4 Enter the information on the AIMS Offender Comments Sex Offender screen.
- 13.2 Community Corrections Officers shall:
  - 13.2.1 Ensure sex offenders subject to Registration/Notification have an approved placement prior to being released on a Provisional Release.
  - 13.2.2 Supervise sex offenders in accordance with their established term of supervision.
  - 13.2.3 Assist the sex offender in locating a permanent residence, when the offender is released under supervision and does not have an approved placement.
  - 13.2.4 During the intake process enter the offender's residence into the AIMS Offender Placement screen.

### **14.0 PRE-RELEASE PROCESS FOR SEXUALLY VIOLENT PERSONS** – Pursuant to A.R.S. §36-3701, 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.

- 14.1 Central Office Classification staff shall identify inmates with current and/or prior convictions as outlined in the Inmate Classification Technical Manual, 801-TM-OPS and designate the appropriate classification sex offender status code.

14.2 The SOCU shall:

- 14.2.1 Complete review of Sex Offender Release packet and identify inmates subject to the Sexually Violent Persons review/referral process, pursuant to A.R.S. §36-3701.
- 14.2.2 Coordinate evaluation with the designated contracted-vendor mental health evaluator (psychologist, psychiatrist) and designated Department site mental health staff no more than 120 calendar days prior to inmate's release from Department custody.
- 14.2.3 Request/obtain mental health records and consent for Sexually Violent Persons screening from Department site mental health staff. Obtain and provide all available documentation designated pursuant to statute to the contracted-vendor mental health evaluator for determination of Sexually Violent Persons criteria and possible further referral to the County Attorney.
- 14.2.4 Provide all available documentation designated pursuant to statute to the appropriate County Attorney/Attorney General upon completion of evaluation and recommendation of Mental Health Evaluator.
- 14.2.5 Serve offender with Sexually Violent Persons petition at designated location in accordance with court directive.
- 14.2.6 Track caseload of Sexually Violent Persons petitioned/committed offenders until expiration of Department Community Supervision term.
- 14.2.7 Coordinate transport/transfer of Community Supervision offender to designated field Community Corrections Office if discharged from Arizona Community Protection Treatment Center (ACPTC) prior to expiration of Department Community Supervision.

14.3 Contracted mental health supervisor or designee shall:

- 14.3.1 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.
- 14.3.2 Forward all specified records to SOCU per designated deadline date upon receipt of Mental Health Records Request memo from the SOCU.

14.4 The contracted Health Services staff and the Department Sex Offender Treatment Program staff shall, upon receipt of the Continuity of Care Request memo from the SOCU, forward all specified records to SOCU per designated deadline date.

14.5 The TCU Administrator or designee shall, upon request (email) from the SOCU, provide an Audit of Release Dates by the designated deadline date.

14.6 The Central Office OIU Supervisor or designee shall, upon request via email from SOCU, provide a Prior Packet to the SOCU by the designated deadline date.

## 15.0 RELEASE VERIFICATION AUDIT

15.1 Initial Release Verification – OIU staff shall receive the initial release verification of the release dates from the TCU, via the RMS.

### 15.2 Processing Initial Institutional Release Requests

15.2.1 Upon receipt of the scheduled appointment from the RMS, the TCU shall:

15.2.1.1 Complete a full Master Record File review and release audit, including a manual calculation and/or web calculator dates which shall be compared to the AIMS automated release date for accuracy.

15.2.1.2 Ensure a copy of the manual and/or web calculation is uploaded to the RMS upon completion of the audit. The initial release eligibility is tentative and is not the final authorization to release the inmate. Staff shall ensure all appropriate release dates are annotated on the AIMS Offender Comments Audit Release screen.

15.2.1.3 Finalize the initial release confirmation, via the RMS. The RMS shall automatically generate notifications to the OIU, contracted Health Services and Office of Victim Services, if applicable. The RMS shall then generate an appointment for a final release confirmation.

15.2.1.4 Within 15 workdays, 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.

15.2.1.5 Within five workdays, process Furloughs and Temporary Releases.

15.2.1.6 Determine eligibility or ineligibility for a Provisional Release.

15.2.1.7 If the inmate is ineligible for Provisional Release, determine if the inmate is eligible for an ERCD release.

15.2.1.7.1 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.

15.2.1.7.2 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.

15.2.1.8 After determining the release eligibility from Provisional Release to an ERCD or SED release:

15.2.1.8.1 Recalculate the release eligibility dates.



- 15.2.1.8.2 Notify the institution of the recalculated release date and reason for the denial, via email.
      - 15.2.1.8.3 Enter on the AIMS Offender Comments Audit Release screen the eligible release types and dates. The reason(s) for ineligibility and the recalculated release dates.
    - 15.2.2 Community Corrections shall complete final program approval/denial for supervised releases in the RMS.
  - 15.3 Final Release Eligibility Review – Within 15 workdays prior to the inmate’s scheduled release, the OIU staff shall:
    - 15.3.1 Request an ACIC/NCIC check and make a final release eligibility review in accordance with Department Order #1002, Inmate Release Eligibility System.
    - 15.3.2 Electronically notify the Security Threat Group (STG) 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:
      - 15.3.2.1 The inmate’s name and ADC number.
      - 15.3.2.2 The date and type of release.
      - 15.3.2.3 The address the inmate is being released to, if available.
      - 15.3.2.4 Any special release conditions or relevant information.
    - 15.3.3 Review the appropriate AIMS screens which could affect the inmate’s release date one workday prior to release, as outlined in this Department Order.
  - 15.4 Final Release Confirmation
    - 15.4.1 The TCU Administrator/Offender Services Bureau Administrator or designees shall confirm the release date and complete a final release confirmation within seven workdays of the inmate’s release.
      - 15.4.1.1 The final release confirmation shall include verification of the approved program, disciplinary actions, review of sentencing documents and verification of initial release confirmation.
      - 15.4.1.2 The final release confirmation and audit documents shall be uploaded to the RMS and appropriate comments annotated on the AIMS Offender Comments Audit Release screen.
      - 15.4.1.3 The final release confirmation shall be forwarded to the OIU, SOCU, Community Corrections Release Unit and Office of Victim Services, via the RMS.
        - 15.4.1.3.1 The Office of Victim Services shall annotate the AIMS Offender Comments Records screen to include the victim status, release type and release date.

- 15.4.2 Inmates who do not have an approved program by Community Corrections shall be denied the TR/CSBD and serve until their ERCD/SED.
  - 15.4.2.1 The TCU shall, if a program is approved prior to the ERCD/SED, provide an adjusted release date to the OIU, SOCU, Community Corrections Release Unit and Office of Victim Services, via the RMS.
- 15.4.3 Exceptions – The final release confirmation for the following release types may be provided prior to the seven day time frame:
  - 15.4.3.1 Technical Violators
  - 15.4.3.2 DC to Probation (Discharge to Conditions of Probation)
  - 15.4.3.3 Inmates sentenced to service the full sentence imposed (flat sentence)
  - 15.4.3.4 Home Arrest
  - 15.4.3.5 Inmates approved for Interstate Compact
- 15.4.4 No inmates shall be released without a final release confirmation from the TCU.

## **16.0 ADJUSTED ADMINISTRATIVE RELEASES**

- 16.1 Inmates with court ordered Community Supervision shall not be released on a weekend or holiday to a TR/CSBD.
  - 16.1.1 TR/CSBD releases shall occur Monday through Friday.
  - 16.1.2 Inmates whose TR/CSBD falls on a weekend or holiday shall be released on the first workday after the weekend or holiday.
  - 16.1.3 All inmates granted a discretionary release shall report to their assigned Community Corrections Officer as outlined in this Department Order.
- 16.2 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.
  - 16.2.1 The Department shall transport the inmate from the releasing institution to the designated Metro Phoenix/Mesa or Metro Tucson Community Corrections Office only by 1200 hours.
  - 16.2.2 The Department Transportation staff shall call the Community Corrections Office upon departure from the institution, advising them of the estimated time of arrival. In the event they will not arrive by the designated time, they shall call the Community Corrections Office with an update on the estimated time of arrival.
    - 16.2.2.1 Inmates shall be physically escorted by Department Transportation staff into the Community Corrections Office and delivered to the assigned officer, senior officer, supervisor or Duty Officer by 1200 hours. The Community Corrections staff member shall sign the Intake/Transfer of Custody-Body Receipt form.

- 16.2.2.2 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.
  - 16.2.2.3 Transportation arrangements shall be made by the OIU and Central Office Classification.
  - 16.2.2.4 The inmate shall be housed in detention pending release the following day.
- 16.3 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.
  - 16.3.1 An immediate family member and/or approved sponsor may pick up a sex offender with a viable home plan who does not require GPS monitoring, and transport them to the assigned Community Corrections Office by 1200 hours, in accordance with the inmate's Conditions of Supervision.
  - 16.3.2 If an immediate family member and/or an approved sponsor are not available, Department Transportation staff shall transport inmates to the assigned Community Corrections Office as outlined in 16.2.2 through 16.2.2.4 of this section.
  - 16.3.3 If the inmate requires GPS monitoring, the inmate shall be transported by Department Transportation staff to the assigned Community Corrections Office as outlined in 16.2.2 through 16.2.2.4 of this section.
- 16.4 Sexually Violent Persons – ERCD and SED for Sexually Violent Persons who are under a court ordered Sexually Violent Person Civil Petition shall be released and transported by the Department Transportation staff to the Arizona State Hospital on the date of the ERCD/SED, to include weekends and holidays. No Sexually Violent Person shall receive a TR/CSBD. The inmate shall be physically escorted into the hospital and an Intake/Transfer of Custody – Body Receipt form shall be completed.
- 16.5 Global Positioning 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.
  - 16.5.1 All offenders that require GPS monitoring shall be transported by Department Transportation staff to the designated statewide Community Corrections Office by 1200 hours. Offenders with or without viable home plans that require GPS monitoring are not eligible for transport by any outside entity or family member. The Department shall complete all transports for this population.
- 16.6 Non Registerable/Notifiable Sex Offenders – Offenders that do not require GPS monitoring, 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 only.
- 16.7 Seriously Mentally Ill Inmates – Inmates designated as SMI, in accordance with the AIMS Mental Health Action screen, whose ERCD falls on a weekend or holiday shall be released on the day prior to their ERCD, if statutorily eligible (Monday through Friday).

- 16.7.1 An immediate family member and/or sponsor may pick up the SMI inmate and transport them to the assigned Community Corrections Office in accordance with the inmates Conditions of Supervision.
- 16.7.2 If an immediate family member and/or sponsor are not available, Department Transportation staff shall complete the transport to the assigned Community Corrections Office as outlined in 16.2.2 through 16.2.2.4 of this section.
- 16.8 Court Ordered Evaluation (COE) Releases – Inmates under a Mental Health Civil Petition requiring a Court Ordered Evaluation shall be released in accordance with specific release eligibility criteria and transported directly and escorted into the designated County Psychiatric annex or designated contracted psychiatric facility by Department Transportation staff. Department Transportation staff shall complete the Intake/Transfer of Custody – Body Receipt form.
- 16.8.1 Designated Department staff shall serve the Mental Health Civil Petition Affidavit of Service to the inmate within the service time frames directed by the court, and within one workday return the completed Mental Health Civil Petition Affidavit of Service to the designated mental health staff.
- 16.9 Earned Release Credit Dates on Weekends/Holidays
- 16.9.1 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 as outlined in 1.2 through 16.5.1 of this section, require the inmate to be released Monday through Thursday.
- 16.9.1.1 Temporary Releases shall only be for one to three calendar days prior to their ERCD.
- 16.9.2 For inmates requiring Special Conditions of Supervision, Community Corrections staff shall submit the applicable Special Conditions of Supervision and Release form with the approved Pre-Release Investigation form to the OIU. ***[Revision – February 25, 2019: Sections 16.9.2 and 16.9.2.1]***
- 16.9.2.1 **SECTION DELETED**
- 16.10 Arizona Board of Executive Clemency Granted Releases – Pursuant to A.R.S. §31-412(A), inmates scheduled to be released on their Parole Eligibility Date 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, as outlined in 16.2 through 16.5.1 of this section, require the inmate to be released Monday through Thursday.
- 16.10.1 If the inmate is not statutorily eligible for a TR, the date of release may be adjusted to the next workday following their Parole Eligibility Date.
- 16.11 Home Arrest
- 16.11.1 The OIU shall request release confirmation from the TCU on home arrest inmates.
- 16.11.2 Inmates released on home arrest shall only be released Monday through Thursday, excluding holidays.

- 16.11.3 Home arrest releases require GPS and shall be transported by Department Transportation staff in accordance with 16.5 of this section.
- 16.12 Mandatory/Provisional Releases
- 16.12.1 Adjusted released shall be processed if the release date falls on a weekend or holiday.
- 16.12.2 Inmates shall be released on the Friday prior to the weekend or the day prior to the holiday (Monday through Friday).
- 16.13 Sentence Expiration Date/Community Supervision End Date/Earned Release Credit Date Prior to Truth in Sentencing - Inmates with a date of offense prior to Truth in Sentencing (inmates with a date of offense prior to January 1, 1994) shall be released on their weekend or holiday release date.
- 16.14 Absolute Discharge – Inmates with an Absolute Discharge shall be released on the date of the discharge.
- 16.15 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).
- 16.15.1 If the mandatory literacy requirements have not been met, the inmate shall be released on the day of their SED.
- 16.16 Interstate Compact – Inmates with an approved Interstate Compact placement shall be released on their actual release date, to include weekends and holidays.
- 16.17 Non-Eligible Temporary Release Inmates – Inmates who are not statutorily eligible for a TR shall be released on their actual ERCD/CSSED/Parole Eligibility Date.
- 16.17.1 The inmate shall sign the applicable Conditions of Supervision and Release.
- 16.17.2 The inmate shall report to their assigned Community Corrections Office within one workday after the weekend or holiday, unless circumstances specified in this Department Order require same day reporting.
- 16.17.2.1 If same day reporting is required, the OIU shall coordinate with the Community Corrections Officer for the weekend and holiday release.
- 16.17.3 Inmates who are Registerable/Notifiable and/or require GPS monitoring and/or are SMI who are not statutorily eligible for a TR shall be released on their ERCD/SED.
- 16.17.3.1 Inmates shall be physically escorted by Department Transportation staff into the Community Corrections Office and delivered to the assigned officer, senior officer, supervisor or Duty Officer in accordance with section 5.0 of this Department Order.

16.17.3.2 The Community Corrections staff member shall sign the Intake/Transfer of Custody – Body Receipt form. If the designated Community Corrections Office is not within a reasonable distance from the institution, transportation shall be in accordance with section 5.0 of this Department Order.

16.17.3.3 The OIU shall coordinate with the Community Corrections Officer for the weekend and holiday release.

#### 16.18 Criminal Alien Releases

16.18.1 Criminal Aliens with a citizenship status of “3” or “6” shall be released on their statutorily mandated release date to include weekends and holidays.

16.18.2 Criminal Aliens with a citizenship status of “5” 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 Eligibility System.

16.19 Probation Detainers – Inmates with Probation Detainers whose release date falls on a weekend or holiday shall be released on the weekend or holiday.

#### 16.20 Weekend/Holiday Earned Release Credit Date/Temporary Release Process

16.20.1 Adjusted Release memos are required for Registerable/Notifiable Sex Offenders and inmates requiring GPS monitoring and/or SMI inmates.

16.20.2 The TCU shall send the release confirmations to the OIU, Community Corrections Release Unit and Office of Victim Services, via email.

16.20.3 The OIU shall notify the Community Corrections Officer and Community Corrections Supervisor, via email, as to the inmate’s actual release date.

16.20.4 The Community Corrections Officer shall monitor the RMS and the AIMS Offender Comments Audit Release screen and note any changes to the inmate’s release date.

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms

## **ATTACHMENTS**

Attachment A – Citizenship Identifier Codes

## **FORMS LIST**

- 1001-1, Sex Offender Registration/Notification Requirements
- 1001-1S, Registro de Delincuente Sexual/Requisitos de Notificación (Spanish Version)
- 1001-3, Sex Offender Notification Information Sheet/Checklist
- 1001-5, Board Hearing Notification/Parole
- 1001-6, Identification Release
- 1001-7, Institutional Release Confirmation Report

1001-8, Board of Executive Clemency Changes  
1001-9, Detainer/Notification Letter  
1001-11, Transition Program Application and Agreement  
1001-12, ABOEC – Institution Progress Report  
1001-13, Criminal Alien Release

## **AUTHORITY** *[Revision - May 15, 2018]*

A.R.S. Title 13, Criminal Code  
A.R.S. § 13-603, Authorized Disposition of Offenders  
A.R.S. § 13-604, Class 6 Felony; Designation  
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. § 13-901, Probation  
A.R.S. § 13-902, Periods of Probation; Monitoring; Fees  
A.R.S. § 13-3821, Persons Required to Register; Procedure; Identification Card; Assessment; Definitions  
A.R.S. § 13-3825, Community Notification  
A.R.S. § 13-4401, Definitions  
A.R.S. § 31-233, Order for Removal; Purposes; Duration; Continuous Alcohol Monitoring Program; 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. § 31-281, Transition Program; Report; Definition  
A.R.S. § 31-411, Parole or Discharge; Conditions of Parole; Release under Supervision of State Department of Corrections; Notice of Hearings; Exceptions; Drug Testing Costs  
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. § 31-443, Power of Governor to Grant Reprieves, Commutations and Pardons  
A.R.S. § 36-533, Petition for Treatment  
A.R.S. § 36-3701, 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; Released Prisoner Health Care  
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; Definition  
A.R.S. § 41-1604.12, Community Correctional Centers, Powers and Duties; Allocation of Compensation; Absence Without Leave; Classification; Notice; Applicability  
A.R.S. § 41-1604.13, Home Arrest, Eligibility; Victim Notification; Conditions; Applicability, Definitions  
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

### 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 Immigration Customs Enforcement (ICE) Detainer.
3	Criminal Alien	Illegally in the United States; may or may not be deportable/amenable to deportation. Should have an ICE Detainer.
5	Legal Permanent Resident (LPR)	Legally in the United States and is not amenable 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.